

Taxation & Elections Committee
Tuesday, September 28, 2021
5:00 PM, 2nd Floor, VCAB

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – August 17th, 2021
4. Audience Comments
5. Budget – Election Commission
6. Budget – County Clerk
7. Budget- Board of Review/Supervisor of Assessments
8. Executive Sessions:
 - A **Pursuant to Illinois 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) (2)** Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
 - C **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.
 - D **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.
9. Items of Information
10. Adjournment

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Morse called the meeting to order at 5:00P.M. on Tuesday, August 17, 2021. Upon the call of roll, the following members were present: Tom Morse, Joel Bird, Marla Mackiewicz, Jerry Hawker, Nancy O'Kane, Bruce Stark and Becky Stark. 7 present, 0 absent. Also attending the meeting were: Larry Baughn – Vermilion County Chairman, Steve Brandy – WDAN, Bill Donahue – Vermilion County Risk Consultant, Barb Bailey – Election Commission, Darren Duncan – Vermilion County Treasurer, Charles Bostic – Election Commission, Tom Mellen – Election Commission, and Cassy Carter – Financial Administrative Manager.

Agenda Item 2 – Adoption /Amendments to Agenda

Bruce Stark moved to adopt the agenda, second was made by Bird. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes for the Previous Meeting- August 3, 2021

Becky Stark moved to approve the minutes, second was made by Mackiewicz. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None

Agenda Item 5 – Budget Election Commission

Hawker questioned why the Department Head wasn't in attendance to present the budget to the committee. He stated that at other committee meetings the Department Head has been present for questions. Hawker stated that this is in violation of the executive order from the Chief Judge. Barb Bailey stated that the board is present to answer any questions about the budget. Chairman Baughn stated that the Department Head did meet with he and Cassy the Finance Manager, and the budget and narrative were reviewed and then brought to committee. Mackiewicz asked Hawker what is on the budget that we would need to hear from the Department Head, since there was an overall decrease to the proposed budget. Hawker stated he had questions on the salary, publication, legal and dues & license lines. Discussion ensued on Election Commission budget.

Motion made by Bird to call the question, seconded by Bruce Stark.

Upon the call of the roll the following members voted yes, to wit: Morse, Bird, Mackiewicz, Hawker, O'Kane Bruce Stark and Becky Stark. 7 yes, 0 absent. Motion passed.

Motion made by Hawker to table Election Budget for the next Tax & Election meeting on 9/7/21, and for the Department Head to present the budget at that time. Motion was seconded by O'Kane.

Upon the call of the roll the following members voted yes, to wit: Morse, Bird, Mackiewicz, Hawker, O'Kane Bruce Stark and Becky Stark. 7 yes, 0 absent. Motion passed

Agenda Item 6 – Executive Session

None required

Agenda Item 7 – Items of Information

Baughn advised that the Property budget passed committee, Public Safety Committee meeting would be held on Wednesday, followed by Health & Education Committee on Thursday. Baughn stated there was a decrease to the Veterans Assistance budget to which Morse explained that you have to be from Vermilion County to receive help from this fund. Many vets are helped from the VA Hospital that are not from Vermilion County. O'Kane requested since this budget will be presented again at the next Tax & Election Committee meeting, that the audience comments during their allotted section, and then committee members comment during their allotted section.

The meeting was halted due to a medical emergency.

Agenda Item 8 –Adjournment

Committee Chairman Morse adjourned the meeting at 5:57 PM.

Minutes by: Cassy Carter, Financial Administrative Manager, County Board



Election Commission Budget Worksheet Report Budget Year 2022

Account	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	2022 Department Request
Fund 001 - GENERAL FUND						
EXPENSE						
Department 530 - ELECTION COMMISSION						
Project 00 - GENERAL						
<i>PERSONNEL SERVICES</i>						
4101	SALARY - PERSONNEL	39,258.47	40,430.00	42,050.00	28,033.31	43,312.00
4102	SALARY - PART-TIME	6,669.55	10,108.38	15,000.00	5,799.50	16,000.00
4103	SALARY - COMMISSIONERS	7,904.52	7,934.91	7,935.00	5,289.96	7,935.00
4106	SALARY - ELECTION	20,282.50	46,131.85	62,000.00	28,478.00	62,000.00
4110	SALARY - DEPARTMENT HEAD	47,025.00	47,731.00	51,000.00	33,999.95	52,530.00
<i>PERSONNEL SERVICES Totals</i>		<u>\$121,140.04</u>	<u>\$152,336.14</u>	<u>\$177,985.00</u>	<u>\$101,600.72</u>	<u>\$181,777.00</u>
<i>SUPPLIES & MATERIALS</i>						
4210	SUPPLIES/OFFICE	2,601.96	2,838.46	5,000.00	1,301.89	5,000.00
4215	SUPPLIES/ELECTION	38,345.73	94,974.98	95,000.00	22,217.50	92,000.00
<i>SUPPLIES & MATERIALS Totals</i>		<u>\$40,947.69</u>	<u>\$97,813.44</u>	<u>\$100,000.00</u>	<u>\$23,519.39</u>	<u>\$97,000.00</u>
<i>OTHER SERVICES & CHARGES</i>						
4251	TRAVEL EXPENSE	1,423.83	669.97	4,000.00	.00	3,000.00
4265	CONTRACTUAL/COMMUNICAT	4,561.12	4,941.46	5,000.00	3,040.82	5,000.00
4270	POSTAGE	7,907.39	11,850.44	9,500.00	489.90	9,500.00
4271	CONTRACTUAL/LEGAL FEES	1,225.00	712.50	1,500.00	1,300.00	4,000.00
4275	RENT	2,243.00	4,801.97	5,000.00	1,850.00	5,000.00
4280	PUBLICATIONS	5,851.88	9,738.27	14,000.00	3,052.00	13,000.00
4349	CANVAS OF VOTERS	9,184.27	.00	9,500.00	.00	9,500.00
4361	CONTRACTUAL/PROF	1,452.50	1,500.00	3,000.00	1,562.53	1,500.00
4363	DUES/LICENSE FEES	450.00	450.00	1,000.00	450.00	1,000.00
4364	EDUCATION/TRAINING	320.00	266.15	1,500.00	.00	1,000.00
<i>OTHER SERVICES & CHARGES Totals</i>		<u>\$34,618.99</u>	<u>\$34,930.76</u>	<u>\$54,000.00</u>	<u>\$11,745.25</u>	<u>\$52,500.00</u>
Project 00 - GENERAL Totals		<u>\$196,706.72</u>	<u>\$285,080.34</u>	<u>\$331,985.00</u>	<u>\$136,865.36</u>	<u>\$331,277.00</u>
Department 530 - ELECTION		<u>\$196,706.72</u>	<u>\$285,080.34</u>	<u>\$331,985.00</u>	<u>\$136,865.36</u>	<u>\$331,277.00</u>
EXPENSE TOTALS		<u>\$196,706.72</u>	<u>\$285,080.34</u>	<u>\$331,985.00</u>	<u>\$136,865.36</u>	<u>\$331,277.00</u>
Fund 001 - GENERAL FUND Totals		<u>\$196,706.72</u>	<u>\$285,080.34</u>	<u>\$331,985.00</u>	<u>\$136,865.36</u>	<u>\$331,277.00</u>
Fund 001 - GENERAL FUND Totals		<u>(\$196,706.72)</u>	<u>(\$285,080.34)</u>	<u>(\$331,985.00)</u>	<u>(\$136,865.36)</u>	<u>(\$331,277.00)</u>
Fund 086 - BOARD OF ELECTION FUND						
EXPENSE						
Department 974 - BOARD OF ELECTIONS						
Project 00 - GENERAL						
<i>OTHER SERVICES & CHARGES</i>						
4374	MISCELLANEOUS EXPENSES	.00	.00	1,809.00	.00	1,809.00
<i>OTHER SERVICES & CHARGES Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,809.00</u>	<u>\$0.00</u>	<u>\$1,809.00</u>



Election Commission Budget Worksheet Report Budget Year 2022

Project 00 - GENERAL Totals	\$0.00	\$0.00	\$1,809.00	\$0.00	\$1,809.00
Department 974 - BOARD OF	\$0.00	\$0.00	\$1,809.00	\$0.00	\$1,809.00
EXPENSE TOTALS	\$0.00	\$0.00	\$1,809.00	\$0.00	\$1,809.00
Fund 086 - BOARD OF ELECTION					
EXPENSE TOTALS	\$0.00	\$0.00	\$1,809.00	\$0.00	\$1,809.00
Fund 086 - BOARD OF ELECTION	\$0.00	\$0.00	(\$1,809.00)	\$0.00	(\$1,809.00)
Net Grand Totals					
REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS	\$196,706.72	\$285,080.34	\$333,794.00	\$136,865.36	\$333,086.00
Net Grand Totals	(\$196,706.72)	(\$285,080.34)	(\$333,794.00)	(\$136,865.36)	(\$333,086.00)



Danville Election Commission

Barbara Bailey
Chairperson

Charles Bostic
Vice Chairperson

Thomas Mellen
Secretary

Sandra Delhaye
Executive Director

201 N Vermilion (lower level)
Danville, Illinois 61832

phone: 217-554-1930

fax: 217-554-1933

eleccomm@vercounty.org

August 13, 2021

To: Vermilion County Finance Committee

From: Sandy Delhaye, Executive Director, Danville Election Commission

Re: 2021-2022 Danville Election Commission's Budget

This year's budget numbers are based on the election commission being responsible for two (2) elections in 2022.

The 2021-2022 FY Danville election's budget has a very slight decrease over 2020-2021 budget. Our staff consist of 1 full time Executive Director, Sandy Delhaye, 1 full time Assistant Director, Karla Dukes, and one part time election worker, Leora Clark.

4101- Salary-personnel, 3% increase (Karla Dukes)

4102- Salary-part time, 3% increase (Leora Clark)

4103- Commissioners, no increase at this time: Barbara Bailey, Chuck Bostic and Tom Mellen

4106- Salary-Election Personnel—stayed the same as 2020-2021, (There will be an increase in minimum wage to \$12/hour, effective 01/01/2022

4110- Salary-Department Head, 3% increase (Sandy Delhaye) 4210-

Supplies/Office—stayed the same as budget for 2020-2021

4215- Supplies/Election—decreased by \$3,000

4251- Travel Expense-this has decreased by \$1,000 due to Zoom meetings taking the place of some of In person quarterly AECOI meetings.

4265- Contractual/communications—stayed exactly the same as 2020-2021 budget

4270-Postage—this amount is the same as 2020-2021 budget

4271- Contractual/Legal Fees- This amount has increased by \$2,500 due to recent issues this office is experiencing, (you can contact me for additional information). It is my sincere hope the Danville Election Commission does not have to come back to the county board for an increase in this line Item in the future.

4275- Rent (Various Polling Locations), this amount stayed the same as 2020-2021.

4280- Publications, this amount decreased by \$1,000, (cost is the same as it was in 2019-2020 budget).



Danville Election Commission

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Chairperson

Charles Bostic
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Secretary

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Executive Director

201 N Vermilion (lower level)
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August 13, 2021

4349- Canvass of Voters, we would have normally used these funds in June, 2021. However due to the delay of the 2020 census report the funds won't actually be used until 2022. The amount will remain the same, (\$9,500).

4361- Contractual/Professional Fees, the 2020-2021 budget of \$3,000 has been cut in half, \$1,500.

4363- Dues/License Fees—this amount will remain the same for FY 2021-2022.

4364- Education/Training—this amount has decreased by \$500 due to limited training because of COVID-19.

Thank you for your consideration of the 2021/2022 budget for the Danville Election Commission.

Sandy Delhaye

Executive Director

Danville Election Commission



County Clerk Budget Worksheet Report

Budget Year 2022

Account	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	2022 Department Request
Fund 001 - GENERAL FUND						
EXPENSE						
Department 510 - COUNTY CLERK						
Project 00 - GENERAL						
<i>PERSONNEL SERVICES</i>						
4101	SALARY - PERSONNEL	250,479.44	266,048.79	225,000.00	151,678.30	261,976.00
4102	SALARY - PART-TIME	22,699.50	.00	.00	.00	.00
4104	SALARY - OVERTIME	2,738.60	.00	.00	.00	.00
4106	SALARY - ELECTION	36,556.75	62,563.00	70,900.00	52,090.00	70,000.00
4110	SALARY - DEPARTMENT HEAD	70,710.00	70,710.00	72,830.00	42,972.46	75,015.00
4155	INSURANCE - LIFE/HEALTH	32,300.50	50,507.19	47,000.00	27,875.00	47,000.00
<i>PERSONNEL SERVICES Totals</i>		<u>\$415,484.79</u>	<u>\$449,828.98</u>	<u>\$415,730.00</u>	<u>\$274,615.76</u>	<u>\$453,991.00</u>
<i>SUPPLIES & MATERIALS</i>						
4210	SUPPLIES/OFFICE	10,411.89	6,989.77	7,000.00	6,615.12	7,000.00
4215	SUPPLIES/ELECTION	99,998.63	221,816.44	150,000.00	118,339.29	82,000.00
<i>SUPPLIES & MATERIALS Totals</i>		<u>\$110,410.52</u>	<u>\$228,806.21</u>	<u>\$157,000.00</u>	<u>\$124,954.41</u>	<u>\$89,000.00</u>
<i>OTHER SERVICES & CHARGES</i>						
4251	TRAVEL EXPENSE	4,792.42	6,509.16	3,500.00	3,476.36	6,800.00
4270	POSTAGE	20,000.00	32,941.00	14,920.00	552.45	15,000.00
4275	RENT	2,360.00	4,660.00	3,000.00	2,300.00	4,600.00
4280	PUBLICATIONS	2,760.44	6,069.84	4,580.00	4,579.96	10,000.00
4361	CONTRACTUAL/PROF	931.35	4,006.13	4,400.00	4,005.23	4,400.00
4363	DUES/LICENSE FEES	.00	640.00	640.00	640.00	640.00
4364	EDUCATION/TRAINING	260.00	.00	500.00	.00	500.00
<i>OTHER SERVICES & CHARGES Totals</i>		<u>\$31,104.21</u>	<u>\$54,826.13</u>	<u>\$31,540.00</u>	<u>\$15,554.00</u>	<u>\$41,940.00</u>
Project 00 - GENERAL Totals		<u>\$556,999.52</u>	<u>\$733,461.32</u>	<u>\$604,270.00</u>	<u>\$415,124.17</u>	<u>\$584,931.00</u>
Department 510 - COUNTY CLERK		<u>\$556,999.52</u>	<u>\$733,461.32</u>	<u>\$604,270.00</u>	<u>\$415,124.17</u>	<u>\$584,931.00</u>
EXPENSE TOTALS		<u>\$556,999.52</u>	<u>\$733,461.32</u>	<u>\$604,270.00</u>	<u>\$415,124.17</u>	<u>\$584,931.00</u>
Fund 001 - GENERAL FUND Totals		<u>\$556,999.52</u>	<u>\$733,461.32</u>	<u>\$604,270.00</u>	<u>\$415,124.17</u>	<u>\$584,931.00</u>
Fund 001 - GENERAL FUND Totals		(\$556,999.52)	(\$733,461.32)	(\$604,270.00)	(\$415,124.17)	(\$584,931.00)

Fund 015 - COUNTY CLERK VITAL RECORDS

REVENUE						
Department 503 - GENERAL						
Project 00 - GENERAL						
<i>CHARGES FOR SERVICES</i>						
3501.02	PUBLIC & CO FEES CTY CLERK	15,556.00	13,424.00	13,000.00	7,682.00	13,000.00
<i>CHARGES FOR SERVICES Totals</i>		<u>\$15,556.00</u>	<u>\$13,424.00</u>	<u>\$13,000.00</u>	<u>\$7,682.00</u>	<u>\$13,000.00</u>
<i>MISCELLANEOUS REVENUES</i>						
3701	INTEREST	108.44	228.32	50.00	78.00	50.00
<i>MISCELLANEOUS REVENUES Totals</i>		<u>\$108.44</u>	<u>\$228.32</u>	<u>\$50.00</u>	<u>\$78.00</u>	<u>\$50.00</u>



County Clerk Budget Worksheet Report

Budget Year 2022

Project 00 - GENERAL Totals	\$15,664.44	\$13,652.32	\$13,050.00	\$7,760.00	\$13,050.00
Department 101 - GENERAL Totals	\$15,664.44	\$13,652.32	\$13,050.00	\$7,760.00	\$13,050.00
REVENUE TOTALS	\$15,664.44	\$13,652.32	\$13,050.00	\$7,760.00	\$13,050.00

EXPENSE

Department 511 - COUNTY CLERK VITAL RECORDS

Project 00 - GENERAL

PERSONNEL SERVICES

4101 SALARY - PERSONNEL	17,875.53	11,129.10	10,000.00	4,688.00	10,000.00
<i>PERSONNEL SERVICES Totals</i>	<i>\$17,875.53</i>	<i>\$11,129.10</i>	<i>\$10,000.00</i>	<i>\$4,688.00</i>	<i>\$10,000.00</i>

OTHER SERVICES & CHARGES

4290 MAINT/REPAIR - EQUIPMENT	.00	.00	3,150.00	.00	3,150.00
<i>OTHER SERVICES & CHARGES Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,150.00</i>	<i>\$0.00</i>	<i>\$3,150.00</i>
Project 00 - GENERAL Totals	\$17,875.53	\$11,129.10	\$13,150.00	\$4,688.00	\$13,150.00

Project 90 - TECHNOLOGY

OTHER SERVICES & CHARGES

4292 MAINT/REPAIR - HARDWARE	4,052.55	.00	.00	.00	.00
4293 MAINT/REPAIR - SOFTWARE	2,998.80	3,150.00	3,150.00	3,150.00	3,150.00
<i>OTHER SERVICES & CHARGES Totals</i>	<i>\$7,051.35</i>	<i>\$3,150.00</i>	<i>\$3,150.00</i>	<i>\$3,150.00</i>	<i>\$3,150.00</i>
Project 90 - TECHNOLOGY Totals	\$7,051.35	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00
Department 511 - COUNTY CLERK	\$24,926.88	\$14,279.10	\$16,300.00	\$7,838.00	\$16,300.00
EXPENSE TOTALS	\$24,926.88	\$14,279.10	\$16,300.00	\$7,838.00	\$16,300.00

Fund 015 - COUNTY CLERK VITAL

REVENUE TOTALS	\$15,664.44	\$13,652.32	\$13,050.00	\$7,760.00	\$13,050.00
EXPENSE TOTALS	\$24,926.88	\$14,279.10	\$16,300.00	\$7,838.00	\$16,300.00

Fund 015 - COUNTY CLERK VITAL	(\$9,262.44)	(\$626.78)	(\$3,250.00)	(\$78.00)	(\$3,250.00)
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Fund 018 - CO CLERK TAX AUTOMATION FUND

REVENUE

Department 101 - GENERAL

Project 00 - GENERAL

CHARGES FOR SERVICES

3516 TAX SALE FEES	1,800.00	1,610.00	1,000.00	8,200.00	1,000.00
<i>CHARGES FOR SERVICES Totals</i>	<i>\$1,800.00</i>	<i>\$1,610.00</i>	<i>\$1,000.00</i>	<i>\$8,200.00</i>	<i>\$1,000.00</i>

MISCELLANEOUS REVENUES

3701 INTEREST	33.77	94.23	15.00	34.34	15.00
<i>MISCELLANEOUS REVENUES Totals</i>	<i>\$33.77</i>	<i>\$94.23</i>	<i>\$15.00</i>	<i>\$34.34</i>	<i>\$15.00</i>

Project 00 - GENERAL Totals	\$1,833.77	\$1,704.23	\$1,015.00	\$8,234.34	\$1,015.00
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Department 101 - GENERAL Totals	\$1,833.77	\$1,704.23	\$1,015.00	\$8,234.34	\$1,015.00
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REVENUE TOTALS	\$1,833.77	\$1,704.23	\$1,015.00	\$8,234.34	\$1,015.00
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EXPENSE

Department 101 - CO CLERK TAX AUTOMATION

Project 00 - GENERAL

CAPITAL OUTLAY

4450 OFFICE	.00	437.58	500.00	.00	500.00
<i>CAPITAL OUTLAY Totals</i>	<i>\$0.00</i>	<i>\$437.58</i>	<i>\$500.00</i>	<i>\$0.00</i>	<i>\$500.00</i>



County Clerk Budget Worksheet Report

Budget Year 2022

Project 00 - GENERAL Totals	\$0.00	\$437.58	\$500.00	\$0.00	\$500.00
Department 01 - CO CLERK TAX	\$0.00	\$437.58	\$500.00	\$0.00	\$500.00
EXPENSE TOTALS	\$0.00	\$437.58	\$500.00	\$0.00	\$500.00
Fund 018 - CO CLERK TAX					
REVENUE TOTALS	\$1,833.77	\$1,704.23	\$1,015.00	\$8,234.34	\$1,015.00
EXPENSE TOTALS	\$0.00	\$437.58	\$500.00	\$0.00	\$500.00
Fund 018 - CO CLERK TAX	\$1,833.77	\$1,266.65	\$515.00	\$8,234.34	\$515.00
Net Grand Totals					
REVENUE GRAND TOTALS	\$17,498.21	\$15,356.55	\$14,065.00	\$15,994.34	\$14,065.00
EXPENSE GRAND TOTALS	\$581,926.40	\$748,178.00	\$621,070.00	\$422,962.17	\$601,731.00
Net Grand Totals	(\$564,428.19)	(\$732,821.45)	(\$607,005.00)	(\$406,967.83)	(\$587,666.00)

Vermilion County Clerk's Office

2021-2022 Budget

Cathy Jenkins, Vermilion County Clerk

Prepared by: Lindsay Light, Chief Deputy

County Clerk General Fund (001)

Department 510

4101 – Full-Time Salaries

Budget 2021/2022 - \$261,976.00

Our office is one of the most versatile offices in the county. Our whole staff is cross-trained so everyone can cover everyone. We work together as a team more now than we ever have in order to continue to save taxpayer dollars & to ensure the office runs smoothly. We've narrowed our office from ten positions to six positions since Cathy took office, and they are as follows:

Lindsay/Chief Deputy - She covers what used to be two positions in the office. She fills in for Cathy when she's unavailable, keeps an on-going balance of all budget line-items and manages all accounts payable in the office. She applies for, tracks and ensures compliance of all grants the office is eligible to receive, and interprets statutes to staff to implement or streamline office policy. As the Supervisor of Elections, she calculates signatures for eligible offices, prepares everything for the filing process, fields election questions, proofs election reports, ballots, publications, certificate(s) of elections, charts, etc., determines the content of over 120 ballot styles, oversees testing of all election machinery, maintains inventory of all office equipment, ensures polling places are ADA compliant, secures and oversees election workers and election night processes, and audits and reports all election results for our jurisdiction in a timely manner.

Robyn/Asst Chief – Robyn also covers what used to be two positions in the office. She fills in for Cathy & Lindsay when both are absent or unavailable. Robyn tracks and records all monies received by our office, and she balances daily receipts & weekly deposits. She distributes state and local funds as required, and compiles the office's required semi-annual reports. As the Tax Extension Manager, she records & verifies levies and completes the computation of tax rates. She computes the entry of information needed to determine EAV & rates, and compiles and maintains permanent records of EAV & rates. She issues required forms to tax buyers, balances tax buyer payments, supervises the application of drainage district levies, enters the information needed to determine drainage debasement, guides taxing bodies through extension process, completes the recording of annexations by cities and townships, and answers all tax extension and delinquent tax questions.

Carrie/Admin Asst – Carrie does redemptions for delinquent taxes, assists Robyn in receiving levies, oversees mobile home privilege tax coding, computation & abstracting, assists in corrections to vital records, oversees and maintains our DBA or assumed name process, provides extensive assistance to Lindsay in election preparation & conduct including vote by mail and voter registration, and is one of two staff responsible in receiving and recording daily deposits.

Abby/Exec Assistant – Abby oversees voter registration, assists in election duties, oversees the election judge scheduling and training process, does redemptions for delinquent taxes, assists in mapping projects for taxes and voter registration, & assists in the vital records department.

Amy/Vital Records Manager – Amy manages the vital records department or front office functions. This includes marriage licenses, death certificates, birth certificates, amendments to vital records, & she oversees & conducts the yearly economic interest process.

Vickie/Records Coordinator – Vickie oversees all County Board appointments, County Board minutes, ordinances, resolutions, and other necessary paperwork required to be filed after the monthly meeting. She corresponds with each appointee before and after the meeting to ensure a smooth appointment or reappointment process. She assists Amy in the vital records department and with economic interest. Vickie is the second staff member responsible in receiving and recording daily deposits.

<u>Employees</u>	<u>20/21 Salary</u>	<u>21/22 Salary</u>
Lindsay Light, Chief Deputy/Elections (6/1/08)	\$52,530.00	\$54,110.00
Robyn Heffern, Asst. Chief Deputy/Taxes (6/26/17)	\$49,440.00	\$50,925.00
Carrie Wilson, Administrative Assistant (5/20/19)	\$37,080.00	\$38,193.00
Abby Miller, Executive Assistant (2/20/20)	\$36,565.00	\$37,665.00
Amy Lyn Stimac, Vital Records Manager (4/17/17)	\$38,110.00	\$39,255.00
Vickie Parker, Records Coordinator (7/20/15)	\$36,050.00	\$37,135.00

4102 – Part Time

Budget 2021/2022 - \$0.00

All part time staff is now paid out of our vital records or election line.

4104 – Overtime

Budget 2021/2022 - \$0.00

We no longer offer overtime since the budget has been more constrained.

4106 – Election Staff Salary

Budget 2021/2022 - \$70,000.00

This line is for election judges on Election Day, vote center judges who work six weeks during early voting, and election support/election night staff. Our staff has trained on checking voters in for early voting, so we have decreased that line to save paying part-time judges for the less busy elections, in this case the General Primary. We can use a minimal number (3/precinct @ the most) of judges on Election Day, per statute, which saves money. **We have continuously received and will regularly now receive \$8,910+/- per election in grants for this line.**

4110 – Officeholder Salary

Budget 2021/2022 - \$75,015.00

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

Total for Salary Lines (minus Insurance)

Budget 2021/2022 - \$406,991.00

4210 – Office Supplies

Budget 2021/2022 - \$7,000.00

This line is for general office supplies including copy paper, pens, envelopes, labels for Dymo printers, post-it notes, etc. We have decreased use of personal printers and continue to use the big copiers supplied by the County Board to decrease toner costs. This line also pays for economic interest supplies including yellow perforated paper & window envelopes for over 1,000 forms required to be sent by law annually. 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 which includes two envelopes for each license issued.

4215 – Election Supplies

Budget 2021/2022 - \$82,000.00

Historically, this line has been set at \$150,000. This year, we anticipate the use of grant funding to pay off our lease for our election machines. This would save approximately \$68,000 a year through 2025 which allows us to temporarily take the burden off the general fund and take our line down to \$82,000. Since becoming Chief, I have also gone after every election grant that I know of and have deposited thousands of dollars into this line to help with the extra election costs. I do anticipate more grant funding in the upcoming year to help offset any possible extra costs.

This line pays our annual lease and firmware fees for our machines. We pay \$62,000 a year for 40 tabulators and 35 touchscreens for 55 precincts and 27 polling places. We pay \$55,440 a year in election service fees, but these are all inclusive so we know our billing(s) ahead of time. This contract includes: printing & delivery of ballots, test decks, equipment maintenance, ballot coding, lock and load services, logic & accuracy testing, ballot on-demand setup & calibration of ballot on-demand printer(s), performance of Public Test, Election Day personnel on-site to assist in troubleshooting & tabulation and results posting, retab audit performance & assistance with closing the election (if needed). We pay \$14,700 for VEMACS (our voter registration system) annually. Since electronic pollbooks are optional, we do not partake in those services for multiple reasons, but we do pay \$4125 per election to have all eligible voter applications printed & bound. We also use approximately \$2,000-\$4,000 an election in general election supplies.

Total Supply Lines

Budget 2021/2022 - \$89,000.00

4251 – Travel Expenses

Budget 2021/2022 - \$6,800.00

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. This line increased due to a two-election year. This also pays for uHaul fuel for supply delivery.

4270 – Postage

Budget 2021/2022 - \$15,000.00

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, and we have an annual permit fee through USPS for all voter registration returns.

4275 – Rent

Budget 2021/2022 - \$4,600.00

Polling place rent for 2 elections. 27 polling places. This also pays for ballot box storage at polling places.

4280 – Publications

Budget 2021/2022 - \$10,000.00

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

4361 – Contractual/Professional Services

Budget 2021/2022 - \$4,400.00

This line pays for our shredding service and for our contract to Liberty for our economic interest system.

4363 – Dues/License Fees

Budget 2021/2022 - \$640.00

IACCR Dues – There was an increase voted in by the IACCR in 2020 that increased the dues.

4364 – Education/Training for Staff

Budget 2021/2022 - \$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 2021/2022 - \$41,940.00

Total General Fund Budget Overall (minus Insurance)

Budget 2021/2022 - \$537,931.00

County Clerk Vital Records Fund (015)

Revenue:

3501.02 – Public & Co Fees

Budget 2021/2022 – \$13,000.00

We have kept this line the same.

3701 - Interest

Budget 2021/2022 – \$50.00

We have kept this line the same.

Expenses:

4101 – Salaries

Budget 2021/2022 – \$10,000.00

We kept this line the same for one part-timer who is cleaning up the scanning that is left.

4290 – Maintenance/Repair - Equipment

Budget 2021/2022 – \$3,150.00

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

County Clerk Tax Automation Fund (018)

Revenue:

3516 – Tax Sale Fees

Budget 2021/2022 – \$1,000

Although there was a small increase this year, it was the result of the transaction(s) of one tax buyer, so it is a one-time thing. We will keep this the same to stay conservative.

3701 - Interest

Budget 2021/2022 – \$15.00

Expenses:

4450 – Office Furniture/Equipment

Budget 2021/2022 – \$500.00

This line covers anything the tax department might need over the course of the year. We keep \$500 available to spend in case they need furniture of some sort, a printer, computer, etc.



Supervisor of Assessments Budget Worksheet Report Budget Year 2022

Account	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	2022 Department Request
Fund 001 - GENERAL FUND						
EXPENSE						
Department 540 - BOARD OF REVIEW						
Project 00 - GENERAL						
<i>PERSONNEL SERVICES</i>						
4101	SALARY - PERSONNEL	41,326.00	70,629.40	77,315.00	51,543.49	82,656.00
4110	SALARY - DEPARTMENT HEAD	23,000.00	23,690.00	24,400.00	16,266.56	25,133.00
4155	INSURANCE - LIFE/HEALTH	26,844.00	46,675.00	48,000.00	33,200.00	48,360.00
<i>PERSONNEL SERVICES Totals</i>		\$91,170.00	\$140,994.40	\$149,715.00	\$101,010.05	\$156,149.00
<i>SUPPLIES & MATERIALS</i>						
4210	SUPPLIES/OFFICE	1,494.55	326.00	1,000.00	.00	1,000.00
<i>SUPPLIES & MATERIALS Totals</i>		\$1,494.55	\$326.00	\$1,000.00	\$0.00	\$1,000.00
<i>OTHER SERVICES & CHARGES</i>						
4251	TRAVEL EXPENSE	365.75	175.45	3,000.00	.00	2,000.00
4270	POSTAGE	2,000.00	.00	2,500.00	.00	.00
4361	CONTRACTUAL/PROF	4,250.00	.00	5,000.00	.00	.00
<i>OTHER SERVICES & CHARGES Totals</i>		\$6,615.75	\$175.45	\$10,500.00	\$0.00	\$2,000.00
Project 00 - GENERAL Totals		\$99,280.30	\$141,495.85	\$161,215.00	\$101,010.05	\$159,149.00
Department 540 - BOARD OF		\$99,280.30	\$141,495.85	\$161,215.00	\$101,010.05	\$159,149.00
Department 550 - SUPERVISOR OF ASSESSMENTS						
Project 00 - GENERAL						
<i>PERSONNEL SERVICES</i>						
4101	SALARY - PERSONNEL	216,475.60	197,810.11	250,526.00	154,828.20	253,500.00
4110	SALARY - DEPARTMENT HEAD	70,710.00	70,710.00	72,830.00	48,553.43	75,015.00
4155	INSURANCE - LIFE/HEALTH	22,232.00	56,000.00	59,000.00	36,525.00	48,360.00
<i>PERSONNEL SERVICES Totals</i>		\$309,417.60	\$324,520.11	\$382,356.00	\$239,906.63	\$376,875.00
<i>SUPPLIES & MATERIALS</i>						
4210	SUPPLIES/OFFICE	5,263.13	5,529.30	6,000.00	1,806.40	6,000.00
4213	BOOKS/PERIODICALS	179.88	35.00	300.00	214.88	300.00
<i>SUPPLIES & MATERIALS Totals</i>		\$5,443.01	\$5,564.30	\$6,300.00	\$2,021.28	\$6,300.00
<i>OTHER SERVICES & CHARGES</i>						
4251	TRAVEL EXPENSE	2,420.93	3,626.05	6,300.00	2,325.39	6,300.00
4270	POSTAGE	13,355.70	33.55	8,000.00	61.65	.00
4280	PUBLICATIONS	42,743.58	2,155.83	4,000.00	.00	4,000.00
4361	CONTRACTUAL/PROF	.00	.00	376,993.00	371,992.50	.00
4363	DUES/LICENSE FEES	470.00	325.00	700.00	545.00	700.00
4364	EDUCATION/TRAINING	1,430.00	1,620.00	4,800.00	1,760.00	4,800.00
<i>OTHER SERVICES & CHARGES Totals</i>		\$60,420.21	\$7,760.43	\$400,793.00	\$376,684.54	\$15,800.00
Project 00 - GENERAL Totals		\$375,280.82	\$337,844.84	\$789,449.00	\$618,612.45	\$398,975.00
Department 550 - SUPERVISOR OF		\$375,280.82	\$337,844.84	\$789,449.00	\$618,612.45	\$398,975.00
EXPENSE TOTALS		\$474,561.12	\$479,340.69	\$950,664.00	\$719,622.50	\$558,124.00

Fund 001 - GENERAL FUND Totals



Supervisor of Assessments Budget Worksheet Report Budget Year 2022

	EXPENSE TOTALS	\$474,561.12	\$479,340.69	\$950,664.00	\$719,622.50	\$558,124.00
Fund 001 - GENERAL FUND	Totals	(\$474,561.12)	(\$479,340.69)	(\$950,664.00)	(\$719,622.50)	(\$558,124.00)
Net Grand Totals						
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$474,561.12	\$479,340.69	\$950,664.00	\$719,622.50	\$558,124.00
	Net Grand Totals	(\$474,561.12)	(\$479,340.69)	(\$950,664.00)	(\$719,622.50)	(\$558,124.00)



**MATTHEW R. LONG
SUPERVISOR OF ASSESSMENTS**

201 N. Vermilion, 3RD Floor
Danville, Illinois 61832
(217) 554-1940
E-mail assessor@vercounty.org

Board of Review Budget Narrative 2021/2022

Salary Personnel, Line 001.540.00.04101 – 3% Increase Per County Board Action for two elected office holders. Increase in pay for the Administrative Assistant to Board of Review.

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 based on the number of employees that utilize health insurance from the county.

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

Travel Expense, Line 001.540.00.04251- Decrease of \$1,000 based on historical expenses.

Postage Expense, Line 001.540.00.04270 - Reduction due to the amount of postage still remaining on postage machine, current budget, and anticipated needs next year

Contractual/Professional Services, Line 001.540.00.04361 – Reduction based on historical usage of this line item.

Total expense in Board of Review Budget is \$159,149.

Respectfully Submitted,

Matthew R. Long, CIAO-M
Clerk, Board of Review



MATTHEW R. LONG SUPERVISOR OF ASSESSMENTS

201 N. Vermilion, 3RD Floor
Danville, Illinois 61832
(217) 554-1940
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Supervisor of Assessments Budget Narrative 2021/2022

Salary Personnel, Line 001.550.00.04101 – Eliminate one position and increase pay for remaining employees based on additional workload/duties. 1.2% increase in overall salary expense.

Salary Department Head, Line 001.550.00.04110 – 3% increase Per County Board Action

Insurance-Life/Health, Line 001.550.00.04155 – Increase in individual costs but reduction of \$12,000 due to elimination of one position.

Supplies & Materials, Line 001.550.00.04210 – No change based on historical expenses.

Books/Periodicals, Line 001.550.04213 – No change based on historical expenses.

Travel Expense, Line 001.550.00.04251 – No change based on historical expenses.

Postage, Line 001.550.00.04270 - Reduction due to the amount of postage still remaining on postage Machine, current budget, and anticipated needs next year.

Publications, Line 001.550.00.04280 – No change based on historical expenses.

Contractual/Professional Services, Line 001.550.00.04361 – Reduction based on historical usage of this line item.

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

Education/Training, Line 001.550.00.04364 – No change based on historical expenses.

Total yearly expense for Supervisor of Assessments Office is \$398,975.

Respectfully Submitted,

Matthew R. Long, CIAO-M
Supervisor of Assessments

Board of Review

Name	Title	2021-2022	TOTAL
Robert Huffman	Chairman (Elected)	\$ 25,133	
			\$ 25,133
Amanda Shepherd	Member (Elected)	\$ 22,578	
Jay Fruhling	Member (Elected)	\$ 22,578	
Donnette Harris	Administrative Assistant	\$ 37,500	
			\$ 82,656

Supervisor of Assessments

Name	Title		
Matt Long	Supervisor of Assessments	\$ 75,015	
			\$ 75,015
Maria Pearman	Chief Deputy Assessments	\$ 52,500	
Evonna Robinson	Chief Deputy Mapping	\$ 51,000	
Melissa Pierce	Executive Secretary	\$ 37,500	
Melissa Prosis	Sales Ratio Analyst	\$ 37,500	
Devon Garowski	Customer Service	\$ 37,500	
Stephanie English	Deed Analyst/FOIA	\$ 37,500	
			\$ 253,500