



**BOBBIE HOLSCLAW**  
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## MEMORANDUM

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

**CC:** Bobbie Holsclaw, Clerk  
Angela Clark, Executive Director  
Sonya Harward – Metro Council Clerk

**FROM:** Victoria Huntsman, Director of Finance *VSH*  
Ashley Vincent, Budget Administrator *AV*

**DATE:** November 18, 2022

**RE:** **YEAR 2023 BUDGET**

Enclosed please find four copies of our Year 2023 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  
2023 BUDGET**



*Bobbie Holclaw*  
JEFFERSON COUNTY CLERK

**DECEMBER 31, 2022**

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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 790,000 residents, the Jefferson County Clerk registered or renewed approximately 765,000 vehicles in 2022 and estimates indicate approximately the same for 2023. 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 580,000 cars in 2022 and estimates indicate approximately the same for 2023.

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 85,000 permanent and

temporary permits were issued in 2022 and estimates indicate approximately 87,000 in 2023. The clerk's office issues one free to requestors who qualify and collects \$10 for each additional permit.

In 2022, approximately 77,000 liens were filed on titled collateral (KRS 186). This number is estimated to have a small increase for 2023.

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

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 2022, approximately 937,000 legal documents, such as deeds, mortgages, assignments, powers of attorney, incorporations, etc. were lodged for recording and indexing. For 2023, this number is estimated to decrease approximately 10% compared to the 2022 estimated actual. This is due to a slowing housing market.

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 2022, approximately 425,000 copies were produced. For 2023 this number is expected remain about the same due to primary and general election cycles.

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. There were 663 tax appeal hearings held in 2022. This number is estimated to have a small increase for 2023.

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.

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 2023 will be to prepare for and help implement, the KAVIS passenger vehicle, truck, and motorcycle modules.

Budget year 2023 will be the beginning of a new term and capital initiatives will be quite lean. Therefore, we will focus on training other IT employees on the new applications and system we put in place in 2023. We plan on updating in-house programs like the Out of State Title database and Local Board of Assessment Appeals and training an outside consultant in anticipation of our in-house programmer's eventual departure.

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 4,900 marriage licenses were issued in 2022. A small increase is expected for 2023. Approximately 6,620 delinquent real estate taxes were processed in 2022; accounting for approximately \$13,690,400 in taxes collected. For 2023, these numbers are estimated to increase approximately 5%.

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 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 primary function of the Human Resources Division is to ensure compliance of local, state, and federal employment laws. This is done through continuous training and education by attending employment law seminars and other related training sources. The HR staff also

provides training and development to the agency on topics such as, harassment, discrimination, and employee engagement, just to name a few. This ensures that JCCO remains compliant with applicable laws and agency policies and procedures. Human Resources is also responsible for recruiting and hiring for all positions within the agency. Proper staffing allows JCCO to provide the VIP service that our customers expect from their public servants. Human Resources ensures a healthy, safe, positive, and productive work environment for all employees.

Last year's budget (see attached approval of Resolution No 129, Series 2021) indicated Personnel of \$20,143,500, Operating of \$7,507,500 and Capital initiatives of \$4,180,500. The 2023 projected budget is estimated at \$28,722,100 which is a decrease of \$3,109,400 or -9.77%. The difference is due to an increase in continuation of operating expenses of \$395,600 or 5.27%. The reason for this increase is due to the added costs associated with early voting. Personnel increased \$386,400 or 1.92%. Funds are budgeted for 2023 to cover a budgeted 3% COLA, any merit or salary increases. There is a decrease of \$3,891,400 or -93.08% in new capital initiatives. Based on the Legal Records fee increase and the current economic trends, we have increased the clerk's fee budget continuing revenue projection over 2022 by 1%. This excludes an increase to the Metro reimbursement expense of \$926,000 or 15%. The continuing revenue increase to the budget is due to a variety of factors, the most significant one being the Legal Records fee increase due to Senate Bill 114. We anticipate being able to continue to sell delinquent tax bills to third party vendors in 2023.

Last year, our total staff was 322. To meet our 2023 strategic goals, we are requesting to maintain a staff of 322. Personnel cost has increased from \$20,143,500 to \$20,529,900. The vacancy credit is set at 11.0% in an effort to maintain staff positions. The employer retirement contribution is estimated to increase from 26.79% to 29% starting in July 2023 and a 3% COLA is budgeted for 2023. Merit and hourly increases for 2023 will only be awarded if revenue allows. Capital has decreased from \$4,180,500 to \$289,100. The 2023 budget includes new capital initiative funds to cover any emergency replacements. Our overall continuing operating component has increased from \$7,507,500 to \$7,903,100. This is due to required early vote centers for the two election cycles in 2023. The continuing operating will be used to cover increases in office supplies and services. In 2023, 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 2023 budget will be approved and passed "as is", taking into consideration all the above.



**OFFICE OF THE JEFFERSON COUNTY CLERK  
STATEMENT OF ACCUMULATED SURPLUS  
2022 BUDGET - 2022 EXPECTED - 2023 BUDGET  
75% ACCOUNT**

	2022 BUDGET APPROVED BY METRO GOV'T	2022 ESTIMATED ACTUAL	2023 BUDGET
ACCUMULATED SURPLUS - Beginning of year	\$ 6,690,800	\$ 9,372,900	\$ -
REVENUE	\$ 21,504,900	\$ 19,807,800	\$ 21,650,000
REIMBURSABLE EXPENSE	<u>6,146,100</u>	<u>5,963,000</u>	<u>7,072,100</u>
TOTAL FUNDS AVAILABLE FOR USE	\$ 34,341,800	\$ 35,143,700	\$ 28,722,100
EXPENDITURES:			
PERSONNEL	\$ 18,279,000	\$ 16,335,800	\$ 18,548,700
PERSONNEL ELECTION CTR	\$ 1,864,500	\$ 1,455,800	\$ 1,981,200
OPERATING	\$ 3,365,500	\$ 2,139,600	\$ 2,812,200
OPERATING ELECTION CTR	\$ 4,142,000	\$ 4,446,500	\$ 5,090,900
CAPITAL	\$ 1,830,900	\$ 1,649,600	\$ 289,100
CAPITAL- CARRYOVER	\$ 2,210,000	\$ 2,135,400	\$ -
CAPITAL- ELECTION CENTER	\$ 139,600	\$ 60,700	\$ -
TOTAL EXPENDITURES	<u>\$ 31,831,500</u>	<u>\$ 28,223,400</u>	<u>\$ 28,722,100</u>
ACCUMULATED SURPLUS End of year	\$ 2,510,300	\$ 6,920,300	\$ -

**NOTE:** The beginning accumulated surplus in the "2022 Approved by Metro Government" column is \$6,690,800

The ending accumulated surplus in the "2022 Expected" column is an amount estimated near the end of 2022. The State Auditor will determine the actual "2022" Surplus.

**NOTE:** The revenue reflected above is net of 25% of most fees, which are paid to Metro Government (\$5,682,343 in 2021 and an estimate of \$5,658,050 for 2022 and an estimate of \$6,478,125 in 2023).

STATEMENT OF ACTUAL REVENUES

	2021		2022		2022		2022		2022		2023		2023		2022		2022				
	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 Continuation	New Initiative Expansion	Total Budget	Total Budget	Over Total Budget	Over Est Actual	Budget 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			
CC Statutory Fee-Legal Records	8,579,357	5,267,215	3,507,785	2,138,885	7,406,100	8,775,000	8,775,000	-	8,775,000	8,775,000	0.00%	18.48%	6,703,023	4,960,153	2,172,847	1,673,547	6,833,700	7,133,000			
CC Statutory Fee-Motor Vehicles	6,703,023	4,960,153	2,172,847	1,673,547	6,833,700	7,133,000	7,133,000	-	7,133,000	7,133,000	0.00%	7.53%	372,824	304,063	2,075,190	1,013,337	406,000	406,000			
Deed Transfer Tax - 5%	372,824	304,063	2,075,190	1,013,337	406,000	406,000	406,000	-	406,000	406,000	0.00%	0.15%	Usage Tax - 3%	2,999,302	2,267,190	652,810	3,023,000	2,920,000	3,022,000		
CC Commission-Delinquent Tax	1,037,109	1,075,853	(75,853)	359,147	1,435,000	1,000,000	1,435,000	-	1,435,000	1,435,000	43.50%	-0.03%	CC Commission-Legal Records	23,207	15,231	8,289	4,969	20,200	23,500		
Motor - 4%	3,535,527	3,452,469	147,531	1,155,531	4,608,000	3,600,000	23,500	4,608,000	4,608,000	28.00%	16.34%	TOTALS CLERK STATUTORY	\$ 23,290,348	\$ 17,342,174	\$ 6,444,326	\$ 6,189,226	\$ 23,531,400	\$ 23,786,500	\$ 25,402,500	\$ 25,402,500	
CC Non-Statutory Fees-Legal records	(1)	(63)	-	163	100	350,000	-	-	470,000	-	-100.00%	4.37%	CC Non-Statutory Fees-Motor Vehicles	461,685	337,680	12,320	112,620	450,300	887,500	40,000	40,000
Interest Income	(982,659)	(879,008)	(8,492)	(470,592)	(1,349,600)	(887,500)	40,000	40,000	40,000	40,000	-104.51%	-102.96%	TOTALS CLERK NON-STATUTORY	\$ (620,975)	\$ (541,391)	\$ 3,827	\$ (357,809)	\$ (899,200)	\$ (537,500)	\$ 510,000	\$ 510,000
County Treasurer: 25%																					
Clerical Expense Reimb-Election Center	591	2,898	(1,898)	1,002	3,900	1,000	3,900	-	3,900	3,900	290.00%	0.00%	Clerical Expense Reimb-D/T	17,190	19,748	(1,748)	6,552	26,300	850,000	28,300	
Clerical Expense Reimb-Legal Records	835,758	533,908	316,092	205,592	739,500	850,000	850,000	-	850,000	850,000	46.11%	0.00%	Clerical Expense Reimb-Motor Vehicles	723,540	533,389	216,611	185,811	739,200	770,000	770,000	770,000
Clerical Expense Reimb-State	527,172	303,296	(93,296)	14,204	317,500	210,000	317,500	-	317,500	317,500	0.00%	4.17%	Election Expense Reimb-Metro	2,748,495	3,076,514	3,069,586	2,886,486	5,963,000	6,146,100	7,072,100	7,072,100
Election Expense Reimb - Metro	1,962,180	775,530	1,214,470	(30)	775,500	1,990,000	7,072,100	-	7,072,100	7,072,100	15.07%	18.60%	Legal Records Document Storage Fees	105,910	3,062	(12,100)	3	17,100	5,000	5,000	5,000
Legal Records Document Storage Fees	7,350	17,100	(99,505)	91,405	201,900	210,000	202,000	-	202,000	202,000	-3.81%	0.05%	Volter Registration	201,873	110,495	4,350	9,600	201,900	4,350	4,350	4,350
Volter Registration	3,666	7,208	(2,708)	2,442	9,650	4,500	9,600	-	9,600	9,600	113.33%	-0.52%	Bd of Assessment Reimb-Other	-	-	4,350	-	-	-	-	-
Bd of Assessment Reimb-Other	-	-	4,350	-	-	-	-	-	-	-	-	-	Expensed Return Check Payments	201,873	110,495	99,505	91,405	201,900	210,000	202,000	202,000
Expensed Return Check Payments	-	-	99,505	91,405	201,900	210,000	202,000	-	202,000	202,000	-2.87%	58.48%	Miscellaneous Reimbursement	-	-	4,350	9,600	4,350	4,350	4,350	
Miscellaneous Reimbursement	3,666	7,208	(2,708)	2,442	9,650	4,500	9,600	-	9,600	9,600	113.33%	-0.52%	TOTALS CLERICAL EXPENSE	\$ 7,123,695	\$ 5,403,148	\$ 4,811,102	\$ 3,393,502	\$ 8,796,650	\$ 10,214,250	\$ 9,287,725	\$ 9,287,725
TOTALS FOR FEE DISBURSEMENTS	\$ (5,662,343)	\$ (4,200,196)	\$ (1,612,038)	\$ (1,457,854)	\$ (5,658,050)	\$ (5,812,250)	\$ (6,478,125)	\$ -	\$ (6,478,125)	\$ (6,478,125)	11.46%	14.49%	County Treasurer: 25%	(5,662,343)	(4,200,196)	(1,612,038)	(1,457,854)	(5,658,050)	(5,812,250)	(6,478,125)	(6,478,125)
TOTAL ALL REVENUES	\$ 24,170,725	\$ 18,003,736	\$ 9,647,216	\$ 7,767,064	\$ 26,770,800	\$ 27,651,000	\$ 28,722,100	\$ -	\$ 28,722,100	\$ 28,722,100	3.87%	11.45%									

OFFICE OF JEFFERSON COUNTY CLERK  
STATEMENT OF ACTUAL EXPENDITURES

	2021	2022		2022		2022		2022		2023		2023		2023	
	Actual YTD	10/01 - 9/30/22	Actual YTD	Estimated	Estimated	Budget	Diff./Over/Under	BUDGET	1/1 - 12/31	CONTINUATION	NEW INITIATIVE	TOTAL	To 2022	% Change	2023 Budget
Gross Salaries-Regulars	9,538,387	7,593,969	3,700,231	11,294,200	20,000	2,131,100	13,426,300	13,825,000	40,000	-	13,825,000	14.06%	2,986%	0.00%	
Gross Salaries-Seasonal	17,940	3,965	16,635	48,900	76,100	80,000	80,000	80,000	80,000	-	80,000	100.00%	63.60%	-36.00%	
Social Security-Over/Under	723,795	576,349	291,351	867,700	1,030,300	3,894,800	3,867,800	3,867,800	18,13%	-	3,867,800	13.95%	0.87%	2.97%	
Retirement-Employer	2,469,538	2,044,032	1,003,068	3,047,100	3,047,100	2,987,300	2,987,300	3,982,100	3,982,100	-	3,982,100	57.35%	33.10%	33.10%	
Health Insurance	2,125,495	1,685,570	712,130	2,397,700	3,600	3,600	3,600	3,600	3,600	-	3,600	0.00%	27.12%	-10.00%	
County Clerk Expense	98,751	53,098	17,704	70,800	29,200	44,200	89,800	89,800	89,800	-	89,800	106.25%	0.00%	67.85%	
Employee Cash/Outs	48,450	31,033	10,567	41,800	(1,492,600)	(1,492,600)	(1,492,600)	(2,505,300)	(2,505,300)	-	(2,505,300)				
Vacancy Credit	-	-	-	-	-	-	-	-	-	-	-				
<b>TOTAL PERSONNEL</b>	<b>15,025,956</b>	<b>12,000,540</b>	<b>5,791,060</b>	<b>17,791,600</b>	<b>12,845,000</b>	<b>\$2,951,900</b>	<b>20,143,500</b>	<b>\$20,529,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,529,900</b>	<b>13.99%</b>	<b>15.39%</b>	<b>1.92%</b>	
Unemployment Insurance	(9,474)	11,525	17,975	29,500	13,800	1,900	43,300	43,300	9,000	-	43,300	46.78%	0.00%	0.00%	
Employee Assistance Program	5,670	4,252	1,548	5,800	1,900	7,700	7,700	9,000	180,000	-	180,000	13.35%	2.86%	2.86%	
Parking	156,985	119,090	39,710	158,800	16,200	(4,700)	85,500	108,000	108,000	-	108,000	19.73%	26.32%	26.32%	
Rent	85,440	64,080	26,120	90,200	329,500	97,300	426,800	401,600	401,600	-	401,600	21.88%	-5.90%	-5.90%	
Telephones	187,856	168,505	160,995	23,600	1,400	25,000	25,000	28,500	28,500	-	28,500	12.29%	6.00%	6.00%	
Gas/Electric	21,562	15,195	8,405	23,600	0	(0)	2,200	2,200	2,200	-	2,200	44.80%	4.88%	4.88%	
Sanitation	-	-	-	0	212,600	12,800	695,400	699,300	699,300	-	699,300	42.77%	-0.88%	-0.88%	
Professional Service Contracts	339,276	210,312	272,488	482,800	100,400	100,400	211,400	136,500	136,500	-	136,500	24.78%	-34.48%	-34.48%	
Security Services	91,988	57,277	53,723	112,000	33,000	145,000	151,700	151,700	151,700	-	151,700	35.45%	4.62%	4.62%	
Janitorial Services	72,174	70,564	41,436	112,000	187,900	17,100	205,000	190,000	190,000	-	190,000	1.12%	-7.32%	-7.32%	
Advertising	13,700	43,009	144,881	187,900	17,100	(0)	1,584,600	1,850,500	1,850,500	-	1,850,500	16.78%	16.78%	16.78%	
Printing	78,070	726,242	888,358	249,000	126,200	373,200	380,900	380,900	380,900	-	380,900	47.51%	-3.90%	-3.90%	
Postage & Delivery	110,731	132,249	112,751	249,000	54,500	2,100,900	2,255,900	2,255,900	324,200	-	324,200	32.22%	5.81%	5.81%	
Election Workers	213,630	804,910	1,241,950	2,046,300	61,200	-	12,000	12,000	726,700	-	726,700	13.80%	-1.73%	-1.73%	
Election Expense	175,200	163,821	81,579	245,200	-	-	738,500	78,300	78,300	-	78,300	32.26%	34.08%	34.08%	
Discretionary Fund	-	-	-	12,000.00	101,500	(800)	58,400	44,500	44,500	-	44,500	0.00%	74.39%	74.39%	
Expense Return Checks	12,080	641,880	(3,880)	638,000	59,200	(5,500)	38,000	36,100	36,100	-	36,100	2.43.15%	1.16%	1.16%	
Maintenance & Repairs	470,934	37,806	21,384	59,200	(5,500)	12,200	17,300	17,300	24,100	-	24,100	24.100%	-9.08%	-9.08%	
Rental Equipment	37,317	21,493	23,007	44,500	4,000	24,700	17,300	17,300	24,100	-	24,100	24.100%	24.100%	24.100%	
Automotive Rental	-	10,420	13,247	20,700	5,100	25,500	26,500	26,500	46,800	-	46,800	87.5.00%	-4.88%	-4.88%	
Mileage & Gas	1,985	2,071	3,029	5,100	2,500	4,400	48,200	48,200	143,000	-	143,000	20.98%	33.36%	33.36%	
Meetings	520	300	700	1,000	2,100	(100)	2,000	2,800	2,800	-	2,800	26.70%	6.87%	6.87%	
Seminars	1,197	1,200	3,600	4,800	2,100	(100)	2,000	2,800	2,800	-	2,800	40.00%	19.18%	19.18%	
Insurance & Bonds	101,961	118,100	100	118,200	4,100	7,300	8,700	8,700	8,700	-	8,700	20.09%	5.27%	5.27%	
Notary Bonds	2,032	1,434	686	2,100	4,100	7,300	7,300	7,300	7,300	-	7,300	20.09%	5.27%	5.27%	
Membership Dues	35,928	1,172	4,448	6,200	1,100.00	1,100.00	7,903.100	7,903.100	7,903.100	-	7,903.100	20.09%	5.27%	5.27%	
Subscriptions	2,322	1,752	4,448	6,200	1,100.00	1,100.00	7,903.100	7,903.100	7,903.100	-	7,903.100	20.09%	5.27%	5.27%	
<b>TOTAL OPERATING EXPENSES</b>	<b>2,218,751</b>	<b>3,431,416</b>	<b>3,154,924</b>	<b>6,586,100</b>	<b>921,400</b>	<b>\$7,507,500</b>	<b>7,903,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,903,100</b>	<b>20.09%</b>	<b>20.09%</b>	<b>5.27%</b>		
Office Equipment	26,712	91,675	47,625	139,300	91,500	230,800	230,800	50,000	50,000	-	50,000	-64.11%	-78.34%	-78.34%	
Computer Equipment	1,013,973	785,430	1,730,670	2,516,100	(176,700)	2,339,400	50,000	50,000	50,000	-	50,000	-17.49%	-74.04%	-74.04%	
Computer Software	28,213	191,832	34,387	60,600	65,400	93,700	38,100	38,100	38,100	-	38,100	38.16%	-58.27%	-58.27%	
Furniture & Fixture	18,963	25,744	2,566	28,300	237,800	1,274,000	100,000	100,000	100,000	-	100,000	-92.15%	-100.00%	-100.00%	
Remodeling & Renovations	445,032	949,511	98,899	1,038,400	50,000	50,000	50,000	50,000	50,000	-	50,000	-100.00%	-100.00%	-100.00%	
Election Equipment Replacement	-	-	65,000	65,000.00	(65,000)	\$4,180,500	289,100	289,100	289,100	-	289,100	-92.48%	-93.08%	-93.08%	
Vehicle	-	-	65,000	65,000.00	(65,000)	\$4,180,500	289,100	289,100	289,100	-	289,100	-92.48%	-93.08%	-93.08%	
<b>TOTAL CAPITAL EXPENSES</b>	<b>1,696,912</b>	<b>1,878,576</b>	<b>1,959,124</b>	<b>3,845,700</b>	<b>\$3,845,800</b>	<b>\$4,180,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,180,500</b>	<b>-100.00%</b>	<b>-92.48%</b>	<b>-93.08%</b>		
<b>TOTAL ALL EXPENDITURES</b>	<b>18,940,618</b>	<b>17,310,292</b>	<b>10,913,108</b>	<b>28,223,400</b>	<b>\$3,608,100</b>	<b>\$31,831,500</b>	<b>\$28,433,000</b>	<b>\$289,100</b>	<b>\$28,722,100</b>	<b>1.77%</b>	<b>-9.77%</b>				

**OFFICE OF THE JEFFERSON COUNTY CLERK**

**NOTES TO THE 2023 BUDGET**

**REVENUES**

<b>Actual Revenues</b>	<b>2021</b>	<b>\$24,170,725</b>
<b>Budgeted Revenues</b>	<b>2022</b>	<b>\$27,651,000</b>
<b>Estimated Revenues</b>	<b>2022</b>	<b>\$25,770,800</b>
<b>Budgeted Revenues</b>	<b>2023</b>	<b>\$28,722,100</b>

Estimated revenues for 2022 were determined by using actual data for the nine months ending September 2022 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 2023 are budgeted to increase by \$1,071,100 (3.87%) compared to the 2022 budget; an increase for Metro election expense reimbursement of \$926,000 compared the 2022 budgeted reimbursement. There will be two elections in 2023. With nine months of actual data to analyze in the motor vehicle fee categories, we are estimating annual fees for 2023 budgeted revenue to increase 1.45% compared to the 2022 budget and 7.03% more than the 2022 estimated actual. For legal record fees, we have estimated the budgeted revenue to remain the same as the 2022 budget and increase 18.45% compared to the estimated actual for 2022. In 2023, we have estimated delinquent tax revenue to increase 43.55% compared to the 2022 budget and to remain the same compared to the estimated actual for 2022.

As of September 30, 2022, Motor Vehicle statutory fees are 7.3% less than the 2022 budget and 7.7% less than 2021 actual revenue for the same period. Motor Vehicle non-statutory fees are 28.6% more than the 2022 budget and 9.9% less than the September 30, 2021, actual revenue. Usage tax is 3.5% more than the 2022 budget and 1.8% less than the September 30, 2021 actual revenue. Mo-tax is 27.9% more than the 2022 budget and 20.2% more than the September 30, 2021 actual revenue. Legal Record's revenue is 20.0% less than the 2022 budget and 19.77% less than September 30, 2021 actual revenue. Delinquent Tax revenue is 43.4% more than the 2022 budget and 19.3% more than September 30, 2021 actual revenue.

Based on the September 30, 2022 (factoring out Metro reimbursable expense) overall revenue being under budget by 7.4% and 10.0% less than 2021 actual revenue and taking into consideration, current general economic conditions and the expectation of the overall housing starts and vehicle sales, we have adjusted our line-item projected revenue for 2023.

## **PERSONNEL COSTS**

Personnel cost for 2023 is budgeted at \$20,529,900 an increase of \$386,400 from the budgeted personnel cost for 2022. The salary line-item budget has increased due to projected 3% COLA raises for 2023, an increase to hourly salaries, and any merit increases. The overall increase is also due to the change in employer retirement contribution from a budgeted 30% to a 29% effective July 1, 2023. The benefit cost calculations of 29% of gross salary was used for employer retirement contribution to cover the change in the rate at July 1, 2023. 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 the same due to our experience rate. 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 33.10% compared to the 2022 budget and increase 57.35% as compared to the 2022 estimated actual. In evaluating our revenue available to meet our operating cost for 2023 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 11.0%, 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 front-line staff and 3% COLA adjustment for 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 2022 retroactive to January 1, 2022 or their hire date. Any performance awards for merit will only be distributed if discretionary funds are available. The overtime budget will decrease 36.0% compared to the 2022 budget 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 2023 personnel budget to maintain a high level of efficiency. One of our 2023 strategic initiatives is 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 2023 continuing operating expenses are expected to increase \$1,317,000 (20.0%) from the 2022 estimated actual operating expenses:

<u>2023 Budgeted Operating Expenses</u>	vs.	<u>2022 Estimated Actual Operating Expenses</u>
\$ 7,903,100		\$6,586,100
<u>    -0-</u>		<u>    -0-</u>
<u>\$ 7,903,100</u>		<u>\$6,586,100</u>

Maintenance and repairs are budgeted to decrease 1.73% over 2022 budget and Professional Service Contracts to decrease 0.88% over the 2022 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. Janitorial services will increase 4.62% compared to the 2022 budget due to change in vendor cost and adding additional branches to our current contract. Rental equipment budget has been increased 34.08% as compared to the 2022 budget due to early vote centers. Telephone expenses are expected to decrease 5.90% over the 2022 budget due to change in vendor. Postage and delivery expenses are 3.30% less than the 2022 budget. This is due to a decrease in mail-in ballots and no redistricting notification for voters of Jefferson County in 2023. Office Expenses are 5.81% more than the 2022 budget. 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 any necessary items related to the meeting. The 2023 budget includes supplies related to year end stock up orders and providing PPE to the office. The printing budget has increased 16.78% compared to the 2022 budget. There are two scheduled elections in 2023. The current budget includes funds to replenish printed materials. Printing of ballots will be required in 2023. We will need to print four times the normal required number of ballots, due to early voting. Printing of brochures and document holders continues to require a substantial portion of the printing budget. Advertising has decreased 7.32% compared to the 2022. There are two scheduled elections to advertise in 2023. The remaining budget is to cover advertising for the general services of the clerk’s office such as mail-in, telephone, and internet renewals. The category of meetings, tuition and seminar expenses has been decreased 4.95% compared to the 2022 budget due to less development seminars. We also have tuition reimbursement. Mileage has increased 46.15% compared to the 2022 budget. Insurance and Bonds is estimated to increase 18.87% compared to the 2022 budget. This expense is to cover our general liability, employment practice and property insurance premiums in 2023. Subscriptions have increased 19.18% compared to the 2022 budget. Membership dues increased 6.87% over the 2022 budget.

## 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.
- Trace 3 - provides expertise for systems security issues.
- IBM – provides expertise, development, and training for various data processing projects.
- CDWG – provides encryption for intranets, mail servers, and other applications
- Flexential – provides ISP services and leased lines for Ethernet connectivity.
- Instream– provides computer hardware, computer software and integration services according to the State of Kentucky pricing contract.
- SAGE – provides support for Human Resource, timekeeping, and insurance open enrollment systems.
- Software Information Systems – provides email services.
- Election Systems & Software – provides election day support.
- A CPA firm may be selected to provide accounting and financial counsel.
- Jefferson County Board of Election Members – attend monthly board meetings.
- Team Software – online job applications.
- Eagle Technology Management – accounting services.
- Log Me In – Online chat for concurrent operators.
- AT&T – Communications
- Spectrum- Communications

## Recap of Operating Expense Increase

**2022 Estimated Operating Expenses**

**\$6,586,100**

### **Changes projected for 2023:**

Unemployment Insurance	13,800
Employee Assistance Program	3,200
Parking	21,200
Rent	17,800
Telephones	72,100
Gas & Electric	2,900
Sanitation	2,200
Professional Service Contracts	206,500
Temporary Services	-0-
Security Services	27,500
Janitorial Services	39,700
Advertising	2,100
Printing	265,900
Postage & Delivery	115,900
Election Workers	212,600
Office Expenses	79,000
Discretionary Fund	-0-
Expense Returned Checks	-0-
Maintenance & Repairs	88,700
Rental Equipment	19,100
Automotive Rental	-0-
Mileage & Gas	15,400
Meetings	12,400
Seminars	23,100
Tuition	42,000
Insurance & Bonds	24,800
Notary Bonds	700
Membership Dues	5,900
Subscriptions	2,500
<b>Total 2023 Operating Expenses:</b>	<b>\$7,903,100</b>



## CAPITAL EXPENDITURES

The Jefferson County Clerk's Office expects revenue to be on target for the remaining months of 2022 and we are projecting an increase in fee revenue in 2023. Our prudent spending has provided us with the opportunity to fund several 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 decreased over the 2022 estimated actual and 2022 budget.

### Capital expenditures for 2023 are budgeted as follows:

Office Equipment	50,000
Computer Equipment	50,000
Computer Software	50,000
Furniture and Fixtures	39,100
Remodeling and Renovation	<u>100,000</u>
<b>Total Capital Expenditures</b>	<b>\$ 289,100</b> =====

### Office Equipment – Total \$50,000

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 - \$50,000.

### Computer Equipment and Software – Total \$100,000

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

1. Emergency Replacement Computer Equipment - \$50,000. Computer equipment needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.
2. Emergency Replacement Computer Software - \$50,000. Computer software needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.

**Furniture & Fixtures - \$39,100**

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 - \$39,100. Office furniture and cabinet replacements needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.

**Remodeling – \$100,000**

1. Emergency Remodeling - \$100,000. Funds for unplanned renovations in areas throughout the JCCO to maintain productivity and upgrades for any emergencies that may be required throughout the year.

**OFFICE OF THE COUNTY CLERK  
2023 SALARY SCHEDULE "A"  
Effective 1/1/2023**

<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	\$ 76,800	\$ 99,840	\$ 127,072
Chief Administrative Officer		Month	\$ 6,400.000	\$ 8,320.000	\$ 10,589.333
Executive Director		Semi	\$ 3,200.000	\$ 4,160.000	\$ 5,294.667
		Hourly	\$ 36.923	\$ 48.000	\$ 61.092
Director	A5	Year	\$ 65,000	\$ 84,500	\$ 104,000
Co-Director		Month	\$ 5,416.667	\$ 7,041.667	\$ 8,666.667
		Semi	\$ 2,708.333	\$ 3,520.833	\$ 4,333.333
		Hourly	\$ 31.250	\$ 40.625	\$ 50.000
Division Manager	A4	Year	\$ 57,500	\$ 74,750	\$ 92,000
Executive Administrator		Month	\$ 4,791.667	\$ 6,229.167	\$ 7,666.667
		Semi	\$ 2,395.833	\$ 3,114.583	\$ 3,833.333
		Hourly	\$ 27.644	\$ 35.938	\$ 44.231
Manager	A3	Year	\$ 50,000	\$ 65,000	\$ 80,000
Executive Assistant		Month	\$ 4,166.667	\$ 5,416.667	\$ 6,666.667
		Semi	\$ 2,083.333	\$ 2,708.333	\$ 3,333.333
		Hourly	\$ 24.038	\$ 31.250	\$ 38.462
Administrator	A2	Year	\$ 40,300	\$ 52,390	\$ 64,480
Assistant Manager		Month	\$ 3,358	\$ 4,365.833	\$ 5,373.333
Election Center Support Generalist		Semi	\$ 1,679.167	\$ 2,182.917	\$ 2,686.667
HR Generalist		Hourly	\$ 19.375	\$ 25.188	\$ 31.000
Project Manager					
Internal Auditor	A1	Year	\$ 36,000	\$ 46,800	\$ 57,600
		Month	\$ 3,000.000	\$ 3,900.000	\$ 4,800.000
		Semi	\$ 1,500.000	\$ 1,950.000	\$ 2,400.000
		Hourly	\$ 17.308	\$ 22.500	\$ 27.692

**OFFICE OF THE COUNTY CLERK  
2023 SALARY SCHEDULE "G"  
Effective 1/1/2023**

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>		
Management Assistant	G5	Year	39,900	52,545	63,840		
		Month	\$ 3,325.000	\$ 4,378.750	\$ 5,320.000		
		Semi	\$ 1,662.500	\$ 2,189.375	\$ 2,660.000		
		Hourly	\$ 19.183	\$ 25.262	\$ 30.692		
Deed Room Specialist Election Technician Facilities Maintenance Specialist (FMS) Finance Specialist Graphic Arts Specialist Indexing Specialist LR Specialist (LRS) Micrographic Specialist MV Specialist (MVS) Recording Specialist	G4	Year	\$ 36,300	\$ 47,190	\$ 58,080		
		Month	\$ 3,025.000	\$ 3,932.500	\$ 4,840.000		
		Semi	\$ 1,512.500	\$ 1,966.250	\$ 2,420.000		
		Hourly	\$ 17.452	\$ 22.688	\$ 27.923		
		Administrative Assistant	G3	Year	\$ 35,000	\$ 46,100	\$ 56,000
				Month	\$ 2,916.667	\$ 3,841.667	\$ 4,666.667
				Semi	\$ 1,458.333	\$ 1,920.833	\$ 2,333.333
				Hourly	\$ 16.827	\$ 22.163	\$ 26.923
		Customer Service Agent (CSA) Duplication Specialist	G2	Year	\$ 33,300	\$ 43,290	\$ 53,280
				Month	\$ 2,775.000	\$ 3,607.500	\$ 4,440.000
Semi	\$ 1,387.500			\$ 1,803.750	\$ 2,220.000		
Hourly	\$ 16.010			\$ 20.813	\$ 25.615		
Customer Service Representative (CSR)	G1	Year	\$ 29,000	\$ 37,700	\$ 46,400		
		Month	\$ 2,416.667	\$ 3,141.667	\$ 3,866.667		
		Semi	\$ 1,208.333	\$ 1,570.833	\$ 1,933.333		
		Hourly	\$ 13.942	\$ 18.125	\$ 22.308		

**OFFICE OF THE COUNTY CLERK  
2023 SALARY SCHEDULE "I"  
Effective 1/1/2023**

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Director - IT	16	Year	66,500	91,438	122,875
		Month	\$ 5,541.667	\$ 7,619.792	\$ 10,239.583
		Semi	\$ 2,770.833	\$ 3,809.896	\$ 5,119.792
		Hourly	\$ 31.971	\$ 43.960	\$ 59.075
Division Manager - IT iSeries Administrator	15	Year	\$ 52,500	\$ 72,188	\$ 101,800
		Month	\$ 4,375.000	\$ 6,015.625	\$ 8,483.333
		Semi	\$ 2,187.500	\$ 3,007.813	\$ 4,241.667
		Hourly	\$ 25.240	\$ 34.706	\$ 48.942
Program Analyst Network Engineer Systems Analyst	14	Year	\$ 42,200	\$ 58,025	\$ 73,850
		Month	\$ 3,516.667	\$ 4,835.417	\$ 6,154.167
		Semi	\$ 1,758.333	\$ 2,417.708	\$ 3,077.083
		Hourly	\$ 20.288	\$ 27.897	\$ 35.505
Network Administrator Website Administrator	13	Year	\$ 36,700	\$ 50,463	\$ 64,225
		Month	\$ 3,058.333	\$ 4,205.208	\$ 5,352.083
		Semi	\$ 1,529.167	\$ 2,102.604	\$ 2,676.042
		Hourly	\$ 17.644	\$ 24.261	\$ 30.877
AS400 Platform Administrator PC Software Specialist II Operations Support Technician	12	Year	\$ 33,300	\$ 45,788	\$ 58,275
		Month	\$ 2,775.000	\$ 3,815.625	\$ 4,856.250
		Semi	\$ 1,387.500	\$ 1,907.813	\$ 2,428.125
		Hourly	\$ 16.010	\$ 22.013	\$ 28.017
PC Software Specialist I	11	Year	\$ 28,900	\$ 39,738	\$ 50,575
		Month	\$ 2,408.333	\$ 3,311.458	\$ 4,214.583
		Semi	\$ 1,204.167	\$ 1,655.729	\$ 2,107.292
		Hourly	\$ 13.894	\$ 19.105	\$ 24.315

JEFFERSON COUNTY CLERK'S OFFICE  
2023  
PERSONNEL AUTHORIZATION REQUEST

ATTACHMENT A

Grade	Description	2022		2023		2022		2022		2023		2023		2023		2023		2023	
		Number Authorized	Number Filled at 10/1/2022	Request Number	Request Number New Init.	Actual Monthly Salary	Actual Annual Salary	Cont. Annual Salary	COLA/Upgrade Annual Salary	2023 Cont. Annual COLA	2023 Cont. Annual Retirement	2023 Cont. Annual FICA	2023 Cont. Annual Insurance	2023 Cont. Annual Workers Comp	2023 Personnel Cost Per Grade				
C1	County Clerk ***Includes Estimated Training Pay	1	1	C1	1	14,167	170,000	170,000	173,100	5,100	48,844	13,395	12,483	266	250,088				
A6	Chief Operating Officer Chief Admin. Officer Executive Director	2	2	A6	2	18,025	216,300	216,300	222,789	6,489	62,147	17,043	24,966	532	327,477				
A5	Director Co-Director	12	9	A5	11	64,376	772,517	772,517	795,693	23,176	221,959	60,871	137,313	2,926	1,218,761				
A4	Division Manager Executive Administrator	5	3	A4	6	32,750	392,996	392,996	404,785	11,790	112,915	30,966	74,898	1,596	625,161				
A3	Manager Executive Assistant	27	26	A3	27	120,300	1,443,600	1,443,600	1,486,906	43,306	414,773	113,748	337,041	7,182	2,359,652				
A2	Administrator Assistant Manager Election Center Support Generalist HR Generalist Project Manager	36	33	A2	35	135,454	1,625,448	1,625,448	1,674,259	48,811	467,081	128,122	449,369	9,576	2,728,408				
A1	Internal Auditor	1	0	A1	1	4,095	49,140	49,140	50,614	1,474	14,170	3,946	12,483	266	81,479				
16	IT Director	1	1	16	1	7,203	86,432	86,432	89,025	2,593	24,833	6,810	12,483	266	133,418				
15	IT Division Manager iSeries Administrator	3	3	15	3	16,425	197,996	197,996	203,099	5,913	56,629	15,530	37,449	798	313,416				
14	Program Analyst Network Engineer System Analyst	4	4	14	4	19,467	233,600	233,600	240,608	7,008	67,118	18,406	49,932	1,064	377,128				
13	Network Administrator Website Administrator	1	1	13	2	3,181	38,168	38,168	39,313	1,145	10,966	3,007	12,483	266	66,036				
12	AS400 Platform Administrator PC Software Specialist II Operations Support Technician	4	2	12	4	11,620	139,434	139,434	143,617	4,183	40,062	10,987	49,932	1,064	245,662				
11	PC Software Specialist I	0	0	11	0	-	-	-	-	-	-	-	-	-	-				
G5	Management Assistant	6	5	G5	6	20,640	250,083	250,083	257,584	7,501	71,916	19,789	74,898	1,650	425,846				
G4	Deed Room Specialist Election Technician Facilities Management Specialist Finance Specialist Graphic Arts Specialist Indexing Specialist LR Specialist(LRS) Micrographic Specialist MV Specialist(MVS) Recording Specialist	25	20	G4	25	83,062	996,748	996,748	1,026,651	29,903	286,732	78,539	312,075	6,650	1,710,647				
G3	Administrative Assistant	0	0	G3	0	-	-	-	-	-	-	-	-	-	-				
G2	Customer Service Agent (CSA) Duplication Specialist	194	148	G2	194	570,795	6,849,537	6,849,537	7,055,045	205,508	1,967,654	539,740	2,384,295	51,688	11,998,422				

JEFFERSON COUNTY CLERK'S OFFICE  
2023  
PERSONNEL AUTHORIZATION REQUEST

ATTACHMENT A

Grade	Description	2022		2023		2023		2023		2023		2023		2023		2023	
		Number Filled at 10/1/2022	Grade	Request Number	Request Number	Actual Annual Salary	Actual Annual Salary	Cont Annual Salary	COLA/Upgrade Annual Salary	COLA Annual	Cont Annual	FICA Annual	Annual Insurance	Cont Annual	Workers Comp Annual	Personnel Cost Per Grade	Grade
G1	Customer Service Representative	0	G1	0	0	1,121,758	13,491,100	13,461,100	13,965,000	403,900	3,867,800	1,060,900	3,982,100	95,800	22,861,600		
Total		322	258	322	0	1,121,758	13,491,100	13,461,100	13,965,000	403,900	3,867,800	1,060,900	3,982,100	95,800	22,861,600		

2022 Estimated Salaries \$ 13,461,100  
 2022 Estimated Vacancy Credit (2,146,900)  
 2022 Estimated Actual Salaries 11,314,200

Statement of Expense Schedule  
 \$ 11,314,200  
 Variance 0

Summary:

	New Initiative	Continuing Total
2023 Payroll Authorization Request		22,861,600
2023 11% Vacancy Credit		(2,505,300)
2023 Clerk		3,600
2023 Overtime Authorization Request		80,000
2023 Sick Leave/Comp Conversion Authorization Request		90,000
2023 Personnel Authorization Request		20,529,900
		322
		\$ 20,529,900

2023 Statement of Actual Expenditures

	\$ 20,529,900

**OFFICE OF THE JEFFERSON COUNTY CLERK  
2023 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	\$127,072
A5	11	\$104,000
A4	6	\$92,000
A3	27	\$80,000
A2	35	\$64,480
A1	1	\$57,600
I6	1	\$122,875
I5	3	\$101,800
I4	4	\$73,850
I3	2	\$64,225
I2	4	\$58,275
I1	0	\$50,575
G5	6	\$63,840
G4	25	\$58,080
G3	0	\$56,000
G2	194	\$53,280
G1	0	\$46,400



OFFICE OF THE JEFFERSON COUNTY CLERK  
 PROFESSIONAL SERVICES CONTRACTS  
 BUDGET 2023

<u>DESCRIPTION</u>	<u>2021 ACTUAL</u>	<u>2022 BUDGET</u>	<u>2022 EXPECTED</u>	<u>2023 BUDGET</u>
Jefferson County Sheriff	25,347	36,000	36,000	36,000
Personnel Services	463	30,000	10,000	36,000
Legal Services	69,209	100,000	40,000	60,000
Photography & Images	-	3,000	600	3,000
Accounting Services	599	10,000	4,000	10,000
Election Center Board Per Diem	800	3,000	4,100	5,000
Computer Services	242,858	513,400	388,100	539,300
<b>Total</b>	<u>339,276</u>	<u>\$ 695,400</u>	<u>\$ 482,800</u>	<u>\$ 689,300</u>

Jefferson County Clerk's Office  
Professional Service Contracts - 2023  
September 30, 2022

Vendor	2022 Budget Annual	9/30/2022 Actual Expense	10/1/2022 Amount Available	2022 Estimated Annual Expense	2022 Estimated Balance Remaining	2023 Budget Annual	Description
Jefferson County Sheriff's Office	36,000	-	36,000	36,000	-	36,000	Property Tax Bills
Mark Murdock	-	18,297	-	-	60,000	-	Social Media Development
Zielke Law Firm PLLC	-	15	81,704	40,000	100	60,000	Legal Services 150.00 an hour
5th 3rd (Hover Services)/ TUCOWS	-	1,600	-	100	(100)	100	Legal Services 150.00 an hour
Carl Bersinger	1,500	4,975	5,025	2,100	(600)	2,500	Legal Services 150.00 an hour
Election Sys/Terms & Software	10,000	1,500	-	10,000	-	2,500	Legal Services 150.00 an hour
Linda Huber	1,500	1,228	8,772	4,000	(500)	2,500	Legal Services 150.00 an hour
Eagle Technology Management(Sovos C	10,000	463	29,538	10,000	6,000	10,000	Legal Services 150.00 an hour
Zielke Personnel Services	30,000	200	119	10,000	20,000	36,000	Legal Services 150.00 an hour
5th 3rd (Hover Services)/ TUCOWS	200	81	195	100	100	75,000	Legal Services 150.00 an hour
AT&T	150,000	80,142	69,858	108,900	41,100	-	Legal Services 150.00 an hour
BIS	20,000	-	20,000	500	20,000	-	Legal Services 150.00 an hour
BIS	500	-	500	900	100	-	Legal Services 150.00 an hour
CDWG	1,000	805	195	500	-	-	Legal Services 150.00 an hour
Flexential	-	48,141	17,359	64,200	1,300	2,000	Legal Services 150.00 an hour
IBM	19,500	-	19,500	5,000	14,500	73,000	Legal Services 150.00 an hour
IBM	8,000	-	8,000	2,000	6,000	15,000	Legal Services 150.00 an hour
Instream	8,500	-	8,500	500	8,500	20,000	Legal Services 150.00 an hour
IT1	700	307	393	500	200	8,500	Legal Services 150.00 an hour
Log Me In (GoTo Technologies)	14,500	5,500	9,000	11,000	3,500	600	Legal Services 150.00 an hour
Genesys(LogMeIn)	84,000	-	84,000	9,500	84,000	12,000	Legal Services 150.00 an hour
Mapps Security	9,500	-	9,500	40,000	-	40,000	Legal Services 150.00 an hour
Sage	40,000	-	40,000	2,000	15,766	-	Legal Services 150.00 an hour
SIS	17,000	1,234	15,766	5,000	1,000	6,100	Legal Services 150.00 an hour
Spectrum	6,000	3,681	2,320	44,800	(24,800)	50,000	Legal Services 150.00 an hour
Team Software (Kwantek)	20,000	329	671	400	600	1,000	Legal Services 150.00 an hour
Trace 3	1,000	144	-	200	(200)	500	Legal Services 150.00 an hour
5th 3rd (Adorama Pkx)(Mtracker)	-	-	1,000	-	1,000	1,000	Legal Services 150.00 an hour
Getty Images	1,000	-	1,000	-	1,000	1,000	Legal Services 150.00 an hour
Graphic Designs	2,500	-	2,500	-	2,500	2,500	Legal Services 150.00 an hour
TV Station	36,000	12,096	23,904	83,600	(47,600)	202,500	Legal Services 150.00 an hour
Other	-	-	-	-	-	-	Misc.
<b>Total</b>	<b>\$ 695,400.00</b>	<b>\$ 210,312.87</b>	<b>\$ 495,123.20</b>	<b>\$ 482,800.00</b>	<b>\$ 212,600.00</b>	<b>\$ 689,300.00</b>	

**GENERAL TERM ORDER**  
**December 31, 2022**  
**2023 Budget for the**  
**Office of the Jefferson County Clerk**

County of Jefferson

Date: December 31, 2022  
 Ordering Authorizing Revised Expenditures  
 Calendar Year - 2023

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 2023.

Whereas, the receipts, to the 75% account, of the Office of the Jefferson County Clerk for the calendar year 2021 were \$21,422,230 plus \$2,748,495 reimbursable expenses from Metro Government for the Board of Elections and estimated receipts of \$19,807,800 plus \$5,963,000 reimbursable expenses from Metro Government for the Board of Elections for 2022 and whereas, I estimate the receipts for calendar year 2023 to be \$21,650,000 plus \$7,072,100 of reimbursable expenses from Metro Government for the Board of Elections.

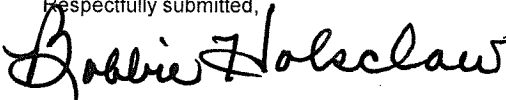
Estimated Funds Available Calendar Year 2023	\$	21,650,000
Estimated Reimbursable Funds Available From Metro		7,072,100
Estimated Surplus December 31, 2022	\$	-
		\$ 28,722,100

It is hereby moved that the Jefferson County Clerk be allowed to expend the total sum of \$28,722,100 for the operation of the office during calendar year 2023. It is hereby further requested that the total sum of \$28,722,100 be expended as follows:

Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related	\$	18,548,700
Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related-Board of Elections		1,981,200
Regular Office Expenses		2,812,200
Regular Office Expenses-Board of Elections		5,090,900
New Initiative Office Expense		
Regular Equipment		289,100
Regular Equipment - Board of Elections		-
 Total		 \$ 28,722,100
 Expected 2023 Surplus		 -
Total		\$ 28,722,100

The Jefferson County Clerk further requests, that with the amount of \$20,529,900 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. 129, SERIES 2021

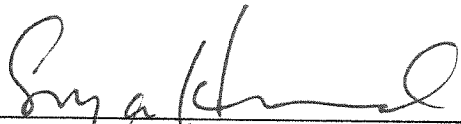
A RESOLUTION APPROVING THE JEFFERSON COUNTY CLERK'S  
2022 BUDGET.


SPONSORED BY: COUNCIL MEMBERS HOLLANDER, ARTHUR,  
AND PRESIDENT JAMES

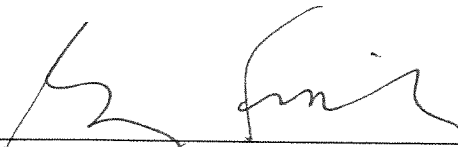
BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE  
LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS  
FOLLOWS:

**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 2022 budget.

**SECTION II:** This Resolution shall take effect upon its passage and approval or  
otherwise becoming law.

  
\_\_\_\_\_  
Sonya Harward  
Metro Council Clerk

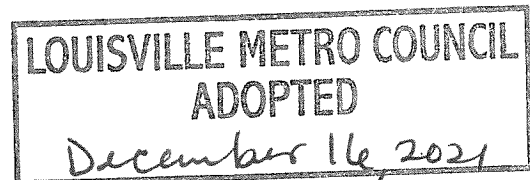
  
\_\_\_\_\_  
David James  
Metro Council President

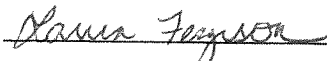
  
\_\_\_\_\_  
Greg Fischer  
Mayor

12/21/2021  
\_\_\_\_\_  
Approval Date

**APPROVED AS TO FORM AND LEGALITY:**

Michael J. O'Connell  
Jefferson County Attorney



BY:   
\_\_\_\_\_

**Schedule A**

**Fiscal Year 2022 Budget**

That there is authorized the following expenditures for the operation of the Jefferson County Clerk's Office during the calendar year 2022. The total sum of \$31,831,500 shall be allocated as follows:

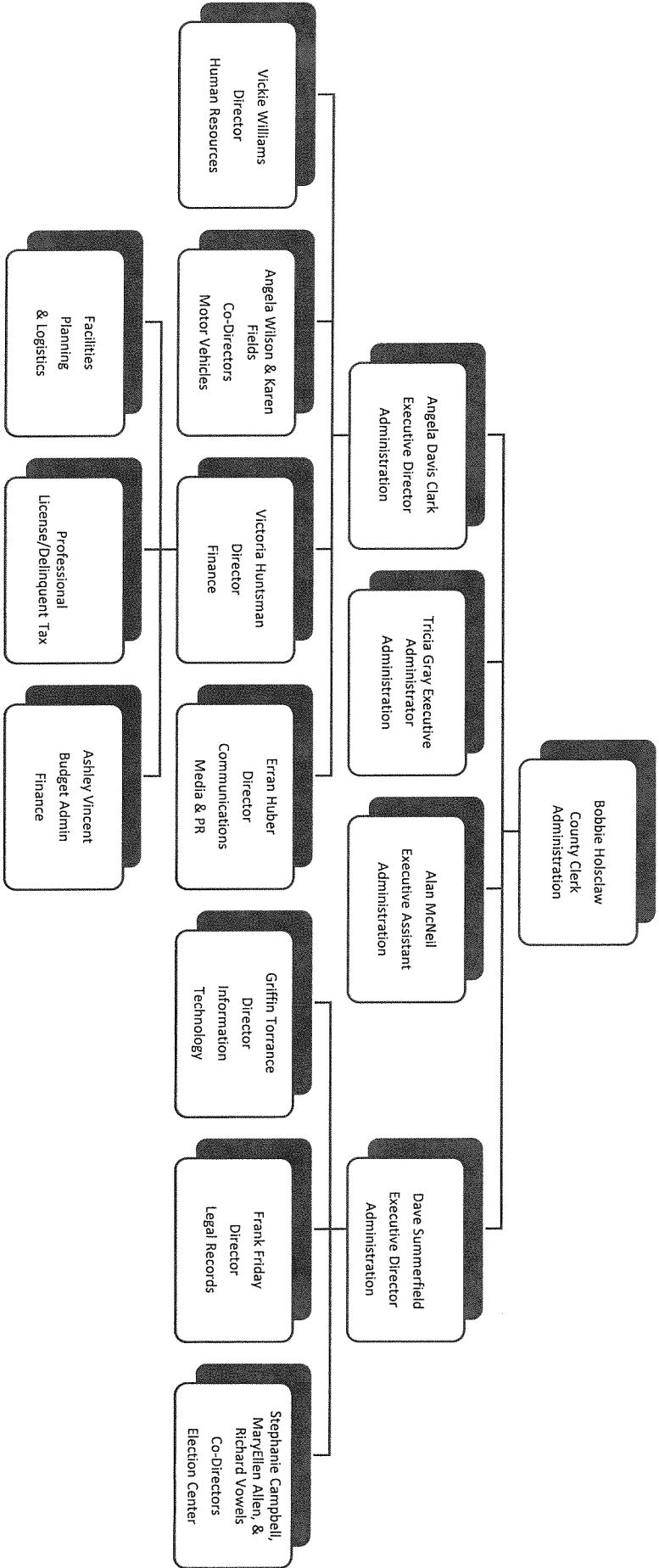
<b>Personnel</b>	<b>\$20,143,500</b>
<b>Operating</b>	<b>\$ 7,507,500</b>
<b>Capital</b>	<b><u>\$ 4,180,500</u></b>
<b>TOTAL</b>	<b>\$31,831,500</b>

There is further authorized a personnel complement of 322 employees. The total estimated funds available for appropriation are \$34,341,800 comprised of \$27,651,000 in revenues and \$6,690,800 of cumulative surplus. Therefore, the anticipated 2022 year-end cumulative term surplus is projected to total \$2,510,300.

# Jefferson County Clerk's Office Organizational Chart

## Fourth Quarter – October, November, December

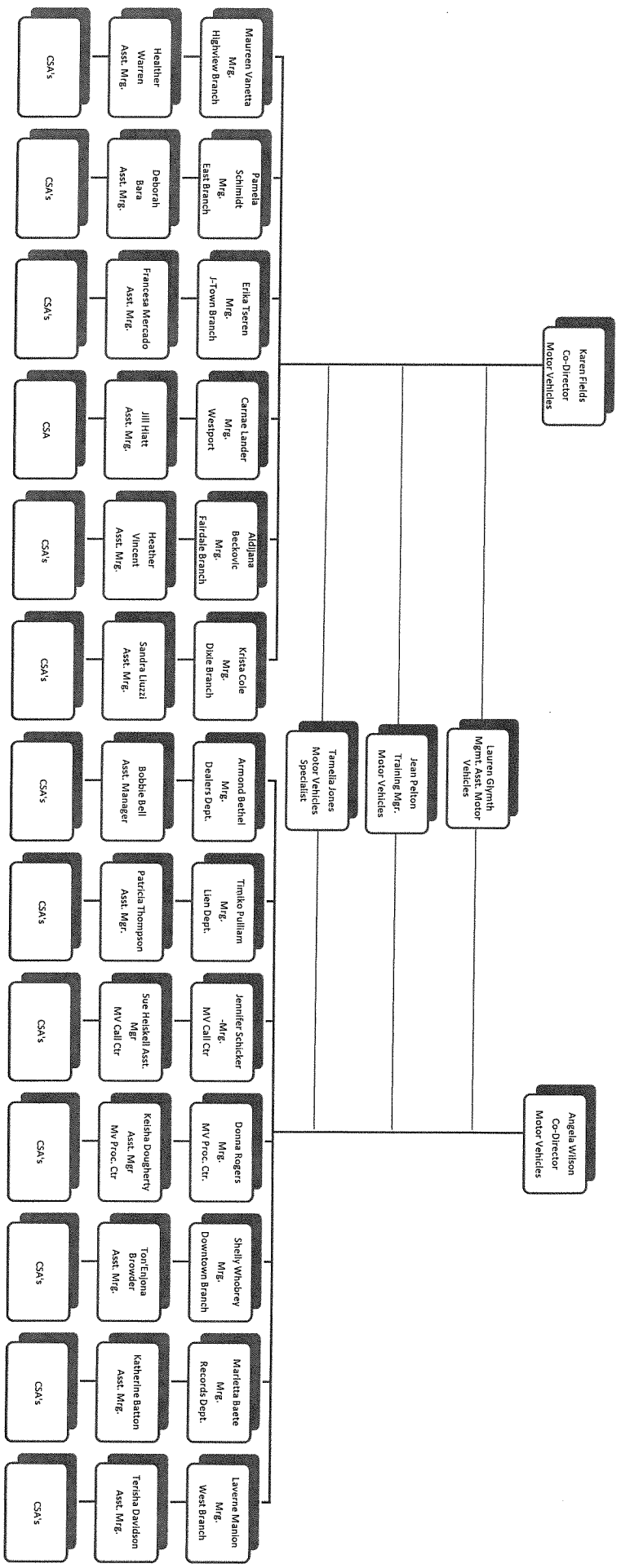
### 2022



# Jefferson County's Clerk's Office

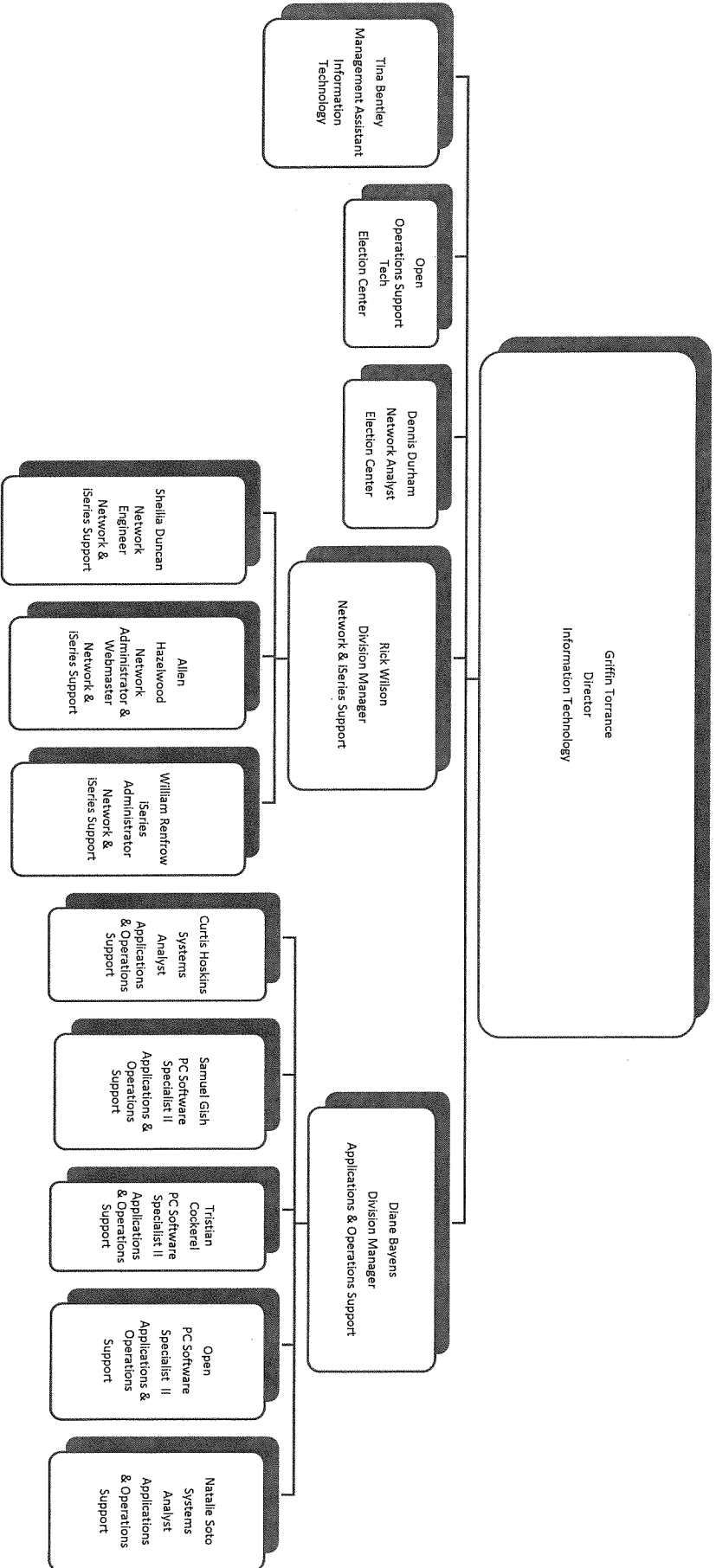
## Organizational Chart

### Motor Vehicles Division



# Jefferson County Clerk's Office Organizational Chart

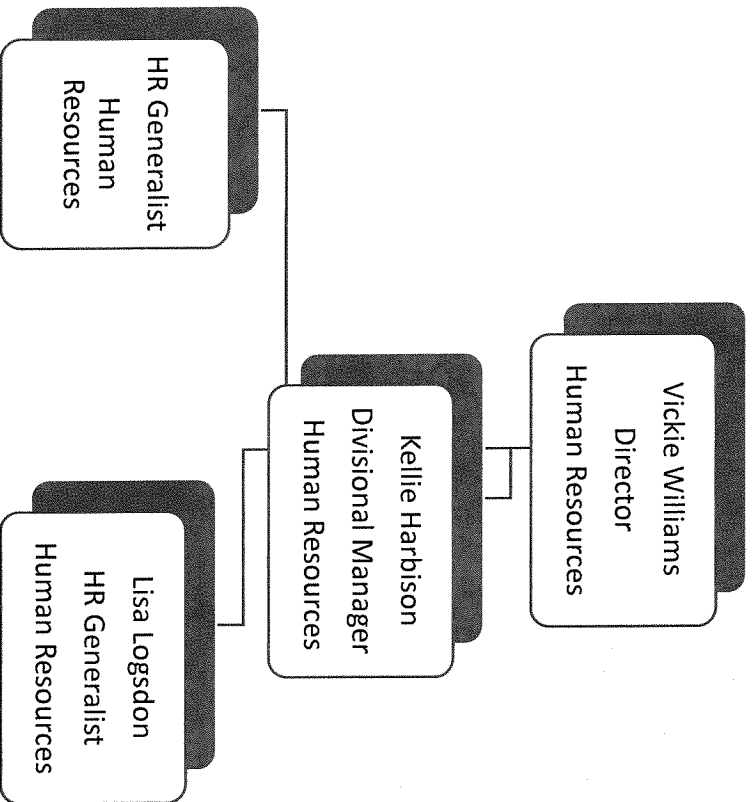
## Information Technology Division





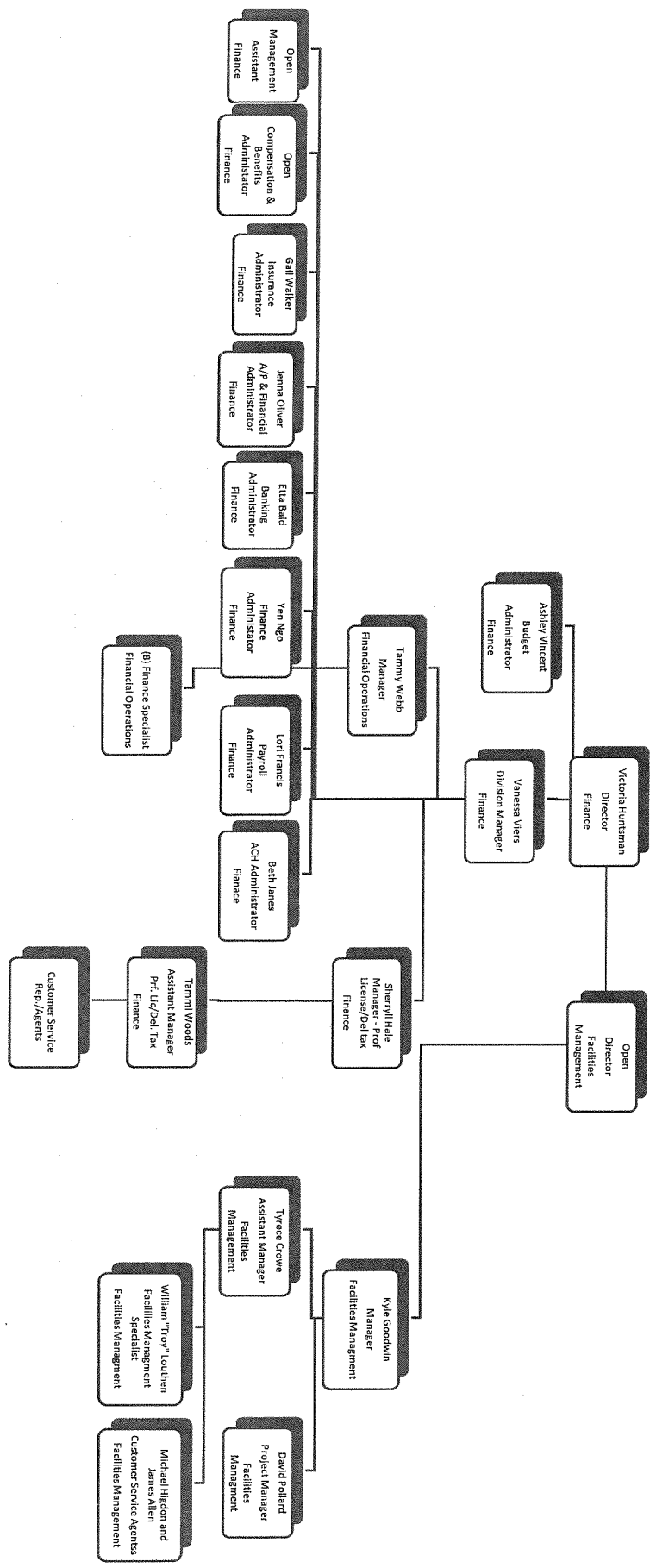
**Jefferson County Clerk's Office Organizational Chart**

**Human Resources Division**



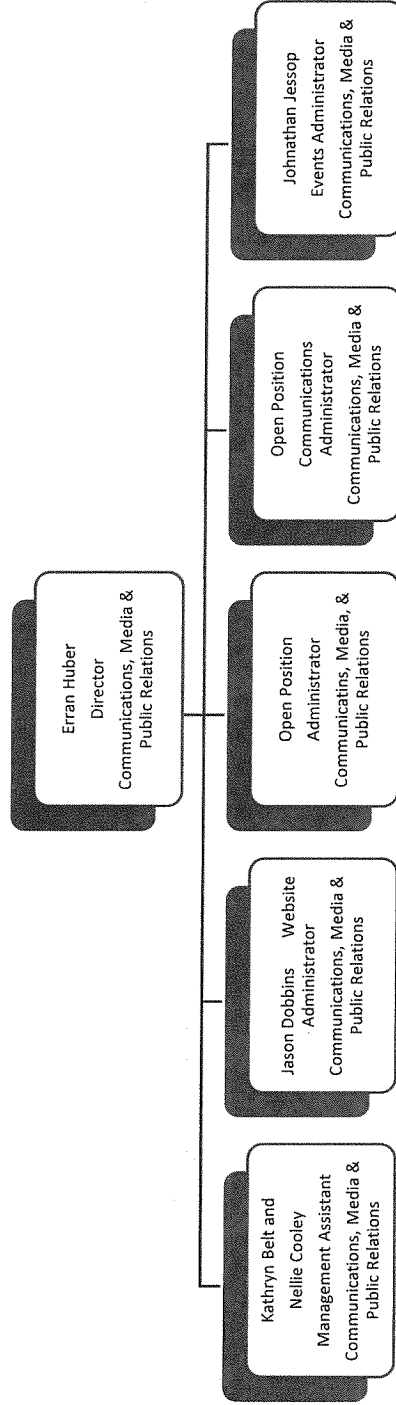
# Jefferson County Clerk's Office Organizational Chart

## Finance Division



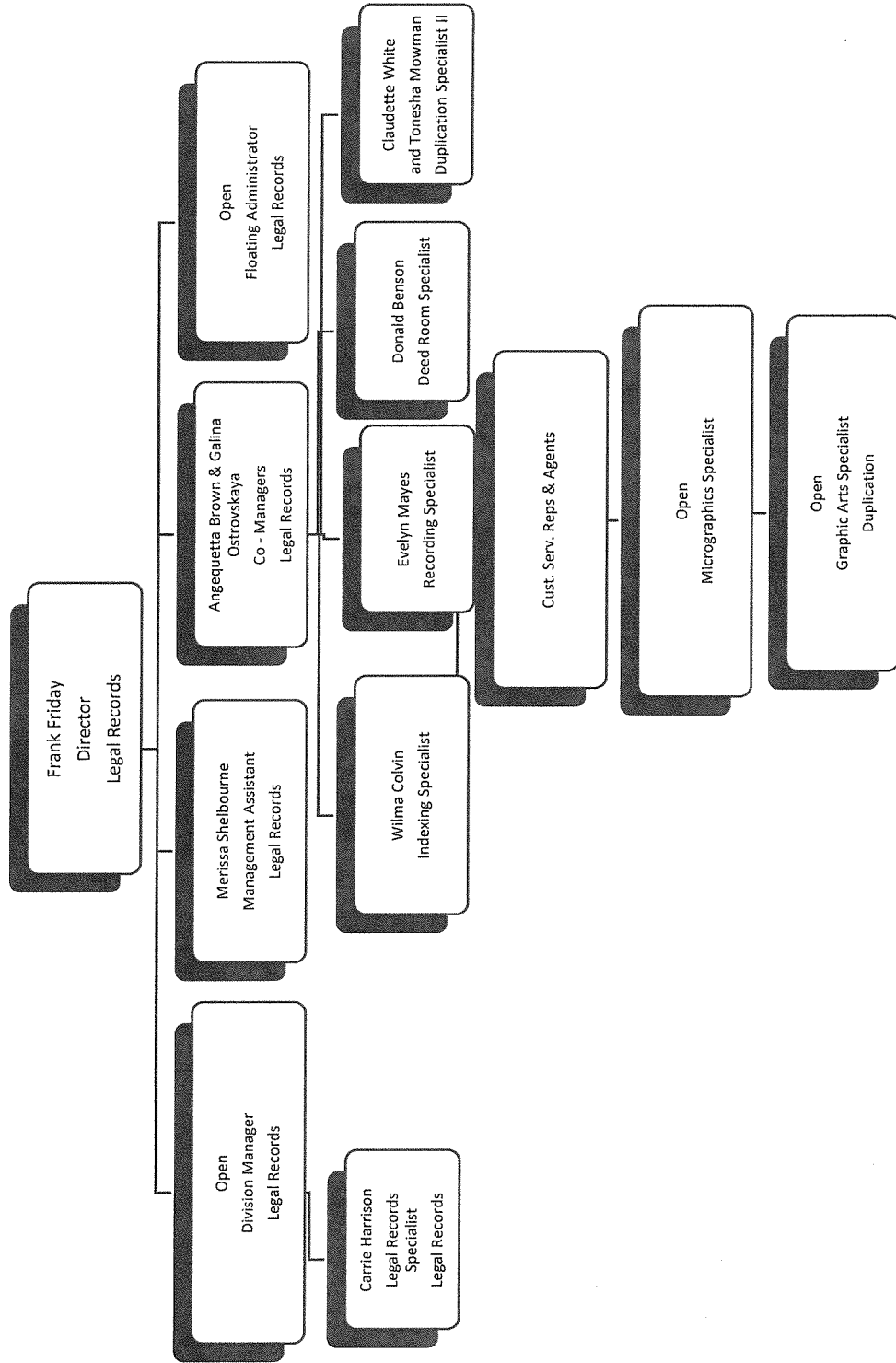
# Jefferson County Clerk's Office Organizational Chart

## Communications, Media & Public Relations Division



# Jefferson County Clerk's Office Organizational Chart

## Legal Records Division



Jefferson County Clerk's Office Organizational Chart  
Election Division

