



BOBBIE HOLSCLAW
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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
Victoria Huntsman, Director of Finance
Ashley Vincent, Budget Administrator
Angela Clark, Executive Director
Metro Council Clerk

FROM: Sue Toole, Executive Director

DATE: December 2, 2019

RE: **YEAR 2020 REVISED BUDGET**

Enclosed please find four copies of our Year 2020 Revised 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.

Thank you for allowing our office to submit a revised budget request.

**OFFICE OF THE
JEFFERSON COUNTY CLERK**

REVISED

2020 BUDGET



Bobbie Holclaw
JEFFERSON COUNTY CLERK

DECEMBER 31, 2019

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OFFICE OF THE JEFFERSON COUNTY CLERK OVERVIEW

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Last year's budget (see attached approval of Resolution No 173, Series 2018) indicated Personnel of \$15,478,800; Operating of \$4,071,000 and Capital initiatives of \$252,000. The 2020 projected budget is estimated at \$22,967,600 which is an increase of \$3,165,800 or 15.99%. The difference is due to an increase of \$2,281,900 or 14.74% in personnel. Funds are budgeted for 2020 to cover the salary increases, the increase in the retirement contribution from 22% to 28% and an increase in insurance premiums, an increase in continuation operating expenses of \$278,100 or 6.83%; an increase of \$605,800 (240.4%) in new capital initiatives due to 2019 was a new term year where all old term surplus is turned over to Metro Government. 2019 has some estimated surplus to cover the capital initiatives, the balance of the capital request will be covered by 2020 revenue. Based on the Legal Records fee increase, the current economic trends and 2019 estimated actual, we have increased the clerk's fee budget continuing revenue projection over 2019 for estimated revenue by 31.61%. This excludes an increase to the Metro reimbursement expense of \$461,700 (12.19%). The continuing revenue increase to the budget is due to a variety of factors the most significant one being the Legal Records fee increase due to Senate Bill 114. We anticipate being able to continue to sell delinquent tax bills to third party vendors in 2020.

Last year, our total staff was 322. To meet our 2020 strategic goals, we are requesting to maintain a staff of 322. Personnel cost has increased from \$15,478,800 to \$17,760,700. We are anticipating awarding a COLA for 2019 and upgrading the entry level salaries to ensure adequate staffing to service the citizens of Jefferson County. The vacancy credit is set at 8.0% in an effort to maintain staff positions. The employer retirement contribution increased from 22% to 28% starting in July 2020 and a 3% COLA is budgeted for 2020 and any merit and hourly increases for 2020 will only be awarded if revenue allows. Capital has increased from \$252,000 to 857,800. The 2020 budget includes new capital initiatives funds to improve technology and to cover any emergency replacements. Our overall continuing operating component has been increased from \$4,071,000 to 4,349,100 to cover increases in office supplies and services. In 2020, Administration's emphasis will primarily focus on implementing improvements and continuing to provide the highest quality of services to our customers. I hope that the 2020 budget will be approved and passed "as is", taking into consideration all of the above.

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

	2019 BUDGET APPROVED BY METRO GOV'T	2019 ESTIMATED ACTUAL	2020 BUDGET
ACCUMULATED SURPLUS - Beginning of year			\$ 350,000
REVENUE	\$ 16,014,000	\$ 14,911,800	\$ 19,550,200
REIMBURSABLE EXPENSE	<u>3,787,800</u>	<u>3,262,900</u>	<u>4,249,500</u>
TOTAL FUNDS AVAILABLE FOR USE	\$ 19,801,800	\$ 18,174,700	\$ 24,149,700
EXPENDITURES:			
PERSONNEL	\$ 13,874,800	\$ 13,151,500	\$ 15,939,300
PERSONNEL ELECTION CTR	\$ 1,604,000	\$ 1,253,400	\$ 1,821,400
OPERATING	\$ 1,989,200	\$ 1,393,900	\$ 2,207,300
OPERATING ELECTION CTR	\$ 2,081,800	\$ 1,939,500	\$ 2,141,800
			\$ -
CAPITAL	\$ 150,000	\$ 16,400	\$ 571,500
CAPITAL- ELECTION CENTER	<u>\$ 102,000</u>	<u>\$ 70,000</u>	<u>\$ 286,300</u>
TOTAL EXPENDITURES	\$ 19,801,800	\$ 17,824,700	\$ 22,967,600
ACCUMULATED SURPLUS End of year	\$ -	\$ 350,000	\$ 1,182,100

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

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

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

OFFICE OF JEFFERSON COUNTY CLERK
STATEMENT OF ACTUAL EXPENDITURES

	2018		2019		2019		2019		2019		2020		2020		2020	
	Actual YTD	10/01 - 9/30/19	Actual YTD	10/01 - 12/31/19	Estimate	Diff/Over/Under	Budget	BUDGET	BUDGET	1/1 - 12/31	CONTINUATION	NEW INITIATIVE	APPROVED	% Change	2020 Budget	vs 2019 Budget
Gross Salaries-Regulars	8,995,570	6,706,214	2,584,686	9,290,900	37,300	1,998,300	11,289,200	12,173,500	0	12,173,500	0	12,173,500	20.54%	12,173,500	7,93%	
Gross Salaries-Seasonal	16,488	5,989	31,901	18,400	18,400	0	55,700	61,800	0	61,800	0	61,800	52.43%	61,800	10.95%	
Gross Salaries-Overtime	24,589	9,804	30,496	40,300	40,300	9,700	883,700	936,100	0	936,100	0	936,100	210.17%	936,100	150.00%	
Social Security-Employer	682,140	506,893	209,807	716,700	167,000	212,000	2,466,000	3,242,400	0	3,242,400	0	3,242,400	20.16%	3,242,400	5.93%	
Retirement-Employer	1,827,362	1,483,335	770,665	2,254,000	2,254,000	362,000	2,300,000	2,610,000	0	2,610,000	0	2,610,000	31.48%	2,610,000	13.48%	
Health Insurance	1,771,055	1,452,272	485,728	1,938,000	1,938,000	3,600	3,600	3,600	0	3,600	0	3,600	23.90%	3,600	13.48%	
County Clerk Expense	3,600	2,700	900	3,600	3,600	0	3,600	3,600	0	3,600	0	3,600	0.00%	3,600	0.00%	
Employee Cashouts	53,978	43,429	14,471	57,900	57,900	2,100	60,000	60,000	0	60,000	0	60,000	3.63%	60,000	0.00%	
Workers Comp - Employer	50,897	50,168	16,032	66,200	66,200	3,800	70,000	70,200	0	70,200	0	70,200	0.29%	70,200	0.29%	
Vacancy Credit				(1,699,400)	(1,699,400)		(1,699,400)	(1,521,900)		(1,521,900)		(1,521,900)	6.04%			
TOTAL PERSONNEL	\$13,425,692	\$10,260,214	\$4,144,686	\$14,404,900	\$1,073,900	\$18,478,800	\$17,760,700	\$17,760,700	\$0	\$17,760,700	\$0	\$17,760,700	23.30%	\$17,760,700	23.30%	14.74%
Unemployment Insurance	27,286	27,676	9,216	36,892	36,892	6,808	43,700	43,700	0	43,700	0	43,700	18.45%	43,700	0.00%	
Employee Assistance Program	5,197	4,253	1,504	5,757	5,757	1,443	7,200	7,200	0	7,200	0	7,200	25.07%	7,200	0.00%	
Parking	64,390	61,895	20,632	82,527	82,527	7,473	90,000	139,000	0	139,000	0	139,000	68.43%	139,000	54.44%	
Rent	86,080	64,080	21,420	85,500	85,500	600	86,100	86,100	0	86,100	0	86,100	0.70%	86,100	0.00%	
Telephones	116,899	83,037	29,919	112,956	112,956	47,044	160,000	159,300	0	159,300	0	159,300	41.03%	159,300	-0.44%	
Gas/Electric	20,371	16,026	8,974	25,000	25,000	10,000	35,000	35,000	0	35,000	0	35,000	40.00%	35,000	0.00%	
Professional Service Contracts	238,542	148,516	101,484	250,000	250,000	133,000	383,000	527,800	0	527,800	0	527,800	111.12%	527,800	37.81%	
Temporary Services	81,727	0	0	0	0	0	0	0	0	0	0	0	100.00%	0	0.00%	#DIV/0!
Security Services	82,752	70,335	23,520	93,855	93,855	8,445	102,300	117,700	0	117,700	0	117,700	25.41%	117,700	15.05%	
Janitorial Services	107,325	57,007	19,229	76,236	76,236	56,664	132,900	123,800	0	123,800	0	123,800	62.39%	123,800	-6.85%	
Advertising	219,379	12,841	109,226	121,867	121,867	105,833	227,700	230,000	0	230,000	0	230,000	88.73%	230,000	1.01%	
Printing	480,123	343,595	112,665	456,260	456,260	16,040	472,300	490,300	0	490,300	0	490,300	7.46%	490,300	3.81%	
Postage & Delivery	245,484	51,012	111,371	162,363	162,363	67,117	229,500	193,700	0	193,700	0	193,700	19.29%	193,700	-15.60%	
Election Workers	969,844	491,527	500,473	992,000	992,000	2,000	994,000	994,000	0	994,000	0	994,000	0.20%	994,000	0.00%	
Office Expense	217,170	114,514	74,164	188,678	188,678	23,322	212,000	222,900	0	222,900	0	222,900	18.14%	222,900	5.14%	
Discretionary Fund	0	10,000	3,333	13,333	13,333	(13,333)	0	0	0	0	0	0	-100.00%	0	0.00%	#DIV/0!
Expense Return Checks	31,723	0	25,000	25,000	25,000	(12,500)	12,500	12,000	0	12,000	0	12,000	-52.00%	12,000	-4.00%	
Maintenance & Repairs	396,481	329,862	40,138	370,000	370,000	257,400	627,400	650,000	0	650,000	0	650,000	75.68%	650,000	3.60%	
Rental Equipment	37,595	28,426	20,670	48,096	48,096	(1,096)	48,000	65,200	0	65,200	0	65,200	32.80%	65,200	35.83%	
Automotive Rental	28,577	17,145	17,855	35,000	35,000	(12,500)	22,500	30,000	0	30,000	0	30,000	100.00%	30,000	33.33%	
Mileage & Gas	18,966	9,644	7,418	17,062	17,062	8,838	25,900	25,500	0	25,500	0	25,500	49.45%	25,500	-1.54%	
Meetings	3,048	1,552	1,117	2,669	2,669	9,531	12,200	16,000	0	16,000	0	16,000	49.40%	16,000	31.15%	
Seminars	1,347	4,637	1,546	6,183	6,183	(1,083)	5,100	20,600	0	20,600	0	20,600	233.19%	20,600	303.92%	
Tuition	3,600	2,400	800	3,200	3,200	11,200	14,400	24,000	0	24,000	0	24,000	66.67%	24,000	66.67%	
Insurance & Bonds	76,601	87,332	29,164	116,496	116,496	(36,496)	80,000	100,000	0	100,000	0	100,000	-14.16%	100,000	25.00%	
Notary Bonds	11,692	2,012	544	2,556	2,556	1,444	4,000	3,200	0	3,200	0	3,200	25.21%	3,200	-20.00%	
Membership Dues	19,535	990	330	22,180	22,180	1,320	23,500	23,500	0	23,500	0	23,500	1680.30%	23,500	0.00%	
Subscriptions	10,058	369	1,207	1,576	1,576	18,224	19,800	8,600	0	8,600	0	8,600	445.69%	8,600	-56.57%	
TOTAL OPERATING EXPENSES	\$3,613,784	\$2,040,483	\$1,292,917	\$3,333,400	\$737,600	\$4,071,000	\$4,349,100	\$4,349,100	\$0	\$4,349,100	\$0	\$4,349,100	30.47%	\$4,349,100	6.83%	6.83%
Office Equipment	47,996	9,287	60,713	70,000	70,000	62,000	132,000	99,700	0	99,700	0	99,700	42.43%	99,700	-24.47%	
Computer Equipment	189,363	5,222	1,758	6,960	6,960	23,020	30,000	284,100	0	284,100	0	284,100	3970.39%	284,100	847.00%	
Computer Software	134,802	1,072	357	1,429	1,429	28,571	30,000	179,300	0	179,300	0	179,300	12444.31%	179,300	497.67%	
Furniture & Fixture	11,406	689	2,757	2,757	2,757	27,243	30,000	49,700	0	49,700	0	49,700	1702.47%	49,700	65.67%	
Remodeling & Renovations	329,333	3,925	1,308	5,233	5,233	24,767	30,000	205,000	0	205,000	0	205,000	3817.20%	205,000	583.33%	
Vehicle	32,892	0	0	0	0	0	0	40,000	0	40,000	0	40,000	100.00%	40,000	50.00%	#DIV/0!
TOTAL CAPITAL EXPENSES	745,784	\$21,574	\$64,826	\$86,400	\$86,400	\$165,600	\$252,000	\$252,000	\$0	\$252,000	\$0	\$252,000	892.83%	\$252,000	240.40%	240.40%
TOTAL ALL EXPENDITURES	\$17,785,261	\$12,322,273	\$5,502,429	\$17,824,700	\$1,977,100	\$19,801,800	\$22,109,800	\$22,109,800	\$0	\$22,109,800	\$0	\$22,109,800	28.85%	\$22,109,800	15.99%	15.99%

OFFICE OF THE JEFFERSON COUNTY CLERK

NOTES TO THE 2020 BUDGET

REVENUES

Actual Revenues	2018	\$17,512,028
Budgeted Revenues	2019	\$19,801,800
Estimated Revenues	2019	\$18,174,700
Budgeted Revenues	2020	\$23,799,700

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

Continuing Clerk Fee Revenues for 2020 are budgeted to increase by \$3,536,200 (22.08%) over the 2019 budget; an increase for Metro election expense reimbursement of \$461,700 over the 2019 budgeted reimbursement. There will be two elections in 2020. With nine months of actual data to analyze in the motor vehicle fee categories, we are estimating annual fees for 2020 budgeted revenue to decrease 6.0% compared to the 2019 budget and remain flat compared to the 2019 estimated actual. For legal record fees, we have estimated the budgeted revenue to increase 62.01% compared to the 2019 budget and to increase 86.21% over the estimated actual for 2019. This is due to the fee increases by the passing of Senate Bill 114. Refer to KRS 64.012 for detailed line item increases. In 2020, we have estimated delinquent tax revenue to remain flat compared to the 2019 budget.

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

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

PERSONNEL COSTS

Personnel cost for 2020 is budgeted at \$17,760,700, an increase of \$2,281,900 from the budgeted personnel cost for 2019. The salary line item budget has increased due to projected 3% COLA raises for 2020, and an increase to hourly salaries and any merit increases. The overall increase is also due to the change in employer retirement contribution from a budgeted 22% to a 28.0% effective July 1, 2020. The benefit cost calculations of 28% of gross salary was used for employer retirement contribution to cover the change in the rate at July 1, 2020. The retirement rate is adjusted on a fiscal year instead of on a calendar year. The calculation for employer contribution for FICA is gross salary times 7.65%. The budget for worker's compensation premiums will remain flat due to our good experience rate. Overtime has been increased due two election cycle in 2020, the new minimum salary law changes to \$35,568 making more staff members eligible for overtime and to cover employees working fairs and festivals. The vacancy credit is not applied to salaries for purposes of calculating the annual premium for worker's compensation to ensure adequate funds to cover the annual audit. The Clerk's Office contribution for insurance is budgeted to increase 13.48% compared to the 2019 budget and increase 23.90% as compared to the 2019 estimated actual. In evaluating our revenue available to meet our operating cost for 2020 and analyzing our current vacancy trend, we determined that we still require the 322 slots. With our overall calculation for the personnel budget, we have set our vacancy credit at 8.0%, which will enable us to maintain our monthly staff at a level needed to ensure that we continue providing excellent customer service.

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

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

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

New Initiative

We have included an increase in entry level salaries on each of the job levels. The A1 entry level salaries was increased from \$30,000 to \$36,000 with a spread of 15% to the other levels; the G1 entry level salaries was increased from \$23,000 to \$25,500 with a 15% spread to the other levels; the I1 entry level salaries was increased from \$24,700 to \$27,700 with a 12% spread to the other levels. The net effect of payroll and related expenses to these increases after the 8% vacancy credit was applied is \$679,470.

OPERATING EXPENSES

The 2020 continuing operating expenses are expected to increase 1,015,700 (30.47%) from the 2019 estimated actual operating expenses:

<u>2020 Budgeted Operating Expenses</u>	vs.	<u>2019 Estimated Actual Operating Expenses</u>
\$4,349,100		\$3,333,400
<u>-0-</u>		<u>-0-</u>
<u>\$ 4,349,100</u>		<u>\$3,333,400</u>

Maintenance and repairs are budgeted to increase 3.60% over 2019 budget and Professional Service Contracts to increase 37.81% over the 2019 budget. These expenses are to cover new and existing maintenance and professional service contracts, any shortfall in the Metro apportionment budget, and unexpected repairs on aging equipment. The cash management system expenses are estimated to increase 15.05% compared to the 2019 budget and increase 25.41% over the 2019 estimated actual. Currently we own the Cash Link Systems, however they are over five (5) years old and may need to be repaired in 2020; janitorial services will increase 62.39% compared to the 2019 estimated actual due to rising cost to have the branch floors stripped and waxed, the carpet, seating and windows cleaned quarterly. Rental equipment budget has been increased 35.83% as compared to the 2019 budget due to renting a DS 450 election tabulator instead of purchasing one. Telephone expenses are expected to remain flat over the 2019 budget. Postage and delivery expenses are 19.29% more than the estimated 2019 actual and 15.60% less than the 2019 budget. This is due to regular stock up at year end, any increase in postal rates, and an increase in required election mail for the 2020 Presidential Election. Office Expenses are 18.14% more than the estimated 2019 actual and 5.14% more than the 2019 budgets. Office expense includes some funds to continue the employee uniform program that was approved by the Kentucky State Auditor's Office in the last quarter of 2006. It also includes up to \$2,500 to cover the annual All Employee Meeting and purchase any prizes and take away items related to the meeting. The 2020 budget includes supplies related to year end stock up orders. The printing budget has been increased 7.46% compared to the 2019 estimated actual and increased 3.81% compared to the 2019 budget. The current budget includes funds to replenish printed materials. Printing of ballots will be required in 2020 for two scheduled elections. Printing of brochures and document holders continues to require a substantial portion of

the printing budget. Advertising has increased 88.73% compared to the 2019 estimated actual and increase 1.01% compared to the 2019 budget. There are two scheduled elections to advertise in 2020 Presidential Election. The remaining budget is to cover advertising for the general services of the clerk's office such as mail-in, telephone, and internet renewals. Capital has been increased 240.4% over the 2019 budget and 892.83% over the estimated 2019 actual because of technology improvements and to cover any emergency replacements. The category of meetings, tuition and seminar expenses has been increased 91.16% compared to the 2019 budget and 402.82% over the 2019 estimated actual due to in-house employee training and development seminars. We also have tuition reimbursement. Mileage is estimated to increase 49.45% compared to the 2019 estimated actual and decrease 1.54% compared to the 2019 budget. The cost of gas has decreased, but KAVIS2 re-implementation will still require staff to travel to Frankfort several times each week for KAVIS implementation participation. Insurance and Bonds is estimated to decrease 14.16% compared to the 2019 estimated actual and increase 25% compared to the 2019 budget. This expense is to cover our general liability, employment practice and property insurance premiums in 2020. Subscriptions have increased 445.69% over the 2019 estimated actual and decreased 56.57% compared to the 2019 budget. Membership dues remain flat.

Professional Services Contracts

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

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

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

- Jefferson County Board of Election Members – attend monthly board meetings.
- Kwantek – online job applications.
- Genus Technology – Webview Legal Records Search support.
- Bold Chat – Online chat for concurrent operators.
- AT&T - Communications

Recap of Operating Expense Increase

2019 Estimated Operating Expenses \$3,333,400

Changes projected for 2020:

Unemployment Insurance	6,808
Employee Assistance Program	1,443
Parking	56,473
Rent	600
Telephones	46,344
Gas & Electric	10,000
Professional Service Contracts	277,800
Temporary Services	-0-
Security Services	23,845
Janitorial Services	47,564
Advertising	108,133
Printing	34,040
Postage & Delivery	31,317
Election Workers	2,000
Office Expenses	34,222
Discretionary Fund	(13,333)
Expense Returned Checks	(13,000)
Maintenance & Repairs	280,000
Rental Equipment	16,104
Automotive Rental	(5,000)
Mileage & Gas	8,438
Meetings	13,331
Seminars	14,417
Tuition	20,800
Insurance & Bonds	(16,496)
Notary Bonds	644
Membership Dues	22,180
Subscriptions	7,024
Total 2020 Operating Expenses	\$4,339,100

CAPITAL EXPENDITURES

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

Capital expenditures for 2020 are budgeted as follows:

Office Equipment	\$ 99,700
Computer Equipment	284,100
Computer Software	179,300
Furniture and Fixtures	49,700
Remodeling and Renovation	205,000
Vehicle	<u>40,000</u>
Total Capital Expenditures	<u>\$ 857,800</u>

Office Equipment – Total \$99,700

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

headsets (6) in Motor Vehicle Processing. Community Banners and a portable camera are needed in Media Relations.

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

Computer Equipment and Software – Total \$463,400

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

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

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

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

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

Furniture & Fixtures - \$49,700

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

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

Remodeling – \$205,000

1. Renovation of the Professional License Branch - \$100,000. Update the employee workstations and add customer seating. Expand the current location into the

public affairs office area once they are moved into their new location a part of the Fiscal Court Building move.

2. Parking lot improvement –\$75,000. Includes funds to improve the parking lot for the Election Center move from the Edison Center to the new location.
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.

Vehicle Replacement - \$40,000

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

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

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Operating Officer	A6	Year	\$ 76,800	\$ 99,840	\$ 127,072
Chief Administrative Officer		Month	\$ 6,400.000	\$ 8,320.000	\$ 10,589.333
Executive Director		Semi	\$ 3,200.000	\$ 4,160.000	\$ 5,294.667
		Hourly	\$ 36.923	\$ 48.000	\$ 61.092
Director	A5	Year	\$ 61,500	\$ 79,950	\$ 98,400
		Month	\$ 5,125.000	\$ 6,662.500	\$ 8,200.000
		Semi	\$ 2,562.500	\$ 3,331.250	\$ 4,100.000
		Hourly	\$ 29.567	\$ 38.438	\$ 47.308
Division Manager	A4	Year	\$ 53,400	\$ 69,420	\$ 85,440
Regional Manager		Month	\$ 4,450.000	\$ 5,785.000	\$ 7,120.000
Executive Administrator		Semi	\$ 2,225.000	\$ 2,892.500	\$ 3,560.000
		Hourly	\$ 25.673	\$ 33.375	\$ 41.077
Manager	A3	Year	\$ 46,400	\$ 60,320	\$ 74,240
Executive Assistant		Month	\$ 3,866.667	\$ 5,026.667	\$ 6,186.667
		Semi	\$ 1,933.333	\$ 2,513.333	\$ 3,093.333
		Hourly	\$ 22.308	\$ 29.000	\$ 35.692
Administrator	A2	Year	\$ 40,300	\$ 52,390	\$ 64,480
HR Generalist		Month	\$ 3,358	\$ 4,365.833	\$ 5,373.333
Election Center Support Generalist		Semi	\$ 1,679.167	\$ 2,182.917	\$ 2,686.667
Internal Auditor		Hourly	\$ 19.375	\$ 25.188	\$ 31.000
Project Manager					
Assistant Manager	A1	Year	\$ 36,000	\$ 46,800	\$ 57,600
		Month	\$ 3,000.000	\$ 3,900.000	\$ 4,800.000
		Semi	\$ 1,500.000	\$ 1,950.000	\$ 2,400.000
		Hourly	\$ 17.308	\$ 22.500	\$ 27.692

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

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>		
Management Assistant	G5	Year	39,900	52,545	63,840		
		Month	\$ 3,325.000	\$ 4,378.750	\$ 5,320.000		
		Semi	\$ 1,662.500	\$ 2,189.375	\$ 2,660.000		
		Hourly	\$ 19.183	\$ 25.262	\$ 30.692		
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	\$ 36,300	\$ 47,190	\$ 58,080		
		Month	\$ 3,025.000	\$ 3,932.500	\$ 4,840.000		
		Semi	\$ 1,512.500	\$ 1,966.250	\$ 2,420.000		
		Hourly	\$ 17.452	\$ 22.688	\$ 27.923		
		Administrative Assistant	G3	Year	\$ 33,000	\$ 43,500	\$ 52,800
				Month	\$ 2,750.000	\$ 3,625.000	\$ 4,400.000
				Semi	\$ 1,375.000	\$ 1,812.500	\$ 2,200.000
				Hourly	\$ 15.865	\$ 20.913	\$ 25.385
		Customer Service Agents (CSA) Duplication Specialist II	G2	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		
Customer Service Representative (CSR) Customer Service Trainee (CST) Prob. Duplication Specialist I	G1	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		

60% spread between minimum/maximum

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

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Director - IT	I6	Year	66,500	91,438	122,875
		Month	\$ 5,541.667	\$ 7,619.792	\$ 10,239.583
		Semi	\$ 2,770.833	\$ 3,809.896	\$ 5,119.792
		Hourly	\$ 31.971	\$ 43.960	\$ 59.075
Divisional Manager iSeries Administrator	I5	Year	\$ 52,500	\$ 72,188	\$ 101,800
		Month	\$ 4,375.000	\$ 6,015.625	\$ 8,483.333
		Semi	\$ 2,187.500	\$ 3,007.813	\$ 4,241.667
		Hourly	\$ 25.240	\$ 34.706	\$ 48.942
Program Analyst Network Engineer Systems Analyst	I4	Year	\$ 42,200	\$ 58,025	\$ 73,850
		Month	\$ 3,516.667	\$ 4,835.417	\$ 6,154.167
		Semi	\$ 1,758.333	\$ 2,417.708	\$ 3,077.083
		Hourly	\$ 20.288	\$ 27.897	\$ 35.505
Network Administrator Website Administrator	I3	Year	\$ 36,700	\$ 50,463	\$ 64,225
		Month	\$ 3,058.333	\$ 4,205.208	\$ 5,352.083
		Semi	\$ 1,529.167	\$ 2,102.604	\$ 2,676.042
		Hourly	\$ 17.644	\$ 24.261	\$ 30.877
AS400 Platform Administrator PC Software Specialist II Operations Support Technician	I2	Year	\$ 31,900	\$ 43,863	\$ 55,825
		Month	\$ 2,658.333	\$ 3,655.208	\$ 4,652.083
		Semi	\$ 1,329.167	\$ 1,827.604	\$ 2,326.042
		Hourly	\$ 15.337	\$ 21.088	\$ 26.839
PC Software Specialist I	I1	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

JEFFERSON COUNTY CLERK'S OFFICE
2019 PERSONNEL AUTHORIZATION REQUEST

ATTACHMENT A

Grade	Description	2019 Number Authorized	2019 Number Filled at 10/1/2019	2019 Request Number	2019 Actual Monthly Salary	2019 Actual Annual Salary	2020 COLA/Upgrade Salary	2020 COLA/Upgrade Annual	2020 Con't. Annual Retirement	2020 Con't. Annual FICA	2020 Con't. Annual Insurance	2020 Con't. Annual Workers Comp	2020 Personnel Cost Per Grade
C1	County Clerk ***Includes Estimated Training Pay	1	1	1	13,333	160,000	164,800	4,800	43,672	12,607	8,447	225	229,750
A6	Chief Operating Officer Chief Admin. Officer Executive Directors	2	2	2	15,422	185,061	190,613	5,552	50,512	14,582	16,894	450	273,050
A5	Director Co-Directors	12	9	12	66,603	799,233	824,217	24,984	218,417	63,053	101,364	2,700	1,209,750
A4	Divisional Managers Executive Administrator	5	4	5	23,164	277,962	297,536	19,574	78,847	22,762	42,235	1,125	442,505
A3	Manager Executive Assistance	27	23	27	104,078	1,248,933	1,320,958	72,025	350,054	101,053	228,069	6,075	2,006,208
A2	Administrator Election Center Manager Webmaster	25	19	25	85,986	1,031,832	1,098,931	67,099	291,251	84,107	211,175	5,625	1,691,088
A1	Assistant Manager	13	13	13	41,427	497,126	514,265	17,139	136,280	39,341	109,811	2,925	802,622
I6	IT Director	1	1	1	8,183	98,198	101,144	2,946	26,803	7,738	8,447	225	144,357
I5	IT Divisional Managers iSeries Administrator	4	3	4	18,372	220,464	236,965	16,501	62,796	18,128	33,788	900	352,577
I4	Program Analyst Network Engineer System Analyst	4	3	4	17,111	205,333	219,218	13,885	58,093	16,770	33,788	900	328,769
I3	Network Administrator	1	1	1	2,964	35,568	37,801	2,233	10,017	2,892	8,447	225	59,382
I2	AS400 System Operator PC Software Specialist II Operations Support Technician Election Center Support Tech.	3	2	3	7,582	90,983	98,786	7,803	26,178	7,557	25,341	675	158,537
G5	Management Assistant	6	5	6	18,713	224,558	263,799	39,241	69,907	20,181	50,682	1,350	405,919
G4	Finance Specialist MV Specialist(MVS) LR Specialist(LRS) Deed Room Specialist Graphic Arts Specialist Micrographic Specialist Facilities Management Specialist(FMS)	24	19	24	65,790	789,474	909,688	120,214	241,067	69,591	202,605	5,400	1,428,351

JEFFERSON COUNTY CLERK'S OFFICE
2019 PERSONNEL AUTHORIZATION REQUEST

ATTACHMENT A

Grade	Description	2019 Number Authorized	2019 Number Filled at 10/1/2019	2019 Request Number	2019 Actual Monthly Salary	2019 Actual Annual Salary	2020 COLA/Upgrade Annual Salary	2020 COLA/Upgrade Annual Salary	2020 Cont. Annual Retirement	2020 Cont. Annual FICA	2020 Cont. Annual Insurance	2020 Cont. Annual Workers Comp	2020 Personnel Cost Per Grade
G2	Election Technician	180	156	182	433,867	5,206,408	5,842,253	635,847	1,548,208	446,988	1,520,460	40,950	9,398,859
G1	Customer Service Agent (CSA) Duplication Technicians II	14	1	12	8,833	106,000	114,330	8,330	30,297	8,746	8,447	450	162,270
	Customer Service Representatives (CSR)												
	Customer Service Trainee (CST) Prob.												
	Duplication Specialist I												
Total		322	262	322	931,428	11,177,132	12,235,300	1,058,171	3,242,400	936,100	2,610,000	70,200	19,094,000
				2019 Estimated Salaries \$ 11,177,132		\$ 319,617	\$ 738,554	\$ 1,058,171	Summary:				Continuing Total
				2019 Estimated Vacancy Credit (1,848,932)			189,000	Retirement	2020 Payroll Authorization Request				19,094,000
				2019 Estimated Actual Salaries 9,328,200			54,700	FICA	2020 8% Vacancy Credit				(1,521,900)
				Statement of Expense Schedule \$ 9,328,200		\$ 319,617	982,254	\$ 1,058,171	2020 Clerk				3,600
				Variance \$ 0		\$ 294,048	\$ 679,470	\$ 973,517	2020 Overtime Authorization Request				125,000
						(25,569)	(59,084)	(84,654)	2020 Sick Leave/Comp Conversion Authorization Reque:				60,000
						0	\$ 679,470	\$ 973,517	2020 Personnel Authorization Request				\$ 17,760,700
													322
									2020 Statement of Actual Expenditures				\$ 17,760,700

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

Salary Grade	Number Authorized	Maximum Annual Slot Cap per Position
Jefferson County Clerk	1	N/A
A6	2	\$127,072
A5	12	\$98,400
A4	5	\$85,440
A3	27	\$74,240
A2	25	\$64,480
A1	13	\$57,600
I6	1	\$122,875
I5	4	\$101,800
I4	4	\$73,850
I3	1	\$64,225
I2	3	\$55,825
I1	0	\$48,475
G5	6	\$63,840
G4	24	\$58,060
G3	0	\$52,800
G2	182	\$48,000
G1	12	\$40,800

OFFICE OF THE JEFFERSON COUNTY CLERK
 PROFESSIONAL SERVICES CONTRACTS
 BUDGET 2020

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

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

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

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

County of Jefferson

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

Office of the Jefferson County Clerk

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

Whereas, the receipts, to the 75% account, of the Office of the Jefferson County Clerk for the calendar year 2018 were \$14,167,369 plus \$3,344,659 reimbursable expenses from Metro Government for the Board of Elections and estimated receipts of \$14,911,800 plus \$3,262,900 reimbursable expenses from Metro Government for the Board of Elections for 2019 and whereas, I estimate the receipts for calendar year 2020 to be \$19,550,200 plus \$4,249,500 of reimbursable expenses from Metro Government for the Board of Elections.

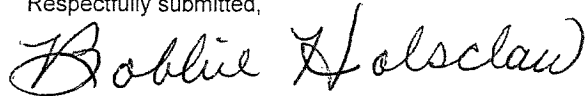
Estimated Funds Available Calendar Year 2020	\$	19,550,200
Estimated Reimbursable Funds Available From Metro		4,249,500
Estimated Surplus December 31, 2019	\$	350,000
Estimated Funds Available Calendar Year 2020	\$	<u>24,149,700</u>

It is hereby moved that the Jefferson County Clerk be allowed to expend the total sum of \$22,967,600 for the operation of the office during calendar year 2020. It is hereby further requested that the total sum of \$22,967,600 be expended as follows:

Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related	\$	15,939,300
Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related-Board of Elections		1,821,400
Regular Office Expenses		2,207,300
Regular Office Expenses-Board of Elections		2,141,800
New Initiative Office Expense		
Regular Equipment		571,500
Regular Equipment - Board of Elections		286,300
 Total	 \$	 <u>22,967,600</u>
 Expected 2020 Surplus		 1,182,100
Total	\$	<u>24,149,700</u>

The Jefferson County Clerk further requests, that with the amount of \$17,760,700 requested for Salaries, F.I.C.A., Retirement, Insurance and Overtime that she be allowed to employ 322 deputies with the understanding that all deputies will serve at the pleasure of said Jefferson County Clerk. The Jefferson County Clerk shall have full power of substitution from time to time as she sees fit.

APPROVED AND ORDERED BY:

Respectfully submitted,

Bobbie Holsclaw
Jefferson County Clerk

RESOLUTION NO. 173, SERIES 2018

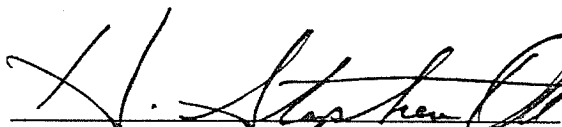
A RESOLUTION APPROVING THE JEFFERSON COUNTY CLERK'S 2019 BUDGET.

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

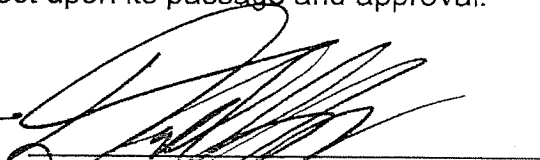
BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS FOLLOWS:

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


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



H. Stephen Ott
Metro Council Clerk



David James
Metro Council President



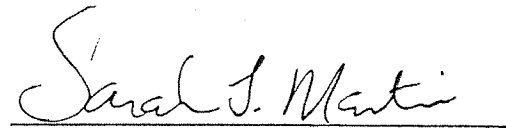
Greg Fischer
Mayor

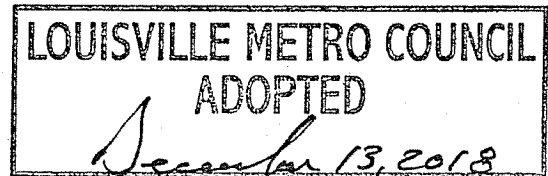
12/17/18

Approval Date

APPROVED AS TO FORM AND LEGALITY:

Michael J. O'Connell
Jefferson County Attorney

BY: 



Schedule A

Fiscal Year 2019 Budget

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

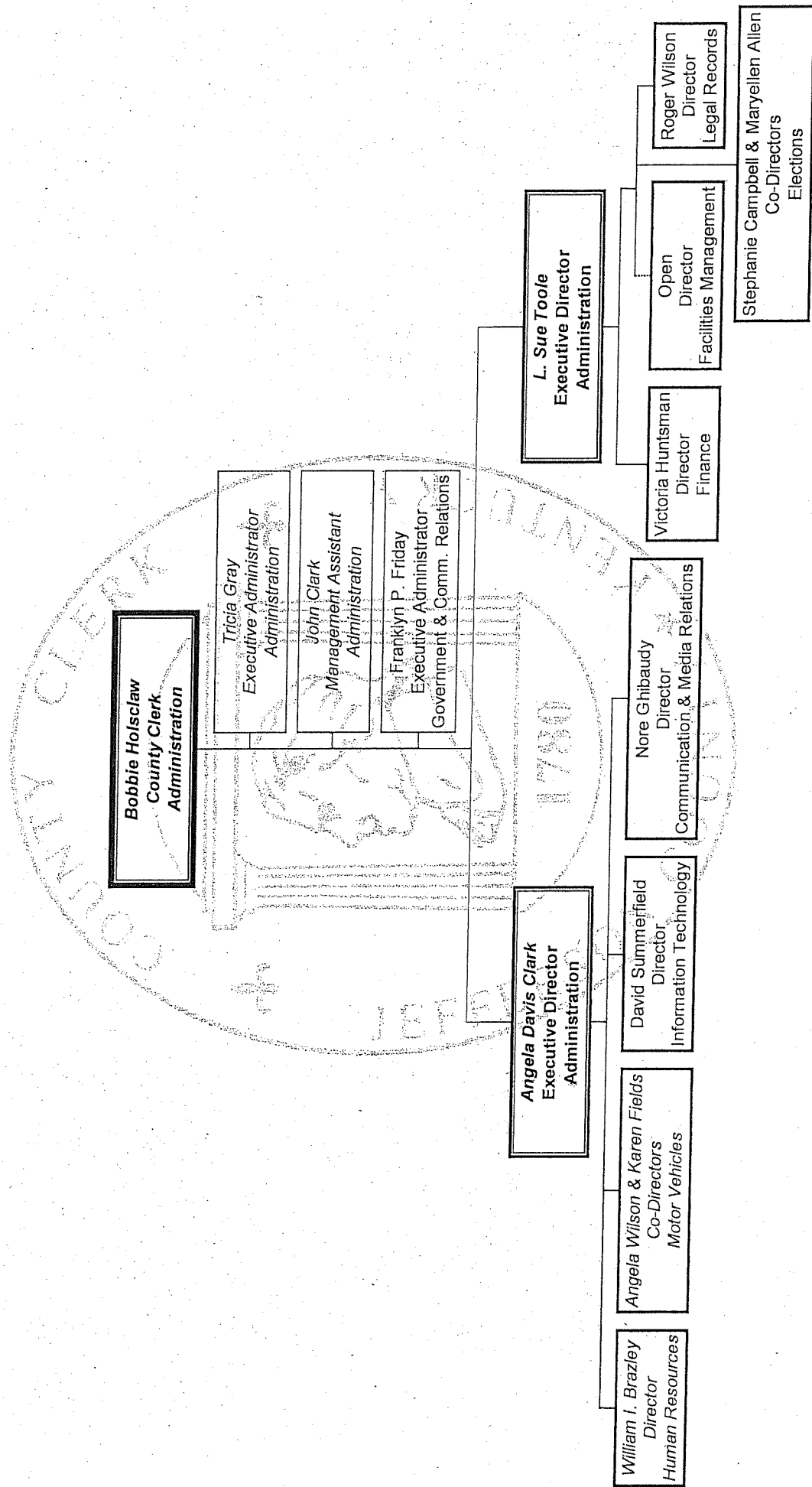
Personnel	\$15,478,800
Operating	\$ 4,071,000
Capital	<u>\$ 252,000</u>
TOTAL	\$19,801,800

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

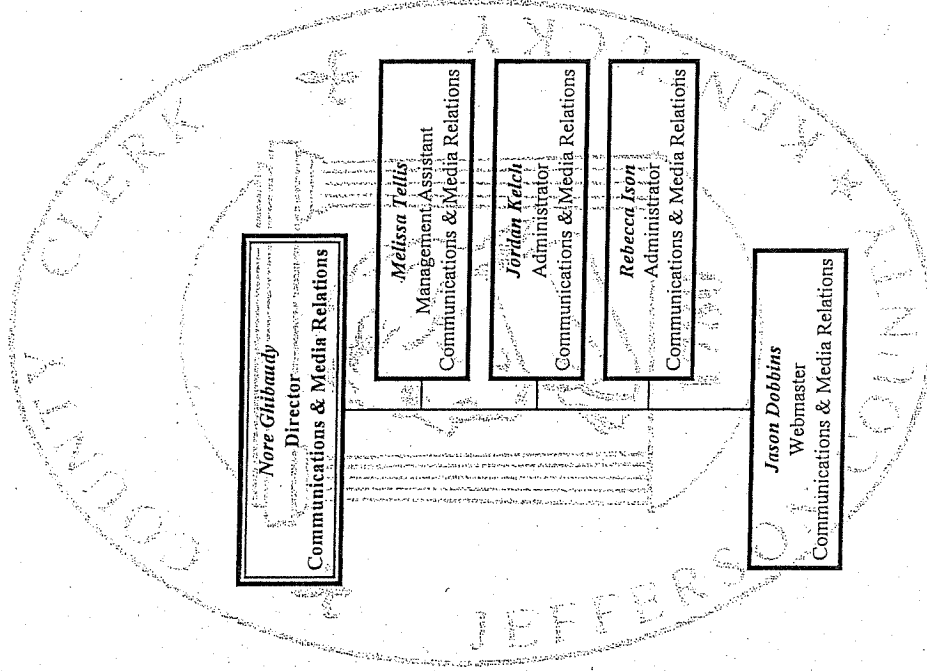
Jefferson County Clerk's Office

Organizational Chart

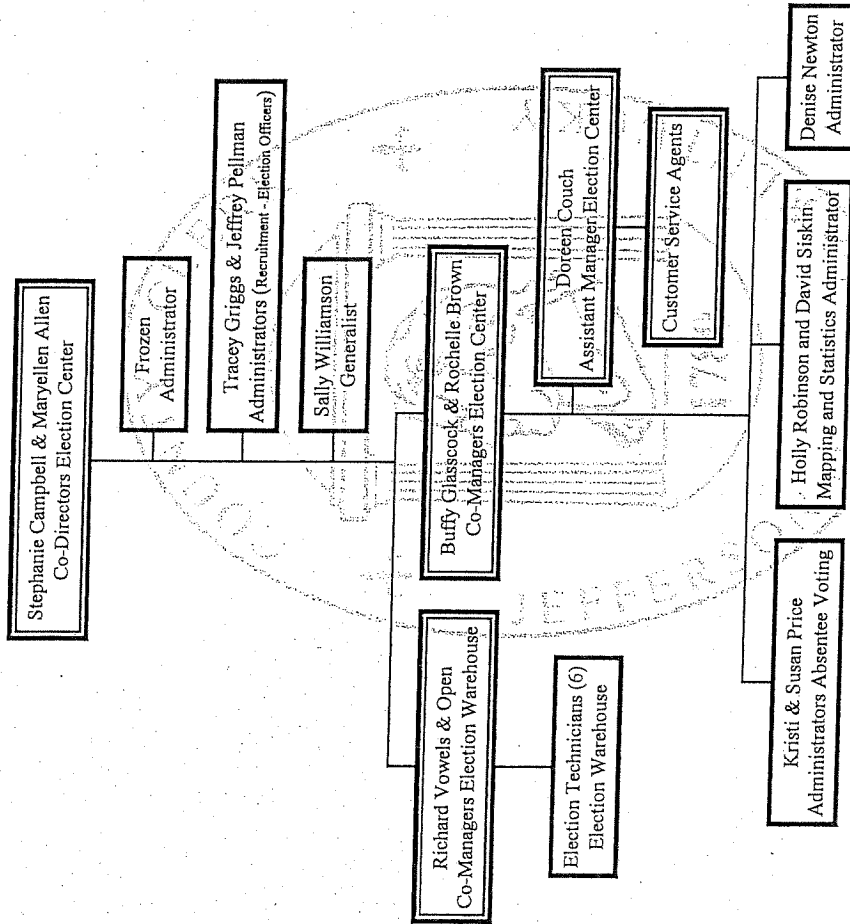
Fourth Quarter - October, November, December
2019



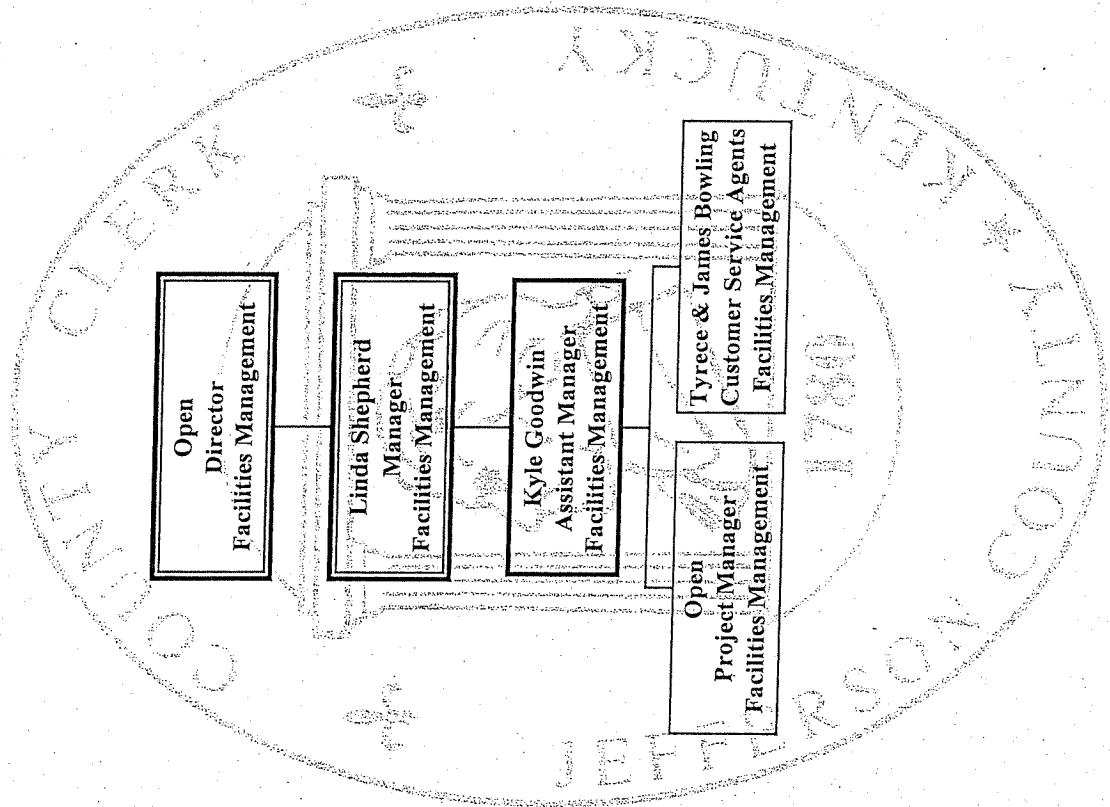
Jefferson County Clerk's Office Organizational Chart
Communications & Media Relations Division



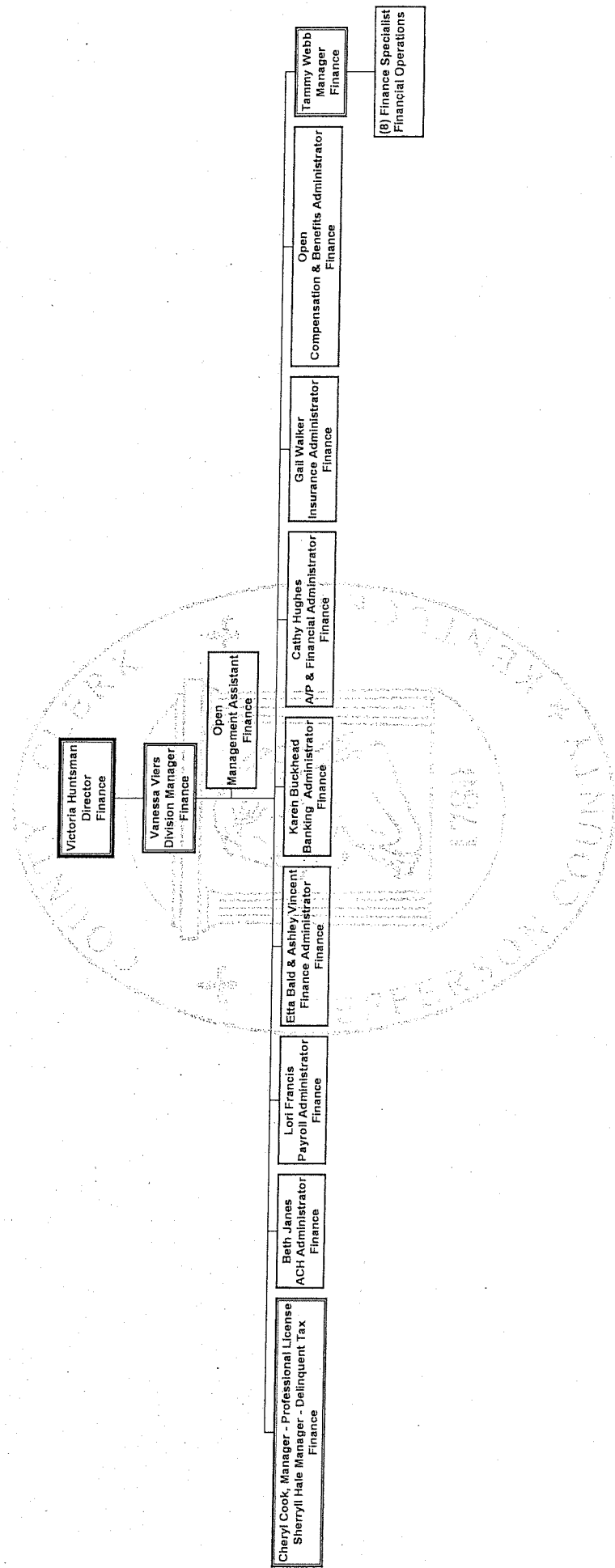
Jefferson County Clerk's Office Organizational Chart Election Division



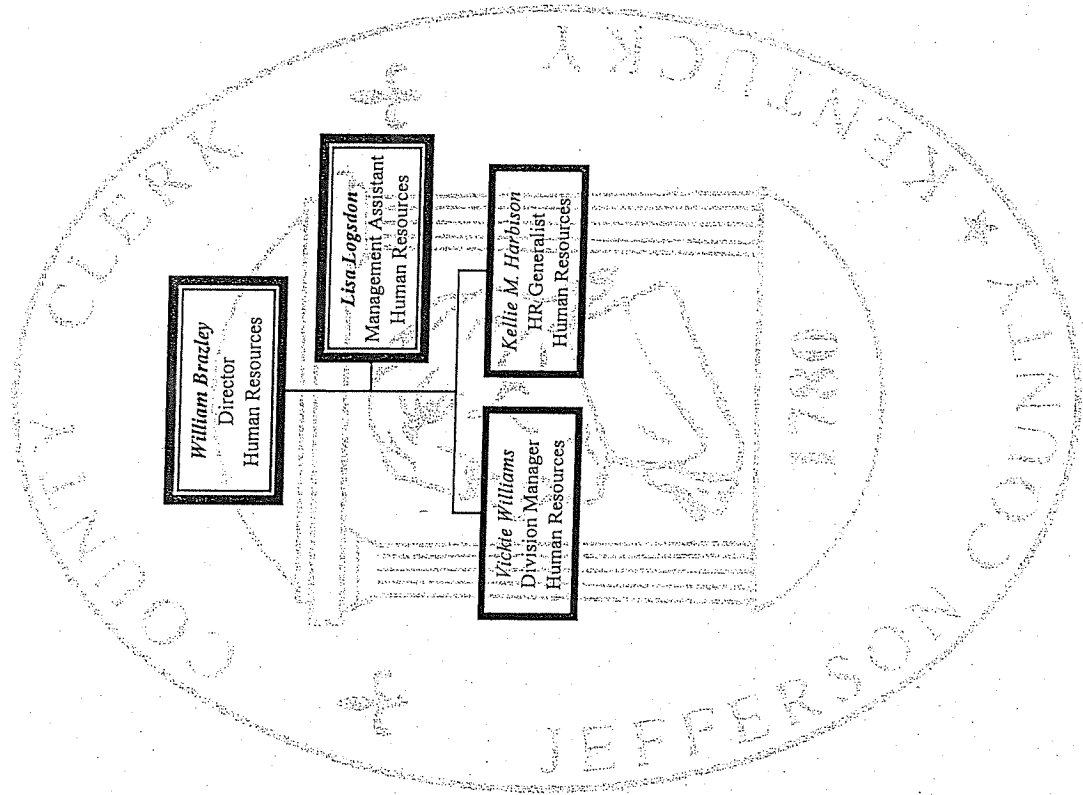
Jefferson County Clerk's Office Organizational Chart
Facilities Management Division



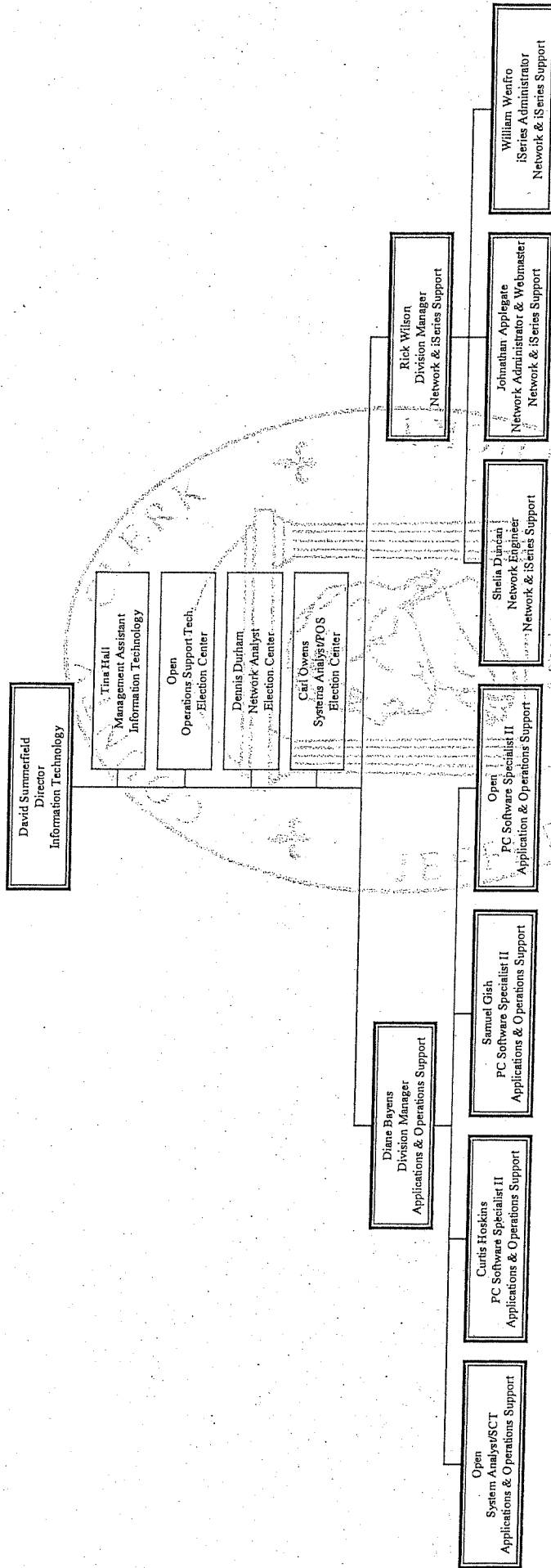
**JEFFERSON COUNTY CLERK'S OFFICE ORGANIZATION CHART
FINANCE DIVISION**



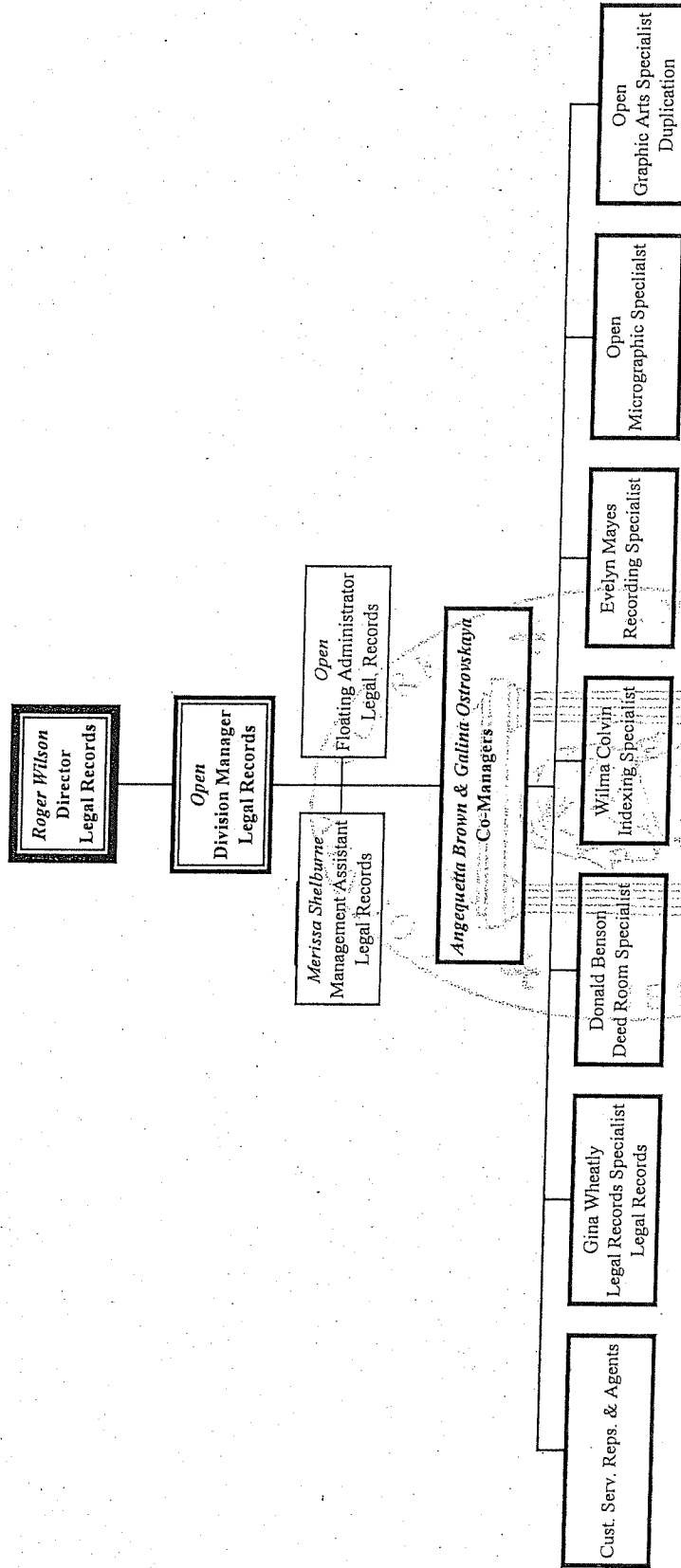
Jefferson County Clerk's Office Organizational Chart
Human Resources Division



Jefferson County Clerk's Office Organizational Chart
Information Technology Division



Jefferson County Clerk's Office Organizational Chart
 Legal Records Division



Jefferson County Clerk's Office Organizational Chart
Motor Vehicles Division

