

City of Memphis City Court Clerk

FY 2016 O&M Budget Request

Thomas E. Long, City Court Clerk

May 5, 2015

City Court Clerk

Mission Statement:

To efficiently and effectively manage the collections of all fees and fines owed to the City of Memphis and records pertaining to the City Court Clerk's Office and the Municipal Courts. The Clerk's office provides outstanding ticket information to the State and other departments. The City Court Clerk's Office is responsible for providing the three divisions of the City Court with dockets in order for citizens to be heard in open court. The Office of the City Court Clerk manages the operation of the Traffic Violations Bureau and the City Courts.

Mayor's Strategic Priorities Addressed by City Court Clerk:

Create safe and vibrant neighborhoods – The objective is to enhance crime prevention, provide support for at risk and ex-offenders populations, and promote community partnerships and citizen participation.

Advance a culture of excellence in government – The reformation of government processes and improvement of organizational coordination is the objective of this priority. This goal also focuses on clarifying customer service standards, improving internal quality assessment, accountability and increasing and improving opportunities for citizen feedback.



Overview of New Service Delivery Initiatives in The FY2016 Budget

NEW PROGRAMS

- **Expansion of Red Light Cameras (Speed Cameras in School Zones)**
- **Implementation of \$5 fee from guilty pleas for Hand Held Units.**

Programs Changes and Cost Implementation Reflected in 2016 Plan

Personnel and the Associated Impact

- **N/A**

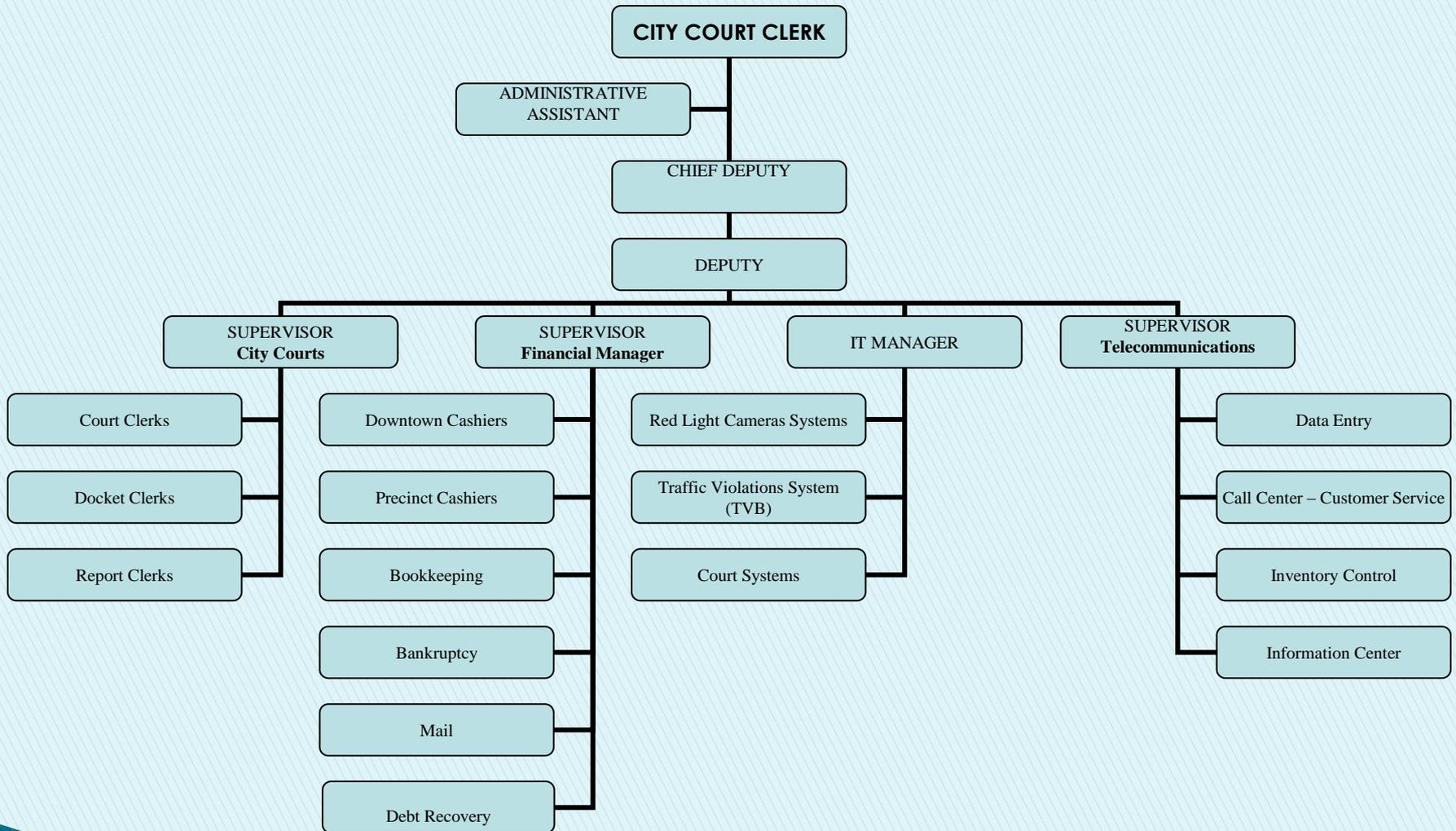
M &S and the Associated Impact Personnel and the Associated Impact

- **N/A**

Financial

- **Increased Revenue**

Organization Chart



Description of Legal Levels



**City Court Clerk
FY 2016 Revenue Budget
Sources of Program Revenue
T.V.B. & Photo Enforcement**

T.V.B

| | |
|--|---------------------|
| Fines and Forfeitures | \$ 6,400,000 |
| Court Cost | <u>6,800,000</u> |
| FY 2015 Unallocated General Fund Revenue | <u>\$13,200,000</u> |

| | |
|-------------------|---------------------|
| Photo Enforcement | <u>\$ 5,100,000</u> |
|-------------------|---------------------|

Court

Clerk

\$6,800,000

CITY COURT CLERK

870101 – T.V.B. &

870201 - PHOTO ENFORCEMENT

City Court Clerk Bridge Analysis - Expense

FY 2015 Adopted (Total Division Gross Expenditure Budget) \$ 7,216,758

Explanations

Increases

| | | | |
|-----------------------|----------|------------------|---------------------|
| Personnel | | | |
| | BENEFITS | \$ 23,995 | PENSION ARC FUNDING |
| Materials & Supplies | | \$ - | |
| Capital Outlay | | \$ - | |
| Total Increase | | \$ 23,995 | |

Decreases

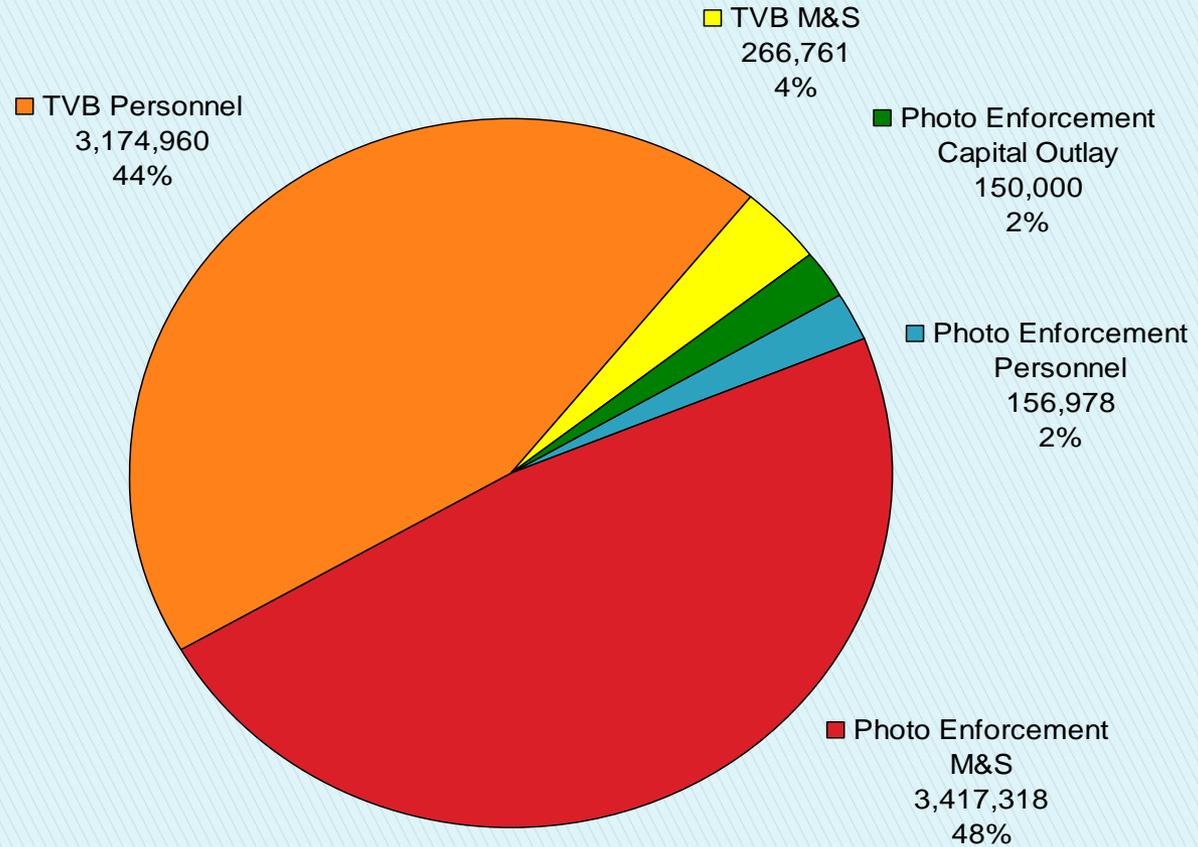
| | | | |
|-----------------------|----------|--------------------|---|
| Personnel | | | |
| | PENSION | \$ (17,133) | PENSION / SUPPLEMENTAL PENSION |
| | BENEFITS | \$ (50,516) | HEALTH INSURANCE PREMIER AND BASIC |
| | BENEFITS | \$ (7,087) | GROUP LIFE / UNEMPLOYMENT / MEDICARE / LONG TERM DISABILITY / |
| Materials & Supplies | | \$ - | |
| Capital Outlay | | \$ - | |
| Total Decrease | | \$ (74,736) | |

Net Increase/(Decrease) **(50,741)**

FY2016 Budget Proposal (Expenditure Budget) \$ 7,166,017



FY 2016 Expenditures by Division

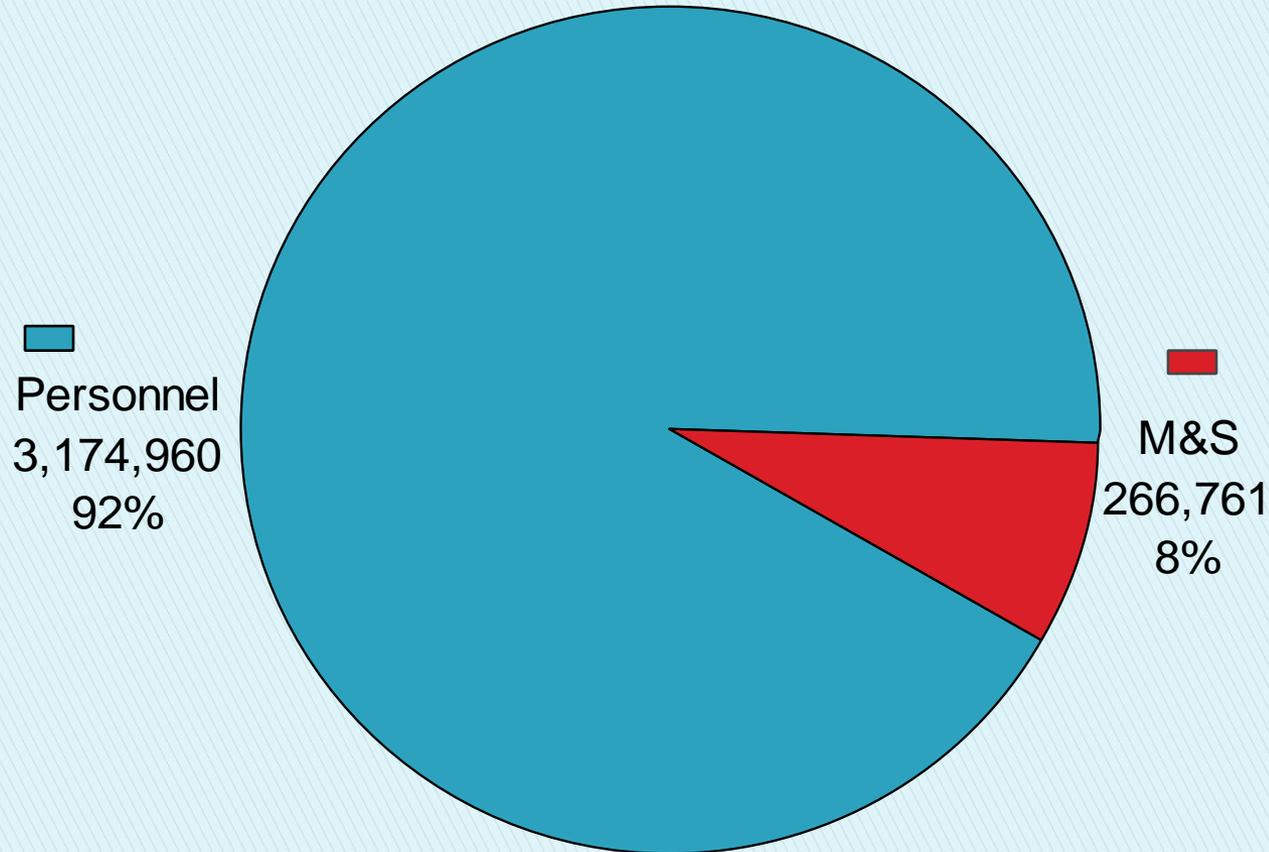


City Court Clerk Total Expenditures = \$7,166,017



FY 2016 Expenditures by Category

870101 – T.V.B.



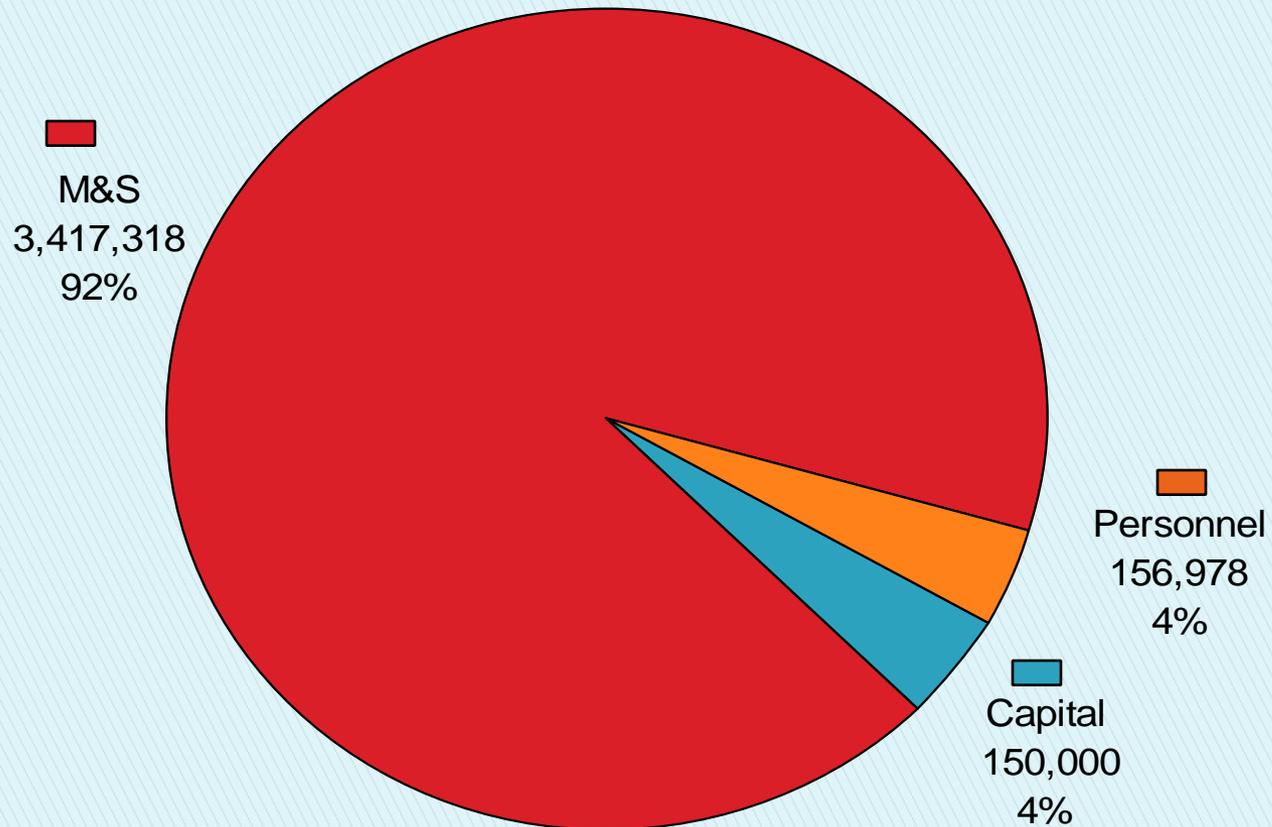
City Court Clerk FY2016 Expenditures = \$3,441,721



FY 2016

Expenditures by Category

Photo Enforcement - 870201



City Court Clerk FY2016 Expenditures = \$3,724,296



City of Memphis

5-Year Expense Trend Report – Division Level

Operations

| 87 Division - Court Clerk 0111 General Fund 500 Personnel Services | FY12 YearTotal Actual Final | FY13 YearTotal Actual Final | FY14 YearTotal Actual Final | FY15 Mar YTD Actual | FY15 Total Year Forecast | FY15 YearTotal Budget FY15 Adopted | FY16 YearTotal Request Stage 2 |
|--|--------------------------------------|--------------------------------------|--------------------------------------|------------------------------|--------------------------------|---|---|
| 051101 Full-Time Salaries | 1,954,609 | 1,859,956 | 1,867,283 | 1,305,152 | 887,471 | 2,441,889 | 2,441,889 |
| 051102 Holiday Salary Full Time | 115,947 | 113,465 | 114,774 | 84,476 | 59,474 | 0 | 0 |
| 051103 Vacation Leave | 154,745 | 144,525 | 144,337 | 102,191 | 72,710 | 0 | 0 |
| 051104 Bonus Leave | 15,819 | 14,100 | 12,348 | 8,096 | 6,395 | 0 | 0 |
| 051105 Sick Leave | 156,499 | 124,774 | 134,266 | 98,346 | 73,899 | 0 | 0 |
| 051202 Overtime | 18 | 21,103 | 11,268 | 98 | 68 | 0 | 0 |
| 051206 Out of Rank Pay | 0 | 0 | 10,450 | 10,791 | 7,383 | 0 | 0 |
| 051212 Longevity Pay | 1,781 | 1,847 | 1,959 | 2,074 | 2,074 | 0 | 0 |
| 051218 Retirement Benefits | 1,158 | 34,216 | 32,308 | 6,835 | 6,835 | 0 | 0 |
| 051302 Pension | 134,546 | 128,903 | 137,526 | 96,671 | 66,566 | 146,513 | 130,269 |
| 051303 Supplemental Pension | 652 | 197 | 0 | 0 | 0 | 889 | 0 |
| 051304 Social Security | 11,743 | 10,379 | 7,717 | 6,884 | 4,689 | 2,346 | 2,346 |
| 051307 051307 Pension ARC Funding | 0 | 0 | 0 | 72,682 | 229,445 | 229,445 | 253,441 |
| 051308 Group Life Insurance | 6,674 | 6,019 | 6,011 | 4,074 | 2,881 | 8,143 | 6,572 |
| 051310 Unemployment | 10,730 | 10,325 | 8,265 | 8,250 | 8,250 | 8,250 | 5,610 |
| 051314 Medicare | 33,548 | 31,360 | 32,572 | 23,101 | 15,881 | 37,160 | 34,738 |
| 051315 Long Term Disability_051315 | 6,678 | 6,304 | 6,369 | 4,320 | 3,078 | 6,967 | 6,513 |
| 051320 Health Insurance - Basic | 11,253 | 15,390 | 15,705 | 10,593 | 7,828 | 17,018 | 13,249 |
| 051322 Health Insurance - Premier | 352,757 | 335,909 | 325,026 | 244,789 | 176,413 | 388,955 | 342,208 |
| 051323 Other Post Employment Benefits | 0 | 47,127 | 24,034 | 0 | 0 | 0 | 43,331 |
| 051402 Salaries - Part Time/Temporary | 159,504 | 133,863 | 142,428 | 111,039 | 75,630 | 160,000 | 160,000 |
| 051501 On the Job Injury | 935 | 21,130 | 8,387 | 2,890 | 1,103 | 0 | 0 |
| 051601 Payroll Reserve_051601 | -110,915 | 16,933 | 8,054 | 0 | 0 | 0 | 0 |
| 051901 Attrition | 0 | 0 | 0 | 0 | 0 | -64,897 | -64,897 |
| 051902 Bonus Pay | 44,050 | 0 | 0 | 0 | 0 | 0 | 0 |
| 051326 Benefits Adjustments | 0 | 0 | 0 | 0 | 0 | 0 | -43,331 |
| Total 500 Personnel Services | 3,062,730 | 3,077,823 | 3,051,086 | 2,203,351 | 1,708,073 | 3,382,679 | 3,331,938 |



City of Memphis 5-Year Expense Trend Report – Division Level

Continued

| 87 Division - Court Clerk 0111 General Fund 505 Materials & Supplies | FY12 YearTotal Actual Final | FY13 YearTotal Actual Final | FY14 YearTotal Actual Final | FY15 Mar YTD Actual | FY15 Total Year Forecast | FY15 YearTotal Budget FY15 Adopted | FY16 YearTotal Request Stage 2 |
|--|--------------------------------------|--------------------------------------|--------------------------------------|------------------------------|--------------------------------|---|---|
| 052116 City Shop Charges | 1,140 | 339 | 0 | 0 | 0 | 1,133 | 1,133 |
| 052122 Info Sys Phone/Communication | 0 | 0 | 0 | 0 | 0 | 824 | 824 |
| 052124 City Shop Fuel | 143 | 0 | 51 | 0 | 550 | 550 | 550 |
| 052204 City Computer Svc Equipment | 42,622 | 8,086 | 3,145 | 888 | 2,839 | 13,105 | 13,105 |
| 052208 Data/Word Process Software | 8,597 | 8,597 | 8,597 | 10,933 | 10,933 | 10,993 | 10,993 |
| 052210 City Telephone/Communications | 5,248 | 8,104 | 8,432 | 4,734 | 3,277 | 3,000 | 3,000 |
| 052302 Printing - Outside | 37,992 | 54,733 | 32,906 | 24,341 | 30,140 | 30,140 | 30,140 |
| 052304 Supplies - Outside | 22,331 | 29,236 | 24,071 | 14,639 | 17,348 | 17,348 | 17,348 |
| 052309 Document Reproduction - Outside | 0 | 4,745 | 2,665 | 1,690 | 1,690 | 1,000 | 1,000 |
| 052324 Outside Postage | 0 | -39,918 | 174 | 39 | 19 | 5,000 | 5,000 |
| 052342 Materials and Supplies | -145 | 6,480 | 269 | 214 | 6,849 | 6,500 | 6,500 |
| 052410 Outside Equipment Repair/Maintenance | 6,421 | 9,878 | 5,585 | 5,369 | 9,000 | 9,000 | 9,000 |
| 052514 Outside Phone/Communications | 0 | 0 | -8,006 | 0 | 0 | 21,325 | 21,325 |
| 052520 Security | 22,054 | 24,455 | 24,605 | 16,792 | 10,495 | 25,334 | 25,334 |
| 052526 Seminars/Training/Education | 1,715 | 529 | 3,412 | 3,525 | 7,000 | 7,000 | 7,000 |
| 052528 Misc Professional Services | 1,288,590 | 1,255,238 | 1,234,917 | 1,848,846 | 3,836,969 | 3,518,327 | 3,518,327 |
| 052610 Travel Expense | 11,222 | 9,894 | 5,161 | 13,385 | 12,322 | 10,000 | 10,000 |
| 052611 Unreported Travel | 658 | 1,011 | 6,108 | 1,713 | 1,636 | 0 | 0 |
| 052730 Mileage | 149 | 36 | 19 | 0 | 0 | 1,000 | 1,000 |
| 052521 Photography | 0 | 0 | 0 | 0 | 500 | 500 | 500 |
| 052525 Total Quality Management | 4,769 | 3,637 | 4,493 | 619 | 487 | 0 | 0 |
| 052950 Misc Services and Charges | 35,021 | 11,926 | 2,914 | 821 | 2,000 | 2,000 | 2,000 |
| Total 505 Materials & Supplies | 1,488,528 | 1,397,005 | 1,359,518 | 1,948,548 | 3,954,054 | 3,684,079 | 3,684,079 |



City of Memphis 5-Year Expense Trend Report – Division Level

Continued

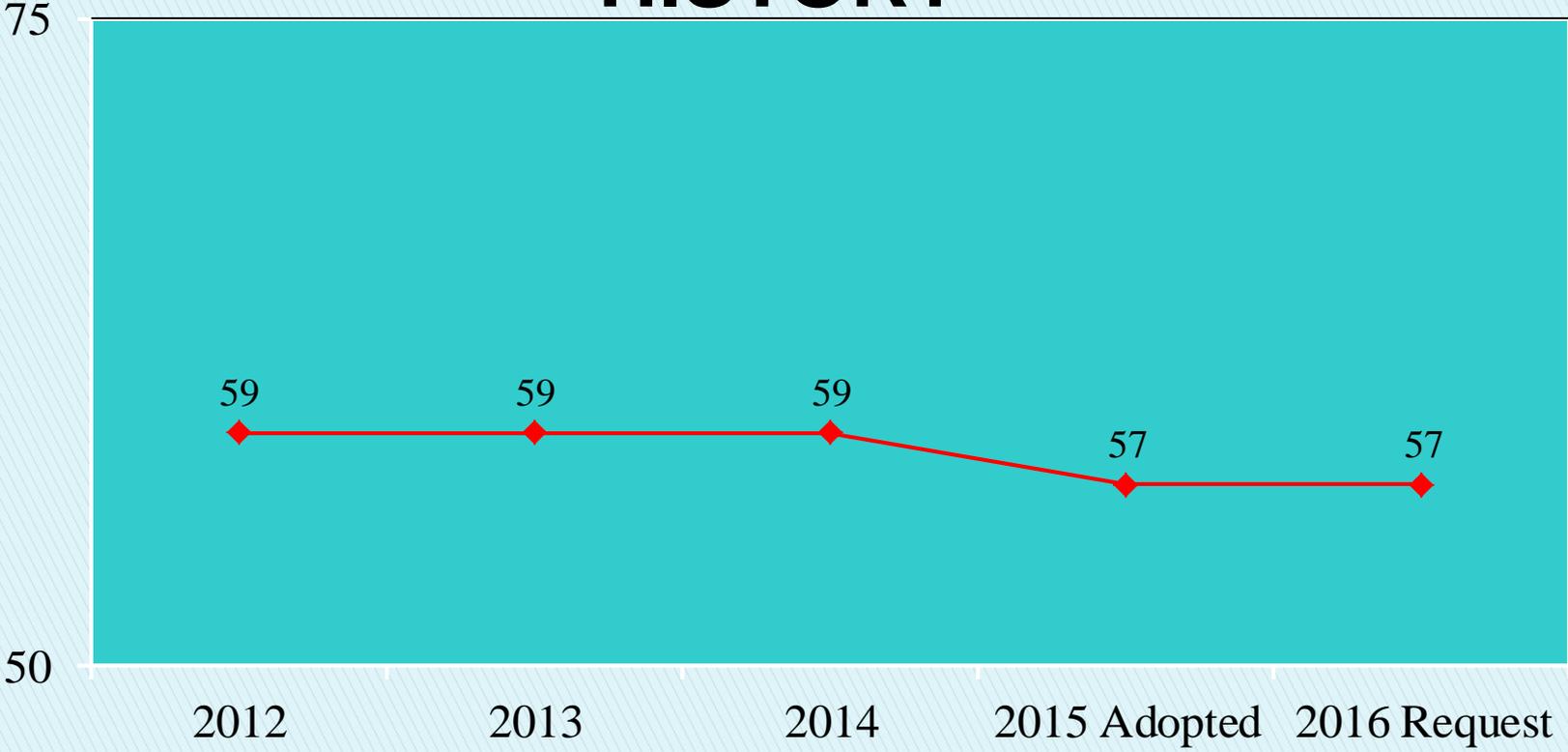
| 87 Division - Court Clerk 0111 General Fund | FY12 YearTotal Actual Final | FY13 YearTotal Actual Final | FY14 YearTotal Actual Final | FY15 Mar YTD Actual | FY15 Total Year Forecast | FY15 YearTotal Budget FY15 Adopted | FY16 YearTotal Request Stage 2 |
|--|--------------------------------------|--------------------------------------|--------------------------------------|------------------------------|--------------------------------|---|---|
| 053108 Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 150,000 |
| FSC510 510 Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 150,000 |
| 052949 Credit Card Fees - Expense | 0 | 31,878 | 38,521 | 18,454 | 11,028 | 0 | 0 |
| FSC550 550 Service Charges | 0 | 31,878 | 38,521 | 18,454 | 11,028 | 0 | 0 |
| Total Expenditures | 4,551,258 | 4,506,706 | 4,449,124 | 4,170,353 | 5,673,154 | 7,216,758 | 7,166,017 |
| Revenue: | | | | | | | |
| FSS150 150 City Court Fines | 1,617,014 | 2,243,114 | 2,762,871 | 1,969,531 | 1,128,162 | 5,000,000 | 5,000,000 |
| FSS156 156 Other - Misc | 0 | 0 | 0 | 0 | 0 | 100,000 | 100,000 |
| FSC445 445 Fines and and Forfeitures | 1,617,014 | 2,243,114 | 27,862,871 | 1,969,531 | 1,128,162 | 5,100,000 | 5,100,000 |
| FSS220 220 Other - Misc | 2,951 | 4,431 | 7,821 | 4,030 | 2,580 | 0 | 0 |
| FSC475 475 Other Revenues | 2,951 | 4,431 | 7,821 | 4,030 | 2,580 | 0 | 0 |
| Total Revenues | 1,619,965 | 2,247,545 | 2,770,691 | 1,973,561 | 1,130,742 | 5,100,000 | 5,100,000 |



Personnel Information

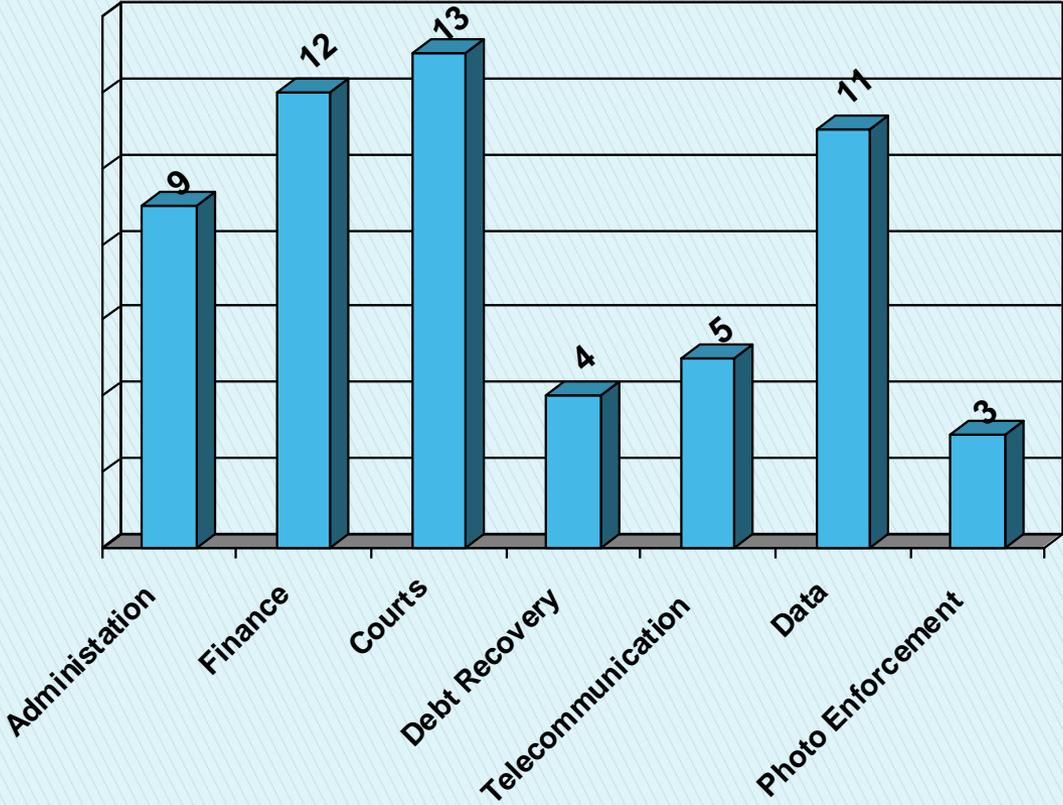


DIVISION Authorized Complement HISTORY



FY2016 Staffing by Legal Level

(Authorized Complement)



Division Total

Authorized Complement 57



Division Material & Supply Expenditures (M&S)



FY2016 City Court Clerk Major M&S Expenditures 870101 – T.V.B.

| Expenditure Category | Line Item Description | Budget Amount | % of Total Expenditures |
|--------------------------------------|---------------------------------------|-------------------|-------------------------|
| <i>Materials and Supplies</i> | | | |
| | Professional Services | \$ 119,945 | 45% |
| | Security | \$ 25,334 | 9% |
| | City Computer Service Equipment | \$ 11,169 | 4% |
| | Outside Equipment Repair Maintenance | \$ 9,000 | 3% |
| | Travel | \$ 5,000 | 2% |
| | Outside Postage | \$ 5,000 | 2% |
| | Total Quality Management | \$ - | 0% |
| | Supplies Outside | \$ 12,348 | 5% |
| | Printing Outside / City Hall Printing | \$ 30,140 | 11% |
| | Outside Phone Communication | \$ 21,325 | 8% |
| | Data Word Process Software | \$ 10,993 | 4% |
| | Documentation Reproduction Outside | \$ 1,000 | 0% |
| | Seminars & Training | \$ 6,000 | 2% |
| | Services and Charges (Credit Cards) | \$ - | 0% |
| | Others Less 5k | \$ 9,507 | 4% |
| | Total | \$ 266,761 | 100% |
| | | | |
| | | | |
| | | | |



Selected M&S Account Detail

- ▶ Leases
- ▶ Miscellaneous Professional Services



Selected M&S Account Detail

| Account | Applicable | Non-Applicable |
|----------------------------|------------|----------------|
| | | |
| Leases | X | |
| | | |
| Misc Professional Services | X | |

Account Analysis

Professional Services

870101 – T.V.B.

| Vendor | Description | Budget Amount | % of total Account |
|----------------------|----------------------|------------------|--------------------|
| Premier | Parking | \$7,000 | 6% |
| Office Systems | Storage System | \$10,000 | 8% |
| Credit Card Services | Misc Service Charges | \$30,000 | 25% |
| XEROX | DMV Look Up | \$44,000 | 37% |
| Various | Vendors / Services | \$28,945 | 24% |
| | Total | \$119,945 | 100% |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



Account Analysis

Professional Services 870201 – Photo Enforcement

| Vendor | Description | Budget Amount | % of total Account |
|-------------------------------|----------------------|----------------------|---------------------------|
| Div-Neighborhood | Neighborhood Parks | \$300,000 | 9% |
| Div-Memphis Police Department | Police Reimbursement | \$30,000 | 1% |
| ATS | Photo Enforcement | \$1,831,396 | 54% |
| Bank Of America | Lease | \$1,223,789 | 36% |
| Various | Vendors / Services | \$13,197 | 0% |
| | Total | \$3,398,382 | 100% |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

