

Cayuga County Clerk

Monthly Report – February 2021

Before I submit the below data, numbers, activities, etc. I just want to say that behind all of this data, there is a great group of staff! I am proud to say that my staff is a very dedicated group. They are resilient, and they have shown all of us how dedicated they are by continuing to work hard, adapt to changes, and be compassionate with our customers. I couldn't be any more proud of each and every one of them for keeping themselves and others safe. A sincere thanks to all of you for working smart and working hard to come up with solutions to help our customers, and to continue to do the work that you do under difficult circumstances. I greatly appreciate you!

DEPARTMENT OF MOTOR VEHICLES,

Report by Shereen Androsko, DMV Supervisor

In order to keep staff safe and keep our office open, we have several staff working from home and most of the staff in the office. Since we have seen thousands of customers throughout the pandemic, we are extremely thankful to our Health Department that our staff was able to be vaccinated.

We are once again processing work from the NYS DMV. They cannot keep up and have relied on County Clerks throughout New York State to help them get through this tough time. This also helps us boost our revenue.

We continue to be open on 4 counters and process all types of DMV transactions. Starting the week of February 16, we will be increasing the amount of appointments which will help decrease the waiting time for customers to get an appointment.

Total In-Office Appointments for the month of January: 595 and we are scheduling an average of 30 appointments per day (less than in any months due to a large amount of CDL tests/licenses that have to be renewed, etc. which take about an hour each.)

We hope to have approval for two vacancies to be filled in February. We have been without one full time DMV cashier since July, 2020; and February 8 will be one of our part time staff's final day due to her retirement. We are happy for Karen Dwyer, who worked 45 years for Cayuga County, most of those years as a DMV employee. We will miss Karen's dedication and expertise, and we want to thank her for her many years of top notch public service!

The appointment system continues to be a great success. We have had at least 600 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 & DATA

Total Retention to the Clerk's Office from DMV Transactions in January: \$31,351 plus the

Total Online Sharing Revenue for January: \$6,745 = Total Revenue: \$38,096

Total transactions processed in our DMV in January: 3,549, includes dropped-off, mailed-in and dealer work.

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$73,221

Total online transactions conducted by Cayuga County residents in January: 3,156

COUNTY CLERK'S RECORDING OFFICE

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

STAFF STATUS

We still have two 2 vacancies, but will be filling the Index and Recording Clerk position in mid-February.

REVENUE

Total revenue remitted to County Treasurer for all Departments: \$103,543

Revenue month of January: \$44,730 YTD \$44,730 (2020 BUDGET \$640,000)

TRANSACTIONS

- 651 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 25 DBA/Partnership/Corporation – new, amendments, discontinuances
- 234 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 36 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 99 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 25 Survey maps filed
- 20 Uniform Commercial Code Transactions: new, continuation, termination, search
- 0 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: YTD \$7,931 (generated quarterly)

County Clerk's Activities:

MANY IN-OFFICE APPOINTMENTS THIS MONTH: January is always a very busy month in the office because of the many annual county committee appointments since all of those appointees have to be administered the oath. In addition, the City of Auburn had to renew their Commissioner of Deeds and all of them had to come in to take their oath as well. Their appointments have to be renewed in our office every other year. Then add to the fact that we are experiencing a high volume of DBA's which could be the result of initiatives/funds being offered to small businesses and other issues as well. On top of all of our other typical appointments, this really made for a very busy month for in-person visits!

Jan. 5- Swore in the leadership positions of the County Legislature and administered the oath of office for newly appointed Legislator Mark Strong from Moravia.

Jan. 5 – Submitted my annual Board of Elections report to our local BOE office. This report informs the BOE officials of what County seats are up for election in November.

Jan. 5 – The County Clerks Recording Office will begin to commence all Criminal files in our office rather than have that process begin at Supreme Court. This is a big change we mentioned in last month's report. After we receive the paper file, we will no longer send Indictment files for storage over to the Records Retention Center since we have permission from OCA (Office of Court Administration) to destroy the paper copy.

Jan. 7 – Recording Office Staff Meeting 8:45- 9:30 a.m.

For the past several months - Deputy Dawn Wolff has taken the lead on the upcoming Mandatory E-Filing changes. She has been working with NYSCEF staff (the State Courts Electronic Filing System), to make sure our staff will be prepared for Mandatory E-Filing of Supreme Court Papers starting February 16, 2021. We also shared E-Filing Training opportunities and deadline dates with the County Bar Association and the attorneys in the 7th Judicial District and beyond.

Jan. 12 - Scheduled appointments for staff members to receive their first dose of the Covid vaccine.

Jan. 14 - Participated in, and gave updates about 4 departments at the Government Operations Committee meeting. I suggested that Michael McNeill, our Records Retention Manager, be added to the County's IT Committee since he has 30+ years of experience and a Master's Degree in that field. He would certainly would be an asset to that committee and have the County's best interest at heart.

Jan. 7, 14, 20 - Weekly meetings regarding the DREAMS Project (DREAMS is an acronym for Digital Records Electronic Access Management System.) For the first phase of DREAMS, we will be applying for a NYS Archives Shared Initiatives Grant, partnering with a town, most likely the Town of Owasco since they have shown an interest and they need to make changes to their record storage process. We will continue to inform and update the legislators as we move forward on this project.

Jan. 19 - Legislator Tricia Kerr toured all of my 4 departments to find out more about what they do and view the conditions of their workplace. My entire staff and I greatly appreciate when a legislator takes the time to educate themselves about all of the above so they can make better decisions about many challenges we deal with on a daily basis. Thank you to Legislator Trish Kerr for spending a few hours with us!

January 20 – Leaders Meeting with Deputies

Jan. 21 – Commenced our first Criminal (Indictment) File

January 27 – Staff Meeting with the Recording Office Staff

Jan. 28 – DREAMS Project Work Group on 8 x8: Records Retention Manager Michael McNeill provided research and information to myself, Index & Recording Clerk John Bohall, and Deputy Dawn Wolff regarding 5 vendors. After a week of reading and learning more about them, he walked us through a rating system. We each rated the vendors and Michael will compile and share a summary of the results.

Kudos goes out to Deputy Clerk Shelley Patterson who has been working extra hours and learning new processes for many months since we have been shorthanded due to furloughs and the pandemic. I appreciate her leadership, motivation, and dedication during this time.

John Bohall, one of our Index & Recording Clerks has also been taking on new duties. He is making updates on the County Clerk's webpage and he has been a great addition to the DREAMS Project. Thank you to John - we appreciate his talent on both!

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. We continue to process Land and Court Documents by electronic means (E-Recording and E-Filing)

RECORDS RETENTION CENTER

Records Management Department Report, by Michael McNeil

January 31, 2021 Records Management Department Report:

1. Projects:
 - 1.1. Environmental Health scanning project continues
 - 1.2. Ad hoc scanning project work continues, i.e. Treasurer's books, etc.
 - 1.3. Coroner's Dept. indexing/scanning/hyperlinking project completed though 2019.
 - 1.4. LGS-01 Conversion Project:
 - 1.4.1. New York State mandated classification conversion from legacy CO-2 to new LGS-01 system
 - 1.4.2. To date, fifteen (15) out of 32 departments are compliant regarding conversion
 - 1.4.3. Traditional year-end, individual departmental records storage and disposition will be *suspended* until respective compliance is sufficiently addressed.
 - 1.5. The DREAMS Project (Digital Records Electronic Access Management System), a project intended to move Cayuga County towards a 21st Century Records Management and Operations Solution:
 - 1.5.1. Request for Information (RFI) documentation received from potential solution partner candidates and reviewed by core project team.
 - 1.5.2. Unsatisfactory solution partner(s) candidates purged from further discussion.
 - 1.5.3. Moving on towards next steps in project plan (e.g. demos).
 - 1.6. Multi-function printer/copier upgrade on hold:
 - 1.6.1. Awaiting IT implementation of new, repurposed unit
 - 1.6.2. Subsequent upgrade to department operations to leverage new technology
2. Operations:
 - 2.1. 2,101 total documents scanned

- 2.2. 153 records requests
- 2.3. County Shredding services:
 - 2.3.1.DSS - 4 bins
 - 2.3.2.Ancillary shredding—bins & boxes--continues for other county department

Appointments: Public Access by appointment only until further notice. To make appointment: call 315-253-1037, Monday thru Friday from 9-4.

HISTORIAN'S OFFICE

Historian's Report by Ruth Bradley, County Historian

County Historian's Office: Monthly Report January 1 – February 1, 2021

Our office is closed to the public

24 Queries through phone, email and letter requests

Some highlights:

- Reflecting the public's winter/COVID stay-at-home mentality, we've received some offbeat queries, such as the whereabouts of Native burial grounds in Levanna, information about Auburn's Wadsworth family, and questions regarding cemeteries in Sterling and Port Byron
- Staff member Jessica Armstrong has made great progress in indexing surnames in court records from 100 years ago
- Though closed to the public, we allowed our former intern Kiersten Seneca, in person and socially distanced in our cramped quarters, to search through photos of Auburn as part of her new full-time position at a new downtown Auburn business. Her professionalism and confidence were surely nurtured by the mentorship she received from the Historian's Office over the four years she interned with us.
- We received a donation of several extensive scrapbooks, kept by Auburnian Joseph Iacovino throughout the 20th century
- Along with Sue Dwyer, we gave two County Legislators a tour of our offices and a brief explanation of the work we do here.

Respectfully Submitted,

Sue Dwyer, Cayuga County Clerk