



Jefferson County Clerk

Honorable Members of the Jefferson County Legislature
195 Arsenal Street
Watertown, NY 13601

Honorable Colleagues:

I hereby submit the 2022 Annual Report of the Jefferson County Clerk. The duties of the County Clerk are mandated by the New York State Constitution and by federal, state, and local law. The dedicated staff works diligently to carry out these duties and serve the public.

The County Clerk's Office is a state constitutional office that is the primary depositor for records created within the County. The County Clerk serves as the Clerk of the Corporation of Jefferson County and a register of mortgages, deeds, and all real property records within Jefferson County. The County Clerk also serves as Clerk of the Supreme and County Courts and is commissioned to collect all fees of the courts and protect, produce upon request, and preserve court records. Under Vehicle and Traffic Law, the County Clerk acts as an agent for the Commissioner of the New York State Motor Vehicles Department.

The Jefferson County Clerk's Office collects and distributes monies for various state agencies. The County's share of these collections is submitted monthly to the County Treasurer with a report detailing the collections. The following pages detail the monies collected by the Jefferson County Clerk's Office and the Department of Motor Vehicle Office paid to the County Treasurer and disbursed to different agencies throughout the state.

As always, I aspire to continue providing outstanding services while always striving to do better than before. We will continue to work hard to serve the constituents of Jefferson County and hope to contribute even more to the overall fund balance for the County in 2023.

As always, should you have any questions or concerns, please feel free to reach out to me at any time.

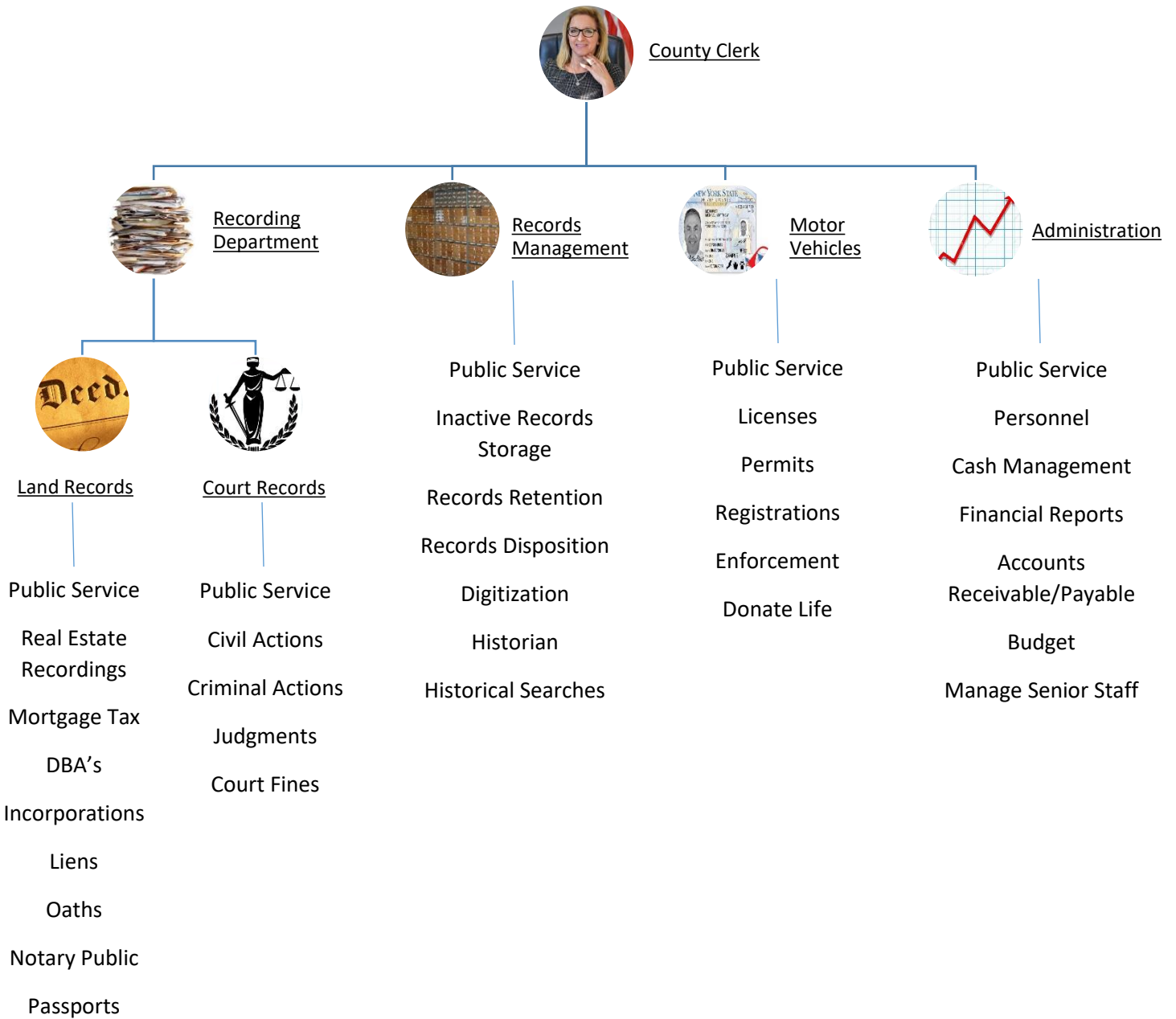
Respectfully Submitted,

Gizelle J. Meeks
Jefferson County Clerk

Table of Contents

Jefferson County Clerk Organizational Chart.....	1
Statement of All Funds Collected and Disbursed.....	2
Expenses by Sub-Department.....	3
End of Year Fund Balance 2001-2022	4
Fund Balance – General Information.....	4
Department of Motor Vehicles.....	5
Overall Revenues and Expenses 2014-2022:	5
DMV Online Revenue:.....	5
Total Number of DMV Transactions 2014-2022	6
DMV – General Information.....	6
DMV – 2022 Highlights.....	6
Recording Department.....	7
Overall Revenues and Expenses 2014-2022	7
Basic Mortgage Tax Collected for Each Town - 2022.....	8
Passport Revenue 2014-2022	8
Recording Department – 2022 Highlights.....	8
Records Management.....	9
Totals by Department	9
Records Management – General Information	9
Potential Revenue Sources	10
Local Mortgage Tax.....	10
Passenger Vehicle Use Tax.....	10
Real Estate Transfer Tax.....	10

Jefferson County Clerk Organizational Chart



Statement of All Funds Collected and Disbursed

	Jefferson County	Towns	NYS	Total Rec'd
Mortgage Tax	\$ 348,997.16	\$ 2,701,669.67	\$ 1,121,160.22	\$ 4,171,827.05
Real Estate Transfer Tax	\$ 4,552.00	\$ -	\$ 2,353,503.43	\$ 2,358,055.43
NYS ORPS	\$ 36,927.00	\$ -	\$ 583,698.00	\$ 620,625.00
Court Fees	\$ 78,315.17	\$ -	\$ 851,685.78	\$ 930,000.95
DWI Fines (Probation)	\$ 18,157.00	\$ -	\$ -	\$ 18,157.00
Cultural Education Fees	\$ -	\$ -	\$ 231,819.50	\$ 231,819.50
Records Management Fees	\$ 16,268.00	\$ -	\$ 77,277.92	\$ 93,545.92
Notary	\$ 9,585.00	\$ -	\$ 14,360.00	\$ 23,945.00
County Clerk Fees	\$ 1,000,415.54	\$ -	\$ -	\$ 1,000,415.54
Department of Motor Vehicles	\$ 649,932.47	\$ -	\$ 2,875,544.72	\$ 3,525,477.19
Totals:	\$ 2,163,149.34	\$ 2,701,669.67	\$ 8,109,049.57	\$ 12,973,868.58

County Clerk Fees Breakdown

Copy Fees	\$ 39,794.71
E-Commerce Subscriptions	\$ 73,384.50
Cover Page Fees	\$ 67,090.00
Filing Fees	\$ 37,069.00
Recording Fees	\$ 736,327.85
Miscellaneous	\$ 3,214.00
Overages	\$ 4,586.61
Passport Fees	\$ 13,440.00
Photo Fee	\$ 4,280.00
UCCs	\$ 21,200.00
General Interest	\$ 28.87
Total:	\$ 1,000,415.54

**There are still several Notary and Incorporation Receipts pending from NYS. An approximation of this revenue has been included.*

Expenses by Sub-Department

1410 - County Clerk Expenses

Personal Services	\$	369,322.48
Office Expenses	\$	126,252.38
Retirement/Insurance/SS/Workers Comp	\$	202,090.93
Subtotal	\$	697,665.79

1415 - DMV Expenses

Personal Services	\$	482,065.39
Office Expenses	\$	8,935.63
Retirement/Insurance/SS/Workers Comp	\$	334,084.41
Subtotal	\$	825,085.43

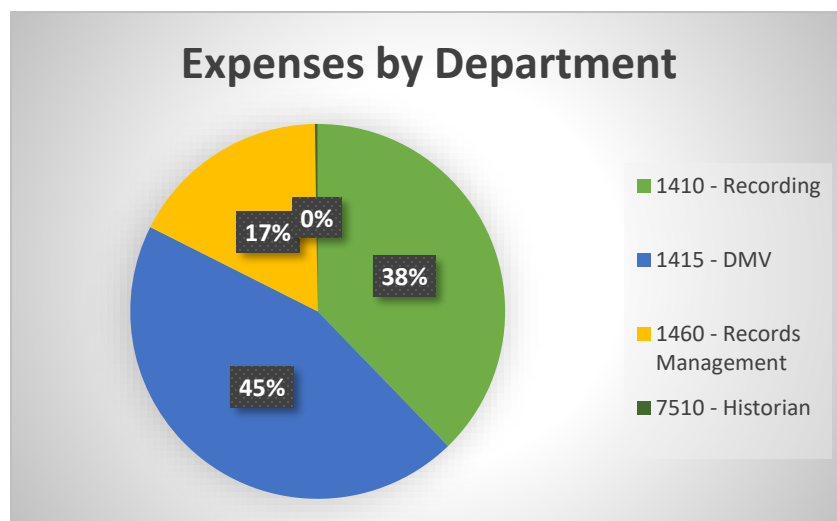
1460 - Records Management Expenses

Personal Services	\$	170,136.29
Office Expenses	\$	41,183.83
Retirement/Insurance/SS/Workers Comp	\$	108,942.68
Subtotal	\$	320,262.80

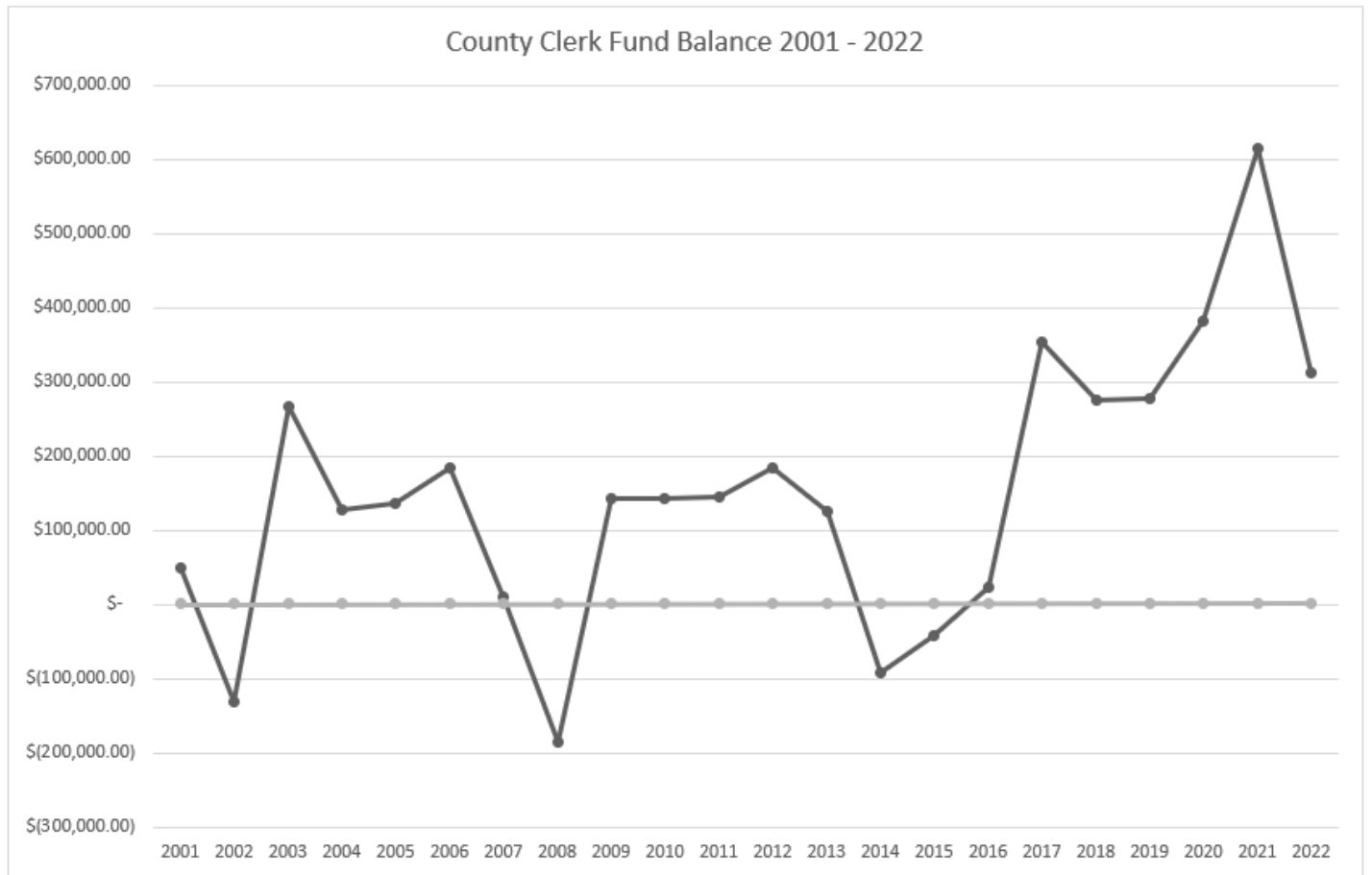
7510 - Historian Expenses

Personal Services	\$	2,746.12
Office Expenses	\$	-
Retirement/Insurance/SS/Workers Comp	\$	1,713.02
Subtotal	\$	4,459.14

Total County Clerk Expenses 2022:	\$	1,847,473.16
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End of Year Fund Balance 2001-2022

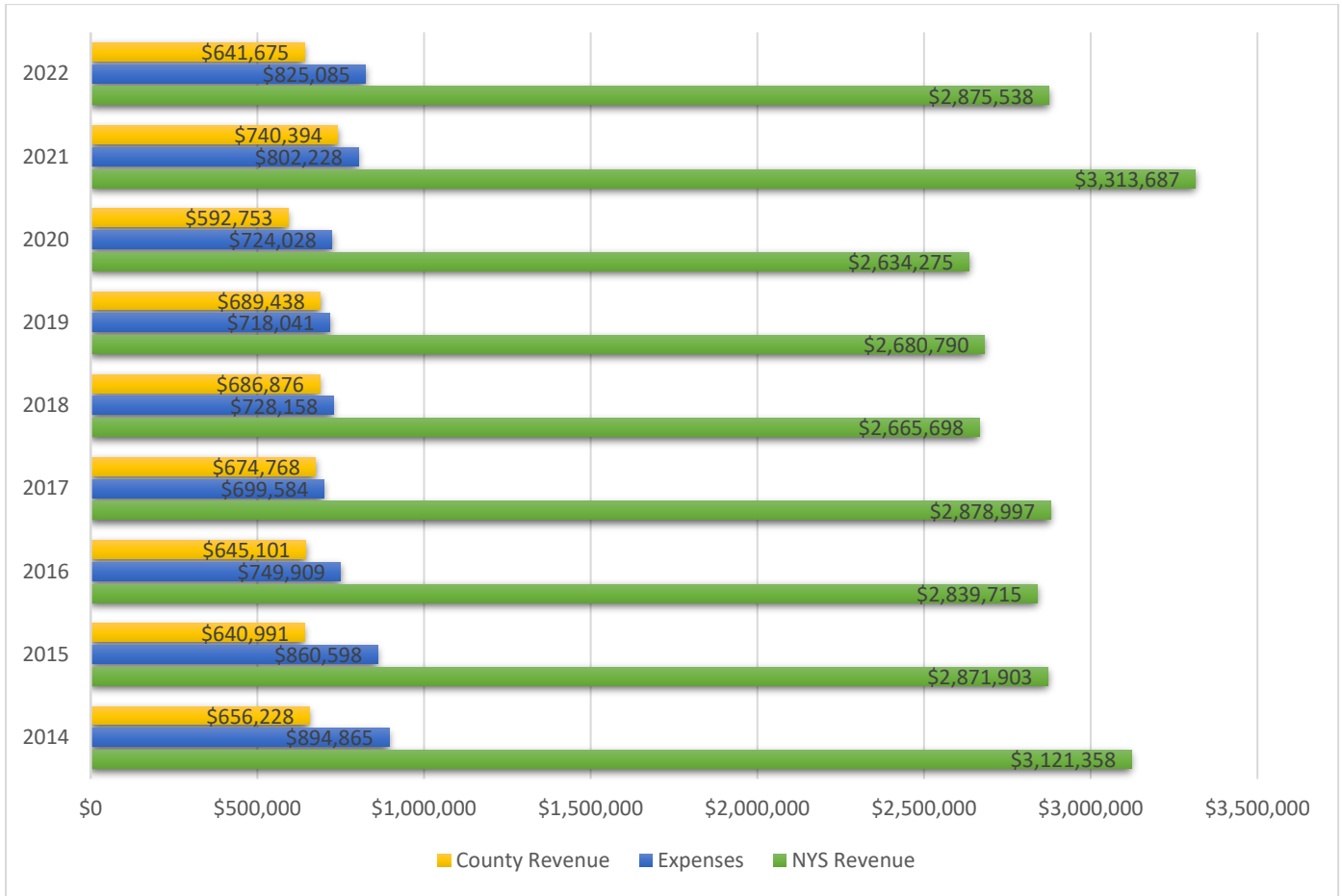


Fund Balance – General Information

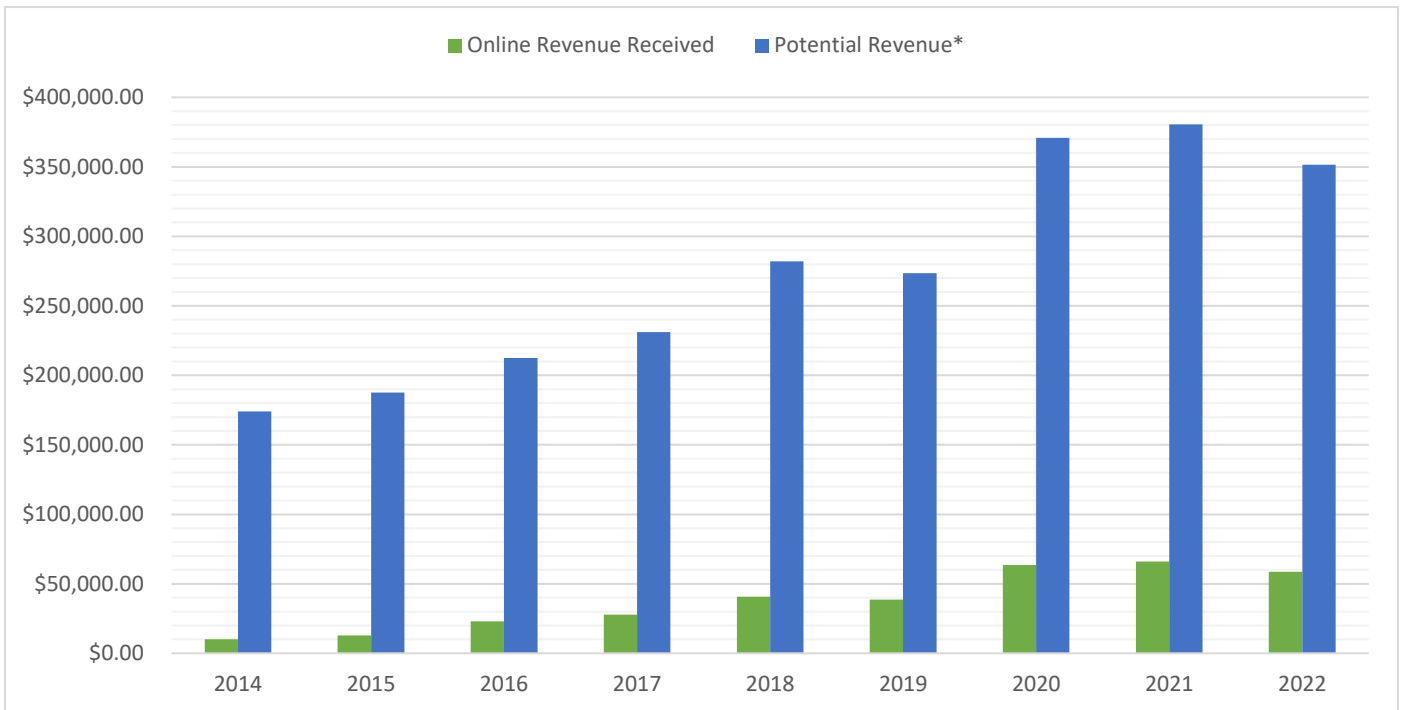
- Since 2014, eight positions have been deleted.
- In 2015, two sub-departments were consolidated resulting in lower overall expenses.
- 2021 had the highest fund balance in the last twenty years, and possibly the highest in the history of the County Clerk's Office. The balance of \$614,971.00 is a 61% increase from the previous year.

Department of Motor Vehicles

Overall Revenues and Expenses 2014-2022:

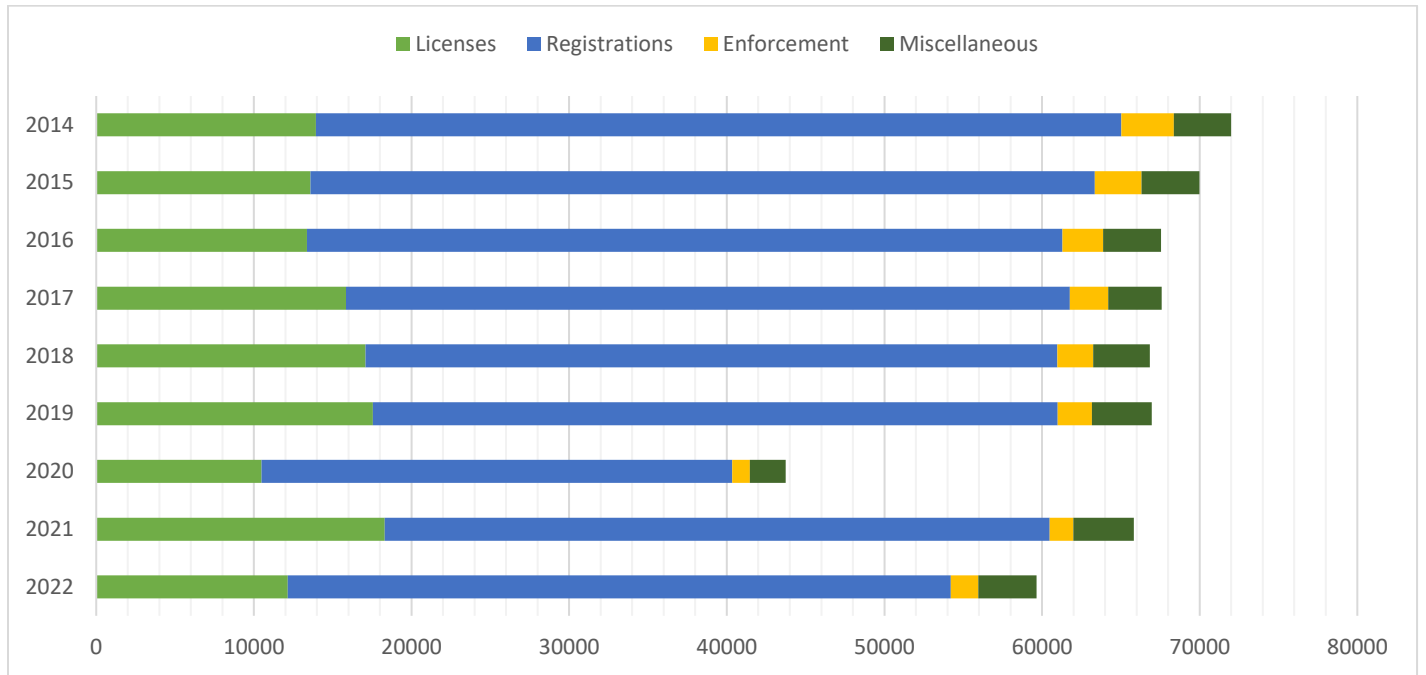


DMV Online Revenue:



*Potential Revenue totals are what Jefferson County would have received if all of the online transactions were processed within the office at a retention rate of 12.7%.

Total Number of DMV Transactions 2014-2022



DMV – General Information

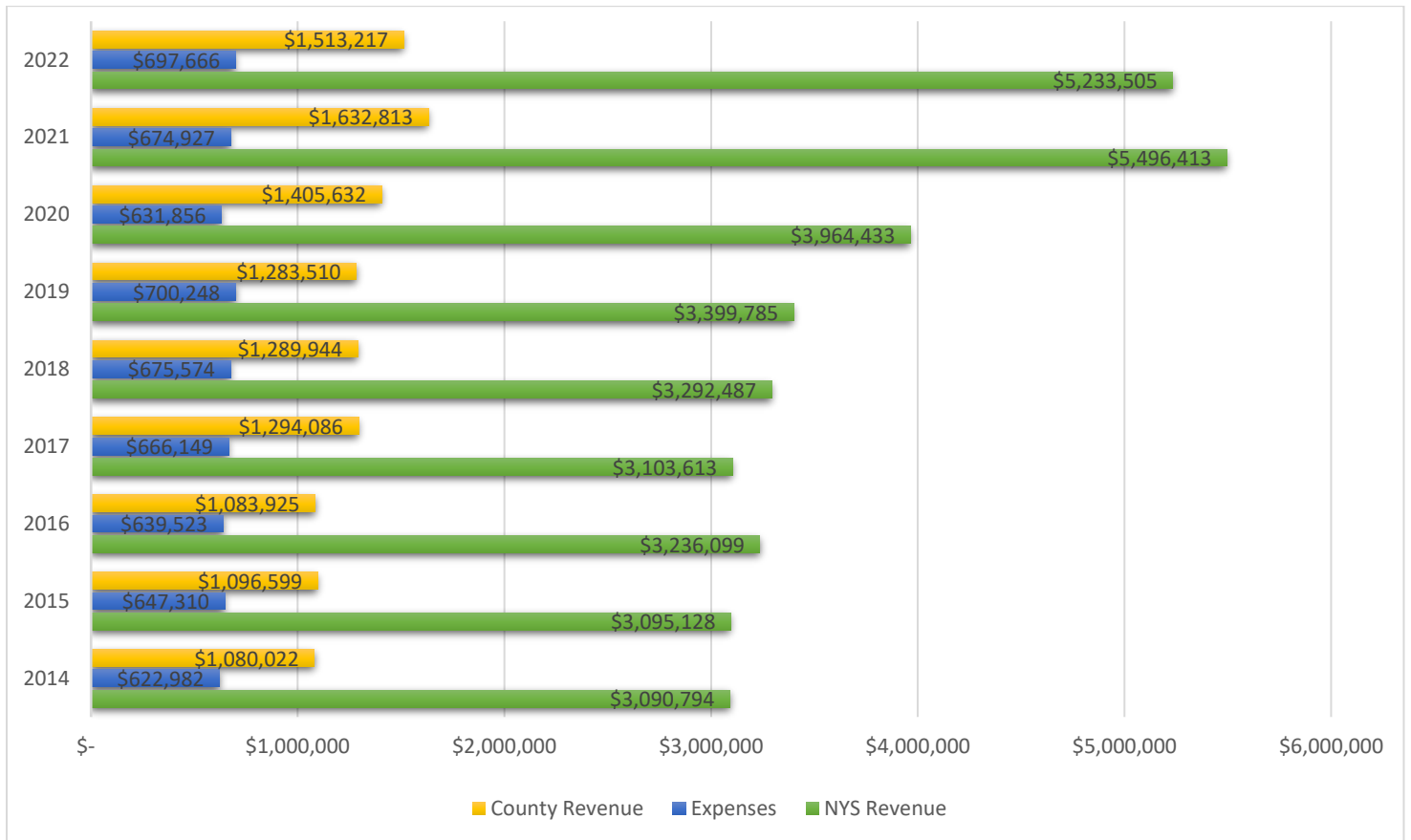
- Jefferson County retains 12.7% of most transactions performed within the office.
- Jefferson County receives 3.25% of online transactions over and above the threshold of \$965,703.75.

DMV – 2022 Highlights

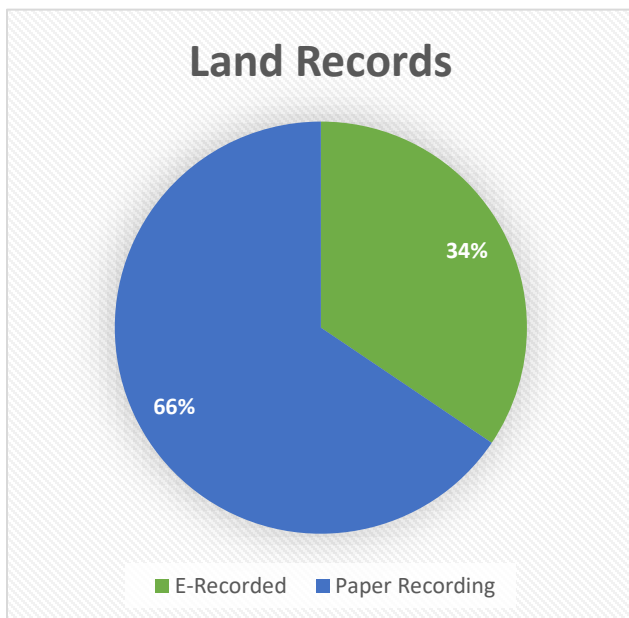
- Revenue is down 13.33% from the previous year.
- Revenue is 3.65% lower than original estimates.
- Revenue from online transactions decreased by \$7,449.13 from last year – a decrease of 11.3%.
- The total number of transactions processed decreased by 9.4%.
- DMV cost taxpayers just over \$180,000 in 2022.
- DMV will continue to operate on an appointment only basis.

Recording Department

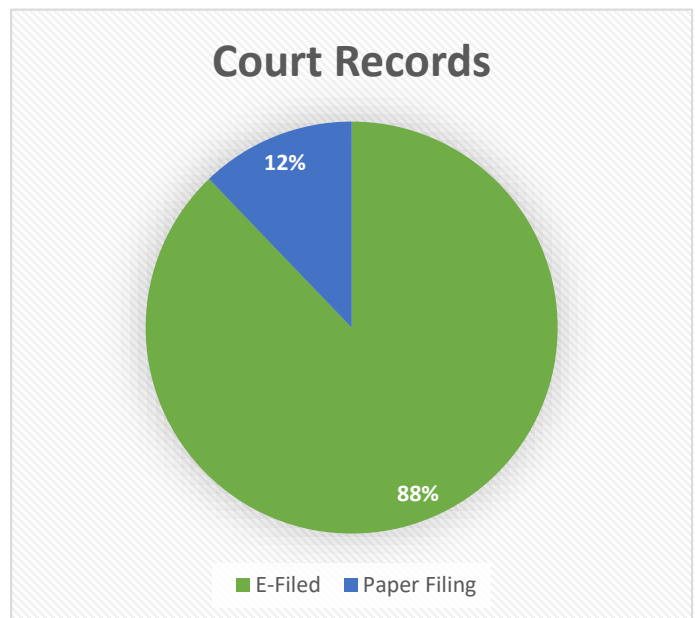
Overall Revenues and Expenses 2014-2022



Percentage of Total Documents Recorded or Filed Electronically

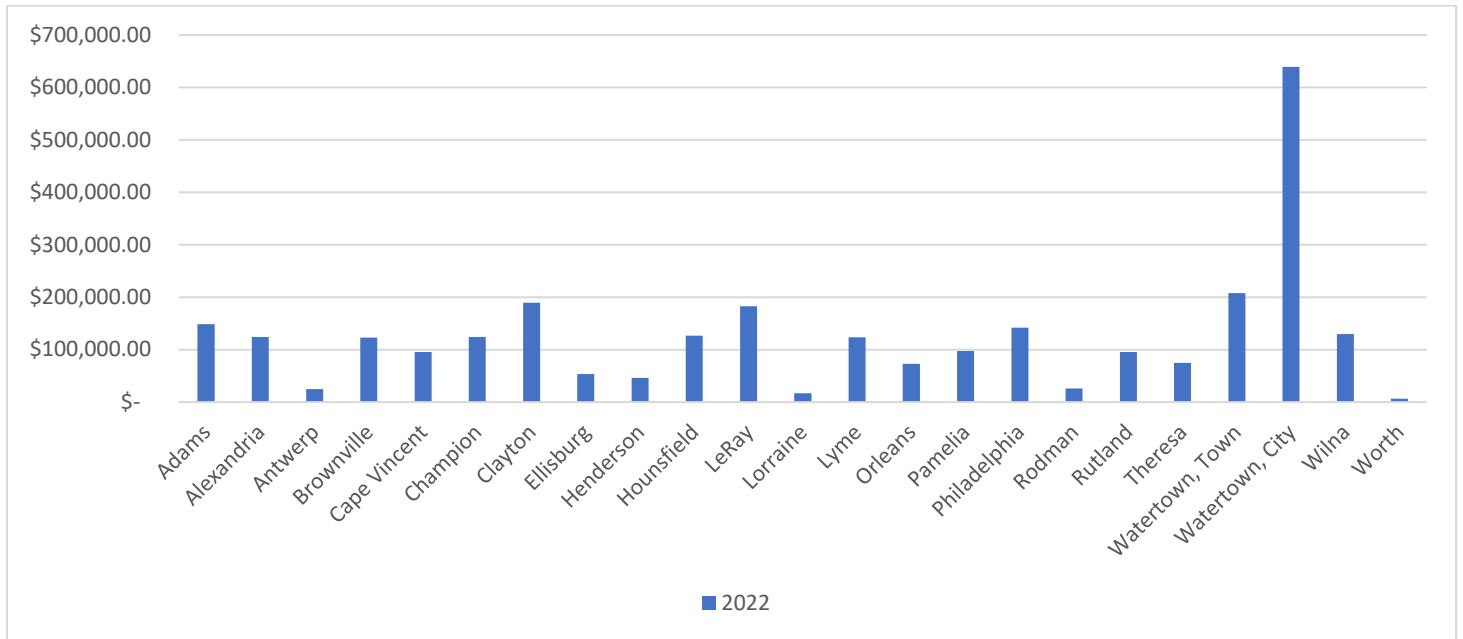


E-Recording is NOT required by the submitter.

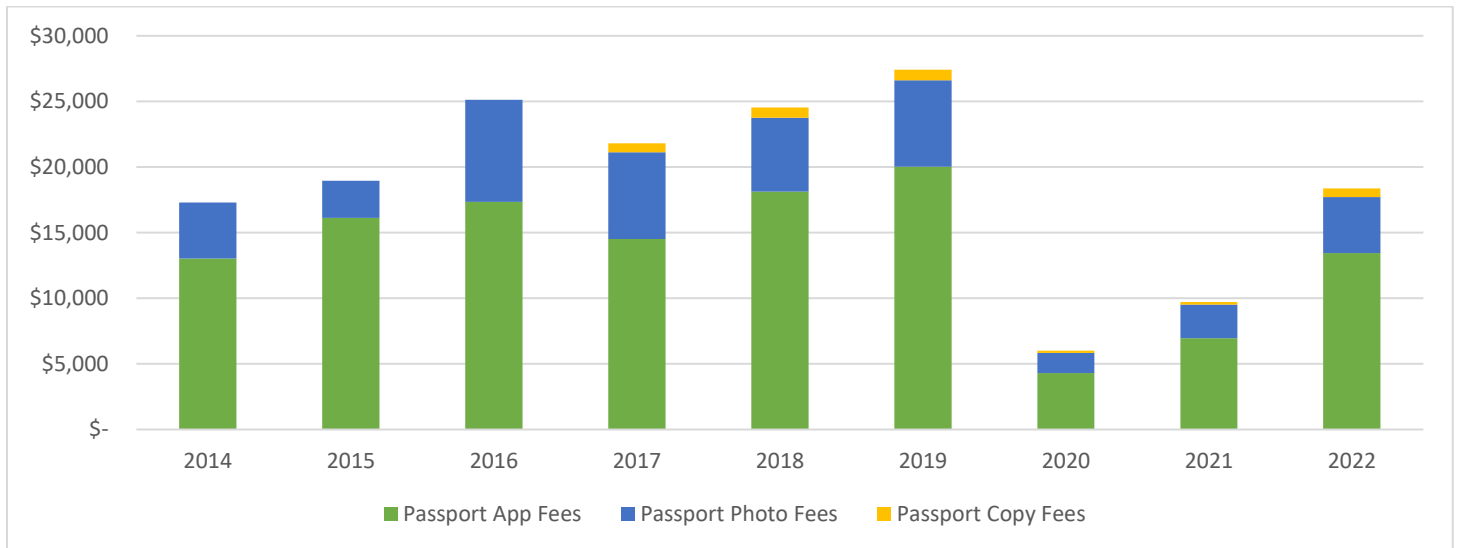


E-Filing is MANDATED for most case types.

Basic Mortgage Tax Collected for Each Town - 2022



Passport Revenue 2014-2022



Recording Department – 2022 Highlights

- Revenue is down 7.62% from the previous year.
- Revenue is 9.77% higher than original estimates.
- Total Mortgage Tax Collected decreased 15.41% from the previous year.

Records Management

Totals by Department

Requests		Transfers		Destruction	
Administration	0.00	Administration	0.00	Administration	8.00
Board of Elections	4.00	Board of Elections	0.00	Board of Elections	34.00
Buildings & Grounds	0.00	Buildings & Grounds	0.00	Buildings & Grounds	0.00
Code Enforcement	28.00	Code Enforcement	0.00	Code Enforcement	0.00
Community Services	18.00	Community Services	33.00	Community Services	0.00
County Attorney	3.00	County Attorney	0.00	County Attorney	0.00
County Clerk	149.00	County Clerk	13.00	County Clerk	59.35
District Attorney	39.00	District Attorney	0.00	District Attorney	197.00
DSS/County Home	0.00	DSS/County Home	0.00	DSS/County Home	13.00
Dog Control	0.00	Dog Control	0.00	Dog Control	0.00
Employment & Training	0.00	Employment & Training	0.00	Employment & Training	6.00
General Public	165.00	General Public	0.00	General Public	0.00
Highway	0.00	Highway	20.00	Highway	9.00
Human Resources	1.00	Human Resources	5.00	Human Resources	16.00
Information Services	0.00	Information Services	0.00	Information Services	0.00
Insurance	0.00	Insurance	0.00	Insurance	0.00
Medical Examiner	17.00	Medical Examiner	6.00	Medical Examiner	0.00
Office for the Aging	0.00	Office for the Aging	0.00	Office for the Aging	0.00
Planning	0.00	Planning	0.00	Planning	0.00
Probation	56.00	Probation	0.00	Probation	6.00
Public Defender	40.00	Public Defender	29.00	Public Defender	0.00
Public Health	0.00	Public Health	0.00	Public Health	123.00
Purchasing	7.00	Purchasing	17.00	Purchasing	14.00
Real Property	0.00	Real Property	0.00	Real Property	0.00
Sheriff	18.00	Sheriff	0.00	Sheriff	128.00
Treasurer	2.00	Treasurer	14.00	Treasurer	24.00
Veterans Services	0.00	Veterans Services	0.00	Veterans Services	0.00
Total:	547.00	Total:	137.00	Total:	637.35

**The majority of boxes destroyed for Public Health and Sheriff were stored, prepped and destroyed at their site.*

Records Management – General Information

- The County Clerk is the Records Management Officer for Jefferson County
- This Department is responsible for managing records for all County Departments
- Increased Digitization is resulting in fewer requests, fewer transfers, and more destruction across all departments.
 - Since 2014, the County Clerk’s Office has been able to destroy 969 boxes of records due to digitization, which frees up valuable space in our Inactive Records Center.

Potential Revenue Sources

Revenue Source	Potential Annual Revenue
*Imposition of Local Mortgage Tax	\$ 1,200,000.00
*Increase of Real Estate Transfer Tax	\$ 1,189,000.00
**Imposition of County Passenger Vehicle Use Tax	\$ 521,000.00

**Potential Revenue based on 2022 Actual Revenues*

***Potential Revenue based on Current Registration Information available at data.ny.gov*

Local Mortgage Tax

What Would Change: Currently $\frac{3}{4}$ of 1% is collected on the amount of mortgage. This would increase to 1%.

Who Does it Affect: New Mortgages. Affects taxpayers maybe 1-2 times in a lifetime. Most borrowers are not even aware of this fee as it is often included in closing costs.

How Many Other Counties Have It – 27 (Only 8 Counties are left at .75%)

Note: The allocation of this additional revenue is decided by the Board of Legislators.

Mortgage Amount	Current Tax	New Tax	Difference
\$100,000.00	\$750.00	\$1,000.00	\$250.00
\$250,000.00	\$1,875.00	\$2,500.00	\$625.00

Real Estate Transfer Tax

What Would Change: Currently \$4/\$1,000 on amount of sale price. This would increase to \$6.

Who Does it Affect: Purchaser(s) of new property. Affects taxpayers maybe 1-2 times in a lifetime. Most borrowers are not even aware of this fee as it is often included in closing fees.

How Many Other Counties Have it (Not all are the same rate) – (Columbia, Essex, Broome, Nassau, Tompkins)

Sale Price	Current Tax	New Tax	Difference
\$100,000.00	\$400.00	\$600.00	\$200.00
\$250,000.00	\$1,000.00	\$1,500.00	\$500.00

Passenger Vehicle Use Tax

<https://dmv.ny.gov/registration/registration-fees-use-taxes-and-supplemental-fees-passenger-vehicles>

What Would Change:

Passenger Vehicle \leq 3500 = \$10.00 per two-year registration

Passenger Vehicle $>$ 3500 = \$20.00 per two-year registration

Who Does it Affect: All registrations of **passenger** vehicles with Jefferson County Address. (All other classes including Commercial are exempt from this additional fee.)

How Many Other Counties Have it – 39

Note: We get this \$\$ no matter where they register (Online or other DMV Office.)

Vehicle	Current 2yr Reg.	New 2yr Reg.	Difference
2020 Hyundai (3126 lbs.)	\$50.00	\$60.00	\$10.00
2017 Chevy 1500 (5276 lbs.)	\$79.00	\$99.00	\$20.00