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

DEPUTY COUNTY CLERKS JESSICA BRADY JENNIFER BOTTIERI TONNESHA RICHARDS CRAIG CARLSON

To: Honorable Wanda Willingham

Chairwoman, Audit & Finance Committee

From: Bruce A. Hidley

County Clerk

Re: 2026 Budget

County Clerk and Hall of Records

Date: October 15, 2025

I am in receipt of your memo dated October 1, 2025 regarding the 2026 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: A1410.16206.002.23008, A1410.16206.010.230041, A1410.16206.016.230047 and A1410.18403.003.230054.

The Hall of Records has the following vacancies: A1411.15913.005.24003 and A1411.18403.001.240022

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 - In past Audit and Finance discussions we have spoken about the low starting salaries for the County Clerk's Office and the Hall of Records Union employees. These salaries are mandated by their current CSEA contract. This contract salary structure has made it difficult to hire new employees and to keep our current ones. This year we were able to work with Human Resources along with Management & Budget to negotiate a side letter to increase these salaries, the vast majority by adding \$5,000 to base instead of the standard COLA. As part of this a few additional salaries needed to be increased to maintain separation between more senior staff and the people reporting to them, these were at \$2,500 and the standard 3%. Additionally, this includes a request from the Clerk to increase his salary for the next term as required by law, this increase is the same as other County-

wide elected officials received two (2) years ago when they ran. As part of this, the two (2) Deputies also received an additional \$5,000 to bring them more in line with other senior leadership reporting directly to elected officials.

- 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 2026. Additionally, there will be no reimbursements.
 - Further the online availability for Deeds and Mortgages
 - Working with the local municipalities in Albany County with regards to technology which includes the scanning of birth, death and marriage records. Currently working with the Town of Bethlehem Vital Statistics Department.
 - Will be applying to the Local Government Records Management Improvement Fund for additional opportunities for records Management in 2026.
 - Successfully awarded Shared Services grant with Albany County and the City of Watervliet in the amount of \$306,000 from the NYS Department of State for Records Management in 2026.
 - Continue to advance our technology of adding images to our Court Records which decreases the need to request copies from our Archives in the Hall of Records
- Item #10 The County Clerk's Office and the Hall of Records have (3) three vehicles in its fleet. The Hall of Records has a 2014 Ford E150 van and a 2023 Ford Transit Electric Cargo Van. These vans are driven by several employees whose titles are Laborers. These 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 County Clerk's Office and the Hall of Records did not have any overtime expenses for the past two (2) years. There will be no overtime expenditure budgeted for 2026.
- Item #13 The County Clerk's Office and the Hall of records has not established any new positions or made any changes during the 2025 fiscal year.
- Item #14 The County Clerk's Office and the Hall of Records do not forsee any risk factors in 2026.
- 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.

Physical Conisal Management System (por CIO) 2005 2005 2005 Physical Conisal Management System (por CIO) 39,000 87,000 39,000 57,000 39,000 57,000 39,000 57,000 39,000 57,000 39,000 57,000 39,000 20,000 1,000 <th>58,176</th> <th>58 176</th> <th></th>	58,176	58 176	
SERVICES 2025 am (per CLD) 57,000 57,000 59,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 21,000 11,000 11,000 11,000 11,000 11,000 11,000 11,000 11,000 11,000 12,000 12,000 12,000 12,000 12,000 12,000 12,000 12,000 12,000 12,000 12,000 12,000 12,000 12,000 12,000 11,000 11,000 11,000 11,000 11,000 11,000 11,000 12,000 22,000 22,000 22,000 22,000 23,000 39,000 39,000 39,000 39,000 39,000 31,000 31,000 31,000 31,000 31,000 31,000 31,000 31,000	1,000	1,000	Miscellaneous/Unforeseen Expenses
GES 2025 r CiO) 57,000 67,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 21,000 1,700 1,000 1,700 1,700 1,200 1,200 1,200 1,300 1,300 1,300 2,200 2,	15,000	15,000	Door and Awning Repair and Replacement
OR SERVICES 2025 System (pcr) 57,000 67,000 67,000 System (pcr) 67,000 57,000 57,000 57,000 39,000 39,000 39,000 39,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 21,000 11	8,000	8,000	Roof Emergency Repairs (Titan)
ES FOR SERVICES 2025 aintenance and Licensing Fees (LSAP) 57,000 57,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 20,000 <td< td=""><td>8,000</td><td>8,000</td><td>HVAC Emergency Repairs</td></td<>	8,000	8,000	HVAC Emergency Repairs
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2025 2025 67,000 67,000 67,000 20,00	1,580	1,580	Vault FM-200 Inspection and Preventative Maintenance (Johnson Controls)
SFOR SERVICES 2025 2025 an System (per CIO) 57,000 57,000 57,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 30,000	3,200	3,200	Fire Extinguisher Inspection and Preventative Maintenance (Moore Fire Protection)
FOR SERVICES 2025 IF OR SERVICES 2025 and System (per CICI) 57,000 57,000 59,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 30,000 40,00	2,000	2,000	Nitrogen System-New Warehouse Emergency Repairs
NOR SERVICES 2025 and System (per CIO) 67,000 67,000 67,000 67,000 67,000 67,000 67,000 67,000 67,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 30,000 20,000	2,200	2,200	Nitrogen System-New Warehouse
FOR SERVICES 2025 and System (per CIO) 57,000 67,000 67,000 67,000 67,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 39,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 20,000 21,000 1,1,200 1,1,200 1,1,200 1,1,200 1,1,200 1,1,	7,500	7,500	Sprinkler Emergency Repairs
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PES 2025 107,000 1	3,000	3,000	Security Monitoring For Facility (Convergint)
OR SERVICES 2025 System (per CIO) 67,000 67,000 System (per CIO) 39,000 39,000 ance and Licensing Fees (LSAP) 20,000 20 good 1,000 1,000 good	1,428	1,428	Waste Removal (County Waste)
Paylices 2025 2025 2026 2020 202	468	468	Pest Control (Attention Pest Solutions)
FEES FOR SERVICES 2025 67,000 67,000 67,000 67,000 67,000 69,000 10,000 1			A1411.44071 PROPERTY REPAIR AND RENTAL
FEES FOR SERVICES 2025 2025 2026 2	33,995	33,995	Total for A1411.44070
FOR SERVICES 2025 at System (per CIO) 67,000 67,000 39,000 39 nance and Licensing Fees (LSAP) 20,000 20 30,000 39 sing & Duplicating from Ulster County (as per Resolution 487) 17,465 17 17,465 17 HOR 1,000 1,000 1 1,000 1 1,000 1 HOR 1,000 1,000 1 1,000 1 2 2,000 2 2 HOR 1,000 1,000 1 1,000 1 1 2 3 3 3 3 3 3 3 3 3 3	3,000	3,000	Batteries for the 3 Scissor Lifts
ERVICES 2025 pm (per CIO) 67,000 67,000 67,000 39,000 39,000 39,000 39,000 39,000 39,000 20,000<	2,000	2,000	Miscellaneous/Unforeseen Expenses
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2025 67,000 67 39,000 39 20,000 20 20,000 20 17,465 17 2,000 1 1,000 1 1,000 1 1,000 1 265,751 69 0 138 443,216 376 8,500 1 1,200 5 1,700 1 1,700 1 3,995 3 1,200 1 1,200 1 3,995 3 1,200 1 1,200 1	1,000	1,000	ST ViewScan III & IV Microform Reader-Scanner (Service Contract-Vendor TBD)
LSAP) 2025 67,000 67,000 39,000 39 20,000 20 20,000 20 20,000 20 17,465 17 2,000 1,	1,200	1,200	Konica Minolta ScanDIBA Bookscanner (Image Integrator)
2025 67,000 67,000 39,000 39,000 20,000 20,000 20,000 17,465 17 2,000 1,	3,995	3,995	Ibus Large Book Scanner 5005 24x36
2025 67,000 67,000 39,000 39,000 20,000 20,000 20,000 17,465 17 2,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 2,800 2,800 2,800 2,800 376,8500 8,500 5,000 5,000 57	1,700	1,700	Cannon Image PROGRAF iPF785 MFP M40-Large Format Scanner (Northco Products, Inc.)
2025 67,000 67,000 39,000 20,000 20,000 20,000 17,465 17,465 1,000 1,000 1,000 1,000 1,000 1,000 1,000 265,751 69 276,7400 2,800 2,800 2,800 376,8 376,9 376,1 38,500 376,1 38,500 376,1 38,500 376,1 38,500 376,1	5,000	5,000	Dock Lift, Overhead Door, and Vehicle Restraint Emergency Repairs
g Fees (LSAP) g Fees (LSAP) 2025 67,000 67,000 67,000 39,000 20,000 20,000 20,000 17,465 17 2,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 1,000 2,5751 69,43,216 376,936 376,936 376,936 376,936 376,936 38,500 4,400 4,400 8,500 8,500 8,500	1,200	1,200	Dock Lift, Overhead Door, and Vehicle Restraint (Service Contract-Vendor TBD)
Tees For Services 2025 225	8,500	8,500	Scissor Lifts and Pallet Jacks Emergency Repairs
3 FEES FOR SERVICES 2025 tlact Management System (per CIO) 67,000 67,000 67 to Annual Maintenance and Licensing Fees (LSAP) 39,000 39 serfiche Licenses 20,000 20 e Data System 20,000 20 vices for Processing & Duplicating from Ulster County (as per Resolution 487) 17,465 17 nse 2,000 20 shop CC 1,000 1,000 1 shop CC 1,000 1,000 1 scapenses - repairs to office equipment lent of State Grant Albany County and Watervliet, 2024-2028 265,751 69, 1 s Grant Albany County and Bethlehem, 2025-2026 265,751 69, 1 v1.44046 443,216 376, 1 PHOTOCOPIER LEASE 2,800 2,800 2,800	4,400	4,400	Genie/Scissor Lifts (Service Contract-Vendor TBA)*
6 FEES FOR SERVICES 2025 tlact Management System (per CIO) 67,000 67,000 67,000 39,000 39,000 39 io Annual Maintenance and Licensing Fees (LSAP) 20,000 20 20,000 20 is Expenses 20,000 20			
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2025 67,000 67,000 39,000 20,000 20,000 17,465 17 2,000 1,	138,834	0	NYS Archives Grant Albany County and Bethlehem, 2025-2026
Ulster County (as per Resolution 487) Ulster 1,000 Ulster 2,000 1,000	69,720	265,751	NYS Department of State Grant Albany County and Watervliet, 2024-2028
EFEES FOR SERVICES 2025 agement System (per CIO) 67,000 67,000 67,000 67 I Maintenance and Licensing Fees (LSAP) 39,000 39 20,000 20 Licenses 20,000 20 20 20 20 ystem 17,465 17 2,000 20 Processing & Duplicating from Ulster County (as per Resolution 487) 1,000 1 1,000 1 1,000 1 1,000 1 1 1,000 1	1,000	1,000	Miscellaneous Expenses - repairs to office equipment
TEES FOR SERVICES 2025 agement System (per CIO) 67,000 67,000 67,000 39,000 39 I Maintenance and Licensing Fees (LSAP) 20,000 20 20,000 20 Licenses 20,000 20 20 20 20 ystem 17,465 17 2,000 2 Processing & Duplicating from Ulster County (as per Resolution 487) 2,000 2 1,000 1 1,000 1	0	10,000	Agency Destructions from ACHOR
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SFOR SERVICES 2025 ent System (per CIO) 67,000 67 tenance and Licensing Fees (LSAP) 39,000 39 es 20,000 20 20 20 20	17,465	17,465	Microfilm Services for Processing & Duplicating from Ulster County (as per Resolution 487)
OR SERVICES 2025 System (per CIO) 67,000 67 ance and Licensing Fees (LSAP) 39,000 39 20,000 20	20,000	20,000	Cloud Storage Data System
2025 67,000 67 39,000 39	20,000	20,000	Additional Laserfiche Licenses
2025 67,000 67	39,000	39,000	Laserfiche Rio Annual Maintenance and Licensing Fees (LSAP)
FEES FOR SERVICES 2025	67,000	67,000	Physical Contact Management System (per CIO)
	202	2025	

	2025	2026
County Clerk A1410.44046 FEES FOR SERVICES		
IQS County Clerk Index & Imaging System-Software/Support/Maintenance (\$8,000 per mo.)	96,000	96,000
Next Request F.O.I.L. System	6,400	6,400
Upgrade to County Clerk System to Include the Deed/Mortgage Indices & Images	60,000	60,000
Total for A1410.44046	162,400	162,400
A1410 44508 COLINTY CODE BEOGRAM		
Codification of the Albany County Charter and Local Laws	8,000	5,000
	0,000	
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