

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

Bd.

County Clerk/DMV Committee Meeting
May 28, 2009 – 9:30
Agenda

- 1.) **Request for Approval to attend NYS Assoc. of County Clerk's Summer Conference**
Alexandria Bay, NY: Conference Attendance Requested: 6/8-6/10/09
1 person/County Clerk (ch. Records Mgt. Committee).
Total Cost for 1 person attending: (A1410444 – budgeted for 2009): \$ 300.00 for 3 days/2 nites:
Includes Lodging, all meals, breaks, registration and registration materials: Committee Chair
meeting: 6/8; Conference Workshops: 6/9 & 6/10. Depart following last workshop on 6/10/09.
Fleet vehicle requested.
Notes:
 - GSA does not include Alex. Bay on listing (nor does it include Lake George, NY!); does include
Glens Falls, NY @ \$ 147 p/p per day (meals & lodging p/p); GSA does not include registration.
 - Conference typically attended by both Clerk and Deputy (Deputy attends DMV, Pistol Permit
workshops). Due to office demands/fiscal restraint: Deputy will not attend. (Savings: \$ 140
3day/2nite).
- 2.) **Transfer of Funds:**
A1665 220 Office Equipment to A1665 210 Office Furniture: \$ 215.00
To balance account; certain items when ordered, particularly thru stockroom, qualify as
equipment, others furniture. Adjust accounts to accommodate appropriate distribution when
purchased.
- 3.) **Budget Performance: A 1410 (County Clerk) and A 1665 (Public Records).**
2008 Expenditures: A1410 - 94% of appropriation; A1665 – 100% of appropriation
2009 Expenditures YTD: A1410 - 39% of appropriation; A1665 – 44 % of appropriation. Includes
Encumbered; A1410 Salaries @ 31%; A1665 Salaries @ 35%.
2009 Revenue YTD (Jan-April): A 1255 Clerk Fees @ \$ 398,498.64 - 31% (Average Monthly:
\$ 100,000), includes fees retained from DMV; A1256 Mortgage Tax : Additional and Local # \$
573,375.54 - \$ 27% (Average: \$ 143,000).
- 4.) **Res. 343 of 2009: Response**

Introduction
Mandated Responsibilities
Employee Staffing/Organizational Chart
Vacancies
DMV Employee Description
Leave Impact (Vac/Personal/Floating/Sick)
Impact of Res. 343 of 2009 with Exhibits 1-6: YTD, NYS Fee Increases, Retention Increases,
Volume Increases
Comments
Request
- 5.) **Next Meeting**

Notes & Observations:

- DMV office and employees subject to mandated auditing by both New York State Audit Services (unannounced – 1 day to 2 weeks, examines all financial, documentation, inventories).
- Supervisors required to perform batch, cash, and workstation audits on all employees;
- DMV Clerks/Supervisors subject to random system audits by NYS DMV (can occur at any time during a transaction; system does not permit advancing until audit reviewed by Supervisor; electronically approved, to allow the transaction to continue).
- All subject to DMV Code of Ethics and Standards of Accountability.
- Unannounced DFI presence. – Fraud Investigation
- DMV Requires Supervisory Presence at all times of operation: 9 hours per day.
- Duties evolved from licensing & registrations c. 1990s; Enforcement/Conditional added c. 1995; Enhanced Drivers Licenses: added 2008 (requires 2 staff to process, plus Document Imaging for both verification and capture, average processing: 40 min.).
- Employees subject to Criminal History Background checks by FBI and NYS DCJS (as of 2008).
- 2009-2012: 8 yrs. License renewals come due. Triple in 2009, quadruple 2010-2012

6. Leave Impact in DMV: Based on period 5/11-12/31/09: approx. 60,000trans..

Working Days to 12/31/09: 162 days
Vac/Personal/Floating Holidays to schedule: 108 days 3 hours
8 Holidays (work of 5 days in 4).

Observations:

- DMV will be short 108 days (66%) now until year end. Does not including sick leave.
- County offers generous vacation package; newest employees have min. 10 days.
- Employees reminded of the importance of timely scheduling of all leave, appointments; providing notice to supervisor for approval and the importance and need to serve the public. Attendance emphasized at all times. All leave impacts delivery and timeliness of service to the public.

7. Impact of Resolution 343 of 2009 based on DMV Volume, Fees, Staffing Shortages:

The following exhibits and information are provided to illustrate the impact of licensing renewals, recently approved NYS fee increases (passed by Governor in April 2009, effective date (Sept. 2009, some earlier) at a time when staffing shortages are real and proposed.

Exhibits 1-3: Fees retained, # transactions:

Ex. 1: 2008 DMV Retentions:Jan-Dec. 2008	\$ 379,450.10	59,602 transactions (av. 5000 per mo)
Ex. 2: 2008 DMV Retentions: Jan-Apr. 2008	117,838.67	18,231 transactions (av. 4500 per mo)
Ex. 3: 2009 DMV Retentions: Jan-Apr. 2009	134,697.84	20,029 transactions (av. 5000 per mo)

Ex. 4: The NYS Budget included a variety of DMV fee increases (9/1/09). NYS DMV Chart provided.

Ex. 5: Projected License Renewal for Warren County: Increased from the actual 5040 processed in 2008 to estimated 11,839 in 2012. This chart only for license renewals. Average license will go from \$ 50 to 62.50 (9/1/09); Average retention from \$ 6.35 to \$ 8.00. **All figures if transactions are processed at Warren County DMV.**

Ex. 6: County Clerk Revenue and Retention Fees compared for 2008-2010 (based on fee increases passed 4/1/09, eff: 9/1/09). Chart provided by NYS DMV. **Revenue only if processed by Warren Co.** deposited into A.1255 Revenue Account. Warren County estimates/comparison included on DMVchart; more conservative, based on Licenses & Registrations, **but only if processed by Warren County DMV.**
2009: \$ 50,000 add'l over 2008 total revenue, licenses & reg. only, if processed in Warren County.
2010: \$ 100,000 add'l over 2008 total revenue, licenses & reg. only, if processed in Warren County.

RESOLUTION 343 OF 2009: BOARD AUTHORIZING ABOLISHING CERTAIN POSITIONS:

RESPONSE

1. **Introduction:** Concerns of Clerk as Elected and as Department Head.
2. **Mandated Responsibilities:** County Clerk serves the following:
Clerk of the Court: County Law Article 12, Section 525
Chief Recording Officer & Registrar of Title: Real Property Law Art. 9
Chief Filing Officer: Public Officers Law – Section 10
Records Mgt. Officers: Arts & Cultural Affairs: Article 57 Section 31
Clerk of the Municipality: General Municipal Law Section 35
NYS Division of Criminal Justice, Agent: Penal Law Section 400
NYS Department of Motor Vehicles, Agent for The Commissioner: Vehicle & Traffic Law Section 205. Also US Dept of Homeland Security.
United State Department of State, Acceptance Agent: Passport Applications.
NYS Dept of Taxation & Finance, Agent for: Mortgage Tax, Real Estate Transfer Tax, Sales Tax
Affiliated with additional State Agencies: OCA, APA, Education, ORPS, Dept. of State, Veterans Admin, DOT, Office of Child & Family, Dept. of Health.
3. **Employee Staffing/Organizational Chart:** Minimal Changes over 2 decades; (A1410 Co.Clerk & A 1665 Public Rec.) Numbers do not include County Clerk.

1990: A 1410: 16; A 1665 : 4: Total 20
DMV 8 MV Clerks (6 filled, 2 vac) , 1 Deputy DMV, 1 Account Clerk (9 assigned to windows).
1995 A 1410: 14; A 1665: 4: Total 18
DMV 6 MV Clerks, 1 Deputy DMV, 1 Account Clerk (7 assigned to windows).
2000: A 1410: 15; A 1665: 4 Total: 19
DMV 4 MV Clerks, 1 Supervisor, 1 Sr. MV Ex., 1 Sr. Clerk, Account Clerk (7 assigned to windows.)
2005: A 1410 : 16; A 1665: 4 Total: 20
DMV 7 MV Clerks (6 filled, 1 vac), 1 Supervisor, 1 Sr. MV Ex, 1 Account Clerk (9 assigned to window)
Current 2009 Salary Schedule: A 1410: 16 A 1665: 4 Total : 20
DMV 7 MV Clerks (5 filled, 2 vac), 1 Supervisor, 1 Sr. MV Ex, 1 Account Clerk (9 assigned to windows).
4. **Vacancies:** As per the most recent salary schedule (A 1410/Dept 15) there are two vacancies:
 - 1.) Vacancy 1: Unanticipated resignation. Employee chose to return to another agency (ACC) that would be more flexible in scheduling than available in the DMV.
 - 2.) Vacancy 2: New appointment as MV Lic/Reg. Clerk, appointed from final Civil Service List last fall. Individual worked very hard as did the supervisors during the probation period. Regretfully, employee was not able to master sufficiently the duties assigned to her and retain information necessary to perform basic DMV transactions.
 - 3.) Currently unfilled. No Civil Service Eligible list since Nov. of 2008. Next test date: Sept. 2009, list should be available late Oct. Also, Hiring Freeze in effect as of Jan. 2009. Without a list, it is difficult to hire.
5. **DMV Employee Description:**
MV Lic/Reg Clerk Grade 6 with keyboard performance examination, base \$ 26, 558; Sr. MV Examination Gr 8 (Window and supervisory \$ 32,539; Supervisor Gr 12 \$ 39,215– 19 years

Comments:

- 2009 YTD Activity: Revenue and Activity is seeing an increase over 2008.
- NYS Fee Increases included in the 2009-2010 Fiscal Year Budget, signed by the Governor will result in higher cost for traditional transactions such as License Renewals, Registrations as well as fees for new offerings.
- County retains 12.7% on transactions processed in our DMV and amount generated is based on the fee collected. The Increase in fees for transactions will also result in an **increase in the amount retained** by the county **if the transaction is processed at Warren County**. Average increase in amount retained: from \$ 1.00 to 1.50 per transaction. Depends on transaction type.
- License Renewals will increase substantially 2009-2012 as the 8 yr licenses, issued beginning 2001, now expiring; renewals required. Volume & potential revenue is significant but **will impact county revenue only if the transaction is processed at Warren County**.
- US Citizens will be required to have either Passport, Passport Card, or NYS EDL to travel to Canada, Mex., Caribbean by land or sea as of June 2009. NYS DMV has created the new Enhanced Driver's License for this travel requirement (begun in Sept. 2008).
- The addition of EDL require approximately 40 min to process, and must be done by two DMV employees (one begins, a second must be complete it). Warren County is beginning to see the numbers for EDL increasing.
- Wait times are beginning to increase due to volume, seasonal visitors, recreational activity; Public has little time to wait and staffing shortages and the complexity of transactions negatively effects delivery of service to the public.
- Warren County has implemented or proposes:
 - ± a new self-service kiosk for most popular forms;
 - ± focused attention on the Express Lane and Welcome Window;
 - ± is seeking to add another drop box for renewals registrations, (however, when most people come to the DMV they prefer to have a staff person process it directly. Unfortunately that will mean a wait.);
 - ± improved signage;
 - ± revised voice mail and call back procedure (av, 6000 calls per month);
 - ± part-time assistance for more routine office tasks to allow MV Clerks and Supervisors to focus on DMV transactions.
- NYS Civil Service Examination – September 2009. Creation of Eligible List. We currently have 5 MV Clerks out of seven appointed; plus Sup. & Sr. Examiner. Office has the potential to far exceed in new revenue the cost of a targeted position of \$ 26,000 per year. Conversely, having insufficient staff to handle activity will mean lost revenue, negative service to the customer, potential safety concerns for the workplace: staff and customer alike.
- To address the staff shortages and be able to respond to the demands/concerns of the office based on all data provided – fee and volume estimates, this office respectfully requests:
 - 1.) **Vacant Position 1 in DMV:** Request an approved "Notice to Fill on vacant MV Clerk ". Fill from Eligible List (Estimated time: Oct/Nov. 2009 based on receipt of test results) (From 2009 appropriation, approx. 9 mos of salary would remain unexpended.). Employee would be trained for approximately two months, before 2010 activity begins.
 - 2.) **Vacant Position 2 in DMV:** Proposed for abolishing. If this position is abolished by the Board, request that restoration be examined and considered for 2010 if the numbers and revenue estimates hold up.

Your consideration is greatly appreciated.


Pamela J. Vogel, Warren County Clerk – DMV
5/26/09

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The County Clerk/DMV hereby authorizes Pamela Vogel

(Supervisory Committee) (Employee Name)

to attend NYS Assoc. of County Clerks: Chmn. Records Mgt Committee

(Name of meeting or organization)

at St. Lawrence Co. - Riveredge, Alexandria Bay, NY

(Address)

on 6/8-6/10/09. Mode of transportation to be used county vehicle

(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ See note GSA * Rate \$ No GSA rate for Alexandria Bay/St Lawrence Co.(also: Lake George NY is not on the list); generic (CONUS) is \$ 109 Room/Meals which is lower than Glens Falls (\$147 GSA); Does not address registration fees which is combined with all costs.

Meal costs - GSA *per diem rate \$ Assoc. presents a combined fee: Room Rate, Meals, Breaks, Registration fee is combined - \$ 150 per nite /1 person- total \$ 300, 3 days, 2 nites.

*www.gsa.gov

Date: 5/23/09

Department Head Signature

Date: _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department County Clerk/DMV

Title of Position MV LIC/Reg Clerk Base salary \$ 26,558

Budget code and title A1410 110 Full time Salary in County Clerk

This position is vacated due to: Retirement Resignation Termination Promotion

Other See details provided in Committee Agenda 5/28/09

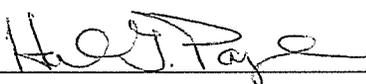
Employee No. 11560

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee County Clerk Date 5/28/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

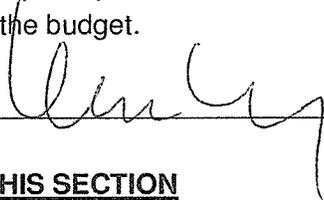
Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Clerk Date 5/28/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____



NYS Association of County Clerks
Summer Conference
Riveredge Resort- Alexandria Bay, New York
June 8-11, 2009

Sending
3 pages
2

RESERVATION REQUEST

Please make room reservations for:

NAME Pam Vogel #of Guests 1

I will be sharing a room with: (if any) No Spouse: No

ARRIVING: (Day & Date) Mon 6/8/09 DEPARTING (Day & Date): Wed 6/10

COMPANY Warren County Clerk

ADDRESS 1340 State Rt 9

CITY Lake George STATE NY ZIP 12845 PHONE 518 761 6427

E-mail: Vogelp@co.warren.ny.us

Special requirements: One Bed Two Beds Handicapped Accessible (All rooms are non-smoking)

Required to Guarantee: VISA
CREDIT CARD # 4328 5518 0051 6014 Exp. Date: 12/2010
(Vouchers accepted for payment. You can send voucher with this reservation form or present it upon arrival)

Entrée Selections

Dinner: Tuesday, June 9, 2009

- Roast Prime Rib of Beef twelve ounce served au jus
 - Stuffed Breast of Chicken w/Gingerbread + apple stuffing; + maple pecan glaze
 - Handook Skaneateles fillet topped w/cracker crumbs + baked w/lemon butter
- If more than one indicate both guests selections*

Cancellation Policy

Individual room cancellations are accepted up to fifteen days prior to arrival, after this date, a penalty in the amount of the package rate will be posted to the credit card on file. In the case of an advance deposit check, after the cut-off date, refunds are not honored. Rooms that "no show" on the first day of reservation will result in cancellation of all subsequent room nights blocked and the individual will be charged for half of the package total or forfeit all advance deposits that are being held to secure their

Please fax your completed form to 315-482-5010 or mail your reservation form by **May 15th, 2009** with credit card information or advance deposit payment in the amount of the full package rate to:

GROUP RESERVATIONS
Riveredge Resort Hotel
17 Holland St.
Alexandria Bay NY 13607

Group Rates

TAX EXEMPT RATES (please mark selections)

Three nights' accommodations- Arrive 6/08/09, Depart 6/11/09, breakfast each morning, dinner Tuesday, Lunch Tuesday & Wednesday, Break Tuesday & Wednesday, all service charges and gratuities

\$400 single occupancy \$275 per person double
133 per night... 91.66 per person

ONE or TWO nights' accommodations

Monday night- Arrive 6/08/09, Depart 6/09/09, breakfast Tuesday morning, all service charges & gratuities

Tuesday night- Arrive 6/09/09, Depart 6/10/09, break, lunch, dinner, Wed. Breakfast, all service charges & gratuities

Wednesday night- Arrive 6/10/09, Depart 6/11/09, break, lunch, Thursday Breakfast, all service charges & gratuities

\$150 single occupancy per night *300*
\$110 per person double, per night *220*

If you are tax exempt, please attach exempt form including the government ID # _____

I am taxable- Taxes would be additional for guests who are not tax exempt.

For Spouse rates please call Mary Lou at 315-379-2238

Handwritten initials and scribbles

150

Handwritten scribbles

2008 MONTH	REDIT CARDS	TOTAL	DMV GROSS	BAD CHECKS	DMV NET	SALES TAX NET	(STATE) /2 INTERES	DMV RETENTION	SALES TAX RETENTION	SURR	(COUNTY) /2 INTERES	TOTAL DEPOSIT
JANUARY	465	\$ 62,075.46	\$ 129,001.64	\$ 187.25	\$ 128,814.39	\$ 105,148.24	\$ 81.20	\$ 27,509.20	\$ 471.50	692	\$ 81.20	\$ 227,814.83
FEBRUARY	439	\$ 48,275.49	\$ 108,748.70	\$ 149.50	\$ 108,599.20	\$ 43,747.77	\$ 69.36	\$ 22,511.56	\$ 489.50	503	\$ 69.35	\$ 176,073.78
MARCH	502	\$ 63,232.09	\$ 123,900.79	\$ 453.25	\$ 123,447.54	\$ 58,181.12	\$ 41.13	\$ 26,174.28	\$ 497.50	583	\$ 41.13	\$ 209,601.61
APRIL	557	\$ 85,759.92	\$ 167,215.37	\$ 1,168.00	\$ 166,047.37	\$ 100,544.02	\$ 54.11	\$ 36,673.85	\$ 809.50	678	\$ 54.10	\$ 306,750.65
MAY	533	\$ 96,950.67	\$ 154,895.26	\$ 486.00	\$ 154,409.26	\$ 122,774.96	\$ 64.58	\$ 36,119.87	\$ 889.75	619	\$ 64.58	\$ 315,305.84
JUNE	565	\$ 94,828.72	\$ 143,657.00	\$ 1,370.50	\$ 142,286.50	\$ 107,395.29	\$ 73.32	\$ 34,198.68	\$ 714.75	679	\$ 73.32	\$ 286,669.72
JULY	555	\$ 109,251.56	\$ 133,800.05	\$ 723.00	\$ 133,800.05	\$ 115,072.51	\$ 75.86	\$ 34,859.64	\$ 731.75	719	\$ 75.85	\$ 285,863.95
AUGUST	468	\$ 83,699.00	\$ 91,417.36	\$ 205.50	\$ 91,211.86	\$ 98,526.34	\$ 69.23	\$ 28,333.93	\$ 580.50	719	\$ 69.22	\$ 242,439.64
SEPTEMBER	551	\$ 84,953.85	\$ 123,556.35	\$ 443.50	\$ 123,112.85	\$ 90,525.83	\$ 61.79	\$ 29,983.17	\$ 678.50	855	\$ 61.79	\$ 246,450.38
OCTOBER	537	\$ 72,643.49	\$ 120,121.28	\$ 159.00	\$ 119,962.28	\$ 78,279.16	\$ 41.70	\$ 28,379.38	\$ 669.00	801	\$ 41.70	\$ 229,871.43
NOVEMBER	396	\$ 51,849.31	\$ 120,714.13	\$ 436.50	\$ 120,277.63	\$ 52,713.94	\$ 12.94	\$ 24,866.11	\$ 362.50	663	\$ 12.93	\$ 199,406.43
DECEMBER	543	\$ 68,191.40	\$ 168,297.57	\$ 607.75	\$ 167,689.82	\$ 66,086.21	\$ 8.76	\$ 34,145.99	\$ 8.76	626	\$ 8.76	\$ 269,631.52
TOTAL	6,111	\$ 921,710.96	\$ 1,585,325.50	\$ 6,389.75	\$ 1,579,658.75	\$ 1,038,995.39	\$ 653.98	\$363,755.66	\$ 6,903.51	8,137	\$ 653.93	\$2,995,879.78

DMV FEES		TOTAL FEES	
GROSS	\$ 1,585,325.50		
RETENTION	\$ 363,755.66		
SURRENDERS	\$ 8,137.00		
C - INTEREST	\$ 653.93		
TOTAL	\$ 1,957,872.09	DMV FEES	\$ 1,957,872.09
TAX & FINANCE		TAX & FINAN.	\$ 1,046,552.88
SALES TAX	\$ 1,038,995.39	TOTAL	\$ 3,004,424.97
RETENTION	\$ 6,903.51		
S - INTEREST	\$ 653.98		
TOTAL	\$ 1,046,552.88		
CNTY RETN. FEES			
DMV RETENTION	\$ 363,755.66		
SURRENDERS	\$ 8,137.00		
TOTAL	\$ 371,892.66	DMV FEES	\$ 371,892.66
TAX RETENTION	\$ 6,903.51	TAX FEES	\$ 7,557.44
C - INTEREST	\$ 653.93	TOTAL	\$ 379,450.10
	\$ 7,557.44		

COUNTY RETENTION FEES BY MONTH

January	\$ 28,753.90
February	\$ 23,573.41
March	\$ 27,295.91
April	\$ 38,215.45
May	\$ 37,693.20
June	\$ 35,665.75
July	\$ 36,386.24
August	\$ 29,702.65
September	\$ 31,578.46
October	\$ 29,891.08
November	\$ 25,904.54
December	\$ 34,789.51
TOTALS	\$379,450.10

INTEREST

State	\$ 653.98
County	\$ 653.93
TOTAL	\$ 1,307.91

TRANS.TOTALS

2008	REGS.	BOAT REGS.	SNO-MOBILES	LICENSE	LICENSE ECIPROCIT	PERMIT	NON DRIV.ID	PLATE SURR.	FS PROG.	DUP. TITLE	TITLE ONLY	SATAX ONLY	CDL TESTS	LICENSE BSTRACT	NFORCE TRANS.	NTRANSIT PERMITS
JANUARY	2,246	38	420	424	53	121	78	722	57	75	17	19	13	149	66	2
FEBRUARY	1,857	64	230	331	45	112	56	537	31	43	26	27	38	120	66	6
MARCH	2,180	154	23	354	38	131	72	566	49	59	24	25	36	114	62	2
APRIL	3,999	442	2	348	33	247	73	717	30	66	26	29	54	140	42	5
MAY	3,731	608	0	414	42	195	60	670	47	63	24	23	26	132	61	11
JUNE	3,187	621	4	457	44	262	82	742	32	50	34	35	34	133	51	6
JULY	2,767	529	3	545	64	243	84	786	58	74	28	32	22	133	62	12
AUGUST	2,415	251	142	521	66	172	94	756	32	60	19	23	30	108	34	7
SEPTEMBER	2,531	61	181	437	53	140	70	903	45	71	22	23	37	101	41	7
OCTOBER	2,291	58	184	455	45	120	64	855	39	64	27	31	30	121	48	5
NOVEMBER	2,588	17	244	355	44	95	41	692	36	69	14	18	17	83	36	5
DECEMBER	3,330	28	907	399	43	86	48	675	37	49	12	14	20	116	37	3
TOTAL	33,122	2,871	2,340	5,040	570	1,924	822	8,621	493	743	273	299	357	1,450	606	71

MTR VOTER	Warren C	Other Co.	Total Co.	Total Y/N	Decl. Response
January	64	20	84	84	592
February	60	14	74	544	470
March	59	13	72	550	450
April	62	22	84	701	617
May	72	13	85	711	626
June	71	19	90	839	749
July	84	23	107	936	829
August	81	21	102	853	751
September					
October					
November					
December					

576.02

Ex. 1

2008 MONTH	REDIT CARDS	TOTAL	DMV GROSS	BAD CHECKS	DMV NET	SALES TAX NET	(STATE) /2 INTERES	DMV RETENTION	SALES TAX RETENTION	SURR	(COUNTY) /2 INTERES	TOTAL DEPOSIT
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MARCH	502	\$ 63,232.09	\$ 123,900.79	\$ 453.25	\$ 123,447.54	\$ 58,181.12	\$ 41.13	\$ 26,174.28	\$ 497.50	583	\$ 41.13	\$ 209,601.61
APRIL	557	\$ 85,759.92	\$ 167,215.37	\$ 1,168.00	\$ 166,047.37	\$ 100,544.02	\$ 54.11	\$ 36,673.85	\$ 809.50	678	\$ 54.10	\$ 306,750.65
TOTAL	1,963	\$ 259,342.96	\$ 528,866.50	\$ 1,958.00	\$ 526,908.50	\$ 307,621.15	\$ 245.80	\$112,868.89	\$ 2,268.00	2,456	\$ 245.78	\$ 920,240.87

DMV FEES		TOTAL FEES	
GROSS	\$ 528,866.50	DMV FEES	\$ 644,437.17
RETENTION	\$ 112,868.89	TAX & FINAN.	\$ 310,134.95
SURRENDERS	\$ 2,456.00	TOTAL	\$ 954,572.12
C - INTEREST	\$ 245.78		
TOTAL	\$ 644,437.17	TOTAL FEES	\$ 954,572.12
TAX & FINANCE		DMV FEES	
SALES TAX	\$ 307,621.15	DMV FEES	\$ 644,437.17
RETENTION	\$ 2,268.00	TAX & FINAN.	\$ 310,134.95
S - INTEREST	\$ 245.80	TOTAL	\$ 954,572.12
TOTAL	\$ 310,134.95	TOTAL FEES	\$ 954,572.12
CNTY RETN. FEES		DMV FEES	
DMV RETENTION	\$ 112,868.89	DMV FEES	\$ 644,437.17
SURRENDERS	\$ 2,456.00	TAX & FINAN.	\$ 310,134.95
TOTAL	\$ 115,324.89	TOTAL FEES	\$ 954,572.12
TAX RETENTION		DMV FEES	
TAX RETENTION	\$ 2,268.00	DMV FEES	\$ 644,437.17
C - INTEREST	\$ 245.78	TAX & FINAN.	\$ 310,134.95
TOTAL	\$ 2,513.78	TOTAL FEES	\$ 954,572.12

COUNTY RETENTION FEES BY MONTH

January	\$ 28,753.90
February	\$ 23,573.41
March	\$ 27,295.91
April	\$ 38,215.45
May	#REF!
June	#REF!
July	#REF!
August	#REF!
September	#REF!
October	#REF!
November	#REF!
December	#REF!
TOTALS	#REF!

INTEREST

Slate	\$ 245.80
County	\$ 245.78
TOTAL	\$ 491.58

117,838.67 ✓

Ex 2

TRANS.TOTALS

2008	REGS.	BOAT REGS.	SNO- MOBILES	LICENSE	LICENSE ECIPROCIT	PERMIT	NON DRIV.ID	PLATE SURR.	FS PROG.	DUP. TITLE	TITLE ONLY	SA/TAX ONLY	CDL TESTS	LICENSE BSTRACT	NFORCE TRANS.	NTRANSIT PERMITS
JANUARY	2,246	38	420	424	53	121	78	722	57	75	17	19	13	149	66	2
FEBRUARY	1,857	64	230	331	45	112	56	537	31	43	26	27	38	120	66	6
MARCH	2,180	154	23	354	38	131	72	566	49	59	24	25	36	114	62	2
APRIL	3,999	442	2	348	33	247	73	717	30	66	26	29	54	140	42	5
TOTAL	10,282	698	675	1,457	169	611	279	2,542	167	243	93	100	141	523	236	15

MTR VOTER	Warren C	Other Co.	Total Co.	Total Y/N	Decl. Response
January	64	20	84	84	592
February	60	14	74	544	470
March	59	13	72	550	450
April	62	22	84	701	617
May	72	13	85	711	626
June	71	19	90	839	749
July	84	23	107	936	829
August	81	21	102	853	751
September					
October					
November					
December					

18231

Ex. 2

2009 MONTH	REDIT CARDS	TOTAL	DMV GROSS	BAD CHECKS	DMV NET	SALES TAX NET	(STATE) /2 INTERES	DMV RETENTION	SALES TAX RETENTION	SURR	(COUNTY) /2 INTERES	TOTAL DEPOSIT
JANUARY	495	\$ 71,547.44	\$ 135,588.57	\$ 808.95	\$ 134,779.62	\$ 56,216.19	\$ 4.77	\$ 29,851.74	\$ 537.00	651	\$ 4.77	\$ 222,849.75
FEBRUARY	408	\$ 46,726.86	\$ 143,577.72	\$ 429.50	\$ 143,148.22	\$ 48,176.19	\$ 7.78	\$ 27,208.17	\$ 536.00	515	\$ 7.78	\$ 220,002.33
MARCH	446	\$ 91,985.22	\$ 124,066.69	\$ 347.00	\$ 123,719.69	\$ 77,062.92	\$ 9.01	\$ 31,644.37	\$ 645.50	602	\$ 9.01	\$ 237,223.20
APRIL	570	\$ 97,060.16	\$ 186,088.89	\$ 1,114.25	\$ 184,974.64	\$ 79,717.70	\$ 12.45	\$ 41,153.05	\$ 760.00	560	\$ 12.45	\$ 307,954.64
MAY												
JUNE												
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												
	1,919	\$ 307,319.68	\$ 589,321.87	\$ 2,699.70	\$ 586,622.17	\$ 261,173.00	\$ 34.01	\$ 129,857.33	\$ 2,478.50	2,328	\$ 34.01	\$ 988,029.92

DMV FEES		TOTAL FEES	
GROSS	\$ 589,321.87	DMV FEES	\$ 721,541.21
RETENTION	\$ 129,857.33	TAX & FINAN.	\$ 263,685.51
SURRENDERS	\$ 2,328.00	TOTAL	\$ 985,226.72
C - INTEREST	\$ 34.01		
TOTAL	\$ 721,541.21		
TAX & FINANCE		DMV FEES	\$ 721,541.21
SALES TAX	\$ 261,173.00	TAX & FINAN.	\$ 263,685.51
RETENTION	\$ 2,478.50	TOTAL	\$ 985,226.72
S - INTEREST	\$ 34.01		
TOTAL	\$ 263,685.51		
CNTY RETN. FEES			
DMV RETENTION	\$ 129,857.33		
SURRENDERS	\$ 2,328.00		
TOTAL	\$ 132,185.33	TOTAL FEES	
		DMV FEES	\$ 132,185.33
TAX RETENTION	\$ 2,478.50	TAX FEES	\$ 2,512.51
C - INTEREST	\$ 34.01	TOTAL	\$ 134,697.84
	\$ 2,512.51		

COUNTY RETENTION FEES BY MONTH

January	\$ 31,044.51
February	\$ 28,266.95
March	\$ 32,900.88
April	\$ 42,485.50
May	\$ -
June	\$ 160,000
July	\$ -
August	\$ -
September	\$ -
October	\$ -
November	\$ -
December	\$ -
TOTALS	\$ 134,697.84

INTEREST

State	\$ 34.01
County	\$ 34.01
TOTAL	\$ 68.02

v. 117,833.67 (Jan-April 08)
Increased # 16,859.17

TRANS.TOTALS

2009	REGS.	BOAT REGS.	SNO-MOBILES	LICENSE	LICENSE CIPROCI	PERMIT	NON DRIV.ID	PLATE SURR.	FS PROG.	DUP. TITLE	TITLE ONLY	SA/TAX ONLY	CDL TESTS	LICENSE BSTRACT	NFORCE TRANS.	NTRANSI PERMITS	EDL
JANUARY	2,315	42	774	408	50	99	91	698	49	55	27	83	28	107	46	1	12
FEBRUARY	2,011	56	255	400	42	122	72	580	41	50	13	17	37	104	58	0	22
MARCH	2,728	239	18	530	50	170	89	673	64	49	28	31	52	137	55	3	50
APRIL	3,762	411	1	755	54	197	93	619	46	68	28	31	22	136	53	4	20
MAY																	
JUNE																	
JULY																	
AUGUST																	
SEPTEMBER																	
OCTOBER																	
NOVEMBER																	
DECEMBER																	
	10,816	748	1,048	2,093	196	588	345	2,568	200	222	96	162	139	484	212	8	104

MTR VOTER	Warren Co	Other Co.	Total Co.	Total Y/N	Decl. Response
January	49	19	68	667	599
February	55	17	72	655	586
March	56	14	70	889	819
April	79	17	96	1154	1096
May					
June					
July					
August					
September					
October					
November					
December					

20,029

Increase of 1798 over Jan-Apr

Ex. 3

County Clerk Impact from Recommendations

Statewide

Fee	FY 09-10 Revenue	FY 10-11 Revenue
Registration**	\$1,920,156	\$3,291,695
Increase for License Renewal Returns	\$2,836,141	\$2,993,851
License Fee Increase**	\$919,978	\$1,577,105
Plate Reissuance***	\$0	\$3,825,875
Keep Your Plate***	\$0	\$289,560
License Suspension Termination Fee*	\$89,198	\$118,930
Total	\$5,765,473	\$12,097,016

Both reflect increase in retention from FY 08-09

*Includes fee increases as of 7/1/09

**Includes fee increases as of 9/1/09

***Includes fee increases as of 4/1/10

Ex. A

WARREN COUNTY
PROJECTED LICENSE RENEWALS
2008-2012

	2008	2009	2010	2011	2012
January	174	291	856	1078	1073
February	157	223	845	955	943
March	216	290	977	1100	1149
April	171	861	972	1071	1061
May	201	958	994	1135	1040
June	299	939	1010	1128	985
July	284	1004	1037	1215	1003
August	327	1067	1036	1149	940
September	284	1020	1037	1237	978
October	241	902	1047	1183	926
November	263	894	943	1092	826
December	283	859	1048	1078	915
Est. Total "	2900	9308	11,802	13,421	11,839

Rev/Act. Total 5040 9736

Retained by Co. @ 6.35ea X \$ 8 ea. x \$ 8.00 x \$ 8.00
 \$ 32,004 67,887 \$ 94,416 \$ 107,368 \$ 94,712

(6061 @ 6.35
 \$ 38,487
 3675 @ \$ 8
 \$ 29,400)

Ex 5

WARREN COUNTY
PROJECTED LICENSE RENEWALS
2008-2012

	2008	2009	2010	2011	2012
January	174	291	856	1078	1073
February	157	223	845	955	943
March	216	290	977	1100	1149
April	171	861	972	1071	1061
May	201	958	994	1135	1040
June	299	939	1010	1128	985
July	284	1004	1037	1215	1003
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\$ 32,004 67,887 \$ 94,416 \$ 107,368 \$ 94,712

(6061 @ 6.35
\$ 38,487
3675 @ \$ 8
\$ 29,400)

Ex 5

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:** 6/8/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1665.220	Office Equipment	A.1665.210	Office Furniture	\$ 215.00

Please state reason for transfers requested:
To balance account for public records items.

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.