

AGENDA  
BOARD OF ELECTIONS COMMISSIONERS

May 28, 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, April 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 – Federal, State Legislation Update
  - B. Marquardt Update
10. **New Business (action items)**
  - A. Approval of Memorandum of Understanding between the City, County, and Commission ( Resolution # 2014-01 )
  - B. Resolution Approving 2014 - 8 annual Licensing Agreement with Votec
  - C. Deputy Registrar Training and Election Primer
  - D. Election Judge Appointments for 2014-2016
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 June 18, 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](http://www.auroravotes.org)

**Commissioners:**

Leah Anderson- *Chairman*  
Michael McCoy-*Vice Chairman*  
Lillian Perry -*Secretary*

Hon. Thomas E. Mueller  
*Circuit Judge*  
Patrick K. Bond  
*Legal Counsel*  
Linda M. Fechner  
*Executive Director*

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

MEETING MINUTES  
May 28, 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 28th day of May, 2014.

Commissioner Perry called the role. Present are Commissioners Anderson, McCoy, and Perry. Also in attendance is the Executive Director Linda Fechner and Attorney Mary Dickson. Guests in attendance for the meeting are Bill Barrett, Liberty Systems.

The Meeting is opened with Attorney Mary Dickson leading the Pledge of Allegiance.

Commissioner McCoy moved to approve the Minutes of the April 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 motion to approve the Commission Bills pending approval of Resolution 2014-08 under new business and it is second by Commissioner Perry. 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 Mary Dickson spoke on pending bills at the state level. The session is ending this weekend and there is a potential many election bills may pass.

Marquardt has been keeping up with the pending legislation and will send updates as any pass. Commissioner McCoy asked that there could be a bill introduced relating to independent candidates and the petition requirements.

**New Business:**

A motion was made to table the MOU Resolution by Commissioner McCoy and second by Commissioner Perry and on voice vote the motion passed. The Memorandum of Understanding was tabled until next month. The commissioners had received the latest version of the MOU and Attorney Dickson reported as the status. As requested by the city for a new procurement policy. A copy of the procurement policy was provided along with the initial purchasing policy. A resolution for the procurement policy will be offered at the next meeting for approval.

A motion to approve Resolution 2014- 8 Approving the Annual Licensing agreement with Votec was made by Commissioner McCoy and second by Commissioner Perry. On roll call vote Commissioners Anderson, McCoy, and Perry voted 'aye' and motion carried 3-0. With this approval all invoices have been approved for payment.

Executive Director Fechner gave a report on the Deputy registrar training and that a requests have been made as to when the office will have the Candidate Training for the 2015 Election Cycle. Attorney Dickson said she would have Attorney Bond report back as to dates available.

The office has sent out the requests for new election judges for the 2014-2016 election cycle. We have had a good response back and will look to have it completed by July for the Chief Judge to sign off with her approval.


Chairman Anderson spoke on the May Conference held in Collinsville Illinois, hosted by East St. Louis.

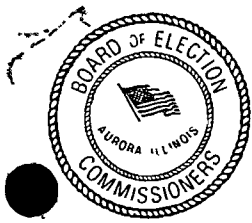
Next scheduled Meeting will be Wednesday, June 18, 2014 at 5:00 pm.

With no further business at hand Commissioner McCoy moved and seconded by Commissioner Anderson to adjourn to the June 18, 2014 Meeting. Meeting ended at 5:45 pm

  
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Leah Anderson, Chairman

  
\_\_\_\_\_  
Michael McCoy, Vice-Chairman

  
\_\_\_\_\_  
Lillian Perry, Secretary



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**Commissioners:**

Leah Anderson- *Chairman*  
Michael McCoy-*Vice Chairman*  
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**BANK STATEMENT RECAP**  
April 30, 2014

Hon. Thomas E. Mueller  
*Circuit Judge*  
Patrick K. Bond  
*Legal Counsel*  
Linda M. Fechner  
*Executive Director*

RECONCILED BALANCE AS OF 4-30-2014

CHECKING:	(\$67,249.34)
PAYROLL:	\$20,440.75
SAVINGS:	\$120.65
<b>SUBTOTAL:</b>	<b>(\$46,687.94)</b>

(CREDIT CARD BALANCE: \$0.0)

Invoices	\$125,945.74	To be approved at May Meeting
Payroll	\$5,226.33	total payroll written in May 2014
Deposit	\$78,741.92	Check #87321 from City of Aurora
Checking	\$11,347.58	
Payroll	\$15,214.42	
Savings	<u>\$120.65</u>	

\$26,682.65 estimated balance at end of may NOT including checks to be written

(\$99,263.09) after May checks are written and sent

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

	Jan - Dec 14	Budget	% of Budget
<b>Income</b>			
15-00 · Income			
15-01 · City of Aurora	273,590.25	780,790.00	0.0%
15-00 · Income - Other	0.00		
<b>Total 15-00 · Income</b>	<b>273,590.25</b>	<b>780,790.00</b>	<b>35.0%</b>
20-002 · Sale of Voter List, Information	97.45		
20-003 · Sale of Maps	9.00		
25-001 · Savings Account Interest	0.39		
<b>Total Income</b>	<b>273,697.09</b>	<b>780,790.00</b>	<b>35.1%</b>
<b>Gross Profit</b>			
<b>273,697.09</b>	<b>780,790.00</b>		
<b>Expense</b>			
10-00 · Payroll Expenses			
10-01 · Full-Time / Regular	5,580.00	30,000.00	18.6%
10-06 · Part-Time / Regular	23,102.50	45,000.00	51.3%
10-07 · Part-Time/Seasonal (early E.J.)	11,650.00	21,000.00	55.5%
10-08 · Contract Employees	5,325.25	25,000.00	21.3%
10-09 · Part-Time / Temporary	2,527.50	25,320.00	10.0%
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%
<b>Total 10-17 · Election Judges</b>	<b>38,370.00</b>	<b>110,820.00</b>	<b>34.6%</b>
10-30 · PW - Paid No Work Office Closed	242.50	1,500.00	15.5%
10-31 · Overtime / Regular	232.50	2,000.00	0.0%
10-50 · Supplement - Vactn (Buy Back)	0.00	1,000.00	0.0%
10-52 · Supplement - Other	0.00		
10-00 · Payroll Expenses - Other	315.00		
<b>Total 10-00 · Payroll Expenses</b>	<b>87,345.25</b>	<b>261,640.00</b>	<b>33.4%</b>
<b>20-00 · Employee Benefits</b>			
20-10 · FICA / Social Security	2,706.30	8,000.00	33.8%
20-11 · FICA / Medicare	632.92	2,000.00	31.6%
20-37 · Unemployment Taxes	581.41		
20-39 · Insurance / WC - Year End Adj.	0.00	3,000.00	0.0%
<b>Total 20-00 · Employee Benefits</b>	<b>3,920.63</b>	<b>13,000.00</b>	<b>30.2%</b>
25-00 · Bank Fees			
25-03 · Over Check-Limit Fee	64.40		
<b>Total 25-00 · Bank Fees</b>	<b>64.40</b>		

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

	Jan - Dec 14	Budget	% of Budget
<b>32-00 · Professional Fees</b>			
32-01 · Legal	37,699.14	65,000.00	58.0%
32-05 · Audit	10,000.00	8,000.00	125.0%
32-36 · Technical Assistance	0.00	500.00	0.0%
32-41 · Court Reporter	0.00	900.00	0.0%
32-99 · Other (acct)	12,325.00	3,000.00	410.8%
<b>Total 32-00 · Professional Fees</b>	<b>60,024.14</b>	<b>77,400.00</b>	<b>77.6%</b>
<b>34-00 · Utility Services</b>			
34-01 · Water	112.63	1,000.00	11.3%
34-02 · Sewerage	59.28	1,000.00	5.9%
<b>Total 34-00 · Utility Services</b>	<b>171.91</b>	<b>2,000.00</b>	<b>8.6%</b>
<b>36-00 · Cleaning Service</b>			
36-03 · Janitorial	1,200.00	3,600.00	33.3%
36-99 · Other	186.20	500.00	37.2%
<b>Total 36-00 · Cleaning Service</b>	<b>1,386.20</b>	<b>4,100.00</b>	<b>33.8%</b>
<b>38-00 · Repairs &amp; Maintenance Services</b>			
38-02 · Equipment / Non-Licensed	0.00	1,500.00	0.0%
38-05 · Building & Grounds	989.20	2,000.00	49.5%
38-08 · Computer	0.00	2,000.00	0.0%
38-11 · Computer - Software	46,518.49	56,000.00	83.1%
38-15 · Equipment - Copier	1,070.28	750.00	142.7%
38-40 · Insect Control	0.00	100.00	0.0%
38-41 · Alarm Service Fees	285.42	600.00	47.6%
<b>Total 38-00 · Repairs &amp; Maintenance Services</b>	<b>48,863.39</b>	<b>62,950.00</b>	<b>77.6%</b>
<b>39-00 · Rentals / Leases</b>			
39-03 · Autos / Vans / Trucks	496.50	1,200.00	41.4%
39-12 · Mailing Equipment	360.00	1,800.00	20.0%
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	30,996.00	64,000.00	48.4%
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)	4,370.33	20,000.00	21.9%
<b>Total 39-00 · Rentals / Leases</b>	<b>38,310.33</b>	<b>91,600.00</b>	<b>41.8%</b>
<b>40-00 · Insurance - 1</b>			
40-40 · Liability Insurance	0.00	1,500.00	0.0%
40-41 · ATCAR	843.87	3,500.00	24.1%
<b>Total 40-00 · Insurance - 1</b>	<b>843.87</b>	<b>5,000.00</b>	<b>16.9%</b>

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

	Jan - Dec 14	Budget	% of Budget
<b>42-00 · Travel &amp; Professional Dvlpmnt</b>			
42-01 · Education / Training	1,769.15	5,000.00	35.4%
42-03 · Travel / Meetings	37.00	2,000.00	1.9%
42-05 · Conferences / Seminars	1,844.77	8,000.00	23.1%
42-07 · Mileage	100.00	1,500.00	6.7%
42-40 · Ed/Training - Election Judges	881.61	3,500.00	25.2%
<b>Total 42-00 · Travel &amp; Professional Dvlpmnt</b>	<b>4,632.53</b>	<b>20,000.00</b>	<b>23.2%</b>
<b>43-00 · Insurance</b>			
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%
<b>Total 43-00 · Insurance</b>	<b>0.00</b>	<b>3,700.00</b>	<b>0.0%</b>
<b>44-00 · Communication Charges</b>			
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	4,335.25	14,000.00	31.0%
<b>Total 44-00 · Communication Charges</b>	<b>4,335.25</b>	<b>15,200.00</b>	<b>28.5%</b>
<b>45-00 · Other Services &amp; Charges</b>			
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%
<b>Total 45-00 · Other Services &amp; Charges</b>	<b>68,294.77</b>	<b>59,150.00</b>	<b>115.5%</b>
<b>61-00 · Supplies - General</b>			
61-01 · Office - Direct	0.00	2,500.00	0.0%
61-09 · Custom Printing	2,900.98	10,000.00	29.0%
61-10 · Books / Periodicals / Videos	0.00	500.00	0.0%
61-35 · Election	80,815.65	112,500.00	71.8%
61-36 · Voting Equipment	3,413.89	15,000.00	22.8%
61-40 · Expendable Tools / Equipment	598.23	6,000.00	10.0%
61-41 · Furniture / Fixtures	0.00	100.00	0.0%
61-80 · Other	1,763.96	5,000.00	35.3%
<b>Total 61-00 · Supplies - General</b>	<b>89,492.71</b>	<b>151,600.00</b>	<b>59.0%</b>

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

	Jan - Dec 14	Budget	% of Budget
62-00 · Supplies - Energy			
62-01 · Natural Gas	3,616.08	3,000.00	120.5%
62-04 · Electricity	1,719.13	5,000.00	34.4%
<b>Total 62-00 · Supplies - Energy</b>	<b>5,335.21</b>	<b>8,000.00</b>	<b>66.7%</b>
63-00 · Supplies - Mach/Equip			
63-99 · Other	8.19	500.00	1.6%
<b>Total 63-00 · Supplies - Mach/Equip</b>	<b>8.19</b>	<b>500.00</b>	<b>1.6%</b>
64-00 · Supplies - Computer			
64-22 · Imaging Equipment / Systems	0.00	1,000.00	0.0%
<b>Total 64-00 · Supplies - Computer</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.0%</b>
65-00 · Supplies - Repairs / Maint.			
65-02 · Equipment - Non-Licensed	0.00	1,000.00	0.0%
65-05 · Buildings & Grounds	1,212.66	2,350.00	51.6%
65-13 · Equipment - Telephone	0.00	500.00	0.0%
65-15 · Equipment - Copier/Fax	0.00	100.00	0.0%
<b>Total 65-00 · Supplies - Repairs / Maint.</b>	<b>1,212.66</b>	<b>3,950.00</b>	<b>30.7%</b>
66900 · Reconciliation Discrepancies	0.00		
<b>Total Expense</b>	<b>414,241.44</b>	<b>780,790.00</b>	<b>53.1%</b>
<b>Net Income</b>	<b>-140,544.35</b>	<b>0.00</b>	<b>100.0%</b>