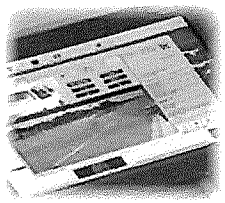
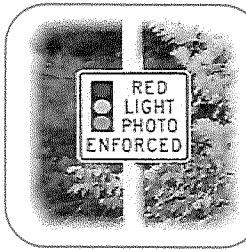
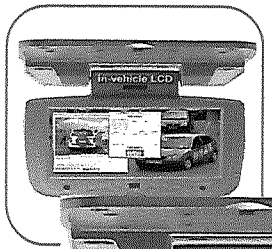
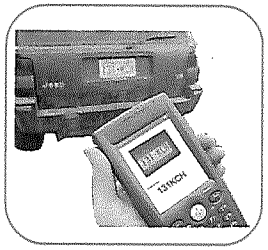
2010 Operating Budget









changing the way we do business!

...a more efficient future!

City Court Clerk's Office

City of Memphis
City Court Clerk's Office

FY 2010 O&M Budget Request

Thomas E Long, City Court Clerk

Fund: General Fund

May 12, 2009

Overview of Anticipated Changes and Financial Impact

Staffing changes

- ***3 Senior Deputy Court Record Clerks***
-

Outsourcing opportunities

-
-
-

New Programs

- ***Red Light Camera***
-

Grants

-
-

City Court Clerk's Office

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.

CITY COURT CLERK

Administrative Assistant

Chief Deputy
City Court

IT Manager

Chief Deputy
T V B

Supervisor
City Courts

Supervisor
Financial Management

Supervisor
Debt Recovery

Supervisor
Telecommunications

Court Clerks

Docket Puller

Report Clerk

Downtown Cashiers

Precinct Cashiers

Bookkeeping

Bankruptcy

Mail

Accounts Receivable

Data Entry

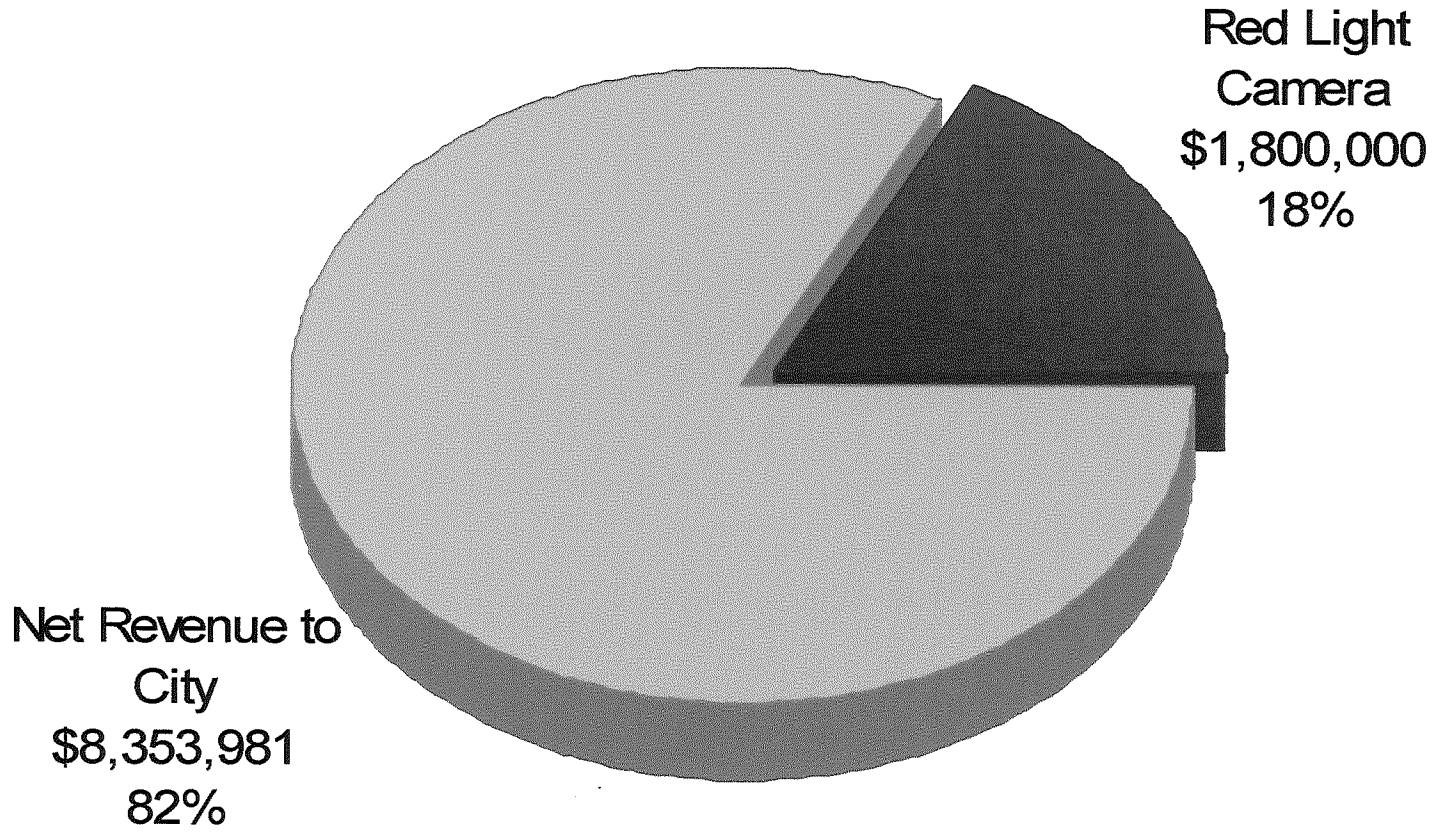
Telephones

Inventory Control

File Clerks

Information Counter

NET Revenue Projections



Total Net Revenue: $10,153,981

Ticket Summary

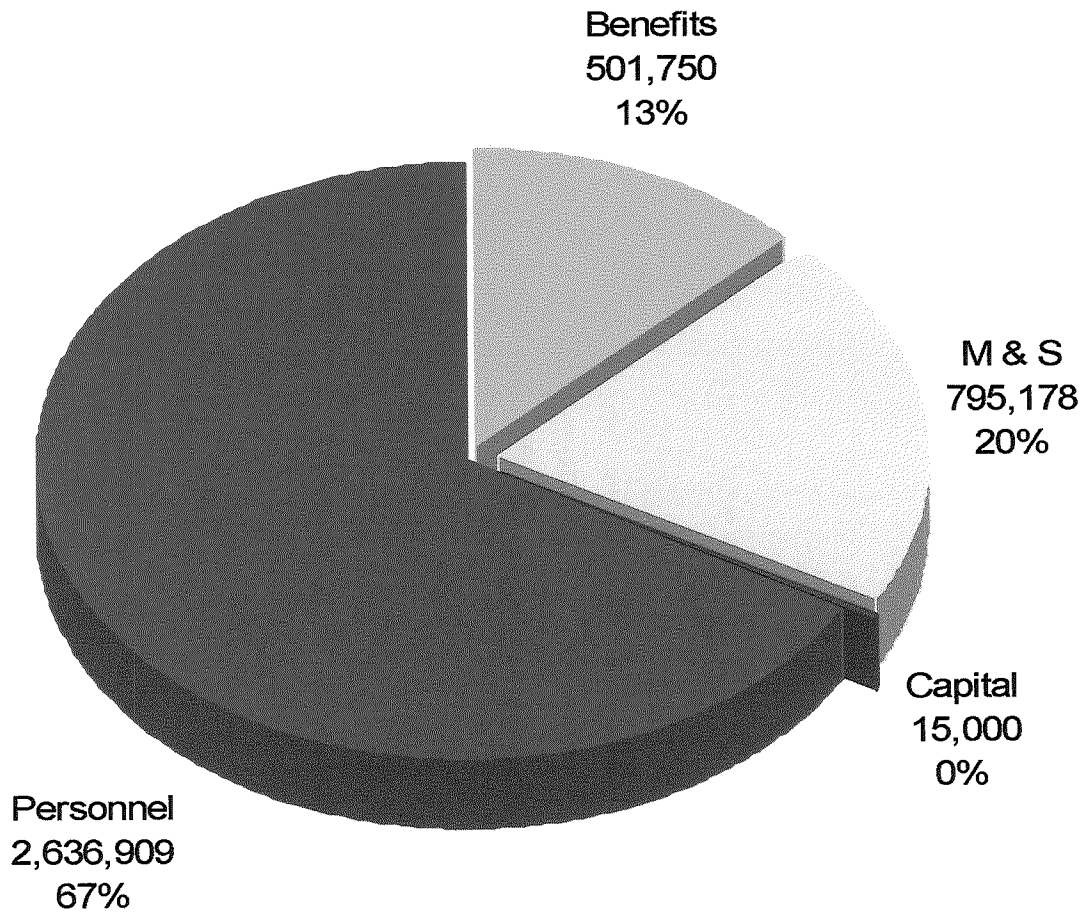
FISCAL YEAR - 2009	Quantity
Citations	96,975
Summons/Ordinances	243,816
Animal	202
PROJECTED TOTALS:	340,993

FISCAL YEAR - 2008	Quantity
Citations	86,497
Summons/Ordinances	219,546
Animal	274
TOTALS:	306,317

FISCAL YEAR - 2007	Quantity
Citations	86,917
Summons/Ordinances	225,628
Animal	172
TOTALS:	312,717

FISCAL YEAR - 2006	Quantity
Citations	119,017
Summons/Ordinances	233,749
Animal	212
TOTALS:	352,978

FY 2010 Gross Expenditures



Gross Expenditures = $3,948,837

City of Memphis
5 Year Expense Trend Report - Division Level
Worksheet: FY2010

	2006 Total Actual	2007 Total Actual	2008 Total Actual	2009 Total Forecast	2009 Adopted Budget	2010 Total Request
87 Division - Court Clerk						
0111 General Fund						
500 Personnel Services						
051101 Full-Time Salaries	2,031,320	2,121,772	2,225,156	2,725,942	2,391,771	2,511,249
051106 Compensated Absence	(3,901)	0	0	0	0	0
051202 Overtime	1,854	164	65	2,000	2,000	2,060
051206 Out of Rank Pay	0	0	3,782	2,206	0	0
051212 Longevity Pay	2,023	1,989	2,280	2,092	2,000	2,000
051214 Shift Differential	0	0	192	0	0	0
051218 Retirement Benefits	28,238	13,456	53,530	0	0	0
051302 Pension	87,963	89,280	98,218	125,284	87,448	118,002
051304 Social Security	8,754	6,593	5,041	0	7,135	0
051308 Group Life Insurance	8,034	7,697	7,236	9,644	8,010	8,666
051310 Unemployment	2,655	4,226	6,100	6,467	6,000	6,000
051314 Medicare	22,298	23,742	26,353	39,460	26,294	36,963
051315 Long Term Disability	5,375	5,652	5,681	8,166	7,177	7,561
051320 United PPO (Basic) Insurance	26,611	20,876	13,870	51,358	21,136	41,008
051322 United POS (Premier) Insurance	195,716	223,136	266,180	245,810	270,260	229,510
051323 Other Post Employment Benefits	0	0	24,310	54,967	0	51,000
051402 Salaries - Part Time/Temporary	141,190	106,344	81,304	120,000	120,000	123,600
051501 On the Job Injury	298	692	9,443	1,010	1,010	1,040
051502 Tuition Reimbursement - Old	19,760	0	0	0	0	0
051601 Payroll Reserve	11,896	2,104	17,718	0	0	0
051901 Attrition	0	0	0	(289,155)	151,760	0
051902 Bonus Pay	0	0	21,957	0	0	0
Total 500 Personnel Services	**2,590,085**	**2,627,723**	**2,868,418**	**3,105,251**	**3,102,001**	**3,138,659**
505 Materials & supplies						
052102 City Hall Printing	2,381	10	19	3,000	3,000	3,000
052106 City Hall Postage	48,135	33,185	46,437	55,000	55,000	55,000
052108 Document Reproduction - City	0	0	2,357	990	0	2,500
052112 City Storeroom Supplies	0	0	0	0	0	0
052116 City Shop Charges	89	0	675	200	200	1,000

City of Memphis
5 Year Expense Trend Report - Division Level
Worksheet: FY2010

	2006 Total Actual	2007 Total Actual	2008 Total Actual	2009 Total Forecast	2009 Adopted Budget	2010 Total Request
052122 Info Sys Phone/Communication	0	0	0	800	800	800
052124 City Shop Fuel	0	0	0	125	125	125
052204 City Computer Svc Equipment	(267)	450	141,981	21,259	11,132	51,940
052210 City Telephone/Communications	1,634	1,135	4,239	2,000	2,000	2,000
052302 Printing - Outside	61,416	40,961	30,680	48,631	48,565	48,565
052304 Supplies - Outside	21,115	20,261	14,831	22,348	22,348	22,348
052309 Document Reproduction - Outside	3,795	0	0	5,000	5,000	5,000
052324 Outside Postage	0	320	180	5,000	5,000	5,000
052340 Chemicals	0	0	502	0	0	0
052342 Misc Materials/Supplies	0	0	0	(29)	0	500
052410 Outside Equipment Repair/Maintena	9,525	9,430	11,858	5,000	5,000	5,000
052502 Special Investigations	0	0	0	0	0	0
052512 Advertising/Publication	0	0	0	0	0	0
052514 Outside Phone/Communications	20,825	13,421	16,178	21,200	21,200	21,200
052520 Security	25,798	24,528	30,602	55,589	30,000	32,000
052521 Photography	0	0	44	44	0	500
052525 Total Quality Management	1,569	5,750	4,319	10,000	10,000	10,000
052526 Seminars/Training/Education	1,165	1,275	990	10,000	10,000	10,000
052528 Misc Professional Services	86,575	5,076	37,509	64,284	64,000	499,700
052610 Travel Expense	5,163	7,794	12,286	10,000	10,000	10,000
052611 Unreported Travel	254	261	974	1,009	0	0
052710 Auto Allowance	4,000	0	0	0	0	0
052730 Mileage	0	0	0	4,000	4,000	4,000
052930 Dues/Memberships/Periodicals	0	0	0	0	0	0
052950 Misc Services/Charges	2,706	2,021	41,518	3,000	3,000	5,000
056299 Expense Recovery - M & S	0	0	0	0	0	0
Total 505 Materials & supplies	**295,877**	**165,878**	**398,179**	**348,450**	**310,370**	**795,178**
510 Capital outlay						
053102 Furniture/Furnishings	0	2,500	126,674	5,675	10,000	15,000
053104 Office Machines	0	0	0	5,995	0	0
053108 Equipment	321	0	0	0	0	0
Total 510 Capital outlay	**321**	**2,500**	**126,674**	**11,670**	**10,000**	**15,000**
Total Expense	**2,886,283**	**2,796,101**	**3,393,271**	**3,465,371**	**3,422,371**	**3,948,837**

City of Memphis
5 Year Expense Trend Report - Division Level
Worksheet: FY2010

	2006 Total Actual	2007 Total Actual	2008 Total Actual	2009 Total Forecast	2009 Adopted Budget	2010 Total Request
0111 General Fund						
445 Fines & forfeitures						
042210 Court Fees	0	0	(767)	(343)	0	1,810,000
042211 Court Costs	(61)	0	0	0	0	0
Total 445 Fines & forfeitures	**(61)**	**0**	**(767)**	**(343)**	**0**	**1,810,000**
450 Charges for services						
043999 Credit Card Fees	(2,093)	(5,052)	(7,216)	1,667	0	0
Total 450 Charges for services	**(2,093)**	**(5,052)**	**(7,216)**	**1,667**	**0**	**0**
475 Other revenues						
043419 Sale Of Reports	2,250	6,040	7,722	6,000	6,000	6,000
049113 Local Other Revenue	0	2,747	0	0	0	0
049122 Bad Check Penalties	0	0	0	0	0	0
Total 475 Other revenues	**2,250**	**8,787**	**7,722**	**6,000**	**6,000**	**6,000**
Total Revenue	**96**	**3,735**	**(262)**	**7,324**	**6,000**	**1,816,000**
Net 87 Division - Court Clerk	**2,886,187**	**2,792,365**	**3,393,533**	**3,458,047**	**3,416,371**	**2,132,837**
Net Expenditures	**2,886,187**	**2,792,365**	**3,393,533**	**3,458,047**	**3,416,371**	**2,132,837**

FY2010 M&S Expenditures

Expenditure Category	Line Item Description	Budget Amount	% of Total Expenditures
52102	City Hall Printing	3,000	0.38%
52106	City Hall Postage	55,000	6.92%
52108	Document Reproduction - City	2,500	0.31%
52112	City Storeroom Supplies	0	0.00%
52116	City Shop Charges	1,000	0.13%
52122	Info Sys Phone/Communication	800	0.10%
52124	City Shop Fuel	125	0.02%
52204	City Computer SVC/Equipment	51,940	6.53%
52210	City Telephone/Communications	2,000	0.25%
52302	Printing - Outside	48,565	6.11%
52304	Supplies - Outside	22,348	2.81%
52309	Document Reproduction - Outside	5,000	0.63%
52324	Outside Postage	5,000	0.63%
52340	Chemicals	0	0.00%
52342	Misc Materials/Supplies	500	0.06%
52410	Outside Equipment Repair/Maintenance	5,000	0.63%

FY2010 M&S Expenditures

Expenditure Category	Line Item Description	Budget Amount	% of Total Expenditures
52502	Special Investigations	0	0.00%
52512	Advertising/Publication	0	0.00%
52514	Outside Phone/Communications	21,200	2.67%
52520	Security	32,000	4.02%
52521	Photography	500	0.06%
52525	T Q M	10,000	1.26%
52526	Seminars/Training/Education	10,000	1.26%
52528	Misc Professional Services	499,700	62.84%
52610	Travel Expense	10,000	1.26%
52611	Unreported Travel	0	0.00%
52710	Auto Allowance	0	0.00%
52730	Mileage	4,000	0.50%
52930	Dues/Memberships/Periodicals	0	0.00%
52950	Misc Services/Charges	5,000	0.63%
56299	Expense Recovery - M & S	0	0.00%

Requested Account Analysis

Misc Professional Services

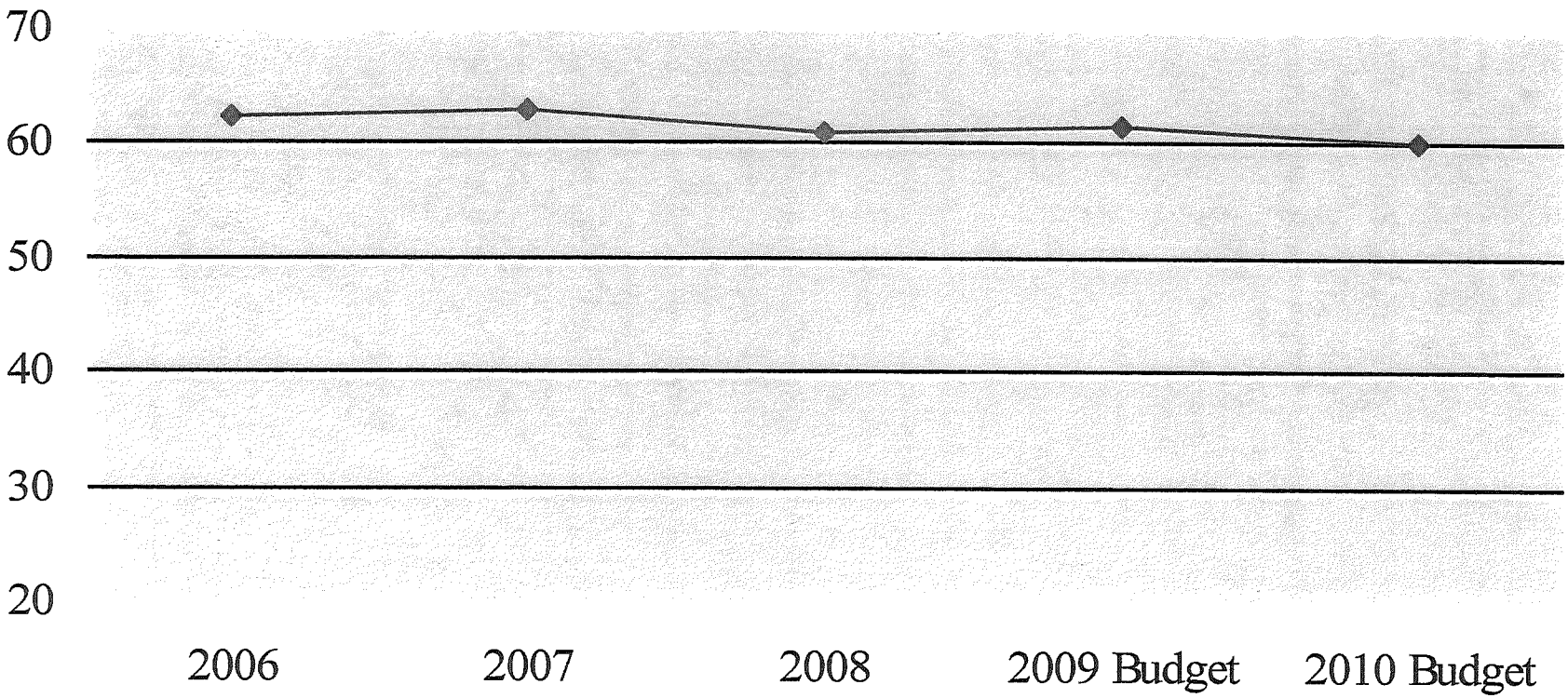
Vendor	Description	Budget Amount	% of total Account
	Red Light Camera System	$ 479,000	95.9%
	Tally Line Creator for Cost Bills	6,500	1.3%
	Yearly Parking with Premier	5,000	1.0%
	Court Docket Document Creator	5,500	1.1%
	Court Room Supplies & Material	2,000	0.4%
	Miscellaneous Supplies & Material	1,700	0.3%
Total		***$ 499,700***	***100.0%***

Personnel Information

FTE vs Authorized Complement

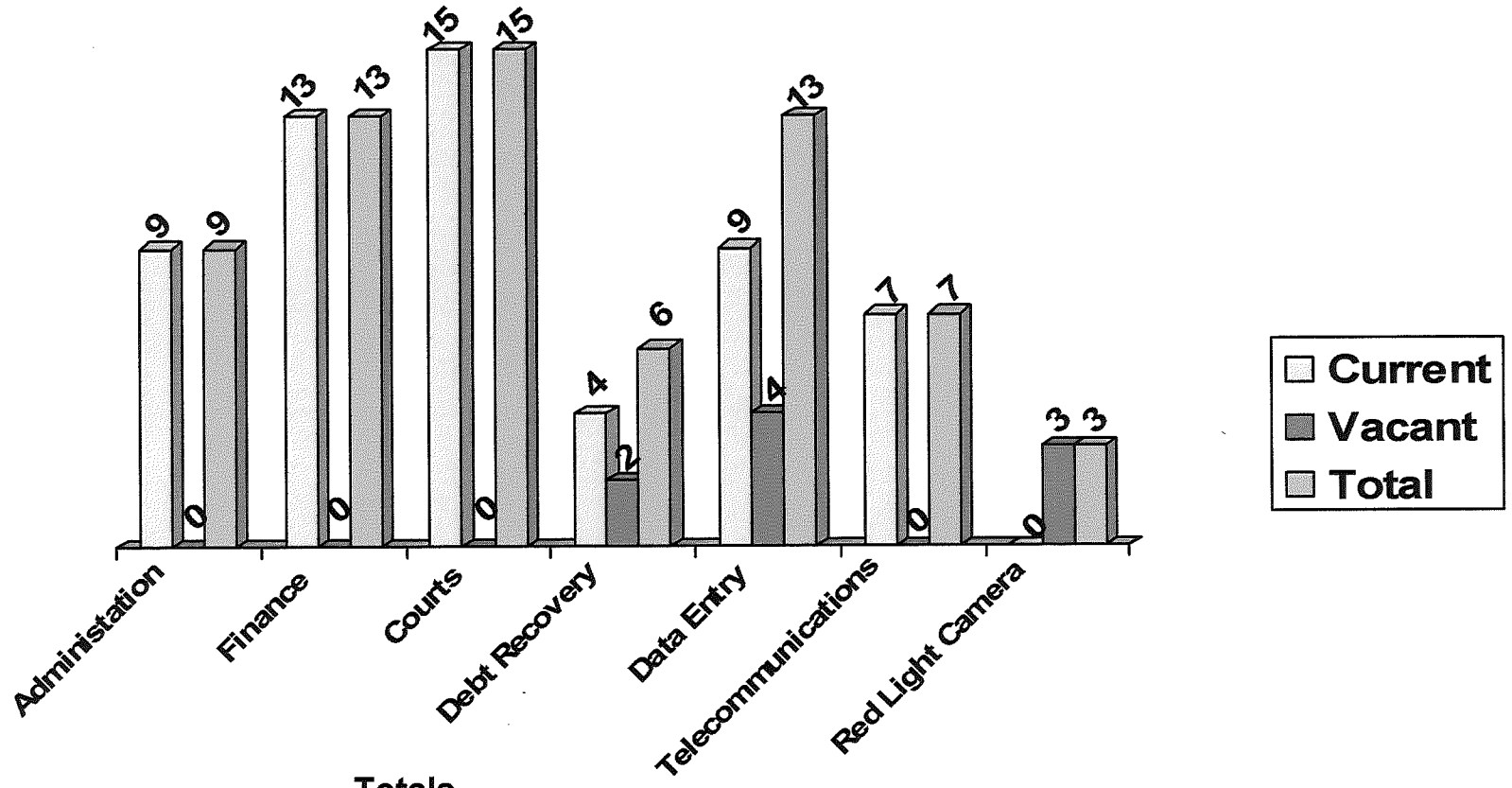
Year	FTE	AC
2006	62.5	63
2007	63	63
2008	61	63
2009 Budget	61.5	66
2010 Budget	60	66

DIVISION FTE HISTORY



Current Staffing by Legal Level

(Authorized Complement)



Totals

Authorized Complement	66
Current	57
Vacant	9

FY2010 Position Summary report Fund - 0111 to 0111
870101 CC & TVB LL D - 2718 Division Level Service Center - 870000 to 87ZZZZ

87 Division - Court Clerk
0111 General Fund

Position		JCC	Auth Comp	FTE	Salary	Suppl	Health	Retirement	Supp	Life	Other	Statutory	Total
Asst.Administrative...870101.00001		F350AD8700	1	1	53852	0	4968	2693	0	262	1112	894	63781
Clerk.Court Rec...870101.00001		F602RC8700	1	1	29514	0	4968	1476	0	143	1039	490	37630
Clerk.Court Rec...870101.00002		F602RC8700	1	1	29514	0	4968	1476	0	143	1039	490	37630
Clerk.Court Rec...870101.00003		F602RC8700	1	1	29514	0	4968	1476	0	143	1039	490	37630
Clerk.Court Rec...870101.00004		F602RC8700	1	0	0	0	0	0	0	0	0	0	0
Clerk.Court Rec...870101.00005		F602RC8700	1	1	29514	0	4968	1476	0	143	1039	490	37630
Clerk.Court Rec.Sr..870101.00001		F600RC8700	1	1	37837	0	2918	1892	0	184	1064	628	44523
Clerk.Court Rec.Sr..870101.00002		F600RC8700	1	1	37837	0	8150	1892	0	184	1064	628	49755
Clerk.Court Rec.Sr..870101.00003		F600RC8700	1	1	37837	0	2918	1892	0	184	1064	0	43895
Clerk.Court Rec.Sr..870101.00004		F600RC8700	1	1	37837	0	0	1892	0	184	1064	628	41605
Clerk.Court Rec.Sr..870101.00005		F600RC8700	1	1	37837	0	8150	1892	0	0	1064	628	49571
Clerk.Court Rec.Sr..870101.00006		F600RC8700	1	1	37837	0	8150	1892	0	184	1064	628	49755
Clerk.Court Rec.Sr..870101.00007		F600RC8700	1	1	37837	0	8150	1892	0	184	1064	628	49755
Clerk.Court Rec.Sr..870101.00008		F600RC8700	1	1	37837	0	2918	1892	0	0	1064	628	44339
Clerk.Court Rec.Sr..870101.00009		F600RC8700	1	1	37837	0	0	1892	0	0	1064	628	41421
Clerk.Court Rec.Sr..870101.00010		F600RC8700	1	1	37837	0	8150	1892	0	0	1064	628	49571
Clerk.Court Rec.Sr..870101.00011		F600RC8700	1	1	37837	0	2918	1892	0	0	1064	628	44339
Clerk.Court Rec.Sr..870101.00012		F600RC8700	1	1	37837	0	0	1892	0	184	1064	628	41605
Clerk.Court Rec.Sr..870101.00013		F600RC8700	1	1	37837	0	8150	1892	0	184	1064	628	49755
Clerk.Court Rec.Sr..870101.00014		F600RC8700	1	1	37837	0	2918	1892	0	184	1064	628	44523
Clerk.Court Rec.Sr..870101.00015		F600RC8700	1	1	37837	0	2395	0	0	0	1064	0	41296
Clerk.Court Rec.Sr..870101.00016		F600RC8700	1	1	37837	0	2918	0	0	184	1064	0	42003
Clerk.Court Rec.Sr..870101.00017		F600RC8700	1	1	37837	0	8150	0	0	184	1064	0	47235
Clerk.Court Rec.Sr..870101.00018		F600RC8700	1	0	0	0	0	0	0	0	0	0	0
Clerk.Court Rec.Sr..870101.00019		F600RC8700	1	1	37837	0	2918	1892	0	0	1064	628	44339
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Clerk.Court Rec.Sr..870101.00025		F600RC8700	1	1	37837	0	2918	1892	0	0	1064	628	44339
Clerk.Court Rec.Sr..870101.00026		F600RC8700	1	1	37837	0	0	1892	0	0	1064	628	41421
Clerk.Court Rec.Sr..870101.00027		F600RC8700	1	1	37837	0	2395	0	0	184	1064	0	41480
Clerk.Court Rec.Sr..870101.00028		F600RC8700	1	1	37837	0	0	1892	0	0	1064	628	41421
Clerk.Court Rec.Sr..870101.00029		F600RC8700	1	1	37837	0	0	1892	0	0	1064	628	41421
Clerk.Court Rec.Sr..870101.00030		F600RC8700	1	1	37837	0	0	1892	0	184	1064	628	41605
Clerk.Court Rec.Sr..870101.00031		F600RC8700	1	1	37837	0	6410	1892	0	184	1064	628	48015
Clerk.Court Rec.Sr..870101.00032		F600RC8700	1	1	37837	0	2918	1892	0	184	1064	628	44523
Clerk.Court Rec.Sr..870101.00033		F600RC8700	1	1	37837	0	2918	1892	0	0	1064	628	44339
Clerk.Court Rec.Sr..870101.00034		F600RC8700	1	1	37837	0	2918	1892	0	184	1064	628	44523
Clerk.Court Rec.Sr..870101.00035		F600RC8700	1	1	37837	0	2918	1892	0	184	1064	628	44523
Clerk.Court Rec.Sr..870101.00036		F600RC8700	1	1	37837	0	2918	1892	0	0	1064	628	44339
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Clerk.Court Rec.Sr..870101.00040		F600RC8700	1	1	37837	0	8150	1892	0	0	1064	628	49571
Clerk.Court Rec.Sr..870101.00041		F600RC8700	1	1	37837	0	8150	1892	0	184	1064	628	49755
Clerk.Court Rec.Sr..870101.00042		F600RC8700	1	1	37837	0	8150	1892	0	184	1064	628	49755
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Clerk.Court Rec.Sr..870101.00044		F600RC8700	1	0	0	0	0	0	0	0	0	0	0
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Clerk.Court Rec.Sr..870101.00048		F600RC8700	1	1	37837	0	8150	1892	0	0	1064	628	49571
Clerk.Court Rec.Sr..870101.00049		F600RC8700	1	1	37837	0	2918	1892	0	0	1064	628	44339
Clerk.Court Rec.Sr..870101.00050		F600RC8700	1	1	37837	0	8150	1892	0	184	1064	628	49755
Clerk.Court Rec.Sr..870101.00051		F600RC8700	1	0	0	0	0	0	0	0	0	0	0
Court Clerk..Chief Deputy..870101.00001		F005CC8700	1	1	87033	0	0	4352	0	423	1211	1445	94464
Court Clerk.City...870101.00001		F002CC8700	1	1	129964	0	8150	6498	0	632	1340	2157	148741
Deputy.Tvb.Chief..870101.00001		F005TV	1	1	102238	0	0	5112	0	497	1257	1697	110801
Deputy.Tvb.Chief..870101.00002		F005TV	1	0	0	0	0	0	0	0	0	0	0
Mgr.Info Tech TVB...870101.00001		F101TI	1	1	51584	0	4968	2579	0	251	1105	856	61343
Super.Tvb...870101.00001		F111TV8700	1	1	47546	0	2918	2377	0	231	1093	0	54165

FY2010
870101 CC & TVB LL D - 2718

Position Summary report
Division Level

Fund - 0111 to 0111
Service Center - 870000 to 87ZZZZ

87 Division - Court Clerk
0111 General Fund

Position		JCC	Auth Comp	FTE	Salary	Suppl	Health	Retirement	Supp	Life	Other	Statutory	Total
Super.Tvb...870101.00002		F111TV8700	1	1	47545	0	0	2377	0	0	1093	789	51804
Super.Tvb...870101.00003		F111TV8700	1	1	47546	0	8150	2377	0	231	1093	789	60186
Super.Tvb...870101.00004		F111TV8700	1	1	47546	0	2918	2377	0	231	1093	0	54165
Total 0111 General Fund			66	60	2511249	0	270518	118002	0	8666	64561	36963	3009959
Total 87 Division - Court Clerk			66	60	2511249	0	270518	118002	0	8666	64561	36963	3009959

4/13/2009 13:54 PM

Page 1