

County Clerk

Monthly Report - September 2020

DEPARTMENT OF MOTOR VEHICLES

STAFF STATUS

One staff member will be retiring effective September 8, 2020. Dropped off/Mailed-In transactions are now being processed in about 3 working days, and dealer work is increasing on a weekly basis.

APPOINTMENTS

We opened a 4th counter and we are processing ALL transactions as opposed to the limited transactions types earlier in the year. We extended the appointment calendar and now customers can make appointments as far out as 4 weeks at this time.

Total In-Office Appointments for the month of August: 1,151, an average of 55 appointments per day.

Total transactions processed in our DMV in August: 5,292, includes dropped-off, mailed-in and dealer work.

The appointment system has continued to be a great success. We have had at least 200 customers give us feedback about their appointment experience. 99% of them were absolutely great. Most of them comment as to how easy it is to use the appointment system, how professional and courteous staff is, how helpful everyone is, there is no waiting, and how safe they felt coming into the office for their appointment. Many have said that they hope we continue to have appointments in the future because it saves them time

To make an appointment: <https://cayugacountydmv.setmore.com>

Customers can also drop off or mail-in transactions (except an upgrade/Enhanced License and permit tests which require an in-office appointment.)

REVENUE

Total Retention to the Clerk's Office from DMV Transactions in August: \$54,257.57; Total Retention (YTD: \$336,759)

Total YTD Retention (in-office transactions and online sharing): \$356,042.96

Total Online Sharing Revenue for August: \$5,001.78; YTD: \$19,283.91

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$175,661.44

Total transactions completed in our DMV Office in August: 5,292 (YTD: 34,236)

Total online transactions conducted by Cayuga County residents in August: 2,329; YTD: 18,625

COUNTY CLERK'S RECORDING OFFICE

STAFF STATUS

We still have two 2 vacancies.

REVENUE

Total revenue remitted to County Treasurer for all Departments: \$122,987.68

Revenue month of August: \$51,132 YTD \$415,254 2020 BUDGET \$640,000.00

TRANSACTIONS

- 672 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 36 DBA/Partnership/Corporation – new, amendments, discontinuances
- 258 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 12 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 107 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 17 Uniform Commercial Code Transactions: new, continuation, termination, search
- 13 Survey Maps filed
- 0 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: YTD \$21,243 (generated quarterly)

Clerk's Activities:

-Met with Records Retention Center staff to discuss priorities and initiatives

-Swore in new deputies on 2 separate occasions

-Monthly Radio update on Fingerlakes Radio

-Writing an article for The Citizen to inform the public about updates at the DMV office

-Met with supervisors/managers in my 4 departments to discuss budget issues

-Attempted to meet with Hiring Committee but meeting was cancelled; Dawn Wolff met with hiring committee to discuss filling 2 vacancies: Index & Recording Clerk & DMV Cashier

-DMV Supervisor and I met with Legislator Trish Kerr regarding a DMV issue

APPOINTMENTS

Our office accepts online appointments for the following in-office services:

-Notary Services & Renewals - Business Certificates (DBA's) - Title Searching/Research - Oaths of Office

To make an appointment: <https://cayugacountyclerk.setmore.com>

In addition to appointments: Attorneys/Customers drop off and pick up transactions in the lobby during business hours. Customers can request to come into the office for Notary and other services and assistance such as Copy of Divorce Decrees, Military Discharges etc. Customers continue to E-Record and E-File documents.

RECORDS RETENTION CENTER

August 31, 2020 Records Management Department Report:

1. Projects:

- a. County Shredding services:
 - i. DSS - 9 bins
 - ii. Ancillary shredding—bins & boxes--continues for other county departments
- b. Reservation Deed Index project **completed**
- c. Environmental Health scanning project continues
- d. Ad hoc scanning project work continues, i.e. Maps, Treasurer books
- e. Coroner's Dept. indexing and scanning project initiated and in-progress

2. Operations:

- a. 1,328 documents scanned [Regular and Large]
- b. 183 records requests, back to pre-pandemic levels

APPOINTMENTS

Until further notice, the public is not allowed in the office unless they make an appointment to do research and pick up paperwork.

To make an appointment call 315-253-1037, Monday thru Friday from 9-4.

HISTORIAN'S OFFICE

APPOINTMENTS

To make an appointment, call 315-253-1300. This office is closed on Wednesdays.

Appointments are limited to one person at a time for a limited amount of hours per day.

WORK

Upon their return August 3 from furlough, staffers Nancy Assmann and Jessica Armstrong, with great perseverance and focus, worked to pare down the backlog of inquiries (15+ related to genealogy along with several queries regarding other topics) that arrived in the Historian's Office during the furlough. Our obituary collection and newspaper clippings for our subject files have also been brought up-to-date.

Ten visitors made appointments and came in-person to our office to do research.

Other significant activities:

Engaged in dialogue with the Auburn Citizen Newspaper and Seymour Library regarding dispensing of old bound copies of the Citizen, a discussion that involves ensuring that between our office and Seymour Library, a complete run of the publication is available, at least on microfilm.

Related, our office has agreed to accession photo negatives from the Citizen; this new collection adds to and complements the photo negatives we accepted from them for the years 1940s – 1980s.

Aided a real estate developer who came in by appointment to research a historic house on South St in Auburn.

Assisted a member of the County Planning Department to research the history of the Village of Cayuga and the surrounding area.

Assisted visitors to locate records regarding naturalizations, and military service in WWII.

Initiated dialogue with Seymour Library to work together to produce finding aids regarding collections both institutions hold on a single topic. Our initial test project is to inventory and produce finding aids for materials related to the Columbian Rope Company.

Respectfully submitted, Sue Dwyer, Cayuga County Clerk