



Bobbie Holsclaw
Jefferson County Clerk

MEMORANDUM

TO: Steve Rowland, Chief Financial Officer
Finance and Administration

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

FROM: Sue Toole, Executive Director

DATE: November 12, 2014

RE: YEAR 2015 BUDGET

Enclosed please find four copies of our Year 2015 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.

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**OFFICE OF THE
JEFFERSON COUNTY CLERK
2015 BUDGET**



DECEMBER 31, 2014

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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 746,000 residents, the Jefferson County Clerk registered or renewed approximately 720,000 vehicles in 2014 and estimates indicate approximately 742,000 for 2015. 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 2014 and estimates indicate approximately 360,000 for 2015.

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 40,000 permanent and temporary permits were issued in 2014 and estimates indicate approximately the same in 2015.

In 2014, approximately 68,000 liens were filed on titled collateral (KRS 186). This number is estimated to have a small increase for 2015.

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 2014, approximately 200,000 legal documents, such as deeds, mortgages, assignments, powers of attorney, incorporations, etc. were lodged for recording and indexing. For 2015, this number is estimated to increase approximately 3% over 2014 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 and makes copies of various materials for other metro agencies. In 2014, approximately 200,000 copies were produced. For 2015, 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. 1,104 tax appeal hearings were held in 2014. The number of tax appeal hearings is expected to increase to 1,150 for 2015.

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 2015, 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 2015.

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 2015 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 2014. This number is expected to increase slightly for 2015. Approximately 9,500 delinquent real estate taxes were processed in 2014; accounting for approximately \$13,000,000 in taxes collected. For 2015, these numbers are estimated to increase an average of 7%.

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 overseas 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 177, Series 2013 indicated Personnel of \$13,817,400; Operating of \$3,676,700; Capital initiatives of \$1,628,000. The 2015-projected budget is estimated at \$18,169,900 showing a decrease of \$952,220 or 4.98%. The difference is due to an increase of \$229,100 (1.66%) in personnel, an increase in continuation expenses of \$171,200 (4.66%) and a decrease of \$1,352,500 (83.01%) in new capital initiatives. Based on current economic trends and 2014 estimated actual, we have increased the clerk's fee budget revenue projection over 2014 for estimated revenue by 8.46% which includes an increase to the Metro reimbursement expense of \$202,400 (6.28%) due to there being two scheduled elections in 2015, increase in printing and advertising cost and an increase to 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 2015.

Last year, our total staff was 322. In order to meet our 2015 strategic goals, we are requesting to maintain a staff of 322. Personnel cost has increased from \$13,817,400 to \$14,046,500. We are anticipating awarding a 3% COLA for 2014 and additional merit increases. The vacancy credit remains at 9.5% in an effort to maintain staff positions. A 3% COLA is budgeted for 2015 and any merit increases for 2015 will only be awarded if revenue allows. Capital has decreased from \$1,628,000 to \$275,500. The 2015 budget still includes new capital initiatives to update technology and improve the overall efficiency of the office. Our continuing operating component

has been increased from \$3,676,700 to \$3,847,900. \$202,400 of the increase is to facilitate the two elections in 2015 and to fund the increase in election officer pay. In 2015, 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 2015 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
2014 BUDGET - 2014 EXPECTED - 2015 BUDGET
75% ACCOUNT**

	2014 BUDGET APPROVED BY METRO GOV'T	2014 ESTIMATED ACTUAL	2015 BUDGET
ACCUMULATED SURPLUS - Beginning of year	\$ 3,033,600	\$ 3,189,952	\$ -
REVENUE	\$ 14,666,500	\$ 13,781,132	\$ 14,742,500
REIMBURSABLE EXPENSE	<u>3,225,000</u>	<u>2,971,468</u>	<u>3,427,400</u>
TOTAL FUNDS AVAILABLE FOR USE	\$ 20,925,100	\$ 19,942,552	\$ 18,169,900
EXPENDITURES:			
PERSONNEL	\$ 12,426,400	\$ 11,726,700	\$ 12,659,600
PERSONNEL ELECTION CTR	\$ 1,391,000	\$ 1,350,100	\$ 1,386,900
OPERATING	\$ 1,757,000	\$ 1,644,300	\$ 1,811,400
OPERATING ELECTION CTR	\$ 1,919,700	\$ 1,800,100	\$ 2,036,500
CAPITAL CARRY OVER	\$ -		
CAPITAL	\$ 1,551,000	\$ 1,551,000	\$ 268,500
CAPITAL- ELECTION CENTER	<u>\$ 77,000</u>	<u>\$ 77,000</u>	<u>\$ 7,000</u>
TOTAL EXPENDITURES	\$ 19,122,100	\$ 18,149,200	\$ 18,169,900
ACCUMULATED SURPLUS End of year	\$ 1,803,000	\$ 1,793,352	\$ -

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

The ending accumulated surplus in the "2014 Expected" column is an amount estimated near the end of 2014. The State Auditor will determine the actual "2014" Surplus.

NOTE: The revenue reflected above is net of 25% of most fees, which are paid to Metro Government (\$4,072,689 in 2013 and an estimate of \$4,090,800 in 2014 and an estimate of \$4,385,050 in 2015).

ATTACHMENT A

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OFFICE OF JEFFERSON COUNTY CLERK STATEMENT OF ACTUAL EXPENDITURES

	2013		2014		2014		2014		2014		2014		2015		2015		2015		2015		2016 Budget	
	Actual YTD	10/17 - 8/30/14	Actual YTD	10/17 - 8/30/14	Estimate	Annual Estimate	Diff/Over/Under	Budget	Diff/Over/Under	Budget	1/1 - 12/31	CONTINUATION	NEW INITIATIVE	APPROVED	% Change	% Change	To 2014 Actual	To 2014 Estimated	vs 2014 Budget	2016 Budget		
Gross Salaries-Regulars	8,275,990	6,186,714	2,588,386	8,765,100	1,280,200	8,200	90,300	10,876,300	10,876,300	0	10,563,000	0	10,563,000	15.40%	8.59%	15.40%	8.59%	4.74%	1.99%	4.74%		
Gross Salaries-Seasonal	19,631	43,362	38,738	62,100	8,200	68,100	90,300	126,000	126,000	0	92,100	0	92,100	329.17%	2.82%	329.17%	2.82%	-40.00%	1.99%	-40.00%		
Gross Salaries-Over time	14,851	16,856	39,044	55,900	68,100	69,100	75,000	75,000	75,000	0	75,000	0	75,000	357.04%	0.00%	357.04%	0.00%	0.00%	0.00%	0.00%		
Local Social Security-Employer	693,615	447,287	193,613	640,900	300,300	300,300	2,116,100	740,000	740,000	0	775,000	0	775,000	18.17%	9.44%	18.17%	9.44%	-7.67%	4.73%	-7.67%		
Retiree Social Security-Employer	1,692,356	1,141,974	673,826	1,815,800	300,300	300,300	1,963,800	1,963,800	1,963,800	0	1,963,800	0	1,963,800	11.75%	2.62%	11.75%	2.62%	0.00%	0.00%	0.00%		
Health Insurance	1,482,755	1,198,114	402,885	1,801,000	289,000	3,600	1,900,000	1,900,000	1,900,000	0	1,900,000	0	1,900,000	15.97%	0.00%	15.97%	0.00%	0.00%	0.00%	0.00%		
County Clerk Expense	3,600	2,700	900	3,600	0	3,600	0	3,600	3,600	0	3,600	0	3,600	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Employee Cashouts	26,487	16,946	5,354	21,300	38,700	60,000	85,000	85,000	85,000	0	60,000	0	60,000	135.41%	0.00%	135.41%	0.00%	70.00%	0.00%	70.00%		
Workers Comp - Employer	35,119	46,300	14,900	61,100	(11,100)	50,000	(1,342,900)	50,000	50,000	0	85,000	0	85,000	142.03%	39.12%	142.03%	39.12%	8.05%	8.05%	8.05%		
Vacancy Credit																						
TOTAL PERSONNEL	\$12,033,313	\$9,109,252	\$3,967,647	\$13,076,800	\$740,891	(1,342,900)	\$14,046,500	(1,451,000)	\$14,046,500	\$0	\$14,046,500		\$14,046,500	16.73%	7.42%	16.73%	7.42%					
Unemployment Insurance	35,939	39,560	10,740	50,300	(8,000)	42,300	43,580	43,580	43,580	0	43,580	0	43,580	21.26%	-13.36%	21.26%	-13.36%	3.03%	3.03%	3.03%		
Employee Assistance Program	6,670	4,725	1,675	6,400	300	6,700	77,800	77,800	77,800	0	6,400	0	6,400	14.46%	0.00%	14.46%	0.00%	0.00%	0.00%	0.00%		
Rent	77,760	58,320	19,480	77,800	0	77,800	123,500	123,500	123,500	0	77,800	0	77,800	0.05%	34.09%	0.05%	34.09%	50.00%	50.00%	50.00%		
Telephones	70,070	62,404	29,696	92,100	1,300	24,000	36,000	36,000	36,000	0	36,000	0	36,000	98.77%	58.56%	98.77%	58.56%	81.68%	81.68%	81.68%		
Gas/Electric	16,970	13,113	8,587	22,200	123,800	416,000	409,000	409,000	409,000	0	409,000	0	409,000	0	100.00%	0	100.00%	#DIV/0!	#DIV/0!	#DIV/0!		
Professional Service Contracts	283,120	116,613	176,888	104,000	(13,900)	0	0	0	0	0	0	0	0	0	0.00%	10.15%	0	10.15%	0.00%	0.00%		
Temporary Services	1,966	1,966	11,935	13,900	10,600	115,000	115,000	115,000	115,000	0	115,000	0	115,000	21.75%	-8.35%	21.75%	-8.35%	10.75%	10.75%	10.75%		
Security Services	94,457	81,465	22,945	104,000	13,900	107,000	118,500	118,500	118,500	0	118,500	0	118,500	255.45%	0.04%	255.45%	0.04%	2.82%	2.82%	2.82%		
Janitorial Services	69,395	75,083	54,217	129,300	(22,300)	107,000	212,500	212,500	212,500	0	212,500	0	212,500	1674.25%	-24.62%	1674.25%	-24.62%	-11.99%	-11.99%	-11.99%		
Advertising	61,472	32,100	190,500	222,600	(10,100)	212,500	469,800	469,800	469,800	0	470,000	0	470,000	31.76%	36.22%	31.76%	36.22%	27.44%	27.44%	27.44%		
Printing	26,489	162,336	351,764	514,100	(44,300)	273,500	240,700	240,700	240,700	0	240,700	0	240,700	10.34%	-12.81%	10.34%	-12.81%	-86.67%	-86.67%	-86.67%		
Postage & Delivery	182,686	138,510	180,790	319,300	44,900	760,000	187,900	187,900	187,900	0	187,900	0	187,900	15.19%	22.33%	15.19%	22.33%	-8.62%	-8.62%	-8.62%		
Election Workers	346,109	389,991	735,100	735,100	44,900	760,000	300	40,500	40,500	0	40,500	0	40,500	58.14%	100.00%	58.14%	100.00%	0.00%	0.00%	0.00%		
Office Expense	102,823	170,287	112,677	215,500	215,500	215,500	187,900	187,900	187,900	0	187,900	0	187,900	55.14%	22.33%	55.14%	22.33%	-8.62%	-8.62%	-8.62%		
Expense Return Checks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0	0.00%	0.00%	0.00%		
Maintenance & Repairs	332,864	366,115	82,185	448,300	68,500	516,800	516,800	516,800	516,800	0	516,800	0	516,800	33.77%	27.89%	33.77%	27.89%	-2.13%	-2.13%	-2.13%		
Rental Equipment	38,741	28,232	13,768	43,000	15,200	58,200	62,600	62,600	62,600	0	62,600	0	62,600	9833.77%	1711.41%	9833.77%	1711.41%	28.96%	28.96%	28.96%		
Automotive Rental	161	6,773	7,527	13,300	1,700	15,000	15,000	15,000	15,000	0	15,000	0	15,000	33.07%	733.33%	33.07%	733.33%	852.53%	852.53%	852.53%		
Mileage & Gas	24,122	16,887	6,243	25,100	7,700	32,900	32,100	32,100	32,100	0	32,100	0	32,100	756.32%	466.47%	756.32%	466.47%	40.40%	40.40%	40.40%		
Meetings	3,601	1,180	520	1,700	22,000	23,700	30,800	30,800	30,800	0	30,800	0	30,800	243.53%	35.00%	243.53%	35.00%	0.00%	0.00%	0.00%		
Seminars	2,848	918	881	1,800	13,200	16,000	15,000	15,000	15,000	0	15,000	0	15,000	58.51%	19.09%	58.51%	19.09%	6.54%	6.54%	6.54%		
Insurance & Bonds	20,435	65,069	5,141	70,200	27,900	30,000	20,000	20,000	20,000	0	20,000	0	20,000	2.430	16.100	2.430	16.100	0.63%	0.63%	0.63%		
Notary Bonds	1,533	1,345	465	1,800	400	2,200	2,430	2,430	2,430	0	2,430	0	2,430	21.45%	11.71%	21.45%	11.71%	4.66%	4.66%	4.66%		
Membership Dues	19,145	1,345	20,055	21,400	100	21,500	22,800	22,800	22,800	0	22,800	0	22,800	16.100	11.71%	16.100	11.71%	0.00%	0.00%	0.00%		
Subscriptions	13,257	9,481	10,519	20,000	(4,000)	16,000	18,100	18,100	18,100	0	18,100	0	18,100	152.29%	11.71%	152.29%	11.71%	4.66%	4.66%	4.66%		
TOTAL OPERATING EXPENSES	\$1,825,212	\$1,732,880	\$1,711,420	\$3,876,700	\$232,300	\$3,876,700	\$3,847,900	\$3,847,900	\$3,847,900	\$0	\$3,847,900		\$3,847,900	11.71%	11.71%	11.71%	11.71%					
Office Equipment	46,704	22,630	30,931	53,561	(5,561)	47,000	32,500	32,500	32,500	0	32,500	0	32,500	-30.41%	-66.63%	-30.41%	-66.63%	-30.85%	-30.85%	-30.85%		
Computer Equipment	231,885	118,296	375,899	494,195	5,805	500,000	500,000	500,000	500,000	0	500,000	0	500,000	-28.88%	-92.00%	-28.88%	-92.00%	-87.02%	-87.02%	-87.02%		
Computer Software	21,839	0	426,500	426,500	0	426,500	0	426,500	426,500	0	426,500	0	426,500	56.141%	-70.29%	56.141%	-70.29%	-68.08%	-68.08%	-68.08%		
Furniture & Fixture	14,466	21,265	52,788	74,063	(3,553)	70,500	70,500	70,500	70,500	0	70,500	0	70,500	52.191%	-87.14%	52.191%	-87.14%	-96.05%	-96.05%	-96.05%		
Remodeling & Renovations	770,511	561,840	(4,949)	556,691	4,308	561,000	23,000	23,000	23,000	0	23,000	0	23,000	0	100.00%	0	100.00%	-100.00%	-100.00%	-100.00%		
Vehicle	0	0	23,000	23,000	0	23,000	0	23,000	23,000	0	23,000	0	23,000	0	100.00%	0	100.00%	-83.08%	-83.08%	-83.08%		
TOTAL CAPITAL EXPENSES	1,085,392	\$723,829	\$504,171	\$1,628,000	\$0	\$1,628,000	\$0	\$1,628,000	\$1,628,000	\$0	\$1,628,000		\$1,628,000	11.71%	11.71%	11.71%	11.71%					
TOTAL ALL EXPENDITURES	\$14,643,920	\$11,566,059	\$6,583,140	\$18,149,200	\$972,900	\$19,122,100	\$17,894,400	\$17,894,400	\$17,894,400	\$0	\$17,894,400		\$17,894,400	24.08%	0.11%	24.08%	0.11%	-4.98%	-4.98%	-4.98%		

OFFICE OF THE JEFFERSON COUNTY CLERK

NOTES TO THE 2015 BUDGET

REVENUES

Actual Revenues	2013	\$15,068,170
Budgeted Revenues	2014	\$17,891,500
Estimated Revenues	2014	\$16,752,600
Budgeted Revenues	2015	\$18,169,900

Estimated revenues for 2015 were determined by using actual data for the nine months ending September 2014 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 2015 are budgeted to increase by \$278,400 (\$76,000 clerk fees increase and \$202,400 increase for Metro election expense reimbursement) over the 2014 budgeted revenues, which represent an overall 1.56% increase (0.5% increase for clerk fees and a 6.28% increase for Metro reimbursement for election expense. Compared to the 2014 estimated revenues, an increase of \$1,417,300 (\$961,368 clerk fee increase and an increase of \$455,932 Metro election expense reimbursement), which represents an overall increase of 8.46% increase. Compared to the actual 2013 revenue an increase of \$3,101,730 (\$1,065,749 clerk fee increase and an increase of \$2,035,981 Metro election expense reimbursement) which represents a 146.32% increase from the 2013 actual revenues. There were two elections in 2014 and none in 2013. There will be two elections in 2015. With nine months of actual data to analyze in the motor vehicle fee categories, we are estimating annual fees for 2015 budgeted revenue to increase 0.42 % over the 2014 budget and an increase of 3% compared to the 2014 estimated actual. For legal records fees we have estimated the budgeted revenue to remain the same and increase of 17.65% over the estimated actual for 2014. In 2015, we have estimated delinquent tax revenue to increase 4.65% more than the 2014 budget based on the 2014 estimated actual.

As of September 30, 2014, Motor Vehicle statutory fees are 4.2. % less than the 2014 budget and 0.8% more than 2013 actual revenue for the same period. Motor Vehicle non-statutory fees are 6.5% more than the 2014 budget and 11.5% more than the September 30, 2013 actual revenue. Usage tax is 0.2% less than the 2014 budget and 2.1% more than the September 30, 2013 actual revenue. Mo-tax is 1.8% more than the 2014 budget and 3.8% more than the September 30, 2013 actual revenue. Legal Record's revenue is 19% less than the 2014 budget and 19.5% less than September 30, 2013 actual revenue. Delinquent Tax revenue is 8.1% less than the 2014 budget and 15.9% less than September 30, 2013 actual revenue.

Based on the September 30, 2014 overall revenue being under budget by 5.96% and 2.3% more than 2013 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 2015.

PERSONNEL COSTS

Personnel cost for 2015 is budgeted at \$14,046,500, an increase of \$229,100 from the budgeted personnel cost for 2014. The salary line item budget has increased due to our anticipation of awarding a 3% COLA salary adjustment and merit increases for 2014. The overall change is due to a variety of factors. These factors include the projection of a 3% COLA for 2015, plus an employer retirement contribution decrease of \$162,300 due to the decrease in the percentage for employer contribution from 18.89% to 17.67%. The benefit cost calculations of 18.5% of gross salary was used for employer retirement contribution to cover any change in the rate at July 1, 2015. The retirement rate is adjusted on a fiscal year instead of on a calendar year. In addition, seasonal salaries have been increased 1.99% to cover any increase in hourly salaries. There continues to be two scheduled elections in 2015. 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 increase to accommodate the COLA and merit raises. Overtime has been decreased. 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 2014 budget and increase \$118,500 (7.4%) as compared to the 2014 estimated actual. 2015 health premiums enjoyed a rate hold. The increase in premiums is to cover the increase to short and long term disability premiums related to projected COLA and merit salaries for 2015 and any change in selection of plans from the employee base. In evaluating our revenue available to meet our operating cost for 2015 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 2015 retroactive to January 1, 2015. Any performance awards for merit will only be distributed if discretionary funds are available. The overtime budget has been increased compared to our 2014 estimated actual to ensure adequate funding in the general duties of the clerk's office and the two scheduled elections in 2015. 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 2015 personnel budget to maintain a high level of efficiency. One of our 2015 strategic initiatives is to continue to provide excellent customer service to the citizens of Jefferson County. In order to achieve our goals, we need to maintain our staff level at 322.

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

New Initiative

No new initiatives are required for personnel expense.

OPERATING EXPENSES

No new initiatives are required for operating expense.

The 2015 continuing operating expenses are expected to increase \$ (11.7%) from the 2014 estimated actual operating expenses:

<u>2015 Budgeted Operating Expenses</u>	vs.	<u>2014 Estimated Actual Operating Expenses</u>
\$3,847,900		\$3,444,400
<u>-0-</u>		<u>-0- - New-Initiative</u>
<u>\$ 3,847,900</u>		<u>\$3,444,400</u>

Maintenance and repairs are budgeted to increase 0.08% over 2014 budget and Professional Service Contracts to decrease 1.68% over the 2014 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 remain the same compared to the 2014 budget and increase 10.15% over the 2014 estimated actual; janitorial services will decrease 8.35% compared to the 2014 estimated actual due to there being additional construction clean up expenses in 2014. Rental equipment has been decreased 9.62% as compared to the 2014 estimated actual due to having a full year of expenses with the State Transportation Cabinet paying for Motor Vehicle rental fees from the \$1.00 technology fund for comparison. Telephone expenses are expected to increase 7.77% over the 2014 budget. The increase is to cover the additional telephone system charges in the motor vehicle call center's upgraded telephone system and any related increase in bulk bill allocation from Metro Government. Postage and delivery expenses are 24.62% less than the estimated 2014 actual and 11.99% less than the 2014 budget. This is due to additional postage expense in 2014 related to redistricting of precincts and stock up at the end of the year. Office Expenses are 12.81% less than the estimated 2014 actual and 12.93% less than the 2014 budget. Office expense includes some funds to continue the employee uniform program that was approved by the Kentucky State Auditor's Office in the last quarter of 2006. The 2014 budget included supplies related to redistricting and year end stock up order. The printing budget has been decreased 8.58% compared to the 2014 estimated actual and increased 0.4% compared to the 2014 budget. The current budgeted funds are to replenish printed materials. Printing of brochures and document holders continues to require a substantial portion of the printing budget. Advertising has decreased 1.84% compared to the 2014 estimated actual and increased 2.82% compared to the 2014 budget. There are two scheduled elections to advertise in 2015. 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 increased 15.34% over the estimated 2014 actual, increased 6.28% more than the 2014 budget. This is due to there being two scheduled election in 2015 which includes expense for election officers, printing and advertising of ballots. It includes an increase of \$50.00 per election for each of the precinct leases. It also includes funds to raise the election officer pay from \$125 to \$160 and training pay from \$25 to \$40 per election cycle. This pay for working Election Day and attending a training class is more in line with the other Kentucky counties. The category of meetings, tuition and seminar expenses has been decreased 4.2% compared to the 2014 budget. It is still sufficient to encourage staff to further their education and attend training seminar related to their job functions. Mileage is estimated to increase 27.89% compared to the 2014 estimated actual and decrease 2.13% compared to the 2014 budget. KAVIS implementation was put on hold in 2014 pending contract negotiations, however staff will continue to travel to Frankfort several times each week for KAVIS implementation participation. Insurance and Bonds remains the same as the 2014 estimated actual and increase 40.4% compared to the 2014 budget. Employment Practices Liability insurance has been added to the JCCO coverage base. This expense is to cover our general liability, employment practice and property insurance premiums in 2015. Subscriptions have been decreased 19.5% over the 2014 estimated actual and increased 0.63% over the 2014 budget for any price increases statute books. Membership dues have been increased 6.54% over the estimated 2014 actual and increased 6.05% over the 2014 budget due to the increase in KY County Clerk Association dues. Insufficient check funds budget has been decreased over 2014 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.
- Premier Election Solutions – 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

2014 Estimated Operating Expenses **\$3,444,400**

Changes projected for 2015:

Unemployment Insurance	(6,720)
Employee Assistance Program	90
Rent	-0-
Telephones	31,400
Gas & Electric	13,300
Professional Service Contracts	116,800
Temporary Services	(13,900)
Security Services	10,600
Janitorial Services	(10,800)
Advertising	(4,100)
Printing	(44,100)
Postage & Delivery	(78,600)
Election Workers	258,900
Office Expenses	(27,600)
Discretionary Fund	-0-
Expense Returned Checks	13,500
Maintenance & Repairs	68,100
Rental Equipment	9,600
Automotive Rental	1,700
Mileage & Gas	7,000
Meetings	29,100
Seminars	13,200
Tuition	17,900
Insurance & Bonds	-0-
Notary Bonds	630

Membership Dues	1,400
Subscriptions	(3,900)
Total 2015 Operating Expenses	<u>\$3,847,900</u>

CAPITAL EXPENDITURES

The Jefferson County Clerk's Office expects revenue to be on target for the remaining months of 2014 and we are projecting an increase in fee revenue in 2015. Our prudent spending has provided us with the opportunity to fund a few new capital initiatives, emergency funds and the other required expenses which are necessary to ensure that our office is able to provide the continued VIP service which the citizens of Metro Jefferson County are entitled to and have come to expect from our administration. The capital budget has been substantially reduced over the 2014 estimated actual and 2014 budget due to 2015 being the first year of a new term and all old term surplus required to be turned over to Metro Government.

Capital expenditures for 2015 are budgeted as follows:

Office Equipment	\$ 32,500
Computer Equipment	164,900
Computer Software	34,100
Furniture and Fixtures	22,000
Remodeling and Renovation	<u>22,000</u>
Total Capital Expenditures	<u>\$ 275,500</u>

Office Equipment – Total \$32,500

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. Emergency replacement of miscellaneous office equipment throughout the office -\$20,000.
2. Scheduled replacements - \$12,500. Electric Staplers (14), Vendor cards (3), Time clock (1), Bookcase (1), scanner (1) and shredder (1).

Computer Equipment and Software – Total \$199,000

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

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

The 2015 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 - \$99,000 - Replace aging equipment in various divisions and maintain an inventory of spare equipment. Purchase fifty-six (56) workstations in Motor Vehicles, spare POS servers (2), EXS server for virtual server platform (1), spare desktop printers (12), software application for workflow (1) and security HID (1) in Dealers, laser jet printer (1) and monitor (1) in MV.
2. Attachmate Upgrade - \$35,000. Upgrade the Attachmate emulation software to Version 9.3 so that it is compatible with Windows 7 PC operating system. The upgrade will involve 186 Attachmate licenses.
3. 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.
4. Emergency Replacement Software - \$25,000. Computer software needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.
5. PODD Scanning Bandwidth Upgrade for KAVIS - \$15,000. Plan and implement an increase in the JCCO's data communications capacity in order to accommodate the bandwidth needs of the document scanning portion of the KYTC's PODD project. In early 2015 the KYTC plans to implement a project that will enable the JCCO offices to print license plate decals on demand (PODD).

Furniture & Fixtures - \$22,000

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. Emergency Replacement Office Furniture and Cabinets - \$22,000. 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 – \$22,000

1. Emergency Remodeling - \$22,000. Funds for unplanned renovations in areas throughout the JCCO. To maintain productivity and upgrades for any emergencies that may be required throughout the year.

**OFFICE OF THE COUNTY CLERK
2015 SALARY SCHEDULE "A"
Effective 1/1/2015**

<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
2015 SALARY SCHEDULE "G"
Effective 1/1/2015**

<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
2015 SALARY SCHEDULE "I"
Effective 1/1/2015**

<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	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 iSeries Administrator	13	Year	\$ 31,000	\$ 42,625	\$ 54,250
		Month	\$ 2,583.333	\$ 3,552.083	\$ 4,520.833
		Semi	\$ 1,291.667	\$ 1,776.042	\$ 2,260.417
		Hourly	\$ 14.904	\$ 20.493	\$ 26.082
AS400 Platform Administrator PC Software Specialist II Operations Support Technician	12	Year	\$ 27,700	\$ 38,088	\$ 48,475
		Month	\$ 2,308.333	\$ 3,173.958	\$ 4,039.583
		Semi	\$ 1,154.167	\$ 1,586.979	\$ 2,019.792
		Hourly	\$ 13.317	\$ 18.311	\$ 23.305
PC Software Specialist I	11	Year	\$ 24,700	\$ 33,963	\$ 43,225
		Month	\$ 2,058.333	\$ 2,830.208	\$ 3,602.083
		Semi	\$ 1,029.167	\$ 1,415.104	\$ 1,801.042
		Hourly	\$ 11.875	\$ 16.328	\$ 20.781

75% spread between minimum/maximum

JEFFERSON COUNTY CLERK'S OFFICE
2008 PERSONNEL AUTHORIZATION REQUEST

ATTACHMENT A

Grade	Description	2014 Number Authorized	2014 Number Filled at 10/1/2014	2015 Request Number	2014 Actual Monthly Salary	2014 Actual Annual Salary	2015 COLA Annual Salary	2015 Con't. Annual COLA	2015 Con't. Annual Retirement	2015 Con't. Annual FICA	2015 Con't. Annual Insurance	2015 Con't. Annual Workers Comp	2015 Personnel Cost Per Grade
C1	County Clerk	1	1	1	11,250	135,000	138,000	3,000	25,530	10,029	6,149	300	180,008
A6	***Includes Estimated Training Pay Chief Operating Officer Chief Admin. Officer Executive Directors	2	2	2	15,423	185,074	190,626	5,552	31,941	13,975	12,296	550	249,369
A5	Director Co-Directors	10	9	10	54,509	654,108	673,762	19,654	124,706	48,966	61,490	2,750	911,703
A4	Divisional Managers Regional Manager Executive Administrator	6	5	6	28,295	315,538	325,004	9,466	60,126	23,600	36,894	1,650	447,273
A3	Manager Executive Assistance	24	24	25	89,910	1,078,921	1,111,288	32,367	205,588	80,763	153,725	6,875	1,558,239
A2	Administrator Election Center Manager Webmaster	22	16	22	70,385	844,620	870,020	25,400	160,954	63,278	135,237	6,050	1,235,537
A1	Assistant Manager	12	11	12	33,536	402,429	414,502	12,073	76,663	30,124	73,788	3,300	598,397
I6	IT Director	1	1	1	7,560	90,719	93,441	2,722	17,287	6,791	6,149	275	123,941
I5	IT Divisional Managers	4	3	4	20,866	250,395	257,907	7,512	47,713	18,743	24,596	1,100	350,059
I4	Program Analyst Network Engineer System Analyst	4	4	4	16,722	200,666	206,666	6,020	38,237	15,021	24,596	1,100	285,640
I3	Network Administrator ISeries Administrator	1	1	1	2,623	31,474	32,418	944	5,997	2,356	6,149	275	47,185
I2	AS400 System Operator PC Software Specialist II Operations Support Technician	3	3	3	7,029	84,351	86,862	2,531	16,073	6,314	18,447	825	128,541
G5	Management Assistant	7	6	7	20,471	245,655	253,025	7,370	46,810	18,389	43,043	1,925	363,191
G4	Finance Specialist MV Specialist(MVS) LR Specialist(LRS) Deed Room Specialist Graphic Arts Specialist Micrographic Specialist Facilities Management Specialist(FMS)	26	22	25	67,861	814,330	836,760	24,430	155,171	60,957	153,725	6,875	1,215,487

JEFFERSON COUNTY CLERK'S OFFICE
2008 PERSONNEL AUTHORIZATION REQUEST

ATTACHMENT A

Grade	Description	2014 Number Authorized	2014 Number Filled at 10/1/2014	2015 Request Number	2014 Actual Monthly Salary	2014 Actual Annual Salary	2015 COLA Annual Salary	2015 Con't. Annual COLA	2015 Con't. Annual Retirement	2015 Con't. Annual FICA	2015 Con't. Annual Insurance	2015 Con't. Annual Workers Comp	2015 Personnel Cost Per Grade	
G2	Election Technician													
	Customer Service Agent (CSA) Duplication Technicians II	180	152	G2	180	400,181	4,802,177	4,946,243	144,086	915,055	350,272	1,106,820	49,500	7,377,890
G1	Customer Service Representatives (CSR) Customer Service Trainee (CST) Prob. Duplication Specialist I													
		19	7	G1	19	16,742	200,899	206,926	6,027	25,648	15,300	36,894	1,650	286,417
Total		322	257		322	861,353	10,336,382	10,646,500	309,107	1,953,500	774,900	1,900,000	85,000	15,358,900
Summary:														Continuing Total
2014 Estimated Salaries \$ 10,336,382														15,358,900
2014 Estimated Vacancy Credit (1,469,182)														(1,451,000)
2014 Estimated Actual Salaries 8,877,200														3,600
Statement of Expense Schedule 8,877,200														75,000
Variance \$ 0														60,000
2015 Personnel Authorization Request														\$ 14,046,500
2015 Personnel Authorization Request														322
2015 Statement of Actual Expenditures														\$ 14,046,500

**OFFICE OF THE JEFFERSON COUNTY CLERK
2015 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	22	\$55,200
A1	12	\$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	7	\$49,600
G4	25	\$44,960
G3	0	\$40,800
G2	180	\$36,960
G1	19	\$33,600

**OFFICE OF THE JEFFERSON COUNTY CLERK
PROFESSIONAL SERVICES CONTRACTS
BUDGET 2015**

<u>DESCRIPTION</u>	<u>2013 ACTUAL</u>	<u>2014 BUDGET</u>	<u>2014 EXPECTED</u>	<u>2015 BUDGET</u>
Jefferson County Sheriff	26,592	35,000	35,000	35,000
Personnel Services	17,211	50,000	5,538	30,000
Legal Services	-	30,000	3,533	30,000
Photography & Images	-	1,000	-	2,500
Accounting Services	4,331	10,000	4,770	10,000
Election Center Board Per Diem	2,300	5,000	4,200	5,000
Computer Services	202,686	285,000	239,160	296,500
Total	\$ 253,120	\$ 416,000	\$ 292,200	\$ 409,000

Jefferson County Clerk's Office
Professional Service Contracts - 2015
September 30, 2014

Vendor	Monthly Expense	Hourly Rate	2014 Maximum Annual Budget	9/30/2014 Expense	10/1/2014 Available Amount	Estimated Annual Expense	Estimated Remaining Balance	2015 Annual Budget	Description
Accounting Services			10,000	1,485.00	8,515.00	4,770.00	5,230.00	10,000	Accounting Services
Big Stock Photo			500		500.00		500.00	1,000	Images for Ad's
Carl Bensinger			2,500	1,400.00	1,100.00	2,200.00	300.00	2,500	Election Center Board Per Diem
Ewa Dawson								500	Photography
Getty Images			500		500.00		500.00	1,000	Images for Ad's
Jefferson County Sheriff's Office			35,000		35,000.00	35,000.00		35,000	Property Tax Bills
MyCareer Network (Kwantec)			12,000	8,000.00	3,000.00	12,000.00		12,000	Annual Support
Other			35,400		35,400.00	20,788.47	14,631.53	36,600	Misc.
Zelke Law Firm PLLC		150.00	30,000	1,732.50	28,267.50	3,532.50	26,467.50	30,000	Legal Services
Zielke Personnel Services		150.00	50,000	537.73	49,462.27	5,537.73	44,462.27	30,000	Personnel Services
Deanna Brangers			2,500	1,200.00	1,300.00	2,000.00	500.00	2,500	Election Center Board Per Diem
Training Speaker								11,000	Training Speakers/Team Building
Computer Services budget: \$286,500									
Access Systems			500		500.00		500.00	500	Timekeeping System Support (Christina)
Boice Enterprise (Boice Net)			6,000	2,250.00	3,750.00	8,250.00	(2,250.00)	6,000	Boice - Network and Security Services @ \$150 hr
Boice Enterprise (Boice Net)			6,000		6,000.00		6,000.00		Security
Bold Chat			6,500	7,000.00	(7,000.00)		(68,456.00)	6,500	Premier Edition for 5 concurrent operators
CSI			3,000	1,738.50	1,260.50	1,738.50	1,260.50	3,000	Redact remaining records with S.S. #'s
Premier Election Solution									Audio for Ballots
Data Design									
Data Design									
Dragos Diaconescu									
Endpoint Protection									
Howar Services/Tucows									
IBM									
KYCOT		195.00	19,500	162.00	19,500.00		19,500.00	100	TaxMaster Recovery & Database Relocation
Genus Technology			300		138.00	234.00		19,500	Software Development
McAfee	586.80	165.00	6,800	4,692.80	6,800.00	4,692.80	2,200.00	3,000	POS Support @ \$75 per hour
McAfee	350.00		8,000	350.00	3,307.20	1,400.00	3,307.20	2,000	Domain Name & Voter Reach Renewal - Due 2015
Metro			2,000		(350.00)	1,400.00	(1,400.00)	4,800	AS/400 Technical Assistance
Peak 10	8,319		99,000	73,966.75	25,033.25	98,923.00	2,000.00	2,000	Utilization
Peak 10			1,000		1,000.00		1,000.00	4,800	Web/View LR Search Support
SIS			55,000	1,596.00	53,404.00	1,596.00	53,404.00	2,000	E-mail web defense & Email Filtering
Twinstar			6,000	8,400.00	(2,400.00)	8,400.00	(2,400.00)	100,000	Web Defense/Content Control
Twinstar								100,000	Training Video Public Service
ABRA/Sage			5,700		5,700.00	5,700.00		1,000	ISP Service & Leased Lines
								55,000	Add IP Addresses
								8,000	DR Fees- Email Services
								7,000	40 hrs Software Support
								5,700	Reducing Support
									ABRA HR; Open Enrollment; Timekeeping/Support
Total	\$ 9,253.60	\$ 810.00	\$ 416,000.00	\$ 115,512.28	\$ 300,487.72	\$ 292,200.00	\$ 119,400.00	408,000	

GENERAL TERM ORDER
December 31, 2015
2014 Budget for the
Office of the Jefferson County Clerk

County of Jefferson

Date: December 31, 2014
Ordering Authorizing Revised Expenditures
Calendar Year - 2015

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 2015.

Whereas, the receipts, to the 75% account, of the Office of the Jefferson County Clerk for the calendar year 2013 were \$13,676,751 plus \$1,391,419.00 reimbursable expenses from Metro Government for the Board of Elections and estimated receipts of \$13,781,132 plus \$2,971,468 of reimbursable expenses from Metro Government for the Board of Elections for 2014 and whereas, I estimate the receipts for the calendar year 2015 to be \$14,742,500 plus \$3,427,400 of reimbursable expenses from Metro Government for the Board of Elections.

Estimated Funds Available Calendar Year 2015	\$	14,742,500
Estimated Reimbursable Funds Available From Metro		3,427,400
Estimated Funds Available Calendar Year 2015	\$	<u>18,169,900</u>

It is hereby moved that the Jefferson County Clerk be allowed to expend the total sum of \$18,169,900 for the operation of the office during calendar year 2015. It is hereby further requested that the total sum of \$18,169,900 be expended as follows:

Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related	\$	12,662,600
Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related-Board of Elections		1,383,900
Regular Office Expenses		1,811,400
Regular Office Expenses-Board of Elections		2,036,500
Equipment		268,500
Equipment - Board of Elections		7,000
Total	\$	<u>18,169,900</u>

The Jefferson County Clerk further requests, that with the amount of \$14,046,500 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. 177, SERIES 2013

**A RESOLUTION APPROVING THE JEFFERSON COUNTY CLERK'S
2014 BUDGET.**

Sponsored By: Council Member Marianne Butler

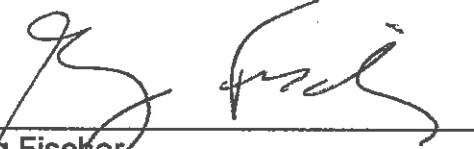
**BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE
LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS
FOLLOWS:**

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 2014 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

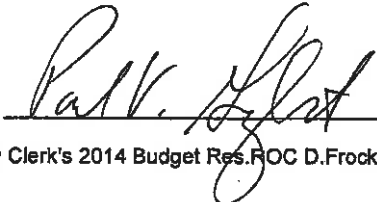

Greg Fischer
Mayor

12/16/13
Approval Date

APPROVED AS TO FORM AND LEGALITY: MBB

Michael J. O'Connell
Jefferson County Attorney



BY: 
County Clerk's 2014 Budget Res. ROC D.Froct,bkn Draft 1

111413

Schedule A

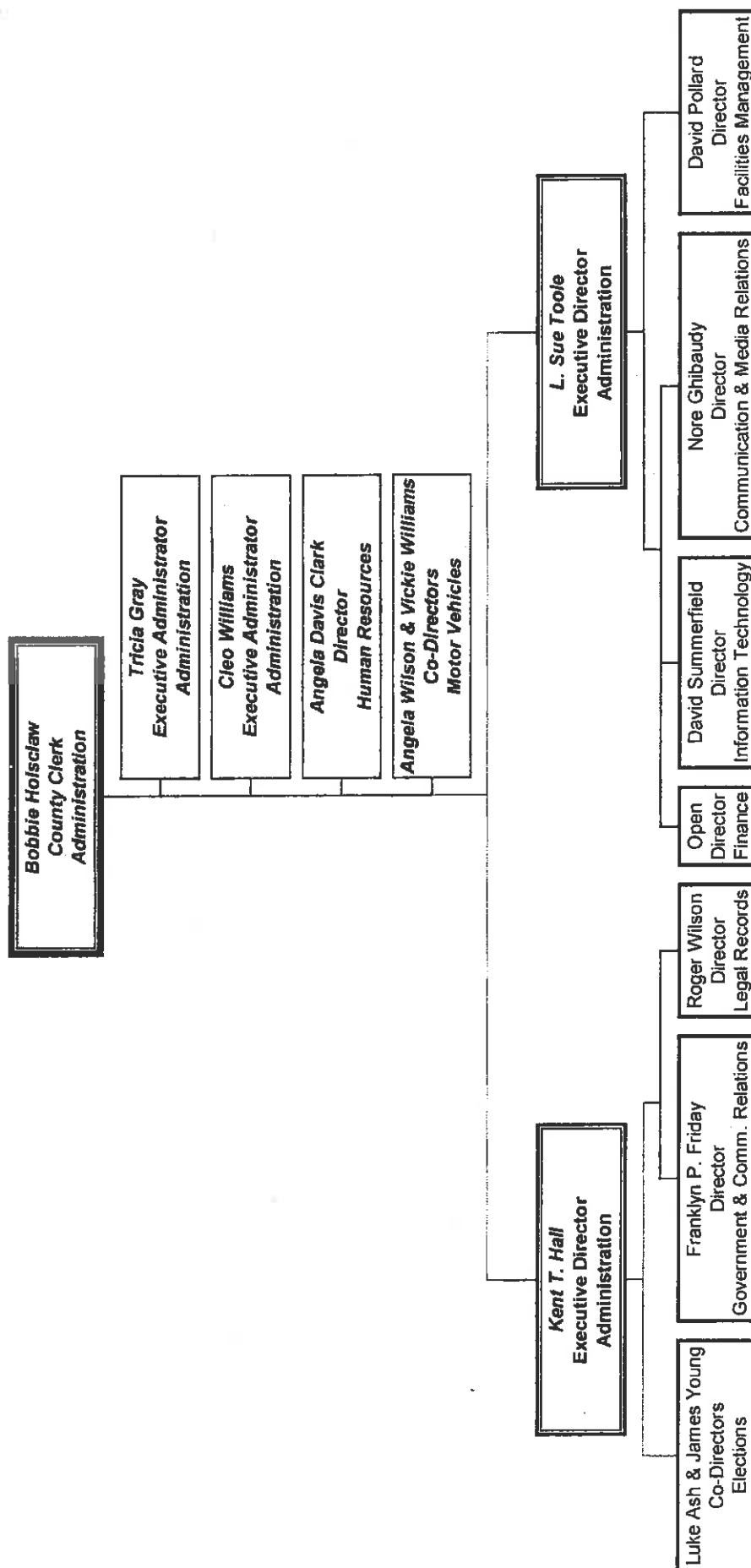
FISCAL YEAR 2014 BUDGET

That there is authorized the following expenditures for the operation of the Jefferson County Clerk's Office during the calendar year 2014. The total sum of \$19,122,100 shall be allocated as follows:

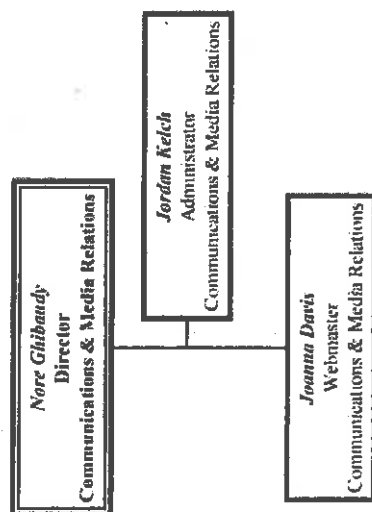
Personnel	\$13,817,400
Operation	\$ 3,676,700
Capital	\$ <u>1,628,000</u>
TOTAL	\$19,122,100

There is further authorized a personnel complement of 322 employees. The total estimated revenues for calendar year 2014 are \$17,891,500. The calendar year 2014 revenues when combined with the anticipated surplus at the end of calendar year 2013 of \$3,033,600 provide anticipated available funding of \$20,925,100. Therefore, the anticipated 2014 year-end cumulative term surplus will total \$1,803,000.

Jefferson County Clerk's Office
Organizational Chart
Third Quarter - July, August, September
October 2, 2014

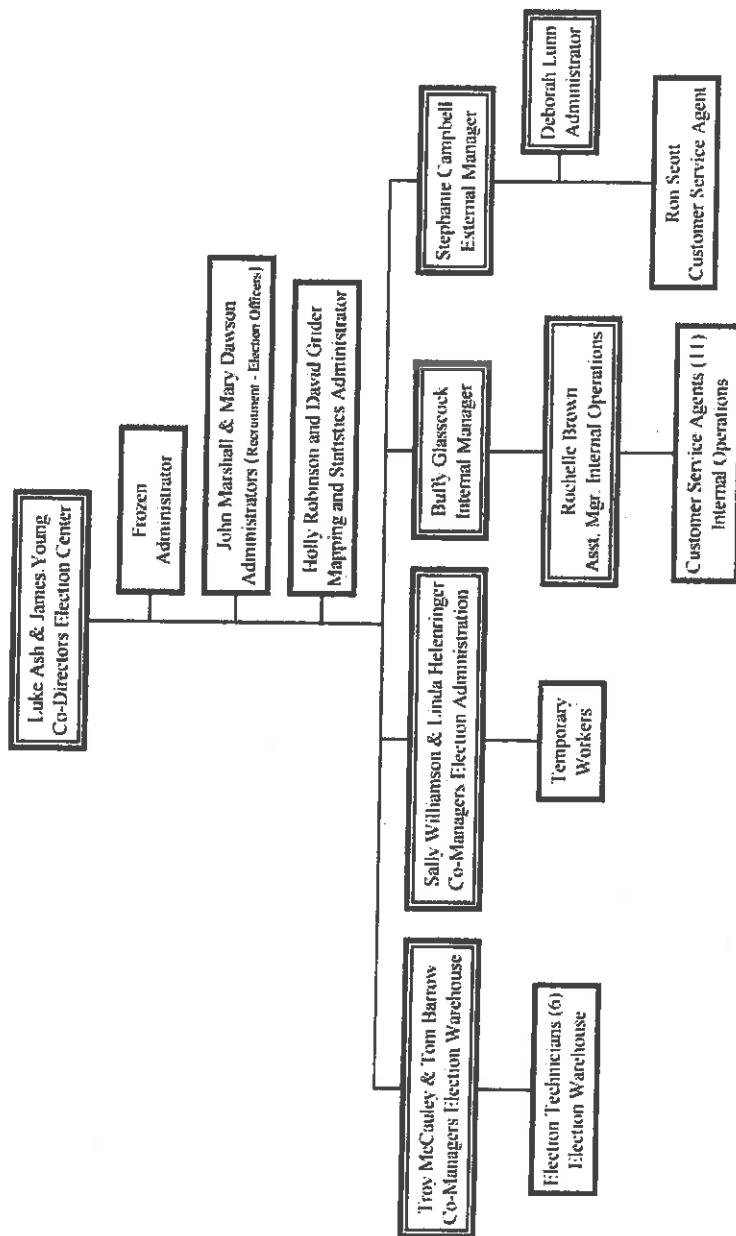


**Jefferson County Clerk's Office Organizational Chart
Communications & Media Relations Division**

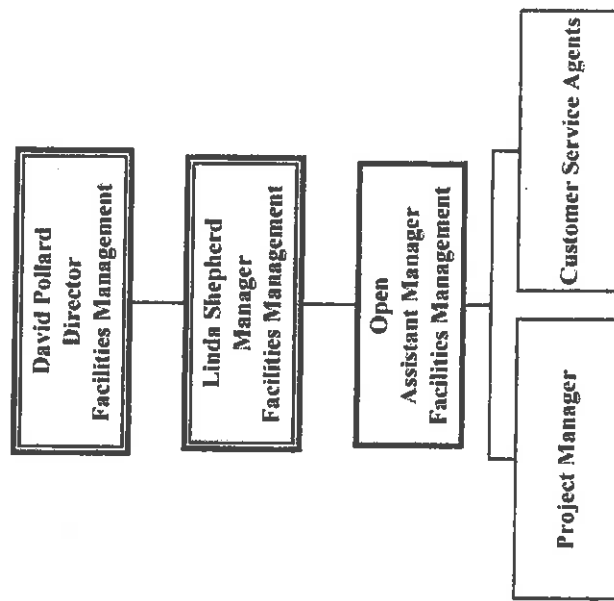


Jefferson County Clerk's Office Organizational Chart

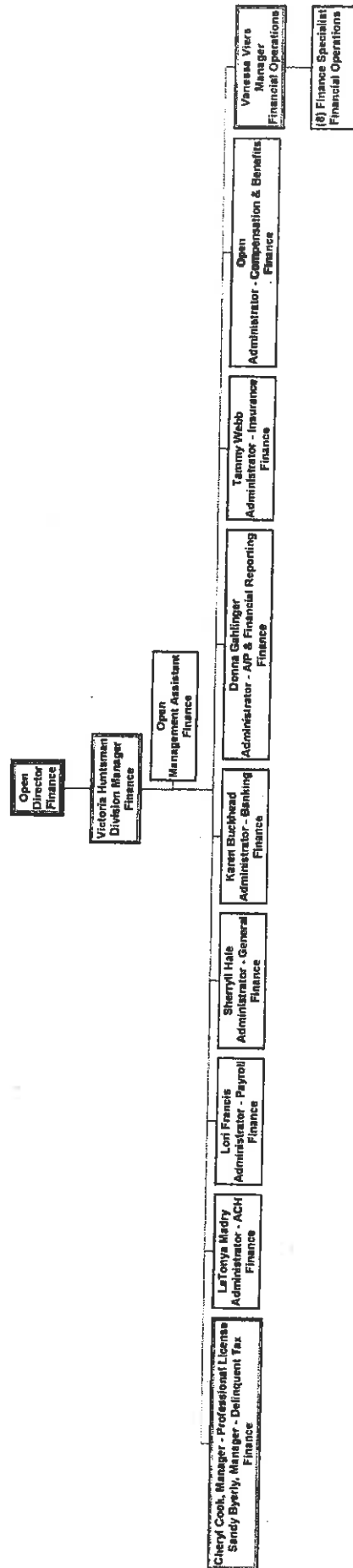
Election Division



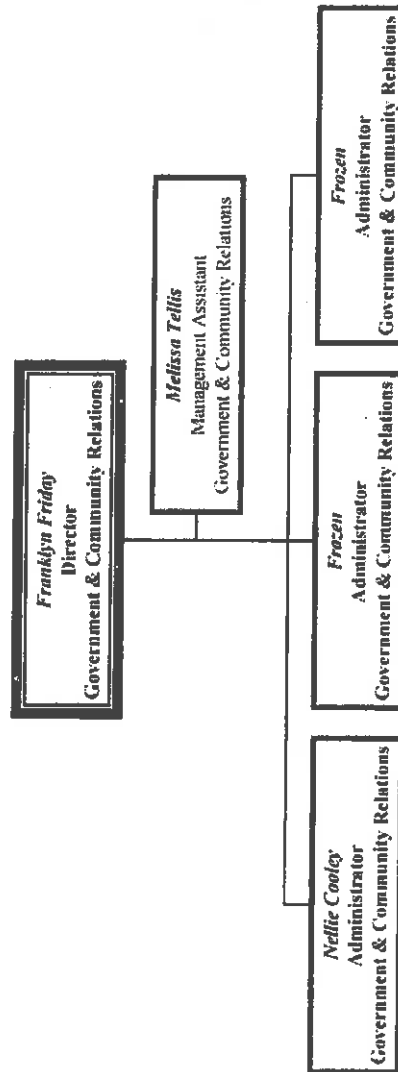
Jefferson County Clerk's Office Organizational Chart
Facilities Management Division



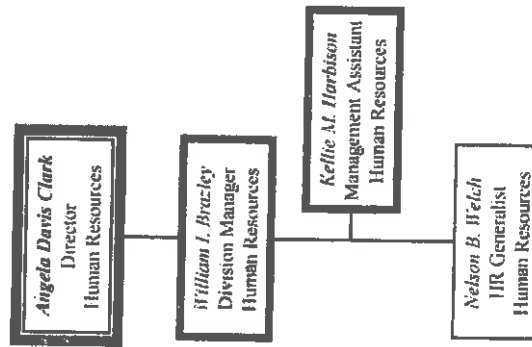
JEFFERSON COUNTY CLERK'S OFFICE ORGANIZATION CHART
FINANCE DIVISION



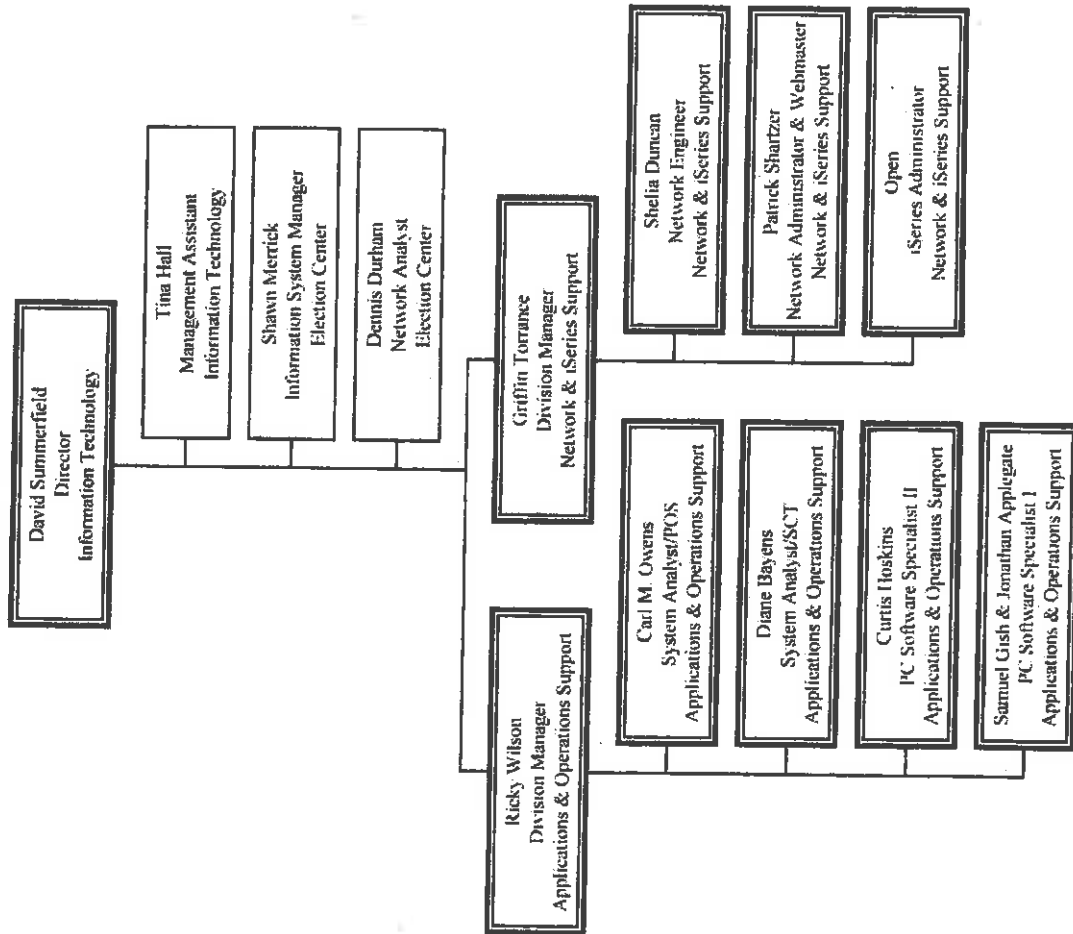
**Jefferson County Clerk's Office Organizational Chart
Government & Community Relations Division**



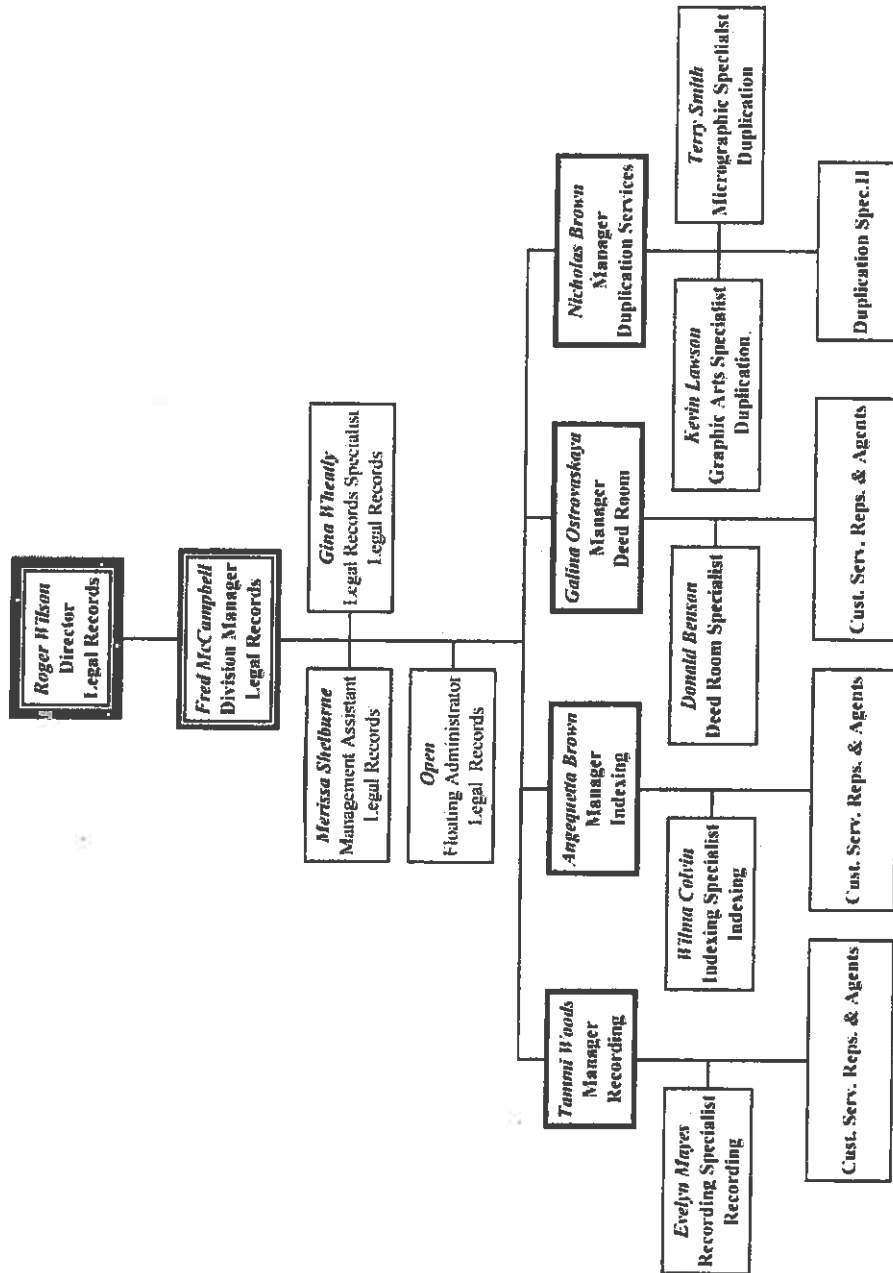
Jefferson County Clerk's Office Organizational Chart
Human Resources Division



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

