



Democratic Commissioner James C. E. Wahls
Democratic Deputy Commissioner Amber Duke
☎ www.TiogaCountyNY.gov

☎ 607 687 8261

Republican Commissioner Kelly A. Johnson
Republican Deputy Commissioner James Hoover
✉ VoteTioga@tiogacountyny.gov

ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, August 6, 2024

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- 2025 Budget Proposal
- YTD Budget Report attached

OLD BUSINESS

- See July Minutes attached
- Deputy Commissioner Amber Duke and VMT Bruce Layman attended election security workshop & tabletop exercise on 7/25

NEW BUSINESS

- National Poll Worker Recruitment Day was August 1st
- Commissioners to attend NYSECA Summer Conference August 6-9
- Commissioners registered for upcoming National Tabletop the Vote virtual exercise

PERSONNEL

- Election Inspector Update: 112 appointed, 85 signed up for training – need 3 more to reach 2024 goal of 200
- Office fully staffed with Election Clerk hired on 7/17

RESOLUTIONS / PROCLAMATIONS - None



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ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, July 2, 2024

10:30 a.m.

MINUTES

ATTENDEES

Legislators Dennis Mullen, Jake Brown, Ron Ciotoli, and Bill Standinger.
Commissioner James Wahls, Deputy Commissioner James Hoover.
Guests: Legislative Chair Martha Sauerbrey, Legislative Clerk Cathy Haskell,
County Administrator Jackson Bailey.

APPROVAL OF JUNE MINUTES

Motion by Legislator Ciotoli. Second by Legislator Brown. All in favor. Carried.

FINANCIAL

YTD Budget Report was presented. Reimbursement received from Absentee Pre-Paid Postage Grant.

OLD BUSINESS

See June Minutes.

Bills have been created and transmitted to schools for school election services provided by TCBOE.

Highlights from the County Services Expo were reviewed – visits from Assemblyman Chris Friend, Legislator Barb Roberts. Not many people chose to participate in our mock election.

NEW BUSINESS

Deputy Commissioners will be attending an election security workshop & tabletop exercise on 7/25, hosted by NYS Board of Elections and CISA.

BOE has presented DPW / Buildings & Grounds with draft BOE floor plan to review for inclusion in capital projects. As our Board has grown over the past several years in terms of both staff and equipment, while space is hard to come by, the intent is to maximize efficient use of existing space and improve security of our workspace.

PERSONNEL

Election Inspector Update: 63 appointed, 105 signed up for training – need 32 more to reach 2024 goal of 200, with 55 class openings remaining.

Commissioner Johnson is still planning to return July 15 from medical leave.

Applicant selected for vacant Democratic Election Clerk position, see resolution to appoint Julia Ferencik.

RESOLUTIONS

Appoint Election Clerk PT – No discussion, unanimously approved by committee.

Meeting adjourned.



Tioga County
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20251 2025 OPERATING BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	PCT
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Department	CHANGE
A1450	Elections								
A1450	Elections								
A1450	412910	Elect Fees	5,380.57	4,000.00	4,000.00	4,999.45	.00	4,000.00	.0%
A1450	422800	CTCL GRANTS	.00	.00	.00	.00	.00	.00	.0%
A1450	439060	Sa Elect	13,069.48	.00	9,281.44	6,116.09	.00	.00	.0%
A1450	439060	EV Sa Elect	.00	.00	.00	.00	.00	.00	.0%
A1450	439060	EV19 Sa Elect	.00	.00	.00	.00	.00	.00	.0%
A1450	439060	EV20 Sa Elect	.00	.00	.00	.00	.00	.00	.0%
A1450	440890	Fa Hava	.00	.00	.00	.00	.00	.00	.0%
A1450	440890	COV19 Fa Hava	.00	.00	.00	.00	.00	.00	.0%
A1450	510010	Salary Ft	189,041.82	208,714.00	208,714.00	111,118.52	.00	208,714.00	.0%
A1450	510020	Salary Pt	69,942.21	125,408.00	281,126.00	93,166.45	.00	238,302.00	-15.2%
A1450	510030	Salary Ot	5,380.83	11,000.00	11,000.00	4,081.93	.00	11,000.00	.0%
A1450	510040	work Comp	.00	.00	.00	.00	.00	.00	.0%
A1450	510050	Salary oth	.00	.00	.00	.00	.00	.00	.0%
A1450	520090	Computer	16.27	2,000.00	2,000.00	298.66	.00	2,000.00	.0%
A1450	520130	Equipnocar	6,266.73	5,000.00	5,000.00	621.27	.00	5,000.00	.0%
A1450	520130	CTCL Equipnocar	.00	.00	.00	.00	.00	.00	.0%
A1450	520220	Printer	.00	.00	.00	.00	.00	.00	.0%
A1450	520490	Election E	.00	.00	.00	.00	.00	.00	.0%
A1450	530551	MLR	20,661.13	27,223.00	27,223.00	14,826.00	.00	27,223.00	.0%
A1450	540010	Advertisin	1,683.07	2,500.00	2,500.00	976.29	.00	2,500.00	.0%



**Tioga County
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 OPERATING BUDGET FOR PERIOD 99

ACCOUNTS FOR:				2023	2024	2024	2024	2024	2025	PCT
General Fund				ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Department	CHANGE
A1450	540010	EV19	Advertisin	.00	.00	.00	.00	.00	.00	.0%
A1450	540140		Cont Svs	.00	.00	.00	.00	.00	.00	.0%
A1450	540143		Elect Ins	44,438.88	123,318.00	.00	.00	.00	.00	.0%
A1450	540143	EV	Elect Ins	10,350.00	32,400.00	.00	.00	.00	.00	.0%
A1450	540143	EV19	Elect Ins	.00	.00	.00	.00	.00	.00	.0%
A1450	540143	EV20	Elect Ins	.00	.00	.00	.00	.00	.00	.0%
A1450	540320		Leased Eq	749.01	5,000.00	5,000.00	1,405.23	.00	5,000.00	.0%
A1450	540390		Mileage	273.20	900.00	900.00	345.23	.00	600.00	-33.3%
A1450	540390	COV19	Mileage	.00	.00	.00	.00	.00	.00	.0%
A1450	540420		Office Sup	1,342.85	3,000.00	3,000.00	1,424.60	.00	3,000.00	.0%
A1450	540420	COV19	Office Sup	.00	.00	.00	.00	.00	.00	.0%
A1450	540480		Postage	11,126.23	18,000.00	18,000.00	10,657.22	.00	15,000.00	-16.7%
A1450	540480	COV19	Postage	.00	.00	.00	.00	.00	.00	.0%
A1450	540485		Printpaper	484.38	1,500.00	1,500.00	.00	.00	1,500.00	.0%
A1450	540485	EV19	Printpaper	.00	.00	.00	.00	.00	.00	.0%
A1450	540490		Elect Exp	24,514.07	60,000.00	67,281.44	31,377.27	.00	45,000.00	-33.1%
A1450	540490	COV19	Elect Exp	.00	.00	.00	.00	.00	.00	.0%
A1450	540490	CTCL	Elect Exp	.00	.00	.00	.00	.00	.00	.0%
A1450	540490	EV	Elect Exp	.00	.00	.00	.00	.00	.00	.0%
A1450	540490	EV19	Elect Exp	.00	.00	.00	.00	.00	.00	.0%
A1450	540490	EV20	Elect Exp	.00	.00	.00	.00	.00	.00	.0%
A1450	540520		Recording	.00	.00	.00	.00	.00	.00	.0%



**Tioga County
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 OPERATING BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	PCT
General	Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Department	CHANGE
A1450	540540	Reimb	.00	.00	.00	.00	.00	.00	.0%
A1450	540550	Rent	1,200.00	3,600.00	3,600.00	1,200.00	.00	3,000.00	-16.7%
A1450	540560	Repairs	339.42	500.00	500.00	255.00	.00	500.00	.0%
A1450	540620	Software	58,200.56	63,700.00	63,700.00	47,340.00	.00	66,000.00	3.6%
A1450	540660	Telephone	.00	.00	.00	.00	.00	.00	.0%
A1450	540733	Train Oth	5,533.29	8,700.00	10,700.00	8,983.74	.00	10,000.00	-6.5%
A1450	581088	St Ret	35,144.65	10,421.00	29,992.65	30,423.47	.00	46,886.00	56.3%
A1450	583088	Social Sec	19,007.40	.00	17,064.38	12,101.65	.00	26,154.00	53.3%
A1450	584088	Work Comp	10,260.51	9,013.70	6,859.47	21,266.62	.00	9,560.00	39.4%
A1450	585088	Unemp Ins	12,304.00	.00	5,038.00	5,038.00	.00	.00	.0%
A1450	585588	Disab Ins	258.56	.00	227.24	156.95	.00	272.00	19.7%
A1450	586088	Health Ins	88,847.99	27,183.00	80,983.19	39,468.70	.00	68,161.00	-15.8%
A1450	588988	Eap	135.07	19.00	89.93	282.25	.00	128.00	42.3%
TOTAL Elections			635,952.18	753,099.70	865,280.74	447,930.59	.00	799,500.00	-7.6%
TOTAL General Fund			635,952.18	753,099.70	865,280.74	447,930.59	.00	799,500.00	-7.6%
TOTAL REVENUE			18,450.05	4,000.00	13,281.44	11,115.54	.00	4,000.00	-69.9%
TOTAL EXPENSE			617,502.13	749,099.70	851,999.30	436,815.05	.00	795,500.00	-6.6%
GRAND TOTAL			635,952.18	753,099.70	865,280.74	447,930.59	.00	799,500.00	-7.6%

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Tioga County
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20252 2025 CAPITAL BUDGET FOR PERIOD 99

Table with columns: ACCOUNTS FOR: Capital Fund, 2023 ACTUAL, 2024 ORIG BUD, 2024 REVISED BUD, 2024 ACTUAL, 2024 PROJECTION, 2025 Department, PCT CHANGE. Rows include Elections, Voting Ma, Election E, CC20 Election E, EP19 Election E, EP20 Election E, CYBER Software, and summary rows for TOTAL Elections, TOTAL Capital Fund, TOTAL REVENUE, TOTAL EXPENSE, and GRAND TOTAL.

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TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections							
A1450 412910 Election Fees	-4,000	0	-4,000	-4,999.45	.00	999.45	125.0%
A1450 439060 State Aid-Election	0	-9,281	-9,281	-6,116.09	.00	-3,165.35	65.9%*
A1450 510010 Full Time	208,714	0	208,714	111,118.52	.00	97,595.48	53.2%
A1450 510020 Part Time/Temporar	125,408	155,718	281,126	93,166.45	.00	187,959.55	33.1%
A1450 510030 Overtime Pay Only	11,000	0	11,000	4,081.93	.00	6,918.07	37.1%
A1450 520090 Computer	2,000	0	2,000	298.66	.00	1,701.34	14.9%
A1450 520130 Equipment (Not Car	5,000	0	5,000	621.27	.00	4,378.73	12.4%
A1450 530551 Maintenance in Lie	27,223	0	27,223	14,826.00	.00	12,397.00	54.5%
A1450 540010 Advertising	2,500	0	2,500	976.29	.00	1,523.71	39.1%
A1450 540143 Election Inspector	123,318	-123,318	0	.00	.00	.00	.0%
A1450 540143 EV Election Inspect	32,400	-32,400	0	.00	.00	.00	.0%
A1450 540320 Leased/Service Equ	5,000	0	5,000	1,405.23	.00	3,594.77	28.1%
A1450 540390 Mileage Expense	900	0	900	345.23	.00	554.77	38.4%
A1450 540420 Office Supplies	3,000	0	3,000	1,420.61	.00	1,579.39	47.4%
A1450 540480 Postage	18,000	0	18,000	10,657.22	.00	7,342.78	59.2%
A1450 540485 Printing/Paper	1,500	0	1,500	.00	.00	1,500.00	.0%
A1450 540490 Election Expense	60,000	7,281	67,281	30,677.27	.00	36,604.17	45.6%
A1450 540550 Rent	3,600	0	3,600	1,200.00	.00	2,400.00	33.3%
A1450 540560 Repairs	500	0	500	255.00	.00	245.00	51.0%
A1450 540620 Software Expense	63,700	0	63,700	47,340.00	.00	16,360.00	74.3%
A1450 540733 Training/All Other	8,700	2,000	10,700	8,983.74	.00	1,716.26	84.0%
A1450 581088 State Retirement F	10,421	19,572	29,993	30,423.47	.00	-430.82	101.4%*
A1450 583088 Social Security Fr	0	17,064	17,064	12,101.65	.00	4,962.73	70.9%
A1450 584088 Workers Compensati	9,014	-2,154	6,859	21,266.62	.00	-14,407.15	310.0%*
A1450 585088 Unemployment Insur	0	5,038	5,038	5,038.00	.00	.00	100.0%
A1450 585588 Disability Insuran	0	227	227	156.95	.00	70.29	69.1%
A1450 586088 Health Insurance F	27,183	53,800	80,983	39,468.70	.00	41,514.49	48.7%
A1450 588988 Eap Fringe	19	71	90	282.25	.00	-192.32	313.9%*
TOTAL Elections	745,100	93,618	838,718	424,995.52	.00	413,722.34	50.7%
TOTAL General Fund	745,100	93,618	838,718	424,995.52	.00	413,722.34	50.7%
TOTAL REVENUES	-4,000	-9,281	-13,281	-11,115.54	.00	-2,165.90	
TOTAL EXPENSES	749,100	102,900	851,999	436,111.06	.00	415,888.24	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	745,100	93,618	838,718	424,995.52	.00	413,722.34	50.7%
** END OF REPORT - Generated by wahls, James **							