

AGENDA  
BOARD OF ELECTIONS COMMISSIONERS  
October 28, 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**
  - A. Regular Meeting, September 30, 2015
7. **Approval and Place on File Bank Statement(s)**
  - A. Payroll
  - B. Checking
  - C. Savings Account (quarterly)
  - 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. Office Update – A/C, Doors, Phone Carrier, Lease update
  - D. AECOI December Conference – Aurora Host
  - E. 2016 Election Cycle Update – dates/ vote by mail
12. **New Business (Action Items)**
  - A. FOI/Election Requests
  - B. Recap meeting with Democracy Live regarding ballots
  - C. Proposals for Election Supplies
  - D. Resolution Accepting Proposal for Election Supplies
  - E. Polling Place update
  - F. Voter Registration Drives
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 **November 18, 2015 meeting at 5:00 pm** \*\*\*ONE Week Earlier\*\*



# 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)

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*

BANK STATEMENT RECAP  
October 28, 2015

RECONCILED BALANCE AS OF 9-30-2015

CHECKING:	\$1,079,701.03
PAYROLL:	\$33,625.15
SAVINGS:	\$120.93
STATE SAVINGS:	<u>146,534.17</u>

SUBTOTAL: \$1,259,981.28

(CREDIT CARD BALANCE: \$

DEPOSITS:

State	\$0.00
transfers	0.00
Deposit SUBTOTAL	\$0.00

October Payroll \$5,177.66

SUBTOTAL OF

PAYABLES: **12,776.24** CHECKS to be WRITTEN IN October

CASH BALANCE: 1,242,027.38

# Aurora Election Commission Budget vs. Actual January through December 2015

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
<b>Income</b>			
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%
<b>Total 15-00 · Income</b>	<b>1,567,908.76</b>	<b>1,351,343.00</b>	<b>116.0%</b>
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	0.00	0.00	0.0%
20-003 · Sale of Maps	0.00	0.00	0.0%
20-004 · Miscellaneous Income	33.00	0.00	100.0%
25-001 · Savings Account Interest	30.34	0.00	100.0%
<b>Total Income</b>	<b>1,763,647.11</b>	<b>1,351,343.00</b>	<b>130.5%</b>
<b>Gross Profit</b>	<b>1,763,647.11</b>	<b>1,351,343.00</b>	<b>130.5%</b>
<b>Expense</b>			
10-00 · Payroll Expenses			
10-01 · Full-Time / Regular	2,186.00	30,000.00	7.3%
10-06 · Part-Time / Regular	54,235.50	70,000.00	77.5%
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	36,553.00	2,573.00	1,420.6%
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%
<b>Total 10-17 · Election Judges</b>	<b>45,425.00</b>	<b>110,820.00</b>	<b>41.0%</b>
10-30 · PW - Paid No Work Office Closed	0.00	1,500.00	1.5%
10-31 · Overtime / Regular	22.50	3,000.00	0.0%
10-50 · Supplement - Vactn (Buy Back)	0.00	1,000.00	0.0%
10-52 · Supplement - Other	0.00	0.00	0.0%
10-00 · Payroll Expenses - Other	964.00	257,893.00	57.5%
<b>Total 10-00 · Payroll Expenses</b>	<b>148,162.50</b>	<b>257,893.00</b>	<b>57.5%</b>
20-00 · Employee Benefits			
20-10 · FICA / Social Security	6,167.77	10,000.00	61.7%
20-11 · FICA / Medicare	1,442.47	2,000.00	72.1%
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	1,006.79	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%
<b>Total 20-00 · Employee Benefits</b>	<b>8,617.03</b>	<b>16,000.00</b>	<b>53.9%</b>
25-00 · Bank Fees			
25-02 · Stop Payment Charge	36.00		
25-03 · Over Check-Limit Fee	46.20	0.00	100.0%
<b>Total 25-00 · Bank Fees</b>	<b>82.20</b>	<b>0.00</b>	<b>100.0%</b>
32-00 · Professional Fees			
32-01 · Legal	38,947.52	65,000.00	59.9%
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)	22,865.00	41,000.00	55.8%
<b>Total 32-00 · Professional Fees</b>	<b>64,812.52</b>	<b>117,650.00</b>	<b>55.1%</b>
34-00 · Utility Services			
34-01 · Water	209.83	1,000.00	21.0%
34-02 · Sewerage	0.00	1,000.00	0.0%
<b>Total 34-00 · Utility Services</b>	<b>209.83</b>	<b>2,000.00</b>	<b>10.5%</b>
36-00 · Cleaning Service			
36-03 · Janitorial	2,700.00	3,600.00	75.0%
36-99 · Other	842.00	2,000.00	42.1%
36-00 · Cleaning Service - Other	0.00	0.00	0.0%
<b>Total 36-00 · Cleaning Service</b>	<b>3,542.00</b>	<b>5,600.00</b>	<b>63.3%</b>
38-00 · Repairs & Maintenance Services			
38-02 · Equipment / Non-Licensed			
38-05 · Building & Grounds	1,779.40	1,500.00	0.0%
38-08 · Computer	0.00	2,000.00	89.0%
38-11 · Computer - Software	66,490.08	5,000.00	0.0%
38-13 · Equipment - Telephone	0.00	65,000.00	102.3%
38-15 · Equipment - Copier	2,250.88	0.00	0.0%
38-40 · Insect Control	48.97	750.00	300.1%
38-41 · Alarm Service Fees	462.24	100.00	49.0%
		700.00	66.0%
<b>Total 38-00 · Repairs &amp; Maintenance Services</b>	<b>71,031.57</b>	<b>75,050.00</b>	<b>94.6%</b>
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	593.53	1,500.00	39.6%
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	51,660.00	64,000.00	80.7%
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)	7,402.48	12,000.00	61.7%
39-00 · Rentals / Leases - Other	0.00	0.00	0.0%
<b>Total 39-00 · Rentals / Leases</b>	<b>62,709.47</b>	<b>82,100.00</b>	<b>76.4%</b>
40-00 · Insurance - 1			
40-40 · Liability Insurance	0.00	1,500.00	0.0%
40-41 · ATCAR	548.34	2,000.00	27.4%
40-00 · Insurance - 1 - Other	182.78	0.00	100.0%
<b>Total 40-00 · Insurance - 1</b>	<b>731.12</b>	<b>3,500.00</b>	<b>20.9%</b>
42-00 · Travel & Professional Dvlpmnt			
42-01 · Education / Training			
42-03 · Travel / Meetings	7,157.21	8,000.00	89.5%
42-05 · Conferences / Seminars	0.00	1,000.00	0.0%
42-07 · Mileage	4,253.15	8,000.00	53.2%
42-40 · Ed/Training - Election Judges	1,509.92	1,000.00	151.0%
	458.22	1,500.00	30.5%
<b>Total 42-00 · Travel &amp; Professional Dvlpmnt</b>	<b>13,378.50</b>	<b>19,500.00</b>	<b>68.6%</b>
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%
43-00 · Insurance - Other	731.12		
<b>Total 43-00 · Insurance</b>	<b>731.12</b>	<b>3,700.00</b>	<b>19.8%</b>
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	8,962.81	12,000.00	74.7%
<b>Total 44-00 · Communication Charges</b>	<b>8,962.81</b>	<b>13,200.00</b>	<b>67.9%</b>
45-00 · Other Services & Charges			
45-01 · Dues	1,550.00	3,000.00	51.7%
45-02 · Subscriptions	219.00	1,000.00	21.9%
45-03 · Postage	18,019.99	38,000.00	47.4%
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	344.40	200.00	172.2%

**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%
<b>Total 45-00 · Other Services &amp; Charges</b>	<b>43,209.63</b>	<b>74,700.00</b>	<b>57.8%</b>
61-00 · Supplies - General			
61-01 · Office - Direct	1,340.26	2,500.00	53.6%
61-02 · Office - Central Stores	221.90	0.00	100.0%
61-09 · Custom Printing	5,430.52	10,000.00	54.3%
61-10 · Books / Periodicals / Videos	212.94	750.00	28.4%
61-11 · Photographic	0.00	0.00	0.0%
61-35 · Election	57,753.64	110,000.00	52.5%
61-36 · Voting Equipment	80.25	525,000.00	0.0%
61-40 · Expendable Tools / Equipment	2,995.82	10,000.00	30.0%
61-41 · Furniture / Fixtures	197.26	100.00	197.3%
61-78 · Bottled Water	0.00	0.00	0.0%
61-79 · Coffee	0.00	0.00	0.0%
61-80 · Other	1,658.64	5,000.00	33.2%
<b>Total 61-00 · Supplies - General</b>	<b>69,891.23</b>	<b>663,350.00</b>	<b>10.5%</b>
62-00 · Supplies - Energy			
62-01 · Natural Gas	3,076.73	4,000.00	76.9%
62-04 · Electricity	2,962.34	5,000.00	59.2%
62-00 · Supplies - Energy - Other	0.00	0.00	0.0%
<b>Total 62-00 · Supplies - Energy</b>	<b>6,039.07</b>	<b>9,000.00</b>	<b>67.1%</b>
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%
<b>Total 63-00 · Supplies - Mach/Equip</b>	<b>0.00</b>	<b>500.00</b>	<b>0.0%</b>
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%
<b>Total 64-00 · Supplies - Computer</b>	<b>0.00</b>	<b>3,000.00</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	100.00	3,000.00	3.3%
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>100.00</b>	<b>4,600.00</b>	<b>2.2%</b>
66900 · Reconciliation Discrepancies	-0.05	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	502,210.55	1,351,343.00	37.2%
Net Income	1,261,436.56	0.00	100.0%

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

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
<b>Sep 15</b>				
Aurora Fastprint	Bill Pmt -Check	7516	09/30/2015	80.41
Bond, Dickson & Asso. .	Bill Pmt -Check	7517	09/30/2015	1,504.40
Bruce Harris & Assoc. ....	Bill Pmt -Check	7518	09/30/2015	800.00
Comcast Phone LLC	Bill Pmt -Check	7519	09/30/2015	1,794.96
EJ - Jillings, Christoph..	Bill Pmt -Check	7520	09/30/2015	40.66
EJ - Romero, Mary S	Bill Pmt -Check	7521	09/30/2015	18.40
Fechner, Linda M	Bill Pmt -Check	7522	09/30/2015	1,013.99
I.A.C.C.R	Bill Pmt -Check	7523	09/30/2015	345.00
Leah Anderson	Bill Pmt -Check	7524	09/30/2015	440.11
M.J.M. Medina Mainte...	Bill Pmt -Check	7525	09/30/2015	300.00
old second	Bill Pmt -Check	7526	09/30/2015	102.21
Realtor Association of ...	Bill Pmt -Check	7527	09/30/2015	12,180.26
Robis Elections, Inc.	Bill Pmt -Check	7528	09/30/2015	14,625.00
Roger C. Marquardt & ...	Bill Pmt -Check	7529	09/30/2015	2,000.00
<b>Sep 15</b>				<b>35,245.40</b>



# Aurora Election Commission Bills for All Vendors

## All Transactions

Vendor	Num	Date	Amount	
A Rifkin Co. ▲	4150978	10/06/2015	475.16	supplies
AECOI	dec conference	10/27/2015	90.00	meeting
Bond, Dickson & Associates, P C.	14889	10/06/2015	917.80	legal
Bruce Harris & Assoc., Inc	76398	09/28/2015	400.00	software
Comcast Phone LLC	oct	11/01/2015	905.74	phone
EJ - Jillings, Christopher J	100615office	10/06/2015	27.01	supplies
EJ - Jillings, Christopher J	1015mileage	10/28/2015	31.05	mileage
Election Center	cerarenewal ap	10/01/2015	150.00	meeting
Fechner, Linda M	1003springfield	10/06/2015	180.74	mileage
Janco Supply, Inc.	b121789	09/10/2015	189.65	supplies
Johnson, Harkness & Park, Inc	4146	10/01/2015	365.00	acct
M.J.M. Medina Maintenance	915svces	10/03/2015	300.00	cleaning
old second	21192	10/12/2015	37.71	supplies
Realtor Association of the Fox Valley	1115rent	10/27/2015	5,166.00	rent
Table and Chair Outlet	tcf4 /	10/06/2015	2,500.00	equipment
The Office Works, Inc.	395742	08/03/2015	50.56	supplies
The Office Works, Inc.	397110	08/28/2015	349.82	supplies
Willy's Cleaning Service, Inc	0152	10/19/2015	160.00	cleaning
Willy's Cleaning Service, Inc	0139w	08/25/2015	80.00	cleaning
Willy's Cleaning Service, Inc	0139o	08/25/2015	400.00	cleaning
<b>Total</b>			<u><u>12,776.24</u></u>	

1:22 PM

10/28/15

**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>
A Rifkin Co.	Bill	4150978	10/06/2015	10/16/2015	12	475.16
AECO!	Bill	dec co...	10/27/2015	10/27/2015	1	90.00
Bond, Dickson & Ass...	Bill	14889	10/06/2015	11/05/2015		917.80
Bruce Harris & Asso ..	Bill	76398	09/28/2015	10/08/2015	20	400.00
Comcast Phone LLC	Bill	oct	11/01/2015	11/11/2015		905.74
EJ - Jillings, Christop...	Bill	10061 ..	10/06/2015	10/16/2015	12	27.01
EJ - Jillings, Christop...	Bill	1015m...	10/28/2015	11/07/2015		31.05
Election Center	Bill	cerare...	10/01/2015	10/11/2015	17	150.00
Fechner, Linda M	Bill	1003s...	10/06/2015	10/16/2015	12	180.74
Janco Supply, Inc.	Bill	b121789	09/10/2015	09/25/2015	33	189.65
Johnson, Harkness & ...	Bill	4146	10/01/2015	10/11/2015	17	365.00
M.J.M. Medina Maint...	Bill	915sv .	10/03/2015	10/28/2015		300.00
old second	Bill	21192	10/12/2015	10/22/2015	6	37.71
Realtor Association o...	Bill	1115rent	10/27/2015	11/06/2015		5,166.00
Table and Chair Outlet	Bill	tcft4 /	10/06/2015	10/16/2015	12	2,500.00
The Office Works, Inc.	Bill	395742	08/03/2015	09/02/2015	56	50.56
The Office Works, Inc.	Bill	397110	08/28/2015	09/27/2015	31	349.82
Willy's Cleaning Servi...	Bill	0152	10/19/2015	10/29/2015		160.00
Willy's Cleaning Servi...	Bill	0139w	08/25/2015	09/04/2015	54	80.00
Willy's Cleaning Servi ..	Bill	0139o	08/25/2015	09/04/2015	54	400.00
<b>Total</b>						<b>12,776.24</b>