

COUNTY CLERK



FY21 Budget Highlights

DEPARTMENT MISSION:

The County Clerk’s Office provides the citizens of Shelby County an efficient and accessible system in which to purchase the necessary titles, licenses, and permits provided by this office.

DESCRIPTION OF ACTIVITIES:

The County Clerk issues motor vehicle titles and registrations, driver’s license renewals, marriage licenses as well as collecting various State, County, and local taxes (Wheel Tax and Sales Tax). The Business Tax division collects the Hotel/Motel Tax, Car Rental Tax, and processes a wide variety of business license applications and fees.

REVENUE SOURCES:

Fees are received from the sale of motor vehicle titles, replacement titles, registration, and sales tax transactions, marriage licenses, business licenses for Memphis and Shelby County, driver’s licenses, notary public commissions, hotel/motel taxes for Shelby County and the City of Lakeland, car rental taxes, and motor vehicle wheel taxes. In addition, they collect motor vehicle fees for municipalities of Memphis, Bartlett, Collierville, Germantown, and Millington.

General Fund 040 – Dept 8006

Summary	FY19 Actual	FY20 Amended *	FY21 Proposed	FY21-20 Var
Revenue	12,377,527	12,800,000	12,920,000	120,000
Total Personnel	5,192,819	5,774,242	5,589,078	(185,165)
O&M	526,720	819,069	784,234	(34,835)
Net Expenditures	6,657,988	6,206,689	6,546,688	339,999

**Excludes carry forwards and one time expenditures*

BUDGETARY ISSUES/TRENDS:

Revenue growth associated with continued economic improvement and volume of motor vehicle and other activities.

CHANGES IN MAJOR CATEGORIES:

- **Revenue:** Increase of \$120,000 in Fines, Fees & Permits over prior year budget due to slightly higher projected motor vehicle registrations and other mother vehicle activities in addition to \$20,000 in interest income.
- **Personnel:** Decrease is based on county-wide reductions in the personnel budget through the elimination of vacant positions and reduction of variances between position budgets and actual salaries.
- **O&M:** Decrease is based on county-wide reductions in operating expenditures.

GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	98.0	18.0	18.4%		
Base Salary	4,162,605	620,202			
Fringe	1,673,510	314,283			
	5,836,115	934,485			
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽¹⁾</u>
Total Budgeted Personnel ⁽¹⁾		4,730,183	5,172,804	5,402,208	5,723,835
Actual Under-spending		195,849	343,406	358,336	555,669
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		91.0	95.0	95.0	98.0
Monthly Average Vacancies		4.1	4.7	6.1	7.9
Actual Unspent as a % of Total Personnel		4.1%	6.6%	6.6%	9.7%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽¹⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	542,157	542,157	542,157	819,069	857,729	38,660	4.7%
Amended Budget	542,157	542,157	542,157	819,069			
Actual	521,904	489,086	526,720	439,222			
Variance	20,253	53,071	15,437	379,847			
% Unspent O&M	3.7%	9.8%	2.8%				
	% of O&M Budget Expended as of 3/31/20 ⁽³⁾			53.6%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 3/31/2020 Month-end close

(3) Normalized spend rate for 9 months = 75%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	18	620,202	314,283	\$ 934,485
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	18	620,202	314,283	\$ 934,485
OTHER COMPENSATION:					\$ -
O&M:					\$ 38,660
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ 973,145

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request	
GENERAL FUND									
40	8006	County Clerk	91.0	91.0	95.0	95.0	98.0	18.0	934,485
FTE Changes					+4.0		+3.0	+18.0	\$934,485

FY18 - Added 4.0 FTEs: Examining Clerk, Admin Tech, (2) Cust Rep II for increased volume of transactions

FY20 - Added 3.0 FTEs (Business Analyst, Executive Assistant, Policy Advisor).

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	91.0	3.0	\$ 161,267	\$ 195,849	\$ 34,582	4.0%
2018	95.0	2.6	\$ 146,743	\$ 343,406	\$ 196,663	6.5%
2019	95.0	2.5	\$ 148,947	\$ 358,336	\$ 209,389	6.5%
2020	98.0	1.9	\$ 112,368 <i>9mo alloc.</i>	\$ 555,669	\$ 443,301	9.4%
			\$ 149,824 <i>full year</i>			

FY2020 YTD as of 3/31/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Monthly Avg
	1	2	3	4	5	6	7	8	9	10	11	12	
2017	3.0	4.0	5.0	4.0	5.0	4.0	5.0	7.0	4.0	4.0	2.0	2.0	4.1
2018	8.0	9.0	10.0	4.0	3.0	2.0	3.0	2.0	3.0	3.0	5.0	4.0	4.7
2019	5.0	5.0	4.0	5.0	3.0	3.0	3.0	6.0	7.0	10.0	14.0	8.0	6.1
2020	8.0	12.0	10.0	7.0	10.0	7.0	6.0	6.0	5.0				7.9

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
40	8006	County Clerk	579,782	542,157	542,157	542,157	819,069	857,729
Operating & Maintenance Changes			-	(37,625)	-	-	276,912	38,660

FY17 (37,625) Commission mandated cut to reduce General Fund expenditures by \$2 million county-wide

FY20

- 114,000 Security services for non-governmental owned County Clerk office locations
- 62,000 Mail services for issuing new vehicle metal plates, per State of Tennessee Department of Motor Vehicles
- 39,000 Janitorial services for non-governmental owned County Clerk office locations
- 35,250 Mail insertion machine and proxy card identification badges accessing secured areas
- 15,000 Travel and training
- 1,662 Copy machine upgrades
- 1,000 Office reconfiguration

267,912

Budget Overview

Account	2017				2018				2019				2020				2020	2021	2020-2021	
	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	75%	Excl 1-Time	Preliminary	Variance	%
6428 - Freight, Shipping & Storage	5,000	871	(4,129)	17%	2,500	271	(2,229)	11%	1,000	610	(390)	61%	1,000	1,365	365	137%	1,000	914	(86)	-8.6%
6433 - Hospitality Expenses	900	752	(148)	84%	900	1,258	358	140%	900	1,926	1,026	214%	2,215	2,499	284	113%	2,215	2,024	(191)	-8.6%
6436 - Insurance - Property & Liability	800	765	(35)	96%	800	765	(35)	96%	800	765	(35)	96%	800	765	(35)	96%	800	731	(69)	-8.6%
6446 - Local Transportation	700	356	(344)	51%	700	306	(394)	44%	700	522	(178)	75%	700	219	(481)	31%	700	639	(61)	-8.6%
6450 - Permits, Licenses and Fees	450	224	(226)	50%	450	255	(195)	57%	450	185	(265)	41%	450	42	(408)	9%	450	411	(39)	-8.6%
6459 - Postage & Mail Services	350	356	6	102%	350	390	40	111%	350	404	54	115%	400	410	10	103%	400	365	(35)	-8.6%
6461 - Printing - Outside	2,500	1,764	(736)	71%	2,500	-	(2,500)	0%	4,000	247	(3,753)	6%	4,000	-	(4,000)	0%	4,000	3,654	(346)	-8.6%
6462 - Publications & Subscriptions	250	-	(250)	0%	250	105	(145)	42%	250	817	567	327%	350	255	(95)	73%	350	320	(30)	-8.6%
6465 - Software-Acquisition & Licenses	-	1,813	1,813	100%	2,000	1,625	(375)	81%	2,000	1,975	(25)	99%	2,000	-	(2,000)	0%	2,000	1,827	(173)	-8.6%
6467 - Travel -Training Related	4,000	2,944	(1,056)	74%	4,000	2,017	(1,983)	50%	4,000	6,103	2,103	153%	17,500	7,384	(10,116)	42%	17,500	15,987	(1,513)	-8.6%
6469 - Training & Education - Local	500	-	(500)	0%	500	-	(500)	0%	500	-	(500)	0%	2,000	569	(1,431)	28%	2,000	1,827	(173)	-8.6%
6499 - Other Services & Expenses	-	-	-	0%	-	-	-	0%	-	804	804	100%	-	467	467	100%	-	-	-	0.0%
64 - Services & Other Expenses	17,950	11,573	(6,377)	64%	17,450	9,024	(8,426)	52%	17,450	16,783	(667)	96%	35,915	17,064	(18,851)	48%	35,915	32,810	(3,105)	-8.6%
6678 - Professional Services - Other	-	891	891	100%	700	152	(548)	22%	700	241	(459)	34%	114,700	-	(114,700)	0%	114,700	104,784	(9,916)	-8.6%
6699 - Other Professional & Contracted Services	2,000	-	(2,000)	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
66 - Professional & Contracted Services	2,000	891	(1,109)	45%	700	152	(548)	22%	700	241	(459)	34%	114,700	-	(114,700)	0%	114,700	104,784	(9,916)	-8.6%
6710 - Bldg & Grounds Maintenance - Contracted	10,500	7,695	(2,805)	73%	11,000	4,620	(6,380)	42%	10,400	4,620	(5,780)	44%	10,400	-	(10,400)	0%	10,400	9,501	(899)	-8.6%
6714 - Bldg & Land Rent	84,500	86,194	1,694	102%	88,000	87,652	(348)	100%	88,600	87,652	(948)	99%	88,600	87,652	(948)	99%	88,600	80,940	(7,660)	-8.6%
6724 - Equip Maintenance - Contracted	5,000	4,559	(441)	91%	6,000	5,406	(594)	90%	6,000	1,745	(4,255)	29%	2,100	2,530	430	120%	2,100	1,918	(182)	-8.6%
6730 - Janitorial Service - Contracted	7,500	6,100	(1,400)	81%	7,500	8,650	1,150	115%	7,500	3,900	(3,600)	52%	57,250	35,756	(21,494)	62%	57,250	52,300	(4,950)	-8.6%
6745 - Pest Control Services	2,000	1,800	(200)	90%	2,000	1,800	(200)	90%	2,000	1,500	(500)	75%	2,000	1,800	(200)	90%	2,000	1,827	(173)	-8.6%
6789 - Utility Services	11,850	11,848	(2)	100%	11,850	11,020	(830)	93%	11,850	12,961	1,111	109%	11,850	9,993	(1,857)	84%	11,850	10,826	(1,024)	-8.6%
6790 - Waste Removal	500	223	(277)	45%	800	439	(361)	55%	800	586	(214)	73%	800	650	(150)	81%	800	731	(69)	-8.6%
67 - Rent, Utilities & Maintenance	121,850	118,419	(3,431)	97%	127,150	119,586	(7,564)	94%	127,150	112,964	(14,186)	89%	173,000	138,381	(34,619)	80%	173,000	158,043	(14,957)	-8.6%
6831 - Fleet Petroleum Services	3,000	1,716	(1,284)	57%	3,000	1,662	(1,338)	55%	3,000	2,227	(773)	74%	3,000	1,108	(1,892)	37%	3,000	3,000	-	0.0%
6832 - Fleet Vehicle Services	1,000	40	(960)	4%	1,000	87	(913)	9%	1,000	1,991	991	199%	1,000	321	(679)	32%	1,000	1,000	-	0.0%
6850 - Copy Machines - Inside	5,138	4,997	(141)	97%	5,138	5,575	437	109%	5,138	5,809	671	113%	6,050	3,853	(2,197)	64%	6,050	6,050	-	0.0%
6852 - Printing - Inside	30,000	36,029	6,029	120%	45,000	27,045	(17,955)	60%	45,000	68,889	23,889	153%	45,000	20,197	(24,803)	45%	45,000	45,000	-	0.0%
6854 - Mail Services - Inside	214,101	206,794	(7,307)	97%	212,101	206,321	(5,780)	97%	227,101	207,072	(20,029)	91%	289,101	154,923	(134,178)	54%	289,101	289,101	-	0.0%
6855 - Support Services Work	7,000	6,640	(360)	95%	7,000	873	(6,127)	12%	7,000	2,468	(4,532)	35%	7,000	-	(7,000)	0%	7,000	7,000	-	0.0%
6874 - Telecommunication Services - Inside	65,000	60,156	(4,844)	93%	65,000	62,858	(2,142)	97%	65,000	66,048	1,048	102%	65,000	55,510	(9,490)	85%	65,000	65,000	-	0.0%
68 - Interfund Services	325,239	316,372	(8,867)	97%	338,239	304,420	(33,819)	90%	353,239	354,505	1,266	100%	416,151	235,911	(180,240)	57%	416,151	416,151	-	0.0%
7001 - Office Furniture & Equipment	12,500	-	(12,500)	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
7009 - Other Equipment	-	12,249	12,249	100%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
70 - Capital Asset Acquisitions	12,500	12,249	(251)	98%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
TOTAL OPERATING & MAINTENANCE	542,157	521,904	(20,253)	96%	542,157	489,086	(53,071)	90%	542,157	526,720	(15,437)	97%	819,069	439,222	(379,847)	54%	819,069	784,234	(34,835)	-4.3%
TOTAL OTHER USES	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
TOTAL APPROPRIATED USES	5,272,340	5,217,504	(54,835)	99%	5,714,961	5,465,227	(249,734)	96%	5,944,365	5,719,539	(224,827)	96%	6,542,904	4,325,945	(2,216,960)	66%	6,593,311	6,373,312	(219,999)	-3.3%
BALANCE	5,547,660	6,434,292			6,125,039	6,388,584			6,257,635	6,657,988			6,257,096	3,056,108			6,206,689	6,546,688	339,999	

**SPECIAL
REVENUE
FUND**

Special Revenue Funds Summary**Fund 086 – County Clerk Data Processing:**

The office of the County Clerk use this fund to report data processing collection fees of \$3.00 out of the \$15 received for minimum business license application and Business License Returns. This fee is restricted for computer hardware purchases or replacement.

- Revenue Budget for FY21 is \$60,000
- Fund balance is \$45,134 as of 03/31/20
- There are no FTEs in this fund

Fund 087 – Motor Vehicle Registration (MVR):

This fund records revenue specially collected for car titles. A \$0.35 fee is collected for each Motor Vehicle Title issued by the County Clerk. This revenue is restricted for MVR supplies.

- Revenue is \$79,000 for FY21
- Fund balance is \$19,153 as of 03/31/20
- There are no FTEs in this fund

