

# County Clerk

## Monthly Report – November 2020

### DEPARTMENT OF MOTOR VEHICLES

#### APPOINTMENTS

We continue to be open on 4 counters and process all DMV transactions.

Total In-Office Appointments for the month of October: 1,197 and we are scheduling an average of 55 appointments per day.

Total transactions processed in our DMV in October: 4,140, includes dropped-off, mailed-in and dealer work. (YTD 42,900)

The appointment system continues to be a great success. We have had at least 400 customers give us feedback about their appointment experience. 99% of them were absolutely great. Most of them commented as to how easy it is to use the appointment system, how professional and courteous staff is, that 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 for all of the transactions that do not require an in-office visit.

#### REVENUE

Total Retention to the Clerk's Office from DMV Transactions in October: \$40,108; Total Retention (YTD: \$445,875)

Total YTD Retention (in-office transactions and online sharing): \$451,786

Total Online Sharing Revenue for October: \$5,912; (YTD: \$30,288)

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$100,967

Total online transactions conducted by Cayuga County residents in October: 2,622;  
(YTD: 23,512)

### COUNTY CLERK'S RECORDING OFFICE

#### STAFF STATUS

We still have two 2 vacancies, but have the approval to fill an Index and Recording Clerk position.

## REVENUE

Total revenue remitted to County Treasurer for all Departments: \$128,313

Revenue month of October: \$71,214 YTD \$516,692 (2020 BUDGET \$640,000.00)

## TRANSACTIONS

- 920 (compared to 793 last month) Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 16 DBA/Partnership/Corporation – new, amendments, discontinuances
- 162 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 13 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 111 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 13 Uniform Commercial Code Transactions: new, continuation, termination, search
- \$45 collected for Passport Photos
- 22 Survey Maps filed
- 0 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: YTD \$36,026 (generated quarterly)

### **County Clerk's Activities:**

-Every Thursday (Oct. 1, 8, 15, 22 & 29) Standing Planning Meetings for the DREAMS Project. County Clerk and Records Retention Manager Michael McNeill meet to discuss details of the plans for DREAMS Project, a multi-year plan to digitize County records.

Oct. 5: Monthly Radio update on Finger Lakes Radio

Oct. 6: NYS DMV Assistant Commissioner and County Clerk Liaison Jackie Blachowski, traveled to meet with us to discuss DMV issues of concern, upcoming changes and status of requests we have made to her office. She was impressed with the work we did and are doing in our local DMV office.

Oct. 20: Mary Jane Milano, the Community Dev. Manager of the Finger Lakes Donor Recovery Network gave our DMV staff a presentation about Organ Donation. The purpose of her visit was to educate and also to thank our staff for encouraging and enrolling donors in the NYS Donate Life Registry. She presented us with a Certificate of Appreciation for all of the work we do to promote organ donation. FACT: More than 85% of people who sign up to be an organ donor, sign up in their local DMV office.

Oct. 20: Records Retention Manager Michael McNeill and I went to the Owasco Town Hall to meet with Tammy Flaherty, the Owasco Town Clerk. We discussed the DREAMS Project with her and asked if the town would be interested in applying for a Shared Initiatives Grant in January. After our meeting, she discussed the issue with the town officials and they are interested in partnering to move forward with records management solutions which would include the digitization of their records.

Oct. 8: Attended Government Operations Committee Meeting,

Oct. 27: Attended (virtually) the monthly County Legislature meeting. The resolution that I presented earlier at Gov. Ops to adopt the new state's *Retention and Disposition Schedule for New York Local Government Records (LGS-)*2020 was adopted by the full Legislature on 10/27/20 by County Resolution # 325-20.

Oct. 29: Phone Conference with our vendor, IQS, to discuss details and protocols of our plan for some staff working from home on a part time basis.

## **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 Civil Court 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 visit 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:**

#### **October 31, 2020 Records Management Department Report:**

1. Projects:
  - a. County Shredding services:
    - i. DSS - 6 bins
    - ii. Ancillary shredding—bins [4] & boxes--continues for other county departments
  - b. Environmental Health scanning project continues
  - 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. Five boxes have been completely indexed & scanned
  - ii. Additional boxes are being processed
2. Operations:
  - a. 3,673 total documents scanned
  - b. 171 records requests

## **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**

County Historian's Office: Monthly Report September 30 – October 27, 2020

15 in-person visitors with queries and research projects

13 requests via phone, email, and letters

The Historian's staff was ordered to move their office to the back side of their office in order to make temporary space for DSS clients during the cold weather. As a result, we condensed their work stations and materials into the collection storage area. As of October 27, we will no longer have a space available for in-person visitors. Despite the considerable congestion, we configured the space to provide social distancing for the three staff members, which leaves no space to safely accommodate the public. We will continue to answer queries via email, telephone, and by mail. The Historian's staff is to be commended for being flexible and resourceful throughout this process.

Prior to the above disruption, some significant activities:

Assisted Legislators Tim Lattimore and Hans Pecher with research questions; the former regarding a memorial tree planting project at Emerson Park, the latter in researching a notorious 1840s murder and subsequent trial in the Town of Scipio.

Staff member Nancy Assmann aided an 8<sup>th</sup> grader (and her mom) from Weedsport, for a school history project about a Revolutionary War soldier.

We met with, and welcomed the new Town of Scipio Historian, Laura Wallenbeck.

We accepted from the Auburn Citizen bound copies of early 20<sup>th</sup> century newspapers that are not currently microfilmed nor adequately digitized; these papers fill gaps in our collection of

Auburn Citizens, and are considered a “bridge” to maintain until the entire run of the newspaper can be adequately digitized.

We met with Lisa Semenza, Hazard Library Director (Poplar Ridge) who is studying archive management.

We moved forward with partnering with Seymour Library to produce a “History Forge” web project, in consultation with the Tompkins County History Center. History Forge ([www.historyforge.net](http://www.historyforge.net)) is a search site where users can layer digital demographic and cartographic information to discover people and places in a historical context.

## **APPOINTMENTS**

**Until further notice, no appointments will be allowed in the Historian’s Office.** The office is closed on Wednesdays.

Monthly Report Respectfully submitted,  
Sue Dwyer, Cayuga County Clerk