

Cayuga County Clerk

Monthly Report – MAY 2021

DEPARTMENT OF MOTOR VEHICLES

Report by Shereen Androsko, DMV Supervisor & County Clerk Sue Dwyer

Per the Governor's Executive Order, appointments will continue for in-office visits through at least May 27. Also licenses and permit renewal expirations are extended until May 27.

In April we had 1000 + appointments in 21 working days. We processed 5,583 total transactions which include in-person, dropped off, dealer work, mailed-in and emergency/urgent DMV work. The appointment system continues to be a great success. We have had hundreds of customers give us feedback about their appointment experience. 99% of them were outstanding. I have the printed comments in my office if anyone would like to see them.

On April 26, the State began offering Online Permit Tests. The permit applicant still needs to make an appointment for an in-office visit to present original documents, etc. however their appointment should be a little quicker because they have already passed their test.

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 part time person and she will start on Monday, May 10. Our new full time person is working out well. We still have a part time vacancy.

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

Our email is especially helpful when a person needs detailed instructions and forms.

REVENUE & DATA

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

Total Retention to the Clerk's Office from DMV Transactions in April: \$55,866 (YTD) \$204,866

Total YTD DMV Retention (includes in-office and online sharing): \$220,801

Total Online Sharing Revenue for April: \$6,830; (YTD) \$15,935

Total transactions processed in our DMV in the 21 working days in April: 5,583 includes dropped-off, mailed-in and dealer work.

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$250,294

Total online transactions conducted by Cayuga County residents in April: 3,434; (YTD) 13,337

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: \$138,958

This includes revenue from DMV, Records Retention, rent from Abstract Companies, Mortgage Tax Expense and Interest.

County Clerk's Revenue Budget for 2021: \$640,000

Clerk's Revenue for the month of April: \$56,050 YTD \$208,270

TRANSACTIONS

- 763 Land documents: Deeds, Easements, Mortgages, Mortgage Discharges & Assignments (includes electronically submitted recordings).
- 43 DBA/Partnership/Corporation – new, amendments, discontinuances
- 223 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).
- 120 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 10 Criminal Court cases filed (no fee transactions)
- 21 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: \$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:

April 1 Staff Meeting with Recording Office

April 7 Regional NYSACC Meeting

April 8 Government Operations Meeting

April 9, and 22: DREAMS Meeting with Michael McNeill; discussed next steps and upcoming meetings with staff and vendors and included a Records Management Dept. meeting on the 22nd.

April Throughout the entire month of April I had several discussions with our Historian staff about the fact that they are still not open to the public, and that they are trying to operate the office in the storage areas of their office due to DSS occupying the front of their office. It has been very challenging and the Historian Community as well as the public has not been able to access our collections. I have communicated this issue to Legislator Ryan Foley, Chair of Government Operations and his committee, as well as some members of the County Legislature. We are all very frustrated and we are hoping for a permanent solution very soon that will benefit the County Historian's office, the Dept. of Social Services, as well as the public who use these services.

April 15 Met with Attorney Lisa Blair, Deputy Wolff and Terry Nolan to discuss E-Filing process for Child Support judgments

April 16- made updates to the outdoor signs at the front of the building to give the public the most up to date information about how to get services. Thank you to Scott from the real Property Office for printing them for us! We also updated and shortened the phone message in the Recording office and the DMV.

April 19 Met with Supreme Court Clerk Kelly Wejko and Deputy Wolff to discuss Indictment files and how they will be processed

April 21 DMV Supervisor Shereen Androsko and I participated as State Task Force Members of the NYS DONATE LIFE Task Force to discuss this year's State Kick Off for Organ Donor Month and discussed challenges and solutions to motivating people to sign up as donors.

April 22 Presented updates on the monthly slot on the local radio show

April 16, 22, 27 Deputies meeting to discuss work distribution, changes in the office, a discussion about starting to offer Passport application processing, and other matters

April 23 Conducted interviews for the Part time DMV Cashier position

April 26 Recording Office Staff Meeting

April 26 Meeting with Aileen McNabb-Coleman, Chair of the County Legislature, to discuss updates of my 4 departments; some of the discussion included a joint effort to get information out to the public about DMV services, and to try to come up with a permanent solution for the Historians office to be open again.

April 27 Legislature Meeting

April 28 Throughout the month of April, staff John Bohall worked on and completed a Compilation Project in our office. The project consisted of documenting all of our records and adding a location to where they can be found. John shared this valuable data with our County Historian's Office and Records Retention staff, and it can be shared with other departments as well. The list will be a great aide when searching for records. The next step to the project is to check if every record is backed up in case of a disaster.

April- Throughout April there has been a lot of training going on and staff is learning new processes and taking advantage of cross-training opportunities. In the DMV, the State offered online training for the new Online Permit Test and other new processes.

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

April 30, 2021 Records Management Department Report:

1. Projects:
 - 1.1. Scanning project work continues, e.g. Environmental Health, Treasurer ledger books, Marriage records, etc.
 - 1.2. LGS-01 Conversion Project:
 - 1.2.1. New York State mandated classification conversion from legacy CO-2 to new LGS-01 system
 - 1.2.2. To date, twenty (20) out of 32 departments (62.5%) are compliant regarding conversion; work continues facilitating outstanding departments towards full conversion. Striving to get all non-Health oriented departments compliant by June 1st.
 - 1.2.3. Traditional year-end, individual departmental records storage and disposition will be *suspended* until respective compliance is sufficiently addressed.
 - 1.3. 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:
 - 1.3.1. Moving forward on next steps in project plan:
 - 1.3.1.1. Have engaged Procurement, IT, etc., regarding next research steps; working towards further research in the areas of budgeting/finance and technological areas
 - 1.3.1.2. Working to have Maureen Reynolds, County Clerk Tompkins County, speak at a Cayuga County Legislative meeting in the near future, to discuss her market leadership experience in this area
 - 1.3.1.3. NYSA grant funding on hold presently, awaiting their guidance on when to proceed with submissions
 - 1.3.1.4. Have reviewed Cayuga County Records Management Policies and Procedure manual; identified necessary updates which reflect migration to digital platform
2. Operations:
 - 2.1. 2,587 total documents scanned
 - 2.2. 169 records requests
 - 2.3. Abstractor's revenue, Q1-2021: \$142.45
 - 2.4. County shredding services:
 - 2.4.1. DSS - 9 bins

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 April 1 – May 1, 2021

Our office is closed to the public due to the Dept. of Social Services being temporarily placed in the front of the office. Per County Clerk Sue Dwyer, "A permanent solution cannot come quick enough!"

We had to tell a variety of constituents and researchers that they cannot come to the office to do research. These include nationally-known authors, local teachers, and regional engineers and others seeking information.

Heating and air quality continue to be an issue between our temporary quarters and the DSS actions in our former public space.

20 Queries through phone, email and letter requests

Some highlights:

- Provided information regarding real estate deeds for Harriet Tubman to Janus Adams, nationally known historian and author. Adams requested to come here in person.
- Jessica Armstrong completed several paid detailed genealogical searches.
- Aided a construction engineer researching the Aurelius Ave. bridge in Auburn; he too wanted to come into our office to study maps and other historic documents pertaining to this public works project.
- Nancy Assmann aided a local researcher studying Billy Claxton, a legendary hermit living on Owasco Lake. Another disappointed constituent.
- Nancy Assmann provided information regarding the Langham Funeral Home, in reference to the upcoming milestone anniversary of that local business.
- Our office is researching Asian American history in Cayuga County in response to a query from the Cayuga County Office of Tourism.

Respectfully Submitted,

Sue Dwyer, Cayuga County Clerk