



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

February 8, 2022

10:30 am

- APPROVAL OF MINUTES January 4, 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
January 4, 2021

ATTENDANCE

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

Staff: Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk

Guests: None

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. The Clerk reported that she will be attending the annual Winter Conference of the NYS Association of County Clerks from January 9th to the 11th in Albany. The Clerk next reported that she has been communicating with the NYS DMV liaison about setting up a site visit at the Waverly Village Hall for NYS IT and Division of Field Investigations in consideration of opening a satellite DMV office there. The Legislative Chair gave background information about this project for the benefit of the new Legislators Ciotoli and Brown. The Chair also pointed out that the Clerk should investigate how much new business the County would acquire through the Waverly DMV location. The Clerk stated that she will set up meetings with herself, the DMV Supervisor, and the managers of State Line Auto Auction and other car dealerships in the Waverly area to get an idea of how much business they would bring to the new office. The Clerk then noted that, per the monthly DMV production report, the number of people upgrading their drivers' licenses to a Real ID or Enhanced License has continued to trend upward.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
January 4, 2021**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT

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

DRAFT

	2021 Dec	% of Annual Budget	This month 2020	Monthly Year to Year	Total Budget YTD 2021	Total YTD % of Budget	YTD 2020	YTD Year to Year	2021 Annual Budget
Clerk									
Revenue									
Fees (general)	\$40,548.55		\$33,131.31	7,417.24	\$461,009.73		\$365,933.51	\$95,076.22	
Interest, Mgt. Tax & Trans. Tax	\$12,270.94		\$11,775.87	495.07	\$145,510.13		\$139,246.18	\$6,263.95	
ACH Corp and Notary fees from State	\$581.00		\$0.00		\$5,113.00		\$5,023.00		
	\$53,400.49	10.62%	\$44,907.18		\$611,632.86	121.65%	\$510,202.69		\$502,795.00
Expenses									
Salaries (w/o Fringe)	\$33,818.71	11.62%	\$29,130.18		\$276,849.62	95.16%	\$262,774.38		\$290,918.25
Office supplies	\$65.88	5.27%	\$150.69		\$1,158.20	92.66%	\$1,796.15		\$1,250.00
DMV									
Fees	\$27,261.79		\$31,089.08	(3,827.29)	\$335,397.52		\$301,270.09	\$34,127.43	
Sales Tax Retention	\$454.00		\$429.50	24.50	\$6,609.99		\$5,062.50	\$1,547.49	
	\$27,715.79	8.40%	\$31,518.58		\$342,007.51	103.63%	\$306,332.59		\$330,033.00
Auto Use Fee	\$22,231.10	6.64%	\$22,376.51	(145.41)	\$349,083.74	104.20%	\$322,483.26	\$26,600.48	\$335,000.00
COPRS	\$3,000.92		\$3,876.83	(875.91)	\$29,589.89		\$27,934.92	\$1,654.97	
Expenses									
Salaries (w/o Fringe)	\$24,008.76	12.65%	\$20,902.26		\$188,125.03	99.11%	\$182,906.65		\$189,821.00
Office supplies	\$29.10	3.93%	\$28.68		\$724.38	97.89%	\$860.67		\$740.00

	2021 Dec	Annual Budget	This month 2020	Monthly Year to Year	This month 2019	Monthly 2019 vs 2021	Total Budget YTD 2021	Total YTD % of Budget	YTD 2020	YTD Year to Year	YTD 2019	YTD 2019 vs 2021	2021 Annual Budget
Revenue													
Clerk													
Fees (general)	\$40,548.55		\$33,131.31	7,417.24	\$30,663.01		\$461,009.73		\$365,933.51	\$95,076.22	\$344,177.52		
Interest, Mgt. Tax & Trans. Tax	\$12,270.94		\$11,775.87	495.07	\$11,224.08		\$145,510.13		\$139,246.18	\$6,263.95	\$135,500.82		
ACM Corp and Notary fees from State	\$581.00		\$0.00		\$0.00		\$5,113.00		\$5,023.00	\$90.00	\$3,234.00		
	\$53,400.49	10.62%	\$44,907.18		\$41,887.09	11,513.40	\$611,632.86	121.65%	\$510,202.69	\$482,912.34	\$128,720.52	\$502,795.00	
Expenses													
DMV													
Salaries (w/o Fringe)	\$33,818.71	11.62%	\$29,130.18		\$25,816.66		\$276,849.62	95.16%	\$262,774.38	\$253,161.73	\$1,781.01	\$290,918.25	
Office supplies	\$65.88	5.27%	\$150.69		\$385.00		\$1,158.20	92.66%	\$1,796.15			\$1,250.00	
Revenue													
Fees	\$27,261.79		\$31,089.08	(3,827.29)	34,188.23		\$335,397.52		\$301,270.09	\$34,127.43	\$298,045.66		
Sales Tax Retention	\$454.00		\$429.50	24.50	386.50		\$6,609.99		\$5,062.50	\$1,547.49	\$4,084.24		
	\$27,715.79	8.40%	\$31,518.58		\$34,574.73	(6,858.94)	\$342,007.51	103.63%	\$306,332.59	\$35,674.92	\$302,129.90	\$39,877.61	\$330,033.00
Auto Use Fee	\$22,231.10	6.64%	\$22,376.51	(145.41)	23,014.23	(783.13)	\$349,083.74	104.20%	\$322,483.26	\$26,600.48	\$283,402.69	\$65,681.05	\$335,000.00
COPRS	\$3,000.92		\$3,876.83	(875.91)	\$1,914.57	1,086.35	\$29,589.89		\$27,934.92	\$1,654.97	\$10,045.24	\$19,544.65	
Expenses													
Salaries (w/o Fringe)	\$24,008.76	12.65%	\$20,902.26		15,785.05		\$188,125.03	99.11%	\$182,906.65	\$152,428.09	\$833.20	\$189,821.00	
Office supplies	\$29.10	3.93%	\$28.68		4.88		\$724.38	97.89%	\$860.67			\$740.00	