

AGENDA
BOARD OF ELECTIONS COMMISSIONERS
December 16, 2015
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. Correspondence
6. **Approval of Minutes**
 - Regular Meeting, November 18, 2015
- 7 **Approval and Place on File Bank Statement(s)**
 - A. Payroll
 - B. Checking
 - C. Savings Account (quarterly)
 - D. Election Account
 - E. Reserve Account
 - D. Bank Card Statement
9. **Approval and Place on File - Treasurer's Report (monthly/year-to-date)**
10. **Approval of Commission Bills**
 - A. Approved Bills
 - B. Disputed Bills (if Any)
11. **Unfinished Business (Action Items)**
 - A. Legal Update
 - B. Legislative Update: Federal and State
 - C. AECOI December Conference – Aurora Host
 - D. 2016 Election Cycle Update – dates/ vote by mail
12. **New Business (Action Items)**
 - A. Office Update –Lease update – Resolution 2015-09 Lease Agreement
 - B. FOI/Election Requests
 - C. Presentation with Democracy Live regarding ballots
 - D. Voter Registration Drives
 - E. Draft of 2016 Board Meeting Schedule
 - F. Draft of 2016 Office Schedule of Holidays/Office Closed
13. **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)
14. **Matters to be Referred from Executive Session**
15. Adjourn to **January 27, 2016 meeting at 5:00 pm**

Aurora Election Commission Budget vs. Actual January through December 2015

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
Income			
15-00 · Income			
15-01 · City of Aurora	1,223,271.26	1,351,343.00	90.5%
15-02 · Kane County Levy	344,637.50	0.00	100.0%
15-03 · Kane County Employee Salaries	0.00	0.00	0.0%
Total 15-00 · Income	1,567,908.76	1,351,343.00	116.0%
15-19 · state of Illinois - grant/reimb	147,583.89		
20-001 · accts receivable - Election Jud	48,091.12		
20-002 · Sale of Voter List, Information	500.00	0.00	100.0%
20-003 · Sale of Maps	0.00	0.00	0.0%
20-004 · Miscellaneous Income	516.23	0.00	100.0%
25-001 · Savings Account Interest	55.29	0.00	100.0%
Total Income	1,764,655.29	1,351,343.00	130.6%
Gross Profit	1,764,655.29	1,351,343.00	130.6%
Expense			
10-00 · Payroll Expenses			
10-01 · Full-Time / Regular	3,161.00	30,000.00	10.5%
10-06 · Part-Time / Regular	61,831.17	70,000.00	88.3%
10-07 · Part-Time/Seasonal (early E.J.)	5,518.75	21,000.00	26.3%
10-08 · Contract Employees	3,257.75	18,000.00	18.1%
10-09 · Part-Time / Temporary	40,774.50	2,573.00	1,584.7%
10-10 · Kane County Payroll Expense	0.00	0.00	0.0%
10-17 · Election Judges			
10-17-1 · E1 - Non Certified	1,620.00		
10-17-2 · E2 - Certified	41,585.00		
10-17-3 · E3 - Nursing Home	120.00		
10-17-4 · E4 - Processing	1,110.00		
10-17 · Election Judges - Other	990.00	110,820.00	0.9%
Total 10-17 · Election Judges	45,425.00	110,820.00	41.0%
10-30 · PW - Paid No Work Office Closed	0.00		
10-31 · Overtime / Regular	22.50	1,500.00	1.5%
10-50 · Supplement - Vactn (Buy Back)	0.00	3,000.00	0.0%
10-52 · Supplement - Other	0.00	1,000.00	0.0%
10-00 · Payroll Expenses - Other	1,609.00		
Total 10-00 · Payroll Expenses	161,599.67	257,893.00	62.7%
20-00 · Employee Benefits			
20-10 · FICA / Social Security	7,000.87	10,000.00	70.0%
20-11 · FICA / Medicare	1,637.31	2,000.00	81.9%
20-12 · Pension / IMRF	0.00	0.00	0.0%
20-21 · Clothing - Damaged / Replaced	0.00	0.00	0.0%
20-37 · Unemployment Taxes	1,405.22	0.00	100.0%

Aurora Election Commission
Budget vs. Actual
 January through December 2015

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
20-39 - Insurance / WC - Year End Adj.	0.00	4,000.00	0.0%
20-43 - Termination Benefits	0.00	0.00	0.0%
Total 20-00 - Employee Benefits	10,043.40	16,000.00	62.8%
25-00 - Bank Fees			
25-02 - Stop Payment Charge	36.00		
25-03 - Over Check-Limit Fee	46.20	0.00	100.0%
Total 25-00 - Bank Fees	82.20	0.00	100.0%
32-00 - Professional Fees			
32-01 - Legal	44,250.11	65,000.00	68.1%
32-05 - Audit	3,000.00	10,000.00	30.0%
32-36 - Technical Assistance	0.00	750.00	0.0%
32-41 - Court Reporter	0.00	900.00	0.0%
32-99 - Other (acct)	29,865.00	41,000.00	72.8%
Total 32-00 - Professional Fees	77,115.11	117,650.00	65.5%
34-00 - Utility Services			
34-01 - Water	339.38	1,000.00	33.9%
34-02 - Sewerage	0.00	1,000.00	0.0%
Total 34-00 - Utility Services	339.38	2,000.00	17.0%
36-00 - Cleaning Service			
36-03 - Janitorial	3,300.00	3,600.00	91.7%
36-99 - Other	1,131.99	2,000.00	56.6%
36-00 - Cleaning Service - Other	0.00	0.00	0.0%
Total 36-00 - Cleaning Service	4,431.99	5,600.00	79.1%
38-00 - Repairs & Maintenance Services			
38-02 - Equipment / Non-Licensed	0.00	1,500.00	0.0%
38-05 - Building & Grounds	1,829.40	2,000.00	91.5%
38-08 - Computer	0.00	5,000.00	0.0%
38-11 - Computer - Software	68,125.08	65,000.00	104.8%
38-13 - Equipment - Telephone	0.00	0.00	0.0%
38-15 - Equipment - Copier	3,094.58	750.00	412.6%
38-40 - Insect Control	48.97	100.00	49.0%
38-41 - Alarm Service Fees	616.32	700.00	88.0%
Total 38-00 - Repairs & Maintenance Services	73,714.35	75,050.00	98.2%
39-00 - Rentals / Leases			
39-03 - Autos / Vans / Trucks	533.11	1,000.00	53.3%
39-10 - Copy Machines	0.00	0.00	0.0%
39-12 - Mailing Equipment	773.53	1,500.00	51.6%
39-15 - Polling Places \$40.00/pct	2,447.50	3,000.00	81.6%
39-16 - Storage	0.00	100.00	0.0%

Aurora Election Commission Budget vs. Actual January through December 2015

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
39-20 · Office Space	61,992.00	64,000.00	96.9%
39-21 · Meetings / Display Space	72.85	250.00	29.1%
39-50 · Equipment - Other	0.00	250.00	0.0%
39-99 · Other (taxes/contingency)	9,253.10	12,000.00	77.1%
39-00 · Rentals / Leases - Other	0.00	0.00	0.0%
Total 39-00 · Rentals / Leases	75,072.09	82,100.00	91.4%
40-00 · Insurance - 1			
40-40 · Liability Insurance	0.00	1,500.00	0.0%
40-41 · ATCAR	913.90	2,000.00	45.7%
40-00 · Insurance - 1 - Other	182.78	0.00	100.0%
Total 40-00 · Insurance - 1	1,096.68	3,500.00	31.3%
42-00 · Travel & Professional Dvlpmt			
42-01 · Education / Training	7,157.21	8,000.00	89.5%
42-03 · Travel / Meetings	216.23	1,000.00	21.6%
42-05 · Conferences / Seminars	4,413.15	8,000.00	55.2%
42-07 · Mileage	1,559.37	1,000.00	155.9%
42-40 · Ed/Training - Election Judges	458.22	1,500.00	30.5%
Total 42-00 · Travel & Professional Dvlpmt	13,804.18	19,500.00	70.8%
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	500.00	400.00	125.0%
43-00 · Insurance - Other	731.12		
Total 43-00 · Insurance	1,231.12	3,700.00	33.3%
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	10,731.80	12,000.00	89.4%
Total 44-00 · Communication Charges	10,731.80	13,200.00	81.3%
45-00 · Other Services & Charges			
45-01 · Dues	1,550.00	3,000.00	51.7%
45-02 · Subscriptions	447.80	1,000.00	44.8%
45-03 · Postage	36,019.99	38,000.00	94.8%
45-04 · UPS / Fed Ex	0.00	100.00	0.0%
45-07 · Copier Costs	0.00	2,000.00	0.0%
45-12 · Advertising / Publication	22,576.24	30,000.00	75.3%
45-18 · Promo Materials / Services	0.00	100.00	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	572.40	200.00	286.2%

Aurora Election Commission
Budget vs. Actual
 January through December 2015

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
45-92 · Election Comm. Oper Costs	0.00	0.00	0.0%
45-99 · Other	500.00	100.00	500.0%
Total 45-00 · Other Services & Charges	61,666.43	74,700.00	82.6%
61-00 · Supplies - General			
61-01 · Office - Direct	1,733.91	2,500.00	69.4%
61-02 · Office - Central Stores	221.90	0.00	100.0%
61-09 · Custom Printing	7,535.71	10,000.00	75.4%
61-10 · Books / Periodicals / Videos	212.94	750.00	28.4%
61-11 · Photographic	0.00	0.00	0.0%
61-35 · Election	74,493.64	110,000.00	67.7%
61-36 · Voting Equipment	10,295.26	525,000.00	2.0%
61-40 · Expendable Tools / Equipment	15,796.82	10,000.00	158.0%
61-41 · Furniture / Fixtures	918.22	100.00	918.2%
61-78 · Bottled Water	0.00	0.00	0.0%
61-79 · Coffee	0.00	0.00	0.0%
61-80 · Other	2,471.13	5,000.00	49.4%
Total 61-00 · Supplies - General	113,679.53	663,350.00	17.1%
62-00 · Supplies - Energy			
62-01 · Natural Gas	3,265.98	4,000.00	81.6%
62-04 · Electricity	3,607.09	5,000.00	72.1%
62-00 · Supplies - Energy - Other	0.00	0.00	0.0%
Total 62-00 · Supplies - Energy	6,873.07	9,000.00	76.4%
63-00 · Supplies - Mach/Equip			
63-02 · Equipment - Copy Machines	0.00	0.00	0.0%
63-99 · Other	0.00	500.00	0.0%
Total 63-00 · Supplies - Mach/Equip	0.00	500.00	0.0%
64-00 · Supplies - Computer			
64-01 · Paper - Stock	0.00	2,000.00	0.0%
64-12 · Computers	0.00	0.00	0.0%
64-22 · Imaging Equipment / Systems	0.00	1,000.00	0.0%
Total 64-00 · Supplies - Computer	0.00	3,000.00	0.0%
65-00 · Supplies - Repairs / Maint.			
65-02 · Equipment - Non-Licensed	0.00	1,000.00	0.0%
65-05 · Buildings & Grounds	517.32	3,000.00	17.2%
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.	517.32	4,600.00	11.2%
66900 · Reconciliation Discrepancies	399.75	0.00	100.0%

Aurora Election Commission
Budget vs. Actual
 January through December 2015

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
69800 - Uncategorized Expenses	0.00	0.00	0.0%
Total Expense	612,398.07	1,351,343.00	45.3%
Net Income	1,152,257.22	0.00	100.0%

**Aurora Election Commission
Bill Payments for All Vendors
November 2015**

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
Nov 15				
ADT Security Services	Bill Pmt -Check	7547	11/18/2015	154.08
Bond, Dickson & Asso...	Bill Pmt -Check	7548	11/18/2015	3,249.07
Boy Scout Troop 26 H.	Bill Pmt -Check	7549	11/18/2015	25.00
Bruce Harris & Assoc,....	Bill Pmt -Check	7550	11/18/2015	400.00
Comcast Phone LLC	Bill Pmt -Check	7551	11/18/2015	892.06
E.J - Jillings, Christoph...	Bill Pmt -Check	7552	11/18/2015	18.10
Election Systems & Sof...	Bill Pmt -Check	7553	11/18/2015	3,760.00
Fechner, Linda M	Bill Pmt -Check	7554	11/18/2015	237.73
Houghtaling Insurance..	Bill Pmt -Check	7555	11/18/2015	250.00
Illinois Office Supply	Bill Pmt -Check	7556	11/18/2015	722.50
Jeffrey P. Fechner, Jr	Bill Pmt -Check	7557	11/18/2015	32.20
KKC Imaging Systems	Bill Pmt -Check	7558	11/18/2015	468.45
Liberty Mutual Surety	Bill Pmt -Check	7559	11/18/2015	250.00
M.J.M. Medina Mainte...	Bill Pmt -Check	7560	11/18/2015	300.00
old second	Bill Pmt -Check	7561	11/18/2015	163.12
Pitney Bowes	Bill Pmt -Check	7562	11/18/2015	180.00
Realtor Association of ...	Bill Pmt -Check	7563	11/18/2015	8,695.13
Roger C. Marquardt & ...	Bill Pmt -Check	7564	11/18/2015	4,000.00
Table and Chair Outlet	Bill Pmt -Check	7565	11/18/2015	780.00
The Office Works, Inc.	Bill Pmt -Check	7566	11/18/2015	510.27
tutto Mascot Metropolit .	Bill Pmt -Check	7567	11/18/2015	11,905.00
U.S. Postal Serv (Post...	Bill Pmt -Check	7568	11/18/2015	9,000.00
ULINE	Bill Pmt -Check	7569	11/18/2015	795.46
Van's Lock & Key Serv...	Bill Pmt -Check	7570	11/18/2015	94.00
				46,882.17
Nov 15				

**Aurora Election Commission
Bills for All Vendors
January through December 2015**

Vendor	Num	Date	Amount
Jan - Dec 15			
Aurora Fastprint	14710	12/01/2015	204.24 printing
Batteries Plus #434	434-242551	12/09/2015	52.97 supplies
Bond, Dickson & Associates, P.C.	14968	12/04/2015	2,053.52 legal
Comcast Phone LLC	4709338	12/01/2015	876.93 phone
Domain Registry of America	282-1840	12/01/2015	228.00 website
DR IT Services	762	11/23/2015	1,235.00 itservices
EJ - Jillings, Christopher J	outsideunit	12/16/2015	129.99 supplies
EJ - Jillings, Christopher J	11/122015 mlrg	12/16/2015	17.25 mileage
I.A.C.R.E.O.T.	116conference	11/23/2015	160.00 meeting
illinois dept. of employment Security	0654198721	12/01/2015	156.88 taxes
Illinois Office Supply	51571	11/18/2015	1,178.45 printing
Inclusion Solutions, LLC	9821	11/18/2015	150.83 supplies
KKC Imaging Systems	62316	11/24/2015	75.00 repair
KKC Imaging Systems	62250	11/30/2015	300.25 repiar
M J M. Medina Maintenance	1115svcs	12/04/2015	300.00 services
PCM	0168211761	11/23/2015	2,593.23 computer
Realtor Association of the Fox Valley	0116rent	12/16/2015	5,166.00 rent
Robis Elections, Inc.	10584	12/17/2015	12,980 00 services
Roger C. Marquardt & Company, Inc	1785	12/01/2015	3,000.00 consult
Table and Chair Outlet	12072correction	11/23/2015	22.00 supplies
The Beacon-News	through 120-02-2016	11/07/2015	228.80 suscription
The Office Works, Inc.	400793	12/02/2015	131.98 supplies
The Office Works, Inc.	400492	11/20/2015	43.96 supplies
The Office Works, Inc.	400565	11/23/2015	233.90 supplies
The Office Works, Inc.	400336	11/23/2015	-16.19 return
The Office Works, Inc.	400532	11/23/2015	64.95 supplies
TIGER DIRECT	office12072015	12/01/2015	7,470.95 computer
U.S. Postal Serv (Postage-By-Phone)	112015	12/01/2015	9,000.00 postage
Willy's Cleaning Service, Inc	0168	12/09/2015	160.00 services
			<u>48,198.89</u>
Jan - Dec 15			

**A RESOLUTION APPROVING AN AGREEMENT FOR ELECTION SERVICES AND
SUPPLIES WITH LIBERTY SYSTEMS, LLC**

16 December 2015

Resolution No. 2015-07

RECITALS

WHEREAS, the Aurora Election Commission (“ELECTION COMMISSION”) is a body politic and corporate, organized and existing pursuant to the Election Code, 10 ILCS 5/1-1, *et seq.*; and

WHEREAS, the ELECTION COMMISSION is authorized and empowered, pursuant to the Illinois Election Code, 10 ILCS 5/1-1, *et seq.*, to pass resolutions for the purpose of carrying out its statutorily enumerated duties and responsibilities and those powers reasonably inferred therefrom; and

WHEREAS, the ELECTION COMMISSION desires to purchase services and supplies for the 2016 General Primary Election; and

WHEREAS, the ELECTION COMMISSION has received a price quotation for said services and supplies from Liberty Systems, LLC (“Liberty Systems”) for a total amount of \$28,420 plus cost of ballots; and

WHEREAS, the ELECTION COMMISSION has determined that Liberty Systems’ price quotations for these services and supplies is reasonable and acceptable, and accordingly, the ELECTION COMMISSION desires to enter into an agreement with Liberty Systems for the said services and supplies as quoted; and

WHEREAS, the ELECTION COMMISSION finds and determines that entry into an agreement with Liberty Systems for services and supplies is in the best interest of the ELECTION COMMISSION and the citizens of the City of Aurora.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Election Commission, as follows:

1. That the recitals set forth above are incorporated herein and made a part hereof.
2. That the Board of Commissioners hereby approves the proposal by Liberty Systems for certain services and supplies, for a total amount not to exceed \$28420 plus cost of ballots, as quoted in the proposal dated October 8, 2015, from William R. Barrett of Liberty Systems to Linda Fechner, Executive Director, which is attached hereto and incorporated herein by reference as Exhibit “A.”

3. That the Executive Director is hereby authorized to enter into an agreement on behalf of the ELECTION COMMISSION for such services and supplies as provided for herein.

4. That all Resolutions, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage, approval and publication, in the manner provided for by law.

APPROVED:

BY:

Leah Anderson, Chairman

Mike McCoy, Vice Chair

Lillian Perry, Secretary

ATTEST:

BY:

Lillian Perry, Secretary

AYES: _____
NAYS: _____
ABSENT: _____

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Aurora Election Commission, Aurora, Illinois, and that the foregoing is a true, complete and exact copy of Resolution No. 2015-07, passed and approved on December 16, 2015, as the same appears from the official records of the Aurora County Election Commission.

Lillian Perry, Secretary

EXHIBIT A



2016 Primary Election Costs Projected

Election Service	Liberty
Ballots*pricing on 14" size	.28 each
Public Test and Internet Pre	\$2975
Election Day	\$3495
Retab and Provisional	\$2500
Internet Results	\$2500
Smart Test Deck OS TSX	\$6000
Elect Mgmt database review	\$5950
Early Vote Review & Setup	\$2000
Pre-Election Equip Prep	included
Lock and Load Review	\$1500
Ballot on Demand Review*	\$1500
TOTAL	\$28,420.00
	Plus ballots

2016 General Election Services and Supplies Proposed:

November 2013	Supplies
60000	Ballots* subject to AEC review on quantity
1	Setup and Services
1	Early Vote Review
1	Pre-Election Equip Prep
1	Lock and Load Review
1	Ballot on Demand Review
1	Smart Test Deck OS TSX
1	Public Test and Internet PreTest
1	Election Day
1	Election Mgmt Database Review
	Results Distribution
1	Internet

2016 General Election Management database review will be completed onsite in Aurora according to AEC timeframe, including if necessary Saturday and evenings.



October 8, 2015
Linda Fechner
Executive Director
Aurora Election Commission
323 W. Galena Blvd.
Aurora, IL 60506

Re: Proposed Election Service Supplies and Service Agreement for 2016

Dear Linda:

Liberty Systems LLC is pleased to provide the following quotation for:

2016 Primary Election Services and Supplies Proposed:

March 2014	Supplies
60000	Ballots* subject to AEC review on quantity
	Setup and Services
1	Early Vote Review
1	Pre-Election Equip Prep
1	Lock and Load Review
1	Ballot on Demand Review
	Results Distribution
1	Smart Test Deck OS TSX
1	Public Test and Internet Pre-Test
1	Election Day
1	Election Mgmt Database Review
1	Internet

2016 Primary Election Management database review will be completed according to AEC timeframe, including if necessary Saturday and evenings.



2016 General Election Costs Projected

Election Service	Liberty
Ballots*pricing on 14" size	.28 each
Public Test and Internet Pre Election Day	\$2975
Retab and Provisional	\$3495
Internet Results	\$2500
Smart Test Deck OS TSX	\$2500
Elect Mgmt database review	\$6000
Early Vote Review & Setup	\$5950
Pre-Election Equip Prep	\$2000
Lock and Load Review	included
Ballot on Demand Review*	\$1500
TOTAL	\$28,420.00

Payment Terms:

Two payments: First payment due 60 days prior to election.
Second payment due immediately following election.

* Shipping and handling are not included in payment and will be billed separately.

Sincerely,

William R. Barrett
Liberty Systems, LLC

ACCEPTED:

AURORA ELECTION COMMISSION

LIBERTY SYSTEMS, LLC

BY _____

BY _____

Date _____

Date _____