

Special Taxation & Elections Committee
Tuesday, June 11, 2024
5:00 PM, 2nd Floor, Joseph G Cannon Building

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – November 7, 2023
4. Audience Comments
5. Budget – County Clerk
6. 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.
7. Items of Information
8. Adjournment

Taxation & Elections Committee
Tuesday, June 4, 2024
5:00 PM, 2nd Floor, Joseph G Cannon Bldg.

MINUTES

Lack of quorum.

Minutes by: Cassy Carter, Financial Resources Director

DRAFT

Tax & Elections Committee Meeting
Tuesday November 7, 2023 @ 5:00 P.M.
Joseph G. Cannon Building, 201 N Vermilion St
MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Bird called the meeting to order at 5:00 P.M. on Tuesday, November 7, 2023. Upon the call of roll, the following members were present: Joel Bird, Jerry Hawker, Phil Jackson, Phearn Butler, and George Weller. Christine Lamar was absent. 5 present, 1 absent. Also attending the meeting were; Cathy Jenkins- Vermilion County Clerk, Matthew Long – Vermilion County Supervisor of Assessments, Larry Baughn-County Board Chairman, and Jennifer Jenkins, CB Office Manager.

Agenda Item 2 – Adoption /Amendments to Agenda

Hawker moved to adopt the agenda and a second was made by Butler. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes for the Previous Meeting- September 5, 2023

Weller moved to approve the minutes, second was made by Jackson. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None.

Agenda Item 5 – Correction of Misprint of Ordinance (01/04/2022): RE: Apportionment of Board of Review Districts of Vermilion County, Illinois

Cathy Jenkins explained that nothing is changing it was just a misprint. It is just a number difference. Motion by Weller, seconded by Butler discuss Upon the roll of call the following voted yes to-wit: Bird, Hawker, Jackson, Butler, and Weller- 5 -yes 1-absent.

Agenda Item 6 – Resolution RE: Election Judge Compensation

Cathy Jenkins explained that she received an email last week from Governor Pritzker advising that signed an agreement stating that the State will pay an additional \$20.00 for each election judge. She explained that with this information that her budget was not set to allow these additional funds however, she is confident that they can cover it and she will receive it from the State on the back end. Motion by Hawker, second by Butler to approve the resolution. Upon the roll of call the following voted yes to-wit: Bird, Hawker, Jackson, Butler, and Weller- 5 -yes 1-absent.

Agenda Item 7 – Executive Session

None required

Agenda Item 8 – Items of Information

None

Agenda Item 9 –Adjournment

Committee Vice Chairman Bird adjourned the meeting at 5:10 PM.

Minutes by: Jennifer Jenkins, Office Manager, County Board



County Clerk Budget Worksheet

Report

Budget Year 2025

| Account | Account Description | 2023 Amended Budget | 2023 Actual Amount | 2024 Adopted Budget | 2024 Amended Budget | 2024 Actual Amount | 2025 Department Request |
|--------------------------------------|--|---------------------|--------------------|---------------------|---------------------|--------------------|-------------------------|
| Fund 001 - GENERAL FUND | EXPENSE | | | | | | |
| Department 510 - County Clerk | | | | | | | |
| Project 00 - General | | | | | | | |
| <i>PERSONNEL SERVICES</i> | | | | | | | |
| 4101 | Salary - Personnel | 280,475.00 | 280,222.07 | 303,154.00 | 303,154.00 | 124,412.88 | 312,628.00 |
| 4106 | Salary - Election Personnel | 33,400.00 | 33,321.25 | 82,588.00 | 82,588.00 | 43,764.75 | 40,000.00 |
| 4110 | Salary - Department Head | 77,265.00 | 77,265.00 | 79,583.00 | 79,583.00 | 33,845.57 | 81,970.00 |
| 4155 | Insurance - Life/Health | 53,980.00 | 53,925.00 | 52,800.00 | 52,800.00 | 26,500.00 | 51,480.00 |
| | <i>PERSONNEL SERVICES Totals</i> | \$445,120.00 | \$444,733.32 | \$518,125.00 | \$518,125.00 | \$228,523.20 | \$486,078.00 |
| <i>SUPPLIES & MATERIALS</i> | | | | | | | |
| 4210 | Supplies/Office | 7,450.00 | 7,362.00 | 7,000.00 | 7,000.00 | 1,507.32 | 7,000.00 |
| 4215 | Supplies/Election | 118,150.00 | 118,121.24 | 150,000.00 | 150,000.00 | 78,556.09 | 125,000.00 |
| | <i>SUPPLIES & MATERIALS Totals</i> | \$125,600.00 | \$125,483.24 | \$157,000.00 | \$157,000.00 | \$80,063.41 | \$132,000.00 |
| <i>OTHER SERVICES & CHARGES</i> | | | | | | | |
| 4251 | Travel Expense | 2,200.00 | 1,989.10 | 6,800.00 | 6,800.00 | 2,236.25 | 2,200.00 |
| 4270 | Postage | 15,000.00 | 14,935.20 | 15,000.00 | 14,100.00 | 6,649.24 | 14,000.00 |
| 4275 | Rent | 1,650.00 | 1,630.00 | 3,100.00 | 3,100.00 | 1,735.00 | 2,000.00 |
| 4280 | Publications | 16,050.00 | 15,957.29 | 10,000.00 | 10,000.00 | 3,062.03 | 9,000.00 |
| 4361 | Contractual/Prof Services | 4,400.00 | 4,366.69 | 4,400.00 | 4,400.00 | 3,656.38 | 4,400.00 |
| 4363 | Dues/License Fees | 640.00 | 640.00 | 640.00 | 640.00 | 640.00 | 640.00 |
| 4364 | Education/Training | 500.00 | .00 | 500.00 | 1,400.00 | .00 | 1,000.00 |
| | <i>OTHER SERVICES & CHARGES Totals</i> | \$40,440.00 | \$39,518.28 | \$40,440.00 | \$40,440.00 | \$17,978.90 | \$33,240.00 |
| Project 00 - General Totals | | \$611,160.00 | \$609,734.84 | \$715,565.00 | \$715,565.00 | \$326,565.51 | \$651,318.00 |
| Department 510 - County Clerk Totals | | \$611,160.00 | \$609,734.84 | \$715,565.00 | \$715,565.00 | \$326,565.51 | \$651,318.00 |
| | <i>EXPENSE TOTALS</i> | \$611,160.00 | \$609,734.84 | \$715,565.00 | \$715,565.00 | \$326,565.51 | \$651,318.00 |
| Fund 001 - GENERAL FUND Totals | | \$611,160.00 | \$609,734.84 | \$715,565.00 | \$715,565.00 | \$326,565.51 | \$651,318.00 |
| | <i>EXPENSE TOTALS</i> | \$611,160.00 | \$609,734.84 | \$715,565.00 | \$715,565.00 | \$326,565.51 | \$651,318.00 |



County Clerk Budget Worksheet

Report

Budget Year 2025

| | | | | | | |
|--|--|----------------|----------------|----------------|----------------|----------------|
| Fund | 001 - GENERAL FUND Totals | (\$611,160.00) | (\$609,734.84) | (\$715,565.00) | (\$326,565.51) | (\$651,318.00) |
| Fund 015 - COUNTY CLERK VITAL RECORDS | | | | | | |
| REVENUE | | | | | | |
| Department | 101 - General | | | | | |
| Project | 00 - General | | | | | |
| <i>CHARGES FOR SERVICES</i> | | | | | | |
| 3501.02 | Public & Co Fees Cty Clerk | 13,000.00 | 12,244.00 | 13,000.00 | 4,348.00 | 13,000.00 |
| | <i>CHARGES FOR SERVICES Totals</i> | \$13,000.00 | \$12,244.00 | \$13,000.00 | \$4,348.00 | \$13,000.00 |
| <i>MISCELLANEOUS REVENUES</i> | | | | | | |
| 3701 | Interest | 50.00 | 133.29 | 50.00 | 43.98 | 50.00 |
| | <i>MISCELLANEOUS REVENUES Totals</i> | \$50.00 | \$133.29 | \$50.00 | \$43.98 | \$50.00 |
| Project | 00 - General Totals | \$13,050.00 | \$12,377.29 | \$13,050.00 | \$4,391.98 | \$13,050.00 |
| Department | 101 - General Totals | \$13,050.00 | \$12,377.29 | \$13,050.00 | \$4,391.98 | \$13,050.00 |
| | REVENUE TOTALS | \$13,050.00 | \$12,377.29 | \$13,050.00 | \$4,391.98 | \$13,050.00 |
| EXPENSE | | | | | | |
| Department | 511 - County Clerk Vital Records | | | | | |
| Project | 00 - General | | | | | |
| <i>PERSONNEL SERVICES</i> | | | | | | |
| 4101 | Salary - Personnel | 12,495.00 | 12,247.50 | 12,886.00 | 6,547.70 | 14,782.00 |
| | <i>PERSONNEL SERVICES Totals</i> | \$12,495.00 | \$12,247.50 | \$12,886.00 | \$6,547.70 | \$14,782.00 |
| <i>OTHER SERVICES & CHARGES</i> | | | | | | |
| 4290 | Maint/Repair - Equipment | 3,150.00 | 3,150.00 | 3,150.00 | 3,150.00 | 3,465.00 |
| | <i>OTHER SERVICES & CHARGES Totals</i> | \$3,150.00 | \$3,150.00 | \$3,150.00 | \$3,150.00 | \$3,465.00 |
| Project | 00 - General Totals | \$15,645.00 | \$15,397.50 | \$16,036.00 | \$9,697.70 | \$18,247.00 |
| Project | 90 - Technology | | | | | |
| <i>OTHER SERVICES & CHARGES</i> | | | | | | |
| 4293 | Maint/Repair - Software | 3,150.00 | .00 | 3,150.00 | .00 | 3,465.00 |
| | <i>OTHER SERVICES & CHARGES Totals</i> | \$3,150.00 | \$0.00 | \$3,150.00 | \$0.00 | \$3,465.00 |
| Project | 90 - Technology Totals | \$3,150.00 | \$0.00 | \$3,150.00 | \$0.00 | \$3,465.00 |
| Department | 511 - County Clerk Vital Records Totals | \$18,795.00 | \$15,397.50 | \$19,186.00 | \$9,697.70 | \$21,712.00 |
| | EXPENSE TOTALS | \$18,795.00 | \$15,397.50 | \$19,186.00 | \$9,697.70 | \$21,712.00 |



County Clerk Budget Worksheet

Report

Budget Year 2025

| | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
| REVENUE TOTALS | \$1,015.00 | \$4,905.33 | \$1,015.00 | \$1,015.00 | \$1,899.41 | \$1,015.00 |
| EXPENSE TOTALS | \$500.00 | \$448.04 | \$500.00 | \$500.00 | \$440.98 | \$500.00 |
| <hr/> | | | | | | |
| Fund 018 - CO CLERK TAX AUTOMATION FUND Totals | \$515.00 | \$4,457.29 | \$515.00 | \$515.00 | \$1,458.43 | \$515.00 |
| <hr/> | | | | | | |
| Net Grand Totals | | | | | | |
| REVENUE GRAND TOTALS | \$14,065.00 | \$17,282.62 | \$14,065.00 | \$14,065.00 | \$6,291.39 | \$14,065.00 |
| EXPENSE GRAND TOTALS | \$630,455.00 | \$625,580.38 | \$735,251.00 | \$735,251.00 | \$336,704.19 | \$673,530.00 |
| <hr/> | | | | | | |
| Net Grand Totals | (\$616,390.00) | (\$608,297.76) | (\$721,186.00) | (\$721,186.00) | (\$330,412.80) | (\$659,465.00) |



Cathy Jenkins, Vermilion County Clerk

201 N. Vermilion St.
Danville, IL 61832
Email: cjenkins@vercountyil.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 2024/2025

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

4106 - Salary Election Staff – Decreased due to 1- election (consolidated)

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 – Decreased due to 1- election (consolidated)

4251 – Travel Expenses – Decreased due to 1-election (consolidated)

4270 – Postage – Decrease in this line due to 1-election (consolidated)

4275 – Rent - Decreased due to 1 election year (consolidated)

4280 Publications – Decrease in this line due to 1 election year (consolidated)

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 – Increase in this line for training for staff



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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 – 3.125% increase for part time employee

4290 – Maintenance/Repair – Equipment – Increase to this line due to contract renewal with increase

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



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Salary Breakdowns 24/25

001.510.00.4101

| Full Time | <u>23/24 Salary</u> | <u>24/25 Salary</u> |
|--|---------------------|---------------------|
| Chief Deputy/Tax Manager | \$62,807.56 | \$64,770.30 |
| Executive Assistant | \$41,764.44 | \$43,069.58 |
| Assistant Election Supervisor | \$50,531.17 | \$52,110.27 |
| Vital Records Manager | \$48,465.09 | \$49,979.62 |
| Asst. Chief Deputy/Supervisor of Elections | \$52,454.48 | \$54,093.68 |
| Administrative Assistant (Open Position) | \$47,130.79 | \$48,603.63 |

001.510.00.4110

| | <u>23/24 Salary</u> | <u>24/25 Salary</u> |
|------------------|---------------------|---------------------|
| Elected Official | \$79,583.00 | \$81,970.00 |

015.511.00.4101

| Part Time | <u>23/24 Salary</u> | <u>24/25 Salary</u> |
|-----------|---------------------|---------------------|
| | \$14,333.86 | \$14,781.79 |