

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

Warren County Clerk/DMV Committee Meeting - Agenda
Sept. 30, 2010 – 9:30 am.

- 1.) **DMV Vacancy – Notice to Fill: MV Lic/Registration Clerk – Grade 6, Base: \$ 27,023**
Prompted by unanticipated resignation
Position is vital to providing service to public and balancing workload in DMV.
Total workdays per year: 249; employee vac/personal leave: 144 days; Without sick, we are already shortstaffed 58 % of service days. Multiple training not advisable.

Process: 44,650 transaction YTD (Jan-Aug); Projected Year End: 66,975
(2008 Transactions: 60,301; 2009: 62,766)

Total Salaries DMV (Supervisor, Sr. Examiner, Sr. Account Clerk, 6 MV Lic Reg.): \$ 289,887

Total Annual Revenue to Warren County by transactions : YTD (Jan.1-Sept.28): \$ 379,060.98
2008 Rev: \$ 379,450.10
2009 Rev.: \$ 444,028.06
2010 Rev. Projected: Could reach \$ 500,000. (Oct-Dec)

DMV Revenue exceeds cost of operation/salaries. Supports county budget; relief to taxpayer.
- 2.) **Transfer of Funds: \$ 2100 from .4 codes to A1410.220. Purchase of secure cabinet for Pistol Permits; advised by Budget Committee to do this in 2010 out of any available funds. Cabinet will provide for 5 year growth.**
- 3.) **Employees (2) to attend Notary Public Workshop at ACC (3 ½ hrs) Approval requested. Funds available in A1410.444. \$ 170 total. (County Law: Section 534).**
- 4.) **Resolution to submit LGRMIF Grant Application Feb. 1, 2010 (2011-2012). Based on prior reso. 741 of 2008).**
- 5.) **County Historian Update: Position posted with deadline of 9/27. Applications to Human Resources; 10 applications received. Determine review panel: Paul Dusek, Todd Lunt, Committee Chair, Other committee member, County Clerk, Records Mgr., Other. Would like to fill by end of Oct. 2010.**

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

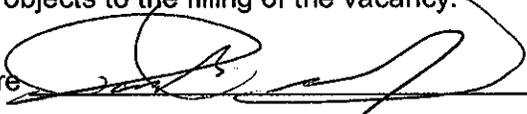
Department County Clerk/DMV
Title of Position Motor Vehicle Lic Reg Clerk Base salary \$ 27,023
Budget code and title A1410110
This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No. 11416

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee County Clerk Date _____

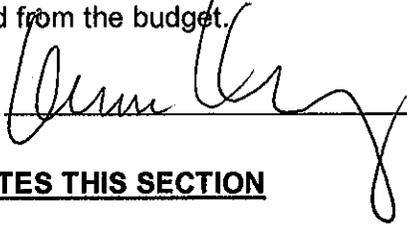
- The Commissioner has no objection to the filling of the vacancy.
- The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Clerk Date 9/30/10

- 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. 10

Request for Transfer of Funds

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

FROM: Pamela J. Vogel

Name of Department County Clerk/DMV

SIGNED:  DATE: 9/29/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410.410	Supplies	A.1410.220	Office Equipment	\$ 500.00
A.1410.421	Equip Rental	A.1410.220	Office Equipment	300.00
A.1410.424	Postage	A.1410.220	Office Equipment	300.00
A.1410.425	Reproduction	A.1410.220	Office Equipment	500.00
A.1410.426	Subscriptions	A.1410.220	Office Equipment	100.00
A.1410.427	Memberships	A.1410.220	Office Equipment	50.00
A.1410.439	Miscellaneous Fees	A.1410.220	Office Equipment	13.00
A.1665.410	Supplies	A.1410.220	Office Equipment	337.00

Please state reason for transfers requested:

To balance equipment account to accommodate purchase secure, locking cabinet for Pistol Permit case files in accordance with standard Rec. Mgt Procedures and Penal Code. Anticipate meeting office needs/growth: 5-7 years. Budget Committee/Officer recommended purchasing in 2010, from available funds as described above.

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.

1511

RESOLUTION REQUEST FORM NO. 19

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

1. Employee=s Name: Christine Latham and Jane Mackintosh

2. Position: Legal Recording Clerk & Recording Clerk
County Clerk/Public Records
3. Department:

4. Course Title: Notary Public Workshop

5. Institution or School: ACC Continuing Education

6. How Course Relates to Current Position: County Clerks are required to provide notary services without charge to the Public. Clerk notaries are exempt from NYS Dept of State exam fee & application . (County Law Section 534)

7. Starting Date: Nov. 17, 2010
8. Completion Date: Nov. 17,2010

9. Cost: \$ 85 per person - \$ 170 total A1410444

- 10: Employee=s Signature: _____ Date: _____

11. Supervisor=s Comments (Approval/Denial)

Supervisor=s Signature: _____ Date: _____

12. Department Head=s Comments (Approval/Denial) Approve

Department Head=s Signature: _____ Date: _____

13. Committee=s Recommendation:

Committee Chairman Signature: _____ Date: _____

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: County Clerk

DATE: 9/29/2010

- (a) Purpose of Request: To authorize County Clerk to submit grant application for LGRMIF grant 2011-2012 cycle (as per sample 741 of 2008)
- (b) Details: See sample
- (c) Previous Resolution Number: 741 of 2008
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: If awarded, funds will be appropriated under A.1460 (appropriation) and revenue received (grant award) under A.3060.

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION NO. 741 OF 2008

Resolution introduced by Supervisors Kenny, Belden, Sheehan, Bentley and O'Connor

AUTHORIZING SUBMISSION OF APPLICATION BY WARREN COUNTY CLERK FOR GRANT FUNDS FROM LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND OF NEW YORK STATE ARCHIVES AND RECORDS ADMINISTRATION/NEW YORK STATE EDUCATION DEPARTMENT FOR ~~2009-~~ 2011-2012 ~~2010-~~ COUNTY CLERK

WHEREAS, the Commissioner of Education is offering Local Government Records Management Improvement Fund (LGRMIF) grants from the New York State Archives and Records Administration of the State Education Department for Records Management Improvement Projects within the counties of New York State for ~~2009-~~ ²⁰¹¹⁻²⁰¹² ~~2010,~~ and

WHEREAS, in order to receive such grant funds, applications must be submitted to the New York State Grants Administration Unit by ^{Feb 1, 2011 ~~2010~~} ~~February 2, 2009,~~ and

WHEREAS, Warren County applied for and received grants from the LGRMIF in 1991 through ²⁰⁰⁹ ~~2008~~ grant cycle for records management activities, and

WHEREAS, Warren County has been successful in its direction of all activities ~~since 1991~~ funded by the LGRMIF in ~~1991 through 2008,~~ and

WHEREAS, Warren County seeks to continue its records management improvement efforts and activities in ways that will be to the benefit of Warren County, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute and submit applications for individual, special initiative, *shared,* cooperative, and/or disaster LGRMIF grants from the New York State Archives and Records Administration of the State Education Department under the direction of the

Warren County Clerk's Office for the cycle of ²⁰¹¹⁻²⁰¹²~~2009-2010~~, and be it further

RESOLVED, that upon notification of the award of said grant funds, the Chairman of the Board of Supervisors be, and hereby is, authorized and directed to execute a maximum of ^{??}~~two (2)~~ grant agreements on behalf of the County of Warren with the Grants Administration and Support Unit, Local Government Records Bureau, State Archives and Records Administration, Room 9A81, Cultural Education Center, Albany, New York 12230, for the receipt of grant funds in the maximum amount not to exceed Seventy-Five Thousand Dollars (\$75,000) for each individual or special initiative grant, One Hundred Twenty-Five Thousand Dollars ^{\$ 100,000}~~(\$125,000)~~ for a cooperative grant, and/or Twenty Thousand Dollars (\$20,000) for each disaster grant, in the form approved by the County Attorney, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute all related documents specific to the grant awards, including but not limited to extension agreements and/or amendment agreements, and be it further

RESOLVED, that said grants are contingent upon the granting of a waiver from current expenditure restrictions, if any, by the New York State Division of the Budget, and be it further

RESOLVED, that said grant agreement(s) shall be deemed executory only to the extent of monies available to the County for the performance of the terms hereof and no liability on account thereof shall be incurred by the County beyond monies available to or appropriated by the County for the purpose of the grant agreement(s) and that