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MEMORANDUM

TO: Angela Dunn, Chief Financial Officer
Louisville Metro Office of Management & Budget

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

CC: Bobbie Holsclaw, Clerk
Angela Clark, Executive Director
David Summerfield, Executive Director
Sonya Harward – Metro Council Clerk

FROM: Victoria Huntsman, Director of Finance *VH*
Ashley Vincent, Budget Administrator *AV*

DATE: November 18, 2023

RE: **YEAR 2024 BUDGET**

Enclosed please find four copies of our Year 2024 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.

**OFFICE OF THE
JEFFERSON COUNTY CLERK
2024 BUDGET**



Bonnie Holclaw
JEFFERSON COUNTY CLERK

DECEMBER 31, 2023

CONTENTS

Overview	1
Statement of Accumulated Surplus	6
Statement of Actual & Estimated Revenues	7
Statement of Actual & Estimated Expenditures	8
Notes to the Budget:	
Revenue	9
Personnel Costs	10
Operating Expense	11
Capital Expenditures	14
Exhibits to the Budget:	
Salary Schedule A	17
Salary Schedule G	18
Salary Schedule I	19
Personnel Authorization Request	20
Slot Report	22
Professional Services Contracts	23
General Term Order	25
Resolution No. 156, Series 2022	26
Organizational Chart	28

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 791,000 residents, the Jefferson County Clerk registered or renewed approximately 766,000 vehicles in 2023 and estimates indicate approximately the same for 2024. 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 581,000 cars in 2023 and estimates indicate approximately the same for 2024.

Another duty of the County Clerk is to issue Disabled Persons Parking Permits in accordance with KRS 189.456, which deals with Permanent Permits and KRS 189.458, which deals with Temporary Permits. Effective in 2019, the Permanent Permits are valid for six years, while the Temporary Permits are valid for three months. Approximately 87,000 permanent and

temporary permits were issued in 2023 and estimates indicate approximately 88,000 in 2024. The clerk's office issues one free to requestors who qualify and collects \$10 for each additional permit.

In 2023, approximately 77,000 liens were filed on titled collateral (KRS 186). This number is estimated to have a small increase for 2024.

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

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 records. Documents are maintained from 1783 to the present. There are four services within the Legal Records Division. They are Recording, Indexing, Deed Room Customer Service and Duplication Services.

In 2023, approximately 135,000 legal documents, such as deeds, mortgages, assignments, powers of attorney, incorporations, etc. were lodged for recording and indexing. For 2024, the number of documents is estimated to remain the same. This is due to the current housing market and higher interest rates.

The Duplication Services area makes copies of all recorded documents to be inserted into the books that are displayed in the Deed Room area for public viewing. Additionally, this department makes copies of various materials for all other departments in the Clerk's Office and makes repairs and new covers for existing books. In 2023, approximately 400,000 copies were produced. For 2024 this number is expected to remain the same. This is due to the primary and general election cycles.

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. There were 861 tax appeal hearings held in 2023. This number is estimated to remain the same for 2024.

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

As the primary information-gathering agency of Jefferson County, the County Clerk's Office continues to employ the latest proven technologies and processes to provide the most efficient

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

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

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

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

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 portion of the Information Technology Division's technical efforts in 2024 will be to help fully and completely implement the KAVIS system. This will include all vehicle types.

Budget year 2024 will be the 2nd year in the term and will be more aggressive than the first year. Therefore, we will focus on refreshing essential equipment and software that has reached or exceeded its life expectancy. This will include Heat, our helpdesk software, essential switches, and servers. We will continue training our IT employees on the new and existing applications and systems we put in place in 2024. Other expenditures include security enhancements and asset management. Additionally, we added all JCCO employees to Microsoft email accounts to accommodate the new credit card service.

The Finance Division is responsible for recording and tracking all income and expenses for the Jefferson County Clerk's Office. Two departments make up the Finance Division: Finance Administration and Professional Licenses/Delinquent Tax. Finance Administration management

provides oversight for the division. In addition, it prepares the annual budgets, tracks expenditures, and prepares substantial financial analysis to allow the Executive Administration to make informed decisions. Finance Administration also certifies all property tax billings for Jefferson County, administers all health insurance benefits including open enrollment, payroll deductions and billing reconciliation. The Payroll Administrator tracks all time and attendance, calculates payroll, submits it to Frankfort for processing and then the funds are directly deposited to the employee's bank accounts. The Accounts Payable Administrator reviews all invoices for validity, prepares the invoices for payment and ensures that payments are made on a timely basis. Finance staff also prepares the monthly financial statements. The Banking Administrator tracks all receipts and disbursements of funds and reconciles the monthly bank statements.

Finance staff is also responsible for calculating and reporting all collected fees to the appropriate agencies. The fees are recorded daily and reported monthly. They are also responsible for any request for 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 5,100 marriage licenses were issued in 2023. A small increase is expected for 2024. Approximately 7,335 delinquent real estate taxes were processed in 2023; accounting for approximately \$14,393,600 in taxes collected. For 2024, these numbers are estimated to increase approximately 5%.

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

The Media and Public Relations Division is responsible for planning and organizing news conferences, media interviews, special events, public service announcements, multi-media purchases and writing and issuing press releases. The Division manages public relations and communication programs for employees of the Clerk's Office and the citizens of Jefferson County. Printed materials produced by the division such as brochures, posters, flyers, and signs in branch locations are other vehicles of communication used to reach this goal. The staff creates materials and uses them to educate the community on exercising its civic duty in becoming responsible informed voters. The Media and Public Relations Director serves as the spokesperson for the Jefferson County Clerk's Office and the Board of Elections. The director also coordinates speaking engagements for the County Clerk with various groups and organizations. Examples of specific job responsibilities include the branding of all publicly 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 primary function of the Human Resources Division is to ensure compliance of local, state, and federal employment laws. This is done through continuous training and education by

attending employment law seminars and other related training sources. The HR staff also provides training and development to the agency on topics such as harassment, discrimination, and employee engagement, just to name a few. This ensures that JCCO remains compliant with applicable laws and agency policies and procedures. Human Resources is also responsible for recruiting and hiring for all positions within the agency. Proper staffing allows JCCO to provide the VIP service that our customers expect from their public servants. Human Resources ensures a healthy, safe, positive, and productive work environment for all employees.

Last year's budget (see attached approval of Resolution No 156, Series 2022) indicated Personnel of \$20,529,900, Operating of \$7,903,100 and Capital initiatives of \$289,100. The 2024 projected budget is estimated at \$31,419,500 which is an increase of \$2,697,400 or 9.39%. The difference is due to an increase in continuation of operating expenses of \$1,587,100 or 20.08%. Personnel decreased \$147,200 or -0.72%. Funds are budgeted for 2024 to cover a budgeted 3% COLA, any merit or salary increases. There is an increase of \$1,257,500 or 434.97% in new capital initiatives. We estimate to have a surplus in 2023 to cover the capital initiatives. Based on the current economic trends, we have decreased the clerk's fee budget continuing revenue projection over 2023 by -3.92%. This excludes an increase to the Metro reimbursement expense of \$1,999,300 or 28.27%. The continuing revenue decrease to the budget is due to a variety of factors, the most significant being the reduction of Legal Record recordings. We continue to anticipate being able to continue to sell delinquent tax bills to third party vendors in 2024.

Last year, our total staff was 322. To meet our 2024 strategic goals, we are requesting to maintain a staff of 322. Personnel costs have decreased from \$20,529,900 to \$20,382,700. The vacancy credit is set at 12.0% in an effort to maintain staff positions. The employer retirement contribution is estimated to increase from 23.34% to 27% starting in July 2024. Merit and hourly increases for 2024 will only be awarded if revenue allows. Capital has increased from \$289,100 to \$1,546,600. The 2024 budget includes new capital initiative funds to improve technology and to cover any emergency replacements. Our overall continuing operating component has increased from \$7,903,100 to \$9,490,200. The reason for this increase is due to the added costs associated with 10 more early vote sites for the two election cycles in 2024 and a new election warehouse. The continuing operating will be used to cover increases in office supplies and services. In 2024, 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 2024 budget will be approved and passed "as is", taking into consideration all the above.

**OFFICE OF THE JEFFERSON COUNTY CLERK
STATEMENT OF ACCUMULATED SURPLUS
2023 BUDGET - 2023 EXPECTED - 2024 BUDGET
75% ACCOUNT**

	2023 BUDGET APPROVED BY METRO GOV'T	2023 ESTIMATED ACTUAL	2024 BUDGET
ACCUMULATED SURPLUS - Beginning of year	\$ -	\$ -	\$ 1,546,600
REVENUE	\$ 21,650,000	\$ 19,269,700	\$ 20,801,500
REIMBURSABLE EXPENSE	<u>7,072,100</u>	<u>6,687,800</u>	<u>9,071,400</u>
TOTAL FUNDS AVAILABLE FOR USE	\$ 28,722,100	\$ 25,957,500	\$ 31,419,500
EXPENDITURES:			
PERSONNEL	\$ 18,548,700	\$ 15,406,700	\$ 18,377,200
PERSONNEL ELECTION CTR	\$ 1,981,200	\$ 1,483,900	\$ 2,005,500
OPERATING	\$ 2,812,200	\$ 2,211,400	\$ 2,873,900
OPERATING ELECTION CTR	\$ 5,090,900	\$ 5,203,900	\$ 6,616,300
CAPITAL	\$ 289,100	\$ 105,000	\$ 1,096,100
CAPITAL- CARRYOVER	\$ -	\$ -	\$ -
CAPITAL- ELECTION CENTER	\$ -	\$ -	\$ 450,500
TOTAL EXPENDITURES	<u>\$ 28,722,100</u>	<u>\$ 24,410,900</u>	<u>\$ 31,419,500</u>
ACCUMULATED SURPLUS End of year	\$ -	\$ 1,546,600	\$ -

NOTE: The beginning accumulated surplus in the "2023 Approved by Metro Government" column is \$0

The ending accumulated surplus in the "2023 Expected" column is an amount estimated near the end of 2023. The State Auditor will determine the actual "2023" Surplus.

NOTE: The revenue reflected above is net of 25% of most fees, which are paid to Metro Government (\$5,264,092 in 2022 and an estimate of \$5,163,275 for 2023 and an estimate of \$6,228,125 in 2024).

STATEMENT OF ACTUAL REVENUES

	2022	2023	2023	2023	2023	2023	2024	2024	2024	Over	Over
	Actual	Actual	Remaining	Projected	Estimated	Budget	Budget	New Initiative	Total	2023	2023
	1/1-12-31	1/1 - 9/30	10/1 - 12/31	10/1 - 12/31	Total	1/1 - 12/31	Continuation	Expansion	Budget	Total	Est
										Budget	Actual
CC Statutory Fee-Legal Records	6,679,962	4,117,882	4,657,118	1,417,118	5,535,000	8,775,000	7,775,000		7,775,000	-11.40%	40.47%
CC Statutory Fee-Motor Vehicles	6,277,575	5,010,145	2,122,855	1,401,855	6,412,000	7,133,000	7,133,000		7,133,000	0.00%	11.24%
Deed Transfer Tax - 5%	376,789	196,829	209,171	47,571	244,400	406,000	406,000		406,000	0.00%	66.12%
Usage Tax - 3%	2,993,161	2,412,911	609,089	743,189	3,156,100	3,022,000	3,022,000		3,022,000	0.00%	-4.25%
CC Commission-Delinquent Tax	1,184,830	988,693	446,307	179,707	1,168,400	1,435,000	1,435,000		1,435,000	0.00%	22.82%
CC Commission-Legal Records	19,452	13,165	10,335	4,235	17,400	23,500	23,500		23,500	0.00%	35.06%
Motax - 4%	4,211,779	3,460,762	1,147,238	858,538	4,319,300	4,608,000	4,608,000		4,608,000	0.00%	6.68%
TOTALS CLERK STATUTORY	\$ 21,743,548	\$ 16,200,387	\$ 9,202,113	\$ 4,652,214	\$ 20,852,600	\$ 25,402,500	\$ 24,402,500	\$ -	\$ 24,402,500	-3.94%	17.02%
CC Non-statutory Fees-Legal records	(63)	(7)	-	7	-	-	-		-	#DIV/0!	#DIV/0!
CC Non-statutory Fees-Motor Vehicles	420,944	337,599	132,401	87,301	424,900	470,000	470,000		470,000	0.00%	10.61%
Interest Income	(1,106,786)	(559,168)	599,168	(65,232)	(624,400)	40,000	40,000		40,000	0.00%	-106.41%
TOTALS CLERK NON-STATUTORY	\$ (685,905)	\$ (221,575)	\$ 731,568	\$ 22,075	\$ (199,500)	\$ 510,000	\$ 510,000	\$ -	\$ 510,000	0.00%	-355.64%
Clerical Expense Reimb-Election Center	3,079	481	3,419	19	500	3,900	3,900		3,900	0.00%	680.00%
Clerical Expense Reimb-D/T	20,019	21,009	5,292	2,692	23,700	26,300	26,300		26,300	0.00%	10.97%
Clerical Expense Reimb-Legal Records	679,489	427,443	422,558	146,358	573,800	850,000	751,500		751,500	-11.59%	30.97%
Clerical Expense Reimb-Motor Vehicles	697,886	576,023	193,977	157,377	733,400	770,000	770,000		770,000	0.00%	4.99%
Election Expense Reimb-State	303,296	284,286	33,214	19,014	303,300	317,500	317,500		317,500	0.00%	4.68%
Election Expense Reimb - Metro	6,183,769	4,757,217	2,314,883	1,930,583	6,687,800	7,072,100	9,071,400		9,071,400	28.27%	35.64%
Voter Registration	3,062	4,186	814	14	4,200	5,000	5,000		5,000	0.00%	19.05%
Bd of Assessment Reimb-Other	17,100	8,600	18,500	-	8,600	27,100	27,100		27,100	0.00%	215.12%
Preparing Tax Bills Reimbursement	204,554	113,534	88,466	91,066	204,600	202,000	202,000		202,000	0.00%	-1.27%
Expensed Return Check Payments	-	-	4,225	(25)	(25)	4,225	4,225		4,225	0.00%	-17000.00%
Miscellaneous Reimbursement	18,041	1,713,583	(1,703,983)	214,217	1,927,800	9,600	9,600		9,600	0.00%	-99.50%
TOTALS CLERICAL EXPENSE	\$ 8,905,825	\$ 7,906,361	\$ 1,381,364	\$ 2,561,314	\$ 10,467,675	\$ 9,287,725	\$ 11,188,525	\$ -	\$ 11,188,525	20.47%	6.89%
County Treasurer: 25%	(5,264,092)	(3,994,703)	(2,483,420)	(1,168,572)	(5,163,275)	(6,478,125)	(6,228,125)	-	(6,228,125)	-3.86%	20.62%
TOTALS FOR FEE DISBURSEMENTS	\$ (5,264,092)	\$ (3,994,703)	\$ (2,483,420)	\$ (1,168,572)	\$ (5,163,275)	\$ (6,478,125)	\$ (6,228,125)	\$ -	\$ (6,228,125)	-3.86%	20.62%
2019-2022 Excess Funds to Metro	(8,053,339)										
TOTAL ALL REVENUES	\$ 16,646,037	\$ 19,890,469	\$ 8,831,626	\$ 6,067,031	\$ 25,957,500	\$ 28,722,100	\$ 29,872,900	\$ -	\$ 29,872,900	4.01%	15.08%

OFFICE OF JEFFERSON COUNTY CLERK
STATEMENT OF ACTUAL EXPENDITURES

	2022	2023	2023	2023	2023	2023	2024	2024	2024	2024	2024
	Actual YTD	1/01 - 9/30/22 Actual YTD	10/01-12/31/22 Estimated	Annual Estimated	Budget Diff(Over)Under	BUDGET 1/1 - 12/31	CONTINUATION	NEW INITIATIVE EXPANSION	TOTAL BUDGET	% Change To 2023 Estimated	2024 Budget vs 2023 Budget
Gross Salaries-Regulars	10,675,344	7,704,107	3,074,193	10,778,300	3,046,700	13,825,000	14,008,900	-	14,008,900	21.23%	1.33%
Gross Salaries-Seasonal	6,553	8,196	2,804	11,000	29,000	40,000	40,000	-	40,000	263.64%	0.00%
Gross Salaries-Overtime	17,303	2,515	985	3,500	76,500	80,000	80,000	-	80,000	2185.71%	0.00%
Social Security-Employer	810,333	582,928	243,272	826,200	234,700	1,060,900	1,074,700	-	1,074,700	21.35%	1.30%
Retirement-Employer	2,872,835	1,975,273	566,827	2,542,100	1,325,700	3,867,800	3,536,100	-	3,536,100	28.54%	-8.58%
Health Insurance	2,301,274	1,967,894	656,106	2,624,000	1,358,100	3,982,100	4,207,700	-	4,207,700	52.37%	5.67%
County Clerk Expense	3,600	2,700	900	3,600	-	3,600	3,600	-	3,600	0.00%	0.00%
Employee Cashouts	74,527	42,166	14,134	56,300	33,700	90,000	90,000	-	90,000	59.86%	0.00%
Workers Comp - Employer	42,303	34,135	11,465	45,600	40,200	85,800	85,700	-	85,700	87.94%	-0.12%
Vacancy Credit					(2,505,300)	(2,505,300)	(2,744,000)	-	(2,744,000)	#DIV/0!	9.53%
TOTAL PERSONNEL	16,804,072	12,319,914	4,570,682	16,890,600	\$3,639,300	20,529,900	\$20,382,700	\$0	\$20,382,700	20.67%	-0.72%
Unemployment Insurance	11,526	8,241	2,859	11,100	32,200	43,300	43,900	-	43,900	295.50%	1.39%
Employee Assistance Program	5,670	4,553	2,447	7,000	2,000	9,000	16,100	-	16,100	130.00%	78.89%
Parking	159,440	124,730	41,670	166,400	13,600	180,000	168,000	-	168,000	0.96%	-6.67%
Rent	85,440	64,080	72,020	136,100	(28,100)	108,000	654,900	-	654,900	381.19%	506.39%
Telephones	275,154	329,750	143,050	472,800	(71,200)	401,600	504,900	-	504,900	6.79%	25.72%
Gas/Electric	22,827	13,498	12,302	25,800	700	26,500	112,800	-	112,800	337.21%	325.66%
Sanitation	-	1,437	563	2,000	200	2,200	2,400	-	2,400	20.00%	9.09%
Professional Service Contracts	315,623	103,422	202,478	305,900	383,400	689,300	524,900	-	524,900	71.59%	-23.85%
Security Services	120,500	88,528	39,372	127,900	10,600	138,500	184,000	-	184,000	43.86%	32.85%
Janitorial Services	110,361	76,973	32,827	109,800	41,900	151,700	154,100	-	154,100	40.35%	1.58%
Advertising	157,033	27,123	114,777	141,900	48,100	190,000	184,000	-	184,000	29.67%	-3.16%
Printing	1,320,654	755,458	738,442	1,493,900	356,600	1,850,500	1,483,600	-	1,483,600	-0.69%	-19.83%
Postage & Delivery	225,085	136,380	396,920	533,300	(172,400)	360,900	1,003,600	-	1,003,600	88.19%	178.08%
Election Workers	1,437,569	1,129,450	1,336,750	2,466,200	(207,300)	2,258,900	2,547,200	-	2,547,200	3.28%	12.76%
Office Expense	267,555	181,559	161,141	342,700	(18,500)	324,200	530,500	-	530,500	54.80%	63.63%
Discretionary Fund	(32,247)	35,000	(0)	35,000	(35,000)	-	-	-	-	-100.00%	#DIV/0!
Expense Return Checks	18,777	-	12,000	12,000	-	12,000	20,000	-	20,000	66.67%	66.67%
Maintenance & Repairs	550,109	416,986	250,614	667,600	59,100	726,700	797,600	-	797,600	19.47%	9.76%
Rental Equipment	51,012	33,913	34,487	68,400	9,900	78,300	85,800	-	85,800	25.44%	9.58%
Automotive Rental	47,323	33,941	50,059	84,000	(39,500)	44,500	125,000	-	125,000	48.81%	180.90%
Mileage & Gas	19,607	11,389	16,411	27,800	8,300	36,100	34,600	-	34,600	24.46%	-4.16%
Meetings	3,458	2,994	6,406	9,400	8,100	17,500	17,500	-	17,500	86.17%	0.00%
Seminars	1,920	3,804	7,796	11,600	12,500	24,100	29,000	-	29,000	150.00%	20.33%
Tuition	2,400	3,600	3,600	7,200	39,600	46,800	44,400	-	44,400	516.67%	-5.13%
Insurance & Bonds	118,104	113,264	36	113,300	29,700	143,000	144,000	-	144,000	27.10%	0.70%
Notary Bonds	1,773	1,962	838	2,800	(0)	2,800	2,800	-	2,800	0.00%	0.00%
Membership Dues	19,956	1,427	25,773	27,200	800	28,000	28,400	-	28,400	4.41%	1.43%
Subscriptions	2,396	1,036	5,164	6,200	2,500,000	8,700	46,200	-	46,200	645.16%	431.03%
TOTAL OPERATING EXPENSES	5,319,024	3,704,496	3,710,802	7,415,300	487,800	7,903,100	9,490,200	\$0	\$9,490,200	27.98%	20.08%
Office Equipment	157,791	1,863	8,137	10,000	40,001	50,000	-	342,800	342,800	3328.17%	585.60%
Computer Equipment	2,545,944	9,034	22,966	32,000	18,000	50,000	-	473,000	473,000	1378.11%	846.00%
Computer Software	61,757	21,750	27,250	49,000	1,000	50,000	-	131,500	131,500	168.37%	163.00%
Furniture & Fixture	50,836	2,956	11,044	14,000	25,100	39,100	-	301,000	301,000	2049.95%	669.82%
Remodeling & Renovations	1,048,224	-	-	-	100,000	100,000	-	248,300	248,300	#DIV/0!	148.30%
Vehicle	31,369	-	-	-	-	-	-	50,000	50,000	#DIV/0!	#DIV/0!
TOTAL CAPITAL EXPENSES	3,895,922	35,603	69,397	105,000	\$184,100	\$289,100	\$ -	1,546,600	1,546,600	1372.95%	434.97%
TOTAL ALL EXPENDITURES	26,019,018	16,060,013	8,350,881	24,410,900	\$4,311,200	\$28,722,100	\$29,872,900	\$1,546,600	\$31,419,500	28.71%	9.39%

OFFICE OF THE JEFFERSON COUNTY CLERK

NOTES TO THE 2024 BUDGET

REVENUES

Actual Revenues	2022	\$16,646,037
Budgeted Revenues	2023	\$28,722,100
Estimated Revenues	2023	\$25,957,500
Budgeted Revenues	2024	\$29,872,900

Estimated revenues for 2023 were determined by using actual data for the nine months ending September 2023 and analyzing actual revenue data for the past five years. Overall economic factors out of our control affect the Clerk's office fees. We believe our approach to be the most reasonable.

Continuing Clerk Fee Revenues for 2024 are budgeted to increase by \$1,150,800 (4.01%) compared to the 2023 budget; an increase for Metro election expense reimbursement of \$1,999,300 compared the 2023 budgeted reimbursement. There will be two elections in 2024 with 10 more early voting sites. With nine months of actual data to analyze in the motor vehicle fee categories, we are estimating annual fees for 2024 budgeted revenue to remain flat compared to the 2023 budget. For legal record fees, we have estimated the budgeted revenue to decrease by 11.40% compared to the 2023 budget. In 2024, we have estimated delinquent tax revenue to remain flat.

As of September 30, 2023, Motor Vehicle statutory fees are 6.3% less than the 2023 budget and 1.0% more than 2022 actual revenue for the same period. Motor Vehicle non-statutory fees are 4.2% less than the 2023 budget and remain the same as the September 30, 2022, actual revenue. Usage tax is 6.5% more than the 2023 budget and 6.4% more than the September 30, 2022 actual revenue. Mo-tax is on target for the 2023 budget and 0.2% more than the September 30, 2022 actual revenue. Legal Record's revenue is 37.4% less than the 2023 budget and 21.82% less than September 30, 2022 actual revenue. Delinquent Tax revenue is 8.1% less than the 2023 budget and 8.1% less than September 30, 2022 actual revenue.

Based on the September 30, 2023 (factoring out Metro reimbursable expense) overall revenue being under budget by 6.8% and 14.5% less than 2022 actual revenue and taking into consideration, current general economic conditions and the expectation of the overall housing starts and vehicle sales, we have adjusted our line-item projected revenue for 2024.

PERSONNEL COSTS

Personnel cost for 2024 is budgeted at \$20,382,700, a decrease of \$147,200 from the budgeted personnel cost for 2023. The salary line-item budget has decreased due to a 1% increase to the vacancy credit. The overall increase is also due to the change in employer retirement contribution from a budgeted 29% to a 23.34% effective July 1, 2023. The benefit cost calculations of 27% of gross salary is used for employer retirement contribution to cover the change in the rate at July 1, 2024. The retirement rate is adjusted on a fiscal year instead of on a calendar year. The calculation for employer contribution for FICA is gross salary times 7.65%. The budget for workers' compensation premiums will remain the same due to our experience rate. The vacancy credit is not applied to salaries for purposes of calculating the annual premium for worker's compensation to ensure adequate funds to cover the annual audit. The Clerk's Office contribution for insurance is budgeted to increase 5.67% compared to the 2023 budget and increase 52.37% as compared to the 2023 estimated actual. In evaluating our revenue available to meet our operating cost for 2024 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 12.0%, which will enable us to maintain our monthly staff at a level needed to ensure that we continue providing excellent customer service.

A merit salary adjustment between 2% and 6% for County Clerk employees is included in the personnel cost. These percentages will be used for an increase in December 2023 retroactive to January 1, 2023 or their hire date. The overtime budget will remain the same compared to the 2023 budget to ensure adequate funding in the general duties of the clerk's office. Overtime is still used at times when the branches are short-staffed and are required to stay over to complete the day's work. Overtime is necessary for employees to work at fairs, festivals and to attend mandatory employee training seminars/meetings scheduled after hours.

We request a staff of 322 in the 2024 personnel budget to maintain a high level of efficiency. One of our 2024 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 expenses.

OPERATING EXPENSES

The 2024 continuing operating expenses are expected to increase \$2,074,900 (27.98%) from the 2023 estimated actual operating expenses:

2024 Budgeted Operating Expenses vs. 2023 Estimated Actual Operating Expenses

\$ 9,490,200	\$7,415,300
<u>-0-</u>	<u>-0-</u>
\$ 9,490,200	\$7,415,300
=====	=====

Maintenance and repairs are budgeted to increase 9.76% over 2023 budget and Professional Service Contracts to decrease 23.85% over the 2023 budget. This is due to reallocating our telephones. 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. Janitorial services will increase 1.58% compared to the 2023 budget due to a change in vendor cost. Rental equipment budget has been increased 9.58% as compared to the 2023 budget due to expected increase in copier rentals. Telephone expenses are expected to increase 25.72% over the 2023 budget due to reallocation from professional services. Postage and delivery expenses are 178.08% more than the 2023 budget. This is due to budget restructuring. Office Expenses are 63.63% more than the 2023 budget. Office expense includes funds to increase to a total of 20 early vote sites. It also includes up to \$2,500 to cover the annual All Employee Meeting and any necessary items related to the meeting. The 2024 budget includes supplies related to year end stock up orders and providing PPE to the office. The printing budget has decreased 19.83% compared to the 2023 budget. The difference is due to budget restructuring. There are two scheduled elections in 2024. The current budget includes funds to replenish printed materials. Printing of ballots will be required in 2024; we will need to increase the required number of ballots, due to early voting. Printing of brochures and document holders continues to require a substantial portion of the printing budget. Advertising has decreased 3.16% compared to the 2023 budget. There are two scheduled elections to advertise in 2024. The remaining budget is to cover advertising for the general services of the clerk's office such as mail-in, telephone, and internet renewals. The category of meetings, tuition and seminar expenses has increased 2.8% compared to the 2023 budget due to more development seminars. We also have tuition reimbursement. Mileage has decreased 4.16% compared to the 2023 budget. Insurance and Bonds are estimated to remain flat compared to the 2023 budget. This expense is to cover our general liability, employment practice and property insurance premiums in 2024. Subscriptions have increased 431.03% compared to the 2023 budget. This is due to the implementation of two new election center subscriptions for poll workers management and election equipment inventory. Membership dues increased 1.43% over the 2023 budget.

Professional Services Contracts

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

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

- Jefferson County Sheriff – provides data processing services for property tax bills.
- Zielke Law Firm – provides general legal counsel with expertise in contracts, employment law and litigation and provides guidance in Human Resources as needed.
- Trace 3 - provides expertise for systems security issues.
- IBM – provides expertise, development, and training for various data processing projects.
- CDWG – provides encryption for intranets, mail servers, and other applications
- Flexential – provides ISP services and leased lines for Ethernet connectivity.
- Instream– provides computer hardware, computer software and integration services according to the State of Kentucky pricing contract.
- SAGE – provides support for Human Resource, timekeeping, and insurance open enrollment systems.
- Converge – provides email services.
- Election Systems & Software – provides election day support.
- A CPA firm may be selected to provide accounting and financial counsel.
- Jefferson County Board of Election Members – attend monthly board meetings.
- Workwave – online job applications.
- Eagle Technology Management – accounting services.

Recap of Operating Expense Increase

2023 Estimated Operating Expenses

\$7,415,300

Changes projected for 2024:

Unemployment Insurance	32,800
Employee Assistance Program	9,100
Parking	1,600
Rent	518,800
Telephones	32,100
Gas & Electric	87,000
Sanitation	400
Professional Service Contracts	219,000
Security Services	56,100
Janitorial Services	44,300
Advertising	42,100
Printing	(10,300)
Postage & Delivery	470,300
Election Workers	81,000
Office Expenses	187,800
Discretionary Fund	(35,000)
Expense Returned Checks	8,000
Maintenance & Repairs	130,000
Rental Equipment	17,400
Automotive Rental	41,000
Mileage & Gas	6,800
Meetings	8,100
Seminars	17,400
Tuition	37,200
Insurance & Bonds	30,700
Notary Bonds	-0-
Membership Dues	1,200
Subscriptions	40,000
Total 2024 Operating Expenses:	\$9,490,200

CAPITAL EXPENDITURES

The Jefferson County Clerk's Office expects revenue to be on target for the remaining months of 2023. 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 increased over the 2023 estimated actual and 2023 budget.

Capital expenditures for 2024 are budgeted as follows:

Office Equipment	342,800
Computer Equipment	473,000
Computer Software	131,500
Furniture and Fixtures	301,000
Remodeling and Renovation	248,300
Vehicles	<u>50,000</u>
Total Capital Expenditures	\$ 1,546,600 =====

Office Equipment – Total \$342,800

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, and any unexpected replacements. Additionally, we have included the following initiatives:

1. Voting Booths- \$193,700. One hundred and fifty more voting booths are required due to early voting requirements
2. Digital Signage - \$65,000. Pilot project to replace all signs across the JCCO branches.
3. AED Life Saving Machines - \$40,000. Life saving measures that benefit the public, as well as employees.
4. Emergency replacement of miscellaneous office equipment throughout the office - \$30,000.
5. Miscellaneous Office Equipment - \$14,100. Replace aging equipment in various divisions around the office (2) Pallet jacks, and a date stamp clock, in Facilities. Cannon camera, and (2) 10x10 tents for the Communications Dept. Check signer printer for the Finance department.

Computer Equipment and Software – Total \$604,500

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 2024 budget includes funds to maintain the integrity of current systems and address any required replacements.

1. Ballot & Express Link Printers - \$126,700. (160) Addition printers are needed for the 10 new early vote sites that will be added to the General election of 2024.
2. Cradle Points & Backup Batteries- \$121,600. (125) Cradle points are needed to replace the MiFi's the State Board of Elections will no longer provide service for after 2023. We will also require backup batteries to cover the 12-hour span they are needed on election day.
3. Purchase Computer Hardware & Software- \$86,200. Replace aging equipment in various divisions around the office. Purchase (18) 24" computer monitors, (8) marriage license printers, and (18) video monitors for managers and assistant managers are needed in Motor Vehicles. There is also a need for (4) Laptop computers and (9) hard drives in the Election Center. Media & Public Relations Division needs a 4K computer monitor & printer. The IT department needs to replace (2) aging PC's and needs to move the JCCO website to the cloud. The Administration department needs to replace an aging Hp color LaserJet printer. Purchase (32) 24" computer monitors for the Legal Record department. Replacing these obsolete machines and outdated software will ensure continuity of operations and a high level of continuous customer service.
4. Network Switches- \$75,000. Replace aging equipment that is around 15 years old. Well past the life expectancy.
5. Delinquent Tax Program- \$65,000. Current program is being discontinued. We must implement a new program to manage delinquent taxes. This is critical to fulfill the Clerk's constitutional & legislative duties.
6. JCCO Security Upgrades- \$35,000. Build a protective room around the main telecom as well as equipping it with DVR camera and card swipe. Continue work on Department of Homeland Security recommendations. Including, but not limited to: Dixie DVR camera, adding swipe access and cameras at the J-Town branch, adding an intrusion detection system or IDS to JCCO network. Maintaining physical security and protecting our main telecom is vital to support public trust and ensure business continuity.
7. Emergency Replacement Equipment - \$30,000. Computer equipment needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.

8. Emergency Replacement Software - \$30,000. Computer software needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.
9. Heat Upgrade- \$25,000. This software has not been updated in over 10 years and has reached its end of life. Software is used to manage our Help Desk.
10. Cloud Based Fax System- \$10,000. The state will be moving motor vehicles to cloud-based equipment next year. This will require us to move to the same type of platform.

Furniture & Fixtures - \$301,000

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

1. Planned Replacement of Office Furniture - \$271,000. Replacement of workstation in Communications, customer seating area in the Motor Vehicles branches, and (11) employee chairs throughout Clerk's Office due to wear and tear.
2. Emergency Replacement Office Furniture and Cabinets - \$30,000. Office furniture and cabinet replacements are needed for operational productivity. To maintain productivity and upgrades for any emergencies that may be required throughout the year.

Remodeling – \$248,300

1. Replace Carpeting & Paint- \$218,300. Replace carpeting at the Fairdale, Highview and Dixie Motor Vehicle branches. The Dixie branch needs to be painted as well. The offices need to be updated due to normal wear and tear.
2. Emergency Remodeling - \$30,000. Funds for unplanned renovations in areas throughout the JCCO to maintain productivity and upgrades for any emergencies that may be required throughout the year.

Vehicle Replacement - \$50,000

1. Van - \$50,000. The 2020 Ford T250 that is currently used by the Facilities Management Division has over 65,000 miles. It is used to transport supplies and deliver mail daily to branches & divisions across the Clerk's Office. It will be replaced with a new vehicle and the 2020 Ford T250 will be passed down to the Election Warehouse. The Election Warehouse's 2015 Ford E250 van that was purchased in 2015 will be traded in towards the new van.

OFFICE OF THE COUNTY CLERK
2024 SALARY SCHEDULE "A"
Effective 1/1/2024

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>		<u>Minimum</u>		<u>Midpoint</u>		<u>Maximum</u>
Chief Operating Officer	A6	Year	\$	76,800	\$	99,840	\$	127,072
Chief Administrative Officer		Month	\$	6,400.000	\$	8,320.000	\$	10,589.333
Executive Director		Semi	\$	3,200.000	\$	4,160.000	\$	5,294.667
		Hourly	\$	36.923	\$	48.000	\$	61.092
Director	A5	Year	\$	65,000	\$	84,500	\$	104,000
Co-Director		Month	\$	5,416.667	\$	7,041.667	\$	8,666.667
		Semi	\$	2,708.333	\$	3,520.833	\$	4,333.333
		Hourly	\$	31.250	\$	40.625	\$	50.000
Division Manager	A4	Year	\$	57,500	\$	74,750	\$	92,000
Executive Administrator		Month	\$	4,791.667	\$	6,229.167	\$	7,666.667
		Semi	\$	2,395.833	\$	3,114.583	\$	3,833.333
		Hourly	\$	27.644	\$	35.938	\$	44.231
Manager	A3	Year	\$	50,000	\$	65,000	\$	80,000
Executive Assistant		Month	\$	4,166.667	\$	5,416.667	\$	6,666.667
		Semi	\$	2,083.333	\$	2,708.333	\$	3,333.333
		Hourly	\$	24.038	\$	31.250	\$	38.462
Administrator	A2	Year	\$	40,300	\$	52,390	\$	64,480
Assistant Manager		Month	\$	3,358	\$	4,365.833	\$	5,373.333
Election Center Support Generalist		Semi	\$	1,679.167	\$	2,182.917	\$	2,686.667
HR Generalist		Hourly	\$	19.375	\$	25.188	\$	31.000
Project Manager	A1							
Internal Auditor		Year	\$	36,000	\$	46,800	\$	57,600
		Month	\$	3,000.000	\$	3,900.000	\$	4,800.000
		Semi	\$	1,500.000	\$	1,950.000	\$	2,400.000
	Hourly	\$	17.308	\$	22.500	\$	27.692	

OFFICE OF THE COUNTY CLERK
2024 SALARY SCHEDULE "G"
Effective 1/1/2024

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>		<u>Midpoint</u>		<u>Maximum</u>
Management Assistant	G5	Year		39,900		52,545	63,840
		Month	\$	3,325.000	\$	4,378.750	\$ 5,320.000
		Semi	\$	1,662.500	\$	2,189.375	\$ 2,660.000
		Hourly	\$	19.183	\$	25.262	\$ 30.692
Deed Room Specialist	G4	Year	\$	36,300	\$	47,190	\$ 58,080
Election Technician		Month	\$	3,025.000	\$	3,932.500	\$ 4,840.000
Facilities Maintenance Specialist (FMS)		Semi	\$	1,512.500	\$	1,966.250	\$ 2,420.000
Finance Specialist		Hourly	\$	17.452	\$	22.688	\$ 27.923
Graphic Arts Specialist							
Indexing Specialist							
LR Specialist (LRS)							
Micrographic Specialist							
MV Specialist (MVS)							
Recording Specialist							
Administrative Assistant	G3	Year	\$	35,000	\$	46,100	\$ 56,000
		Month	\$	2,916.667	\$	3,841.667	\$ 4,666.667
		Semi	\$	1,458.333	\$	1,920.833	\$ 2,333.333
		Hourly	\$	16.827	\$	22.163	\$ 26.923
Customer Service Agent (CSA)	G2	Year	\$	33,300	\$	43,290	\$ 53,280
Duplication Specialist		Month	\$	2,775.000	\$	3,607.500	\$ 4,440.000
		Semi	\$	1,387.500	\$	1,803.750	\$ 2,220.000
		Hourly	\$	16.010	\$	20.813	\$ 25.615
Customer Service Representative (CSR)	G1	Year	\$	29,000	\$	37,700	\$ 46,400
		Month	\$	2,416.667	\$	3,141.667	\$ 3,866.667
		Semi	\$	1,208.333	\$	1,570.833	\$ 1,933.333
		Hourly	\$	13.942	\$	18.125	\$ 22.308

OFFICE OF THE COUNTY CLERK
2024 SALARY SCHEDULE "I"
Effective 1/1/2024

<u>Job Title</u>	<u>Pay Level</u>	<u>Per</u>	<u>Minimum</u>		<u>Midpoint</u>		<u>Maximum</u>	
Director - IT	I6	Year		66,500		91,438		122,875
		Month	\$	5,541.667	\$	7,619.792	\$	10,239.583
		Semi	\$	2,770.833	\$	3,809.896	\$	5,119.792
		Hourly	\$	31.971	\$	43.960	\$	59.075
Division Manager - IT iSeries Administrator	I5	Year	\$	52,500	\$	72,188	\$	101,800
		Month	\$	4,375.000	\$	6,015.625	\$	8,483.333
		Semi	\$	2,187.500	\$	3,007.813	\$	4,241.667
		Hourly	\$	25.240	\$	34.706	\$	48.942
Program Analyst Network Engineer Systems Analyst	I4	Year	\$	42,200	\$	58,025	\$	73,850
		Month	\$	3,516.667	\$	4,835.417	\$	6,154.167
		Semi	\$	1,758.333	\$	2,417.708	\$	3,077.083
		Hourly	\$	20.288	\$	27.897	\$	35.505
Network Administrator Website Administrator	I3	Year	\$	36,700	\$	50,463	\$	64,225
		Month	\$	3,058.333	\$	4,205.208	\$	5,352.083
		Semi	\$	1,529.167	\$	2,102.604	\$	2,676.042
		Hourly	\$	17.644	\$	24.261	\$	30.877
AS400 Platform Administrator PC Software Specialist II Operations Support Technician	I2	Year	\$	33,300	\$	45,788	\$	58,275
		Month	\$	2,775.000	\$	3,815.625	\$	4,856.250
		Semi	\$	1,387.500	\$	1,907.813	\$	2,428.125
		Hourly	\$	16.010	\$	22.013	\$	28.017
PC Software Specialist I	I1	Year	\$	28,900	\$	39,738	\$	50,575
		Month	\$	2,408.333	\$	3,311.458	\$	4,214.583
		Semi	\$	1,204.167	\$	1,655.729	\$	2,107.292
		Hourly	\$	13.894	\$	19.105	\$	24.315

JEFFERSON COUNTY CLERK'S OFFICE
2024
PERSONNEL AUTHORIZATION REQUEST

ATTACHMENT A

Grade	Description	2023 Number Authorized	2023 Number Filled at 10/1/2023	Grade	2024 Request Number Con't.	Request Number New Init.	2024 Actual Monthly Salary	2024 Actual Annual Salary	2024 Con't Annual Salary	2024 COLA Annual Salary	2024 Con't. Annual COLA	2024 Con't. Annual Retirement	2024 Con't. Annual FICA	2024 Con't. Annual Insurance	2024 Con't Annual Workers Comp	2024 Personnel Cost Per Grade
C1	County Clerk ***Includes Estimated Training Pay	1	1	C1	1		14,167	170,000	170,000	175,100	5,100	44,073	13,395	13,900	266	246,734
A6	Chief Operating Officer Chief Admin. Officer Executive Director	2	2	A6	2		18,746	224,952	224,952	231,701	6,749	58,319	17,725	27,800	532	336,077
A5	Director Co-Director	11	10	A5	11		68,596	823,150	823,150	847,845	24,695	213,403	64,860	139,000	2,926	1,268,034
A4	Division Manager Executive Administrator	6	5	A4	6		33,801	405,609	405,609	417,777	12,168	105,154	31,960	83,400	1,596	639,887
A3	Manager Executive Assistant	27	25	A3	27		123,425	1,481,100	1,481,100	1,525,533	44,433	383,977	116,703	361,400	7,182	2,394,795
A2	Administrator Assistant Manager Election Center Support Generalist HR Generalist Project Manager	35	33	A2	36		136,062	1,632,745	1,632,745	1,681,716	48,971	423,268	128,637	500,400	9,540	2,743,572
A1	Internal Auditor	1	0	A1	1		3,975	47,700	47,700	49,131	1,431	12,366	3,759	13,900	266	79,422
I6	IT Director	1	1	I6	1		7,563	90,754	90,754	93,476	2,722	23,528	7,151	13,900	266	138,321
I5	IT Division Manager iSeries Administrator	3	3	I5	3		17,028	204,341	204,341	210,471	6,130	52,975	16,101	41,700	798	322,045
I4	Program Analyst Network Engineer System Analyst	4	4	I4	4		20,438	245,259	245,259	252,617	7,358	63,584	19,325	55,600	1,064	392,190
I3	Network Administrator Website Administrator	2	1	I3	2		4,767	57,200	57,200	58,916	1,716	14,829	4,507	13,900	266	92,418
I2	AS400 Platform Administrator PC Software Specialist II Operations Support Technician	4	2	I2	4		11,495	137,942	137,942	142,080	4,138	35,762	10,869	55,600	1,064	245,375
G5	Management Assistant	6	4	G5	6		23,217	278,602	278,602	286,958	8,356	72,227	21,952	83,400	1,596	466,132
G4	Deed Room Specialist Election Technician Facilities Management Specialist Finance Specialist Graphic Arts Specialist Indexing Specialist LR Specialist(LRS) Micrographic Specialist MV Specialist(MVS) Recording Specialist	25	18	G4	25		82,258	987,097	987,097	1,016,710	29,613	256,254	77,778	291,900	6,650	1,649,292
G3	Administrative Assistant	0	0	G3	0		-	-	-	-	-	-	-	-	-	-
G2	Customer Service Agent (CSA) Duplication Specialist	194	133	G2	193		571,104	6,853,249	6,853,249	7,058,869	205,620	1,776,381	539,977	2,511,900	51,688	11,938,805
Total		322	242		322	0	1,136,642	13,639,700	13,639,700	14,048,900	409,200	3,536,100	1,074,700	4,207,700	85,700	22,953,100

ATTACHMENT A

21

**OFFICE OF THE JEFFERSON COUNTY CLERK
2024 SLOT REPORT**

Salary Grade	Number Authorized	Maximum Annual Slot Cap per Position
Jefferson County Clerk	1	N/A
A6	2	\$127,072
A5	11	\$104,000
A4	6	\$92,000
A3	27	\$80,000
A2	36	\$64,480
A1	1	\$57,600
I6	1	\$122,875
I5	3	\$101,800
I4	4	\$73,850
I3	2	\$64,225
I2	4	\$58,275
I1	0	\$50,575
G5	6	\$63,840
G4	25	\$58,080
G3	0	\$56,000
G2	193	\$53,280
G1	0	\$46,400

**OFFICE OF THE JEFFERSON COUNTY CLERK
PROFESSIONAL SERVICES CONTRACTS
BUDGET 2024**

<u>DESCRIPTION</u>	<u>2022 ACTUAL</u>	<u>2023 BUDGET</u>	<u>2023 EXPECTED</u>	<u>2024 BUDGET</u>
Jefferson County Sheriff	24,947	36,000	36,000	36,000
Personnel Services	463	36,000	10,000	30,000
Legal Services	19,197	60,000	10,750	30,000
Photography & Images	473	5,500	700	1,000
Accounting Services	1,228	10,000	2,900	8,000
Election Center Board Per Diem	4,000	5,000	5,000	5,000
Computer Services	265,315	536,800	240,550	414,900
Total	<u>315,623</u>	<u>\$ 689,300</u>	<u>\$ 305,900</u>	<u>\$ 524,900</u>

Jefferson County Clerk's Office
Professional Service Contracts - 2024
September 30, 2023

Vendor	Actual 2022	2023 Maximum Budget Annual	Actual Expense 9/30/2023	10/1/2023 Amount Available	Estimated Expense Annual	Estimated Balance Remaining	2024 Budget Annual	Description
Jefferson County Sheriff's Office	24,947	36,000		36,000	36,000	-	36,000	Property Tax Bills
Zielke Law Firm PLLC	19,197	60,000	750	10,000	10,750	49,250	30,000	Legal Services 150.00 an hour
5th 3rd (Hover Services)/ TUCOWS	15	100	15	35	50	50	100	Voter Reach Renewal
IBM					-	-	13,000	AS/400 Technical Assistance
Carl Bensinger	2,000	2,500	1,200	1,300	2,500	-	2,500	Election Center Board Per Diem
Election Sysytems & Software	4,975	12,000	10,950	5,550	16,500	(4,500)	50,000	Election Day Site Support, Tabulation, Data Conversion,BOD Election Setup
Linda Huber	2,000	2,500	1,200	1,300	2,500	-	2,500	Election Center Board Per Diem
Spectrum	-	-	-	-	-	-	17,000	Election Day Site Support.
Eagle Technology Management(Sovos Compliance, LLC)	1,228	10,000	667	2,233	2,900	7,100	8,000	Accounting Services (Upexchange)
Zielke Personnel Services	463	36,000		10,000	10,000	26,000	30,000	Personnel Services \$150.00 an hour
Drug Testing	-	-	-	-	-	-	2,000	Drug Screening
5th 3rd (Hover Services)/ TUCOWS	81	-	96	4	100	(100)	200	Domain Name/Registration Renewal
AT&T	103,440	75,000	(8,543)	-	(8,543)	83,543	-	Communications. DO NOT BUDGET IN 2024. No longer use as Vendor.
CDWG	805	-	-	-	-	-	7,000	SSL Webserver - 2 year renewal. Renews 10/2024 JCCO Website
CDWG	-	2,000	1,780	-	1,780	-	-	SSL Webserver - 5 year renewal. Renews 02/28 VPN JCCO Website
Cleo Stream	-	-	-	-	-	-	20,000	Cloud Fax
Election Services	-	-	-	-	-	-	2,000	Chat
Flexential/Peak 10	64,475	75,000	48,876	18,000	66,876	8,124	75,000	ISP Service & Leased Lines
Flexential	-	-	-	-	-	-	20,000	Host our website in the cloud. \$1500 a month
Hien Tran	-	15,000	910	8,000	8,910	-	15,000	Programming Help LB&A, Help with Dennis
IBM	-	20,000	-	5,000	5,000	15,000	7,000	AS/400 Technical Assistance
Instream	-	8,000	-	3,000	3,000	5,000	-	Software Support 40hr Contract Jan-Dec 2023
ITI	-	8,500	-	-	-	8,500	-	Kiosk Service 700.00 a month
Log Me In (GoTo Technologies)	410	600	307	144	451	149	-	Monthly Service @ 17.07 a month
Genesys(LogMeIn)	5,500	12,000	5,768	54	5,822	6,178	-	Premier Edition Annual Renewal for 5 concurrent operators
Sage	-	10,000	5,151	4,849	10,000	-	10,000	ABRA HR; Open Enrollment; TimekeepingSupport
SIS/Converge	-	40,000	-	40,000	40,000	-	40,000	DR Fees- Email Services
Spectrum	1,234	-	-	-	-	-	-	Communications (Moved to Telephone Account)
Workwave(Team Software) (Kwantek)	4,915	6,100	4,074	1,380	5,454	646	7,000	Annual Support @ 400.00 a month
Trace 3-FKA Boice.net/Data Strategy	44,949	50,000	5,850	15,000	20,850	29,150	30,000	Boice - Network and Security Services @ \$200.00 an hour
Vulcan	-	-	-	-	-	-	5,000	Used to shut off fire suppression system.
5th 3rd (Grammarly)	144	1,000	144	56	200	800	500	Images for Ad's/Mtracker 3D motion
5th 3rd (Adorama Pix)(Mtracker)	329	500	-	500	500	-	500	Grammarly for PR
Getty Images	-	500	-	-	-	500	-	Images for Ad's
Graphic Designs	-	1,000	-	-	-	1,000	-	Photography
TV Station	-	2,500	-	-	-	2,500	-	Training Video Public Service
Other	-	-	-	-	-	-	94,600	Misc.
Total	315,623	689,300	103,422	202,478	305,900	377,090	524,900	

GENERAL TERM ORDER
December 31, 2023
2024 Budget for the
Office of the Jefferson County Clerk

County of Jefferson

Date: December 31, 2023
Ordering Authorizing Revised Expenditures
Calendar Year - 2024

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 2024.

Whereas, the receipts, to the 75% account, of the Office of the Jefferson County Clerk for the calendar year 2022 were \$10,462,268 plus \$6,183,769 reimbursable expenses from Metro Government for the Board of Elections and estimated receipts of \$19,269,700 plus \$6,687,800 reimbursable expenses from Metro Government for the Board of Elections for 2023 and whereas, I estimate the receipts for calendar year 2024 to be \$20,801,500 plus \$9,071,400 of reimbursable expenses from Metro Government for the Board of Elections.

Estimated Funds Available Calendar Year 2024	\$	20,801,500
Estimated Reimbursable Funds Available From Metro	\$	9,071,400
Estimated Surplus December 31, 2023	\$	1,546,600

Estimated Funds Available Calendar Year 2024	<u>\$</u>	<u>31,419,500</u>
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It is hereby moved that the Jefferson County Clerk be allowed to expend the total sum of \$31,419,500 for the operation of the office during calendar year 2024. It is hereby further requested that the total sum of \$31,419,500 be expended as follows:

Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related	\$	18,377,200
Salaries and Employer's Share of F.I.C.A., Retirement, Overtime & Related-Board of Elections	\$	2,005,500
Regular Office Expenses	\$	2,874,800
Regular Office Expenses-Board of Elections	\$	6,615,400
New Initiative Office Expense		
Regular Equipment	\$	1,096,100
Regular Equipment - Board of Elections	\$	450,500

Total	<u>\$</u>	<u>31,419,500</u>
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Expected 2024 Surplus	\$	-
Total	<u>\$</u>	<u>31,419,500</u>

The Jefferson County Clerk further requests, that with the amount of \$20,382,700 requested for Salaries, F.I.C.A., Retirement, Insurance and Overtime that she be allowed to employ 322 deputies with the understanding that all deputies will serve at the pleasure of said Jefferson County Clerk. The Jefferson County Clerk shall have full power of substitution from time to time as she sees fit.

APPROVED AND ORDERED BY:

Respectfully submitted,



Bobbie Holsclaw
Jefferson County Clerk

RESOLUTION NO. 156, SERIES 2022

A RESOLUTION APPROVING THE JEFFERSON COUNTY CLERK'S
2023 BUDGET.

SPONSORED BY: COUNCIL MEMBER BILL HOLLANDER

BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE
LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT 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 2023 Budget.


SECTION II: This Resolution shall take effect upon its passage and approval or
otherwise becoming law.



Sonya Harward
Metro Council Clerk



David James
Metro Council President



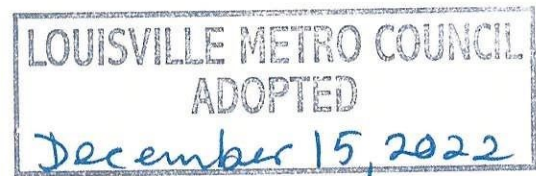
Greg Fischer
Mayor

12/19/22

Approval Date

APPROVED AS TO FORM AND LEGALITY:

Michael J. O'Connell
Jefferson County Attorney



BY: 

R-186-22 – Clerk 2023 Budget Resolution – mhh-omb.docx

Schedule A

Fiscal Year 2023 Budget

That there is authorized the following expenditures for the operation of the Jefferson County Clerk's Office during the calendar year 2023. The total sum of \$28,722,100 shall be allocated as follows:

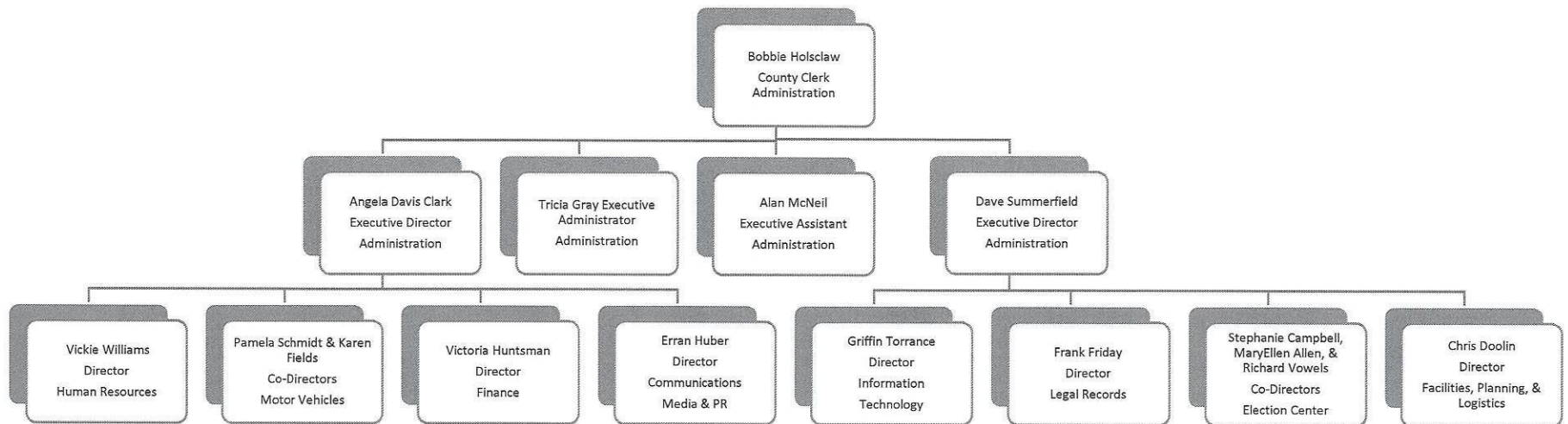
Personnel	\$20,529,900
Operating	\$ 7,903,100
Capital	<u>\$ 289,100</u>
TOTAL	\$28,722,100

There is further authorized a personnel complement of 322 employees. The total estimated funds available for appropriation during calendar year 2023 are \$28,722,100 in revenues. The anticipated four-year term ending cumulative surplus is projected to total \$6,920,300.

Jefferson County Clerk's Office Organizational Chart

Fourth Quarter – October, November, December

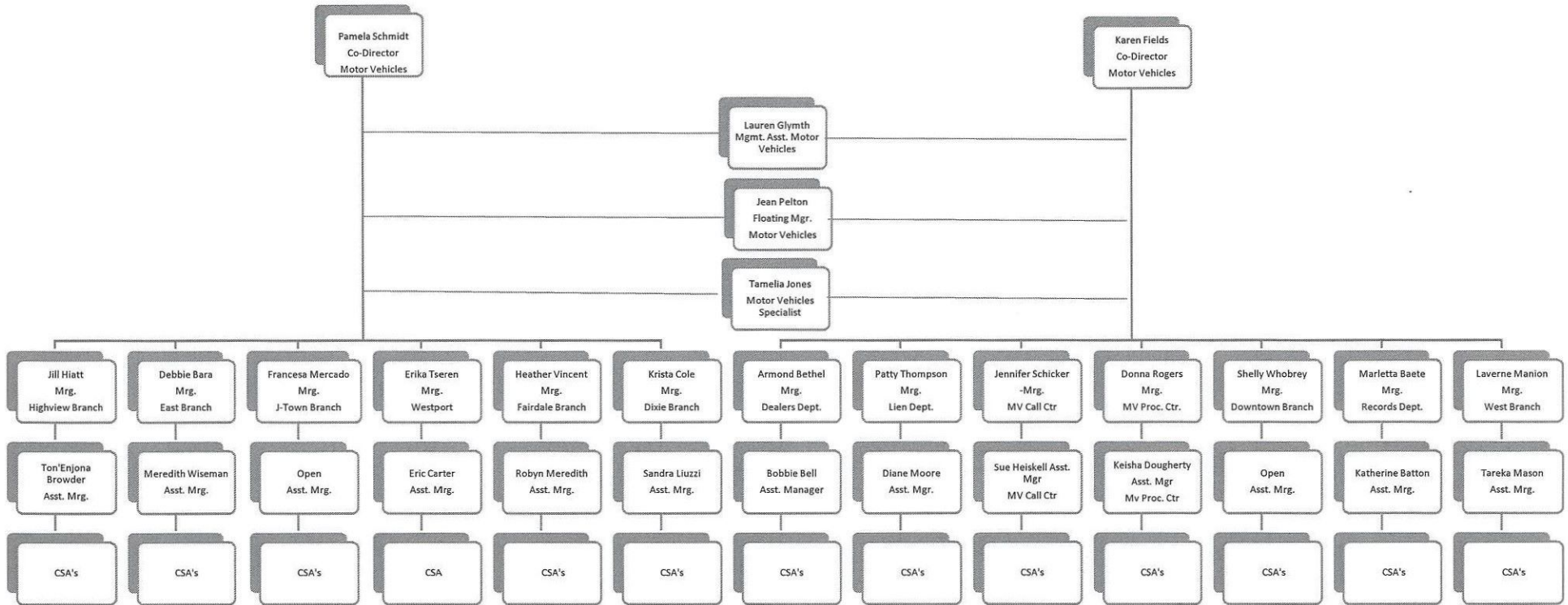
2023



Jefferson County's Clerk's Office

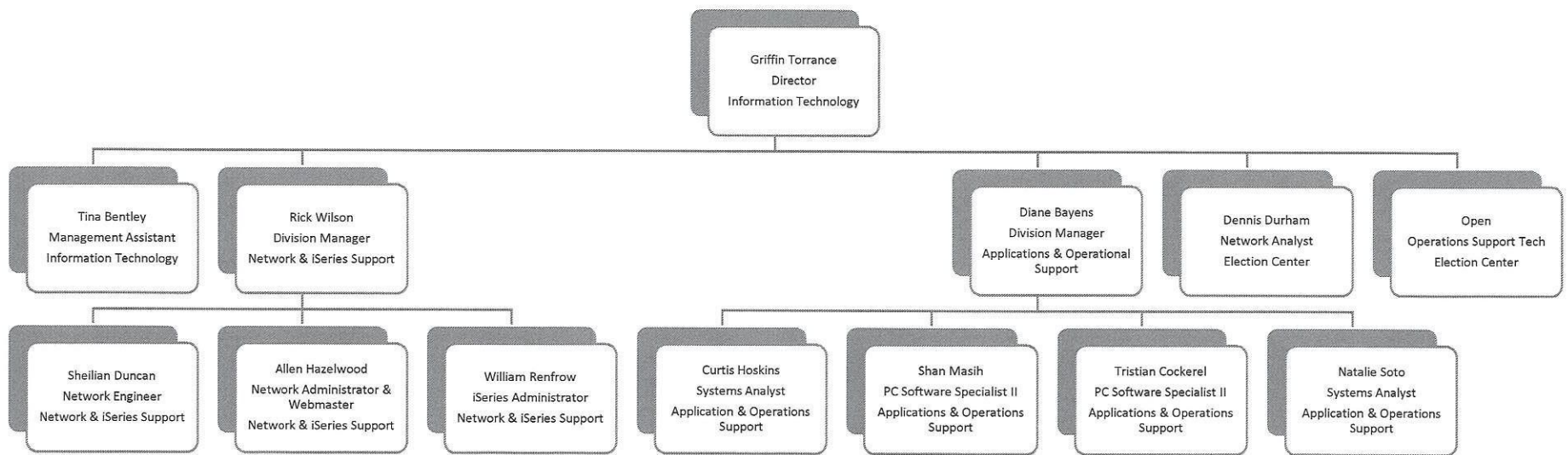
Organizational Chart

Motor Vehicles Division

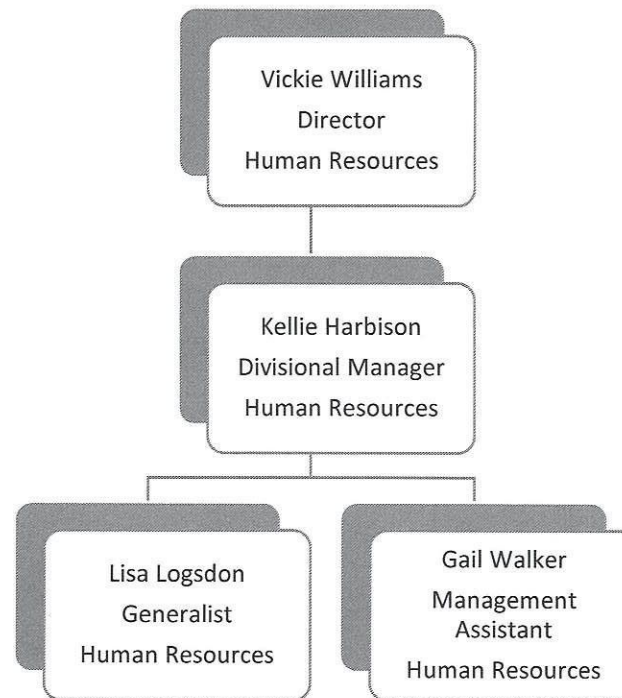


Jefferson County Clerk's Office Organizational Chart

Information Technology Division

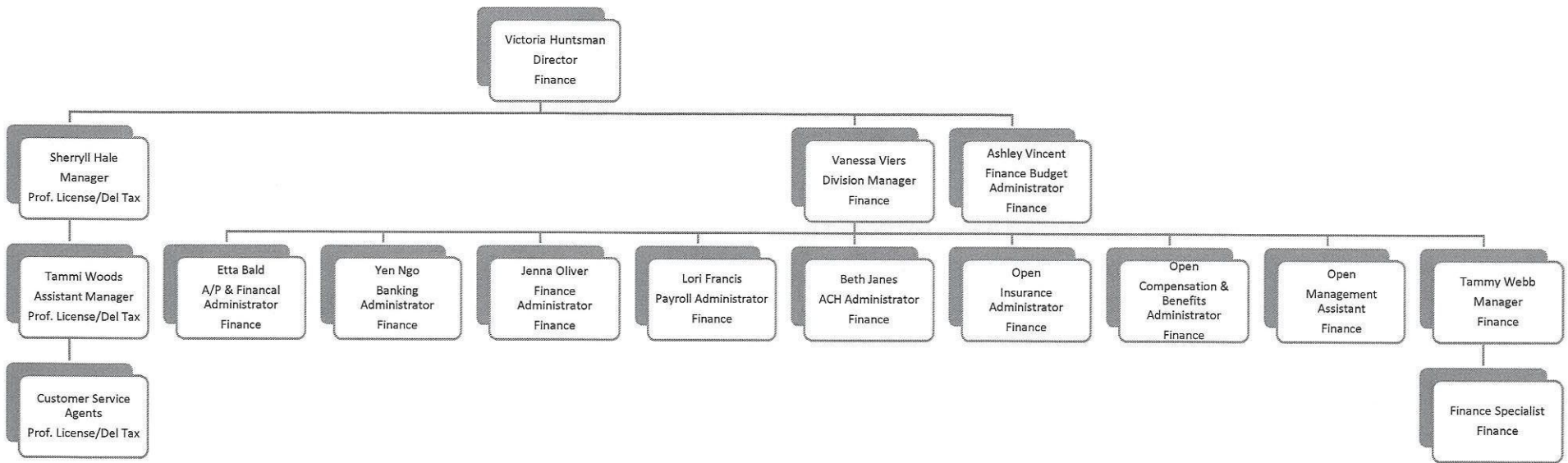


Jefferson County Clerk's Office Organizational Chart
Human Resources Division



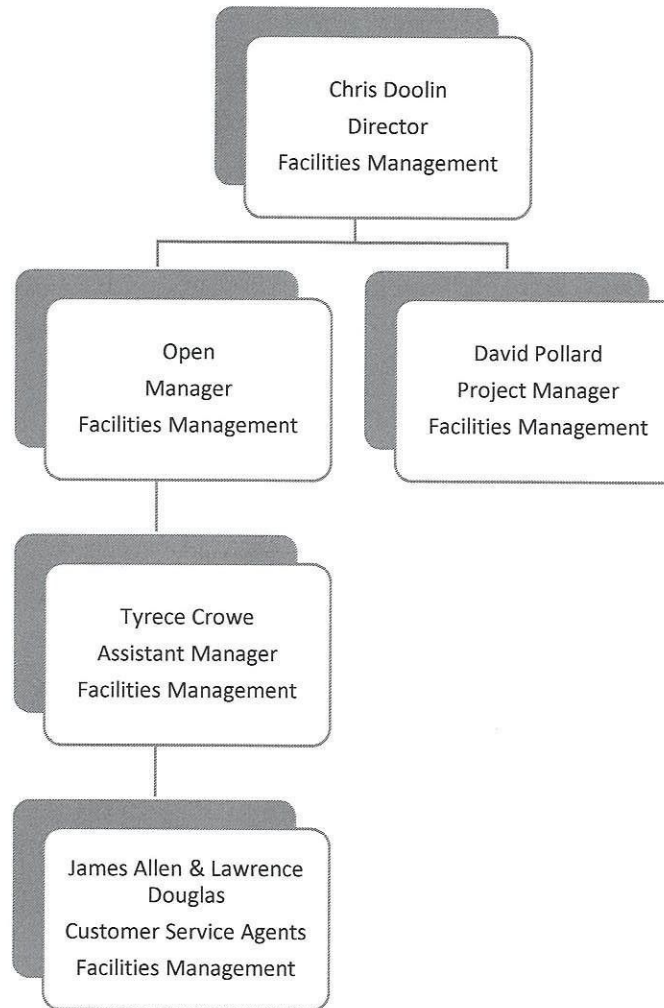
Jefferson County Clerk's Office Organizational Chart

Finance Division

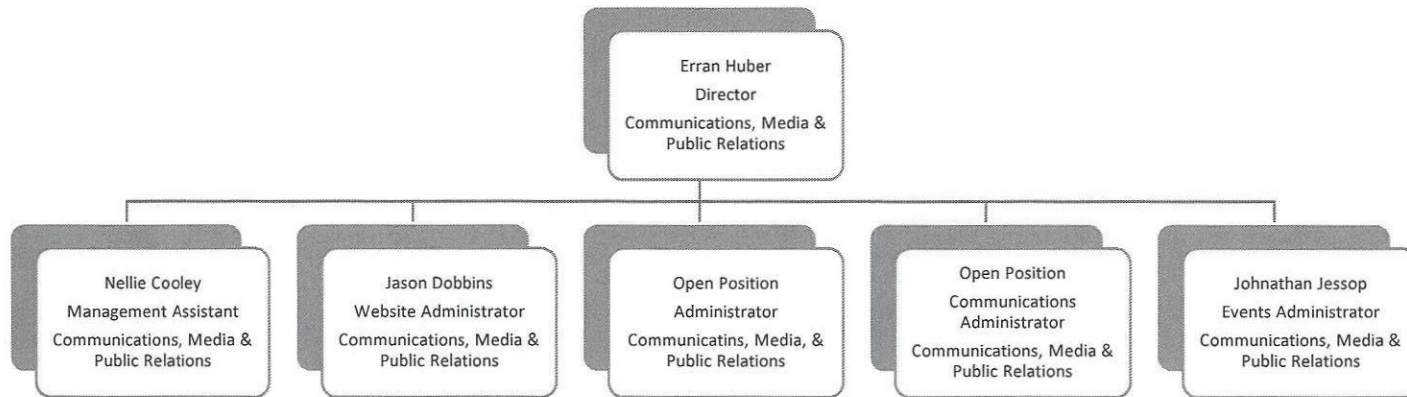


Jefferson County Clerk's Office Organizational Chart

Facilities, Planning, & Logistics Division

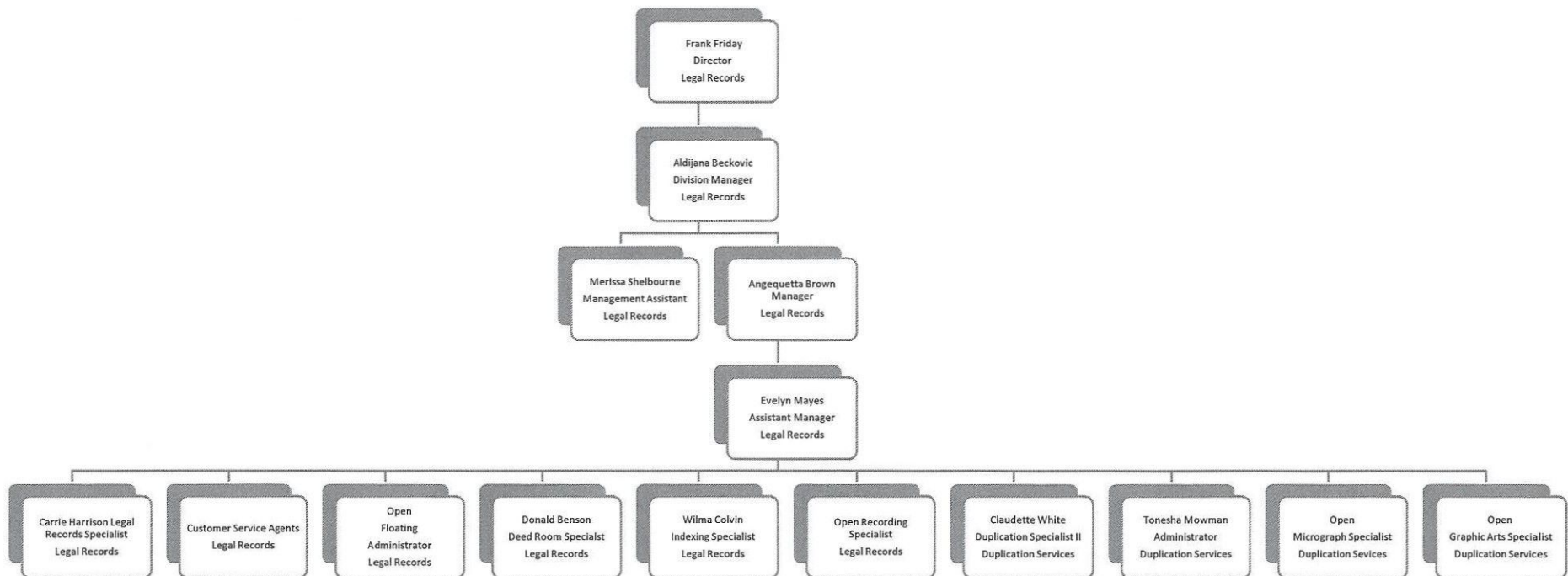


Jefferson County Clerk's Office Organizational Chart
Communications, Media & Public Relations Division



Jefferson County Clerk's Office Organizational Chart

Legal Records Division



Jefferson County Clerk's Office Organizational Chart
Election Division

