



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

January 3, 2023

11:30 am

- APPROVAL OF MINUTES December 6, 2022
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
None
- RESOLUTIONS
None
- PROCLAMATIONS
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
December 6, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator W. Standinger
Staff: Andrea Klett, County Clerk
Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were accepted as presented. Legislator Standinger asked about the status of the online records through the COTT System and if it is still bringing in revenue. The Clerk stated that yes, the system brings in enough revenue to be self-funding.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee about the Clerk's Office and the DMV. The Clerk reported that the Clerk's Office is very busy despite the current state of the economy. People are still buying homes and taking out mortgages. The Clerk also reported that there has been an uptick in passport applications and many customers have their photos taken right at the Clerk's Office which generates some revenue. The DMV is typically slow this time of year. The Department of Homeland Security has just extended the Real ID/Enhanced full enforcement deadline to May 7, 2025, so, for now, there will be no need for any kind of after hours appointments to assist the public in getting their Real ID or Enhanced Driver's Licenses.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
December 6, 2022**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 10:50 am

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

DRAFT

| | 2022 Nov | % of Annual Budget | This month 2021 | Monthly Year to Year | Total Budget YTD 2022 | Total YTD % of Budget | YTD Year to Year | 2022 Annual Budget |
|-------------------------------------|-------------|--------------------|-----------------|----------------------|-----------------------|-----------------------|------------------|--------------------|
| Clerk | | | | | | | | |
| Revenue | | | | | | | | |
| Fees (general) | \$30,914.20 | | \$38,849.08 | (7,934.88) | \$382,350.09 | \$420,461.18 | (\$38,111.09) | |
| Interest, Mgt. Tax & Trans. Tax | \$12,693.35 | | \$12,278.95 | 414.40 | \$138,434.38 | \$133,320.19 | \$5,114.19 | |
| ACH Corp and Notary fees from State | \$40.00 | | \$160.00 | | \$5,864.00 | \$4,532.00 | | |
| | \$43,647.55 | 8.24% | \$51,288.03 | | \$526,648.47 | \$558,313.37 | | \$530,000.00 |
| Expenses | | | | | | | | |
| Salaries (w/o Fringe) | \$25,731.48 | 8.42% | \$22,552.50 | | \$266,765.55 | \$243,030.91 | | \$305,692.00 |
| Office supplies | \$144.69 | 4.26% | \$0.00 | | \$1,786.62 | \$1,092.32 | | \$3,400.00 |
| DMV | | | | | | | | |
| Revenue | | | | | | | | |
| Fees | \$23,132.63 | | \$19,704.20 | 3,428.43 | \$290,440.76 | \$308,135.73 | (\$17,694.97) | |
| Sales Tax Retention | \$309.50 | | \$309.00 | 0.50 | \$5,156.00 | \$6,156.00 | (\$1,000.00) | |
| | \$23,442.13 | 6.42% | \$20,013.20 | | \$295,596.76 | \$314,291.73 | | \$365,000.00 |
| Auto Use Fee | \$22,763.87 | 6.41% | \$21,807.10 | 956.77 | \$298,995.77 | \$326,852.64 | (\$27,856.87) | |
| COPRS | \$3,120.56 | | \$2,953.73 | 166.83 | \$19,807.87 | \$26,588.97 | (\$6,781.10) | |
| Expenses | | | | | | | | |
| Salaries (w/o Fringe) | \$18,921.33 | 7.52% | \$18,371.81 | | \$197,861.55 | \$164,116.27 | | \$251,462.00 |
| Office supplies | \$19.62 | 2.18% | \$6.66 | | \$845.70 | \$695.28 | | \$900.00 |