



**LEGISLATIVE SUPPORT AGENDA
THURSDAY, AUGUST 4, 2022
1:00 P.M.**

APPROVAL OF MINUTES

- Approval of July 7, 2022 minutes

FINANCIAL

- Year to Date Budget Report
- 2023 Budget Presentation

OLD BUSINESS

- July 2022 Meetings

NEW BUSINESS

- Department Head Evaluations – due by September 9, 2022
- August 2022 Legislative Meetings

PERSONNEL

- N/A

RESOLUTIONS

- N/A

PROCLAMATIONS

- N/A

ADJOURNMENT

Office of the Legislative Clerk

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Cathy Haskell Legislative Clerk Amy Eiklor Deputy Legislative Clerk

Legislative Support Minutes

July 7, 2022

1:00 p.m.

ATTENDANCE

Legislators: Legislators Brown, Ciotoli, Hollenbeck, Monell, Mullen, Roberts, Sauerbrey, Standinger, and Weston were present.

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, 1st Assistant County Attorney Van Wert, Chief Accountant Jerzak, and County Treasurer McFadden.

Guests: None

APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Hollenbeck to approve the June 9, 2022 Legislative Support minutes, as written. Motion carried.

FINANCIAL

The 2022 YTD Budget Report was emailed to all Legislators prior to this meeting and is included in today's committee agenda packet. Ms. Haskell reported the Legislative Office has expended 46.1% of their budget to date, which is the same as last year at this time. There is nothing notable at this time.

Ms. Haskell reported she is in the process of preparing the 2023 Legislative Office budget for presentation at the August 4, 2022 Legislative Worksession.

OLD BUSINESS

June 2022 Meetings:

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in June 2022:

- Sixth Regular Legislature Meeting – June 14, 2022
- Sixth Special Legislature Meeting – June 23, 2022

The Legislative Clerk attended the following meetings in June 2022:

- Financial Meeting w/Budget Officer & Legislative Chair – June 2, 2022
- Legislative Standing Committees – June 7 and 9, 2022
- Leadership Tioga – June 8, 2022
- Legislative Worksessions – June 9 and 23, 2022
- Finance, Legal, Safety Committee Meeting – June 14, 2022
- Sixth Regular Legislature Meeting – June 14, 2022
- Munis User Group Meeting – June 15, 2022
- Executive Team Meeting – June 20, 2022
- State Comptroller Procurement Webinar – June 22, 2022
- Sixth Special Legislature Meeting – June 23, 2022

TIOGA COUNTY, NEW YORK

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Cathy Haskell Legislative Clerk **Amy Eiklor** Deputy Legislative Clerk

RESOLUTIONS

N/A

PROCLAMATIONS

N/A

EXECUTIVE SESSION

N/A

ADJOURNMENT

Legislator Standinger motioned to adjourn at 2:25 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022-07

ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
A General Fund	APPROP	ADJUSTS	BUDGET			BUDGET	USED

A1010 Legislative Board

A1010	510010	Full Time	259,191	0	259,191	144,280.48	.00	114,910.52	55.7%
A1010	510020	Part Time/Temporar	2,746	0	2,746	1,478.68	.00	1,267.32	53.8%
A1010	510050	All Other(On Call,	8,487	0	8,487	3,159.39	.00	5,327.51	37.2%
A1010	540010	Advertising	350	200	550	359.31	.00	190.69	65.3%
A1010	540140	Contracting Servic	100	0	100	32.40	.00	67.60	32.4%
A1010	540180	Dues	100	0	100	100.00	.00	.00	100.0%
A1010	540320	Leased/Service Equ	2,700	0	2,700	1,057.48	.00	1,642.52	39.2%
A1010	540340	Literature	445	0	445	312.82	.00	132.18	70.3%
A1010	540390	Mileage Expense	4,800	-325	4,475	1,088.69	.00	3,386.31	24.3%
A1010	540420	Office Supplies	1,000	0	1,000	147.03	.00	852.97	14.7%
A1010	540480	Postage	315	0	315	158.27	.00	156.73	50.2%
A1010	540485	Printing/Paper	350	0	350	.00	.00	350.00	0.0%
A1010	540520	Recording/Microfil	200	125	325	325.00	.00	.00	100.0%
A1010	540640	Supplies (Not Offi	400	0	400	202.99	.00	197.01	50.7%
A1010	540660	Telephone	1,205	0	1,205	328.78	.00	876.22	27.3%
A1010	540732	Training/County Re	2,200	0	2,200	855.00	.00	1,345.00	38.9%
A1010	581088	State Retirement F	35,538	0	35,538	20,592.51	.00	14,945.91	57.9%
A1010	583088	Social Security Fr	19,834	0	19,834	10,656.06	.00	9,177.46	53.7%
A1010	584088	Workers Compensati	8,15,917	0	15,917	8,880.36	.00	7,036.88	55.8%
A1010	585588	Disability Insuran	204	0	204	78.30	.00	125.42	38.4%
A1010	586088	Health Insurance F	192,221	0	192,221	97,039.06	.00	95,182.14	50.5%
A1010	588988	Eap Fringe	190	0	190	101.92	.00	88.44	53.5%
TOTAL Legislative Board			548,493	0	548,493	291,234.53	.00	257,258.83	53.1%
TOTAL General Fund			548,493	0	548,493	291,234.53	.00	257,258.83	53.1%
TOTAL EXPENSES			548,493	0	548,493	291,234.53	.00	257,258.83	



TIOGA COUNTY, NEW YORK

Tioga County NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20231 2023 OPERATING BUDGET

FOR PERIOD 12

ACCOUNTS FOR: General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 Department	PCT CHANGE
A1010	Legislative Board	235,756.20	259,191.00	259,191.00	137,996.48	258,191.00	- .4%
A1010	Salary Ft	2,558.13	2,746.00	2,746.00	1,373.06	2,746.00	.0%
A1010	Salary Pt	3,169.54	8,486.90	8,486.90	3,159.39	9,893.65	16.6%
A1010	Salary, Oth	294.71	350.00	350.00	359.31	350.00	-36.4%
A1010	Advertisin	.00	100.00	100.00	32.40	100.00	.0%
A1010	Cont Svs	.00	100.00	100.00	100.00	100.00	.0%
A1010	Dues	100.00	100.00	100.00	973.47	2,600.00	-3.7%
A1010	Leased Eq	1,318.76	2,700.00	2,700.00	312.82	545.00	22.5%
A1010	Literature	453.98	445.00	445.00	1,059.94	4,650.00	3.9%
A1010	Mileage	907.88	4,800.00	4,475.00	134.12	1,000.00	.0%
A1010	Office Sup	525.08	1,000.00	1,000.00	158.27	315.00	.0%
A1010	Postage	112.47	315.00	315.00	.00	350.00	.0%
A1010	Printerpaper	.00	350.00	350.00	325.00	350.00	7.7%
A1010	Recording	297.00	200.00	200.00	202.99	400.00	.0%
A1010	Supplies	1,420.76	400.00	400.00	328.78	1,205.00	.0%
A1010	Telephone	1,080.01	1,205.00	1,205.00	855.00	2,200.00	.0%
A1010	Training C	525.00	2,200.00	2,200.00	19,734.82	2,446.00	-93.1%
A1010	St Ret	32,986.89	35,538.42	35,538.42	10,193.75	2,950.00	-85.1%
A1010	Social Sec	16,506.24	19,833.52	19,833.52	8,684.48	1,225.00	-92.5%
A1010	Work Comp	14,645.15	15,917.24	15,917.24	73.08	68.00	-66.6%
A1010	Disab Ins	133.11	203.72	203.72	94,684.34	27,395.00	-85.7%
A1010	Health Ins	166,188.76	192,221.20	192,221.20	99.68	15.00	-92.1%
A1010	Eap	174.80	190.36	190.36			
	TOTAL Legislative Board	479,154.47	548,493.36	548,493.36	280,841.18	319,094.65	-41.8%
	TOTAL General Fund	479,154.47	548,493.36	548,493.36	280,841.18	319,094.65	-41.8%
	GRAND TOTAL	479,154.47	548,493.36	548,493.36	280,841.18	319,094.65	-41.8%

** END OF REPORT - Generated by Haskell, Cathy **

Budget Notes

Org	Obj	2022 Budget	2023 Budget	Difference	Notes
A1010 - Legislative Board	510010 - Fulltime	\$259,191.00	\$258,191.00	(\$1,000.00)	
	510020 - Part Time/Temporary	\$2,746.00	\$2,746.00	\$0.00	
	510050 - All Other-On Call,Cloth,Stipe,	\$8,486.90	\$9,893.65	\$1,406.75	Increase of \$1,406.75 reflects Management/Confidential Vacation Sell-Back of 5 days for Legislative Clerk at 2022 daily rate of \$281.35 to be paid out in January 2023.
	540010 - Advertising	\$350.00	\$350.00	\$0.00	
	540140 - Contracting Services	\$100.00	\$100.00	\$0.00	
	540180 - Dues	\$100.00	\$100.00	\$0.00	
	540320 - Leased/Service Equipment	\$2,700.00	\$2,600.00	(\$100.00)	Decrease of \$100.00 to offset budget line increase to 540340 (Literature) for newspaper subscriptions based on 2021 and 2022 actual invoices.
	540340 - Literature	\$445.00	\$545.00	\$100.00	Increase of \$100.00 for newspaper subscription prices based on 2021 and 2022 actual invoices.
	540390 - Mileage Expense	\$4,800.00	\$4,650.00	(\$150.00)	Decrease of \$150.00 to offset budget line increase of \$150.00 to 540520 (Recording/Microfilm)
	540420 - Office Supplies	\$1,000.00	\$1,000.00	\$0.00	
	540480 - Postage	\$315.00	\$315.00	\$0.00	
	540485 - Printing/Paper	\$350.00	\$350.00	\$0.00	
	540520 - Recording/Microfilm	\$200.00	\$350.00	\$150.00	Increase of \$150.00 based on increased rate reflected on 2022 invoice.
	540640 - Supplies (Not Office)	\$400.00	\$400.00	\$0.00	
	540660 - Telephone	\$1,205.00	\$1,205.00	\$0.00	
	540732 - Training/County Required	\$2,200.00	\$2,200.00	\$0.00	
	581088 - State Retirement Fringe	\$35,538.42	\$2,446.00	(\$33,092.42)	
	583088 - Social Security Fringe	\$19,833.52	\$2,950.00	(\$16,883.52)	
	584088 - Workers Compensation Fringe	\$15,917.24	\$1,225.00	(\$14,692.24)	
	585088 - Unemployment Insurance Fringe	\$0.00	\$0.00	\$0.00	
	585588 - Disability Insurance Fringe	\$203.72	\$68.00	(\$135.72)	
	586088 - Health Insurance Fringe	\$192,221.20	\$27,395.00	(\$164,826.20)	
	588988 - EAP Fringe	\$190.36	\$15.00	(\$175.36)	
	Org Total:	\$548,493.36	\$319,094.65	(\$229,398.71)	
	Grand total for all Orgs:	\$548,493.36	\$319,094.65	(\$229,398.71)	