

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Clerk  
BUDGET ACCOUNT CODE: A.1410

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$678,485.55	\$707,144.00	\$707,144.00	\$706,243.00
200's EQUIPMENT	\$470.68	\$500.00	\$6,570.00	\$500.00
400's CONTRACTUAL	\$101,481.23	\$104,325.00	\$102,425.00	\$103,491.00
800's EMPLOYEE BENEFITS	\$368,879.74	\$365,869.00	\$365,869.00	\$370,467.00
TOTALS	\$1,149,317.20	\$1,177,838.00	\$1,182,008.00	\$1,180,701.00

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$3,852,137.72	\$3,475,000.00	\$3,475,000.00	\$3,455,000.00

SIGNED:

*Samela J. Vogel*  
DEPARTMENT HEAD

TITLE:

*Warren Co. Clerk*

DATE:

9-13-2019

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
	REVENUE					
	Department 1410 - County Clerk					
	Non-Property Tax Items					
1136	Automobile Use Tax	483,780.74	480,000.00	480,000.00	290,678.08	480,000.00
	Comments					
	Level					
	Departmental Request					
						Warren Co. Auto Use Tax reflects an increase in registrations beginning Mar-June 2019, with average monthly revenue ytd at \$ 41,000 Should meet and possibly exceed projected/budgeted amount. However, recommend conservative approach. Maintain estimated revenue as is: \$ 480,000.
	<i>Non-Property Tax Items Totals</i>	\$483,780.74	\$480,000.00	\$480,000.00	\$290,678.08	\$480,000.00
	<i>Departmental Income</i>					
1255	County Clerks Fees	1,323,305.57	1,250,000.00	1,250,000.00	760,345.35	1,250,000.00
	Comments					
	Level					
	Departmental Request					
						Revenue account represents fees from Co. Clerk recording/filing as well as DMV retention for work done in office, small amount from online. Current av ytd: \$ 107000 per mo. Potential modest gain for 2019. Recommend maintain revenue as is. \$ 1,250,000
1256	Mortgage Tax	2,000,335.09	1,700,000.00	1,700,000.00	797,238.11	1,680,000.00
	Comments					
	Level					
	Departmental Request					
						Warren Co. has collected both Additional Tax and Local Tax since 2008. An omission by NYS Legislature in 2018 delayed collection of the Local Tax for 1st Q 2019; Combined Local and Additional Tax collected April - Aug average approx. \$ 156,000 per mo. Remain conservative in approaching Mortgage Tax for 2020. Projected Rev.: \$ 1,680,000 for MT 2020.
1259	Clerk Internet Sales	44,716.32	45,000.00	45,000.00	26,756.40	45,000.00
	Comments					
	Level					
	Departmental Request					
						Revenue is generated from online document sale thru IQS contract - WC 10-13; extended 2019-101. On track to meet 2019 projections. Recommend revenue budget for 2020 maintain as is: \$ 45,000.
	<i>Departmental Income Totals</i>	\$3,368,356.98	\$2,995,000.00	\$2,995,000.00	\$1,584,339.86	\$2,975,000.00
	Department 1410 - County Clerk Totals	\$3,852,137.72	\$3,475,000.00	\$3,475,000.00	\$1,875,017.94	\$3,455,000.00
	REVENUE TOTALS	\$3,852,137.72	\$3,475,000.00	\$3,475,000.00	\$1,875,017.94	\$3,455,000.00

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1410 - County Clerk						
Personal Services						
110	Salaries - Regular	660,169.04	682,450.00	677,450.00	426,039.29	681,549.00
	Comments					
	Level					
	Departmental Request	Respectfully request re-examination of grade status as part of contract negotiations. Last grade change 2007; positions reduced or consolidated c. 2010-2012; parity needed within county Civil Service table. Includes significant Legal confidentiality responsibilities/specialized EDMS, deputy/certification status-WC, NYS DOS, US DOS, Notaries. Affected positions: 8 Co. Clerk/Pub Rec combined. See attached staff letter to union. Also: organizational chg-DMV, chg 1 MV Clerk to Sr. MV Examiner- Gr8 to Gr10.				
120	Salaries - Overtime	1,854.62	2,700.00	7,700.00	6,488.82	2,700.00
	Comments					
	Level					
	Departmental Request	DMV is experiencing unprecedented volume which should continue thru late 2020 due to Fed Real ID and NYS EDL requirements. Revenue on increase; vacancies should be filled by early 2020; OT returned to 2019 Adopted budget: \$ 2700.				
130	Salaries - Part Time	16,461.89	21,994.00	21,994.00	4,999.82	21,994.00
	Comments					
	Level					
	Departmental Request	Clerk PT includes PT DMV position @ \$ 17494 (1040 hr-edit & welcome window) & temp position (Clk and DMV; backfile imaging as necessary (\$ 4500). No change.				
<i>Personal Services Totals</i>		\$678,485.55	\$707,144.00	\$707,144.00	\$437,527.93	\$706,243.00
<i>Equipment</i>						
210	Furniture/Furnishings	.00	.00	1,900.00	.00	.00
220	Office Equipment	470.68	500.00	3,070.00	54.00	500.00
	Comments					
	Level					
	Departmental Request	Appropriation requested for equipment supplies (\$ 500) : staplers, calculators as needed for DMV/Co. Clerk. Request reflects no change from 2020. Carryover from prior year for DMV processing equipment anticipated.				
220.1	Office Equipment - Reserve	.00	.00	1,600.00	1,595.00	.00
<i>Equipment Totals</i>		\$470.68	\$500.00	\$6,570.00	\$1,649.00	\$500.00
<i>Contractual Expense</i>						
410	Supplies	7,713.21	8,750.00	8,750.00	5,979.44	8,500.00
	Comments					
	Level					
	Departmental Request	Request includes standard office supplies & consummables (toner, paper, barcode labels for ct/real property docs). Request \$8500 for 2020.				

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1410 - County Clerk					
	Contractual Expense					
422	Repair/Maint-Equipment	.00	1,000.00	.00	.00	650.00
	Comments					
	Level					
	Departmental Request					Anticipate replacement map copier thru reserve 2019-2020. Reduction due to warranty; maintenance for Court Clock & Paymaster included for 2020 request. Request: \$ 650.
423	Telephone	4,569.63	5,400.00	5,400.00	2,746.43	5,100.00
	Comments					
	Level					
	Departmental Request					Based on prior year, anticipate slight decrease in tel. expenses for 2019; 2020 request to reflect reduction. 2020 Request: \$ 5100.
424	Postage	11,032.33	12,000.00	12,000.00	5,871.37	13,000.00
	Comments					
	Level					
	Departmental Request					ERecording & Efilling having some positive impact on lowering monthly postage, however, USPS increases 2019 and potentially again in 2020, negate the impact of lower volumes. Moderate increase for 2020: \$ 13000.
425	Reproduction Expenses	73,404.00	72,000.00	72,000.00	44,279.20	72,000.00
	Comments					
	Level					
	Departmental Request					Contractual obligation for full service EDMS: receipting, imaging, report generation, indexing, pistol permit, web services, public pc's - WC 10-13, res. 182 of 2013, extension 2019-101. \$ 5967 per mo. Revenue generated by Clerk Internet Doc Sales received under A 1410 1259 - \$ 44,000 in 2018. On target for same in 2019. No change to budget.
426	Subscriptions	2,517.96	2,850.00	1,950.00	285.75	2,000.00
	Comments					
	Level					
	Departmental Request					Request includes Lexus Nexus & DMV annual updates, ID volumes; however, anticipate reduction in Lexus Nexus/Legal due to increased use of online resources. 2020 Request: \$ 2000.
427	Memberships & Dues	300.00	300.00	300.00	300.00	300.00
428	Data Processing & Internet Fees	264.00	300.00	300.00	264.00	216.00
	Comments					
	Level					
	Departmental Request					Based on notification from IT, internet fees will decrease in 2020 from \$66 to \$ 54 per user. 2020 reflects this decrease. Request: \$ 216.

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1410 - County Clerk					
	Contractual Expense					
436	Advertising Fees	357.50	500.00	500.00	357.50	500.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	Appropriation for Return the Favor Military Service recognition; also misc. legal ads if applicable. No change for 2020.					
439	Misc Fees & Expenses	297.00	225.00	225.00	.00	225.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	With DMV at Full Staff in 2020, anticipate fingerprinting/background checks for newest employees, in compliance with Fed Real ID and NYS EDL requirements. 2020 Request: No change.					
444	Travel/Education/Conference	1,025.60	1,000.00	1,000.00	522.00	1,000.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	Budgeted amount represents Clerk attendance at NYSACC conferences: legislative and bi-annual programs. Serves on Best Practices/Operations, Centennial, Records Mgt., Regional Chair. Clerk of the Year 2019. Budget Request: No change.					
	<i>Contractual Expense Totals</i>	\$101,481.23	\$104,325.00	\$102,425.00	\$60,605.69	\$103,491.00
	<i>Employee Benefits</i>					
810	Retirement	88,461.82	96,885.00	96,885.00	62,376.12	99,403.00
830	Social Security	39,261.66	43,842.00	43,842.00	25,154.57	43,786.00
831	Medicare Contribution	9,182.17	10,254.00	10,254.00	5,882.92	10,240.00
860	Hospitalization	156,071.77	165,404.00	165,404.00	113,026.15	171,807.00
865	Dental Insurance	3,034.70	2,904.00	2,904.00	1,978.65	2,904.00
	<i>Employee Benefits Totals</i>	\$296,012.12	\$319,289.00	\$319,289.00	\$208,418.41	\$328,140.00
	<i>Other Benefits</i>					
840	Workmen's Compensation	4,203.03	4,396.00	4,396.00	4,395.97	4,320.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	Based on WC Assessment for 2020, County Clerk WC budget will experience minor decrease for 2020: Request : \$ 4320.					
861	Retirees Hospitalization	66,961.34	39,934.00	39,934.00	23,744.16	36,507.00
862	Health Insurance Cost Reimbursement	1,703.25	2,250.00	2,250.00	750.00	1,500.00
	<i>Other Benefits Totals</i>	\$72,667.62	\$46,580.00	\$46,580.00	\$28,890.13	\$42,327.00
	Department 1410 - County Clerk Totals	\$1,149,317.20	\$1,177,838.00	\$1,182,008.00	\$737,091.16	\$1,180,701.00
	EXPENSE TOTALS	\$1,149,317.20	\$1,177,838.00	\$1,182,008.00	\$737,091.16	\$1,180,701.00

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund	A - General Totals					
	REVENUE TOTALS	\$3,852,137.72	\$3,475,000.00	\$3,475,000.00	\$1,875,017.94	\$3,455,000.00
	EXPENSE TOTALS	\$1,149,317.20	\$1,177,838.00	\$1,182,008.00	\$737,091.16	\$1,180,701.00
Fund	A - General Totals	\$2,702,820.52	\$2,297,162.00	\$2,292,992.00	\$1,137,926.78	\$2,274,299.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$3,852,137.72	\$3,475,000.00	\$3,475,000.00	\$1,875,017.94	\$3,455,000.00
	EXPENSE GRAND TOTALS	\$1,149,317.20	\$1,177,838.00	\$1,182,008.00	\$737,091.16	\$1,180,701.00
	Net Grand Totals	\$2,702,820.52	\$2,297,162.00	\$2,292,992.00	\$1,137,926.78	\$2,274,299.00

2020 Salary Schedule (Position Budgeting)  
County Clerk

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan. Grade & Rate	Ann. Grade & Rate				
13306	Bruno, Christine 08-00 / \$16.82	MV License/Reg Clerk #10 08-01 / \$17.10	\$35,433.00	Full Time	CSEA/FT	3/25/2019
12428	Conte, Christine 08-06 / \$19.67	MV License/Reg Clerk #2 08-07 / \$19.67	\$40,922.00	Full Time	CSEA/FT	9/30/2013
11443	Conway, Jamie 08-11 / \$20.97	MV LIC/REG CLERK #8 08-12 / \$20.97	\$43,611.00	Full Time	CSEA/FT	4/14/2008
8240	Corcoran, Ann 15-29 / \$25.59	MV Supervisor 15-30 / \$25.83	\$53,253.00	Full Time	CSEA/FT	12/17/1990
11984	French, Lucinda 07-08 / \$18.91	Legal Recording Clerk 07-09 / \$18.91	\$39,324.00	Full Time	CSEA/FT	8/8/2011
11708	Latham, Christine 07-10 / \$20.21	Legal Record Clerk <i>Sr legal - \$</i> 07-11 / \$20.21	<i>45341</i> \$42,036.00 <i>now → 47959 (10yr Ann in 2020)</i>	Full Time	CSEA/FT	10/19/2009
12872	Linehan, Suanne N/A / \$29.39	1st Deputy County Clerk N/A / \$29.39	\$53,482.00	Full Time	Appointed F/T	1/1/2016
9975	Mundell, Claudia 07-20 / \$20.69	Recording Clerk #1 07-21 / \$20.69	\$43,036.00	Full Time	CSEA/FT	10/4/1999
8891	Ryther, Theresa <i>Dec'd</i> 12-25 / \$23.78	Senior Legal Recording Clerk <i>Dec'd</i> 12-26 / \$23.78	\$49,459.00	Full Time	CSEA/FT	2/7/1994
13021	Sherman, Patricia 08-02 / \$17.39	MV License/Reg Clerk #7 08-03 / \$17.69	\$36,658.00	Full Time	CSEA/FT	3/27/2017
7810	Smith, Sandra 10-30 / \$23.37	Principal Account Clerk N/A / \$23.37	\$48,615.00	Full Time	CSEA/FT	4/24/1989
11067	Van Dorn, Cindy 10-13 / \$22.41	Senior MV Examiner 10-14 / \$22.41	\$46,615.00	Full Time	CSEA/FT	3/6/2006
1553	Vogel, Pamela N/A / \$44.24	County Clerk N/A / \$44.24	\$80,517.00	Elected	Elected/FT	1/8/1990

N/A / \$0.00	County Clerk Over Time	\$2,700.00	
	N/A / \$0.00		
	County Clerk Part Time Help	\$4,500.00	
N/A / \$0.00	N/A / \$0.00		
	MV License/Reg Clerk - PT	\$17,494.00	
08-00 / \$16.82	N/A / \$16.82		
	MV License/Reg Clerk #1	\$34,988.00	Peter Rivers returned/reinstated # 347436 (9-11-2019)
08-00 / \$16.82	N/A / \$16.82		
	Recording Clerk #2	\$33,600.00	Mark Graham apptd # 34767 (8-26-2019)
07-00 / \$16.15	N/A / \$16.15		
	Vac. legal Rec Clerk - 18 <sup>33600</sup> <del>33800</del>	\$706,243.00	(C. Latham moved to Sr legal)

WC: 2020



2020 Assessments	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2020 Total Assessment	Year 2019 Total Assessment
Participant:						
Towns/Village/City:						
Glens Falls	\$ 51,702.33	\$ -	\$ -	\$ 177,375.97	\$ 229,078.30	\$ 271,184.73
Bolton	\$ 8,644.14	\$ -	\$ -	\$ 19,597.18	\$ 28,241.32	\$ 29,515.89
Chester	\$ 8,004.67	\$ -	\$ -	\$ 6,712.82	\$ 14,717.50	\$ 14,022.40
Hague	\$ 3,263.14	\$ -	\$ -	\$ 5,042.35	\$ 8,305.48	\$ 9,273.42
Horicon	\$ 4,974.63	\$ -	\$ -	\$ 13,427.66	\$ 18,402.29	\$ 12,782.05
Johnsburg	\$ 5,655.48	\$ -	\$ -	\$ 36,106.96	\$ 41,762.44	\$ 39,650.24
Lake George	\$ 10,974.63	\$ -	\$ -	\$ 21,004.88	\$ 31,979.51	\$ 31,367.88
Luzerne	\$ 5,808.14	\$ -	\$ -	\$ 16,214.29	\$ 22,022.44	\$ 34,395.92
Stony Creek	\$ 2,797.23	\$ -	\$ -	\$ 3,121.86	\$ 5,919.09	\$ 8,688.24
Thurman	\$ 2,419.10	\$ -	\$ -	\$ 10,483.30	\$ 12,902.40	\$ 14,257.45
Warrensburg	\$ 6,416.56	\$ -	\$ -	\$ 11,552.11	\$ 17,968.68	\$ 20,437.75
Village of Lake George	\$ 7,347.59	\$ -	\$ -	\$ 26,912.93	\$ 34,260.51	\$ 36,417.80
Other than Towns:						
SUNY Adirondack	\$ 93,389.22	\$ -	\$ -	\$ 12,427.40	\$ 105,816.62	\$ 113,866.64
Crandall Library	\$ 9,594.46	\$ -	\$ -	\$ 854.23	\$ 10,448.70	\$ 11,322.62
LG/LC Regional Planning	\$ 1,462.09	\$ -	\$ -	\$ 137.85	\$ 1,599.93	\$ 1,812.98
County Departments:						
WC Administrator	\$ 1,351.78	\$ -	\$ -	\$ -	\$ 1,351.78	\$ 1,178.22
WC Attorney	\$ 1,477.04	\$ -	\$ -	\$ -	\$ 1,477.04	\$ 1,160.25
WC Auditor	\$ 461.78	\$ -	\$ -	\$ -	\$ 461.78	\$ 466.49
WC Bd of Elections	\$ 1,410.41	\$ -	\$ -	\$ 6,279.73	\$ 7,690.14	\$ 9,925.42
WC Bldg Codes	\$ 1,418.86	\$ -	\$ -	\$ 3,213.16	\$ 4,632.02	\$ 5,106.48
WC Civil Service	\$ 873.72	\$ -	\$ -	\$ 0.00	\$ 873.72	\$ 893.32
WC Clerk	\$ 4,155.01	\$ -	\$ -	\$ 164.90	\$ 4,319.91	\$ 4,395.97
WC Data Processing	\$ 2,807.54	\$ -	\$ -	\$ 6.84	\$ 2,814.39	\$ 2,643.39
WC District Attorney	\$ 5,591.63	\$ -	\$ -	\$ 26.44	\$ 5,618.07	\$ 5,835.56
WC DPW	\$ 20,594.05	\$ -	\$ -	\$ 75,029.84	\$ 95,623.89	\$ 109,158.76
WC DPW - Airport	\$ 779.60	\$ -	\$ -	\$ 134.28	\$ 913.88	\$ 1,184.24
WC DPW - Bldg & Grounds	\$ 2,972.96	\$ -	\$ -	\$ 4,600.23	\$ 7,573.18	\$ 9,618.77
WC DPW - Up Yonda	\$ 727.34	\$ -	\$ -	\$ 853.18	\$ 1,580.52	\$ 1,720.30
WC E&T	\$ 2,265.98	\$ -	\$ -	\$ 6,039.02	\$ 8,305.00	\$ 8,618.38
WC Health Services	\$ 12,702.10	\$ -	\$ -	\$ 14,973.55	\$ 27,675.64	\$ 25,120.41
WC Historian	\$ 60.21	\$ -	\$ -	\$ -	\$ 60.21	\$ 68.59
WC Human Resources	\$ 624.33	\$ -	\$ -	\$ -	\$ 624.33	\$ 671.96
WC Legal Def	\$ 317.45	\$ -	\$ -	\$ -	\$ 317.45	\$ 352.26
WC Mail Room	\$ 197.51	\$ -	\$ -	\$ -	\$ 197.51	\$ 233.14
WC Mental Health	\$ 1,598.64	\$ -	\$ -	\$ -	\$ 1,598.64	\$ 1,859.29
WC OES	\$ 1,360.87	\$ -	\$ -	\$ 2,743.20	\$ 4,104.07	\$ 3,515.43
WC OFA	\$ 4,782.70	\$ -	\$ -	\$ 17,706.45	\$ 22,489.15	\$ 21,448.80
WC Planning	\$ 1,667.10	\$ -	\$ -	\$ -	\$ 1,667.10	\$ 1,716.93
WC Probation	\$ 5,028.65	\$ -	\$ -	\$ 3.56	\$ 5,032.21	\$ 5,789.92
WC Public Defender	\$ 3,380.56	\$ -	\$ -	\$ 545.53	\$ 3,926.09	\$ 4,112.16
WC Purchasing	\$ 802.71	\$ -	\$ -	\$ -	\$ 802.71	\$ 904.75
WC Real Property	\$ 1,119.97	\$ -	\$ -	\$ 84.84	\$ 1,204.81	\$ 1,260.91
WC Residential Hall	\$ 4,619.65	\$ -	\$ -	\$ 13,807.38	\$ 18,427.03	\$ 17,716.87
WC Self-Insurance	\$ 767.58	\$ -	\$ -	\$ -	\$ 767.58	\$ 841.30
WC Sheriff's Dept	\$ 39,858.48	\$ -	\$ -	\$ 57,879.22	\$ 97,737.70	\$ 91,085.59
WC Sheriff's Dept - Jail	\$ 28,153.72	\$ -	\$ -	\$ 77,405.79	\$ 105,559.50	\$ 108,292.99
WC Social Services	\$ 27,066.63	\$ -	\$ -	\$ 12,538.88	\$ 39,605.51	\$ 43,856.65
WC Soil & Water	\$ 1,555.70	\$ -	\$ -	\$ -	\$ 1,555.70	\$ 1,683.42
WC Supervisors	\$ 3,374.53	\$ -	\$ -	\$ 165.49	\$ 3,540.01	\$ 4,720.49
WC Tourism	\$ 1,869.90	\$ -	\$ -	\$ 116.35	\$ 1,986.25	\$ 2,283.44
WC Traffic Safety	\$ 116.04	\$ -	\$ -	\$ -	\$ 116.04	\$ 124.05
WC Treasurer	\$ 3,419.77	\$ -	\$ -	\$ -	\$ 3,419.77	\$ 3,625.71
WC Veterans	\$ 540.25	\$ -	\$ -	\$ 7,216.65	\$ 7,756.90	\$ 8,457.20
WC W/C	\$ 1,327.18	\$ -	\$ -	\$ 389.05	\$ 1,716.23	\$ 2,072.47
WC Wts and Meas	\$ 316.77	\$ -	\$ -	\$ -	\$ 316.77	\$ 321.07
Westmount	\$ -	\$ -	\$ -	\$ 56,931.73	\$ 56,931.73	\$ 69,541.84
Volunteers:						
Bakers Mills FD	\$ -	\$ -	\$ 557.19	\$ -	\$ 557.19	\$ 377.94

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

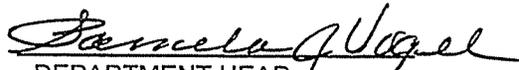
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Public Records  
BUDGET ACCOUNT CODE: A.1665

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$144,578.64	\$146,419.00	\$146,419.00	\$152,494.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$22,462.10	\$21,680.00	\$22,280.00	\$20,680.00
800's EMPLOYEE BENEFITS	\$79,485.34	\$73,211.00	\$73,211.00	\$75,991.00
TOTALS	\$246,526.08	\$241,310.00	\$241,910.00	\$249,165.00

SIGNED:

  
DEPARTMENT HEAD

TITLE:



DATE:

9-13-2019

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
<b>EXPENSE</b>						
Department 1665 - Public Records						
Personal Services						
110	Salaries - Regular	124,757.42	125,066.00	125,066.00	85,609.73	131,141.00
	Comments					
	Level					
	Departmental Request					
						Please see note: County Clerk 110: request from employees for re-examination of positions within dept. Co. Clerk and Pub. Records.
120	Salaries - Overtime	.00	200.00	200.00	.00	200.00
	Comments					
	Level					
	Departmental Request					
						Available for possible dept. staff meetings outside of business hours. No change for 2020.
130	Salaries - Part Time	19,821.22	21,153.00	21,153.00	13,436.50	21,153.00
	Comments					
	Level					
	Departmental Request					
						PT salaries represent Recording Clerk PT: 1000 hrs-current \$ 16153-reduced from FT c. 2012) and temporary salaries for backfile court file conversion and verification (\$ 5000. No change for 2020.
	<i>Personal Services Totals</i>	\$144,578.64	\$146,419.00	\$146,419.00	\$99,046.23	\$152,494.00
<i>Contractual Expense</i>						
410	Supplies	6,121.01	6,000.00	6,000.00	1,902.47	5,000.00
	Comments					
	Level					
	Departmental Request					
						Request includes standard & archival office supplies /consummables for Public Records Room and RSC: PC toner, MF cartridges, large format map paper(cartridges). Anticipated year end expenditures somewhat lower. Reduce by \$ 1000 to \$ 5000.
422	Repair/Maint-Equipment	.00	430.00	430.00	.00	430.00
	Comments					
	Level					
	Departmental Request					
						Request reflects maintenance on Cummins shredded required for in-house disposition: BOE, Public Health, and DMV audit records. Maintain as is.
425	Reproduction Expenses	16,341.09	15,250.00	15,850.00	1,011.51	15,250.00
	Comments					
	Level					
	Departmental Request					
						Request reflects RSC operations including: Archival Digital Program, Off-site storage MF Ct & Real Prop. (Iron Mt & IQS ), Annual Confidential Disposition of all county records via Confidata thru NYS. Maintain as is.
	<i>Contractual Expense Totals</i>	\$22,462.10	\$21,680.00	\$22,280.00	\$2,913.98	\$20,680.00
<i>Employee Benefits</i>						
810	Retirement	15,603.20	17,115.00	17,115.00	11,571.23	18,321.00
830	Social Security	8,413.76	9,078.00	9,078.00	5,722.19	9,453.00

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1665 - Public Records					
	Employee Benefits					
831	Medicare Contribution	1,967.73	2,123.00	2,123.00	1,338.26	2,212.00
860	Hospitalization	31,872.52	35,157.00	35,157.00	24,339.78	36,036.00
865	Dental Insurance	526.85	528.00	528.00	365.76	528.00
	<i>Employee Benefits Totals</i>	<i>\$58,384.06</i>	<i>\$64,001.00</i>	<i>\$64,001.00</i>	<i>\$43,337.22</i>	<i>\$66,550.00</i>
	<i>Other Benefits</i>					
861	Retirees Hospitalization	21,101.28	9,210.00	9,210.00	6,140.16	9,441.00
	<i>Other Benefits Totals</i>	<i>\$21,101.28</i>	<i>\$9,210.00</i>	<i>\$9,210.00</i>	<i>\$6,140.16</i>	<i>\$9,441.00</i>
	Department 1665 - Public Records Totals	\$246,526.08	\$241,310.00	\$241,910.00	\$151,437.59	\$249,165.00
	EXPENSE TOTALS	\$246,526.08	\$241,310.00	\$241,910.00	\$151,437.59	\$249,165.00
	Fund A - General Totals					
	EXPENSE TOTALS	\$246,526.08	\$241,310.00	\$241,910.00	\$151,437.59	\$249,165.00
	Fund A - General Totals	(\$246,526.08)	(\$241,310.00)	(\$241,910.00)	(\$151,437.59)	(\$249,165.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$246,526.08	\$241,310.00	\$241,910.00	\$151,437.59	\$249,165.00
	Net Grand Totals	(\$246,526.08)	(\$241,310.00)	(\$241,910.00)	(\$151,437.59)	(\$249,165.00)

2020 Salary Schedule (Position Budgeting)  
Public Records

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan. Grade & Rate	Ann. Grade & Rate				
13128	Campagnone, Nancy	Recording Clerk (1000 hrs) <i>Perm.</i>	\$16,153.00	Less than Half	Less P/T12/21/12	10/31/2017
	07-00 / \$16.15	N/A / \$16.15				
10044	McClenahan, Alison	Records Manager	\$52,599.00	Full Time	CSEA/FT	4/3/2000
	15-19 / \$25.11	15-20 / \$25.35				
11757	Raymond, Brian	Assistant Records Manager	\$42,990.00	Full Time	CSEA/FT	3/29/2010
	08-09 / \$19.67	08-10 / \$20.97				
12961	Ryan, Richard	Recording Clerk #3	\$35,552.00	Full Time	CSEA/FT	9/8/2016
	07-03 / \$17.00	07-04 / \$17.30				
		Public Records Over Time	\$200.00			
	N/A / \$0.00	N/A / \$0.00				
		Public Records Part Time <i>Phyllis Hess</i>	\$5,000.00			
	N/A / \$0.00	N/A / \$0.00				
		6	\$152,494.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Historian  
BUDGET ACCOUNT CODE: A.7510

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$12,298.26	\$12,656.00	\$12,656.00	\$12,656.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$699.25	\$2,140.00	\$2,140.00	\$1,120.00
800's EMPLOYEE BENEFITS	\$1,010.94	\$1,038.00	\$1,038.00	\$1,030.00
TOTALS	\$14,008.45	\$15,834.00	\$15,834.00	\$14,806.00

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$65.00	\$100.00	\$100.00	\$50.00

SIGNED: *Camela Vogel*  
DEPARTMENT HEAD  
TITLE: *Warren Co. Clerk*  
DATE: *9-13-2019*



Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
	EXPENSE					
	Department 7510 - Historian					
	Contractual Expense					
428	Data Processing & Internet Fees	86.17	95.00	95.00	108.34	80.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	Request reflect minor decrease as per IT notification of 2020 fees. Budget: \$ 80.					
444	Travel/Education/Conference	283.00	600.00	600.00	.00	600.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	Attendance at 2019 Fall conference anticipated. Budget based on 2019 amended: \$ 600.					
470	Contract	.00	1,000.00	1,000.00	.00	.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	Contract appropriations included as part of 2019 budget amendment. Not anticipated for 2020 budget.					
	Contractual Expense Totals	\$699.25	\$2,140.00	\$2,140.00	\$269.40	\$1,120.00
	Employee Benefits					
830	Social Security	762.49	785.00	785.00	533.79	785.00
831	Medicare Contribution	178.32	184.00	184.00	124.84	184.00
	Employee Benefits Totals	\$940.81	\$969.00	\$969.00	\$658.63	\$969.00
	Other Benefits					
840	Workmen's Compensation	70.13	69.00	69.00	68.59	61.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	Budgeted amount reflect 2020 assessment for WC as provided by Self-Insurance. \$61.					
	Other Benefits Totals	\$70.13	\$69.00	\$69.00	\$68.59	\$61.00
	Department 7510 - Historian Totals	\$14,008.45	\$15,834.00	\$15,834.00	\$9,606.19	\$14,806.00
	EXPENSE TOTALS	\$14,008.45	\$15,834.00	\$15,834.00	\$9,606.19	\$14,806.00
	Fund A - General Totals					
	REVENUE TOTALS	\$65.00	\$100.00	\$100.00	\$12.00	\$50.00
	EXPENSE TOTALS	\$14,008.45	\$15,834.00	\$15,834.00	\$9,606.19	\$14,806.00
	Fund A - General Totals	(\$13,943.45)	(\$15,734.00)	(\$15,734.00)	(\$9,594.19)	(\$14,756.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$65.00	\$100.00	\$100.00	\$12.00	\$50.00

# Budget Worksheet Report

Budget Year 2020

EXPENSE GRAND TOTALS	\$14,008.45	\$15,834.00	\$15,834.00	\$9,606.19	\$14,806.00
Net Grand Totals	(\$13,943.45)	(\$15,734.00)	(\$15,734.00)	(\$9,594.19)	(\$14,756.00)

2020 Salary Schedule (Position Budgeting)  
Historian

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12844	Cianfarano, Stanley N/A / \$15.21	County Historian N/A / \$15.21	\$12,656.00	Less than Half	Less P/T12/21/12	10/5/2015
		<b>1</b>	<b>\$12,656.00</b>			

WC: 2020



2020 Assessments	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2020 Total Assessment	Year 2019 Total Assessment
Participant:						
Towns/Village/City:						
Glens Falls	\$ 51,702.33	\$ -	\$ -	\$ 177,375.97	\$ 229,078.30	\$ 271,184.73
Bolton	\$ 8,644.14	\$ -	\$ -	\$ 19,597.18	\$ 28,241.32	\$ 29,515.89
Chester	\$ 8,004.67	\$ -	\$ -	\$ 6,712.82	\$ 14,717.50	\$ 14,022.40
Hague	\$ 3,263.14	\$ -	\$ -	\$ 5,042.35	\$ 8,305.48	\$ 9,273.42
Horicon	\$ 4,974.63	\$ -	\$ -	\$ 13,427.66	\$ 18,402.29	\$ 12,782.05
Johnsburg	\$ 5,655.48	\$ -	\$ -	\$ 36,106.96	\$ 41,762.44	\$ 39,650.24
Lake George	\$ 10,974.63	\$ -	\$ -	\$ 21,004.88	\$ 31,979.51	\$ 31,367.88
Luzerne	\$ 5,808.14	\$ -	\$ -	\$ 16,214.29	\$ 22,022.44	\$ 34,395.92
Stony Creek	\$ 2,797.23	\$ -	\$ -	\$ 3,121.86	\$ 5,919.09	\$ 6,688.24
Thurman	\$ 2,419.10	\$ -	\$ -	\$ 10,483.30	\$ 12,902.40	\$ 14,257.45
Warrensburg	\$ 6,416.56	\$ -	\$ -	\$ 11,552.11	\$ 17,968.68	\$ 20,437.75
Village of Lake George	\$ 7,347.59	\$ -	\$ -	\$ 26,912.93	\$ 34,260.51	\$ 36,417.80
Other than Towns:						
SUNY Adirondack	\$ 93,389.22	\$ -	\$ -	\$ 12,427.40	\$ 105,816.62	\$ 113,866.64
Crandall Library	\$ 9,594.46	\$ -	\$ -	\$ 854.23	\$ 10,448.70	\$ 11,322.62
LG/LC Regional Planning	\$ 1,462.09	\$ -	\$ -	\$ 137.85	\$ 1,599.93	\$ 1,812.98
County Departments:						
WC Administrator	\$ 1,351.78	\$ -	\$ -	\$ -	\$ 1,351.78	\$ 1,178.22
WC Attorney	\$ 1,477.04	\$ -	\$ -	\$ -	\$ 1,477.04	\$ 1,160.25
WC Auditor	\$ 461.78	\$ -	\$ -	\$ -	\$ 461.78	\$ 466.49
WC Bd of Elections	\$ 1,410.41	\$ -	\$ -	\$ 6,279.73	\$ 7,690.14	\$ 9,925.42
WC Bldg Codes	\$ 1,418.86	\$ -	\$ -	\$ 3,213.16	\$ 4,632.02	\$ 5,106.48
WC Civil Service	\$ 873.72	\$ -	\$ -	\$ 0.00	\$ 873.72	\$ 893.32
WC Clerk	\$ 4,155.01	\$ -	\$ -	\$ 164.90	\$ 4,319.91	\$ 4,395.97
WC Data Processing	\$ 2,807.54	\$ -	\$ -	\$ 6.84	\$ 2,814.39	\$ 2,643.39
WC District Attorney	\$ 5,591.63	\$ -	\$ -	\$ 26.44	\$ 5,618.07	\$ 5,835.56
WC DPW	\$ 20,594.05	\$ -	\$ -	\$ 75,029.84	\$ 95,623.89	\$ 109,158.76
WC DPW - Airport	\$ 779.60	\$ -	\$ -	\$ 134.28	\$ 913.88	\$ 1,184.24
WC DPW - Bldg & Grounds	\$ 2,972.96	\$ -	\$ -	\$ 4,600.23	\$ 7,573.18	\$ 9,618.77
WC DPW - Up Yonda	\$ 727.34	\$ -	\$ -	\$ 853.18	\$ 1,580.52	\$ 1,720.30
WC E&T	\$ 2,265.98	\$ -	\$ -	\$ 6,039.02	\$ 8,305.00	\$ 8,618.38
WC Health Services	\$ 12,702.10	\$ -	\$ -	\$ 14,973.55	\$ 27,675.64	\$ 25,120.41
WC Historian	\$ 60.21	\$ -	\$ -	\$ -	\$ 60.21	\$ 68.59
WC Human Resources	\$ 624.33	\$ -	\$ -	\$ -	\$ 624.33	\$ 671.96
WC Legal Def	\$ 317.45	\$ -	\$ -	\$ -	\$ 317.45	\$ 352.26
WC Mail Room	\$ 197.51	\$ -	\$ -	\$ -	\$ 197.51	\$ 233.14
WC Mental Health	\$ 1,598.64	\$ -	\$ -	\$ -	\$ 1,598.64	\$ 1,859.29
WC OES	\$ 1,360.87	\$ -	\$ -	\$ 2,743.20	\$ 4,104.07	\$ 3,515.43
WC OFA	\$ 4,782.70	\$ -	\$ -	\$ 17,706.45	\$ 22,489.15	\$ 21,448.80
WC Planning	\$ 1,667.10	\$ -	\$ -	\$ -	\$ 1,667.10	\$ 1,716.93
WC Probation	\$ 5,028.65	\$ -	\$ -	\$ 3.56	\$ 5,032.21	\$ 5,789.92
WC Public Defender	\$ 3,380.56	\$ -	\$ -	\$ 545.53	\$ 3,926.09	\$ 4,112.16
WC Purchasing	\$ 802.71	\$ -	\$ -	\$ -	\$ 802.71	\$ 904.75
WC Real Property	\$ 1,119.97	\$ -	\$ -	\$ 84.84	\$ 1,204.81	\$ 1,260.91
WC Residential Hall	\$ 4,619.65	\$ -	\$ -	\$ 13,807.38	\$ 18,427.03	\$ 17,716.87
WC Self-Insurance	\$ 767.58	\$ -	\$ -	\$ -	\$ 767.58	\$ 841.30
WC Sheriff's Dept	\$ 39,858.48	\$ -	\$ -	\$ 57,879.22	\$ 97,737.70	\$ 91,085.59
WC Sheriff's Dept - Jail	\$ 28,153.72	\$ -	\$ -	\$ 77,405.79	\$ 105,559.50	\$ 108,292.99
WC Social Services	\$ 27,066.63	\$ -	\$ -	\$ 12,538.88	\$ 39,605.51	\$ 43,856.65
WC Soil & Water	\$ 1,555.70	\$ -	\$ -	\$ -	\$ 1,555.70	\$ 1,683.42
WC Supervisors	\$ 3,374.53	\$ -	\$ -	\$ 165.49	\$ 3,540.01	\$ 4,720.49
WC Tourism	\$ 1,869.90	\$ -	\$ -	\$ 116.35	\$ 1,986.25	\$ 2,283.44
WC Traffic Safety	\$ 116.04	\$ -	\$ -	\$ -	\$ 116.04	\$ 124.05
WC Treasurer	\$ 3,419.77	\$ -	\$ -	\$ -	\$ 3,419.77	\$ 3,625.71
WC Veterans	\$ 540.25	\$ -	\$ -	\$ 7,216.65	\$ 7,756.90	\$ 8,457.20
WC WIC	\$ 1,327.18	\$ -	\$ -	\$ 389.05	\$ 1,716.23	\$ 2,072.47
WC Wts and Meas	\$ 316.77	\$ -	\$ -	\$ -	\$ 316.77	\$ 321.07
Westmount	\$ -	\$ -	\$ -	\$ 56,931.73	\$ 56,931.73	\$ 69,541.84
Volunteers:						
Bakers Mills FD	\$ -	\$ -	\$ 557.19	\$ -	\$ 557.19	\$ 377.94

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Records Management  
BUDGET ACCOUNT CODE: A.1460

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$61,023.92			\$37,050.00
800's EMPLOYEE BENEFITS				\$0.00
TOTALS	\$61,023.92			\$37,050.00

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$61,024.00			\$37,050.00

SIGNED: Samela A. Uryel  
DEPARTMENT HEAD

TITLE: Warren Co. Clerk

DATE: 9-18-2019

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
	REVENUE					
	Department 1460 - Records Management					
	State Aid					
3060	Records Management	61,024.00	.00	.00	.00	37,050.00
	Comments					
	Level					
	Departmental Request					
	Comment	Warren Co. is in receipt of LGRMIF Grant# 0580-20-8305 (approved by Res.517 of 2018) for 2019-2020 cycle: Award \$ 74,100. Revenue payments to be split: \$ 37050 amended 2019 budget(Aug.2019) , 2020 budget: \$ 37050.				
	State Aid Totals	\$61,024.00	\$0.00	\$0.00	\$0.00	\$37,050.00
	Department 1460 - Records Management Totals	\$61,024.00	\$0.00	\$0.00	\$0.00	\$37,050.00
	REVENUE TOTALS	\$61,024.00	\$0.00	\$0.00	\$0.00	\$37,050.00
	EXPENSE					
	Department 1460 - Records Management					
	Contractual Expense					
425	Reproduction Expenses	61,023.92	.00	.00	.00	37,050.00
	Comments					
	Level					
	Departmental Request					
	Comment	LGRMIF Grant # 0580-20-8305 awarded for digital reproduction of longterm case files in RSC under current IQS contract WC Bid WC10 of 2013, extended 2019-101. Anticipated expenses 2019 amended: \$ 37050; Expenses Anticipated for 2020: \$ 37050.				
	Contractual Expense Totals	\$61,023.92	\$0.00	\$0.00	\$0.00	\$37,050.00
	Department 1460 - Records Management Totals	\$61,023.92	\$0.00	\$0.00	\$0.00	\$37,050.00
	EXPENSE TOTALS	\$61,023.92	\$0.00	\$0.00	\$0.00	\$37,050.00
	Fund A - General Totals					
	REVENUE TOTALS	\$61,024.00	\$0.00	\$0.00	\$0.00	\$37,050.00
	EXPENSE TOTALS	\$61,023.92	\$0.00	\$0.00	\$0.00	\$37,050.00
	Fund A - General Totals	\$0.08	\$0.00	\$0.00	\$0.00	\$0.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$61,024.00	\$0.00	\$0.00	\$0.00	\$37,050.00
	EXPENSE GRAND TOTALS	\$61,023.92	\$0.00	\$0.00	\$0.00	\$37,050.00
	Net Grand Totals	\$0.08	\$0.00	\$0.00	\$0.00	\$0.00