WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **COUNTY CLERK - MOTOR VEHICLES (INCLUDING HISTORIAN)**

DATE: **JULY 31, 2009**

COMMITTEE MEMBERS PRESENT: **OTHERS PRESENT:**

SUPERVISORS   KENNY   PAMELA VOGEL, COUNTY CLERK
            BELDEN   JODY ROSS, DEPUTY COUNTY CLERK
            SHEEHAN   FREDERICK MONROE, CHAIRMAN
            STRAINER   HAL PAYNE, COMMISSIONER, ADMINISTRATIVE & FISCAL
            PITKIN   SERVICES
                               JOAN SADY, CLERK OF THE BOARD
                               KEVIN GERAGHTY, BUDGET OFFICER
                               SUPERVISOR THOMAS
                               SUPERVISOR TAYLOR
                               JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Kenny called the meeting of the County Clerk-Motor Vehicles (Including Historian) Committee to order at 11:06 a.m.

Motion was made by Mr. Belden, seconded by Mr. Strainer and carried unanimously to approve the minutes of the May 28, 2009 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pamela Vogel, Warren County Clerk, who distributed copies of the agenda to the Committee members; *a copy of which is on file with the minutes.*

Mrs. Vogel referred to the summary report from January through June 2009. She reported that the County Retention Fees by month for January through June was $211,262.99, with the remainder of July estimated to be $35,000.

Continuing, Mrs. Vogel stated that the seven month figure for revenue generated to the County from DMV retention fees was estimated at $246,712.77 and she stated, the year end estimated total figure would be in the range of $400,000 to $420,000.

Mrs. Vogel announced that the Civil Service Exam for Motor Vehicle Clerk would be held in September with results expected in October. She stated that she had hired a part-time employee at 25 to 27 hours per week with limited duties that served the express lane. She noted that the duties and responsibilities of the part-time position were very specific and allowed the express window to service a

limited variety of quick transactions. She said this assistance enabled the fully trained staff to handle all other transactions, many of which were complex and this staffing strategy would continue until funds were exhausted.

Referencing the Budget Performance Report, Mrs. Vogel reported that County Clerk Fees (A.1255) also included recording fees and fees from passports, pistol permits, and the DMV and she stated the total revenue for year-to-date transactions through June was approximately $645,000. She stated that Mortgage Tax (A.1256) included both additional and local Tax and was estimated at $930,389.26 for an estimated total revenue of $1,500,000. Mrs. Vogel noted that the final figures would be calculated within the next two weeks. She said the County Clerk and Mortgage Tax Fees for July were estimated at $118,000 and $194,000, respectively. She stated that the projected total revenue through July would be between 46 and 54 percent of the amount budgeted for 2009. Pertaining to expenditures, she stated that the County Clerk (A.1410) and Public Records (A.1665) had expended approximately 55 percent of the amount budgeted for 2009.

Addressing overtime, Mrs. Vogel stated that supervisory coverage was needed for vacations in the Department of Motor Vehicles and $2,000 had been appropriated in the 2009 budget for such. She advised that $1,206.24 had been expended on overtime thus far.

Chairman Monroe asked what accounted for the significant difference between the total revenue for the prior year ($2,462,633) and the total revenue/amended budget ($3,450,000) for 2009. Mrs. Vogel explained that the increase in the Mortgage Tax accounted for the difference of approximately $1,000,000.

Pertaining to the services provided by the County Clerk's Office, Mrs. Vogel apprised that reporting and filing was required by New York State, the Department of State and the New York State Notaries. She stated that the County Clerk's Office had many responsibilities, many of which served the needs of other County Departments, such as Real Property Tax Services, the Department of Social Services, the County Attorney and Planning Departments. Additionally, she said, her Office served the tax foreclosure group and the New York State Adirondack Park Agency (NYS APA), as well as County departments that required the printing services of the County Clerk which did not include chargebacks. Mrs. Vogel noted that this department performed large format scanning functions for flood maps, sewer and water lines, etc. Many maps, she said, were placed on format for GIS for which there were 280 files in all. Mrs. Vogel noted that some mapping was also required by the Purchasing Department to be included with bids. She stated

that the Building Code Enforcement Office had formatting requirements and they had begun to use remote access for County land record documents for which the Department of Social Services (DSS) also had full access. She informed that the Real Property Tax Services Department also had full remote access whereby early challenges were replaced with the full utilization of the system as a result of minor changes in procedure. In concluding, Mrs. Vogel stated that the Records Management Program was a comprehensive service provided to all County Departments and the Courts.

Addressing the Local Government Records Management Improvement Fund (LGRMIF) Grant, Mrs. Vogel stated that a notice of award had not yet been received from the New York State Division of Budget at this time. The award letter, she stated, would indicate the exact amount of the award and would amend the County Budget.

Mr. Geraghty expounded that with one full-time position unfilled, and the addition of a part-time staff person, any revenue generated by the part-time staff could justify a transfer of funds from full-time salaries to part-time salaries; thereby sustaining the part-time position. Mrs. Vogel stated that she would look closely at the figures in that regard.

As there was no further business to come before the County Clerk-Motor Vehicles Committee, on motion made by Mr. Sheehan and seconded by Mr. Belden , Mr. Kenny adjourned the meeting at 11:22 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist