

Legislative, Rules & Governmental Operations
County Clerk/DMV Agenda
October 2, 2025

COMMITTEE MEMBERS: Supervisors STROUGH, Conover, Wild, Driscoll, Maday, Geraci and Thomas.

- 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 – *August 28, 2025*
- III. Privilege of the Floor and public comment
- IV. Action Agenda/New Business Items:
- V. Discussion Items:
 1. Review of 2026 Budget
 2. Local Real Estate Transfer Tax. We had this discussion last year, and I would like to revisit it again. Warren County does not impose a local real estate transfer tax, which is a significant opportunity to generate a substantial, recurring revenue stream. Based on a preliminary analysis, a local transfer tax has the potential to collect an additional \$3 million dollars annually. This revenue would serve as a valuable resource for the County's general fund without increasing property taxes for constituents.
- VI. Referrals/Pending Items: None.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments: 2026 Budget, Salary Schedules, and Recap

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$871,115.93	\$967,886.00	\$967,886.00	\$997,421.00
200's EQUIPMENT	\$2,882.04	\$2,750.00	\$29,450.29	\$3,750.00
400's CONTRACTUAL	\$958,481.37	\$1,108,695.00	\$1,113,605.00	\$1,112,125.00
800's EMPLOYEE BENEFITS	\$377,643.32	\$483,088.00	\$483,088.00	\$500,069.00
TOTALS	\$2,210,122.66	\$2,562,419.00	\$2,594,029.29	\$2,613,365.00

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$3,641,414.43	\$4,102,743.00	\$4,102,743.00	\$3,932,743.00

SIGNED: *Camp & Black*
DEPARTMENT HEAD
TITLE: *County Clerk*
DATE: *8/29/2025*

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$178,626.93	\$199,977.00	\$199,977.00	\$211,320.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$17,249.03	\$19,700.00	\$19,700.00	\$19,700.00
800's EMPLOYEE BENEFITS	\$76,574.75	\$91,506.00	\$91,506.00	\$104,101.00
TOTALS	\$272,450.71	\$311,183.00	\$311,183.00	\$335,121.00

SIGNED: Camp L Black
DEPARTMENT HEAD
TITLE: County Clerk
DATE: 8/29/2025

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2024 EXPENDITURES	2025 ADOPTED	2025 AMENDED	2026 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$19,201.91	\$23,079.00	\$23,079.00	\$23,079.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$967.63	\$1,070.00	\$1,070.00	\$1,481.00
800's EMPLOYEE BENEFITS	\$1,562.93	\$1,865.00	\$1,865.00	\$1,836.00
TOTALS	\$21,732.47	\$26,014.00	\$26,014.00	\$26,396.00

2024 REVENUES	2025 ADOPTED REVENUES	2025 AMENDED REVENUES	2026 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: Camp & Black
 DEPARTMENT HEAD
 TITLE: County Clerk
 DATE: 8/29/2025

Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
REVENUE						
Department 1410 - County Clerk						
Non-Property Tax Items						
1136	Automobile Use Tax	481,906.88	475,000.00	475,000.00	259,110.38	475,000.00
	<i>Non-Property Tax Items Totals</i>	<u>\$481,906.88</u>	<u>\$475,000.00</u>	<u>\$475,000.00</u>	<u>\$259,110.38</u>	<u>\$475,000.00</u>
Departmental Income						
1255	County Clerks Fees	1,150,181.22	1,467,743.00	1,270,000.00	711,237.58	1,200,000.00
1255.01	Mortgage Tax Administration Fee	197,743.50	.00	197,743.00	115,350.34	197,743.00
1256	Local Mortgage Tax	891,646.76	1,100,000.00	1,100,000.00	588,604.37	1,000,000.00
1256.01	Additional Mortgage Tax	859,800.87	1,000,000.00	1,000,000.00	603,179.37	1,000,000.00
1259	Clerk Internet Sales	60,135.20	60,000.00	60,000.00	34,894.80	60,000.00
	<i>Departmental Income Totals</i>	<u>\$3,159,507.55</u>	<u>\$3,627,743.00</u>	<u>\$3,627,743.00</u>	<u>\$2,053,266.46</u>	<u>\$3,457,743.00</u>
	Department 1410 - County Clerk Totals	<u>\$3,641,414.43</u>	<u>\$4,102,743.00</u>	<u>\$4,102,743.00</u>	<u>\$2,312,376.84</u>	<u>\$3,932,743.00</u>
	REVENUE TOTALS	<u>\$3,641,414.43</u>	<u>\$4,102,743.00</u>	<u>\$4,102,743.00</u>	<u>\$2,312,376.84</u>	<u>\$3,932,743.00</u>

Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1410 - County Clerk						
Personal Services						
110	Salaries - Regular	830,203.89	936,994.00	916,994.00	507,237.87	965,759.00
120	Salaries - Overtime	2,277.42	2,700.00	12,700.00	5,639.35	2,700.00
130	Salaries - Part Time	38,634.62	28,192.00	38,192.00	23,765.19	28,962.00
<i>Personal Services Totals</i>		\$871,115.93	\$967,886.00	\$967,886.00	\$536,642.41	\$997,421.00
Equipment						
210	Furniture/Furnishings	.00	2,500.00	18,256.69	10,256.69	3,250.00
220	Office Equipment	2,882.04	250.00	4,193.68	4,127.87	500.00
220.1	Office Equipment - Reserve	.00	.00	6,999.92	2,830.94	.00
<i>Equipment Totals</i>		\$2,882.04	\$2,750.00	\$29,450.29	\$17,215.50	\$3,750.00
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
210	Departmental Request	10 new ergonomic chairs for DMV				
Contractual Expense						
410	Supplies	6,961.72	9,000.00	9,386.05	5,028.54	9,000.00
413	Repair & Maint.-Bldg/Property	.00	1,000.00	1,000.00	.00	500.00
423	Telephone	2,813.50	3,500.00	3,300.00	1,514.33	3,300.00
424	Postage	8,709.48	11,000.00	11,000.00	4,460.57	11,000.00
425	Reproduction Expenses	76,380.00	77,000.00	77,000.00	44,555.00	77,000.00
426	Subscriptions	267.14	460.00	660.00	590.03	4,459.00
427	Memberships & Dues	360.00	360.00	535.00	535.00	535.00
428	Data Processing & Internet Fees	328.00	375.00	375.00	300.00	456.00
436	Advertising Fees	232.98	250.00	368.95	368.95	375.00
439	Misc Fees & Expenses	197.95	750.00	640.00	101.25	500.00
440	Legal/Transcript Fees	504.50	.00	.00	.00	.00
444	Travel/Education/Conference	1,925.23	5,000.00	9,340.00	4,480.22	5,000.00
470	Contract	859,800.87	1,000,000.00	1,000,000.00	603,179.37	1,000,000.00
<i>Contractual Expense Totals</i>		\$958,481.37	\$1,108,695.00	\$1,113,605.00	\$665,113.26	\$1,112,125.00
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
426	Departmental Request	Adobe *2, O365 account 6*360, O365 email only 13*120 per IT new cost to departments				
427	Departmental Request	NYSACC \$300, PRIA \$135, NYALGRO \$75				
Employee Benefits						
810	Retirement	110,081.72	139,253.00	139,253.00	72,716.22	150,282.00

Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1410 - County Clerk						
Employee Benefits						
830	Social Security	49,726.80	60,010.00	60,010.00	30,265.64	61,840.00
831	Medicare Contribution	11,629.65	14,033.00	14,033.00	7,078.25	14,463.00
860	Hospitalization	160,118.19	207,960.00	207,960.00	113,114.88	216,717.00
865	Dental Insurance	2,599.82	3,072.00	3,072.00	1,747.12	3,072.00
	<i>Employee Benefits Totals</i>	<u>\$334,156.18</u>	<u>\$424,328.00</u>	<u>\$424,328.00</u>	<u>\$224,922.11</u>	<u>\$446,374.00</u>
Other Benefits						
840	Workmen's Compensation	5,090.00	5,524.00	5,524.00	5,524.00	4,426.00
861	Retirees Hospitalization	37,434.60	51,736.00	51,736.00	24,258.22	47,019.00
862	Health Insurance Cost Reimbursement	962.54	1,500.00	1,500.00	419.20	2,250.00
	<i>Other Benefits Totals</i>	<u>\$43,487.14</u>	<u>\$58,760.00</u>	<u>\$58,760.00</u>	<u>\$30,201.42</u>	<u>\$53,695.00</u>
	Department 1410 - County Clerk Totals	<u>\$2,210,122.66</u>	<u>\$2,562,419.00</u>	<u>\$2,594,029.29</u>	<u>\$1,474,094.70</u>	<u>\$2,613,365.00</u>
	EXPENSE TOTALS	<u>\$2,210,122.66</u>	<u>\$2,562,419.00</u>	<u>\$2,594,029.29</u>	<u>\$1,474,094.70</u>	<u>\$2,613,365.00</u>
	Fund A - General Totals					
	REVENUE TOTALS	\$3,641,414.43	\$4,102,743.00	\$4,102,743.00	\$2,312,376.84	\$3,932,743.00
	EXPENSE TOTALS	\$2,210,122.66	\$2,562,419.00	\$2,594,029.29	\$1,474,094.70	\$2,613,365.00
	Fund A - General Totals	<u>\$1,431,291.77</u>	<u>\$1,540,324.00</u>	<u>\$1,508,713.71</u>	<u>\$838,282.14</u>	<u>\$1,319,378.00</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$3,641,414.43	\$4,102,743.00	\$4,102,743.00	\$2,312,376.84	\$3,932,743.00
	EXPENSE GRAND TOTALS	\$2,210,122.66	\$2,562,419.00	\$2,594,029.29	\$1,474,094.70	\$2,613,365.00
	Net Grand Totals	<u>\$1,431,291.77</u>	<u>\$1,540,324.00</u>	<u>\$1,508,713.71</u>	<u>\$838,282.14</u>	<u>\$1,319,378.00</u>

Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
EXPENSE						
Department 1665 - Public Records						
<i>Personal Services</i>						
110	Salaries - Regular	153,566.67	172,101.00	172,101.00	105,433.55	183,610.00
120	Salaries - Overtime	.23	.00	.00	.00	.00
130	Salaries - Part Time	25,060.03	27,876.00	27,876.00	14,435.96	27,710.00
	<i>Personal Services Totals</i>	<u>\$178,626.93</u>	<u>\$199,977.00</u>	<u>\$199,977.00</u>	<u>\$119,869.51</u>	<u>\$211,320.00</u>
<i>Contractual Expense</i>						
410	Supplies	2,447.58	3,000.00	3,000.00	1,997.19	3,000.00
425	Reproduction Expenses	14,801.45	16,700.00	16,700.00	7,581.08	16,700.00
	<i>Contractual Expense Totals</i>	<u>\$17,249.03</u>	<u>\$19,700.00</u>	<u>\$19,700.00</u>	<u>\$9,578.27</u>	<u>\$19,700.00</u>
<i>Employee Benefits</i>						
810	Retirement	23,597.12	28,443.00	28,443.00	19,077.98	36,345.00
830	Social Security	10,390.20	12,399.00	12,399.00	6,911.84	13,102.00
831	Medicare Contribution	2,429.95	2,901.00	2,901.00	1,616.49	3,065.00
860	Hospitalization	34,005.66	39,744.00	39,744.00	24,206.72	42,820.00
865	Dental Insurance	482.12	528.00	528.00	325.12	528.00
	<i>Employee Benefits Totals</i>	<u>\$70,905.05</u>	<u>\$84,015.00</u>	<u>\$84,015.00</u>	<u>\$52,138.15</u>	<u>\$95,860.00</u>
<i>Other Benefits</i>						
861	Retirees Hospitalization	5,669.70	7,491.00	7,491.00	4,369.89	8,241.00
	<i>Other Benefits Totals</i>	<u>\$5,669.70</u>	<u>\$7,491.00</u>	<u>\$7,491.00</u>	<u>\$4,369.89</u>	<u>\$8,241.00</u>
	Department 1665 - Public Records Totals	<u>\$272,450.71</u>	<u>\$311,183.00</u>	<u>\$311,183.00</u>	<u>\$185,955.82</u>	<u>\$335,121.00</u>

Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
	EXPENSE					
	Department 7510 - Historian					
	Personal Services					
130	Salaries - Part Time	19,201.91	23,079.00	23,079.00	13,120.52	23,079.00
	<i>Personal Services Totals</i>	<u>\$19,201.91</u>	<u>\$23,079.00</u>	<u>\$23,079.00</u>	<u>\$13,120.52</u>	<u>\$23,079.00</u>
	<i>Contractual Expense</i>					
410	Supplies	31.12	100.00	100.00	15.27	100.00
423	Telephone	33.87	50.00	50.00	15.73	50.00
424	Postage	19.84	30.00	30.00	.00	30.00
426	Subscriptions	.00	.00	.00	.00	360.00
427	Memberships & Dues	50.00	65.00	65.00	55.00	65.00
428	Data Processing & Internet Fees	82.00	75.00	75.00	75.00	76.00
444	Travel/Education/Conference	750.80	750.00	750.00	420.00	800.00
	<i>Contractual Expense Totals</i>	<u>\$967.63</u>	<u>\$1,070.00</u>	<u>\$1,070.00</u>	<u>\$581.00</u>	<u>\$1,481.00</u>
	Comments					
	Account Level Comment					
	426 Departmental Request Per IT - new O365 charge					
	<i>Employee Benefits</i>					
830	Social Security	1,190.51	1,431.00	1,431.00	813.48	1,431.00
831	Medicare Contribution	278.42	335.00	335.00	190.26	335.00
	<i>Employee Benefits Totals</i>	<u>\$1,468.93</u>	<u>\$1,766.00</u>	<u>\$1,766.00</u>	<u>\$1,003.74</u>	<u>\$1,766.00</u>
	<i>Other Benefits</i>					
840	Workmen's Compensation	94.00	99.00	99.00	99.00	70.00
	<i>Other Benefits Totals</i>	<u>\$94.00</u>	<u>\$99.00</u>	<u>\$99.00</u>	<u>\$99.00</u>	<u>\$70.00</u>
	Department 7510 - Historian Totals	<u>\$21,732.47</u>	<u>\$26,014.00</u>	<u>\$26,014.00</u>	<u>\$14,804.26</u>	<u>\$26,396.00</u>
	EXPENSE TOTALS	<u>\$21,732.47</u>	<u>\$26,014.00</u>	<u>\$26,014.00</u>	<u>\$14,804.26</u>	<u>\$26,396.00</u>
	Fund A - General Totals	<u>\$21,732.47</u>	<u>\$26,014.00</u>	<u>\$26,014.00</u>	<u>\$14,804.26</u>	<u>\$26,396.00</u>
	EXPENSE TOTALS	<u>\$21,732.47</u>	<u>\$26,014.00</u>	<u>\$26,014.00</u>	<u>\$14,804.26</u>	<u>\$26,396.00</u>
	Fund A - General Totals	<u>(\$21,732.47)</u>	<u>(\$26,014.00)</u>	<u>(\$26,014.00)</u>	<u>(\$14,804.26)</u>	<u>(\$26,396.00)</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$21,732.47	\$26,014.00	\$26,014.00	\$14,804.26	\$26,396.00
	Net Grand Totals	<u>(\$21,732.47)</u>	<u>(\$26,014.00)</u>	<u>(\$26,014.00)</u>	<u>(\$14,804.26)</u>	<u>(\$26,396.00)</u>

2026 Salary Schedule (Position Budgeting)
County Clerk

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13875	Black, Carrie N/A / \$54.38	County Clerk N/A / \$54.38	\$98,964.00	Elected	Elected/FT	1/1/2024
13728	Bombard, Melissa 08-03 / \$24.58	MV License/Reg Clerk #8 08-04 / \$24.95	\$51,304.00	Full Time	CSEA/FT	10/17/2022
13604	Bowen, Dionne 07-04 / \$24.10	Legal Recording Clerk #3 07-05 / \$26.05	\$51,061.00	Full Time	CSEA/FT	10/18/2021
12428	Conte, Christine 08-12 / \$28.56	MV License/Reg Clerk #2 08-13 / \$28.56	\$59,401.00	Full Time	CSEA/FT	9/30/2013
11443	Conway, Jamie 15-17 / \$33.54	MV Supervisor 15-18 / \$33.54	\$69,769.00	Full Time	CSEA/FT	4/14/2008
13429	Duers, Alexandra 08-05 / \$26.99	Pistol Permit Clerk 08-06 / \$26.99	\$56,133.00	Full Time	CSEA/FT	2/24/2020
11708	Latham, Christine 15-16 / \$33.54	Principal Legal Recording Clerk 15-17 / \$33.54	\$69,769.00	Full Time	CSEA/FT	10/19/2009
13336	Lewis, Deborah 08-00 / \$23.52	MV License/Reg Clerk - PT N/A / \$23.52	\$24,462.00	Less than Half	Less P/T12/21/12	3/10/2020
12226	Morgan, Linda N/A / \$39.84	1st Deputy County Clerk N/A / \$39.84	\$72,513.00	Full Time	Appointed F/T	12/3/2013
12702	Rivers, Peter 10-11 / \$30.31	Senior MV Examiner #2 10-12 / \$30.31	\$63,051.00	Full Time	CSEA/FT	12/1/2014
13021	Sherman, Patricia 10-04 / \$26.58	Senior MV Examiner #3 10-05 / \$28.77	\$59,491.00	Full Time	CSEA/FT	2/8/2021
14007	St. Germain, Kelly 08-01 / \$23.86	MV License/Reg Clerk #7 08-02 / \$24.22	\$49,798.00	Full Time	CSEA/FT	10/15/2024
13625	Strong-Norman, Susan 07-04 / \$24.10	Legal Recording Clerk #2 07-05 / \$26.05	\$50,279.00	Full Time	CSEA/FT	12/27/2021

11067	Van Dorn, Cindy 10-19 / \$30.55	Senior MV Examiner 10-20 / \$30.79	\$63,974.00 Full Time	CSEA/FT	3/6/2006
14068	Walker, Allison 08-00 / \$23.52	MV License/Reg Clerk #10 08-01 / \$23.86	\$49,438.00 Full Time	CSEA/FT	4/14/2025
14089	Woodard, Emily 07-00 / \$22.71	Legal Recording Clerk #4 N/A / \$22.71	\$47,238.00 Full Time	CSEA/FT	7/7/2025
	N/A / \$0.00	County Clerk Over Time N/A / \$0.00	\$2,700.00		
	N/A / \$0.00	County Clerk Part Time Help N/A / \$0.00	\$4,500.00		
	N/A / \$0.00	Legal Recording Clerk N/A / \$0.00	\$0.00		
	12-00 / \$25.76	Senior Legal Recording Clerk N/A / \$25.76	\$53,576.00		
			20		
			\$997,421.00		

2026 Salary Schedule (Position Budgeting)
Public Records

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13128	Campagnone, Nancy	Recording Clerk (1000 hrs)	\$22,710.00	Less than Half	Less P/T12/21/12	10/31/2017
	07-00 / \$22.71	N/A / \$22.71				
10044	McClenahan, Alison	Records Manager	\$70,769.00	Full Time	CSEA/FT	4/3/2000
	15-25 / \$34.02	15-26 / \$34.02				
11757	Raymond, Brian	Assistant Records Manager	\$59,901.00	Full Time	CSEA/FT	3/29/2010
	08-15 / \$28.80	08-16 / \$28.80				
13531	Warner, Jennifer	Recording Clerk #3	\$52,940.00	Full Time	CSEA/FT	4/26/2021
	07-04 / \$24.10	07-05 / \$26.05				
		Public Records Part Time	\$5,000.0			
	N/A / \$0.00	N/A / \$0.00				
		Recording Clerk - Temp	\$0.00			
	07-00 / \$22.71	N/A / \$22.71				
			6			
			\$211,320.00			

2026 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	County Historian	\$23,079.00	Less than Half	Less P/T12/21/12	10/5/2015
	N/A / \$27.74	N/A / \$27.74				
		1	\$23,079.00			

BUDGET RECAP



SIGNIFICANT CHANGES

- County Clerk Fees – 1255 – Decrease of \$70,000 due to historical data trends and forecast.
- Local Mortgage Tax – 1256 – Decrease of \$100,000 due to historical data trends and forecast.
- Subscriptions – 426 – Increase of \$4k due to new departmental charge from IT for Office 365 licenses.

INITIATIVES, GOALS AND WORKLOAD MEASURES

Goal 1: Expand Constituent Access to DMV Services

- **Initiative:** Establish a "Mobile DMV" office program to provide services to residents in towns outside of the primary Queensbury area.
- **Action Plan:** Work with town supervisors and/or libraries to identify suitable locations for a minimum of four hours per month in each participating town.
- **Measure of Success:** Track the number of transactions processed at each mobile location and the number of transactions that could not be completed remotely.

Goal 2: Facilitate Passport Application Process for Students

- **Initiative:** Partner with local school districts to host "Passport Fairs" for students who are unable to visit the office during regular business hours.
- **Action Plan:** Coordinate with school administrators to set up on-site events for passport applications.
- **Measure of Success:** Track the number of schools involved and the total number of passport applications processed through the fairs.

Goal 3: Improve Digital Public Service and Efficiency

- **Initiative:** Enhance the County Clerk and DMV websites to provide comprehensive online resources.
- **Action Plan:** Develop new sections on both websites featuring a Frequently Asked Questions (FAQ) page, recommendations for required documents, and clear descriptions and forms for each DMV transaction type.
- **Measure of Success:** Monitor a reduction in the number of phone calls or in-person inquiries related to basic transaction information.