Office of the County Clerk

16 Court Street PO Box 307 Owego, NY 13827

Andrea Klett County Clerk Suelien Griffin Deputy County Clerk Joyce Costantini DMV Supervisor



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

	2022 Nov	% 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)	\$30,914.20		\$38,849.08	(7,934.88)	\$382,350.09	-	\$420,461.18	\$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			\$160.00		\$5,864.00		\$4,532.00		
	\$43	8.24%	\$51,288.03		\$526,648.47	99.37%	\$558,313.37		\$530,000.00
Expenses	e de la completa del la completa de la completa del la completa de la completa del la completa de la completa de la completa del la completa de la completa del la completa del la completa del la completa del la compl	ob n Picera principi del nazione il Hardinia il		e e e e e e e e e e e e e e e e e e e	andan er deman en eman men arman mennan men er men er men de	41-403-203-474-0-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	endite dere — de Ma — de Des basilendes delles des besteues este en		
Salaries (w/o Fringe)	\$25,731.48	8.42%	\$22,552.50		\$266,765.55	87.27%	\$243,030.91		\$305,692.00
Office supplies	\$144.69	4.26%	\$0.00		\$1,786.62	52.55%	\$1,092.32		\$3,400.00
DMV									
Revenue									
Fees	\$23,132.63		\$19,704.20	3,428.43	\$290,440.76		\$308,135.73	\$308,135.73 (\$17,694.97)	
Sales Tax Retention	\$309.50		\$309.00	0.50	\$5,156.00		\$6,156.00	\$6,156.00 (\$1,000.00)	
	\$23,442.13	6.42%	\$20,013.20	e construirement e prés destruirement entre mes reconstruirement entre e	\$295,596.76	80.99%	\$314,291.73		\$365,000.00
Auto Use Fee \$22,763.	\$22,763.87	6.41%	\$21,807.10	956.77	\$298,995.77	84.22%	\$326,852.64	\$326,852.64 (\$27,856.87)	\$355,000.00
COPRS	\$3,120.56		\$2,953.73	166.83	\$19,807.87		\$26,588.97	\$26,588.97 (\$6,781.10)	
Expenses	THE STATE OF THE S	mar and the second of the seco	to other the success rather made. Furtherselves	(Administration)	renamentementementementementementementeme	DEL ANT E REF DE E MILANO DE LA LUTELA DE			And the statement by the statement of th
Salaries (w/o Fringe)	\$18,921.33	7.52%	\$18,371.81	Co. deder P. Liberth variations as a process of the control of the	\$197,861.55	78.68%	\$164,116.27	The second state of the se	\$251,462.00
Office supplies	\$19.62	2.18%	\$6.66		\$845.70	93.97%	\$695.28		\$900.00