



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

October 4, 2022

10:30 am

- APPROVAL OF MINUTES September 6, 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
September 6, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator W. Standinger
Absent: Legislator E. Hollenbeck
Staff: Andrea Klett, County Clerk
Guests: Cathy Haskell, Legislative Clerk; Peter DeWind, County Attorney

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

None

PERSONNEL

None

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

RESOLUTIONS/PROCLAMATIONS

Resolution 116 to authorize out-of-title pay for an employee in the Motor Vehicles Department that performed the duties of Supervisor from November 15, 2021 to December 13, 2021 was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 11:00 am

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

DRAFT

	2022 Aug	% 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)	\$38,412.25		\$42,259.40	(3,847.15)	\$280,210.38		\$301,519.13	(\$21,308.75)	
Interest, Mgt. Tax & Trans. Tax	\$12,729.58		\$12,262.23	467.35	\$100,265.92		\$96,455.23	\$3,810.69	
ACH Corp and Notary fees from State	\$120.00		\$1,537.00		\$3,541.00		\$3,916.00		
	\$51,261.83	9.67%	\$56,058.63		\$384,017.30	72.46%	\$401,890.36		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$22,216.41	7.27%	\$19,215.80		\$186,147.18	60.89%	\$165,703.07		\$305,692.00
Office supplies	\$63.30	1.86%	\$125.38		\$1,410.94	41.50%	\$963.96		\$3,400.00
DMV									
Revenue									
Fees	\$27,510.54		22,636.48	4,874.06	\$213,864.70		\$236,380.11	(\$22,515.41)	
Sales Tax Retention	\$449.50		400.25	49.25	\$3,840.25		\$4,838.00	(\$997.75)	
	\$27,960.04	7.66%	\$23,036.73		\$217,704.95	59.65%	\$241,218.11		\$365,000.00
Auto Use Fee	\$30,984.11	8.73%	30,065.29	918.82	\$222,700.19	62.73%	\$249,068.42	(\$26,368.23)	\$355,000.00
COPRS	\$2,689.98		\$2,990.05	(300.07)	\$11,523.45		\$17,418.31	(\$5,894.86)	
Expenses									
Salaries (w/o Fringe)	\$18,921.39	7.52%	14,497.37		\$130,997.14	52.09%	\$109,659.72		\$251,462.00
Office supplies	\$64.26	7.14%	133.74		\$826.08	91.79%	\$484.09		\$900.00