

# Cayuga County Clerk

## Monthly Report – AUGUST 2021

### DEPARTMENT OF MOTOR VEHICLES

Data from July 1- July 31

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

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. Since we are on Summer Hours, staff arrives at 7:45; Walk-In customers hours: doors open at 8 a.m.; close from 11-12 for lunch; open from 12 noon until doors close at 3:15 p.m. Staff leaves office at 3:45.

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 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](mailto:insuredmv@cayugacounty.us)

### REVENUE & DATA

Total Retention to the Clerk's Office from DMV Transactions in JULY: \$39,139 (YTD) \$336,088

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

Total transactions processed in our DMV in JULY: 4,448; YTD 35,269; (includes dropped-off, mailed-in and dealer work).

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$206,176

Total online transactions conducted by Cayuga County residents in JULY: 2,277; YTD 20,926

Total Online Sharing Revenue for JULY: \$4,753; (YTD) \$31,710

### COUNTY CLERK'S RECORDING OFFICE

Data from July 1 – July 31

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

### REVENUE

Total remitted to County Treasurer for all Departments: \$128,318 includes Revenue from: DMV, Records, Building Rent, Mortgage Tax Expense & Interest

## **County Clerk Revenue Budget: \$640,000**

**Revenue for the Month of:** July: \$ 63,245 YTD: \$390,480

<u>Mortgage Tax Collected:</u>	<u>Month</u>	<u>YTD</u>
Paid To: Treasurer	\$131,233	\$824,304
SONYMA	\$ 55,449	\$359,542
CENTRO	\$ 61,638	\$387,980

## **TRANSACTIONS**

- 871 Land documents: Deeds, Easements, Mortgages, Mortgage Discharges & Assignments (includes electronically submitted recordings).
- 37 DBA/Partnership/Corporation – new, amendments, discontinuances
- 272 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 24 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 115 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 13 Criminal Court cases filed (no fee transactions)
- 24 Survey maps filed
- 13 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: \$7,917 (generated quarterly) YTD \$24,668
- \$510 Passport Photo Fees collected
- \$1,546 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>

**Routine Processing time: 12-18 weeks at this time**

## **County Clerk's Activities:**

July 1, 8, and 15 DREAMS Project meetings with Michael McNeill

July 12 Appeared on local Radio Station to give updates about all 4 departments

July 14 Meeting with Records Manager Michael McNeill, and Health Department staff to discuss scanning and shredding opportunities

July 15 Met with Meg Golub from CEDA, and her film crew, and shot a video in the County Clerk's Office on the topic of, ***How to Apply for a Business Certificate (DBA) at the County Clerk's Office.*** This video will help to promote and support small businesses by providing a clear process of where the small business owner applies for their DBA (Business Certificate) either as a sole proprietor, or as a partnership. They will learn what they need to bring to the Clerk's Office and will remember to use us and CEDA as a resource. The video will be available on CEDA's website and the County Clerk's website.

July 16 Met with Deputy Clerks to discuss upcoming budget meetings with all 4 departments.

## RECORDS RETENTION CENTER

### Records Management Department Report, by Michael McNeil

#### July 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-eight (28) out of 32 Cayuga County departments (88%) 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.
    - 1.2.4. Future (2022+) NYS Archives grant funding candidacy is contingent upon **Cayuga County being 100% LGS-01 compliant.**
  - 1.3. The DREAMS Project (Digital Records Electronic Access Management System), a project intended to move Cayuga County towards a 21<sup>st</sup> 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. All signs presently point to 2022 as being Cayuga County's first opportunity to apply.
      - 1.3.1.3. Cayuga County Records Management Policies and Procedure manual is facilitating updates which reflect migration to digital platform. Documentation will be updated in a phased process, in parallel with the project, as appropriate. First phase was completed in July (Sections I – III).
2. Operations:
  - 2.1. 10,938 total documents scanned
  - 2.2. 159 records requests
  - 2.3. County shredding services:
    - 2.3.1. DSS – 3 bins, \$170.70 in revenue
    - 2.3.2. Ad hoc shredding—bins & boxes--continues for other county departments
    - 2.3.3. 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 July 1 – July 31, 2021**

Our office re-opened to the public on July 12.

18 in-person visitors (starting July 12)

17 queries through phone, email and letter requests

Some highlights:

- Staff met with digital designers of a project for the Auburn Commission on Historic and Cultural Sites, seeking images and documentation of various sites and stories from Auburn.
- Nancy Assmann assisted a family visiting from Utah researching an 1807 Cayuga Reservation lot.

- 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).
- Jessica Armstrong aided an intern from the Harriet Tubman National Park doing research into the histories of early 19<sup>th</sup> century African Americans in Cayuga County.
- Bradley attended new historic marker dedications in Union Springs and Sterling. She also attended the dinner/annual meeting of the Cayuga Owasco Lakes Historic Society

**Respectfully Submitted, Sue Dwyer, Cayuga County Clerk**