

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – September 20, 2022
4. Audience Comments
5. Budget – Recorder
6. Budget – County Clerk
7. Resolution – RE: Change in Polling Place – Carroll Township
8. Resolution – RE: Change in Polling Place – Catlin, IL
9. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Vermilion County, County Clerk Department – Out of Category Transfer - \$36,600.00
10. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Election Commission Office - \$2,212.00
11. 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.
12. Items of Information
13. Adjournment

Taxation & Elections Committee
Tuesday, September 20, 2022
5:00 PM, 2nd Floor, VCAB

MINUTES

Agenda Item 1 - Call to Order and Roll Call

County Board Chairman Larry Baughn called the Taxation & Elections Committee meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Jerry Hawker, Nancy O’Kane, Becky Stark and Bruce Stark. Tom Morse was excused absent. Joel Bird and Marla Mackiewicz were absent. Also, in attendance; Cassy Carter – Financial Resources Director, Bill Donahue – Risk Consultant, Cathy Jenkins – County Clerk, Robyn Heffern – Chief Deputy County Clerk’s Office, Judge Thomas O’Shaughnessy – Chief Judge, Barb Bailey – Election Commission, Sandy Delhaye – Election Commission Director, Tom Mellen – Election Commission, Dave Ryan – Election Commission, Dave Stone – Recorder and Matt Long – Supervisor of Assessment & Board of Review.

Agenda Item 2 - Adoption/Amendments to the Agenda

Nancy O’Kane motioned, second by Bruce Stark to approve the agenda. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – July 12, 2022

Becky Stark motioned to approve minutes, second by Jerry Hawker. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None

Agenda Item 5 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Election Commission

Jerry Hawker motioned, second by Nancy O’Kane to discuss. Baughn explained this is moving money that had to be deposited into the revenue line into the expense line. This will allow the Election Commission to spend this money for postage and supplies.

Upon the call of the roll the following members voted yes, to wit: Jerry Hawker, Nancy O’Kane, Becky Stark and Bruce Stark. 4 yes, 3 absent. Motion passed.

Agenda Item 6 – Election Commission Budget FY 2022-2023

Bruce Stark motioned, second by Becky Stark to discuss. Jerry Hawker questioned the increase for the department head. This was the county board action of \$3 per hour and 3.25% for FY2023. All other budget lines remained the same.

Upon the call of the roll the following members voted yes, to wit: Nancy O’Kane, Becky Stark and Bruce Stark. Jerry Hawker voted no. 3 yes, 1 no, 3 absent. Motion passed.

Agenda Item 7 – Recorder Budget FY 2022-2023

Jerry Hawker motioned, second by Becky Stark to discuss. Larry Baughn explained the budget stayed the same as the previous year with the exception of the salary line. Dave Stone thanked the members for allowing the raises as he feels they are very fair.

Upon the call of the roll the following members voted yes, to wit: Jerry Hawker, Nancy O’Kane, Becky Stark and Bruce Stark. 4 yes, 3 absent. Motion passed.

Agenda Item 8 – County Clerk Budget FY 2022-2023

Becky Stark motioned, second by Bruce Stark to discuss. Cathy Jenkins explained the only increases were to the salary line which was increased per County Board action. She also explained there is no

overtime paid during elections. They are working with high school students to help with elections. Upon the call of the roll the following members voted yes, to wit: Jerry Hawker, Nancy O’Kane, Becky Stark and Bruce Stark. 4 yes, 3 absent. Motion passed.

Agenda Item 9 – Supervisor of Assessments & Board of Review Budget FY 2022-2023

Jerry Hawker motioned, second by Nancy O’Kane to discuss. Matt Long explained on the SOA budget there was a change to salary lines per County Board action. Also, there was an increase to publication line to put all notices in the paper. In the BOR budget the change was to the salary line per County Board action.

Upon the call of the roll the following members voted yes, to wit: Jerry Hawker, Nancy O’Kane, Becky Stark and Bruce Stark. 4 yes, 3 absent. Motion passed.

Agenda Item 10 – Executive Session

None

Agenda Item 11 - Items of Information

Chairman Baughn noted that we will have all committee meetings this month with budgets.

Agenda Item 12 – Adjournment

County Board Chairman Larry Baughn adjourned the meeting at 5:22 PM.

Minutes by: Cassy Carter, Financial Resources Director

DRAFT



Recorder's Budget Worksheet Report

Budget Year 2024

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Department Request
Fund 001 - GENERAL FUND							
EXPENSE							
Department 520 - Recorder							
Project 00 - General							
<i>PERSONNEL SERVICES</i>							
4101	Salary - Personnel	109,910.99	113,133.63	145,878.00	145,878.00	84,293.15	146,055.00
4110	Salary - Department Head	72,830.00	75,015.00	77,265.00	77,265.00	47,946.70	79,583.00
4155	Insurance - Life/Health	22,725.02	22,325.00	25,080.00	25,080.00	18,622.45	34,200.00
<i>PERSONNEL SERVICES Totals</i>		\$205,466.01	\$210,473.63	\$248,223.00	\$248,223.00	\$150,862.30	\$259,838.00
<i>SUPPLIES & MATERIALS</i>							
4209	Supplies/Microfilm	530.45	530.45	1,600.00	1,600.00	533.94	1,600.00
4210	Supplies/Office	1,202.78	2,663.47	3,000.00	3,000.00	370.47	3,000.00
<i>SUPPLIES & MATERIALS Totals</i>		\$1,733.23	\$3,193.92	\$4,600.00	\$4,600.00	\$904.41	\$4,600.00
<i>OTHER SERVICES & CHARGES</i>							
4251	Travel Expense	.00	742.80	1,500.00	1,500.00	776.36	1,500.00
4270	Postage	1,500.00	2,180.00	4,000.00	4,000.00	2,000.00	4,000.00
4290	Maint/Repair - Equipment	.00	.00	680.00	680.00	.00	680.00
4363	Dues/License Fees	640.00	640.00	690.00	690.00	640.00	690.00
4364	Education/Training	.00	.00	500.00	500.00	.00	500.00
<i>OTHER SERVICES & CHARGES Totals</i>		\$2,140.00	\$3,562.80	\$7,370.00	\$7,370.00	\$3,416.36	\$7,370.00
Project 00 - General Totals		\$209,339.24	\$217,230.35	\$260,193.00	\$260,193.00	\$155,183.07	\$271,808.00
Department 520 - Recorder Totals		\$209,339.24	\$217,230.35	\$260,193.00	\$260,193.00	\$155,183.07	\$271,808.00
EXPENSE TOTALS		\$209,339.24	\$217,230.35	\$260,193.00	\$260,193.00	\$155,183.07	\$271,808.00
Fund 001 - GENERAL FUND Totals							
EXPENSE TOTALS		\$209,339.24	\$217,230.35	\$260,193.00	\$260,193.00	\$155,183.07	\$271,808.00
Fund 001 - GENERAL FUND Totals		(\$209,339.24)	(\$217,230.35)	(\$260,193.00)	(\$260,193.00)	(\$155,183.07)	(\$271,808.00)
Net Grand Totals							
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		\$209,339.24	\$217,230.35	\$260,193.00	\$260,193.00	\$155,183.07	\$271,808.00
Net Grand Totals		(\$209,339.24)	(\$217,230.35)	(\$260,193.00)	(\$260,193.00)	(\$155,183.07)	(\$271,808.00)



Recorder's Special Fund Budget Worksheet Report

Budget Year 2024

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Department Request
Fund 076 - RECORDER SPECIAL FUND							
REVENUE							
Department 101 - General							
Project 00 - General							
CHARGES FOR SERVICES							
3513	Spec Recording Filing Fees	54,786.59	39,877.00	40,000.00	40,000.00	43,207.00	40,000.00
	<i>CHARGES FOR SERVICES Totals</i>	\$54,786.59	\$39,877.00	\$40,000.00	\$40,000.00	\$43,207.00	\$40,000.00
MISCELLANEOUS REVENUES							
3701	Interest	1,376.07	1,243.84	50.00	50.00	828.48	50.00
	<i>MISCELLANEOUS REVENUES Totals</i>	\$1,376.07	\$1,243.84	\$50.00	\$50.00	\$828.48	\$50.00
	Project 00 - General Totals	\$56,162.66	\$41,120.84	\$40,050.00	\$40,050.00	\$44,035.48	\$40,050.00
	Department 101 - General Totals	\$56,162.66	\$41,120.84	\$40,050.00	\$40,050.00	\$44,035.48	\$40,050.00
	REVENUE TOTALS	\$56,162.66	\$41,120.84	\$40,050.00	\$40,050.00	\$44,035.48	\$40,050.00
EXPENSE							
Department 963 - Recorder Special Account							
Project 00 - General							
PERSONNEL SERVICES							
4101	Salary - Personnel	28,721.90	33,600.25	42,000.00	42,000.00	26,114.90	43,123.00
4155	Insurance - Life/Health	74.98	.00	.00	.00	.00	.00
	<i>PERSONNEL SERVICES Totals</i>	\$28,796.88	\$33,600.25	\$42,000.00	\$42,000.00	\$26,114.90	\$43,123.00
SUPPLIES & MATERIALS							
4210	Supplies/Office	.00	.00	1,000.00	1,000.00	.00	1,000.00
	<i>SUPPLIES & MATERIALS Totals</i>	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
OTHER SERVICES & CHARGES							
4251	Travel Expense	.00	.00	3,000.00	3,000.00	.00	3,000.00
4290	Maint/Repair - Equipment	.00	.00	3,000.00	3,000.00	.00	3,000.00
4303	Contractual/Computer	.00	.00	10,000.00	10,000.00	.00	10,000.00
4364	Education/Training	.00	.00	1,000.00	1,000.00	.00	1,000.00
	<i>OTHER SERVICES & CHARGES Totals</i>	\$0.00	\$0.00	\$17,000.00	\$17,000.00	\$0.00	\$17,000.00
CAPITAL OUTLAY							
4450	Office Furniture/Equipment	.00	545.58	3,000.00	3,000.00	.00	3,000.00
	<i>CAPITAL OUTLAY Totals</i>	\$0.00	\$545.58	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
	Project 00 - General Totals	\$28,796.88	\$34,145.83	\$63,000.00	\$63,000.00	\$26,114.90	\$64,123.00
	Department 963 - Recorder Special	\$28,796.88	\$34,145.83	\$63,000.00	\$63,000.00	\$26,114.90	\$64,123.00
	EXPENSE TOTALS	\$28,796.88	\$34,145.83	\$63,000.00	\$63,000.00	\$26,114.90	\$64,123.00
Fund 076 - RECORDER SPECIAL FUND							
	REVENUE TOTALS	\$56,162.66	\$41,120.84	\$40,050.00	\$40,050.00	\$44,035.48	\$40,050.00
	EXPENSE TOTALS	\$28,796.88	\$34,145.83	\$63,000.00	\$63,000.00	\$26,114.90	\$64,123.00
Fund 076 - RECORDER SPECIAL FUND		\$27,365.78	\$6,975.01	(\$22,950.00)	(\$22,950.00)	\$17,920.58	(\$24,073.00)
Net Grand Totals							
	REVENUE GRAND TOTALS	\$56,162.66	\$41,120.84	\$40,050.00	\$40,050.00	\$44,035.48	\$40,050.00
	Net Grand Totals	\$27,365.78	\$6,975.01	(\$22,950.00)	(\$22,950.00)	\$17,920.58	(\$24,073.00)

**VERMILION COUNTY
RECORDER'S OFFICE
2023 - 2024
BUDGET
W. David Stone, Recorder**

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

SALARIES

04101 - SALARIES - PERSONNEL

BUDGET 2023 - \$ 145,878.00

BUDGET 2024 - \$ 146,055.00

<u>Employees</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
C. BURTON -	\$ 63,977.09	= \$ 63,977.09	4/17/1990
C. MOULTON -	\$ 44,932.94	= \$ 44,932.94	10/09/2007
K. MORGAN -	\$ 43,122.60*	= \$ 43,122.60*	6/12/2017
A. McCrone -	\$ 37,144.37	= \$ 37,144.37	2/27/2023
 Total:	 \$189,177.00	 \$ 189,177.00 - \$ 43,122.60* \$ 146,054.40	

* Salary paid from Recorder's Special Fund

04110 - SALARY - OFFICEHOLDER

BUDGET 2023 - \$ 77,265.00

BUDGET 2024 - \$ 79,583.00

<u>Officeholder</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
W. DAVID STONE -	\$79,583.00	= \$79,583.00	01/14/2015

Recorder of Deeds salary per County Board. Effective December 1, 2023

04209 - SUPPLIES/MICROFILM/IMAGING

BUDGET 2023 - \$ 1,600.00

BUDGET 2024 - \$ 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 2023 - \$ 3,000.00

BUDGET 2024 - \$ 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 2023- \$ 1,500.00

BUDGET 2024 - \$ 1,500.00

04270 - POSTAGE

BUDGET 2023- \$ 4,000.00

BUDGET 2024- \$ 4,000.00

04290 - REPAIR & MAINTENANCE OF EQUIPMENT

BUDGET 2023- \$ 680.00

BUDGET 2024- \$ 680.00

Maintain card readers/Microfilm reader/Printer

04363 - DUES & SUBSCRIPTIONS

BUDGET 2023 - \$ 690.00

BUDGET 2024 - \$ 690.00

This covers dues and subscriptions for the office. As part of these dues, we also have access to updated legislation. Approximate dues for IACCR \$640.00, and Zone \$50.00

04364 – EDUCATION/TRAINING

Budget 2023 – \$500.00

Budget 2024 - \$500.00

Workshops/Seminars

04450 – OFFICE FURNITURE/EQUIPMENT

BUDGET 2023 – \$0.00

BUDGET 2024 – \$0.00

Replacement of Office Furniture/Repair of binder books/Computers

TOTAL GENERAL BUDGET

2023 - \$235,113.00

2023 - \$237,608.00

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)	\$ 0.00
TOTAL REVENUES	\$ 40,050.00

Recorders Special Charge Fund 76
Expenditure Budget

ANTICIPATED EXPENDITURES

04101 – SALARY	\$ 43,123.00*
04149 – FICA	\$ 0.00
04150 – IMRF	\$ 0.00
04151 – UNEMPLOYMENT	\$.00
04152 – WORKERS COMPENSATION	\$.00
TOTAL:	\$ 43,123.00

04210 – SUPPLIES	\$ 1,000.00
TOTAL:	\$ 1,000.00

04251 – TRAVEL	\$ 3,000.00
04290 - MAINT/REPAIR – EQUIPMENT	\$ 3,000.00
04303 – CONTRACTUAL/COMPUTER	\$ 10,000.00
04363 – DUES/LICENSE	\$.00
04364 – EDUCATION/TRAINING	\$ 1,000.00
TOTAL:	\$ 17,000.00

04450 – Office furniture/Equipment	\$ 3,000.00
TOTAL:	\$ 3,000.00

TOTAL EXPENDITURES:	\$ 64,123.00
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SIX MONTHS REPORT COMPARISONS

YEAR END TOTAL	6 MONTH TOTAL (Dec-May)
2015/2016 - \$ 223,846.13	\$ 111,109.81
2016/2017 - \$ 244,090.54	\$ 104,508.56
2017/2018 - \$ 234,356.65	\$ 94,409.18
2018/2019 - \$ 267,529.19	\$ 125,808.09
2019/2020 - \$ 329,898.42	\$ 158,026.28
2020/2021 - \$ 378,244.14	\$ 170,513.15
2021/2022 - \$ 350,742.65	\$ 180,325.95
First six month of the 2022/2023 fiscal year -	\$ 202,300.11

RECORDER'S OFFICE

2023/2024

JOB POSITIONS

DAVE STONE Januray of 2015	RECORDER	\$79,583.00
CINDY BURTON April of 1990	CHIEF DEPUTY	\$63,977.09
CATHY MOULTON October of 2007	SEINOR DEPUTY RECORDER	\$44,932.94
KARLA MORGAN April of 2020	DEPUTY RECORDER eRecording Coordinator	\$43,122.60* (Special Fund)
ANNETTE MCCRONE February of 2023	DEPUTY RECORDER II	\$37,144.37



County Clerk Budget Worksheet Report

Budget Year 2024

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Department Request
Fund 001 - GENERAL FUND							
EXPENSE							
Department 510 - County Clerk							
Project 00 - General							
PERSONNEL SERVICES							
4101	Salary - Personnel	243,302.23	235,874.68	284,475.00	284,475.00	148,367.29	303,154.00
4106	Salary - Election Personnel	52,580.00	82,587.50	70,000.00	70,000.00	33,321.25	82,588.00
4110	Salary - Department Head	72,830.00	75,015.00	77,265.00	77,265.00	44,997.17	79,583.00
4155	Insurance - Life/Health	41,400.00	29,100.00	38,380.00	38,380.00	29,625.00	52,800.00
<i>PERSONNEL SERVICES Totals</i>		<u>\$410,112.23</u>	<u>\$422,577.18</u>	<u>\$470,120.00</u>	<u>\$470,120.00</u>	<u>\$256,310.71</u>	<u>\$518,125.00</u>
SUPPLIES & MATERIALS							
4210	Supplies/Office	11,497.53	6,948.19	7,000.00	7,000.00	5,404.54	7,000.00
4215	Supplies/Election	145,499.32	113,745.38	82,000.00	82,000.00	78,318.87	150,000.00
<i>SUPPLIES & MATERIALS Totals</i>		<u>\$156,996.85</u>	<u>\$120,693.57</u>	<u>\$89,000.00</u>	<u>\$89,000.00</u>	<u>\$83,723.41</u>	<u>\$157,000.00</u>
OTHER SERVICES & CHARGES							
4251	Travel Expense	4,346.45	4,496.04	6,800.00	6,800.00	1,989.10	6,800.00
4270	Postage	14,270.00	13,648.58	15,000.00	15,000.00	5,940.38	15,000.00
4275	Rent	2,300.00	3,150.00	3,100.00	3,100.00	1,630.00	3,100.00
4280	Publications	4,657.46	14,975.21	10,000.00	10,000.00	7,505.29	10,000.00
4361	Contractual/Prof Services	4,214.81	4,195.88	4,400.00	4,400.00	3,858.20	4,400.00
4363	Dues/License Fees	640.00	640.00	640.00	640.00	640.00	640.00
4364	Education/Training	140.00	140.00	500.00	500.00	.00	500.00
<i>OTHER SERVICES & CHARGES</i>		<u>\$30,568.72</u>	<u>\$41,245.71</u>	<u>\$40,440.00</u>	<u>\$40,440.00</u>	<u>\$21,562.97</u>	<u>\$40,440.00</u>
Project 00 - General Totals		<u>\$597,677.80</u>	<u>\$584,516.46</u>	<u>\$599,560.00</u>	<u>\$599,560.00</u>	<u>\$361,597.09</u>	<u>\$715,565.00</u>
Department 510 - County Clerk		<u>\$597,677.80</u>	<u>\$584,516.46</u>	<u>\$599,560.00</u>	<u>\$599,560.00</u>	<u>\$361,597.09</u>	<u>\$715,565.00</u>
EXPENSE TOTALS		<u>\$597,677.80</u>	<u>\$584,516.46</u>	<u>\$599,560.00</u>	<u>\$599,560.00</u>	<u>\$361,597.09</u>	<u>\$715,565.00</u>
Fund 001 - GENERAL FUND Totals							
EXPENSE TOTALS		<u>\$597,677.80</u>	<u>\$584,516.46</u>	<u>\$599,560.00</u>	<u>\$599,560.00</u>	<u>\$361,597.09</u>	<u>\$715,565.00</u>
Fund 001 - GENERAL FUND Totals		<u>(\$597,677.80)</u>	<u>(\$584,516.46)</u>	<u>(\$599,560.00)</u>	<u>(\$599,560.00)</u>	<u>(\$361,597.09)</u>	<u>(\$715,565.00)</u>
Net Grand Totals							
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		<u>\$597,677.80</u>	<u>\$584,516.46</u>	<u>\$599,560.00</u>	<u>\$599,560.00</u>	<u>\$361,597.09</u>	<u>\$715,565.00</u>
Net Grand Totals		<u>(\$597,677.80)</u>	<u>(\$584,516.46)</u>	<u>(\$599,560.00)</u>	<u>(\$599,560.00)</u>	<u>(\$361,597.09)</u>	<u>(\$715,565.00)</u>



County Clerk Tax Automation Fund Budget Worksheet Report

Budget Year 2024

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Department Request
Fund 018 - CO CLERK TAX AUTOMATION FUND							
REVENUE							
Department 101 - General							
Project 00 - General							
CHARGES FOR SERVICES							
3516	Tax Sale Fees	8,200.00	3,110.00	1,000.00	1,000.00	4,810.00	1,000.00
	<i>CHARGES FOR SERVICES Totals</i>	<u>\$8,200.00</u>	<u>\$3,110.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>\$4,810.00</u>	<u>\$1,000.00</u>
MISCELLANEOUS REVENUES							
3701	Interest	78.98	58.64	15.00	15.00	49.68	15.00
	<i>MISCELLANEOUS REVENUES Totals</i>	<u>\$78.98</u>	<u>\$58.64</u>	<u>\$15.00</u>	<u>\$15.00</u>	<u>\$49.68</u>	<u>\$15.00</u>
	Project 00 - General Totals	<u>\$8,278.98</u>	<u>\$3,168.64</u>	<u>\$1,015.00</u>	<u>\$1,015.00</u>	<u>\$4,859.68</u>	<u>\$1,015.00</u>
	Department 101 - General Totals	<u>\$8,278.98</u>	<u>\$3,168.64</u>	<u>\$1,015.00</u>	<u>\$1,015.00</u>	<u>\$4,859.68</u>	<u>\$1,015.00</u>
	REVENUE TOTALS	\$8,278.98	\$3,168.64	\$1,015.00	\$1,015.00	\$4,859.68	\$1,015.00
EXPENSE							
Department 181 - Co Clerk Tax Automation							
Project 00 - General							
PERSONNEL SERVICES							
4101	Salary - Personnel	8,725.99	.00	.00	.00	.00	.00
	<i>PERSONNEL SERVICES Totals</i>	<u>\$8,725.99</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
CAPITAL OUTLAY							
4450	Office Furniture/Equipment	461.91	113.99	500.00	500.00	318.06	500.00
	<i>CAPITAL OUTLAY Totals</i>	<u>\$461.91</u>	<u>\$113.99</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$318.06</u>	<u>\$500.00</u>
	Project 00 - General Totals	<u>\$9,187.90</u>	<u>\$113.99</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$318.06</u>	<u>\$500.00</u>
	Department 181 - Co Clerk Tax	<u>\$9,187.90</u>	<u>\$113.99</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$318.06</u>	<u>\$500.00</u>
	EXPENSE TOTALS	\$9,187.90	\$113.99	\$500.00	\$500.00	\$318.06	\$500.00
Fund 018 - CO CLERK TAX							
	REVENUE TOTALS	\$8,278.98	\$3,168.64	\$1,015.00	\$1,015.00	\$4,859.68	\$1,015.00
	EXPENSE TOTALS	\$9,187.90	\$113.99	\$500.00	\$500.00	\$318.06	\$500.00
	Fund 018 - CO CLERK TAX	<u>(\$908.92)</u>	<u>\$3,054.65</u>	<u>\$515.00</u>	<u>\$515.00</u>	<u>\$4,541.62</u>	<u>\$515.00</u>
Net Grand Totals							
	REVENUE GRAND TOTALS	\$8,278.98	\$3,168.64	\$1,015.00	\$1,015.00	\$4,859.68	\$1,015.00
	EXPENSE GRAND TOTALS	\$9,187.90	\$113.99	\$500.00	\$500.00	\$318.06	\$500.00
	Net Grand Totals	(\$908.92)	\$3,054.65	\$515.00	\$515.00	\$4,541.62	\$515.00



County Clerk Vital Records Budget Worksheet Report

Budget Year 2024

Account	Account Description	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Department Request
Fund 015 - COUNTY CLERK VITAL RECORDS							
REVENUE							
Department 101 - General							
Project 00 - General							
CHARGES FOR SERVICES							
3501.02	Public & Co Fees Cty Clerk	14,454.00	11,254.00	13,000.00	13,000.00	6,994.00	13,000.00
<i>CHARGES FOR SERVICES Totals</i>		<u>\$14,454.00</u>	<u>\$11,254.00</u>	<u>\$13,000.00</u>	<u>\$13,000.00</u>	<u>\$6,994.00</u>	<u>\$13,000.00</u>
MISCELLANEOUS REVENUES							
3701	Interest	149.28	120.25	50.00	50.00	73.86	50.00
<i>MISCELLANEOUS REVENUES Totals</i>		<u>\$149.28</u>	<u>\$120.25</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$73.86</u>	<u>\$50.00</u>
Project 00 - General Totals		<u>\$14,603.28</u>	<u>\$11,374.25</u>	<u>\$13,050.00</u>	<u>\$13,050.00</u>	<u>\$7,067.86</u>	<u>\$13,050.00</u>
Department 101 - General Totals		<u>\$14,603.28</u>	<u>\$11,374.25</u>	<u>\$13,050.00</u>	<u>\$13,050.00</u>	<u>\$7,067.86</u>	<u>\$13,050.00</u>
REVENUE TOTALS		<u>\$14,603.28</u>	<u>\$11,374.25</u>	<u>\$13,050.00</u>	<u>\$13,050.00</u>	<u>\$7,067.86</u>	<u>\$13,050.00</u>
EXPENSE							
Department 511 - County Clerk Vital Records							
Project 00 - General							
PERSONNEL SERVICES							
4101	Salary - Personnel	9,747.60	10,000.00	12,495.00	12,495.00	7,196.25	12,886.00
<i>PERSONNEL SERVICES Totals</i>		<u>\$9,747.60</u>	<u>\$10,000.00</u>	<u>\$12,495.00</u>	<u>\$12,495.00</u>	<u>\$7,196.25</u>	<u>\$12,886.00</u>
OTHER SERVICES & CHARGES							
4290	Maint/Repair - Equipment	3,150.00	3,150.00	3,150.00	3,150.00	3,150.00	3,150.00
<i>OTHER SERVICES & CHARGES Totals</i>		<u>\$3,150.00</u>	<u>\$3,150.00</u>	<u>\$3,150.00</u>	<u>\$3,150.00</u>	<u>\$3,150.00</u>	<u>\$3,150.00</u>
Project 00 - General Totals		<u>\$12,897.60</u>	<u>\$13,150.00</u>	<u>\$15,645.00</u>	<u>\$15,645.00</u>	<u>\$10,346.25</u>	<u>\$16,036.00</u>
Project 90 - Technology							
OTHER SERVICES & CHARGES							
4293	Maint/Repair - Software	3,150.00	.00	3,150.00	3,150.00	.00	3,150.00
<i>OTHER SERVICES & CHARGES Totals</i>		<u>\$3,150.00</u>	<u>\$0.00</u>	<u>\$3,150.00</u>	<u>\$3,150.00</u>	<u>\$0.00</u>	<u>\$3,150.00</u>
Project 90 - Technology Totals		<u>\$3,150.00</u>	<u>\$0.00</u>	<u>\$3,150.00</u>	<u>\$3,150.00</u>	<u>\$0.00</u>	<u>\$3,150.00</u>
Department 511 - County Clerk Vital		<u>\$16,047.60</u>	<u>\$13,150.00</u>	<u>\$18,795.00</u>	<u>\$18,795.00</u>	<u>\$10,346.25</u>	<u>\$19,186.00</u>
EXPENSE TOTALS		<u>\$16,047.60</u>	<u>\$13,150.00</u>	<u>\$18,795.00</u>	<u>\$18,795.00</u>	<u>\$10,346.25</u>	<u>\$19,186.00</u>
Fund 015 - COUNTY CLERK VITAL							
REVENUE TOTALS		\$14,603.28	\$11,374.25	\$13,050.00	\$13,050.00	\$7,067.86	\$13,050.00
EXPENSE TOTALS		\$16,047.60	\$13,150.00	\$18,795.00	\$18,795.00	\$10,346.25	\$19,186.00
Fund 015 - COUNTY CLERK VITAL		<u>(\$1,444.32)</u>	<u>(\$1,775.75)</u>	<u>(\$5,745.00)</u>	<u>(\$5,745.00)</u>	<u>(\$3,278.39)</u>	<u>(\$6,136.00)</u>
Net Grand Totals							
REVENUE GRAND TOTALS		\$14,603.28	\$11,374.25	\$13,050.00	\$13,050.00	\$7,067.86	\$13,050.00
EXPENSE GRAND TOTALS		\$16,047.60	\$13,150.00	\$18,795.00	\$18,795.00	\$10,346.25	\$19,186.00
Net Grand Totals		<u>(\$1,444.32)</u>	<u>(\$1,775.75)</u>	<u>(\$5,745.00)</u>	<u>(\$5,745.00)</u>	<u>(\$3,278.39)</u>	<u>(\$6,136.00)</u>



Cathy Jenkins, Vermilion County Clerk

201 N. Vermilion St.
Danville, IL 61832
Email: cjenkins@vercountyl.gov
Website: vercounty.org

Vital Records: (217)554-1913
Elections: (217)554-1911
Taxes: (217)554-1903
Fax: (217)554-1914

County Clerk Budget Narrative 2023/2024

4101 - Salary Personnel Line – 3.125 % increase per county board action (minus insurance)

4106 - Salary Election Staff – Increased due to a 2- election (presidential) year

4110- Salary Department Head – 3.00 % increase per county board action

4210- Office Supplies – No change in this line based on historical expenses

4215 – Election Supplies – Increased due to a 2- election (presidential) year & State of Illinois requirements for general elections vote by mail

4251 – Travel Expenses – No change in this line

4270 – Postage – No change in this line

4275 – Rent – No change in this line

4280 Publications – No change in this line

4361 – Contractual-Professional Services – No change in this line based on historical expenses

4363 – Dues/License Fees – No change in this line based on historical expenses

4364 – Education/Training for Staff – No change in this line based on historical expenses



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County Clerk Vital Records Fund (015)

Revenue:

3501.02 – Public & Co Fees – This line has been kept the same

3701 – Interest – This line has been kept the same

Expenses:

4101 – Salaries – No change in this line

4290 – Maintenance/Repair – Equipment – No change in this line

County Clerk Tax Automation Fund (018)

Revenue:

3516 – Tax Sale Fees – This line has been kept the same

3701 – Interest – This line has been kept the same

Expenses:

4450 – Office Furniture/Equipment – No change in this line



Journal Register Report

Pay Date Range 06/04/23 - 06/17/23
 Sort by Department - G/L Account - Employee
 Pay Batch 06/23/23

3.125% 22-23

Employee	Source	Source Detail	Amount	Yearly	Increase
Primary Department: 510 - County Clerk					
G/L Account 001.510.00.4101 - GENERAL FUND.County Clerk.General.Salary - Personnel					
5102 Astell, Morgan Michele	Wages		1,751.06	45,702.67	47,130.87
4515 Helffer, Robyn Sue	Wages		2,333.50	60,904.35	62,807.61
4674 Hunt-McCray, Dunia Marilin	Wages		1,551.68	40,498.85	41,764.44
5247 Lockhart, Jonathan Lee	Wages		1,800.76	46,999.84	50,531.08
4341 Parker, Vickie Marie	Wages		1,800.63	46,996.44	48,465.08
4672 Wilson, Carrie Ann	Wages		1,948.85	50,864.99	52,454.52
TOTAL			\$11,186.48	6	303,153.60
G/L Account 001.510.00.4101 - GENERAL FUND.County Clerk.General.Salary - Personnel Totals		Transactions			
G/L Account 001.510.00.4110 - GENERAL FUND.County Clerk.General.Salary - Department Head					
4126 Jenkins, Cathy	Wages		2,960.34		79,583.00
TOTAL				1	
G/L Account 001.510.00.4110 - GENERAL FUND.County Clerk.General.Salary - Department Head Totals		Transactions			
G/L Account 015.511.00.4101 - COUNTY CLERK VITAL RECORDS.County Clerk Vital Records.General.Salary - Personnel					
4477 Chesnow, Terrie L	Wages		352.50	12,495.00	12,885.47
TOTAL				1	
G/L Account 015.511.00.4101 - COUNTY CLERK VITAL RECORDS.County Clerk Vital Records.General.Salary - Personnel Totals		Transactions			

RESOLUTION

RE: CHANGE IN POLLING PLACE

WHEREAS, the Vermilion County Board is required to provide suitable polling places for all elections; and

WHEREAS, the polling place for Carroll Township is no longer adequate to serve as a polling place; and

WHEREAS, handicapped-accessible polling places have been graciously offered by the Carroll Township Fire Department

NOW THEREFORE, BE IT RESOLVED, that the polling place for Carroll Township be changed to the Carroll Township Fire Station, located at 100 N. Vermilion Street, Indianola, IL 61850.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at its August 8, 2023 A.D. meeting.

Dated this 8th, day of August 2023 A.D.

AYE **NAY** **ABSTAIN**

County Board Chairman

ATTEST:

Clerk of the County Board

Approved by Tax and Elections Committee: Date _____

Tom Morse Y N A _____
Chairman

Joel Bird Y N A

Jerry Hawker Y N A

Christine Lamar Y N A

Phil Jackson Y N A

Bruce Stark Y N A

RESOLUTION _____

RESOLUTION

RE: CHANGE IN POLLING PLACE

WHEREAS, the Vermilion County Board is required to provide suitable polling places for all elections; and

WHEREAS, the polling place for Catlin Precincts 1, 2 and 3 are no longer adequate to serve as a polling place; and

WHEREAS, handicapped-accessible polling places have been graciously offered by the Catlin United Methodist Church

NOW THEREFORE, BE IT RESOLVED, that the polling place for Catlin Precincts 1, 2, and 3 be changed to the Catlin United Methodist Church, located at 106 W. Vermilion Street, Catlin, IL. 61817

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at its August 8, 2023 A.D. meeting.

Dated this 8th, day of August 2023 A.D.

AYE **NAY** **ABSTAIN**

County Board Chairman

ATTEST:

Clerk of the County Board

Approved by Tax and Elections Committee: Date _____

Tom Morse Y N A
Chairman

Joel Bird Y N A

Jerry Hawker Y N A

Christine Lamar Y N A

Phil Jackson Y N A

Bruce Stark Y N A

RESOLUTION _____

Request for Transfer
Fiscal Budget
2022 - 2023

Dept: County Clerk 510

Date: 07 - 24 - 2023

From: Election/Personnel

To: Supplies/Election

Line Item	Description	Line Item	Description	Amount
001 - 510 - 00 - 4106	Election/Personnel	001 - 510 - 00 - 4215	Supplies/Elections	\$ 36,600.00
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$

NARRATIVE:

With no other elections this year, and due to low turnout from the consolidated, we are asking this money be moved to our election/supply line to pay expenses for conversion of new voter registration system and training. The election/supply line is also low due to paying for our voter registration purge to ensure that was reimbursed on last years IVRS grant.

Department Head: *Rubyn Dyer*

Approved By:

_____ Committee

_____ Finance Committee

Chairman _____

Chairman _____

Date: _____

Date: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE VERMILION COUNTY, COUNTY CLERK DEPARTMENT - OUT
OF CATEGORY TRANSFER**

WHEREAS, the Vermilion County, County Clerk Department, needs to pay expenses for conversion of new voter registration system and training; and,

WHEREAS, such activities require additional funding for fiscal year, 2022-2023 which can be provided for by transferring funds from Election/Personnel into the Supplies/Elections line; and

WHEREAS, the budget therefore needs to be amended to transfer such funds 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 and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2022-2023 as set out below:

FROM:

001.510.00.4106	Election/Personnel	\$36,600.00
------------------------	---------------------------	--------------------

TO:

001.510.00.4215	Supplies/Elections	\$36,600.00
------------------------	---------------------------	--------------------

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the August 8, 2023 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 8th day of August, 2023 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

APPROVED BY TAX AND ELECTIONS 08/01/23:

<u>Tom Morse</u>	Y	N	A
Chairman			
Joel Bird	Y	N	A
Jerry Hawker	Y	N	A
Christine LaMar	Y	N	A
Phil Jackson	Y	N	A
Bruce Stark	Y	N	A

APPROVED BY FINANCE/PERSONNEL 08/07/23:

<u>Steve Miller</u>	Y	N	A
Chairman			
Jerry Hawker	Y	N	A
Craig Golden	Y	N	A
Bruce Stark	Y	N	A
Joe Eakle	Y	N	A
Shelley McLain	Y	N	A
Todd Johnson	Y	N	A
Nancy O’Kane	Y	N	A

**Request for Amendment
Fiscal Budget
2022 - 2023**

Dept: Election Commission

Date: 07.17.2023

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.530.00.4110</u>	<u>Salary - Department Head</u>	\$ <u>60,705</u>	\$ <u>2,212</u>	<u>\$62,917.00</u>
<u> </u>	<u> </u>	\$ <u> </u>	\$ <u> </u>	<u> </u>
<u> </u>	<u> </u>	\$ <u> </u>	\$ <u> </u>	<u> </u>
<u> </u>	<u> </u>	\$ <u> </u>	\$ <u> </u>	<u> </u>
<u> </u>	<u> </u>	\$ <u> </u>	\$ <u> </u>	<u> </u>
<u> </u>	<u> </u>	\$ <u> </u>	\$ <u> </u>	<u> </u>
<u> </u>	<u> </u>	\$ <u> </u>	\$ <u> </u>	<u> </u>
<u> </u>	<u> </u>	\$ <u> </u>	\$ <u> </u>	<u> </u>
<u> </u>	<u> </u>	\$ <u> </u>	\$ <u> </u>	<u> </u>

Narrative:
Salary adjument per commissioners.

Department Head: _____

Approved By: _____ Committee

_____ Chairman

Finance Committee

_____ Chairman

Dated: _____

Dated: _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE ELECTION COMMISSION OFFICE**

WHEREAS, the Election Commission Office has requested a budget increase for the department head salary line for the reasons outlined in the attached summary; and

WHEREAS, such event requires an amendment to add to the department head salary;
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 and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2022-2023 as set out below:

001.530.00.4110	Salary – Department Head	\$2,212.00
------------------------	---------------------------------	-------------------

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the August 8, 2023 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 8th day of August 2023 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – Election Commission

APPROVED BY TAX & ELECTIONS: 8/1/2023

Tom Morse Y N A
Committee Chairperson

Joel Bird	Y	N	A
Jerry Hawker	Y	N	A
Christine LaMar	Y	N	A
Phil Jackson	Y	N	A
Bruce Stark	Y	N	A
Vacant	Y	N	A

APPROVED BY FINANCE: 8/7/2023

Steve Miller Y N A
Committee Chairperson

Jerry Hawker	Y	N	A
Craig Golden	Y	N	A
Bruce Stark	Y	N	A
Joe Eakle	Y	N	A
Shelley McLain	Y	N	A
Nancy O'Kane	Y	N	A
Todd Johnson	Y	N	A