



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

AUGUST 6, 2024

10:30 am

- APPROVAL OF MINUTES July 2, 2024

- FINANCIAL
Year to Date budget reports
Proposed budgets for Clerk, DMV, Records Management, Historian

- OLD BUSINESS

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

- PERSONNEL

- RESOLUTIONS

- PROCLAMATIONS

- EXECUTIVE SESSION

- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
July 2, 2024**

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk; Jackson Bailey, County Administrator

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept the June 2024 Committee minutes as presented. Motion seconded by Legislator Brown 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 tentative budgets for the Clerk's Office and the DMV. The Clerk reported that Deputy Clerk Suellen Griffin plans to keep the 2025 revenue projections the same for the DMV and increase the projection for the Clerk's Office. The Clerk also reported that, per the strategic plan, the Deputy Clerk, the Records Director, and the Clerk will be creating a comprehensive inventory of the historic records housed in the Clerk's Office that need to be preserved and duplicated for public use. The records include census books from the 1800s and early 1900s, court proceedings and orders from the same time period, and the current handwritten Supreme Court and County Court indexes. Legislator Mullen stated that this needs to be a priority and that if the Records Director receives grant funding that doesn't cover the entire project, the County may be able to find funds to fill the gap. Jackson Bailey, County Administrator, stated that every year the NY Archives offers a grant opportunity for \$75,000 for records preservation. He also stated that the deadline for 2024 has passed but to look for it in 2025. The Clerk also

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
July 2, 2024**

mentioned that the original hand-written deed books are currently stored in the stone building on Route 38 but that the area is not climate controlled. Legislative Clerk Cathy Haskel suggested that the Clerk seek storage of the books at the Tompkins County bunker where we already store microfilm. The Clerk stated that she would follow up with the Tompkins County Clerk.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution to move money to the Chair budget line so that the DMV can replace a broken chair. The committee accepted the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 11:10 am

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

	2024 Jun	% of Annual Budget	This month 2023	Monthly Year to Year	YTD 2024	Total YTD % of Budget	YTD 2023	YTD Year to Year	2024 Annual Budget
Clerk									
Revenue									
Fees (general)	\$33,895.65		\$34,497.60	(601.95)	\$214,898.58		\$178,518.82	\$36,379.76	
Interest, Mgt. Tax & Trans. Tax	\$12,761.60		\$12,687.68	73.92	\$76,857.21		\$76,124.32	\$732.89	
ACH Corp and Notary fees from State	\$444.00		\$925.00		\$3,625.00		\$6,155.00		
	\$47,101.25	8.80%	\$48,110.28		\$295,380.79	55.21%	\$260,798.14		\$535,000.00
Expenses									
Salaries (w/o Fringe)	\$24,531.39	6.90%	\$23,231.41		\$147,174.37	41.39%	\$136,615.81		\$355,609.00
Office supplies	\$25.99	0.74%	\$541.61		\$1,296.37	37.04%	\$1,462.35		\$3,500.00
DMV									
Revenue									
Fees	\$20,424.80		\$23,855.36	(3,430.56)	\$133,039.64		\$164,442.90	(\$31,403.26)	
Sales Tax Retention	\$484.50		\$453.00	31.50	\$2,843.50		\$2,208.50	\$635.00	
	\$20,909.30	5.70%	\$24,308.36		\$135,883.14	37.03%	\$166,651.40		\$367,000.00
Auto Use Fee	\$32,635.53	9.32%	\$31,248.45	1,387.08	\$164,980.56	47.14%	\$183,281.32	(\$18,300.76)	\$350,000.00
COPRS	\$11,442.73		\$3,153.58	8,289.15	\$60,619.67		\$7,764.76	\$52,854.91	
Expenses									
Salaries (w/o Fringe)	\$20,006.96	7.48%	\$19,527.20		\$119,762.52	44.80%	\$113,439.00		\$267,337.00
Office supplies	\$225.51	19.61%	\$121.51		\$614.76	53.46%	\$262.51		\$1,150.00



TIOGA COUNTY, NEW YORK

Tioga County NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20251 2025 OPERATING BUDGET

FOR PERIOD 99

ACCOUNTS FOR GENERAL FUND	2024 ACTUAL	2025 GEN FUND	2025 REVISED AID	2025 DEPARTMENT	2025 DEPARTMENT	2025 DEPARTMENT	2025 DEPARTMENT	2025 DEPARTMENT
A1410 County Clerk								
412550 Clerk Fees	537,579.58	535,000.00	535,000.00	545,000.00	545,000.00	545,000.00	545,000.00	
A1410 412550 Clerk Fees								
A -10-1400-1410-0000-412550-								
510010 Fulltime								
A1410 510010 Salary Ft	300,265.11	355,609.00	355,609.00	354,709.00	354,709.00	354,709.00	354,709.00	
A -10-1400-1410-0000-510010-								
510030 Overtime Pay Only								
A1410 510030 Salary Ot	.00	.00	.00	.00	.00	.00	.00	
A -10-1400-1410-0000-510030-								
520621 Computer Equipment								
A1410 520621 Comp Equip	517.99	1,800.00	1,800.00	.00	.00	.00	.00	
A -10-1400-1410-0000-520621-								
540180 Dues								
A1410 540180 Dues	225.00	300.00	300.00	300.00	300.00	300.00	300.00	
A -10-1400-1410-0000-540180-								
540320 Leased/Service Equipment								
A1410 540320 Leased Eq	2,863.82	4,500.00	4,500.00	3,650.00	3,650.00	3,650.00	3,650.00	
A -10-1400-1410-0000-540320-								
540390 Mileage Expense								
A1410 540390 Mileage	28.17	100.00	100.00	100.00	100.00	100.00	100.00	
A -10-1400-1410-0000-540390-								
540420 Office Supplies								
A1410 540420 Office Sup	2,835.42	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	
A -10-1400-1410-0000-540420-								
540480 Postage								
A1410 540480 Postage	3,802.73	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	
A -10-1400-1410-0000-540480-								



TIOGA COUNTY, NEW YORK

Tioga County NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20251 2025 OPERATING BUDGET

FOR PERIOD 99

	2024 ACTUAL	2025 UNREV. BUD	2025 REVISED BUD	2025 DISPOS. BUDGET	2025 DISPOS. BUDGET	2025 DISPOS. BUDGET
540485 Printing/Paper	402.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
A1410 540485 Printpaper						
A -10-1400-1410-0000-540485-						
540520 Recording/Microfilm	100.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
A1410 540520 Recording						
A -10-1400-1410-0000-540520-						
540620 Software Expense	26,580.00	30,000.00	30,000.00	42,650.00	42,650.00	42,650.00
A1410 540620 Software						
A -10-1400-1410-0000-540620-						
540660 Telephone	911.76	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
A1410 540660 Telephone						
A -10-1400-1410-0000-540660-						
540733 Training/All other	2,230.66	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
A1410 540733 Train Oth						
A -10-1400-1410-0000-540733-						
581088 State Retirement Fringe	37,119.94	15,932.00	31,574.71	48,061.00	48,061.00	48,061.00
A1410 581088 St Ret						
A -10-1400-1410-0000-581088-						
583088 Social Security Fringe	21,704.00	.00	19,072.79	27,135.00	27,135.00	27,135.00
A1410 583088 Social Sec						
A -10-1400-1410-0000-583088-						
584088 Workers Compensation Fringe	8,663.35	.00	7,698.19	8,365.00	8,365.00	8,365.00
A1410 584088 Work Comp						
A -10-1400-1410-0000-584088-						
585588 Disability Insurance Fringe	395.60	.00	348.62	408.00	408.00	408.00
A1410 585588 Disab Ins						
A -10-1400-1410-0000-585588-						



TIOGA COUNTY, NEW YORK

Tioga County NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20251 2025 OPERATING BUDGET

FOR PERIOD 99

ACCOUNTS FOR:	2024	2025	2025	2025	2025	2025	2025
General Fund	ACTUAL	OPER BUD	REVISED BUD	DEPARTMENT	DEPARTMENT	DEPARTMENT	DEPARTMENT
586088 Health Insurance Fringe	86,546.16	38,077.00	75,894.96	92,309.00	92,309.00	92,309.00	92,309.00
A1410 586088 Health Ins							
A -10-1400-1410-0000-586088-							
588988 EAP Fringe	114.04	.00	101.23	112.00	112.00	112.00	112.00
A1410 588988							
A -10-1400-1410-0000-588988-							
TOTAL County Clerk	1,032,885.33	994,518.00	1,075,199.50	1,135,999.00	1,135,999.00	1,135,999.00	1,135,999.00
TOTAL General Fund	1,032,885.33	994,518.00	1,075,199.50	1,135,999.00	1,135,999.00	1,135,999.00	1,135,999.00
GRAND TOTAL	1,032,885.33	994,518.00	1,075,199.50	1,135,999.00	1,135,999.00	1,135,999.00	1,135,999.00

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TIOGA COUNTY, NEW YORK

Tioga County NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20251 2025 OPERATING BUDGET

FOR PERIOD 99

ACCOUNTS FOR: General Fund	2023		2024		2025		2025		2025	
	ACTUAL	ORIG. BUD	REVISED BUD	Department	Department	Department	Department	Department	Department	Department
412560 Department of Motor Vehicles										
412560 Department of Motor Vehicles	F									
412560 Dmv Fees	327,735.19	367,000.00	367,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	
A -10-1400-1411-0000-412560-										
412561 Department of Motor Vehicles	F									
412561 Dmv User	322,854.92	350,000.00	350,000.00	367,000.00	367,000.00	367,000.00	367,000.00	367,000.00	367,000.00	
A -10-1400-1411-0000-412561-										
510010 Fulltime										
510010 Salary Ft	247,142.86	263,587.00	263,587.00	262,087.00	262,087.00	262,087.00	262,087.00	262,087.00	262,087.00	
A -10-1400-1411-0000-510010-										
510030 Overtime Pay Only										
510030 Salary Ot	22.16	.00	.00	.00	.00	.00	.00	.00	.00	
A -10-1400-1411-0000-510030-										
510050 All other-on call, cloth, stripe,										
510050 Salary Oth	.00	3,750.00	3,750.00	3,710.00	3,710.00	3,710.00	3,710.00	3,710.00	3,710.00	
A -10-1400-1411-0000-510050-										
520070 Chairs										
520070 Chairs	.00	.00	217.79	500.00	500.00	500.00	500.00	500.00	500.00	
A -10-1400-1411-0000-520070-										
520200 Office Equipment										
520200 Office Eq	.00	800.00	800.00	.00	.00	.00	.00	.00	.00	
A -10-1400-1411-0000-520200-										
540320 Leased/Service Equipment										
540320 Leased Eq	204.19	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
A -10-1400-1411-0000-540320-										
540390 Mileage Expense										
540390 Mileage	.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	
A -10-1400-1411-0000-540390-										



TIOGA COUNTY, NEW YORK

Tioga County NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20251 2025 OPERATING BUDGET

FOR PERIOD 99

ACCOUNTS TOP GENERAL FUND	2024 ACTUAL	2024 ORIG. BUD	2024 REVISED BUD	2025 Department	2025 Department	2025 Department	2025 Department	2025 Department
540420 Office Supplies								
A1411 540420 Office Sup	672.90	1,150.00	932.21	1,150.00	1,150.00	1,150.00	1,150.00	
A -10-1400-1411-0000-540420-								
540480 Postage								
A1411 540480 Postage	2,258.56	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
A -10-1400-1411-0000-540480-								
540485 Printing/Paper								
A1411 540485 Printpaper	.00	275.00	275.00	275.00	275.00	275.00	275.00	
A -10-1400-1411-0000-540485-								
540733 Training/All Other								
A1411 540733 Train Oth	1,001.75	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
A -10-1400-1411-0000-540733-								
581088 State Retirement Fringe								
A1411 581088 St Ret	36,581.03	21,731.00	31,459.58	44,387.00	44,387.00	44,387.00	44,387.00	
A -10-1400-1411-0000-581088-								
583088 Social Security Fringe								
A1411 583088 Social Sec	17,209.00	2,396.00	15,095.56	20,337.00	20,337.00	20,337.00	20,337.00	
A -10-1400-1411-0000-583088-								
584088 Workers Compensation Fringe								
A1411 584088 Work Comp	8,469.76	.00	7,504.60	8,365.00	8,365.00	8,365.00	8,365.00	
A -10-1400-1411-0000-584088-								
585588 Disability Insurance Fringe								
A1411 585588 Disab Ins	452.49	.00	397.68	476.00	476.00	476.00	476.00	
A -10-1400-1411-0000-585588-								
586088 Health Insurance Fringe								
A1411 586088 Health Ins	113,925.10	15,278.00	101,713.36	109,858.00	109,858.00	109,858.00	109,858.00	
A -10-1400-1411-0000-586088-								



TIOGA COUNTY, NEW YORK

Tioga County NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20251 2025 OPERATING BUDGET

FOR PERIOD 99

ACCOUNTS FOR: General Fund	2023	2024	2024	2024	2025	2025	2025
	ACTUAL	ORIG. BUD	REVISED BUD	Department	Department	Department	Department
588988 EAP Fringe		111.50	.00	98.69	112.00	112.00	112.00
A1411 588988							
A -10-1400-1411-0000-588988-							
TOTAL Department Of Motor Ve	1,078,641.41	1,031,517.00	1,148,381.47	1,173,807.00	1,173,807.00	1,173,807.00	1,173,807.00
TOTAL General Fund	1,078,641.41	1,031,517.00	1,148,381.47	1,173,807.00	1,173,807.00	1,173,807.00	1,173,807.00
GRAND TOTAL	1,078,641.41	1,031,517.00	1,148,381.47	1,173,807.00	1,173,807.00	1,173,807.00	1,173,807.00

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TIOGA COUNTY, NEW YORK

Tioga County NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 2025I 2025 OPERATING BUDGET

FOR PERIOD 99

ACCOUNTS FOR: General Fund	2023		2024		2025		2025		2025	
	ACTUAL	ORIG. BUD	REVISED. BUD	Department	Department	Department	Department	Department	COMMENT	
Records Management										
A1460 520070 Chairs	149.99	.00	.00		.00		.00		.00	
A -10-1400-1460-0000-520070-Computer	155.98	.00	.00		.00		.00		.00	
A1460 520090 Computer										
A -10-1400-1460-0000-520090-Car Maint	.00	40.00	40.00		40.00		40.00		40.00	
A1460 540070 Car Maint										
A -10-1400-1460-0000-540070-Cont Sys	.00	.00	.00		.00		.00		.00	
A1460 540140 Cont Sys										
A -10-1400-1460-0000-540140-CS-ARPA	.00	.00	.00		.00		.00		.00	
A1460 540140 M7674 CS-ARPA										
A -10-1400-1460-0000-540140-Dues	.00	50.00	50.00		50.00		50.00		50.00	
A1460 540180 Dues										
A -10-1400-1460-0000-540180-Auto Fuel	.00	50.00	50.00		50.00		50.00		50.00	
A1460 540220 Auto Fuel										
A -10-1400-1460-0000-540220-Meal s/Food	.00	.00	.00		.00		.00		.00	
A1460 540360 Meal s/Food										
A -10-1400-1460-0000-540360-Mileage	.00	40.00	40.00		40.00		40.00		40.00	
A1460 540390 Mileage										
A -10-1400-1460-0000-540390-Office Sup	143.82	150.00	150.00		175.00		175.00		175.00	
A1460 540420 Office Sup										
A -10-1400-1460-0000-540420-Postage	.00	25.00	25.00		25.00		25.00		25.00	
A1460 540480 Postage										
A -10-1400-1460-0000-540480-Printpaper	18.02	75.00	75.00		75.00		75.00		75.00	
A1460 540485 Printpaper										
A -10-1400-1460-0000-540485-Svs Rnd Ot	1,128.62	1,215.00	1,215.00		1,140.00		1,140.00		1,140.00	
A1460 540595 Svs Rnd Ot										
A -10-1400-1460-0000-540595-Supplies	.00	50.00	50.00		50.00		50.00		50.00	
A1460 540640 Supplies										
A -10-1400-1460-0000-540640-Telephone	.00	.00	.00		.00		.00		.00	
A1460 540660 Telephone										
A -10-1400-1460-0000-540660-Train Oth	131.48	575.00	575.00		625.00		625.00		625.00	
A1460 540733 Train Oth										
A -10-1400-1460-0000-540733-TOTAL Records Management	1,727.91	2,270.00	2,270.00		2,270.00		2,270.00		2,270.00	
TOTAL General Fund	1,727.91	2,270.00	2,270.00		2,270.00		2,270.00		2,270.00	
GRAND TOTAL	1,727.91	2,270.00	2,270.00		2,270.00		2,270.00		2,270.00	

** END OF REPORT - Generated by Klett, Andrea **



TIOGA COUNTY, NEW YORK

Tioga County NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 2025I 2025 OPERATING BUDGET

FOR PERIOD 99

ACCOUNTS FOR: General Fund	2023 ACTUAL	2024 ORIG. BUD	2024 REVISED BUD	2025 Department	2025 Department	2025 Department	2025 Department	COMMENT
A7510 Historian								
A7510 510020 Salary Pt	5,737.94	7,096.00	7,096.00	7,096.00	7,096.00	7,096.00	7,096.00	
A -70-7500-7510-0000-510020-								
A7510 540040 Books	.00	125.00	125.00	125.00	125.00	125.00	125.00	
A -70-7500-7510-0000-540040-								
A7510 540180 Dues	50.00	50.00	50.00	50.00	50.00	50.00	50.00	
A -70-7500-7510-0000-540180-								
A7510 540390 Mtlge	.00	140.00	140.00	140.00	140.00	140.00	140.00	
A -70-7500-7510-0000-540390-								
A7510 540420 Office Sup	.00	100.00	100.00	100.00	100.00	100.00	100.00	
A -70-7500-7510-0000-540420-								
A7510 540480 Postage	1.44	30.00	30.00	30.00	30.00	30.00	30.00	
A -70-7500-7510-0000-540480-								
A7510 540485 Printer	.00	75.00	75.00	75.00	75.00	75.00	75.00	
A -70-7500-7510-0000-540485-								
A7510 540640 Suppltes	.00	50.00	50.00	50.00	50.00	50.00	50.00	
A -70-7500-7510-0000-540640-								
A7510 540660 Telephone	.00	.00	.00	.00	.00	.00	.00	
A -70-7500-7510-0000-540660-								
A7510 540733 Train Oth	.00	500.00	500.00	500.00	500.00	500.00	500.00	
A -70-7500-7510-0000-540733-								
A7510 581088 St Ret	.00	.00	.00	.00	.00	.00	.00	
A -70-7500-7510-0000-581088-								
A7510 583088 Social Sec	83.06	.00	72.00	105.00	105.00	105.00	105.00	
A -70-7500-7510-0000-583088-								
A7510 584088 Work Comp	1,258.36	.00	1,120.48	1,195.00	1,195.00	1,195.00	1,195.00	
A -70-7500-7510-0000-584088-								
A7510 585088 Unemp Ins	.00	.00	.00	.00	.00	.00	.00	
A -70-7500-7510-0000-585088-								
A7510 585588 Disab Ins	.00	.00	.00	.00	.00	.00	.00	
A -70-7500-7510-0000-585588-								
A7510 586088 Health Ins	.00	.00	.00	.00	.00	.00	.00	
A -70-7500-7510-0000-586088-								
A7510 588988 Exp	16.57	.00	14.74	16.00	16.00	16.00	16.00	
A -70-7500-7510-0000-588988-								
TOTAL Historian	7,147.37	8,166.00	9,373.22	9,482.00	9,482.00	9,482.00	9,482.00	
TOTAL General Fund	7,147.37	8,166.00	9,373.22	9,482.00	9,482.00	9,482.00	9,482.00	
GRAND TOTAL	7,147.37	8,166.00	9,373.22	9,482.00	9,482.00	9,482.00	9,482.00	

** END OF REPORT - Generated by Klett, Andrea **