



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

JULY 2, 2024

10:30 am

- APPROVAL OF MINUTES June 4, 2024

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

- NEW BUSINESS
Status of County Clerk's Office and DMV

- PERSONNEL

- RESOLUTIONS
Modify 2024 Budget and Transfer Funds DMV – purchase of chair

- PROCLAMATIONS

- EXECUTIVE SESSION

- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
June 4, 2024**

ATTENDANCE

Legislators: Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

Motion by Legislator Brown to accept the May 2024 Committee minutes as presented.
Motion seconded by Legislator Ciotoli and 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 had received a complaint from a criminal search company asking why their search requests were not being processed at the same rate as when this new procedure became effective on February 14, 2024. The Clerk sent the concern up the chain through the Office of Court Administration and received a reply that, per the policy, the Court Clerk's Office can limit the number of searches completed to 10 per day per customer if they choose. The Clerk explained to the committee that her office merely collects the money so; any future complaints will be forwarded to the Chief Clerk's Office. The Clerk then reported that the DMV is doing well and that two of the cashiers are attending the 2024 Institute for Advancement with the goal of succession planning.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
June 4, 2024**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:55 am

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

DRAFT

	2024 May	% of Annual Budget	This month 2023	Monthly Year to Year	Total Budget YTD 2024	Total Budget % of Budget	YTD 2023	YTD Year to Year	2024 Annual Budget
Clerk									
Revenue									
Fees (general)	\$38,562.10		\$31,287.75	7,274.35	\$181,002.93		\$144,021.22	\$36,981.71	
Interest, Mgt. Tax & Trans. Tax	\$12,799.08		\$12,699.38	99.70	\$64,095.61		\$63,436.64	\$658.97	
ACH Corp and Notary fees from State	\$625.00		\$671.00		\$3,181.00		\$5,230.00		
	\$51,986.18	9.72%	\$44,658.13		\$248,279.54	46.41%	\$212,687.86		\$535,000.00
Expenses									
Salaries (w/o Fringe)	24,531.33	6.90%	23,231.38		\$122,642.98	34.49%	\$113,384.40		\$355,609.00
Office supplies	270.16	7.72%	269.75		\$1,270.38	36.30%	\$920.74		\$3,500.00
DMV									
Revenue									
Fees	\$24,693.56		\$30,264.82	(5,571.26)	\$112,614.84		\$140,587.54	(\$27,972.70)	
Sales Tax Retention	\$612.00		\$579.50	32.50	\$2,359.00		\$1,755.50	\$603.50	
	\$25,305.56	6.90%	\$30,844.32		\$114,973.84	31.33%	\$142,343.04		\$367,000.00
Auto Use Fee	\$38,894.00	11.11%	\$33,420.86	5,473.14	\$132,345.03	37.81%	\$152,032.87	(\$19,687.84)	\$350,000.00
COPRS	\$14,359.46		\$3,786.42		\$49,176.94		\$4,611.18	\$44,565.76	
Expenses									
Salaries (w/o Fringe)	\$19,894.98	7.44%	\$19,527.20		\$99,755.56	37.31%	\$93,911.80		\$267,337.00
Office supplies	\$0.00	0.00%	\$0.00		\$389.25	33.85%	\$141.00		\$1,150.00

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -24

MODIFY 2024 BUDGET AND TRANSFER FUNDS
DMV

WHEREAS: The DMV has a need for a new chair to replace a broken chair; and

WHEREAS: The chair selected costs \$217.79; and

WHEREAS: Chairs must be purchased using a Chair expense line 520070 and the 2024 DMV budget does not have any funds on this established line; and

WHEREAS: Legislative approval is required for budget amendments; therefore be it

RESOLVED: That the following funds be transferred for said purchase:

From:	A1411.540420	Office Supplies	\$ 217.79
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To:	A1411.520070	Chairs	\$ 217.79
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