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COUNTY OF ERIE

CHRISTOPHER L. JACOBS
COUNTY CLERK

July 9, 2012

Honorable Betty Jean Grant
Chair, Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

RE: 2012 Mid-Year Budget Hearing

Dear Chairwoman Grant:

The Erie County Clerk's Office is pleased to comply with your request and provide the following information to facilitate our 2012 Mid-Year Budget Hearing set for Monday, July 16, 2012.

The first attachment, "Vacancy Savings" provides the requested information relative to questions 1 and 2 of your request. The attachment details the budgeted positions, number of vacancies and salary savings for the period January 1-June 30, 2012.

The second attachment, "Registrar and Auto Bureau Mid-Year 2012" provides the requested information relative to questions 3 and 4 of your letter. The attachment details end of period actual to budget comparisons for revenue and expenses for the County Clerk's Office, both Registrar and Auto Bureau. The last column indicates the percent of annual budget consumed as of May 31, 2012.

I look forward to meeting with you on July 16 to answer any questions relative to the attached.

Sincerely,

CHRISTOPHER L. JACOBS
Erie County Clerk

Attachments

ERIE COUNTY HALL • 92 FRANKLIN STREET • BUFFALO, N.Y. • 14202 • PHONE: (716) 858-8865 • FAX: (716) 858-6550

Erie County Clerk's Office

Mid-Year Budget Hearing – July 16, 2012

Vacancy Savings

Question 1

Total number of authorized positions for fiscal year 2012:

Registrar		
Full Time	51	
Regular Part Time	-0-	
Part Time	12	
		63
Auto Bureau		
Full Time	48	
Regular Part Time	18	
Part Time	40	
		106
TOTAL Budgeted Positions		169

Vacant positions at 6/30/2012

Registrar	1 Part Time Clerk
Auto Bureau	1 Part Time Jr Motor Vehicle Cashier

Question 2

Vacancy Savings To 6/30/2012 **Total $85,178** – All Personal Services Lines
Includes Salary, Fringe, Overtime, etc.

- Registrar - $51,518
- Auto Bureau - $33,660
  - Savings attributed to vacancy savings between openings and filling positions at lower steps than budgeted.

County Clerk - BA 113
Registrar - Mid Year 2012 (as of 5/31)

Commitment Item	2012 Budget	Revenue/Expense to Date	Available Budget	Cons. Bud.(%)	Avail.Bud.(%)	
						Revenues Less Than 33%
415100 Real Estate Transfer Tax	175,000.00-	56,169.00-	118,831.00-	32.10	67.90	Deed transfers ($9 per transacation) - tied to Real Estate Market. Summer months traditionally busier, expect to make budget.
415160 Mortgage Tax	438,527.00-	148,087.82-	290,439.18-	33.77	66.23	
445030 Int & Earn - Gen Inv	8,000.00-	2,381.50-	5,618.50-	29.77	70.23	Interest rates on money invested by Comptroller remains low.
415105 Passport Fees	17,000.00-	6,650.00-	10,350.00-	39.12	60.88	
415110 Court Fees	340,000.00-	132,025.00-	207,975.00-	38.83	61.17	
415120 Small Claims Fees	1,500.00-	20.00-	1,480.00-	1.33	98.67	Fees collected for appeals to denials of Property Assessment Reviews - fluctuate based on claims actually filed, outside of our control.
415140 Comm of Educ Fees	110,000.00-	58,783.50-	51,216.50-	53.44	46.56	
415150 Recording Fees	5,900,000.00-	3,986,073.47-	1,913,926.53-	67.56	32.44	
421000 Pistol Permits	75,000.00-	51,022.00-	23,978.00-	68.03	31.97	
REVENUE	**7,065,027.00-**	**4,441,212.29-**	**2,623,814.71-**	**62.86**	**37.14**	
						Expenses Over 50%
500000 Full Time - Salaries	2,134,588.00	879,705.09	1,254,882.91	41.21	58.79	
500010 Part Time - Wages	130,350.00	46,196.49	84,153.51	35.44	64.56	
Salaries	**2,264,938.00**	**925,901.58**	**1,339,036.42**	**40.88**	**59.12**	
500300 Shift Differential		43.72	43.72-			
500350 Other Employee Payments	2,400.00		2,400.00		100.00	
501000 Overtime	15,000.00	13,091.50	1,908.50	87.28	12.72	Clerk authorized aggressive overtime in first quarter of year to clear backlog of undeposited checks in Registrar's office. With check-deposit backlog cleared, we expect that our total personal services lines for year will remain within budget due to vacancy savings.
Personnel Related Expense	2,282,338.00	939,036.80	1,343,301.20	41.14	58.86	
502000 Fringe Benefits	1,249,538.00	523,609.26	725,928.74	41.90	58.10	
Fringe Benefits	**1,249,538.00**	**523,609.26**	**725,928.74**	**41.90**	**58.10**	
505000 Office Supplies	25,300.00	9,357.32	15,942.68	36.99	63.01	
506200 Maintenance & Repair	2,900.00	352.54	2,547.46	12.16	87.84	

County Clerk - BA 113
Registrar - Mid Year 2012 (as of 5/31)

Commitment Item	2012 Budget	Revenue/Expense to Date	Available Budget	Cons. Bud.(%)	Avail.Bud.(%)	
510000 Local Mileage Reimb	500.00	45.74	454.26	9.15	90.85	
510100 Out Of Area Travel	1,500.00	629.59	870.41	41.97	58.03	
510200 Training And Education	1,338.00	952.00	386.00	71.15	28.85	Based on travel needs of County Clerk, also one-time staff trip to Westchester county to view E-filing.
515000 Utility Charges	132.00	131.17	0.83	99.37	0.63	Phone line related to Auto Bureau. Technical Budget Adjustment done to move budget.
530000 Other Expenses	4,800.00	3,591.28	1,208.72	74.82	25.18	Costs associated with roll out of enhanced Thank A Vet Program.
516020 Pro Ser Cnt And Fees	17,190.00	10,929.52	6,260.48	63.58	36.42	Unexpected Court Reporter Transcript Fees for persons granted "poor person status".
516030 Maintenance Contracts	59,550.00	53,918.00	5,632.00	90.54	9.46	New Vision Contract payable in beginning of year.
561410 Lab & Technical Equipment	19,500.00	5,243.50	14,256.50	26.89	73.11	
910600 ID Purchasing Services	3,395.00	1,162.09	2,232.91	34.23	65.77	
910700 ID Fleet Services	11,332.00	4,027.84	7,304.16	35.54	64.46	
912215 ID DPW Mail Srvs	21,911.00	11,885.07	10,025.93	54.24	45.76	Concentration on returning documents/land records.
980000 ID DISS Services	192,848.00	73,271.82	119,576.18	37.99	62.01	
Expense	**3,894,072.00**	**1,638,143.54**	**2,255,928.46**	**42.07**	**57.93**	
Revenue Over Expense	**3,170,955.00-**	**2,803,068.75-**	**367,886.25-**	**88.40**	**11.60**	

County Clerk - BA 1113
Auto Bureau - Mid Year 2012 (as of 5/31)

Commitment Item	2012 Budget	Revenue/Expense To Date	Available Budget	Cons. Bud.(%)	Avail.Bud.(%)	
						Revenue Less Than 33%
415130 Auto Fees	3,500,000.00-	1,860,294.14-	1,639,705.86-	53.15	46.85	
415180 Vehicle Use Tax	5,200,000.00-	2,239,398.84-	2,960,601.16-	43.07	56.93	
415190 Enhanced Dr Lic Fee	250,000.00-	117,401.00-	132,599.00-	46.96	53.04	
Revenue	**8,950,000.00-**	**4,217,093.98-**	**4,732,906.02-**	**47.12**	**52.88**	
						Expenses Over 50%
500000 Full Time - Salaries	1,811,664.00	750,698.86	1,060,965.14	41.44	58.56	
500010 Part Time - Wages	505,768.00	182,803.15	322,964.85	36.14	63.86	
500020 Regular PT - Wages	558,985.00	215,961.93	343,023.07	38.63	61.37	
Salaries	**2,876,417.00**	**1,149,463.94**	**1,726,953.06**	**39.96**	**60.04**	
500300 Shift Differential		5.95	5.95-			
500330 Holiday Worked						
500350 Other Employee Payments	9,000.00	240.00	8,760.00	2.67	97.33	
501000 Overtime	15,000.00	5,718.20	9,281.80	38.12	61.88	
Personnel Related Expense	2,900,417.00	1,155,428.09	1,744,988.91	39.84	60.16	
502000 Fringe Benefits	1,433,706.00	633,038.30	800,667.70	44.15	55.85	
Fringe Benefits	**1,433,706.00**	**633,038.30**	**800,667.70**	**44.15**	**55.85**	
505000 Office Supplies	15,500.00	9,983.81	5,516.19	64.41	35.59	Supplies needed for efficient operation. Will monitor closely.
506200 Maintenance & Repair	15,700.00	611.85	15,088.15	3.90	96.10	
510000 Local Mileage Reimb	1,200.00	321.77	878.23	26.81	73.19	
515000 Utility Charges	5,640.00		5,640.00		100.00	
545000 Rental Charges	167,747.00	127,710.29	40,036.71	76.13	23.87	Includes Funds Reservations in place for all rental agreements.
530000 Other Expenses	6,900.00	4,564.34	2,335.66	66.15	33.85	New signage at Auto Bureau locations.
516020 Pro Ser Cnt And Fees	35,040.00	34,990.72	49.28	99.86	0.14	Includes monies encumbered for Loomis, fingerprinting, floor mats, security services.

County Clerk - BA 1113
Auto Bureau - Mid Year 2012 (as of 5/31)

Commitment Item	2012 Budget	Revenue/Expense To Date	Available Budget	Cons. Bud.(%)	Avail.Bud.(%)	
516030 Maintenance Contracts	86,624.00	56,958.24	29,665.76	65.75	34.25	Includes encumberances for NEM-Q, cleaning and waste control.
561410 Lab & Technical Equipment	51,290.00	12,885.36	38,404.64	25.12	74.88	
561420 Office Furn & Fixt	25,920.00	8,300.00	17,620.00	32.02	67.98	
575040 I/F Expense-Utility	36,200.00	6,163.05	30,036.95	17.03	82.98	
910600 ID Purchasing Services	11,243.00	3,847.91	7,395.09	34.22	65.78	
910700 ID Fleet Services	1,545.00	255.00	1,290.00	16.50	83.50	
912215 ID DPW Mail Srvs	3,332.00	1,596.61	1,735.39	47.92	52.08	
912220 ID Build&Grounds Srv	41,552.00	17,313.34	24,238.66	41.67	58.33	
980000 ID DISS Services	213,010.00	78,266.55	134,743.45	36.74	63.26	
Expense	5,052,566.00	2,152,235.23	2,900,330.77	42.60	57.40	
Revenue Over Expense	3,897,434.00-	2,064,858.75-	1,832,575.25-	52.98	47.02	