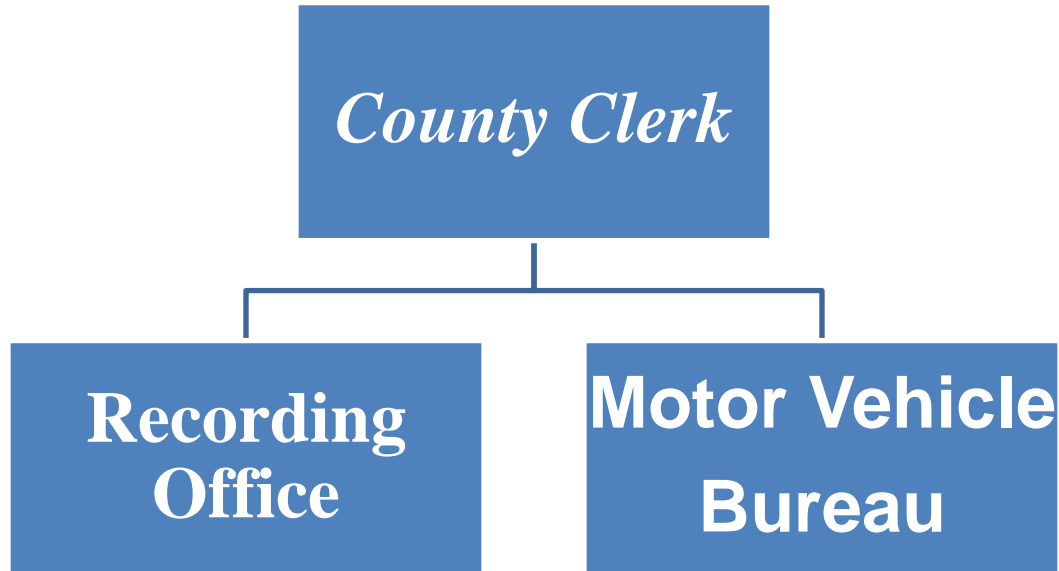


2023 PROGRAM BUDGET

COUNTY CLERK'S OFFICES **ORGANIZATIONAL CHART**



DEPARTMENT DESCRIPTION

The position of County Clerk is established by the New York State Constitution. This elective office is responsible for both the Recording Office and, as the agent for the Commissioner of Motor Vehicles, the Genesee County Motor Vehicle Office. The County Clerk serves as the Constitutional Clerk of the County Court and Supreme Court of Genesee County. The two offices also serve as the agent for numerous other N.Y.S. departments and agencies including Taxation and Finance, Office of Court Administration, Mortgage and Real Estate Transfer Tax, State Income Tax, the State of New York Mortgage Agency, Division of Corporations, Notary Public Bureau, State Archives and Record Administration, the New York State Police, the Departments of Labor, Health, Transportation, Cultural Affairs, Environmental Conservation, the Thruway Authority, and the Office of Real Property Services. In all of these areas our offices perform functions set forth and mandated by statute. A small percentage of the functions establish retention fees for the County in connection with the services performed, but the majority do not.

On the federal level, we serve as a local agent for the United States Passport Agency and work with the Internal Revenue Service, the Bankruptcy Court, Rural Development, the Small Business Administration, and the Federal Marshals in regard to tax liens and property seizures. The County Clerk is also the official upon whom process can be served in actions or lawsuits against the County, and issues Guardianship Commissions and is designated for service in Guardianships. Regionally, we perform services for the Rochester-Genesee Regional Transportation Authority, all Genesee

DEPARTMENT: COUNTY CLERK

County towns, villages, and the City of Batavia, the Genesee County Economic Development Center, the Genesee County Magistrates Association, the Genesee County Association of Municipalities, and Genesee Community College, especially in scheduling DDP Program enrollment. Oaths of Office for any elective or appointive officials are filed with the County Clerk and maintained permanently. Our offices also serve as the backup for County mail processing.

In addition to processing, indexing, scanning for computer accessibility and microfilming for archival security, the office maintains 220 years of property and court records; various licenses and permits are processed and issued; document/record searches are performed; by statute notarization of documents are performed at no charge to the public during normal business hours; appropriate fees and taxes are collected and distributed on behalf of numerous agencies and for all of the county's municipalities. Civil and Criminal Court records are reviewed, filed, maintained, and all court fees are collected for the Office of Court Administration; certification of copies and authentication of documents are performed; numerous legal certificates are researched and issued; passport applications are reviewed, photographs taken, and processed; pistol permit applications are accepted, all handguns are registered, and the pistol permit program is administered and records maintained; notary public commissions are issued and all notary qualifications are indexed and maintained permanently; guardianship/conservatorship commissions are issued; records are reviewed and sealed as required by statute or by the courts; out-of-state subpoenas are accepted and NYS subpoenas issued; documents to be served on the county are accepted and copies forwarded to the appropriate departments; mortgage & real property transfer tax is collected & distributed to the State, the Rochester–Genesee Regional Transportation Authority, the State of N. Y. Mortgage Agency, the County Legislature, other counties, and all county municipalities. The office files, certifies and maintains a record of all corporations, partnerships, and assumed name certificates for Genesee County businesses. Veterans' DD-214 forms are recorded and "Return a Favor" cards are issued. Genealogical searches are performed for researchers.

As the agent for the Commissioner of Motor Vehicles in Genesee County, the Genesee County Motor Vehicle Office is operated as a full-service office, i.e. all standard motor vehicle transactions can be processed locally. This includes the registration and transfer of all classes of motorized vehicles and the testing and licensing for all types of drivers from learner's permits to enhanced licenses and commercial driver licenses. Non-driver identification cards are issued. Abstracts of driver's license and/or registration records are issued. Records are reviewed for the resolution of insurance, suspension, and revocation problems, including issuance of restricted & conditional licenses after evaluation, and enrollment for various court required driver programs. Driving Records are researched and abstracts issued. New York State Thruway EZ Passes are sold. License plates are surrendered and processed for recycling.

MANDATED SERVICES

DEPARTMENT: COUNTY CLERK

Many of the services provided in both the Recording Office and the Motor Vehicle Office are mandated by statute. There has hardly been a year when new legislation enacted into law has not increased or expanded the duties and responsibilities of the County Clerk's Offices.

In addition to all prior mandates issued by the state, new guidelines and procedures issued by the Office of Court Administration (OCA) regarding default judgments on consumer credit transactions have increased the workload in the Recording Office. There are now several steps that must be taken before a default judgment can be entered, including sending and tracking certain notices, and we must now coordinate with the office of the Supreme Court Judge to ensure all requirements have been met. Electronic Filing for court related matters has been expanded and in some matters/counties mandated. Genesee County received approval from the Office of Court Administration and began e-Filing civil records in 2019. Electronic Recording of land records is also now established by statute, and 2018 saw Genesee County begin to allow "e-Recording".

In the Motor Vehicle Office, an entirely revamped process for commercial driver's licenses involving the federal government is continuing to create numerous questions by CDL license holders and additional steps to verify meeting of medical requirements. New testing procedures requiring enhanced proctoring for all licenses and permits has been necessitated by the testing procedure being severely compromised downstate. The process for obtaining conditional and restricted licenses including court ordered interlock devices has been modified. 2022 has seen lobby traffic increase over the pandemic-induced restrictions that saw a significant decline in customers in the office in 2021. In August of 2021 we eliminated the appointment requirement and opened the office to all customers, regardless of their home county. Since this lightening of restrictions, traffic has remained slower than pre-pandemic levels, but constant, as many people continue to use the drop box and mail in transactions. These are a few of the more visible changes in motor vehicle operations.

In terms of non-mandated activities, the main items that we handle in the Recording Office are: EZ Pass sales, the processing of passport applications and performing genealogical searches. However, each of these produces revenue, though genealogical revenue is not equivalent to the time involved. Non-mandated areas that do not produce revenue, but do save our office time and work, would be providing access to our computer records to the town assessors, to the county court system, and to the sheriff's office. As these are part of our current contract with our computer vendor, they do not cost our offices or the offices served any additional expense but provide more efficient service levels.

STRATEGIC FRAMEWORK

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The Mission of the County Clerk's Offices Is:

To provide the residents of the County of Genesee with the optimum service possible pertaining to the filing and accessibility of legal matters, recording of real property records, maintenance of pistol permit records, the issuance of pistol permits, processing passport applications, processing motor vehicle and driver's license transactions, and personal business transactions.

To preserve and safeguard the integrity of the historical records of the County for research, to complete current transactions and for permanent historical retention.

To operate the Recording and Motor Vehicle Offices in a cost-effective manner and minimize the expense of operation for the county taxpayers, approaching self-sufficiency to the extent possible within state mandates and current economic trends.

DEPARTMENT: COUNTY CLERK

Program of Services: Revenue Generation for the County

In 2021 (the last full year of receipts), the gross receipts handled by our offices amounted to \$9,638,755.66. **Direct retention revenues generated for the County from the Recording and Motor Vehicle Offices totaled \$1,142,120.50 exceeding one million dollars for the sixteenth year in a row (an increase of \$98,460.93 from our previous year).** With the addition of the collection of local mortgage taxes [\$557,335.12] for the County which is credited for budget purposes to the Legislature, D.W.I. and County Court fines [\$39,857.50] credited to the D.W.I. program, background check fees [\$2,025.00] credited to the Sheriff's Department, and Vehicle Use Taxes [\$408,101.86] credited to the Treasurer's budget **the total generated by the County Clerk's Offices and contributed to the County budget in 2020 was \$2,149,439.98.** Comparatively, in 1993 the total County revenue generated by our departments was \$473,000. **In addition to county revenues, our office provided mortgage tax revenues in the amount of \$1,110,211.82 in 2021 for the municipalities within the county.**

This growth in revenue generated was accomplished with the same number of staff members we have had in the Records Office since 1983 and two additional halftime employees in Motor Vehicles. In the Motor Vehicle Office we were able to generate a revenue increase in spite of efforts by the State to minimize local transactions. Both the Office of Court Administration and the State Department of Motor Vehicles have added duties and responsibilities to the County Clerk's Offices which have necessitated innovative approaches in order to maintain our revenue stream for the County without increasing our cost of operation and within the existing staffing level. We will be faced with new challenges in several areas over the next two or three years that will strain our resources, but we have a staff that is up to meeting that challenge.

Motor Vehicle Office: Programs and Implications

1. The State Department of Motor Vehicles continues to expand their efforts to increase online transactions [an area which needs to be watched closely to ensure the security and integrity of the system] in order to benefit their bottom line and to limit the workload in the county offices which they directly operate. These efforts were redoubled in response to the Covid crisis, with several new programs initiated to maximize the transactions that can be done online, now to include obtaining driving abstracts and other personal records. These will continue to reduce the in-office traffic, especially with the computer literacy and habits of the younger segment of our county demographics. If this trend continues, it will definitely impact our revenue stream. Fortunately, our State Association of County Clerks negotiated a percentage [minimal] of online transactions from each county including Genesee County residents for fees over a 2011-12 baseline amount. Prior to the state mandated resident-only appointments, a significant portion of our walk-in clientele was from out-of-county clients. As these individuals go to their home DMV's or convert to online usage we will not obtain any portion of those revenues. Our normal retention rate is 12.7% of all in-office transactions. The arrangement with N.Y.S. Department of Motor Vehicles provides us with 4% of

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internet transactions over an established baseline. The state initiatives will potentially erode our in-office revenue stream and 4% will not sufficiently compensate the county for the loss of revenue. In addition, many of the transactions we handle in the Motor Vehicle Office involve correcting issues stemming from online transactions, for which we receive no fee. The State Association of County Clerks (the "Association") is continuing to pursue legislation to increase the revenue retention fees above the current levels to more accurately reflect the work conducted in our local offices. While this initiative once again passed both the Assembly and Senate last year, the governor did not sign this into law. While the Association was disappointed that the current governor, a former Erie County Clerk, did not side with the counties on this measure, we will continue to work toward this goal.

2. As the state moves closer to implementation of the "Real ID" compliant driver's license that meets the federal requirements to be used for domestic flights (which date has repeatedly been pushed back due to Covid), we anticipate a continued increase in the office traffic, as customers will be forced to apply for the licenses in person. This may serve to increase office revenue as we are able to retain our 12.7% of these transactions.

3. Locally, we look to refining our program to provide the ultimate in service to our Genesee County constituency. Despite reopening to the public, we are continuing to see increased drop-box volume, although well below the peak volume we saw at the height of the Covid restrictions. We process and return all drop-box transactions the same day they are dropped in the box.

We plan to continue encouraging our county employees to have their transactions performed locally. Our plan to accomplish this includes utilizing interoffice mail for county employees and providing information as to the amount of revenue it would generate if all county employees and their families renewed through our office. We estimate that currently we receive 10% or less of county employee transactions leaving \$85-100,000 that goes entirely to the State. We have also implemented an "AdMonitor" system, whereby we installed a television screen in the DMV to run ads for local businesses, in exchange for free advertising to promote doing motor vehicle transactions locally.

Finally, we will continue our community outreach efforts by attending weekend events hosted by snowmobile clubs and motorcycle shows to process snowmobile and motorcycle registrations.

4. Dealers are a major source of revenue for the county. Out-of-county dealers account for over 25-30% of our revenue. We have assigned them to individual staff members to enhance accessibility to our services. We are once again able to process their transactions for return within 3-7 business days, Maintaining this turnaround is critical to our continued service for them and the resulting revenue source. In order to provide such fast and efficient service to our auto dealers, the DMV employs two part time employee to process dealer work. This has resulted in significant gains being made in keeping up with the dealer volume, and has prevented certain dealers from taking their business elsewhere.
5. In response to customer demand, in 2019 we implemented "Summer Hours", whereby we opened the DMV ½ hour earlier to accommodate those customers

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seeking to complete their transactions before work. This experiment was considered a success and the county followed suit by expanding this to every county department.

Recording Office: Programs and Implications

1. The NY State SAFE Act recertification process, in conjunction with the recently passed slate of new gun restrictions has continued to impact our office through high numbers of pistol permit applications, amendments and opt outs, and 2022 is on pace to be significantly higher than average levels. New permit applications are still above historical averages, but down from the near 700 issued in 2016. Historically, we would issue 125-135 new permits in a year. 2021 saw the issuance of 474 new permits, while in 2020 we issued 319 new permits. We have issued 237 permits through August of 2022, and have received an additional 294 applications prior to the September 1st deadline that are being processed. We are currently on pace to issue well over 500 permits in 2022. A new county court judge and staff, combined with incredible diligence by the Sheriff's Office and my staff has seen the time from submission of an application to issuance of a permit fall to under 2 months in many cases. The increased volume due to the governor's new gun restrictions has certainly caused hours of additional work for our staff, although the ultimate impact of the laws won't be known for some time. The SAFE Act recertification process continues to impact the number of permit amendments we process, and in 2021 this office processed 2953 pistol permit amendments, including adding handguns, removing handguns and changing addresses. The trend thus far indicates that by the end of 2022 we will see over 3000 amendments processed. In addition to the standard amendments, new permits, etc., this office also processes the suspension and/or revocation of pistol permits in the event of an arrest, order of protection or mental health notification against the permit holder.
2. Criminal court work continues to increase every year, both in number of cases and in the paperwork handled in each individual case file. In addition to generally maintaining the criminal court files, we also collect many types of court fees and respond to requests for documents and transcripts by both defendants and appeals courts. The accounting and collection of these court fines/fees is performed routinely by our office. The number of cases which now go to the appellate level has increased exponentially since Legal Aid of Buffalo began handling all appeals. Whereas in years prior (when appeals were handled by county public defender employees) only a fraction of the convictions were appealed, it appears that most, if not all cases are now being appealed as a matter of course. While entire files are often requested and have to be generated, this need has been controlled by the scanning of all criminal court cases so that files can often be emailed rather than hard copies produced and transmitted. The inmate FOIL letters now account for well over 60% of our FOIL requests. In general, FOIL requests have increased dramatically in the past year. In addition, we process 20-30 or more requests per month for "Certificates of Conviction" for various defendants and agencies. This involves pulling the file and extracting the

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necessary conviction information from it, then producing and signing the actual certificate.

3. 2019 saw the County Clerk's Office implement the option of electronic filing of civil court documents. This process, whereby civil proceeding documents are electronically filed and received through the state Office of Court Administration NYSCEF system, has resulted in time and cost savings for this office. Electronically filed documents are automatically imaged into our system, eliminating the need to physically scan the paper documents. Additionally, we no longer have to mail back copies to the submitting attorneys, as they can access the documents remotely through the NYSCEF system. In 2021, we implemented the mandatory electronic filing of civil documents. This has helped streamline the process and reduce the time spent scanning and processing civil cases.
4. Similarly, the electronic recording of land records in Genesee County was implemented in 2018. While this necessitated new procedures and increased responsibility, at least in the initial phases, we are finding that this has helped alleviate some of the time spent on processing land document recordings, and has saved the costs associated with mailing the recorded documents back.
5. Records restoration and preservation is an area that is and has to be always on our minds with over 220 years of records for which we are responsible. A long term program that we had developed in this area back in the 1990s is already years behind. We cannot afford to ignore these historical records, many of which are critical to the titles of our county's real property. Our new computer services contract has enabled us to begin the process of securing and making available on computer over 210 years of maps which had previously only been available in hard copy form. We have made progress in backscanning our land records and have imaged deed and mortgage records to 1927. We hope to continue scanning these records further back, and have also completed the back scanning of Miscellaneous Records to 1976. The need for an electronic backup to our records was made apparent by two major floods that struck our County in 2016. While luckily this office was not directly affected, other departments saw countless records destroyed by the unanticipated flooding. Had the flooding struck this office, many of our records would have been lost forever, as there are still numerous record series for which we have no back-up to the original paper documents in our current files. With the emphasis on emergency and disaster preparedness, we are committing \$17,000 to continue the scanning of records, including real property records, matrimonial files, adoption records and civil files.
6. Internet Accessibility: As we were able to significantly expand the volume of land records available in electronic format, commencing in January of 2020 we began offering our records online for a subscription fee. The timing could not have been better, as our office was shut down due to the Covid crisis shortly thereafter, and the online records became critical to the operations of many attorneys and abstractors. ***To date, through August 2022, our online record subscriptions have generated over \$37,000 in revenue, and we are on pace to gross over \$55,000 for 2022.*** This money is taken as a credit against our IQS document management software cost. As we have increased the date ranges of our records available online, we expect to generate at least \$45,000 to \$55,000 per year

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moving forward.

SPECIAL NOTE: SELF-SUFFICIENCY

One of our principal priorities has been to make our two departments, the Recording Office and the Motor Vehicle Office, self-sufficient. The improved economy, as well as the increase in DMV volume has led to increased revenues for 2019, and based on current projections, we will easily attain self-sufficiency for the two offices again this year and for the foreseeable future. At the turn of the century, the volume of re-financing was the engine which drove our overall revenues. Once again this year our Recording Office will not be directly self-sufficient, but factoring in the fees we generate for the local mortgage tax, the DWI program and the Sheriff's Office background checks, we will not only be self-sufficient, but will produce significant revenues for the county beyond the cost of our operation.

The Motor Vehicle Office, on the other hand, will not only once again be self-sufficient, but will be increasing the revenues for the county's general fund and will more than offset the cost of the Recording Office. Additionally, our office collects and accounts for the Vehicle Use Tax which produces a significant amount of revenue generated for the county.

Both offices provide many services to other county departments including the cost of equipment/program access for the Real Property Tax Office, the Sheriff's Department and the town/city assessors for many of our records applicable to their functions.

While it is not our direct intent to be a "money-making" entity, we are certainly proud of our success in achieving self-sufficient status and thus, not placing additional tax burdens on the County or our taxpayers. We work diligently to maximize the opportunities to enhance our revenue stream and to tightly control and minimize our expenditures. In this time of tight budgets, self-sufficiency takes on even more significance.

BUDGET SUMMARY: COMBINED OFFICES ~ Clerk & Motor Vehicles

<u>Appropriation By Object</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Budgeted 2022</u>	<u>Adopted 2023</u>
Salary/Fringe	1,079,046	1,209,884	1,240,811	1,277,134	1,194,944
Equipment	0	0	0	0	0
Contractual	<u>119,900</u>	<u>129,610</u>	<u>110,345</u>	<u>176,070</u>	<u>161,005</u>
Total Appropriation	1,198,942	1,339,494	1,351,156	1,453,204	1,355,949
Revenue	<u>1,260,697</u>	<u>1,247,440</u>	<u>1,218,900</u>	<u>1,126,840</u>	<u>1,127,240</u>
Net Co. Rev/Support	+61,755	-92,054	-132,256	-326,364	-228,709

DEPARTMENT: COUNTY CLERK

**2022 Contractual is significantly higher due to security guard/Covid appropriation*

Supplemental Revenue: Includes Local Mortgage Tax, DWI Fines, and Vehicle Use Tax (Commenced in September of 2012) collected by our offices, maintained, invested, and processed; however, the actual revenue is credited to other departments..

Supplemental Rev. +801,245 +828,077 +1,005,294 +1,027,000(est) +915,000(est)

Net Co. Revenue **+863,000^** **+736,023^** **+873,038^** **+700,636^** **+686,291^**

BUDGET HIGHLIGHTS

^ Represents net surplus generated by the County Clerk's offices above the cost to the County for operation of the departments.

There are several noteworthy items in the budget details seen above.

- [1] The country has recently seen massive increases in interest rates, which will ultimately adversely affect the real estate market and therefore the corresponding revenues from filing fees and mortgage taxes. This may lead to a decrease in the revenues derived from these transactions, and thus I have projected decreased revenues in an effort to be conservative in my predictions.
- [2] The amount of functions we perform and fees that we collect for the State and other outside agencies in our recording office continues to grow dramatically; however, we have seen no recent increases in our retention fees to compensate the county for the extra workload.
- [3] The Motor Vehicle Office continues to produce increasing revenues because of the highly efficient and productive dealer registration program. However, as internet transactions increase, revenues may decrease correspondingly.
- [4] For the Recording Office a continuing source of significant workload and revenues has taken place in the pistol permit program. In 2008 we set a record of 83 new permits issued. For 2009 new permits were in the 175 range. In 2014 new permits issued totaled 336, while in 2016 we issued 671 new permits. 2021 saw us issue 474 new permits and 2022 should see well over 500 issued (292 applications received in August alone!). To recoup some of our pistol-related expenses, we implemented a \$5.00 fee for pistol permit applications, which historically had been free. This new fee generates approximately \$6,000 - \$8,000 of additional revenue per year.

PERFORMANCE INDICATORS FOR THE MOTOR VEHICLE AND RECORDING OFFICES

We could certainly use numbers from the pistol program, civil and criminal court

DEPARTMENT: COUNTY CLERK

filings, Enhanced Driver’s Licenses, motor vehicle dealer transactions, etc., but rather than cite columns of numbers, I would prefer to concentrate on the message in the section above on Self-Sufficiency. In general our work load is affected in several ways: Much of it is cyclical dependent on economic and societal conditions. Some areas, such as criminal caseloads, name changes, divorces, etc. seem to show a steady increase every year. Selectively choosing transactions that show significant increases in any given year could easily be misleading. New vehicle sales will vary widely from year to year and even month to month while registration and license renewals tend to demonstrate a steady increase year after year. However, the broader message of overall cost effectiveness is of far greater consequence in the budgeting process and for the County in general. Maintaining superior, customer friendly service for the residents of Genesee County while controlling operational costs is the indicator which I would prefer to see as the measuring stick for the cost-effectiveness and performance of our offices. This is the goal of our offices and a goal that I believe the public wants to see in the functioning of both the motor vehicle and recording office areas. We should be able to continue the trend of paying for the cost of operating the two offices through our revenues for the foreseeable future.

DIVISION: RECORDING OFFICE

DIVISION DESCRIPTION

The County Clerk’s Office maintains land and court records for the County of Genesee, collects appropriate fees and/or taxes upon the filing or recording of documents. Processes, stores and maintains the integrity of all civil & criminal court legal records for appropriate statutory periods. The Clerk’s Office collects many different fees on behalf of the Office of Court Administration. All pistol permits and hand gun transactions are processed and the records maintained permanently. Passport applications are processed on behalf of the federal government. Notary Public services are provided free of charge and notary records are maintained and authentications provided. There are only three areas of service that are not mandated to the County Clerk. The pistol permit program is handled by the Clerk pursuant to an agreement dating back to 1983 with the Sheriff, County Court Judge, and the County, but only the actual filing of the records is mandated as a function of the County Clerk. Passport processing has been traditionally performed by the Clerk, but is not required; however, it is a profit-making activity and service for the residents of the County. Genealogical research is not mandated and is performed only on a time-available basis. In late 2010 both of our offices began the sale of E-ZPass tags as a new service & revenue source for the county, but in 2019 the Recording Office began exclusively selling the passes, due to the extremely high volume of traffic in the DMV and the time consuming nature of EZ Pass sales. The revenue from these sales is now attributed to the Recording Office.

<u>Appropriation</u> <u>By Object</u>	<u>Actual</u> <u>2020</u>	<u>Actual</u> <u>2021</u>	<u>Adopted</u> <u>2022</u>	<u>Adopted</u> <u>2023</u>
Salary/Fringe	526,157	584,130	675,160	591,848

DEPARTMENT: COUNTY CLERK

Equipment	0	0	0	0
Contractual	<u>71,406</u>	<u>69,014</u>	<u>99,050</u>	<u>79,600</u>
Total Appropriation	597,563	653,144	774,210	671,448
Revenue	<u>562,340</u>	<u>662,445</u>	<u>598,340</u>	<u>591,341</u>
Net Co. Support	(-35,223)	+9,301	(-175,870)	(-80,107)
Supplemental Rev.*	<u>446,561</u>	<u>599,218</u>	<u>628,883(est)</u>	<u>517,025(est)</u>
Net Co. Rev/Profit *	+397,604^	+411,335^	+453,013(est)	+436,918(est)

^ Represents revenue generated in the recording office above the cost to the county for departmental operation.

* Includes the Local Mortgage Tax, DWI Fines & Sheriff's Fees. [See Following:]

The County Clerk's Office processes all documents, calculates and collects the tax, maintains the records of, invests funds as advisable, obtains data from other counties outside of Genesee, compiles apportionment cases, files documentation from the State, and distributes the revenue from the Local Mortgage Tax.

We have developed an index for DWI Fines to collect fines, partial payments & surcharges. We maintain running balances cross-referenced to criminal files.

In both of these fee categories the County Clerk's Office does all of the work and forwards the funds to the County Legislature, DWI Program & Sheriff. We receive no direct credit for the revenues; therefore, the above figures show our accounts with the addition of these revenues; a more accurate reflection of our work level and cost.

DIVISION: MOTOR VEHICLE BUREAU

DIVISION DESCRIPTION

DEPARTMENT: COUNTY CLERK

The Motor Vehicle Bureau processes license and registration transactions for residents of Genesee and other counties as the agent for the New York State Department of Motor Vehicles, collecting appropriate fees including sales tax on the private sale of vehicles. Testing is administered for learner's permits and commercial driver licenses. Enforcement transactions are processed with the issuance of restricted or conditional licenses and enrollment in Drinking Driver Programs if deemed appropriate. Fines and penalties are collected on behalf of the State. Non-Driver Identification Cards are available to the non-driving public. License plates are surrendered, cut in half, and recycled for revenue to the County. Motor vehicle dealer work is processed not only for Genesee County, but for dealers in adjoining counties who prefer to come to our office.

BUDGET SUMMARY

<u>Appropriation By Object</u>	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Adopted 2022</u>	<u>Adopted 2023</u>
Salary/Fringe	485,685	499,897	568,290	603,096
Equipment	0	0	0	0
Contractual	<u>19,366</u>	<u>59,458</u>	<u>83,550</u>	<u>81,405</u>
Total Appropriation	<u>505,051</u>	<u>559,355</u>	<u>651,840</u>	<u>684,501</u>
Revenue	<u>489,039</u>	<u>477,814</u>	<u>553,500</u>	<u>533,900</u>
Net Co. Rev/Profit	(-16,012)	(-81,541)	(-98,340)	(-150,601)
Supplement Revenue [Vehicle Use Tax] #			<u>+400,000(est.)</u>	<u>400,000 (est.)</u>
Total Revenue [Profit] Generated for County			+301,660 ^	+249,399^

^ Represents revenue generated in the motor vehicle office above the cost to the county for departmental operation.

Motor Vehicle Use Tax is credited to the County Treasurer, however, it is administered and collected by the County Clerk/Motor Vehicle Office.