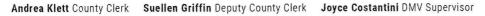
## Office of the County Clerk





### 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

	1. 000	% of Annual	This month	Monthly Year to	3000 ATV	Total YTD % of	ATA	TTD	2025 Annual
Clerk	2022 April	agnng	<b>+</b> 707	1541	C707 (111	ıagnıng	+707 G11	ical to ical	nagnna
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	99 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	%00.6	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%	22.64%	0.00		\$629.96	54.78%	\$389.25		\$1,150.00