



**BOBBIE HOLSCLAW**  
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## MEMORANDUM

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

**CC:** Bobbie Holsclaw, Clerk  
Beth Steinberg – Metro Council Advisor  
Steven Ott – Metro Council Clerk

**FROM:** Sue Toole, Executive Director *Sue Toole*

**DATE:** November 4, 2016

**RE:** **YEAR 2017 BUDGET**

Enclosed please find four copies of our Year 2017 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.

ST/st

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**OFFICE OF THE  
JEFFERSON COUNTY CLERK  
2017 BUDGET**



*Bobbie Holclaw*  
JEFFERSON COUNTY CLERK

**DECEMBER 31, 2016**

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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 750,000 residents, the Jefferson County Clerk registered or renewed approximately 735,000 vehicles in 2016 and estimates indicate approximately 750,000 for 2017. 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 350,000 cars in 2016 and estimates indicate approximately 360,000 for 2017.

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. The Permanent Permits are valid for two years, while the Temporary Permits are valid for three months. Approximately 50,000 permanent and temporary permits were issued in 2016 and estimates indicate approximately the same in 2017. The clerk's office issues these free to requestors who qualify.

In 2016, approximately 76,000 liens were filed on titled collateral (KRS 186). This number is estimated to have a small increase for 2017.

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 departments within the Legal Records Division. They are Recording, Indexing, Deed Room and Duplication Services.

In 2016, approximately 210,000 legal documents, such as deeds, mortgages, assignments, powers of attorney, incorporations, etc. were lodged for recording and indexing. For 2017, this number is estimated to increase approximately 5% over 2016 estimated actual.

The Duplication Services Department makes copies of all recorded documents to be inserted into the books that are displayed in the Deed Room for public viewing. It is also responsible for all microfilming of the books. 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 2016, approximately one million copies were produced. For 2017, this number is expected to increase by approximately 2%.

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. 1,452 tax appeal hearings were held in 2016. The number of tax appeal hearings is expected to increase to 1,700 for 2017.

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 and campaign finance reports, 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 in order 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 and data communications infrastructure 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 2017, the Information Technology Division will undertake a variety of capital projects. Some projects will focus on the replacement of aging computer equipment. Other projects will focus on using state-of-the-art technologies to change production workflow processes to help JCCO employees be more productive and to help improve customer service. The migration to "Cloud" computing will continue to be a priority for 2017.

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 2017 will be to prepare for and help implement the KAVIS Boat and Point of Sale 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, Financial Operations, 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 employees 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.

Financial Operations is responsible for calculating and reporting all collected fees to the appropriate agencies. The fees are recorded daily and reported on a monthly basis. 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 5,500 marriage licenses were issued in 2016. This number is expected to increase slightly for 2017. Approximately 9,500 delinquent real estate taxes were processed in 2016; accounting for approximately \$12,400,000 in taxes collected. For 2017, these numbers are estimated to increase an average of 8%.

The Facilities Division is responsible for the inventory of license plates, decals and office supplies. They ensure that all canceled plates are accounted for in the AVIS 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 Community Relations Division monitors' public opinion, handles customer correspondence and educates our citizens on the services of the Jefferson County Clerk's Office. This is accomplished through appearances at fairs, festivals, parades and trade shows along with tours of the Clerk's Office and roundtable forums. The Government and Community Relations Administration Department 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 No125, Series 2015 indicated Personnel of \$13,910,400; Operating of \$4,165,000 and Capital initiatives of \$1,542,300. The 2017 projected budget is estimated at \$23,132,100 of which \$4,200,000 is to replace Election equipment using HAVA grant funds of \$2.3 M and Metro Bond Funds of \$1.9 M leaving a true estimate of \$18,932,100 which is a decrease of \$685,600 or 3.5%. The difference is due to a decrease of \$1,651,700 (46.8%) in election expense due to there not being any elections in 2017; an increase in personnel expense \$655,000 (4.7 %) to cover a budgeted 3% COLA, any merit or hourly increases; a decrease in continuation operating expenses of \$124,200 (4.9. %) mostly related to moving from the Metro Centrex telephone system to VOIP, and an increase of \$435,300 (28.2%) in new capital initiatives. Based on current economic trends and 2016 estimated actual, we have increased the clerk's fee budget continuing revenue projection over 2016 for estimated revenue by 5.3 %. This excludes a decrease to the Metro reimbursement expense of \$1,651,700 (46.8%) due to there being no scheduled elections in 2017 and the \$4.2 M for replacement of the election equipment which has already been approved by Ordinance 102, Series 2016. 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 2017.

Last year, our total staff was 322. In order to meet our 2017 strategic goals, we are requesting to maintain a staff of 322. Personnel cost has increased from \$13,910,400 to \$14,565,400. We are anticipating awarding a 3% COLA for 2016 and additional merit increases.



The vacancy credit remains at 9.5% in an effort to maintain staff positions. A 3% COLA is budgeted for 2017 and any merit and hourly increases for 2017 will only be awarded if revenue allows. Regular capital has increased from \$1,542,300 to \$1,977,600. The 2017 budget includes new capital initiatives to update technology, remodel the Dealer Department, Motor Vehicle Processing Center and the Westport branch to improve the overall efficiency of the office. Our overall continuing operating component has been decreased from \$4,165,000 to 2,389,100 due there being no elections in 2017 and savings from switching telephone systems. In 2017, 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 2017 budget will be approved and passed "as is", taking into consideration all of the above.

**STATEMENT OF ACCUMULATED SURPLUS**  
**2016 BUDGET - 2016 EXPECTED - 2017 BUDGET**  
**75% ACCOUNT**

	2016 BUDGET APPROVED BY METRO GOV'T	2016 ESTIMATED ACTUAL	2017 BUDGET
ACCUMULATED SURPLUS - Beginning of year	\$ 1,585,400	\$ 1,583,100	\$ 2,035,500
REVENUE	\$ 15,000,400	\$ 14,686,600	\$ 15,408,600
HAVA GRANT FUNDS			\$ 2,300,000
METRO BOND FUND			\$ 1,900,000
REIMBURSABLE EXPENSE	<u>3,527,700</u>	<u>3,158,800</u>	<u>1,876,000</u>
TOTAL FUNDS AVAILABLE FOR USE	\$ 20,113,500	\$ 19,428,500	\$ 23,520,100
EXPENDITURES:			
PERSONNEL	\$ 12,535,900	\$ 11,552,100	\$ 13,155,600
PERSONNEL ELECTION CTR	\$ 1,374,500	\$ 1,309,500	\$ 1,409,800
OPERATING	\$ 1,876,800	\$ 1,360,300	\$ 1,935,400
NEW OPER. INITIATIVE JCCO	\$ 140,000	\$ 50,000	\$ -
OPERATING ELECTION CTR	\$ 2,148,200	\$ 1,937,700	\$ 453,700
CAPITAL-Election Equipment Approved by Ordinance 102, Series 2016	\$ -		\$ 4,200,000
CAPITAL	\$ 1,537,300	\$ 1,144,400	\$ 1,965,100
CAPITAL- ELECTION CENTER	\$ 5,000	\$ 39,000	\$ 12,500
TOTAL EXPENDITURES	<u>\$ 19,617,700</u>	<u>\$ 17,393,000</u>	<u>\$ 23,132,100</u>
ACCUMULATED SURPLUS End of year	\$ 495,800	\$ 2,035,500	\$ 388,000

NOTE: The beginning accumulated surplus in the "2016 Approved by Metro Government" column is \$1,585,400.

The ending accumulated surplus in the "2016 Expected" column is an amount estimated near the end of 2016. The State Auditor will determine the actual "2016" Surplus.

NOTE: The revenue reflected above is net of 25% of most fees, which are paid to Metro Government (\$4,085,755 in 2015 and an estimate of \$4,363,900 2016 and an estimate of \$4,575,200 in 2017).

ATTACHMENT A

OFFICE OF THE JEFFERSON COUNTY CLERK  
STATEMENT OF ACTUAL REVENUES

	2015 Actual		2016 Actual		2016 Remaining		2016 Projected		2016 Estimated		2016 Budget		2017 Budget		2017 Total		2017 Over		
	1/1-12/31	1/1-9/30	10/1-12/31	10/1-12/31	10/1-12/31	10/1-12/31	10/1-12/31	10/1-12/31	Total	1/1-12/31	1/1-12/31	Continuation	Expansion	Budget	Total	Total	Est	Actual	
CC Statutory Fee-Legal Records	3,562,947	2,880,477	1,134,524	994,024	3,874,500	4,015,000	4,075,000	4,015,000	3,874,500	4,015,000	4,075,000	0	0	4,075,000	4,075,000	1,49%	5.17%	5.17%	
CC Statutory Fee-Motor Vehicles	6,744,745	5,349,569	1,974,931	1,791,830	7,141,400	7,324,500	7,545,000	7,324,500	7,141,400	7,324,500	7,545,000	0	0	7,545,000	7,545,000	3.01%	1.38%	1.38%	
Deed Transfer Tax - 5%	212,466	181,652	31,148	64,948	246,600	212,800	250,000	212,800	246,600	212,800	243,400	0	0	243,400	2,434,000	5.03%	3.17%	3.17%	
Usage Tax - 3%	1,089,177	845,914	294,086	163,986	1,009,900	1,140,000	1,140,000	1,140,000	1,009,900	1,140,000	1,040,000	0	0	1,040,000	1,040,000	-8.77%	4.55%	4.55%	
CC Commission-Delinquent Tax	20,616	16,315	5,685	5,685	22,000	22,000	23,000	22,000	22,000	22,000	23,000	0	0	23,000	23,000	8.01%	3.36%	3.36%	
CC Commission-Legal Records	2,632,772	2,197,914	620,186	746,986	2,944,800	2,818,100	3,043,800	2,818,100	2,944,800	2,818,100	3,043,800	0	0	3,043,800	3,043,800	8.01%	3.36%	3.36%	
Molax - 4%	<u>\$16,468,806</u>	<u>13,241,570</u>	<u>\$4,508,330</u>	<u>\$4,356,929</u>	<u>\$17,598,500</u>	<u>\$17,849,900</u>	<u>\$18,410,800</u>	<u>\$17,849,900</u>	<u>\$17,598,500</u>	<u>\$17,849,900</u>	<u>\$18,410,800</u>	\$0	\$0	<u>\$18,410,800</u>	<u>\$18,410,800</u>	<u>3.14%</u>	<u>4.62%</u>	<u>4.62%</u>	
<b>TOTALS CLERK STATUTORY</b>																			
CC Non-statutory Fees-Legal records	332	61	(61)	339	400	0	0	0	400	440,000	440,000	0	0	440,000	440,000	0.00%	0.00%	-100.00%	
CC Non-statutory Fees-Motor Vehicles	370,922	297,269	142,731	104,531	401,800	440,000	(480,000)	440,000	401,800	(550,000)	(550,000)	0	0	(550,000)	(550,000)	14.58%	0.92%	0.92%	
Interest Income	(497,040)	(407,315)	(72,685)	(137,685)	(\$142,800)	(\$40,000)	(\$40,000)	(\$40,000)	(\$142,800)	(\$142,800)	(\$110,000)	\$0	\$0	(\$110,000)	(\$110,000)	175.00%	-22.97%	-22.97%	
<b>TOTALS CLERK NON-STATUTORY</b>																			
Clerical Expense Reimb-Election Center	3,392	4,123	(1,123)	577	4,700	3,000	2,000	3,000	4,700	15,000	15,000	0	0	15,000	2,000	-33.33%	-57.45%	-57.45%	
Clerical Expense Reimb-DT	10,973	12,085	2,915	115	12,200	15,000	15,000	15,000	12,200	389,100	408,000	0	0	408,000	15,000	4.86%	12.74%	12.74%	
Clerical Expense Reimb-Legal Records	368,968	288,344	120,756	93,556	361,900	736,500	758,600	736,500	361,900	758,600	758,600	0	0	758,600	758,600	3.00%	0.99%	0.99%	
Clerical Expense Reimb-Motor Vehicles	674,858	558,262	178,238	192,938	751,200	225,000	225,000	225,000	751,200	225,000	225,000	0	0	225,000	225,000	0.00%	0.00%	0.00%	
Election Expense Reimb-State	214,038	1,775,965	1,751,735	1,382,835	3,158,800	3,527,700	5,400	3,527,700	3,158,800	5,400	1,876,000	4,200,000	0	0	6,076,000	6,076,000	72.24%	92.35%	92.35%
Election Expense Reimb - Metro	3,621,329	5,058	343	3,300	16,000	16,000	16,000	16,000	16,000	16,000	16,000	0	0	16,000	16,000	0.00%	0.00%	0.00%	
Voter Registration	5,245	12,700	3,300	3,300	190,000	190,000	190,000	190,000	190,000	45,000	45,000	0	0	190,000	190,000	0.00%	0.00%	0.00%	
Bd of Assessment Reimb-Other	15,100	101,684	88,316	88,316	0	0	0	0	88,316	45,000	45,000	0	0	45,000	45,000	0.00%	0.14%	0.14%	
Preparing Tax Bills Reimbursement	188,319	0	45,000	21,810	28,742	17,975	18,000	17,975	28,742	18,000	18,000	0	0	18,000	18,000	0.00%	-37.37%	-37.37%	
Expensed Return CheckPayments	12,505	6,932	11,043	2,008,447	\$4,753,600	\$5,170,675	\$3,559,000	\$3,559,000	\$4,753,600	\$5,170,675	\$3,559,000	\$4,200,000	\$0	\$7,759,000	\$7,759,000	50.06%	63.22%	63.22%	
Miscellaneous Reimbursement	<u>\$5,114,725</u>	<u>2,745,153</u>	<u>\$2,425,522</u>	<u>\$2,008,447</u>	<u>\$4,753,600</u>	<u>\$5,170,675</u>	<u>\$3,559,000</u>	<u>\$3,559,000</u>	<u>\$4,753,600</u>	<u>\$5,170,675</u>	<u>\$3,559,000</u>	<u>\$4,200,000</u>	<u>\$0</u>	<u>\$7,759,000</u>	<u>\$7,759,000</u>	<u>50.06%</u>	<u>63.22%</u>	<u>63.22%</u>	
<b>TOTALS CLERICAL EXPENSE</b>																			
County Treasurer: 25%	(4,085,755)	(3,282,896)	(1,169,579)	(1,081,028)	(4,363,900)	(4,452,475)	(4,575,200)	(4,452,475)	(4,363,900)	(4,452,475)	(4,575,200)	0	0	(4,575,200)	(4,575,200)	2.76%	4.84%	4.84%	
<b>TOTALS FOR FEE DISBURSEMENTS</b>																			
2007-2010 Excess Funds to Metro	17,371,991	12,593,842	\$5,934,258	\$5,251,532	\$17,845,400	\$18,528,100	\$17,284,600	\$18,528,100	\$17,845,400	\$18,528,100	\$21,484,600	\$4,200,000	\$0	\$21,484,600	\$21,484,600	15.96%	20.39%	20.39%	
<b>TOTAL ALL REVENUES</b>																			

OFFICE OF JEFFERSON COUNTY CLERK  
STATEMENT OF ACTUAL EXPENDITURES

	2015		2016		2016		2016		2017		2017		2017		2017		2017			
	Actual YTD	10/17 - 9/30/16	Actual YTD	10/01-12/31/15	Estimate	Estimate	Annual Estimate	Budget	Diff/Over/Under	Budget	1/1 - 12/31	CONTINUATION	NEW INITIATIVE EXPANSION	APPROVED BUDGET	To 2015 Actual	% Change	To 2016 Budget	% Change	vs 2016 Budget	
Gross Salaries-Regulars	8,771,161	6,402,053	8,807,000	10,517,100	14,900	70,300	10,930,100	0	10,930,100	0	0	0	0	10,930,100	12.78%	9.33%	12.32%	12.32%	3.95%	
Gross Salaries-Seasonal	41,716	19,399	38,001	14,900	55,400	70,300	14,900	14,900	70,300	0	0	0	0	70,300	52.27%	25.00%	14.84%	14.84%	0.00%	
Gross Salaries-Overtime	22,601	14,661	43,300	28,639	66,500	120,400	100,000	100,000	120,400	0	0	0	0	125,000	453.07%	188.69%	188.69%	188.69%	25.00%	
Social Security-Employer	620,047	463,679	1,587,600	1,115,476	1,587,600	1,900,000	1,900,000	1,900,000	1,900,000	0	0	0	0	2,076,800	18.94%	13.37%	13.37%	13.37%	5.71%	
Retirement-Employee	1,516,951	1,179,304	1,580,400	1,001,096	1,580,400	1,900,000	1,900,000	1,900,000	1,900,000	0	0	0	0	1,900,000	7.37%	8.80%	8.80%	8.80%	0.00%	
Health Insurance	1,601,399	1,179,304	1,580,400	1,001,096	1,580,400	1,900,000	1,900,000	1,900,000	1,900,000	0	0	0	0	1,900,000	0.00%	0.00%	0.00%	0.00%	0.00%	
County Clerk Expense	3,600	2,700	60,000	900	3,600	60,000	60,000	60,000	60,000	0	0	0	0	60,000	2.44%	0.00%	15.18%	15.18%	0.00%	
Employee Cashouts	58,972	40,952	19,048	19,048	60,000	85,000	85,000	85,000	85,000	0	0	0	0	85,000	48.82%	4.62%	4.62%	4.62%	4.62%	
Workers Comp - Employer	57,116	55,203	73,800	18,597	73,800	85,000	85,000	85,000	85,000	0	0	0	0	85,000	15.18%	4.62%	4.62%	4.62%	4.62%	
Vacancy Credit																				
<b>TOTAL PERSONNEL</b>	<b>\$12,693,163</b>	<b>\$9,293,427</b>	<b>\$12,861,600</b>	<b>\$3,668,172</b>	<b>\$1,048,800</b>	<b>\$13,910,400</b>	<b>\$14,565,400</b>	<b>\$14,565,400</b>	<b>\$14,565,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,565,400</b>	<b>14.75%</b>	<b>13.25%</b>	<b>13.25%</b>	<b>13.25%</b>	<b>4.71%</b>	
Unemployment Insurance	39,881	35,894	35,894	0	5,823	7,706	43,600	43,600	43,600	0	0	0	0	43,600	9.33%	0.00%	21.47%	21.47%	0.00%	
Employee Assistance Program	5,198	4,253	77,800	1,570	77,800	77,800	6,500	6,500	77,800	0	0	0	0	77,800	0.05%	0.00%	0.00%	0.00%	0.00%	
Rent	55,254	52,265	79,600	27,335	79,600	192,600	162,000	162,000	192,600	0	0	0	0	162,000	193.19%	103.52%	103.52%	103.52%	-40.48%	
Telephones	17,617	12,628	19,900	7,272	19,900	36,000	30,000	30,000	36,000	0	0	0	0	30,000	70.29%	50.75%	50.75%	50.75%	-16.67%	
Gas/Electric	181,657	164,706	331,400	186,694	331,400	72,000	403,400	403,400	72,000	0	0	0	0	393,300	116.51%	-2.50%	100.00%	100.00%	#DIV/0!	
Professional Service Contracts	12,586	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.39%	57.67%	57.67%	2.39%	
Temporary Services	92,776	55,086	81,500	26,414	81,500	44,000	125,500	125,500	44,000	0	0	0	0	128,500	38.51%	-3.52%	29.12%	29.12%	-3.52%	
Security Services	90,550	69,976	93,400	23,424	93,400	31,600	125,000	125,000	31,600	0	0	0	0	120,600	33.19%	-77.69%	-58.72%	-58.72%	-77.69%	
Janitorial Services	102,265	24,585	172,000	147,415	172,000	146,250	318,250	318,250	146,250	0	0	0	0	71,000	-72.66%	-80.43%	-80.43%	-80.43%	-82.23%	
Advertising	308,688	185,941	244,759	244,759	430,700	43,600	474,300	474,300	43,600	0	0	0	0	84,300	21.44%	-14.18%	21.44%	21.44%	-14.18%	
Printing	238,595	55,800	111,200	111,200	167,000	69,300	236,300	236,300	69,300	0	0	0	0	202,800	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	
Postage & Delivery	978,567	488,284	984,000	485,716	984,000	10,000	994,000	994,000	10,000	0	0	0	0	219,200	4.65%	-10.16%	-10.16%	-10.16%	-10.16%	
Election Workers	209,463	127,326	244,000	116,674	244,000	12,500	219,550	219,550	12,500	0	0	0	0	12,500	-196.98%	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
Office Expense	(12,889)	0	0	103,376	0	103,376	12,500	12,500	103,376	0	0	0	0	555,200	55.49%	48.86%	55.24%	55.24%	17.15%	
Expense Return Checks	357,056	323,124	426,500	103,376	426,500	105,300	531,800	531,800	105,300	0	0	0	0	56,700	48.86%	92.00%	92.00%	92.00%	-92.00%	
Maintenance & Repairs	38,090	24,771	37,000	12,229	37,000	11,400	48,400	48,400	11,400	0	0	0	0	1,200	-92.54%	100.00%	100.00%	100.00%	-92.00%	
Rental Equipment	16,096	10,084	22,300	12,216	22,300	15,000	30,200	30,200	15,000	0	0	0	0	28,800	92.33%	267.52%	267.52%	267.52%	0.35%	
Automotive Rental	14,974	8,565	7,700	6,435	15,000	20,500	28,200	28,200	20,500	0	0	0	0	28,300	589.24%	244.79%	244.79%	244.79%	0.00%	
Mileage & Gas	4,106	400	7,700	7,300	7,700	10,000	10,000	10,000	7,700	0	0	0	0	10,000	145.46%	390.446%	390.446%	390.446%	0.00%	
Meetings	4,074	1,795	2,900	1,105	2,900	36,000	36,000	36,000	36,000	0	0	0	0	78,200	7.65%	80.31%	94.77%	94.77%	2.78%	
Seminars	899	76,781	76,781	0	76,781	1,419	76,200	76,200	1,419	0	0	0	0	3,700	80.31%	22.11%	22.11%	22.11%	1.75%	
Tuition	72,642	1,485	1,900	415	1,900	3,800	3,600	3,600	3,800	0	0	0	0	23,200	23.67%	-1.26%	-1.26%	-1.26%	-1.26%	
Insurance & Bonds	2,052	1,985	19,000	17,015	19,000	3,800	22,800	22,800	3,800	0	0	0	0	15,700	13.53%	-18.78%	-18.78%	-18.78%	-42.64%	
Notary Bonds	18,760	12,750	15,900	3,150	15,900	0	15,900	15,900	0	0	0	0	0	0	0	0	0	0	0	
Membership Dues	13,829	12,750	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subscriptions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$2,941,546</b>	<b>\$1,796,804</b>	<b>\$3,348,000</b>	<b>\$1,651,196</b>	<b>\$817,000</b>	<b>\$4,165,300</b>	<b>\$2,389,100</b>	<b>\$2,389,100</b>	<b>\$4,165,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,389,100</b>	<b>-18.78%</b>	<b>46.51%</b>	<b>46.51%</b>	<b>46.51%</b>	<b>33.00%</b>	
Office Equipment	6,484	15,215	50,000	34,785	50,000	10,500	60,500	60,500	10,500	0	0	0	0	69,800	976.50%	39.60%	39.60%	39.60%	15.37%	
Computer Equipment	144,223	346,182	584,400	238,218	584,400	(18,800)	565,600	565,600	(18,800)	0	0	0	0	279,500	93.80%	-52.17%	-52.17%	-52.17%	-50.58%	
Computer Software	1,029	3,900	22,000	18,100	22,000	46,500	68,500	68,500	46,500	0	0	0	0	68,000	650.836%	209.09%	209.09%	209.09%	-0.73%	
Furniture & Fixture	452	24,302	187,000	162,698	187,000	104,700	291,700	291,700	104,700	0	0	0	0	40,600	8882.30%	339.62%	339.62%	339.62%	168.83%	
Renovating & Renovations	1,922	257,359	340,000	82,641	340,000	216,000	586,000	586,000	216,000	0	0	0	0	4,200,000	77687.95%	100.00%	100.00%	100.00%	#DIV/0!	
Election Equipment Replacement	0	0	0	0	0	0	0	0	0	0	0	0	0	25,000	100.00%	100.00%	100.00%	100.00%	#DIV/0!	
Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0	25,000	100.00%	100.00%	100.00%	100.00%	#DIV/0!	
<b>TOTAL CAPITAL EXPENSES</b>	<b>154,110</b>	<b>\$646,857</b>	<b>\$1,183,400</b>	<b>\$536,442</b>	<b>\$358,900</b>	<b>\$1,542,300</b>	<b>\$6,177,600</b>	<b>\$6,177,600</b>	<b>\$1,542,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,177,600</b>	<b>3908.57%</b>	<b>300.54%</b>	<b>300.54%</b>	<b>300.54%</b>	<b>300.54%</b>	
<b>TOTAL ALL EXPENDITURES</b>	<b>\$15,788,820</b>	<b>\$11,737,191</b>	<b>\$17,393,000</b>	<b>\$5,665,810</b>	<b>\$2,224,700</b>	<b>\$19,617,700</b>	<b>\$16,954,500</b>	<b>\$16,954,500</b>	<b>\$19,617,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,954,500</b>	<b>46.51%</b>	<b>33.00%</b>	<b>33.00%</b>	<b>33.00%</b>	<b>17.91%</b>	

# OFFICE OF THE JEFFERSON COUNTY CLERK

## NOTES TO THE 2017 BUDGET

### REVENUES

<b>Actual Revenues</b>	<b>2015</b>	<b>\$17,371,991</b>
<b>Budgeted Revenues</b>	<b>2016</b>	<b>\$18,528,100</b>
<b>Estimated Revenues</b>	<b>2016</b>	<b>\$17,845,400</b>
<b>Budgeted Revenues</b>	<b>2017</b>	<b>\$17,284,600</b>
<b>Bond &amp; HAVA Funds</b>	<b>2017</b>	<b>\$ 4,200,000</b>

Estimated revenues for 2016 were determined by using actual data for the nine months ending September 2016 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 2017 are budgeted to increase by \$408,200; a decrease for Metro election expense reimbursement of \$1,651,700 over the 2016 budgeted reimbursement; and \$4.2 M added from Metro Bond Fund and Help America Vote Act (HAVA) Fund to cover the replacement of election equipment. Compared to the 2016 continuing Clerk Fee estimated revenues, an increase of \$722,000 (4.9%) and a decrease of \$1,282,800 Metro election expense; Compared to the actual 2015 revenue, an increase of \$1,657,938 (12.1%) in continuing clerk fee and a decrease of \$1,745,329 (48.2%) Metro election expense reimbursement. There were two elections in 2015. There will not be any elections in 2017. With nine months of actual data to analyze in the motor vehicle fee categories, we are estimating annual fees for 2017 budgeted revenue to increase 3.01 % over the 2016 budget and an increase of 5.65% compared to the 2016 estimated actual. For legal records fees we have estimated the budgeted revenue to increase 1.49% and increase of 5.17% over the estimated actual for 2016. In 2017, we have estimated delinquent tax revenue to decrease 8.77% less than the 2016 budget based on the 2016 estimated actual.

As of September 30, 2016, Motor Vehicle statutory fees are 2.6 % less than the 2016 budget and 1.1% more than 2015 actual revenue for the same period. Motor Vehicle non-statutory fees are 9.9% less than the 2016 budget and 1.4% more than the September 30, 2015 actual revenue. Usage tax is 1.8% less than the 2016 budget and 4.2% more than the September 30, 2015

actual revenue. Mo-tax is 4.0% more than the 2016 budget and 5.6% more than the September 30, 2015 actual revenue. Legal Record's revenue is 4.3% less than the 2016 budget and 6.8% more than September 30, 2015 actual revenue. Delinquent Tax revenue is 1.1% less than the 2016 budget and 8.8% less than September 30, 2015 actual revenue.

Based on the September 30, 2016 (factoring out Metro reimbursable expense) overall revenue being under budget by 2.08 % and 2.7% more than 2015 actual revenue and taking into consideration the current general economic condition and the expectation of an increase in overall housing starts and vehicle sales, we have adjusted our line item projected revenue for 2017.

## **PERSONNEL COSTS**

Personnel cost for 2017 is budgeted at \$14,565,400, an increase of \$655,000 from the budgeted personnel cost for 2016. The salary line item budget has increased due to projected 3% COLA raises for 2017, any increases in hourly salaries and any merit increases. The 2016 estimate anticipates awarding a 3% COLA salary adjustment. The overall change is due to a variety of factors. These factors include the projection of a 3% COLA for 2017, plus an employer retirement contribution increase of \$239,200 due to the increase in the budgeted percentage for employer contribution from 18.68% to 19%. The benefit cost calculations of 19% of gross salary was used for employer retirement contribution to cover any change in the rate at July 1, 2017. 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, less 5% contribution by employee, times 7.65%. The budget for worker's compensation premiums has remained the same due to our good experience rate. Overtime has remained at the increased rate in anticipation of the new changes to wage and hour law that proposes raising the salary exemption level to the 40<sup>th</sup> percentile of weekly earning for full-time salaried workers who are eligible for overtime exemptions. 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 stay the same compared to the 2016 budget and increase \$319,600 as compared to the 2016 estimated actual. 2017 health premiums increased 3.5% but we believe we can cover the increase with the same budget. In evaluating our revenue available to meet our operating cost for 2017 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 9.5%, which will enable us to maintain our monthly staff at a level needed to ensure that we continue providing excellent customer service.

A salary adjustment of 3% is included in the personnel cost. The 3% will be used for an across-the-board cost-of-living increase in December 2017 retroactive to January 1, 2017. Any performance awards for merit will only be distributed if discretionary funds are available. The overtime budget has been increased compared to our 2016 estimated actual to ensure adequate funding in the general duties of the clerk's office, and any change in non-exempt overtime selections in 2017. Overtime is still used at times when the branches are short staffed and have 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 2017 personnel budget to maintain a high level of efficiency. One of our 2017 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**

No new initiatives are required for operating expense.

The 2017 continuing operating expenses are expected to decrease \$908,900 (27.6%) from the 2016 estimated actual operating expenses:

<u>2017 Budgeted Operating Expenses</u>	vs.	<u>2016 Estimated Actual Operating Expenses</u>
\$2,389,1000		\$3,348,000
<u>00</u>		- 50,000 New-Initiative
<u>\$ 2,389,000</u>		<u>\$3,298,000</u>

Maintenance and repairs are budgeted to increase 4.4% over 2016 budget and Professional Service Contracts to decrease 2.50% over the 2016 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 2.39% compared to the 2016 budget and increase 57.67% over the 2016 estimated actual, the lease expired on the Cash Link Systems which are over five (5) years old and may need to be replaced in 2017; janitorial services will decrease 29.12% compared to the 2016 estimated actual due to Metro Facilities performing some of the services. Rental equipment budget has been increased 17.15% as compared to the 2016 budget due to the current owned copiers needing to be replaced next year. Telephone expenses are expected to decrease 40.48% over the 2016 budget due to switching from Metro Centrex System to VOIP telephone systems. Postage and delivery expenses are 21.44% more than the estimated 2016 actual and 14.18% less than the 2016 budget. This is due to stock up at year end, decrease in required election mail and postal service increase of \$.02 per first class mail. Office Expenses are 10.16% less than the estimated 2016 actual and .16% % less than the 2016 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 purchase any prizes and take away items related to the meeting. The 2017 budget includes supplies related to year end stock up order. The printing budget has been decreased 80.43% compared to the 2016 estimated actual and decreased 82.23% compared to the 2016 budget. The current budgeted funds are to replenish printed materials. Printing of ballots will not be required in 2017. Printing of brochures and document holders continues to require a substantial portion of the printing budget. Advertising has decreased 58.72% compared to the 2016 estimated actual and decreased 77.69% compared to the 2016 budget. There are no scheduled elections to advertise in 2017. The remaining budget is to cover advertising for the



general services of the clerk's office such as mail-ins, telephone renewal and Internet renewals. The Metro Reimbursable Election expense has been decreased 40.6% over the estimated 2016 actual, decreased 46.8% less than the 2016 budget due to there being no elections in 2017. The draws for expenses cross JCCO calendar years. The category of meetings, tuition and seminar expenses has remained the same compared to the 2016 budget. This is to encourage staff to further their education and attend training seminar related to their job functions. Mileage is estimated to increase 92% compared to the 2016 estimated actual and decrease 4.64% compared to the 2016 budget. The cost of gas has decreased, but KAVIS2 re-implementation has been started requiring staff to travel to Frankfort several times each week for KAVIS implementation participation. Insurance and Bonds has been increased 1.85% compared to the 2016 estimated actual and the budget remains the same compared to the 2016 budget. This expense is to cover our general liability, employment practice and property insurance premiums in 2017. Subscriptions have decreased 1.26% over the 2016 estimated actual and decreased 1.26% over the 2016 budget. Membership dues have been increased 22.11% over the estimated 2016 actual and increased 1.75% compared to the 2016 budget. Insufficient check funds budget remains the same as 2016 budget due to a better collection rate leaving a sufficient amount to cover any write off of uncollected checks as required by the KY State Auditors Office.

### **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.
- Boice Security - 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.
- Peak 10 – provides ISP services and leased lines for Ethernet connectivity.
- ACS – 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.
- Intel – provides e-mail filtering services.
- Unitime/Access/ABRA/SAGE – provides support for Human Resource, timekeeping and insurance open enrollment 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.
- Kwantec – online job applications.
- Genus Technology – Webview Legal Records Search support.
- Bold Chat – Online chat for concurrent operators.

### Recap of Operating Expense Increase

**2016 Estimated Operating Expenses**

**\$3,348,000**

### Changes projected for 2017:

Unemployment Insurance	7,706
Employee Assistance Program	677
Rent	-0-
Telephones	82,400
Gas & Electric	10,100
Professional Service Contracts	61,900

Temporary Services	-0-
Security Services	47,000
Janitorial Services	27,200
Advertising	(101,000)
Printing	(346,400)
Postage & Delivery	35,800
Election Workers	(984,000)
Office Expenses	(24,800)
Discretionary Fund	-0-
Expense Returned Checks	12,500
Maintenance & Repairs	128,700
Rental Equipment	19,700
Automotive Rental	(21,100)
Mileage & Gas	13,800
Meetings	20,600
Seminars	7,100
Tuition	36,000
Insurance & Bonds	1,419
Notary Bonds	1,800
Membership Dues	4,200
Subscriptions	(200)
<b>Total 2017 Operating Expenses</b>	<b><u><u>\$2,389,100</u></u></b>

## CAPITAL EXPENDITURES

The Jefferson County Clerk's Office expects revenue to be on target for the remaining months of 2017 and we are projecting an increase in fee revenue in 2017. 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 substantially increased over the 2016 estimated actual and 2016 budget due to needed technological updates required renovations.

**Capital expenditures for 2017 are budgeted as follows:**

Office Equipment	\$ 69,800
Computer Equipment	279,500

Computer Software	68,000
Furniture and Fixtures	40,600
Remodeling and Renovation	1,494,700
Election Equipment Replacement	4,200,000
Vehicle	25,000
<b>Total Capital Expenditures</b>	<u><u>\$6,177,600</u></u>

### **Office Equipment – Total \$69,800**

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. Scheduled replacements \$28,200 – Smart TV- \$1,200 for Training, LED TV- \$2,000 for Media Room; \$15,000 for DVR replacements; \$10,000 Micro Film Reader replacement in Deed Room; Miscellaneous - \$11,600 for electric staplers, scanner, camera, headphones and banners.

### **Computer Equipment and Software – Total \$347,500**

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 2017 budget includes funds to maintain the integrity of current systems and to implement new systems that will improve services to the citizens of Jefferson County.**

1. Purchase Computer Hardware and Software - \$130,000 – Purchase PC equipment for project deployment, life-cycle replacement and spares.
2. AS400- Platform Consolidation -\$100,000 – Purchase a new AS/400 computer to be used to consolidate and retire the existing two machines. The purchase would include three years of hardware and software support which would reduce operating expenses during those three years saving approximately \$76,000 over that time frame.
3. 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.
4. Emergency Replacement Software - \$25,000. Computer software needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.
5. Cloud Based Fax Solution - \$25,000. Purchase a cloud-based solution for faxing documents for the JCCO. Due to the JCCO migration to VOIP telephony and the gradual phasing out of analog telephone service, there will be a need to replace the function of all analog phone lines used by the JCCO.
6. POS coding for Point of Sale - \$10,000 – POS changes that will need to be accomplished in 2017 to ensure continuity of operations for the Motor Vehicle division. KAVIS will eventually render the JCCO POS application obsolete.
7. Election Bar Coding Inventory System - \$7,500. Develop and purchase equipment for a bar-code based inventory system for election equipment.
8. Replace the FTP Server - \$7,000. Replace the aging FTP server to ensure the ability of the JCCO to serve large-volume files to the public and other agencies.

9. Cloud Based Telephone Conference Bridge - \$4,000. Establish a telephone conference bridge for the JCCO. With the migration to VOIP telephone network, it will be possible to host conference calls.
10. Miscellaneous Replacements: \$9,000. Replace the network storage unit at the Edison Center - \$1,500; Replace report printer in Election Center - \$2,000; Laptop for Media Relations - \$1,500, Misc. Software - \$4,000.

### **Furniture & Fixtures - \$40,600**

Budgeted funds are for miscellaneous replacement of furniture and fixtures for various departments. Items to include are chairs, 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. New desk and walls with a window in Delinquent Tax - \$6,000.
3. Training Lab Chairs – \$3,000. Replace 10 chairs in the training lab.
4. Key Cabinet and Bookcase - \$1,600. Purchase items for the Deed Room.

### **Remodeling – \$1,494,700**

1. Remodel the Dealer Department – \$500,000. Remodel the existing space in the Fiscal Court Building where the Dealer Department is located. The last update to this department was in 2004 so it needs to be remodeled to bring the work areas up to the new standard and improve the working environment of the employees. With the implementation of elements of KAVIS and POD, the work flow requirements and space needed to complete transactions has changed.
2. Remodel the Westport Motor Vehicle Branch - \$400,000. Remodel the existing space of the Westport Motor Vehicle Branch located in Westport Road Plaza. Other than replacement of the lobby seating in 2014, this branch has not had any major remodel since 2000. It needs to be remodeled to bring the work areas up to the new standards and improve the working environment of the employees. With the

implementation of elements of KAVIS and POD, the work flow requirements and space needed to complete transactions has changed.

3. Remodel the Deed Room, Recording and Indexing Department - \$400,000. Remodel the existing space in Metro Hall where the Deed Room, Recording and Indexing Departments are located. With the purchase of the new Business Information Systems software last year, the daily process of recording and indexing documents will be changing in 2017 to bring efficiencies to the process. With these changes, the workflow will be different resulting in a need to reconfigure all of the work spaces.
4. Remodel the Work Stations in the Motor Vehicle Processing Center - \$150,000. Remodel the existing work stations in the Motor Vehicle Processing Center in the Fiscal Court Building. The Processing Center moved to the Fiscal Court Building in 2006. Since that time the work flow has changed due to the implementation of elements of KAVIS and POD, the work flow requirements and space needed to complete transactions has changed.
5. 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.
6. Network Wiring for Fiscal Court Build for Local Board of Assessment Appeals (LBAA) - \$8,000. Complete network wiring of the Fiscal Court Building's fourth floor for its permanent use during LBAA hearings. Currently, the board rooms do not have any wiring making it difficult to get ready for the annual hearings.
7. Miscellaneous Planned Remodels - \$6,700. \$3,500 - Install door remote access to Suite 302 – Finance, HR and Community Affairs area of the Edison Center located at 701 W. Ormsby; \$3,200 – Awnings for back doors of the Dixie and Fairdale Motor Vehicle branches.

**Vehicle Replacement - \$25,000.** Replace Ford Explorer that is used to visit outlying branches, divisions and to travel to monthly Kentucky County Clerk Association training through-out the state.

**OFFICE OF THE COUNTY CLERK  
2017 SALARY SCHEDULE "A"  
Effective 1/1/2017**

<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	\$ 60,500	\$ 78,650	\$ 100,992
Chief Administrative Officer		Month	\$ 5,041.667	\$ 6,554.167	\$ 8,416.000
Executive Director		Semi	\$ 2,520.833	\$ 3,277.083	\$ 4,208.000
		Hourly	\$ 29.087	\$ 37.813	\$ 48.554
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
BOE Manager	A2	Year	\$ 34,500	\$ 44,850	\$ 55,200
Administrator		Month	\$ 2,875.000	\$ 3,737.500	\$ 4,600.000
HR Generalist		Semi	\$ 1,437.500	\$ 1,868.750	\$ 2,300.000
Internal Auditor		Hourly	\$ 16.587	\$ 21.563	\$ 26.538
Project Manager					
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  
2017 SALARY SCHEDULE "G"  
Effective 1/1/2017**

<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	\$ 25,300	\$ 32,890	\$ 40,480
		Month	\$ 2,108.333	\$ 2,740.833	\$ 3,373.333
		Semi	\$ 1,054.167	\$ 1,370.417	\$ 1,686.667
		Hourly	\$ 12.163	\$ 15.813	\$ 19.462
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

60% spread between minimum/maximum

**OFFICE OF THE COUNTY CLERK  
2017 SALARY SCHEDULE "I"  
Effective 1/1/2017**

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Director - IT	I6	Year	54,000	74,250	94,500
		Month	\$ 4,500.000	\$ 6,187.500	\$ 7,875.000
		Semi	\$ 2,250.000	\$ 3,093.750	\$ 3,937.500
		Hourly	\$ 25.962	\$ 35.697	\$ 45.433
Divisional Manager iSeries Administrator	I5	Year	\$ 42,900	\$ 58,988	\$ 79,075
		Month	\$ 3,575.000	\$ 4,915.625	\$ 6,589.583
		Semi	\$ 1,787.500	\$ 2,457.813	\$ 3,294.792
		Hourly	\$ 20.625	\$ 28.359	\$ 38.017
Program Analyst Network Engineer Systems Analyst	I4	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 Webmaster	I3	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	I2	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	I1	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  
2017 PERSONNEL AUTHORIZATION REQUEST

Grade	Description	2016 Number Authorized	2016 Number Filled at 10/1/2016	2017 Request Number	2016 Actual Monthly Salary	2016 Actual Annual Salary	2017 COLA Annual Salary	2017 Cont. Annual COLA	2017 Cont. Annual Retirement	2017 Cont. Annual FICA	2017 Cont. Annual Insurance	2017 Cont. Annual Workers Comp	2017 Personnel Cost Per Grade
C1	County Clerk ***Includes Estimated Training Pay	1	1	1	10,000	120,000	138,000	18,000	26,220	10,078	6,176	300	180,774
A6	Chief Operating Officer Chief Admin. Officer Executive Directors	2	2	2	15,352	184,229	189,756	5,527	36,054	13,889	12,298	550	252,546
A5	Director Co-Directors	10	8	10	55,893	670,715	690,867	20,152	131,265	50,699	61,490	2,750	937,070
A4	Divisional Managers Regional Manager Executive Administrator	6	5	6	26,523	318,276	327,825	9,549	62,287	24,119	36,894	1,650	452,774
A3	Manager Executive Assistance	25	24	26	94,471	1,133,646	1,167,655	34,009	221,855	86,133	159,874	7,150	1,642,667
A2	Administrator Election Center Manager Webmaster	23	18	24	80,097	981,158	989,993	28,835	188,111	73,159	147,535	6,600	1,405,403
A1	Assistant Manager	13	11	13	38,098	457,179	470,894	13,715	89,470	34,859	79,937	3,575	678,735
I6	IT Director	1	1	1	7,711	92,534	95,310	2,776	18,109	6,979	6,149	275	126,818
I5	IT Divisional Managers iSeries Administrator	4	4	4	20,894	250,726	258,248	7,522	49,135	18,959	24,596	1,100	352,049
I4	Program Analyst Network Engineer System Analyst	4	4	4	17,270	207,241	213,458	6,217	40,557	15,709	24,596	1,100	295,420
I3	Network Administrator	1	1	1	2,741	32,888	33,875	987	6,436	2,511	6,149	275	49,246
I2	AS400 System Operator PC Software Specialist II Operations Support Technician	3	3	3	7,204	86,449	89,042	2,593	16,918	6,618	18,447	825	131,851
G5	Management Assistant	6	5	6	18,142	217,699	224,220	6,521	42,602	16,586	36,894	1,675	321,977
G4	Finance Specialist MV Specialist(MVS) LR Specialist(LRS) Deed Room Specialist Graphic Arts Specialist Micrographic Specialist Facilities Management Specialist(FMS)	24	18	23	62,361	748,333	770,783	22,450	146,449	57,144	141,427	6,325	1,122,127

JEFFERSON COUNTY CLERK'S OFFICE  
2017 PERSONNEL AUTHORIZATION REQUEST

Grade	Description	2016 Number Authorized	2016 Number Filled at 10/1/2016	2017 Request Number	2017 Cont.	2016 Actual Monthly Salary	2016 Actual Annual Salary	2017 COLA Annual Salary	2017 Cont. Annual COLA	2017 Cont. Annual Retirement	2017 Cont. Annual FICA	2017 Cont. Annual Insurance	2017 Cont. Annual Workers Comp	2017 Personnel Cost Per Grade	
G2	Election Technician	180	149	179		413,850	4,966,203	5,115,189	148,986	971,885	380,517	1,100,644	49,200	7,617,432	
G2	Customer Service Agent (CSA) Duplication Technicians II	19	4	19		18,230	218,765	225,285	6,520	29,448	16,936	36,894	1,650	310,215	
G1	Customer Service Representatives (CSR) Customer Service Trainee (CST) Prob. Duplication Specialist I	322	258	322		888,837	10,666,042	11,000,400	394,359	2,076,800	814,900	1,900,000	85,000	15,877,100	
Total		322	258	322		888,837	10,666,042	11,000,400	394,359	2,076,800	814,900	1,900,000	85,000	15,877,100	
				2016 Estimated Salaries \$ 10,666,042										Continuing Total	
				2016 Estimated Vacancy Credit (1,803,642)										2017 Payroll Authorization Request	
				2016 Estimated Actual Salaries 8,862,400										2017 9.5% Vacancy Credit 3,600	
				Statement of Expense Schedule 8,862,400										2017 Clerk 125,000	
				Variance \$ 0										2017 Overtime Authorization Request 60,000	
														2017 Sick Leave/Comp Conversion Authorization Reque \$ 14,565,400	
														2017 Personnel Authorization Request 322	
														2017 Statement of Actual Expenditures \$ 14,565,400	

**OFFICE OF THE JEFFERSON COUNTY CLERK  
2017 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	\$100,992
A5	10	\$84,160
A4	6	\$73,120
A3	26	\$63,250
A2	24	\$55,200
A1	13	\$48,000
I6	1	\$94,500
I5	4	\$79,075
I4	4	\$60,725
I3	1	\$54,250
I2	3	\$48,475
I1	0	\$43,225
G5	6	\$49,600
G4	23	\$44,960
G3	0	\$40,800
G2	179	\$40,480
G1	19	\$36,800

**OFFICE OF THE JEFFERSON COUNTY CLERK  
PROFESSIONAL SERVICES CONTRACTS  
BUDGET 2017**

<u>DESCRIPTION</u>	<u>2015 ACTUAL</u>	<u>2016 BUDGET</u>	<u>2016 EXPECTED</u>	<u>2017 BUDGET</u>
Jefferson County Sheriff	25,617	36,000	35,000	36,000
Personnel Services	1,980	30,000	78,200	30,000
Legal Services	165	30,000	5,800	30,000
Photography & Images	-	5,000	2,286	3,000
Accounting Services	-	10,000	2,100	10,000
Election Center Board Per Diem	3,500	5,000	4,200	5,000
Computer Services	150,395	284,400	203,814	279,300
<b>Total</b>	<b>\$ 181,657.38</b>	<b>\$ 400,400</b>	<b>\$ 331,400</b>	<b>\$ 393,300</b>

Jefferson County Clerk's Office  
Professional Service Contracts - 2017  
September 30, 2016

Vendor	Monthly Expense	Hourly Rate	2016 Maximum Annual Budget	9/30/2016 Expense	10/1/2016 Available Amount	Estimated Annual Expense	Estimated Remaining Balance	2017 Annual Budget	Description
Accounting Services			10,000	549	9,451	2,100	7,900	10,000	Accounting Services
Big Stock Photo			1,000	286	714	286	714	1,000	Images for Ad's
Carl Benisinger			2,500	1,100	1,400	2,200	300	2,500	Election Center Board Per Diem
Graphic Designs			500		500	2,000	(1,500)	1,000	Photography
Getty Images			1,000		1,000		1,000	1,000	Images for Ad's
Jefferson County Sheriff's Office			36,000	9,000	36,000	36,000		36,000	Property Tax Bills
MyCareer Network (Kwantec)			12,000		3,000	12,000		12,000	Annual Support
Other		150	36,600	72	36,528	10,450	26,150	36,600	Misc.
Zelke Law Firm PLLC		150	30,000	2,746	27,254	5,800	24,200	30,000	Legal Services
Zielke Personnel Services		150	30,000	63,127	(33,127)	78,200	(48,200)	30,000	Personnel Services
Deanna Brangers			2,500	1,000	1,500	2,100	400	2,500	Election Center Board Per Diem
Computer Services budget: \$279,300									
Access Systems			500		500		500	500	Timekeeping System Support (Christina)
Boice Enterprise (Boice.Net)		150	9,000		9,000	1,500	7,500	9,000	Boice - Network and Security Services @ \$150 hr
Boice Enterprise (Boice.Net)				963	2,038	1,959	1,042	6,500	Premier Edition for 5 concurrent operators
Bold Chat			3,000		5,000		5,000	5,000	Audio for Ballots
Data Design			5,000		3,000			3,000	TaxMaster Recovery & Database Relocation
Data Design			3,000		3,000			3,000	Software Development
Hover Services/Tuowes		195	19,500		19,500	3,900	15,600	19,500	Domain Name & Voter Reach Renewal - Due 2016
IBM			300	114	186	178	122	300	AS/400 Technical Assistance
KYCOT		165	2,200		2,200		2,200	2,200	Utilization
Genus Technology			7,000		7,000		7,000	4,800	WebView LR Search Support - Not needed in 2016
Genus Technology			4,800	2,800	2,000	4,200	600	4,800	Technical Support (40 hours)
Intel	350		2,000		2,000		2,000	2,000	Web Defense/Content Control
Metro			120,000	81,700	38,300	121,528	(1,528)	120,000	Training Video Public Service
Peak 10			1,000		1,000		1,000	1,000	ISP Service & Leased Lines
Peak 10	9,076		40,000	1,250	(1,250)	14,900	25,100	40,000	Add IP Addresses
SIS			8,000		8,000		(15,000)	5,000	DR Fees- Email Services
Technicity			7,000		7,000		7,000	8,000	Website Support
Twinstar			6,000		6,000			6,000	40 hrs Software Support
Twinstar			6,000		6,000			6,000	Redacting Support
ABRA/Sage								6,000	ABRA HR, Open Enrollment, Timekeeping Support
Voice4Net									Hours to install upgrade to IVR System
<b>Total</b>	<b>9,426</b>	<b>810</b>	<b>400,400</b>	<b>164,706</b>	<b>235,694</b>	<b>331,400</b>	<b>69,000</b>	<b>393,300</b>	

**GENERAL TERM ORDER**  
**December 31, 2016**  
**2017 Budget for the**  
**Office of the Jefferson County Clerk**

County of Jefferson

Date: December 31, 2016  
 Ordering Authorizing Revised Expenditures  
 Calendar Year - 2017

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 2017.

Whereas, the receipts, to the 75% account, of the Office of the Jefferson County Clerk for the calendar year 2015 were \$13,750,862 plus \$3,621,329 reimbursable expenses from Metro Government for the Board of Elections and estimated receipts of \$14,686,600 plus \$3,158,800 of reimbursable expenses from Metro Government for the Board of Elections for 2016 and whereas, I estimate the receipts for the calendar year 2017 to be \$15,408,600 plus \$1,876,000 of reimbursable expenses from Metro Government for the Board of Elections and \$2,300,000 from HAVA Funds and \$1,900,000 Metro Bond Fund approved by Ordinance 102, Series 2016

Estimated Funds Available Calendar Year 2017	\$	15,408,600
Estimated Reimbursable Funds Available From Metro		1,876,000
Reimbursable for HAVA Funds for Election Equipment		2,300,000
Reimbursable from Metro Bond Fund		1,900,000
Estimated Surplus December 31, 2016		2,035,500
Estimated Funds Available Calendar Year 2017		\$ 23,520,100

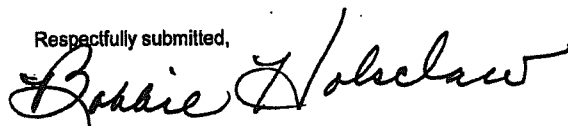
It is hereby moved that the Jefferson County Clerk be allowed to expend the total sum of \$23,132,100 for the operation of the office during calendar year 2017. It is hereby further requested that the total sum of \$23,132,100 be expended as follows:

Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related	\$	13,155,600
Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related-Board of Elections		1,409,800
Regular Office Expenses		1,935,400
Regular Office Expenses-Board of Elections		453,700
Regular Equipment		1,965,100
Regular Equipment - Board of Elections		12,500
Election Equipment - Board of Elections		4,200,000
Total		\$ 23,132,100
Expected 2017 Surplus		388,000
Total		\$ 23,520,100

The Jefferson County Clerk further requests, that with the amount of \$14,565,400 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. 125, SERIES 2015

**A RESOLUTION APPROVING THE JEFFERSON COUNTY CLERK'S 2016 BUDGET.**

**Sponsored By:** Council Members Cheri Bryant Hamilton and Kelly Downard

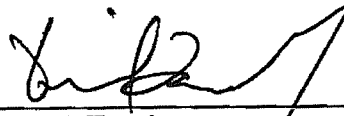
**BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS FOLLOWS:**

**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 2016 budget.

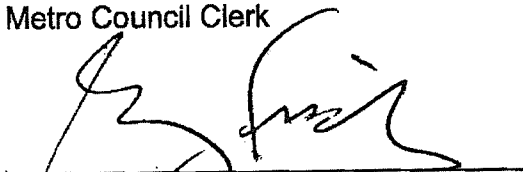
**SECTION II:** This Resolution shall take effect upon its passage and approval.



H. Stephen Ott  
Metro Council Clerk



David W. Tandy  
President of the Council



Greg Fischer  
Mayor

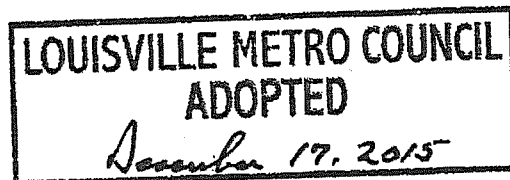
12/21/15

Approval Date

**APPROVED AS TO FORM AND LEGALITY:**

Michael J. O'Connell  
Jefferson County Attorney

BY: 



**Schedule A**

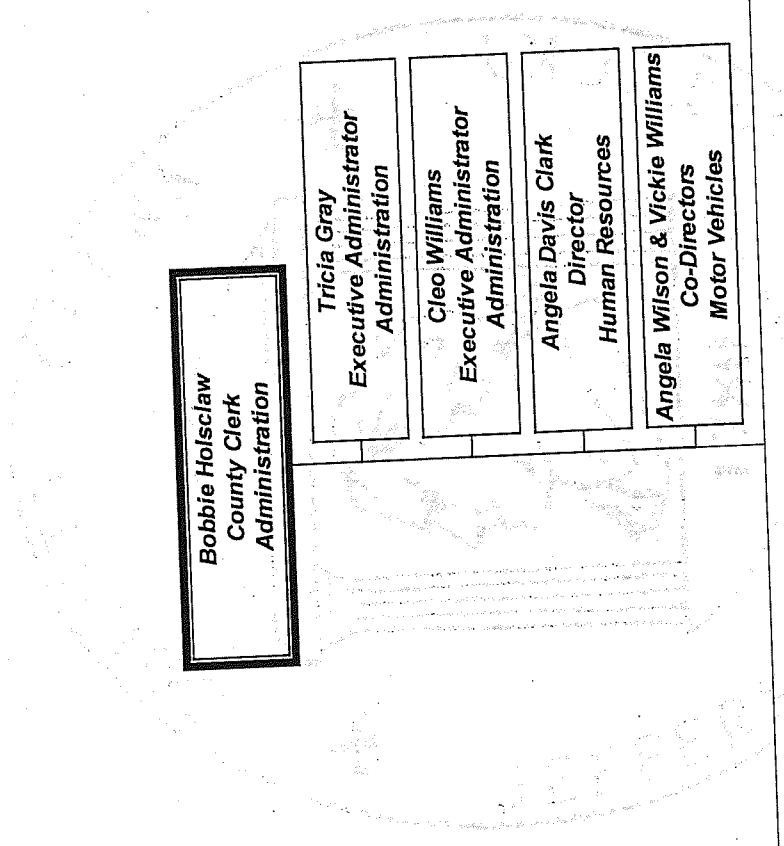
**Fiscal Year 2016 Budget**

That there is authorized the following expenditures for the operation of the Jefferson County Clerk's Office during the calendar year 2016. The total sum of \$19,617,700 shall be allocated as follows:

<b>Personnel</b>	<b>\$13,910,400</b>
<b>Operating</b>	<b>\$ 4,165,000</b>
<b>Capital</b>	<b><u>\$ 1,542,300</u></b>
<b>TOTAL</b>	<b>\$19,617,700</b>

There is further authorized a personnel complement of 322 employees. The total estimated revenues are \$20,113,500. Therefore, the anticipated 2016 year-end cumulative term surplus will total \$495,800.

**Jefferson County Clerk's Office  
Organizational Chart  
Third Quarter July, August, September  
October 1, 2016**



**Bobbie Holsclaw**  
County Clerk  
Administration

**Tricia Gray**  
Executive Administrator  
Administration

**Cleo Williams**  
Executive Administrator  
Administration

**Angela Davis Clark**  
Director  
Human Resources

**Angela Wilson & Vickie Williams**  
Co-Directors  
Motor Vehicles

**Kent T. Hall**  
Executive Director  
Administration

**Open & James Young**  
Co-Directors  
Elections

**Franklyn P. Friday**  
Director  
Government & Comm. Relations

**Roger Wilson**  
Director  
Legal Records

**Open**  
Director  
Finance

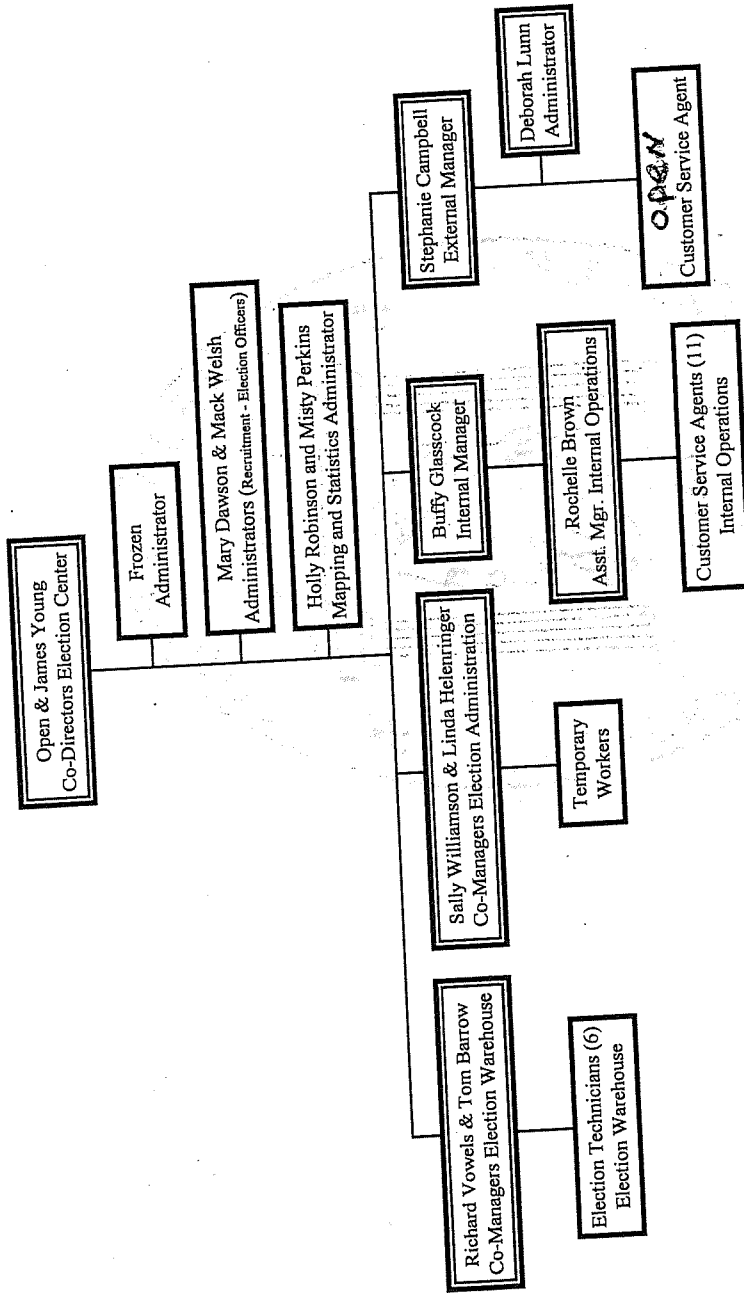
**David Summerfield**  
Director  
Information Technology

**Nore Ghibaudy**  
Director  
Communication & Media Relations

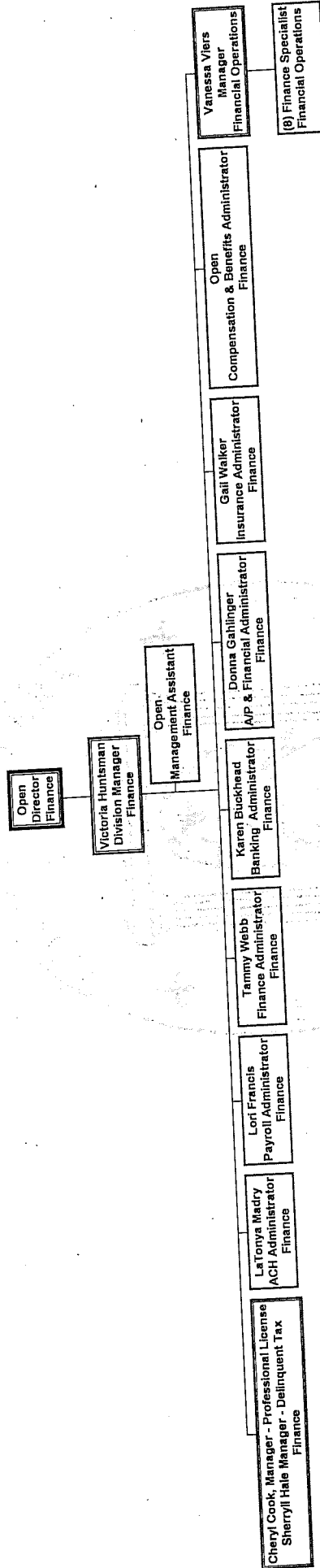
**L. Sue Toole**  
Executive Director  
Administration

**David Pollard**  
Director  
Facilities Management

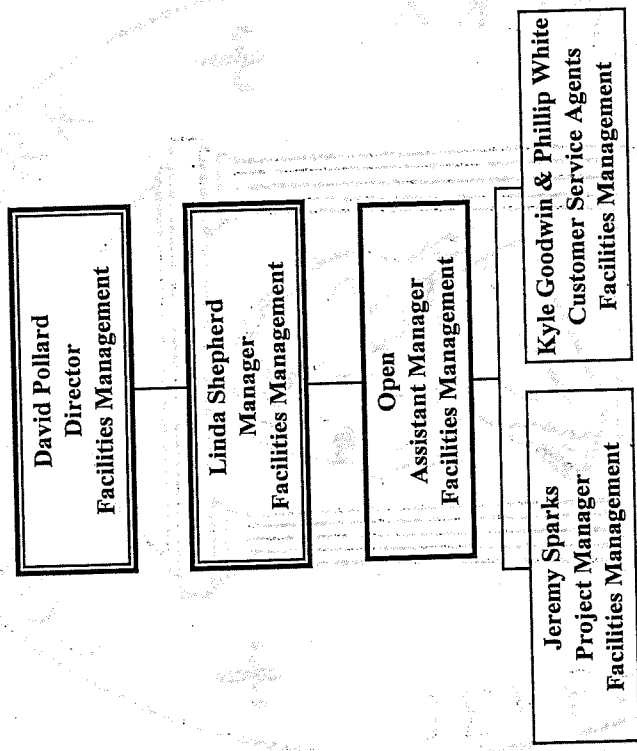
# Jefferson County Clerk's Office Organizational Chart Election Division



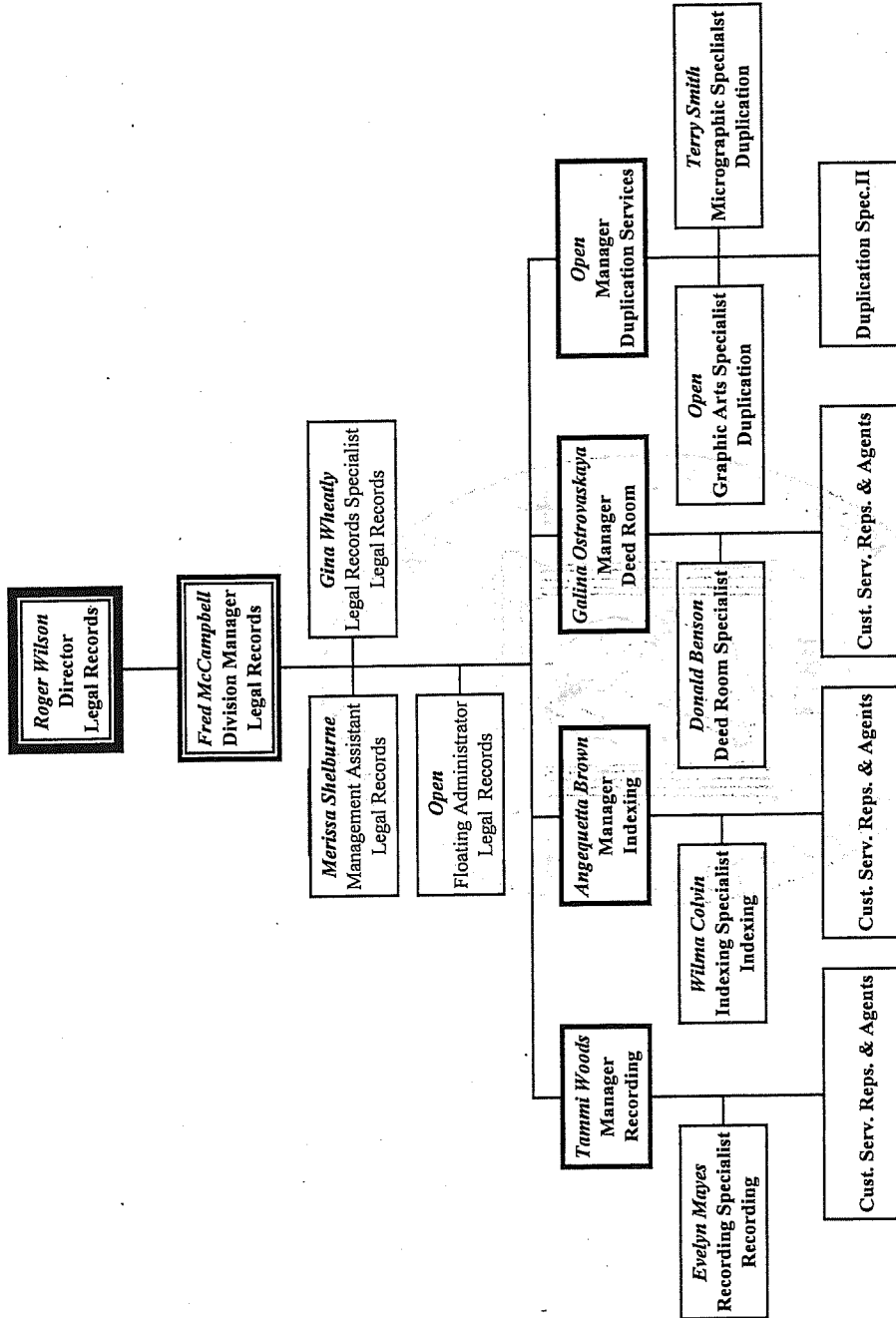
**JEFFERSON COUNTY CLERK'S OFFICE ORGANIZATION CHART  
FINANCE DIVISION**



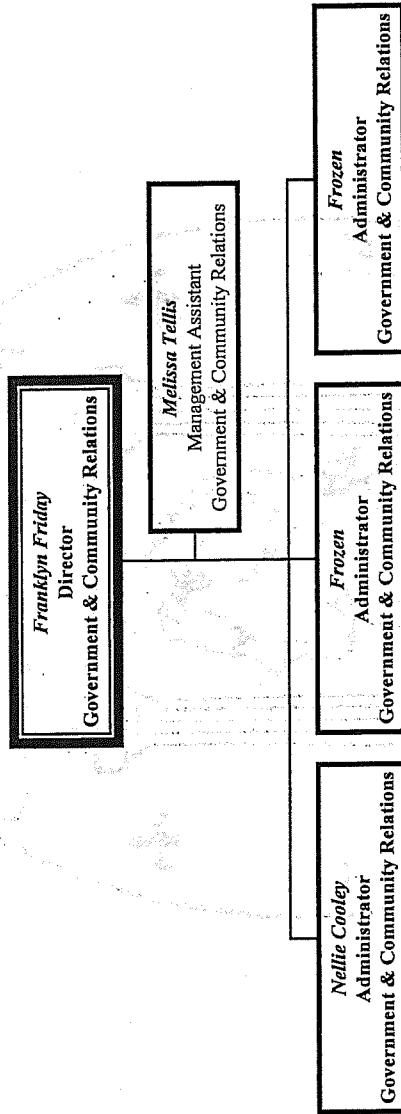
**Jefferson County Clerk's Office Organizational Chart  
Facilities Management Division**



Jefferson County Clerk's Office Organizational Chart  
 Legal Records Division

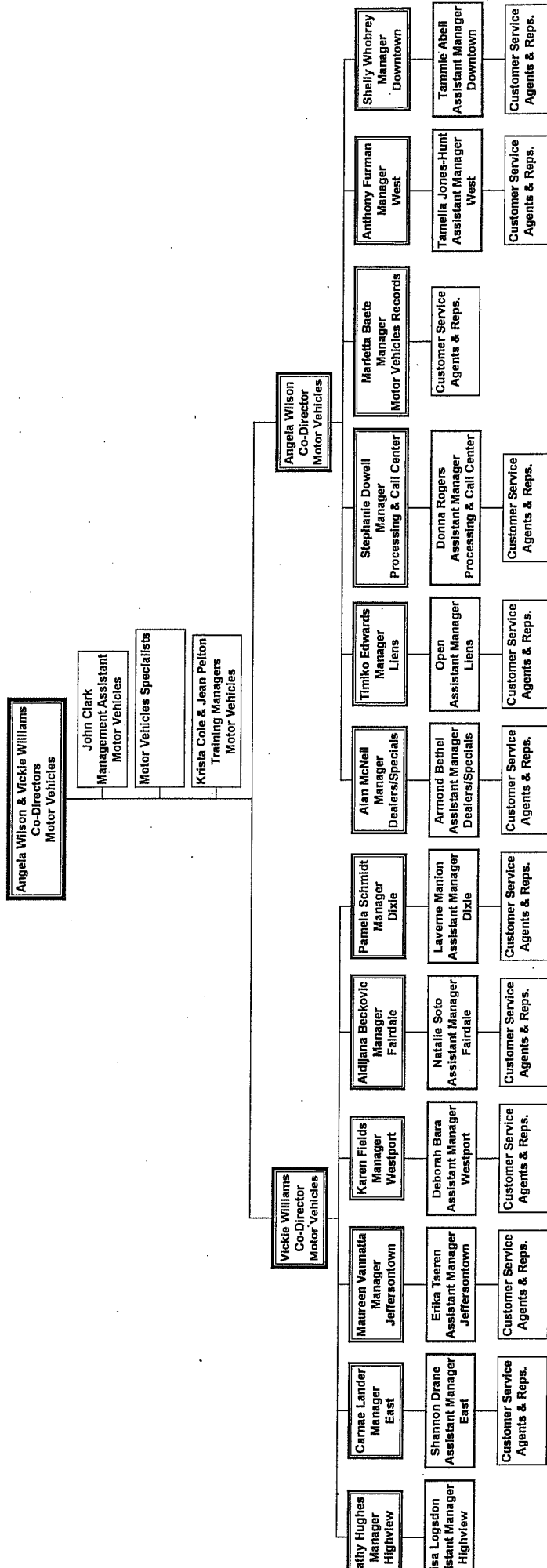


**Jefferson County Clerk's Office Organizational Chart  
Government & Community Relations Division**

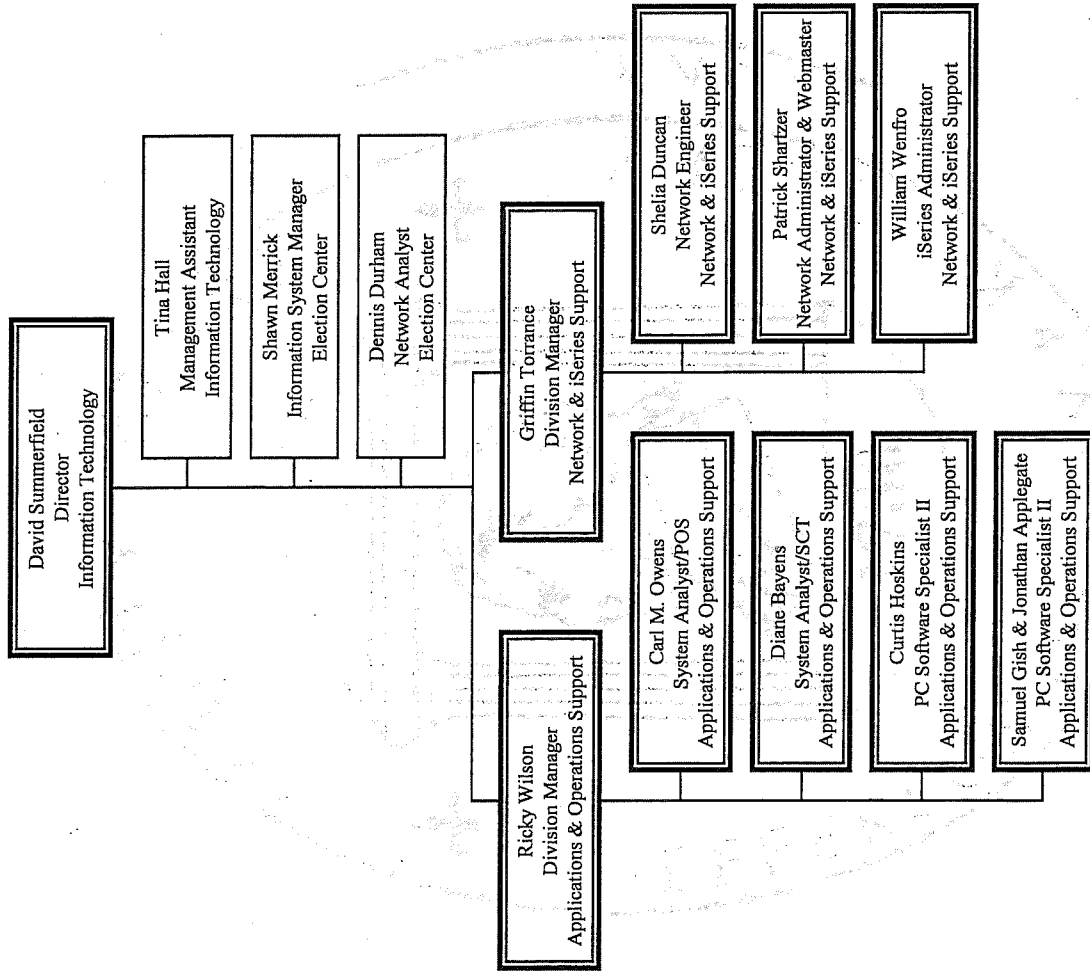




Jefferson County Clerk's Office Organizational Chart  
Motor Vehicles Division



**Jefferson County Clerk's Office Organizational Chart  
Information Technology Division**



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

