



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

August 2, 2022

10:30 am

- APPROVAL OF MINUTES July 5, 2022
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Present 2023 Budget for Clerk, DMV, and Records
- PERSONNEL
None
- RESOLUTIONS
H07 Amend 2022 Budget and Transfer Funds – DMV
H17 Authorize Appointment of Director of Assets and Records Management
- PROCLAMATIONS
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
July 5, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator E. Hollenbeck, Legislator W. Standinger

Staff: Andrea Klett, Clerk; Suellen Griffin, Deputy Clerk

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Brown to accept June's minutes as presented, seconded by Legislator Hollenbeck, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

The Clerk updated the Committee with the status of the Clerk's Office and the DMV. The Clerk's Office is continuing to see land records and court filings coming to the office by electronic means. The staff is doing a great job keeping up with the pace. The DMV has a new cashier starting today and the new computer and monitor have been installed. The NYS DMV has assured the Clerk that the new printer is on the way. The new station will not include the Customer Facing Device (CFD) at first. The price for this piece of equipment has increased drastically from the first time that it was purchased for the department. The Clerk's DMV budget for 2022 included up to \$3,000 to cover the cost but the price is now \$4,094. A discussion followed about whether to roll over the \$3,000 to the 2023 budget or to go ahead and order the CFD and draw the additional funds from other budget lines via resolution. The suggestion was made that the Clerk consult with the Budget Officer and then make the decision. The Clerk will explore all options and report back at the next committee meeting. The Clerk then explained the road testing situation on Academy Street. The State would like to continue using this location for all four days of the work week. However, sometimes it is difficult to schedule tests at this location since the State now is required to supply two certified testers for each scheduled road test.

NEW BUSINESS

None

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
July 5, 2022**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 10:55 am

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

DRAFT

	2022 Jun	% of Annual Budget	This month 2021	Monthly Year to Year	Total Budget YTD 2022	Total YTD % of Budget	YTD 2021	YTD Year to Year	2022 Annual Budget
Clerk									
Revenue									
Fees (general)	\$38,428.87		\$35,619.10	2,809.77	\$216,121.48		\$223,715.43	(\$7,593.95)	
Interest, Mgt. Tax & Trans. Tax	\$12,724.50		\$12,224.73	499.77	\$74,861.68		\$71,952.78	\$2,908.90	
ACH Corp and Notary fees from State	\$481.00		\$0.00		\$681.00		\$2,379.00		
	\$51,634.37	9.74%	\$47,843.83		\$291,664.16	55.03%	\$298,047.21		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$23,353.35	7.64%	\$19,453.82		\$140,588.96	45.99%	\$127,033.46		\$305,692.00
Office supplies	\$316.04	9.30%	\$244.66		\$1,069.44	31.45%	\$838.58		\$3,400.00
DMV									
Revenue									
Fees	\$33,322.60		\$34,005.04	(682.44)	\$158,905.70		\$183,068.45	(\$24,162.75)	
Sales Tax Retention	\$635.00		\$665.00	(30.00)	\$2,928.50		\$3,869.75	(\$941.25)	
	\$33,957.60	9.30%	\$34,670.04		\$161,834.20	44.34%	\$186,938.20		\$365,000.00
Auto Use Fee	\$31,991.03	9.01%	\$31,533.44	457.59	\$163,796.04	46.14%	\$191,174.43	(\$27,378.39)	\$355,000.00
COPRS	\$3,110.21		\$3,465.88	(355.67)	\$5,951.49		\$11,272.81	(\$5,321.32)	
Expenses									
Salaries (w/o Fringe)	\$16,539.39	6.58%	\$12,267.97		\$94,464.45	37.57%	\$82,837.57		\$251,462.00
Office supplies	\$0.00	0.00%	\$93.60		\$643.21	71.47%	\$294.28		\$900.00

Budget Notes - Clerk

Org	Obj	2022 Budget	2023 Budget	Difference	Notes
A1410 - County Clerk	412550 - Clerk Fees	(\$530,000.00)	(\$530,000.00)	\$0.00	
	510010 - Fulltime	\$305,692.00	\$348,804.93	\$43,112.93	\$5,750.93 added to raise salary of Deputy County Clerk
	510020 - Part Time/Temporary	\$0.00		\$0.00	
	510030 - Overtime Pay Only	\$0.00		\$0.00	
	510040 - Workers Compensation	\$0.00		\$0.00	
	510050 - All Other-On Call,Cloth,Stipe,	\$0.00		\$0.00	
	520070 - Chairs	\$0.00		\$0.00	
	520621 - Computer Equipment	\$0.00		\$0.00	
	540180 - Dues	\$300.00	\$300.00	\$0.00	
	540320 - Leased/Service Equipment	\$6,000.00	\$5,750.00	(\$250.00)	Decrease in copier costs
	540390 - Mileage Expense	\$100.00	\$100.00	\$0.00	
	540420 - Office Supplies	\$3,400.00	\$3,400.00	\$0.00	
	540480 - Postage	\$3,000.00	\$3,500.00	\$500.00	Increased Postage costs
	540485 - Printing/Paper	\$1,000.00	\$750.00	(\$250.00)	Decrease in Paper needs
	540520 - Recording/Microfilm	\$1,500.00	\$1,000.00	(\$500.00)	Decrease in recording needs
	540620 - Software Expense	\$26,600.00	\$26,600.00	\$0.00	
	540640 - Supplies (Not Office)	\$0.00		\$0.00	
	540660 - Telephone	\$1,000.00	\$1,000.00	\$0.00	
	540733 - Training/All Other	\$2,000.00	\$2,500.00	\$500.00	Increase in Hotel expenses
	581088 - State Retirement Fringe	\$29,232.32	\$29,232.32	\$0.00	
	583088 - Social Security Fringe	\$19,525.04	\$921.00	(\$18,604.04)	
	584088 - Workers Compensation Fringe	\$7,346.04	\$7,346.04	\$0.00	
	585088 - Unemployment Insurance Fringe	\$0.00		\$0.00	
	585588 - Disability Insurance Fringe	\$339.30	\$339.30	\$0.00	
	586088 - Health Insurance Fringe	\$84,873.10	\$84,873.10	\$0.00	
	588988 - EAP Fringe	\$87.36	\$87.36	\$0.00	
	Org Total:	(\$38,004.84)	(\$13,495.95)	\$24,508.89	
	Grand total for all Orgs:	(\$38,004.84)	(\$13,495.95)	\$24,508.89	



TIOGA COUNTY, NEW YORK

Tioga County DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20231 2023 OPERATING BUDGET

ORG	OBJECT	PROJ	ACCOUNT	DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	Department	PERCENT CHANGE
A1410	412550			Clerk Fees				
A	-10-1400-	1410-	0000-	412550-	-530,000.00	.00	-530,000.00	.00
A1410	510010			Full Time	305,692.00	.00	343,054.00	12.22
A	-10-1400-	1410-	0000-	510010-				
A1410	510020			Part Time/Temporary	.00	.00	.00	.00
A	-10-1400-	1410-	0000-	510020-				
A1410	510030			Overtime Pay Only	.00	.00	.00	.00
A	-10-1400-	1410-	0000-	510030-				
A1410	510040			Workers Compensation	.00	.00	.00	.00
A	-10-1400-	1410-	0000-	510040-				
A1410	510050			All Other(On Call, Cloth, Stip	.00	.00	.00	.00
A	-10-1400-	1410-	0000-	510050-				
A1410	520070			Chairs	.00	.00	.00	.00
A	-10-1400-	1410-	0000-	520070-				
A1410	520621			Computer Equipment	.00	.00	.00	.00
A	-10-1400-	1410-	0000-	520621-				
A1410	540180			Dues	300.00	.00	300.00	.00
A	-10-1400-	1410-	0000-	540180-				
A1410	540320			Leased/Service Equipment	6,000.00	.00	5,750.00	-4.17
A	-10-1400-	1410-	0000-	540320-				
A1410	540390			Mileage Expense	100.00	.00	100.00	.00
A	-10-1400-	1410-	0000-	540390-				
A1410	540420			Office Supplies	3,400.00	.00	3,400.00	.00
A	-10-1400-	1410-	0000-	540420-				
A1410	540480			Postage	3,000.00	.00	3,500.00	16.67
A	-10-1400-	1410-	0000-	540480-				
A1410	540485			Printing/Paper	1,000.00	.00	750.00	-25.00
A	-10-1400-	1410-	0000-	540485-				
A1410	540520			Recording/Microfilm	1,500.00	.00	1,000.00	-33.33
A	-10-1400-	1410-	0000-	540520-				
A1410	540620			Software Expense	26,600.00	.00	26,600.00	.00
A	-10-1400-	1410-	0000-	540620-				



TIOGA COUNTY, NEW YORK

Tioga County DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20231 2023 OPERATING BUDGET

ORG	OBJECT	PROJ	ACCOUNT	DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	Department	PERCENT CHANGE
A1410	540640		COV19	Supplies (Not Office)	.00	.00	.00	.00
A	-10-1400-1410-0000-540640-							
A1410	540660		Telephone		1,000.00	.00	1,000.00	.00
A	-10-1400-1410-0000-540660-							
A1410	540733		Training/All Other		2,000.00	.00	2,500.00	25.00
A	-10-1400-1410-0000-540733-							
A1410	581088		State Retirement Fringe		29,232.32	.00	29,232.32	.00
A	-10-1400-1410-0000-581088-							
A1410	583088		Social Security Fringe		19,525.04	.00	921.00	-95.28
A	-10-1400-1410-0000-583088-							
A1410	584088		Workers Compensation Fringe		7,346.04	.00	7,346.04	.00
A	-10-1400-1410-0000-584088-							
A1410	585088		Unemployment Insurance Fringe		.00	.00	.00	.00
A	-10-1400-1410-0000-585088-							
A1410	585588		Disability Insurance Fringe		339.30	.00	339.30	.00
A	-10-1400-1410-0000-585588-							
A1410	586088		Health Insurance Fringe		84,873.10	.00	84,873.10	.00
A	-10-1400-1410-0000-586088-							
A1410	588988		Exp Fringe		87.36	.00	87.36	.00
A	-10-1400-1410-0000-588988-							
BUDGET CEILING:								
TOTALS:					-38,004.84	.00	-38,004.84	-49.36

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

Budget Notes - DMV

Org	Obj	2022 Budget	2023 Budget	Difference	Notes
A1411 - Department Of Motor Vehicles	412560 - Department Of Motor Vehicles F	(\$365,000.00)	(\$362,000.00)	\$3,000.00	Decrease in Projected Revenue by NYS
	412561 - Department Of Motor Vehicles F	(\$355,000.00)	(\$355,000.00)	\$0.00	
	510010 - Fulltime	\$249,837.00	\$278,664.00	\$28,827.00	
	510020 - Part Time/Temporary	\$0.00		\$0.00	
	510030 - Overtime Pay Only	\$0.00		\$0.00	
	510040 - Workers Compensation	\$0.00		\$0.00	
	510050 - All Other--On Call,Cloth,Stipe,	\$1,625.00	\$0.00	(\$1,625.00)	No vacation sell back for supervisor
	520070 - Chairs	\$250.00	\$500.00	\$250.00	Chair for new station
	520090 - Computer	\$4,000.00	\$0.00	(\$4,000.00)	
	540320 - Leased/Service Equipment	\$1,000.00	\$1,000.00	\$0.00	
	540390 - Mileage Expense	\$50.00	\$50.00	\$0.00	
	540420 - Office Supplies	\$900.00	\$1,150.00	\$250.00	Increase in supplies cost
	540450 - Payment To State	\$0.00		\$0.00	
	540480 - Postage	\$3,000.00	\$3,000.00	\$0.00	
	540485 - Printing/Paper	\$275.00	\$275.00	\$0.00	
	540660 - Telephone	\$0.00		\$0.00	
	540733 - Training/All Other	\$1,000.00	\$1,500.00	\$500.00	
	581088 - State Retirement Fringe	\$28,480.92	\$28,480.92	\$0.00	
	583088 - Social Security Fringe	\$12,384.02	\$950.00	(\$11,434.02)	
	584088 - Workers Compensation Fringe	\$6,121.70	\$6,121.70	\$0.00	
	585088 - Unemployment Insurance Fringe	\$0.00		\$0.00	
	585588 - Disability Insurance Fringe	\$339.30	\$339.30	\$0.00	
	586088 - Health Insurance Fringe	\$89,408.28	\$89,408.28	\$0.00	
	588988 - EAP Fringe	\$72.80	\$72.80	\$0.00	
	Org Total:	(\$321,255.98)	(\$305,488.00)	\$15,767.98	
	Grand total for all Orgs:	(\$321,255.98)	(\$305,488.00)	\$15,767.98	



TIOGA COUNTY, NEW YORK

Tioga County DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20231 2023 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ. BUDGET	PROJECTED ACTUAL	Department	PERCENT CHANGE
A1411	412560 A -10-1400-1411-0000-412560-	Department Of Motor Vehicles F	-365,000.00	.00	-362,000.00	-.82
A1411	412561 A -10-1400-1411-0000-412561-	Department Of Motor Vehicles F	-355,000.00	.00	-355,000.00	.00
A1411	510010 A -10-1400-1411-0000-510010-	Full Time	249,837.00	.00	278,664.00	11.54
A1411	510020 A -10-1400-1411-0000-510020-	Part Time/Temporary	.00	.00	.00	.00
A1411	510030 A -10-1400-1411-0000-510030-	Overtime Pay Only	.00	.00	.00	.00
A1411	510040 A -10-1400-1411-0000-510040-	Workers Compensation	.00	.00	.00	.00
A1411	510050 A -10-1400-1411-0000-510050-	All Other(On Call, Cloth, Strip	1,625.00	.00	.00	-100.00
A1411	520070 A -10-1400-1411-0000-520070-	Chairs	200.59	.00	500.00	149.26
A1411	520090 A -10-1400-1411-0000-520090-	Computer	4,049.41	.00	.00	-100.00
A1411	540320 A -10-1400-1411-0000-540320-	Leased/Service Equipment	1,000.00	.00	1,000.00	.00
A1411	540390 A -10-1400-1411-0000-540390-	Mileage Expense	50.00	.00	50.00	.00
A1411	540420 A -10-1400-1411-0000-540420-	Office Supplies	900.00	.00	1,150.00	27.78
A1411	540450 A -10-1400-1411-0000-540450-	Payment To State	.00	.00	.00	.00
A1411	540480 A -10-1400-1411-0000-540480-	Postage	3,000.00	.00	3,000.00	.00
A1411	540485 A -10-1400-1411-0000-540485-	Printing/Paper	275.00	.00	275.00	.00
A1411	540660 A -10-1400-1411-0000-540660-	Telephone	.00	.00	.00	.00



TIOGA COUNTY, NEW YORK

Tioga County DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20231 2023 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	Department	PERCENT CHANGE
A1411	540733	Training/All Other	1,000.00	.00	1,500.00	50.00
A	-10-1400-1411-0000-540733-					
A1411	581088	State Retirement Fringe	28,480.92	.00	28,480.92	.00
A	-10-1400-1411-0000-581088-					
A1411	583088	Social Security Fringe	12,384.02	.00	950.00	-92.33
A	-10-1400-1411-0000-583088-					
A1411	584088	Workers Compensation Fringe	6,121.70	.00	6,121.70	.00
A	-10-1400-1411-0000-584088-					
A1411	585088	Unemployment Insurance Fringe	.00	.00	.00	.00
A	-10-1400-1411-0000-585088-					
A1411	585588	Disability Insurance Fringe	339.30	.00	339.30	.00
A	-10-1400-1411-0000-585588-					
A1411	586088	Health Insurance Fringe	89,408.28	.00	89,408.28	.00
A	-10-1400-1411-0000-586088-					
A1411	588988	Eap Fringe	72.80	.00	72.80	.00
A	-10-1400-1411-0000-588988-					
BUDGET CEILING:						
TOTALS:			-321,255.98	.00	-321,255.98	-4.91

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

Budget Notes - Records

Org	Obj	2022 Budget	2023 Budget	Difference	Notes
A1460 - Records Management	540070 - Car Maintenance	\$120.00	\$120.00	\$0.00	
	540140 - Contracting Services	\$8,250.00		\$0.00	To be completed by the end of 2022.
	540180 - Dues	\$50.00	\$50.00	\$0.00	
	540220 - Automobile Fuel	\$40.00	\$40.00	\$0.00	
	540360 - Meals/Food	\$0.00		\$0.00	
	540390 - Mileage Expense	\$40.00	\$40.00	\$0.00	
	540420 - Office Supplies	\$150.00	\$150.00	\$0.00	
	540480 - Postage	\$70.00	\$70.00	\$0.00	
	540485 - Printing/Paper	\$100.00	\$100.00	\$0.00	
	540595 - Services Rendered(Other)	\$1,100.00	\$1,100.00	\$0.00	
	540640 - Supplies (Not Office)	\$100.00	\$100.00	\$0.00	
	540660 - Telephone	\$0.00		\$0.00	
	540733 - Training/All Other	\$500.00	\$500.00	\$0.00	
	Org Total:	\$2,270.00	\$2,270.00	\$0.00	
	Grand total for all Orgs:	\$2,270.00	\$2,270.00	\$0.00	



TIOGA COUNTY, NEW YORK

Tioga County DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20231 2023 OPERATING BUDGET

ORG	OBJECT	PROJ	ACCOUNT	DESCRIPTION	CURRENT ADJ. BUDGET	PROJECTED ACTUAL	Department	PERCENT CHANGE
A1460	540070			Car Maintenance	120.00	.00	120.00	.00
A	-10-1400-1460-0000-540070-							
A1460	540140			Contracting Services	.00	.00	.00	.00
A	-10-1400-1460-0000-540140-							
A1460	540140	M7674		Contracting Services-ARPA	8,250.00	.00	.00	-100.00
A	-10-1400-1460-0000-540140-							
A1460	540180			Dues	50.00	.00	50.00	.00
A	-10-1400-1460-0000-540180-							
A1460	540220			Automobile Fuel	40.00	.00	40.00	.00
A	-10-1400-1460-0000-540220-							
A1460	540360			Meals/Food	.00	.00	.00	.00
A	-10-1400-1460-0000-540360-							
A1460	540390			Mileage Expense	40.00	.00	40.00	.00
A	-10-1400-1460-0000-540390-							
A1460	540420			Office Supplies	150.00	.00	150.00	.00
A	-10-1400-1460-0000-540420-							
A1460	540480			Postage	70.00	.00	70.00	.00
A	-10-1400-1460-0000-540480-							
A1460	540485			Printing/Paper	100.00	.00	100.00	.00
A	-10-1400-1460-0000-540485-							
A1460	540595			Services Rendered(other)	1,100.00	.00	1,100.00	.00
A	-10-1400-1460-0000-540595-							
A1460	540640			Supplies (Not Office)	100.00	.00	100.00	.00
A	-10-1400-1460-0000-540640-							
A1460	540660			Telephone	.00	.00	.00	.00
A	-10-1400-1460-0000-540660-							
A1460	540733			Training/All other	500.00	.00	500.00	.00
A	-10-1400-1460-0000-540733-							
BUDGET CEILING:								
TOTALS:					10,520.00	.00	10,520.00	-78.42

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

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -22 AMEND BUDGET AND TRANSFER FUNDS
DEPARTMENT OF MOTOR VEHICLES

WHEREAS: The Department of Motor Vehicles has a need for a Customer Facing Device for the new workstation in the office; and

WHEREAS: The New York State DMV requires that any computer hardware used for DMV transactions be purchased from them and has set the price for the new equipment at \$4094.00; and

WHEREAS: The County Clerk budgeted \$3000.00 for the CFD on line A1411 520090 using the price quoted for devices bought previously; and

WHEREAS: There remains \$49.41 on line A1411 520070 which will be transferred to A1411 520090 leaving a shortfall of \$1044.59; and

WHEREAS: The County Clerk has budgeted funds available to cover the shortfall in various budget lines which will remain unused; and

WHEREAS: Budget Amendments require Legislative approval; therefore be it

RESOLVED: That the following funds be transferred as follows:

From:

A1411 540485	Paper	\$ 74.69
A1411 540390	Mileage	\$ 50.00
A1411 540733	Training	\$ 383.00
A1411 540480	Postage	<u>\$ 536.90</u>
		\$1044.59

To: A1411 520090 Computer \$1044.59

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO.-22

AUTHORIZE APPOINTMENT OF DIRECTOR OF
ASSETS AND RECORDS MANAGEMENT
COUNTY CLERK

WHEREAS: Legislative approval is required for any appointment to a management/confidential position within Tioga County; and

WHEREAS: Due to a recent resignation, the Director of Assets and Records Management (M/C \$31,869 - \$41,869) became vacant as of July 22, 2022; and

WHEREAS: Following recruitment efforts, the Tioga County Clerk has identified a well-qualified candidate which she would like to appoint to said title; therefore be it

RESOLVED: That the Tioga County Clerk is authorized to provisionally appoint Janis Hopkins as Director of Assets and Records Management at an annual salary of \$40,000 effective August 29, 2022, pending successful completion of civil service examination requirements.