

OFFICE OF THE WARREN COUNTY CLERK

Pamela J. Vogel, County Clerk

Sueanne Linehan, Deputy County Clerk

Warren County Governmental Operations/Advocacy Committee Meeting: County Clerk/DMV

September 20, 2021 – 1:10 p.m.

Committee Members: Supervisors Beaty (Chair), Leggett, Wild, Conover, Diamond; Chairwoman Rachel Seeber, Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board.

- I. Committee Meeting Called to Order by Chair
- II. Approval of minutes of prior Committee Meeting.
- III. Discussion:

A. 2022 Budget Presentation

- A.1410 County Clerk Revenue
- A.1410 County Clerk Expenditures/Appropriations
- A.1665 Public Records Expenditures/Appropriations
- A.7510 Historian Expenditures/Appropriations
- A.1460 Records Management Closed Account – No longer active (Records Management Grant Concluded 2020).

B. 2021 County Clerk Receipts/Revenue Activity: Mortgage Tax Year to Date:

- Basic Tax: Distributed to Warren County Towns – Semi-Annual (May, October) – Current Jan-Aug 2021: \$1,976,418.09
- Local Tax: Remains with Warren County – distributed to Treasurer for General Fund. Expires 12/1/2023, begin process Jan. 2023 with notification to BOS by Committee Resolution). (Current Jan-Aug 2021: \$ 983,233.42
- Additional Tax (Remains with Warren County – distributed to Treasurer for General Fund. (Current Jan-Aug 2021: \$ 945,566.35
- Special Additional (distributed to NYS - SONYMA , current Jan-Aug 2021: \$ 869,410.10)

- IV: Referrals/Pending Items: None
- V. Privilege of the Floor & Public Comment
- VI: Motion to Adjourn

Attachments:

2022 Budget:

- A.1410 County Clerk
- A.1665 Public Records
- A.7510 Historian
- A.1460 Records Management

2021 Jan-Aug: Receipts & Disbursements:* Mortgage Tax Totals (Local & Additional)

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$676,950.97	\$713,880.00	\$713,880.00	\$748,949.00
200's EQUIPMENT	\$233.15	\$250.00	\$250.00	\$250.00
400's CONTRACTUAL	\$95,957.93	\$99,989.00	\$100,201.10	\$103,343.00
800's EMPLOYEE BENEFITS	\$337,628.53	\$352,332.00	\$352,332.00	\$357,198.00
TOTALS	\$1,110,770.58	\$1,166,451.00	\$1,166,663.10	\$1,209,740.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$4,166,530.13	\$3,795,000.00	\$3,795,000.00	\$4,155,000.00

SIGNED: *Janet A Vogel*
 DEPARTMENT HEAD
 TITLE: *Warren Co. Clerk*
 DATE: *8-31-2021*

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund	A - General					
	REVENUE					
	Department 1460 - Records Management					
	State Aid					
3060	Records Management	58,362.00	.00	.00	.00	.00
	<i>State Aid Totals</i>	<u>\$58,362.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 1460 - Records Management Totals	<u>\$58,362.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	REVENUE TOTALS	\$4,224,892.13	\$3,795,000.00	\$3,795,000.00	\$2,911,020.35	\$4,155,000.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request	
Fund A - General							
EXPENSE							
Department 1410 - County Clerk							
Personal Services							
110	Salaries - Regular	655,170.05	689,186.00	689,186.00	424,573.28	722,790.00	
	Comments						
	Level						
	Departmental Request	Clerk/DMV salary schedules reflect all Civil Service positions including 2 recent vacancies; Notices to Fill submitted; posted. DMV position from 2020 filled with returning employee. Please see Deputy Co. Clerk Non-bargaining employee evaluation included.					
120	Salaries - Overtime	3,781.55	2,700.00	2,700.00	1,008.37	2,700.00	
	Comments						
	Level						
	Departmental Request	OT required to balance supervisory coverage for DMV; also staff meetings necessary outside public hour; 2 shifts 8-4, 9-5. Most recently, unanticipated staff shortages in Clerk's office will require some add'l OT. Current ytd expense: \$ 1080. Maintain budget as per 2021 adopted budget- \$ 2700.					
130	Salaries - Part Time	17,999.36	21,994.00	21,994.00	13,959.76	23,459.00	
	Comments						
	Level						
	Departmental Request	PT salaries include PT DMV (20 hours per wk)- 2022: \$ 18,959; essential for high volume Dealer work editing and processing; temp. \$ 4500 Clerk/Court verification; assistance with high volume Pistol Permit services.					
	<i>Personal Services Totals</i>		\$676,950.97	\$713,880.00	\$713,880.00	\$439,541.41	\$748,949.00
Equipment							
220	Office Equipment	233.15	250.00	250.00	39.99	250.00	
	Comments						
	Level						
	Departmental Request	Request includes modest amounts for DMV/Clerk replacement items: electric staplers (\$ 60), calculators (\$ 40), 9 active terminals DMV, 4 CC. Reduced for 2021; Recommend n/c from 2021; Budget Request: \$ 250.					
	<i>Equipment Totals</i>		\$233.15	\$250.00	\$250.00	\$39.99	\$250.00
Contractual Expense							
410	Supplies	6,186.73	6,500.00	6,467.62	3,574.55	6,000.00	
	Comments						
	Level						
	Departmental Request	Conservative supply budget for 2021; includes consumables (toners, paper, barcode labels, photo supplies, pistol permit supplies). Av mo ytd(7 mo) - \$ 432. (47% expended). Remain conservative with modest reduction for 2022: \$ 6000					
422	Repair/Maint-Equipment	75.00	.00	.00	.00	.00	

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
Department 1410 - County Clerk						
Contractual Expense						
423	Telephone	4,805.92	4,900.00	4,900.00	2,326.08	4,200.00
	Comments					
	Level					
	Departmental Request	Request based on monthly utilities for EDMS HI Speed Service and General Telephone Services. Current av: \$ 300-325 per mo; reflects reduced Spectrum High Speed (\$ 135 per mo). Currently: 47% expended. Recommend modest reduction for 2022: \$ 4200.				
424	Postage	11,800.31	10,500.00	10,500.00	6,358.98	14,000.00
	Comments					
	Level					
	Departmental Request	2021 budget request was \$ 12500; reduced during budget process to \$ 10,500. Increased postage activity in 2021 due to COVID, DMV, and mandatory Record & Return of Real Property documents, expensed @ 61% thru May (av. \$ 1271 mo v. \$983 av for 2020); peak DMV mailing Nov-Dec. 2021 projected: \$ 15,000. Recommend increase for 2022: \$ 14,000.				
425	Reproduction Expenses	71,604.00	76,000.00	76,000.00	41,769.00	77,000.00
	Comments					
	Level					
	Departmental Request	WC Contract Award: 13-21 RFP; awarded for Clerks fully integrated electronic doc mgmt system EDMS, web services & archival solutions (RSC): hardware, software, support, report, receipting, public access. Essential for business continuity; statutory obligations. New Award for EDMS (active clerk recording & filing) for 2022: : \$ 6365 mo/ \$ 76,380. Budget to meet contract: \$ 77000. (For Archival portion/RSC; See A.1665 425.				
426	Subscriptions	718.22	800.00	1,012.10	.00	600.00
	Comments					
	Level					
	Departmental Request	Increased use of on-line resources has reduced need for legal subscriptions. Request reflects purchase of selected guides: RP, CPLR, Corp Law (Nov). Recommend modest reduction for 2022: \$ 600.				
427	Memberships & Dues	300.00	300.00	300.00	300.00	300.00
	Comments					
	Level					
	Departmental Request	Request reflects annual membership in NYSACC, regional chair, co chair committees. No change in membership fee. Maintain budget as is for 2022: \$ 300.				
428	Data Processing & Internet Fees	216.00	264.00	264.00	264.00	268.00
	Comments					
	Level					
	Departmental Request	As per IT, annual internet fees estimated at \$ 67 per user/connectivity, total 4. Budget for 2022: \$ 268.				

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 1410 - County Clerk					
	Contractual Expense					
436	Advertising Fees	.00	200.00	232.38	232.38	250.00
	Comments					
	Level					
	Departmental Request					Limited need for Advertising - Legal as necessary, Veterans acknowledgment. Suggest for 2022: \$ 250
439	Misc Fees & Expenses	101.75	125.00	125.00	.00	125.00
	Comments					
	Level					
	Departmental Request					Request reflects 1 FBI Background check for DMV employee as necessary. Budget for 2022: \$ 125.
444	Travel/Education/Conference	150.00	400.00	400.00	.00	600.00
	Comments					
	Level					
	Departmental Request					Request reflects return to conference programs for NYSACC (County Clerks); Anticipate: Legislative (Jan), Education (June), Election (Fall); day or overnight. Clerk serves as regional and committee co-chairs.NYSACC meets GSA lodging rates; a more convenient, combined registration fee includes supplies, reg. materials, all meals for the conference duration. Moderate increase for 2022: \$ 600
	Contractual Expense Totals	\$95,957.93	\$99,989.00	\$100,201.10	\$54,824.99	\$103,343.00
	<i>Employee Benefits</i>					
810	Retirement	92,168.59	105,415.00	105,415.00	65,192.95	116,641.00
830	Social Security	39,138.28	44,259.00	44,259.00	25,207.56	46,434.00
831	Medicare Contribution	9,153.33	10,351.00	10,351.00	5,895.31	10,861.00
860	Hospitalization	156,249.24	157,395.00	157,395.00	108,728.02	157,879.00
865	Dental Insurance	2,338.89	2,736.00	2,736.00	1,623.46	2,280.00
	Employee Benefits Totals	\$299,048.33	\$320,156.00	\$320,156.00	\$206,647.30	\$334,095.00
	<i>Other Benefits</i>					
840	Workmen's Compensation	4,319.91	3,412.00	3,412.00	3,411.51	4,176.00
	Comments					
	Level					
	Departmental Request					Request reflects 2022 assessment provided by Self-Insurance. 2022 Budget: \$ 4176
861	Retirees Hospitalization	33,510.29	28,014.00	28,014.00	5,885.25	18,927.00
862	Health Insurance Cost Reimbursement	750.00	750.00	750.00	.00	.00
	Other Benefits Totals	\$38,580.20	\$32,176.00	\$32,176.00	\$9,296.76	\$23,103.00
	Department 1410 - County Clerk Totals	\$1,110,770.58	\$1,166,451.00	\$1,166,663.10	\$710,350.45	\$1,209,740.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 1460 - Records Management					
	Contractual Expense					
425	Reproduction Expenses	58,362.00	.00	10,941.02	.00	.00
	<i>Contractual Expense Totals</i>	<u>\$58,362.00</u>	<u>\$0.00</u>	<u>\$10,941.02</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 1460 - Records Management Totals	\$58,362.00	\$0.00	\$10,941.02	\$0.00	\$0.00

2022 Salary Schedule (Position Budgeting)
County Clerk

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Ann. Grade & Rate	Ann. Grade & Rate				
13306	Bruno, Christine 08-02 / \$18.85	MV License/Reg Clerk #10 08-03 / \$19.17	\$39,728.00	Full Time	CSEA/FT	3/25/2019
12428	Conte, Christine 08-08 / \$21.32	MV License/Reg Clerk #2 08-09 / \$21.32	\$44,348.00	Full Time	CSEA/FT	9/30/2013
11443	Conway, Jamie 08-13 / \$22.72	MV LIC/REG CLERK #8 08-14 / \$22.72	\$47,263.00	Full Time	CSEA/FT	4/14/2008
8240	Corcoran, Ann 15-30 / \$27.92	MV Supervisor N/A / \$27.92	\$58,066.00	Full Time	CSEA/FT	12/17/1990
13429	Duers, Alexandra 07-01 / \$17.81	Legal Record Clerk 07-02 / \$18.11	\$37,580.00	Full Time	CSEA/FT	2/24/2020
12997	Graham, Mark 07-04 / \$18.74	Recording Clerk #2 07-05 / \$20.49	\$42,477.00	Full Time	CSEA/FT	1/3/2017
11708	Latham, Christine 12-12 / \$24.99	Senior Legal Recording Clerk 12-13 / \$24.99	\$51,975.00	Full Time	CSEA/FT	10/19/2009
13336	Lewis, Deborah 08-00 / \$18.23	MV License/Reg Clerk - PT N/A / \$18.23	\$18,959.00	Less than Half	Less P/T12/21/12	3/10/2020
12872	Linehan, Sueanne N/A / \$30.73	1st Deputy County Clerk N/A / \$30.73	\$55,927.00	Full Time	Appointed F/T	1/1/2016
12702	Rivers, Peter 10-07 / \$22.91	Senior MV Examiner #2 10-08 / \$22.91	\$47,656.00	Full Time	CSEA/FT	12/1/2014
13021	Sherman, Patricia 08-00 / \$18.23	MV License/Reg Clerk #7 08-01 / \$18.53	\$38,473.00	Full Time	CSEA/FT	2/8/2021
7810	Smith, Sandra 10-30 / \$25.25	Principal Account Clerk N/A / \$25.25	\$52,518.00	Full Time	CSEA/FT	4/24/1989
11067	Van Dorn, Cindy 10-15 / \$24.53	Senior MV Examiner 10-16 / \$24.53	\$51,019.00	Full Time	CSEA/FT	3/6/2006

1553	Vogel, Pamela	County Clerk	\$82,932.00	Elected	Elected/FT	1/8/1990
	N/A / \$45.57	N/A / \$45.57				
		County Clerk Over Time	\$2,700.00			
	N/A / \$0.00	N/A / \$0.00				
		County Clerk Part Time Help	\$4,500.00			
	N/A / \$0.00	N/A / \$0.00				
		Legal Recording Clerk	\$36,414.00			
	07-00 / \$17.51	N/A / \$17.51				
		Recording Clerk #1	\$36,414.00			
	07-00 / \$17.51	N/A / \$17.51				
			18			
			\$748,949.00			

First Name	Last Name	Department Description	Position Title	Hire Date	2021 Budgeted Salary	Position Grade	2021 Budgeted Increment	"Zero Year"	Year Attained in 2021	Top Eligible Increment	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th	
* Seane	Lindan	County Clerk	1st Deputy County Clerk	11/2/2016	\$ 35,921	11	3	2016	6	5	51,035	53,493	54,830	55,927	56,765	58,468						
Stanley	Clanfress	County Clerk	County Literatus	10/2/2015	\$ 17,865	8	1	2016	6	5	0.40	17,442	17,865	18,415	18,783	19,655	19,636					

Department Head Instructions:

The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2022 pursuant to your evaluation of their performance. Please enclose with your 2022 Budget Submission your evaluations and circle the 2022 salary you recommend for each employee. Please note these salaries do not reflect a cost of living adjustment for 2022. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the full Board of Supervisors. Please certify your salary recommendations by signing below:

Priscilla J. Vogel Warren Co. Clerk

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Public Records

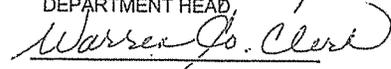
BUDGET ACCOUNT CODE: A.1665

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$145,496.41	\$154,504.00	\$154,504.00	\$169,452.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$10,007.24	\$8,500.00	\$18,660.00	\$18,200.00
800's EMPLOYEE BENEFITS	\$73,376.89	\$76,006.00	\$76,006.00	\$81,050.00
TOTALS	\$228,880.54	\$239,010.00	\$249,170.00	\$268,702.00

SIGNED:


DEPARTMENT HEAD,

TITLE:


Warren Co. Clerk

DATE:

8-31-2021

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
und A - General						
	EXPENSE					
	Department 1665 - Public Records					
	Personal Services					
10	Salaries - Regular	132,135.60	133,350.00	133,350.00	84,748.32	146,945.00
	Comments					
	Level					
	Departmental Request					All positions currently filled under Public Records A. 1665.
20	Salaries - Overtime	37.67	.00	.00	.00	.00
30	Salaries - Part Time	13,323.14	21,154.00	21,154.00	10,082.86	22,507.00
	Comments					
	Level					
	Departmental Request					PT salaries reflect: Essential PT (1000 hrs) Clerk for criminal case verification, Pistol Permit assistance due to high volume (\$ 17507 schedule); temp clerk RSC disposition, imagine: \$5000.
	Personal Services Totals	\$145,496.41	\$154,504.00	\$154,504.00	\$94,831.18	\$169,452.00
	Contractual Expense					
10	Supplies	3,269.09	2,500.00	2,500.00	1,984.57	3,000.00
	Comments					
	Level					
	Departmental Request					Request reflects standard office supplies (ie: consumables inc. toner, paper, barcode labels) for Public Records/RSC. Reduced for 2021. Recommend modest increase for 2022: \$ 3000 budgeted amount.
25	Reproduction Expenses	6,738.15	6,000.00	16,160.00	10,875.00	15,200.00
	Comments					
	Level					
	Departmental Request					Request reflects RSC Records operations: Confidential disposition for all co. depts: (\$ 1800); MF Storage RP by IQS (contract WC 13-21) - \$ 2700; Iron Mt Storage Court MF: NYS OCA contract- qterly: \$ 460; & New for 2022: IQS contract WC 13-21 for monthlyArchival Solutions-Storage, Index Link-\$ 850 mo/\$ 10,200 annual (RSC). Total Budget Request: \$ 15,200.
	Contractual Expense Totals	\$10,007.24	\$8,500.00	\$18,660.00	\$12,859.57	\$18,200.00
	Employee Benefits					
110	Retirement	16,792.07	19,921.00	19,921.00	12,288.68	24,032.00
130	Social Security	8,391.69	9,580.00	9,580.00	5,477.68	10,505.00
131	Medicare Contribution	1,962.58	2,241.00	2,241.00	1,281.07	2,457.00
160	Hospitalization	35,813.70	35,814.00	35,814.00	23,375.85	35,448.00
165	Dental Insurance	455.41	528.00	528.00	345.44	528.00
	Employee Benefits Totals	\$63,415.45	\$68,084.00	\$68,084.00	\$42,768.72	\$72,970.00
	Other Benefits					
161	Retirees Hospitalization	9,961.44	7,922.00	7,922.00	1,980.36	8,080.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
Department 1665 - Public Records						
Other Benefits						
	Other Benefits Totals	\$9,961.44	\$7,922.00	\$7,922.00	\$1,980.36	\$8,080.00
Department	1665 - Public Records Totals	\$228,880.54	\$239,010.00	\$249,170.00	\$152,439.83	\$268,702.00

2022 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 07-00 / \$17.51	Recording Clerk (1000 hrs) N/A / \$17.51	\$17,507.00	Less than Half	Less P/T12/21/12	10/31/2017
10044	McClenahan, Alison 15-21 / \$27.44	Records Manager 15-22 / \$27.44	\$57,065.00	Full Time	CSEA/FT	4/3/2000
11757	Raymond, Brian 08-11 / \$22.72	Assistant Records Manager 08-12 / \$22.72	\$47,263.00	Full Time	CSEA/FT	3/29/2010
12961	Ryan, Richard 07-05 / \$20.49	Recording Clerk #3 07-06 / \$20.49	\$42,617.00	Full Time	CSEA/FT	9/8/2016
	N/A / \$0.00	Public Records Part Time N/A / \$0.00	\$5,000.00			
		5	\$169,452.00			

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2022 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2020 EXPENDITURES	2021 ADOPTED	2021 AMENDED	2022 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$17,317.22	\$17,965.00	\$17,965.00	\$17,965.00
200's EQUIPMENT	\$753.00	\$0.00	\$0.00	\$0.00
400's CONTRACTUAL	\$269.65	\$546.00	\$546.00	\$777.00
800's EMPLOYEE BENEFITS	\$1,384.98	\$1,425.00	\$1,425.00	\$1,454.00
TOTALS	\$19,724.85	\$19,936.00	\$19,936.00	\$20,196.00

2020 REVENUES	2021 ADOPTED REVENUES	2021 AMENDED REVENUES	2022 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: *Samela J. Vogel*
DEPARTMENT HEAD
TITLE: *Warren Co. Clerk*
DATE: *8-31-2021*

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
Department 7510 - Historian						
Personal Services						
130	Salaries - Part Time	17,317.22	17,965.00	17,965.00	11,141.76	17,965.00
	<i>Personal Services Totals</i>	<u>17,317.22</u>	<u>17,965.00</u>	<u>17,965.00</u>	<u>11,141.76</u>	<u>17,965.00</u>
Equipment						
220.1	Office Equipment - Reserve	753.00	.00	.00	.00	.00
	<i>Equipment Totals</i>	<u>753.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Contractual Expense						
410	Supplies	90.91	150.00	50.00	36.28	80.00
	Comments					
	Level					
	Departmental Request					Office requests minimum office supplies. Recommend supply budget for 2022: \$ 80.
423	Telephone	63.15	60.00	60.00	39.24	70.00
	Comments					
	Level					
	Departmental Request					Average monthly telephone service fees: \$5- 6 mo/\$ 72 yr. Suggest 2022 budget: \$ 70
424	Postage	21.59	30.00	30.00	.53	20.00
	Comments					
	Level					
	Departmental Request					Limited postage expense, Reduce 2022 postage to: \$ 20.
426	Subscriptions	.00	.00	25.00	21.17	.00
	Comments					
	Level					
	Departmental Request					Bicentennial domain being discontinued under Historian; working with GIS (Amanda Beck) on updated site for domain information. 0 budget for 2022.
427	Memberships & Dues	40.00	40.00	40.00	40.00	40.00
	Comments					
	Level					
	Departmental Request					Request reflects annual membership dues for Association of Public Historians of NYS (APHNYS). Budget item to remain at \$ 40 for 2022.
428	Data Processing & Internet Fees	54.00	66.00	66.00	66.00	67.00
	Comments					
	Level					
	Departmental Request					As per IT, 2022 internet connectivity fee is set at \$ 67. Budget: \$ 67.

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund A - General						
EXPENSE						
Department 7510 - Historian						
Contractual Expense						
444	Travel/Education/Conference	.00	200.00	275.00	.00	500.00
Comments						
Level Comment						
Departmental Request		2021-2022 reflects return to association conferencing, attendance as both member and Trustee. Schedule/agendas to be announced at a later date. 2022 budget to accommodate registration, lodging, meals; 1-2 conferences per yr. Increase to \$ 500.				
Contractual Expense Totals		\$269.65	\$546.00	\$546.00	\$203.22	\$777.00
Employee Benefits						
830	Social Security	1,073.67	1,114.00	1,114.00	690.79	1,114.00
831	Medicare Contribution	251.10	260.00	260.00	161.55	261.00
Employee Benefits Totals		\$1,324.77	\$1,374.00	\$1,374.00	\$852.34	\$1,375.00
Other Benefits						
840	Workmen's Compensation	60.21	51.00	51.00	50.18	79.00
Comments						
Level Comment						
Departmental Request		WC assessment for 2022 provided by Self-Insurance; modest increase. 2022 budget: \$ 79				
Other Benefits Totals		\$60.21	\$51.00	\$51.00	\$50.18	\$79.00
Department 7510 - Historian Totals		\$19,724.85	\$19,936.00	\$19,936.00	\$12,247.50	\$20,196.00
EXPENSE TOTALS		\$1,417,737.97	\$1,425,397.00	\$1,446,710.12	\$875,037.78	\$1,498,638.00
Fund A - General Totals						
REVENUE TOTALS		\$4,224,892.13	\$3,795,000.00	\$3,795,000.00	\$2,911,020.35	\$4,155,000.00
EXPENSE TOTALS		\$1,417,737.97	\$1,425,397.00	\$1,446,710.12	\$875,037.78	\$1,498,638.00
Fund A - General Totals		\$2,807,154.16	\$2,369,603.00	\$2,348,289.88	\$2,035,982.57	\$2,656,362.00
Net Grand Totals						
REVENUE GRAND TOTALS		\$4,224,892.13	\$3,795,000.00	\$3,795,000.00	\$2,911,020.35	\$4,155,000.00
EXPENSE GRAND TOTALS		\$1,417,737.97	\$1,425,397.00	\$1,446,710.12	\$875,037.78	\$1,498,638.00
Net Grand Totals		\$2,807,154.16	\$2,369,603.00	\$2,348,289.88	\$2,035,982.57	\$2,656,362.00

2022 Salary Schedule (Position Budgeting)
Historian

Empl #	Name	Position	Annual Earnings	Empl Type	Benefit Group	Fire Date
	Jan1 Grade & Rate	Ann: Grade & Rate				
12844	Cianfarano, Stanley N/A / \$21.59	County Historian N/A / \$21.59	\$17,965.00	Less than Half	Less P/T12/21/12	10/5/2015
		1	\$17,965.00			

First Name	Last Name	Department Description	Position Title	Hire Date	2021 Budgeted Salary	Position Grade	2021 Budgeted Increment	"Zero Year"	Year Attained in 2022	Top Eligible Increment	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th	
Sweeney	Lindsay	County Clerk	1st Deputy County Clerk	1/1/2016	\$ 55,927	11	3	2016	6	5	51,935	53,493	54,830	55,927	56,765	58,458						
Stanley	Cliffbrano	County Clerk	County Historian	10/3/2015	\$ 17,955	8	1	2016	6	5	17,442	17,955	18,415	18,783	19,255	19,636						

Department Head Instructions:

The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2022 pursuant to your evaluation of their performance. Please enclose with your 2022 Budget Submission your evaluations and circle the 2022 salary you recommend for each employee. Please note these salaries do not reflect a cost of living adjustment for 2022. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the full Board of Supervisors. Please certify your salary recommendations by signing below.

Brandon J. Vogel, Warren G. Clark

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund	A - General					
	REVENUE					
	Department 1460 - Records Management					
	State Aid					
3060	Records Management	58,362.00	.00	.00	.00	.00
	State Aid Totals	\$58,362.00	\$0.00	\$0.00	\$0.00	\$0.00
	Department 1460 - Records Management Totals	\$58,362.00	\$0.00	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$4,224,892.13	\$3,795,000.00	\$3,795,000.00	\$2,911,020.35	\$4,155,000.00

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Adopted Budget	2021 Amended Budget	2021 Actual Amount	2022 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 1460 - Records Management					
	Contractual Expense					
425	Reproduction Expenses	58,362.00	.00	10,941.02	.00	.00
	<i>Contractual Expense Totals</i>	<u>\$58,362.00</u>	<u>\$0.00</u>	<u>\$10,941.02</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 1460 - Records Management Totals	\$58,362.00	\$0.00	\$10,941.02	\$0.00	\$0.00

WARREN CO. CLERK: 2021 MONTHLY RECEIPTS AND DISBURSEMENTS

Upper Portion: Receipts

Bottom Portion: Disbursements

Highlighted Portion: Yellow: Disbursed to Warren County General Fund; Pink-MT Basic to Towns

County Clerk
Jan-August 2021
(with 2019+2020 Jan-Aug as
note at bottom-Local+Add'l MT)

2021	REV.	JUDICIAL	MTG TAX	MTG HOLD	TRANS TAX	REC MGT	E&A	NTY	LGPC	CT & TRUST	1255 FEES	1255 MISC	1255 ADJ	INT-JUD	INT-MT	INT-TT	INT-RM	INT-CC	1259 ONLINE SALES	TOTAL
JAN	\$22,060.00	\$535,477.25	\$13,678.50	\$269,502.00	\$17,993.00	\$41,346.00	\$240.00	\$0.00	\$0.00	\$99,659.85	\$0.00	-\$340.00	\$2.41	\$21.47	\$16.16	\$1.63	\$8.28	\$4,597.20	\$1,004,263.75	
FEB	\$22,685.00	\$527,554.50	\$31,547.25	\$136,418.00	\$19,684.00	\$41,346.00	\$40.00	\$0.00	\$0.00	\$108,301.55	\$1,341.00	-\$72.00	\$2.04	\$17.92	\$8.49	\$0.84	\$6.57	\$5,183.60	\$894,064.76	
MAR	\$30,963.68	\$604,630.00	\$34,856.33	\$223,544.00	\$22,097.00	\$42,256.00	\$360.00	\$0.00	\$0.00	\$134,691.46		-\$141.00	\$1.88	\$21.20	\$6.20	\$0.84	\$7.16	\$6,648.80	\$1,099,943.55	
APRIL	\$26,245.00	\$604,657.50	\$27,505.25	\$216,290.00	\$19,741.00	\$40,409.00	\$280.00	\$0.00	\$0.00	\$135,264.39		-\$366.64	\$1.30	\$26.07	\$11.00	\$1.11	\$8.17		\$1,070,073.15	
MAY	\$29,075.00	\$608,462.25	\$30,421.75	\$231,642.00	\$20,254.00	\$40,659.00	\$520.00	\$0.00	\$0.00	\$117,418.87	\$6,034.95	-\$302.00	\$1.00	\$13.12	\$4.81	\$0.52	\$5.71	\$12,143.20	\$1,096,354.18	
JUNE	\$24,915.00	\$706,287.00	\$39,530.49	\$318,460.00	\$19,171.00	\$42,283.00	\$800.00	\$0.00	\$0.00	\$126,965.69	\$5,471.60	-\$120.50	\$1.12	\$14.58	\$6.55	\$0.49	\$4.30	\$6,711.60	\$1,290,501.92	
JULY	\$33,120.00	\$627,347.50	\$33,141.94	\$261,692.00	\$18,696.00	\$35,714.00	\$600.00	\$0.00	\$0.00	\$115,953.33	\$5,421.10	-\$184.50	\$1.01	\$15.28	\$6.30	\$0.54	\$4.75	\$5,816.80	\$1,137,346.05	
AUG	\$26,820.00	\$579,907.13	\$17,960.00	\$248,994.00	\$17,480.00	\$33,037.00	\$720.00	\$0.00	\$0.00	\$114,305.32	\$7,048.98	-\$138.00	\$1.25	\$12.33	\$6.44	\$0.53	\$4.33	\$5,615.20	\$1,051,774.51	
SEPT																				\$0.00
OCT																				\$0.00
NOV																				\$0.00
DEC																				\$0.00
TOTAL	\$215,883.68	\$4,794,323.13	\$228,641.51	\$1,906,542.00	\$155,116.00	\$317,050.00	\$3,560.00	\$0.00	\$0.00	\$952,560.46	\$25,317.63	-\$1,664.64	\$12.01	\$141.97	\$65.95	\$6.50	\$49.27	\$46,716.40	\$8,644,321.87	
				X	X															
DISB.	JUD-NYS	JUD-CO	MT-BASIC	MT-LOCAL	MT-ADDL	MT-SP ADDL	MT-HOLD	MT - CO INT	TT-NYS	TT-CO	RM-NYS	RM-CO	E & A	NTY	LGPC	CT & TR	1255/1259 FEES	2401 INT	TOTAL	
JAN	\$20,211.21	\$1,851.20	\$214,352.89	\$103,727.80	\$102,803.77	\$96,743.51	\$31,547.25	\$2.00	\$269,212.08	\$306.08	\$17,993.82	\$0.81	\$41,346.00	\$240.00	\$0.00	\$0.00	\$99,319.85	\$8.28	\$99,666.55	
FEB	\$20,811.02	\$1,876.02	\$216,052.89	\$108,026.44	\$102,585.26	\$97,448.17	\$35,005.25	\$1.66	\$136,121.25	\$305.24	\$19,684.42	\$0.42	\$41,346.00	\$40.00	\$0.00	\$0.00	\$4,597.20	\$8.28	\$4,597.20	
MAR	\$28,489.62	\$2,475.94	\$254,272.45	\$127,149.91	\$120,813.07	\$109,073.46	\$28,196.75	\$1.89	\$223,249.10	\$301.10	\$22,097.42	\$0.42	\$42,256.00	\$360.00	\$0.00	\$0.00	\$108,229.55	\$6.57	\$887,540.16	
APRIL	\$24,195.65	\$2,050.65	\$249,734.32	\$124,867.16	\$119,490.68	\$107,672.58	\$30,421.75	\$2.33	\$216,012.50	\$288.50	\$19,741.56	\$0.55	\$40,409.00	\$280.00	\$0.00	\$0.00	\$1,341.00		\$1,341.00	
MAY	\$26,425.50	\$2,650.50	\$247,434.44	\$123,717.22	\$117,921.09	\$108,103.94	\$41,719.25	\$1.18	\$231,358.41	\$288.40	\$20,254.26	\$0.26	\$40,659.00	\$520.00	\$0.00	\$0.00	\$5,183.60		\$5,183.60	
JUNE	\$22,665.56	\$2,250.56	\$292,814.16	\$146,407.08	\$141,308.67	\$126,031.61	\$39,269.25	\$1.30	\$318,171.28	\$295.27	\$19,171.25	\$0.24	\$42,283.00	\$800.00	\$0.00	\$0.00	\$134,550.46	\$7.16	\$1,093,294.75	
JULY	\$30,395.51	\$2,725.50	\$264,518.94	\$130,718.81	\$127,316.79	\$119,988.76	\$17,960.00	\$1.42	\$261,438.15	\$260.15	\$18,696.27	\$0.27	\$35,714.00	\$600.00	\$0.00	\$0.00	\$6,648.80		\$6,648.80	
AUG	\$24,470.63	\$2,350.62	\$237,238.00	\$118,619.00	\$113,327.02	\$104,348.07	\$24,346.25	\$1.12	\$248,762.22	\$238.22	\$17,480.27	\$0.26	\$33,037.00	\$720.00	\$0.00	\$0.00	\$126,845.19	\$4.30	\$1,278,318.72	
SEPT																		\$6,711.60		\$6,711.60
OCT	\$197,664.70	\$18,230.99	\$1,976,418.09	\$983,233.42	\$945,566.35	\$869,410.10	\$248,465.75	\$12.90	\$1,904,324.99	\$2,282.96	\$155,119.27	\$3.23	\$317,050.00	\$3,560.00	\$0.00	\$0.00	\$5,471.60		\$5,471.60	
NOV																		\$117,116.87	\$5.71	\$1,078,176.03
DEC																		\$112,143.20		\$12,143.20
TOTAL				\$983,233.42	\$945,566.35	\$869,410.10	\$248,465.75	\$12.90	\$1,904,324.99	\$2,282.96	\$155,119.27	\$3.23	\$317,050.00	\$3,560.00	\$0.00	\$0.00	\$117,116.87	\$5.71	\$1,078,176.03	
																		\$6,034.95		\$6,034.95
																		\$12,143.20		\$12,143.20
																		\$126,845.19	\$4.30	\$1,278,318.72
																		\$6,711.60		\$6,711.60
																		\$5,471.60		\$5,471.60
																		\$115,768.83	\$4.75	\$1,126,108.15
																		\$5,816.80		\$5,816.80
																		\$5,421.10		\$5,421.10
																		\$114,167.32	\$4.33	\$1,039,110.33
																		\$7,048.98		\$7,048.98
																		\$5,615.20		\$5,615.20
																				\$0.00

Also to Warren County: Motor Vehicle Use Tax A.1410 1136 : 2021 YTD: (Jan-July) \$311,019.27 (thru 8/31/post)

Note: MT Basic distributed to Towns - Semi-Annual.

Note: MTG TAX 2019 Local + #399,505.59 Add'l # 581,194.52 = Co. = \$980,700.11
 Jan-Aug 2020 " " 746,975.31 " " 719,907.93 = Co. = 1,466,883.24
 2021 " " 983,233.42 " " 945,566.35 = Co. = 1,928,799.77