

AGENDA
AURORA BOARD OF ELECTION COMMISSIONERS
February 24, 2016
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, January 27, 2015
7. **Approval and Place on File Bank Statement(s)**
 - A. Payroll
 - B. Checking
 - C. Savings (quarterly)
 - D. Election Account
 - E. Reserve Account
 - F. Bank Card Statement
8. **Approval and Place on File-Treasure's Report (monthly/year to date)**
9. **Approval of Commission Bills**
 - A. Approved Bills
 - B. Disputed Bills (if Any)
10. **Unfinished Business (Action Items)**
 - A. Legal Update
 - B. Legislative Update: Federal and State
 - C. 2016 Election Cycle Update
 - D. 2016 Budget
11. **New Business (Action Items)**
 - A. Resolution 2016 -02 Approving Gems License Agreement with ES&S for the 2016 Election Cycle
 - B. Office Procedures regarding Elections and Presenting Official Policy
12. **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)
13. **Matters to be Referred from Executive Session**
14. Adjourn to **March 30, 2016 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

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*

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

MEETING MINUTES
January 27, 2016

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 27th day of January, 2016.

Commissioner Anderson asks that Commissioner Lillian Perry to call the roll. Present are Commissioners Anderson, McCoy and Perry. Also in attendance is the Executive Director Linda Fechner and Attorney Keith Letsche. Guest in attendance is Bill Barrett from Liberty Systems LLC.

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

There is no correspondence.

There is no public comment.

Commissioner Anderson stated for the record that Attorney Pat Bond is unable to attend and Keith Letsche, from Bond*Dickson is Attorney for the Board this meeting.

Commissioner McCoy moves to approve the Minutes of the November 18, 2015 Board Meeting and is second by Commissioner Perry. Motion passes by voice vote.

Commissioner McCoy moves and Commissioner Perry seconds to approve the Bank Statements and place on file. The motion to approve and placed on file the bank statements passes by voice vote.

Commissioner McCoy moves and is second by Commissioner Perry to place on file the Commission Treasurer's Reports. Motion passes by voice vote.

Commissioner McCoy moves to approve the Commission Bills and it is second by Commissioner Perry. On the motion to approve the Commission Bills, Commissioner Perry calls the roll and Commissioners Anderson, McCoy and Perry votes 'aye' and the Motion carries 3-0.

Unfinished Business:

There are no legal issues at this time as reported by Attorney.

There was no new Federal Legislation. Attorney Letsche went over the some of the legislation in the State Level. Specifically, he spoke on HB4365 for the recall of the Mayor, which was written for the City of Chicago. Also SB669 moving the School Board Races to the General Election on the even years rather than in the Consolidated Election held in the odd years.

The Executive Director updated the board for the 2016 General Primary including providing to the Board the Early Voting locations and hours. The State has not yet sent the final Certification for the offices as there are still pending objections to hear and rule. The office will still comply with Federal Statute providing the ballot to all military and overseas voters by January 29, 2016. Early Voting will begin on Thursday, February 4, 2016 in the Commission Office

as well as the Stover Visitor Center.

The public testing of the ballots is scheduled for Tuesday March 8, 2016 at 10:00 am in the Commission office.

At this time Chairman Anderson called for the reorganization of the Board. The Reorganization form is presented to the board. Nominated and elected by unanimous ballot cast for the 2016 year is Chairman- Leah Anderson; Vice-Chairman - Mike McCoy, and Secretary/Treasurer - Lillian Perry.

To clarify last month's agenda, two items that were approved are now being ratified by the board. Commissioner McCoy motions to approve the ratification of Resolution 2015-07 approving the General Primary services with Liberty Systems LLC and Commissioner Anderson second. On roll call vote Commissioners Anderson, McCoy, and Perry voted 'aye' and motion carries 3-0.

Commissioner McCoy made the motion on Ratification Resolution 2015-12 Approving the purchase of Laptop for Deputy Registrars from Robis, Inc. and it was second by Commissioner Anderson. On roll call vote Commissioners Anderson, McCoy, and Perry voted 'aye' and motion carries 3-0.

New Business:

Commissioner McCoy motions to approve the Resolution 2016-01 Approving the Facilities Agreement for the General Primary and General Election for the 2016 Election Year and is second by Commissioner Perry. On roll call vote, Commissioners Anderson, McCoy and Perry vote 'aye' and motion carries 3-0.

The Executive Director Provided to the Board the Introduction to the 2017 Commission Budget. The election for the 2017 will include the Mayor/Alderman and Township offices. The primary will be only if there are a total of five candidates for one race and/or if the Aurora Township Democratic Party vote to have a primary rather than a caucus. The Commission will be the Electoral Board for any objections filed in this office. A question was raised as to the Court Reporter Fees. Commissioner McCoy suggested we seek a local person to do this and perhaps the Kane County Circuit Clerk could provide information.

Next scheduled Meeting will be Wednesday, February 24, 2016 at 5:00 pm.

With no further business at hand Commissioner McCoy moved and second by Commissioner Perry to adjourn to the February 24, 2016 Meeting. Meeting ended at 5:56 pm.

Leah Anderson, Chairman

Michael McCoy, Vice-Chairman

Lillian Perry, Secretary



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BANK STATEMENT RECAP
February 24, 2016

RECONCILED BALANCE AS OF 01/31/2016

CHECKING:	\$925,608.44
PAYROLL:	\$4,604.17
SAVINGS:	\$120.96
Reserve Acct:	\$202,708.11
STATE SAVINGS:	<u>146,552.43</u>
SUBTOTAL:	\$1,279,594.11
(CREDIT CARD BALANCE	0
DEPOSITS:	0.00
misc	\$0.00
transfers	<u>60,000.00</u> *from checking to payroll for partial year budget
SUBTOTAL	\$1,279,594.11
January Payroll	\$8,530.85
PAYABLES:	<u>37,800.37</u> CHECKS to be WRITTEN IN January
CASH BALANCE:	<u><u>1,233,262.89</u></u>

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	1,489,018.26	1,351,343.00	110.2%
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	1,833,655.76	1,351,343.00	135.7%
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	766.23	0.00	100.0%
25-001 · Savings Account Interest	55.29	0.00	100.0%
Total Income	2,030,652.29	1,351,343.00	150.3%
Gross Profit	2,030,652.29	1,351,343.00	150.3%
Expense			
10-00 · Payroll Expenses	3,161.00	30,000.00	10.5%
10-01 · Full-Time / Regular	61,831.17	70,000.00	88.3%
10-06 · Part-Time / Regular	5,518.75	21,000.00	26.3%
10-07 · Part-Time/Seasonal (early E.J.)	5,946.25	18,000.00	33.0%
10-08 · Contract Employees	40,774.50	2,573.00	1,584.7%
10-09 · Part-Time / Temporary	0.00	0.00	0.0%
10-10 · Kane County Payroll Expense			
10-17 · Election Judges	1,620.00		
10-17-1 · E1 - Non Certified	41,585.00		
10-17-2 · E2 - Certified	120.00		
10-17-3 · E3 - Nursing Home	1,110.00		
10-17-4 · E4 - Processing	990.00	110,820.00	0.9%
10-17 · Election Judges - Other			
Total 10-17 · Election Judges	45,425.00	110,820.00	41.0%
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		
10-00 · Payroll Expenses - Other	1,609.00		
Total 10-00 · Payroll Expenses	164,288.17	257,893.00	63.7%
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	1,491.69	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	10,129.97	16,000.00	63.3%
25-00 · Bank Fees	36.00	0.00	100.0%
25-02 · Stop Payment Charge	46.20	0.00	100.0%
25-03 · Over Check-Limit Fee	82.20	0.00	100.0%
Total 25-00 · Bank Fees	82.20	0.00	100.0%
32-00 · Professional Fees	49,823.97	65,000.00	76.7%
32-01 · Legal	3,000.00	10,000.00	30.0%
32-05 · Audit	0.00	750.00	0.0%
32-36 · Technical Assistance	0.00	900.00	0.0%
32-41 · Court Reporter	29,865.00	41,000.00	72.8%
32-99 · Other (acct)	82,688.97	117,650.00	70.3%
Total 32-00 · Professional Fees	82,688.97	117,650.00	70.3%
34-00 · Utility Services	339.38	1,000.00	33.9%
34-01 · Water	0.00	1,000.00	0.0%
34-02 · Sewerage	339.38	2,000.00	17.0%
Total 34-00 · Utility Services	339.38	2,000.00	17.0%
36-00 · Cleaning Service	3,600.00	3,600.00	100.0%
36-03 · Janitorial	1,148.22	2,000.00	57.4%
36-99 · Other	0.00	0.00	0.0%
36-00 · Cleaning Service - Other	4,748.22	5,600.00	84.8%
Total 36-00 · Cleaning Service	4,748.22	5,600.00	84.8%
38-00 · Repairs & Maintenance Services	0.00	1,500.00	0.0%
38-02 · Equipment / Non-Licensed	1,829.40	2,000.00	91.5%
38-05 · Building & Grounds	0.00	5,000.00	0.0%
38-08 · Computer	67,290.08	65,000.00	103.5%
38-11 · Computer - Software	0.00	0.00	0.0%
38-13 · Equipment - Telephone	3,562.08	750.00	474.9%
38-15 · Equipment - Copier	48.97	100.00	49.0%
38-40 · Insect Control	616.32	700.00	88.0%
38-41 · Alarm Service Fees	73,346.85	75,050.00	97.7%
Total 38-00 · Repairs & Maintenance Services	73,346.85	75,050.00	97.7%
39-00 · Rentals / Leases	533.11	1,000.00	53.3%
39-03 · Autos / Vans / Trucks	0.00	0.00	0.0%
39-10 · Copy Machines	773.53	1,500.00	51.6%
39-12 · Mailing Equipment	2,447.50	3,000.00	81.6%
39-15 · Polling Places \$40.00/pct	0.00	100.00	0.0%
39-16 · Storage	0.00	0.00	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	0.00	1,500.00	0.0%
40-40 · Liability Insurance	913.90	2,000.00	45.7%
40-41 · ATCAR	182.78	0.00	100.0%
40-00 · Insurance - 1 - Other	1,096.68	3,500.00	31.3%
Total 40-00 · Insurance - 1	1,096.68	3,500.00	31.3%
42-00 · Travel & Professional Dvlpmt	7,157.21	8,000.00	89.5%
42-01 · Education / Training	555.57	1,000.00	55.6%
42-03 · Travel / Meetings	4,413.15	8,000.00	55.2%
42-05 · Conferences / Seminars	1,559.37	1,000.00	155.9%
42-07 · Mileage	458.22	1,500.00	30.5%
42-40 · Ed/Training - Election Judges	14,143.52	19,500.00	72.5%
Total 42-00 · Travel & Professional Dvlpmt	14,143.52	19,500.00	72.5%
43-00 · Insurance	0.00	3,000.00	0.0%
43-02 · Insurance Premium	0.00	300.00	0.0%
43-09 · Insurance - Notary	500.00	400.00	125.0%
43-15 · Insurance - Bonding	731.12	400.00	182.8%
43-00 · Insurance - Other	1,231.12	3,700.00	33.3%
Total 43-00 · Insurance	1,231.12	3,700.00	33.3%
44-00 · Communication Charges	0.00	1,000.00	0.0%
44-01 · Telephone	0.00	200.00	0.0%
44-04 · Telephone - Mobile	10,731.80	12,000.00	89.4%
44-09 · Fee - Internet Access	10,731.80	13,200.00	81.3%
Total 44-00 · Communication Charges	10,731.80	13,200.00	81.3%
45-00 · Other Services & Charges	1,550.00	3,000.00	51.7%
45-01 · Dues	447.80	1,000.00	44.8%
45-02 · Subscriptions	37,919.99	38,000.00	99.8%
45-03 · Postage	0.00	100.00	0.0%
45-04 · UPS / Fed Ex	0.00	2,000.00	0.0%
45-07 · Copier Costs	22,576.24	30,000.00	75.3%
45-12 · Advertising / Publication	0.00	100.00	0.0%
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	572.40	200.00	286.2%
45-32 · Licenses / Permits			

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	63,566.43	74,700.00	85.1%
61-00 - Supplies - General	1,733.91	2,500.00	69.4%
61-01 - Office - Direct	221.90	0.00	100.0%
61-02 - Office - Central Stores	7,535.71	10,000.00	75.4%
61-09 - Custom Printing	212.94	750.00	28.4%
61-10 - Books / Periodicals / Videos	0.00	0.00	0.0%
61-11 - Photographic	76,293.64	110,000.00	69.4%
61-35 - Election	71,395.26	525,000.00	13.6%
61-36 - Voting Equipment	21,253.66	10,000.00	212.5%
61-40 - Expendable Tools / Equipment	918.22	100.00	918.2%
61-41 - Furniture / Fixtures	0.00	0.00	0.0%
61-78 - Bottled Water	0.00	0.00	0.0%
61-79 - Coffee	3,388.14	5,000.00	67.8%
61-80 - Other	182,953.38	663,350.00	27.6%
Total 61-00 - Supplies - General	182,953.38	663,350.00	27.6%
62-00 - Supplies - Energy	3,265.98	4,000.00	81.6%
62-01 - Natural Gas	3,607.09	5,000.00	72.1%
62-04 - Electricity	0.00	0.00	0.0%
62-00 - Supplies - Energy - Other	6,873.07	9,000.00	76.4%
Total 62-00 - Supplies - Energy	6,873.07	9,000.00	76.4%
63-00 - Supplies - Mach/Equip	0.00	0.00	0.0%
63-02 - Equipment - Copy Machines	0.00	500.00	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	0.00	2,000.00	0.0%
64-01 - Paper - Stock	0.00	0.00	0.0%
64-12 - Computers	0.00	1,000.00	0.0%
64-22 - Imaging Equipment / Systems	0.00	3,000.00	0.0%
Total 64-00 - Supplies - Computer	0.00	3,000.00	0.0%
65-00 - Supplies - Repairs / Maint.	0.00	1,000.00	0.0%
65-02 - Equipment - Non-Licensed	517.32	3,000.00	17.2%
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	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	692,208.82	1,351,343.00	51.2%
Net Income	1,338,443.47	0.00	100.0%

Aurora Election Commission
Budget vs. Actual
 January through December 2016

Accrual Basis

	Jan - Dec 16	Budget	% of Budget
Expense			
10-00 · Payroll Expenses	0.00	30,000.00	0.0%
10-01 · Full-Time / Regular	12,177.00	70,000.00	17.4%
10-06 · Part-Time / Regular	1,945.00	48,000.00	4.1%
10-07 · Part-Time/Seasonal (early E.J.)	0.00	25,000.00	0.0%
10-08 · Contract Employees	9,558.00	25,000.00	38.2%
10-09 · Part-Time / Temporary	0.00	170,000.00	0.0%
10-17 · Election Judges	0.00		
10-30 · PW - Paid No Work Office Closed	0.00	2,000.00	0.0%
10-31 · Overtime / Regular	0.00	2,000.00	0.0%
10-50 · Supplement - Vactn (Buy Back)	0.00	1,000.00	0.0%
10-52 · Supplement - Other	576.00		
10-00 · Payroll Expenses - Other	24,256.00	373,000.00	6.5%
Total 10-00 · Payroll Expenses	2,098.96		
20-00 · Employee Benefits	1,478.80	8,000.00	18.5%
20-10 · FICA / Social Security	345.85	3,999.97	8.6%
20-11 · FICA / Medicare	0.00	0.00	0.0%
20-12 · Pension / IMRF	274.31	3,000.00	9.1%
20-37 · Unemployment Taxes	0.00	1,000.00	0.0%
20-39 · Insurance / WC - Year End Adj.	2,098.96	15,998.97	13.1%
Total 20-00 · Employee Benefits			
25-00 · Bank Fees	0.00	200.00	0.0%
25-02 · Stop Payment Charge	0.00	500.00	0.0%
25-03 · Over Check-Limit Fee	0.00	99.97	0.0%
25-05 · bank Fee	0.00	799.97	0.0%
Total 25-00 · Bank Fees			
32-00 · Professional Fees	3,298.12	65,000.00	5.1%
32-01 · Legal	0.00	12,000.00	0.0%
32-05 · Audit	0.00	500.00	0.0%
32-36 · Technical Assistance	0.00	26,000.00	0.0%
32-41 · Court Reporter	3,365.00	5,000.00	67.3%
32-99 · Other (acct)	6,663.12	108,500.00	6.1%
Total 32-00 · Professional Fees			
34-00 · Utility Services	0.00	1,000.00	0.0%
34-01 · Water	0.00	500.00	0.0%
34-02 · Sewerage	0.00	1,500.00	0.0%
Total 34-00 · Utility Services			
36-00 · Cleaning Service	300.00	3,600.00	8.3%
36-03 · Janitorial			

Aurora Electio.. Commission
Budget vs. Actual
January through December 2016

Accrual Basis

	Jan - Dec 16	Budget	% of Budget
38-99 · Other	206.88	700.00	29.6%
Total 36-00 · Cleaning Service	506.88	4,300.00	11.8%
38-00 · Repairs & Maintenance Services			
38-02 · Equipment / Non-Licensed	0.00	1,000.00	0.0%
38-05 · Building & Grounds	0.00	2,000.00	0.0%
38-08 · Computer	0.00	2,000.00	20.7%
38-11 · Computer - Software	14,494.00	70,000.00	0.0%
38-13 · Equipment - Telephone	0.00	0.00	0.0%
38-15 · Equipment - Copier	345.12	2,500.00	13.8%
38-40 · Insect Control	0.00	1,200.00	0.0%
38-41 · Alarm Service Fees	154.08	700.00	22.0%
Total 38-00 · Repairs & Maintenance Services	14,993.20	79,400.00	18.9%
39-00 · Rentals / Leases			
39-03 · Autos / Vans / Trucks	0.00	1,200.00	0.0%
39-12 · Mailing Equipment	180.00	1,000.00	18.0%
39-15 · Polling Places \$40.00/pct	0.00	4,000.00	0.0%
39-16 · Storage	0.00	100.00	0.0%
39-20 · Office Space	10,332.00	65,100.00	15.9%
39-21 · Meetings / Display Space	0.00	100.00	0.0%
39-50 · Equipment - Other	0.00	100.00	0.0%
39-99 · Other (taxes/contingency)	0.00	20,000.00	0.0%
Total 39-00 · Rentals / Leases	10,512.00	91,600.00	11.5%
40-00 · Insurance - 1			
40-40 · Liability Insurance	0.00	3,500.00	0.0%
40-41 · ATCAR	0.00	3,000.00	0.0%
Total 40-00 · Insurance - 1	0.00	6,500.00	0.0%
42-00 · Travel & Professional Dvlpmt			
42-01 · Education / Training	0.00	8,000.00	0.0%
42-03 · Travel / Meetings	0.00	1,500.00	0.0%
42-05 · Conferences / Seminars	1,443.26	10,000.00	14.4%
42-07 · Mileage	0.00	1,000.00	0.0%
42-40 · Ed/Training - Election Judges	356.27	3,000.00	11.9%
Total 42-00 · Travel & Professional Dvlpmt	1,799.53	23,500.00	7.7%
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			

Aurora Election Commission
Budget vs. Actual
 January through December 2016

Accrual Basis

	Jan - Dec 16	Budget	% of Budget
44-01 · Telephone	0.00	1,000.00	0.0%
44-04 · Telephone - Mobile	0.00	100.00	0.0%
44-09 · Fee - Internet Access	890.81	14,000.00	6.4%
Total 44-00 · Communication Charges	890.81	15,100.00	5.9%
45-00 · Other Services & Charges			
45-01 · Dues	850.00	3,000.00	28.3%
45-02 · Subscriptions	0.00	1,000.00	0.0%
45-03 · Postage	0.00	20,000.00	0.0%
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	7,681.90	70,000.00	11.0%
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	0.00	100.00	0.0%
45-99 · Other	0.00	100.00	0.0%
Total 45-00 · Other Services & Charges	8,531.90	95,600.00	8.9%
61-00 · Supplies - General			
61-01 · Office - Direct	396.90	2,500.00	15.9%
61-09 · Custom Printing	3,033.53	15,000.00	20.2%
61-10 · Books / Periodicals / Videos	0.00	500.00	0.0%
61-35 · Election	20,898.53	112,500.00	18.6%
61-36 · Voting Equipment	0.00	15,000.00	0.0%
61-40 · Expendable Tools / Equipment	0.00	6,000.00	0.0%
61-41 · Furniture / Fixtures	192.29	100.00	192.3%
61-80 · Other	860.76	5,000.00	17.2%
Total 61-00 · Supplies - General	25,382.01	156,600.00	16.2%
62-00 · Supplies - Energy			
62-01 · Natural Gas	0.00	3,000.00	0.0%
62-04 · Electricity	0.00	5,000.00	0.0%
Total 62-00 · Supplies - Energy	0.00	8,000.00	0.0%
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			
64-22 · Imaging Equipment / Systems	0.00	3,000.00	0.0%
Total 64-00 · Supplies - Computer	0.00	3,000.00	0.0%
65-00 · Supplies - Repairs / Maint.			

Aurora Election Commission
Budget vs. Actual
 January through December 2016

Accrual Basis

	Jan - Dec 16	Budget	% of Budget
65-02 · Equipment - Non-Licensed	80.02	1,000.00	8.0%
65-05 · Buildings & Grounds	0.00	5,000.00	0.0%
65-13 · Equipment - Telephone	0.00	500.00	0.0%
65-15 · Equipment - Copier/Fax	0.00	100.00	0.0%
	80.02	6,600.00	1.2%
Total 65-00 · Supplies - Repairs / Maint.	95,714.43	994,199.94	9.6%
Total Expense	-95,714.43	-994,199.94	9.6%
Net Income			

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Aurora Election Commission
Bill Payments for All Vendors
January 2016

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
Jan 16				
ADT Security Services	Bill Pmt -Check	7605	01/27/2016	154.08
Aurora Fastprint	Bill Pmt -Check	7606	01/27/2016	1,794.88
Bond, Dickson & Asso...	Bill Pmt -Check	7607	01/27/2016	5,573.86
Bruce Harris & Assoc.....	Bill Pmt -Check	7608	01/27/2016	400.00
Clerks/Recorders Ass...	Bill Pmt -Check	7609	01/27/2016	100.00
EJ - Jillings, Christoph. .	Bill Pmt -Check	7610	01/27/2016	80.02
Fechner, Linda M	Bill Pmt -Check	7611	01/27/2016	1,443.26
illinois dept. of employ..	Bill Pmt -Check	7612	01/27/2016	86.47
Jake's Bagels & Deli Inc.	Bill Pmt -Check	7613	01/27/2016	246.98
Janco Supply, Inc.	Bill Pmt -Check	7614	01/27/2016	206.88
Johnson, Harkness & ...	Bill Pmt -Check	7615	01/27/2016	365.00
KKC Imaging Systems	Bill Pmt -Check	7616	01/27/2016	270.12
LABELS DIRECT	Bill Pmt -Check	7617	01/27/2016	1,800.00
Liberty Systems, LLC	Bill Pmt -Check	7618	01/27/2016	15,667.50
M.J.M. Medina Mainte...	Bill Pmt -Check	7619	01/27/2016	300.00
National Pen Company	Bill Pmt -Check	7620	01/27/2016	396.90
Pitney Bowes	Bill Pmt -Check	7621	01/27/2016	180.00
Realtor Association of ...	Bill Pmt -Check	7622	01/27/2016	5,166.00
Reuland Food Service	Bill Pmt -Check	7623	01/27/2016	72.53
Roger C. Marquardt & ...	Bill Pmt -Check	7624	01/27/2016	1,000.00
the Voice	Bill Pmt -Check	7625	01/27/2016	380.25
Una Voz Newspaper	Bill Pmt -Check	7626	01/27/2016	2,520.00
Intuit	Bill Pmt -Check	wire10...	01/05/2016	667.97
				<u>38,872.70</u>
Jan 16				

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Aurora Election Commission Bills for All Vendors All Transactions

Vendor	Type	Num	Date	Due Date	Amount
AECOI	Bill	2016d...	01/01/2016	01/01/2016	750.00
Aurora Fastprint	Bill	15095	02/12/2016	02/27/2016	570.68
Batteries Plus #434	Bill	434-24.	02/23/2016	03/24/2016	42.65
Batteries Plus #434	Bill	434-10...	02/19/2016	03/20/2016	104.65
Batteries Plus #434	Bill	434-24...	02/10/2016	03/11/2016	93.74
Bond, Dickson & Ass...	Bill	15044	02/02/2016	03/03/2016	3,298.12
Bruce Harris & Asso. .	Bill	76638	01/26/2016	02/05/2016	400.00
Carrot-Top Industries...	Bill	29006...	01/27/2016	02/06/2016	70.78
chicago Tribune	Bill	2489381	01/31/2016	02/10/2016	156.65
Comcast Phone LLC	Credit	octcr	01/01/2016		-905.74
Comcast Phone LLC	Bill	4735319	02/01/2016	02/11/2016	900.28
EJ - Jillings, Christop...	Bill	2015m...	12/30/2015	01/09/2016	49.54
Election Systems &S ..	Bill	940537	01/01/2016	01/31/2016	14,094.00
Election Systems &S...	Bill	953289	02/16/2016	03/17/2016	39.99
Fechner, Linda M	Bill	supplies	02/02/2016	02/12/2016	36.76
Fechner, Linda M	Bill	desk/s .	01/28/2016	02/07/2016	192.29
KKC Imaging Systems	Bill	63237	02/05/2016	02/20/2016	75.00
LABELS DIRECT	Bill	128114	02/18/2016	02/28/2016	4,950.00
M.J.M. Medina Maint. .	Bill	janscv	02/01/2016	03/02/2016	300.00
Realtor Association o..	Bill	316rent	01/28/2016	02/07/2016	5,166.00
Roger C. Marquardt ..	Bill	1836	02/02/2016	02/12/2016	2,000.00
The Office Works, Inc.	Bill	403709	02/17/2016	03/18/2016	80.00
The Office Works, Inc.	Bill	403504	02/10/2016	03/11/2016	709.98
the Voice	Bill	ads	01/31/2016	02/10/2016	265.00
Una Voz Newspaper	Bill	1530	02/11/2016	02/11/2016	140.00
Una Voz Newspaper	Bill	1531	02/11/2016	02/11/2016	140.00
Una Voz Newspaper	Bill	1533	02/11/2016	02/11/2016	140.00
Una Voz Newspaper	Bill	1534	02/11/2016	02/11/2016	140.00
Una Voz Newspaper	Bill	1536	02/11/2016	02/11/2016	140.00
Una Voz Newspaper	Bill	1540	02/11/2016	02/11/2016	140.00
Una Voz Newspaper	Bill	1538	02/11/2016	02/11/2016	250.00
Una Voz Newspaper	Bill	1539	02/11/2016	02/11/2016	250.00
Una Voz Newspaper	Bill	1546	02/11/2016	02/11/2016	250.00
Una Voz Newspaper	Bill	1547	02/18/2016	02/18/2016	250.00
Una Voz Newspaper	Bill	1548	02/18/2016	02/18/2016	140.00
Una Voz Newspaper	Bill	1549	02/18/2016	02/18/2016	140.00
Una Voz Newspaper	Bill	1550	02/18/2016	02/18/2016	140.00
Una Voz Newspaper	Bill	1551	02/18/2016	02/18/2016	140.00
Una Voz Newspaper	Bill	1552	02/18/2016	02/18/2016	140.00
Una Voz Newspaper	Bill	1553	02/18/2016	02/18/2016	140.00
Una Voz Newspaper	Bill	1521	02/08/2016	02/08/2016	140.00
Una Voz Newspaper	Bill	1522	02/08/2016	02/08/2016	140.00
Una Voz Newspaper	Bill	1523	02/08/2016	02/08/2016	140.00
Una Voz Newspaper	Bill	1524	02/08/2016	02/08/2016	140.00
Una Voz Newspaper	Bill	1525	02/08/2016	02/08/2016	140.00
Una Voz Newspaper	Bill	1526	02/08/2016	02/08/2016	140.00
Una Voz Newspaper	Bill	1512	01/28/2016	01/28/2016	140.00
Una Voz Newspaper	Bill	1513	01/28/2016	01/28/2016	140.00
Una Voz Newspaper	Bill	1514	01/28/2016	01/28/2016	140.00
Una Voz Newspaper	Bill	1515	01/28/2016	01/28/2016	140.00
Una Voz Newspaper	Bill	1516	01/28/2016	01/28/2016	140.00
Una Voz Newspaper	Bill	1517	01/28/2016	01/28/2016	140.00
Total					37,800.37

Aurora Election Commission Bills for All Vendors

All Transactions

Vendor	Num	Date	Amount
AECOI	2016dues	01/01/2016	750.00 dues
Aurora Fastprint	15095	02/12/2016	570.68 print
Batteries Plus #434	434-244179	02/23/2016	42.65 batteries
Batteries Plus #434	434-103342-01	02/19/2016	104.65 batteries
Batteries Plus #434	434-243915	02/10/2016	93.74 batteries
Bond, Dickson & Associates, P.C.	15044	02/02/2016	3,298.12 legal
Bruce Harris & Assoc., Inc	76638	01/26/2016	400.00 consul
Carrot-Top Industries., Inc	29006600	01/27/2016	70.78 flag
chicago Tribune	2489381	01/31/2016	156.65 ads
Comcast Phone LLC	4735319	02/01/2016	900.28 ads
EJ - Jillings, Christopher J	2015mileafge	12/30/2015	49.54 mileage
Election Systems &Software,llc	940537	01/01/2016	14,094.00 license
Election Systems &Software,llc	953289	02/16/2016	39.99 supplies
Fechner, Linda M	supplies	02/02/2016	36.76 supplies
Fechner, Linda M	desk/sboe	01/28/2016	192.29 supplies
KKC Imaging Systems	63237	02/05/2016	75.00 copier
LABELS DIRECT	128114	02/18/2016	4,950.00 election
M.J.M. Medina Maintenance	janscvcs	02/01/2016	300.00 clean
Realtor Association of the Fox Valley	316rent	01/28/2016	5,166.00 rent
Roger C. Marquardt & Company, Inc	1836	02/02/2016	2,000.00 consul
The Office Works, Inc.	403709	02/17/2016	80.00 supplies
The Office Works, Inc.	403504	02/10/2016	709.98 supplies
the Voice	ads	01/31/2016	265.00 ads
Una Voz Newspaper	1530	02/11/2016	140.00 ads
Una Voz Newspaper	1531	02/11/2016	140.00 ads
Una Voz Newspaper	1533	02/11/2016	140.00 ads
Una Voz Newspaper	1534	02/11/2016	140.00 ads
Una Voz Newspaper	1536	02/11/2016	140.00 ads
Una Voz Newspaper	1540	02/11/2016	140.00 ads
Una Voz Newspaper	1538	02/11/2016	250.00 ads
Una Voz Newspaper	1539	02/11/2016	250.00 ads
Una Voz Newspaper	1546	02/11/2016	250.00 ads
Una Voz Newspaper	1547	02/18/2016	250.00 ads
Una Voz Newspaper	1548	02/18/2016	140.00 ads
Una Voz Newspaper	1549	02/18/2016	140.00 ads
Una Voz Newspaper	1550	02/18/2016	140.00 ads
Una Voz Newspaper	1551	02/18/2016	140.00 ads
Una Voz Newspaper	1552	02/18/2016	140.00 ads
Una Voz Newspaper	1553	02/18/2016	140.00 ads
Una Voz Newspaper	1521	02/08/2016	140.00 ads
Una Voz Newspaper	1522	02/08/2016	140.00 ads
Una Voz Newspaper	1523	02/08/2016	140.00 ads
Una Voz Newspaper	1524	02/08/2016	140.00 ads
Una Voz Newspaper	1525	02/08/2016	140.00 ads
Una Voz Newspaper	1526	02/08/2016	140.00 ads

**Aurora Election Commission
Bills for All Vendors**

All Transactions

Vendor	Num	Date	Amount
Una Voz Newspaper	1512	01/28/2016	140.00 ads
Una Voz Newspaper	1513	01/28/2016	140.00 ads
Una Voz Newspaper	1514	01/28/2016	140.00 ads
Una Voz Newspaper	1515	01/28/2016	140.00 ads
Una Voz Newspaper	1516	01/28/2016	140.00 ads
Una Voz Newspaper	1517	01/28/2016	140.00 ads
Total			<u><u>37,800.37</u></u>

A RESOLUTION APPROVING ANNUAL ELECTION LICENSING FOR GEMS SYSTEM SOFTWARE FROM ELECTRONIC SYSTEMS & SOFTWARE, INC.

24 February 2016

Resolution No. 2016-02

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 is authorized and empowered, pursuant to the Illinois Election Code, 10 ILCS 5/1-1, *et seq.* to make purchases of election supplies and equipment for the purpose of carrying out its statutorily enumerated duties and responsibilities and those powers reasonably inferred therefrom; and

WHEREAS, the ELECTION COMMISSION has received a price quote from Electronic Systems & Software, Inc. ("ES&S") for the licensing of election software related to the GEMS SYSTEM and the security key card tool at an annual licensing fee of \$14,094.00 inclusive of shipping costs that is reasonable and acceptable to the ELECTION COMMISSION and the ELECTION COMMISSION desires to purchase said election software license from ES&S that conforms to said quote attached hereto as Exhibit A; and

WHEREAS, the ELECTION COMMISSION finds that the above referenced purchase is 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 purchase of the licensing of election software related to the GEMS SYSTEM and the security key card tool at an annual licensing fee of \$14,094.00 from ES&S in conformity with the price quote attached hereto as Exhibit A.

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

4. 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.

5. That the Executive Director is hereby directed to transmit a certified copy of this Resolution to the Attorney for the Election Commission at 400 S. Knoll, Unit C, Wheaton, Illinois 60187.

6. The Executive Director is hereby directed to transmit a certified copy of this Resolution to the Office of the Chief Judge of the Sixteenth Judicial Circuit, 37W777 Route 38, St. Charles, Illinois 60175.

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. 2016-02, passed and approved on February 24, 2016, as the same appears from the official records of the Aurora Election Commission.

Lillian Perry, Secretary

**A RESOLUTION APPROVING POLLING PLACE RULES FOR THE UPCOMING
MARCH 15, 2016 ELECTION**

24 February 2016

Resolution No. 2016-03

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, pursuant to 10 ILCS 5/6-21, has control over all elections within its jurisdiction; and

WHEREAS, the ELECTION COMMISSION is responsible for operating and overseeing all the Polling Places within its jurisdiction during the March 15, 2016, General Primary Election and Subsequent Elections; and

WHEREAS, the ELECTION COMMISSION finds that it is in the best interests of the voters of the City of Aurora to have all Polling Places operating under the same rules and regulations; and

WHEREAS, the ELECTION COMMISSION seeks to implement a set of rules entitled, “Polling Place Rules”, attached hereto and incorporated herein by reference as Exhibit “A”.; and

WHEREAS, the “Polling Place Rules” shall apply to all Polling Places that are within the ELECTION COMMISSION’s jurisdiction; and

WHEREAS, the “Polling Place Rules” will ensure fairness, orderliness, uniformity and consistency relative to the operating and oversight of all polling places within the ELECTION COMMISSION’s jurisdiction; and

WHEREAS, in preparation of the March 15, 2016, General Primary Election and Subsequent Elections the ELECTION COMMISSION seeks to adopt and implement the “Polling Place Rules.”

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 "Polling Place Rules," attached hereto and incorporated herein by reference as Exhibit "A".
3. That the "Polling Place Rules" shall apply to all Election Polling Places under the jurisdiction of the ELECTION COMMISSION.
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. 2016-03, passed and approved on February 24, 2016, as the same appears from the official records of the Aurora County Election Commission.

Lillian Perry, Secretary

AURORA ELECTION COMMISSION

POLLING PLACE RULES

In order to protect the rights of Voters and to preserve the integrity of the Electoral process, the Aurora Election Commission has adopted rules to govern the conduct of individuals within the Polling Place during elections. These Polling Place Rules are to be uniformly administered and shall be enforced without regard to political affiliation or any criteria other than protecting the sanctity of the Polling Place.

ABSENTEE VOTERS:

Any individual who requests an Absentee Ballot and did not receive the Ballot or return the Ballot to the Election Commission:

- May vote a **“Provisional Ballot”**
- Under no circumstance may the Voter cast a Ballot on the Optical Scan Tabulator or the AccuVote-TSX touch screen unit.

If an individual delivers a voted Absentee Ballot to the Polling Place, the Judge accepting the voted Absentee Ballot:

- Initials the sealed absentee envelope, and
- Writes **“DELIVERED TO POLLING PLACE”** on the envelope.
- Places voted Absentee Ballot into the *PROVISIONAL BALLOT CARRIER POUCH* for return to the Election Commission on Election Night.

RIGHTS OF A POLLWATCHER:

All accredited Pollwatchers are allowed in the Polling Place before the polls open, throughout voting hours, and after the polls close, unless requested to leave by the Judges of Election because of overcrowding in the polling place. A Pollwatcher wanting to be in the polling place after the polls close must be in City precinct before the Judges of Election lock the door.

Pollwatchers who believe there is an error in the administration of the election process in the Polling Place should not engage in disputes with the Judges of Election, but should contact the Election Commission with their concerns.

POLLING PLACE RULES

If a Pollwatcher requests a copy of the election results printed on the AccuVote Optical Scan Tabulator and the AccuVote TSX, the Judges of Election must provide them a copy.

PROHIBITED POLLWATCHER CONDUCT:

NO POLLWATCHER SHALL:

- Touch any election supplies or materials or any Ballot, Ballot Box, or equipment.
- Interfere with Judges of Election when they are processing Voters unless challenging an individual's right to vote.
- Electioneer, solicit votes or engage in any political discussion with another person or by telephone.
- Be in any voting booth or positioned to see within a voting booth when occupied by a Voter.
- Shout, argue, disrupt the voting process, or otherwise become disorderly.

JUDGES OF ELECTION MARKING VOTER LISTS:

Judges of Election are permitted, but not required, to check off a ***Polling Place List of Registered Voters***, or other lists provided, the names of individuals who have voted. Judges, by law, must announce in a loud clear voice the names of the individuals applying to vote. Marking a list of who has voted and making it available to all Pollwatchers may be substituted for the public announcement of names.

DISQUALIFICATION OF ELECTION JUDGE:

In the event any Election Judge is either a candidate, or an immediate family member of a candidate, whose name appears on the Official Ballot in the precinct or Polling Place in which that individual is acting in his or her capacity as an Election Judge, then that Election Judge shall not be eligible to serve in that precinct or Polling Place.

POLLING PLACE RULES

NO ELECTIONEERING:

No person shall electioneer or solicit votes or engage in any political discussion within the Polling Place or the marked "Campaign Free" zone around the entrance to the Polling Place.

ELECTRONIC DEVICES PROHIBITED IN VOTING BOOTHS:

Voters are strictly prohibited from using any electronic device, including cell phones or smart phones, while in the act of voting. Photographing, video recording, or any other form of visual recording including the use of cell phone cameras is strictly prohibited in the Polling Place, without prior approval from the Aurora Election Commission.

USE OF CELL PHONES IN POLLING PLACE:

Judges of Election, Pollwatchers, and other persons may not engage in telephone conversations on political subjects, within the Polling Place or the marked "Campaign Free" zone around the entrance to Polling Place.

ANY PERSON VIOLATING THESE RULES SHALL BE ASKED TO LEAVE THE POLLING PLACE AND THE "CAMPAIGN FREE" ZONE AND, UPON REFUSAL TO DO SO, SHALL BE SUBJECT TO FORCEABLE REMOVAL AND, POSSIBLE ARREST.

**AURORA BOARD OF ELECTION COMMISSIONERS
Revised – FEBRUARY 24, 2016**