



Bobbie Holsclaw
Jefferson County Clerk

MEMORANDUM

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

Aaron Jackson, Budget Director
Louisville Metro Office of Management & Budget

CC: Bobbie Holsclaw, Clerk
Steven Ott – Metro Council Clerk

FROM: Sue Toole, Executive Director *Sue Toole*

DATE: November 15, 2018

RE: YEAR 2019 BUDGET

Enclosed please find four copies of our Year 2019 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

**OFFICE OF THE
JEFFERSON COUNTY CLERK
2019 BUDGET**



Bobbie Holclaw
JEFFERSON COUNTY CLERK

DECEMBER 31, 2018

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OFFICE OF THE JEFFERSON COUNTY CLERK OVERVIEW

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

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

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

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

The County Clerk issues a registration and plate to all motor vehicle owners per KRS 186.040. The motor vehicle owners must reside in the county in which they are registering their vehicle according to KRS 186.020 (1). Jefferson County has over 770,000 residents, the Jefferson County Clerk registered or renewed approximately 735,000 vehicles in 2018 and estimates indicate approximately 750,000 for 2019. 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 2018 and estimates indicate approximately 360,000 for 2019.

Another duty of the County Clerk is to issue Disabled Persons Parking Permits in accordance with KRS 189.456, which deals with Permanent Permits and KRS 189.458, which deals with Temporary Permits. Effective in 2018, the Permanent Permits are valid for six years, while the Temporary Permits are valid for three months. Approximately 50,000 permanent and

temporary permits were issued in 2018 and estimates indicate approximately the same in 2019. The clerk's office issues one free to requestors who qualify and collects \$10 for each additional permit.

In 2018, approximately 73,000 liens were filed on titled collateral (KRS 186). This number is estimated to have a small increase for 2019.

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 2018, approximately 200,000 legal documents, such as deeds, mortgages, assignments, powers of attorney, incorporations, etc. were lodged for recording and indexing. For 2019, this number is estimated to increase approximately 6% over 2018 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 2018, approximately half million copies were produced. For 2019, 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. 322 tax appeal hearings were held in 2018. The number of tax appeal hearings is expected to increase to approximately 1,200 for 2019.

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 2019, 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 2019.

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 2019 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 2018. This number is expected to increase slightly for 2019. Approximately 8,000 delinquent real estate taxes were processed in 2018; accounting for approximately \$12,000,000 in taxes collected. For 2019, these numbers are estimated to increase an average of 9.7%.

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

The Media and Public Relations Division is responsible for planning and organizing news conferences, media interviews, special events, public service announcements, multi-media purchases and writing and issuing press releases. The Division manages public relations and communication programs for employees of the Clerk's Office and the citizens of Jefferson County. Printed materials produced by the division such as brochures, posters, flyers and signs in branch locations are other vehicles of communication used to reach this goal. The staff creates materials and uses them to educate the community on exercising its civic duty in becoming responsible informed voters. The Media and Public Relations Director, serves as the spokesperson for the Jefferson County Clerk's Office and the Board of Elections. The director also coordinates speaking engagements for the County Clerk with various groups and organizations. Examples of specific job responsibilities include the branding of all public viewed materials to include brochures, advertising, website and the annual report. The director oversees the planning of the all employee meetings, quarterly meetings, updates to the web site and some customer correspondence. 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 No125, Series 2017) indicated Personnel of \$15,638,300; Operating of \$4,242,600 and Capital initiatives of \$1,423,700. The 2019 projected budget is estimated at \$19,801,800 which is a decrease of \$1,502,800 or 7.05%. The difference is due to a decrease of \$159,500 (1.0%) in personnel. Funds were budgeted for 2018 to cover an anticipated increase in the retirement contribution that was later adjusted to a lower percentage contribution, a decrease in continuation operating expenses of \$171,600 (4.0 %); a decrease of \$1,171,700 (82.3%) in new capital initiatives due 2019 being a new term year where all old term surplus is turned over to Metro Government. Based on current economic trends and 2018 estimated actual, we have increased the clerk's fee budget continuing revenue projection over 2018 for estimated revenue by 2.96%. This excludes an increase to the Metro reimbursement expense of \$216,900 (6.1%). 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 2019.

Last year, our total staff was 322. To meet our 2019 strategic goals, we are requesting to maintain a staff of 322. Personnel cost has decreased from \$15,638,300 to \$15,478,800. We are anticipating awarding a 2% COLA for 2018 and additional merit increases. The vacancy credit is set at 10.0% in an effort to maintain staff positions. The employer retirement contribution increased from 19.18% to 21.48% starting in July 2019 and a 3% COLA is budgeted for 2019 and any merit and hourly increases for 2019 will only be awarded if revenue allows. Regular capital has decreased from \$1,423,700 to \$252,000. The 2019 budget includes new capital initiatives to secure voting equipment data and funds to cover any emergency replacements. Our overall continuing operating component has been decreased from \$4,242,600 to 4,071,000 due to stocking up on some operating supplies in 2018 and the 2018 new initiative for employee parking being decreased due to parking slots unavailable currently. In 2019, 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 2019 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
2018 BUDGET - 2018 EXPECTED - 2019 BUDGET
75% ACCOUNT

	2018 BUDGET APPROVED BY METRO GOV'T	2018 ESTIMATED ACTUAL	2019 BUDGET
ACCUMULATED SURPLUS - Beginning of year	\$ 2,406,444	\$ 1,852,874	\$ -
REVENUE	\$ 15,553,000	\$ 15,001,300	\$ 16,014,000
HAVA GRANT FUNDS			
METRO BOND FUND			
REIMBURSABLE EXPENSE	<u>3,570,900</u>	<u>3,344,700</u>	<u>3,787,800</u>
TOTAL FUNDS AVAILABLE FOR USE	\$ 21,530,344	\$ 20,198,874	\$ 19,801,800
EXPENDITURES:			
PERSONNEL	\$ 14,120,600	\$ 12,296,200	\$ 13,874,800
PERSONNEL ELECTION CTR	\$ 1,517,700	\$ 1,263,600	\$ 1,604,000
OPERATING	\$ 2,113,200	\$ 1,742,207	\$ 1,989,200
NEW OPER. INITIATIVE JCCO	\$ 121,000	\$ 51,693	\$ -
OPERATING ELECTION CTR	\$ 2,008,400	\$ 2,030,600	\$ 2,081,800
CAPITAL - CARRY OVER 2018	\$ 300,000	\$ -	
CAPITAL	\$ 1,093,700	\$ 893,000	\$ 102,000
CAPITAL- ELECTION CENTER	\$ 30,000	\$ 12,900	\$ 150,000
TOTAL EXPENDITURES	<u>\$ 21,304,600</u>	<u>\$ 18,290,200</u>	<u>\$ 19,801,800</u>
ACCUMULATED SURPLUS End of year	\$ 225,744	\$ 1,908,674	\$ -

NOTE: The beginning accumulated surplus in the "2018 Approved by Metro Government" column is \$2,406,444

The ending accumulated surplus in the "2018 Expected" column is an amount estimated near the end of 2018. The State Auditor will determine the actual "2018" Surplus.

NOTE: The revenue reflected above is net of 25% of most fees, which are paid to Metro Government (\$4,237,344 in 2017 and an estimate of \$4,492,275 for 2018 and an estimate of \$4,781,400 in 2019).

OFFICE OF THE JEFFERSON COUNTY CLERK
STATEMENT OF ACTUAL REVENUES

ATTACHMENT A

	2017		2018		2018		2018		2019		2019		2019		Over	
	Actual 1/1-12/31	Actual 1/1 - 9/30	Remaining 10/1 - 12/31	Projected 10/1 - 12/31	Estimated Total	Budget 1/1 - 12/31	Budget Continuation	New Initiative Expansion	Total Budget	Total Budget	Over 2018 Total Budget	Over 2018 Est Actual				
CC Statutory Fee-Legal Records	3,695,897	2,698,438	1,376,562	1,172,862	3,871,300	4,075,000	4,197,300		4,197,300	4,197,300	3.00%	8.42%				
CC Statutory Fee-Motor Vehicles	6,926,187	5,381,884	2,163,116	1,936,816	7,318,700	7,545,000	7,771,400		7,771,400	7,771,400	3.00%	6.19%				
Deed Transfer Tax - 5%	255,265	183,088	81,912	81,912	265,000	265,000	280,000		280,000	280,000	5.66%	5.66%				
Usage Tax - 3%	2,398,667	1,833,472	673,528	623,428	2,456,900	2,507,000	2,587,000		2,587,000	2,587,000	3.19%	5.30%				
CC Commission-Delinquent Tax	920,958	859,669	197,931	133,331	993,000	1,057,600	1,089,300		1,089,300	1,089,300	3.00%	9.70%				
CC Commission-Legal Records	21,501	15,591	8,409	8,409	24,000	24,000	25,000		25,000	25,000	4.17%	4.17%				
Molax - 4%	2,897,331	2,413,418	767,582	815,582	3,229,000	3,181,000	3,341,000		3,341,000	3,341,000	5.03%	3.47%				
TOTALS CLERK STATUTORY	\$17,115,806	13,385,561	\$5,269,039	\$4,772,339	\$18,157,900	\$18,654,600	\$19,291,000	\$0	\$19,291,000	\$19,291,000	3.41%	6.24%				
CC Non-statutory Fees-Legal records	(34)	17	0	(17,00)	(0)	0	0		0	0	0.00%	-100.00%				
CC Non-statutory Fees-Motor Vehicles	425,546	304,947	163,653	140,253	445,200	468,600	468,600		468,600	468,600	0.00%	5.26%				
Interest Income	(591,940)	(475,304)	(95,696)	(158,696)	(634,000)	(571,000)	(634,000)		(634,000)	(634,000)	11.03%	0.00%				
Over/Short G/F			0	0	0	0	0		0	0	#DIV/0!	#DIV/0!				
TOTALS CLERK NON-STATUTORY	(166,428)	(170,341)	\$67,957	(\$18,460)	(\$188,800)	(\$102,400)	(\$165,400)	\$0	(\$165,400)	(\$165,400)	61.52%	-12.39%				
Clerical Expense Reimb-Election Center	5,984	1,949	4,051	551	2,500	6,000	10,000		10,000	10,000	66.67%	300.00%				
Clerical Expense Reimb-D/T	11,413	12,333	2,667	2,667	15,000	15,000	15,000		15,000	15,000	0.00%	0.00%				
Clerical Expense Reimb-Legal Records	354,037	256,379	143,621	83,621	340,000	400,000	412,000		412,000	412,000	3.00%	21.18%				
Clerical Expense Reimb-Motor Vehicles	674,486	545,882	197,518	182,718	728,600	743,400	765,700		765,700	765,700	3.00%	5.09%				
Election Expense Reimb-State	197,985	-	225,000	199,700	199,700	225,000	225,000		225,000	225,000	0.00%	12.67%				
Election Expense Reimb - Metro	1,210,564	2,005,568	1,565,312	1,339,112	3,344,700	3,570,900	3,787,800		3,787,800	3,787,800	6.07%	13.25%				
Voter Registration	5,936	4,037	1,963	0	4,037	6,000	6,600		6,600	6,600	10.00%	63.49%				
Bd of Assessment Reimb-Other	10,400	9,300	1,100	0	9,300	10,400	10,400		10,400	10,400	0.00%	11.83%				
Preparing Tax Bills Reimbursement	193,077	155,728	34,272	46,972	202,700	190,000	202,000		202,000	202,000	6.32%	-0.35%				
Expensed Return Check/Payments	-	0	25,000	5,000	5,000	25,000	5,000		5,000	5,000	-80.00%	#DIV/0!				
Miscellaneous Reimbursement	10,286	13,131	4,919	4,507	17,638	18,050	18,100		18,100	18,100	0.28%	2.62%				
TOTALS CLERICAL EXPENSE	\$2,674,177	3,004,326	\$2,205,424	\$1,864,849	\$4,869,175	\$5,209,750	\$5,457,600	\$0	\$5,457,600	\$5,457,600	4.76%	12.08%				
County Treasurer: 25%	(4,237,344)	(3,303,805)	(1,334,249)	(1,188,470)	(4,492,275)	(4,638,050)	(4,781,400)		(4,781,400)	(4,781,400)	3.09%	6.44%				
TOTALS FOR FEE DISBURSEMENTS	(\$4,237,344)	(\$3,303,805)	(\$1,334,249)	(\$1,188,470)	(\$4,492,275)	(\$4,638,050)	(\$4,781,400)	\$0	(\$4,781,400)	(\$4,781,400)	3.09%	6.44%				
2015-2018 Excess Funds to Metro																
TOTAL ALL REVENUES	15,386,210	12,915,741	\$6,208,171	\$5,430,300	\$18,346,000	\$19,123,900	\$19,801,800	\$0	\$19,801,800	\$19,801,800	3.54%	7.94%				

OFFICE OF JEFFERSON COUNTY CLERK
STATEMENT OF ACTUAL EXPENDITURES

	2017		2018		2018		2018		2018		2019		2019		2019	
	Actual YTD	10/1 - 9/30/18	Actual YTD	10/01-12/31/18	Annual Estimate	Diff(Over)/Under	Budget	1/1 - 12/31	CON	NEW INITIATIVE	APPROVED	% Change	2019 Budget	% Change	2019 Budget	
		Actual YTD	Estimate	Estimate	Estimate	Estimate	Budget	Budget	EXPANSION	BUDGET	To 2018 Estimated	vs 2018 Budget	Budget	To 2018 Estimated	vs 2018 Budget	
Gross Salaries-Regulars	8,871,600	6,571,824	2,365,176	30,019	8,937,000	2,210,800	11,147,800	11,289,200	0	11,289,200	13.69%	13.69%	11,289,200	13.69%	13.69%	
Gross Salaries-Seasonal	0	12,581	30,019	42,600	17,400	60,000	55,700	55,700	0	55,700	17.68%	-7.17%	55,700	17.68%	-7.17%	
Gross Salaries-Overtime	10,200	18,241	17,759	36,000	89,000	125,000	80,000	50,000	0	80,000	38.89%	-60.00%	80,000	38.89%	-60.00%	
Social Security-Employer	669,086	498,781	191,219	680,000	179,500	868,500	883,700	883,700	0	883,700	1.63%	-8.17%	883,700	1.63%	-8.17%	
Retirement-Employer	1,687,535	1,314,161	619,849	1,934,000	751,300	2,685,300	2,466,000	2,466,000	0	2,466,000	14.76%	-8.17%	2,466,000	14.76%	-8.17%	
Health Insurance	1,636,576	1,288,911	501,089	1,800,000	414,300	2,214,300	2,300,000	2,300,000	0	2,300,000	15.00%	3.87%	2,300,000	15.00%	3.87%	
County Clerk Expense	3,600	2,700	900	3,600	0	3,600	3,600	3,600	0	3,600	0.00%	0.00%	3,600	0.00%	0.00%	
Employee Cashouts	43,773	39,920	20,080	60,000	0	60,000	60,000	60,000	0	60,000	0.00%	0.00%	60,000	0.00%	0.00%	
Workers Comp - Employer	47,333	33,662	22,938	56,600	29,000	85,600	70,000	70,000	0	70,000	23.68%	-18.22%	70,000	23.68%	-18.22%	
Vacancy Credit					(1,612,800)	85,600	(1,612,800)	(1,699,400)	0	(1,699,400)						
TOTAL PERSONNEL	\$12,969,704	\$9,790,770	\$3,769,028	\$13,559,800	\$2,078,501	\$15,638,300	\$15,478,800	\$15,478,800	\$0	\$15,478,800	14.15%	-1.02%	\$15,478,800	14.15%	-1.02%	
Unemployment Insurance	31,401	27,286	9,328	36,614	7,086	43,700	43,700	43,700	0	43,700	19.35%	0.00%	43,700	19.35%	0.00%	
Employee Assistance Program	6,143	4,253	1,481	5,734	1,466	7,200	7,200	7,200	0	7,200	25.57%	0.00%	7,200	25.57%	0.00%	
Parking	0	38,770	12,923	51,693	69,307	121,000	90,000	90,000	0	90,000	74.10%	-25.62%	90,000	74.10%	-25.62%	
Rent	77,760	64,720	21,380	86,100	77,800	86,100	86,100	86,100	0	86,100	0.00%	10.67%	86,100	0.00%	10.67%	
Telephones	102,673	87,840	39,216	127,056	39,344	166,400	160,000	160,000	0	160,000	25.93%	-3.85%	160,000	25.93%	-3.85%	
Gas/Electric	15,739	16,195	6,005	22,200	7,800	30,000	35,000	35,000	0	35,000	57.66%	-16.67%	35,000	57.66%	-16.67%	
Professional Service Contracts	182,830	116,434	197,566	314,000	134,600	448,600	383,000	383,000	0	383,000	21.97%	-14.62%	383,000	21.97%	-14.62%	
Temporary Services	0	76,990	25,663	102,653	(102,653)	0	0	0	0	0	100.00%	#DIV/0!	0	100.00%	#DIV/0!	
Security Services	78,283	60,583	20,050	80,633	153,367	234,000	102,300	102,300	0	102,300	26.87%	-56.28%	102,300	26.87%	-56.28%	
Janitorial Services	96,252	73,189	24,396	97,585	28,215	125,800	132,900	132,900	0	132,900	36.19%	5.64%	132,900	36.19%	5.64%	
Advertising	62,611	41,345	166,055	207,400	12,600	220,000	227,700	227,700	0	227,700	9.79%	3.50%	227,700	9.79%	3.50%	
Printing	79,005	251,165	238,196	489,361	(15,061)	474,300	472,300	472,300	0	472,300	-3.49%	-0.42%	472,300	-3.49%	-0.42%	
Postage & Delivery	170,561	77,915	136,593	214,508	(3,408)	211,100	229,500	229,500	0	229,500	6.99%	8.72%	229,500	6.99%	8.72%	
Election Workers	200	484,697	486,003	960,700	13,300	994,000	994,000	994,000	0	994,000	1.36%	0.00%	994,000	1.36%	0.00%	
Office Expense	172,545	135,831	147,967	283,798	(34,298)	249,500	212,000	212,000	0	212,000	-25.30%	-15.03%	212,000	-25.30%	-15.03%	
Expense Return Checks	22,805	0	30,000	30,000	(17,500)	12,500	12,500	12,500	0	12,500	-58.33%	0.00%	12,500	-58.33%	0.00%	
Maintenance & Repairs	261,944	348,411	133,489	481,900	54,100	536,000	627,400	627,400	0	627,400	30.19%	17.05%	627,400	30.19%	17.05%	
Rental Equipment	28,498	27,751	12,738	40,489	12,311	52,800	48,000	48,000	0	48,000	18.55%	-9.09%	48,000	18.55%	-9.09%	
Automotive Rental	0	12,744	27,256	40,000	(24,500)	15,500	22,500	22,500	0	22,500	100.00%	45.16%	22,500	100.00%	45.16%	
Mileage & Gas	13,533	12,643	5,669	18,312	7,888	26,200	25,900	25,900	0	25,900	41.43%	-1.15%	25,900	41.43%	-1.15%	
Meetings	5,303	1,448	683	2,131	15,069	17,200	12,200	12,200	0	12,200	472.59%	-29.07%	12,200	472.59%	-29.07%	
Seminars	349	900	767	1,667	18,733	20,400	5,100	5,100	0	5,100	205.94%	-75.00%	5,100	205.94%	-75.00%	
Tuition	2,848	3,600	1,200	4,800	31,200	36,000	14,400	14,400	0	14,400	200.00%	-60.00%	14,400	200.00%	-60.00%	
Insurance & Bonds	77,103	76,601	3,399	80,000	(0)	80,000	80,000	80,000	0	80,000	0.00%	0.00%	80,000	0.00%	0.00%	
Notary Bonds	1,454	1,285	666	1,971	1,929	3,800	4,000	4,000	0	4,000	102.91%	2.56%	4,000	102.91%	2.56%	
Membership Dues	1,265	985	3,813	19,187	19,187	23,000	23,500	23,500	0	23,500	516.26%	2.17%	23,500	516.26%	2.17%	
Subscriptions	32,682	12,599	6,760	19,379	(3,679)	15,700	19,800	19,800	0	19,800	26.11%	-4.04%	19,800	26.11%	-4.04%	
TOTAL OPERATING EXPENSES	\$1,523,787	\$2,056,180	\$1,768,320	\$3,824,500	\$418,100	\$4,242,600	\$4,071,000	\$4,071,000	\$0	\$4,071,000	6.45%	-4.04%	\$4,071,000	6.45%	-4.04%	
Office Equipment	49,727	29,080	33,220	62,300	25,000	87,300	132,000	132,000	0	132,000	111.88%	51.20%	132,000	111.88%	51.20%	
Computer Equipment	206,443	84,026	166,574	250,600	27,000	277,600	30,000	30,000	0	30,000	-88.03%	-89.19%	30,000	-88.03%	-89.19%	
Computer Software	886	123,620	64,380	188,000	15,800	203,800	30,000	30,000	0	30,000	-84.04%	-26.47%	30,000	-84.04%	-26.47%	
Furniture & Fixture	2,860	5,227	19,773	25,000	15,000	40,000	30,000	30,000	0	30,000	20.00%	-26.47%	30,000	20.00%	-26.47%	
Remodeling & Renovations	885,373	283,632	66,368	350,000	500,000	850,000	30,000	30,000	0	30,000	-91.43%	-86.47%	30,000	-91.43%	-86.47%	
Vehicle	0	0	30,000	30,000	0	30,000	0	0	0	0	100.00%	-100.00%	0	100.00%	-100.00%	
TOTAL CAPITAL EXPENSES	1,145,290	\$525,564	\$380,314	\$905,900	\$517,801	\$1,423,700	\$0	\$252,000	\$0	\$252,000	-72.18%	-82.30%	\$252,000	-72.18%	-82.30%	
TOTAL ALL EXPENDITURES	\$15,638,780	\$12,372,535	\$5,917,663	\$18,290,200	\$3,014,402	\$21,304,600	\$19,549,800	\$19,549,800	\$252,000	\$19,801,800	8.26%	-7.05%	\$19,801,800	8.26%	-7.05%	

OFFICE OF THE JEFFERSON COUNTY CLERK

NOTES TO THE 2019 BUDGET

REVENUES

Actual Revenues	2017	\$15,386,210
Budgeted Revenues	2018	\$19,123,900
Estimated Revenues	2018	\$18,346,000
Budgeted Revenues	2019	\$19,801,800

Estimated revenues for 2019 were determined by using actual data for the nine months ending September 2018 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 2019 are budgeted to increase by \$461,000 (2.96%) over the 2018 budget; an increase for Metro election expense reimbursement of \$216,900 over the 2018 budgeted reimbursement. There will be two elections in 2019. With nine months of actual data to analyze in the motor vehicle fee categories, we are estimating annual fees for 2019 budgeted revenue to increase 3.0% compared to the 2018 budget and increase 6.19% compared to the 2018 estimated actual. For legal record fees, we have estimated the budgeted revenue to increase 3.0% compared to the 2018 budget and to increase 8.42% over the estimated actual for 2018. In 2019, we have estimated delinquent tax revenue to increase 3.0% more than the 2018 budget.

As of September 30, 2018, Motor Vehicle statutory fees are 4.9 % less than the 2018 budget and 0.8% less than 2017 actual revenue for the same period. Motor Vehicle non-statutory fees are 13.2% less than the 2018 budget and 12.0% less than the September 30, 2017 actual revenue. Usage tax is 2.5% less than the 2018 budget and 0.5% less than the September 30, 2017 actual revenue. Mo-tax is 1.2% more than the 2018 budget and 2.6% more than the September 30, 2017 actual revenue. Legal Record's revenue is 11.7% less than the 2018 budget and 3.93 % less than September 30, 2017 actual revenue. Delinquent Tax revenue is 8.4% more than the 2018 budget and 4.6% more than September 30, 2017 actual revenue.

Based on the September 30, 2018 (factoring out Metro reimbursable expense) overall revenue being under budget by 6.9 % and 0.7% less than 2017 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 2019.

PERSONNEL COSTS

Personnel cost for 2019 is budgeted at \$15,478,800, a decrease of \$159,500 from the budgeted personnel cost for 2018. The salary line item budget has increased due to projected 3% COLA raises for 2019, any increases in hourly salaries and any merit increases. The overall decrease is mostly due to the change in employer retirement contribution from a budgeted 28.86% to a 22.0% effective July 1, 2019. The benefit cost calculations of 22% of gross salary was used for employer retirement contribution to cover the change in the rate at July 1, 2019. 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 decreased 18.2% due to our good experience rate. Overtime has been decreased to balance the budget. Based on history, this should still cover the expense. 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 3.87% compared to the 2018 budget and increase 15% as compared to the 2018 estimated actual. Currently, we have not received the actual 2019 health premiums rates. In evaluating our revenue available to meet our operating cost for 2019 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 10.0%, 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 2019 retroactive to January 1, 2019. Any performance awards for merit will only be distributed if discretionary funds are available. The overtime budget has been increased compared to our 2018 estimated actual to ensure adequate funding in the general duties of the clerk's office. Overtime is still used at times when the branches are short staffed and are required to stay over to complete the day's work. Overtime is necessary for employees to work at fairs, festivals and to attend mandatory employee training seminars/meetings scheduled after hours.

We request a staff of 322 in the 2019 personnel budget to maintain a high level of efficiency. One of our 2019 strategic initiatives are to continue to provide excellent customer service to the citizens of Jefferson County. In order to achieve our goals, we need to maintain our staff level at 322.

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

New Initiative

No new initiatives are required for personnel expense.

OPERATING EXPENSES

The 2019 continuing operating expenses are expected to increase \$460,400 (12.75%) from the 2018 estimated actual operating expenses:

<u>2019 Budgeted Operating Expenses</u>	vs.	<u>2018 Estimated Actual Operating Expenses</u>
\$4,071,000		\$3,772,564
<u> -0-</u>		<u> 51,936</u>
<u>\$ 4,071,000</u>		<u>\$3,824,500</u>

Maintenance and repairs are budgeted to increase 17.05% over 2018 budget and Professional Service Contracts to decrease 14.62% over the 2018 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 decrease 56.28% compared to the 2018 budget and increase 26.87% over the 2018 estimated actual. Currently we own the Cash Link Systems, however they are over five (5) years old and may need to be repaired in 2019; janitorial services will increase 36.19% compared to the 2018 estimated actual due to rising cost to have the branch floors stripped and waxed, the carpet, seating and windows cleaned quarterly. Rental equipment budget has been decreased 9.09% as compared to the 2018 budget due to renting copiers instead of leasing them. Telephone expenses are expected to decrease 3.85% over the 2018 budget due to completing the switch from Metro Centrex System to VOIP telephone systems. Postage and delivery expenses are 6.99% more than the estimated 2018 actual and 8.72% more than the 2018 budget. This is due to stock up at year end, any increase in postal rates, and an increase in required election mail. Office Expenses are 25.29% less than the estimated 2018 actual and 15.03% less than the 2018 budgets. Office expense includes some funds to continue the employee uniform program that was approved by the Kentucky State Auditor’s Office in the last quarter of 2006. It also includes up to \$2,500 to cover the annual All Employee Meeting and purchase any prizes and take away items related to the meeting. The 2019 budget includes supplies related to year end stock up orders. The printing budget has been decreased 3.49% compared to the 2018 estimated actual and decreased 0.42% compared to the 2018 budget. There are two scheduled elections in 2019. The current budget includes funds to replenish printed materials. Printing of ballots will be required in 2019. Printing of brochures and document holders continues to require a substantial portion of the printing budget. Advertising has increased 9.79% compared to the 2018 estimated actual and increase 3.5% compared to the 2018 budget. There are two scheduled elections to advertise in 2019. 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. Capital has been reduced 82.3% over the 2018 budget and 72.18% over the estimated 2018 actual because 2019 is a new term and

all surplus revenue will be turned over to Louisville Metro Government. The category of meetings, tuition and seminar expenses has been reduced compared to the 2018 budget and 2018 estimated actual to balance the budget. Mileage is estimated to increase 41.43% compared to the 2018 estimated actual and decrease 1.15% compared to the 2018 budget. The cost of gas has decreased, but KAVIS2 re-implementation will still require staff to travel to Frankfort several times each week for KAVIS implementation participation. Insurance and Bonds has remained flat compared to the 2018 estimated actual and the 2018 budget. This expense is to cover our general liability, employment practice and property insurance premiums in 2019. Subscriptions have increased 41.45% over the 2018 estimated actual and remain the same compared to the 2018 budget. Membership dues remain flat.

Professional Services Contracts

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

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

- Jefferson County Sheriff – provides data processing services for property tax bills.
- Zielke Law Firm – provides general legal counsel with expertise in contracts, employment law and litigation and provides guidance in Human Resources as needed.
- 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

2018 Estimated Operating Expenses \$3,824,500

Changes projected for 2019:

Unemployment Insurance	7,086
Employee Assistance Program	1,466
Parking	38,307
Rent	-0-
Telephones	32,944
Gas & Electric	12,800
Professional Service Contracts	69,019
Temporary Services	(102,653)
Security Services	21,667
Janitorial Services	35,315
Advertising	20,300
Printing	(17,061)
Postage & Delivery	14,992
Election Workers	13,300
Office Expenses	(71,765)
Discretionary Fund	-0-
Expense Returned Checks	(17,500)
Maintenance & Repairs	145,445
Rental Equipment	7,511
Automotive Rental	(17,500)
Mileage & Gas	7,588
Meetings	10,069
Seminars	3,433
Tuition	9,600
Insurance & Bonds	-0-
Notary Bonds	2,029
Membership Dues	19,687
Subscriptions	421
Total 2019 Operating Expenses	\$4,071,000

CAPITAL EXPENDITURES

The Jefferson County Clerk's Office expects revenue to be on target for the remaining months of 2018 and we are projecting a small increase in fee revenue in 2019. Our prudent spending has provided us with the opportunity to fund a few new capital initiatives, emergency funds and the other required expenses which are necessary to ensure that our office is able to provide the continued VIP service which the citizens of Metro Jefferson County are entitled to and have come to expect from our administration. The capital budget has been substantially reduced over the 2018 estimated actual and 2018 budget due to 2019 being the first year of a new term and all old term surplus is required to be turned over to Metro Government.

Capital expenditures for 2019 are budgeted as follows:

Office Equipment	\$ 132,000
Computer Equipment	30,000
Computer Software	30,000
Furniture and Fixtures	30,000
Remodeling and Renovation	<u>30,000</u>
Total Capital Expenditures	\$ 252,000

Office Equipment – Total \$132,000

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

1. Charging Stations for Epoll Books - \$65,000: The Secretary of State has purchased Epoll Books to replace the current paper rosters. The Election Center will be required to use 1,200 Epoll books in the 2019 Primary and General Elections. These charging stations are needed to charge, store, secure, transport and protect the units.
2. USB Memory Devices (Thumb Drives) – \$37,000: The Election Center needs an additional 350 memory devices to use for the Primary and General Elections. This purchase will further enhance the County Clerk's ability to provide secure elections while extending the lifespan of the original purchase through RFP #170034.
3. Emergency replacement of miscellaneous office equipment throughout the office -\$30,000.

Computer Equipment and Software – Total \$60,000

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

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

The 2019 budget includes funds to maintain the integrity of current systems and address any required replacements.

1. 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.
2. Emergency Replacement Software - \$30,000. Computer software needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.

Furniture & Fixtures - \$30,000

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.

Remodeling – \$30,000

1. 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.

OFFICE OF THE COUNTY CLERK
2019 SALARY SCHEDULE "A"
Effective 1/1/2019

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Operating Officer Chief Administrative Officer Executive Director	A6	Year	\$ 66,490	\$ 86,437	\$ 110,576
		Month	\$ 5,540.833	\$ 7,203.083	\$ 9,214.667
		Semi	\$ 2,770.417	\$ 3,601.542	\$ 4,607.333
		Hourly	\$ 31.966	\$ 41.556	\$ 53.162
Director	A5	Year	\$ 52,600	\$ 68,380	\$ 84,160
		Month	\$ 4,383.333	\$ 5,698.333	\$ 7,013.333
		Semi	\$ 2,191.667	\$ 2,849.167	\$ 3,506.667
		Hourly	\$ 25.288	\$ 32.875	\$ 40.462
Division Manager Regional Manager Executive Administrator	A4	Year	\$ 45,700	\$ 59,410	\$ 73,120
		Month	\$ 3,808.333	\$ 4,950.833	\$ 6,093.333
		Semi	\$ 1,904.167	\$ 2,475.417	\$ 3,046.667
		Hourly	\$ 21.971	\$ 28.563	\$ 35.154
Manager Executive Assistant	A3	Year	\$ 39,700	\$ 51,610	\$ 63,520
		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 HR Generalist Election Center Support Generalist Internal Auditor Project Manager	A2	Year	\$ 34,500	\$ 44,850	\$ 55,200
		Month	\$ 2,875.000	\$ 3,737.500	\$ 4,600.000
		Semi	\$ 1,437.500	\$ 1,868.750	\$ 2,300.000
		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
2019 SALARY SCHEDULE "G"
Effective 1/1/2019

<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
2019 SALARY SCHEDULE "I"
Effective 1/1/2019**

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

JEFFERSON COUNTY CLERK'S OFFICE
2019 PERSONNEL AUTHORIZATION REQUEST

Grade	Description	2018 Number Authorized	2018 Number Filled at 10/1/2018	2018 Request Number	2018 Actual Monthly Salary	2018 Actual Annual Salary	2018 COLA Annual Salary	2019 COLA Annual Salary	2019 Con't. Annual COLA	2019 Con't. Annual Retirement	2019 Con't. Annual FICA	2019 Con't. Annual Insurance	2019 Con't. Annual Workers Comp	2019 Personnel Cost Per Grade
C1	County Clerk ***Includes Estimated Training Pay	1	1	1	11,667	140,000	144,200	144,200	4,200	31,349	11,080	7,443	225	194,297
A6	Chief Operating Officer Chief Admin. Officer Executive Directors	2	2	2	16,172	194,058	199,879	199,879	5,821	43,454	15,389	14,886	450	274,058
A5	Director Co-Directors	10	9	12	65,111	781,330	804,769	804,769	23,439	174,957	62,153	89,316	2,700	1,133,895
A4	Divisional Managers Executive Administrator	6	5	5	23,030	276,356	284,647	284,647	8,291	61,882	22,020	37,215	1,125	406,889
A3	Manager Executive Assistance	27	24	27	102,169	1,226,023	1,262,804	1,262,804	36,781	274,534	97,928	200,961	6,075	1,842,301
A2	Administrator Election Center Manager Webmaster	24	18	25	85,536	1,026,427	1,057,219	1,057,219	30,792	229,840	82,147	186,188	5,650	1,561,062
A1	Assistant Manager	13	13	13	39,043	468,520	482,575	482,575	14,055	104,912	37,554	96,759	2,925	724,725
I6	IT Director	1	1	1	8,023	96,273	99,161	99,161	2,888	21,558	7,635	7,443	225	136,021
I5	IT Divisional Managers ISeries Administrator	3	3	4	20,250	242,996	250,286	250,286	7,290	54,412	19,343	29,772	900	354,713
I4	Program Analyst Network Engineer System Analyst	4	4	4	17,968	215,613	222,082	222,082	6,469	48,281	17,185	29,772	900	318,220
I3	Network Administrator	1	1	1	2,635	31,620	32,569	32,569	949	7,080	2,540	7,443	225	49,858
I2	AS400 System Operator PC Software Specialist II Operations Support Technician Election Center Support Tech.	5	2	3	7,448	89,380	92,061	92,061	2,661	20,014	7,190	22,329	675	142,269
G5	Management Assistant	6	5	6	18,048	216,580	223,077	223,077	6,497	48,497	17,359	44,658	1,350	334,943
G4	Finance Specialist MV Specialist(MVS) LR Specialist(LRS) Deed Room Specialist Graphic Arts Specialist Micrographic Specialist	25	18	24	63,928	767,130	790,144	790,144	23,014	171,777	61,622	178,632	5,400	1,207,575

JEFFERSON COUNTY CLERK'S OFFICE
2019 PERSONNEL AUTHORIZATION REQUEST

Grade	Description	2018 Number Authorized	2018 Number Filled at 10/1/2018	2018 Request Number	2018 Actual Monthly Salary	2018 Actual Annual Salary	2018 COLA Annual Salary	2018 COLA Annual Cont.	2018 Retirement Annual Cont.	2018 FICA Annual Cont.	2018 Insurance Annual Cont.	2019 Workers Comp Annual Cont.	2019 Personnel Cost Per Grade
G2	Facilities Management Specialist(FIMS) Election Technician	177	154	G2 180	424,565	5,094,780	5,247,597	152,819	1,140,834	410,263	1,339,740	40,500	8,178,906
G1	Customer Service Representatives (CSR) Customer Service Trainee (CST) Prob. Duplication Specialist I	17	3	G1 14	12,260	147,116	151,530	4,414	32,943	12,278	7,443	675	204,868
Total		322	263	322	917,850	11,014,200	11,344,600	330,400	2,466,300	883,700	2,300,000	70,000	17,064,600

2018 Estimated Salaries	\$ 11,014,200
2018 Estimated Vacancy Credit	(2,034,600)
2018 Estimated Actual Salaries	8,979,600
Statement of Expense Schedule	\$ 8,979,600
Variance	\$ 0

Summary:	
2019 Payroll Authorization Request	17,064,600
2019 10% Vacancy Credit	(1,699,400)
2019 Clerk	3,600
2019 Overtime Authorization Request	50,000
2019 Sick Leave/Comp Conversion Authorization Reque	60,000
2019 Personnel Authorization Request	\$ 15,478,800
	322
2019 Statement of Actual Expenditures	\$ 15,478,800

**OFFICE OF THE JEFFERSON COUNTY CLERK
2019 SLOT REPORT**

Salary Grade	Number Authorized	Maximum Annual Slot Cap per Position
Jefferson County Clerk	1	N/A
A6	2	\$110,576
A5	12	\$84,160
A4	5	\$73,120
A3	27	\$63,520
A2	25	\$55,200
A1	13	\$48,000
I6	1	\$101,000
I5	4	\$85,000
I4	4	\$60,725
I3	1	\$54,250
I2	3	\$48,475
I1	0	\$43,225
G5	6	\$49,600
G4	24	\$44,960
G3	0	\$40,800
G2	180	\$40,800
G1	14	\$36,800

OFFICE OF THE JEFFERSON COUNTY CLERK
 PROFESSIONAL SERVICES CONTRACTS
 BUDGET 2019

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 BUDGET</u>	<u>2018 EXPECTED</u>	<u>2019 BUDGET</u>
Jefferson County Sheriff	25,751	36,000	36,000	36,000
Personnel Services	13,990	30,000	1,900	30,000
Legal Services	2,434	30,000	1,500	30,000
Photography & Images	73	3,000	100	3,000
Accounting Services	632	10,000	2,800	10,000
Election Center Board Per Diem	2,400	5,000	4,300	6,000
Computer Services	137,552	334,600	267,400	268,000
Total	\$ 182,830	\$ 448,600	\$ 314,000	\$ 383,000

Jefferson County Clerk's Office
Professional Service Contracts - 2019
September 30, 2018

Vendor	2018 Maximum Annual Budget	9/30/2018 Expense	10/1/2018 Available Amount	Estimated Annual Expense	Estimated Remaining Balance	2019 Annual Budget	Description
Accounting Services	10,000	1,229	8,771	2,900	7,200	10,000	Accounting Services
5th 3rd (Big Stock Photo)	1,000	12	988	100	900	1,000	Images for Ad's
Carl Bensinger	3,000	1,400	1,600	2,300	700	3,000	Election Center Board Per Diem
Graphic Designs	1,000		1,000			1,000	Photography
Getty Images	1,000		1,000		1,000	1,000	Images for Ad's
Jefferson County Sheriff's Office	36,000		36,000	36,000		36,000	Property Tax Bills
Kwantec(MyCareer Network)	12,000	9,000	3,000	12,000		12,000	Annual Support
Other	36,680	250	36,430	5,132	31,548	36,950	Misc.
Zelke Law Firm PLLC	30,000		30,000	1,500	28,500	30,000	Legal Services
Deanna Brangers	30,000	330	29,670	1,900	28,100	30,000	Personnel Services
Daniel Camaron	3,000	400	2,600	400	2,600		Election Center Board Per Diem
Computer Services budget: \$268,000		700	(700)	1,600	(1,600)	3,000	Election Center Board Per Diem
AT&T				9,926	(9,926)		Boice - Network and Security Services @ \$150 hr
Boice Enterprise (Boice.Net)	6,000		6,000	1,500	4,500		Premier Edition for 5 concurrent operators
Log Me in (Bold Chat)	6,500	4,946	1,555	4,946	1,555	1,250	
Mark Murdock				8,000	(8,000)		Social Media Development
CDWG	1,000	695	305	695	305	3,000	SSL Webserver - 3 years
Premier Election Solution (ES&S)	3,000		3,000	2,000	1,000	5,000	Audio for Ballots
Data Design	5,000		5,000	1,208	3,793	5,000	TaxMaster Recovery & Database Relocation
Data Design	3,000		3,000		3,000	3,000	Software Development
Data Strategy		11,200		16,800	(16,800)	20,000	Boice - Network and Security Services @ \$200.
5th 3rd (Hover Services)/TUCOWS	220	96	124	96	124	19,500	Domain Name & Voter Reach Renewal
IBM	19,500		19,500	3,120	16,380	19,500	AS/400 Technical Assistance
Insiream		3,200		3,200			Kofax Upgrade
Krono	300	18	282	90	210	30,000	Timekeeping & HR Workforce
KYCOT	15,000		15,000	15,000		15,000	Utilization
Mitel	3,600		3,600				Election Center Telephone Support
Imaging Office Systems	4,800		4,800	4,800			Service contract on scanners
Intel	5,000		5,000				Web Defense/Content Control
TV Station	120,000	81,684	38,316	117,988	5,000	5,000	Training Video Public Service
Flexential (Peak 10)	1,000		1,000		2,012	51,000	ISP Service & Leased Lines
Peak 10	40,000		40,000		1,000		Add IP Addresses
SIS	5,000		5,000	4,000		40,000	DR Fees-Email Services
Technify	8,000	1,275	3,725	4,275	725	10,000	Website Support
Twinstar	8,000		8,000	6,725	1,275	8,000	40 hrs Software Support
ABRA/Sage	8,000		8,000	8,000		8,000	ABRA HR; Open Enrollment; Timekeeping/Support
Voice4Net				1,900	(1,900)		Hours to install upgrade to IVR System
Total	448,600	116,434	343,366	314,000	103,200	383,000	
	9/30/2018	116,433.94		314,000.00			
				\$		\$	
			Actual				
							\$ 383,000.00
							\$ 383,000.00

**GENERAL TERM ORDER
December 31, 2018
2019 Budget for the
Office of the Jefferson County Clerk**

County of Jefferson

Date: December 31, 2018
Ordering Authorizing Revised Expenditures
Calendar Year - 2019

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 2019.

Whereas, the receipts, to the 75% account, of the Office of the Jefferson County Clerk for the calendar year 2017 were \$14,175,646 plus \$1,210,564 reimbursable expenses from Metro Government for the Board of Elections, plus \$2,322,000 HAVA Funds and \$1,702,896 Metro Bond Funds and estimated receipts of \$15,001,300, plus \$3,344,700 reimburseable expenses from Metro Government for the Board of Elections for 2018 and whereas, I estimate the receipts for calendar year 2019 to be \$16,014,000 plus \$3,787,800 of reimbursable expenses from Metro Government for the Board of Elections.

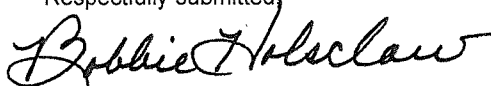
Estimated Funds Available Calendar Year 2019	\$	16,014,000
Estimated Reimbursable Funds Available From Metro		3,787,800
Estimated Funds Available Calendar Year 2019	\$	19,801,800

It is hereby moved that the Jefferson County Clerk be allowed to expend the total sum of \$19,801,800 for the operation of the office during calendar year 2019. It is hereby further requested that the total sum of \$19,801,800 be expended as follows:

Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related	\$	13,874,800
Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related-Board of Elections		1,604,000
Regular Office Expenses		1,989,200
Regular Office Expenses-Board of Elections		2,081,800
New Initiative Office Expense		
Regular Equipment		150,000
Regular Equipment - Board of Elections		102,000
 Total	 \$	 <u>19,801,800</u>

The Jefferson County Clerk further requests, that with the amount of \$15,478,800 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 2017


**A RESOLUTION APPROVING THE JEFFERSON COUNTY CLERK'S
2018 BUDGET.**

SPONSORED BY: COUNCIL MEMBER BUTLER

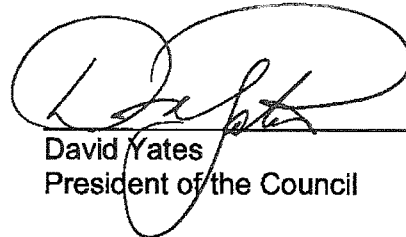
**BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE
LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS
FOLLOWS:**

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 2018 budget.

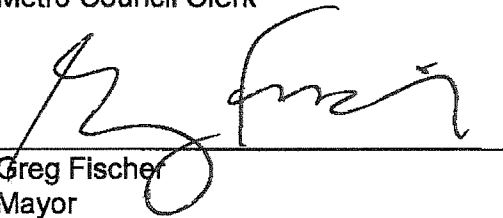
SECTION II: This Resolution shall take effect upon its passage and approval.



H. Stephen Ott
Metro Council Clerk



David Yates
President of the Council



Greg Fischer
Mayor

12/7/17

Approval Date

APPROVED AS TO FORM AND LEGALITY:

Michael J. O'Connell
Jefferson County Attorney



BY: 

R-178-17

Schedule A

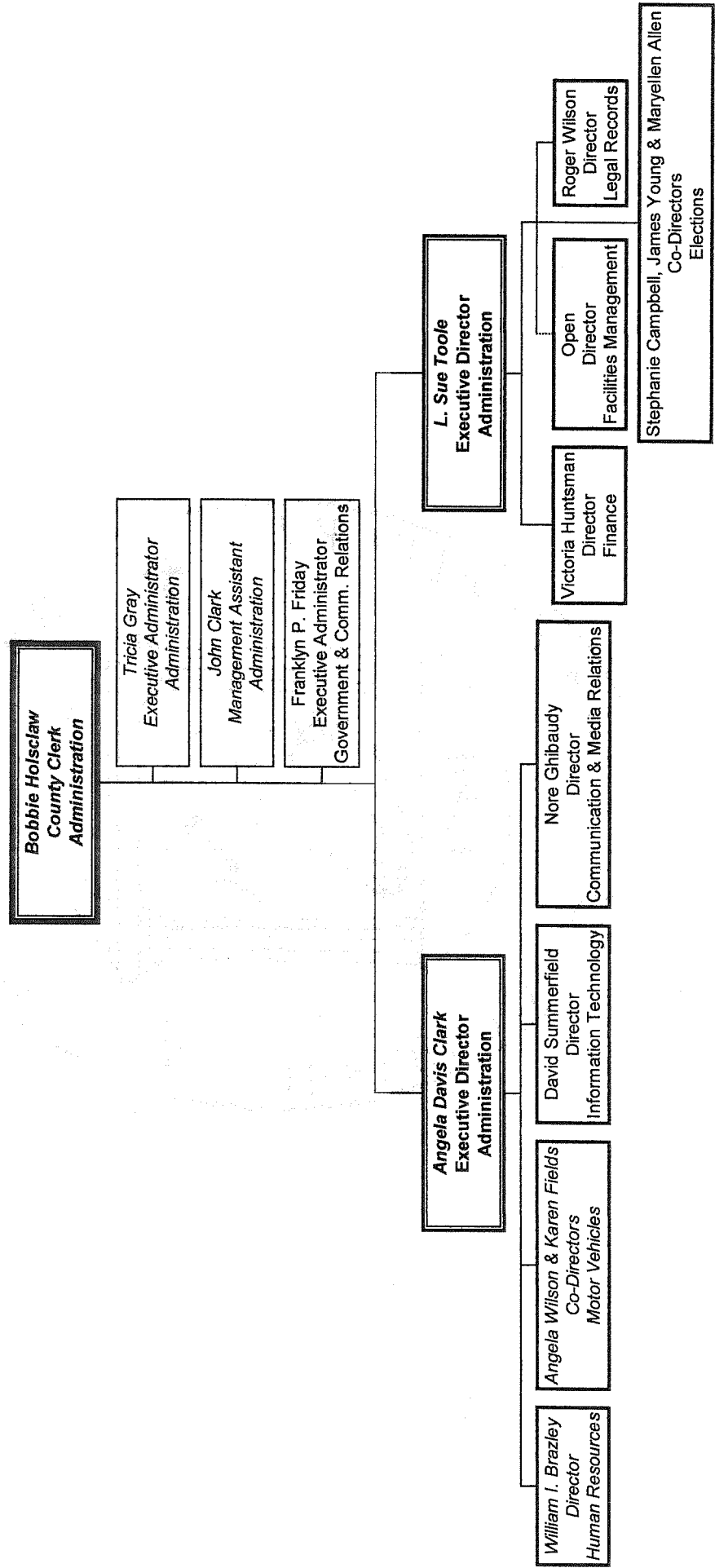
Fiscal Year 2018 Budget

That there is authorized the following expenditures for the operation of the Jefferson County Clerk's Office during the calendar year 2018. The total sum of \$21,304,600 shall be allocated as follows:

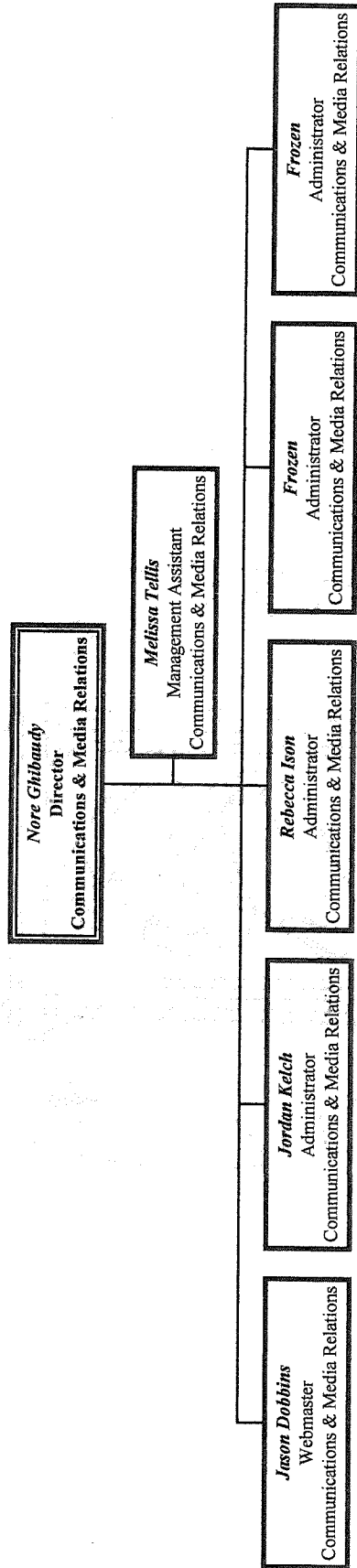
Personnel	\$15,638,300
Operating	\$ 4,242,600
Capital	<u>\$ 1,423,700</u>
TOTAL	\$21,304,600

There is further authorized a personnel complement of 322 employees. The total estimated funds available for appropriation are \$21,530,344, comprised of \$19,123,900 in revenues and \$2,406,444 of cumulative surplus. Therefore, the anticipated 2018 year-end cumulative term surplus will total \$225,744.

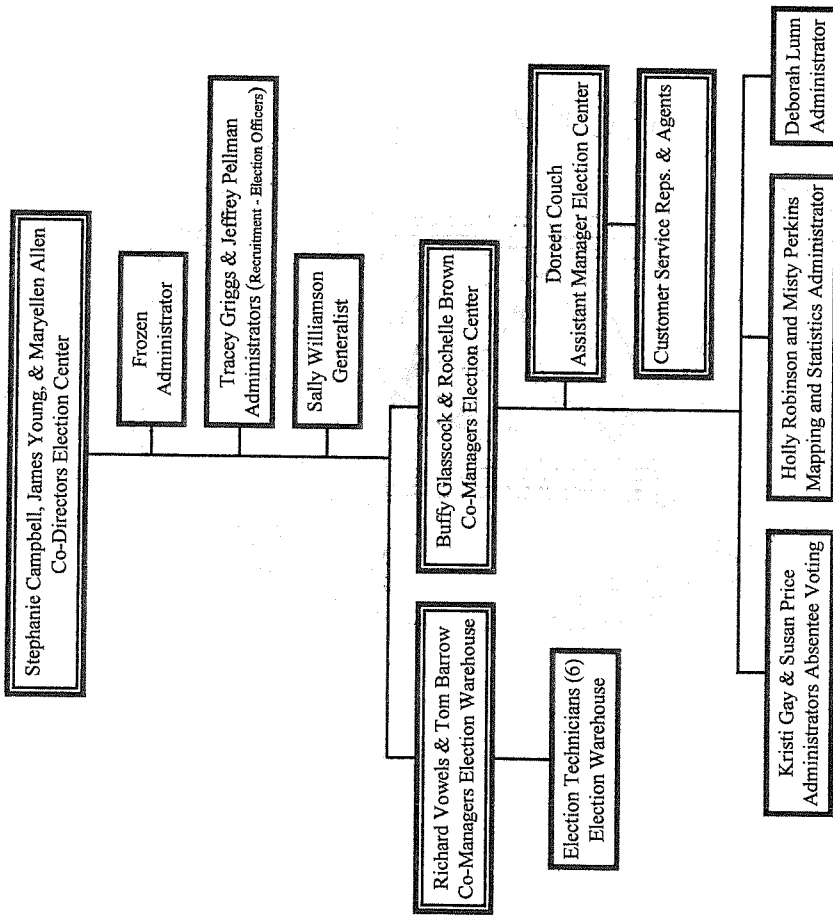
**Jefferson County Clerk's Office
Organizational Chart
Fourth Quarter - October, November, December
October 1, 2018**



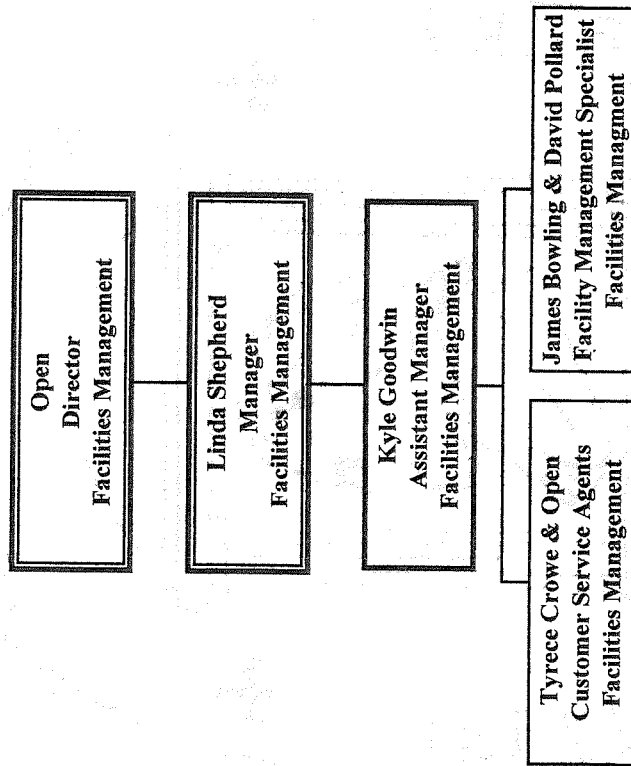
**Jefferson County Clerk's Office Organizational Chart
Communications & Media Relations Division**



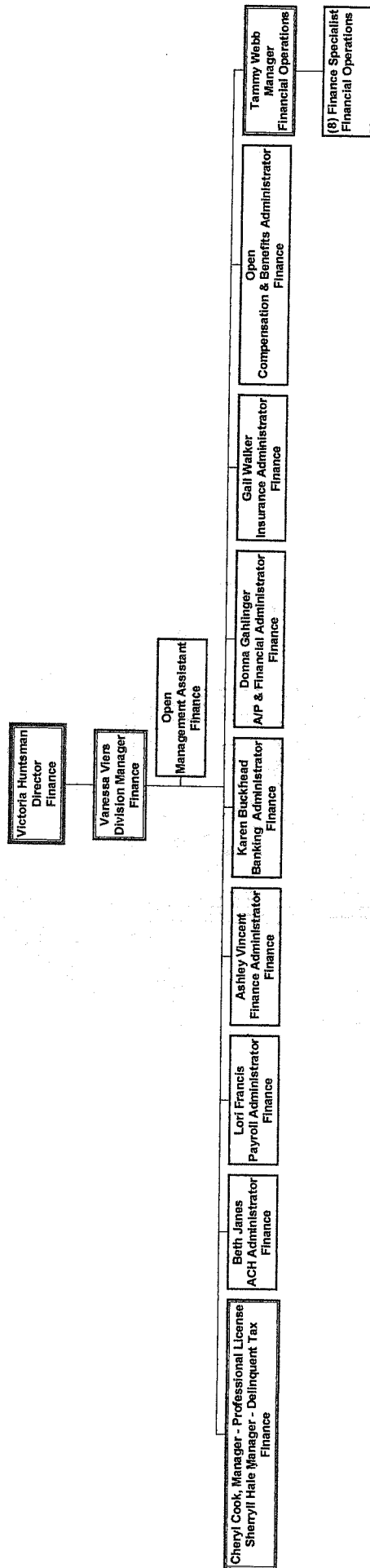
Jefferson County Clerk's Office Organizational Chart Election Division



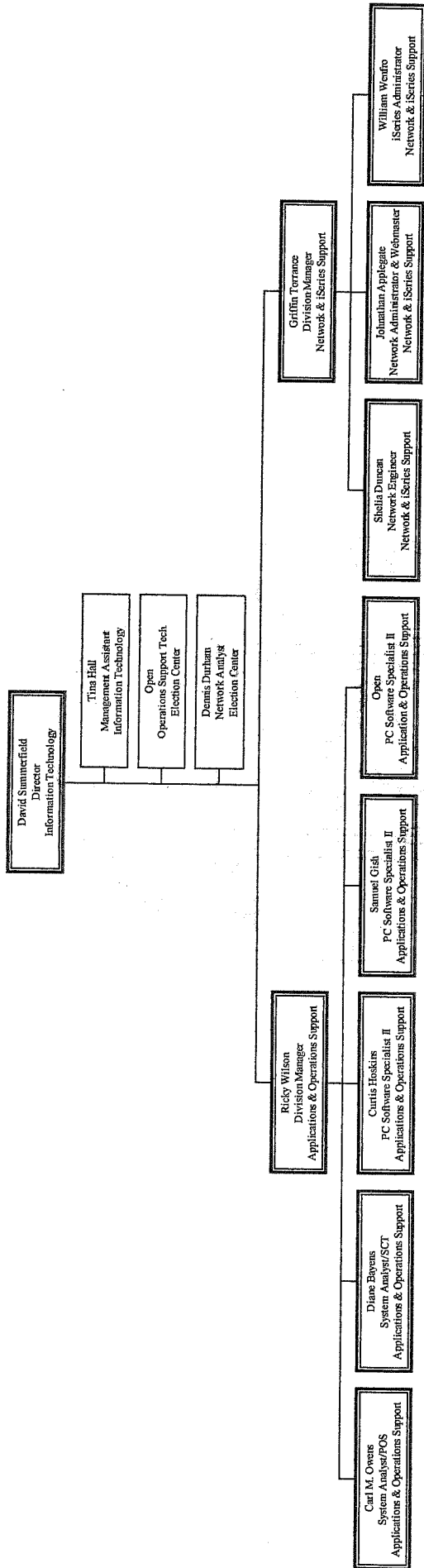
**Jefferson County Clerk's Office Organizational Chart
Facilities Management Division**



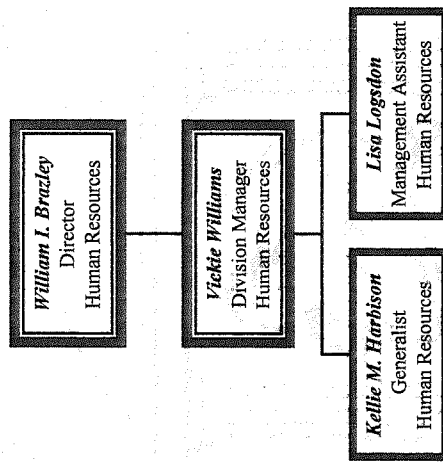
**JEFFERSON COUNTY CLERK'S OFFICE ORGANIZATION CHART
FINANCE DIVISION**



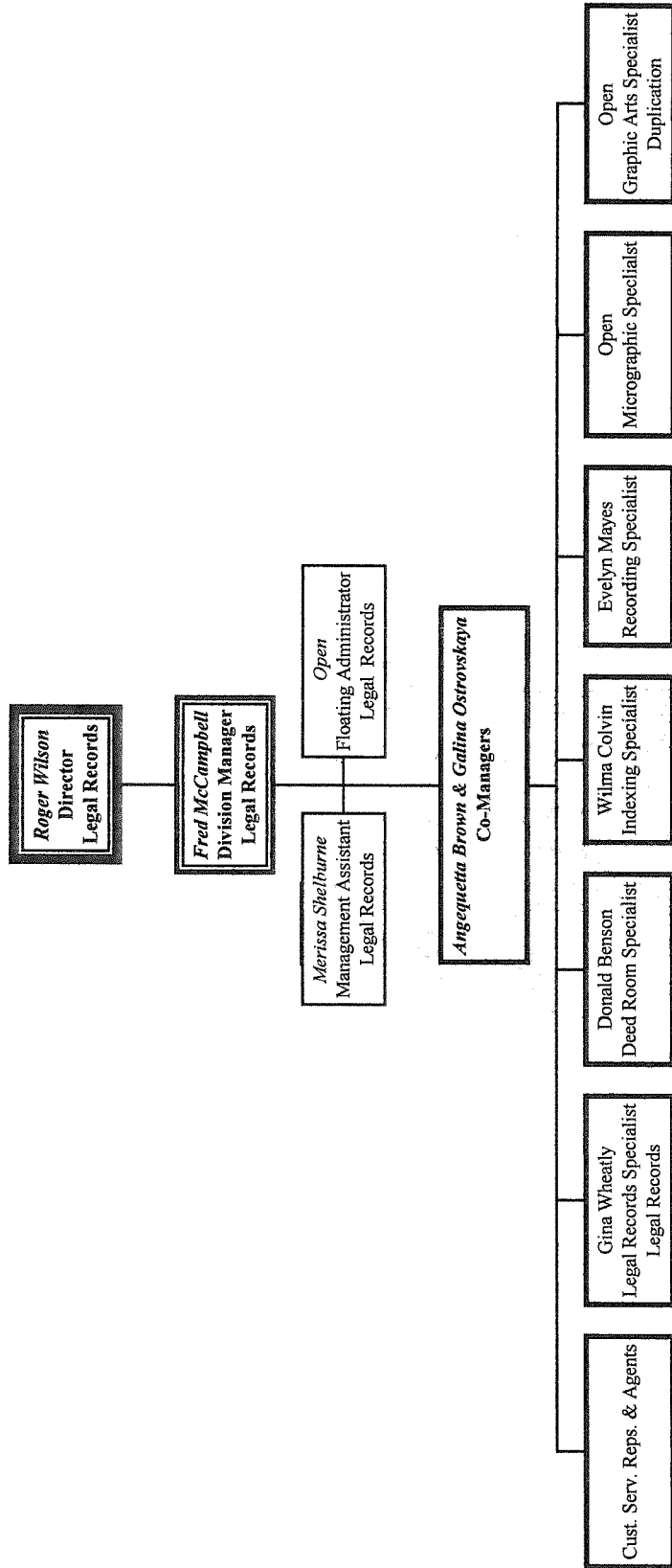
Jefferson County Clerk's Office Organizational Chart
Information Technology Division



Jefferson County Clerk's Office Organizational Chart
Human Resources Division



Jefferson County Clerk's Office Organizational Chart
Legal Records Division



Jefferson County Clerk's Office Organizational Chart
Motor Vehicles Division

