

AGENDA
BOARD OF ELECTIONS COMMISSIONERS
October 29, 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, September 24, 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 / MOU Update
 - B. Legislative Update: Federal and State
 - C. 2014 Budget Funding Update
 - D. 2014 Election update
 - E. 2016 Budget Update
10. **New Business (action items)**
 - A. Illinois AG Opinion and Amended Opinion
 - a. Procedures for Casting Absentee Ballots
 - B. 2015 Election Cycle
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 **November 19, 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

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
October 29, 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 29th day of October, 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, and Bill Barrett from Liberty Systems. Guest in attendance for the meeting is Fran Schaw.

The Meeting is opened with Chairman Leah Anderson leading the Pledge of Allegiance.

During Public Comment member of the public Fran Shaw spoke stating many of her neighbors in her Precinct had questions regarding the Election. After she gave her list of questions, the Chairman thanked her and stated that she should meet with the Office during working hours to have any questions or concerns answered.

Chairman Anderson stated that the Quad County requested a small flyer be posted in the Office regarding a work program they offer. The Board agreed to post the flyer; however, the Commission should not be involved with recruiting the public for them.

The Bloomington Election Commission is celebrating their 100 year in existence on Friday November 14, 2014. The Board agreed anyone who is available may attend the open house.

The Aurora Public Library invited the Election Commission to a fund raiser to benefit the New Building. The Board agreed that any Member may attend at his/her own cost.

Commissioner McCoy moved to approve the Minutes of the September 24, 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 Anderson 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 Anderson. 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 said there are currently no legal or pending legal issues. He spoke on the issue with the School that we use as a polling place. The Illinois Attorney General issued an opinion on October 15th regarding when to process the absentee ballots. The AG's opinion is that the ballots cannot be opened or processed until after 7:00 pm but before 8:00 pm on Election Night. The Commission will comply with the AG's opinion.

Attorney Bond reported to the Board his communications to the City of Aurora's Corporate Counsel as to the dates information had been sent to the City's Corporate Counsel and subsequent follow-ups. The most recent MOU had been sent to the Commissioners and with a minor change, he would recommend the Commission bring the MOU back to the Agenda for review and approval. Upon discussion Commissioner McCoy had a concern as there wasn't any indication that the City was going to agree to the MOU. Commissioner Perry stated that the Statute requires the City to fund the Commission and in the past we have had several agreements that in the end the City chooses not to comply. Commissioner McCoy agreed and said the City is liable for the expenses and this could again lead to delaying the payment of bills if we need to rely on the City paying the expenses as the expenses are incurred. The Commissioners agreed to put the Memorandum Of Understanding on the Agenda for further discussion.

A discussion as to what meeting ensued as Commissioner McCoy would be unavailable for the November 19, 2014 meeting. Commissioner Perry offered to move the meeting to when he would be available. The general consensus was to have the November 19, 2014 meeting the Canvas of Election Results and table the remaining meeting and reconvene on December 3, 2014 when all Commissioners would be available. Attorney Bond stated he would check with the Chief Judge Brawka to verify that she would be available on the 3rd of December. If the Chief Judge is unable to attend the meeting on December 3, 2014, the Board would have the full meeting on the Regular scheduled meeting date of November 19, 2014.

Attorney Bond reiterated that while the Commission has received all of the 2014 funding from the County and most of the funds 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.

Executive Director gave an update as to the 2014 Election. The public test was held earlier that day. The Executive Director provided the Board with the Early/Absentee/Grace Period figures.

The Executive Director stated she is working on the 2016 Budget and informed the Board that there will be an increase in the 2016 Budget in the employee area to cover the additional hours as mandated by Statute.

New Business:

Filing for the 2015 Consolidated Primary will be in the Commission Office starting on Monday November 17, 2014 at 8:00 am. After this initial start date and time of 8:00 am, as is consistent with prior filing dates with the Commission, the Office will accept any filings during office hours of 9:00 am - 5:00 pm. Last day to file is Monday November 24, 2014 by 5:00 pm. As reminded by Attorney Bond, all those who are in line at 8:00 am on the first day as well as all those who file in the last hour of the day will be put in a lottery for first and last position.

Next scheduled Meeting will be Wednesday, November 19, 2014 at 5:00 pm. This will be to canvas the 2014 General Election Results. If the Chief Judge is unable to attend the December 3rd, 2014 meeting, the November 19, 2014 will be a full meeting with Commissioner McCoy excused.

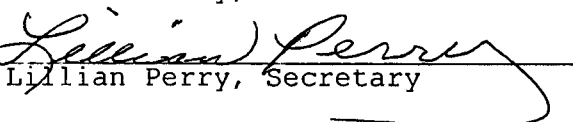
With no further business at hand Commissioner McCoy moved and seconded by Commissioner Anderson to adjourn to the November 19, 2014 Meeting. Meeting ended at 6:10 pm



Leah Anderson, Chairman

EXCUSED ABSENCE

Michael McCoy, Vice-Chairman



Lillian Perry, Secretary



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BANK STATEMENT RECAP

AS OF October 29, 2014 BOARD MEETING

Reconciled Balances as of 9-30-2014 bank statements:

CHECKING:	195,501.85
PAYROLL:	38,005.95
SAVINGS:	<u>120.83</u>
Balance :	233,628.63

October Payroll:	<u>5,665.72</u>
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Subtotal:	227,962.91
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October Payables:	<u>34,214.77</u>
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Balance 10-29-2014	<u>193,748.14</u>
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Aurora Election Commission Budget vs. Actual January through December 2014

	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	0.57		
Total Income	726,664.21	780,790.00	93.1%
Gross Profit			
726,664.21			
Expense			
10-00 · Payroll Expenses			
10-01 · Full-Time / Regular	7,565.00	30,000.00	25.2%
10-06 · Part-Time / Regular	47,902.50	45,000.00	106.5%
10-07 · Part-Time/Seasonal (early E.J.)	13,132.50	21,000.00	62.5%
10-08 · Contract Employees	6,637.75	25,000.00	26.6%
10-09 · Part-Time / Temporary	14,191.50	25,320.00	56.0%
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		
Total 10-17 · Election Judges	38,370.00	110,820.00	0.3%
10-30 · PW - Paid No Work Office Closed	242.50		
10-31 · Overtime / Regular	495.00	1,500.00	33.0%
10-50 · Supplement - Vacatn (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	505.00		
Total 10-00 · Payroll Expenses	129,041.75	261,640.00	49.3%
20-00 · Employee Benefits			
20-10 · FICA / Social Security	5,210.14	8,000.00	65.1%
20-11 · FICA / Medicare	1,218.49	2,000.00	60.9%
20-37 · Unemployment Taxes	1,160.51	3,000.00	0.0%
20-39 · Insurance / WC - Year End Adj.	0.00		
Total 20-00 · Employee Benefits	7,589.14	13,000.00	58.4%

Aurora Election Commission Budget vs. Actual January through December 2014

	Jan - Dec 14	Budget	% of Budget
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	73,280.21	65,000.00	112.7%
32-05 · Audit	20,000.00	8,000.00	250.0%
32-36 · Technical Assistance	0.00	500.00	0.0%
32-41 · Court Reporter	0.00	900.00	0.0%
32-99 · Other (acct)	27,990.00	3,000.00	933.0%
Total 32-00 · Professional Fees	121,270.21	77,400.00	156.7%
34-00 · Utility Services			
34-01 · Water	276.61	1,000.00	27.7%
34-02 · Sewerage	71.14	1,000.00	7.1%
Total 34-00 · Utility Services	347.75	2,000.00	17.4%
36-00 · Cleaning Service			
36-03 · Janitorial	2,700.00	3,600.00	75.0%
36-99 · Other	547.90	500.00	109.6%
Total 36-00 · Cleaning Service	3,247.90	4,100.00	79.2%
38-00 · Repairs & Maintenance Services			
38-02 · Equipment / Non-Licensed	0.00	1,500.00	0.0%
38-05 · Building & Grounds	1,423.80	2,000.00	71.2%
38-08 · Computer	0.00	2,000.00	0.0%
38-11 · Computer - Software	53,527.89	56,000.00	95.6%
38-15 · Equipment - Copier	1,975.41	750.00	263.4%
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	57,366.60	62,950.00	91.1%
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	56,826.00	64,000.00	88.8%
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)	8,953.68	20,000.00	44.8%
Total 39-00 · Rentals / Leases	68,903.68	91,600.00	75.2%

Aurora Election Commission Budget vs. Actual January through December 2014

	Jan - Dec 14	Budget	% of Budget
40-00 · Insurance - 1	0.00	1,500.00	0.0%
40-40 · Liability Insurance	1,660.92	3,500.00	47.5%
40-41 · ATCAR			
Total 40-00 · Insurance - 1	1,660.92	5,000.00	33.2%
42-00 · Travel & Professional Divpmt			
42-01 · Education / Training	2,681.85	5,000.00	53.6%
42-03 · Travel / Meetings	68.00	2,000.00	3.4%
42-05 · Conferences / Seminars	7,657.45	8,000.00	95.7%
42-07 · Mileage	181.00	1,500.00	12.1%
42-40 · Ed/Training - Election Judges	2,489.03	3,500.00	71.1%
Total 42-00 · Travel & Professional Divpmt	13,077.33	20,000.00	65.4%
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	7,841.64	14,000.00	56.0%
Total 44-00 · Communication Charges	7,841.64	15,200.00	51.6%
45-00 · Other Services & Charges			
45-01 · Dues	2,125.00	2,000.00	106.3%
45-02 · Subscriptions	424.40	500.00	84.9%
45-03 · Postage	18,000.00	25,000.00	72.0%
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	59,154.51	30,000.00	197.2%
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%
45-00 · Other Services & Charges - Other	343.50		
Total 45-00 · Other Services & Charges	80,047.41	59,150.00	135.3%

Aurora Election Commission Budget vs. Actual January through December 2014

	Jan - Dec 14	Budget	% of Budget
61-00 · Supplies - General	208.50	2,500.00	8.3%
61-01 · Office - Direct	5,086.00	10,000.00	50.7%
61-10 · Books / Periodicals / Videos	78.00	500.00	15.6%
61-35 · Election	95,712.04	112,500.00	85.1%
61-36 · Voting Equipment	4,127.36	15,000.00	27.5%
61-40 · Expendable Tools / Equipment	2,760.20	6,000.00	46.0%
61-41 · Furniture / Fixtures	0.00	100.00	0.0%
61-80 · Other	4,351.88	5,000.00	87.0%
Total 61-00 · Supplies - General	112,303.98	151,600.00	74.1%
62-00 · Supplies - Energy	4,332.57	3,000.00	144.4%
62-01 · Natural Gas	3,218.91	5,000.00	64.4%
62-04 · Electricity	7,551.48	8,000.00	94.4%
Total 62-00 · Supplies - Energy	8.19	500.00	1.6%
63-00 · Supplies - Mach/Equip	8.19	500.00	1.6%
63-99 · Other	0.00	1,000.00	0.0%
Total 63-00 · Supplies - Mach/Equip	0.00	1,000.00	0.0%
64-00 · Supplies - Computer	0.00	1,000.00	0.0%
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.	0.00	1,000.00	0.0%
65-02 · Equipment - Non-licensed	1,677.12	2,350.00	71.4%
65-05 · Buildings & Grounds	0.00	500.00	0.0%
65-13 · Equipment - Telephone	0.00	100.00	0.0%
65-15 · Equipment - Copier/Fax	1,677.12	3,950.00	42.5%
Total 65-00 · Supplies - Repairs / Maint.	469.00	780,790.00	78.4%
66900 · Reconciliation Discrepancies	612,503.50	0.00	100.0%
Total Expense	114,160.71	0.00	100.0%
Net Income			

1:08 PM

10/29/14

Aurora Election Commission Bills for All Vendors All Transactions

Vendor	Type	Num	Date	Due Date	Aging	Amount	Open Balance
Batteries Plus #434	Bill	434-2..	10/08/2014	10/30/2014		75.00	75.00
Bond, Dickson & As...	Bill	14366	09/04/2014	10/04/2014	25	10,077.94	10,077.94
Bond, Dickson & As..	Bill	14398	09/04/2014	10/04/2014	25	3,177.06	3,177.06
Bruce Harris & Asso...	Bill	75652	09/29/2014	10/09/2014	20	400.00	400.00
Bruce Harris & Asso..	Bill	75719	10/28/2014	11/07/2014		400.00	400.00
Comcast Phone LLC	Bill	44874...	10/01/2014	10/11/2014	18	871.71	871.71
Illinois dept. of emplo...	Bill	3rdqtr...	10/28/2014	10/29/2014		140.19	140.19
Illinois Dept. of Deve...	Bill	3rdqtr...	10/28/2014	10/30/2014		343.50	343.50
Illinois Office Supply	Bill	49639	09/30/2014	10/30/2014		133.50	133.50
Illinois Office Supply	Bill	49661	10/16/2014	10/30/2014		1,170.00	1,170.00
Jake's Bagels & Deli ...	Bill	057743	09/12/2014	09/30/2014	29	39.90	39.90
Jake's Bagels & Deli	Bill	061619	10/16/2014	10/26/2014	3	214.64	214.64
Johnson, Harkness ...	Bill	3rdqtr...	10/01/2014	10/30/2014		340.00	340.00
KKC Imaging Systems	Bill	57149	10/22/2014	10/30/2014		551.57	551.57
M.J.M. Medina Maint...	Bill	914svc	10/05/2014	11/04/2014		300.00	300.00
Moss Jr , Richard W	Bill	sept14	10/08/2014	10/08/2014	21	1,312.50	1,312.50
myles clayton	Bill	oct mil	10/28/2014	10/30/2014		20.50	20.50
Realtor Association ..	Bill	9044	09/26/2014	10/06/2014	23	1,733.45	1,733.45
Realtor Association ..	Bill	novrent	09/26/2014	10/06/2014	23	5,166.00	5,166.00
Reuland Food Service	Bill	26678	10/17/2014	10/27/2014	2	50.84	50.84
Roger C. Marquardt ...	Bill	1397	10/07/2014	10/30/2014		3,000.00	3,000.00
Sun-Times Media	Bill	263964	09/26/2014	10/11/2014	18	515.74	515.74
The Beacon-News	Bill	35748...	10/27/2014	10/30/2014		205.40	205.40
The Office Works, Inc.	Bill	239298	10/27/2014	10/30/2014		149.95	149.95
The Office Works, Inc.	Bill	239319	10/27/2014	11/26/2014		1,997.00	1,997.00
The Office Works, Inc.	Bill	239271	10/24/2014	10/30/2014		631.07	631.07
The Office Works, Inc.	Bill	239129	10/21/2014	10/30/2014		483.84	483.84
TIGER DIRECT	Bill	I5734..	09/20/2014	09/30/2014	29	713.47	713.47
Total						34,214.77	34,214.77

**Aurora Election Commission
Bill Payments for All Vendors
September 2014**

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
Sep 14				
Aurora Fastprint	Bill Pmt -Check	6542	09/25/2014	480.75
batteries Plus /ed	Bill Pmt -Check	6543	09/25/2014	75.35
Comcast Phone LLC	Bill Pmt -Check	6544	09/25/2014	878.65
EJ - Jillings, Christo...	Bill Pmt -Check	6545	09/25/2014	33.54
Fechner, Linda M	Bill Pmt -Check	6546	09/25/2014	675.06
I.A.C.C.R.	Bill Pmt -Check	6547	09/25/2014	345.00
I.A.C.R.E.O T.	Bill Pmt -Check	6548	09/25/2014	485.00
Jake's Bagels & Deli ...	Bill Pmt -Check	6549	09/25/2014	284.65
KKC Imaging Systems	Bill Pmt -Check	6550	09/25/2014	145.00
Leah Anderson	Bill Pmt -Check	6551	09/25/2014	252.98
Liberty Systems, LLC	Bill Pmt -Check	6552	09/25/2014	14,460.00
M.J.M Medina Maint...	Bill Pmt -Check	6553	09/25/2014	300.00
old second	Bill Pmt -Check	6554	09/25/2014	119.40
Realtor Association ...	Bill Pmt -Check	6555	09/25/2014	6,715.68
Reuland Food Service	Bill Pmt -Check	6556	09/25/2014	257.32
Roger C. Marquardt ...	Bill Pmt -Check	6557	09/25/2014	3,000.00
Sikich	Bill Pmt -Check	6558	09/25/2014	2,000.00
the Voice	Bill Pmt -Check	6559	09/25/2014	18.00
U.S. Postal Serv (Po...	Bill Pmt -Check	6560	09/25/2014	9,000.00
Una Voz Newspaper	Bill Pmt -Check	6561	09/25/2014	840.00
Sep 14				40,366.38