

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

WARREN COUNTY CLERK/DMV COMMITTEE MEETING  
JULY 31, 2009 ~ 10:30 A.M.  
AGENDA

- 1.) Prior Business: DMV Activity.  
Report for Jan-June 2009 - \$211,262.99  
Estimate for July 2009 35,000.00 (22 days reported)  
Project for Year 2009 \$400,000 to \$420,000 (increased license renewal activity)  
Jan-July 30 2008 \$224,934.59 v. Jan-July 30, 2009 \$246,744.77 246,742.77
- Part-time (begun June 1) - Express Lane only, 25-27 hours per week (as funds permit)  
Civil Service Exam for MV License Reg Clerk - Sept. Will generate list for vacancies.
- 2.) Budget Performance: See attachment  
Revenue:  
Jan-June Deposits A1255 Clerk Fees (dep. With Treas. as of 7/15/09): \$645,174.79  
(these fees represent recording fees, copies, agency, passport, pistol permits, DMV combined).  
Jan-June Deposits A1256 Mortgage Tax Fees (Additional and Local) (dep. With Treas. as of 7/15/09):  
\$930,389.26  
Projections for July 2009: A 1255 Clerk Fees \$118,000  
A 1256 Mtg. Tax Fees \$194,000  
These fees remain with Warren County.  
Total Revenue Jan-July Estimate - 54% +/-  
Expenditures:  
County Clerk A1410 and Public Records A1665 - Approx. 55% expended ytd.  
Overtime: A1410130: \$2000 budget (used for supervisory coverage during vacations/leave times).
- 3.) Clerk Services - Public: All mandated services to customers recognized (Dept of State US, Dept of State NYS, Tax and Finance, Records Mgt., Notary services, DMV).  
Clerk Services - Departments:  
Copying & Printing - RPTS, DSS, Co. Atty, Planning, Tax Foreclosure, Assessors as requested, NYS, APA.  
Large Format Scanning - GIS, B & G, Purchasing, Real Property, Building Codes  
Remote Access: Internet Access to Land Records/Liens: DSS, RPTS, also have setups for Co. Atty, & DPW if wanted.  
Records Mgt: Full service storage, inactive files, archives mgt., and disposition. 30 + dept plus courts.
- 4.) LGRMIF Grant:  
2008/09 : Completed \$39,489.  
2009/2010: Submitted under Res. 741 of 2008: Final stage of County Clerk Land Records Initiative:  
Backfile conversion to create digital images of all remaining deed and mtgs 1940s - 1980, Requested \$2,000; difficult funding year. Div. of Budget is holding all notices on this. Wait until Aug. Mtg.

WARREN COUNTY  
**Budget Performance Report**

Fiscal Year To Date: 7/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: A General									
Revenue									
Department: 1410 County Clerk									
1255 County Clerks Fees	\$1,300,000.00	\$0.00	\$1,300,000.00	\$126,236.71 (June 09)	\$0.00	\$645,174.79	\$654,825.21	50%	\$1,038,184.51
1256 Mortgage Tax	\$2,150,000.00	\$0.00	\$2,150,000.00	\$200,864.48 (June 09)	\$0.00	\$930,389.26	\$1,219,610.74	43%	\$1,428,449.45
Department: 1410 County Clerk totals:	\$3,450,000.00	\$0.00	\$3,450,000.00	\$327,101.19	\$0.00	\$1,575,564.05	\$1,874,435.95	46%	\$2,462,633.96
Revenue Totals	\$3,450,000.00	\$0.00	\$3,450,000.00	\$327,101.19	\$0.00	\$1,575,564.05	\$1,874,435.95	46%	\$2,462,633.96
Expense									
Department: 1410 County Clerk									
110 Salaries - Regular	\$573,783.00	\$0.00	\$573,783.00	\$39,996.44	\$0.00	\$275,824.52	\$297,958.48	48%	\$517,669.64
120 Salaries - Overtime	\$2,000.00	\$0.00	\$2,000.00	\$61.71	\$0.00	\$1,206.24 (7/19/09)	\$793.76	60%	\$2,776.68
130 Salaries - Part Time	\$6,000.00	\$0.00	\$6,000.00	\$1,249.20	\$0.00	\$2,148.00	\$3,852.00	36%	\$3,629.74
140 Salaries - Sick Leave Incentive	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0%	\$1,200.00
210 Furniture/Furnishings	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	100%	\$0.00
220 Office Equipment	\$600.00	\$700.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	\$0.00	100%	\$1,939.00
260 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$179.99
410 Supplies	\$9,000.00	(\$700.00)	\$8,300.00	\$0.00	\$0.00	\$2,484.08	\$5,815.92	30%	\$6,746.17
413 Repair & Maint.-Bldg/Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
418 Ins-General Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
421 Equipment Rental	\$8,900.00	\$0.00	\$8,900.00	\$189.35	\$0.00	\$3,800.18	\$5,099.82	43%	\$6,830.94
422 Repair/Maint-Equipment	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$324.50	\$875.50	27%	\$1,799.00
423 Telephone	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$508.12 (5/09)	\$1,291.88	28%	\$1,423.53
424 Postage	\$13,500.00	\$0.00	\$13,500.00	\$0.00	\$0.00	\$5,741.71 (6/09)	\$7,758.29	43%	\$12,026.38
425 Reproduction Expenses	\$102,307.00	\$1,000.00	\$103,307.00	\$19,200.00	\$29,800.00	\$57,650.00	\$15,857.00	85%	\$122,428.44
426 Subscriptions	\$1,700.00	\$0.00	\$1,700.00	\$95.00	\$0.00	\$570.00	\$1,130.00	34%	\$1,756.02
427 Memberships & Dues	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$200.00	\$50.00	80%	\$200.00
428 Data Processing & Internet Fees	\$270.00	\$0.00	\$270.00	\$0.00	\$0.00	\$180.00	\$90.00	67%	\$340.00

Jan-June + EST

118,000.00 JULY EST  
97,000.00 MT Local  
97,000.00 MT Add'l  
1,887,564.05 = 54%

WARREN COUNTY

# Budget Performance Report

Fiscal Year To Date: 7/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
436 Advertising Fees	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%	\$0.00
439 Misc Fees & Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
444 Travel/Education/Conference	\$800.00	\$0.00	\$800.00	\$300.00	\$0.00	\$300.00	\$500.00	38%	\$973.81
453 Uniforms & Clothing	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0%	\$434.51
Department: 1410 County Clerk totals:	\$725,060.00	\$11,000.00	\$736,060.00	\$61,091.70	\$29,800.00	\$362,237.35	\$344,022.65	53%	\$682,358.9
Department: 1665 Public Records									
110 Salaries - Regular	\$143,552.00	\$0.00	\$143,552.00	\$11,042.44	\$0.00	\$78,101.32	\$65,450.68	64%	\$139,166.5
120 Salaries - Overtime	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$85.69	\$914.31	9%	\$1,876.33
130 Salaries - Part Time	\$5,000.00	\$0.00	\$5,000.00	\$48.00	\$0.00	\$210.00	\$4,790.00	4%	\$3,924.01
140 Salaries - Sick Leave Incentive	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0%	\$800.01
210 Furniture/Furnishings	\$0.00	\$215.00	\$215.00	\$0.00	\$0.00	\$0.00	\$215.00	0%	\$0.01
220 Office Equipment	\$0.00	\$485.00	\$485.00	\$0.00	\$0.00	\$414.24	\$70.76	85%	\$8,200.01
410 Supplies	\$8,500.00	(\$700.00)	\$7,800.00	\$727.84	\$0.00	\$4,139.49	\$3,660.51	53%	\$7,075.7
422 Repair/Maint-Equipment	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$537.25	\$2,962.75	15%	\$3,445.2
425 Reproduction Expenses	\$42,258.00	\$809.29	\$43,067.29	\$175.00	\$28,703.96	\$9,506.38	\$4,856.95	89%	\$47,541.4
427 Memberships & Dues	\$60.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	100%	\$60.01
428 Data Processing & Internet Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.01
439 Misc Fees & Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.01
444 Travel/Education/Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.01
470 Contract	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.01
Department: 1665 Public Records totals:	\$205,070.00	\$809.29	\$205,879.29	\$11,993.28	\$28,703.96	\$93,054.37	\$84,120.96	59%	\$212,089.2
Revenue Totals:	\$3,450,000.00	\$0.00	\$3,450,000.00	\$327,101.19	\$0.00	\$1,575,564.05	\$1,874,435.95	46%	\$2,462,633.9
Expenditure Totals:	\$930,130.00	\$11,809.29	\$941,939.29	\$73,084.98	\$58,503.96	\$455,291.72	\$428,143.61	55%	\$894,448.1
<b>Fund Totals: General</b>	<b>\$2,519,870.00</b>	<b>(\$11,809.29)</b>	<b>\$2,508,060.71</b>	<b>\$254,016.21</b>	<b>(\$58,503.96)</b>	<b>\$1,120,272.33</b>	<b>\$1,446,292.34</b>		<b>\$1,568,185.8</b>
Revenue Grand Totals:	\$3,450,000.00	\$0.00	\$3,450,000.00	\$327,101.19	\$0.00	\$1,575,564.05	\$1,874,435.95	46%	\$2,462,633.9
Expenditure Grand Totals:	\$930,130.00	\$11,809.29	\$941,939.29	\$73,084.98	\$58,503.96	\$455,291.72	\$428,143.61	55%	\$894,448.1

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	570	\$ 105,034.25	\$ 148,759.55	\$ 229.50	\$ 148,613.05	\$ 104,040.07	\$ 13.39	\$ 36,961.35	\$ 761.75	546	\$ 13.38	\$ 291,460.72
JUNE	518	\$ 121,094.91	\$ 130,137.46	\$ 558.00	\$ 129,579.46	\$ 114,268.04	\$ 18.42	\$ 36,962.51	\$ 670.75	631	\$ 18.41	\$ 283,517.13
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												
	3,007	\$ 533,448.84	\$ 868,218.88	\$ 3,487.20	\$ 864,814.68	\$ 479,481.11	\$ 65.82	\$203,781.19	\$ 3,911.00	3,505	\$ 65.80	\$1,563,007.77

**DMV FEES**

GROSS	\$ 868,218.88
RETENTION	\$ 203,781.19
SURRENDERS	\$ 3,505.00
C - INTEREST	\$ 65.80

TOTAL \$ 1,075,570.87

**TAX & FINANCE**

SALES TAX	\$ 479,481.11
RETENTION	\$ 3,911.00
S - INTEREST	\$ 65.82

TOTAL \$ 483,457.93

**CNTY RETN. FEES**

DMV RETENTION	\$ 203,781.19
SURRENDERS	\$ 3,505.00

TOTAL \$ 207,286.19

TAX RETENTION	\$ 3,911.00
C - INTEREST	\$ 65.80
	\$ 3,976.80

**TOTAL FEES**

DMV FEES	\$ 1,075,570.87
TAX & FINAN.	\$ 483,457.93
TOTAL	\$ 1,559,028.80

**TOTAL FEES**

DMV FEES	\$ 207,286.19
TAX FEES	\$ 3,976.80
TOTAL	\$ 211,262.99

**COUNTY RETENTION FEES BY MONTH**

January	\$ 31,044.51
February	\$ 28,266.95
March	\$ 32,900.88
April	\$ 42,485.50
May	\$ 38,282.48
June	\$ 38,282.67
July	\$ -
August	\$ -
September	\$ -
October	\$ -
November	\$ -
December	\$ -

TOTALS \$211,262.99

**INTEREST**

State	\$ 65.82
County	\$ 65.80
TOTAL	\$ 131.62

\* Jan-June 09  
 + 35000. Est. July 09  
 246,262.99 - 17 mos / 35,000 av per mo /  
 \$ 420,000 yr esti

TRANS.TOTALS

2009	REGS.	BOAT REGS.	SNO- OBILE	LICENSE	LICENSE CIPROCI	PERMIT	NON DRIV.ID	PLATE SURR.	FS PROG.	DUP. TITLE	TITLE ONLY	SA/TA ONLY	CDL TESTS	LICENSE BSTRACT	NFORCE TRANS.	INTRANSIT PERMITS	EDL
JANUARY	2,315	42	774	408	50	99	91	696	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	3,354	623	0	791	38	169	62	628	38	51	20	22	20	134	51	7	83
JUNE	3,082	525	8	875	41	205	74	701	36	65	20	21	28	119	46	7	81
JULY																	
AUGUST																	
SEPTEMBER																	
OCTOBER																	
NOVEMBER																	
DECEMBER																	
	17,252	1,896	1,056	3,759	275	962	481	3,897	274	338	136	205	187	737	309	22	268

MTR VOTER	Warren C	Other C	Total C	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					

32054 trans.