

Tax and Elections Committee Meeting
Tuesday, September 4, 2018
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 – July 3, 2018 Meeting
4. Audience Comments
5. Recorder of Deed's Office - Ordinance- Mandated Predictable Fee Schedule- Documentation to be provided at meeting
6. Change in polling place-Danville Precinct 6 moved to Kickapoo Fire Station(1445 Warrington Avenue, Danville)
7. Change in polling place-Love Township Precinct 1 be changed back to the Love Town Hall (20621 E. 330 N. RD. Ridge Farm, IL.)
8. Ordinance- Amendment to the Combined Annual Budget And Appropriation Ordinance For The Board Of Review
9. Budget- Recorder
10. Budget- Election Commission
11. Budget – Supervisor of Assessments/Board of Review
12. 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.
13. Items of Information
14. Adjournment

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Morse called the meeting to order at 5:00 P.M. on Tuesday, September 5, 2017. Upon the call of roll, the following members were present: Tom Morse, Chuck Mockbee, Joe Eakle, and John Criswell. Nancy O'Kane, and Joel Bird were excused. Cari West-Monson joined at 5:02 4 present, 3 absent. Also attending the meeting were; Jenny Marsh- County Clerk, Bill Donahue- Risk Consultant-County Board and Jennifer Jenkins, CB Office Manager.

Agenda Item 2 - Adoption/Amendments to Agenda

Morse indicated that we would strike item 5 from the agenda. Eakle moved to adopt the revised agenda and a second was made by Criswell. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes for the Previous Meeting, May 1, 2018

Mockbee 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 – Strike from the agenda

Agenda Item 6 – Election Judge Certification

Jenny Marsh presented information on behalf of the County Clerk's office. Marsh indicated that the list provided to the committee is for the current certification of the election judges, which must be done every two years. Currently Vermilion County is lacking about 22 judges. We should have about 275. The County Clerk's office is always trying to recruit additional judges. Renewal for certification will be coming up shortly. The list is for individuals that will need training so this needs to be done promptly. The change on the list is for Danville 14. William Bair is on the democrat list and should be removed. He is on the republican list.

The election judge pay for Vermilion County is less than most surrounding counties at \$125.00 with training and \$100.00 without.

Champaign is at \$200.00 with training, Iroquois is at \$135.00, Coles county is the same as Vermilion but there is a current referendum for a change to soon be made for an increase.

Motion by Mockbee second by Eakle to approve the election judge certification. Upon the roll of call the following voted yes to-wit: Morse, Mockbee, Eakle, Criswell, and West-Monson. 5-yes 2-absent.

Agenda Item 7 – Executive Session

None needed.

Tax and Elections Committee
Tuesday July 3, 2018
VCAB, 201 N. Vermilion, 2nd FL.

Agenda Item 8 – Items of Information and Committee

None

Agenda Item 9 –Adjournment

Committee Chairman Morse adjourned the meeting at 5:11 PM.

Minutes by: Jennifer Jenkins

ORDINANCE

WHEREAS, 55 ILCS 5/3-5018 provides that Vermilion county shall adopt and implement, by ordinance or resolution, a predictable fee schedule that eliminates surcharges or fees based on the certain attributes of a standard document to be recorded.; and

WHEREAS, allowed fees and distributions have been defined in accordance with 55 ILCS 5/3 5018 by Bellwether LLC and a predictable fee schedule has been prepared; and

WHEREAS, for purposes of this ordinance, a "Land Document" shall include Deeds, Leases, Amendments, Interest documents, mortgages, easements or miscellaneous documents effecting the definition of documents containing a legal property description; and

WHEREAS, For purposes of this ordinance, a "Non-Standard Document" shall include a document that creates a division of a then active existing tax parcel identification number; a document recorded pursuant to the Uniform Commercial Code; a document which is non-conforming, as described in paragraphs (1) through (5) of 55 ILCS 5/3-5018; a State lien or a federal lien; a document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording; or a document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording; and

WHEREAS, notice was posted as required by 55 ILCS 5/3-5018,at least 2 weeks prior, but not more than 4 weeks prior to the adoption of the predictable fees; and

WHEREAS, the Recorder also has a separate fee study showing that the fees are in need of an increase to meet the costs of operation of the Recorder of Deeds Office

NOW, THEREFORE, BE IT ORDAINED that at a date not less than 60 days after the adoption of this ordinance the County Code shall be amended to add a \$3.00 predictable fee factor to each standard document recorded within the Office of the Recorder of Deeds, and further that the attached incorporating both the predictable fee standard and the general increase fee schedule be adopted by the County of Vermilion.

PRESENTED, APPROVED AND ORDAINED, by the County Board of Vermilion County, Illinois, at the September 11, 2018, A.D. Session.

DATED this 11th day of September, 2018, A.D.

Aye___ Nay___ Absent___

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

APPROVED BY: Tax and Elections:

Tom Morse, Chairman	Y N A	Joe Eakle	Y N A
Joel Bird	Y N A	Charles Mockbee	Y N A
John Criswell	Y N A	Nancy O'Kane	Y N A
Cari West-Monson	Y N A		

Ordinance No. _____

W. David Stone

Vermilion County Recorder

201 N. Vermilion St, Danville IL, 61832

Schedule of Recording Fees

Deed, Mortgages, Releases, Assign Mtg, UCC filled in Real Estate, etc...: \$60.00

If Grantor/Grantee is a Government Entity then Subtract \$10.00 from fee due to Rental Housing Support Surcharge (RHSP)

Judgments \$50.00

Sherrif's Deeds: \$50.00

Power of Attorney: \$50.00

Transcript: \$50.00

Notices of Probate: \$50.00

Articles of Incorporation, and any related \$50.00

Death, Birth & Marriage Certificates: \$50.00

Utility Easements: \$50.00

Municipality Liens & Releases: \$50.00

Plats of Subdivision- (Approved by County or Municipality) \$90.00

Surveys (No more than (2) lots) - 8 1/2 x 14: \$60.00

Monument Records: \$60.00

Documents that do not comply with Illinois Standardization Act are \$72.00

UCC's & Anything under the Plat Act are exempt from the standardization act.

Financing Statements (UCC Fixture filings) except terminations & Ag: \$50.00

Terminations:(only if filed in UCC Financing Records-Fixture filing) \$30.00

Copy Fee - Deeds, etc....per Page: \$ 1.00

Certified Copy Fee - \$12.00

(first four pages then \$1.00 for each additional page per



Recording Veterans Discharges (DD214)

No Charge

Each Veterans Certified Copy thereafter first

\$.50

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR BOARD OF REVIEW**

WHEREAS, the there is a need to increase the Contractual/Professional line to accommodate anticipated costs for an appraisal of properties that are set for potential hearings on the Property Tax Appeals Board docket; and

WHEREAS, there is insufficient funds in the line to accommodate that need; and

WHEREAS, the budget therefore needs to be amended accordingly and this was not known when the budget was prepared, and thus was not included.

NOW, THEREFORE BE IT ORDAINED by the County Board of Vermilion County Illinois that the County Auditor be authorized and instructed to amend the budget for fiscal year 2017-2018 by transferring money in the amount as below to facilitate an increase in the Professional Contractual line in the Board of Review budget.

TO:		
001.540.00.04361	Contractual/Professional	\$7,250.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the September 11, 2018 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 11th day of September 2018 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Page 2
Budget Amendment – Board of Review

APPROVED BY: Tax and Elections:

Tom Morse, Chairman	Y N A	Joe Eakle	Y N A
Charles Mockbee	Y N A	Joel Bird	Y N A
John Criswell	Y N A	Nancy O’Kane	Y N A
Cari West-Monson	Y N A		

Ordinance No. _____

**Request for Amendment
Fiscal Budget
2017 - 2018**

Dept: Board of Review

Date: 8/27/18

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.540.00.04361</u>	<u>Contractual/ Prof Servic</u>	\$ <u>0</u>	\$ <u>7,250</u>	\$ <u>7,250.00</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

Narrative:
 We are requesting an admendment to line item 001.540.00.04361 due to the fact appraisals are needed in order to submit evidence for the Kohls PTAB case by October.

Department Head: Marie Pearson

Approved By:

_____ Committee

_____ Chairman

Finance Committee

_____ Chairman

Dated: _____

Dated: _____

**VERMILION COUNTY
RECORDER'S OFFICE
2018 - 2019
BUDGET**

W. David Stone, Recorder

**RECORDER'S GENERAL FUND 001
DEPT 520 RECORDER**

SALARIES

04101 - SALARIES - PERSONNEL

BUDGET 2018 - \$ 100,584.00

BUDGET 2019 - \$ 103,602.00

<u>Employees</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
C. BURTON -	\$ 49,255.63	= \$ 49,255.63	04/17/1990
C. MOULTON -	\$ 30,155.31	= \$ 30,155.31	10/09/2007
K. MORGAN -	\$ 24,190.58	= \$ 24,190.58	06/12/2017
Total:	\$103,601.52	= \$103,601.52	

04110 - SALARY - OFFICEHOLDER

BUDGET 2018 - \$ 68,650.00

BUDGET 2019 - \$ 70,710.00

<u>Officeholder</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
W. DAVID STONE -	\$70,710.00	= \$70,710.00	01/14/2015

Recorder of Deeds salary increase per County Board. Effective December 1, 2018.

04209 - SUPPLIES/MICROFILM/IMAGING

BUDGET 2018 - \$ 2000.00

BUDGET 2019 - \$ 1,600.00

The Recorder's Office still maintains a library of microfilm cards dating back prior to mid 1987. computer technology began mid 1987. The office is maintaining a dual system of files.

04210 - SUPPLIES / OFFICE

BUDGET 2018 - \$ 3,500.00

BUDGET 2019 - \$ 3,000.00

General office supplies including supplies needed to maintain microfilm System. Includes paper, toner, pens, pencils, paper for Epson printers, and Cartridges for HP printers.

04251 - TRAVEL EXPENSES

BUDGET 2018- \$ 2,900.00

BUDGET 2019 - \$2,350.00

04265 – CONTRACTUAL COMMUNICATIONS

BUDGET 2018 - \$ 1,700.00

BUDGET 2019 - \$ 0.00

04270 - POSTAGE

BUDGET 2018- \$ 0.00

BUDGET 2019- \$ 500.00

04290 - REPAIR & MAINTENANCE OF EQUIPMENT

BUDGET 2018- \$ 1,500.00

BUDGET 2019- \$ 680.00

Maintain card readers/Microfilm reader/Printer

04325 - REVENUE STAMP MACHINE RENTAL

BUDGET 2018- \$ 350.00

BUDGET 2019- \$ 0.00

Now processing Illinois Department of Revenue electronic stamps.

04363 - DUES & SUBSCRIPTIONS

BUDGET 2018 - \$ 720.00

BUDGET 2019 - \$ 370.00

This covers dues and subscriptions for the office. As part of these dues, we also have access to updated legislation. Approximate dues for IACCR \$320.00, and Zone \$50.00

04364 – EDUCATION/TRAINING

Budget 2018 – \$900.00

Budget 2019 - \$500.00

Workshops/Seminars

04450 – OFFICE FURNITURE/EQUIPMENT

BUDGET 2018 – \$0.00

BUDGET 2019 – \$0.00

Replacement of Office Furniture/Repair of binder books/Computers

04452 – EQUIPMENT LEASE/PURCHASE

BUDGET 2018 - \$975.00

BUDGET 2019 - \$ 0.00

No more Leases for Fax & Copier Machines

TOTAL GENERAL BUDGET

2018 - \$185,839.00

2019 - \$183,312.00

RECORDER'S SPECIAL CHARGE FUND 76
963 SPECIAL RECORDER'S FUND

The Vermilion County Recorder's Office collects \$4.50 per document recorded (excepting Federal, State and Government filings from RHSP fee), for the purpose of maintaining a system of automation.

ANTICIPATED REVENUES

03513 SPECIAL RECORDING FILING FEES-	\$ 43,000.00
03701 INTEREST (APPROXIMATE)	\$ 50.00
03902 TRANSFERS IN	\$.00
TOTAL REVENUES	\$ 43,050.00

Recorders Special Charge Fund 76
Expenditure Budget

ANTICIPATED EXPENDITURES

04101 – SALARY	\$ 10,000.00
04149 – FICA	\$.00
04150 – IMRF	\$.00
04151 – UNEMPLOYMENT	\$.00
04152 – WORKERS COMPENSATION	\$.00
TOTAL:	\$ 10,000.00
04210 – SUPPLIES	\$ 1,000.00
TOTAL:	\$ 1,000.00
04251 – TRAVEL	\$ 1,000.00
04290 - MAINT/REPAIR – EQUIPMENT	\$ 5,000.00
04303 – CONTRACTUAL/COMPUTER	\$ 35,000.00
04363 – DUES/LICENSE	\$.00
04364 – EDUCATION/TRAINING	\$ 1,000.00
TOTAL:	\$ 42,000.00
04450 – Office furniture/Equipment	\$ 11,000.00
TOTAL:	\$ 11,000.00
TOTAL EXPENDITURES:	\$ 64,000.00

SIX MONTHS REPORT COMPARISONS

YEAR END TOTAL	6 MONTH TOTAL (Dec-May)
2010/2011 - \$ 227,811.22	\$ 118,951.36
2011/2012 - \$ 244,542.44	\$ 126,226.45
2012/2013 - \$ 241,909.71	\$ 124,372.61
2013/2014 - \$ 225,879.31	\$ 105,453.87
2014/2015 - \$ 224,535.99	\$ 108,039.37
2015/2016 - \$ 223,846.13	\$111,109.81
2016/2017 - \$ 244,090.54	\$104,508.56
First six month of the 2017/2018 fiscal year -	\$ 94,409.18

RECORDER'S OFFICE

2018/2019

JOB POSITIONS

W. DAVID STONE Januray of 2015	RECORDER	\$70,710.00
CINDY BURTON April of 1990	CHIEF DEPUTY	\$49,255.63
CATHY MOULTON October of 2007	SENIOR DEPUTY RECORDER	\$30,155.31
KATHY MORGAN June of 2017	DEPUTY RECORDER	\$24,190.58

Vermilion County

Budget Worksheet Report

Account Number	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Actual Amount	2019 Executive Review	Diff 18 & 19
Fund: 001 - GENERAL FUND						
EXPENSES						
Department: 520 - RECORDER						
Project: 00 - GENERAL						
4100 - PERSONNEL SERVICES						
4101	SALARY - PERSONNEL	96,194.4300	100,584.0000	71,119.3900	103,602.0000	3,018.0000
4110	SALARY - DEPARTMENT HEAD	68,665.3000	70,710.0000	50,115.3500	70,710.0000	0.0000
<i>Account Classification Total: 4100 - PERSONNEL SERVICES</i>		\$164,859.73	\$171,294.00	\$121,234.74	\$174,312.00	\$3,018.00
4200 - SUPPLIES & MATERIALS						
4209	SUPPLIES/MICROFILM	1,500.0000	2,000.0000	514.9900	1,600.0000	(400.0000)
4210	SUPPLIES/OFFICE	3,259.2000	3,500.0000	1,015.2800	3,000.0000	(500.0000)
<i>Account Classification Total: 4200 - SUPPLIES & MATERIALS</i>		\$4,759.20	\$5,500.00	\$1,530.27	\$4,600.00	(\$900.00)
4250 - OTHER SERVICES & CHARGES						
4251	TRAVEL EXPENSE	1,102.8000	2,900.0000	611.4200	2,350.0000	(550.0000)
4265	CONTRACTUAL/COMMUNICATIONS	1,079.4000	1,700.0000	282.7100	0.0000	(1,700.0000)
4270	POSTAGE	0.0000	0.0000	0.0000	500.0000	500.0000
4290	MAINT/REPAIR - EQUIPMENT	0.0000	1,500.0000	0.0000	680.0000	(820.0000)
4325	CONTRACTUAL/REVENUE MACHINE	0.0000	350.0000	0.0000	0.0000	(350.0000)
4363	DUES/LICENSE FEES	320.0000	720.0000	320.0000	370.0000	(350.0000)
4364	EDUCATION/TRAINING	0.0000	900.0000	0.0000	500.0000	(400.0000)
<i>Account Classification Total: 4250 - OTHER SERVICES & CHARGES</i>		\$2,502.20	\$8,070.00	\$1,214.13	\$4,400.00	(\$3,670.00)
4400 - CAPITAL OUTLAY						
4452	EQUIPMENT LEASE/PURCHASE	430.5000	975.0000	0.0000	0.0000	(975.0000)
<i>Account Classification Total: 4400 - CAPITAL OUTLAY</i>		\$430.50	\$975.00	\$0.00	\$0.00	(\$975.00)
Project Total: 00 - GENERAL		\$172,551.63	\$185,839.00	\$123,979.14	\$183,312.00	(\$2,527.00)
Department Total: 520 - RECORDER		\$172,551.63	\$185,839.00	\$123,979.14	\$183,312.00	(\$2,527.00)
EXPENSES Total		\$172,551.63	\$185,839.00	\$123,979.14	\$183,312.00	(\$2,527.00)
Fund REVENUE	Total: 001 - GENERAL FUND					
Fund EXPENSE	Total: 001 - GENERAL FUND	\$172,551.63	\$185,839.00	\$123,979.14	\$183,312.00	(\$2,527.00)
Fund Total: 001 - GENERAL FUND		(\$172,551.63)	(\$185,839.00)	(\$123,979.14)	(\$183,312.00)	\$2,527.00
Fund: 076 - RECORDER SPECIAL FUND						
REVENUES						
Department: 101 - GENERAL						
Project: 00 - GENERAL						
3500 - CHARGES FOR SERVICES						
3513	SPEC RECORDING FILING FEES	42,267.0000	43,000.0000	28,064.5000	43,000.0000	0.0000
<i>Account Classification Total: 3500 - CHARGES FOR SERVICES</i>		\$42,267.00	\$43,000.00	\$28,064.50	\$43,000.00	\$0.00
3700 - MISCELLANEOUS REVENUES						
3701	INTEREST	32.2000	50.0000	15.2800	50.0000	0.0000
<i>Account Classification Total: 3700 - MISCELLANEOUS REVENUES</i>		\$32.20	\$50.00	\$15.28	\$50.00	\$0.00
Project Total: 00 - GENERAL		\$42,299.20	\$43,050.00	\$28,079.78	\$43,050.00	\$0.00
Department Total: 101 - GENERAL		\$42,299.20	\$43,050.00	\$28,079.78	\$43,050.00	\$0.00
REVENUES Total		\$42,299.20	\$43,050.00	\$28,079.78	\$43,050.00	\$0.00
EXPENSES						
Department: 963 - RECORDER SPECIAL ACCOUNT						
Project: 00 - GENERAL						
4100 - PERSONNEL SERVICES						
4101	SALARY - PERSONNEL	5,023.5400	6,000.0000	1,710.0000	10,000.0000	4,000.0000
<i>Account Classification Total: 4100 - PERSONNEL SERVICES</i>		\$5,023.54	\$6,000.00	\$1,710.00	\$10,000.00	\$4,000.00
4200 - SUPPLIES & MATERIALS						
4210	SUPPLIES/OFFICE	0.0000	0.0000	0.0000	1,000.0000	1,000.0000
<i>Account Classification Total: 4200 - SUPPLIES & MATERIALS</i>		\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
4250 - OTHER SERVICES & CHARGES						
4251	TRAVEL EXPENSE	0.0000	2,000.0000	0.0000	1,000.0000	(1,000.0000)
4290	MAINT/REPAIR - EQUIPMENT	0.0000	0.0000	0.0000	5,000.0000	5,000.0000
4303	CONTRACTUAL/COMPUTER	0.0000	52,000.0000	0.0000	35,000.0000	(17,000.0000)
4364	EDUCATION/TRAINING	0.0000	0.0000	0.0000	1,000.0000	1,000.0000
<i>Account Classification Total: 4250 - OTHER SERVICES & CHARGES</i>		\$0.00	\$54,000.00	\$0.00	\$42,000.00	(\$12,000.00)
4400 - CAPITAL OUTLAY						
4450	OFFICE FURNITURE/EQUIPMENT	0.0000	4,000.0000	0.0000	11,000.0000	7,000.0000
<i>Account Classification Total: 4400 - CAPITAL OUTLAY</i>		\$0.00	\$4,000.00	\$0.00	\$11,000.00	\$7,000.00
Project Total: 00 - GENERAL		\$5,023.54	\$64,000.00	\$1,710.00	\$64,000.00	\$0.00
Department Total: 963 - RECORDER SPECIAL ACCOUNT		\$5,023.54	\$64,000.00	\$1,710.00	\$64,000.00	\$0.00
EXPENSES Total		\$5,023.54	\$64,000.00	\$1,710.00	\$64,000.00	\$0.00
Fund REVENUE	Total: 076 - RECORDER SPECIAL FUND	\$42,299.20	\$43,050.00	\$28,079.78	\$43,050.00	\$0.00
Fund EXPENSE	Total: 076 - RECORDER SPECIAL FUND	\$5,023.54	\$64,000.00	\$1,710.00	\$64,000.00	\$0.00
Fund Total: 076 - RECORDER SPECIAL FUND		\$37,275.66	(\$20,950.00)	\$26,369.78	(\$20,950.00)	\$0.00
REVENUE GRAND Totals:		\$42,299.20	\$43,050.00	\$28,079.78	\$43,050.00	\$0.00
EXPENSE GRAND Totals:		\$177,575.17	\$249,839.00	\$125,689.14	\$247,312.00	(\$2,527.00)
Grand Totals:		(\$135,275.97)	(\$206,789.00)	(\$97,609.36)	(\$204,262.00)	\$2,527.00

Vermilion County			Expense Budget Worksheet Report				
Account Number	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Actual Amount	2019 Executive Review	Diff 2018 & 2019	Department Request Comments
Fund: 001 - GENERAL FUND							
EXPENSES							
Department: 530 - ELECTION COMMISSION							
Project: 00 - GENERAL							
4100 - PERSONNEL SERVICES							
4101	SALARY - PERSONNEL	35,677.6700	35,725.1200	27,162.0600	39,252.0000	3,526.8800	Karla's yearly salary for this year, 2017-2018, is \$38,109. With the 3% increase her salary will be \$39,252. Again, our salaries are mandated by the Commissioners.
4102	SALARY - PART-TIME	6,074.5100	10,500.0000	5,928.8000	12,000.0000	1,500.0000	I changed the amount for the part time position to \$12,000. This amount will reflect a 3% salary increase as well as additional hours. This is the year Leora Clark and Karla Dukes will process the Canvass as mandated by the Illinois State Board of Elections.
4103	SALARY - COMMISSIONERS	7,934.9100	7,935.0000	5,654.7900	7,935.0000	0.0000	
4104	SALARY - OVERTIME	503.9600	1,000.0000	131.3200	600.0000	(400.0000)	
4106	SALARY - ELECTION PERSONNEL	17,331.5500	48,889.8800	17,100.0000	30,000.0000	(18,889.8800)	The amount for Election Personnel has been changed to reflect the possibility of having only 1 election in 2019. If this changes I will submit the necessary paperwork to request a line item increase. sd
4110	SALARY - DEPARTMENT HEAD	34,273.3000	45,000.0000	32,056.3400	47,025.0000	2,025.0000	The salary of Department Head has been increased to \$47,025 to reflect a 4.5% increase in annual salary. This was decided by the 3 commissioners. The salary for this position is dictated by the Election Commissioners. Current salary is \$45,000.
Account Classification Total: 4100 - PERSONNEL SERVICES		\$101,795.90	\$149,050.00	\$88,033.31	\$136,812.00	(\$12,238.00)	
4200 - SUPPLIES & MATERIALS							
4210	SUPPLIES/OFFICE	1,274.4600	1,500.0000	1,379.5300	2,750.0000	1,250.0000	The previous budget was set at \$1,500. To date we have spent \$1,379 with more supplied needed for the November election. In my opinion, with the cost of paper and ink cartridges continually rising, this amount is not out of line. Karla and I both are about ready to replace the cartridges on our printers, and the copier will be coming due soon.
4213	BOOKS/PERIODICALS	0.0000	100.0000	0.0000	0.0000	(100.0000)	Our office purchased the 2018 Polk City of Danville directory. We normally purchase every two years. Therefore no money will be spent this year.
4215	SUPPLIES/ELECTION	79,906.0100	80,000.0000	62,892.6100	43,000.0000	(37,000.0000)	Again, we are reducing the supplies/election line with the assumption that there will only be 1 election in 2019.
Account Classification Total: 4200 - SUPPLIES & MATERIALS		\$81,180.47	\$81,600.00	\$64,272.14	\$45,750.00	(\$35,850.00)	
4300 - OTHER SERVICES & CHARGES							
4251	TRAVEL EXPENSE	2,437.1800	4,000.0000	707.4500	4,000.0000	0.0000	The travel expense appears on the lower side due to the conference that was supposed to be in May was canceled due to moving VCAB. We will be hosting September, 2018 conference here in Danville. However, in 2019 we will have the expense of attending 2 out of town conferences.
4265	CONTRACTUAL/COMMUNICATIONS	2,737.9900	4,000.0000	4,277.0100	4,561.0000	561.0000	This line item did not have enough money in it to pay the Verizon Wireless month statements. I am not sure why only \$4,000 was submitted last year as each statement is for \$380.10, which is, for a total of \$4,561.20. Going forward the amount needs to be increased to at least \$4,600 for the year. sd
4270	POSTAGE	4,377.7000	9,500.0000	176.6700	9,500.0000	0.0000	I am not sure why this is such a small amount listed in the Postage expense. I feel this is not correct as we have continually sent items to the Treasurers Office to be processed and mailed from their office. I doubled checked with Karla and we feel the amount we are requesting is the right amount. sd
4271	CONTRACTUAL/LEGAL FEES	187.5000	2,250.0000	381.2500	1,500.0000	(750.0000)	
4275	RENT	2,845.5600	5,500.0000	2,310.0400	3,500.0000	(2,000.0000)	
4280	PUBLICATIONS	6,738.0800	11,500.0000	2,319.7000	6,500.0000	(5,000.0000)	
4290	MAINT/REPAIR - EQUIPMENT	0.0000	1,000.0000	0.0000	0.0000	(1,000.0000)	
4349	CANVAS OF VOTERS	8,000.0000	0.0000	0.0000	9,500.0000	9,500.0000	Canvass of Voters line has been increased to \$9,500 again due to 2019 Canvass of Voters which is required by the State of Illinois, Board of Elections.
4361	CONTRACTUAL/PROF SERVICES	1,249.0000	4,000.0000	3,407.0000	2,000.0000	(2,000.0000)	We need to make this line item \$2,000 which is used mainly for legal fees. This year one of commissioners, Chuck Bostic is due to have his commission renewed and there will be cost associated with that.
4363	DUES/LICENSE FEES	530.0000	1,200.0000	0.0000	1,000.0000	(200.0000)	
4364	EDUCATION/TRAINING	354.4600	1,000.0000	450.0000	1,500.0000	500.0000	The Education/Training line is \$1,000 as the Election Commissioners have approved my taking some classes at DACC to further my knowledge for election training. We also purchase snacks for the morning class of Election Judge Training and pizza for the 5:00 class. This will also include future Cyber Security training classes.
Account Classification Total: 4300 - OTHER SERVICES & CHARGES		\$29,457.47	\$43,950.00	\$14,029.12	\$43,561.00	(\$389.00)	
4400 - CAPITAL OUTLAY							
4450	OFFICE FURNITURE/EQUIPMENT	180.0200	1,500.0000	473.9400	0.0000	(1,500.0000)	
Account Classification Total: 4400 - CAPITAL OUTLAY		\$180.02	\$1,500.00	\$473.94	\$0.00	(\$1,500.00)	
Project Total: 00 - GENERAL		\$212,613.86	\$276,100.00	\$166,808.51	\$226,123.00	(\$49,977.00)	
Department Total: 530 - ELECTION COMMISSION		\$212,613.86	\$276,100.00	\$166,808.51	\$226,123.00	(\$49,977.00)	
EXPENSES Total		\$212,613.86	\$276,100.00	\$166,808.51	\$226,123.00	(\$49,977.00)	
Fund EXPENSE Total: 001 - GENERAL FUND		\$212,613.86	\$276,100.00	\$166,808.51	\$226,123.00	(\$49,977.00)	
EXPENSE GRAND Totals:		\$212,613.86	\$276,100.00	\$166,808.51	\$226,123.00	(\$49,977.00)	

Expense Budget Worksheet Report

Account Number	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Actual Amount	2019 Initialization	2019 Department Request	2019 Executive Review	Diff 2018 & 2019	Department Request Comments
Fund: 001 - GENERAL FUND									
EXPENSES									
Department: 540 - BOARD OF REVIEW									
Project: 00 - GENERAL									
4000 - PERSONNEL SERVICES									
4101	SALARY - PERSONNEL	40,122,000.00	40,122,000.00	28,592,640.00	41,326,000.00	41,326,000.00	41,326,000.00	1,204,000.00	3% Increase per County Board Action
4110	SALARY - DEPARTMENT HEAD	22,330,000.00	22,330,000.00	15,913,180.00	23,000,000.00	23,000,000.00	23,000,000.00	670,000.00	3% Increase per County Board Action
Account Classification Total: 4000 - PERSONNEL SERVICES		662,452.00	662,452.00	444,505.82	664,326.00	664,326.00	664,326.00	1,874.00	
4030 - SUPPLIES & MATERIALS									
4210	SUPPLIES/OFFICE	1,800,000.00	1,500,000.00	495,750.00	1,500,000.00	1,500,000.00	1,500,000.00	0.0000	
Account Classification Total: 4030 - SUPPLIES & MATERIALS		1,800.00	1,500.00	495.75	1,500.00	1,500.00	1,500.00	0.00	
4250 - OTHER SERVICES & CHARGES									
4251	TRAVEL EXPENSE	326,760.00	1,250,000.00	204,000.00	1,000,000.00	3,000,000.00	3,000,000.00	1,750,000.00	Increase due to the possibility of sending one new member, if elected, to Springfield for Board of Review Class. Number of complaints has increased slightly.
4270	POSTAGE	0.0000	2,000,000.00	0.0000	500,000.00	2,500,000.00	2,500,000.00	500,000.00	Increase postage over prior year. Prior year budget was low due to existing balance on postage machine. Number of complaints increasing due to greater than 1 multiplier. Expect multiplier to continue to increase and thus, postage amount will increase.
4361	CONTRACTUAL/PROF SERVICES	0.0000	0.0000	0.0000	0.0000	5,000,000.00	5,000,000.00	5,000,000.00	Increase due to the number of assessment complaints filed with Property Tax Appeal Board (PTAB). This line will be used to pay for appraisals to be submitted as evidence to PTAB.
Account Classification Total: 4250 - OTHER SERVICES & CHARGES		326.76	3,250.00	204.00	1,500.00	10,500.00	10,500.00	9,250.00	
4430 - CAPITAL OUTLAY									
4450	OFFICE FURNITURE/EQUIPMENT	1,500,000.00	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
Account Classification Total: 4430 - CAPITAL OUTLAY		1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Project Total: 00 - GENERAL		666,078.76	667,202.00	445,205.57	667,326.00	676,326.00	676,326.00	95,124.00	
Department Total: 540 - BOARD OF REVIEW		666,078.76	667,202.00	445,205.57	667,326.00	676,326.00	676,326.00	95,124.00	
Department: 550 - SUPERVISOR OF ASSESSMENTS									
Project: 00 - GENERAL									
4000 - PERSONNEL SERVICES									
4101	SALARY - PERSONNEL	206,631,350.00	212,901,000.00	154,018,410.00	219,288,000.00	221,496,000.00	221,496,000.00	8,595,000.00	3% increase for union personnel. 5% merit increase for nonunion.
4110	SALARY - DEPARTMENT HEAD	68,650,000.00	70,710,000.00	50,402,610.00	70,710,000.00	70,710,000.00	70,710,000.00	0.0000	No Change
Account Classification Total: 4000 - PERSONNEL SERVICES		275,481.35	283,611.00	204,421.02	289,998.00	292,206.00	292,206.00	6,595.00	
4030 - SUPPLIES & MATERIALS									
4210	SUPPLIES/OFFICE	5,788,840.00	6,000,000.00	1,863,710.00	4,000,000.00	6,000,000.00	6,000,000.00	0.0000	No Change
4213	BOOKS/PERIODICALS	209,880.00	300,000.00	30,000.00	300,000.00	300,000.00	300,000.00	0.0000	No Change
Account Classification Total: 4030 - SUPPLIES & MATERIALS		5,998.72	6,300.00	1,893.71	4,300.00	6,300.00	6,300.00	0.00	
4250 - OTHER SERVICES & CHARGES									
4251	TRAVEL EXPENSE	2,029,190.00	2,000,000.00	724,730.00	2,000,000.00	4,500,000.00	4,500,000.00	2,500,000.00	Increase due to start of new cycle to maintain CIAO Designation for two employees and two conferences for CCAO.
4270	POSTAGE	3,006,100.00	13,500,000.00	2,524,700.00	50,000,000.00	13,500,000.00	13,500,000.00	0.0000	No change.
4280	PUBLICATIONS	2,752,680.00	6,000,000.00	(149,370.00)	3,200,000.00	47,000,000.00	47,000,000.00	41,000,000.00	Significant increase due to quadrennial publication per 35 ILCS 260.
4361	CONTRACTUAL/PROF SERVICES	9,078,250.00	2,000,000.00	480,000.00	2,000,000.00	20,000,000.00	20,000,000.00	18,000,000.00	Increase due to needing third party appraisals on several larger properties in the County.
4363	DUES/LICENSE FEES	508,000.00	700,000.00	145,000.00	700,000.00	700,000.00	700,000.00	0.0000	No Change
4364	EDUCATION/TRAINING	715,000.00	1,500,000.00	340,000.00	1,000,000.00	2,000,000.00	2,000,000.00	500,000.00	Increase due to start of new cycle to maintain CIAO Designation for two employees.
Account Classification Total: 4250 - OTHER SERVICES & CHARGES		18,089.22	25,700.00	4,065.06	68,900.00	87,700.00	87,700.00	62,000.00	
4430 - CAPITAL OUTLAY									
4450	OFFICE FURNITURE/EQUIPMENT	1,500,000.00	500,000.00	244,990.00	0.0000	0.0000	0.0000	(500,000.00)	No Change
Account Classification Total: 4430 - CAPITAL OUTLAY		1,500.00	500.00	244.99	0.00	0.00	0.00	(500.00)	
Project Total: 00 - GENERAL		301,069.29	316,111.00	210,624.78	333,198.00	386,206.00	386,206.00	470,095.00	
Department Total: 550 - SUPERVISOR OF ASSESSMENTS		301,069.29	316,111.00	210,624.78	333,198.00	386,206.00	386,206.00	470,095.00	
EXPENSES Total		367,148.05	383,313.00	255,830.35	420,524.00	462,532.00	462,532.00	479,219.00	
Fund EXPENSE Total: 001 - GENERAL FUND		367,148.05	383,313.00	255,830.35	420,524.00	462,532.00	462,532.00	479,219.00	
EXPENSE GRAND TOTAL:		367,148.05	383,313.00	255,830.35	420,524.00	462,532.00	462,532.00	479,219.00	

SUPERVISOR OF ASSESSMENTS

EMPLOYEE NAME	JOB TITLE	HIRE DATE	17/18 Salary	% Increase	\$ Increase	18/19 Salary	Reason for Increase
Maria Pearman	Chief Deputy-Assessments	7/2/2001	\$43,260	5%	\$2,163	\$45,423	Non-Union Merit Increase
Evoone Robinson	Chief Deputy-Mapping	11/27/1989	\$40,376	5%	\$2,019	\$42,395	Non-Union Merit Increase
Donette Harris	Administrative Asst Board of Review	7/30/2012	\$26,780	3%	\$803	\$27,583	Per Union Contract
Melissa Boyer	Executive Secretary/Exemption Coordinator	3/21/2016	\$26,780	5%	\$1,339	\$28,119	Non-Union Merit Increase
Devon Garowski	Deed/Sales Analyst	1/3/2017	\$25,235	3%	\$757	\$25,992	Per Union Contract
Stephanie English	Deed/Sales Analyst	3/21/2016	\$25,235	3%	\$757	\$25,992	Per Union Contract
Jade Carter	Deed/Sales Analyst	4/16/2018	\$25,235	3%	\$757	\$25,992	Per Union Contract
TOTAL SALARY			\$212,901	3%	\$8,595	\$221,496	
Matthew Long	County Assessor	12/1/2010	\$70,710	0%	\$0	\$70,710	County Board Action

Payroll from GIS Budget

Missy Prorise	Tax Map Technician	5/8/2017	\$25,500	3%	\$765	\$26,265	Per Union Contract
---------------	--------------------	----------	----------	----	-------	----------	--------------------

Board of Review

Robert Huffman	Board Chairman		\$22,330	3%	\$670	23,000	County Board Action
Amanda Sheperd	Board Member		\$20,061	3%	\$602	20,663	County Board Action
Jay Fruhling	Board Member		\$20,061	3%	\$602	20,663	County Board Action
TOTAL SALARY			\$62,452		\$1,874	64,326	