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COUNTY OF ERIE  
**MICHAEL P. KEARNS**  
ERIE COUNTY CLERK

October 19, 2021

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

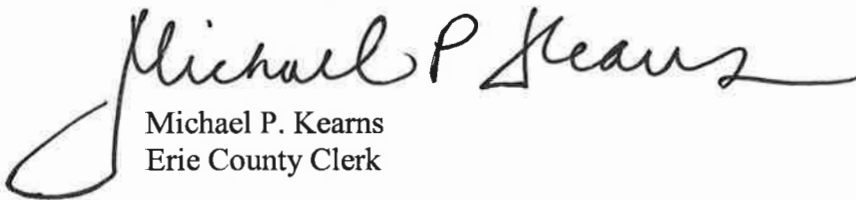
**Re: Erie County Auto Bureau (Cheektowaga, Northtowns, Southtowns)  
Adjustments to Change Making Fund**

Dear Honorable Members:

The Erie County Clerk's Office is requesting authorization to adjust the change making funds within the Auto Bureau, at the Cheektowaga, Northtowns and Southtowns locations, to allow for adequate cash on hand to issue change to customers.

Should your Honorable Body require any further information please do not hesitate to contact me. Thank you for your consideration of this matter.

Sincerely,



Michael P. Kearns  
Erie County Clerk

Enclosures

## MEMORANDUM

To: Honorable Members of the Erie County Legislature  
From: Michael P. Kearns, Erie County Clerk  
Re: Erie County Auto Bureau (Cheektowaga, Northtowns, Southtowns)  
Adjustments to Change Making Fund  
Date: October 19, 2021

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### **SUMMARY**

It is recommended that the Erie County Legislature authorize the Erie County Clerk's Office to adjust the change making fund by a total reduction of \$1400.00 within the County Clerk operated Auto Bureau facilities to allow for adequate change making.

### **FISCAL IMPLICATIONS**

None.

### **REASONS FOR RECOMMENDATION**

The local auto bureaus annually perform approximately 400,000 transactions resulting in nearly \$10,000,000 in annual revenue. With the shifting in transaction volume at the separate facilities, as monitored by the appointment system, it is financially responsible to adjust the amount of funds available for change making purposes.

### **BACKGROUND INFORMATION**

Currently each facility has change making funds available to provide change to customers; however, changing conditions have made it necessary to adjust the amount of change available for each facility. The Cheektowaga facility would reduce its change making fund by \$2,200, and the Northtown and Southtowns facilities would increase their change making funds by \$300 and \$500, respectively.

### **CONSEQUENCES OF NEGATIVE ACTION**

Cashiers in the Auto Bureau will not have adequate cash drawers to efficiently conduct business.

### **STEPS FOLLOWING APPROVAL**

The Clerk's Office will work with the Comptroller's Office to make the approved adjustments for the Cheektowaga, Northtowns and Southtowns change making funds.

**A RESOLUTION SUBMITTED BY  
ERIE COUNTY CLERK**

**Re: Increase Change Making Funds  
Auto Bureau (Southtowns, Northtowns, Cheektowaga) Cashier Drawers**

WHEREAS, pursuant to New York State Vehicle and Traffic Law §205, the County Clerk acts as an agent of the Commissioner of the Department of Motor Vehicles and in such capacity operates the Erie County Auto Bureau; and

WHEREAS, the local auto bureaus annually perform approximately 400,000 transactions resulting in nearly \$10,000,000 in annual revenue; and

WHEREAS, to efficiently conduct Auto Bureau business cashiers at all times require adequate amounts of available cash to make change.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize a decrease in the County Clerk's change making fund for Auto Bureau (Cheektowaga) cashiers from \$3,400 to \$1,200; and be it further

RESOLVED, that these funds will be allocated to:

BA 113 – Erie County Clerk – 109893 Change Making Fund  
Cnty Clerk – Cashier Change Fund – Auto Bureau Cheektowaga

Current:       \$3,400

Decrease:      \$2,200

Total:           \$1,200

RESOLVED, that the Erie County Legislature does hereby authorize an increase in the County Clerk's change making fund for Auto Bureau (Northtown) cashiers from \$2,000 to \$2,300; and be it further

RESOLVED, that these funds will be allocated to:

BA 113 – Erie County Clerk – 109893 Change Making Fund  
Cnty Clerk – Cashier Change Fund – Auto Bureau Northtown

Current:       \$2,000

Increase: \$300

Total: \$2,300

RESOLVED, that the Erie County Legislature does hereby authorize an increase in the County Clerk's change making fund for Auto Bureau (Southtown) cashiers from \$1,775 to \$2,275; and be it further

RESOLVED, that these funds will be allocated to:

BA 113 – Erie County Clerk – 109893 Change Making Fund  
Cnty Clerk – Cashier Change Fund – Auto Bureau Northtown

Current: \$1,775

Increase: \$500

Total: \$2,275

RESOLVED, that the Clerk of the Legislature shall forward certified copies of this Resolution to the Director of Budget Management; the County Attorney; the County Comptroller and the Erie County Clerk.