

County Clerk

Monthly Report - August 2020

DEPARTMENT OF MOTOR VEHICLES

STAFF STATUS

3 staff members were called back from furlough; 2 of them on 6/22 and 1 on 6/24

On August 3 we welcomed back our two part time staff, and the other full time person that has been on furlough this entire time will be retiring on September 8 and will be using her earned time off until then, which leaves our office with a full time vacancy.

WORK STATUS

The Staff continues to work many hours of overtime, 6 days a week. Dropped off/Mailed-In transactions are now being processed in about 5-7 working days.

APPOINTMENTS

Total In-Office Appointments for the month of July: 845, which is an average of 37 appointments per day. Plus all of the dropped-off and mailed-in work we process-- this month that would be 4,883 additional transactions.

Our DMV accepts online appointments for many in-office transactions. The appointment system has been a great success. We had at least 50 customers give us feedback about their appointment experience. 99% of them were absolutely great. Most of them comment as to how easy it is to use the appointment system, how professional and courteous staff is, how helpful everyone is, there is no waiting, and how safe they felt coming into the office for their appointment.

Below is one or many shining examples of how our Team DMV goes above and beyond to help our taxpayers:

Hi Sue,

I just wants to take a minute to tell you how awesome your DMV staff was to my mother, xxxxxxxx. She will be 79 on 8/15 and her license will expire, of course she was thinking something came in the mail and she was in panic mode. I told her how it works, got online to renew it for her (she knows nothing about computers!), had her eye dr. form etc and she needed a new picture, had to come in. I got online to make appointment and nothing was available. I emailed explaining the situation and her age and asking for help with what to do next, I told Mom we'd wait a couple days and if I didn't hear anything, we'd try again. Well it wasn't a half hour later and I had 2 emails, one from Shereen Androsko and one from Peter Thomas asking if I could bring her in on 8/5 at 3:15 or 3:30!

To make an appointment: <https://cayugacountydmv.setmore.com>

Customers can also drop off or mail-in transactions (except an upgrade/Enhanced License which requires an in-office appointment.)

REVENUE

Total Retention to the Clerk's Office from DMV Transactions in July: \$62,951 (Last month it was \$37,304)

Total Retention YTD: \$282,501

Total Online Sharing Revenue for July: \$5,764; YTD: \$14,282

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$232,962

Total transactions completed in our DMV Office in July: 5,728 (2000 more than in June)

YTD: 28,944

Total online transactions conducted by Cayuga County residents in July: 2,684; YTD: 16,296

COUNTY CLERK'S RECORDING OFFICE

STAFF STATUS

On August 3rd we got one full time position back but we will still have 2 vacancies.

REVENUE

Total revenue remitted to County Treasurer for all Departments: \$135,400.19

Revenue month of July \$52,528 YTD \$364,122 2020 BUDGET \$640,000.00

TRANSACTIONS

There has been a spike in most of the following transactions this month.

- 692 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 41 DBA/Partnership/Corporation – new, amendments, discontinuances
- 204 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 8 Notary filings: new and renewals (does not include amount of documents notarized by staff as free service mandated by NYS).
- 117 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 12 Uniform Commercial Code Transactions: new, continuation, termination, search
- 16 Survey Maps filed
- 1 Military Discharge filed (Clerk does not charge any fee to veterans for copies)

- Online Records Revenue: YTD \$21,243 (generated quarterly)
- 0 Passport Photos for new & renewal of passports
- 0 Fees collected for Passport Processing & Photos

APPOINTMENTS

Our office accepts online appointments for the following in-office services:

-Notary Services & Renewals - Business Certificates (DBA's) - Title Searching/Research - Oaths of Office

To make an appointment: <https://cayugacountyclerk.setmore.com>

In addition to appointments: Attorneys/Customers drop off and pick up transactions in the lobby during business hrs.

Customers continue to E-Record and E-File documents

RECORDS RETENTION CENTER

STAFF STATUS

We had one staff person in the Records Retention Center until August 3rd when the other 2 staff were called back from being furloughed.

WORK

- 41 File Boxes shredded
- 7 DSS bins shredded
- 1 Civil Service bin shredded
- 1 Sheriffs Civil bin shredded
- Environmental Health project continues (Ira currently) (505 images added)
- 136 Files Requested
- 10 Boxes added to Treasurers Inventory

APPOINTMENTS

Until further notice, the public is not allowed in the office unless they make an appointment to do research and pick up paperwork.

To make an appointment call 315-253-1037.

HISTORIAN'S OFFICE

STAFF STATUS

Beginning August 3rd we will have our 2 part time staff back to assist our Historian who was the only person in the office for the past few months due to the furlough.

Prior to August 3, with 2/3 of staff furloughed, many queries have had to be postponed until staff returns, especially those dealing with genealogy and early deed/property questions. Ruth Bradley has kept a long waiting list of research requests that require extensive work-hours.

Our Historian had to work from home several days because of plumbing issues in that building.

APPOINTMENTS

To make an appointment, call 315-253-1300.

Appointments are limited to one person at a time for a limited amount of hours per day.

WORK

Major accomplishment: digitization of Port Byron Chronicle newspapers from the 1800s is completed. This was a collaborative effort between our office, the Seymour Library, Port Byron Library, the Montezuma Historical Society, and was spearheaded by Lock 52 (the Port Byron historical association). These newspapers are now available online through both Lock 52 and the Seymour Library.

Attended Auburn Commission on Historic and Cultural Sites July 8, via zoom

Continued researching and preparing for my next Auburn Citizen Column, due for publication in September

Continued indexing and generating detailed finding aids for our Trice Collection of Lehigh Valley Railroad materials

Among others, responded to queries regarding:

- a very old retaining wall between Metcalf Plaza and the County Courthouse

- two different properties on Easterly Ave, Auburn

- clarified the establishment of Village of Moravia in Town of Sempronious, as opposed to the later establishment of the Township of Moravia

- historical maps and information regarding agricultural practices in Cayuga County during the heyday of the Erie Canal, from Cornell University

Respectfully submitted, Sue Dwyer, Cayuga County Clerk