



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

July 5, 2022

10:30 am

- APPROVAL OF MINUTES June 7, 2022
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of Clerk's Office and DMV
- PERSONNEL
None
- RESOLUTIONS
None
- PROCLAMATIONS
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
June 7, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator E. Hollenbeck, Legislator W. Standinger

Staff: Andrea Klett, Clerk; Suellen Griffin, Deputy Clerk; Tracy Savard, Director of Assets and Records Management

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept May's minutes as presented, seconded by Legislator Brown, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

The Clerk updated the Committee with the status of the Clerk's Office and the DMV. Legislator Standinger asked if New York State was still conducting road tests on the days listed on the sign on Academy Street in front of the County Office Building. The Clerk and the Deputy stated that as far as they are aware, the road tests are still available on those days. The Clerk stated that she would ask the DMV Supervisor to make sure. If the road test schedule has changed, the Clerk will contact Buildings and Grounds to get the sign changed. The Clerk then reported that the recording office is fairly busy with court filings and land recordings. The newest team member in the Clerk's Office is working out very well. The DMV is quite busy and the training of the new staff members is going well. Both new cashiers are picking up procedures quickly. The Clerk and DMV supervisory staff will be conducting interviews for the newly created cashier position in the DMV. The Clerk also reported that she has reached out to NYS DMV and that they have been unable to give the Clerk an ETA on the new computer station for the DMV office.

NEW BUSINESS

None

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Director of Assets and Records Management was in attendance if the Committee had any questions or corrections to the draft of the Records Management Policy and Procedures document that was presented at the May Committee meeting. The Clerk stated that if the document met with the Committee's approval, the Clerk's Office would do a late filed resolution to go before the entire Legislator at their next regular meeting. Cathy Haskell, Clerk of the Legislature, stated that a late filing would not be necessary since a resolution had already been prepared. The Committee had no changes or corrections for the Records Policy and Procedures document and gave their approval for the Resolution to go forward.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:50 am

**Respectfully submitted,
Andrea Klett
Tioga County Clerk**

	2022 May	% of Annual Budget	This month 2021	Monthly Year to Year	Total Budget YTD 2022	Total YTD % of Budget	YTD 2021	YTD Year to Year	2022 Annual Budget
Clerk									
Revenue									
Fees (general)	\$36,660.57		\$35,393.18	1,267.39	\$177,692.61		\$188,096.33	(\$10,403.72)	
Interest, Mgt. Tax & Trans. Tax	\$12,718.70		\$12,217.99	500.71	\$62,137.18		\$59,728.05	\$2,409.13	
ACH Corp and Notary fees from State	\$0.00		\$1,831.00		\$200.00		\$2,379.00		
	\$49,379.27	9.32%	\$49,442.17		\$240,029.79	45.29%	\$250,203.38		\$530,000.00
Expenses									
Salaries (w/o Fringe)	23,303.23	7.62%	25,906.25		\$117,235.61	38.35%	\$107,579.64		\$305,692.00
Office supplies	98.75	2.90%	0.00		\$753.40	22.16%	\$593.92		\$3,400.00
DMV									
Revenue									
Fees	\$23,488.09		28,100.15	(4,612.06)	\$125,583.10		\$149,063.41	(\$23,480.31)	
Sales Tax Retention	\$494.00		719.25	(225.25)	\$2,293.50		\$3,204.75	(\$911.25)	
	\$23,982.09	6.57%	\$28,819.40		\$127,876.60	35.03%	\$152,268.16		\$365,000.00
Auto Use Fee	\$30,064.78	8.47%	30,758.80	(694.02)	\$131,805.01	37.13%	\$159,640.99	(\$27,835.98)	\$355,000.00
COPRS	\$2,841.28		\$3,577.47		\$2,841.28		\$7,806.93		
Expenses									
Salaries (w/o Fringe)	\$14,157.39	5.63%	13,411.08		\$77,925.06	30.99%	\$70,569.60		\$251,462.00
Office supplies	\$57.85	6.43%	0.00		\$643.21	71.47%	\$200.68		\$900.00