

Tax and Elections Committee Meeting
Tuesday, August 6, 2019
5:00 PM, Vermilion County Administration Building, 2nd Floor, Conf. Room

Agenda

1. Call to Order and Roll Call
2. Adoption/Amendment of Agenda
3. Adoption/Amendment of Minutes – May 7, 2019
4. Audience Comments
5. Discussion- Voting Equipment
6. Budget- County Clerk
7. Executive Session
 - A. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
 - B. Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (6)**
The setting of a price for sale or lease of property owned by the public body.
 - C. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (11)** Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
8. Items of Information
9. Adjournment

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Vice-Chairman Mockbee called the meeting to order at 5:00 P.M. on Tuesday, May 7, 2019. Upon the call of roll, the following members were present: Chuck Mockbee, Joe Eakle, Joel Bird, Nancy O'Kane and Becky Stark. Tom Morse and Bruce Stark were excused. 5 present, 2 absent. Also attending the meeting were; Adam Hart – CB Member, Cathy Jenkins- County Clerk, Matthew Long- Supervisor of Assessments, Lindsay Light, Machel Long, and Robyn Heffern- County Clerk's Office, Bill Donahue- Risk Consultant-County Board and Jennifer Jenkins, CB Office Manager.

Agenda Item 2 – Adoption /Amendments to Agenda

Bird moved to adopt the agenda and a second was made by Eakle. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes for the Previous Meeting, September 4, 2018

O'Kane moved to approve the minutes second was made by Eakle. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

There were none.

Agenda Item 5 – Tax Agent Presentation by Joseph Meyer and Associates

Mockbee introduced Whitney Strohmeier and Neal Wallace from Joseph Meyer and Associates whom proceeded with a presentation of Joseph Meyer and Associates .

Agenda Item 6 – Executive Session

None required

Agenda Item 7 – Items of Information

County Chairman Baughn Jr. advised that the Finance committee will be meeting one week later due to a change in some schedules with committee members and staff. Baughn Jr. also advised that the upcoming Public Safety committee meeting is being held at the Public Safety Building that will also include a tour of the 911 Center.

Agenda Item 8 –Adjournment

Committee Vice-Chairman Mockbee adjourned the meeting at 5:50 PM.

Minutes by: Jennifer Jenkins, County Board

**Vermilion County Clerk's Office
2019-2020 Budget
Cathy Jenkins, Vermilion County Clerk**

County Clerk General Fund (001) Department 510

Introduction: I pulled back two years' worth of budgets because our office is unique in that we run differently year-to-year. In odd-numbered years, we only have one election, which allows us to decrease payroll lines as well as some other lines to accommodate for just one election. In two election years, we obviously have two elections, which means double the judges, voters, early voting, and supplies.

4101 – Full-Time Salaries

Budget 2017/2018 - \$215,789.00

Budget 2018/2019 - \$244,111.00

Budget 2019/2020 - \$280,670.77

Our office handles multiple things for Vermilion County. We take care of all vital records requests (marriage licenses, birth, death, and marriage certificates), DBAs, economic interest statements, elections outside the City of Danville, election judges outside the City of Danville, county board minutes, maintenance of all county records, voter registration outside the City of Danville, calculating tax rates, receiving budgets & levies from all taxing districts, receipt(s) of delinquent taxes, etc. All staff is cross-trained in everyone else's jobs to ensure no interruption of services. A small increase to this line is made because Machelie moved from the contractual line to the 4101 in December 2018.

Employees

	<u>18/19 Salary</u>	<u>19/20 Salary</u>
Lindsay Light, Chief Deputy/Elections (6/1/08)	\$42,230.00	\$43,496.90
Machelie Long, Asst. Chief Deputy (9/8/95)	\$39,000.00	\$40,170.00
Robyn Heffern, Tax Extension Manager (6/26/17)	\$36,000.00	\$37,080.00
Stefanie Anderson, Tax Extension Specialist (3/25/19)	\$29,225.00	\$30,103.04
Amanda Gragert, CB/Election Judges (1/14/19)	\$31,827.00	\$32,781.81
Amy Lyn Gore, Vital Records Manager (4/17/17)	\$33,874.00	\$34,890.88
Carrie Wilson, Vital Records Specialist (5/20/19)	\$25,318.00	\$26,077.54
Jenny Marsh, Voter Registration Manager (6/1/07)	\$35,020.00	\$36,070.60

4102 – Part-Time Salaries

Budget 2017/2018 - \$32,955.00

Budget 2018/2019 - \$21,734.50

Budget 2019/2020 - \$0.00

This line is used to pay part-time scanners to finish the project of scanning all vital records electronically. We see an end in sight, and all will be completed during this budget year. This line has been decreased from last year, as we have gradually decreased this line since 2017.

4104 – Overtime Salary

Budget 2017/2018 - \$10,000.00

Budget 2018/2019 - \$2,740.00

Budget 2019/2020 - \$0.00

Although we try to limit overtime as much as possible, it's inevitable during election season. We have two high-profile elections in 2020. We cut Saturdays in the Consolidated 2019 to avoid overtime, but will need to be open for these high-profile elections more Saturdays than in April 2019. We are open for 4-6 Saturdays before elections to allow for Early Voting (per statute), and Election Day it takes our full staff working 15+ hours that day to make Election Day successful. Previous to 2019, this line had \$10,000 routinely budgeted. – Overtime line cut. Staff will be offered comp time when mandated to work, including Election Day.

4106 – Election Staff Salary

Budget 2017/2018 - \$78,698.00

Budget 2018/2019 - \$37,525.50

Budget 2019/2020 – \$84,000.00

This line is for election judges, vote center judges, and election support/election night staff. We have two elections (Presidential) this year. We can use a minimal number (3/precinct) of judges in the primary, but will have to (by law) use 5 judges per precinct in the November elections. The County Board increased salaries for elections judges by \$25/judge since the last 2-election year. Approximately \$20,000 of this budget line will be reimbursed by the State Board of Elections to the General Fund as part of the grant to help fund election judges.

4110 – Officeholder Salary

Budget 2017/2018 - \$70,710.00

Budget 2018/2019 - \$70,710.00

Budget 2019/2020 - \$70,710.00

Per County Board resolution. Salary for Cathy Jenkins, County Clerk.

Total for Salary Lines

Budget 2017/2018 - \$408,302.00

Budget 2018/2019 - \$376,821.00

Budget 2019/2020 - \$435,380.77**

**explanation of increase from last 2-election year: Machel Long is out of contractual and back on payroll & staff was all given 3% increases over the past couple of years, as outlined in the personnel policy & the union contract.

4210 – Office Supplies

Budget 2017/2018 - \$17,000.00

Budget 2018/2019 - \$10,500.00

Budget 2019/2020 - \$7,000.00

This line is for general office supplies including paper, pens, pencils, envelopes, labels for Dymo printers, etc. We have decreased use of personal printers and have begun using the big copiers supplied by the County Board to decrease toner costs.

This line pays for economic interest supplies including yellow perforated paper for over 1,000 forms required to be sent by law. This line covers all paper for vital records, which requires seals embossed in the paper as well as official paper for marriage certificates. It supplies all certificate paper required to process DBAs. It supplies tax sale certificates for the treasurer, tax redemption receipts, and forms used for various services. We purchase approximately 1,000 marriage licenses per year and two envelopes for each license.

4215 – Election Supplies

Budget 2017/2018 - \$150,000.00

Budget 2018/2019 - \$125,000.00 *after grant

Budget 2019/2020 - \$150,000.00

This line pays our election vendor contract including machine payments, all election supplies for our office and for the candidates/local jurisdictions, training for election judges and local election officials, voter registration system, election night reporting software, supplies for polling places for election day, election judge online training contract, election inserts for 2 elections. This also includes all maintenance and repair for our machines. 2017/2018 was a gubernatorial year, not presidential, which explains the extra increase. We see an increase in vote by mail among other services, so we need to buy extra vote by mail sets, ballot paper, etc.

Total Supply Lines

Budget 2017/2018 - \$167,000.00

Budget 2018/2019 - \$135,500.00

Budget 2019/2020 - \$157,000.00

4251 – Travel Expenses

Budget 2017/2018 - \$5,800.00

Budget 2018/2019 - \$5,000.00

Budget 2019/2020 - \$6,500.00

Mileage for election workers/election judges for working out of their own precincts and for returning ballots on election night. Mileage for election day tech reps is paid from this line as well. Lindsay/Cathy also travel twice a year to conferences for training and/or legislative updates affecting the office. Increased due to 2 election year.

4270 – Postage

Budget 2017/2018 - \$20,000.00

Budget 2018/2019 - \$20,000.00

Budget 2019/2020 - \$10,000.00

We mail approximately \$5500 a year in take notices, but once that money is recovered when the taxes are redeemed it goes back into the General Fund. We also mail all vital records requests, economic interest required certified mailings, vote by mail applications and/or ballots, etc. We do not have a canvass in the even-years, so we've decreased this amount from 2018/2019.

4275 – Rent

Budget 2017/2019 - \$4,500.00

Budget 2018/2019 - \$3,500.00

Budget 2019/2020 - \$5,000.00

Polling place rent for 2 elections. 28 polling places. This also pays for ballot box storage at polling places.

4280 – Publications

Budget 2017/2018 - \$9,000.00

Budget 2018/2019 - \$7,500.00

Budget 2019/2020 - \$7,000.00

All required publications for election judge certification, election notices, specimen ballots, etc. This line was historically \$30,000.

4361 – Contractual/Professional Services

Budget 2017/2018 - \$46,802.00

Budget 2018/2019 - \$1,000.00

Budget 2019/2020 - \$4,400.00

Shred It Services - \$160.50 every 6 weeks

Liberty Systems Economic Interest Software – \$3400.00. As AS400 dies out, this line also covers our Liberty Systems EI system to house all EI information.

4363 – Dues/License Fees

Budget 2017/2018 - \$380.00

Budget 2018/2019 - \$380.00

Budget 2019/2020 - \$320.00

IACCR Dues – this amount COULD change depending on the decision made by IACCR in regards to hiring a new lobbyist firm.

4364 – Education/Training for Staff

Budget 2017/2018 - \$500.00

Budget 2018/2019 - \$500.00

Budget 2019/2020 - \$500.00

Cathy Jenkins/Lindsay Light attendance at IACCR meetings and IACO meetings to stay up-to-date on all changing legislation and office procedures.

Total of all “other” lines

Budget 2017/2018 - \$73,482.00

Budget 2018/2019 - \$37,880.00

Budget 2019/2020 - \$33,720.00

Total General Fund Budget Overall

Budget 2017/2018 - \$648,784.00

Budget 2018/2019 - \$550,201.00

Budget 2019/2020 - \$626,100.77

County Clerk Vital Records Fund (015)

4101 – Salaries

Budget 2017/2018 - \$10,000.00

Budget 2018/2019 - \$10,000.00

Budget 2019/2020 – \$16,500.00

We increased this line for this year since we have enough revenue to cover the money took from the General Fund. This line is used to pay part-time scanners to finish the project of scanning all vital records electronically. We see an end in sight, and all will be completed during this budget year.

4290 – Maintenance/Repair - Equipment

Budget 2017/2018 - \$5,547.94

Budget 2018/2019 - \$3,000.00

Budget 2019/2020 – \$3,150.00

This line pays our annual contractual fee to DevNet for our Vital Records system.

This line currently has a balance of approximately \$43,000

County ClerkBudget Worksheet Report

A	B	C	D	E	F	G	H	I	J
Vermillion County			2018 Amended Budget	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	2020 Initialization	2019 vs 2020 Initialization Comments	
1	Account Number	Account Description							
3									
60	4250 - OTHER SERVICES & CHARGES	Account Description: 4250 - OTHER SERVICES & CHARGES	\$10,000.00	\$10,000.00	\$10,000.00	\$4,068.00	\$16,500.00	\$6,500.00	
61	4290	MAINT/REPAIR - EQUIPMENT	3,000.0000	3,000.0000	0.0000	0.0000	0.0000	0.0000	
62	4450	OFFICE FURNITURE/EQUIPMENT	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
63									
64	4450	OFFICE FURNITURE/EQUIPMENT	1,000.0000	1,000.0000	0.0000	0.0000	0.0000	0.0000	
65									
66									
67	90 - TECHNOLOGY	Project Total: 00 - GENERAL	\$14,000.00	\$14,000.00	\$0.00	\$4,068.00	\$16,500.00	\$6,500.00	
68									
69	4250	OTHER SERVICES & CHARGES							
70	4292	MAINT/REPAIR - HARDWARE	0.0000	0.0000	4,500.0000	4,052.5500	0.0000	(4,500.0000)	
71	4293	MAINT/REPAIR - SOFTWARE	0.0000	0.0000	3,000.0000	2,998.8000	3,150.0000	150.0000	
72									
73		Project Total: 90 - TECHNOLOGY	\$0.00	\$0.00	\$7,500.00	\$7,051.35	\$3,150.00	(\$4,350.00)	
74		Department Total: 511 - COUNTY CLERK VITAL RECORDS	\$14,000.00	\$14,000.00	\$17,500.00	\$11,119.35	\$19,650.00	\$2,150.00	
75		EXPENSES Total	\$14,000.00	\$14,000.00	\$17,500.00	\$11,119.35	\$19,650.00	\$2,150.00	
76									
77		Fund REVENUE Total: 015 - COUNTY CLERK VITAL RECORDS	\$13,050.00	\$12,523.18	\$13,050.00	\$9,417.97	\$13,050.00	\$0.00	
78		Fund EXPENSE Total: 015 - COUNTY CLERK VITAL RECORDS	\$14,000.00	\$14,000.00	\$17,500.00	\$11,119.35	\$19,650.00	\$2,150.00	
79		Fund Total: 015 - COUNTY CLERK VITAL RECORDS	(\$950.00)	(\$1,476.82)	(\$4,450.00)	(\$1,701.38)	(\$6,600.00)	(\$2,150.00)	
80		Fund: 018 - CO CLERK TAX AUTOMATION FUND							
81		REVENUES							
82	Department: 101 - GENERAL								
83	Project: 00 - GENERAL								
84	3500 - CHARGES FOR SERVICES								
85	3516	TAX SALE FEES	2,000.0000	320.0000	1,000.0000	1,890.0000	1,000.0000	0.0000	
86									
87	3700 - MISCELLANEOUS REVENUES		\$2,000.00	\$320.00	\$1,000.00	\$1,890.00	\$1,000.00	\$0.00	
88	3701	INTEREST	15.0000	1.2400	15.0000	0.4800	15.0000	0.0000	
89		Project Total: 00 - GENERAL	\$15.00	\$1.24	\$15.00	\$0.48	\$15.00	\$0.00	
90		Department Total: 101 - GENERAL	\$2,015.00	\$321.24	\$1,015.00	\$1,890.48	\$1,015.00	\$0.00	
91									
92		REVENUES Total	\$2,015.00	\$321.24	\$1,015.00	\$1,890.48	\$1,015.00	\$0.00	
93		EXPENSES							
94	Department: 181 - CO CLERK TAX AUTOMATION								
95	Project: 00 - GENERAL								
96	4450 - CAPITAL OUTLAY								
97	4450	OFFICE FURNITURE/EQUIPMENT	500.0000	500.0000	500.0000	0.0000	500.0000	0.0000	
98									
99		Project Total: 00 - GENERAL	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	
100		Department Total: 181 - CO CLERK TAX AUTOMATION	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	
101		EXPENSES Total	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	
102									
103		Fund REVENUE Total: 018 - CO CLERK TAX AUTOMATION FUND	\$2,015.00	\$321.24	\$1,015.00	\$1,890.48	\$1,015.00	\$0.00	
104		Fund EXPENSE Total: 018 - CO CLERK TAX AUTOMATION FUND	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	
105		Fund Total: 018 - CO CLERK TAX AUTOMATION FUND	\$1,515.00	(\$178.76)	\$515.00	\$1,890.48	\$515.00	\$0.00	
106									
107		REVENUE GRAND Totals:	\$15,065.00	\$12,844.42	\$14,065.00	\$11,218.45	\$14,065.00	\$0.00	
108		EXPENSE GRAND Totals:	\$664,294.00	\$660,580.85	\$574,201.00	\$393,148.90	\$693,251.00	\$119,050.00	
109		Grand Totals:	(\$649,229.00)	(\$647,736.43)	(\$560,136.00)	(\$381,930.45)	(\$679,186.00)	(\$319,050.00)	