

County Clerk

Monthly Report – January 2021

Re-organization of Staff/Duties/Work Due to Covid concerns

In order to be pro-active and to keep staff and customers safe:

County Clerk's Recording Office and the Department of Motor Vehicles: We divided staff into two teams; at any one time, one team will be working in the office, and one team will be working virtually from home. In the case of the Motor Vehicle Dept., we are agents of the State and we are not authorized to log into the State DMV system in an alternative location, so there is a limit to what the staff can do while working at home.

County Historian: The County Historian staff continues to work in a condensed space in the back of their office to allow the Social Services Department to interview and see their customers in the front of the County Historians Office during the colder months. Two of the three part time staff have the ability to do some of their work virtually if need be. Due to the current situation in the office, until further notice, the Historians Office is not open to the public.

Records Retention Center: Presently we still have 3 full time staff working in the office for several reasons: The configuration of the office offers plenty of room to meet social distancing standards, documents can be ordered via email and there is a small amount of customers and county staff that need to retrieve documents on a daily basis. However, if a health threat occurs, we will initiate a schedule using an in-office skeleton staff, and each staff has the technical ability to complete projects from their home.

I want to thank my staff for being resourceful during this time, and I also want to thank our county IT Team for their technical support.

DEPARTMENT OF MOTOR VEHICLES,

Report by Shereen Androsko, DMV Supervisor

APPOINTMENTS

We continue to be open on 4 counters and process all types of DMV transactions.

Total In-Office Appointments for the month of December: 1,197 and we are scheduling an average of 55 appointments per day.

Total transactions processed in our DMV in December: 5,799 , includes dropped-off, mailed-in and dealer work . (YTD 53,031)

The appointment system continues to be a great success. We have had at least 600 customers give us feedback about their appointment experience. 99% of them were absolutely great. Most of them commented

as to how easy it is to use the appointment system, how professional and courteous staff is, that 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.

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

Customers can also drop off or mail-in transactions for all of the transactions that do not require an in-office visit.

REVENUE

Total Retention to the Clerk's Office from DMV Transactions in December: \$55,713; Total Retention (YTD: \$542,167.92)

Total YTD Retention (in-office transactions and online sharing): \$585,337 (2020 Budgeted \$670,000)

Total Online Sharing Revenue for December: \$6,244; (YTD: \$43,169)

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$90,787

Total online transactions conducted by Cayuga County residents in December: 2,935;
(YTD: 29,560)

COUNTY CLERK'S RECORDING OFFICE

Report by Sue Dwyer, County Clerk and Deputy Clerk Dawn Wolff

STAFF STATUS

We still have two 2 vacancies, but will be working to fill the position of Index and Recording Clerk in mid-February.

REVENUE

Total revenue remitted to County Treasurer for all Departments: \$119,509

Revenue month of December: \$63,048 YTD \$642,145 (2020 BUDGET \$640,000)

TRANSACTIONS

- 872 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 35 DBA/Partnership/Corporation – new, amendments, discontinuances
- 198 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 16 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).

- 130 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 21 Survey maps filed
- 15 Uniform Commercial Code Transactions: new, continuation, termination, search
- 0 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: YTD \$36,026

County Clerk's Activities:

Dec. 3- Signed a letter with Hon. Craig Doran, Administrative Judge – 7th Judicial District that my office will be going to Mandatory E-Filing (presently filers have the option to E-File or file hard copies) of Supreme Court Papers starting February 16, 2021.

Dec. 3: Government Operations Committee meeting. Made a presentation with our Records Retention Center Manager, Michael McNeill to inform our oversight committee about the DREAMS Project. (DREAMS is an acronym for Digital Records Electronic Access Management System.) Michael presented a power point which described the multi-year project, and then we took questions from committee members. For the first phase of DREAMS, we will be applying for a NYS Archives Shared Initiatives Grant, partnering with a town, most likely the Town of Owasco since they have shown an interest and they need to make changes to their record storage process. We will continue to inform and update the legislators as we move forward on this project.

-Weekly Standing Planning Meetings for the DREAMS Project. County Clerk and Records Retention Manager Michael McNeill meet to discuss details of the plans for DREAMS Project, a multi-year plan to digitize County records.

-Weekly meetings with Recording staff to ensure clear communications since we have two teams to touch base with every person either working from home or in-office.

Dec. 5 & 30: Monthly Radio update on Finger Lakes Radio

APPOINTMENTS

Our office accepts online appointments for the following services:

-Notary Services & Renewals - Business Certificates (DBA's) - Title Searching/Research -Oaths of Office; Pro Se Civil Court Filings; Document copies

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

In addition to appointments: Attorneys/Customers drop off and pick up transactions in a drop off bin at the front door of the COB during business hours. Customers can visit the office for Notary and other services and assistance such as Copy of Divorce Decrees, Military Discharges, etc. We continue to process Land and Court Documents by electronic means (E-Recording and E-Filing)

RECORDS RETENTION CENTER

Records Management Department Report, by Michael McNeil

1. Projects:

1.1. Environmental Health scanning project continues

1.2. Ad hoc scanning project work continues, i.e. Treasurer books, etc.

- 1.3. Coroner's Dept. indexing and scanning project are completed, hyperlinks in-progress
- 1.4. LGS-01 Conversion Project:
 - 1.4.1. New York State mandated classification conversion from legacy CO-2 to new LGS-01 system
 - 1.4.2. To date, nine (9) out of 32 departments are compliant regarding conversion
 - 1.4.3. Second communications sent out to expedite remaining departmental conversions prior to 12/31/2020 deadline
 - 1.4.4. Traditional year-end, individual departmental records storage and disposition will be *suspended* until respective compliance is sufficiently addressed
- 1.5. The DREAMS Project (Digital Records Electronic Access Management System), a project intended to move Cayuga County towards a 21st Century Records Management and Operations Solution:
 - 1.5.1. Secondary round of research conducted regarding potential solution partners
 - 1.5.2. Solution (i.e. system) demonstrations conducted with potential solution partners
 - 1.5.3. Request for Information (RFI) documentation received from potential solution partners
2. Operations:
 - 2.1. 3,215 total documents scanned
 - 2.2. 112 records requests
 - 2.3. County Shredding services:
 - 2.3.1. DSS - 7 bins
 - 2.3.2. Ancillary shredding—bins & boxes--continues for other county departments
 - 2.4. Abstract company revenue of \$151.35 for 2020 4th Quarter services.

Appointments

Public Access by appointment only until further notice.

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

HISTORIAN'S OFFICE

Historian's Report by Ruth Bradley, County Historian

County Historian's Office-in-Exile: Monthly Report December 1 – 31, 2020

Working under congested and cramped office conditions:

Zero in-person visitors; closed to the public

13 requests via phone, email, and letters

Some highlights:

Entered into a dialogue with the Tompkins County Historian about the current state of local history activities and initiatives.

Finished the "Finding Aid" for our collection of Columbian Rope Company materials – a pilot project to work with the Seymour Library and Cayuga Museum to collectively index and share Finding Aids for CRC collections. As a pilot project, this provides a model for further collaborations focusing on other local industries and institutions.

Worked with the County Planning Department to utilize our Trice Lehigh Valley Railroad Collection.

Participated in transcription training for our partnership with the Seymour Library on the "HistoryForge" digital history/mapping project.

Focused on fine-tuning and reorganizing the index to our extensive photo collection.

And on a sad note: we mourn the passing of our long-time friend and volunteer Jean Schumaker, who recently passed away. Jean was a dedicated, inspirational and enormously helpful presence in the County Historian's Office for decades. Despite her advancing years, she continued to volunteer well into her 90s. She is sorely missed.

APPOINTMENTS

Until further notice, no appointments will be allowed in the Historian's Office. The office is closed on Wednesdays.

Monthly Report Respectfully submitted,

Sue Dwyer, Cayuga County Clerk