

# Cayuga County Clerk

## Monthly Report – SEPTEMBER 2021

### DEPARTMENT OF MOTOR VEHICLES

Data from August 1 – August 31

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

On July 19 we opened to ALL Walk-In service, limiting the amount of people in our office at one time to 20. Hours of Service: Staff arrives at 8:45 a.m. Doors open at 9 a.m.; we close from 12-1:00 for lunch; Doors open from 1:00 p.m. and doors close at 4:30 p.m. and staff continues to process transactions for any customers remaining in the office.

We will continue to accept transactions from any person in NY State by mail or by our Drop Off bin in front of building during business hours.

DMV Supervisor, Shereen Androsko collaborated with the Sheriff's Department, STOP DWI. Auburn Police Department and the Cayuga County Drug Free Community Coalition (DFCC) to implement strategies as a part of our *Drug Free Communities Support Program* (DFC) grant and the *Sober Truth on Preventing (STOP) Underage Drinking Act*.

Cards were printed for the new driver, parents of the new driver, and the driver turning 21. The cards have key tags or magnets which include rules of the road and steps to take not to drink and drive.

I am very proud of our DMV being the first DMV in NYS to take part in this collaborative effort. Our DMV staff will be distributing the above-mentioned cards to customers visiting our office. Thank you to Sheriff Brian Schenck and his staff for including our DMV in this effort!

While our DMV no longer has a public phone number, there is an email that gets answered quickly so customers will be prepared for their visit, and to 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 AUGUST: \$39,932 (YTD) \$376,019

Total YTD DMV Retention (includes in-office and online sharing): \$411,950

Total transactions processed in our DMV in AUGUST: 4,745; YTD 40,014; (includes dropped-off, mailed-in and dealer work).

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$159,448

Total online transactions conducted by Cayuga County residents in AUGUST: 1,952; YTD 22,878

Total Online Sharing Revenue for AUGUST: \$4,219; (YTD) \$32,930

## **COUNTY CLERK'S RECORDING OFFICE**

### **Data from AUGUST 1 – AUGUST 31**

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

#### **REVENUE**

**Total remitted to County Treasurer for all Departments: \$122,021 includes Revenue from: DMV, Records, Building Rent, Mortgage Tax Expense & Interest**

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

**Revenue for the Month of:** August: \$ 62,822 YTD: \$453,302

<u>Mortgage Tax Collected:</u>	<u>Month</u>	<u>YTD</u>
Paid To: Treasurer	\$134,233	\$959,059
SONYMA	\$ 58,913	\$418,455
CENTRO	\$ 62,901	\$450,881

#### **TRANSACTIONS**

- 883 Land documents: Deeds, Easements, Mortgages, Mortgage Discharges & Assignments (includes electronically submitted recordings).
- 27 DBA/Partnership/Corporation – new, amendments, discontinuances
- 315 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 25 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 124 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 8 Criminal Court cases filed (no fee transactions)
- 20 Survey maps filed
- 17 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: (generated quarterly) YTD \$24,668
- \$1,025 Passport Photos for new and renewals
- \$1,540 Fees collected for Passport Processing UPDATE:

New and under 16 year old passport applicants require an appointment: Go to:

<https://cayugacountyclerk.setmore.com> ;

## **Routine Processing time: Up to 18 weeks at this time**

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

Several meetings with Deputies and DMV Supervisor to discuss any future changes in hours and operations starting September 1.

Sadly noted the passing of Mr. Peter Murinka, a long time devoted County Clerk staff.

August 3 Annual meeting with two Tompkins Trust Bank staff and my Deputy Clerk and I to discuss issues and give feedback.

Mid-August: All staff viewed a mandatory Health Department meeting to get facts about COVID 19 and to hear answers to frequently asked questions. Very helpful and informative- kudos to our Health Dept. for providing that for all County staff.

Took proactive steps to ensure that the Recording Office Staff is prepared to work remotely if needed; lap tops are all up to date.

August 19, 26 DREAMS Project meetings with Michael McNeill (and met on Aug. 31<sup>st</sup> with the full committee—see below)

August: At the end of August we updated our website and our public phone message to reflect a change of hours (due to Summer Hours in July and August) and included other updates as well.

August 26 Meeting with Records Retention Specialist Bonnie Thomas to congratulate her on her communications to get all 32 departments compliant with the NYS LGS-01. Without everyone on board, we could not apply for a NYS Archives grant this year.

August 27 Conducted evaluations with 2 employees who continue to successfully work through their probationary status. Deputy Clerk Shelley Patterson and DMV Supervisor Shereen Androsko assisted in the evaluations.

August 30 Assisted in several Passport application processing and took passport photos for renewal applicants. Assisted several DMV customers who came into my office with complex situations. DMV staff were of great help to me by providing paperwork and details to get the customers through their issues.

August 31: Met with Tom Bunn, the County's new IT Director, to introduce him to the DREAMS (Digital Records Electronic Access Records System) and provide him with the steps the DREAMS Committee have been working on for more than a year. Committee members include: Michael McNeill, John Bohall and Dawn Wolff. Mr. Bunn is enthusiastic about the prospect of the County going Digital, and will sit on the County Records Advisory Board.

August 31: Meeting with HR Deputy Colleen Lombardi to request information about our upcoming budget and staff.

## **RECORDS RETENTION CENTER**

# **Records Management Department Report, by Michael McNeil**

## **August 2021 Records Management Department Report:**

1. Projects:
  - 1.1. Scanning project work continues, e.g. Environmental Health, Treasurer ledger books, Marriage records, Social Services, Sherriff, 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. Cayuga County adopted the new classification system October 2020.
    - 1.2.2. To date, thirty-one (31) out of 32 Cayuga County departments (97%) are compliant regarding conversion. Work continues facilitating outstanding department 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. We will apply to the Shared Services classification.
      - 1.3.1.3. Cayuga County Records Management Policies and Procedure manual has facilitated Phase One update which reflects projected migration to digital platform (July, Sections I – III). Documentation will be updated in a phased process, in parallel with the project, as appropriate.
      - 1.3.1.4. Project has been reviewed and discussed with new CIO, Thomas Bunn.
      - 1.3.1.5. Resolution is being drafted for eventual Legislative review and potential approval.
2. Operations:
  - 2.1. 2,162 total documents scanned
  - 2.2. 204 records requests
  - 2.3. County shredding services:
    - 2.3.1. DSS – 7 bins, \$398.30 in revenue
    - 2.3.2. Ad hoc shredding—bins & boxes--continues for other county departments
    - 2.3.3. Annual targeted destruction of retired content, a continuing effort (402 boxes, to-date)
      - 2.3.3.1. We have also experienced an increase in departmental content destruction requests due to the NSY Archives LGS-01 conversion and other reorganization efforts, as departments are taking the opportunity to clean up their respective inventories, both at RMC and non-RMC locales (287 boxes, to-date).

## **HISTORIAN'S OFFICE**

### **Historian's Report by Ruth Bradley, County Historian**

County Historian's Office: Monthly Report August 2 – August 31, 2021

We are following current COVID safety protocols.

23 in-person visitors (starting July 12)

23 queries through phone, email and letter requests

Some highlights:

- Staff assisted Harvard professor Robin Bernstein (in-person) in her research on the early history of Auburn prison.

**HISTORIAN'S Office (cont'd)**

- Nancy Assmann located and photographed a rare marker for the "Roots of the Army Sullivan-Clinton campaign, 1779, located on Whitebridge Road.
- Jessica Armstrong helped in-person visitors from Wisconsin, California, Utah, and NYS in researching family histories.
- Nancy Assmann identified a rare 1865 bank currency note for a query from a collector.
- Ruth Bradley attended a planning meeting for Seymour Library's Auburn History Forge project, went to the opening of the Howland Stone Store's "Opendore" project, and attended an annual meeting/picnic of H3C (Historian's Coalition of Cayuga County).
- Bradley continued sorting through and editing our extensive photo collection.

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