



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

FEBRUARY 4, 2025

10:30 am

- APPROVAL OF MINUTES January 7, 2025

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

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

- PERSONNEL

- RESOLUTIONS

- PROCLAMATIONS

- EXECUTIVE SESSION

- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
January 7, 2025**

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; Legislator R. Bunce; Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept the December 2024 Committee minutes as presented. Motion seconded by Legislator Brown and carried.

FINANCIAL

The monthly financial reports were accepted as presented. The Clerk stated that the revenue report shows a deficiency in DMV fees while the Clerk fees have increased substantially over 2023 year to date figures. The increase in Clerk fees is mostly due to the income from criminal records search requests. The Clerk then reported that the Recording Clerks are usually able to process the criminal records requests immediately and that the backlog has been completely cleared up.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the DMV is fully staffed and trained and things are going very well. Committee Chair Mullen reported that when he recently visited the DMV, he was told by at least three different customers that the staff of the Owego DMV is always very friendly and helpful. The Clerk thanked the Chair and stated that she will share the kudos with the DMV staff.

The Clerk also reported that the items of the Clerk's portion of the Strategic Plan are still "on hold" until the conversion from COTT to Tyler is completed. The Clerk and the Records

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
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Management Director will seek funds from next year's round of grants to scan and index old record books but they need to wait until the conversion is done before they can get scanning estimates from vendors.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:45 am

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

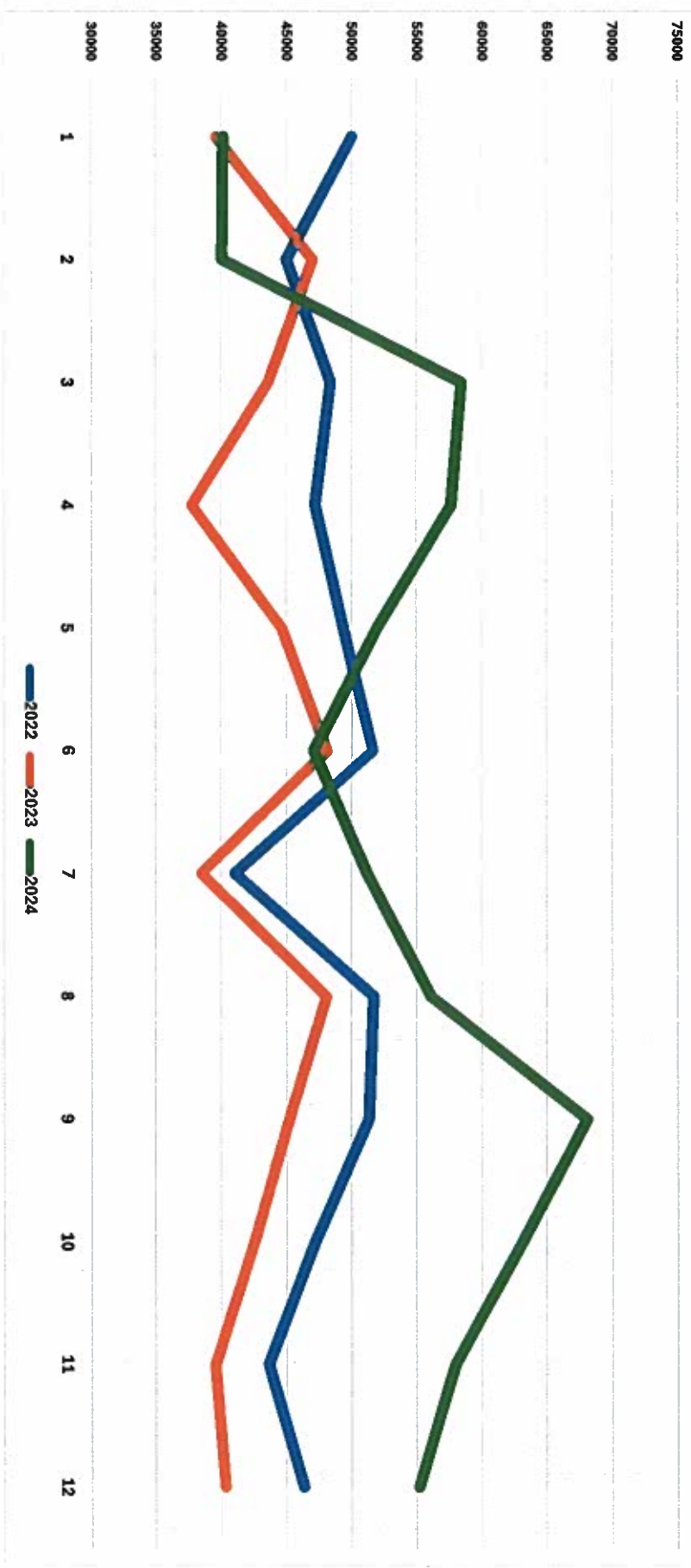
DRAFT

	2024 Dec	% 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)	\$41,752.37		\$26,924.85	14,827.52	\$485,210.67		\$353,217.55	\$131,993.12	
Interest, Mgt. Tax & Trans. Tax	\$12,791.03		\$12,692.58	98.45	\$153,639.08		\$152,289.78	\$1,349.30	
ACH Corp and Notary fees from State	\$630.00		\$738.00		\$8,177.00		\$9,593.00		
	\$55,173.40	10.31%	\$40,355.43		\$647,026.75	120.94%	\$515,100.33		\$535,000.00
Expenses									
Salaries (w/o Fringe)	\$23,599.79	6.64%	\$35,673.99		\$304,891.50	85.74%	\$300,265.11		\$355,609.00
Office supplies	\$516.00	14.74%	\$966.88		\$2,531.37	72.32%	\$2,835.43		\$3,500.00
DMV									
Revenue									
Fees	\$24,121.83		\$23,531.03	590.80	\$261,902.01		\$323,071.69	(\$61,169.68)	
Sales Tax Retention	\$349.00		\$288.00	61.00	\$5,289.25		\$4,663.50	\$625.75	
	\$24,470.83	6.67%	\$23,819.03		\$267,191.26	72.80%	\$327,735.19		\$367,000.00
Auto Use Fee	\$22,629.56	6.47%	\$22,369.72	259.84	\$326,035.73	93.15%	\$345,781.12	(\$19,745.39)	\$350,000.00
COPRS	\$10,445.46		\$3,060.52	7,384.94	\$120,709.55		\$25,499.77	\$95,209.78	
Expenses									
Salaries (w/o Fringe)	\$17,318.51	6.48%	\$29,247.90		\$242,959.46	90.88%	\$247,165.02		\$267,337.00
Office supplies	\$105.70	9.19%	\$211.53		\$816.45	71.00%	\$672.90		\$1,150.00

2024	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total	Budget	+/-
Clerk Revenue															
Fees	27,000.85	26,938.98	44,392.50	44,108.50	38,562.10	33,895.65	37,532.70	42,551.90	54,460.78	49,893.00	44,121.34	41,752.37			
Interest etc	12,685.35	12,986.19	12,820.49	12,804.50	12,799.08	12,761.60	12,786.98	12,792.17	12,802.81	12,784.35	12,824.53	12,791.03			
	39,686.20	39,925.17	57,212.99	56,913.00	51,361.18	46,657.25	50,319.68	55,344.07	67,263.59	62,677.35	56,945.87	54,543.40	638,849.75	535,000.00	103,849.75
Paypal rev(included in Fees)	2,475.00	2,950.00	3,700.00	3,850.00	3,850.00	3,150.00	2,300.00	2,500.00	3,100.00	4,550.00	3,800.00	4,000.00	40,225.00		
CORP filings	237.00	0.00	1,037.00	542.00	525.00	324.00	793.00	618.00	718.00	317.00	876.00	530.00	6,517.00		
Notary Filings	260.00	160.00	180.00	140.00	100.00	120.00	80.00	140.00	100.00	457.00	140.00	100.00	1,977.00		
	12/23	1/24	2/24												
Expenses															
Salaries (w/o fringe)	12,265.70	36,797.02	24,531.39	24,517.54	24,531.33	24,531.39	24,531.38	24,540.86	36,806.52	24,443.99	23,794.59	23,599.79	304,891.50	355,609.00	
Office Supplies	187.61	353.74	250.87	208.00	270.16	25.99	0.00	0.00	0.00	518.50	200.50	516.00	2,531.37	3,500.00	
DMV Revenue															
Fees	20,268.75	17,930.52	24,282.40	25,439.61	24,693.56	20,424.80	23,905.84	22,071.40	17,821.54	18,950.94	21,990.82	24,121.83			
Sales Tax Ret	368.50	357.00	475.00	546.50	612.00	484.50	517.50	403.75	428.00	416.00	331.50	349.00			
	20,637.25	18,287.52	24,757.40	25,986.11	25,305.56	20,909.30	24,423.34	22,475.15	18,249.54	19,366.94	22,322.32	24,470.83	267,191.26	367,000.00	-99,808.74
Auto use fee	18,865.38	20,845.13	26,870.26	26,870.26	38,894.00	32,635.53	31,505.09	31,276.22	25,506.22	28,105.18	22,032.90	22,629.56	326,035.73	350,000.00	-23,964.27
COPRS	7,598.75	7,047.16	9,198.67	10,972.90	14,359.46	11,442.73	10,793.84	9,919.30	7,917.97	11,190.01	9,823.30	10,445.46	120,709.55		
Expenses															
Salaries (w/o fringe)	9,965.38	29,957.27	19,968.97	19,968.96	19,894.98	20,006.96	20,075.48	18,829.08	27,616.68	19,559.03	19,798.16	17,318.51	242,959.46	267,337.00	
Office Supplies	0.00	138.38	27.88	0.00	0.00	225.51	0.00	0.00	0.00	0.00	95.99	105.70	593.46	1,150.00	

2024 Clerk Fees, Interest, Corp Filings, and Notary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2022													
Clerk Fees & Interest	49,907.74	45,005.10	48,402.62	47,135.06	49,379.27	51,153.37	38,351.31	51,141.83	49,505.88	47,194.74	43,607.55	46,322.21	567,106.68
Corp Filings & Notary	120.00	0.00	0.00	80.00	0.00	481.00	2,740.00	557.00	1,826.00	20.00	40.00	40.00	5,904.00
	50,027.74	45,005.10	48,402.62	47,215.06	49,379.27	51,634.37	41,091.31	51,698.83	51,331.88	47,214.74	43,647.55	46,362.21	573,010.68
2023													
Clerk Fees & Interest	39,629.54	42,985.82	43,101.91	37,753.46	43,987.13	47,185.28	37,960.78	48,089.68	44,005.48	42,141.37	39,049.45	39,617.43	505,507.33
Corp Filings & Notary	0.00	4,029.00	530.00	0.00	671.00	925.00	541.00	0.00	1,224.00	424.00	511.00	738.00	9,593.00
	39,629.54	47,014.82	43,631.91	37,753.46	44,658.13	48,110.28	38,501.78	48,089.68	45,229.48	42,565.37	39,560.45	40,355.43	515,100.33
2024													
Clerk Fees & Interest	39,686.20	39,925.17	57,212.99	56,965.00	51,361.18	46,657.25	50,319.68	55,344.07	67,263.59	62,677.35	56,945.87	54,543.40	638,901.75
Corp Filings & Notary	497.00	160.00	1,217.00	682.00	625.00	444.00	873.00	758.00	818.00	457.00	1,016.00	630.00	8,177.00
	40,183.20	40,085.17	58,429.99	57,647.00	51,986.18	47,101.25	51,192.68	56,102.07	68,081.59	63,134.35	57,961.87	55,173.40	647,078.75

Clerk yr to yr all income



2024 DMV Fees, Sales Tax, Auto use, and Coprs total

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022	43,907.84	45,210.09	61,817.10	54,699.71	56,888.15	69,058.84	58,712.73	61,634.13	57,479.24	55,631.87	49,326.60	57,772.93	672,139.23
2023	47,497.93	49,488.56	68,870.97	65,178.03	68,051.50	58,710.39	59,218.68	58,730.04	53,820.02	60,650.90	59,103.21	49,249.27	698,569.50
2024	47,101.38	46,179.81	60,826.33	63,829.27	78,559.02	64,987.56	66,722.27	63,670.67	51,673.73	58,662.13	54,178.52	57,545.85	713,936.54

DMV yr to yr all income

