

2016 ANNUAL REPORT
FOR THE OFFICE OF THE
GREENE COUNTY CLERK
MARILYN FARRELL

2016 ANNUAL DMV REPORT

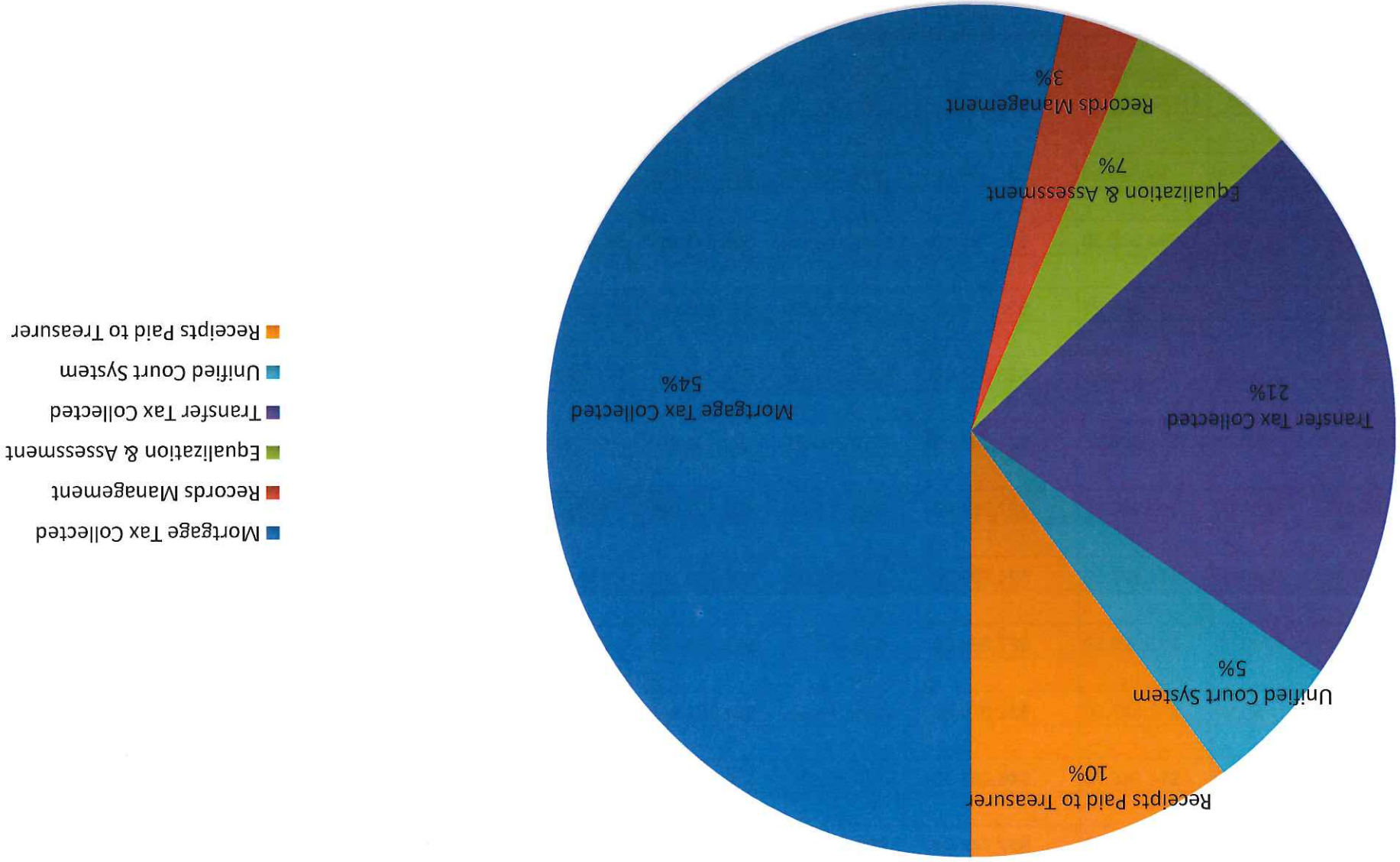
MONTH	TRANSACTIONS PROCESSED	LICENSE & REG. FEES	PLATE SURRENDERS	SALES TAX	TOTAL
January	5638	\$65,558.20	\$451.00	\$909.00	\$66,918.20
February	6144	\$76,556.29	\$466.00	\$782.50	\$77,804.79
March	7857	\$92,469.13	\$485.00	\$938.25	\$93,892.38
April	7624	\$90,144.26	\$435.00	\$785.00	\$91,364.26
May	5667	\$86,311.92	\$432.00	\$756.25	\$87,500.17
June	7647	\$95,305.78	\$497.00	\$766.25	\$96,569.03
July	6515	\$79,513.46	\$433.00	\$702.00	\$80,648.46
August	7266	\$89,410.91	\$513.00	\$746.75	\$90,670.66
INTERNET 2.5%					\$1,016.97
September	6780	\$82,900.70	\$511.00	\$841.50	\$84,253.20
INTERNET 2.5%					\$1,939.41
October	5981	\$75,230.77	\$458.00	\$850.00	\$76,538.77
INTERNET 2.5%					\$1,865.16
November	5981	\$77,239.39	\$480.00	\$736.50	\$78,455.89
INTERNET 2.5%					\$2,266.92
December	6591	\$73,570.72	\$457.00	\$744.50	\$74,772.22
INTERNET 2.5%					\$2,525.33
TOTALS	79691	\$984,211.53	\$5,618.00	\$9,558.50	\$1,009,001.82

2016 ANNUAL DMV REPORT

GREENE COUNTY CLERK'S ANNUAL REPORT TO THE LEGISLATORS FOR THE YEAR 2016

Month	Total Receipts	Mortgage Tax Collected	Notaries	Records Management	Equalization & Assessment	Transfer Tax Collected	Unified Court System	DWI Fines	Receipts Paid to Treasurer	Transfer Tax Commission	Interest Transfer Tax	Interest	Undertakings
January	\$581,319.51	\$431,834.00	\$160.00	\$9,623.50	\$23,436.00	\$58,920.00	\$22,435.00	\$0.00	34,911.01	\$155.00	\$1.44	\$18.27	
February	\$529,786.49	\$273,043.22	\$40.00	\$14,373.50	\$41,123.00	\$119,202.96	\$25,675.00	\$3,090.00	\$53,238.81	\$305.00	\$4.01	\$23.62	
March	\$446,765.16	\$241,018.75	\$320.00	\$11,680.25	\$20,704.00	\$103,675.56	\$26,825.00	\$1,570.00	\$40,971.60	\$152.00	\$8.28	\$19.68	
April	\$531,043.76	\$257,644.25	\$240.00	\$16,416.00	\$28,674.00	\$153,411.48	\$25,249.48	\$0.00	\$49,408.55	\$198.00	\$9.39	\$21.71	\$22,297.20
May	\$341,791.80	\$181,950.25	\$80.00	\$12,668.25	\$28,942.00	\$52,866.00	\$21,195.00	\$100.00	\$43,990.30	\$201.00	\$7.67	\$18.41	
June	\$395,074.00	\$190,413.75	\$200.00	\$12,060.25	\$27,754.00	\$98,775.44	\$22,135.00	\$300.00	\$43,435.56	\$200.00	\$1.38	\$13.30	
July	\$453,135.29	\$249,254.45	\$240.00	\$11,827.50	\$24,389.00	\$93,280.00	\$30,352.50	\$415.79	\$43,376.05	\$180.00	\$3.91	\$16.75	
August	\$370,916.33	\$186,570.50	\$240.00	\$12,929.50	\$27,094.00	\$75,732.00	\$23,395.00	\$690.00	\$44,265.33	\$199.00	\$3.70	\$17.32	\$10,000.00
September	\$434,713.27	\$211,201.25	\$0.00	\$13,537.50	\$32,074.00	\$105,744.80	\$27,037.50	\$50.00	\$45,068.22	\$227.00	\$2.37	\$19.27	
October	\$496,787.24	\$238,109.00	\$80.00	\$14,748.75	\$46,693.00	\$128,492.00	\$18,585.00	\$44.91	\$50,034.58	\$315.00	\$4.49	\$17.22	
November	\$420,690.08	\$221,582.00	\$160.00	\$13,461.50	\$27,745.00	\$85,488.00	\$24,750.00	\$225.00	\$47,278.58	\$255.00	\$7.07	\$22.26	
December	\$400,928.30	\$204,188.50	\$120.00	\$14,558.75	\$28,602.00	\$83,118.00	\$17,425.00	\$2,250.00	\$50,666.05	\$201.00	\$1.20	\$20.29	
TOTALS	\$5,402,951.23	\$2,886,809.92	\$1,880.00	\$157,885.25	\$357,230.00	\$1,158,706.24	\$285,059.48	\$8,735.70	\$546,644.64	\$2,588.00	\$54.91	\$228.10	

2016 Funds Collected by Category



Greene County Clerk's Office
Statement to County Treasurer for Receipts
For the YEAR 2016

Receipts 01/01/2016-12/31/2016

\$5,402,951.23

Notaries	\$1,880.00
Records Management	\$157,885.25
E & A (NYSDEA)	\$357,230.00
Transfer Tax	\$1,158,706.24
Unified Court System	\$285,059.48
Fines paid to Treasurer See attached listing	\$8,735.70
Mortgage Tax Report	\$2,886,809.92
Passports paid to agency	
TOTAL	\$4,856,306.59
	<u>\$546,644.64</u>

Undertakings

Bad Checks	
State Checks	
1/2 Interest on Transfer Tax Account	\$54.91
Bank of Greene County Interest	\$228.10
Prior Month R/M & State 1/2 interest	
Transfer Tax Commission	\$546,927.65
Total Paid to Treasurer	\$2,588.00
	\$549,515.65

Checks drawn to Treasurer

Fees+BGC Int + Prior Month Interest	\$546,872.74
Transfer Tax Commission + int	\$2,642.91
TOTAL CHECKS PAID TO TREASURER	\$549,515.65


County Clerk's Office SS:

Greene County, NY Amy E. Katt

Statement of the entire Collections made by her as Deputy County Clerk of Greene County for the Year of 2016 being duly sworn: says the above is a just and true

Subscribed and sworn to before me this
28th day of March, 2017


Notary Public


Deputy County Clerk

THOMAS MURPHY
Notary Public, State of New York
No. 0114106321910
Qualified in Greene County
My Commission Expires 03-30-2019

Annual Report 2016

Records Management

In addition to our usual activities, in 2016 we began the installation of a new Electronic Documents Management System (EDMS). The vendor we chose was Continuum out of Syracuse, New York. The name of the system is OnBase; it was created by Hyland, a software company based in Westlake, Ohio. The system is currently being developed for use by the Sheriff, District Attorney, Probation, and Public Defender's Offices. Along with electronic content storage, the system will also include a workflow feature which will allow these four departments to share and exchange documents. Security features of the system will ensure that documents are shared with only the appropriate parties at the appropriate time. Records management features will ensure that documents are preserved for the required length of time and "destruction" is carried out when appropriate.

In addition to acting as a liaison between the departments and the software vendor in this project, we also carried out our usual tasks:

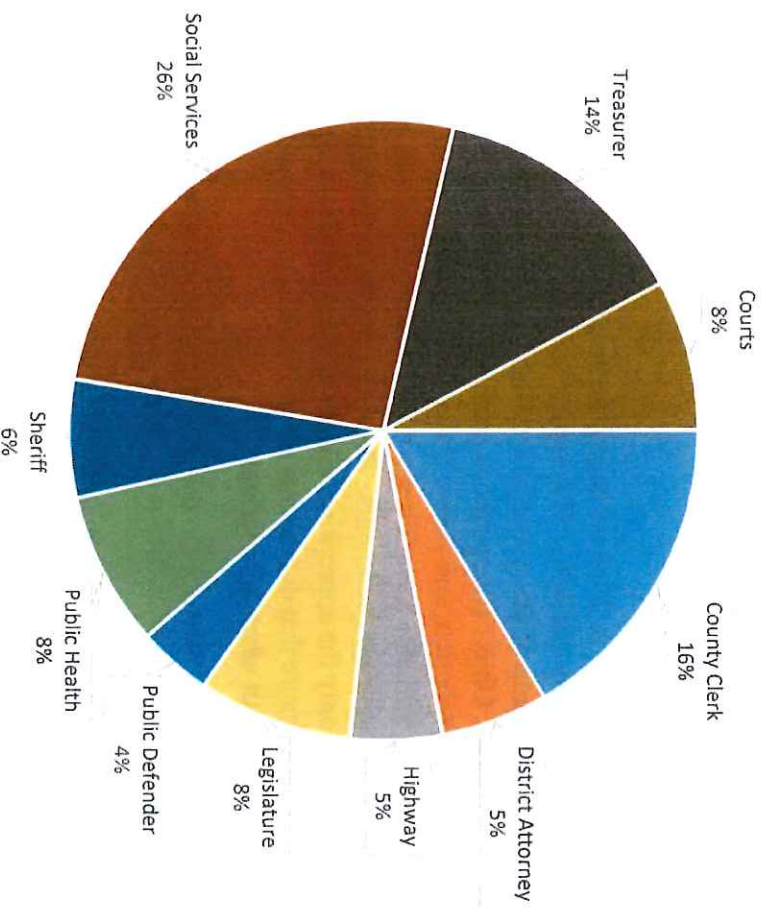
- Over 500 boxes (cubic feet) of original records were moved from various County Offices into storage at the Records Center and added to the Records Center inventory.
- Over 1,200 boxes of records were destroyed or disposed of according to NYS Retention Schedule CO2.
- 651 requests for retrieval of records from storage were processed for County Departments.
- 313 requests for file maintenance were processed (primarily, this involves retrieval of a file to add materials.)

Because the Records Center at 465 Main Street had previously outgrown its capacity for storage, we had been using some space on the 3rd floor at the County Office Building as a satellite storage location. This space could be better utilized as office space as it was originally intended. We managed to clear out half of the space in 2016 by shredding obsolete records at the Records Center to make room for approximately 1200 boxes that were moved back to the Records Center.

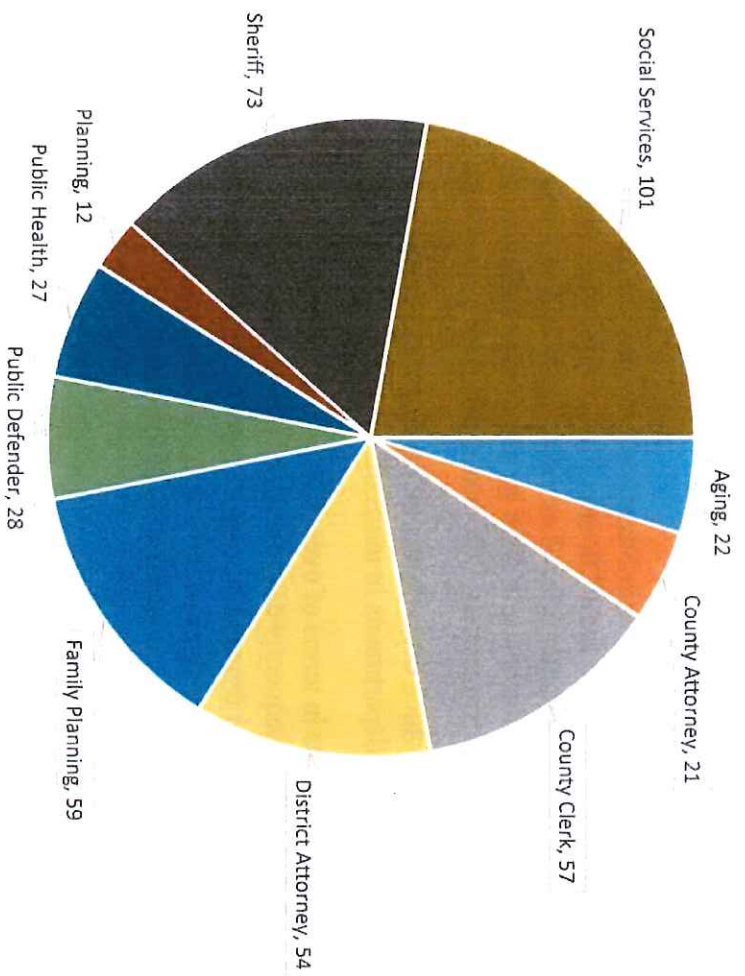
The attached charts show which departments utilize Records Management services the most – indicating the most active departments in terms of:

- Top ten departments in terms of overall storage of records (includes records that have been stored and subsequently destroyed, not the volume currently in storage)
- Top ten department in terms of storage of records for 2016 only
- Top five departments in terms of retrievals, including maintenance requests, for 2016. These five departments account for 85% of the overall retrieval requests for the year.

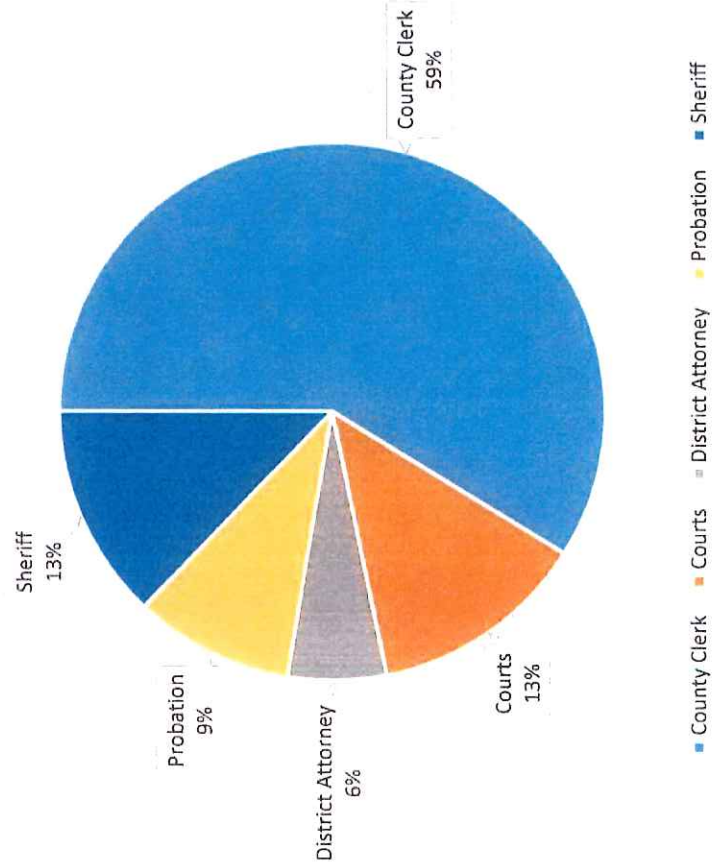
Percentage of Total Storage - Top 10 Departments



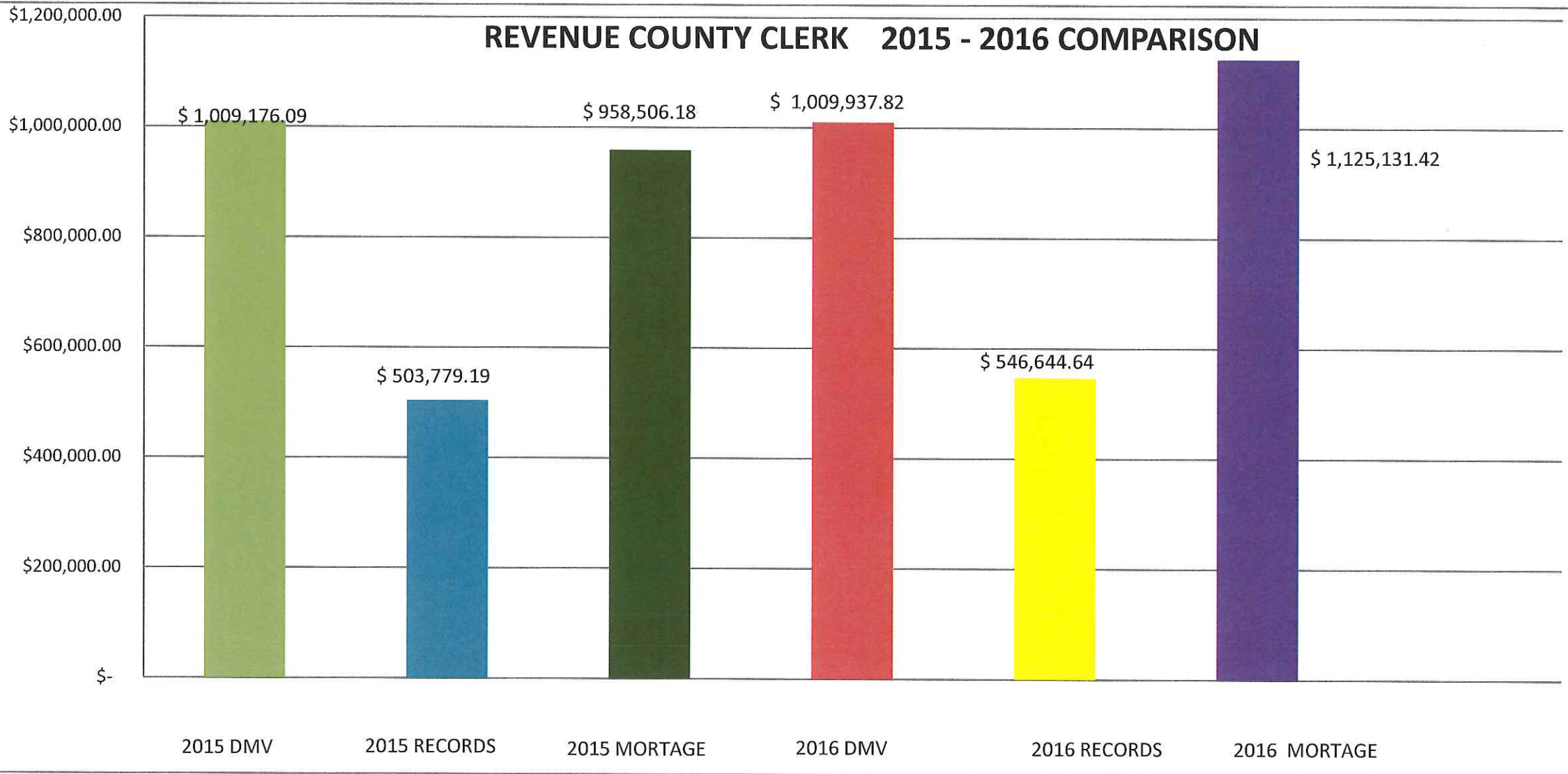
Number of Boxes stored in 2016



Retrievals for 2016, Top Five Departments



REVENUE COUNTY CLERK 2015 - 2016 COMPARISON



DEPARTMENT OF MOTOR VEHICLES SUMMARY 2016

DEPARTMENT OF MOTOR VEHICLES

The Greene County Clerk acts as an agent for the Commissioner of the Department of Motor Vehicles. New York State supplies the county motor vehicle office with computer equipment, support, and all necessary forms and literature to run the DMV on behalf of the state. The county supplies the facility and the manpower to perform DMV transactions. In exchange, the county retains 12.7% of many transactions performed at the county DMV. In addition, the county is allowed to retain \$1.00 for each of the first 5,000 transactions in which sales tax has been collected for NYS. After the initial 5,000 transactions, the county is allowed to retain \$.75 per transaction.

MOTOR VEHICLE COLLECTIONS FOR COUNTY CLERK

<u>FEES</u>	<u>SALES TAX</u>	<u>TOTAL</u>
\$ 989,829.53	\$ 9,558.50	\$ 999,388.03

EZ PASS SALES

The DMV Office and the County Clerk's Office offer EZ Pass Tags for sale. These are purchased for \$21.00 each and sold for \$25.00 each. In addition to the \$4.00 profit, offering these for sale at our two locations provides a service to our constituents.

TOTAL INCOME FROM EZ-PASS TAGS AT DMV OFFICE: \$ 936.00

INTERNET REVENUE SHARING

In 2011, the NYS Association of County Clerks negotiated with the NYS Department of Motor Vehicle Office to receive revenue from internet usage from county residents. In 2016, Greene County received 2.65 % of the internet revenue that resulted from usage that was over and above the usage of newly created internet accounts after 2011.

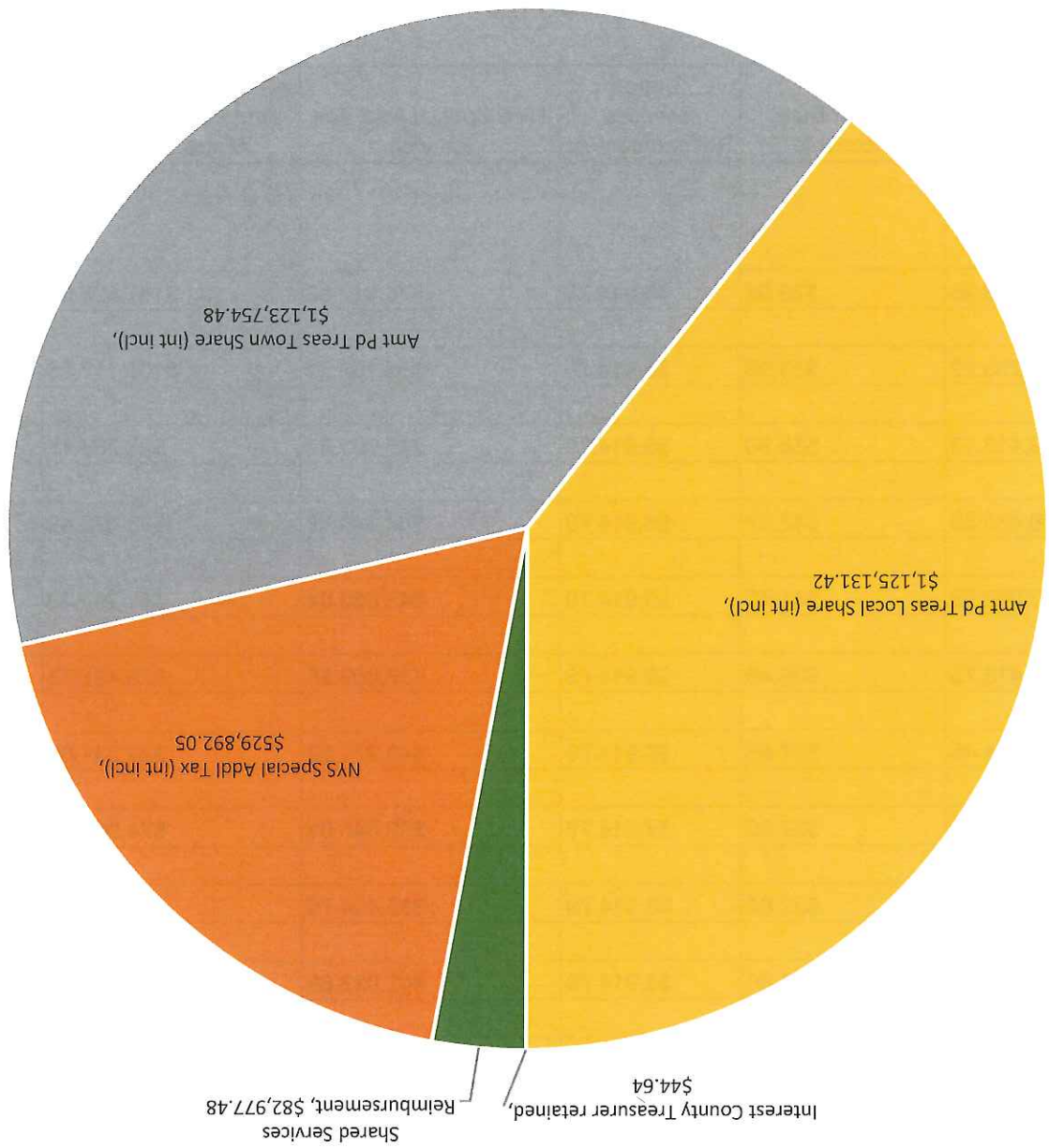
TOTAL INTERNET REVENUE SHARING: \$ 9,613.79

TOTAL DMV FEES COLLECTED: \$1,009,937.82

DEPARTMENT OF MOTOR VEHICLES SUMMARY 2016

MORTGAGE TAX YEAR END REPORT
1/1/16 THRU 12/31/16

2016 Mortgage Tax & Interest Disbursements



MORTGAGE TAX YEAR END REPORT
1/1/16 THRU 12/31/16

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STATE OF NEW YORK:

COUNTY OF GREENE:

I, Marilyn Farrell, County Clerk of the County of Greene, do hereby certify
that the foregoing statements for the:

Records Management

Greene County Recording Office

Mortgage Tax receipts

Greene County Department of Motor Vehicles Office

are a true and accurate annual accounting of the money received by the
Greene County Clerk's Office for the year 2016.

Marilyn Farrell
Greene County Clerk
April 1, 2017

