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OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
JODY ROSS, DEPUTY

**Warren County Clerk's Committee Meeting Agenda
July 2, 2008 - 10:15 a.m.**

1. Grant Projects Update: LGRMIF
2007-2008 \$ 60,208 Award; Est. Final Expenditures: \$ 59, 810
Imaging : 382,275 images to Clerk's 20/20 system; utilized vendor and part time services.

2008-2009 Request Budget Amendment to accept award for Clerk's backfile imaging project (c. 1980 and earlier). Total \$ 42,168 . Budget for 2008: 50% - \$ 21,084.
2. Budget Performance and Requests for Transfers of Funds
Overall dept. expenditures : 46%
Transfers for Overtime due to extended vacancy, vacations (DMV and CC) & Education Course.
Request to approve – Accounting Course participation - 50% of cost.
3. Annual Report Summary: Examination of current year activity v. prior year.
Note: Decreased revenues in A1255 (Clerk Fees) and A1256 (Mortgage Tax)
4. Legislative Budget Impact: Update
Passage of Legislation: Codifies cover page, provides personal information protection on public recordings, provides recording fee Increases in Clerks' offices to offset 2% state aid to counties and codification of cover page – requires local law; recommend referring to County Attorney.
S 8713 and A11762 passed 6/24/08. Awaits Governor's signature.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Records Management Project

DATE: 7/2/08

- (a) Purpose of Amendment: To amend 2008 budget to accept funds from LGRMIF awarded to Warren County for 2008-09 cycle.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: To be determined. Will have for the Finance meeting.

- (c) Revenue Code (with title), and Amount: 21,084

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: County Clerk/DMV
Name of Department

SIGNED: **DATE:** 6/30/08

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410.130	County Clerk-PT	A.1410.120	County Clerk-OT	\$ 500
A.1665.130	Public Records-PT	A.1665.120	Public Records-OT	\$ 750
A.1410.424	County Clerk-Postage	A.1410.444	County Clerk-Educ.	\$ 250.

Please state reason for transfers requested: To balance accounts due to vacancies/vacations (overtime);course fees.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

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**NYS Budget Impact – Update as of 6/26/08
(Amended for purposes of Clerks Committee Meeting 7/2/08)**

New York State:

1. Recording Fee Increase and Cover Page (S.6806/A.9806 – Part – P): CHANGED TO : S8713 AND A11762: PASSED LEGISLATURE 6/24/08 Awaiting Gov. signature.

The budget as proposed includes an amendment to Civil Practice Law and Rules (CPLR) Section 8021 to:

- 1.) codify the cover page in statute and to include it as an additional page to the recording; and
- 2.) to increase recording fees to the County from the current \$ 5.00 basic fee to a \$ 20 basic fee and to increase the per page fee from \$ 3.00 per page to \$ 5.00 per page with the new per page fee applying to the recording cover page as well as each page of the document.
- 3.) provides protection of personal identification on recorded documents for public and Clerk.
- 4.) designed to offset decrease in state aid to counties for detention , DARE, social services. (2%)

Recorded documents to which the fees would apply include all real property recordings (ie: deeds, mortgages, powers of attorney, assignments, easements, land contracts, mortgage discharges etc). The fee increases would be by local option (passed and approved by the Warren County Board of Supervisors and passed by local law (option).

Comparative information on revenue (current and proposed formulas) based on 2007 statistics:

**2007 Recordings Current Rev. Formula Proposed Rev. Formula Projected Revenue
Increase**

12,841 documents w/ 97,500 pages	\$ 382,387.00	\$ 744,320.00	\$ 361,933.00
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County officials (Board, Budget Officer and affected department heads) would need to determine if the projected increase would offset the decreased aid. Assuming that this would be the case, it is anticipated, at this point, that in order to make up for the shortfall, the county would proceed with the local option to increase recording fees in Clerk's Office. All fees would be deposited in the Clerk's Revenue Code A1255 and deposited monthly with the Warren County Treasurer.

Above estimates based on full year. Would be pro-rated in 2008 if passed by local option with the year.

Note: At this time, we recommend that the legislation be referred to the County Attorney's Office for examination. County Clerk's from Region IV will meet for further discussion as well. Report back to committee.

Reports-Annual Sum.wdb - 2008 Projection

<u>Year</u>	<u>Date</u>	<u>Total Rev.</u>	<u>Co. DMV Rev.</u>	<u>Clerk Trans.</u>	<u>Rev A1255 Fees</u>	<u>RevA1256 MT</u>	<u>Treas. Rev.</u>
2001	Year Total	\$8,008,610.65	\$257,609.95	53,717			
2002	Year Total	\$6,580,815.38	\$278,266.11	66,197			
2003	Year Total	\$9,333,712.38	\$294,882.60	89,065	\$1,100,416.32	\$1,303,084.79	\$2,403,501.17
2004	Year Total	\$10,422,422.33	\$324,102.34	96,447	\$1,100,435.84	\$1,264,504.78	\$2,364,940.62
2005	Jan-July	\$6,048,983.03	\$174,884.68	59,414			
2005	Year Total	\$11,974,892.45	\$307,247.24	107,062	\$1,079,986.12	\$1,805,330.99	\$2,885,317.11
2006	Jan-July	\$6,457,246.41	\$207,395.70	57,705			
2006	Year Total	\$11,923,388.65	\$363,460.04	120,597	\$1,135,432.19	\$1,366,084.35	\$2,608,556.19
2007	Year Total	\$11,526,371.50	\$365,828.27	126,889	\$1,098,198.66	\$1,607,270.89	\$2,705,469.55
2007	Jan-June	\$6,425,009.89	\$186,134.08	64,156	\$567,915.91	\$803,279.53	\$1,371,195.44
2008	Jan-June	\$4,276,941.09	\$189,495.16	61,100	\$503,976.01	\$570,108.00	\$1,074,084.00
2008	Year Est	\$8,553,882.18	\$378,990.31	122,200	\$1,007,952.02	\$1,140,216.00	\$2,148,168.02

- Note: Recorded RP documents 2007 to 2008 projected dec. 12840 to 11,000
- Note: Recorded RP pages decreased: 2007 (84,660pgs); 2008 est (72,926): fee impact
- Note: Money Judgments increasing over 2007 (2951 v. 3384 projected for 08 (15%increase)
- Note: Court Foreclosures increasing over 2007 : 113 v. 139 (Jan-June); for year: inc 16-20%
- Note: Mtg Apportionment -FH OPCO Add'l est to Warren Co.: \$ 70,000-80,000!!

WARREN COUNTY
Revenue Ledger Listing
 From Date: 01/01/2008 - To Date: 07/31/2008
 Summary Listing

G/L Account Number: A.1410 1255 County Clerks Fees

Fiscal Year To Date:

Month Total: January 2008		_____
Month Total: March 2008		_____
Month Total: April 2008		_____
Month Total: May 2008		_____
Month Total: June 2008		_____
Account Total: County Clerks Fees		_____

+ June Est = 89464.50
 Total 6 mos = 503976.07

G/L Account Number: A.1410 1256 Mortgage Tax

Fiscal Year To Date:

Month Total: January 2008		_____
Month Total: March 2008		_____
Month Total: April 2008		_____
Month Total: May 2008		_____
Month Total: June 2008		_____
Account Total: Mortgage Tax		_____
Department Total: County Clerk		_____
Fund Total: General		_____
Grand Total:		=====

+ June Est - 97585.-
 Total 6 mos = 576,107.27

Total Jan-June = 1074083.28
 A1255 + A1256 (6 mos)

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee=s Name: Ann Corkins

2. Position: Sr. Account Clerk

3. Department: County Clerk /DMV

4. Course Title: Financial Accounting # 146A

5. Institution or School: AC

213.88
Reca-
from
Com

6. How Course Relates to
reconciliation of large bus

le greater understanding of financial
Office and DMV.

7. Starting Date: 1/22/08

8. Completion Date: 5/9/08

9. Cost: \$ 427.75 (213.88 Warren Co)

10. Employee=s Signature:

Date: 6/30/08

11. Supervisor=s Comments (Approval/Denial) Account reconciliation is a critical part of agency performance and subject to audit at any time. I approve course attendance and completion. .

Supervisor=s Signature:

Date: 6/30/08

12. Department Head=s Comments (Approval/Denial) Ann is an exceptional employee who is committed to her work at Warren County and takes great pride in personal performance for the benefit of the office. I support and approve this effort.

Department Head=s Signature:

Date: 6/30/08

13. Committee=s Recommendation:

Committee Chairman=s Signature:

Date:

7/2/08

Signature:

Chairman of the Board of Supervisors

Date:

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a AC@, its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.