

# Cayuga County Clerk

## Monthly Report – OCTOBER 2021

### COUNTY CLERK’S RECORDING OFFICE

Data from SEPTEMBER 1-30

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

#### REVENUE

The County Clerk’s Recording Office is on track to EXCEED the Revenue Budget for 2021. This is due to the significant increases in Real Estate transactions, and Court fees.

(eg) Comparing the 2019 and 2020 figures with the current year, we increased the amount we collected by \$1.1 million:

Jan-Sept. 2019: \$3,417,488    2020: \$3,472,166    2021: \$4,612,589

This directly INCREASES the amount sent to our Treasurer’s Office by \$80,000 plus!

And it increases the amount we collected for Mortgage Tax (CENTRO); Transfer Tax , Court Fees, NYS Ofc of Real Property Services, and NYS Dept. of State for Notaries) \$1,000,000!

And, an additional \$324,000 will go to the Treasurer’s Office for them to distribute to the towns.

Here are September’s numbers:

Total remitted to County Treasurer for all Departments: \$119,657 includes Revenue from: DMV, Records, Building Rent, Mortgage Tax Expense & Interest

County Clerk Revenue Budget: \$640,000

Revenue for the Month of: SEPTEMBER \$62,822    YTD: \$516,039

<u>Mortgage Tax Collected:</u>	<u>Month</u>	<u>YTD</u>
Paid To: TREASURER	\$160,150	\$1,119,211
SONYMA	\$ 67,899	\$486,354
CENTRO	\$ 75,880	\$526,761

#### TRANSACTIONS

- 838 Land documents: Deeds, Easements, Mortgages, Mortgage Discharges & Assignments (includes electronically submitted recordings).
- 88 DBA/Partnership/Corporation – new, amendments, discontinuances

- 497 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 37 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 87 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 6 Criminal Court cases filed (no fee transactions)
- 22 Survey maps filed
- 27 Uniform Commercial Code Transactions: new, continuation, termination, search
- 1 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: (generated quarterly) YTD \$24,668
- \$1,035 Passport Processing: 14 – Passport Applications processed

34 - Passport Photos for new and renewals

#### PASSPORT APPTS

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

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

**Routine Processing time: Up to 16 weeks at this time; Expedite: 12 weeks**

## County Clerk's Activities:

September: Several meetings with Deputies and DMV Supervisor to discuss any updates and upcoming issues and projects.

September 8: Meeting with Legislator Trish Kerr and other staff regarding Non-Bargaining salaries, etc.

September: Remote meeting with the NYSACC Legislative Committee to discuss our annual priority list. At the top of the list is to increase the DMV retention fee from 12.7%. It has not been increased in 26 years!! Since the County Clerk's offices assisted the State DMV during the pandemic, (the state closed their offices down for months), it should be even more apparent that the State approves an increase for the hard work that was done to keep customer's transactions up to date.

September: All Recording Office staff participated in an anonymous staff survey and as a result, we will make some changes in the office.

September: All staff participated in annual mandatory Right to Know and Sexual Harassment training

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

September – Weekly Meetings - DREAMS Project meetings with Michael McNeill. A resolution was drawn up to submit to Government Operations.

September: Met with Human Resources staff for assistance and information

September - 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.

September 30: Sadly noted the passing of Congressman Sherwood Boehlert, a Representative of Cayuga County.

## **DEPARTMENT OF MOTOR VEHICLES**

### **Data from September 1 – September 30**

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

Our DMV Office is open for Walk-In service for Cayuga and Onondaga County residents only; 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 all New York State residents by mail or by using our Drop Off bin in front of building during the above 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 SEPTEMBER: \$38,343 (YTD) \$414,363

Total YTD DMV Retention (includes in-office and online sharing): \$454,934

Total transactions processed in our DMV in SEPTEMBER: 4,355; YTD 44,369; (includes dropped-off, mailed-in and dealer work).

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$255,606

Total online transactions conducted by Cayuga County residents in SEPTEMBER: 2,079; YTD 24,957

Total Online Sharing Revenue for SEPTEMBER: \$4,640 2019; (YTD) \$40,570

## RECORDS RETENTION CENTER

### Records Management Department Report, by Michael McNeil

#### September 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, all Cayuga County departments--**100%!!**--are now compliant regarding conversion.
    - 1.2.3. Kudos goes out to Bonnie Thomas for her extensive professional efforts towards facilitating and completing this monumental project!!
  - 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. Budget and resolution efforts are in progress.
      - 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.
2. Operations:
  - 2.1. 690 total documents scanned
  - 2.2. 177 records requests
  - 2.3. 2021 Third Quarter revenue generated servicing authorized Cayuga County abstract companies = \$203.90 [down 33% from FY2020-Q3 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 targeted destruction of retired content, a continuing effort (402 boxes, to-date)  
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 (322 boxes, to-date).

## HISTORIAN'S OFFICE

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

County Historian's Office: Monthly Report September 1 – October 1, 2021

We are following current COVID safety protocols.

17 in-person visitors (starting July 12)

14 queries through phone, email and letter requests

Some highlights:

- Nancy Assmann provided to Scott Thomas of the County's Real Property Department the history of the Mine Reservation in Springport.
- Photo Digitization has begun: through an intern provided by Seymour Library, work has started on scanning portions of our photo collection. The initial work is in support of the Seymour Library History Forge project; however, this endeavor will also establish a metadata protocol for future photo digitization efforts, providing better public access of our collections, and improving archival indexing and photo maintenance.
- Substantial work continued on inventorying and indexing the Trice Lehigh Valley Railroad Collection, thanks to the efforts of volunteer Mark Charles, who has donated several hours – and his RR history expertise – towards sorting and indexing these important RR materials.
- Ruth Bradley attended meetings of the Historian Coalition of Cayuga County (H3C) and the Auburn Commission on Historic and Cultural Sites.
- We had to close Friday September 24 due to the staff member scheduled to work that day having to quarantine while awaiting results of a possible COVID exposure. Tests etc. came back negative, and the staff member in question was able to work some from home.

**Respectfully Submitted,**

**Sue Dwyer, Cayuga County Clerk**