



Bobbie Holsclaw
Jefferson County Clerk

MEMORANDUM

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

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

FROM: Sue Toole, Executive Director *Sue Toole*

DATE: November 13, 2015

RE: **YEAR 2016 BUDGET**

Enclosed please find four copies of our Year 2016 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
2016 BUDGET**



DECEMBER 31, 2015

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OFFICE OF THE JEFFERSON COUNTY CLERK OVERVIEW

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

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

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

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

The County Clerk issues a registration and plate to all motor vehicle owners per KRS 186.040. The motor vehicle owners must reside in the county in which they are registering their vehicle according to KRS 186.020 (1). Jefferson County has over 750,000 residents, the Jefferson County Clerk registered or renewed approximately 725,000 vehicles in 2015 and estimates indicate approximately 747,000 for 2016. 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 2015 and estimates indicate approximately 360,000 for 2016.

Another duty of the County Clerk is to issue Disabled Persons Parking Permits in accordance with KRS 189.456, which deals with Permanent Permits and KRS 189.458, which deals with Temporary Permits. The Permanent Permits are valid for two years, while the Temporary Permits are valid for three months. Approximately 48,000 permanent and temporary permits were issued in 2015 and estimates indicate approximately the same in 2016.

In 2015, approximately 76,000 liens were filed on titled collateral (KRS 186). This number is estimated to have a small increase for 2016.

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

In 2015, approximately 200,000 legal documents, such as deeds, mortgages, assignments, powers of attorney, incorporations, etc. were lodged for recording and indexing. For 2016, this number is estimated to increase approximately 6% over 2015 estimated actual.

The Duplication Services Department makes copies of all recorded documents to be inserted into the books that are displayed in the Deed Room for public viewing. It is also responsible for all microfilming of the books. Additionally, this department makes copies of various materials for all other departments in the Clerk's Office, makes repairs and new covers for existing books. In 2015, approximately 200,000 copies were produced. For 2016, this number is expected to increase by approximately 3%.

The County Clerk is also required to coordinate property assessment appeals with the Property Valuation Administrator's Office per KRS 133. The Clerk is responsible for scheduling tax appeal hearings with the boards and notifying the taxpayer of the results by certified mail. Necessary reports are generated. 1,689 tax appeal hearings were held in 2015. The number of tax appeal hearings is expected to increase to 1,900 for 2016.

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

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

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

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

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

In fiscal year 2016, the Information Technology Division will undertake a variety of capital projects. Some projects will focus on the replacement of aging computer equipment and the migration of desktop computer workstations to the Microsoft Windows 7 operating system. 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. "Cloud" computing will continue to be a priority for 2016.

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 2016 will be to prepare for and help implement the KAVIS application.

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

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

The Professional License/Delinquent Tax Department processes marriage licenses per KRS 402, notaries, professional licenses (special police, going-out-of-business, etc.) per KRS 312-321 and the delinquent real estate taxes per KRS 134. Approximately 5,500 marriage licenses were issued in 2015. This number is expected to increase slightly for 2016. Approximately 9,500 delinquent real estate taxes were processed in 2015; accounting for approximately \$13,000,000 in taxes collected. For 2016, these numbers are estimated to increase an average of 8%.

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

The Government and Community Relations Division monitors' public opinion, handles customer correspondence and educates our citizens on the services of the Jefferson County Clerk's Office. This is accomplished through appearances at fairs, festivals, parades and trade shows along with tours of the Clerk's Office and roundtable forums. The Government and Community Relations Administration Department is responsible for the inter-governmental relations; legal research, legislative analysis and special projects such as grant applications.

The Media and Public Relations Division is responsible for planning and organizing news conferences, media interviews, special events, public service announcements, multi-media purchases and writing and issuing press releases. The Division manages public relations and communication programs for employees of the Clerk's Office and the citizens of Jefferson County. Printed materials produced by the division such as brochures, posters, flyers and signs in branch locations are other vehicles of communication used to reach this goal. The staff creates materials and uses them to educate the community on exercising its civic duty in becoming responsible informed voters. The Media and Public Relations Director, serves as the spokesperson for the Jefferson County Clerk's Office and the Board of Elections. The director also coordinate 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 128, Series 2014 indicated Personnel of \$14,046,500; Operating of \$3,847,900; Capital initiatives of \$275,500. The 2016-projected budget is estimated at \$ 19,617,700 showing an increase of \$1,447,800 or 7.97%. The difference is due to a decrease of \$136,100 (.97%) in personnel, an increase in continuation expenses of \$177,100 (4.6%), a one-time operating initiative of \$140,000 and a increase of \$1,266,800 (459.82%) in new capital initiatives. Based on current economic trends and 2015 estimated actual, we have increased the clerk's fee budget revenue projection over 2015 for estimated revenue by 3.02%. This includes an increase to the Metro reimbursement expense of \$100,300 (2.9%) due to there being two scheduled elections for President in 2016, an increase in printing and advertising cost and to cover election workers pay. The 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 2016.

Last year, our total staff was 322. In order to meet our 2016 strategic goals, we are requesting to maintain a staff of 322. Personnel cost has decreased from \$14,046,400 to \$13,910,400 due to a change to retirement contribution and several long term employees retiring. We are anticipating awarding a 3% COLA for 2015 and additional merit increases. The vacancy credit remains at 9.5% in an effort to maintain staff positions. A 3% COLA is budgeted for 2016 and any merit increases for 2016 will only be awarded if revenue allows. Capital has increased from \$275,500

to \$1,542,300. The 2016 budget includes new capital initiatives to update technology and improve the overall efficiency of the office. Our continuing operating component has been increased from \$3,847,900 to \$4,025,000 part of which is to facilitate the two elections in 2016. In 2016, 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 2016 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
2015 BUDGET - 2015 EXPECTED - 2016 BUDGET
75% ACCOUNT**

	2015 BUDGET APPROVED BY METRO GOV'T	2015 ESTIMATED ACTUAL	2016 BUDGET
ACCUMULATED SURPLUS - Beginning of year	\$ -	\$ -	\$ 1,585,400
REVENUE	\$ 14,742,500	\$ 14,363,471	\$ 15,000,400
REIMBURSABLE EXPENSE	<u>3,427,400</u>	<u>3,621,329</u>	<u>3,527,700</u>
TOTAL FUNDS AVAILABLE FOR USE	\$ 18,169,900	\$ 17,984,800	\$ 20,113,500
EXPENDITURES:			
PERSONNEL	\$ 12,659,600	\$ 11,622,600	\$ 12,535,900
PERSONNEL ELECTION CTR	\$ 1,386,900	\$ 1,228,500	\$ 1,374,500
OPERATING	\$ 1,811,400	\$ 1,525,100	\$ 1,876,800
NEW OPER. INITIATIVE JCCO		\$ -	\$ 140,000
OPERATING ELECTION CTR	\$ 2,036,500	\$ 1,789,600	\$ 2,148,200
NEW OPER. INITIATIVE ELECTION CENTER			
CAPITAL CARRY OVER	\$ -		
CAPITAL	\$ 268,500	\$ 233,600	\$ 1,537,300
CAPITAL- ELECTION CENTER	\$ 7,000	\$ -	\$ 5,000
TOTAL EXPENDITURES	<u>\$ 18,169,900</u>	<u>\$ 16,399,400</u>	<u>\$ 19,617,700</u>
ACCUMULATED SURPLUS End of year	\$ -	\$ 1,585,400	\$ 495,800

NOTE: The beginning accumulated surplus in the "2015 Approved by Metro Government" column is -0-.

The ending accumulated surplus in the "2015 Expected" column is an amount estimated near the end of 2015. The State Auditor will determine the actual "2015" Surplus.

NOTE: The revenue reflected above is net of 25% of most fees, which are paid to Metro Government (\$3,949,787 in 2014 and an estimate of \$4,272,184 in 2015 and an estimate of \$4,452,475 in 2016).

OFFICE OF THE JEFFERSON COUNTY CLERK
STATEMENT OF ACTUAL REVENUES

ATTACHMENT A

	2014		2015		2015		2015		2016		2016		Over 2015	
	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 1/1 - 12/31	Budget Continuation	New Initiative Expansion	Total Budget	Total Budget	Over 2015 Total Budget	Over 2015 Est Actual	
CC Statutory Fee-Legal Records	3,246,056	2,697,987	1,317,013	1,076,113	3,774,100	4,015,000	4,015,000	4,015,000		4,015,000	4,015,000	0.00%	6.38%	
CC Statutory Fee-Motor Vehicles	6,641,601	5,289,686	1,821,514	1,764,714	7,054,400	7,111,200	7,324,500	7,324,500		7,324,500	7,324,500	3.00%	3.83%	
Deed Transfer Tax - 5%	162,667	154,283	(2,283)	55,717	210,000	152,000	212,800	212,800		212,800	212,800	40.00%	1.33%	
Usage Tax - 3%	2,118,649	1,698,493	551,507	567,307	2,265,800	2,250,000	2,317,500	2,317,500		2,317,500	2,317,500	3.00%	2.28%	
CC Commission-Delinquent Tax	1,047,378	927,320	312,680	127,680	1,055,000	1,240,000	1,140,000	1,140,000		1,140,000	1,140,000	-8.06%	8.06%	
CC Commission-Legal Records	18,738	15,696	5,304	5,304	21,000	21,000	22,000	22,000		22,000	22,000	4.76%	4.76%	
Motax - 4%	2,590,288	2,080,728	655,272	693,672	2,774,400	2,736,000	2,818,100	2,818,100		2,818,100	2,818,100	3.00%	1.58%	
TOTALS CLERK STATUTORY	15,825,376	12,864,194	\$4,661,006	\$4,290,507	\$17,154,700	\$17,525,200	\$17,849,900	\$17,849,900	\$0	\$17,849,900	\$17,849,900	1.85%	4.05%	
CC Non-statutory Fees-Legal records	(4)	337	(337)	(0)	337	0	0	0		0	0	0.00%	-100.00%	
CC Non-statutory Fees-Motor Vehicles	399,955	293,044	146,956	120,556	413,600	440,000	440,000	440,000		440,000	440,000	0.00%	6.38%	
Interest Income	(426,178)	(363,015)	(61,985)	(116,985)	(480,000)	(425,000)	(480,000)	(480,000)		(480,000)	(480,000)	12.94%	0.00%	
TOTALS CLERK NON-STATUTORY	(26,227)	(69,633)	\$84,633	\$3,571	(\$66,063)	\$15,000	(\$40,000)	(\$40,000)	\$0	(\$40,000)	(\$40,000)	-366.67%	-39.45%	
Clerical Expense Reimb-Election Center	6,667	1,921	2,079	379	2,300	4,000	3,000	3,000		3,000	3,000	-25.00%	30.43%	
Clerical Expense Reimb-DT	1,299	10,622	4,378	3,478	14,100	15,000	15,000	15,000		15,000	15,000	0.00%	6.38%	
Clerical Expense Reimb-Legal Records	362,018	281,539	80,461	95,061	376,600	362,000	389,100	389,100		389,100	389,100	7.49%	3.32%	
Clerical Expense Reimb-Motor Vehicles	677,371	516,847	198,153	183,853	700,700	715,000	736,500	736,500		736,500	736,500	3.01%	5.11%	
Election Expense Reimb-State	213,884	2,251,372	225,000	225,000	225,000	225,000	225,000	225,000		225,000	225,000	0.00%	0.00%	
Election Expense Reimb - Metro	2,971,468	5,245	1,176,028	1,369,957	3,621,329	3,427,400	3,527,700	3,527,700		3,527,700	3,527,700	2.93%	-2.59%	
Voter Registration	5,329	5,245	156	0	5,245	5,400	5,400	5,400		5,400	5,400	0.00%	2.97%	
Bd of Assessment Reimb-Other	7,400	15,100	(7,100)	0	15,100	8,000	16,000	16,000		16,000	16,000	100.00%	5.96%	
Preparing Tax Bills Reimbursement	187,200	93,549	96,451	96,451	190,000	190,000	190,000	190,000		190,000	190,000	0.00%	0.00%	
Expensed Return CheckPayments	-	-	45,000	0	0	45,000	45,000	45,000		45,000	45,000	0.00%	#DIV/0!	
Miscellaneous Reimbursement	16,491	9,522	8,428	8,451	17,973	17,950	17,975	17,975		17,975	17,975	0.14%	0.01%	
TOTALS CLERICAL EXPENSE	4,449,126	3,185,716	\$1,829,034	\$1,982,631	\$5,168,347	\$5,014,750	\$5,170,675	\$5,170,675	\$0	\$5,170,675	\$5,170,675	3.11%	0.05%	
County Treasurer: 25%	(3,949,787)	(3,188,640)	(1,186,410)	(1,073,519)	(4,272,184)	(4,385,050)	(4,452,475)	(4,452,475)		(4,452,475)	(4,452,475)	1.54%	4.22%	
TOTALS FOR FEE DISBURSEMENTS	(\$3,949,787)	(\$3,188,640)	(\$1,186,410)	(\$1,073,519)	(\$4,272,184)	(\$4,385,050)	(\$4,452,475)	(\$4,452,475)	\$0	(\$4,452,475)	(\$4,452,475)	1.54%	4.22%	
2007-2010 Excess Funds to Metro	16,298,489	12,781,636	\$5,388,264	\$5,203,189	\$17,984,800	\$18,169,900	\$18,528,100	\$18,528,100		\$18,528,100	\$18,528,100	1.97%	3.02%	
TOTAL ALL REVENUES	16,298,489	12,781,636	\$5,388,264	\$5,203,189	\$17,984,800	\$18,169,900	\$18,528,100	\$18,528,100	\$0	\$18,528,100	\$18,528,100	1.97%	3.02%	

OFFICE OF JEFFERSON COUNTY CLERK
STATEMENT OF ACTUAL EXPENDITURES

	2014		2015		2015		2015		2016		2016		2016		2016	
	Actual YTD	Actual YTD	10/01-12/31/15	Annual Estimate	Budget	Budget	1/1-12/31	2016	2016	2016	2016	2016	2016	2016	2016	2016
			Estimate	Estimate	Diff(Over)/Under	1/1-12/31	CONTRIBUTION	EXPANSION	APPROVED BUDGET	% Change To 2014 Actual	% Change To 2015 Estimated	2016 Budget vs 2015 Budget				
Gross Salaries-Regulars	8,485,448	6,417,802	2,398,898	8,816,700	1,736,300	10,553,000	10,517,100	0	10,517,100	-12.17%	7.95%	-0.34%				
Gross Salaries-Seasonal	71,967	19,688	21,642	41,300	50,800	92,100	70,300	0	70,300	-11.60%	54.05%	-23.67%				
Gross Salaries-Overtime	27,055	14,495	16,905	31,400	43,600	16,900	100,000	0	100,000	269.62%	218.47%	33.33%				
Social Security-Employer	612,662	456,824	184,676	641,500	133,500	775,000	770,900	0	770,900	13.87%	8.76%	-0.53%				
Retirement-Employer	1,541,892	1,117,701	469,399	1,587,100	366,700	1,953,800	1,837,600	0	1,837,600	7.86%	4.78%	-5.96%				
Health Insurance	1,599,709	1,202,348	405,052	1,607,400	292,600	1,900,000	1,900,000	0	1,900,000	7.49%	6.97%	0.00%				
County Clerk Expense	3,600	2,700	900	3,600	0	3,600	3,600	0	3,600	0.00%	0.00%	0.00%				
Employee Cashouts	27,619	38,672	13,328	52,000	8,000	60,000	60,000	0	60,000	117.24%	15.39%	0.00%				
Workers Comp - Employer	57,673	52,402	17,698	70,100	14,900	85,000	85,000	0	85,000	47.38%	21.26%	0.00%				
Vacancy Credit					(1,451,000)	(1,451,000)	(1,434,100)	0	(1,434,100)	#DIV/0!		-1.16%				
TOTAL PERSONNEL	\$12,427,632	\$9,322,603	\$3,528,497	\$12,651,100	\$1,195,400	\$14,046,500	\$13,910,400	\$0	\$13,910,400	15.60%	8.24%	-0.97%				
Unemployment Insurance	39,560	39,881	19	39,900	3,680	43,580	43,600	0	43,600	21.32%	9.27%	0.05%				
Employee Assistance Program	6,143	4,253	1,447	5,700	790	6,490	6,500	0	6,500	14.64%	14.03%	0.15%				
Rent	77,760	58,320	19,480	77,800	0	77,800	77,800	0	77,800	0.05%	0.00%	0.00%				
Telephones	98,067	39,186	60,814	100,000	23,500	123,500	135,200	140,000	140,000	292.75%	175.20%	122.83%				
Gas/Electric	17,204	14,009	4,691	18,700	17,300	36,000	36,000	0	36,000	89.77%	92.52%	0.00%				
Professional Services Contracts	247,761	104,992	104,992	209,000	200,000	409,000	400,400	0	400,400	58.19%	91.56%	-2.10%				
Temporary Services	10,391	12,586	4,214	16,800	(16,800)	0	0	0	0	#DIV/0!	100.00%	#DIV/0!				
Security Services	107,737	73,990	34,010	108,000	7,000	115,000	125,500	0	125,500	32.86%	16.20%	9.13%				
Janitorial Services	101,166	66,179	36,921	103,100	15,400	118,500	125,000	0	125,000	80.13%	21.24%	5.49%				
Advertising	205,002	20,864	96,136	117,000	101,500	218,500	318,250	0	318,250	417.72%	172.01%	45.65%				
Printing	385,512	153,759	196,341	350,100	119,900	470,000	474,300	0	474,300	1690.49%	35.48%	0.91%				
Postage & Delivery	212,461	113,265	133,835	247,100	(6,400)	240,700	236,300	0	236,300	29.35%	-4.37%	-1.83%				
Election Workers	707,942	484,620	495,980	980,600	13,400	994,000	994,000	0	994,000	#DIV/0!	1.37%	0.00%				
Office Expense	181,222	150,274	120,226	270,500	(82,600)	187,900	219,550	0	219,550	28.93%	-18.84%	16.84%				
Expense Return Checks	39,509	0	0	0	13,500	13,500	12,500	0	12,500	#DIV/0!	#DIV/0!	16.84%				
Maintenance & Repairs	432,414	325,445	136,555	462,000	54,400	516,400	531,800	0	531,800	59.76%	15.11%	-7.41%				
Rental Equipment	39,875	27,618	12,382	40,000	12,600	52,600	48,400	0	48,400	24.93%	21.00%	2.98%				
Automotive Rental	14,084	7,035	7,965	15,000	0	15,000	15,000	0	15,000	9833.77%	100.00%	0.00%				
Mileage & Gas	26,482	11,398	8,602	20,000	12,100	32,100	30,200	0	30,200	25.20%	51.00%	-5.92%				
Meetings	3,035	1,618	6,582	8,200	22,600	30,800	28,200	0	28,200	683.12%	243.89%	-8.44%				
Seminars	919	4,074	1,926	6,000	9,000	15,000	10,000	0	10,000	277.64%	66.67%	80.00%				
Tuition	934	899	1,926	2,600	17,400	20,000	36,000	0	36,000	1400.00%	1284.79%	80.00%				
Insurance & Bonds	65,138	72,642	5,658	78,300	(8,100)	70,200	78,200	0	78,200	282.68%	-0.13%	11.40%				
Notary Bonds	1,564	1,793	407	2,200	230	2,430	3,600	0	3,600	134.83%	63.64%	48.15%				
Memberships Dues	19,145	885	19,115	20,000	2,800	22,800	22,800	0	22,800	19.09%	14.00%	0.00%				
Subscriptions	12,829	12,045	4,055	16,100	(0)	16,100	15,900	0	15,900	19.94%	-1.24%	-1.24%				
TOTAL OPERATING EXPENSES	\$3,053,860	\$1,801,629	\$1,513,071	\$3,314,700	\$533,200	\$3,847,900	\$4,025,000	\$140,000	\$4,165,000	173.08%	25.65%	8.24%				
Office Equipment	70,427	(894)	30,494	29,600	2,900	32,500	0	60,500	60,500	29.55%	104.39%	86.15%				
Computer Equipment	257,040	128,111	30,889	159,000	5,900	164,900	0	565,600	565,600	143.91%	255.72%	243.00%				
Computer Software	371,335	0	5,000	5,000	29,100	34,100	0	68,500	68,500	213.66%	1270.00%	100.88%				
Furniture & Fixture	93,287	0	20,000	20,000	2,000	22,000	0	291,700	291,700	1917.85%	1358.50%	1225.91%				
Remodeling & Renovations	685,929	1,922	18,078	20,000	2,000	22,000	0	556,000	556,000	-27.84%	2680.05%	2427.27%				
Vehicle	61,942	0	0	0	0	0	0	0	0	#DIV/0!	100.00%	#DIV/0!				
TOTAL CAPITAL EXPENSES	1,639,959	\$129,140	\$104,460	\$233,600	\$41,900	\$275,500	\$0	\$1,542,300	\$1,542,300	42.10%	560.23%	459.82%				
TOTAL ALL EXPENDITURES	\$17,021,452	\$11,253,372	\$5,146,028	\$16,399,400	\$1,770,500	\$18,169,900	\$17,935,400	\$1,682,300	\$19,617,700	33.96%	19.62%	7.97%				

OFFICE OF THE JEFFERSON COUNTY CLERK

NOTES TO THE 2016 BUDGET

REVENUES

Actual Revenues	2014	\$16,298,489
Budgeted Revenues	2015	\$18,169,900
Estimated Revenues	2015	\$17,984,800
Budgeted Revenues	2016	\$18,528,100

Estimated revenues for 2016 were determined by using actual data for the nine months ending September 2015 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.

Revenues for 2016 are budgeted to increase by \$358,200 (\$257,900 clerk fees increase and \$100,300 increase for Metro election expense reimbursement) over the 2015 budgeted revenues, which represent an overall 1.97% increase (1.75% increase for clerk fees and a 2.93% increase for Metro reimbursement for election expense). Compared to the 2015 estimated revenues, an increase of \$543,300 (\$636,929 clerk fee increase and a decrease of \$93,629 Metro election expense; overall an increase of 3.02%. Compared to the actual 2014 revenue, an increase of \$2,229,611 (\$1,673,379 clerk fee increase and an increase of \$556,232 Metro election expense reimbursement) which represents a 13.68% increase from the 2014 actual revenues. There were two elections in 2015. There will be two elections in 2016. With nine months of actual data to analyze in the motor vehicle fee categories, we are estimating annual fees for 2016 budgeted revenue to increase 3.00 % over the 2015 budget and an increase of 3.83% compared to the 2015 estimated actual. For legal records fees we have estimated the budgeted revenue to remain the same and increase of 6.38% over the estimated actual for 2015. In 2016, we have estimated delinquent tax revenue to decrease 8.06% less than the 2015 budget based on the 2015 estimated actual.

As of September 30, 2015, Motor Vehicle statutory fees are .8 % less than the 2015 budget and 4.0% more than 2014 actual revenue for the same period. Motor Vehicle non-statutory fees are 11.2% less than the 2015 budget and 8.3% less than the September 30, 2014 actual revenue. Usage

tax is 0.7% more than the 2015 budget and 5.5% more than the September 30, 2014 actual revenue. Mo-tax is 1.4% more than the 2015 budget and 3.4% more than the September 30, 2014 actual revenue. Legal Record's revenue is 10.4% less than the 2015 budget and 10.6% more than September 30, 2014 actual revenue. Delinquent Tax revenue is 0.3% less than the 2015 budget and 0.7% less than September 30, 2014 actual revenue.

Based on the September 30, 2015 overall revenue being under budget by 2.1% and 7.3% more than 2014 actual revenue due to the Metro Reimbursement being higher, taking into consideration the current general economic condition and the expectation of an increase in overall housing starts and vehicle sales, we have adjusted our line item projected revenue for 2016.

PERSONNEL COSTS

Personnel cost for 2016 is budgeted at \$13,910,400, a decrease of \$136,100 from the budgeted personnel cost for 2015. The salary line item budget has decreased due to projected COLA raises for 2014 that were awarded to managers and above at 2% increase instead of the projected 3% increase. Also in 2015, several long term employees have retired and their positions filled at a lower salary. The 2015 estimate anticipates awarding a 3% COLA salary adjustment. The overall change is due to a variety of factors. These factors include the projection of a 3% COLA for 2016, plus an employer retirement contribution decrease of \$116,200 due to the decrease in the budgeted percentage for employer contribution from 18.50% to 17.50%. The benefit cost calculations of 17.50% of gross salary was used for employer retirement contribution to cover any change in the rate at July 1, 2016. The retirement rate is adjusted on a fiscal year instead of on a calendar year. In addition, seasonal salaries have been decreased 23.67% due to one of the employees moving to regular part-time instead of seasonal. There continues to be two scheduled elections in 2016. The calculation for employer contribution for FICA is gross salary, less 5% contribution by employee, times 7.65%. The budget for workers compensation premiums has remained the same due to our good experience rate. Overtime has been increase in anticipation of the new changes to wage and hour law that proposes raising the salary exemption level to the 40th percentile of weekly earning for full-time salaried workers who are eligible for overtime exemptions. The vacancy credit is not applied to salaries for purposes of calculating the annual premium for workers compensation to ensure

adequate funds to cover the annual audit. The Clerk's office contribution for insurance is budgeted to stay the same compared to the 2015 budget and increase \$292,600 (6.97%) as compared to the 2015 estimated actual. 2016 health premiums enjoyed a rate hold. The increase in premiums budget over 2015 estimated actual is to cover the increase to short and long term disability premiums related to projected COLA and any merit salaries for 2016 and any change in selection of plans from the employee base. In evaluating our revenue available to meet our operating cost for 2016 and analyzing our current vacancy trend, we determined that we still require the 322 slots. With our overall calculation for the personnel budget, we have set our vacancy credit at 9.5%, which will enable us to maintain our monthly staff at a level needed to ensure that we continue providing excellent customer service.

A salary adjustment of 3% is included in the personnel cost. The 3% will be used for an across-the-board cost-of-living increase in December 2016 retroactive to January 1, 2016. Any performance awards for merit will only be distributed if discretionary funds are available. The overtime budget has been increased compared to our 2015 estimated actual to ensure adequate funding in the general duties of the clerk's office, and any change in non-exempt overtime selections and the two scheduled elections in 2016. Overtime is still used at times when the branches are short staffed and have to stay over to complete the day's work. Overtime is necessary for employees to work at fairs, festivals and to attend mandatory employee training seminars/meetings scheduled after hours.

We request a staff of 322 in the 2016 personnel budget to maintain a high level of efficiency. One of our 2016 strategic initiatives is to continue to provide excellent customer service to the citizens of Jefferson County. In order to achieve our goals, we need to maintain our staff level at 322.

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

New Initiative

No new initiatives are required for personnel expense.

OPERATING EXPENSES

One new initiative is required for operating expense. The 2016 budget includes \$140,000 to expand Voice over Internet Protocol telephone services to Metro Hall, the Fiscal Court Building and the Edison Center once Urban has relocated the offices there. This involves purchasing client and supervisor licenses that are budgeted under capital initiatives. Some to the increased operating cost will be offset from the telephone expense we have been paying Metro Government on a monthly basis.

The 2016 continuing operating expenses are expected to increase \$710,300 (21.4%) from the 2015 estimated actual operating expenses:

<u>2016 Budgeted Operating Expenses</u>	vs.	<u>2015 Estimated Actual Operating Expenses</u>
\$4,025,000		\$3,314,700
<u>140,000</u>		<u>-0- - New-Initiative</u>
\$ 4,165,000		\$3,314,700
=====		=====

Maintenance and repairs are budgeted to increase 2.98% over 2015 budget and Professional Service Contracts to decrease 2.1% over the 2015 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 9.13% compared to the 2015 budget and increase 16.2% over the 2015 estimated actual; janitorial services will increase 21.24% compared to the 2015 estimated actual due to increase in the Dixie Branch size and cost of stripping and waxing the Motor Vehicle branch floors. Rental equipment budget has been decreased 7.98% as compared to the 2015 budget due to having a full year of expenses with the State Transportation Cabinet paying for Motor Vehicle copier rental fees from the \$1.00 technology fund for comparison. Telephone expenses are expected to increase 122.83% over the 2015 budget. The increase is to cover the additional telephone system charges in the motor vehicle call center's upgraded telephone system and the change related to the VOIP new initiative. Postage and delivery expenses are 4.37% less than the estimated

2015 actual and 1.83% than the 2015 budget. This is due to stock up at year end. Office Expenses are 18.84% less than the estimated 2015 actual and 16.84% more than the 2015 budget. Overall office expense cost has increased. 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 2016 budget includes supplies related to year end stock up order. The printing budget has been increased 35.48% compared to the 2015 estimated actual and increased 0.91% compared to the 2015 budget. The current budgeted funds are to replenish printed materials and cover election ballots. Printing of brochures and document holders continues to require a substantial portion of the printing budget. Advertising has increased 172.01% compared to the 2015 estimated actual and increased 45.65% compared to the 2015 budget. There are two scheduled elections to advertise in 2016 and it is a Presidential Election year. The remaining budget is to cover advertising for the general services of the clerk's office such as mail-ins, telephone renewal and Internet renewals. The Metro Reimbursable Election expense has been decreased 2.59% over the estimated 2015 actual, increased 2.93% more than the 2015 budget. The draws for expenses cross JCCO calendar years. The category of meetings, tuition and seminar expenses has been increased 12.77% compared to the 2015 budget. The increase is to encourage staff to further their education and attend training seminar related to their job functions. Mileage is estimated to increase 51% compared to the 2015 estimated actual and decrease 5.92% compared to the 2015 budget. KAVIS2 re-implementation has been started requiring staff to travel to Frankfort several times each week for KAVIS implementation participation. Insurance and Bonds has been decreased 0.13% compared to the 2015 estimated actual and increase 11.4% compared to the 2015 budget. This expense is to cover our general liability, employment practice and property insurance premiums in 2016. Subscriptions have been decreased 1.24% over the 2015 estimated actual and decreased 1.24% over the 2015 budget. Membership dues have been increased 14% over the estimated 2015 actual and remains the same as the 2015 budget. Insufficient check funds budget has been decreased over 2015 budget due to a better collection rate leaving a sufficient amount to cover any write off of uncollected checks as required by the KY State Auditors Office.

Professional Services Contracts

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

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

- Jefferson County Sheriff – provides data processing services for property tax bills.
- Zielke Law Firm – provides general legal counsel with expertise in contracts, employment law and litigation; provides guidance in Human Resources as needed.
- Boice Security - provides expertise for systems security issues.
- IBM – provides expertise, development and training for various data processing projects.
- Twinstar – provides expertise, development and training for various data processing projects.
- Peak 10 – provides ISP services and leased lines for Ethernet connectivity.
- ACS – provides support for imaging and financial software applications.
- Twinstar– provides computer hardware, computer software and integration services according to the State of Kentucky pricing contract.
- McAfee – provides e-mail filtering services.
- Dragos Diaconeasa – provides point of sale changes.
- CSI – provides support for redacting software.
- Unitime/Access/ABRA/SAGE – provides support for Human Resource, timekeeping and insurance open enrollment systems.
- ES&S – provides audio services for election ballots.
- 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

2015 Estimated Operating Expenses \$3,314,700

Changes projected for 2016:

Unemployment Insurance	3,700
Employee Assistance Program	800
Rent	-0-
Telephones	35,200
Telephone – New Initiative	140,000
Gas & Electric	17,300
Professional Service Contracts	191,400
Temporary Services	(16,800)
Security Services	17,500
Janitorial Services	21,900
Advertising	201,250
Printing	124,200
Postage & Delivery	(10,800)
Election Workers	13,400
Office Expenses	(50,950)
Discretionary Fund	-0-
Expense Returned Checks	12,500
Maintenance & Repairs	69,800
Rental Equipment	8,400
Automotive Rental	-0-
Mileage & Gas	10,200
Meetings	20,000
Seminars	4,000
Tuition	33,400
Insurance & Bonds	(100)
Notary Bonds	1,400
Membership Dues	2,800
Subscriptions	<u>(200)</u>

Total 2016 Operating Expenses

\$4,165,000

CAPITAL EXPENDITURES

The Jefferson County Clerk's Office expects revenue to be on target for the remaining months of 2015 and we are projecting an increase in fee revenue in 2016. Our prudent spending has provided us with the opportunity to fund several new capital initiatives, emergency funds and the other required expenses which are necessary to ensure that our office is able to provide the continued VIP service which the citizens of Metro Jefferson County are entitled to and have come to expect from our administration. The capital budget has been substantially increased over the 2015 estimated actual and 2015 budget due to 2015 being the first year of a new term when all surplus was turned over to Metro Government.

Capital expenditures for 2016 are budgeted as follows:

Office Equipment	\$ 60,500
Computer Equipment	565,600
Computer Software	68,500
Furniture and Fixtures	291,700
Remodeling and Renovation	556,000
Total Capital Expenditures	\$ 1,542,300

Office Equipment – Total \$60,500

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. VeriFone Credit Terminals (56) - \$25,000.
2. Emergency replacement of miscellaneous office equipment throughout the office -\$20,000.

3. Scheduled replacements - \$15,500. Electric Staplers (6), Vendor cards (4), Time clock (1), Bookcase (0), scanner (1) and shredder (1); Digital Camera (1) and Camera Lens (3)

Computer Equipment and Software – Total \$634,100

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 2016 budget includes funds to maintain the integrity of current systems and to implement new systems that will improve services to the citizens of Jefferson County.

1. Purchase Computer Hardware and Software - \$216,100 - Replace aging equipment in various divisions and maintain an inventory of spare equipment (\$212,300) – Lap-top HR \$2,000; PR – Monitor (2) \$1,800
2. Data Communication Network - \$181,500 – Purchase data network equipment to enhance security and continuity of network operations: New LAN Analyzer- \$6,000; New ASA Firewalls with Proxy Capability (2) -\$130,000; Rack KVM Switches (2)- \$1,500; 20TB NAS Storage Device (1) \$15,000; Logistics move to FCB 4th Floor- \$8,000; Replace GBIC Switches - \$21,000.
3. Voice Over Internet Protocol Expansion - \$75,000 – Expand JCCO VOIP Network Services to Metro Hall and Fiscal Court Building- \$45,000; Implement Call Recording for MV Call Center and Elections Center - \$30,000.
4. Edison Center Data Center - \$50,000 – During 2016 the JCCO Urban Government Center Employees will be moving to the Edison Center.

The JCCO will be creating a data center in the Edison Center to provide communication for JCCO employees and VOIP telephone services. JCCO computer needs a secure, climate controlled facility with adequate electrical service and cooling capacity to ensure continuous operations.

5. Software Development of JCCO current Point of Sale (POS) equipment - \$35,000 – Reprogram the JCCO's current POS software application to be more compatible with the Windows 7 operating system and develop automated software links between Tax Master Delinquent Property Tax System and the new BIS Land Records application to make searches involving specific documents easier to access in the new land records system.
6. Emergency Replacement Equipment - \$25,000. Computer equipment needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.
7. Emergency Replacement Software - \$25,000. Computer software needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.
8. Video Recording Hardware - \$15,000 – Provide video surveillance of JCCO work areas with the Edison Building. Purchase and install IP digital equipment for the project.
9. Other upgrades - \$11,500 – Upgrade infinivault storage server to Version 8 - \$8,000; Logical Partition for AS/400 consolidation - \$3,500.

Furniture & Fixtures - \$291,700

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

1. Office Furniture for Edison Center - \$271,700 – 50 workstations to accommodate Election Center, Finance, Human Resources, and Community Affairs. Chairs for Legal Record Inquiry Room (21);

Misc. chairs; PR Conference area table and chairs (4); file cabinets – (3).

2. Emergency Replacement Office Furniture and Cabinets - \$20,000. 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 – \$556,000

1. Remodel the Downtown Motor Vehicle Branch - \$500,000 - This branch office has not been remodeled or updated in years and needs to be updated due to normal wear. Employee workstations, customer seating, computer equipment and flooring will be replaced to modernize the facility.
2. Emergency Remodeling - \$20,000. Funds for unplanned renovations in areas throughout the JCCO. To maintain productivity and upgrades for any emergencies that may be required throughout the year.
3. Planned upgrades - \$15,000 – Upgrade Information Technology main office door for improved security - \$6,500; Replace back door at the Jeffersontown Motor Vehicle Branch and install awning over door - \$7,000; add card swipe on front door of West Branch for added security - \$1,500.
4. Enclose manager's area, replace mail desk and paint offices in the Motor Vehicle Processing Center - \$15,000.
5. Carpet - \$6,000 – Replace carpeting in 4th floor offices in the Fiscal Court Building that Logistics will be using.

**OFFICE OF THE COUNTY CLERK
2016 SALARY SCHEDULE "A"
Effective 1/1/2016**

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Operating Officer	A6	Year	\$ 60,500	\$ 78,650	\$ 100,992
Chief Administrative Officer		Month	\$ 5,041.667	\$ 6,554.167	\$ 8,416.000
Executive Director		Semi	\$ 2,520.833	\$ 3,277.083	\$ 4,208.000
		Hourly	\$ 29.087	\$ 37.813	\$ 48.554
Director	A5	Year	\$ 52,600	\$ 68,380	\$ 84,160
		Month	\$ 4,383.333	\$ 5,698.333	\$ 7,013.333
		Semi	\$ 2,191.667	\$ 2,849.167	\$ 3,506.667
		Hourly	\$ 25.288	\$ 32.875	\$ 40.462
Division Manager	A4	Year	\$ 45,700	\$ 59,410	\$ 73,120
Regional Manager		Month	\$ 3,808.333	\$ 4,950.833	\$ 6,093.333
Executive Administrator		Semi	\$ 1,904.167	\$ 2,475.417	\$ 3,046.667
		Hourly	\$ 21.971	\$ 28.563	\$ 35.154
Manager	A3	Year	\$ 39,700	\$ 51,610	\$ 63,520
Executive Assistant		Month	\$ 3,308.333	\$ 4,300.833	\$ 5,293.333
		Semi	\$ 1,654.167	\$ 2,150.417	\$ 2,646.667
		Hourly	\$ 19.087	\$ 24.813	\$ 30.538
BOE Manager	A2	Year	\$ 34,500	\$ 44,850	\$ 55,200
Administrator		Month	\$ 2,875.000	\$ 3,737.500	\$ 4,600.000
HR Generalist		Semi	\$ 1,437.500	\$ 1,868.750	\$ 2,300.000
Internal Auditor		Hourly	\$ 16.587	\$ 21.563	\$ 26.538
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
2016 SALARY SCHEDULE "G"
Effective 1/1/2016**

<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	\$ 23,100	\$ 30,030	\$ 36,960
				Month	\$ 1,925.000	\$ 2,502.500	\$ 3,080.000
Semi	\$ 962.500			\$ 1,251.250	\$ 1,540.000		
Hourly	\$ 11.106			\$ 14.438	\$ 17.769		
Customer Service Representative (CSR) Customer Service Trainee (CST) Prob. Duplication Specialist I	G1	Year	\$ 21,000	\$ 27,300	\$ 33,600		
		Month	\$ 1,750.000	\$ 2,275.000	\$ 2,800.000		
		Semi	\$ 875.000	\$ 1,137.500	\$ 1,400.000		
		Hourly	\$ 10.096	\$ 13.125	\$ 16.154		

60% spread between minimum/maximum

**OFFICE OF THE COUNTY CLERK
2016 SALARY SCHEDULE "I"
Effective 1/1/2016**

<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	94,500
		Month	\$ 4,500.000	\$ 6,187.500	\$ 7,875.000
		Semi	\$ 2,250.000	\$ 3,093.750	\$ 3,937.500
		Hourly	\$ 25.962	\$ 35.697	\$ 45.433
Divisional Manager iSeries Administrator	15	Year	\$ 42,900	\$ 58,988	\$ 79,075
		Month	\$ 3,575.000	\$ 4,915.625	\$ 6,589.583
		Semi	\$ 1,787.500	\$ 2,457.813	\$ 3,294.792
		Hourly	\$ 20.625	\$ 28.359	\$ 38.017
Program Analyst Network Engineer Systems Analyst	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 Webmaster	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

75% spread between minimum/maximum

JEFFERSON COUNTY CLERK'S OFFICE
2008 PERSONNEL AUTHORIZATION REQUEST

ATTACHMENT A

Grade	Description	2015 Number Authorized	2015 Number Filled at 10/1/2015	2015 Grade	2016 Request Number	2015 Actual Monthly Salary	2015 Actual Annual Salary	2016 COLA Annual Salary	2016 Cont. Annual COLA	2016 Annual Retirement	2016 Cont. Annual FICA	2016 Annual Insurance	2016 Cont. Annual Workers Comp	2016 Personnel Cost Per Grade
C1	County Clerk	1	1	C1	1	10,833	130,000	138,000	8,000	24,150	10,029	6,176	300	178,655
A6	***Includes Estimated Training Pay Chief Operating Officer Chief Admin. Officer Executive Directors	2	2	A6	2	15,272	183,259	188,757	5,498	30,124	13,839	12,298	550	245,568
A5	Director Co-Directors	10	9	A5	10	53,013	636,157	672,881	36,724	117,754	48,932	61,490	2,750	903,806
A4	Divisional Managers Regional Manager Executive Administrator	6	5	A4	6	26,295	315,538	325,004	9,466	56,876	23,500	36,894	1,650	444,023
A3	Manager Executive Assistance	24	25	A3	25	88,619	1,063,423	1,095,326	31,903	191,682	79,603	153,725	6,875	1,527,211
A2	Administrator Election Center Manager Webmaster	22	17	A2	23	72,144	865,728	913,096	47,368	159,792	66,408	141,386	6,325	1,287,006
A1	Assistant Manager	12	11	A1	13	35,191	422,287	446,150	23,863	78,076	32,424	79,937	3,575	640,162
I6	IT Director	1	1	I6	1	7,560	90,719	93,441	2,722	16,352	6,791	6,149	275	123,008
I5	IT Divisional Managers iSeries Administrator	4	4	I5	4	20,295	243,545	250,852	7,307	43,899	18,231	24,596	1,100	338,678
I4	Program Analyst Network Engineer System Analyst	4	4	I4	4	16,722	200,666	206,686	6,020	36,170	15,021	24,596	1,100	283,573
I3	Network Administrator	1	1	I3	1	2,661	31,930	32,888	958	5,755	2,390	6,149	275	47,457
I2	AS400 System Operator PC Software Specialist II Operations Support Technician	3	3	I2	3	7,110	85,323	87,883	2,560	15,379	6,387	18,447	825	128,921
G5	Management Assistant	7	5	G5	6	16,694	200,323	206,322	5,999	36,153	15,139	36,894	1,675	296,179
G4	Finance Specialist MV Specialist(MVS) LR Specialist(LRS) Deed Room Specialist Graphic Arts Specialist Micrographic Specialist Facilities Management Specialist(FMS)	26	20	G4	24	64,990	779,875	803,271	23,396	140,572	58,378	147,576	6,600	1,156,397

JEFFERSON COUNTY CLERK'S OFFICE
2008 PERSONNEL AUTHORIZATION REQUEST

Grade	Description	2015 Number Authorized	2015 Number Filled at 10/1/2015	2016 Request Number	2015 Actual Monthly Salary	2015 Actual Annual Salary	2016 COLA Annual Salary	2016 COLA Annual Salary	2016 Cont. Annual Retirement	2016 Cont. Annual FICA	2016 Cont. Annual Insurance	2016 Cont. Annual Workers Comp	2016 Personnel Cost Per Grade
	Election Technician												
G2	Customer Service Agent (CSA) Duplication Technicians II	180	151	180	397,221	4,766,650	4,909,664	143,014	859,164	357,676	1,105,793	49,475	7,282,771
G1	Customer Service Representatives (CSR) Customer Service Trainee (CST) Prob. Duplication Specialist I	19	6	19	17,572	210,869	217,195	6,326	25,700	16,054	36,894	1,650	297,492
	Total	322	265	322	852,191	10,226,318	10,587,426	361,097	1,837,579	770,894	1,900,000	85,000	15,180,900

Summary:		New Initiative	Continuing Total
2015 Estimated Salaries	\$ 10,226,318	2016 Payroll Authorization Request	15,180,900
2015 Estimated Vacancy Credit	(1,368,318)	2016 9.5% Vacancy Credit	(1,434,100)
2015 Estimated Actual Salaries	8,858,000	2016 Clerk	3,600
Statement of Expense Schedule	8,858,000	2016 Overtime Authorization Request	100,000
Variance	\$ 0	2016 Sick Leave/Comp Conversion Authorization Reque	60,000
		2016 Personnel Authorization Request	\$ 13,910,400
			322
		2016 Statement of Actual Expenditures	\$ 13,910,400

**OFFICE OF THE JEFFERSON COUNTY CLERK
2016 SLOT REPORT**

Salary Grade	Number Authorized	Maximum Annual Slot Cap per Position
Jefferson County Clerk	1	N/A
A6	2	\$100,992
A5	10	\$84,160
A4	6	\$73,120
A3	25	\$63,250
A2	23	\$55,200
A1	13	\$48,000
I6	1	\$94,500
I5	4	\$79,075
I4	4	\$60,725
I3	1	\$54,250
I2	3	\$48,475
I1	0	\$43,225
G5	6	\$49,600
G4	24	\$44,960
G3	0	\$40,800
G2	180	\$36,960
G1	19	\$33,600

OFFICE OF THE JEFFERSON COUNTY CLERK
 PROFESSIONAL SERVICES CONTRACTS
 BUDGET 2016

<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 BUDGET</u>	<u>2015 EXPECTED</u>	<u>2016 BUDGET</u>
Jefferson County Sheriff	26,380	35,000	35,000	36,000
Personnel Services	950	30,000	4,980	30,000
Legal Services	1,733	30,000	3,165	30,000
Photography & Images	-	2,500	-	5,000
Accounting Services	2,970	10,000	1,700	10,000
Election Center Board Per Diem	3,800	5,000	4,300	5,000
Computer Services	211,928	296,500	159,855	284,400
Total	\$ 247,761	\$ 409,000	\$ 209,000	\$ 400,400

Jefferson County Clerk's Office
Professional Service Contracts - 2016
September 30, 2015

Vendor	Monthly Expense	Hourly Rate	2015 Maximum Annual Budget	9/30/2015 Expense	10/1/2015 Available Amount	Estimated Annual Expense	Estimated Remaining Balance	2016 Annual Budget	Description
Accounting Services			10,000	1,200	8,800	1,700	8,300	10,000	Accounting Services
Big Stock Photo			1,000		1,000		1,000	1,000	Images for Ad's
Carl Bensingler			2,500	1,400	1,100	2,200	300	2,500	Election Center Board Per Diem
Ewa Dawson			500		500		500	500	Photography
Getty Images			1,000		1,000		1,000	1,000	Images for Ad's
Jefferson County Sheriff's Office			35,000		35,000			36,000	Property Tax Bills
MyCareer Network (kwantec)			12,000	9,000	3,000	12,000		12,000	Annual Support
Other			36,600		36,600		22,137	36,600	Misc.
Zeilke Law Firm PLLC	150		30,000	165	29,835	3,165	26,835	30,000	Legal Services
Zielke Personnel Services	150		30,000	1,980	28,020	4,980	25,020	30,000	Personnel Services
Deanna Brangers			2,500	1,300	1,200	2,100	400	2,500	Election Center Board Per Diem
Training Speaker			11,000		11,000		11,000		Training Speakers/Team Building-Move to meetings
Computer Services budget: \$286,900									
Access Systems			500		500			500	Timekeeping System Support (Christina)
Boice Enterprise (Boice Net)		150	6,000	2,700	3,300	2,700	3,300	9,000	Boice - Network and Security Services @ \$150 hr
Boice Enterprise (Boice.Net)			6,500		6,500		6,500		Premier Edition for 5 concurrent operators
Bold Chat			3,000	315	2,685	560	2,440	3,000	Audio for Ballots
Premier Election Solution (ES&S)			5,000		5,000		5,000	5,000	TaxMaster Recovery & Database Relocation
Data Design			3,000		3,000		3,000	3,000	Software Development
Data Design			7,500		7,500		7,500		POS Support @ \$75 per hour
Dragos Diaconeasa		195	100		100		100		Domain Name & Voter Reach Renewal - Due 2015
Hover Services/Turows			19,500		19,500	1,900	17,600	19,500	AS/400 Technical Assistance
IBM			300	98	202	170	130	300	Utilization
KYCOT			2,000		2,000		2,000	2,200	WebView LR Search Support
Genus Technology								7,000	Technical Support (40 hours)
Genus Technology	350		4,800	3,150	1,650	4,200	600	4,800	Web Defense/Content Control
McAfee			2,000		2,000		2,000	2,000	Training Video Public Service
Metro			100,000	74,934	25,066	99,912	88	120,000	ISP Service & Leased Lines
Peak 10			1,000		1,000		1,000	1,000	Add IP Addresses
Peak 10	8,326		55,000		55,000		55,000	40,000	DR Fees- Email Services
Peak 10			8,000	1,750	6,250	1,750	6,250	8,000	40 hrs Software Support
Twinstar			7,000	7,000		7,000		7,000	Redacting Support
Twinstar			5,700		5,700		5,700	6,000	ABRA HR; Open Enrollment; TimekeepingSupport
ABRA/Sage									Hours to install upgrade to IVR System
Voice4Net			5,700			9,500	(9,500)		
Total	8,676	810	409,000	104,992	304,008	209,000	200,000	400,400	

GENERAL TERM ORDER
December 31, 2015
2016 Budget for the
Office of the Jefferson County Clerk

County of Jefferson

Date: December 31, 2015
 Ordering Authorizing Revised Expenditures
 Calendar Year - 2016

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 2016.

Whereas, the receipts, to the 75% account, of the Office of the Jefferson County Clerk for the calendar year 2014 were \$13,327,021 plus \$2,971,468 reimbursable expenses from Metro Government for the Board of Elections and estimated receipts of \$14,363,471 plus \$3,621,329 of reimbursable expenses from Metro Government for the Board of Elections for 2015 and whereas, I estimate the receipts for the calendar year 2016 to be \$15,000,400 plus \$3,527,700 of reimbursable expenses from Metro Government for the Board of Elections.

Estimated Funds Available Calendar Year 2016	\$	15,000,400
Estimated Reimbursable Funds Available From Metro		3,527,700
Estimated Surplus December 31, 2015		1,585,400
Estimated Funds Available Calendar Year 2016		20,113,500

It is hereby moved that the Jefferson County Clerk be allowed to expend the total sum of \$19,617,700 for the operation of the office during calendar year 2016. It is hereby further requested that the total sum of \$19,617,700 be expended as follows:

Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related	\$	12,535,900
Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related-Board of Elections		1,374,500
Regular Office Expenses		1,876,800
Regular Office Expenses-Board of Elections		2,148,200
New Initiative - Operating		140,000
Equipment		1,537,300
Equipment - Board of Elections		5,000
Total		19,617,700
Expected 2016 Surplus		495,800
Total		20,113,500

The Jefferson County Clerk further requests, that with the amount of \$13,910,400 requested for Salaries, F.I.C.A., Retirement, Insurance and Overtime that she be allowed to employ 322 deputies with the understanding that all deputies will serve at the pleasure of said Jefferson County Clerk. The Jefferson County Clerk shall have full power of substitution from time to time as she sees fit.

APPROVED AND ORDERED BY:

Respectfully submitted,



Bobbie Holsclaw
 Jefferson County Clerk

RESOLUTION NO. 128, SERIES 2014


A RESOLUTION APPROVING THE JEFFERSON COUNTY CLERK'S
2015 BUDGET.

Sponsored By: Council Member Marianne Butler

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

SECTION I: In accordance with KRS 64.345, the necessary office expenses of the
Jefferson County Clerk, the number of deputies and assistants and the compensation
allowed to each as set forth in Schedule A attached hereto is approved for the Jefferson
County Clerk's Fiscal Year 2015 budget.

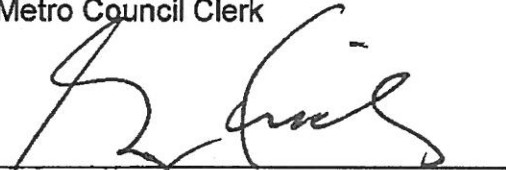
SECTION II: This Resolution shall take effect upon its passage and approval.



H. Stephen Ott
Metro Council Clerk



Jim King
President of the Council




Greg Fischer
Mayor

12/15/14

Approval Date

APPROVED AS TO FORM AND LEGALITY:

Michael J. O'Connell
Jefferson County Attorney

BY: 



Schedule A

FISCAL YEAR 2015 BUDGET

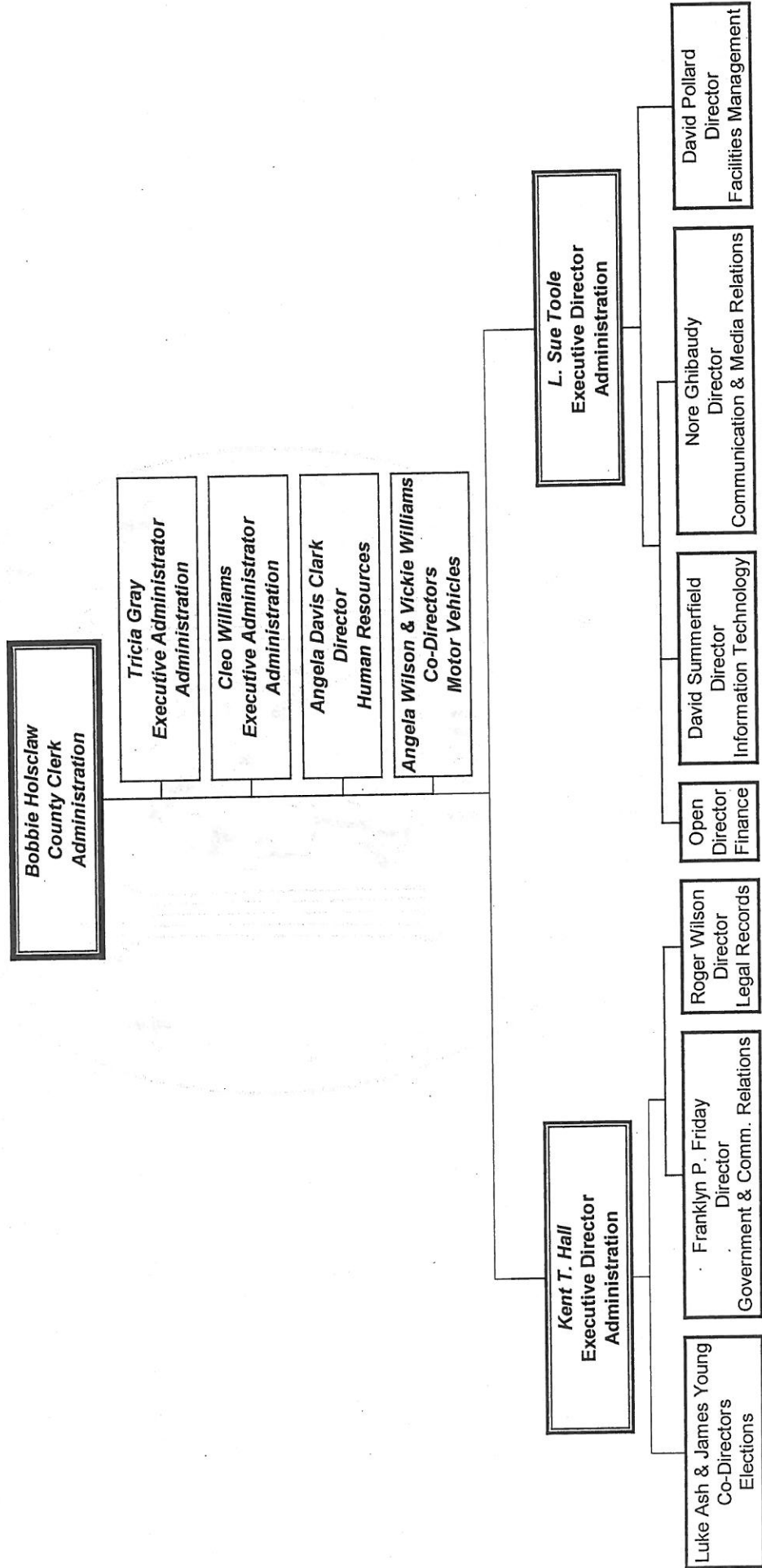
That there is authorized the following expenditures for the operation of the Jefferson County Clerk's Office during the calendar year 2015. The total sum of \$18,169,900 shall be allocated as follows:

Personnel	\$14,046,500
Operation	\$ 3,847,900
Capital	<u>\$ 275,500</u>
TOTAL	\$18,169,900

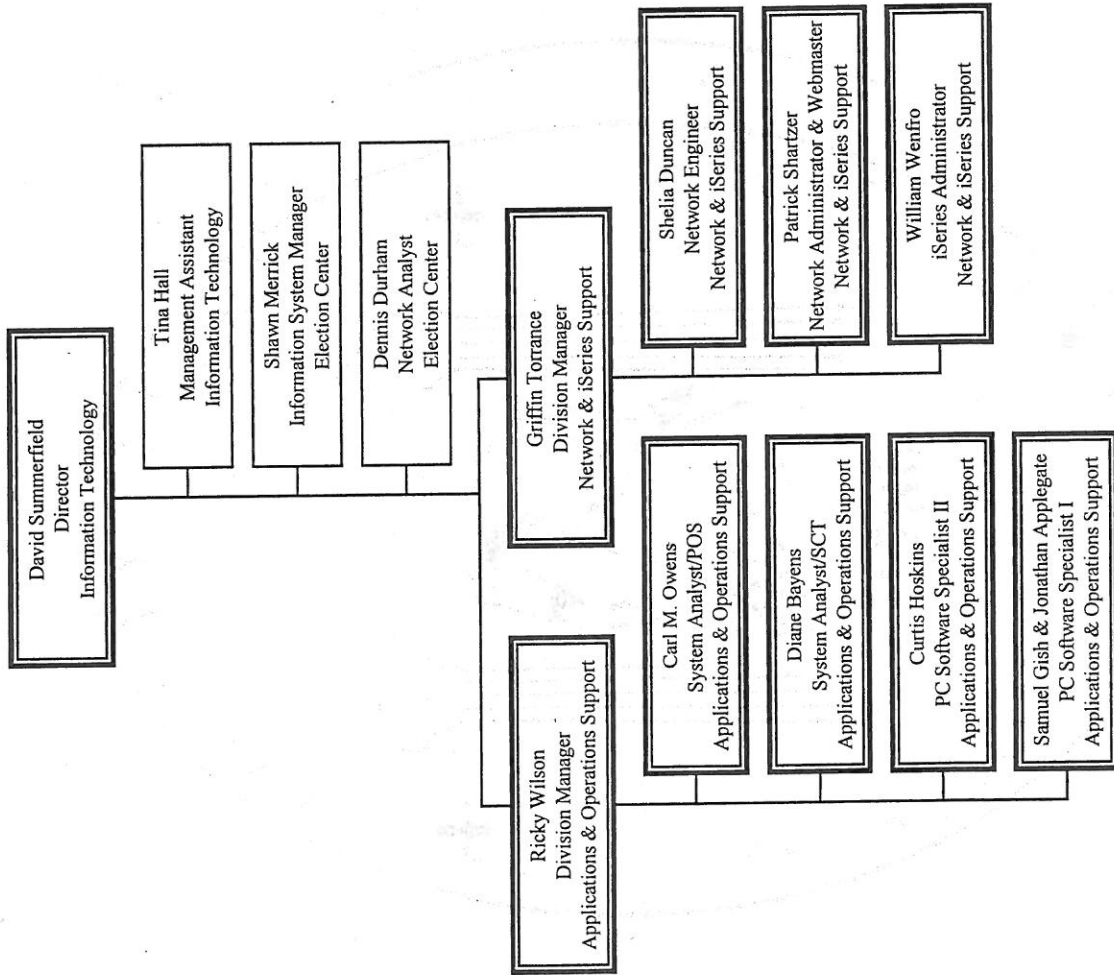
There is further authorized a personnel complement of 322 employees. The total estimated revenues for calendar year 2015 are \$18,169,900. There is no anticipated surplus for the end of calendar year 2015.

Jefferson County Clerk's Office
Organizational Chart

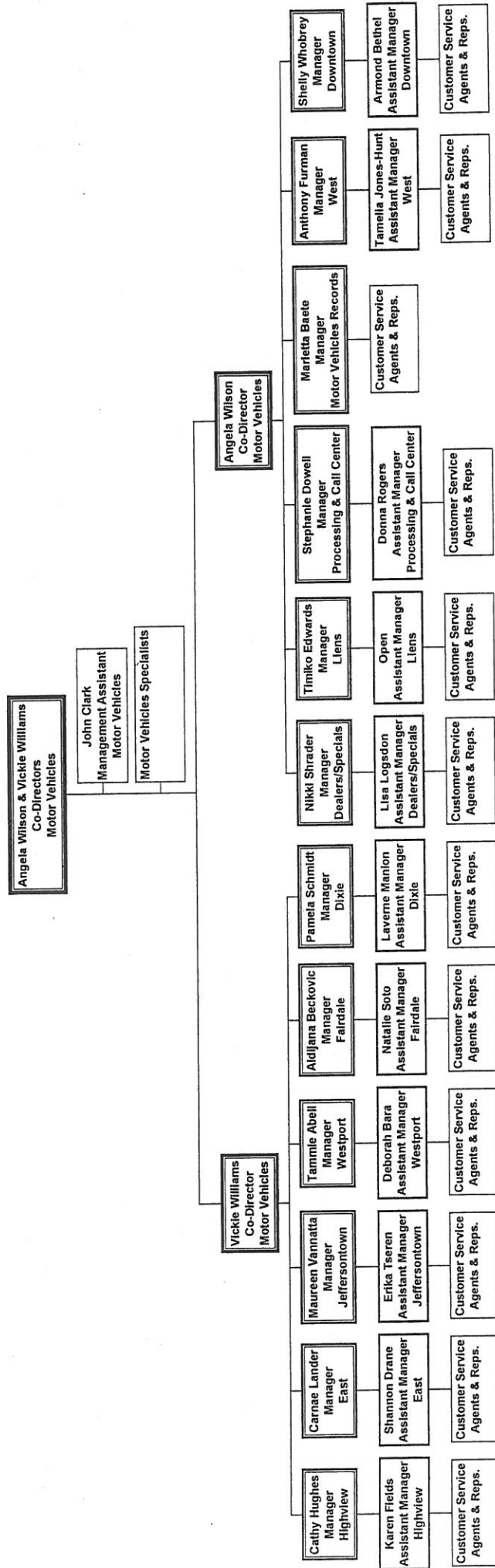
Third Quarter - July, August, and September
October 1, 2015



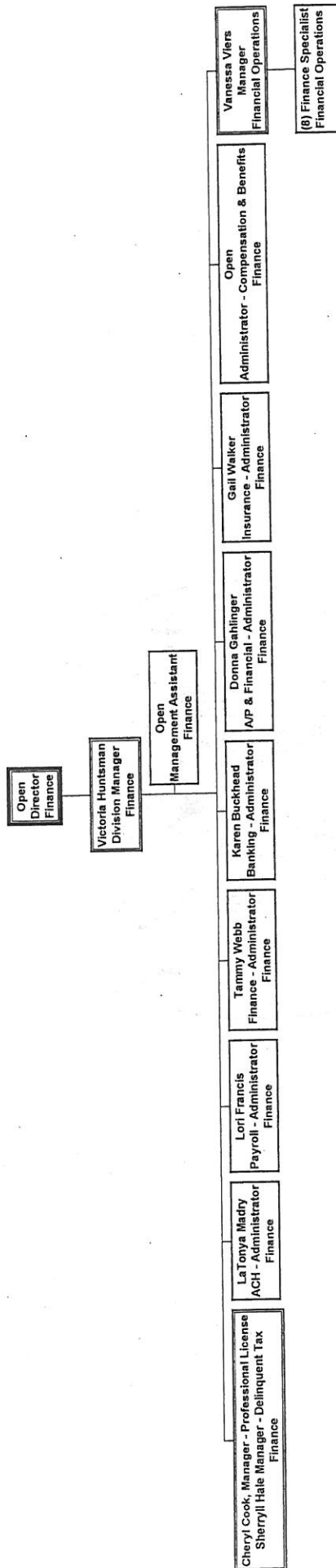
**Jefferson County Clerk's Office Organizational Chart
Information Technology Division**



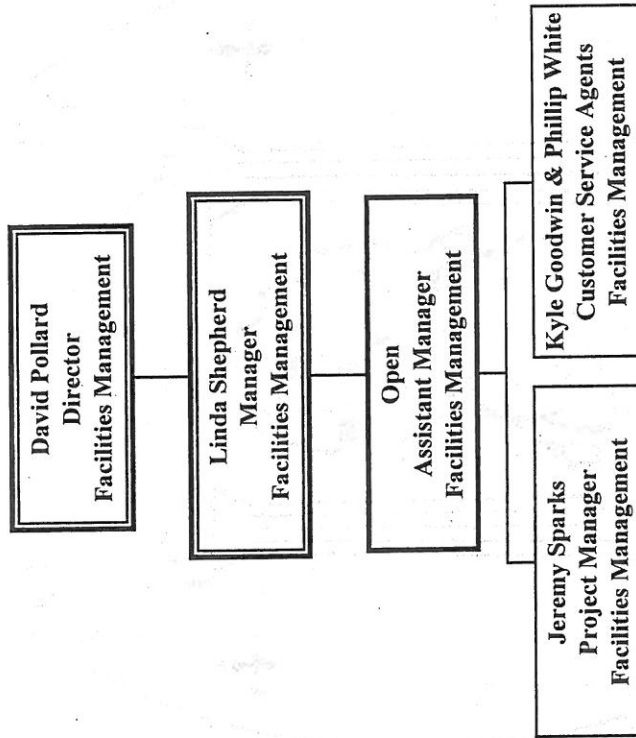
Jefferson County Clerk's Office Organizational Chart
Motor Vehicles Division



JEFFERSON COUNTY CLERK'S OFFICE ORGANIZATION CHART
FINANCE DIVISION

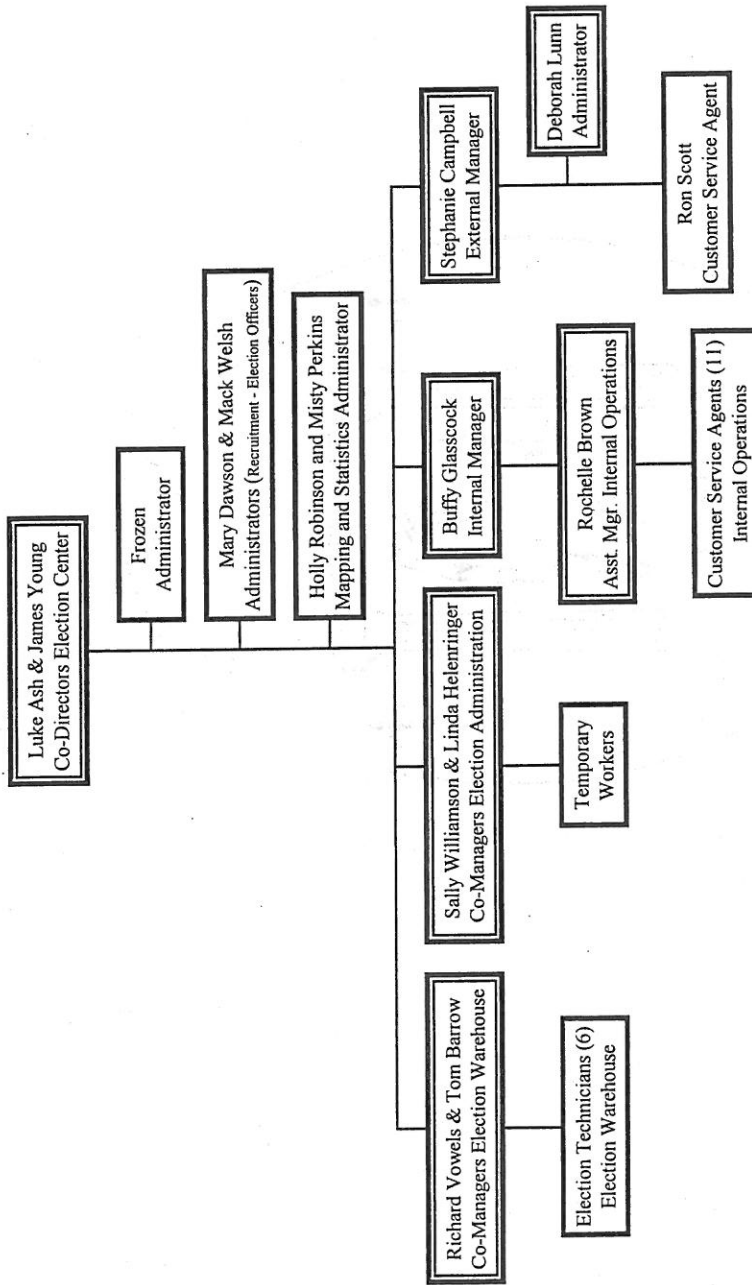


**Jefferson County Clerk's Office Organizational Chart
Facilities Management Division**

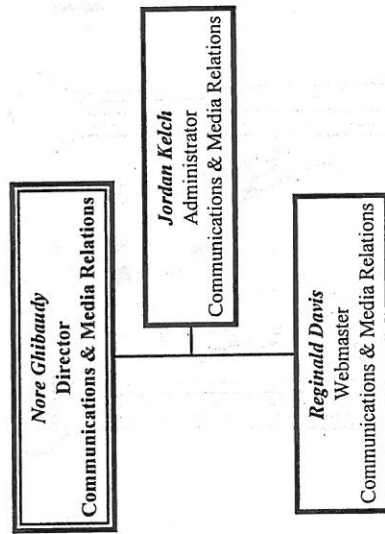


Jefferson County Clerk's Office Organizational Chart

Election Division



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



Jefferson County Clerk's Office Organizational Chart
 Legal Records Division

