

# COUNTY CLERK

---



## County Clerk's Office

Susan M. Dwyer

*County Clerk*

## MONTHLY REPORT – FEB. 2020

### DEPARTMENT OF MOTOR VEHICLES

#### Data from Jan. 1 – Jan. 31

Total retention to Clerks Office in Jan. (in-office transactions):  
\$49,595.76 – YTD 2020 Total: \$49,595.76

- i Total transactions completed in DMV office in Jan.: 5,484
- i Total online transactions conducted by Cayuga County residents in January: 1,573

**(USE YOUR LOCAL DMV OFFICE: See those numbers above?  
At the VERY least, \$1,000 more dollars would have stayed in  
Cayuga County if everyone used our DMV. Keep your local \$\$ local  
and this revenue could help with our tax rate!)**

- i Total online County Sharing retention: 0 dollars Year to date
- i Sales Tax collected and paid to the NYS Dept. of Taxation and Finance:  
\$81,204.32
- i Total DMV Retention (in-office transactions + County online sharing):  
\$49,595.76

As we get closer to October 2020 when the new travel requirements begin, we are finding that more and more people are opting to upgrade their license to an Enhanced Driver's License (EDL). These transactions are complex, require a two-staff person process, and are very time consuming. As a result, our DMV staff will be challenged to keep up with the demand as the State DMV will be heavily marketing the EDL.

Another option for customers is to obtain a U S Passport which is also a REAL ID document and is the ONLY document that will allow a person to travel by air outside of the US.

In addition to that challenge, we started processing driver's licenses for people who are in our country illegally. Those transactions have also proven to be very time consuming and often take several visits to our DMV office. Challenges have been language barriers, and customers having difficulty passing the permit test even though the test is offered in many languages. We are doing the best we can to assist these customers.

## COUNTY CLERK'S RECORDING OFFICE

### i **Data from Jan. 1- Jan. 31**

i Total amount remitted to County Treasurer in January: \$131,878.00

i County Clerk YTD: \$63,181

i Below is a list of the transactions processed in which fees are collected

i 675 Land documents: Deeds, easements, mortgages, mortgage discharges & assignments, etc. (this includes electronically-submitted recordings)

i 39 Business Certificates: DBA/Partnership/Corporation – new, amendments, discontinuances

i 89 Passport applications submitted to the US Department of State;

i 157 Passport Photos for new and renewals

i \$5,676 Fees collected for Passport Photos and Processing:

i 258 Judgments filed and docketed: Supreme Court, lower courts, & NYS

i 9 Notary Public transactions: New and renewals (this does not include the number of documents that were notarized by staff as a free service mandated by the State of New York)

i 127 Supreme Court Index Numbers issued: Supreme Court cases started this month

i 18 Uniform Commercial Code (UCC) transactions: New, continuation, termination, search

i 1 Military Discharges filed (Veterans are not charged a fee to file or obtain copies of their DD214)

i 18 Survey Maps filed

i Online Land Records Revenue: **YTD \$7,381.50** (generated quarterly)

## **County Clerk Activities/Meetings**

- i January 9: Met with Danielle Szabo, the Economic Development Specialist at CEDA. We discussed how we can partner on future small business issues and I explained how we support folks who come into our office to apply for a Business Certificate (DBA).
- i January 12-14: Attended the New York State Association of County Clerks (NYSACC) Legislative Conference in Albany with Deputy Clerk Dawn Wolff. Our association generated a list of legislative priorities for 2020 which included: Supporting an increase in the County share of the DMV revenue; Amending Judiciary Law Section 89 to allow for a uniform and effective record keeping system which will allow the District Attorney's records to be managed, preserved and accessed under the jurisdiction of the NYS Archives and be included in the NYS Disposition and Retention Schedule. The DA's records are presently governed by the Appellate Courts; Support legislation amending the Article 81 of Mental Hygiene Law; Amend and clarify NYS legislation requiring County Clerks to notify property owners of a "Conveyance". This amendment to the Real Property Law will go into effect on March 11, and the language is very confusing.
- i January 15: Participated in a NYSCEF (NY State Courts Electronic Filing) Skype meeting with 3 of my staff to get updates and to get questions answered by their E-Filing Support Department.
- i Jan. 16: Provided a cake reception and a retirement party for 20 year employee Bill Hulik.
- i Jan. 23: Participated in a 4 hour Emergency Training Exercise with County & City Department Heads.
- i Jan. 27: Appeared on the local radio station to discuss updates in my 4 departments.
- i Jan. 28: Participated in a meeting at our Records Retention Center to gather information in preparation for the new Records Retention Manager, Mr. Michael McNeill.

## **RECORDS RETENTION CENTER**

Data from Jan. 1- Jan. 31

- i Health and Human Services Department shredding continues
- i Environmental Health Dept. scanning project in progress
- i Reservation Deed Index Project in progress

- i 14,800 documents scanned
- i 185 records requests

Bill Hulik, the County Records Retention Coordinator, retired at the end of February. Bill is an expert in his field and he was known statewide for the knowledge and talent regarding microfilm management and inspection. I am quite sure that Bill knows where every single document is located in the multi-floor Records Retention Center. Bill spent the last 20 years doing a remarkable job of organizing, preserving, sorting, scanning, shredding, and microfilming records for every department in the county. He was a productive member of the County Records Advisory Board. He and the other 2 staff members at our Records Center on Court Street do a great job together. He has saved the county money by applying for grants and for keeping up with technology.

We will all miss Bill Hulik, and we wish him a long, healthy, and relaxing retirement.

## **HISTORIAN'S OFFICE**

Data from Jan. 1 – Jan. 31

- i Look for Ruth Bradley's columns in The Auburn Citizen – they are informative and delightful!
- i 21 in-person visitors to the office with queries and research projects
- i 14 Queries through phone, email and letter requests
- i Some highlights:

-Staff member Jessica Armstrong transcribed some extensive materials, including the "Seward Post G.A.R. Members Book" and a ledger "Civil War Men Buried at the State Street Cemetery"

-Staff researched multiple names attached to an 1860s-1890s diary that offered extensive descriptions and observations of 19<sup>th</sup> century life

-Staff prepared remarks for Legislator Tim Lattimore regarding the 100<sup>th</sup> anniversary of national women's suffrage

**Monthly report respectfully submitted by Sue Dwyer, Cayuga County Clerk**

**Many thanks to the following for assisting me in compiling information and data for this monthly report:**

**Deputy Clerk Dawn Wolff; DMV Supervisor Shereen Androsko; Records Retention Coordinator Bill Hulik; and County Historian Dr. Ruth Bradley**