

Tax and Elections Committee Meeting  
Tuesday, September 17, 2019  
5:00 PM, Vermilion County Administration Building, 2<sup>nd</sup> Floor, Conf. Room

## Agenda

1. Call to Order and Roll Call
2. Adoption/Amendment of Agenda
3. Adoption/Amendment of Minutes – August 6, 2019
4. Audience Comments
5. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the County Clerk’s Office- \$8,000
6. Budget- Recorder
7. Budget- Election Commission
8. Budget – Supervisor of Assessments/Board of Review
9. 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.
10. Items of Information
11. Adjournment

## MINUTES

### **Agenda Item 1 - Call to Order and Roll Call**

Committee Chairman Tom Morse called the meeting to order at 5:00 P.M. on Tuesday, August 6, 2019. Upon the call of roll, the following members were present: Tom Morse, Chuck Mockbee, Nancy O’Kane, Bruce Stark and Becky Stark. Joe Eakle and Joel Bird were excused. 5 present, 2 absent. Also attending the meeting were; Larry Baughn Jr. – Chairman, Jim Watson- CB member, Cathy Jenkins- County Clerk, Lindsay Light-County Clerk’s Office, Bill Donahue- Risk Consultant-County Board and Jennifer Jenkins, CB Office Manager.

### **Agenda Item 2 – Adoption /Amendments to Agenda**

Becky Stark moved to adopt the agenda and a second was made by Mockbee. Motion passed by acclamation.

### **Agenda Item 3 - Approval of Minutes for the Previous Meeting, May 7, 2019**

Mockbee moved to approve the minutes second was made by O’Kane. Motion passed by acclamation.

### **Agenda Item 4 - Audience Comments**

Jim Watson asked about polling places and why so many of them were shut down. His area had a total of six at one time, now there are not any. The County Clerk’s office did a lot of research on this specific situation. Cathy Jenkins, County Clerk, explained that most of these polling places were closed due to not being ADA compliant. Most of the municipalities did not have enough money to get them up to ADA standards. Therefore several of the locations were combined to save money. Jenkins also informed the committee and audience that the County Clerk’s office is more than happy to accommodate any voter by mailing the voter the ballot. There is also early voting available to help with these situations where someone is unable to come in during the actual voting date. Watson asked that the Clerk’s office look into the Nazarene Church as a possible voting center. Jenkins informed the committee that she will look into this as a possibility.

### **Agenda Item 5 – Discussion-Voting Equipment**

Jenkins advised the committee that this is just informational for the committee. The County Clerk’s office has known for the last 5 years that there would be changes upcoming on the election equipment. The current equipment is over 25 years old. The last several elections that we have had there have been significant problems with machines breaking down. A few years ago the County Clerk’s office invited 3 Illinois approved election equipment vendors to come to the office and give presentations on their equipment. Along with the vendors, the Clerk’s office also invited a few election judges to come in and participate in the presentation of the equipment. It was determined with everyone that Liberty by far was the favorite out of the presentations. It was simplified and virtually no margin for error. Cathy was trying to do this without

**Tax and Elections Committee  
Tuesday August 6, 2019  
VCAB, 201 N. Vermilion, 2<sup>nd</sup> FL.**

having to come to the CB for funding. She did this by cutting staff and working with a skeleton crew. Cathy also discussed the Liberty equipment with other voting centers/counties, for their feedback. Overall, they were very pleased with Liberty. No complaints. The County Clerk's office currently pays Liberty quarterly. The contract is for six years. This company does all of the maintenance. After six years then it turns into a leasing program where we can purchase the machines after that.

**Agenda Item 6 – Budget-County Clerk**

Light explained to the committee that the narrative is a summary of any/all changes within the budget. The part time salary line has been removed completely as the previous part time position was moved to full time. Overtime line has also been removed. The only time overtime was ever utilized prior was during election(s) however, now the staff will be offered comp time. The committee commended the County Clerk and her staff for making her budget an easy read. Motion by Mockbee to approve the budget as presented, second by O'Kane. Upon the roll of call the following voted yes to-wit: Morse, Mockbee, O'Kane, Bruce Stark, and Becky Stark. 5-yes 2-absent.

**Agenda Item 7 – Executive Session**

None required

**Agenda Item 8 – Items of Information**

County Chairman Baughn Jr. advised the committee that budget talks are still going with departments.

Union conversations are starting.

Health Insurance is about wrapped up. We will be moving forward with Health Alliance. We will now be fully insured versus self-insured. This will be a cost savings for us from what proposal we received from Aetna for the upcoming year.

The audit is moving ahead full strength. Baughn is in contact with Sandy Cook weekly. The departments are cooperating with her very well.

**Agenda Item 9 –Adjournment**

Committee Chairman Morse adjourned the meeting at 6:26 PM.

***Minutes by: Jennifer Jenkins, County Board***

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE COUNTY CLERK**

**WHEREAS**, is requesting additional funds for personnel costs in the Vital Records Department for the remainder of 2019 budget year; and

**WHEREAS**, such change to meet payroll; and

**WHEREAS**, this requires an infusion of additional funds in the amount of \$8,000.00; and,

**WHEREAS**, the budget therefore needs to be amended accordingly and this need 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 and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2018-2019 as set out below:

<b>015.511.00.4101</b>	<b>Vital Records Personnel</b>	<b>\$8,000.00</b>
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And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 8, 2019 A.D. Session.

*This amendment takes two thirds majority for passage.*

DATED this 8<sup>th</sup> day of October 2019 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

Budget Amendment – County Clerk

APPROVED BY Tax and Elections:

<u>Tom Morse</u>	<u>Y</u>	<u>N</u>	<u>A</u>
Committee Chairperson			
Chuck Mockbee	Y	N	A
Joe Eakle	Y	N	A
Joel Bird	Y	N	A
Nancy O’Kane	Y	N	A
Bruce Stark	Y	N	A
Becky Stark	Y	N	A

APPROVED BY Finance Personnel:

<u>Steve Fourez</u>	<u>Y</u>	<u>N</u>	<u>A</u>
Committee Chairperson			
Wesley Bieritz	Y	N	A
Robert Boyd	Y	N	A
Breannah Haton	Y	N	A
Becky Stark	Y	N	A
Bruce Stark	Y	N	A
Adam Hart	Y	N	A

**Request for Amendment  
Fiscal Budget  
2018 - 2019**

Dept: 510 - County Clerk

Date: 9/11/19

Account Number	Account Description	Original Appr.	Additional	To Read
<u>015.511.00.4101</u>	<u>Vital Records Personnel</u>	\$ <u>10,000</u>	\$ <u>8,000</u>	<u>18,000.00</u>
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____
_____	_____	\$ _____	\$ _____	_____

**Narrative:**

This is to cover the remainder of the budget year for our vital records staff.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head: *[Signature]*

**Approved By:**

\_\_\_\_\_ Committee  
 \_\_\_\_\_  
 Chairman  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Finance Committee**

\_\_\_\_\_ Chairman  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**VERMILION COUNTY  
RECORDER'S OFFICE  
2019 - 2020  
BUDGET  
W. David Stone, Recorder**

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

***SALARIES***

**04101 - SALARIES - PERSONNEL**

BUDGET 2019 - \$ 103,602.00

**BUDGET 2020 - \$ 106,710.00**

<u>Employees</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
C. BURTON -	\$ 50,733.29	= \$ 50,733.29	04/17/1990
C. MOULTON -	\$ 31,059.96	= \$ 31,059.96	10/09/2007
K. MORGAN	\$ 24,916.29	= \$ 24,916.29	6/12/2017
Total:	\$106,709.54	= \$ 106,709.54	

**04110 - SALARY - OFFICEHOLDER**

BUDGET 2019 - \$ 70,710.00

**BUDGET 2020 - \$ 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 per County Board. Effective December 1, 2019.



**04209 - SUPPLIES/MICROFILM/IMAGING**

BUDGET 2019 - \$ 1,600.00

**BUDGET 2020 - \$ 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 2019 - \$ 3,000.00

**BUDGET 2020 - \$ 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 2019- \$ 350.00

**BUDGET 2020 - \$ 1,500.00**

**04265 - CONTRACTUAL COMMUNICATIONS**

BUDGET 2019 - \$ 0.00

**BUDGET 2020 - \$ 0.00**

**04270 - POSTAGE**

BUDGET 2019- \$ 2,500.00

**BUDGET 2020- \$ 1,500.00**

**04290 - REPAIR & MAINTENANCE OF EQUIPMENT**

BUDGET 2019- \$ 680.00

**BUDGET 2020- \$ 680.00**

Maintain card readers/Microfilm reader/Printer

**04363 - DUES & SUBSCRIPTIONS**

BUDGET 2019 - \$ 370.00

**BUDGET 2020 - \$ 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 2019 – \$500.00

**Budget 2020 - \$500.00**

Workshops/Seminars

**04450 – OFFICE FURNITURE/EQUIPMENT**

BUDGET 2019 – \$0.00

**BUDGET 2020 – \$0.00**

Replacement of Office Furniture/Repair of binder books/Computers

**04452 – EQUIPMENT LEASE/PURCHASE**

BUDGET 2019 - \$ 0.00

**BUDGET 2020 - \$ 0.00**

No more Leases for Fax & Copier Machines

***TOTAL GENERAL BUDGET***

2019 - \$183,312.00

**2020 - \$186,570.00**

**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-	\$ 40,000.00
03701 INTEREST (APPROXIMATE)	\$ 50.00
03902 TRANSFERS IN (APPROXIMATE)	\$ 18,000.00
<b>TOTAL REVENUES</b>	<b>\$ 58,050.00</b>

Recorders Special Charge Fund 76  
Expenditure Budget

**ANTICIPATED EXPENDITURES**

04101 – SALARY	\$ 34,000.00
04149 – FICA	\$ 0.00
04150 – IMRF	\$ 0.00
04151 – UNEMPLOYMENT	\$ .00
04152 – WORKERS COMPENSATION	\$ .00
TOTAL:	\$ 34,000.00
04210 – SUPPLIES	\$ 1,000.00
TOTAL:	\$ 1,000.00
04251 – TRAVEL	\$ 2,000.00
04290 - MAINT/REPAIR – EQUIPMENT	\$ 3,000.00
04303 – CONTRACTUAL/COMPUTER	\$ 20,000.00
04363 – DUES/LICENSE	\$ .00
04364 – EDUCATION/TRAINING	\$ 1,000.00
TOTAL:	\$ 26,000.00
04450 – Office furniture/Equipment	\$ 3,000.00
TOTAL:	\$ 3,000.00
<b>TOTAL EXPENDITURES:</b>	<b>\$ 64,000.00</b>

## SIX MONTHS REPORT COMPARISONS

YEAR END TOTAL	6 MONTH TOTAL (Dec-May)
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
2017/2018 - \$ 234,356.65	\$ 94,409.18
First six month of the 2018/2019 fiscal year -	\$ 125,808.09

## **RECORDER'S OFFICE**

2019/2020

### **JOB POSITIONS**

W. DAVID STONE Januray of 2015	RECORDER	\$70,710.00
CINDY BURTON April of 1990	CHIEF DEPUTY	\$50,733.29
CATHY MOULTON October of 2007	SENIOR DEPUTY RECORDER	\$31,059.96
KATHY MORGAN June of 2017	DEPUTY RECORDER II	\$24,916.29
VACANT (Special Fund)	DEPUTY RECORDER eRecording Coordinator	\$29,000.00

# Vermilion County

# Recorder's Budget Worksheet Report

Account Number Account Description 2018 Actual Amount 2019 Amended Budget 2019 Actual Amount 2020 Department Request 2019 vs 2020 Initialization Comments

## Fund: 001 - GENERAL FUND

### EXPENSES

Department: 520 - RECORDER

Project: 00 - GENERAL

4100 - PERSONNEL SERVICES

4101	SALARY - PERSONNEL	100,594,000.00	100,023,130.00	103,602,000.00	73,433,710.00	103,602,000.00	0.0000
4110	SALARY - DEPARTMENT HEAD	70,710,000.00	70,710,000.00	70,710,000.00	50,120,010.00	70,710,000.00	0.0000
4155	INSURANCE - LIFE/HEALTH	0.0000	0.0000	20,000,000.00	12,755,150.00	27,108,000.00	0.0000
	<i>Account Description Total: 4100 - PERSONNEL SERVICES</i>	<b>\$171,294.00</b>	<b>\$170,733.13</b>	<b>\$194,312.00</b>	<b>\$136,308.87</b>	<b>\$201,420.00</b>	<b>\$7,108.00</b>

set by County Board  
\$24000 health  
\$3108 increases

4200 - SUPPLIES & MATERIALS

4209 SUPPLIES/MICROFILM

4210 SUPPLIES/OFFICE

4209	SUPPLIES/MICROFILM	2,000,000.00	514,990.00	1,600,000.00	530,450.00	1,600,000.00	0.0000
4210	SUPPLIES/OFFICE	3,500,000.00	1,843,400.00	3,000,000.00	2,008,710.00	3,000,000.00	0.0000
	<i>Account Description Total: 4200 - SUPPLIES &amp; MATERIALS</i>	<b>\$5,500.00</b>	<b>\$2,358.39</b>	<b>\$4,600.00</b>	<b>\$2,539.16</b>	<b>\$4,600.00</b>	<b>\$0.00</b>

4250 - OTHER SERVICES & CHARGES

4251 TRAVEL EXPENSE

4265 CONTRACTUAL/COMMUNICATIONS

4270 POSTAGE

4290 MAINT/REPAIR - EQUIPMENT

4325 CONTRACTUAL/REVENUE MACHINE

4363 DUES/LICENSE FEES

4364 EDUCATION/TRAINING

4251	TRAVEL EXPENSE	2,900,000.00	611,420.00	350,000.00	0.0000	1,500,000.00	1,150,000.00
4265	CONTRACTUAL/COMMUNICATIONS	1,700,000.00	282,710.00	0.0000	0.0000	0.0000	0.0000
4270	POSTAGE	0.0000	0.0000	2,500,000.00	2,500,000.00	1,500,000.00	(1,000,000.00)
4290	MAINT/REPAIR - EQUIPMENT	1,500,000.00	0.0000	680,000.00	0.0000	680,000.00	0.0000
4325	CONTRACTUAL/REVENUE MACHINE	350,000.00	0.0000	0.0000	0.0000	0.0000	0.0000
4363	DUES/LICENSE FEES	720,000.00	320,000.00	370,000.00	320,000.00	370,000.00	0.0000
4364	EDUCATION/TRAINING	900,000.00	0.0000	500,000.00	0.0000	500,000.00	0.0000
	<i>Account Description Total: 4250 - OTHER SERVICES &amp; CHARGES</i>	<b>\$6,070.00</b>	<b>\$1,214.13</b>	<b>\$4,400.00</b>	<b>\$2,820.00</b>	<b>\$4,550.00</b>	<b>\$150.00</b>

4400 - CAPITAL OUTLAY

4452 EQUIPMENT LEASE/PURCHASE

4452	EQUIPMENT LEASE/PURCHASE	975,000.00	0.0000	0.0000	0.0000	0.0000	0.0000
	<i>Account Description Total: 4400 - CAPITAL OUTLAY</i>	<b>\$975.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Project Total: 00 - GENERAL

Department Total: 520 - RECORDER

EXPENSES Total

Fund Revenue Total: 001 - GENERAL FUND

Fund Expense Total: 001 - GENERAL FUND

Fund Total: 001 - GENERAL FUND

	Project Total: 00 - GENERAL	\$185,839.00	\$174,305.65	\$203,312.00	\$141,668.03	\$210,570.00	\$7,258.00
	Department Total: 520 - RECORDER	\$185,839.00	\$174,305.65	\$203,312.00	\$141,668.03	\$210,570.00	\$7,258.00
	EXPENSES Total	\$185,839.00	\$174,305.65	\$203,312.00	\$141,668.03	\$210,570.00	\$7,258.00
	Fund Revenue Total: 001 - GENERAL FUND	\$185,839.00	\$174,305.65	\$203,312.00	\$141,668.03	\$210,570.00	\$7,258.00
	Fund Expense Total: 001 - GENERAL FUND	(\$185,839.00)	(\$174,305.65)	(\$203,312.00)	(\$141,668.03)	(\$210,570.00)	(\$7,258.00)

## Fund: 076 - RECORDER SPECIAL FUND

### REVENUES

Department: 101 - GENERAL

Project: 00 - GENERAL

3500 - CHARGES FOR SERVICES

3513	SPEC RECORDING FILING FEES	43,000,000.00	37,937,500.00	43,000,000.00	26,123,000.00	40,000,000.00	(3,000,000.00)
	<i>Account Description Total: 3500 - CHARGES FOR SERVICES</i>	<b>\$43,000.00</b>	<b>\$37,937.50</b>	<b>\$43,000.00</b>	<b>\$26,123.00</b>	<b>\$40,000.00</b>	<b>(\$3,000.00)</b>

3700 - MISCELLANEOUS REVENUES

3701 INTEREST

3900 - OTHER FINANCING SOURCES

3902 TRANSFERS IN

Account Description Total: 3700 - MISCELLANEOUS REVENUES

Account Description Total: 3900 - OTHER FINANCING SOURCES

Project Total: 00 - GENERAL

Department Total: 101 - GENERAL

REVENUES Total

3701	INTEREST	50,000.00	25,890.00	50,000.00	408,350.00	50,000.00	0.0000
	<i>Account Description Total: 3700 - MISCELLANEOUS REVENUES</i>	<b>\$50.00</b>	<b>\$25.89</b>	<b>\$50.00</b>	<b>\$408.35</b>	<b>\$50.00</b>	<b>\$0.00</b>
3902	TRANSFERS IN	0.0000	0.0000	0.0000	0.0000	18,000,000.00	18,000,000.00
	<i>Account Description Total: 3900 - OTHER FINANCING SOURCES</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,000.00</b>	<b>\$18,000.00</b>
	Project Total: 00 - GENERAL	\$43,050.00	\$37,963.39	\$43,050.00	\$26,531.35	\$58,050.00	\$15,000.00
	Department Total: 101 - GENERAL	\$43,050.00	\$37,963.39	\$43,050.00	\$26,531.35	\$58,050.00	\$15,000.00
	REVENUES Total	\$43,050.00	\$37,963.39	\$43,050.00	\$26,531.35	\$58,050.00	\$15,000.00

### EXPENSES

Department: 963 - RECORDER SPECIAL ACCOUNT

Project: 00 - GENERAL

4100 - PERSONNEL SERVICES

4101	SALARY - PERSONNEL	6,000,000.00	5,107,290.00	10,000,000.00	450,000.00	34,000,000.00	24,000,000.00
	<i>Account Description Total: 4100 - PERSONNEL SERVICES</i>	<b>\$6,000.00</b>	<b>\$5,107.29</b>	<b>\$10,000.00</b>	<b>\$450.00</b>	<b>\$34,000.00</b>	<b>\$24,000.00</b>

4200 - SUPPLIES & MATERIALS

4210 SUPPLIES/OFFICE

4210	SUPPLIES/OFFICE	0.0000	0.0000	1,000,000.00	0.0000	1,000,000.00	0.0000
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Account Classification Code	Account Description	2018 Amended Budget	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	2020 Department Request	2019 vs 2020 Initialization Comments
4250 - OTHER SERVICES & CHARGES		\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00
4251	TRAVEL EXPENSE	2,000.0000	0.0000	1,000.0000	0.0000	2,000.0000	1,000.0000
4290	MAINT/REPAIR - EQUIPMENT	0.0000	0.0000	5,000.0000	0.0000	3,000.0000	(2,000.0000)
4303	CONTRACTUAL/COMPUTER	52,000.0000	0.0000	35,000.0000	0.0000	20,000.0000	(15,000.0000)
4364	EDUCATION/TRAINING	0.0000	0.0000	1,000.0000	0.0000	1,000.0000	0.0000
Account Classification Total: 4250 - OTHER SERVICES & CHARGES		\$54,000.00	\$0.00	\$42,000.00	\$0.00	\$26,000.00	(\$16,000.00)
4400 - CAPITAL OUTLAY							
4450	OFFICE FURNITURE/EQUIPMENT	4,000.0000	3,961.7100	11,000.0000	7,475.4500	3,000.0000	(8,000.0000)
Account Classification Total: 4400 - CAPITAL OUTLAY		\$4,000.00	\$3,961.71	\$11,000.00	\$7,475.45	\$3,000.00	(\$8,000.00)
Department Total: 00 - GENERAL	Project Total: 00 - GENERAL	\$64,000.00	\$9,069.00	\$64,000.00	\$7,925.45	\$64,000.00	\$0.00
Department Total: 963 - RECORDER SPECIAL ACCOUNT		\$64,000.00	\$9,069.00	\$64,000.00	\$7,925.45	\$64,000.00	\$0.00
EXPENSES Total		\$64,000.00	\$9,069.00	\$64,000.00	\$7,925.45	\$64,000.00	\$0.00
Fund REVENUE	Total: 076 - RECORDER SPECIAL FUND	\$43,050.00	\$37,963.39	\$43,050.00	\$26,531.35	\$58,050.00	\$15,000.00
Fund EXPENSE	Total: 076 - RECORDER SPECIAL FUND	\$64,000.00	\$9,069.00	\$64,000.00	\$7,925.45	\$64,000.00	\$0.00
Fund Total: 076 - RECORDER SPECIAL FUND		(\$20,950.00)	\$28,884.39	(\$20,950.00)	\$18,605.90	(\$5,950.00)	\$15,000.00
REVENUE GRAND Totals:		\$43,050.00	\$37,963.39	\$43,050.00	\$26,531.35	\$58,050.00	\$15,000.00
EXPENSE GRAND Totals:		\$249,839.00	\$183,374.65	\$267,312.00	\$149,593.48	\$274,570.00	\$7,258.00
Grand Totals:		(\$206,789.00)	(\$145,411.26)	(\$224,262.00)	(\$123,062.13)	(\$216,520.00)	\$7,742.00

FUND 001 GENERAL FUND  
 DEPT 530 ELECTION COMMISSION  
 Thursday, September 5, 2019

ACCOUNT	DESCRIPTION	AMOUNT
4101	<b>SALARY - PERSONNEL</b> This line contains salary of Assistant Director only.	\$40,430.00
4102	<b>PART TIME PERSONNEL</b> 1 Part time employee used to cover absences. Will work full time for the 2 elections in 2020.	\$13,500.00
4103	<b>SALARY - COMMISSIONERS</b> Board is composed of three commissioners Barbara Bailey, Chairperson Chuck Bostic, Vice Chairman Tom Mellen, Secretary	\$7,935.00
4104	<b>OVERTIME</b> We are not budgeting any funds for overtime.	\$0.00
4106	<b>ELECTION PERSONNEL</b> Funds will pay election judges for 2 elections and other elec help. Must hire election judges for counting of all absentee, early and grace period ballots in our office. Our intent is to have each polling place fully staffed. State statute dictates that we have 5 election judges at each precinct. We also are required to have a registration judge at each of the 12 polling locations.	\$60,000.00
4110	<b>SALARY - DEPARTMENT HEAD</b> Executive Director hired by Board of Election Commissioners. * 10 ILCS 5/6-68--- It shall be the duty of the Board of Commissioners in such cities, villages and incorporated towns to fix the salary of the executive director and assistant director.	\$49,525.00

**TOTAL OF PERSONNEL SERVICES**  
**\$171,390.00**

**SUPPLIES & MATERIALS**

**4210 SUPPLIES / OFFICE \$5,000.00**

General office supplies. Increase in the line item is due to increases in paper and printer supplies. This amount also includes the cost of the City Directory. It was previously posted under line item # 4213, which has been discontinued.

**4215 ELECTION SUPPLIES \$98,000.00**

Based on 2 elections. This will include all maintenance fees for computer systems and software licenses for DS200 and Automark units.

**TOTAL OF SUPPLIES & MATERIALS \$103,000.00**

**OTHER SERVICES AND CHARGES**

**4251 TRAVEL EXPENSE \$4,000.00**

Fees paid to Election Judges for pickup and return of election supplies, fuel for rental trucks for election supply delivery. Also pays travel expenses for Executive Director and Commissioners to attend necessary conferences.

**4265 CONTRACTUAL/COMMUNICATIONS \$5,000.00**

This line item is for the monthly rental of wi-fi jet-paks used at the polling locations.

**4270 POSTAGE \$12,500.00**

Used for regular office mailing including, but not limited to, voter identification cards, confirmation mailings, absentee application / ballots, judges notices for work/school, polling place notices, payroll checks, and accounts payable.

**4271 CONTRACTUAL / LEGAL FEES \$1,500.00**

Legal service based on the Election Code requiring Election Board to obtain legal counsel.

<b>4275</b>	<b>RENT</b> Includes payment of polling places in the city, delivery and pickup of election equipment to those polling places. Due to increase in volume of equipment, this is now done in 2 trucks instead of 1 / Truck rentals through different agency because former company no longer carrying a lift-gate truck for rent.	<b>\$5,000.00</b>
<b>4280</b>	<b>PUBLICATIONS</b> Same as last year. Includes publication of notices of election, public test, color of ballots, polling places and specimen ballots for 2 elections. Will jointly publish with County Clerk when possible.	<b>\$13,000.00</b>
<b>4349</b>	<b>CANVASS OF VOTERS</b> Used to mail voter card to each registered voter in city per statute. Also covers cost of confirmation mailing for returned registration ID's as well as any help needed on a contractual basis to assist with canvass. NO CANVASS FOR 2020	<b>\$0.00</b>
<b>4361</b>	<b>CONTRACTUAL/PROFESSIONAL SERVICES</b> Pays for election night and set up workers and any personnel not covered by an other line item.	<b>\$3,000.00</b>
<b>4363</b>	<b>DUES / LICENSE FEES</b> Dues for professional organizations - IL Association of Election Commission Officials, IACCR and IACREOT - dues to conferences	<b>\$1,000.00</b>
<b>4364</b>	<b>EDUCATION / TRAINING</b> Staff, election judge training. Printing supplies for election judge manuals.	<b>\$1,500.00</b>
<b>4450</b>	<b>OFFICE FURNITURE/EQUIPMENT</b> We do not plan to make any purchases out of this fund for 2020.	<b>\$0.00</b>
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 46,500.00</b>
	<b>TOTAL PROPOSED ELECTION COMMISSION BUDGET</b>	<b>\$320,890.00</b> <b>\$320,890.00</b>

Fund: 001 - GENERAL FUND

EXPENSES

Department: 530 - ELECTION COMMISSION

Project: 00 - GENERAL

4100 - PERSONNEL SERVICES

4101	SALARY - PERSONNEL	38,109,000.00	38,109,000.00	27,828,070.00	39,252,000.00	0.0000
4102	SALARY - PART-TIME	10,500,000.00	10,491,700.00	6,123,650.00	13,500,000.00	1,500,000.00
4103	SALARY - COMMISSIONERS	7,935,000.00	7,934,940.00	5,624,370.00	7,935,000.00	0.0000
4104	SALARY - OVERTIME	1,000,000.00	332,180.00	0.0000	0.0000	(600,000.00)
4106	SALARY - ELECTION PERSONNEL	46,506,000.00	42,918,500.00	20,282,500.00	60,000,000.00	30,000,000.00
4110	SALARY - DEPARTMENT HEAD	45,000,000.00	44,987,350.00	33,331,860.00	47,025,000.00	0.0000
4155	INSURANCE - LIFE/HEALTH	0.0000	0.0000	3,150.00	3,678,000.00	3,678,000.00

Personnel raise - \$1178 Department head raise - \$2500

Account Classification Total: 4100 - PERSONNEL SERVICES

4200 - SUPPLIES & MATERIALS

4210	SUPPLIES/OFFICE	1,500,000.00	1,379,530.00	2,601,960.00	5,000,000.00	2,250,000.00
4213	BOOKS/PERIODICALS	100,000.00	0.0000	0.0000	0.0000	0.0000
4215	SUPPLIES/ELECTION	80,000,000.00	78,255,650.00	24,611,630.00	98,000,000.00	55,000,000.00

Account Classification Total: 4200 - SUPPLIES & MATERIALS

4300 - OTHER SERVICES & CHARGES

4251	TRAVEL EXPENSE	4,000,000.00	707,450.00	1,088,530.00	4,000,000.00	0.0000
4265	CONTRACTUAL/COMMUNICATIONS	5,600,000.00	5,417,330.00	3,420,960.00	5,000,000.00	439,000.00
4270	POSTAGE	7,900,000.00	1,766,700.00	7,907,390.00	12,500,000.00	3,000,000.00
4271	CONTRACTUAL/LEGAL FEES	2,250,000.00	381,250.00	1,162,500.00	1,500,000.00	0.0000
4275	RENT	5,500,000.00	4,622,060.00	2,243,000.00	5,000,000.00	1,500,000.00
4280	PUBLICATIONS	11,500,000.00	7,472,910.00	5,851,880.00	13,000,000.00	6,500,000.00
4290	MAINT/REPAIR - EQUIPMENT	1,000,000.00	0.0000	0.0000	0.0000	0.0000
4349	CANVAS OF VOTERS	0.0000	0.0000	684,270.00	0.0000	(9,500,000.00)
4361	CONTRACTUAL/PROF SERVICES	4,000,000.00	3,407,000.00	1,452,500.00	3,000,000.00	1,000,000.00
4363	DUES/LICENSE FEES	1,200,000.00	0.0000	450,000.00	1,000,000.00	0.0000
4364	EDUCATION/TRAINING	1,000,000.00	570,000.00	320,000.00	1,500,000.00	0.0000

Account Classification Total: 4300 - OTHER SERVICES & CHARGES

4400 - CAPITAL OUTLAY

4450 OFFICE FURNITURE/EQUIPMENT

4450	OFFICE FURNITURE/EQUIPMENT	1,500,000.00	1,259,140.00	0.0000	0.0000	0.0000
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Account Classification Total: 4400 - CAPITAL OUTLAY

Department Total: 00 - GENERAL

EXPENSES Total

Project Total: 00 - GENERAL	\$1,500,000.00	\$1,259,140.00	\$0.00	\$0.00	\$0.00	\$0.00
Department Total: 530 - ELECTION COMMISSION	\$276,100.00	\$248,422.66	\$226,123.00	\$144,988.22	\$320,890.00	\$94,767.00
EXPENSES Total	\$276,100.00	\$248,422.66	\$226,123.00	\$144,988.22	\$320,890.00	\$94,767.00

Fund Revenue Total: 001 - GENERAL FUND

Fund Expense Total: 001 - GENERAL FUND

Fund Total: 001 - GENERAL FUND

Fund Revenue Total: 001 - GENERAL FUND	\$276,100.00	\$248,422.66	\$226,123.00	\$144,988.22	\$320,890.00	\$94,767.00
Fund Expense Total: 001 - GENERAL FUND	(\$276,100.00)	(\$248,422.66)	(\$226,123.00)	(\$144,988.22)	(\$320,890.00)	(\$94,767.00)

REVENUE GRAND TOTALS:

EXPENSE GRAND TOTALS:

Grand Totals:

REVENUE GRAND TOTALS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS:	\$276,100.00	\$248,422.66	\$226,123.00	\$144,988.22	\$320,890.00	\$94,767.00
Grand Totals:	(\$276,100.00)	(\$248,422.66)	(\$226,123.00)	(\$144,988.22)	(\$320,890.00)	(\$94,767.00)



## MATTHEW R. LONG SUPERVISOR OF ASSESSMENTS

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(217) 554-1940  
E-mail [assessor@vercounty.org](mailto:assessor@vercounty.org)

### Supervisor of Assessments Budget Narrative 2019/2020

**Salary Personnel. Line 001.550.00.04101** – Total requested amount for this line item is \$200,400. A 3% increase for Chief Deputy. Move Chief Deputy of Mapping to GIS budget and Administrative Assistant-Board of Review to the Board of Review Budget. Adjust salaries of remaining staff to reflect what other positions with similar titles and responsibilities within the administration building are budgeted. New hires in some departments are starting at \$4,000-\$8,000 more than positions in the Supervisor of Assessments and Board of Review are paying. New hires, in some cases, are paying what some positions in the S of A's office are being paid even with 20+ years of experience. The county has asked employees to do more and cut cost. Many of these cost cutting measures require the employees to go above and beyond their job descriptions. All of the positions in my office require on the job training and knowledge that comes with experience. If we are to retain this knowledge and minimize loss due to turnover, we must be competitive on what we pay. Not only must this pay be competitive with the private sector but between offices in our own building. This budget also provides for at least two days of formal training for each employee, specific to each job description.

**Salary Department Head. Line 001.550.00.04110** – No change Per County Board Action

**Insurance-Life/Health. Line 001.550.00.04155** – This line item calculated by Financial Resources Director.

**Supplies & Materials. Line 001.550.00.04210** –Prior year amount of \$6,000 will be sufficient given historical costs and anticipated additional cost.

**Books/Periodicals. Line 001.550.04213** – Prior year amount sufficient given historical expenses.

**Travel Expense. Line 001.550.00.04251** – Increase travel to send each employee to a two-day class for education pertaining to job duties. Office holder and one employee budgeted for 2 two-day classes that are required to maintain CIAO designations. This will also cover the spring and fall conference for the office holder to attend the Illinois Association of County Officials Conference and four quarterly County Assessment Officer Association Meetings.

**Postage. Line 001.550.00.04270** - Decrease postage to \$8,000. This will cover the cost of Senior Freeze and Disability forms as well as assessment change notices from Township Assessors and Supervisor of Assessments columns. Will also cover incidental mailings as required by statute.

**Publications. Line 001.550.00.04280** – This amount is a significant decrease from the 2018-2019 assessment year. Prior year was a quadrennial assessment year and thus, all assessments were published. In a normal year only those parcels that are reassessed by TA or SA are published.

**Contractual/Professional Services. Line 001.550.00.04361** –Over the last several years we have budgeted only a small amount for this line. In the 2018-2019 fiscal year we budgeted \$20,000 with the expectation we were going to have appraisals completed on a least two major developments in Danville. To date we have not utilized this money. I feel we need to budget at least \$5,000 as it appears at least one of the projects will need to be valued in the next fiscal year. The office holder will return to the county if additional funds beyond this amount are needed.

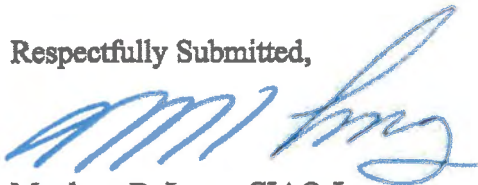
**Dues/License Fees 001.550.00.04364** – No change based on historical expenses.

**Education/Training. Line 001.550.00.04364** – As mentioned in the travel line above this line item is being adjusted to send all staff members to at least one two-day class and two staff members will need to attend 2 two-day classes to maintain their CIAO designations.

**Office Furniture/Equipment. Line 001.550.00.04450**- No amount budgeted for this line item.

Total yearly expense for Supervisor of Assessments office is \$324,210.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Matthew R. Long', is written over the typed name.

Matthew R. Long, CIAO-I  
Supervisor of Assessments



**MATTHEW R. LONG  
SUPERVISOR OF ASSESSMENTS**

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201 N. Vermilion, 3<sup>RD</sup> Floor  
Danville, Illinois 61832  
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E-mail [assessor@vercounty.org](mailto:assessor@vercounty.org)

**Board of Review Budget Narrative 2019/2020**

**Salary Personnel, Line 001.540.00.04101** – Total amount budgeted for this line item is \$77,066 - A 3% Increase Per County Board Action for two elected Office Holders. Move Administrative Assistant for Board of Review from S of A budget to this budget.

**Salary Department Head, Line 001.540.00.04110** - 3% Increase Per County Board Action

**Insurance Life/Health, Line 001.540.00.04155** - This line item calculated by Financial Resources Director

**Supplies Expense, Line 001.540.00.04210** - No change based on historical expenses.

**Travel Expense, Line 001.540.00.04251**- No change from prior year.

**Postage Expense, Line 001.540.00.04270** - No change based on historical expenses.

**Contractual/Professional Services, Line 001.540.00.04361** – Leave at \$5,000, same as prior year.

Total expense in Board of Review Budget is \$138,756. The significant amount of increase for this budget is due to the relocation of the Administrative Assistant to the Board of Review being moved to this budget.

Respectfully Submitted,

Matthew R. Long, CIA(C)-I  
Clerk, Board of Review



**PROPOSED 2019/2020 FISCAL YEAR**

**SUPERVISOR OF ASSESSMENTS**

EMPLOYEE NAME	JOB TITLE	HIRE DATE	18/19 Salary	19/20 Salary	Reason for Increase
Maria Pearman	Chief Deputy-Assessments	7/2/2001	\$44,557	\$45,894	3% Increase Per County Board
Melissa Boyer	Executive Secretary/Exemption Coordinator	3/21/2016	\$27,583	\$34,500	Bring In-Line with other positions at VCAB
Missy Prorise	Tax Map Technician/MyDec Manager	5/8/2017	\$26,265	\$30,000	Bring In-Line with other positions at VCAB
Devon Garowski	Deed/Sales Analyst	1/3/2017	\$25,992	\$30,000	Bring In-Line with other positions at VCAB
Stephanie English	Deed/Sales Analyst	3/21/2016	\$25,992	\$30,000	Bring In-Line with other positions at VCAB
Jade Carter	Deed/Sales Analyst	4/16/2018	\$25,992	\$30,000	Bring In-Line with other positions at VCAB
			<b>TOTAL</b>	\$200,394	
Matthew Long	County Assessor	12/1/2010	\$70,710	\$70,710	No Increase Per County Board Action

**GIS BUDGET**

Evonne Robinson	Chief Deputy-Mapping	11/27/1989	\$41,587	\$42,835	3% Increase Per County Board
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**BOARD OF REVIEW**

Robert Huffman	Board Chairman		\$23,000	\$23,690	3% Increase Per County Board
Amanda Sheppard	Board Member		\$20,663	\$21,283	3% Increase Per County Board
Jay Fruhling	Board Member		\$20,663	\$21,283	3% Increase Per County Board
Donette Harris	Administrative Asst Board of Review	7/30/2012	\$27,583	\$34,500	Bring In-Line with other positions at VCAB

Vermilion County

Supervisor of Assessments/ Board of Review Budget Worksheet Report

Account Number Account Description 2018 Actual Amount 2019 Amended Budget 2019 Actual Amount 2020 Department Request 2019 vs 2020 Comments Department Request

Fund: 001 - GENERAL FUND

EXPENSES

Department: 540 - BOARD OF REVIEW

Project: 00 - GENERAL

4100 - PERSONNEL SERVICES

4101	SALARY - PERSONNEL	40,122.0000	41,326.0000	29,292.1000	76,061.0000	34,735.0000	includes 2 Board of Review members and Admin Asst.
4110	SALARY - DEPARTMENT HEAD	22,330.0000	23,000.0000	16,302.5500	23,690.0000	690.0000	
4155	INSURANCE - LIFE/HEALTH	0.0000	26,000.0000	18,146.1000	48,000.0000	22,000.0000	\$48,000 health insurance \$1,005 increase for Admin Assistant

Account Classification Total: 4100 - PERSONNEL SERVICES \$62,452.00 \$62,452.00 \$63,740.75 \$147,751.00 \$57,425.00

4200 - SUPPLIES & MATERIALS

4210 SUPPLIES/OFFICE

Account Classification Total: 4200 - SUPPLIES & MATERIALS \$1,500.00 \$1,500.00 \$108.00 \$1,500.00 \$0.00

4250 - OTHER SERVICES & CHARGES

4251 TRAVEL EXPENSE

4270 POSTAGE

4361 CONTRACTUAL/PROF SERVICES

Account Classification Total: 4250 - OTHER SERVICES & CHARGES \$10,500.00 \$10,500.00 \$4,376.54 \$10,500.00 (\$7,250.00)

Project Total: 00 - GENERAL \$74,452.00 \$66,093.57 \$68,225.29 \$159,751.00 \$50,175.00

Department Total: 540 - BOARD OF REVIEW \$74,452.00 \$66,093.57 \$68,225.29 \$159,751.00 \$50,175.00

Department: 550 - SUPERVISOR OF ASSESSMENTS

Project: 00 - GENERAL

4100 - PERSONNEL SERVICES

4101 SALARY - PERSONNEL

4110 SALARY - DEPARTMENT HEAD

4155 INSURANCE - LIFE/HEALTH

Account Classification Total: 4100 - PERSONNEL SERVICES \$283,611.00 \$283,005.45 \$310,206.00 \$299,267.30 (\$10,939.00)

4200 - SUPPLIES & MATERIALS

4210 SUPPLIES/OFFICE

4213 BOOKS/PERIODICALS

Account Classification Total: 4200 - SUPPLIES & MATERIALS \$6,300.00 \$6,300.00 \$1,920.39 \$6,300.00 \$0.00

4250 - OTHER SERVICES & CHARGES

4251 TRAVEL EXPENSE

4270 POSTAGE

4280 PUBLICATIONS

4361 CONTRACTUAL/PROF SERVICES

4363 DUES/LICENSE FEES

4364 EDUCATION/TRAINING

Account Classification Total: 4250 - OTHER SERVICES & CHARGES \$25,700.00 \$18,742.46 \$88,300.00 \$28,806.00 (\$59,500.00)

4400 - CAPITAL OUTLAY

4450 OFFICE FURNITURE/EQUIPMENT

Account Classification Total: 4400 - CAPITAL OUTLAY \$500.00 \$489.38 \$0.00 \$0.00 \$0.00

Department Total: 550 - SUPERVISOR OF ASSESSMENTS \$316,111.00 \$308,224.39 \$404,806.00 \$334,367.00 (\$70,439.00)

Account Classification Total: 550 - SUPERVISOR OF ASSESSMENTS EXPENSES Total \$390,563.00 \$374,317.96 \$514,382.00 \$494,118.00 (\$20,264.00)

Fund Revenue Total: 001 - GENERAL FUND \$390,563.00 \$374,317.96 \$514,382.00 \$494,118.00 (\$20,264.00)

Fund Expense Total: 001 - GENERAL FUND (\$390,563.00) (\$374,317.96) (\$514,382.00) (\$494,118.00)

REVENUE GRAND Totals: \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

EXPENSE GRAND Totals: (\$390,563.00) (\$374,317.96) (\$514,382.00) (\$494,118.00) (\$20,264.00)

Grand Totals: (\$390,563.00) (\$374,317.96) (\$514,382.00) (\$494,118.00) (\$20,264.00)