



COUNTY CLERK COMMITTEE AGENDA FOR TUESDAY December 7, 2021

MINUTES

- Approval of minutes from November 2, 2021 meeting.

FINANCIAL

- Year to Date budget reports

RESOLUTIONS

- L-32 2022 Staff Changes County Clerk's Office

NEW BUSINESS

- Status of Clerk's Office and DMV

See attachments

	2021 Oct	% 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)	\$41,590.58		\$38,762.60	2,827.98	\$381,612.10		\$296,459.90	85,152.20	
Interest, Mgt. Tax & Trans. Tax	\$12,250.89		\$11,767.24	483.65	\$120,960.24		\$115,707.61	5,252.63	
ACH Corp and Notary fees from State	\$0.00		\$0.00		\$4,372.00		\$4,462.00		
	\$53,841.47	10.71%	\$50,529.84		\$506,944.34	100.83%	\$416,629.51		\$502,795.00
Expenses									
Salaries (w/o Fringe)	\$22,529.42	7.74%	\$30,107.52	(1,723.15)	\$220,478.41	75.79%	\$213,554.80		\$290,918.25
Office supplies	\$99.37	7.95%	\$433.98		\$1,092.32	87.39%	\$1,334.56		\$1,250.00
DMV									
Revenue									
Fees	\$26,989.44		\$28,712.59	(1,723.15)	\$288,431.53		\$243,806.64	44,624.89	
Sales Tax Retention	\$477.00		\$549.50	(72.50)	\$5,846.99		\$4,284.00	1,562.99	
	\$27,466.44	8.32%	\$29,262.09		\$294,278.52	89.17%	\$248,090.64		\$330,033.00
Auto Use Fee	\$25,919.02	7.74%	\$31,033.21	(5,114.19)	\$305,045.54	91.06%	\$276,093.21	28,952.33	\$335,000.00
COPRS	\$2,888.32		\$3,999.97	(1,111.65)	\$23,635.24		\$19,795.90	3,839.34	
Expenses									
Salaries (w/o Fringe)	\$14,508.66	7.64%	\$21,622.53		\$145,744.46	76.78%	\$147,589.35		\$189,821.00
Office supplies	\$41.06	5.55%	\$230.72		\$688.62	93.06%	\$817.11		\$740.00

	2021 Oct	% of 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)	\$41,590.58		\$38,762.60	2,827.98	\$34,841.00	\$381,612.10	\$296,459.90	85.152.20	\$284,520.98				
Interest, Mgr. Tax & Trans. Tax	\$12,250.89		\$11,767.24	483.65	\$11,243.90	\$120,960.24	\$115,707.61	5,252.63	\$113,068.73				
ACH Corp and Notary fees from State	\$0.00		\$0.00	0.00	\$0.00	\$4,372.00	\$4,462.00	(90.00)	\$3,234.00				
	\$53,841.47	10.71%	\$50,529.84		\$46,084.90	\$506,944.34	\$416,629.51	100.83%	\$400,823.71	106.120.63			\$502,795.00
Expenses													
Salaries (w/o Fringe)	\$22,529.42	7.74%	\$30,107.52		\$28,644.83	\$220,478.41	\$213,554.80	75.79%	\$213,554.80				\$290,918.25
Office supplies	\$99.37	7.95%	\$433.98		\$72.75	\$1,092.32	\$1,334.56	87.39%	\$1,334.56				\$1,250.00
DMV													
Fees	\$26,989.44		\$28,712.59	(1,723.15)	\$30,231.25	\$288,431.53	\$243,806.64	44,624.89	\$234,756.56				
Sales Tax Retention	\$477.00		\$549.50	(72.50)	\$443.00	\$5,846.99	\$4,284.00	1,562.99	\$3,381.74				
	\$27,466.44	8.32%	\$29,262.09		\$30,674.25	\$294,278.52	\$248,090.64	89.17%	\$248,090.64	56.140.22			\$330,053.00
Auto Use Fee	\$25,919.02	7.74%	\$31,033.21	(5,114.19)	\$30,552.91	\$305,045.54	\$276,093.21	28,952.33	\$237,327.53	67.718.01			\$335,000.00
COPRS	\$2,888.32		\$3,999.97	(1,111.65)	\$2,423.62	\$23,635.24	\$19,795.90	3,839.34	\$6,055.82	17.579.42			
Expenses													
Salaries (w/o Fringe)	\$14,508.66	7.64%	\$21,622.53		\$21,128.19	\$145,744.46	\$147,589.35	76.78%	\$147,589.35				\$189,821.00
Office supplies	\$41.06	5.55%	\$230.72		\$0.00	\$688.62	\$817.11	93.06%	\$817.11				\$740.00

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE
WORKSESSION

RESOLUTION NO. 2022 STAFF CHANGES
COUNTY CLERK'S OFFICE

WHEREAS: The County Clerk requested staffing changes in the DMV Office as part of the 2022 Budget process; and

WHEREAS: These requests were approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2022:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
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Vacant		Motor Vehicle License Clerk (CSEA Grade V: \$30,965-31,965)	+ \$30,965
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and be it further:

RESOLVED: That the County Clerk's Office authorized full-time headcount is increased from 14 to 15.

UPSTATE COUNTY OFFICE
ISSUING OFFICE PRODUCTION REPORT
TIOGA COUNTY - OMEGO OFFICE

YR MO	LIC ORIGINALS	LIC ORIG EDL	LIC ORIG RID	LIC DUPLICATE	LIC DUPS EDL	LIC DUPS RID	(LIC AMD) (DUP ADD) (CHANGES)	LIC RECIPROC	LIC EDL RECIPROC	LIC RID RECIPROC	LIC EDL OFF CYC
21 11	1	0	0	30	6	2	6	13	6	6	2
21 10	2	0	0	35	5	0	12	30	17	13	1
21 09	0	0	0	40	11	3	14	29	11	7	2
21 08	4	0	0	25	9	1	7	30	13	5	7
21 07	2	1	0	44	10	0	21	32	18	5	9
21 06	5	1	0	41	9	1	14	39	18	10	9
21 05	3	0	0	38	6	1	10	25	14	5	3
21 04	1	0	0	37	8	1	14	24	8	8	5
TOTAL	18	2	0	290	64	9	98	222	105	59	38

YR MO	LIC AMENDS	LIC EDL AMENDS	LIC RID AMENDS	(LIC AMD) (CL)	(LIC AMD) (RL)	(LIC AMD) (IL)	(LIC AMD) (PRE-CL)	(LIC AMD) (SSV)	LIC TERM RENEWALS	LIC TERM RENEW EDL	LIC TERM RENEW RID
21 11	25	15	5	0	0	0	0	0	59	25	1
21 10	32	30	3	0	0	0	0	0	89	38	5
21 09	54	41	11	0	0	0	1	0	114	35	11
21 08	45	62	5	0	0	0	0	0	114	62	3
21 07	57	47	8	0	0	0	0	0	80	57	5
21 06	44	56	9	0	1	0	0	0	98	56	7
21 05	26	44	4	0	0	0	0	0	88	43	5
21 04	36	47	8	0	0	0	0	0	95	59	7
TOTAL	319	342	53	0	1	0	1	0	737	375	44

YR MO	(LIC TRM) (RENEW CL)	(LIC TRM) (RENEW RL)	(LIC TRM) (RENEW IL)	(LIC TRM) (RE PRCL)	(RENEWLS) (ADD CHG)	LIC INVIT	LIC INVIT EDL	LIC INVIT RID	TOTAL REAL ID	TOTAL LIC TRANS
21 11	0	0	0	0	50	0	0	0	25	194
21 10	0	0	0	0	71	0	0	0	32	299
21 09	0	0	0	0	77	0	0	0	45	367
21 08	0	0	0	0	81	0	0	0	29	378
21 07	0	0	0	0	60	0	0	0	32	366
21 06	0	1	0	0	65	0	0	0	40	394
21 05	0	0	0	0	53	0	0	0	24	302
21 04	0	2	0	0	64	0	0	0	30	339
TOTAL	0	3	0	0	521	0	0	0	257	2639