

REAL PROPERTY TAX SERVICES and ENVIRONMENTAL CONCERNS
REAL PROPERTY TAX SERVICES AGENDA
SEPTEMBER 22, 2020

COMMITTEE MEMBERS: Supervisors Braymer, Dickinson, Hogan, Beaty, Merlino, Simpson and Strough

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request:
Rationale:
 2. Request:
Rationale:
- IV. Discussion Items:
 1. Real Property Tax Services Budget
- V. Referrals/Pending Items: None.
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments: 1. Real Property Tax Services Budget
2.

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2021 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Real Property Tax Service Agency
 BUDGET ACCOUNT CODE: A.1355

OBJECT CODES	2019 EXPENDITURES	2020 ADOPTED	2020 AMENDED	2021 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$235,624.08	\$251,053.00	\$251,053.00	\$251,301.00
200's EQUIPMENT	\$3,012.00	\$0.00	\$2,500.00	\$0.00
400's CONTRACTUAL	\$41,479.33	\$23,320.00	\$102,875.00	\$22,230.00
800's EMPLOYEE BENEFITS	\$145,486.54	\$157,711.00	\$157,711.00	\$158,348.00
TOTALS	\$425,601.95	\$432,084.00	\$514,139.00	\$431,879.00

2019 REVENUES	2020 ADOPTED REVENUES	2020 AMENDED REVENUES	2021 DEPARTMENT REQUESTS
\$27,905.71	\$28,100.00	\$28,100.00	\$27,755.00

SIGNED: *Lexie A. Delaney*
 DEPARTMENT HEAD
 TITLE: *Director*
 DATE: *9/4/20*

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
REVENUE						
Department 1355 - Real Property Tax Service Agency						
<i>Departmental Income</i>						
1250	Assessors Fee (Tax Maps)	6,834.82	7,000.00	7,000.00	954.76	6,400.00
1251	School Bill Process Fees	11,444.89	11,500.00	11,500.00	.00	11,855.00
1258	RPS License Fees From Towns	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00
<i>Departmental Income Totals</i>		\$25,979.71	\$26,200.00	\$26,200.00	\$8,654.76	\$25,955.00
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
1251	Departmental Request	We reviewed our printing fees and adjusted as needed for fronts and backs				
<i>Intergovernmental Charges</i>						
2229	Sales Data Transmission Fee	1,403.00	1,400.00	1,400.00	498.00	1,300.00
<i>Intergovernmental Charges Totals</i>		\$1,403.00	\$1,400.00	\$1,400.00	\$498.00	\$1,300.00
<i>State Aid</i>						
3040	Real Property Tax Admin	523.00	500.00	500.00	.00	500.00
<i>State Aid Totals</i>		\$523.00	\$500.00	\$500.00	\$0.00	\$500.00
Department 1355 - Real Property Tax Service Agency		\$27,905.71	\$28,100.00	\$28,100.00	\$9,152.76	\$27,755.00
Totals						
REVENUE TOTALS		\$27,905.71	\$28,100.00	\$28,100.00	\$9,152.76	\$27,755.00

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
EXPENSE						
Department 1355 - Real Property Tax Service Agency						
Personal Services						
110	Salaries - Regular	235,624.08	251,053.00	251,053.00	157,293.96	251,301.00
<i>Personal Services Totals</i>		\$235,624.08	\$251,053.00	\$251,053.00	\$157,293.96	\$251,301.00
<i>Equipment</i>						
220.1	Office Equipment - Reserve	3,012.00	.00	2,500.00	2,358.73	.00
<i>Equipment Totals</i>		\$3,012.00	\$0.00	\$2,500.00	\$2,358.73	\$0.00
<i>Contractual Expense</i>						
410	Supplies	4,460.64	5,500.00	5,500.00	990.37	5,000.00
423	Telephone	369.00	380.00	380.00	196.20	380.00
424	Postage	89.19	100.00	100.00	63.32	100.00
426	Subscriptions	60.00	70.00	70.00	40.45	.00
427	Memberships & Dues	220.00	270.00	270.00	270.00	300.00
428	Data Processing & Internet Fees	15,498.00	15,750.00	15,750.00	270.00	15,750.00
444	Travel/Education/Conference	600.00	1,250.00	1,250.00	75.00	700.00
470	Contract	20,182.50	.00	79,555.00	2,500.00	.00
<i>Contractual Expense Totals</i>		\$41,479.33	\$23,320.00	\$102,875.00	\$4,405.34	\$22,230.00
<i>Employee Benefits</i>						
810	Retirement	32,381.21	37,568.00	37,568.00	24,475.68	39,113.00
830	Social Security	13,010.95	15,565.00	15,565.00	8,700.31	15,581.00
831	Medicare Contribution	3,042.89	3,641.00	3,641.00	2,034.75	3,645.00
860	Hospitalization	87,642.80	90,989.00	90,989.00	59,493.20	91,899.00
865	Dental Insurance	1,240.10	1,272.00	1,272.00	831.98	1,272.00
<i>Employee Benefits Totals</i>		\$137,317.95	\$149,035.00	\$149,035.00	\$95,535.92	\$151,510.00
<i>Other Benefits</i>						
840	Workmen's Compensation	1,260.91	1,205.00	1,205.00	1,204.81	897.00
861	Retirees Hospitalization	6,907.68	7,471.00	7,471.00	4,358.13	5,941.00
<i>Other Benefits Totals</i>		\$8,168.59	\$8,676.00	\$8,676.00	\$5,562.94	\$6,838.00
Department 1355 - Real Property Tax Service Agency Totals		\$425,601.95	\$432,084.00	\$514,139.00	\$265,156.89	\$431,879.00

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
	EXPENSE TOTALS	\$425,601.95	\$432,084.00	\$514,139.00	\$265,156.89	\$431,879.00
Fund A - General	Totals					
	REVENUE TOTALS	\$27,905.71	\$28,100.00	\$28,100.00	\$9,152.76	\$27,755.00
	EXPENSE TOTALS	\$425,601.95	\$432,084.00	\$514,139.00	\$265,156.89	\$431,879.00
Fund A - General	Totals	(\$397,696.24)	(\$403,984.00)	(\$486,039.00)	(\$256,004.13)	(\$404,124.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$27,905.71	\$28,100.00	\$28,100.00	\$9,152.76	\$27,755.00
	EXPENSE GRAND TOTALS	\$425,601.95	\$432,084.00	\$514,139.00	\$265,156.89	\$431,879.00
	Net Grand Totals	(\$397,696.24)	(\$403,984.00)	(\$486,039.00)	(\$256,004.13)	(\$404,124.00)

2021 Salary Schedule (Position Budgeting)
Real Property Tax

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
9220	Delurey, Lexie	Director Real Property	\$69,637.00	Full Time	Appointed F/T	7/19/1995
	N/A / \$38.26	N/A / \$38.26				
10056	Dixon, Ronald	Senior Tax Map Technician	\$54,147.00	Full Time	CSEA/FT	4/24/2000
	16-20 / \$26.03	16-21 / \$26.03				
11575	MacEwan, Kristen	Deputy Director Real Property	\$55,159.00	Full Time	Out of UnitFT	3/23/2009
	N/A / \$26.52	N/A / \$26.52				
13154	Shea, Noreen	Senior Real Property Clerk	\$36,179.00	Full Time	CSEA/FT	1/29/2018
	08-02 / \$17.39	08-03 / \$17.69				
13155	Wadleigh, Glenda	Senior Real Property Clerk #2	\$36,179.00	Full Time	CSEA/FT	1/29/2018
	08-02 / \$17.39	08-03 / \$17.69				
		5	\$251,301.00			

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2021 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Supplies to Towns
BUDGET ACCOUNT CODE: A.1970

OBJECT CODES	2019 EXPENDITURES	2020 ADOPTED	2020 AMENDED	2021 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$6,563.92	\$7,000.00	\$7,000.00	\$7,000.00
TOTALS	\$6,563.92	\$7,000.00	\$7,000.00	\$7,000.00

2019 REVENUES	2020 ADOPTED REVENUES	2020 AMENDED REVENUES	2021 DEPARTMENT REQUESTS
\$5,629.73	\$7,000.00	\$7,000.00	\$7,000.00

SIGNED:

Bucio A. Delaney
DEPARTMENT HEAD

TITLE:

DIRECTOR

DATE:

9/4/20

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
	REVENUE					
	Department 1970 - Supplies to Towns					
	Intergovernmental Charges					
2226	Sales of Suppl, Other Govt	5,629.73	7,000.00	7,000.00	76.40	7,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$5,629.73</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$76.40</u>	<u>\$7,000.00</u>
	Department 1970 - Supplies to Towns Totals	<u>\$5,629.73</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$76.40</u>	<u>\$7,000.00</u>
	REVENUE TOTALS	<u>\$5,629.73</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$76.40</u>	<u>\$7,000.00</u>

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1970 - Supplies to Towns					
	Contractual Expense					
410	Supplies	6,563.92	7,000.00	7,000.00	2,222.24	7,000.00
	<i>Contractual Expense Totals</i>	<u>\$6,563.92</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$2,222.24</u>	<u>\$7,000.00</u>
	Department 1970 - Supplies to Towns Totals	<u>\$6,563.92</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$2,222.24</u>	<u>\$7,000.00</u>
	EXPENSE TOTALS	<u>\$6,563.92</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$2,222.24</u>	<u>\$7,000.00</u>
	Fund A - General Totals					
	REVENUE TOTALS	\$5,629.73	\$7,000.00	\$7,000.00	\$76.40	\$7,000.00
	EXPENSE TOTALS	\$6,563.92	\$7,000.00	\$7,000.00	\$2,222.24	\$7,000.00
	Fund A - General Totals	<u>(\$934.19)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$2,145.84)</u>	<u>\$0.00</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$5,629.73	\$7,000.00	\$7,000.00	\$76.40	\$7,000.00
	EXPENSE GRAND TOTALS	\$6,563.92	\$7,000.00	\$7,000.00	\$2,222.24	\$7,000.00
	Net Grand Totals	<u>(\$934.19)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$2,145.84)</u>	<u>\$0.00</u>