

**Warren County Support Services Committee: Co. Clerk/DMV
October 28, 2019 ~ 9 a.m.**

- I. Committee Meeting Call to Order
- II. Motion to approve minutes of prior committee meeting (No pending items).
- III. Action Agenda/New Business:

A. Resolution: Request to Create New Position/Delete Existing Position: DMV

Position to Be Created: Sr. Motor Vehicle Examiner (Grade 10) Base \$ 37,633

Position to Be Deleted: Motor Vehicle License Reg. Clerk (Grade 8) Base \$ 34,988

Civil Service Status: Promotional/Provisional; Permanent status based on Civil Service Examination Results. (Must have at least 2 years experience in DMV for eligibility.) (Change supported by Personnel Director.)

Duties: In this capacity, employee performs all Full-Service Transactions on the floor as well as being authorized with this designation to perform all supervisory duties/provide supervisory oversight.

Rationale:

The Warren County DMV's current structure: 1 DMV Supervisor, 1 Sr. MV Examiner, 5 MV Clerks, and 1 PT MV Clerk.

Proposed: 1 DMV Supervisor, 2 Sr. MV Examiners, 4 MV Clerks, and 1 PT MV Clerk.

The restructuring of the office is essential in order to ensure that the Warren County DMV complies with and provides necessary Supervisory guidance and management given significant changes occurring in the DMV. Specifically:

Real ID and NYS Enhanced Drivers Licenses, eff. date Oct. 2020; re: domestic flights requirements, access into Federal buildings, border crossings. Two-step issuing process with Multi-level verification of residency, birth, personal id required. Increased activity: 2019 ytd >3500, projected 2019: 5000. Changes in licenses typically require supervisory oversight.

Green Light Law – NYS: Effective Date – Dec. 2019 (60 days). Document issuance to **undocumented/illegal individuals**. Supervisory intervention for foreign document identification; processing approval, if warranted.

Compliance with mandatory audits based on DMV Audit Results and Procedure 4000; must be performed by Supervisory staff on all employees in accordance with DMV standards: batch, check, random transactions, cash, and station.

Expanded training for complex transactions (Real ID, EDL, CDL, Enforcement); interpretation of new forms (ie: replaced standard MV 82 registration (10/9/2019) with 4 new forms); necessary for both new employees (1.5 since Spring 2019) and veteran employees.

Sufficient supervisory coverage necessary to address **increased customer activity, # of transactions:** 2017: 59,778; 2018: 68,073; 2019 projected 70,000; necessary to address customer concerns, meet needs of 9 hour service day, responsive to personal leave/coverage.

Budgetary Considerations: All DMV staff are part of the County Clerk (A. 1410 110) Salary Schedule. Due to several personnel changes (426s) within the office which occurred in Aug-Sept 2019, it is anticipated that the DMV restructure will have minimal, if any, impact on the 2020 salary schedule.

Note: DMV transactions performed in-house account for significant revenue into the County's general fund: 2017: \$ 469,645; 2018: \$ 585,989; Projected 2019 > \$ 600,000.

Mission is to service all customers professionally, with knowledge, courtesy and timeliness.
No further business.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren County Clerk - DMV

DATE: 10/11/2019

- (a) Title of Requested Position: **Sr. Motor Vehicle Examiner (promotional)**
- (b) Annual Base Salary (and Grade if Applicable): **\$ 37,633 (Gr. 10)**
- (c) Effective Date for New Position:* **Nov. 2019**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Motor Vehicle License Registration Clerk - Gr. 8 Base Salary \$ 34,988
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1410 110 Fulltime Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes, approves; NTF sent to CS/HR.
- (g) Is this a mandated position? If so, please explain:
V & T Law Sect. 205, Co. Clerk as agent to the Commissioner; staff hired to perform motor vehicle transactions at county DMV.
- (h) Is there expected revenue from this position? If so, please explain:

The Warren Co. DMV is responsible for processing in-house DMV transactions & generates over \$ 500,000 in revenue each year; revenue is retained by Warren County - Deposited into General Fund, offsetting the potential for tax increases. (Note: 2019 revenue project to approach \$ 600,000).

RESOLUTION REQUEST FORM NO. 12

forwarded to CS/HR 10/15/19

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, termination or promotion. 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 Payroll Dept. No: 15
Title of Position: Sr. Motor Vehicle Examiner Base Salary of Position: \$37633 Grade: 10
Filling at Step # (If Known): ? 4 or 5
Budget code and title: A.1410 110 Co. Clerk Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: This is new, will be promoted to from MV Clerk Gr8 Date of Vacancy: New Position
Is this position mandated? [X] Yes [] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [X] Other 12.7 % retained by co. for transactions

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 10-5-19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10/28/19

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 10/28/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services

[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 10/28/19

WARREN COUNTY NY
PAMELA J VOGEL - COUNTY CLERK

10/1/2019 Through: 10/27/2019

Account Description	Amount
COURT FEES COUNTY	2,100.00
COURT FEES STATE	25,994.17
	28,094.17
MORTGAGE TAX ADDITIONAL	90,912.00
MORTGAGE TAX BASIC	189,189.00
MORTGAGE TAX LOCAL	88,991.50
MORTGAGE TAX SPECIAL ADDITIONAL	82,996.50
MORTGAGE TAX WITHHELD	-33,107.50
Additional	-7,876.50
Basic	-15,803.00
Local	-1,526.50
Special Additional	-7,901.50
	418,981.50
TRANSFER TAX	226,511.86
	226,511.86
CULTURAL EDUCATION	11,129.25
NY STATE ED/REC MANAGEMENT STATE	3,709.75
	14,839.00
E&A STATE	30,734.00
NOTARY FEES STATE	280.00
	31,014.00
COURT AND TRUST FUND	500.00
	500.00
COPY FEES	2,918.60
COVER PAGE FEES	3,400.00
CUSTOMER PAYMENTS	1,269.21
DMV FEES	44,147.10
E&A COUNTY	2,016.00
FILING FEE	1,435.00
MISC FEES	2,593.92
NOTARY FEES COUNTY	158.00
NY STATE ED/REC MANAGEMENT COUNTY	781.00
OVERAGES	328.82
PASSPORT FEES COUNTY	1,890.00
PHOTO FEES	800.00
PISTOL PERMITS	1,403.00
RECORDING FEES	37,354.50
UCC FILING	800.00
	101,295.15
Grand Total:	821,235.68

WARREN COUNTY NY
PAMELA J VOGEL - COUNTY CLERK

1/1/2019 Through: 10/27/2019

Account Description	Amount	
COURT FEES COUNTY	25,550.00	
COURT FEES STATE	304,252.32	
	<u>329,802.32</u>	
MORTGAGE TAX ADDITIONAL	766,238.33	
MORTGAGE TAX BASIC	1,602,934.16	
MORTGAGE TAX LOCAL	584,077.51	
MORTGAGE TAX SPECIAL ADDITIONAL	707,869.58	
MORTGAGE TAX WITHHELD	45,783.50	
Additional		8,499.00
Basic		16,948.00
Local		11,862.50
Special Additional		<u>8,474.00</u>
	<u>3,706,903.08</u>	
TRANSFER TAX	1,846,882.86	
	<u>1,846,882.86</u>	
CULTURAL EDUCATION	113,145.00	
NY STATE ED/REC MANAGEMENT STATE	37,715.00	
	<u>150,860.00</u>	
BOAT PERMIT FEE STATE	617.00	
E&A STATE	311,072.00	
NOTARY FEES STATE	7,880.00	
	<u>319,569.00</u>	
COURT AND TRUST FUND	69,218.55	
	<u>69,218.55</u>	
BOAT PERMIT FEE COUNTY	33.00	
COPY FEES	33,312.30	
COVER PAGE FEES	33,800.00	
CUSTOMER PAYMENTS	16,502.46	
DMV FEES	519,216.46	
E&A COUNTY	20,169.00	
FILING FEE	19,820.00	
MISC FEES	31,378.93	
NOTARY FEES COUNTY	4,147.00	
NY STATE ED/REC MANAGEMENT COUNTY	7,940.00	
OVERAGES	2,716.51	
PASSPORT FEES COUNTY	23,590.00	
PHOTO FEES	6,640.00	
PISTOL PERMITS	15,861.00	
RECORDING FEES	352,413.50	
UCC FILING	7,560.00	
	<u>1,095,100.16</u>	
Grand Total:	<u><u>7,518,335.97</u></u>	