

**OFFICE OF THE
JEFFERSON COUNTY CLERK
2018 BUDGET**



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JEFFERSON COUNTY CLERK

DECEMBER 31, 2017

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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 2017 and estimates indicate approximately 750,000 for 2018. 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 2017 and estimates indicate approximately 360,000 for 2018.

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 2017 and estimates indicate approximately the same in 2018. The clerk's office issues these free to requestors who qualify.

In 2017, approximately 78,000 liens were filed on titled collateral (KRS 186). This number is estimated to have a small increase for 2018.

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 2017, approximately 210,000 legal documents, such as deeds, mortgages, assignments, powers of attorney, incorporations, etc. were lodged for recording and indexing. For 2018, this number is estimated to increase approximately 5% over 2017 estimated actual.

The Duplication Services area makes copies of all recorded documents to be inserted into the books that are displayed in the Deed Room area for public viewing. 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 2017, approximately one million copies were produced. For 2018, this number is expected to increase by approximately 5%.

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. 1,096 tax appeal hearings were held in 2017. The number of tax appeal hearings is expected to increase to 1,200 for 2018.

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 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 2018, 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 2018.

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 2018 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 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.

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

The Professional License/Delinquent Tax Department processes marriage licenses per KRS 402, notaries, professional licenses (special police, going-out-of-business, etc.) per KRS 312-321 and the delinquent real estate taxes per KRS 134. Approximately 5,500 marriage licenses were issued in 2017. This number is expected to increase slightly for 2018. Approximately 9,500 delinquent real estate taxes were processed in 2017; accounting for approximately \$12,400,000 in taxes collected. For 2018, these numbers are estimated to increase an average of 5%.

The Facilities Division is responsible for the inventory of license plates 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 Legal Affairs Division 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. They also 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 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 No124, Series 2016 indicated Personnel of \$14,565,400; Operating of \$2,389,100 and Capital initiatives of \$6,177,600. The 2018 projected budget is estimated at \$21,304,600 which is a decrease of \$1,827,500 or 7.9%. The difference is due to an increase of \$1,072,900 (7.37%) to cover a budgeted 3% COLA, any merit or hourly increases and the increase in retirement contributions; an increase in continuation operating expenses of \$1,732,500 (42.0. %); there are two elections in 2018 and there were none in 2017, a new operating initiative of \$121,000 has been added to pay for parking for employees who work in the downtown departments, and a decrease of \$4,753,900 (76.95%) in new capital initiatives. Based on current economic trends and 2017 estimated actual, we have increased the clerk's fee budget continuing revenue projection over 2017 for estimated revenue by 3.0%. This excludes a decrease to the Metro reimbursement expense of \$1,934,400 (35.1%). There are two elections in 2018 and there were no scheduled elections in 2017 and the \$4.2 M for replacement was included in the 2017 capital budget. 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 2018.

Last year, our total staff was 322. To meet our 2018 strategic goals, we are requesting to maintain a staff of 322. Personnel cost has increased from \$14,565,400 to \$15,638,300. We are anticipating awarding a 3% COLA for 2017 and additional merit increases. The vacancy credit remains at 9.5% in an effort to maintain staff positions. The employer retirement contribution increased from 19.1% to 28.86% starting in July 2018 and a 3% COLA is budgeted for 2018 and any merit and hourly increases for 2018 will only be awarded if revenue allows. Regular capital has decreased from \$6,177,600 to \$1,423,700. The 2018 budget includes new capital initiatives to update technology, remodel the Motor Vehicle Processing Center and Call Center to improve the overall efficiency of the office. Our overall continuing operating component has been increased from \$2,389,100 to 4,121,600 due there being two elections in 2018. In 2018, 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 2018 budget will be approved and passed "as is", taking into consideration all of the above.

OFFICE OF THE JEFFERSON COUNTY CLERK
STATEMENT OF ACCUMULATED SURPLUS
2017 BUDGET - 2017 EXPECTED - 2018 BUDGET
75% ACCOUNT

	2017 BUDGET APPROVED BY METRO GOV'T	2017 ESTIMATED ACTUAL	2018 BUDGET
ACCUMULATED SURPLUS - Beginning of year	\$ 2,035,500	\$ 2,105,444	\$ 2,406,444
REVENUE	\$ 15,408,600	\$ 15,114,500	\$ 15,553,000
HAVA GRANT FUNDS	\$ 2,300,000	\$ 2,322,000	
METRO BOND FUND	\$ 1,900,000	\$ 1,878,000	
REIMBURSABLE EXPENSE	<u>1,876,000</u>	<u>1,305,300</u>	<u>3,570,900</u>
TOTAL FUNDS AVAILABLE FOR USE	\$ 23,520,100	\$ 22,725,244	\$ 21,530,344
EXPENDITURES:			
PERSONNEL	\$ 13,155,600	\$ 12,034,200	\$ 14,120,600
PERSONNEL ELECTION CTR	\$ 1,409,800	\$ 1,044,500	\$ 1,517,700
OPERATING	\$ 1,935,400	\$ 1,510,400	\$ 2,113,200
NEW OPER. INITIATIVE JCCO		\$ -	\$ 121,000
OPERATING ELECTION CTR	\$ 453,700	\$ 236,400	\$ 2,008,400
CAPITAL-Election Equipment Approved by Ordinance 102, Series 2016	\$ 4,200,000	\$ 4,200,000	\$ -
CAPITAL - CARRY OVER 2017	\$ -	\$ -	\$ 300,000
CAPITAL	\$ 1,965,100	\$ 1,277,800	\$ 30,000
CAPITAL- ELECTION CENTER	\$ 12,500	\$ 15,500	\$ 1,093,700
TOTAL EXPENDITURES	<u>\$ 23,132,100</u>	<u>\$ 20,318,800</u>	<u>\$ 21,304,600</u>
ACCUMULATED SURPLUS End of year	\$ 388,000	\$ 2,406,444	\$ 225,744

NOTE: The beginning accumulated surplus in the "2017 Approved by Metro Government" column is \$2,035,500.

The ending accumulated surplus in the "2017 Expected" column is an amount estimated near the end of 2017. The State Auditor will determine the actual "2017" Surplus.

NOTE: The revenue reflected above is net of 25% of most fees, which are paid to Metro Government (\$4,197,226 in 2016 and an estimate of \$4,491,900 for 2017 and an estimate of \$4,638,050 in 2018).

OFFICE OF JEFFERSON COUNTY CLERK
STATEMENT OF ACTUAL EXPENDITURES

	2016		2017		2017		2017		2017		2018		2018		2018		2018		
	Actual YTD	10/01 - 9/30/17	10/01 - 12/31/17	Annual Estimate	Budget	Budget	Budget	Budget	Budget	Budget	Actual	Change	Actual	Change	Actual	Change	Actual	Change	
		Actual YTD	Estimate	Estimate	Diff(Over)/Under	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	1/1 - 12/31	
Gross Salaries-Regulairs	8,770,862	6,503,633	2,431,867	8,935,400	1,994,700	10,930,100	10,930,100	11,146,000	0	11,146,000	15,242%	11,146,000	15,242%	11,146,000	15,242%	11,146,000	15,242%	11,146,000	15,242%
Gross Salaries-Seasonal	26,514	0	0	0	0	70,300	70,300	61,800	0	61,800	-3783.19%	61,800	-3783.19%	61,800	-3783.19%	61,800	-3783.19%	61,800	-3783.19%
Gross Salaries-Overtime	23,727	7,643	3,157	10,800	114,200	125,000	125,000	125,000	0	125,000	1057.44%	125,000	1057.44%	125,000	1057.44%	125,000	1057.44%	125,000	1057.44%
Social Security-Employer	632,482	490,665	181,635	682,300	132,600	814,900	814,900	869,500	0	869,500	15.33%	869,500	15.33%	869,500	15.33%	869,500	15.33%	869,500	15.33%
Retirement-Employer	1,554,028	1,222,860	465,840	1,708,700	368,100	2,076,800	2,076,800	2,685,300	0	2,685,300	42.22%	2,685,300	42.22%	2,685,300	42.22%	2,685,300	42.22%	2,685,300	42.22%
Health Insurance	1,594,249	1,226,355	409,445	1,635,800	264,200	1,900,000	1,900,000	2,214,300	0	2,214,300	22.51%	2,214,300	22.51%	2,214,300	22.51%	2,214,300	22.51%	2,214,300	22.51%
County Clerk Expense	3,600	2,700	900	3,600	0	3,600	3,600	3,600	0	3,600	0.00%	3,600	0.00%	3,600	0.00%	3,600	0.00%	3,600	0.00%
Employee Cashouts	43,897	34,087	11,413	45,500	14,500	60,000	60,000	60,000	0	60,000	31.87%	60,000	31.87%	60,000	31.87%	60,000	31.87%	60,000	31.87%
Workers Comp - Employer	64,652	43,869	12,731	56,600	28,400	85,000	85,000	85,600	0	85,600	51.24%	85,600	51.24%	85,600	51.24%	85,600	51.24%	85,600	51.24%
Vacancy Credit					(1,500,300)	(1,500,300)	(1,500,300)	(1,612,900)	0	(1,612,900)	14.92%	(1,612,900)	14.92%	(1,612,900)	14.92%	(1,612,900)	14.92%	(1,612,900)	14.92%
TOTAL PERSONNEL	\$12,704,012	\$9,551,713	\$3,526,989	\$13,078,700	\$1,486,699	\$14,565,400	\$14,565,400	\$15,638,300	\$0	\$15,638,300	14.92%	\$15,638,300	14.92%	\$15,638,300	14.92%	\$15,638,300	14.92%	\$15,638,300	14.92%
Unemployment Insurance	35,894	31,401	11,299	42,700	900	43,600	43,600	43,700	0	43,700	0.23%	43,700	0.23%	43,700	0.23%	43,700	0.23%	43,700	0.23%
Employee Assistance Program	5,670	4,725	2,475	7,200	(700)	6,500	6,500	7,200	0	7,200	10.77%	7,200	10.77%	7,200	10.77%	7,200	10.77%	7,200	10.77%
Parking	0	0	0	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Rent	77,760	58,320	19,480	77,900	0	77,800	77,800	77,800	0	77,800	0.00%	77,800	0.00%	77,800	0.00%	77,800	0.00%	77,800	0.00%
Telephones	75,116	77,071	25,929	103,000	59,000	162,000	162,000	166,400	0	166,400	2.72%	166,400	2.72%	166,400	2.72%	166,400	2.72%	166,400	2.72%
Gas/Electric	16,708	12,229	4,071	16,300	13,700	30,000	30,000	30,000	0	30,000	84.05%	30,000	84.05%	30,000	84.05%	30,000	84.05%	30,000	84.05%
Professional Service Contracts	256,699	127,483	110,917	238,400	154,900	393,300	393,300	448,600	0	448,600	14.06%	448,600	14.06%	448,600	14.06%	448,600	14.06%	448,600	14.06%
Temporary Services	0	0	0	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Security Services	75,854	58,639	14,361	73,000	55,500	128,500	128,500	234,000	0	234,000	100.00%	234,000	100.00%	234,000	100.00%	234,000	100.00%	234,000	100.00%
Janitorial Services	99,894	69,442	26,388	95,900	24,800	120,600	120,600	125,800	0	125,800	4.31%	125,800	4.31%	125,800	4.31%	125,800	4.31%	125,800	4.31%
Advertising	157,538	6,100	58,900	65,000	6,000	71,000	71,000	220,000	0	220,000	208.66%	220,000	208.66%	220,000	208.66%	220,000	208.66%	220,000	208.66%
Printing	393,374	41,398	112,600	112,600	13,300	84,300	84,300	474,300	0	474,300	321.22%	474,300	321.22%	474,300	321.22%	474,300	321.22%	474,300	321.22%
Postage & Delivery	123,681	87,833	101,867	189,700	21,100	202,800	202,800	211,100	0	211,100	7.68%	211,100	7.68%	211,100	7.68%	211,100	7.68%	211,100	7.68%
Electric Workers	983,549	200	200	200	(200)	0	0	994,000	0	994,000	100.00%	994,000	100.00%	994,000	100.00%	994,000	100.00%	994,000	100.00%
Office Expense	194,240	137,030	96,970	234,000	(14,800)	219,200	219,200	251,900	0	251,900	16.55%	251,900	16.55%	251,900	16.55%	251,900	16.55%	251,900	16.55%
Expense Return Checks	44,577	(6,853)	32,753	25,800	(13,300)	12,500	12,500	12,500	0	12,500	0.00%	12,500	0.00%	12,500	0.00%	12,500	0.00%	12,500	0.00%
Maintenance & Repairs	360,205	224,925	75,075	300,000	285,200	585,200	585,200	593,600	0	593,600	1.43%	593,600	1.43%	593,600	1.43%	593,600	1.43%	593,600	1.43%
Rental Equipment	38,432	21,145	7,555	28,700	28,000	56,700	56,700	52,800	0	52,800	-6.88%	52,800	-6.88%	52,800	-6.88%	52,800	-6.88%	52,800	-6.88%
Automotive Rental	11,678	15,175	100	100	1,100	1,200	1,200	1,500	0	1,500	25.00%	1,500	25.00%	1,500	25.00%	1,500	25.00%	1,500	25.00%
Mileage & Gas	1,200	10,439	5,851	16,300	12,500	28,800	28,800	26,200	0	26,200	-11.91%	26,200	-11.91%	26,200	-11.91%	26,200	-11.91%	26,200	-11.91%
Meetings	3,290	3,532	1,468	5,000	23,300	28,300	28,300	17,200	0	17,200	-39.22%	17,200	-39.22%	17,200	-39.22%	17,200	-39.22%	17,200	-39.22%
Seminars	3,290	3,532	1,468	5,000	23,300	28,300	28,300	17,200	0	17,200	-39.22%	17,200	-39.22%	17,200	-39.22%	17,200	-39.22%	17,200	-39.22%
Tuition	365	2,400	2,000	4,400	31,600	10,000	10,000	20,400	0	20,400	104.00%	20,400	104.00%	20,400	104.00%	20,400	104.00%	20,400	104.00%
Insurance & Bonds	75,590	77,103	1,297	76,400	(200)	36,000	36,000	36,000	0	36,000	0.00%	36,000	0.00%	36,000	0.00%	36,000	0.00%	36,000	0.00%
Notary Bonds	1,664	1,275	225	1,500	2,200	3,700	3,700	3,900	0	3,900	2.04%	3,900	2.04%	3,900	2.04%	3,900	2.04%	3,900	2.04%
Membership Dues	20,010	940	18,360	19,300	3,900	23,200	23,200	23,000	0	23,000	-0.86%	23,000	-0.86%	23,000	-0.86%	23,000	-0.86%	23,000	-0.86%
Subscriptions	16,365	8,237	2,863	11,100	4,600	15,700	15,700	15,700	0	15,700	0.00%	15,700	0.00%	15,700	0.00%	15,700	0.00%	15,700	0.00%
TOTAL OPERATING EXPENSES	\$3,084,486	\$1,055,263	\$691,639	\$1,746,800	\$642,298	\$2,389,100	\$2,389,100	\$4,121,600	\$121,000	\$4,242,600	242.88%	\$4,242,600	242.88%	\$4,242,600	242.88%	\$4,242,600	242.88%	\$4,242,600	242.88%
Office Equipment	16,904	18,478	41,522	60,000	9,800	69,800	69,800	87,300	0	87,300	45.50%	87,300	45.50%	87,300	45.50%	87,300	45.50%	87,300	45.50%
Legal Record Grant	0	0	0	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Delinquent Tax System	0	0	0	0	0	0	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Computer Equipment	396,572	142,278	140,022	282,300	(2,800)	279,500	279,500	277,600	0	277,600	-1.66%	277,600	-1.66%	277,600	-1.66%	277,600	-1.66%	277,600	-1.66%
Computer Software	18,748	886	10,114	11,000	57,000	68,000	68,000	40,800	0	40,800	-33.2%	40,800	-33.2%	40,800	-33.2%	40,800	-33.2%	40,800	-33.2%
Furniture & Fixture	32,668	2,861	6,139	9,000	33,200	42,200	42,200	40,800	0	40,800	-3.32%	40,800	-3.32%	40,800	-3.32%	40,800	-3.32%	40,800	-3.32%
Remodelling & Renovations	453,261	330,927	599,573	930,500	562,600	1,493,100	1,493,100	850,000	0	850,000	-43.07%	850,000	-43.07%	850,000	-43.07%	850,000	-43.07%	850,000	-43.07%
Electon Equipment Replacement	0	4,200,000	0	4,200,500	(500)	4,200,000	4,200,000	0	0	0	100.00%	0	100.00%	0	100.00%	0	100.00%	0	100.00%
Vehicle	0	0	0	0	25,000	25,000	25,000	30,000	0	30,000	20.00%	30,000	20.00%	30,000	20.00%	30,000	20.00%	30,000	20.00%
TOTAL CAPITAL EXPENSES	918,142	\$4,695,430	\$797,871	\$5,493,300	\$684,299	\$6,177,600	\$6,177,600	\$1,423,700	\$0	\$1,423,700	22.88%	\$1,423,700	22.88%	\$1,423,700	22.88%	\$1,423,700	22.88%	\$1,423,700	22.88%
TOTAL ALL EXPENDITURES	\$16,706,640	\$15,302,407	\$5,016,999	\$20,318,800	\$2,813,295	\$23,													

OFFICE OF THE JEFFERSON COUNTY CLERK

NOTES TO THE 2018 BUDGET

REVENUES

Actual Revenues	2016	\$17,228,913
Budgeted Revenues	2017	\$17,284,600
Budgeted Bond & HAVA Funds	2017	\$ 4,200,000
Estimated Revenues	2017	\$16,419,800
Est. Exp. Bond & HAVA Funds	2017	\$ 4,200,000
Budgeted Revenues	2018	\$19,123,900

Estimated revenues for 2018 were determined by using actual data for the nine months ending September 2017 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 2018 are budgeted to increase by \$144,400 (0.94%) over the 2017 budget; an increase for Metro election expense reimbursement of \$1,694,900 over the 2017 budgeted reimbursement; and a decrease of \$4,170,000 (\$1.9 M from Metro Bond Fund and \$2.3 M from the Help America Vote Act (HAVA) Fund.) There were not any elections in 2017. There will be two elections in 2018. With nine months of actual data to analyze in the motor vehicle fee categories, we are estimating annual fees for 2018 budgeted revenue to remain flat compared to the 2017 budget and increase 2.56% compared to the 2017 estimated actual. For legal record fees, we have estimated the budgeted revenue to remain flat compared to the 2017 budget and to increase 5.26% over the estimated actual for 2017. In 2018, we have estimated delinquent tax revenue to increase 1.69% more than the 2017 budget.

As of September 30, 2017, Motor Vehicle statutory fees are 4.2 % less than the 2017 budget and 1.4% more than 2016 actual revenue for the same period. Motor Vehicle non-statutory fees are 5.0% more than the 2017 budget and 16.6% more than the September 30, 2016 actual revenue. Usage tax is 0.9% more than the 2017 budget and 4.1% more than the September 30, 2016 actual revenue. Mo-tax is 3.0% more than the 2017 budget an 7.0% more than the September 30, 2016 actual revenue. Legal Record's revenue is 8.1% less than the 2017 budget and 2.49 % less than September 30, 2016 actual revenue. Delinquent Tax revenue is 5.4% more than the 2017 budget and 2.8% more than September 30, 2016 actual revenue.

Based on the September 30, 2017 (factoring out Metro reimbursable expense) overall revenue being under budget by 4.9 % and 1.6% more than 2016 actual revenue and taking into consideration the current general economic condition and the expectation of the overall housing starts and vehicle sales, we have adjusted our line item projected revenue for 2018.

PERSONNEL COSTS

Personnel cost for 2018 is budgeted at \$15,638,300, an increase of \$1,072,900 from the budgeted personnel cost for 2017. The salary line item budget has increased due to projected 3% COLA raises for 2018, any increases in hourly salaries, any merit increases and the change in employer retirement contribution from 19.18% to 28.86% effective July 1, 2018. The 2017 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 2018, plus an employer retirement contribution increase of approximately \$550,000 due to the increase in the budgeted percentage for employer contribution from 18.86% to 28.86%. The benefit cost calculations of 29% of gross salary was used for employer retirement contribution to cover any change in the rate at July 1, 2018. 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 has remained approximately the same due to our good experience rate. Overtime has remained at the same rate to cover the two elections and fair and festivals. The vacancy credit is not applied to salaries for purposes of calculating the annual premium for worker's compensation to ensure adequate funds to cover the annual audit. The Clerk's office contribution for insurance is budgeted to increase 16.54% compared to the 2017 budget and increase \$578,500 as compared to the 2017 estimated actual. Currently, we have not received the actual 2018 health premiums rates. In evaluating our revenue available to meet our operating cost for 2018 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 2018 retroactive to January 1, 2018. Any performance awards for merit will only be distributed if discretionary funds are available. The overtime budget has been increased compared to our 2017 estimated actual to ensure adequate funding in the general duties of the clerk's office, and any change in non-exempt overtime selections in 2018. 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 2018 personnel budget to maintain a high level of efficiency. One of our 2018 strategic initiatives are to continue to provide excellent customer service to the citizens of Jefferson County. In order to achieve our goals, we need to maintain our staff level at 322.

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

New Initiative

No new initiatives are required for personnel expense.

OPERATING EXPENSES

We have included one new initiative for operating expense. The initiative is for \$121,000 to pay parking for staff who work in the downtown locations. It has become difficult to maintain staff in these departments due to the monthly parking costs. The State Auditor's office recommended that we add the expense as a line item under the operating expense budget.

The 2018 continuing operating expenses are expected to increase \$2,374,800 (136%) from the 2017 estimated actual operating expenses:

<u>2018 Budgeted Operating Expenses</u>	vs.	<u>2017 Estimated Actual Operating Expenses</u>
\$4,121,600		\$1,746,800
<u>121,000</u>		<u>-0-</u>
<u>\$ 4,242,600</u>		<u>\$1,746,800</u>

Maintenance and repairs are budgeted to decrease 3.89% over 2017 budget and Professional Service Contracts to increase 14.06% over the 2017 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 82.1% compared to the 2017 budget and increase 220.55% over the 2017 estimated actual. Currently we own the Cash Link Systems, however they are over five (5) years old and most likely will need to be replaced in 2018; janitorial services will increase 31.31% compared to the 2017 estimated actual due to rising cost to have the branch floors stripped and waxed, the carpet, seating and windows cleaned. Rental equipment budget has been decreased 6.88% as compared to the 2017 budget due to renting copies instead of leasing them. Telephone expenses are expected to increase 2.72% over the 2017 budget due to completing the switch from Metro Centrex System to VOIP telephone systems. Postage and delivery expenses are 11.28% more than the estimated 2017 actual and 4.09% more than the 2017 budget. This is due to stock up at year end and an increase in required election mail. Office Expenses are 7.65% more than the estimated 2017 actual and 14.92% more than the 2017 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 2018 budget includes supplies related to year end stock up order. The printing budget has been increased 321.22% compared to the 2017 estimated actual and increased 462.63%

compared to the 2017 budget. There are two scheduled elections in 2018 and there were not any scheduled elections in 2017. The current budget includes funds to replenish printed materials. Printing of ballots will be required in 2018. Printing of brochures and document holders continues to require a substantial portion of the printing budget. Advertising has increased 238.46% compared to the 2017 estimated actual and increase 209.86% compared to the 2018 budget. There are two scheduled elections to advertise in 2018. 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. Factoring out the \$4.2M in the 2017 budget for replacement of election equipment, the Metro Reimbursable Election expense has been increased 173.6% over the estimated 2017 actual, increased 90.3% more than the 2017 budget due to there being two elections in 2018. The draws for expenses cross JCCO calendar years. The category of meetings, tuition and seminar expenses has remained approximately the same compared to the 2017 budget. This is to encourage staff to further their education and attend training seminar related to their job functions. Mileage is estimated to increase 60.74% compared to the 2017 estimated actual and decrease 9.03% compared to the 2017 budget. The cost of gas has decreased, but KAVIS2 re-implementation will pick up requiring staff to travel to Frankfort several times each week for KAVIS implementation participation. Insurance and Bonds has been increased 2.04% compared to the 2017 estimated actual and the budget has been increased 2.3% compared to the 2017 budget. This expense is to cover our general liability, employment practice and property insurance premiums in 2018. Subscriptions have increased 41.45% over the 2017 estimated actual and remain the same compared to the 2017 budget. Membership dues have been increased 19.17% over the estimated 2017 actual and decreased 0.860% compared to the 2017 budget. Insufficient check funds budget remains the same as 2017 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.
- Xerox – provides support for imaging and financial software applications.
- Twinstar– provides computer hardware, computer software and integration services according to the State of Kentucky pricing contract.
- Intel – provides e-mail filtering services.
- Unitime/Access/ABRA/SAGE – provides support for Human Resource, timekeeping and insurance open enrollment systems.
- Kronos - provides support for Human Resource and timekeeping systems.
- Data Design – provides programming for delinquent taxes.
- A CPA firm may be selected to provide accounting and financial counsel.
- Jefferson County Board of Election Members – attend monthly board meetings.
- Kwantec – online job applications.
- Genus Technology – Webview Legal Records Search support.
- Bold Chat – Online chat for concurrent operators.

Recap of Operating Expense Increase

2017 Estimated Operating Expenses \$1,746,800

Changes projected for 2018:

Unemployment Insurance	1,000
Employee Assistance Program	-0-
Rent	-0-
Telephones	63,400
Gas & Electric	13,700
Professional Service Contracts	210,200
Temporary Services	-0-
Security Services	161,000
Janitorial Services	30,000
Advertising	155,000
Printing	361,700
Postage & Delivery	21,400
Election Workers	993,800
Office Expenses	17,900
Discretionary Fund	-0-
Expense Returned Checks	(13,300)
Maintenance & Repairs	233,600
Rental Equipment	24,100
Automotive Rental	15,400
Mileage & Gas	9,900
Meetings	12,200
Seminars	19,900
Tuition	31,600
Insurance & Bonds	1,600
Notary Bonds	2,400
Membership Dues	3,700
Subscriptions	4,600
Total 2018 Operating Expenses	\$4,121,600

CAPITAL EXPENDITURES

The Jefferson County Clerk's Office expects revenue to be on target for the remaining months of 2017 and we are projecting a small increase in fee revenue in 2018. 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 decreased over the 2017 estimated actual. The 2018 budget includes funds needed for technological updates and required renovations.

Capital expenditures for 2018 are budgeted as follows:

Office Equipment	\$ 87,300
Computer Equipment	277,600
Computer Software	138,000
Furniture and Fixtures	40,800
Remodeling and Renovation	850,000
Vehicle	30,000
Total Capital Expenditures	<u><u>\$1,423,700</u></u>

Office Equipment – Total \$87,300

The amount budgeted for office equipment is necessary to obtain various items, such as Vanda 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. Upgrade Mock Election, Fair and Festival's equipment and booths - \$50,000: the current equipment is long past its expected life span. This equipment is used in the community to facilitate voter registration and educate the public of the services provided by the Jefferson County Clerk's Office.
2. Emergency replacement of miscellaneous office equipment throughout the office - \$30,000.
3. Scheduled replacements - \$7,300: Electric staplers (9), LCD Projector for Election Center conference room, 4 line telephones and an electronic typewriter.

Computer Equipment and Software – Total \$415,600

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 2018 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 - \$123,600 – Purchase PC equipment for project deployment, life-cycle replacement and spares. These equipment purchases are to replace aging equipment and supplement the JCCO's spare equipment inventory. They are needed to ensure continuous operations and to enhance productivity. Replace (41) PC's for (\$52,500); replace scanners (14) for (\$16,000); replace (26) printers at (\$17,800); replace monitors, keyboards and mice (63) at (\$8,800); Adobe Software License's and Design Software (8) at (\$10,000); Network Blade (\$9,000); Intergrade two (2) microfiche/film into JCCO network (\$5,000); LCD projector (1) at (\$4,000); mailing label printer (1) at (\$500).
2. Replace (3) ESX Servers Virtual Platforms - \$80,000: Replace three (3) aging Dell ESX 170 servers on the JCCO virtual platform with new warranted Dell EXS 730 units. The current units have exceeded their manufacturer's warranty period. These machines are critical to JCCO operations.
3. Network DVR Replacement Project - \$60,000: Complete work begun in 2017 to create a network-accessible system for security surveillance. The project will dramatically increase the resolution and storage capacity of the JCCO's current security camera system. Video evidence will be able to be retained and archived for much longer periods of time.
4. Cisco Advanced Malware Protection - \$35,000: Purchase and install Cisco's Advanced Malware Protection (AMP) software on the JCCO's new network switches. As malware and hacking threats to the JCCO network increase, reasonable countermeasures must be in place to protect the JCCO from cybersecurity threats. The AMP software will equip our organization with the latest tools created to deal with the latest threats.
5. Replace Credit Card Terminals - \$30,000: Replace the existing VeriFone credit card processing terminals with ICT220 terminals. The current VeriFone units will not automatically update over the JCCO data communications network due to compatibility issues. Whenever the units require updates, they must be manually updated using analog lines. The Ingenico units will update over the JCCO network using DHCP.
6. 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.

7. 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.
8. KAVIS Migration - \$20,000: It is necessary for the JCCO to budget a pool of capital funds for purchases to prepare the JCCO for implementation of the Kentucky Automated Information System (KAVIS). KAVIS is the system that is replacing the AVIS system that is currently used to facilitate motor vehicle licensing and collection of motor vehicle related taxes and fees. In 2018, the Kentucky Transportation Cabinet is scheduled to implement another module of the new motor vehicle registrations and titling application
9. Replace Unitime and ABRA Software - \$12,000: Replace the aging timekeeping and human resource systems with a cloud-based application from Kronos. Unitime's manufacturer was recently purchased by the software company, Kronos. Kronos will be phasing out support of Unitime in favor of its own software products. It is best to upgrade ABRA so all timekeeping and HR functions are compatible.

Furniture & Fixtures - \$40,800

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. Planned Replacement Office Furniture and Cabinet s - \$10,800: Replace (14) employee and guest chairs at (\$4,800); Hon Jumbo Shelves (5) at (\$3,500); Russ Microfiche cabinet at (\$1,500) and storage cabinets (2) at (\$1,000).

Remodeling – \$850,000

1. Remodel the Work Stations in the Motor Vehicle Processing Center and Move the Motor Vehicle Call Center to different area of 3rd Floor- \$500,000. 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. The area is overcrowded making it necessary to relocate the MV Call Center employees to the space across from the MV Records Department on the 3rd Floor of the Fiscal Court Building.
2. Deed Room Remodel Carry Over Funds - \$300,000; Due to timing, not all invoice for purchases for the 2017 Deed Room Remodel Project can be completed in time to pay the invoices by the deadline for payment from the Frankfort 75% account in 2017. Therefore, funds need to be carried over into 2018.

3. 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.
4. Delinquent Tax-Professional License Department Rewiring Project- \$20,000: Replace aging telecommunication wiring in the Delinquent Tax/Professional License Department. The current wiring is almost 20 years old and prone to failure. To maintain the data and telephone communications it is necessary to replace the current wiring.

Vehicle Replacement - \$30,000. 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. The planned 2017 replacement was delayed until 2018.

**OFFICE OF THE COUNTY CLERK
2018 SALARY SCHEDULE "A"
Effective 1/1/2018**

<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
Administrator	A2	Year	\$ 34,500	\$ 44,850	\$ 55,200
HR Generalist		Month	\$ 2,875.000	\$ 3,737.500	\$ 4,600.000
Election Center Support Generalist		Semi	\$ 1,437.500	\$ 1,868.750	\$ 2,300.000
Project Manager		Hourly	\$ 16.587	\$ 21.563	\$ 26.538
Assistant Manager	A1	Year	\$ 30,000	\$ 39,000	\$ 48,000
		Month	\$ 2,500.000	\$ 3,250.000	\$ 4,000.000
		Semi	\$ 1,250.000	\$ 1,625.000	\$ 2,000.000
		Hourly	\$ 14.423	\$ 18.750	\$ 23.077

**OFFICE OF THE COUNTY CLERK
2018 SALARY SCHEDULE "G"
Effective 1/1/2018**

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

60% spread between minimum/maximum

**OFFICE OF THE COUNTY CLERK
2018 SALARY SCHEDULE "I"
Effective 1/1/2018**

<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	\$ 81,075
		Month	\$ 3,575.000	\$ 4,915.625	\$ 6,756.250
		Semi	\$ 1,787.500	\$ 2,457.813	\$ 3,378.125
		Hourly	\$ 20.625	\$ 28.359	\$ 38.978
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

ATTACHMENT A

Grade	Description	2017 Number Authorized	2017 Number Filled at 10/1/2017	2018 Request Number Cont'	2017 Actual Monthly Salary	2017 Actual Annual Salary	2018 COLA Annual Salary	2018 Con't. Annual COLA	2018 Con't. Annual Retirement	2018 Con't. Annual FICA	2018 Con't. Annual Insurance	2018 Con't. Annual Workers Comp	Personnel Cost Per Grade
C1	County Clerk	1	1	1	11,250	135,000	138,000	3,000	33,244	10,557	7,120	300	189,221
A6	***Includes Estimated Training Pay Chief Operating Officer Chief Admin. Officer Executive Directors	2	1	2	14,823	177,875	183,212	5,337	44,136	14,016	14,220	550	256,133
A5	Director Co-Directors	10	9	10	53,306	639,671	658,891	19,220	158,727	50,699	71,200	2,750	942,267
A4	Divisional Managers Regional Manager Executive Administrator	6	5	6	29,160	349,919	360,417	10,498	86,824	27,670	42,700	1,650	519,261
A3	Manager Executive Assistance	26	26	27	100,201	1,202,417	1,238,490	1,238,490	298,352	95,773	192,240	7,425	1,832,281
A2	Administrator Election Center Manager Webmaster	24	16	24	81,648	979,780	1,009,272	29,492	243,247	77,631	170,860	6,650	1,507,667
A1	Assistant Manager	13	11	13	38,210	458,516	472,258	13,742	113,883	36,686	92,560	3,575	718,963
I6	IT Director	1	1	1	7,865	94,385	97,216	2,831	23,419	7,486	7,120	275	135,517
I5	IT Divisional Managers ISeries Administrator	4	4	3	16,042	192,501	198,276	5,775	47,765	15,315	21,360	825	283,541
I4	Program Analyst Network Engineer System Analyst	4	4	4	16,392	196,699	202,577	5,878	48,801	15,694	28,520	1,100	296,661
I3	Network Administrator	1	0	1	4,906	58,874	60,640	1,766	14,608	4,639	7,120	275	87,282
I2	AS400 System Operator PC Software Specialist II Operations Support Technician Election Center Support Tech.	3	3	5	12,802	153,623	158,232	4,609	38,118	12,301	35,600	1,375	245,627
G5	Management Assistant	6	4	6	18,765	225,180	231,925	6,745	55,871	17,987	42,720	1,675	350,173
G4	Finance Specialist MV Specialist(MVS) LR Specialist(LRS) Deed Room Specialist Graphic Arts Specialist Micrographic Specialist	23	19	25	69,293	831,514	856,460	24,946	206,321	66,058	178,000	6,875	1,313,714

JEFFERSON COUNTY CLERK'S OFFICE
2017 PERSONNEL AUTHORIZATION REQUEST

ATTACHMENT A

Grade	Description	2017 Number Authorized	2017 Number Filled at 10/1/2017	2017 Request Number	2017 Actual Monthly Salary	2017 Actual Annual Salary	2018 COLA Annual Salary	2018 COLA Annual Salary	2018 Retirement Annual	2018 FICA Annual	2018 Insurance Annual	2018 Workers Comp Annual	2018 Personnel Cost Per Grade
G2	Facilities Management Specialist(FMS) Election Technician Customer Service Agent (CSA) Duplication Technicians II	179	144	177	414,803	4,975,236	5,124,493	149,257	1,234,490	400,060	1,260,240	48,650	8,067,930
G1	Customer Service Representatives (CSR) Customer Service Trainees (CST) Prob. Duplication Specialist I	19	5	17	17,592	211,109	217,442	6,333	37,494	16,928	42,720	1,650	316,245
Total		322	253	322	906,858	10,882,300	11,207,800	1,527,919	2,695,300	869,500	2,214,300	85,600	17,062,500

2017 Estimated Salaries \$ 10,882,300		2017 Estimated Salaries \$ 10,882,300	
2017 Estimated Vacancy Credit	(1,946,900)	2017 Estimated Vacancy Credit	(1,946,900)
2017 Estimated Actual Salaries	8,935,400	2017 Estimated Actual Salaries	8,935,400
Statement of Expense Schedule \$ 8,935,400		Statement of Expense Schedule \$ 8,935,400	
Variance \$	0	Variance \$	0

Summary:	New Initiative	Continuing Total
2018 Payroll Authorization Request		17,062,500
2018 9.5% Vacancy Credit		(1,612,600)
2018 Clerk		3,600
2018 Overtime Authorization Request		125,000
2018 Sick Leave/Comp Conversion Authorization Request		60,000
2018 Personnel Authorization Request		\$ 15,638,300
		322
2018 Statement of Actual Expenditures		\$ 15,638,300

**OFFICE OF THE JEFFERSON COUNTY CLERK
2018 SLOT REPORT**

Salary Grade	Number Authorized	Maximum Annual Slot Cap per Position
Jefferson County Clerk	1	N/A
A6	2	\$100,992
A5	10	\$84,160
A4	6	\$73,120
A3	27	\$63,250
A2	24	\$55,200
A1	13	\$48,000
I6	1	\$94,500
I5	3	\$81,075
I4	4	\$60,725
I3	1	\$54,250
I2	5	\$48,475
I1	0	\$43,225
G5	6	\$49,600
G4	25	\$44,960
G3	0	\$40,800
G2	177	\$40,480
G1	17	\$36,800

OFFICE OF THE JEFFERSON COUNTY CLERK
 PROFESSIONAL SERVICES CONTRACTS
 BUDGET 2018

<u>DESCRIPTION</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>2017 EXPECTED</u>	<u>2018 BUDGET</u>
Jefferson County Sheriff	25,727	36,000	36,000	36,000
Personnel Services	69,442	30,000	19,700	30,000
Legal Services	2,746	30,000	5,800	30,000
Photography & Images	107	3,000	2,000	3,000
Accounting Services	1,745	10,000	2,000	10,000
Election Center Board Per Diem	3,400	5,000	2,400	5,000
Computer Services	153,533	279,300	170,500	334,600
Total	\$ 256,699	\$ 393,300	\$ 238,400	\$ 448,600

Jefferson County Clerk's Office
Professional Service Contracts - 2018
September 30, 2017

Vendor	2017 Maximum Annual Budget	9/30/2017 Expense	10/1/2017 Available Amount	Estimated Annual Expense	Estimated Remaining Balance	2018 Annual Budget	Description
Accounting Services	10,000		10,000	2,000	8,000	10,000	Accounting Services
Big Stock Photo	1,000		1,000	-	1,000	1,000	Images for Ad's
Carl Bensinger	2,500	800	1,700	1,100	1,400	3,000	Election Center Board Per Diem
Graphic Designs	1,000		1,000	1,000	-	1,000	Photography
Getty Images	1,000	10	990	1,000	0	1,000	Images for Ad's
Jefferson County Sheriff's Office	36,000		36,000	36,000	-	36,000	Property Tax Bills
MyCareer Network (Kwantec)	12,000	9,000	3,000	12,000	-	12,000	Annual Support
Other	36,600	606	35,994	11,300	25,300	36,680	Misc.
Zeike Law Firm PLLC	30,000	1,691	28,309	4,700	25,300	30,000	Legal Services
Zielke Personnel Services	30,000	14,692	15,308	19,700	10,300	30,000	Personnel Services
Deanna Brangers	2,500	1,000	1,500	1,300	1,200	3,000	Election Center Board Per Diem
Computer Services budget: \$334,600							
Access Systems	500		500	-	500	-	Timekeeping System Support (Christina)
Boice Enterprise (Boice.Net)	9,000		9,000	1,500	7,500	6,000	Boice - Network and Security Services @ \$150 hr
Bold Chat	6,500	4,946	1,555	4,946	1,555	6,500	Premier Edition for 5 concurrent operators
CDWG	-		-	-	-	1,000	SSL Webserver - 3 years
Premier Election Solution (ES&S)	5,000		5,000	3,000	2,000	3,000	Audio for Ballots
Data Design	3,000	4,600	(1,600)	7,600	(4,600)	5,000	TaxMaster Recovery & Database Relocation
Data Design		7,100				3,000	Software Development
Data Strategy						-	Professional Services
Hover Services/Tuovos	100		100	100	-	220	Domain Name & Voter Reach Renewal
IBM	19,500		19,500	3,120	16,380	19,500	AS/400 Technical Assistance
Krono	300	80	220	173	127	300	Timekeeping & HR Workforce Utilization
KYCOT	-		-	-	-	15,000	Election Center Telephone Support
Mitel	-		-	-	-	3,600	Service contract on scanners
Imaging Office Systems	-		-	-	-	4,800	Web Defense/Content Control
Intel	4,800		4,800	1,400	3,400	5,000	Training Video Public Service
Metro	2,000		2,000	-	2,000	120,000	ISP Service & Leased Lines
Peak 10	120,000	81,684	38,316	108,912	11,088	1,000	Add IP Addresses
Peak 10	1,000		1,000	-	1,000	40,000	DR Fees- Email Services
SIS	40,000		40,000	-	40,000	5,000	Website Support
Technify	5,000	1,275	3,725	2,550	2,450	8,000	40 hrs Software Support
Twinstar	8,000		8,000	8,000	-	8,000	ABRA HR; Open Enrollment; TimekeepingSupport
ABRA/Sage	6,000		6,000	7,000	(1,000)	-	Hours to install upgrade to IVR System
Voice4Net	-		-	-	-	-	
Total	393,300	127,483	272,817	238,400	154,900	448,600	

GENERAL TERM ORDER
December 31, 2017
2018 Budget for the
Office of the Jefferson County Clerk

County of Jefferson

Date: December 31, 2017
 Ordering Authorizing Revised Expenditures
 Calendar Year - 2018

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 2018.

Whereas, the receipts, to the 75% account, of the Office of the Jefferson County Clerk for the calendar year 2016 were \$14,070,148 plus \$3,158,765 reimbursable expenses from Metro Government for the Board of Elections and estimated receipts of \$15,415,500 plus \$5,505,300 (\$1,305,300 regular expenses; HAVA Funds \$2,232,000; Metro Bond Funds \$1,878,000) of reimbursable expenses from Metro Government for the Board of Elections for 2017 and whereas, I estimate the receipts for calendar year 2018 to be \$15,553,000 plus \$3,570,900 of reimbursable expenses from Metro Government for the Board of Elections.

Estimated Funds Available Calendar Year 2018	\$	15,553,000
Estimated Reimbursable Funds Available From Metro		3,570,900

Estimated Surplus December 31, 2017		2,406,444
Estimated Funds Available Calendar Year 2018	\$	21,530,344

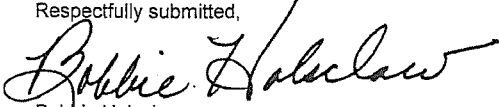
It is hereby moved that the Jefferson County Clerk be allowed to expend the total sum of \$21,304,600 for the operation of the office during calendar year 2018. It is hereby further requested that the total sum of \$21,304,600 be expended as follows:

Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related	\$	14,105,800
Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related-Board of Elections		1,532,500
Regular Office Expenses		2,113,200
Regular Office Expenses-Board of Elections		2,008,400
New Initiative Office Expense		121,000
Regular Equipment		1,093,700
Regular Equipment - Board of Elections		30,000
Carry Over Capital from 2017		300,000
Total	\$	21,304,600

Expected 2018 Surplus		225,744
Total	\$	21,530,344

The Jefferson County Clerk further requests, that with the amount of \$15,638,300 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. 124, SERIES 2016

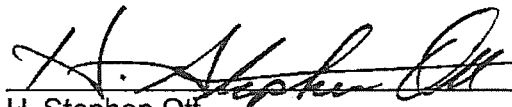
A RESOLUTION APPROVING THE JEFFERSON COUNTY
CLERK'S 2017 BUDGET

SPONSORED BY: COUNCIL MEMBER MARIANNE BUTLER

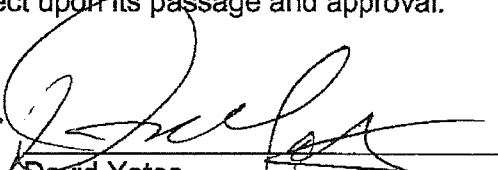
BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE
LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS
FOLLOWS:

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 2017 budget.

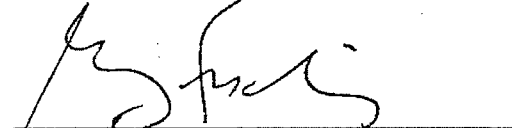
SECTION II: This Resolution shall take effect upon its passage and approval.



H. Stephen Ott
Metro Council Clerk



David Yates
Metro Council President



Greg Fischer
Mayor

12/13/16

Approval Date

APPROVED AS TO FORM AND LEGALITY:

Michael J. O'Connell
Jefferson County Attorney

LOUISVILLE METRO COUNCIL
ADOPTED
December 8, 2016

BY: 

Schedule A

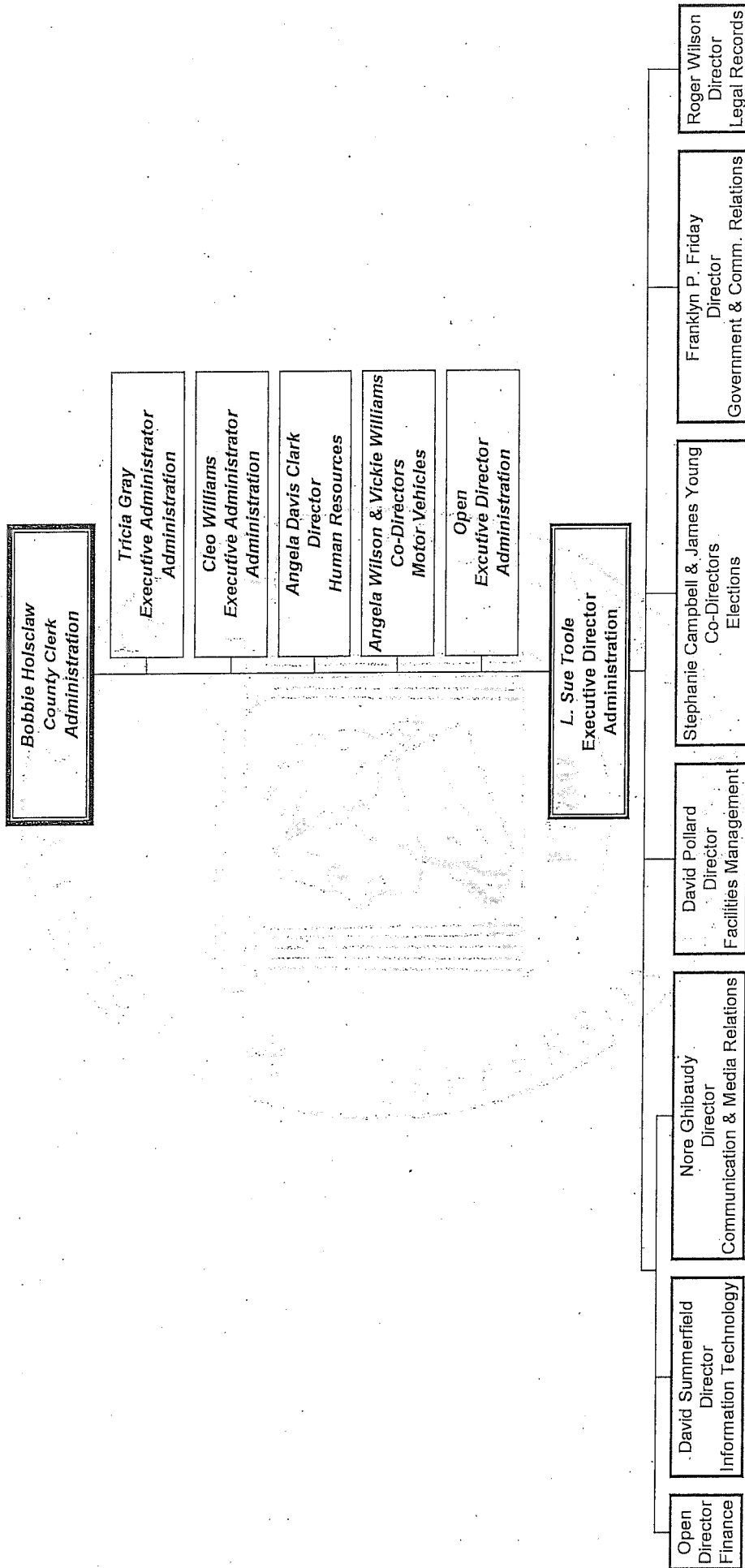
Fiscal Year 2017 Budget

That there is authorized the following expenditures for the operation of the Jefferson County Clerk's Office during the calendar year 2017. The total sum of \$23,132,100 shall be allocated as follows:

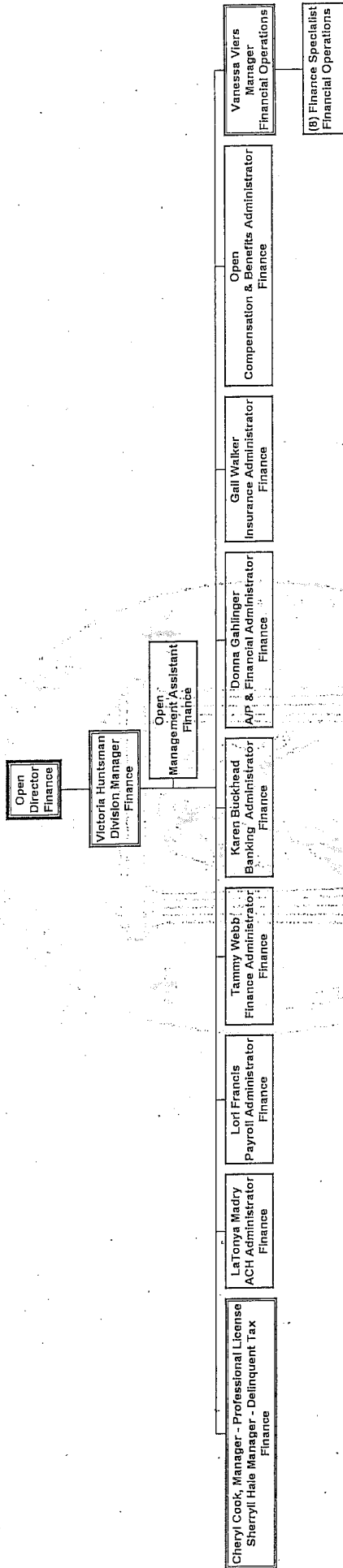
Personnel	\$14,565,400
Operating	\$ 2,389,100
Capital	<u>\$ 6,177,600</u>
TOTAL	\$23,132,100

There is further authorized a personnel complement of 322 employees. The total estimated revenues are \$23,520,100. Therefore, the anticipated 2017 year-end cumulative term surplus will total \$388,000.

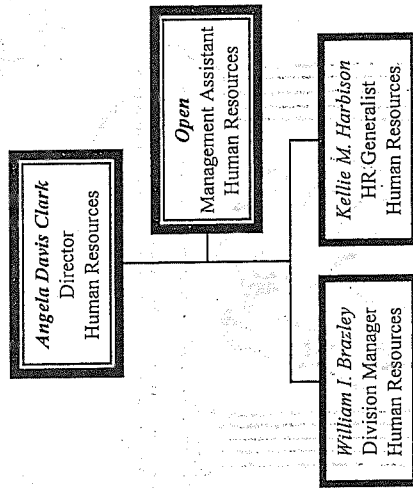
Jefferson County Clerk's Office
 Organizational Chart
 Third Quarter - July, August, September
 October 1, 2017



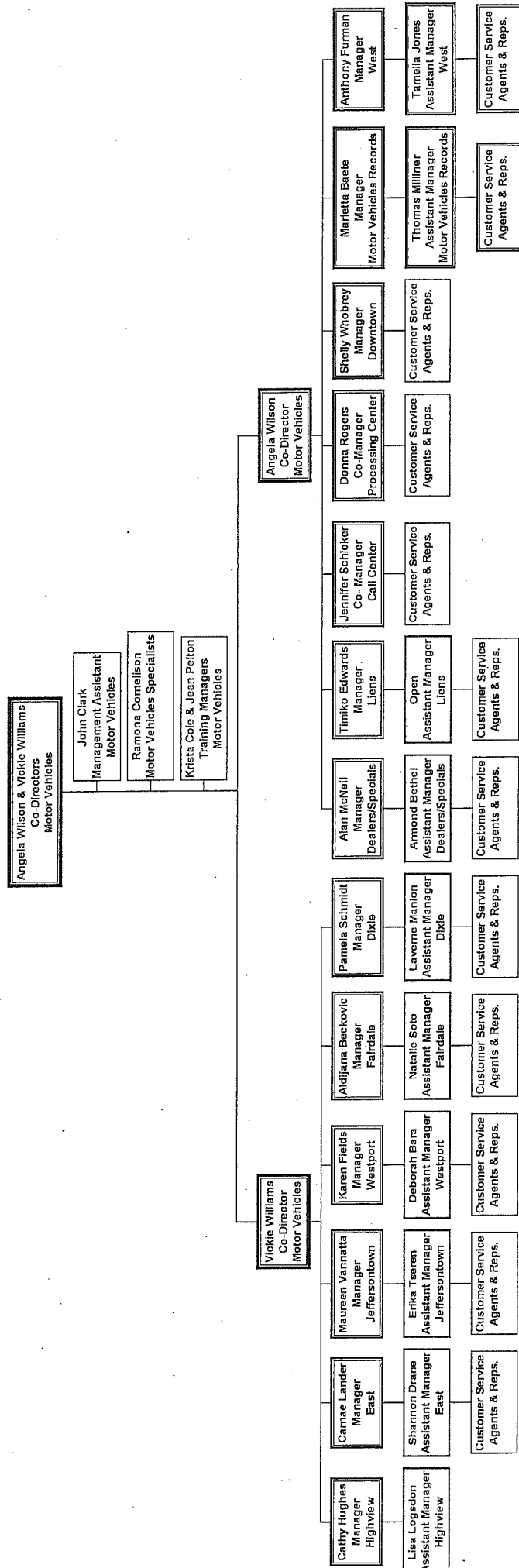
JEFFERSON COUNTY CLERK'S OFFICE ORGANIZATION CHART
FINANCE DIVISION



Jefferson County Clerk's Office Organizational Chart
Human Resources Division

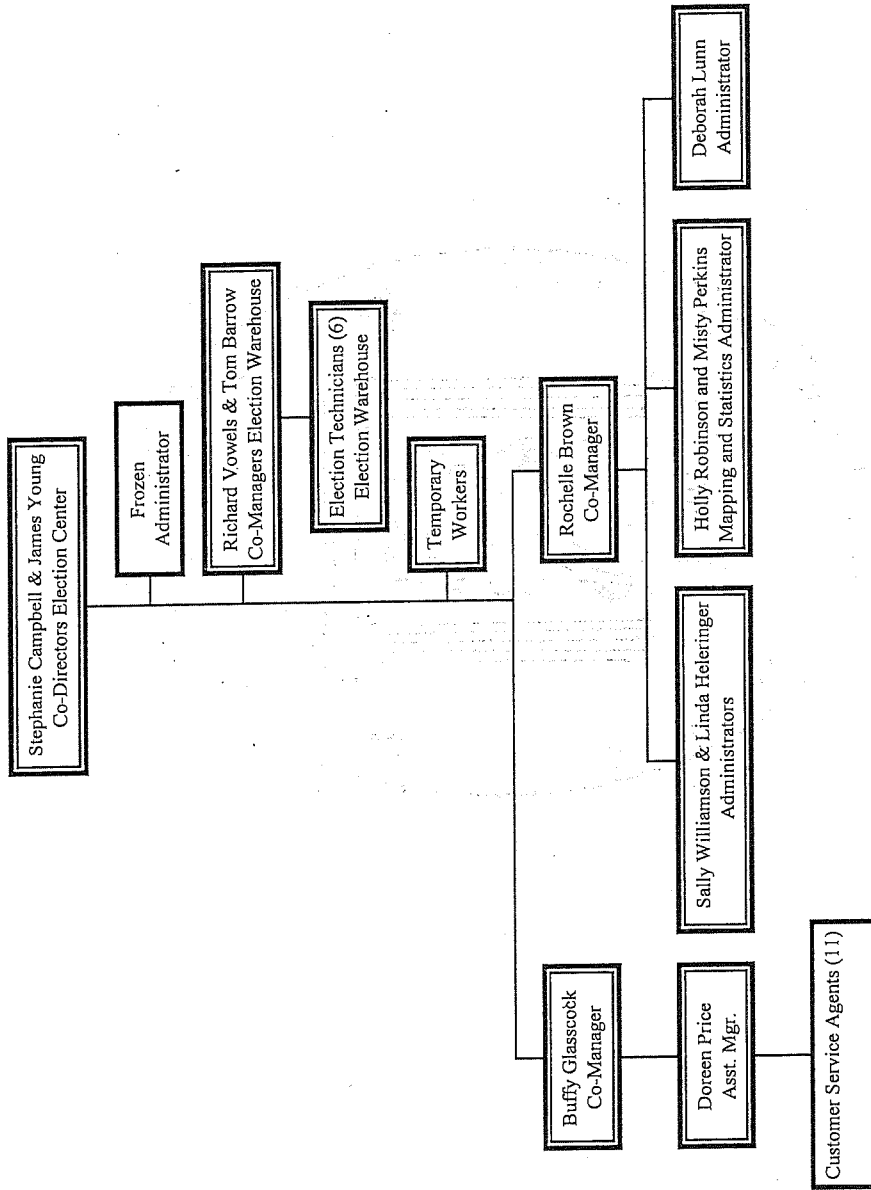


Jefferson County Clerk's Office Organizational Chart
Motor Vehicles Division

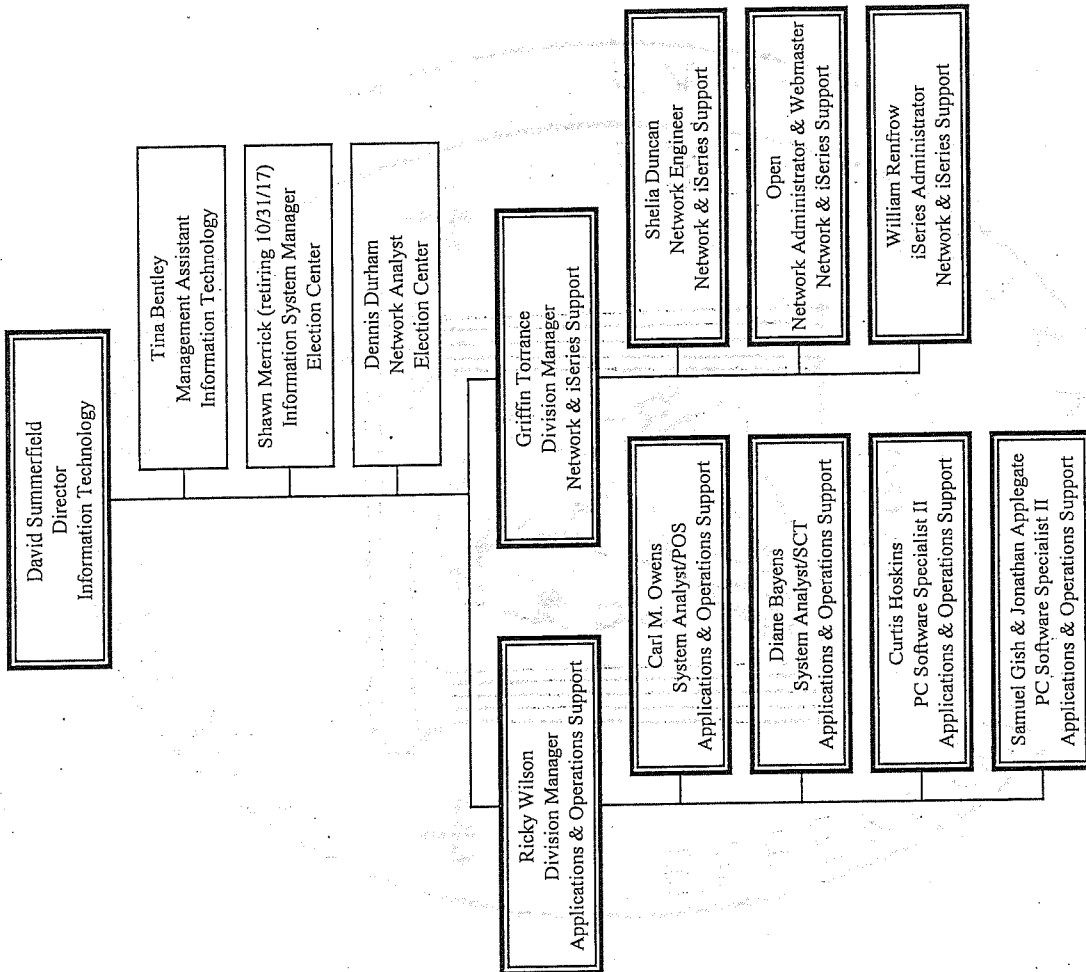


Jefferson County Clerk's Office Organizational Chart

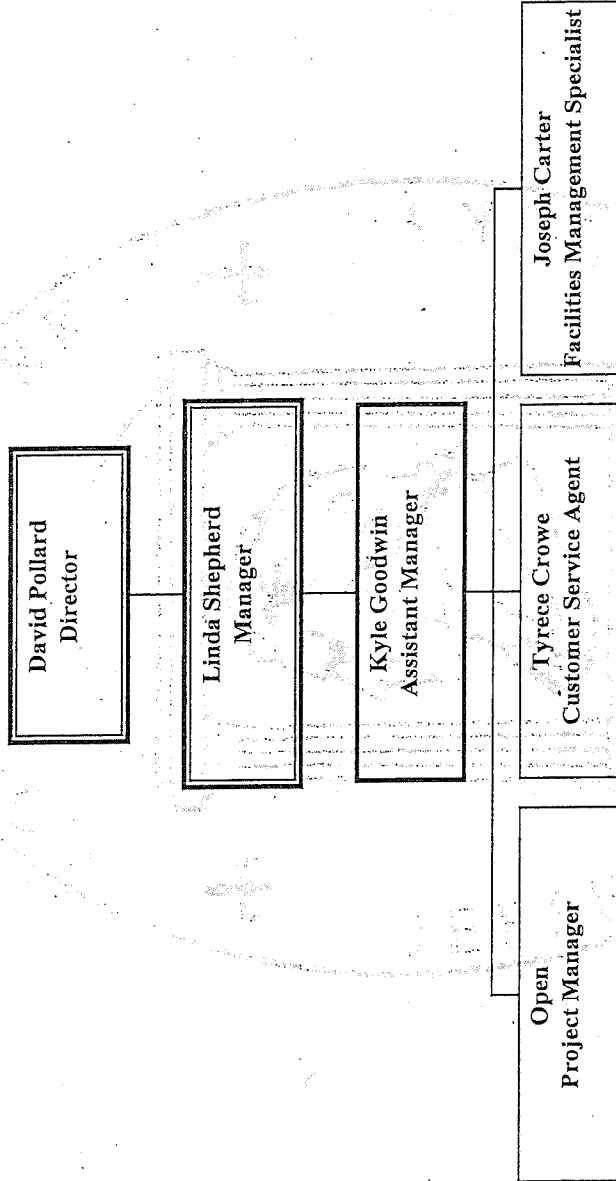
Election Center Division



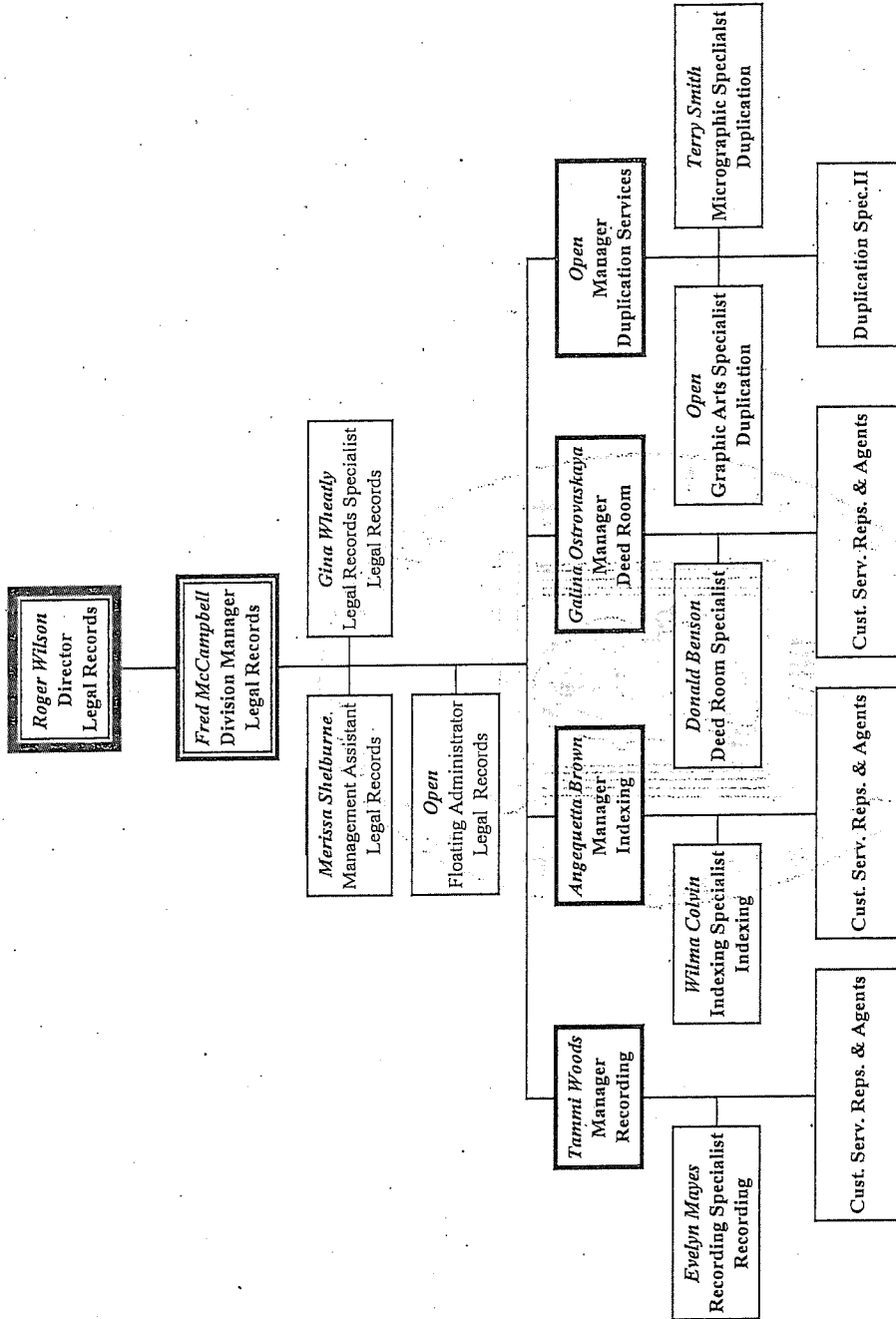
Jefferson County Clerk's Office Organizational Chart
Information Technology Division



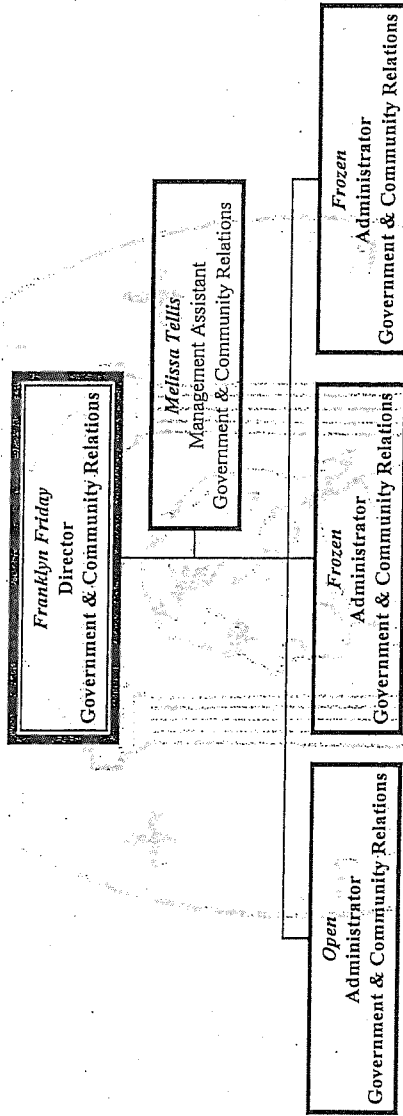
Jefferson County Clerk's Office Organizational Chart
Facilities Management Division



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
Communications & Media Relations Division

