



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

June 3, 2025

10:30 am

- APPROVAL OF MINUTES May 6, 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
May 6, 2025

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

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

FINANCIAL

The monthly financial reports were presented. The Clerk pointed out that fees collected by the Clerk's Office and for the DMV are trending upward. The Clerk's Office increase is mainly due to the requests for criminal records searches and the DMV increase is because of all of the customers coming in for Real ID's and Enhanced Driver's Licenses. The reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that she and her Deputies will be attending the NYS Association of County Clerks conference from May 19th through the 22nd. The DMV has seen an extreme increase in customers visiting the office to get their Real ID or Enhanced driver's licenses or ID cards ahead of the May 7th deadline. The Clerk stated that her Deputy has been spending a lot of time assisting customers so that they do not needlessly wait in line to get a Real ID license if they already have an Enhanced License. The Clerk remarked that customers having difficulty providing documents that meet the Real ID requirements have been coming to the Clerk's Office to apply for a passport. The Clerk's Office has been processing multiple passport applications every day. The Clerk then presented the Committee with a couple statistics from the DMV. In March of 2024, the DMV completed 3,420 transactions while March of 2025 saw 3,990 transactions. April of 2024 had 3,683 transactions and April of 2025 showed 4,874 transactions, most of which can be attributed to Real or Enhanced upgrades.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 6, 2025**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The resolution for the Semi-Annual Mortgage Tax Distribution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 10:58 am

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

DRAFT

	2025 April	% 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)	\$41,959.00		\$44,108.50	(2,149.50)	\$165,977.22		\$142,440.83	\$23,536.39	
Interest, Mgt. Tax & Trans. Tax	\$12,843.09		\$12,804.50	38.59	\$51,225.74		\$51,296.53	(\$70.79)	
ACH Corp and Notary fees from State	\$827.00		\$682.00		\$2,287.00		\$2,556.00		
	\$55,629.09	10.21%	\$57,595.00		\$219,489.96	40.27%	\$196,293.36		\$545,000.00
Expenses									
Salaries (w/o Fringe)	\$25,616.41	6.94%	\$24,517.54		\$96,064.09	26.02%	\$98,111.65		\$369,148.00
Office supplies	\$312.49	8.93%	\$208.00		\$865.44	24.73%	\$1,000.22		\$3,500.00
DMV									
Revenue									
Fees	\$30,361.33		25,439.61	4,921.72	\$100,685.98		\$87,921.28	\$12,764.70	
Sales Tax Retention	\$499.00		546.50	(47.50)	\$1,712.50		\$1,747.00	(\$34.50)	
	\$30,860.33	8.82%	\$25,986.11		\$102,398.48	29.26%	\$89,668.28		\$350,000.00
Auto Use Fee	\$33,046.01	9.00%	26,870.26	6,175.75	\$121,661.77	33.15%	\$93,451.03	\$28,210.74	\$367,000.00
COPRS	\$12,373.12		\$10,972.90		\$47,152.93		\$10,972.90	\$36,180.03	
Expenses									
Salaries (w/o Fringe)	\$21,276.69	7.51%	19,968.96		\$83,168.51	29.36%	\$79,860.58		\$283,304.00
Office supplies	\$260.39	22.64%	0.00		\$629.96	54.78%	\$389.25		\$1,150.00