

# Cayuga County Clerk

## Monthly Report – DECEMBER 2021

### COUNTY CLERK’S RECORDING OFFICE

Data from November 1-30

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

#### REVENUE

As of the end of November, we have exceeded the County Clerk’s revenue budget for 2021 and project that we will end the year over the budget by approximately \$80,000. Our office had many fluctuations in the past, and this is not an indicator of what revenue will be generated in 2022.

Total remitted to the County Treasurer for all Departments: \$121,014

Includes Revenue from: DMV, Records, Building Rent, Mortgage Tax Expense & Interest

County Clerk Revenue Budget: \$640,000

Revenue for the Month of: NOVEMBER \$61,669 YTD: \$660,413

| <u>Mortgage Tax Collected:</u> | <u>Month</u> | <u>YTD</u>  |
|--------------------------------|--------------|-------------|
| Paid To: TREASURER             | \$139,993    | \$1,388,541 |
| SONYMA                         | \$ 58,462    | \$601,140   |
| CENTRO                         | \$ 65,397    | \$654,351   |

#### TRANSACTIONS

- 858 Land documents: Deeds, Easements, Mortgages, Mortgage Discharges & Assignments (includes electronically submitted recordings).
- 94 DBA/Partnership/Corporation – new, amendments, discontinuances
- 466 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 22 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 88 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 17 Criminal Court cases filed (no fee transactions)
- 16 Survey maps filed
- 20 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: \$31,759 (generated quarterly)
- \$1,120 Passport Processing: 32 – Passport Applications processed  
39 - 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 11 weeks at this time; Expedite: 5-7 weeks**

### County Clerk's Activities:

November 1: Administered the Oath of office to several new Sheriff Deputies.

November 1: Deputies meeting regarding procedural questions about several court and land documents.

November 2: Election Day. Our office is always busy answering calls from people who want to know where polling places are.

November 8: Meeting with The Citizen to request information about the cost of efforts to promote use of our DMV- both in print and online. Citizen Publisher Michelle Bowers said she would get back to us about promotional opportunities.

November: IQS, our vendor who provides our County Clerks Recording System, completed a 12 book project for us. They have a search tool called Infodex which allows for easy searches of names in the old Land Indexes such as Deeds, Mortgage, etc. We have had IQS do projects before, and it makes electronic searching much easier. It is so helpful to the abstract companies, title searchers and genealogists that we continue to have IQS do additional books for us. This will also allow us to remove some of the big heavy books in our office and have an electronic back-up.

November 9: Meeting with Records Retention Manager Michael McNeill regarding the ongoing shredding challenges and discussed a few possible solutions; we had a few times when we asked for help from DMV staff and we asked Jim Alberici from Employment & Training to see if we could get a person to assist us. Jim was great and we now have a young person who was in need of employment and he is a great worker. This has helped us tremendously. Gary Duckett and the Buildings & Grounds staff helped us as well. We appreciate partnerships between county departments! Thank you to all who helped us with this problem.

November 9: GOP Caucus

November 9 and other days: All staff participated in United Way presentations

November 11: Veterans Day: Attended the City/County Veterans Day Ceremony in the Veterans Park near our building. Thank you to every Veteran for all of the freedoms so many take for granted. God Bless You!

November 15: Submitted my Government Operations Report to Clerk of the Legislature since all reports, resolution etc need to be submitted early due to the abbreviated schedule in December (holiday schedule)

November 16: Attended Special Ways & Means Meeting where the Legislators will be considering/discussing changes to the proposed budget.

November 17: Meeting with Michael McNeill to discuss next steps for DREAMS Project Committee, and to outline our strategy when writing the LGRMIF Grant in January/February 2022. After providing information about this digital solution for the past year and a half, we are now waiting to see if the County Legislature will support this multi-year, multi-phase solution by allocating ARPA funds.

Nov. 18: GOP Caucus & Special Ways & Means meeting to approve tentative budget

November 23: Legislative Meeting

November: Several planning meetings with Deputy Clerks to discuss changes, updates and the upcoming holiday schedule.

November: Staff person John Bohall made updates to our website several times this month due to many updates including fee changes and processing changes.

November 30: Newly-elected District Legislator Robert Shea spent a few hours touring the 4 departments and 24 staff I oversee. He met the staff, toured their workplaces, and asked great questions about our projects and day to day duties and responsibilities. We all appreciated that he took this time to be better educated about decisions he will have to make in the coming months. I look forward to working with Robert!

### **NYS COUNTY CLERKS LEGISLATIVE PRIORITIES for 2022**

November: I have sat on the Legislative Committee of the New York State Association of County Clerks (NYSACC) for 17 years. Here is the list of **NYSACC's 2022 Legislative Priorities and Position Statements that I will be contacting our local and State Representatives to support:**

- **Increase the DMV retention fee from 12.7% to 15%.** *What this means:* This shared service with NYS retaining 87.3% of revenue was negotiated 23 years ago and have not *What this means* been changed since! 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. In addition our local offices ensure every New Yorker has the type of photo ID they need --Licenses/Non-Driver ID (Enhanced etc) so they can carry on activities for housing, business, travel etc. Local DMV's have maintained a high level of service that our residents deserve. We support an increase in 15% in the County share of DMV in-office and internet revenue.
- **Support legislation amending Article 81 of Mental Hygiene Law;** *What this means:* We support limiting disclosure of court records to the parties and their counsel to prevent personal sensitive information to be viewed by the public. This change will not impair the orderly and sound administration of justice.
- **Amend Judiciary Law Section 89 to allow for a Uniform and Effective Records Keeping System;** *What this means:* Presently County District Attorney records are governed by State Appellate Courts. To better manage, preserve, and access these records, they should be placed under the jurisdiction of the NYS Archives and be included in the Retention and Disposition Schedule for NY Local Government records. (presently the majority of the County Records are kept this way)
- **Amend CPLR to authorize County Clerks to retain motion fee for the processing and entry of "Clerk Entered" default judgments.** *What this means:* In 2003, NY CPLR was amended to institute a fee to be charged upon the filing of various motion papers with the Clerk of the Court. One document type, "motion" requires the submission of the fee is the "clerk entered" default judgment for "sum certain" which is usually filed in consumer credit transactions. *What this means:* The NYS Court System does not

perform any duties on these applications; rather the County Clerk, as Clerk of the Supreme Court who processes, enters and maintains these judgments. In addition, the new rules implemented by OCA (Office of Court Administration) regarding these judgments in Consumer Credit transactions has created a new layer of tasks to be undertaken by the County Clerk. We believe that the motion fee collected on these judgments should be retained by the County Clerk for the work performed by their office on each of these judgments.

#### **POSITION STATEMENTS:**

- **Increase ATV Registration weight:** Allow the registration for All Terrain Vehicles (ATV's) and Utility Task Vehicles (UTV's) weighing up to 1,800 pounds; currently the weight limit is 1000 pounds.
- **Judicial Reform:** Support more efficient and effective court system and allow County Clerks to continue their role supporting the court in an effective manner. We are asking that NYSACC be at the table during these discussions/negotiations and to be part of the legislative process going forward.
- **Expansion of E-Filing:** With the assistance of the County Clerks, judges and local Bar Associations, the Office of Court Administration has done a great job of developing successful E-Filing applications. We specifically recommend that legislation be promulgated to allow for approval of mandated e-filing in Matrimonial, Mental Hygiene, and Article 78 cases and to eliminate the sunset clauses.
- **County –level Transparency of Limited Liability Corporations (LLC):** County Clerks across NYS file and issue Business Certificates and the NYS Dept of State shares their files of the Corporations and Assumed Business Names, as well as the Amendments and Discontinuances of these same entities. These records in the County Clerks offices relate back to the creation of each county! Unlike General Business Law that requires the County Clerk to maintain an alphabetical index of all Corporations, Assumed Business Names, etc., the Limited Liability Company Law does not require the LLC or Limited Partnerships to be indexed by the County Clerk. County Clerk's offices are frequented by people who wish to obtain these records for proof of business to open bank accounts, process DMV transactions, etc. We support an amendment to require County Clerks to file and index LLC's and LL Partnerships that have been filed with the NYS Department of State.
- **Reform the Local Government Records Management Fund:** For the past three decades, the NYS Local Government Records Management Fund (LGRMF) has helped facilitate many projects helping counties maintain records. These funds are collected by County Clerks from Real Property and Court transactions. Recently, this program has expanded to include many more eligible entities applying for funds. As a result, the current grant award structure places many counties at a disadvantage when applying for the funds. NYSACC support legislation reforming this process and encourages legislation that will bring equity to the funding formula.

## **DEPARTMENT OF MOTOR VEHICLES**

**Data from Nov. 1 – November 30**

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

Our DMV Office is open for Walk-In service for Cayuga, Onondaga, Oswego, Seneca, Tompkins and Wayne County residents only; limiting the amount of people in our office at one time to 20.

Hours of Service: 9 a.m. – 4:30 p.m. We are no longer closing the office from 12-1. 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.

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)**

Promotional efforts include: Twitter updates, and County Clerk Sue Dwyer and DMV Supervisor Shereen Androsko sat down with local interviewer Bob Penafeather of ARMA, the local TV educational station and gave updates about hours, services, contacts, etc. This video will be shown many times on the local station, and we will also show it online and on social media.

## **REVENUE & DATA**

Total Retention to the Clerk's Office from DMV Transactions in NOVEMBER: \$43,046  
(YTD) \$497,363

Total transactions processed in our DMV in NOVEMBER: 5,043; YTD 54,187 (includes dropped-off, mailed-in and dealer work).

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$123,027

Total online transactions conducted by Cayuga County residents in NOVEMBER: 2,169;  
YTD 29,201

Total Online Sharing Revenue for NOVEMBER: \$4,540 (YTD) \$49,467

**Total YTD Revenue: \$546,830 (2021 Revenue Budget \$670,000)**

## **RECORDS RETENTION CENTER**

### **Report by Michael McNeill, Records Retention Manager**

#### **November 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. 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:
    - 1.2.1. Moving forward on next steps in project plan:

- 1.2.1.1. NYSA 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.
- 1.2.1.2. Grant eligibility requirements are contingent upon documented local government support.
2. Operations [as of 11/29/2021]:
  - 2.1. 7,422 total documents scanned
  - 2.2. 112 records requests
  - 2.3. County shredding services:
    - 2.3.1. DSS – 4 bins, \$227.60 in revenue
    - 2.3.2. Ad hoc shredding—bins, boxes, etc.--continues for other county departments as respective departments continue to digitize, convert (i.e. NYS Archives LGS-01), and reorganize their records, and export content to Records for destruction (see chart below).
    - 2.3.3. As of the end of November, Records has seen a **42% increase** (see Chart 1, below) in content destruction requests compared to Year 2019 (Year 2020 totals are exempt from this analysis due to COVID-19 effects). This encompasses all requests, such as traditional annual records purge, DSS and ancillary departments, etc. We anticipate this trend to continue for the foreseeable future.

## Chart 1

# HISTORIAN'S OFFICE

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

County Historian's Office: Monthly Report November 6 -November 29, 2021

We are following current COVID safety protocols.

15 in-person visitors

11 queries through phone, email and letter requests

Some highlights:

- Former Auburnian Bill DeWitt spent two days in our office, along with Town of Owasco Historian Laurel Auchampaugh, searching through numerous boxes of the Trice Lehigh Valley Railroad Collection.
- Staff member Nancy Assmann helped Christopher Hess and Guy Sandy research the history of Emerson Park.
- Ruth Bradley attended a meeting of the Auburn Commission on Historic and Cultural Sites.
- Work steadily continue on the digitization of our photo collection, particularly images to be used in the Auburn History Forge project spearheaded by the Seymour Library.

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