

Cayuga County Clerk

Monthly Report – APRIL 2021

DEPARTMENT OF MOTOR VEHICLES,

Report by Shereen Androsko, DMV Supervisor

Commencing April 5, all staff was called back into the office, rather than having some working from home. Since we have seen thousands of customers throughout the pandemic, we practiced strict protocols to keep our customers and staff safe. We will continue to practice safety protocols in our DMV Office.

In addition we are continuing discussions with the State DMV to possibly obtain a unit to use specifically at the jail to issue inmates a New York State Photo ID. We are close to taking action to purchase this unit.

STAFF: We hired a full time employee on March 29. Two part time positions remain vacant but we are working toward hiring one of the part time staff as soon as we receive a list of eligible candidates from the Civil Service Department.

APPOINTMENTS: We are open for appointments on 4.5 counters and use a half day of one counter specifically for doing mail, drop offs and urgent transactions and as a back-up for appointments if staff is out of the office unexpectedly. The appointment system continues to be a great success. We have had at least 700 customers give us feedback about their appointment experience. 99% of them were outstanding.

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

Customers can also drop off or mail-in transactions that do not require an in-office visit.

EMAIL: If customers need assistance, they can email our DMV at: insuredmv@cayugacounty.us

REVENUE & DATA

Appointments for the month of March - we processed an average of 50-60 appointments per day.

Total Retention to the Clerk's Office from DMV Transactions in March: \$70,504; (YTD) \$149,000

Total YTD DMV Retention (includes in-office and online sharing): \$158,903

Total Online Sharing Revenue for March: \$2,359.63; (YTD) \$9,105

Total transactions processed in our DMV in March: 7,468 includes dropped-off, mailed-in and dealer work.

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$161,599

Total online transactions conducted by Cayuga County residents in March: 4,319; (YTD) 9,903

COUNTY CLERK'S RECORDING OFFICE

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

REVENUE

Total revenue remitted to County Treasurer for all Departments: \$146,058

Revenue month of March: \$57,519 YTD \$141,247 (2021 BUDGET \$640,000)

TRANSACTIONS

- 831 Land documents: Deeds, Easements, Mortgages, Mortgage Discharges & Assignments (includes electronically submitted recordings).
- 77 DBA/Partnership/Corporation – new, amendments, discontinuances
- 177 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 12 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 96 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 10 Criminal Court cases filed (no fee transactions)
- 13 Survey maps filed
- 22 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: \$8,820 (generated quarterly)
- 0 Fees collected for passports & photo processing – we plan to offer these services at some time in the future

County Clerk's Activities:

March 9 DREAMS Meeting with Michael McNeill; discussed next steps and upcoming meetings with staff and vendors

March 10 WebEx for DREAMS Project- Eric Leinberg

March 11 DREAMS Meeting with Michael McNeill; discussed next steps and upcoming meetings with staff and vendors.

March 11 Government Operations Meeting; presented a hiring resolution and 3 proclamations

March 15 NYSACC Legislative Committee remote meeting. Prioritized the County Clerks Association's 2021 Legislative Agenda

March 16 Ways and Means Meeting; the DMV hiring resolution passed through this committee.

March 16 WebEx with Sheriff and State DMV regarding obtaining a mobile unit to assist inmates with obtaining a valid NYS Photo ID

March 16 Michael McNeill and I met with Don Carr, County Purchasing Director, and Paul Bornemann, Acting IT Director to inform them of the progress we made thus far with the DREAMS Project, how they will be involved, and what the next steps will be as we conduct further research in these respective areas.

March 17 Deputies meeting to discuss bringing back all Recording Staff on April 5.

March 19 Periodic Records Management Meeting with Michael McNeill to discuss departmental operations.

March 22 Monthly slot as guest on the Finger Lakes Radio Station to discuss updates at the DMV, inform customers how they can get assistance etc.

March 22 The first day of work for our new Index and Recording Clerk, Samantha Lauckern

March 23 Legislature Meeting; the DMV hiring resolution passed

March 24 Department Head Meeting

March 29 DREAMS Meeting with Don Carr, County Purchasing Director and Michael McNeill to gather details about the procurement process. We will conduct further research with selected vendors and collect preliminary financial related data.

March 24 Remote meeting with Tompkins County Clerk Maureen Reynolds and Michael McNeill regarding DREAMS Project.

March 25 Signed an MOU with a new e-Recording partner; we continue to see an increase in the amount of land recordings we receive via electronic means.

March 29 DREAMS Meeting with Don Carr, County Purchasing Director and Michael McNeill to gather details about the procurement process. We will conduct further research with selected vendors and collect preliminary financial related data.

March 29 Meeting with DMV Supervisor and new FT staff person

March 30 DREAMS meeting with Paul Bornemann, Acting IT Director and Michael McNeill, to gather details about how to obtain vital details about what vendors have to offer. We discussed an important piece of this process is to use a questionnaire which Paul provided to us. We will conduct further research with selected vendors and collect preliminary cyber security and vendor assessment data.

March 31 Attended the State of the County (remote) presentation

Last week of March: Staff passed their Passport Recertification's and we will now make a plan to offer passport application processing by appointments in May or June.

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; (eg) Name Changes, Divorces, etc.); Military Discharges; 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. 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

March 31, 2021 Records Management Department Report:

1. Projects:
 - 1.1. BOE 2020 voter registration cards scanning effort completed
 - 1.2. Environmental Health scanning project continues
 - 1.3. Other ad hoc scanning project work continues, e.g. Treasurer ledger books, Marriage records, etc.
 - 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, eighteen (18) out of 32 departments (56%) are compliant regarding conversion; work continues facilitating outstanding departments towards full 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. Moving forward on next steps in project plan:
 - 1.5.1.1. Concluded latest round of solution candidate meetings, demos, and research
 - 1.5.1.2. Have engaged Procurement, IT, etc., regarding next research steps; working towards further research in the areas of budgeting/finance and technological areas
 - 1.5.1.3. Working to have Maureen Reynolds, County Clerk Tompkins County, speak at a Cayuga County Government Ops meeting in the near future, to discuss her market leadership experience in this area
 - 1.5.1.4. NYS grant funding on hold presently, awaiting their guidance on when to proceed with submissions
 - 1.5.1.5. Have reviewed Cayuga County Records Management Policies and Procedure manual; identified necessary updates which reflect migration to digital platform
 - 1.6. Multi-function printer implemented
 - 1.7. Staff completed most recent cyber security training session
2. Operations:
 - 2.1. 3,104 total documents scanned
 - 2.2. 161 records requests
 - 2.3. County shredding services:
 - 2.3.1. DSS - 9 bins
 - 2.3.2. Ad hoc shredding—bins & boxes--continues for other county departments
 - 2.3.3. Annual disposition of retired content, continuing effort

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 February 2 – March 30, 2021

Our office is closed to the public.

We continue to struggle in our cramped, temporary work space. With warmer spring weather, the temperature and air quality in our area can become pretty uncomfortable; we can't open windows because such air drafts are detrimental to our collections.

We anticipate returning to our original space in the near future, when we can again be open to the public (with proper COVID procedures) and where we can return to projects that require considerable space to work with oversized maps and materials.

19 Queries through phone, email and letter requests

Some highlights:

- Accepted a donation from Dave Bowman, covering Native American History and the Village of Cayuga. This extensive Bowman Collection was accessioned and filed by Nancy Assmann.
- Nancy Assmann also assisted Dr. Linda Townsend and Nick Valenti to compile a comprehensive list of Vietnam Era Purple Heart Medal recipients from Cayuga County.
- Jessica Armstrong helped a Syracuse University graduate student sort out whereabouts for early deed records spanning Cayuga and Onondaga Counties.
- Nancy Assmann located materials relating to 99 Genesee Street, for a request concerning Auburn's Downtown Revitalization Initiative.
- Ruth Bradley attended online meetings of the Auburn Commission on Historic and Cultural Sites, and for Seymour Library's History Forge project.
- Bradley also helped facilitate the donation of a rare 150+ year-old keyboard instrument to the Ag Museum.

Respectfully Submitted,

Sue Dwyer, Cayuga County Clerk