



**BROOME COUNTY
OFFICE OF THE COUNTY CLERK**

**Richard R. Blythe, County Clerk
Sharon Exley, Executive Deputy County Clerk**

May 5, 2017

Hon. Jason Garnar, County Executive
Broome County, NY

Hon. Daniel J. Reynolds, Chairman
Broome County Legislature

RE: Annual Report for 2016 – Office of the County Clerk

Dear Executive Garnar and Chairman Reynolds:

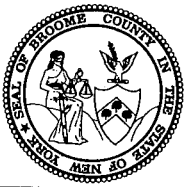
Attached, please find comments and various reports for 2016 for the Clerk's Office, Records Center & DMV.

The following items were especially noteworthy:

- Our Mobile DMV Unit continued successful operations in the Towns of Conklin and Triangle; and in January of 2016 we expanded our operations to the Windsor Town Hall and the County's Senior Center in Harpursville for one day a week service. This has been a very positive experience for all our rural and sub-urban customers.
- The Endicott DMV was open on forty-one Saturdays during 2016; one of two County Offices operating in the State to have such an ambitious regular schedule.
- The lease for the Endicott DMV expired as of 12/31/2015. An RFP was issued to see what was available. With only two responses, the decision was made to stay at the current Endicott site for 2016 at \$36,000/yr. In 2016 another RFP was issued with a longer-term solution in mind. A contract was approved with Tierno Development, LLC for a site at 137 Washington Avenue in Endicott, NY at a rate of \$2,625/month plus utilities; less than the \$3,000/month that we paid during 2016. (CA 3-192) (Five years thru February of 2022)
- **CLERK'S CASHIERING/SCANNING SYSTEM:**
Our new system has worked well. The E-Filing of Civil Actions is more efficient than in the past and **mandatory e-Filing** was implemented in the Fall of 2016. E-Recording of Deeds and Mortgages began in January of 2016 and was very successful with thousands of recordings and over \$1,000,000 in revenues during the year. These are not new revenues – just arriving in a different format.
- Credit card payments for downloading of documents from the County Clerk's website continued to be successful. This program began in September of 2007. Total revenues for the Internet Program for 2016 were \$81,477.14

The number of vendors paying \$250 per month fluctuated between 12 and 16 per month. In 2010 new fees were adopted for this program. The fee for unlimited access is \$250/month. The fee for downloading documents if done on an individual basis was established at \$1.90/document.

The County's IT Department is no longer web hosting our records. This is being done by IQS for 20% of the Internet Revenue. Customer calls and backups are handled by the vendor. Revenue is received monthly. County net received after commission taken was: \$65,181.71



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- Scanning of civil action files: The Court Records Project. This required the establishment of new protocols for the amount and type of information that can be made public. A new scanner and upgraded software was purchased in 2014. With IQS the scanning software was no longer priced per image but simply included in the monthly rate paid to the vendor. The number of pages scanned is no longer recorded. Mandatory e-filing of civil actions started October 19, 2016.

YEAR	CIVIL ACTIONS STARTED	NUMBER OF PAGES SCANNED
2016	2,982 cases including 1,440 e-filed cases	375,000 est. which includes some back scanning of 2008 files
2015	3,334 cases including 1,052 e-filed cases	400,000 est. which includes some back scanning of 2007 files
2014	3,091 cases including 554 e-filed cases	362,299
2013	3,055 cases including 407 e-filed cases	324,476
2012	3,036	250,000+
2011	3,232	235,206
2010	3,292	250,629
2009	3,408	221,356
2008	3,417	220,000+
2007	3,179	210,000+

- The budgeting process is a continuing challenge. During prior year's budget process, the Clerk's Office eliminated a Records Manager (full-time), a Clerk, a Records Clerk, an Index Clerk, a part-time file clerk, and three part-time DMV Clerks. The DMV Office in the County Building was closed and Saturday hours at the Clinton Street DMV Office were eliminated but continued in Endicott.
- During 2014, the Records Manager position was being filled by the retired manager on a Temporary Help basis. While this solution worked for 2014 we anticipated that it would end in December of 2015. A Civil Service exam was ordered for the position for 2016.
- The acting Records Manager successfully completed the Civil Service Exam process by taking a Promotional Exam. However, efforts to give her 'out-of-title- pay for 2016 failed and a resulting grievance supported by the County Clerk also failed. The acting Records Manager was appointed as the County's Records Manager effective 1/1/2017.
- As a revenue producing organization within County Government we are mindful that further cuts will adversely affect our ability to adequately serve the legal community in the Clerk's Office and the motoring public at the DMV. The NYS DMV is offering consumers a larger number of internet transactions than in past years. This helps consumers but hurts our revenue stream. Broome County retains 12.7% of a transaction. A \$100 transaction locally allows us to retain \$12.70. The NYS Association of County Clerks is addressing this issue for 2016 and beyond.



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- The number of additional transactions available to customers from the NYS DMV via the internet is increasing. While we see some of the revenue it is apparent that this coupled with the downward cycle of license renewals and the number of no-fee transactions, we will have no revenue growth for several years.
- The Records Center is now located in the former Ramp Industries complex in Binghamton. There is a cost avoidance of at least \$50,000/yr (from what we formerly paid in rent) due to this move.

The County Clerk's Office retains 'lead agency status' for processing the building's utilities and facilities charges as it is shared space with Elections and the District Attorney.

- **PASSPORT NOTES FOR 2016:**

While we held a couple of off site Passport Fairs the bulk of our transactions were walk ins. Broome County remains one of the few non-federal Passport Acceptance Facilities to accept credit cards for the processing of passport applications. We processed 419 applications including renewals and expedited passports during 2016; down from 493 in 2015. We noticed an increase in the number of expedited applications during 2016. Expedited applications are time-consuming and someone from the office must hand-carry them to the Post Office for processing as Overnight Priority Mail is not a service of the County's Mail Room.

- **CLERK'S CAPITAL PROJECT FOR SCANNING**

A bid was awarded to Premier American Production Solutions, Inc. of Deposit, NY for scanning of documents in storage at the Records Center so that the paper copies can be destroyed. The County received 16 bids ranging from 2.63 cents per page to 10 cents per page. The documents are saved into OnBase. The project started in the Fall of 2014 with over 1 million pages scanned and saved by the end of the year.

Premier declined to renew the contract at the bid price so we had to re-bid the project for 2015-2016. SOURCE-HOV located in Binghamton, NY was the successful bidder at 3.2cents per page. This project needs to be restarted in the future.

- **VETERANS DISCOUNT CARDS:**

We assisted in processing 204 Veteran's Discount Cards during 2016; down from 303 the previous year and down from 689 processed in 2014. The Clerk's Office only screens the applications while the bulk of the program such as finding new vendors is done by the County Executive's Office. Broome Security takes the photos and issues the actual cards. This is also a 'no-fee' transaction.

- **NO FEE ITEMS IN THE OFFICE**

NOTARIZATIONS – 3,320

INCOME EXECUTIONS – 73

OATHS OF OFFICE – 35

COMMISSIONERS OF DEEDS -6



**BROOME COUNTY
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- **NATURALIZATION CEREMONIES for 2016– 192 New Citizens:**
There were five Naturalization Ceremonies held in 2016: February; April; July; September; and November. Clerk Blythe could attend only three of these ceremonies, administering the Oath of Allegiance to 120 new citizens. Executive Deputy County Clerk Sharon Exley attended the February and September ceremonies and administered the Oath of Allegiance to 72 new citizens.
- **STAFF NOTES for 2016:** County Clerk, Richard Blythe continued the following appointments:
Executive Deputy County Clerk Sharon Exley
Deputy County Clerk Rosalie Catalano
Deputy County Clerk Frances Martin-Childs
Deputy County Clerk (DMV) Darlene Croston
Secretary to the County Clerk Rendell Zanker
- **VOLUNTEERS**
Special thanks to our ‘Tuesday’ Volunteers, Evelyn Scott and Theresa LaBour for giving of themselves for over 200 hours. They were responsible for returning thousands of legal documents (deeds and mortgages) to law firms, lending agencies, and homeowners. They folded and stuffed and sealed thousands of envelopes during almost 2 dozen sessions in our office.
- **PERSONAL NOTE –** As County Clerk this will be my last Annual Report. I announced late last year that 2017 would be my last year as County Clerk. Despite the continuing budget challenges and changing regulations it has been a joy. However, you won’t be missing me entirely as I will be serving as the County’s representative to the Municipal Electric and Gas Alliance; and as a Director & Secretary of the Corporation.

Respectfully submitted,

Richard R. Blythe

CC: Legislative Clerk, Aaron Martin

ATTACHMENTS: 2016 MORTGAGE TAX REPORT
 CO. CLERK INCOME & PAYMENTS (3-PGS.)
 REPRESENTATIVE SAMPLING – FILED DOCUMENTS (COUNT OF FEE LISTING – 3 PGS.)
 DMV – WIRE TRANSFER REPORT FOR 2016 (SPECIAL MOTOR VEHICLE USE FEE)
 DMV REPORTS

Broome County Clerk
Mortgage Tax Annual Report
Year 2016

Month	Basic	Special	County	Interest	Total	Disbursed	Sonyma	Tax Hire	Interest County	Interest Clerk	Additional Tax	To Towns	Others	Not Disbursed	Totals
January	\$134,841.00	\$51,490.00	\$67,420.50	\$67,420.50	\$253,751.50	\$44,546.21	\$34,220.21	\$34,220.21				\$174,985.08			\$253,751.50
February	\$154,450.50	\$80,115.75	\$77,225.25	\$77,225.25	\$291,791.50	\$53,065.61	\$34,220.21	\$34,220.21				\$204,505.68			\$291,791.50
March	\$181,654.39	\$72,606.69	\$90,827.19	\$90,827.19	\$345,088.27	\$65,406.75	\$34,220.21	\$34,220.21				\$245,461.31	\$11,094.23		\$356,182.50
April	\$129,201.50	\$48,984.00	\$64,600.75	\$64,600.75	\$242,786.25	\$42,312.38	\$33,067.50	\$33,067.50				\$167,406.37			\$242,786.25
May	\$154,191.56	\$66,508.78	\$82,095.78	\$82,095.78	\$312,796.12	\$59,477.75	\$33,067.50	\$33,067.50				\$220,250.87	\$5,056.88		\$317,863.00
June	\$227,340.44	\$88,364.70	\$113,704.70	\$113,704.70	\$429,409.84	\$76,888.36	\$33,067.50	\$33,067.50				\$300,767.35	\$68.97		\$410,792.18
July	\$289,616.50	\$123,329.75	\$144,808.25	\$144,808.25	\$557,754.50	\$116,017.92	\$33,067.50	\$33,067.50				\$408,669.08			\$557,754.50
August	\$199,977.36	\$74,055.48	\$100,142.75	\$100,142.75	\$374,175.59	\$67,510.88	\$33,067.50	\$33,067.50				\$273,597.21	\$435.66		\$374,611.25
September	\$195,144.80	\$77,595.00	\$97,805.75	\$97,805.75	\$370,545.55	\$70,670.42	\$33,067.50	\$33,067.50				\$266,807.63	\$466.69		\$371,012.24
October	\$196,899.50	\$77,666.25	\$98,449.75	\$98,449.75	\$373,017.50	\$70,783.07	\$33,067.50	\$33,067.50				\$269,166.93			\$373,017.50
November	\$195,399.49	\$75,494.75	\$97,836.13	\$97,836.13	\$368,730.37	\$68,923.55	\$33,067.50	\$33,067.50				\$266,938.44	\$1,205.63		\$370,135.12
December	\$212,966.00	\$88,587.25	\$106,483.00	\$106,483.00	\$408,036.25	\$81,408.09	\$33,067.50	\$33,067.50				\$293,560.66			\$408,036.25
TOTAL	\$2,281,683.04	\$904,800.40	\$1,141,399.80	\$1,141,399.80	\$4,327,883.24	\$817,010.99	\$400,268.13	\$400,268.13				\$3,092,116.61	\$18,328.06		\$4,327,723.79

BROOME COUNTY CLERK – 2016 FINANCIALS

<u>Month</u>	<u>Interest</u>	<u>Notaries</u>	<u>NYS TT</u>	<u>County TT</u>	<u>Clerk Fees</u>	<u>Daily Overage</u>	<u>STOP-DWI</u>	<u>Rec Mgmt</u>
January	\$15.17	\$400.00	98,011.00	361.00	87,975.05	17.20	0.00	27,227.00
February	\$12.76	\$920.00	104,414.00	404.00	88,388.49	240.53	0.00	27,246.00
March	\$11.66	\$1,080.00	85,863.00	387.00	95,774.21	181.01	0.00	29,754.00
April	\$10.63	\$1,080.00	92,581.00	363.00	88,740.65	206.00	\$0.00	\$27,835.00
May	\$9.46	\$520.00	118,536.00	402.00	90,178.14	188.44	\$7,470.00	\$28,804.00
June	\$11.22	\$480.00	133,670.00	412.00	98,060.31	398.01	\$0.00	\$30,400.00
July	\$15.11	\$640.00	116,889.00	407.00	91,527.57	275.32	\$0.00	\$30,229.00
August	\$14.85	\$520.00	163,413.00	483.00	107,260.75	279.90	\$0.00	\$35,036.00
September	\$15.55	\$720.00	131,846.00	490.00	95,910.81	251.31	\$0.00	\$30,932.00
October	\$14.92	\$800.00	127,617.00	455.00	99,008.56	337.06	\$0.00	\$31,882.00
November	\$14.85	\$400.00	93,848.00	446.00	96,057.27	283.52	\$1,000.00	\$31,293.00
December	\$16.86	\$440.00	130,616.00	450.00	102,258.11	290.26	\$150.00	\$31,578.00
		\$8,000.00	\$1,397,304.00	\$5,060.00	\$1,141,139.92	\$2,948.56	\$8,620.00	\$362,216.00
	<u>\$ 163.04</u>							

BROOME COUNTY CLERK – 2016 FINANCIALS

<u>Clerk For Hire</u>	<u>Credit Card</u>	<u>Remote C.C.</u>	<u>E-Record C C</u>
\$34,220.21	\$8,515.60	\$5,510.00	
\$34,220.21	\$8,615.43	\$4,061.12	
\$34,220.21	\$11,208.75	\$6,777.04	\$0.00
\$33,067.50	\$11,851.11	\$3,814.88	\$52,679.52
\$33,067.50	\$8,148.39	\$4,814.64	\$71,715.51
\$33,067.50	\$7,166.04	\$5,219.20	\$92,741.77
\$33,067.50	\$6,986.80	\$6,848.08	\$200,878.74
\$33,067.50	\$6,530.94	\$5,481.52	\$95,430.45
\$33,067.50	\$6,727.59	\$4,304.32	\$54,091.95
\$33,067.50	\$8,107.36	\$6,843.23	\$80,686.70
\$33,067.50	\$7,626.60	\$4,927.12	\$81,390.50
\$33,067.50	\$7,734.70	\$6,580.56	85138.81
\$400,268.13	\$99,219.31	\$65,181.71	\$ 814,753.95

Count of Document Listing

1/1/2016 To 12/31/2016

AFFIDAVIT WITH MTG TAX	13
AGREEMENT-DEED	29
AGREEMENT-MISC	1
AGREEMENT-MTG	1
AMENDED CORP.	87
AMENDED DBA	42
AMENDED LIS PENDENS	1
AMENDED WELFARE LIEN	8
ASSIGN LEASE & RENTS	148
ASSIGN MORTGAGE	988
ASST JUDGMENT	8
BAR MEMORIAL	14
BOND	2
BUILDING & LOAN	37
BUSINESS CERTIFICATE	864
BUSINESS DISSOLUTION	110
CERTIFICATE OF REDEMPTION	1,928
CERTIFICATE OF REINSTATEMENT	76
CERTIFICATE OF WITHDRAWAL	781
CIVIL ACTION	838
CIVIL CASE	32
COMMERCIAL - BUSINESS ENTITY	2
COMMERCIAL - CONTRACT	95
COMMERCIAL - INSURANCE	2
COMMERCIAL - OTHER	4
CONSENT TO CHANGE ATTORNEY	64
CONSUMER CREDIT (NON-CARD) TRANSACTION	2
CORPATION DISSOLUTION	73
CORPORATION	233
COUNTY FORECLOSURE	2,715
COUNTY TRANSFER TAX	23
CRIMINAL ACTION	841
DECL. RESTRICTIONS	4
DEED	4,756
DEED MISC	340
DEED MISC.	49
DESIGN RSIR HWY	1
DISCHARGE MORTGAGE	4,387
EASEMENT	127
FEDERAL JUDGMENT LIEN	2
FEDERAL TAX LIEN	141
FORECLOSURE	37
INCOME EXECUTION	1,072
ISSUE JUDGMENT TRANSCRIPT	3
JU	1
JUDGMENT	672
LAND CONTRACT	2
LEASE	38
LIS	3
LIS PENDENS	578
MAP	35
MATRIMONIAL - CONTESTED	7
MATRIMONIAL - UNCONTESTED	270
MATRIMONIALS	532
MECHANICS LIEN	36
MECHANICS LIEN AFFD	23

MEDICAL MALPRACTICE	1
MISC, RECD. & FLD	70
MISC. JUDGMENT	30
MISC. MORTGAGE	124
MISCELLANEOUS	303
MISCELLANEOUS LIEN	155
MORTGAGE	3,902
MORTGAGE CONSOLIDATION	20
MORTGAGE CORRECTION	37
MORTGAGE EXTENSION	2
MORTGAGE MISC.	55
MORTGAGE MODIFICATION	264
MORTGAGE SUBORDINATION	62
NOTICE LENDING	21
NOTICE TO VACATE TAX WARRANT	241
OTHER MATTERS - CONSUMER CREDIT (CARD)	72
OTHER MATTERS - CONSUMER CREDIT (CARD)	198
OTHER MATTERS - CONSUMER CREDIT (NON-CARD)	146
OTHER MATTERS - CONTRACT NON-COMMERCIAL	42
OTHER MATTERS - EMERGENCY MEDICAL TREATMENT	1
OTHER MATTERS - HABEAS CORPUS	1
OTHER MATTERS - NAME CHANGE	1
OTHER REAL PROPERTY - FORECLOSURE ON MORTGAGE	1
OTHER REAL PROPERTY - NON-MORTGAGE FORECLOSURE	1
OUT OF COUNTY TRANSFER	3
PART SATISFACTION OF JUDGMENT	10
PARTIAL RELEASE OF MORTGAGE	22
PARTNERSHIP	34
POWER OF ATTORNEY	368
REAL PROPERTY - MORTGAGE FORECLOSURE - RESIDENTIAL	5
REAL PROPERTY - MORTGAGE FORECLOSURE - COMMERCIAL	333
REAL PROPERTY - OTHER	17
REAL PROPERTY - TAX CERTIORARI	57
REL LN JDGT	10
RELEASE FEDERAL TAX LIEN	77
RELEASE LIEN ESTATE TAX	307
RELEASE MECHANICS LIEN	1
RELEASE MORTGAGE	64
RELEASE OF LEASE	4
RELEASE STATE TAX LIEN	1,629
RELIGIOUS CORPORATION	2
REVCTN OF POA	14
SATISFACTION OF JUDGMENT	1,412
SATISFACTION OF MECHANICS LIEN	10
SATISFACTION OF NOTICE OF VIOLATION	10
SATISFACTION OF WELFARE LIEN	48
SEALED FILE	165
SEALED INDICTMENT	5
SEPARATION AGREEMENT	48
SMALL CLAIMS ASSESSMENT REVIEW DECISION	4
SMALL CLAIMS ASST REV	15
SPECIAL PROCEEDINGS - CPLR ARTICLE 75	2
SPECIAL PROCEEDINGS - CPLR ARTICLE 78	1
SPECIAL PROCEEDINGS - OTHER	20
STATE CRIMINAL SURETY	2
STATE TAX LIEN	2,790
THIRD PARTY ACTION	3
TORTS - ASBESTOS	1
TORTS - MEDICAL, DENTAL, OR PODIATRIST MALPRACTICE	18
TORTS - MOTOR VEHICLE	46

TORTS - OTHER	33
TORTS - OTHER NEGLIGENCE	29
TORTS - OTHER PROFESSIONAL MALPRACTICE	1
TORTS - PRODUCT LIABILITY	2
TRANSCRIPT JUDGMENT	2,634
UCC1	195
UCC3	224
WELFARE LIEN	59
WORKERS COMP APP FOR JUDGEMENT	1
Grand Total:	39,664

2016 DMV Revenue: Line 04020001
5000107

DMV - MONTH IN Peoplesoft 2016	WIRE TRANSFER	DMV LOCAL	TOTAL FOR MONTH
JANUARY			
FEBRUARY for January	73,078.64	68,682.80	141,761.44
MARCH for February	97,760.79	90,810.52	188,571.31
APRIL for March	107,072.87	101,254.99	208,327.86
MAY for April	99,393.11	91,117.82	190,510.93
JUNE for May	96,206.40	88,896.67	185,103.07
JULY for June	102,623.85	86,121.88	188,745.73
AUGUST for July	95,125.40	79,240.42	174,365.82
SEPTEMBER for August	103,696.96	88,070.05	191,767.01
OCTOBER for September	90,383.98	81,403.98	171,787.96
NOVEMBER for October	88,903.76	71,550.30	160,454.06
DECEMBER for November	73,329.39	75,645.35	148,974.74
JANUARY for December - CREDITED TO FY'2016	70,235.66	73,351.32	143,586.98
TOTALS FOR 2016...	1,097,810.81	996,146.10	2,093,956.91

NOTATION: THE 'WIRE TRANSFER REPRESENTS' THE MONTHLY TRANSFER FROM THE STATE OF NEW YORK
TO BROOME COUNTY FOR THE SPECIAL MOTOR VEHICLE USE FEE:
\$5 PER PASSENGER VEHICLE PER YEAR FOR VEHICLES UNDER 3,500#
\$10 PER PASSENGER VEHICLE PER YEAR FOR VEHICLES OVER 3,500#
\$10 PER TRUCK, BUS, OR OTHER COMMERCIAL VEHICLE PER YEAR

AUTHORIZATION: SEE BROOME COUNTY CHARTER AND ADMINISTRATIVE CODE:
CHAPTER 125 / FEES & CHARGES / ARTICLE X: § 125-25 THRU § 125-31 (Pgs. 125:10 thru 125:12)

ANNUAL REPORT
2016 STATISTICS as of December 31, 2016

	Binghamton	Endicott	Mobile	Total
Abstracts	1,040	1,030	70	2,140
Boats	468	1,185	176	1,829
Duplicate Titles	777	875	99	1,751
Enforcement	942	729	26	1,697
Financial Security (FS)	2,351	2,207	283	4,841
Licenses/Renewals/Invitations	8,080	7,662	606	16,348
Off Cycle EDLs	72	61	-	133
Non-Driver ID Cards	2,587	1,227	92	3,906
Misc Pmts (CDL/Skills/Escort, etc)	816	830	7	1,653
Permits	3,162	2,310	163	5,635
Plate Surrenders	6,511	7,079	872	14,462
Registrations	27,926	41,258	5,708	74,892
Sales Tax (Transactions that include)	5,899	6,712	1,149	13,760
Snowmobiles	334	594	209	1,137
Driver Responsibility (DRA)	968	706	61	1,735
TRANSACTIONS BY SITE	61,933	74,465	9,521	145,919

Broome County
 Department of Motor Vehicles
 2016 Revenue and Disbursements through Dec. 31, 2016

	Binghamton	Endicott	Mobile	TOTAL
Motor Vehicle Fees	3,387,928.24	4,242,939.19	537,041.80	8,167,909.23
Sales Tax	1,208,900.56	1,459,115.40	286,727.95	2,954,743.91
Plate Surrenders	7,489.00	7,508.00	941.00	15,938.00
GRAND TOTAL	4,604,317.80	5,709,562.59	824,710.75	11,138,591.14
NYS Motor Vehicle Fees	2,981,000.57	3,734,918.66	473,632.37	7,189,551.60
NYS Sales Tax	1,077,831.14	1,451,915.40	285,454.20	2,815,200.74
NYS TOTAL	4,058,831.71	5,186,834.06	759,086.57	10,004,752.34
BC Motor Vehicle Fees	406,927.67	508,020.53	63,409.43	978,357.63
BC Sales Tax	6,141.00	7,200.00	1,273.75	14,614.75
Plate Surrenders	7,489.00	7,508.00	941.00	15,938.00
BC TOTAL	420,557.67	522,728.53	65,624.18	1,008,910.38

This report does not include the County Use Tax figures. The County Use Tax is transmitted to the County by the State on a monthly basis and for 2016 it was \$1,097,810.81