

OFFICE OF THE ALBANY COUNTY CLERK

CLERK OF SUPREME AND COUNTY COURTS
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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 foresee 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.

HALL OF RECORDS		2025	2026
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	20,000	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 Destructors from ACHOR	10,000	0
	Miscellaneous Expenses - repairs to office equipment	1,000	1,000
	NYS Department of State Grant Albany County and Watervliet, 2024-2028	265,751	69,720
	NYS Archives Grant Albany County and Bethlehem, 2025-2026	0	138,834
	Total for A1411.44046	443,216	376,019
A1411.44065	PHOTOCOPIER LEASE	2,800	2,800
A1411.44070	EQUIPMENT REPAIR AND RENTAL		
	<i>Genie/Scissor Lifts (Service Contract-Vendor TBA)*</i>	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
	Canon Image PROGRAF IPF785 MFP M40-Large Format Scanner (Northco Products, Inc.)	1,700	1,700
	Ibus Large Book Scanner 5005 24x36	3,995	3,995
	Konica Minolta ScanDIBa Bookscanner (Image Integrator)	1,200	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	33,995	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 (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
	Door and Awning Repair and Replacement	15,000	15,000
	Miscellaneous/Unforeseen Expenses	1,000	1,000
	Total	58,176	58,176

	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 COUNTY CODE PROGRAM		
Codification of the Albany County Charter and Local Laws	8,000	5,000
A1410.44065 PHOTOCOPIER LEASE	5,006	6,001
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