

Cayuga County Clerk

Monthly Report – JULY 2021

DEPARTMENT OF MOTOR VEHICLES

Report by Shereen Androsko, DMV Supervisor & County Clerk Sue Dwyer

DMV opened on JULY 12 as a hybrid/50/50 schedule: Mornings: All Appointments; DMV will closed for lunch from 11 a.m.-12 noon; Afternoons: All Walk –Ins From 12 noon – 3:15 p.m. for Cayuga County and Onondaga residents for 8 specific transactions.

On July 19 we discontinued appointments and opened to ALL Walk In service, limiting the amount of people in our office at one time to 20, and closing from 11-12 for lunch hours.

We will continue to accept transactions by mail from any person in New York State at the Drop-Off bin in front of the County Ofc Bldg during business hours.

While we no longer have there a phone number to call in the DMV, *there is an email that gets answered* quickly so customers will be prepared for their visit, and to also get questions answered about dropping off their transactions. DMV EMAIL: insuredmv@cayugacounty.us

REVENUE & DATA

Total Retention to the Clerk's Office from DMV Transactions in JUNE: \$49,750 (YTD) \$297,949

Total YTD DMV Retention (includes in-office and online sharing): \$323,906

Total transactions processed in our DMV in JUNE: 5,068 includes dropped-off, mailed-in and dealer work.

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$238,755

Total online transactions conducted by Cayuga County residents in JUNE: 2,387 (YTD) 18,650

Total Online Sharing Revenue for JUNE: \$5,119; (YTD) \$26,958

COUNTY CLERK'S RECORDING OFFICE

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

REVENUE

For the Month of June, 2021

Total remitted to County Treasurer for all Departments: \$127,466. Includes Revenue from: DMV, Records, Building Rent, Mortgage Tax Expense & Interest

County Clerk Revenue Budget: \$640,000

Revenue for the Month of: June \$ 60,235 YTD: \$327,235

Mortgage Tax Collected:	Month	YTD
Paid To: Treasurer	\$115,188.63	\$693,071
SONYMA	\$ 47,834.50	\$304,093
CENTRO	\$ 53,834.50	\$326,342

TRANSACTIONS

- 822 Land documents: Deeds, Easements, Mortgages, Mortgage Discharges & Assignments (includes electronically submitted recordings).
- 44 DBA/Partnership/Corporation – new, amendments, discontinuances
- 448 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 15 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 128 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 8 Criminal Court cases filed (no fee transactions)
- 16 Survey maps filed
- 23 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: \$8,820 (generated quarterly)
- \$315 Passport Photo Fees collected
- \$595 Fees collected for Passport Processing UPDATE: U S Passport application services resumed on June 21, 2021, by appointment only. To make appointment:
<https://cayugacountyclerk.setmore.com>

County Clerk's Activities:

June 1 Dept. Head Meeting

June 2 Meeting with our 3 Index & Recording Clerks; updates and feedback

June 3 Audit Committee Meeting with Mary Beth Leeson and Deputy Clerk Dawn Wolff; updates and review of new procedures etc.

June 3 Meeting for DREAMS Project Vendor Review with Records Retention Mngr. Michael McNeill steering IT Acting Director Paul Borneman and John Bohall, Committee member. Michael and I also met at our regularly scheduled weekly meetings throughout the month of June.

June 8 Quarterly Records Advisory Meeting; discussed changes to the County Records Retention Policy June 9 Meeting with Meg Golub from CEDA regarding promotion/support of small businesses, and planned to film a ***How to Apply for a Business Certificate (DBA) at the County Clerk's Office*** in July.

June 14 Meeting with Chairwoman Aileen McNabb-Coleman, Ruth Bradley, County Historian, Christine Bianco of DSS, Deputy Dawn Wolff. Purpose: Discuss and resolve the ongoing issue of the Historian's Office in exile,

and to move forward with them moving back into their office, and to get DSS into a different permanent location.

June 15 Phone meeting with HR and Labor attorney

June 15 Meeting with Organ Recipient and former County EMO Director Brian Dahl to do promotion for Oran Donor month.

June 15 Cayuga County Legislators invited to go on a tour of the County Records Retention Center on Court Street led by Records Center Manager Michael McNeill. Toured several floors of vast amount of boxes of records, learned how the center organizes and retrieves records for all departments and courts, discussed that we have many permanent records, and to realize the advantages of having digital records as opposed to paper. We informed the legislators of how a disaster such as a fire or a water problem would be devastating to the county, and even without those problems, the storage space is not climate controlled and the records are exposed to very hot and very cold conditions every single year. Permanent records on paper and microfilm cannot withstand those conditions. A sincere thank you to the following legislators for showing up: Trish Kerr, Elane Daly, Heidi Nightengale, we all appreciate your interest!

June 17 NYS Association of County Clerk's (NYSACC) Regional Meeting via ZOOM. Each County Clerk in the Finger Lakes Region discussed plans of opening our offices to the public and many other issues. This meeting was extremely helpful because many of our customers look at how neighboring counties are operating, and it is especially helpful to brainstorm with my colleagues.

June 21 Started processing Passport applications again, by appointment only. Customers who just need a new passport photo for a renewal will not need an appointment.

June 23 Meeting with Assemblyman Brian Manktelow to discuss issues. I sit on the NYSACC Legislative committee so I had a list of the Association's legislative priorities. The most important priority is an increase in the state controlled DMV retention that each county-run receives for every in-office transaction. The 12.7% retention has not changed in more than 20 years. The County Clerk's Association (NYSACC) has submitted this issue as a priority for years and we continue to be ignored by state legislators and the Governor. Especially this year we feel the state should consider an increase due to the fact that while the state closed down all 26 of their DMV offices for months due to Covid, most County-run DMV offices were still processing work. So the State shipped all of their work to the county-run offices. In other words we did all of the state's work, as well as processed our own work despite many challenges, with absolutely no increased retention to the counties.

June 30 Submitted an application to Chairwoman Aileen McNabb-Coleman for the American Rescue Funds in the Infrastructure category for the DREAMS Project which would digitize the County records. Digitizing records will save money, save office space, allow easy access to records by the public as well as county personnel, and preserve and protect permanent records.

RECORDS RETENTION CENTER

Records Management Department Report, by Michael McNeil

June 2021 Records Management Department Report:

1. Projects:

- 1.1. Scanning project work continues, e.g. Environmental Health, Treasurer ledger books, Marriage records, etc.

- 1.2. LGS-01 Conversion Project:
 - 1.2.1. New York State mandated classification conversion from legacy CO-2 to new LGS-01 system
 - 1.2.2. To date, twenty-six (26) out of 32 departments (81%) are compliant regarding conversion; work continues facilitating outstanding departments towards full conversion.
 - 1.2.3. Traditional year-end, individual departmental records storage and disposition will be *suspended* until respective compliance is sufficiently addressed.
- 1.3. 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:
 - 1.3.1. Moving forward on next steps in project plan:
 - 1.3.1.1. Cayuga County American Rescue Act Plan Project Request Form has been submitted to legislative management for review.
 - 1.3.1.2. NYS grant funding on hold presently, awaiting their guidance on when to proceed with submissions.
 - 1.3.1.3. Have reviewed Cayuga County Records Management Policies and Procedure manual; identified necessary updates which reflect migration to digital platform. Documentation will be updated in a phased process, in parallel with the project, as appropriate.
2. Operations:
 - 2.1. 1,683 total documents scanned
 - 2.2. 159 records requests
 - 2.3. 2021 Second Quarter revenue generated servicing authorized Cayuga County abstract companies = \$225.60 [up 31% from FY2020 total revenue in this area]
 - 2.4. County shredding services:
 - 2.4.1. DSS – 7 bins, \$398.30 in revenue
 - 2.4.2. Ad hoc shredding—bins & boxes--continues for other county departments
 - 2.4.3. Annual disposition of retired and targeted content, continuing effort

HISTORIAN'S OFFICE

Historian's Report by Ruth Bradley, County Historian

County Historian's Office: Monthly Report May 31 – July 6, 2021

Our office was closed to the public; on July 2, we received news that we could return to our original space configuration.

24 queries through phone, email and letter requests

Some highlights:

- Nancy Assmann provided research for the Seneca County Historian regarding the first ferry boats on Cayuga Lake
- Jessica Armstrong assisted a couple from Colorado who traveled to Cayuga County to do research. Jessica accompanied them to the Clerk's and Records Offices to help them locate documents.
- Ruth Bradley continued to fine-tune and expand our Photo Index, in anticipation of future digitization, particularly in support of Auburn History Forge (partnering with Seymour Library).

Legislator Trish Kerr visited our office to tour our abbreviated space (prior to our regaining our entire office space).

- Dr. Bradley attended meetings for H3C, Auburn History Forge, County Records Management, County Government Operations, and County Legislature.

We spent July 2 and 6 moving our desks, files, materials, etc. back into our original space. Many thanks to both IT and the Maintenance Crew for help in expediting our return to normal operations. It will take us a few days to put everything back and be ready to again serve the public in person. We plan on opening to the public on July 12.

Respectfully Submitted,

Sue Dwyer, Cayuga County Clerk