

County Clerk

Monthly Report – October 2020

DEPARTMENT OF MOTOR VEHICLES

APPOINTMENTS

We opened a 4th counter and we are processing ALL transactions as opposed to the limited transactions types earlier in the year. We extended the appointment calendar and now customers can make appointments as far out as 4 weeks at this time.

Total In-Office Appointments for the month of September: 1,348 and we are scheduling an average of 60 appointments per day.

Total transactions processed in our DMV in September: 4,524, includes dropped-off, mailed-in and dealer work. (YTD 38,760)

The appointment system has continued to be a great success. We have had at least 300 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, there is no waiting, and how safe they felt coming into the office for their appointment. Many have said that they hope we continue to have appointments in the future.

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

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

REVENUE

Total Retention to the Clerk's Office from DMV Transactions in September: \$44,631; Total Retention (YTD: \$381,390)

Total YTD Retention (in-office transactions and online sharing): \$405,766

Total Online Sharing Revenue for September \$5,091; YTD: \$24,376

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$157,533

Total online transactions conducted by Cayuga County residents in September: 2,265;

YTD: 20,890

COUNTY CLERK'S RECORDING OFFICE

STAFF STATUS

We still have two 2 vacancies, but have the permission to fill an Index and Recording Clerk position in the next month

REVENUE

Total revenue remitted to County Treasurer for all Departments: \$116,933

Revenue month of September: \$53,787 YTD \$469,041 (2020 BUDGET \$640,000.00)

TRANSACTIONS

- 793 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 46 DBA/Partnership/Corporation – new, amendments, discontinuances
- 258 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 the many documents notarized by staff as free service mandated by NYS).
- 78 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 12 Uniform Commercial Code Transactions: new, continuation, termination, search
- 13 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)

County Clerk's Activities:

-Sept. 11, 18, & 25: Held meetings that included DSS, DMV, Sheriff, Health Dept., Bldgs & Grounds, HR, and Legislators, to come up with solutions of how to best serve the customers that arrive at the front of the COB for DSS, DMV, and County Clerk's services. We will meet weekly until we resolve the issues of concern. This is a very timely issue due to the upcoming cold weather, public safety at the front door, and the health of staff and customers due to COVID.

- Installed new signs at the front door to inform the public of how to get specific services for the DMV and the County Clerk's Recording Office.

Sept 10: Attended Government Operations Committee Meeting, Ways and Means on Sept 15, and Sept 22 Legislature meeting.

Every Thursday: Standing planning meeting for our DREAMS Project. County Clerk and Records Retention Manager Michael McNeill meet to move forward with plans for DREAMS Project, a multi-year plan to digitize County records.

-Sept. 15 -Records Retention Manager Michael McNeill and I traveled to the Tompkins County Clerk Office to meet with County Clerk Maureen Reynolds to discuss our DREAMS Project and learn about her county-wide digital records initiative that she started 11 years ago. Maureen and her IT Director answered questions about her project from start to finish.

-Sept. 16, two members of my Recording Office staff and I met with Susan Marteney, a certified Mediator from the Center for Dispute Resolution. It was helpful for us to learn more about the Center's process of assisting clients with the required documents to file for a divorce (Pro Se) before they submit it to our office. We provided information to help her understand what we require to file final papers.

-Sept. 22 Held a quarterly Records Advisory Committee Meeting.

-Sept. 22 Michael McNeill and I had a phone conference with Michael Martin, the NYS Archives Regional Advisory Officer to discuss NYS Archives Grants prior to our meeting with our Advisory Committee.

-Sept. 22 Completed the mandatory Annual Right to Know Training

-Sept. 28 -Monthly Radio update on Finger Lakes Radio

-Sept. 28 Provided an article for The Citizen to inform the public about updates and changes to services and processes at the DMV Office and the Clerk's Recording Office

-Sept 10 Met with Budget Committee to discuss budgets for my 4 departments on Sept. 10

-Sept. 10 Met with the hiring committee and they approved the resolution for filling an Index & Recording Clerk and a DMV Cashier position. However, at Legislative meeting, only one of those appointments were approved.

APPOINTMENTS

Our office accepts online appointments for the following services:

-Notary Services & Renewals - Business Certificates (DBA's) - Title Searching/Research - Oaths of Office; Pro Se Filings; Document copies

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

In addition to appointments: Attorneys/Customers drop off and pick up transactions in a drop off bin at the front door of the COB during business hours. Customers can request to come into the office for Notary and other services and assistance such as Copy of Divorce Decrees, Military Discharges, etc., and Passport Photos only- we are not processing applications until further notice. We continue to process Land and Court Documents by electronic means (E-Recording and E-Filing)

RECORDS RETENTION CENTER

Records Management Department Report:

1. Projects:
 - a. County Shredding services:
 - i. DSS - 9 bins
 - ii. Ancillary shredding—bins & boxes--continues for other county departments
 - b. Environmental Health scanning project continues
 - i. Towns completed: Montezuma, Venice, and Ira
 - c. Ad hoc scanning project work continues, i.e. Maps, Treasurer books
 - d. Coroner's Dept. indexing and scanning project initiated and making progress
 - i. Three boxes completely indexed, scanned, and hyperlinked
 - ii. Five boxes have been completely indexed
2. Operations:
 - a. 5,200 total documents scanned
 - b. 185 records requests

3. Appointments

Public Access by appointment only until further notice.

To make an appointment call 315-253-1037, Monday thru Friday from 9-4.

HISTORIAN'S OFFICE

County Historian's Monthly Report

10 in-person visitors with queries and research projects

22 requests via phone, email, and letters

Other significant activities in the Historian's Office:

Visited the soon-to-be vacated offices of the Auburn Citizen, and identified specific bound volumes of the newspaper for our office to acquire, thus filling gaps in our complete collection of the newspaper. Our office will also accession a collection of photo negatives from the Citizen, a unique collection of photos that were not necessarily published.

Aided a local law office in a query related to the ownership and sales history of the Auburn's Water Works

Partnered with Seymour Library to investigate a new digitization history project, "The History Forge," an interactive mapping/census data project, created by Historic Ithaca in Tompkins County. This project involves combining data sets including mapping, census records, google-earth, and other information into a synthesized search mechanism/site to discover family and geographic information

Continued our pilot project of partnering with Seymour Library and the Cayuga Museum to coordinate our collections on a specific topic, and eventually provide indexes and finding represent holdings for all three partners. Our initial topic is the Columbia Rope Company.

Dr. Ruth Bradley published a column in the Auburn Citizen, "Uncovering the Freedom Trail in Cayuga County," Sept. 20, 2020

APPOINTMENTS

To make an appointment, call 315-253-1300. This office is closed on Wednesdays. Appointments are limited to one person at a time for a limited amount of hours per day.

Respectfully submitted,

Sue Dwyer, Cayuga County Clerk