

AGENDA
BOARD OF ELECTIONS COMMISSIONERS
September 24, 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, August 27, 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. 2014 Budget Funding Update
 - D. Polling Place Locations
 - E. 2014 election update
10. **New Business (action items)**
 - A. Approval of Memorandum of Understanding between the City, County, and Commission (Resolution # 2014-01)
 - B. Approval of Legal Services Resolution
 - C. Review/ Approval of the purchase of Servers, computer equipment
 - D. Upcoming Dates and locations for 2014 and 2015 election
 - E. 2015 and 2016 Budget
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 October 29, 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*

BANK STATEMENT RECAP
September 2014

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

RECONCILED BALANCE AS OF 9-01-2014

CHECKING: \$242,825.94
PAYROLL: \$43,066.00
SAVINGS: \$120.83

SUBTOTAL: \$286,012.77

(CREDIT CARD BALANCE: \$119.40)

DEPOSITS: 0.00
PAYROLL \$5,060.05 Sept payrolls
transfers 0.00
SUBTOTAL \$280,952.72

August Payables \$40,366.38

Funds: 240,586.34

does not include computer servers and supplies



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

MEETING MINUTES
September 24, 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 24th day of September, 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 who arrived at 5:08.

The Meeting is opened with Bill Barrett leading the Pledge of Allegiance.

Commissioner McCoy moved to approve the Minutes of the August 27, 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 stated Chief Judge Brawka did approve the 2014-2016 list of Election Judges. He also provided the procedure to remove a judge from the list. It is on file at the Circuit Court.

For the legislative update, the new Grace Period Voting Law is in effect allowing a voter to register and vote on Election Day.

2014 Budget funding - There is no progress with the City. Attorney Bond had sent over changes and has not received any response as of this meeting. He informed the Board as to the dates information had been sent to the City's Corporate Counsel and subsequent follow-ups. Attorney Bond is seeking the next course of action from the Commissioners. After discussion, it was agreed by the Members of the Board to table the Memorandum of Understanding with the City of Aurora. Upon further discussion to clarify "table", it was agreed to remove the MOU from the Agenda.

Then ask if this would be general consensus or a motion, the Board agreed to a motion. Commissioner Anderson made the motion to table the Resolution approving the Memorandum of Understanding until it is ready to be reviewed and approved. This was second by Commissioner McCoy and on roll call vote, Commissioners Anderson, McCoy, and Perry voted 'aye' and motion carried 3-0.

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 amount is due from the City.

Executive Director Fechner stated that Marmion Academy would be Polling Place for the November Election. After this Election, they no longer want to be Polling Place. They have no issues and have enjoyed a long relationship being Polling Place, but it is becoming more difficult to separate the area of voting from the Cadets.

As an alternate spot, the Executive Director said Pipe Fitters on Butterfield Road are willing to be a Polling Place. The Board agreed to the Pipe Fitters Building becoming an Election Day Polling Place.

Executive Director gave an update as to the 2014 Election.

New Business:

The Chairman repeated that the Memorandum of Understanding has been tabled. The Commissioners again agreed that the MOU is to be removed from the Agenda.

Item B and C under New Business were printed in error and have already been discussed and approved.

The Executive Director provided the Board with the Public Test date and filing dates for the 2015 Election Season.

The Executive Director informed the Board that she would be working on the 2016 Budget and the 2015 Budget had been sent to the City earlier in the year.

Fran Shaw asked to speak for a few minutes. She did speak and was reminded by the Chairman that open comment is in the beginning of the Meeting.

Next scheduled Meeting will be Wednesday, October 29, 2014 at 5:00 pm.

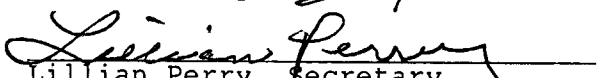
With no further business at hand Commissioner McCoy moved and seconded by Commissioner Anderson to adjourn to the October 29, 2014 Meeting. Meeting ended at 5:43 pm



Leah Anderson, Chairman



Michael McCoy, Vice Chairman



Lillian Perry, Secretary

Aurora Election Commission Budget vs. Actual January through December 2014

Accrual Basis

	Jan - Dec 14	Budget	\$ Over Budget
Income			
15-00 · Income			
15-01 · City of Aurora	378,853.34	433,250.75	-54,397.41
15-02 · Kane County Levy	347,539.25	347,539.25	0.00
15-00 · Income - Other	0.00	0.00	0.00
Total 15-00 · Income	726,392.59	780,790.00	-54,397.41
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	-54,125.79
Gross Profit	726,664.21	780,790.00	-54,125.79
Expense			
10-00 · Payroll Expenses			
10-01 · Full-Time / Regular	7,195.00	30,000.00	-22,805.00
10-06 · Part-Time / Regular	43,275.00	45,000.00	-1,725.00
10-07 · Part-Time/Seasonal (early E.J.)	12,495.00	21,000.00	-8,505.00
10-08 · Contract Employees	5,325.25	25,000.00	-19,674.75
10-09 · Part-Time / Temporary	13,083.50	25,320.00	-12,236.50
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	-110,500.00
Total 10-17 · Election Judges	38,370.00	110,820.00	-72,450.00
10-30 · PW - Paid No Work Office Closed	242.50		
10-31 · Overtime / Regular	326.25	1,500.00	-1,173.75
10-50 · Supplement - Vactn (Buy Back)	0.00	2,000.00	-2,000.00
10-52 · Supplement - Other	0.00	1,000.00	-1,000.00
10-00 · Payroll Expenses - Other	505.00		
Total 10-00 · Payroll Expenses	120,817.50	261,640.00	-140,822.50
20-00 · Employee Benefits			
20-10 · FICA / Social Security	4,781.60	8,000.00	-3,218.40
20-11 · FICA / Medicare	1,118.28	2,000.00	-881.72
20-37 · Unemployment Taxes	980.29		
20-39 · Insurance / WC - Year End Adj.	0.00	3,000.00	-3,000.00
Total 20-00 · Employee Benefits	6,880.17	13,000.00	-6,119.83

Aurora Election Commission
Budget vs. Actual
 January through December 2014

Accrual Basis

	Jan - Dec 14	Budget	\$ Over 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	60,025.21	65,000.00	-4,974.79
32-05 - Audit	20,000.00	8,000.00	12,000.00
32-36 - Technical Assistance	0.00	500.00	-500.00
32-41 - Court Reporter	0.00	900.00	-900.00
32-99 - Other (acct)	24,650.00	3,000.00	21,650.00
Total 32-00 - Professional Fees	104,675.21	77,400.00	27,275.21
34-00 - Utility Services			
34-01 - Water	235.11	1,000.00	-764.89
34-02 - Sewerage	71.14	1,000.00	-928.86
Total 34-00 - Utility Services	306.25	2,000.00	-1,693.75
36-00 - Cleaning Service			
36-03 - Janitorial	2,400.00	3,600.00	-1,200.00
36-99 - Other	547.90	500.00	47.90
Total 36-00 - Cleaning Service	2,947.90	4,100.00	-1,152.10
38-00 - Repairs & Maintenance Services			
38-02 - Equipment / Non-Licensed	0.00	1,500.00	-1,500.00
38-05 - Building & Grounds	1,108.33	2,000.00	-891.67
38-08 - Computer	0.00	2,000.00	-2,000.00
38-11 - Computer - Software	52,727.89	56,000.00	-3,272.11
38-15 - Equipment - Copier	1,423.84	750.00	673.84
38-40 - Insect Control	0.00	100.00	-100.00
38-41 - Alarm Service Fees	439.50	600.00	-160.50
Total 38-00 - Repairs & Maintenance Services	55,699.56	62,950.00	-7,250.44
39-00 - Rentals / Leases			
39-03 - Autos / Vans / Trucks	496.50	1,200.00	-703.50
39-12 - Mailing Equipment	540.00	1,800.00	-1,260.00
39-15 - Polling Places \$40.00/pct	2,087.50	4,000.00	-1,912.50
39-16 - Storage	0.00	100.00	-100.00
39-20 - Office Space	51,660.00	64,000.00	-12,340.00
39-21 - Meetings / Display Space	0.00	250.00	-250.00
39-50 - Equipment - Other	0.00	250.00	-250.00
39-99 - Other (taxes/contingency)	8,037.01	20,000.00	-11,962.99
Total 39-00 - Rentals / Leases	62,821.01	91,600.00	-28,778.99

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

Accrual Basis

	Jan - Dec 14	Budget	\$ Over Budget
40-00 · Insurance - 1			
40-40 · Liability Insurance	0.00	1,500.00	-1,500.00
40-41 · ATCAR	1,497.51	3,500.00	-2,002.49
Total 40-00 · Insurance - 1	1,497.51	5,000.00	-3,502.49
42-00 · Travel & Professional Dvlpmt			
42-01 · Education / Training	2,681.85	5,000.00	-2,318.15
42-03 · Travel / Meetings	68.00	2,000.00	-1,932.00
42-05 · Conferences / Seminars	7,657.45	8,000.00	-342.55
42-07 · Mileage	160.50	1,500.00	-1,339.50
42-40 · Ed/Training - Election Judges	2,183.65	3,500.00	-1,316.35
Total 42-00 · Travel & Professional Dvlpmt	12,751.45	20,000.00	-7,248.55
43-00 · Insurance			
43-02 · Insurance Premium	0.00	3,000.00	-3,000.00
43-09 · Insurance - Notary	0.00	300.00	-300.00
43-15 · Insurance - Bonding	0.00	400.00	-400.00
Total 43-00 · Insurance	0.00	3,700.00	-3,700.00
44-00 · Communication Charges			
44-01 · Telephone	0.00	1,000.00	-1,000.00
44-04 · Telephone - Mobile	0.00	200.00	-200.00
44-09 · Fee - Internet Access	6,969.93	14,000.00	-7,030.07
Total 44-00 · Communication Charges	6,969.93	15,200.00	-8,230.07
45-00 · Other Services & Charges			
45-01 · Dues	2,125.00	2,000.00	125.00
45-02 · Subscriptions	219.00	500.00	-281.00
45-03 · Postage	18,000.00	25,000.00	-7,000.00
45-04 · UPS / Fed Ex	0.00	100.00	-100.00
45-07 · Copier Costs	0.00	1,000.00	-1,000.00
45-12 · Advertising / Publication	58,638.77	30,000.00	28,638.77
45-18 · Promo Materials / Services	0.00	150.00	-150.00
45-22 · Notary Registration / Stamp	0.00	100.00	-100.00
45-23 · Copying Services	0.00	100.00	-100.00
45-32 · Licenses / Permits	0.00	100.00	-100.00
45-99 · Other	0.00	100.00	-100.00
Total 45-00 · Other Services & Charges	78,982.77	59,150.00	19,832.77

Aurora Election Commission Budget vs. Actual January through December 2014

Accrual Basis

	Jan - Dec 14	Budget	\$ Over Budget
61-00 · Supplies - General			
61-01 · Office - Direct	0.00	2,500.00	-2,500.00
61-09 · Custom Printing	3,896.00	10,000.00	-6,104.00
61-10 · Books / Periodicals / Videos	78.00	500.00	-422.00
61-35 · Election	95,712.04	112,500.00	-16,787.96
61-36 · Voting Equipment	3,413.89	15,000.00	-11,586.11
61-40 · Expendable Tools / Equipment	763.20	6,000.00	-5,236.80
61-41 · Furniture / Fixtures	0.00	100.00	-100.00
61-80 · Other	3,087.02	5,000.00	-1,912.98
Total 61-00 · Supplies - General	106,950.15	151,600.00	-44,649.85
62-00 · Supplies - Energy			
62-01 · Natural Gas	4,332.57	3,000.00	1,332.57
62-04 · Electricity	2,922.51	5,000.00	-2,077.49
Total 62-00 · Supplies - Energy	7,255.08	8,000.00	-744.92
63-00 · Supplies - Mach/Equip			
63-99 · Other	8.19	500.00	-491.81
Total 63-00 · Supplies - Mach/Equip	8.19	500.00	-491.81
64-00 · Supplies - Computer			
64-22 · Imaging Equipment / Systems	0.00	1,000.00	-1,000.00
Total 64-00 · Supplies - Computer	0.00	1,000.00	-1,000.00
65-00 · Supplies - Repairs / Maint.			
65-02 · Equipment - Non-Licensed	0.00	1,000.00	-1,000.00
65-05 · Buildings & Grounds	1,677.12	2,350.00	-672.88
65-13 · Equipment - Telephone	0.00	500.00	-500.00
65-15 · Equipment - Copier/Fax	0.00	100.00	-100.00
Total 65-00 · Supplies - Repairs / Maint.	1,677.12	3,950.00	-2,272.88
66900 · Reconciliation Discrepancies	469.00		
Total Expense	570,806.20	780,790.00	-209,981.80
Net Income	155,856.01	0.00	155,856.01

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09/24/14

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	6526	08/01/2014	696.92
AECOI	Bill Pmt -Check	6527	08/28/2014	180.00
Aurora Fastprint	Bill Pmt -Check	6528	08/28/2014	75.06
Bond, Dickson & As...	Bill Pmt -Check	6529	08/28/2014	6,091.10
Bruce Harris & Asso...	Bill Pmt -Check	6530	08/28/2014	400.00
EJ - Jillings, Christo...	Bill Pmt -Check	6531	08/28/2014	60.50
Fechner, Linda M	Bill Pmt -Check	6532	08/28/2014	1,295.93
I.A.C.C.R.	Bill Pmt -Check	6533	08/28/2014	65.00
Janco Supply, Inc.	Bill Pmt -Check	6534	08/28/2014	281.10
KKC Imaging Systems	Bill Pmt -Check	6535	08/28/2014	75.00
M.J.M. Medina Maint.	Bill Pmt -Check	6536	08/28/2014	300.00
Realtor Association ..	Bill Pmt -Check	6537	08/28/2014	5,166.00
Reuland Food Service	Bill Pmt -Check	6538	08/28/2014	54.70
Roger C. Marquardt ..	Bill Pmt -Check	6539	08/28/2014	3,000.00
The Office Works, Inc.	Bill Pmt -Check	6540	08/28/2014	1,044.30
Aug 14				<u><u>18,785.61</u></u>

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09/24/14

Aurora Election Commission
Bills for All Vendors
 January through December 2014

Vendor	Type	Num	Date	Due Date	Aging	Amount	Open Balance
Jan - Dec 14							
Aurora Fastprint	Bill	10578	09/23/2014	10/08/2014		480.75	480.75
batteries Plus /ed	Bill	487-1...	08/11/2014	08/21/2014	34	75.35	75.35
Comcast Phone LLC	Bill	44744	09/01/2014	09/11/2014	13	878.65	878.65
EJ - Jillings, Christo ...	Bill	903-9	09/18/2014	09/28/2014		33.54	33.54
Fechner, Linda M	Bill	sept	09/08/2014	09/18/2014	6	675.06	675.06
I.A.C.C.R.	Bill	2014...	09/04/2014	09/14/2014	10	345.00	345.00
I.A.C.R.E.O.T.	Bill	2014f	09/01/2014	09/01/2014	23	145.00	145.00
I.A.C.R.E.O.T.	Bill	2014a...	09/01/2014	09/01/2014	23	145.00	145.00
I.A.C.R.E.O.T.	Bill	2014lf	09/01/2014	09/01/2014	23	195.00	195.00
Jake's Bagels & Deli ...	Bill	57741	09/10/2014	09/20/2014	4	284.65	284.65
KKC Imaging Systems	Bill	56476	09/02/2014	09/17/2014	7	145.00	145.00
Leah Anderson	Bill	sept c	09/08/2014	09/18/2014	6	252.98	252.98
Liberty Systems, LLC	Bill	fall co.	09/04/2014	09/14/2014	10	14,460.00	14,460.00
M.J.M. Medina Maint...	Bill	aug s...	09/01/2014	10/01/2014		300.00	300.00
old second	Bill	80-90..	09/09/2014	09/19/2014	5	119.40	119.40
Realtor Association ...	Bill	10201...	09/03/2014	09/13/2014	11	5,166.00	5,166.00
Realtor Association ..	Bill	388791	09/03/2014	09/13/2014	11	1,549.68	1,549.68
Reuland Food Service	Bill	26546	09/11/2014	09/21/2014	3	257.32	257.32
Roger C. Marquardt ...	Bill	1374	09/03/2014	09/13/2014	11	3,000.00	3,000.00
Sikich	Bill	195215	08/15/2014	09/24/2014		2,000.00	2,000.00
the Voice	Bill	904legal	09/04/2014	09/14/2014	10	18.00	18.00
U.S. Postal Serv (Po...	Bill	absen	09/01/2014	09/11/2014	13	9,000.00	9,000.00
Una Voz Newspaper	Bill	7645	08/29/2014	08/29/2014	26	340.00	340.00
Una Voz Newspaper	Bill	7653	09/03/2014	09/03/2014	21	500.00	500.00
Jan - Dec 14						40,366.38	40,366.38