

AGENDA
BOARD OF ELECTIONS COMMISSIONERS

August 27, 2014

5:00 P.M.

Regular Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment (Limit: 3 minutes per person)
5. **Approval of Minutes**
 - A. Regular Meeting, July 30, 2014
6. **Approval and Place on File Bank Statement(s)**
 - A. Payroll
 - B. Checking
 - C. Savings Account (quarterly)
 - D. Bank Card Statement
7. **Approval and Place on File - Treasurer's Report (monthly/year-to-date)**
8. **Approval of Commission Bills**
 - A. Approved Bills
 - B. Disputed Bills (if Any)
9. **Unfinished Business (Action Items)**
 - A. Legal Update
 - B. Legislative Update: Federal and State
 - C. Marquardt Legislative update
 - D. 2015 Consolidated Primer Training - Recap
 - E. 2014 Budget Funding Update
10. **New Business (action items)**
 - A. Approval of Memorandum of Understanding between the City, County, and Commission (Resolution # 2014-01)
 - B. Review and Approve update Personnel Policy
 - C. Approval of Legal Services Resolution
 - D. Approval of the purchase of Servers, computer equipment
 - E. Certification of 2014 General Election and review of early voting hours
 - F. Upcoming Conferences and meetings
11. **Executive Session**
 - A. Review of the Official Record - Pursuant to 5 ILCS 120/2 (C) (21)
 - B. Personnel - Pursuant to 5 ILCS 120/2 (C) (1)
 - C. Pending and/or Probable Litigation - Pursuant to 5 ILCS 120/2 (C) (11)
12. **Matters to be Referred from Executive Session**
13. Adjourn to **September 24, 2014 meeting at 5:00 pm**



Board of Election Commissioners

OF THE CITY OF AURORA, ILLINOIS 60506
323 WEST GALENA BOULEVARD
TEL: 630-897-4030 – FAX: 630-897-4060
www.auroravotes.org

Hon. Thomas E. Mueller
Circuit Judge

Patrick K. Bond
Legal Counsel

Linda M. Fechner
Executive Director

Commissioners:

Leah Anderson- *Chairman*

Michael McCoy-*Vice Chairman*

Lillian Perry -*Secretary*

THE BOARD OF ELECTION COMMISSIONERS OF
THE CITY OF AURORA, KANE, KENDALL, AND WILL COUNTIES, ILLINOIS

MEETING MINUTES
August 27, 2014

The Meeting of the Board of Election Commissioners of the City of Aurora is convened by Chairman Leah Anderson at the Aurora Election Commission, 323 W. Galena Blvd, in Aurora, IL at 5:00 p.m. on the 27th day of August, 2014.

Commissioner Perry called the role. Present are Commissioners Anderson, McCoy, and Perry. Also in attendance is the Executive Director Linda Fechner, Attorney Pat Bond, Scott Marquardt from Marquardt and Assoc., and Bill Barrett from Liberty Systems. Guest in attendance for the meeting is Fran Schaw who arrived at 5:15.

The Meeting is opened with Scott Marquardt leading the Pledge of Allegiance.

During Public Comment the Chairman provided the Commissioners with mail received in Commission office for the Commissioners. As a reminder Chairman Anderson said the Pioneer Breakfast will be held on Sept. 12th and there is not a charge for this meeting hosted by Second Ward Alderman Juany Garza. Another invitation received would be held in Chicago and at a cost of \$150.00/per person and the Commissioners agreed not to attend that function.

Commissioner McCoy moved to approve the Minutes of the July 30, 2014 Board Meeting and second by Commissioner Perry. Motion passed by voice vote.

Commissioner McCoy moved and Commissioner Perry seconded to approve the Bank Statements and place on file. Motion passed by voice vote.

Commissioner McCoy moved and second by Commissioner Perry to place on file the Commission Treasurer's Reports. Motion passed by voice vote.

Commissioner McCoy moved to approve the Commission Bills and it is second by Commissioner Perry. There were no disputed invoices. On the motion to approve the commission bills, Commissioner Perry called the roll call vote and Commissioners Anderson, Perry, and McCoy voted 'aye' and the motion carried 3-0.

Unfinished Business:

Attorney Bond spoke on the MOU between the City of Aurora and the Aurora Election Commission. At this time he has not received a response from the previous emails sent to the City's Corporate Counsel.

Scott Marquardt spoke on the last Session and the over 50 election bills that had been introduced. He is going to extend his scope of bills to include any item relating to Aurora and/or elections. The Fall Session will be the "Veto" Session and he will be working with the Executive Director to correct and clarify new Public Acts. He will also continue to work with the Executive Director as potential grant funding is introduced and if the Commission would qualify for them.

Both Mr. Marquardt and Director Fechner spoke on JCARR and working with this committee to clarify the rules regarding the Public Acts.

Attorney Bond spoke on the Candidate Primer that was held earlier in the month. It was attended by approximately twelve potential candidates and commission staff and commissioners. Each person attending was provided with election material relating to the 2015 Primary and Consolidated Election.

Attorney Bond reiterated that while the Commission has received all of the 2014 funding from the County and some from the City, there is still an outstanding amount of approximately \$54,000.00 to completely cover the 2014 Budget for the Commission. This is due from the City side of the revenue.

New Business:

A motion was made to table the MOU Resolution by Commissioner Anderson and second by Commissioner Perry and on voice vote the motion passed. The Memorandum of Understanding is tabled until next month.

Executive Director Fechner explained that upon speaking with Attorney Bond, there will not be an updated Personnel Policy. There were a few policies that needed to be revised.

A motion to approve the Resolution 2014-14 approving the legal services provided by Bond*Dickson and Associates by Commissioner McCoy. It was second by Commissioner Anderson. A motion to amend the Resolution to include not to exceed the annual budgeted amount was made by Commissioner McCoy and second by Commissioner Perry. On roll call vote Commissioners Anderson, McCoy, and Perry voted 'aye' to amend the Resolution. The amended motion was made by Commissioner McCoy and second by Commissioner Anderson. On roll call vote, Commissioners Anderson, McCoy, and Perry voted 'aye' and amended resolution passed 3-0.

Commissioner McCoy motioned to approve a purchase of two servers not to exceed \$9,950.00. This was second by Commissioner Anderson and on roll call vote Commissioners Anderson, McCoy, and Perry voted 'aye' and motion passed. This would mean that the Board would not have a resolution for next month's meeting as it is anticipated to be under \$10,000.00.

The Commission has received from the State and counties the certifications for the 2014 General Election. There are five State-wide questions; two binding and three advisory, and one referendum for the CUSD 101. It is the hope to have everything on a 14 inch ballot, but it is anticipated that it will be at 17 inch ballot throughout the jurisdiction.

Due to the new voting laws, the Commission must have another early voting location with additional hours. The location must also accept grace period voting. The Eola Library has been the early voting location; however, it cannot meet the new hours as required. The Executive Director asked that the Board would direct the attorney to send a notification letter to the City advising that the Stover visitor location is needed for use as a location and to comply with the new voting hours.

Marmion Academy has inquired of the Commission on the responsibilities it has relating to Election Day as a polling place.

The Chairman asked if Fran Shaw had anything for public comment, as she was not in the room during public comment time. She said yes and spoke on some items she would like including a Polling Place list (was told it was on the website); list of Election Judges and sending a list of Processing Judges to the Party Chairman. She stated she was the Republican Party appointed person to find Processing Judges for the election night. She was reminded that she should provide a list to the Commission prior to election night so the potential persons could have a background check completed. Also, there are several Townships in Aurora and each one has the opportunity to offer election night services to the Commission.

The Executive Director asked if she should respond as during public comment the

person is allowed three minutes to speak. The Chairman said it was over three minutes as it is and asked if there was a motion to adjourn.

Next scheduled Meeting will be Wednesday, August 27, 2014 at 5:00 pm.

With no further business at hand Commissioner McCoy moved and seconded by Commissioner Anderson to adjourn to the August 27, 2014 Meeting. Meeting ended at 6:38 pm

Leah Anderson, Chairman

Michael McCoy, Vice-Chairman

Lillian Perry, Secretary



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BANK STATEMENT RECAP
August 27, 2014

RECONCILED BALANCE AS OF 7-31-2014

CHECKING: \$296,611.55
PAYROLL: \$17,403.04
SAVINGS: \$120.82

SUBTOTAL: \$314,135.41

(CREDIT CARD BALANCE: \$0.0)

DEPOSITS: 0.00
PAYROLL \$9,337.04 August 2014 payroll
transfers from checking to payroll \$5,000.00 done on August 1, 2014
SUBTOTAL \$304,798.37

August Payables \$18,088.69

Funds: 286,709.68

does not include computer servers and supplies

**Aurora Election Commission
Budget vs. Actual
January through December 2014**

Accrual Basis

	Jan - Dec 14	Budget	% of Budget
Income			
15-00 · Income			
15-01 · City of Aurora	378,853.34	433,250.75	87.4%
15-02 · Kane County Levy	347,539.25	347,539.25	100.0%
15-00 · Income - Other	0.00	0.00	0.0%
Total 15-00 · Income	726,392.59	780,790.00	93.0%
20-002 · Sale of Voter List, Information	97.45		
20-003 · Sale of Maps	9.00		
20-004 · Miscellaneous Income	164.60		
25-001 · Savings Account Interest	0.56		
Total Income	726,664.20	780,790.00	93.1%
Gross Profit	726,664.20	780,790.00	93.1%
Expense			
10-00 · Payroll Expenses			
10-01 · Full-Time / Regular	6,940.00	30,000.00	23.1%
10-06 · Part-Time / Regular	40,082.50	45,000.00	89.1%
10-07 · Part-Time/Seasonal (early E.J.)	12,345.00	21,000.00	58.8%
10-08 · Contract Employees	5,325.25	25,000.00	21.3%
10-09 · Part-Time / Temporary	10,652.50	25,320.00	42.1%
10-17 · Election Judges			
10-17-1 · E1 - Non Certified	1,090.00		
10-17-2 · E2 - Certified	35,605.00		
10-17-3 · E3 - Nursing Home	905.00		
10-17-4 · E4 - Processing	450.00		
10-17 · Election Judges - Other	320.00	110,820.00	0.3%
Total 10-17 · Election Judges	38,370.00	110,820.00	34.6%
10-30 · PW - Paid No Work Office Closed	242.50		
10-31 · Overtime / Regular	232.50	1,500.00	15.5%
10-50 · Supplement - Vactn (Buy Back)	0.00	2,000.00	0.0%
10-52 · Supplement - Other	0.00	1,000.00	0.0%
10-00 · Payroll Expenses - Other	465.00		
Total 10-00 · Payroll Expenses	114,655.25	261,640.00	43.8%
20-00 · Employee Benefits			
20-10 · FICA / Social Security	4,399.54	8,000.00	55.0%
20-11 · FICA / Medicare	1,028.93	2,000.00	51.4%
20-37 · Unemployment Taxes	944.21		
20-39 · Insurance / WC - Year End Adj.	0.00	3,000.00	0.0%
Total 20-00 · Employee Benefits	6,372.68	13,000.00	49.0%
25-00 · Bank Fees			
25-02 · Stop Payment Charge	35.00		
25-03 · Over Check-Limit Fee	64.40		
Total 25-00 · Bank Fees	99.40		
32-00 · Professional Fees			
32-01 · Legal	60,025.21	65,000.00	92.3%
32-05 · Audit	18,000.00	8,000.00	225.0%
32-36 · Technical Assistance	0.00	500.00	0.0%
32-41 · Court Reporter	0.00	900.00	0.0%
32-99 · Other (acct)	21,650.00	3,000.00	721.7%
Total 32-00 · Professional Fees	99,675.21	77,400.00	128.8%
34-00 · Utility Services			
34-01 · Water	235.11	1,000.00	23.5%
34-02 · Sewerage	59.28	1,000.00	5.9%
Total 34-00 · Utility Services	294.39	2,000.00	14.7%
36-00 · Cleaning Service			
36-03 · Janitorial	2,100.00	3,600.00	58.3%
36-99 · Other	547.90	500.00	109.6%
Total 36-00 · Cleaning Service	2,647.90	4,100.00	64.6%

**Aurora Election Commission
Budget vs. Actual
January through December 2014**

Accrual Basis

	Jan - Dec 14	Budget	% of Budget
38-00 · Repairs & Maintenance Services			
38-02 · Equipment / Non-Licensed	0 00	1,500 00	0 0%
38-05 · Building & Grounds	1,108 33	2,000 00	55 4%
38-08 · Computer	0 00	2,000 00	0 0%
38-11 · Computer - Software	52,608 49	56,000 00	93 9%
38-15 · Equipment - Copier	1,278 84	750 00	170 5%
38-40 · Insect Control	0 00	100 00	0 0%
38-41 · Alarm Service Fees	439 50	600 00	73 3%
Total 38-00 · Repairs & Maintenance Services	55,435 16	62,950 00	88 1%
39-00 · Rentals / Leases			
39-03 · Autos / Vans / Trucks	496 50	1,200 00	41 4%
39-12 · Mailing Equipment	540 00	1,800 00	30 0%
39-15 · Polling Places \$40.00/pct	2,087 50	4,000 00	52 2%
39-16 · Storage	0 00	100 00	0 0%
39-20 · Office Space	46,494 00	64,000 00	72 6%
39-21 · Meetings / Display Space	0 00	250 00	0 0%
39-50 · Equipment - Other	0 00	250 00	0 0%
39-99 · Other (taxes/contingency)	7,120 34	20,000 00	35 6%
Total 39-00 · Rentals / Leases	56,738 34	91,600 00	61 9%
40-00 · Insurance - 1			
40-40 · Liability Insurance	0 00	1,500 00	0 0%
40-41 · ATCAR	1,334 10	3,500 00	38 1%
Total 40-00 · Insurance - 1	1,334 10	5,000 00	26 7%
42-00 · Travel & Professional Dvlpmt			
42-01 · Education / Training	2,681 85	5,000 00	53 6%
42-03 · Travel / Meetings	37 00	2,000 00	1 9%
42-05 · Conferences / Seminars	6,729 41	8,000 00	84 1%
42-07 · Mileage	160 50	1,500 00	10 7%
42-40 · Ed/Training - Election Judges	1,639 14	3,500 00	46 8%
Total 42-00 · Travel & Professional Dvlpmt	11,247 90	20,000 00	56 2%
43-00 · Insurance			
43-02 · Insurance Premium	0 00	3,000 00	0 0%
43-09 · Insurance - Notary	0 00	300 00	0 0%
43-15 · Insurance - Bonding	0 00	400 00	0 0%
Total 43-00 · Insurance	0 00	3,700 00	0 0%
44-00 · Communication Charges			
44-01 · Telephone	0 00	1,000 00	0 0%
44-04 · Telephone - Mobile	0 00	200 00	0 0%
44-09 · Fee - Internet Access	6,091 28	14,000 00	43 5%
Total 44-00 · Communication Charges	6,091 28	15,200 00	40 1%
45-00 · Other Services & Charges			
45-01 · Dues	1,295 00	2,000 00	64 8%
45-02 · Subscriptions	219 00	500 00	43 8%
45-03 · Postage	9,000 00	25,000 00	36 0%
45-04 · UPS / Fed Ex	0 00	100 00	0 0%
45-07 · Copier Costs	0 00	1,000 00	0 0%
45-12 · Advertising / Publication	57,780 77	30,000 00	192 6%
45-18 · Promo Materials / Services	0 00	150 00	0 0%
45-22 · Notary Registration / Stamp	0 00	100 00	0 0%
45-23 · Copying Services	0 00	100 00	0 0%
45-32 · Licenses / Permits	0 00	100 00	0 0%
45-99 · Other	0 00	100 00	0 0%
Total 45-00 · Other Services & Charges	68,294 77	59,150 00	115 5%
61-00 · Supplies - General			
61-01 · Office - Direct	0 00	2,500 00	0 0%
61-09 · Custom Printing	3,415 25	10,000 00	34 2%
61-10 · Books / Periodicals / Videos	78 00	500 00	15 6%
61-35 · Election	81,252 04	112,500 00	72 2%
61-36 · Voting Equipment	3,413 89	15,000 00	22 8%
61-40 · Expendable Tools / Equipment	763 20	6,000 00	12 7%
61-41 · Furniture / Fixtures	0 00	100 00	0 0%
61-80 · Other	3,087 02	5,000 00	61 7%
Total 61-00 · Supplies - General	92,009 40	151,600 00	60 7%
62-00 · Supplies - Energy			
62-01 · Natural Gas	4,214 01	3,000 00	140 5%
62-04 · Electricity	2,608 33	5,000 00	52 2%
Total 62-00 · Supplies - Energy	6,822 34	8,000 00	85 3%

**Aurora Election Commission
Budget vs. Actual
January through December 2014**

Accrual Basis

	Jan - Dec 14	Budget	% of Budget
63-00 · Supplies - Mach/Equip			
63-99 · Other	8.19	500.00	1.6%
Total 63-00 · Supplies - Mach/Equip	8.19	500.00	1.6%
64-00 · Supplies - Computer			
64-22 · Imaging Equipment / Systems	0.00	1,000.00	0.0%
Total 64-00 · Supplies - Computer	0.00	1,000.00	0.0%
65-00 · Supplies - Repairs / Maint.			
65-02 · Equipment - Non-Licensed	0.00	1,000.00	0.0%
65-05 · Buildings & Grounds	1,576.77	2,350.00	67.1%
65-13 · Equipment - Telephone	0.00	500.00	0.0%
65-15 · Equipment - Copier/Fax	0.00	100.00	0.0%
Total 65-00 · Supplies - Repairs / Maint.	1,576.77	3,950.00	39.9%
66900 · Reconciliation Discrepancies	469.00		
Total Expense	523,772.08	780,790.00	67.1%
Net Income	202,892.12	0.00	100.0%

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08/27/14

Aurora Election Commission
Bill Payments for All Vendors
August 2014

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
Aug 14 Perry, Lillian	Bill Pmt -Check	6527	08/01/2014	696.92
Aug 14				<u>696.92</u>

**Aurora Election Commission
Bills for All Vendors
All Transactions**

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Due Date</u>	<u>Aging</u>	<u>Amount</u>	<u>Open Balance</u>
AECOI	Bill	sept1...	08/01/2014	08/01/2014	26	180.00	180.00
Aurora Fastprint	Bill	9000	07/07/2014	07/22/2014	36	75.06	75.06
Bond, Dickson & As. .	Bill	14321	08/01/2014	08/31/2014		6,091.10	6,091.10
Bruce Harris & Asso...	Bill	75584	08/25/2014	09/04/2014		400.00	400.00
EJ - Jillings, Christo...	Bill	poll/trv	08/14/2014	08/24/2014	3	60.50	60.50
Fechner, Linda M	Bill	714ia...	07/31/2014	08/30/2014		1,295.93	1,295.93
I.A.C.C.R	Bill	fall14	08/01/2014	08/11/2014	16	65.00	65.00
Janco Supply, Inc.	Bill	b1179...	08/22/2014	09/06/2014		281.10	281.10
KKC Imaging Systems	Bill	56202	08/06/2014	08/21/2014	6	75.00	75.00
M.J.M. Medina Maint .	Bill	jly14s..	08/01/2014	08/31/2014		300.00	300.00
Realtor Association ...	Bill	914rent	08/29/2014	08/30/2014		5,166.00	5,166.00
Reuland Food Service	Bill	26428	08/15/2014	08/25/2014	2	54.70	54.70
Roger C. Marquardt ...	Bill	1350	08/01/2014	08/30/2014		3,000.00	3,000.00
The Office Works, Inc.	Bill	236673	08/11/2014	08/30/2014		106.64	106.64
The Office Works, Inc.	Bill	234938	07/01/2014	07/31/2014	27	135.96	135.96
The Office Works, Inc.	Bill	234981	07/01/2014	07/31/2014	27	324.88	324.88
The Office Works, Inc.	Bill	236733	08/12/2014	08/30/2014		164.97	164.97
The Office Works, Inc.	Bill	236699	08/14/2014	08/30/2014		11.85	11.85
The Office Works, Inc.	Bill	23406...	06/02/2014	08/30/2014		300.00	300.00
Total						18,088.69	18,088.69

4:29 PM

08/13/14

Aurora Election Commission
Bill Payments for All Vendors
August 2014

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
Aug 14				
Perry, Lillian	Bill Pmt -Check	6527	08/01/2014	696.92
Aug 14				<u>696.92</u>