



**BOBBIE HOLSCLAW**  
JEFFERSON COUNTY CLERK

527 West Jefferson Street  
Louisville, Kentucky 40202

P 502.574.5680  
F 502.574.5566

countyclerk@jeffersoncountyclerk.org  
jeffersoncountyclerk.org

## MEMORANDUM

**TO:** Daniel Frockt, Chief Financial Officer  
Louisville Metro Office of Management & Budget  
  
Aaron Jackson, Budget Director  
Louisville Metro Office of Management & Budget

**CC:** Bobbie Holsclaw, Clerk  
Sue Toole, Executive Director  
Angela Clark, Executive Director  
Steven Ott – Metro Council Clerk

**FROM:** Victoria Huntsman, Director of Finance  
Ashley Vincent, Budget Administrator *VH, AMV*

**DATE:** November 12, 2019

**RE:** **YEAR 2020 BUDGET**

Enclosed please find four copies of our Year 2020 Budget Request for your review and approval.

We look forward to meeting with you at the budget review meeting to answer any questions you may have.

**OFFICE OF THE  
JEFFERSON COUNTY CLERK  
2020 BUDGET**



*Bobbie Holclaw*  
JEFFERSON COUNTY CLERK

**DECEMBER 31, 2019**

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## **OFFICE OF THE JEFFERSON COUNTY CLERK OVERVIEW**

The Office of the Jefferson County Clerk was created by the Kentucky Constitution to be the repository and delivery agent for public documents and information within Jefferson County. As the information services agency for the citizens of Jefferson County, the Clerk's Office has approximately three hundred employees who use over three hundred computers. The Office of the Jefferson County Clerk is vital in performing services that benefit all citizens of the Commonwealth.

The duties of the County Clerk are numerous and varied, falling into the general categories of issuing, registering and titling motor vehicles, recording and keeping records of various legal instruments, voter registration and purgation, election duties, and tax duties.

The Office of the Jefferson County Clerk receives fees for performing various duties as set by state law. Twenty-five percent (25%) of most fees are turned over to Metro Government and the remaining seventy-five (75%) of the fees are used to operate the office.

The Motor Vehicle Division of the office of the Jefferson County Clerk is involved with all aspects, rules and regulations of the Kentucky Motor Vehicle Licensing laws. As stated in KRS 134.800, the County Clerk collects all ad valorem taxes due upon registration of a vehicle. In addition, KRS 138.460(2) states the County Clerk will collect all usage tax due on a vehicle when it is registered for the first time in Kentucky. The County Clerk is the collection agent for the state.

The County Clerk issues a registration and plate to all motor vehicle owners per KRS 186.040. The motor vehicle owners must reside in the county in which they are registering their vehicle according to KRS 186.020 (1). Jefferson County has over 770,000 residents, the Jefferson County Clerk registered or renewed approximately 735,000 vehicles in 2019 and estimates indicate approximately the same for 2020. The Clerk's Office also replaces decals, plates and registrations in accordance with KRS 186.021.

The Office of the Jefferson County Clerk works closely with over 300 auto dealerships in Jefferson County and approximately 3,300 dealerships throughout the State of Kentucky and across state lines. The Office licenses all new vehicles and transfers used vehicles for the dealers. The Office of the Jefferson County Clerk also issues dealer tags to all dealers in accordance with KRS 186.070. KRS 138.465 involves the transfer of vehicles between individuals.

The Office of the Jefferson County Clerk processed the necessary paperwork to transfer approximately 400,000 cars in 2019 and estimates indicate approximately the same for 2020.

Another duty of the County Clerk is to issue Disabled Persons Parking Permits in accordance with KRS 189.456, which deals with Permanent Permits and KRS 189.458, which deals with Temporary Permits. Effective in 2019, the Permanent Permits are valid for six years, while the Temporary Permits are valid for three months. Approximately 70,000 permanent and

temporary permits were issued in 2019 and estimates indicate approximately 75,000 in 2020. The clerk's office issues one free to requestors who qualify and collects \$10 for each additional permit.

In 2019, approximately 71,000 liens were filed on titled collateral (KRS 186). This number is estimated to have a small increase for 2020.

The Legal Records Division of the Office of the Jefferson County Clerk is the official repository of Jefferson County as defined in KRS 382. It is responsible for the legal documents, which are recorded and filed as public record. Documents are maintained from 1783 to the present. There are four services within the Legal Records Division. They are Recording, Indexing, Deed Room Customer Service and Duplication Services.

In 2019, approximately 210,000 legal documents, such as deeds, mortgages, assignments, powers of attorney, incorporations, etc. were lodged for recording and indexing. For 2020, this number is estimated to increase approximately 10% over 2019 estimated actual.

The Duplication Services area makes copies of all recorded documents to be inserted into the books that are displayed in the Deed Room area for public viewing. Additionally, this department makes copies of various materials for all other departments in the Clerk's Office and makes repairs and new covers for existing books. In 2019, approximately one million copies were produced. For 2020 this number is expected to increase by approximately 10%.

The County Clerk is also required to coordinate property assessment appeals with the Property Valuation Administrator's Office per KRS 133. The Clerk is responsible for scheduling tax appeal hearings with the boards and notifying the taxpayer of the results by certified mail. Necessary reports are generated. 748 tax appeal hearings were held in 2019. The number of tax appeal hearings is expected to increase to approximately 1,200 for 2020.

The Election Center provides for the administration of all Kentucky laws relative to voter registration and elections in Jefferson County. The departmental duties and responsibilities are mandated by state law and include: oversight of all registration activities, maintaining all records of voter registration, selection and training of election officers, acquisition and inspection of polling sites, accepting candidates' filing papers, preparation of ballots, advertisement of elections, handling all elections including federal, state, local and local option elections, maintenance and delivery of voting machines and paraphernalia, and comprehensive mapping of all precincts and political subdivisions.

As the primary information-gathering agency of Jefferson County, the County Clerk's Office continues to employ the latest proven technologies and processes to provide the most efficient delivery of services to the citizens of the county. The Information Technology Division of the Office of the Jefferson County Clerk is responsible for the overall strategic direction and contribution of the information systems function. Information Technology provides services to all employees and operating areas of the Clerk's Office, whether in a branch office, Legal Records, Motor Vehicles, Human Resources, Administration, Finance, Facilities, Community Relations, Public Relations or the Board of Elections. The Information Technology Division of

the Office of the Jefferson County Clerk is comprised of three departments: Information Technology Administration, Application and Operations Support and Network and iSeries Support.

Information Technology Administration provides management oversight of the Information Technology Division and its personnel, assets and activities. Strategic planning, process engineering, technology purchasing, and project management are all part of Information Technology Administration's responsibilities.

The Application and Operations Support Department provides ongoing support to in-house and remote users. Through a Help Desk facility and a staff of trained technicians, Application and Operations Support assists end-users with the resolution of computer problems to ensure the continuous delivery of services to County Clerk's Office customers. Calls are tracked and analyzed to ensure timely and accurate problem resolution. In addition, the Application and Operations Support Department coordinates resources, schedules and communications for the implementation of computer application projects.

The Network and iSeries Support Department maintains the network environment, data communications and telephone network infrastructures of the Clerk's Office. Network and iSeries Support is also responsible for the integrity of database information, internal system security and disaster recovery. Additionally, this department oversees research, evaluation and integration of new technologies for the Office of the Jefferson County Clerk.

In calendar year 2020, the Information Technology Division will undertake a variety of capital projects. The primary focus of those projects will be software migration of almost three hundred (300) desktop computers to the Microsoft Windows 10 operating system, and the implementation of the electronic recording of land record documents. Other projects will focus on creating an inventory of spare networking devices in order to ensure continuity of operations and deploying electronic poll books in Jefferson County polling locations. The migration to "Cloud" computing will continue to be a priority for 2020.

The Information Technology Division will continue to assist the Kentucky Transportation Cabinet to complete and deploy its new motor vehicle titling and registration application: the Kentucky Automated Vehicle Information System (KAVIS). A large portion of the Information Technology Division's technical efforts in 2020 will be to prepare for and help implement, the KAVIS car, truck, and motorcycle modules.

The Finance Division is responsible for recording and tracking all income and expenses for the Jefferson County Clerk's Office. Three departments make up the Finance Division: Finance Administration, Facilities Planning & Logistics and Professional Licenses/Delinquent Tax. Finance Administration management provides oversight for the division. In addition, it prepares the annual budgets, tracks expenditures and prepares substantial financial analysis to allow the Executive Administration to make informed decisions. Finance Administration also certifies all property tax billings for Jefferson County, administers all health insurance benefits including open enrollment, payroll deductions and billing reconciliation. The Payroll Administrator tracks all time and attendance, calculates payroll, submits it to Frankfort for processing and then the

funds are direct deposited to the employee's bank accounts. The Accounts Payable Administrator reviews all invoices for validity, prepares the invoices for payment and ensures that payments are made on a timely basis. Finance staff also prepares the monthly financial statements. The Banking Administrator tracks all receipts and disbursements of funds and reconciles the monthly bank statements.

Finance staff is also responsible for calculating and reporting all collected fees to the appropriate agencies. The fees are recorded daily and reported monthly. They are also responsible for any request of refunds related to the collection of these fees. They are responsible for closing the month and issuing all reports.

The Professional License/Delinquent Tax Department processes marriage licenses per KRS 402, notaries, professional licenses (special police, going-out-of-business, etc.) per KRS 312-321 and the delinquent real estate taxes per KRS 134. Approximately 5,000 marriage licenses were issued in 2019. This number is expected to increase slightly for 2020. Approximately 9,000 delinquent real estate taxes were processed in 2019; accounting for approximately \$14,000,000 in taxes collected. For 2020, these numbers are estimated remain the same.

The Facilities Department is responsible for the inventory of license plates and office supplies. They ensure that all canceled plates are accounted for in the KAVIS System and then destroyed. They oversee the delivery of mail and supplies to all internal departments and outlying branches. Additionally, they are responsible for coordinating any relocation or renovation of departments or branches, as well as ongoing repair and maintenance for all areas.

The Government and Legal Affairs Executive is responsible for the inter-governmental relations; legal research, legislative analysis and special projects such as grant applications.

The Media and Public Relations Division is responsible for planning and organizing news conferences, media interviews, special events, public service announcements, multi-media purchases and writing and issuing press releases. The Division manages public relations and communication programs for employees of the Clerk's Office and the citizens of Jefferson County. Printed materials produced by the division such as brochures, posters, flyers and signs in branch locations are other vehicles of communication used to reach this goal. The staff creates materials and uses them to educate the community on exercising its civic duty in becoming responsible informed voters. The Media and Public Relations Director serves as the spokesperson for the Jefferson County Clerk's Office and the Board of Elections. The director also coordinates speaking engagements for the County Clerk with various groups and organizations. Examples of specific job responsibilities include the branding of all public viewed materials to include brochures, advertising, website and the annual report. The director oversees the planning of the all employee meetings, quarterly meetings, updates to the web site and some customer correspondence.

The Human Resources Division is responsible for recruiting and hiring for all positions and provides advice and counsel on personnel policies, management practices, employee relations, compensation and benefits, employee records and workplace safety. The HR staff works with management and employees to ensure we comply with all employment laws and regulations.

The staff also assists with planning for the office and works to provide a positive and productive work environment for all JCCO employees. Additionally, the Human Resource Division is responsible for implementing and facilitating various in-house training and development programs.

Last year's budget (see attached approval of Resolution No 173, Series 2018) indicated Personnel of \$15,478,800; Operating of \$4,071,000 and Capital initiatives of \$252,000. The 2020 projected budget is estimated at \$21,900,500 which is an increase of \$2,098,700 or 10.60%. The difference is due to an increase of \$1,399,800 or 9.04% in personnel. Funds are budgeted for 2020 to cover the salary increases, the increase in the retirement contribution from 22% to 28% and an increase in insurance premiums, an increase in continuation operating expenses of \$233,100 or 5.73%; an increase of \$465,800 (184.84%) in new capital initiatives due to 2019 was a new term year where all old term surplus is turned over to Metro Government. 2020 has some estimated surplus to cover the capital initiatives, the balance of the capital request will be covered by 2020 revenue. Based on the Legal Records fee increase, the current economic trends and 2019 estimated actual, we have increased the clerk's fee budget continuing revenue projection over 2019 for estimated revenue by 12.09%. This excludes an increase to the Metro reimbursement expense of \$400,700 (10.58%). The continuing revenue increase to the budget is due to a variety of factors. We anticipate being able to continue to sell delinquent tax bills to third party vendors in 2020.

Last year, our total staff was 322. To meet our 2020 strategic goals, we are requesting to maintain a staff of 322. Personnel cost has increased from \$15,478,800 to \$16,878,600. We are anticipating awarding a COLA for 2019. The vacancy credit is set at 8.0% in an effort to maintain staff positions. The employer retirement contribution increased from 22% to 28% starting in July 2020 and a 3% COLA is budgeted for 2020 and any merit and hourly increases for 2020 will only be awarded if revenue allows. Capital has increased from \$252,000 to 717,800. The 2020 budget includes new capital initiatives funds to improve technology and to cover any emergency replacements. Our overall continuing operating component has been increased from \$4,071,000 to 4,304,100 to cover increases in office supplies and services. In 2020, Administration's emphasis will primarily focus on implementing improvements and continuing to provide the highest quality of services to our customers. I hope that the 2020 budget will be approved and passed "as is", taking into consideration all of the above.



**OFFICE OF THE JEFFERSON COUNTY CLERK  
STATEMENT OF ACCUMULATED SURPLUS  
2019 BUDGET - 2019 EXPECTED - 2020 BUDGET  
75% ACCOUNT**

	2019 BUDGET APPROVED BY METRO GOV'T	2019 ESTIMATED ACTUAL	2020 BUDGET
ACCUMULATED SURPLUS - Beginning of year			\$ 350,000
REVENUE	\$ 16,014,000	\$ 14,911,800	\$ 17,950,200
REIMBURSABLE EXPENSE	<u>3,787,800</u>	<u>3,262,900</u>	<u>4,188,500</u>
TOTAL FUNDS AVAILABLE FOR USE	\$ 19,801,800	\$ 18,174,700	\$ 22,488,700
EXPENDITURES:			
PERSONNEL	\$ 13,874,800	\$ 13,151,500	\$ 15,118,200
PERSONNEL ELECTION CTR	\$ 1,604,000	\$ 1,253,400	\$ 1,760,400
OPERATING	\$ 1,989,200	\$ 1,393,900	\$ 2,162,300
OPERATING ELECTION CTR	\$ 2,081,800	\$ 1,939,500	\$ 2,141,800
		\$ -	
CAPITAL	\$ 150,000	\$ 16,400	\$ 431,500
CAPITAL- ELECTION CENTER	<u>\$ 102,000</u>	<u>\$ 70,000</u>	<u>\$ 286,300</u>
TOTAL EXPENDITURES	\$ 19,801,800	\$ 17,824,700	\$ 21,900,500
ACCUMULATED SURPLUS End of year	\$ -	\$ 350,000	\$ 588,200

NOTE: The beginning accumulated surplus in the "2019 Approved by Metro Government" column is \$0.00

The ending accumulated surplus in the "2019 Expected" column is an amount estimated near the end of 2019. The State Auditor will determine the actual "2019" Surplus.

NOTE: The revenue reflected above is net of 25% of most fees, which are paid to Metro Government (\$4,215,147 in 2018 and an estimate of \$4,462,225 for 2019 and an estimate of \$5,328,525 in 2020).

	2018		2019		2019		2019		2020		2020		2019		Over	
	Actual 1/1-12/31	Actual 1/1-9/30	Remaining 10/1-12/31	Projected 10/1-12/31	Estimated Total	Budget 1/1-12/31	Budget 1/1-12/31	Budget Continuation	New Initiative Expansion	Total Budget	Total Budget	Total Budget	Est Actual	2019 Total	2019 Est	2019 Actual
CC Statutory Fee-Legal Records	3,509,819	2,733,106	1,464,194	918,594	3,651,700	4,197,300	6,800,000	6,800,000		6,800,000	6,800,000	62.01%	86.21%			
CC Statutory Fee-Motor Vehicles	6,919,920	5,472,392	2,299,008	1,832,708	7,305,100	7,771,400	7,305,000	7,305,000		7,305,000	7,305,000	-6.00%	0.00%			
Deed Transfer Tax - 5%	242,967	191,308	88,692	60,000	251,300	280,000	285,000	285,000		285,000	285,000	1.79%	13.41%			
Usage Tax - 3%	2,416,799	1,902,885	684,115	606,115	2,509,000	2,587,000	2,587,000	2,587,000		2,587,000	2,587,000	0.00%	3.11%			
CC Commission-Delinquent Tax	994,362	951,114	138,186	136,386	1,089,500	1,089,500	1,087,500	1,087,500		1,087,500	1,087,500	-0.17%	0.00%			
CC Commission-Legal Records	20,345	15,779	9,221	9,221	25,000	25,000	22,000	22,000		22,000	22,000	-12.00%	-12.00%			
Motax - 4%	2,984,818	2,586,940	754,060	754,060	3,341,000	3,341,000	3,509,000	3,509,000		3,509,000	3,509,000	5.03%	5.03%			
<b>TOTALS CLERK STATUTORY</b>	<b>\$17,099,030</b>	<b>13,853,524</b>	<b>\$5,437,476</b>	<b>\$4,317,084</b>	<b>\$18,170,600</b>	<b>\$19,291,000</b>	<b>\$21,595,500</b>	<b>\$21,595,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,595,500</b>	<b>11.95%</b>	<b>18.85%</b>			
CC Non-statutory Fees-Legal records	(3)	(15)	0	15.00	(0)	0	0	0		0	0	0.00%	-100.00%			
CC Non-statutory Fees-Motor Vehicles	385,311	308,496	160,104	89,804	398,300	468,600	468,600	468,600		468,600	468,600	0.00%	17.65%			
Interest Income	(623,751)	(554,534)	(79,466)	(158,696)	(720,000)	(634,000)	(750,000)	(750,000)		(750,000)	(750,000)	4.17%	4.17%			
Over/Short G/F			0	0	0	0	0	0		0	0	#DIV/0!	#DIV/0!			
<b>TOTALS CLERK NON-STATUTORY</b>	<b>(238,443)</b>	<b>(246,054)</b>	<b>\$80,638</b>	<b>(\$88,877)</b>	<b>(\$321,700)</b>	<b>(\$165,400)</b>	<b>(\$281,400)</b>	<b>(\$281,400)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$281,400)</b>	<b>70.13%</b>	<b>-12.53%</b>			
Clerical Expense Reimb-Election Center	2,143	263	9,737	6,637	6,900	10,000	14,000	14,000		14,000	14,000	40.00%	102.90%			
Clerical Expense Reimb-D/T	12,403	13,799	1,201	1,201	15,000	15,000	15,000	15,000		15,000	15,000	0.00%	0.00%			
Clerical Expense Reimb-Legal Records	334,716	254,389	157,611	83,411	337,800	412,000	690,000	690,000		690,000	690,000	67.48%	104.26%			
Clerical Expense Reimb-Motor Vehicles	694,582	529,334	236,366	176,666	706,000	765,700	765,700	765,700		765,700	765,700	0.00%	8.46%			
Election Expense Reimb-State	199,700	-	225,000	225,000	225,000	225,000	225,000	225,000		225,000	225,000	0.00%	0.00%			
Election Expense Reimb - Metro	3,344,659	2,070,389	1,717,411	1,192,511	3,262,900	3,787,800	4,188,500	4,188,500		4,188,500	4,188,500	10.58%	28.37%			
Voter Registration	4,037	4,959	1,642	42	5,000	6,600	7,200	7,200		7,200	7,200	9.09%	44.00%			
Bd of Assessment Reimb-Other	9,300	-	10,400	6,900	6,900	10,400	10,400	10,400		10,400	10,400	0.00%	50.72%			
Preparing Tax Bills Reimbursement	251,075	116,231	85,769	95,769	212,000	202,000	214,000	214,000		214,000	214,000	5.94%	0.94%			
Expensed Return CheckPayments	-	0	5,000	5,000	5,000	5,000	5,000	5,000		5,000	5,000	0.00%	#DIV/0!			
Miscellaneous Reimbursement	13,972	4,088	14,012	1,437	5,525	18,100	18,325	18,325		18,325	18,325	1.24%	231.67%			
<b>TOTALS CLERICAL EXPENSE</b>	<b>\$4,866,588</b>	<b>2,993,451</b>	<b>\$2,464,149</b>	<b>\$1,794,574</b>	<b>\$4,788,025</b>	<b>\$5,457,600</b>	<b>\$6,153,125</b>	<b>\$6,153,125</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,153,125</b>	<b>12.74%</b>	<b>28.51%</b>			
County Treasurer: 25%	(4,215,147)	(3,401,868)	(1,379,529)	(1,062,052)	(4,462,225)	(4,781,400)	(5,328,525)	(5,328,525)		0	(5,328,525)	11.44%	19.41%			
<b>TOTALS FOR FEE DISBURSEMENTS</b>	<b>(\$4,215,147)</b>	<b>(\$3,401,868)</b>	<b>(\$1,379,529)</b>	<b>(\$1,062,052)</b>	<b>(\$4,462,225)</b>	<b>(\$4,781,400)</b>	<b>(\$5,328,525)</b>	<b>(\$5,328,525)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$5,328,525)</b>	<b>11.44%</b>	<b>19.41%</b>			
2015-2018 Excess Funds to Metro	17,512,028	13,199,054	\$6,602,734	\$4,980,730	\$18,174,700	\$19,801,800	\$22,138,700	\$22,138,700		\$0	\$22,138,700	11.80%	21.81%			
<b>TOTAL ALL REVENUES</b>																

OFFICE OF JEFFERSON COUNTY CLERK  
STATEMENT OF ACTUAL EXPENDITURES

	2018		2019		2019		2019		2019		2020		2020		2020	
	Actual YTD	1/017 - 9/30/19	Actual YTD	10/01-12/31/19	Annual Estimate	Budget	Diff/Over/Under	BUDGET	1/1 - 12/31	CONTINUATION	NEW INITIATIVE EXPANSION	APPROVED BUDGET	To 2019 Estimated	% Change	2020 Budget	vs. 2019 Budget
Gross Salaries-Regulars	8,995,570	6,706,214	2,584,686	9,216	9,290,900	1,998,300	11,289,200	11,458,800	11,458,800	0	61,800	11,458,800	13.47%	12,000,000	1,500,000	
Gross Salaries-Seasonal	16,498	5,399	31,901	16,498	37,300	18,400	55,700	61,800	61,800	0	61,800	52.43%	10,950,000	10,950,000		
Gross Salaries-Overtime	24,589	9,804	30,496	20,632	40,300	9,700	50,000	125,000	125,000	0	125,000	210.17%	150,000,000	150,000,000		
Social Security-Employer	682,140	506,893	209,807	112,665	716,700	167,000	883,700	881,400	881,400	0	881,400	13.14%	10,000,000	-0.26%		
Retirement-Employer	1,827,362	1,483,335	770,665	1,126,665	2,254,000	212,000	2,466,000	3,053,000	3,053,000	0	3,053,000	24.61%	23,800,000	23,800,000		
Health Insurance	1,771,055	1,452,272	485,728	1,198,000	1,938,000	362,000	2,300,000	2,610,000	2,610,000	0	2,610,000	23.90%	13,480,000	13,480,000		
County Clerk Expense	3,600	2,700	900	3,600	3,600	0	3,600	3,600	3,600	0	3,600	0.00%	0,000,000	0,000,000		
Employee Cashouts	53,978	43,429	14,471	57,900	60,000	2,100	60,000	60,000	60,000	0	60,000	3.63%	0,000,000	0,000,000		
Workers Comp - Employer	50,897	50,168	16,032	66,200	3,800	3,800	70,000	70,200	70,200	0	70,200	6.04%	0,290,000	0,290,000		
Vacancy Credit					(1,699,400)	(1,699,400)		(1,445,200)	(1,445,200)						-15.0%	
<b>TOTAL PERSONNEL</b>	<b>\$13,425,692</b>	<b>\$10,260,214</b>	<b>\$4,144,686</b>	<b>\$14,404,900</b>	<b>\$1,073,900</b>	<b>\$15,478,800</b>	<b>\$16,878,600</b>	<b>\$16,878,600</b>	<b>\$16,878,600</b>	<b>\$0</b>	<b>\$16,878,600</b>	<b>\$16,878,600</b>	<b>17.17%</b>	<b>\$17,170,000</b>	<b>9.04%</b>	
Unemployment Insurance	27,286	27,676	9,216	29,520	93,855	8,445	102,300	117,700	117,700	0	117,700	18.45%	0,000,000	0,000,000		
Employee Assistance Program	5,197	4,253	1,504	5,757	7,200	1,443	7,200	7,200	7,200	0	7,200	25.07%	0,000,000	0,000,000		
Parking	64,390	61,895	20,632	82,527	80,000	7,473	80,000	104,000	104,000	0	104,000	26.02%	15,560,000	15,560,000		
Rent	86,080	64,080	21,420	85,500	600	600	86,100	86,100	86,100	0	86,100	0.70%	0,000,000	0,000,000		
Telephones	118,899	83,037	29,919	112,956	160,000	47,044	160,000	159,300	159,300	0	159,300	41.03%	0,000,000	0,000,000		
Gas/Electric	20,371	16,026	8,974	25,000	35,000	10,000	35,000	35,000	35,000	0	35,000	40.00%	0,000,000	0,000,000		
Professional Service Contracts	238,542	148,516	101,484	133,000	383,000	0	383,000	527,800	527,800	0	527,800	111.12%	37,810,000	37,810,000		
Temporary Services	81,727	0	0	0	0	0	0	0	0	0	0	100.00%	#DIV/0!	#DIV/0!		
Security Services	82,752	70,335	29,520	93,855	8,445	8,445	102,300	117,700	117,700	0	117,700	25.41%	15,050,000	15,050,000		
Janitorial Services	107,325	19,229	76,236	56,664	132,900	76,236	132,900	123,800	123,800	0	123,800	62.39%	6,850,000	6,850,000		
Advertising	219,379	12,641	109,226	121,867	105,833	227,700	230,000	230,000	230,000	0	230,000	88.73%	1,010,000	1,010,000		
Printing	480,123	343,595	112,665	456,260	16,040	16,040	472,300	490,300	490,300	0	490,300	7.46%	7,460,000	7,460,000		
Postage & Delivery	245,484	51,012	111,371	162,383	67,117	229,500	193,700	193,700	193,700	0	193,700	19.29%	15,600,000	15,600,000		
Election Workers	989,844	491,527	508,473	982,000	2,000	2,000	984,000	984,000	984,000	0	984,000	0.20%	0,000,000	0,000,000		
Office Expense	217,170	114,514	74,164	188,678	232,322	212,000	212,000	222,900	222,900	0	222,900	18.14%	5,140,000	5,140,000		
Discretionary Fund	0	10,000	3,333	13,333	0	0	0	0	0	0	0	-100.00%	#DIV/0!	#DIV/0!		
Expense Return Checks	31,723	0	25,000	25,000	12,500	12,500	12,500	12,000	12,000	0	12,000	-4.00%	0,000,000	0,000,000		
Maintenance & Repairs	396,461	329,862	40,138	370,000	257,400	627,400	650,000	650,000	650,000	0	650,000	75.68%	3,600,000	3,600,000		
Rental Equipment	37,595	28,426	20,670	49,096	(1,096)	48,000	65,200	65,200	65,200	0	65,200	32.80%	35,830,000	35,830,000		
Automotive Rental	28,577	17,145	17,855	35,000	(12,500)	22,500	30,000	30,000	30,000	0	30,000	100.00%	33,330,000	33,330,000		
Mileage & Gas	18,966	9,644	7,418	17,062	8,838	25,900	25,900	25,500	25,500	0	25,500	49.45%	1,540,000	1,540,000		
Meetings	3,048	1,552	1,117	2,669	9,331	12,200	16,000	16,000	16,000	0	16,000	49.40%	31,150,000	31,150,000		
Seminars	1,347	4,637	1,546	1,083	5,100	11,200	14,400	20,600	20,600	0	20,600	233.19%	303,920,000	303,920,000		
Tuition	3,600	2,400	800	3,200	11,200	14,400	14,400	24,000	24,000	0	24,000	65.00%	66,670,000	66,670,000		
Insurance & Bonds	76,601	87,332	29,164	116,496	(36,496)	80,000	90,000	90,000	90,000	0	90,000	-22.74%	12,500,000	12,500,000		
Notary Bonds	1,692	2,012	544	2,556	1,444	4,000	3,200	3,200	3,200	0	3,200	25.21%	0,000,000	0,000,000		
Membership Dues	19,535	990	22,180	23,500	23,500	23,500	23,500	23,500	23,500	0	23,500	1680.30%	0,000,000	0,000,000		
Subscriptions	10,058	369	1,207	1,576	18,224	19,800	8,600	8,600	8,600	0	8,600	445.69%	56,570,000	56,570,000		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$3,613,784</b>	<b>\$2,040,483</b>	<b>\$1,292,917</b>	<b>\$3,333,400</b>	<b>\$737,600</b>	<b>\$4,071,000</b>	<b>\$4,304,100</b>	<b>\$4,304,100</b>	<b>\$4,304,100</b>	<b>\$0</b>	<b>\$4,304,100</b>	<b>29.12%</b>	<b>\$5,730,000</b>	<b>5.73%</b>		
Office Equipment	47,996	9,287	60,713	70,000	62,000	132,000	99,700	99,700	99,700	0	99,700	42.43%	24,470,000	24,470,000		
Computer Equipment	189,363	5,222	1,758	6,980	23,020	30,000	284,100	284,100	284,100	0	284,100	3970.39%	847,000,000	847,000,000		
Computer Software	134,802	1,072	357	1,429	26,571	30,000	179,300	179,300	179,300	0	179,300	12444.31%	497,670,000	497,670,000		
Furniture & Fixture	11,406	2,068	689	2,757	27,243	30,000	49,700	49,700	49,700	0	49,700	1702.47%	65,670,000	65,670,000		
Remodeling & Renovations	329,333	3,925	1,308	5,233	24,767	30,000	65,000	65,000	65,000	0	65,000	1142.04%	116,670,000	116,670,000		
Vehicle	32,882	0	0	0	0	0	40,000	40,000	40,000	0	40,000	100.00%	#DIV/0!	#DIV/0!		
<b>TOTAL CAPITAL EXPENSES</b>	<b>745,784</b>	<b>\$21,574</b>	<b>\$64,825</b>	<b>\$86,400</b>	<b>\$165,600</b>	<b>\$252,000</b>	<b>\$717,800</b>	<b>\$717,800</b>	<b>\$717,800</b>	<b>\$0</b>	<b>\$717,800</b>	<b>730.79%</b>	<b>184,840,000</b>	<b>184,840,000</b>		
<b>TOTAL ALL EXPENDITURES</b>	<b>\$17,685,261</b>	<b>\$12,322,273</b>	<b>\$5,502,429</b>	<b>\$17,824,700</b>	<b>\$1,977,100</b>	<b>\$19,801,800</b>	<b>\$21,182,700</b>	<b>\$21,182,700</b>	<b>\$21,182,700</b>	<b>\$717,800</b>	<b>\$21,900,500</b>	<b>22.87%</b>	<b>10,600,000</b>	<b>10.60%</b>		

**OFFICE OF THE JEFFERSON COUNTY CLERK**

**NOTES TO THE 2020 BUDGET**

**REVENUES**

<b>Actual Revenues</b>	<b>2018</b>	<b>\$17,512,028</b>
<b>Budgeted Revenues</b>	<b>2019</b>	<b>\$19,801,800</b>
<b>Estimated Revenues</b>	<b>2019</b>	<b>\$18,174,700</b>
<b>Budgeted Revenues</b>	<b>2020</b>	<b>\$22,138,700</b>

Estimated revenues for 2019 were determined by using actual data for the nine months ending September 2019 and analyzing actual revenue data for the past five years. Overall economic factors out of our control affect the Clerk’s office fees. We believe our approach to be the most reasonable.

Continuing Clerk Fee Revenues for 2020 are budgeted to increase by \$1,936,200 (12.09%) over the 2019 budget; an increase for Metro election expense reimbursement of \$400,700 over the 2019 budgeted reimbursement. There will be two elections in 2020. With nine months of actual data to analyze in the motor vehicle fee categories, we are estimating annual fees for 2020 budgeted revenue to decrease 6.0% compared to the 2019 budget and remain flat compared to the 2019 estimated actual. For legal record fees, we have estimated the budgeted revenue to increase 62.01% compared to the 2019 budget and to increase 86.21% over the estimated actual for 2019. This is due to the fee increases by the passing of Senate Bill 114. Refer to KRS 64.012 for detailed line item increases. In 2020, we have estimated delinquent tax revenue to remain flat compared to the 2019 budget.

As of September 30, 2019, Motor Vehicle statutory fees are 6.1% less than the 2019 budget and 1.7% more than 2018 actual revenue for the same period. Motor Vehicle non-statutory fees are 12.2% less than the 2019 budget and 1.2% more than the September 30, 2018 actual revenue. Usage tax is 1.9% less than the 2019 budget and 3.8% more than the September 30, 2018 actual revenue. Mo-tax is 3.2% more than the 2019 budget and 7.2% more than the September 30, 2018 actual revenue. Legal Record’s revenue is 13.2% less than the 2019 budget and 1.28% more than September 30, 2018 actual revenue. Delinquent Tax revenue is 16.4% more than the 2019 budget and 10.6% more than September 30, 2018 actual revenue.

Based on the September 30, 2019 (factoring out Metro reimbursable expense) overall revenue being under budget by 7.3 % and 2% more than 2018 actual revenue and taking into consideration the increase for Legal Records, current general economic condition and the expectation of the overall housing starts and vehicle sales, we have adjusted our line item projected revenue for 2020.

## PERSONNEL COSTS

Personnel cost for 2020 is budgeted at \$16,878,600, an increase of \$1,399,800 from the budgeted personnel cost for 2019. The salary line item budget has increased due to projected 3% COLA raises for 2020, any increases in hourly salaries and any merit increases. The overall increase is mostly due to the change in employer retirement contribution from a budgeted 22% to a 28.0% effective July 1, 2020. The benefit cost calculations of 28% of gross salary was used for employer retirement contribution to cover the change in the rate at July 1, 2020. The retirement rate is adjusted on a fiscal year instead of on a calendar year. The calculation for employer contribution for FICA is gross salary times 7.65%. The budget for worker's compensation premiums will remain flat due to our good experience rate. Overtime has been increased due two election cycle in 2020, the new minimum salary law changes to \$35,568 making more staff members eligible for overtime and to cover employees working fairs and festivals. The vacancy credit is not applied to salaries for purposes of calculating the annual premium for worker's compensation to ensure adequate funds to cover the annual audit. The Clerk's Office contribution for insurance is budgeted to increase 13.48% compared to the 2019 budget and increase 23.90% as compared to the 2019 estimated actual. In evaluating our revenue available to meet our operating cost for 2020 and analyzing our current vacancy trend, we determined that we still require the 322 slots. With our overall calculation for the personnel budget, we have set our vacancy credit at 8.0%, which will enable us to maintain our monthly staff at a level needed to ensure that we continue providing excellent customer service.

A COLA salary adjustment of 4% for managers and front-line staff and 2% COLA adjustment for division managers and above is included in the personnel cost. These percentages will be used for an across-the-board cost-of-living increase in December 2019 retroactive to January 1, 2019 or their hire date. Any performance awards for merit will only be distributed if discretionary funds are available. The overtime budget has been increased compared to our 2019 estimated actual to ensure adequate funding in the general duties of the clerk's office. Overtime is still used at times when the branches are short staffed and are required to stay over to complete the day's work. Overtime is necessary for employees to work at fairs, festivals and to attend mandatory employee training seminars/meetings scheduled after hours.

We request a staff of 322 in the 2020 personnel budget to maintain a high level of efficiency. One of our 2020 strategic initiatives are to continue to provide excellent customer service to the citizens of Jefferson County. In order to achieve our goals, we need to maintain our staff level at 322.

We hope that Metro Government will look favorably on our request and approve the personnel budget as presented.

## New Initiative

No new initiatives are required for personnel expense.

## OPERATING EXPENSES

The 2020 continuing operating expenses are expected to increase \$970,700 (29.12%) from the 2019 estimated actual operating expenses:

<u>2019 Budgeted Operating Expenses</u>	vs.	<u>2019 Estimated Actual Operating Expenses</u>
\$4,304,100		\$3,333,400
<u>-0-</u>		<u>-0-</u>
\$ 4,304,100		\$3,333,400
=====		=====

Maintenance and repairs are budgeted to increase 3.60% over 2019 budget and Professional Service Contracts to increase 37.81% over the 2019 budget. These expenses are to cover new and existing maintenance and professional service contracts, any shortfall in the Metro apportionment budget, and unexpected repairs on aging equipment. The cash management system expenses are estimated to increase 15.05% compared to the 2019 budget and increase 25.41% over the 2019 estimated actual. Currently we own the Cash Link Systems, however they are over five (5) years old and may need to be repaired in 2020; janitorial services will increase 62.39% compared to the 2019 estimated actual due to rising cost to have the branch floors stripped and waxed, the carpet, seating and windows cleaned quarterly. Rental equipment budget has been increased 35.83% as compared to the 2019 budget due to renting copiers instead of leasing them. Telephone expenses are expected to remain flat over the 2019 budget. Postage and delivery expenses are 19.29% more than the estimated 2019 actual and 15.60% less than the 2019 budget. This is due to regular stock up at year end, any increase in postal rates, and an increase in required election mail for the 2020 Presidential Election. Office Expenses are 18.14% more than the estimated 2019 actual and 5.14% more than the 2019 budgets. Office expense includes some funds to continue the employee uniform program that was approved by the Kentucky State Auditor's Office in the last quarter of 2006. It also includes up to \$2,500 to cover the annual All Employee Meeting and purchase any prizes and take away items related to the meeting. The 2020 budget includes supplies related to year end stock up orders. The printing budget has been increased 7.46% compared to the 2019 estimated actual and increased 3.81% compared to the 2019 budget. The current budget includes funds to replenish printed materials. Printing of ballots will be required in 2020 for two scheduled elections. Printing of brochures and document holders continues to require a substantial portion of the printing budget. Advertising has increased 88.73% compared to the 2019 estimated actual and increase 1.01% compared to the 2019 budget. There are two scheduled elections to advertise in 2020 Presidential Election. The remaining budget is to cover advertising for the general services of the clerk's office such as mail-in, telephone, and internet renewals. Capital has been

increased 184.84% over the 2019 budget and 730.79% over the estimated 2019 actual because of technology improvements and to cover any emergency replacements. The category of meetings, tuition and seminar expenses has been increased 91.16% compared to the 2019 budget and 402.82% over the 2019 estimated actual due to in-house employee training and development seminars. We also have tuition reimbursement. Mileage is estimated to increase 49.45% compared to the 2019 estimated actual and decrease 1.54% compared to the 2019 budget. The cost of gas has decreased, but KAVIS2 re-implementation will still require staff to travel to Frankfort several times each week for KAVIS implementation participation. Insurance and Bonds is estimated to decrease 22.74% compared to the 2019 estimated actual and increase 12.50% compared to the 2019 budget. This expense is to cover our general liability, employment practice and property insurance premiums in 2020. Subscriptions have increased 445.69% over the 2019 estimated actual and decreased 56.57% compared to the 2019 budget. Membership dues remain flat.

## **Professional Services Contracts**

Contracts with several firms, currently doing business with this office, will be continued and new vendors are being selected. While some of these arrangements provide for set fees, others are based on an hourly rate. It is impossible to predict exactly how much will be required for each provider or by category. It is also impossible to name all future vendors, as our requirements may change from time to time based on needs of the office.

The following is a partial list of anticipated providers of outside professional services:

- Jefferson County Sheriff – provides data processing services for property tax bills.
- Zielke Law Firm – provides general legal counsel with expertise in contracts, employment law and litigation and provides guidance in Human Resources as needed.
- Data Strategy - provides expertise for systems security issues.
- IBM – provides expertise, development and training for various data processing projects.
- Twinstar – provides expertise, development and training for various data processing projects.
- Flexential – provides ISP services and leased lines for Ethernet connectivity.
- Xerox – provides support for imaging and financial software applications.
- Twinstar– provides computer hardware, computer software and integration services according to the State of Kentucky pricing contract.
- Unitime/Access/ABRA/SAGE – provides support for Human Resource, timekeeping and insurance open enrollment systems.
- Kronos - provides support for Human Resource and timekeeping systems.
- Data Design – provides programming for delinquent taxes.
- A CPA firm may be selected to provide accounting and financial counsel.
- Jefferson County Board of Election Members – attend monthly board meetings.
- Kwantek – online job applications.
- Genus Technology – Webview Legal Records Search support.

- Bold Chat – Online chat for concurrent operators.
- AT&T - Communications

## Recap of Operating Expense Increase

**2019 Estimated Operating Expenses** \$3,333,400

### Changes projected for 2020:

Unemployment Insurance	6,808
Employee Assistance Program	1,443
Parking	21,473
Rent	600
Telephones	46,344
Gas & Electric	10,000
Professional Service Contracts	277,800
Temporary Services	-0-
Security Services	23,845
Janitorial Services	47,564
Advertising	108,133
Printing	34,040
Postage & Delivery	31,317
Election Workers	2,000
Office Expenses	34,222
Discretionary Fund	(13,333)
Expense Returned Checks	(13,000)
Maintenance & Repairs	280,000
Rental Equipment	16,104
Automotive Rental	(5,000)
Mileage & Gas	8,438
Meetings	13,331
Seminars	14,417
Tuition	20,800
Insurance & Bonds	(26,496)
Notary Bonds	644
Membership Dues	22,180
Subscriptions	7,024
<b>Total 2020 Operating Expenses</b>	<b>\$4,304,100</b>



## CAPITAL EXPENDITURES

The Jefferson County Clerk's Office expects revenue to be on target for the remaining months of 2019 and we are projecting an increase in Legal Record fee revenue in 2020. Our prudent spending has provided us with the opportunity to fund a few new capital initiatives, emergency funds and the other required expenses which are necessary to ensure that our office is able to provide the continued VIP service which the citizens of Metro Jefferson County are entitled to and have come to expect from our administration. The capital budget has been increased over the 2019 estimated actual and 2019 budget due to technology improvements and vehicle replacement.

### Capital expenditures for 2020 are budgeted as follows:

Office Equipment	\$ 99,700
Computer Equipment	284,100
Computer Software	179,300
Furniture and Fixtures	49,700
Remodeling and Renovation	65,000
Vehicle	<u>40,000</u>
<b>Total Capital Expenditures</b>	<b><u><u>\$ 717,800</u></u></b>

### Office Equipment – Total \$99,700

The amount budgeted for office equipment is necessary to obtain various items, such as Venda Card units, Electric Book & Page machines, scanners, telephone equipment, headsets, check signer, refrigerators, microwaves, and any unexpected replacements. Additionally, we have included the following initiatives:

1. Emergency replacement of miscellaneous office equipment throughout the office -\$30,000.
2. Voting Booths - \$29,300. With the increasing number of registered voters in certain polling locations, more booths will need to be added.
3. Gray Bins & Ballot Calls - \$17,000. All gray bins need to be replaced due to wear and tear. We need more ballot call equipment to alert the staff when voters need assistance.
4. Miscellaneous Office Equipment - \$13,400. Staplers (21), Calculators (10), and a vacuum cleaner need to be replaced in Legal Records. Replacement of headsets (6) in Motor Vehicle Processing. Community Banners and a portable camera are needed in Media Relations.

5. Additional Charging Stations for Epoll Books - \$10,000. The Secretary of State has purchased Epoll Books to replace the current paper rosters. The Election Center may be required to use 1,200 Epoll books in the 2020 Primary and General Elections. These charging stations are needed to charge, store, secure, transport and protect the units.

### **Computer Equipment and Software – Total \$463,400**

The Office of the Jefferson County Clerk is the custodian for the county's public records. Documents and electronic data are stored on the computer systems maintained by the Clerk's Office. Computer technology has replaced many manual processes with more efficient processes. There are over 300 computers, terminals and fax machines in the Clerk's Office.

The Clerk's Office has many different functions and must have the appropriate software for each. The software must be kept current as the manufacturers update their products. Manufacturers refuse to support outdated versions of their product, which could have catastrophic results.

#### **The 2020 budget includes funds to maintain the integrity of current systems and address any required replacements.**

1. DS200 Machines – \$180,000. With the growing number of registered voters, it has become necessary to purchase additional machines.
2. Migration to Windows 10 Operating System - \$100,000. As of January 2020, Microsoft will no longer be providing updates and manufacturer technical support for our current Windows 7 operating system. We will need to migrate over 300 computers to the new system. We need to purchase 100 computer memory expansion chips. As well as replace 60 current computer workstations that cannot be upgraded.
3. Purchase Computer Hardware & Software - \$47,900. - Replace aging equipment & software in various divisions around the office. Purchase (5) color printers, (1) printer/scanner, (24) wireless keyboard and mouse sets, (15) wireless headsets and VOIP phones, (2) large wall mount monitors, (1) laptop, and (1) LCD projector in Motor Vehicles. Replace (3) 2-tray printers and (1) PC workstation in the Finance Division. Replacement of (2) laptops in the Administration Division. In the Media & Public Relations Department, replacement of (1) computer, various software around the department, and (1) laptop is needed to enhance productivity and technical ability of the Webmaster. Replacing these obsolete machines will ensure continuity of operations and a high level of continuous customer service.
4. Emergency Replacement Equipment - \$30,000. Computer equipment needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.

5. Emergency Replacement Software - \$30,000. Computer software needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.
6. Voter Registration Card Scanning Application - \$25,000. Replacement of the current AS/400 based scanning application due to the end of support for its content manager. Will be replacing with a new cloud-based or server-based application.
7. Memory Devices for DS200 - \$21,000. Extra memory devices are needed for the additional DS200 machines. These need to be purchased for the two scheduled 2020 elections.
8. Purchase Spare Parts and Equipment - \$14,000. Replenish our supply of spare parts and computer devices to maintain an adequate level of inventory to maintain uninterrupted productivity if equipment should fail. A ready spare parts and equipment inventory is critical to maintaining uninterrupted productivity and a high level of customer service. The following items will be added to inventory – Dell N2024 Layer-3 Network Switch (1); VOIP telephones (7); VOIP telephones with expansion modules (3); Mitel VOIP switch (1).
9. Microfiche Scanning Project - \$10,500. Additional computers and scanning for the scanning of land record documents from Microfiche.
10. Electronic Recording - \$5,000. Beginning in 2020 the office will be allowed to record land records electronically. There may be unanticipated expenses associated with the implementation process.

### **Furniture & Fixtures - \$49,700**

Budgeted funds are for miscellaneous replacement of furniture and fixtures for various departments. Items to include are, license plate and file cabinets, fabric panels and keyboard trays.

1. Emergency Replacement Office Furniture and Cabinets - \$30,000. Office furniture and cabinet replacements needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.
2. Chair Replacement - \$15,200. Replacement 46 employee chairs throughout our Motor Vehicle branches due to wear and tear.
3. Cabinets - \$4,500. The Election Center needs additional cabinets for the storage of ballots during the absentee period. A cabinet is also needed for storage in the Media & Public Relations department.

### **Remodeling – \$65,000**

1. Renovation of the Professional License Branch - \$35,000. Update the employee workstations and add customer seating. Location is small but needs a face lift.

2. Emergency Remodeling - \$30,000. Funds for unplanned renovations in areas throughout the JCCO to maintain productivity and upgrades for any emergencies that may be required throughout the year.

**Vehicle Replacement - \$40,000**

1. Van - \$40,000. The 2015 Ford E250 that is currently used by the Facilities Management Division has over 91,000 miles. It is used to transport supplies and deliver mail daily to branches & divisions across the Clerk's Office. It will be replaced with a new vehicle and the 2015 Ford E250 will be passed down to the Election Warehouse. The Election Warehouse's 2011 Ford Econoline van that was purchased in 2010 will be traded in towards the new van.

**OFFICE OF THE COUNTY CLERK  
2020 SALARY SCHEDULE "A"  
Effective 1/1/2020**

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Operating Officer	A6	Year	\$ 66,490	\$ 86,437	\$ 110,576
Chief Administrative Officer		Month	\$ 5,540.833	\$ 7,203.083	\$ 9,214.667
Executive Director		Semi	\$ 2,770.417	\$ 3,601.542	\$ 4,607.333
		Hourly	\$ 31.966	\$ 41.556	\$ 53.162
Director	A5	Year	\$ 52,600	\$ 68,380	\$ 84,160
		Month	\$ 4,383.333	\$ 5,698.333	\$ 7,013.333
		Semi	\$ 2,191.667	\$ 2,849.167	\$ 3,506.667
		Hourly	\$ 25.288	\$ 32.875	\$ 40.462
Division Manager	A4	Year	\$ 45,700	\$ 59,410	\$ 73,120
Regional Manager		Month	\$ 3,808.333	\$ 4,950.833	\$ 6,093.333
Executive Administrator		Semi	\$ 1,904.167	\$ 2,475.417	\$ 3,046.667
		Hourly	\$ 21.971	\$ 28.563	\$ 35.154
Manager	A3	Year	\$ 39,700	\$ 51,610	\$ 63,520
Executive Assistant		Month	\$ 3,308.333	\$ 4,300.833	\$ 5,293.333
		Semi	\$ 1,654.167	\$ 2,150.417	\$ 2,646.667
		Hourly	\$ 19.087	\$ 24.813	\$ 30.538
Administrator	A2	Year	\$ 34,500	\$ 44,850	\$ 55,200
HR Generalist		Month	\$ 2,875	\$ 3,737.500	\$ 4,600.000
Internal Auditor		Semi	\$ 1,437.500	\$ 1,868.750	\$ 2,300.000
Project Manager		Hourly	\$ 16.587	\$ 21.563	\$ 26.538
Assistant Manager	A1	Year	\$ 30,000	\$ 39,000	\$ 48,000
		Month	\$ 2,500.000	\$ 3,250.000	\$ 4,000.000
		Semi	\$ 1,250.000	\$ 1,625.000	\$ 2,000.000
		Hourly	\$ 14.423	\$ 18.750	\$ 23.077

**OFFICE OF THE COUNTY CLERK  
20120 SALARY SCHEDULE "G"  
Effective 1/1/2020**

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>		
Management Assistant	G5	Year	31,000	40,975	49,600		
		Month	\$ 2,583.333	\$ 3,414.583	\$ 4,133.333		
		Semi	\$ 1,291.667	\$ 1,707.292	\$ 2,066.667		
		Hourly	\$ 14.904	\$ 19.700	\$ 23.846		
MV Specialist (MVS) LR Specialist (LRS) Indexing Specialist Recording Specialist Finance Specialist Micrographic Specialist Graphic Arts Specialist Deed Room Specialist Facilities Maintenance Specialist (FMS) Election Technician	G4	Year	\$ 28,100	\$ 36,530	\$ 44,960		
		Month	\$ 2,341.667	\$ 3,044.167	\$ 3,746.667		
		Semi	\$ 1,170.833	\$ 1,522.083	\$ 1,873.333		
		Hourly	\$ 13.510	\$ 17.563	\$ 21.615		
		Administrative Assistant	G3	Year	\$ 25,500	\$ 33,750	\$ 40,800
				Month	\$ 2,125.000	\$ 2,812.500	\$ 3,400.000
				Semi	\$ 1,062.500	\$ 1,406.250	\$ 1,700.000
				Hourly	\$ 12.260	\$ 16.226	\$ 19.615
		Customer Service Agents (CSA) Duplication Specialist II	G2	Year	\$ 25,500	\$ 33,150	\$ 40,800
				Month	\$ 2,125.000	\$ 2,762.500	\$ 3,400.000
Semi	\$ 1,062.500			\$ 1,381.250	\$ 1,700.000		
Hourly	\$ 12.260			\$ 15.938	\$ 19.615		
Customer Service Representative (CSR) Customer Service Trainee (CST) Prob. Duplication Specialist I	G1	Year	\$ 23,000	\$ 29,900	\$ 36,800		
		Month	\$ 1,916.667	\$ 2,491.667	\$ 3,066.667		
		Semi	\$ 958.333	\$ 1,245.833	\$ 1,533.333		
		Hourly	\$ 11.058	\$ 14.375	\$ 17.692		

**OFFICE OF THE COUNTY CLERK  
2020 SALARY SCHEDULE "I"  
Effective 1/1/2020**

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Director - IT	16	Year	54,000	74,250	101,000
		Month	\$ 4,500.000	\$ 6,187.500	\$ 8,416.667
		Semi	\$ 2,250.000	\$ 3,093.750	\$ 4,208.333
		Hourly	\$ 25.962	\$ 35.697	\$ 48.558
Divisional Manager iSeries Administrator	15	Year	\$ 42,900	\$ 58,988	\$ 85,000
		Month	\$ 3,575.000	\$ 4,915.625	\$ 7,083.333
		Semi	\$ 1,787.500	\$ 2,457.813	\$ 3,541.667
		Hourly	\$ 20.625	\$ 28.359	\$ 40.865
Program Analyst Network Engineer Systems Analyst	14	Year	\$ 34,700	\$ 47,713	\$ 60,725
		Month	\$ 2,891.667	\$ 3,976.042	\$ 5,060.417
		Semi	\$ 1,445.833	\$ 1,988.021	\$ 2,530.208
		Hourly	\$ 16.683	\$ 22.939	\$ 29.195
Network Administrator Website Administrator	13	Year	\$ 31,000	\$ 42,625	\$ 54,250
		Month	\$ 2,583.333	\$ 3,552.083	\$ 4,520.833
		Semi	\$ 1,291.667	\$ 1,776.042	\$ 2,260.417
		Hourly	\$ 14.904	\$ 20.493	\$ 26.082
AS400 Platform Administrator PC Software Specialist II Operations Support Technician	12	Year	\$ 27,700	\$ 38,088	\$ 48,475
		Month	\$ 2,308.333	\$ 3,173.958	\$ 4,039.583
		Semi	\$ 1,154.167	\$ 1,586.979	\$ 2,019.792
		Hourly	\$ 13.317	\$ 18.311	\$ 23.305
PC Software Specialist I	11	Year	\$ 24,700	\$ 33,963	\$ 43,225
		Month	\$ 2,058.333	\$ 2,830.208	\$ 3,602.083
		Semi	\$ 1,029.167	\$ 1,415.104	\$ 1,801.042
		Hourly	\$ 11.875	\$ 16.328	\$ 20.781

**JEFFERSON COUNTY CLERK'S OFFICE  
2019 PERSONNEL AUTHORIZATION REQUEST**

ATTACHMENT A

Grade	Description	2019 Number Authorized	2019 Number Filled at 10/1/2019	Grade	2020 Request Number	2019 Actual Monthly Salary	2019 Actual Annual Salary	2020 COLA Annual Salary	2020 Cont. Annual COLA	2020 Cont. Annual Retirement	2020 Cont. Annual FICA	2020 Cont. Annual Insurance	2020 Cont. Annual Workers Comp	2020 Personnel Cost Per Grade
C1	County Clerk ***Includes Estimated Training Pay	1	1	C1	1	13,333	160,000	164,800	4,800	43,672	12,607	8,447	225	229,750
A6	Chief Operating Officer Chief Admin. Officer Executive Directors	2	2	A6	2	15,422	185,061	190,613	5,552	50,512	14,582	16,894	450	273,050
A5	Director Co-Directors	12	9	A5	12	66,603	799,233	823,210	23,977	218,151	62,976	101,364	2,700	1,208,400
A4	Divisional Managers Executive Administrator	5	4	A4	5	23,164	277,962	286,301	8,339	75,870	21,902	42,235	1,125	427,433
A3	Manager Executive Assistance	27	23	A3	27	104,078	1,248,933	1,286,401	37,468	340,896	98,410	228,069	6,075	1,959,850
A2	Administrator Election Center Manager Webmaster	25	19	A2	25	85,986	1,031,832	1,062,837	31,005	281,693	81,381	211,175	5,625	1,642,710
A1	Assistant Manager	13	13	A1	13	41,427	497,126	512,040	14,914	135,691	39,171	109,811	2,925	799,638
I6	IT Director	1	1	I6	1	8,183	98,198	101,144	2,946	26,803	7,738	8,447	225	144,357
I5	IT Divisional Managers iSeries Administrator	4	3	I5	4	18,372	220,464	227,077	6,613	60,176	17,371	33,788	900	339,312
I4	Program Analyst Network Engineer System Analyst	4	3	I4	4	17,111	205,333	211,493	6,160	56,046	16,179	33,788	900	318,406
I3	Network Administrator	1	1	I3	1	2,964	35,568	36,635	1,067	9,708	2,803	8,447	225	57,818
I2	AS400 System Operator PC Software Specialist II Operations Support Technician Election Center Support Tech.	3	2	I2	3	8,238	98,851	101,816	2,965	26,981	7,789	25,341	675	162,602
G5	Management Assistant	6	5	G5	6	18,713	224,558	231,295	6,737	61,293	17,694	50,682	1,350	362,314
G4	Finance Specialist MV Specialist(MVS) LR Specialist(LRS) Deed Room Specialist Graphic Arts Specialist Micrographic Specialist	24	19	G4	24	65,790	789,474	813,158	23,684	215,487	62,207	202,605	5,400	1,298,857



JEFFERSON COUNTY CLERK'S OFFICE  
2019 PERSONNEL AUTHORIZATION REQUEST

ATTACHMENT A

Grade	Description	2019 Number Authorized	2019 Number Filled at 10/1/2019	2019 Request Number	2019 Actual Monthly Salary	2019 Actual Annual Salary	2020 COLA Annual Salary	2020 COLA Annual COLA	2020 Cont. Annual Retirement	2020 Cont. Annual FICA	2020 Cont. Annual Insurance	2020 Cont. Annual Workers Comp	2020 Personnel Cost Per Grade
G2	Facilities Management Specialist(FMS) Election Technician	180	156	182	433,867	5,206,408	5,362,601	156,195	1,421,112	410,224	1,520,460	40,950	8,755,347
G1	Customer Service Agent (CSA) Duplication Technicians II	14	1	12	8,833	106,000	109,180	3,180	28,933	8,352	8,447	450	155,362
	Customer Service Representatives (CSR) Customer Service Trainee (CST) Prob. Duplication Specialist I	322	262	322	932,083	11,185,000	11,520,600	335,600	3,053,000	881,400	2,610,000	70,200	18,135,200
Total													

2019 : Estimated Salaries \$ 11,185,000		New Initiative		Continuing Total	
2019 Estimated Vacancy Credit	(1,856,800)	2020 Payroll Authorization Request		18,135,200	
2019 Estimated Actual Salaries	9,328,200	2020 8% Vacancy Credit		(1,445,200)	
		2020 Clerk		3,600	
Statement of Expense Schedule \$ 9,328,200		2020 Overtime Authorization Request		125,000	
		2020 Sick Leave/Comp Conversion Authorization Request		60,000	
Variance \$ -		2020 Personnel Authorization Request		\$ 16,878,600	
				322	
		2020 Statement of Actual Expenditures		\$ 16,878,600	

**OFFICE OF THE JEFFERSON COUNTY CLERK  
2020 SLOT REPORT**

<b>Salary Grade</b>	<b>Number Authorized</b>	<b>Maximum Annual Slot Cap per Position</b>
Jefferson County Clerk	1	N/A
A6	2	\$110,576
A5	12	\$84,160
A4	5	\$73,120
A3	27	\$63,520
A2	25	\$55,200
A1	13	\$48,000
I6	1	\$101,000
I5	4	\$85,000
I4	4	\$60,725
I3	1	\$54,250
I2	3	\$48,475
I1	0	\$43,225
G5	6	\$49,600
G4	24	\$44,960
G3	0	\$40,800
G2	182	\$40,800
G1	12	\$36,800

**OFFICE OF THE JEFFERSON COUNTY CLERK  
PROFESSIONAL SERVICES CONTRACTS  
BUDGET 2020**

<u>DESCRIPTION</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>2019 EXPECTED</u>	<u>2020 BUDGET</u>
Jefferson County Sheriff	25,724.00	36,000	35,000	36,000
Personnel Services	330	30,000	3,000	30,000
Legal Services	-	30,000	3,500	30,000
Photography & Images	12	3,000	374	3,000
Accounting Services	1,229	10,000	1,599	10,000
Election Center Board Per Diem	3,900	6,000	4,100	6,000
Computer Services	207,347	268,000	202,427	412,800
<b>Total</b>	<b>\$ 238,542</b>	<b>\$ 383,000</b>	<b>\$ 250,000</b>	<b>\$ 527,800</b>

Jefferson County Clerk's Office  
Professional Service Contracts - 2020  
September 30, 2019

Vendor	2019 Maximum Annual Budget	Actual 9/30/2019 Expense	10/1/2019 Available Amount	Estimated Annual Expense	Estimated Remaining Balance	2020 Annual Budget	Description
Eagle Technology Management	10,000	599	9,401	1,599	8,401	10,000	Accounting Services
5th 3rd (Big Stock Photo)(Adorama Pix)	1,000	49	951	49	951	1,000	Images for Ad's
Carl Bensing	3,000	900	2,100	900	2,100	3,000	Election Center Board Per Diem
Graphic Designs	1,000	1,000	1,000	-	-	1,000	Photography
Getty Images	1,000	325	675	-	675	1,000	Images for Ad's
Jefferson County Sheriff's Office	36,000	9,000	36,000	35,000	1,000	36,000	Property Tax Bills
Kwantek(MyCareer Network)	12,000	9,000	3,000	9,000	12,000	12,000	Annual Support
Other	36,950	330	36,950	12,543	24,407	35,000	Misc.
Zelke Law Firm PLLC	30,000	330	29,670	3,330	26,670	30,000	Legal Services
Zielke Personnel Services	30,000	30,000	30,000	3,000	27,000	30,000	Personnel Services
Deanna Brangers	-	100	-	-	-	-	Election Center Board Per Diem
Daniel Cameron	3,000	700	(700)	1,700	(1,700)	3,000	Election Center Board Per Diem
Linda Huber	-	-	-	-	-	-	Election Center Board Per Diem
Computer Services budget: \$409,800	-	-	-	-	-	-	Communications
AT&T	-	45,473	(45,473)	60,587	(60,587)	110,000	Boice - Network and Security Services @ \$150 hr
Boice Enterprise (Boice.Net)	1,250	4,950	(3,700)	4,950	(3,700)	6,000	Premier Edition for 5 concurrent operators
Log Me In (Bold Chat)	-	-	-	500	(500)	1,000	Social Media Development
Mark Murdock	-	-	-	-	-	1,000	SSL Webserver - 3 years
CDWG	-	-	-	-	-	3,000	Audio for Ballots
Premier Election Solution (ES&S)	3,000	-	3,000	-	3,000	5,000	TaxMaster Recovery & Database Relocation
Data Design	5,000	-	5,000	-	5,000	3,000	Software Development
Data Design	3,000	-	3,000	-	3,000	20,000	Boice - Network and Security Services @ \$200.
Data Strategy	20,000	-	-	-	20,000	19,500	Domain Name & Voter Reach Renewal
5th 3rd (Hover Services)/ TUCOWS	-	-	-	-	-	AS/400 Technical Assistance	
IBM	19,500	-	19,500	1,500	18,000	-	Timekeeping & HR Workforce Repair & Maint
Kronos	30,000	-	30,000	-	-	300	Utilization
KYCOT	300	-	300	300	-	15,000	Election Center Telephone Support
Mitel	15,000	-	15,000	-	15,000	-	Service contract on scanners
Imaging Office Systems	-	-	-	-	-	-	Web Defense/Content Control
Intel	-	-	-	-	-	5,000	Training Video Public Service
TV Station	5,000	-	5,000	-	5,000	120,000	ISP Service & Leased Lines
Flexential	51,000	85,579	(34,579)	114,105	(63,105)	-	Add IP Addresses
Peak 10	-	-	-	-	-	40,000	DR Fees- Email Services
SIS	40,000	512	39,488	512	39,488	10,000	Website Support
Techunity	10,000	-	10,000	-	10,000	8,000	40 hrs Software Support
Twinstar	8,000	-	8,000	-	8,000	-	ABRA HR: Open Enrollment; TimekeepingSupport - Repair & Maint
ABRA/Sage	8,000	-	8,000	-	8,000	-	Hours to install upgrade to IVR System
Voice4Net	-	-	-	-	-	-	
Total	383,000	148,516	214,484	250,000	111,000	527,800	

**GENERAL TERM ORDER  
December 31, 2019  
2020 Budget for the  
Office of the Jefferson County Clerk**

County of Jefferson

Date: December 31, 2019  
Ordering Authorizing Revised Expenditures  
Calendar Year - 2020

Office of the Jefferson County Clerk

Comes Bobbie Holsclaw, in person and writing filed in accordance with KRS 64.345, requesting the authorization of expenditures for her office for the calendar year 2020.

Whereas, the receipts, to the 75% account, of the Office of the Jefferson County Clerk for the calendar year 2018 were \$14,167,369 plus \$3,344,659 reimbursable expenses from Metro Government for the Board of Elections and estimated receipts of \$14,911,800 plus \$3,262,900 reimbursable expenses from Metro Government for the Board of Elections for 2019 and whereas, I estimate the receipts for calendar year 2020 to be \$17,950,200 plus \$4,188,500 of reimbursable expenses from Metro Government for the Board of Elections.

Estimated Funds Available Calendar Year 2020	\$	17,950,200
Estimated Reimbursable Funds Available From Metro		4,188,500
Estimated Surplus December 31, 2019	\$	350,000
Estimated Funds Available Calendar Year 2020	<u>\$</u>	<u>22,488,700</u>

It is hereby moved that the Jefferson County Clerk be allowed to expend the total sum of \$21,900,500 for the operation of the office during calendar year 2020. It is hereby further requested that the total sum of \$21,900,500 be expended as follows:

Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related	\$	15,118,200
Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related-Board of Elections		1,760,400
Regular Office Expenses		2,162,300
Regular Office Expenses-Board of Elections		2,141,800
New Initiative Office Expense		
Regular Equipment		431,500
Regular Equipment - Board of Elections		286,300
 Total	 <u>\$</u>	 <u>21,900,500</u>
 Expected 2020 Surplus		 588,200
Total	<u>\$</u>	<u>22,488,700</u>

The Jefferson County Clerk further requests, that with the amount of \$16,878,600 requested for Salaries, F.I.C.A., Retirement, Insurance and Overtime that she be allowed to employ 322 deputies with the understanding that all deputies will serve at the pleasure of said Jefferson County Clerk. The Jefferson County Clerk shall have full power of substitution from time to time as she sees fit.

APPROVED AND ORDERED BY:

Respectfully submitted,



Bobbie Holsclaw  
Jefferson County Clerk

RESOLUTION NO. 173, SERIES 2018

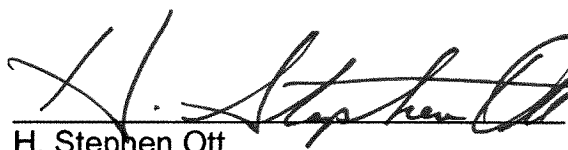
**A RESOLUTION APPROVING THE JEFFERSON COUNTY CLERK'S 2019 BUDGET.**

**Sponsored By: COUNCIL MEMBER BILL HOLLANDER AND  
COUNCIL MEMBER KEVIN KRAMER**

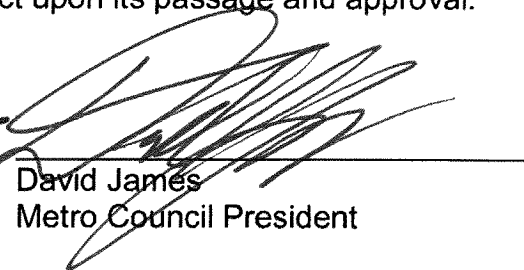
**BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS FOLLOWS:**

**SECTION I:** In accordance with KRS 64.345, the necessary office expenses of the Jefferson County Clerk, the number of deputies and assistants and the compensation allowed to each as set forth in Schedule A attached hereto is approved for the Jefferson County Clerk's Fiscal Year 2019 budget.

**SECTION II:** This Resolution shall take effect upon its passage and approval.



H. Stephen Ott  
Metro Council Clerk



David James  
Metro Council President



Greg Fischer  
Mayor

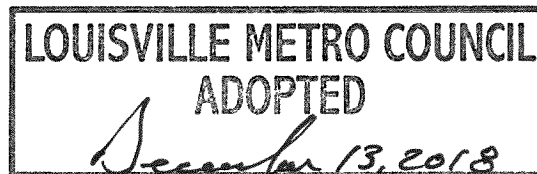
12/17/18

Approval Date

**APPROVED AS TO FORM AND LEGALITY:**

Michael J. O'Connell  
Jefferson County Attorney

BY:



**Schedule A**

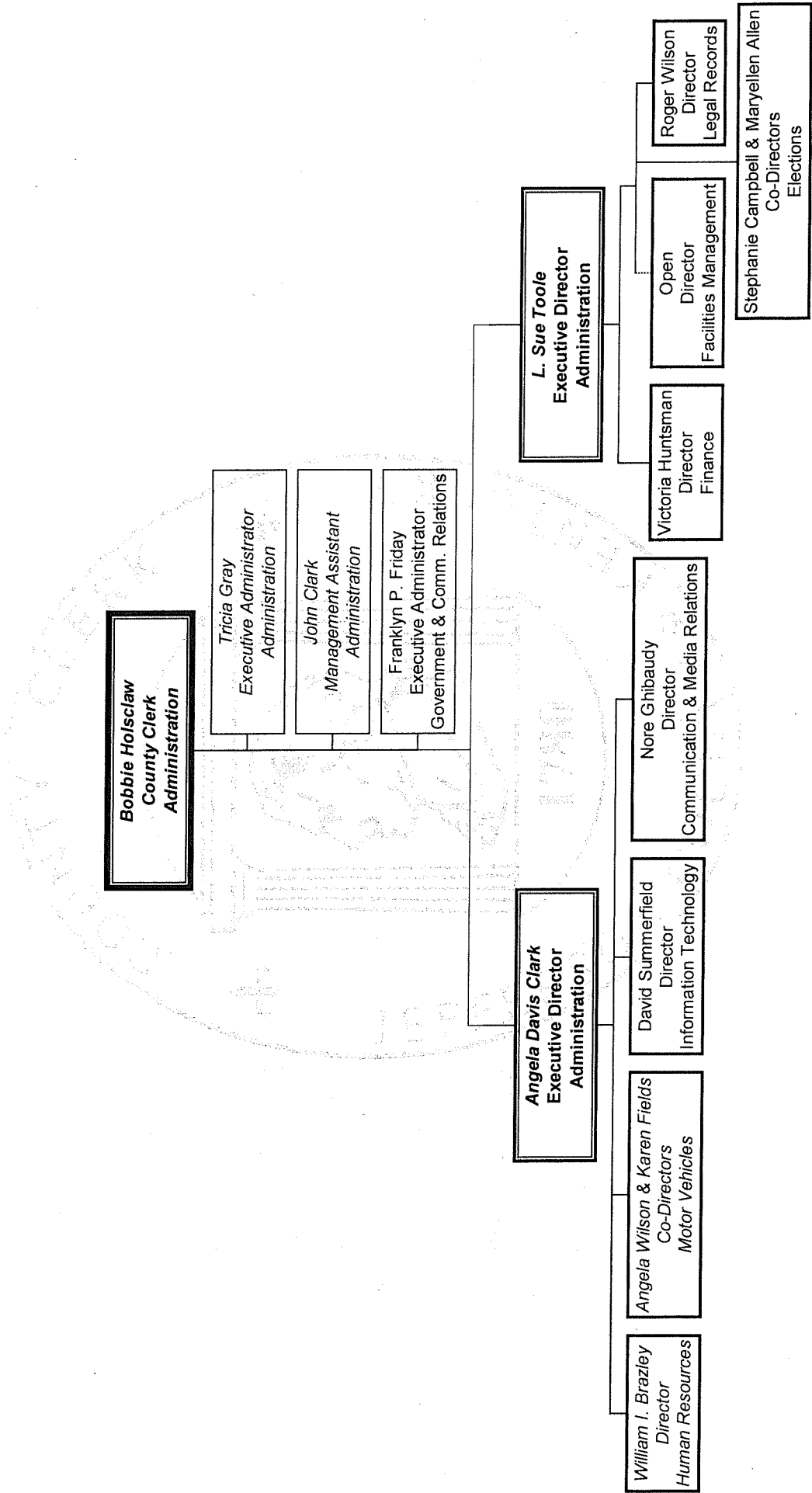
**Fiscal Year 2019 Budget**

That there is authorized the following expenditures for the operation of the Jefferson County Clerk's Office during the calendar year 2019. The total sum of \$19,801,800 shall be allocated as follows:

<b>Personnel</b>	<b>\$15,478,800</b>
<b>Operating</b>	<b>\$ 4,071,000</b>
<b>Capital</b>	<b><u>\$ 252,000</u></b>
<b>TOTAL</b>	<b>\$19,801,800</b>

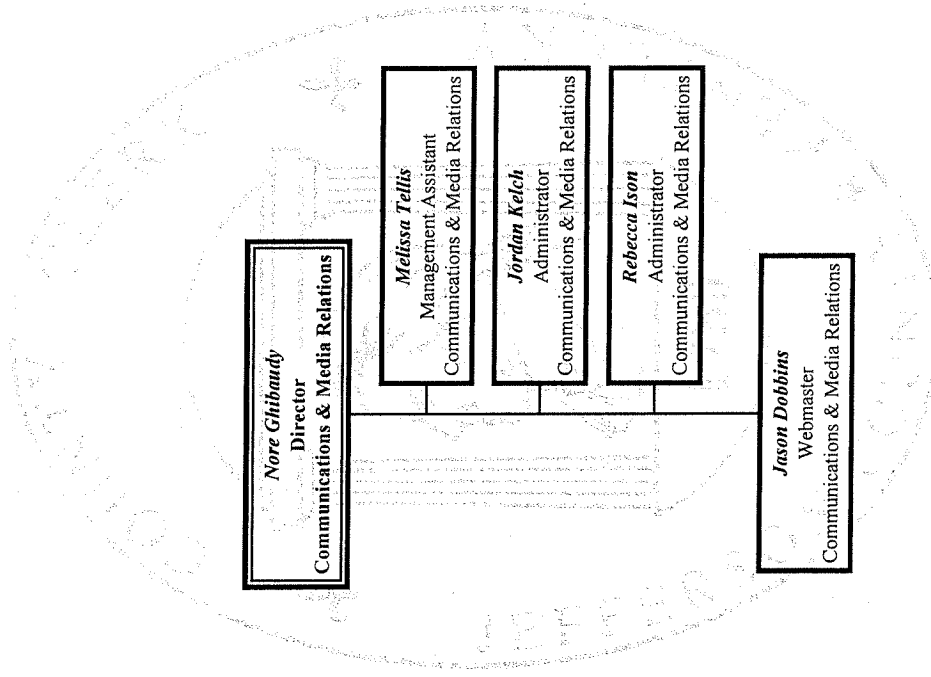
There is further authorized a personnel complement of 322 employees. The total estimated funds available for appropriation are \$21,710,474, comprised of \$19,801,800 in revenues and \$1,908,674 of cumulative surplus. Therefore, the anticipated 2018 year-end cumulative term surplus will total \$1,908,674.

**Jefferson County Clerk's Office  
Organizational Chart  
Fourth Quarter - October, November, December  
2019**



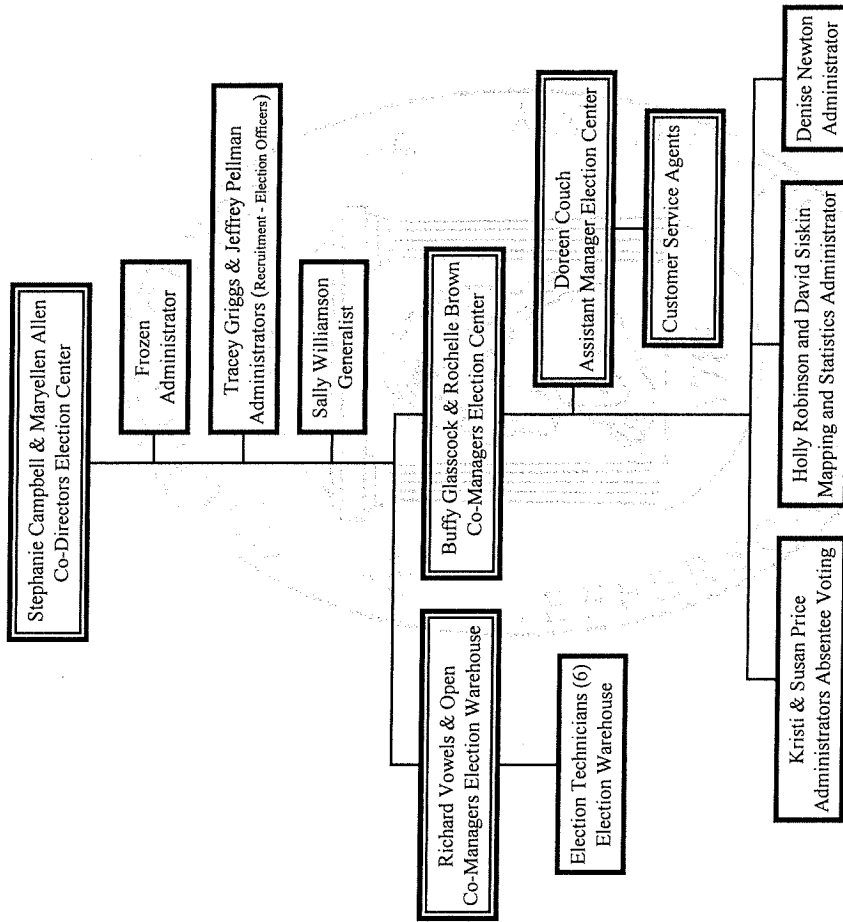


**Jefferson County Clerk's Office Organizational Chart  
Communications & Media Relations Division**

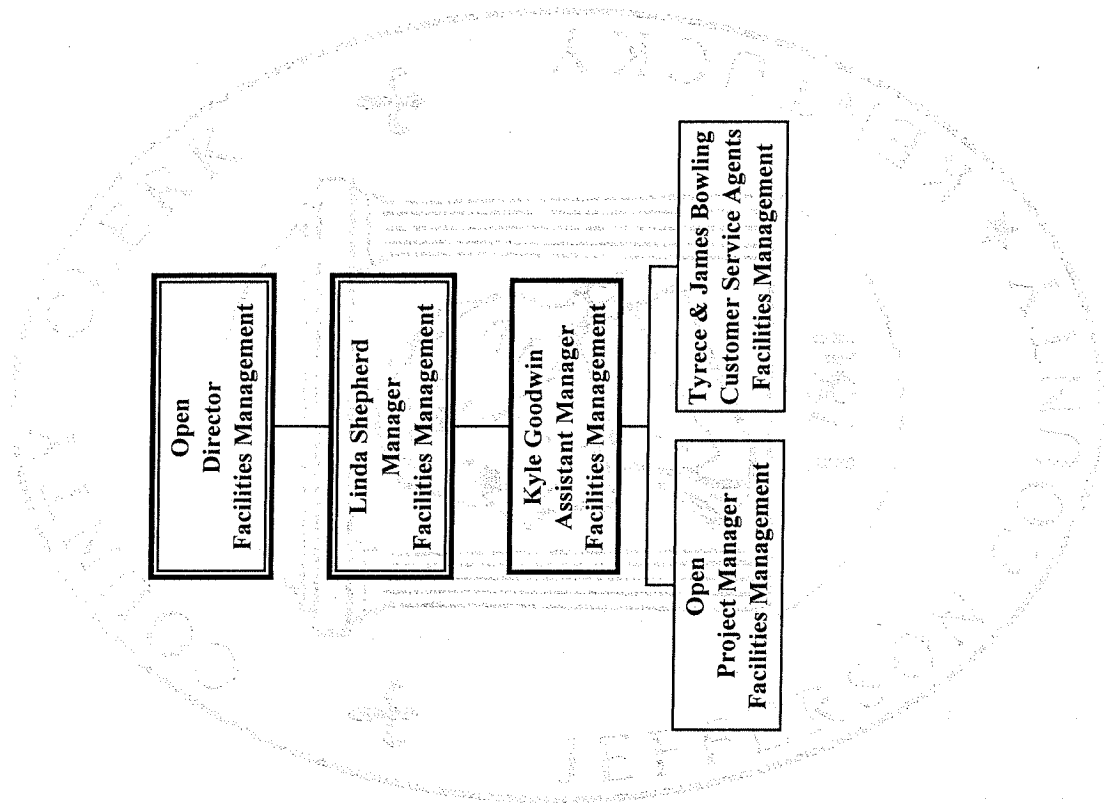


# Jefferson County Clerk's Office Organizational Chart

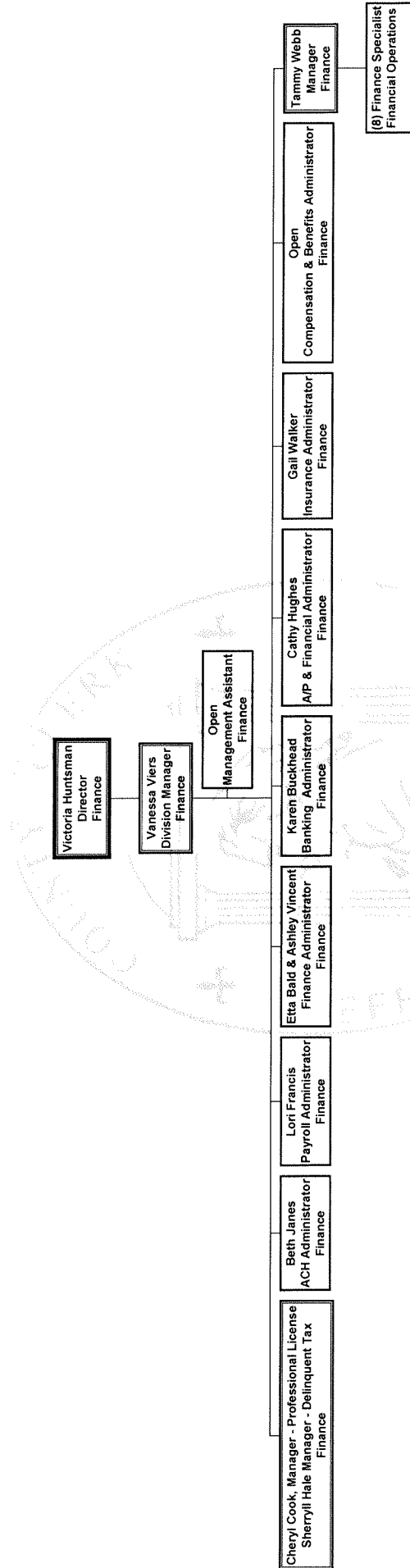
## Election Division



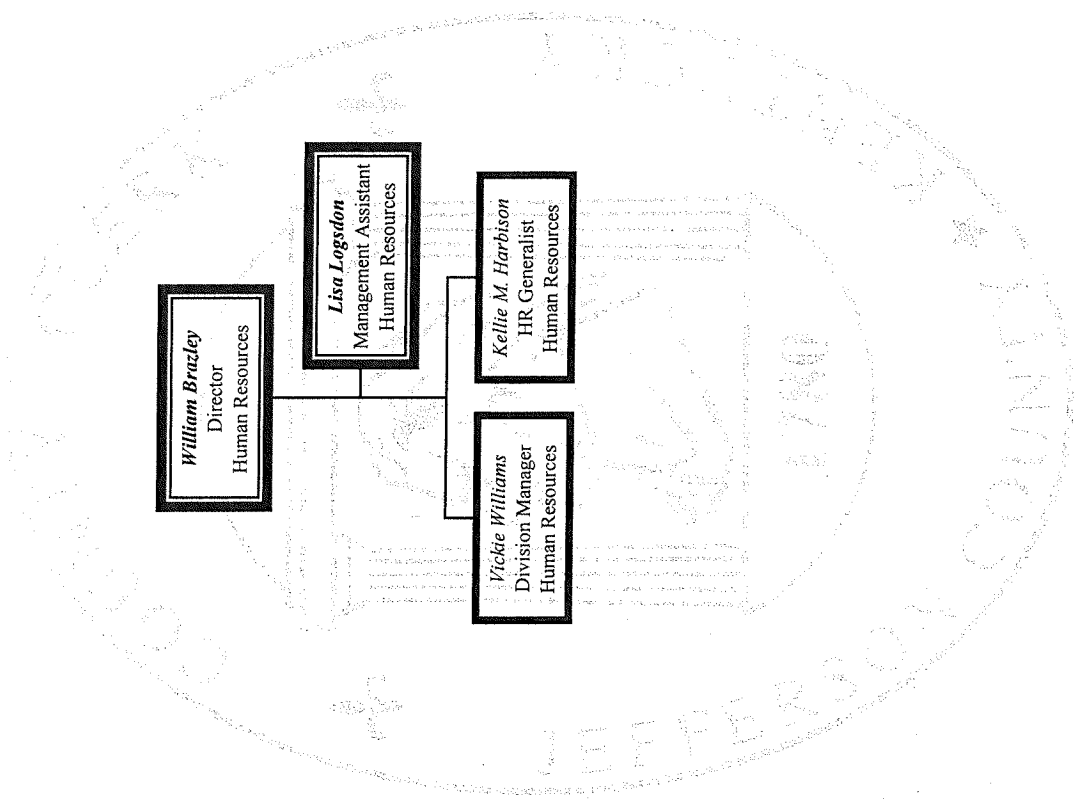
**Jefferson County Clerk's Office Organizational Chart  
Facilities Management Division**



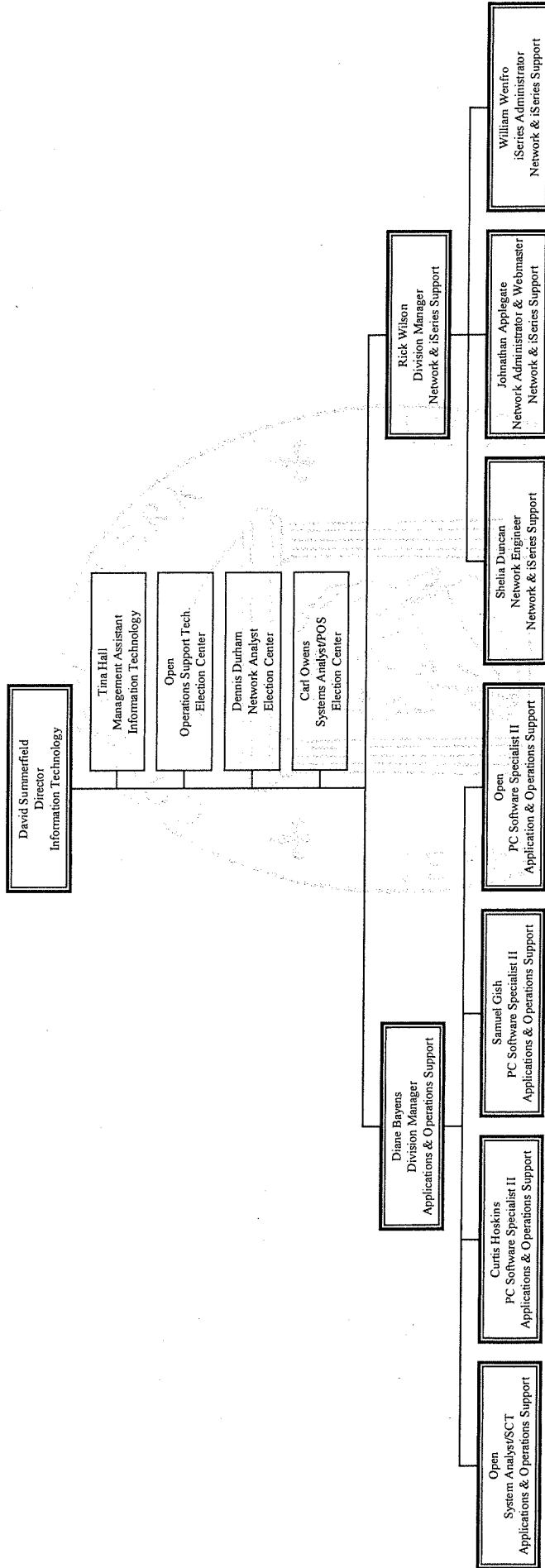
**JEFFERSON COUNTY CLERK'S OFFICE ORGANIZATION CHART  
FINANCE DIVISION**



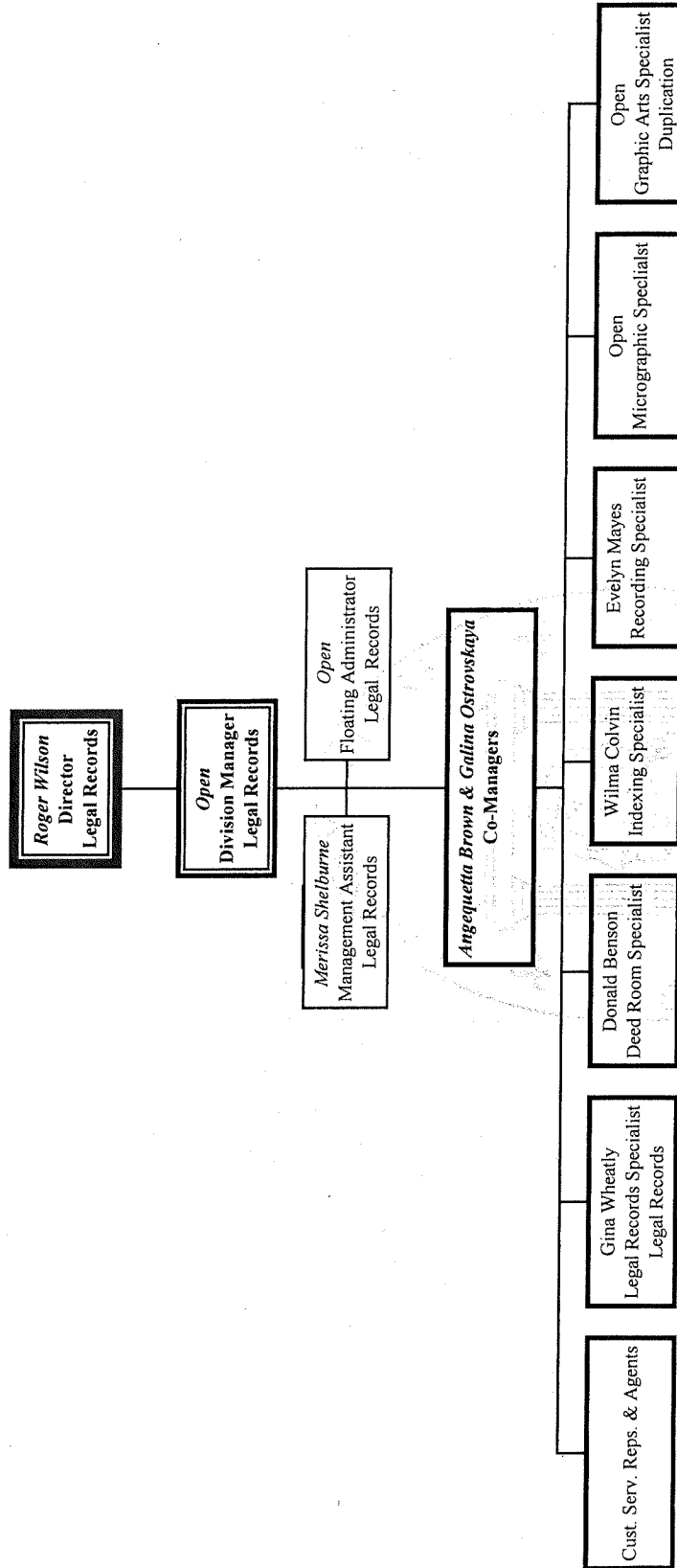
**Jefferson County Clerk's Office Organizational Chart**  
**Human Resources Division**



Jefferson County Clerk's Office Organizational Chart  
Information Technology Division



**Jefferson County Clerk's Office Organizational Chart**  
**Legal Records Division**



Jefferson County Clerk's Office Organizational Chart  
Motor Vehicles Division

