

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

**Warren County Clerk – DMV Committee Meeting
 January 27, 2010 ~ 9:30 a.m. ~ Agenda Detail**

1.) Old Business:

A. DMV Staffing: Results have been received from the Civil Service MV License Reg. Clerk Exam (w/performance test); Eligible list issued; interviews conducted; and appointments made from approved Notices to Fill. Employees are in place as of this date.

B. Mortgage Tax Expense:

Potential source of revenue pursuant to NYS Tax Law Section 262, discussed Oct 28, 2009. Budget Process hampered ability to have separate meeting with Attorney's Office; however, an examination of one county's Expense statement and Semi-Annual Distribution reveals distribution of expense proportionate to each town (not equally distributed as was previously believed). Additional follow-up can be done if so desired.

2.) New Business:

A. Travel Approval: A.1410.444

NYS Association of County Clerks – Annual Legislative Conference @ Albany: 1/31 & 2/1/2010; No overnite, no county vehicle; Expense: Registration Fees & Meals.

NYS Regional Advisory Council - State Archives @ Johnstown, NY: 3/11/2010. Co. Vehicle.

B. Amendment of County Budget 2010: A.1460 Appropriation, A.3060 Revenue LGRMIF Grant

To suspend funds (unused) from 2009 Budget for LGRMIF 2009-2010 (Res. 741 of 2008; 2009 budget amendment ; suspend based on 50% of adjusted award - \$ 32,852).

Project will proceed only with the receipt of the funds by Co.Treasurer.

C. Budget Performance: Examination of expenses and revenue: % generated or expended against original budgets.

Revenue Code:	2007	2008	2009
A.1255 Clerk/DMVFees	106%	96%	102%
A.1256 Mortgage Tax	140%	66%	90% (in Nov. was 80%)
Revenue Totals:	124%	76%	94%

Appropriation Codes:

Total Expenditures	95%	95%	89%
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Note 1: 2009 Unexpended Funds for County Clerk & Public Records Combined: A1410 and A1665: 89% (\$ 99,653.07 ie: balance largely due to vacancies , unpaid medical leaves (24 mos); conservative & controlled spending; finalized 1/2010)

Note 2: 2009 Counter Receipts and Related Fees Handled:

County Clerk Counter Receipts:	\$ 10,005,425.28
DMV Counter Receipts	3,272,599.57
Passport Fees – Direct to US Dept. of State(handled)	78,593.05
IT 2663 (handled) – Direct to NYS Income Tax	695,261.51
IRS Direct Deposit to Clerk	8,640.00
Interest from Accounts (6)	2,797.36
Total:	14,063,316.77

Note 3: 2009 Revenue Distribution for Warren County from County Clerk:

A. 1255 (Clerk/DMVFees):	\$ 1,322,845.27
A. 1256 Mortgage Tax	\$ 1,925,092.59
Basic Mtg Tax Collected for Mun. (078)	<u>\$ 2,007,641.94</u> (Semi Annual Dist.)
Total:	<u>\$ 5,255,579.80</u>

Unexpended Appropriations	<u>\$ 99,653.07</u> * to be finalized 1/2010
Total:	<u>\$ 5,355,232.87</u>

D. Notices to Fill: Vacancy (previously tabled) and Newly-Announced Retirement). Positions are in the Salary Schedule , Table of Organization, and included in the Warren County Budget for 2010. A1665.110, Dept. 22 – Mandated, Essential Services.

Recording Clerk: Gr. 7 Civil Service (\$ 28,532 base new hire) Note: Amount will be less than the 2010 adopted budget/salary schedule: decreased \$ 3,812). Vacancy as of Sept. 1, 2009; not sent to BOS.

Duties are essential to recording/filing process: Concentration on computerized indexing and digital imaging duties to finalize recording/filing process as set forth by law; generates required reports for verification to ensure accuracy of recording or filing; maneuvers between multi-moduled system, 14 separate data sets; assists public in accessing documents within the office (hard copy or computerized) as needed; services faxed, telephone and written requests (RR: 800 calls/mo.) Knowledge of legal and real property terminology required. Test: March 6, 2010.

Sr. Recording Clerk: Gr. 10 Civil Service(\$ 36,226-\$38,430). Recently announced retirement effective 2/19/2010; Promotional, must be filled from within the department; minimum 4 years experience in the Clerk's Office for appointment. Appt. will result in backfill.

Duties are essential to recording/filing process: Performs Recording Clerk duties: ie: Concentration on Indexing & Imaging Duties as part of the recording/filing process, set forth in law (working supervisor) – see Recording Clerk above. Additional supervisory duties include: plans, assigns, verifies processing, indexing, recording & filing of legal documents; instructs subordinates in specialized details of duties; establishes & maintains schedule of activities to ensure timely completion of process; assists Clerk in developing office procedures, guidelines, training tools, forms and ensure that all procedures and policy (by Clerk or by Statute) are implemented by staff/unit; oversees Public Records Room including equipment maintenance, service, repair, supply inventory (19 stations) , facility maintenance; Produces Weekly, Monthly, Annual Reports/Update; written & electronic versions of Index & Image for vendor; Assists with Account Billing, verification as needed for all backfile conversion projects.

Rationale:

1. Legal Mandates & Obligations: The Clerk's Office duties, responsibilities, and procedures for recording and filing of legal and real property documents are set forth in the NYS Constitution and in no less than 50 sections of law: CPLR, Real Property, Tax , Corporation, Public Officers et al.

"Office of County Clerk is created by the Constitution and Laws of NYS and the duty of making and keeping records of conveyances is enjoined in law, not for the benefit of the county or its inhabitants, but for the public at large". County Law, Sec. 525 Notes.

County Law Art. 12 Sec. 525: County provides necessary equipment & means for recording, filing, depositing, indexing all documents. Sec 525 Notes: "

RPL Article 9: Clerical help necessary to carry out provisions of law (Sec. 316a13); Board funding to carry out law(Sec. 316a12); Fulfill indexing duties in a practicable time (Sec. 316 a 5); Order of recording and time addressed by RPL 317, 319.

CPLR Art 1-8-: Civil Practice Rules, Procedures, Fees.

2. Volume/Activity/Statistics: 2009 Activity (specific to these positions/public record keeping) as follows (*for more detail: See Warren County Clerk Website, "By the Numbers."*)

Volume: 59,670 documents/14 Data Sets. 20 step process followed daily to accomplish duties in a timely manner as per statute. By Date/By Data Set. Court – 11 % increase over 2008, 22% over 2007.

Case File Retrieval for Index/Image Process: 6,400-7,000 case files retrieved annually in order to advance to index/imaging. Daily: 25-28 files per day/av. 58-65 documents, **55,527 pgs.**; all refiled.

Indexing: 48,990 party names indexed (30,000 RP; 5100 in Courts); Field Entries (Detail) varies w/each data set/document type (5–14 fields/ doc.), Minutes to Civil Action Court File: **13,524 action lines/ 19,327 documents.**

A. 1665.110 Dept. 22 – Assistant Records Manager (Gr. 8 – Civil Service -\$ 29,710) due to promotion to Sr. Recording Clerk (Gr. 10). Appointment with successful examination.

Position duties and responsibilities : Responsible for the electronic records component of the RSC and jointly assists the Records Manager in performing all duties associated with the operation of Records Storage Center, central repository for all county inactive, permanent and archival records, as set forth by Resolution : 1990 including:

- 3 secure storage vaults
- 13,788 cf of records – representing all county departments: BOS, Public Health, DSS, Court, Probation, Sheriff et al – approx. 35 departments.
- Transfer in according to approved procedures – 1235 cf per year
- Oversight and Disposition of 1000 cf records per year – Confidential Destruction – as per NYS Retention & Disposition , CO-2 Rev. ,OCA
- Retrieval of 2601 files per year (95 % for county departments); Refiling/Return/Refiling of same.
- Large Format Imaging – Preparation, Index, Quality Control, Final Verification

Warren County Clerk Closed Supreme Court Case Files - annually 1300 files/ 40 cf/80,000 pages for imaging; Index Entry – av. 16 action lines per file to create tag to image.estimate: 25 min per file/approx. 540 hours staff time.

Map File Imaging for County Clerk – New Filings – estimate 167 per year, reports and indexes generated for distribution to municipal assessor and planning boards.

Digital Maps Created at the request of county departments: Including Planning/GIS, Board of Supervisors, Purchasing, County Attorney, Code Enforcement, Buildings & Ground,Local Municipalities: Lake Luzerne, Chester, Glens Falls: : File Creation, Scan, Quality Control, Electronic Delivery – 483 files maintained by RSC.

- Verification of microfilmed case files (format prior to current 2010 imaging procedures, estimated 50,000 pages per year (currently 1995-96 files being verified prior to obtaining OCA approval for disposition; Maintenance of Master File of 3000 rolls of microfilm, storage at Iron Mt (Pennsylvania), as well as diazo, duplicate storage at Warren County for reference.
- Verification of County Clerk Backfile Conversion – ongoing – currently 1980 back to 1978 - est. 4000 prior to upload to 20/20 and internet.
- Oversees Volunteer Activities for Archival Preservation

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- _____ hereby authorizes Pam Vogel
(Supervisory Committee) (Employee Name)

to attend NYS Regional Archives Meeting (RAC-Reg. IV

(Name of meeting or organization)

at Johnstown, NY - Fulton Montgomery Community College

(Address)

on 3/11/2010 . Mode of transportation to be used county veh.
(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 \$ _____ GSA * Rate \$ _____
 - Meal costs - GSA *per diem rate \$ _____
- *www.gsa.gov

Date: 1/25/2010 _____ *Pamela F. Vogel*
Department Head Signature

Date: 1/27/10 _____ *[Signature]*
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

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 Pam Vogel, Jody Ross

 (Supervisory Committee) (Employee Name)

to attend NYS Association of County Clerk's

 (Name of meeting or organization)

at Albany, NY

 (Address)

on 1/31, 2/1/2010. Mode of transportation to be used county

 (Dates) (County Vehicle or Mass Transportation)

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

If not avail, will use mine at no charge to county.

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 \$ 0 GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ / _____

*www.gsa.gov

Date: 1/25/2010

Department Head Signature

Date: 1/27/10

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

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: 1/26/2010

(a) Purpose of Amendment: To amend 2010 budget to accept unused funds from 2009 Warren Co. Budget for LGRMIF awarded to Warren County for 2009-2010 cycle. Delayed use until receipt of payment.

(b) Appropriation Code (with title), Object Code (with title) and Amount:

A.1460.130	Records Management Project	\$ 8,750
A. 1460.425	Reproduction	23,432
A.1460.830	Social Security	543
A.1460.831	Medicare	127
TOTAL:		\$ 32,852

(c) Revenue Code (with title), and Amount: Records Mgt A. 3060 \$ 32,852

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 Public Records

Title of Position Assistant Rec Mgr

Base salary \$ 29710.

Budget code and title A1665110

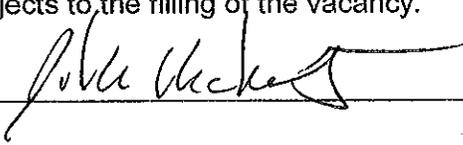
This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No. 10044

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee County Clerk Date 1/27/10

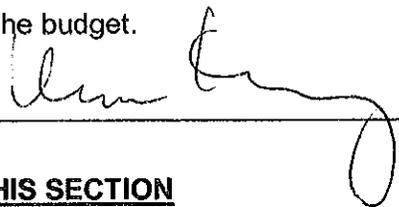
- The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Clerk Date 1/27/10

- 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 _____

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 Public Records

Title of Position Recording Clerk

Base salary \$ 28,532

Budget code and title A1665110

This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No. 10875

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee County Clerk Date 1-27-2010

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

Commissioner Signature *[Handwritten Signature]*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Clerk Date 1/27/10

- 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 *[Handwritten 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 _____

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 Public Records

Title of Position Sr. Recording Clerk

Base salary \$36,226- 38,430

Budget code and title A1665110

This position is vacated due to: Retirement Resignation Termination Promotion
 Other

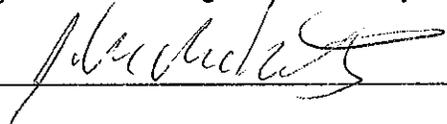
Employee No. 9755 (Current salary based on 10 years service; min. 4 yrs for promotional fill)

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee County Clerk Date 1-27-2010

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

The Commissioner objects to the filling of the vacancy.

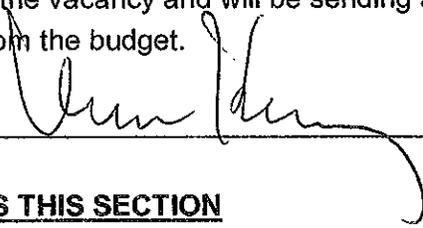
Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Clerk Date 1/27/10

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 _____