



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

July 8, 2025

10:30 am

- APPROVAL OF MINUTES June 3, 2025

- FINANCIAL
Year to Date budget reports

- OLD BUSINESS

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

- PERSONNEL

- RESOLUTIONS

- PROCLAMATIONS

- EXECUTIVE SESSION
Requested

- ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
June 3, 2025

ATTENDANCE

Legislators: Committee Chair Legislator J. Brown; Legislator R. Ciotoli; Legislator T. Monell; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

Motion by Legislator Monell to accept the May 2025 Committee minutes as presented. Motion was seconded by Legislator Ciotoli and carried.

FINANCIAL

The monthly financial report was presented. The Clerk stated that revenue for the Clerk's Office and the DMV were tracking well. The amount of revenue from the criminal searches is holding steady. The DMV fees saw an increase due to the influx of customers upgrading their licenses to meet Real ID requirements. The financial report was accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the Clerk's Office is still functioning well despite being down one Recording Clerk due to health issues. The DMV has slowed some since May 7th. The Clerk pointed out that the information put out by NYS DMV and the TSA regarding Real ID requirements was confusing at best. The Clerk stated that she had added information to the Clerk and DMV web pages on the County site to try to alleviate some of this confusion. The Clerk's Office also saw a decline in passport customers after May 7th.

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
June 3, 2025

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

EXECUTIVE SESSION

None

ADJOURNMENT – 10:40 am

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

DRAFT

	2025 May	% of Annual Budget	This month 2024	Monthly Year to Year	YTD 2025	Total YTD % of Budget	YTD 2024	YTD Year to Year	2025 Annual Budget
Clerk									
Revenue									
Fees (general)	\$46,866.48		\$38,562.10	8,304.38	\$212,843.70		\$181,002.93	\$31,840.77	
Interest, Mgt. Tax & Trans. Tax	\$12,868.46		\$12,799.08	69.38	\$64,094.20		\$64,095.61	(\$1.41)	
ACH Corp and Notary fees from State	\$828.00		\$625.00		\$3,115.00		\$3,181.00		
	\$60,562.94	11.11%	\$51,986.18		\$280,052.90	51.39%	\$248,279.54		\$545,000.00
Expenses									
Salaries (w/o Fringe)	24,396.10	6.61%	24,531.33		\$120,460.19	32.63%	\$122,642.98		\$369,148.00
Office supplies	609.67	17.42%	270.16		\$1,475.11	42.15%	\$1,270.38		\$3,500.00
DMV									
Revenue									
Fees	\$26,245.75		\$24,693.56	1,552.19	\$126,931.73		\$112,614.84	\$14,316.89	
Sales Tax Retention	\$488.00		\$612.00	(124.00)	\$2,200.50		\$2,359.00	(\$158.50)	
	\$26,733.75	7.64%	\$25,305.56		\$129,132.23	36.89%	\$114,973.84		\$350,000.00
Auto Use Fee	\$30,548.32	8.32%	\$38,894.00	(8,345.68)	\$152,210.09	41.47%	\$132,345.03	\$19,865.06	\$367,000.00
COPRS	\$12,167.11		\$14,359.46		\$59,320.04		\$25,332.36	\$33,987.68	
Expenses									
Salaries (w/o Fringe)	\$21,381.66	7.55%	\$19,894.98		\$104,550.17	36.90%	\$99,755.56		\$283,304.00
Office supplies	\$0.00	0.00%	\$0.00		\$629.96	54.78%	\$389.25		\$1,150.00