

OFFICE OF THE ALBANY COUNTY CLERK

CLERK OF SUPREME AND COUNTY COURTS

16 EAGLE STREET ROOM 128

ALBANY, NEW YORK 12207-1077

BRUCE A. HIDLEY
ALBANY COUNTY CLERK



GERALDINE M. GOULD
EXECUTIVE DEPUTY COUNTY
CLERK

JULIANNE GUDZ
JENNIFER BOTTIERI
DEPUTY COUNTY CLERKS

To: Honorable Wanda Willingham
Chairwoman, Audit & Finance Committee
From: Bruce A. Hidley *BH*
Albany County Clerk
Re: 2025 Budget
County Clerk and Hall of Records
Date: October 15, 2024

I am in receipt of your memo dated October 2, 2024 regarding the 2025 Executive Budget. I am providing the following information pursuant to your request.

Item #1 - The Albany County Clerk's Office and the Hall of Records will be represented by Albany County Clerk Bruce A. Hidley, Executive Deputy County Clerk, Geraldine Gould and Deputy County Clerk, Craig Carlson.

Item #2 - The County Clerk's Office has the following vacancies:
A1410.11390.003.230006, A1410.16206.002.230010, A1410.16206.014.230045,
A141016206.017.230048, A1410.16206.018.230049, A1410.18403.003.230054

The Hall of Records has the following vacancies:
None

Item #3 - The County Clerk's Office and the Hall of Records have no new positions therefore funding and reimbursement is not applicable.

Item #4 - The County Clerk's Office and the Hall of Records have no salary increases beyond the union contract commitments.

Item #5 - The County Clerk's Office and the Hall of Records have no positions being eliminated or salary decreased.

Item #6 - The County Clerk's Office and the Hall of Records have no grant funded positions.

Item #7 - The County Clerk's Office and the Hall of Records have no job titles proposed to be changed or moved to another Line Item.

Item #8 - Attached is the excel spreadsheet showing the breakdown of the Fees for Services along with other miscellaneous contractual items for the County Clerk's Office and the Hall of Records.

Item #9 – The County Clerk’s Office and the Hall of Records will not be eliminating any programs for 2025. Additionally, there will be no reimbursements

- Further the online availability of deeds and mortgages
- Working with the local municipalities in Albany County with regards to technology which includes scanning records and online access to their records. Currently working on the Village of Menands records.
- Will be applying to the Local Government Records Management Improvement Fund for additional funding opportunities for Records Management in 2025
- Successfully awarded a Shared Services grant with Albany County and the City of Watervliet in the amount of \$306,000 through the New York State Department of State for additional funding opportunities for Records Management in 2025

Item #10 – The County Clerk’s Office and the Hall of Records have three (3) vehicles in its fleet. The Hall of Records has a 2014 Ford E150 van and a 2023 Ford electric cargo van. These vans are driven by several employees whose titles are Laborers. The vans transport documents to several Albany County and City of Albany agencies. The third vehicle is a 2017 Ford Fusion which is used by the County Clerk pursuant to Section 5C of the Albany County vehicle policy

Item #11 – The County Clerk’s Office and the Hall of Records does not have any line item for Conference, Training or Tuition in either budget

Item #12 – The Albany County Clerk’s Office and the Hall of Records did not have any overtime expenses for the past two (2) years. Additionally, the Albany County Clerk’s Office and the Hall of Records has had no overtime for 2024 and does not anticipate any overtime for the budget year 2025

Item #13 – The County Clerk’s Office and the Hall of Records has not established any new positions or made any changes during the 2024 fiscal year

Item #14 – The County Clerk’s Office and the Hall of Records do not foresee any risk factors in 2025

Item #15 – This question is not applicable to the County Clerk’s Office or the Hall of Records

Item #16 – The County Clerk’s Office and the Hall of Records does not anticipate any new unfunded mandates, regulations, risks to grant revenues or risks to reimbursements of revenue from any source

Audit & Finance Response- Item # 8		2024	2025	
COUNTY CLERK A1410.44046 FEES FOR SERVICES				
IQS County Clerk Index & Imaging System-Software/Support/Maintenance (\$8,000 per mo.)		96,000	96,000	
NextRequest F.O.I.L. System		6,000	6,400	
Upgrade of County Clerk System to Include the Deed/Mortgage Indices & Images		60,000	60,000	
Total for A1410.44046		162,000	162,400	
A1410.44050 COUNTY CODE PROGRAM				
Codification of the Albany County Charter and Local Laws		8,000	8,000	
A1410.44065 PHOTOCOPIER LEASE		5,006	5,006	
A1410.44070 EQUIPMENT REPAIR AND RENTAL BREAKDOWN:				
Computer Server/Software Maintenance/Upgrades		0	0	
Maintenance Agts for 7 Reader Printers		4,200	4,200	
Meter Overage for Copy Machines		0	0	
Repairs not covered under Maintenance Agts (old machines) or warranty		0	0	
Micrographic Services -Process and Produce Microfilm from Images		15,000	15,000	
Total for A1410.44070		19,200	19,200	
HALL OF RECORDS A1411.44046 FEES FOR SERVICES				
		2024	2025	
Physical Contact Management System (per CIO)		67,000	67,000	
Laserefiche Rio Annual Maintenance and Licensing Fees (LSAP)		39,000	39,000	
Additional Laserefiche Licenses		20,000	20,000	
Cloud Storage Data System		10,000	20,000	
Microfilm Services for Processing & Duplicating from Ulster County (as per Resolution 487)		17,465	17,465	
Ancestry License		2,000	2,000	
Adobe Photoshop CC		1,000	1,000	
Agency Destructions from ACHOR		0	10,000	
Miscellaneous Expenses - repairs to office equipment		1,000	1,000	
New York State Department of State Grant Albany County and Watervliet		0	265,751	Mgt & Budget added Sept 2024
Local Government Records Management Improvement Fund.The budget line will be NYS Archives Grant		149,293	0	
Total for A1411.44046		306,758	443,216	
A1411.44065	PHOTOCOPIER LEASE	2,800	2,800	
A1411.44070	EQUIPMENT REPAIR AND RENTAL			
Genie/Scissor Lifts (Service Contract-Vendor TBA)*		4,400	4,400	
Scissor Lifts and Pallet Jacks Emergency Repairs		8,500	8,500	
Dock Lift, Overhead Door, and Vehicle Restraint (Service Contract-Vendor TBD)		1,200	1,200	
Dock Lift, Overhead Door, and Vehicle Restraint Emergency Repairs		5,000	5,000	
Cannon Image PROGRAF iPF785 MFP M40-Large Format Scanner (Northco Products, Inc.)		1,700	1,700	
Ibus Large Book Scanner 5005 24x36		0	3,995	
Konica Minolta ScanDIBA Bookscanner (Image Integrator)		1,400	1,200	
ST ViewScan III & IV Microform Reader-Scanner (Service Contract-Vendor TBD)		1,000	1,000	
Instream ScanPro 3000 Microform Reader-Scanner (Instream)		2,000	2,000	
Miscellaneous/Unforeseen Expenses		2,000	2,000	
Batteries for the 3 Scissor Lifts		3,000	3,000	
Total for A1411.44070		30,200	33,995	
A1411.44071	PROPERTY REPAIR AND RENTAL			
Pest Control (Attention Pest Solutions)		468	468	
Waste Removal (County Waste)		1,428	1,428	
Security Monitoring For Facility (Convergent)		3,000	3,000	
Sprinkler and Fire Alarm Tests and Inspections (Johnson Controls)		2,000	2,000	
Sprinkler Emergency Repairs		7,500	7,500	
Nitrogen System-New Warehouse		2,200	2,200	
Nitrogen System-New Warehouse Emergency Repairs		2,000	2,000	
Fire Extinguisher Inspection and Preventative Maintenance (Moore Fire Protection)		3,200	3,200	
Vault FM-200 Inspection and Preventative Maintenance (Johnson Controls)		1,580	1,580	
HVAC Preventative Maintenance (Esco)		2,800	2,800	
HVAC Emergency Repairs		8,000	8,000	
Roof Emergency Repairs (Titan)		8,000	8,000	
Door and Awning Repair and Replacement		15,000	15,000	
Miscellaneous/Unforeseen Expenses		1,000	1,000	
		58,176	58,176	

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County Clerk A1410.44046 FEES FOR SERVICES											
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Next Request F.O.I.L. System										6,000	6,400
Upgrade to County Clerk System to Include the Deed/Mortgage Indices & Images										60,000	60,000
Total for A1410.44046										162,000	162,400
A1410.44508 COUNTY CODE PROGRAM											
Codification of the Albany County Charter and Local Laws										8,000	8,000
A1410.44065 PHOTOCOPIER LEASE											
										5,006	5,006
A1410.44070 EQUIPMENT REPAIR AND RENTAL BREAKDOWN:											
Computer Server/Software Maintenance/Upgrades										0	0
Maintenance Agts for 7 Reader Printers										4,200	4,200
Meter Overage for Copy Machines										0	0
Repairs not covered under Maintenance Agts (old machines) or warranty										0	0
Micrographic Services -Process and Produce Microfilm from Images										15,000	15,000
Total for A1410.44070										19,200	19,200

HALL OF RECORDS										2024	2025		
A1411.44046	FEES FOR SERVICES												
	Physical Contact Management System (per CIO)									67,000	67,000		
	Laserfiche Rio Annual Maintenance and Licensing Fees (LSAP)									39,000	39,000		
	Additional Laserfiche Licenses									20,000	20,000		
	Cloud Storage Data System									10,000	20,000		
	Microfilm Services for Processing & Duplicating from Ulster County (as per Resolution 487)									17,465	17,465		
	Ancestry License									2,000	2,000		
	Adobe Photoshop CC									1,000	1,000		
	Agency Destructions from ACHOR									0	10,000		
	Miscellaneous Expenses - repairs to office equipment									1,000	1,000		
	New York State Department of State Grant Albany County and Watervliet									0	265,751	Mgt & Budget added Sept 2024	
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A1411.44070	EQUIPMENT REPAIR AND RENTAL												
	Genie/Scissor Lifts (Service Contract-Vendor TBA)*									4,400	4,400		
	Scissor Lifts and Pallet Jacks Emergency Repairs									8,500	8,500		
	Dock Lift, Overhead Door, and Vehicle Restraint (Service Contract-Vendor TBD)									1,200	1,200		
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	Cannon Image PROGRAF iPF785 MFP M40-Large Format Scanner (Northco Products, Inc.)									1,700	1,700		
	Ibus Large Book Scanner 5005 24x36									0	3,995		
	Konica Minolta ScanDIBA Bookscanner (Image Integrator)									1,400	1,200		
	ST ViewScan III & IV Microform Reader-Scanner (Service Contract-Vendor TBD)									1,000	1,000		
	Instream ScanPro 3000 Microform Reader-Scanner (Instream)									2,000	2,000		
	Miscellaneous/Unforeseen Expenses									2,000	2,000		
	Batteries for the 3 Scissor Lifts									3,000	3,000		
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A1411.44071	PROPERTY REPAIR AND RENTAL												
	Pest Control (Attention Pest Solutions)									468	468		
	Waste Removal (County Waste)									1,428	1,428		
	Security Monitoring For Facility (Convergint)									3,000	3,000		
	Sprinkler and Fire Alarm Tests and Inspections (Johnson Controls)									2,000	2,000		
	Sprinkler Emergency Repairs									7,500	7,500		
	Nitrogen System-New Warehouse									2,200	2,200		
	Nitrogen System-New Warehouse Emergency Repairs									2,000	2,000		
	Fire Extinguisher Inspection and Preventative Maintenance (Moore Fire Protection)									3,200	3,200		
	Vault FM-200 Inspection and Preventative Maintenance (Johnson Controls)									1,580	1,580		
	HVAC Preventative Maintenance (Esco)									2,800	2,800		
	HVAC Emergency Repairs									8,000	8,000		
	Roof Emergency Repairs (Titan)									8,000	8,000		
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