

Peoria County Board of Election Commissioners

4422 Brandywine Dr., STE 1 · Peoria, IL 61614

Phone: 309.324.2300

Website: www.peoriaelections.gov

July Monthly Board Meeting

Tuesday, July 11, 2023

2:00 PM

AMENDED AGENDA

- I. Roll Call of Commissioners
- II. Pledge of Allegiance
- III. Approval of Minutes from the May 9, 2023, Monthly Meeting, May 9, 2023, Executive Session, and June 13, 2023, Monthly Meeting
- IV. Public Comment
- V. Approval of Expenditures
- VI. Report of the Executive Director
 - 2024 Budget Review
 - 2023 Budget Update
- VII. Approval to Purchase Opex Model72 Rapid Extraction Desk
- VIII. Approval to enter contract with ElectionStats for the creation of a public facing election results database from 2006 to present
- IX. Approval to extend contract with SOE Software Corporation by one year for Online Poll Worker Training
- X. Report of the Attorney
- XI. New Business

XII. Executive Session to Discuss the appointment, employment, compensation, discipline, performance of specific employees pursuant to Section 2(c)(1) of the Open Meetings Act

XIII. Adjournment

Monthly Expenses

| Monthly Expenses | Description | Amount |
|--------------------------|---|--------------------|
| Calpine Energy Solutions | Energy Charges | \$202.23 |
| Calpine Energy Solutions | Energy Charges | \$151.91 |
| Ameren | Gas & Electric | \$211.29 |
| Ameren | Gas & Electric | |
| Ludy's Cleaning | Office Cleaning | \$316.67 |
| Ludy's Cleaning | Office Cleaning | \$316.67 |
| Digital Copy Systems | Copier Lease | \$111.00 |
| Digital Copy Systems | Copier Lease | |
| Illinois American Water | Water for Brandywine | \$321.86 |
| Illinois American Water | Water for Brandywine | |
| GFL | Garbage Service | \$34.76 |
| GFL | Garbage Service | \$34.76 |
| Stratus | Phone Service | \$284.25 |
| Stratus | Phone Service | \$288.72 |
| Verizon | Wireless Phones | \$151.26 |
| Verizon | Wireless Phones | \$120.12 |
| Verizon | Mifis / Polling Place Cell Phones | \$43.10 |
| Verizon | Mifis / Polling Place Cells | \$91.28 |
| Ziad A. Musaitif | July Rent | \$3,655.22 |
| Ziad A. Musaitif | August Rent | \$3,655.22 |
| Ziad A. Musaitif | July CAM | \$200.00 |
| Ziad A. Musaitif | August CAM | \$200.00 |
| | Total | \$10,390.32 |
| Misc | | |
| Peoria Public Library | Security Coverage for Early Voting | \$160.32 |
| Election Center | Yearly Membership Cost for Election Center | \$275.00 |
| Federal | Equipment Delivery for Consolidated Election | \$5,900.00 |
| Heart Technologies | Reconfiguring Office Cameras | \$336.00 |
| Uline | Additional Rolling Racks for Election Equipment | \$998.90 |
| Warehouse Direct | Break Room Supplies | \$34.24 |
| Amazon Business | Thermal Roll Paper | \$784.00 |
| Hart Intercive | V-Drives and Receipt Tape | \$5,981.03 |
| | Total | \$14,469.49 |
| Pcard | | |
| Avantis | Avantis for State Board of Elections Training | \$53.70 |
| | Total | \$53.70 |
| Payroll | | |
| Staff | 5/19/2023 | \$11,532.49 |
| Staff | 6/2/2023 | \$11,532.47 |
| Staff | 6/16/2023 | \$11,451.96 |
| Staff | 6/30/2023 | \$11,532.49 |
| Overtime | 5/19/2023 | \$36.27 |
| Overtime | 6/30/2023 | \$108.79 |
| Part-Time | 5/19/2023 | \$700.56 |
| Part-Time | 6/2/2023 | \$700.56 |
| Part-Time | 6/16/2023 | \$700.56 |
| Part-Time | 6/30/2023 | \$700.56 |
| Commissioners | 5/19/2023 | \$615.40 |
| Commissioners | 6/2/2023 | \$615.40 |
| Commissioners | 6/16/2023 | \$615.40 |
| Commissioners | 6/30/2023 | \$615.40 |
| Medical Benefits | 5/19/2023 | \$2,593.68 |
| Medical Benefits | 6/2/2023 | \$2,593.68 |
| Medical Benefits | 6/16/2023 | |
| Medical Benefits | 6/30/2023 | |
| | Total | \$56,645.67 |
| | Total Expenditures | \$81,559.18 |

2024 Requested Budget with Past Year Comparables

| | Account Description | 2024 Budget | 2023 Budget | 2023 Actuals | 2020 Budget | 2020 Actuals |
|-------------------------------|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel | WAGES: TEMPORARY EMPLOYEES | \$36,900.00 | \$7,500.00 | \$0.00 | \$24,000.00 | \$23,793.95 |
| | WAGES: OVER-TIME | \$20,000.00 | \$5,500.00 | \$4,579.07 | \$14,000.00 | \$13,248.17 |
| | HOLIDAY PAY | \$0.00 | \$0.00 | \$0.00 | | |
| | SALARY: COUNTY COMMISSIONER | \$16,000.00 | \$16,000.00 | \$6,154.00 | \$11,400.00 | \$11,761.80 |
| Commodities | NON-CAPITAL:OFFICE EQUIPMENT | \$4,900.00 | \$4,910.00 | \$0.00 | \$61,800.00 | \$61,770.00 |
| | NON-CAPITAL:OTHER EQUIPMENT | \$0.00 | \$90.00 | \$89.99 | | |
| | SUPPLY: BLDG & GROUNDS MAINT | \$100.00 | \$33.00 | \$32.92 | | |
| | SUPPLY: FOOD AND BEVERAGES | \$700.00 | \$400.00 | \$169.76 | \$350.00 | \$375.00 |
| | SUPPLY: CLOTHING/UNIFORM/APPRL | \$300.00 | \$0.00 | \$0.00 | | |
| | SUPPLY: ELECTION RELATED COST | \$40,000.00 | \$40,000.00 | \$35,088.32 | \$4,800.00 | \$4,348.93 |
| | SUPPLY: OFFICE SUPPLIES | \$1,500.00 | \$1,267.00 | \$552.18 | \$1,500.00 | \$674.33 |
| | SUPPLY: BOOKS & PERIODICALS | \$650.00 | \$636.00 | \$635.80 | \$350.00 | \$364.00 |
| Contractual | RENTAL: BUILDINGS | \$53,000.00 | \$51,670.00 | \$29,731.03 | \$50,230.00 | \$48,035.91 |
| | RENTAL: POLLING | \$3,200.00 | \$2,615.00 | \$0.00 | \$3,560.00 | \$3,540.62 |
| | RENTAL: OFFICE-EQUIPMENT | \$2,000.00 | \$0.00 | \$0.00 | | |
| | MAINT/REPAIR: OFFICE EQUIPMENT | \$1,000.00 | \$0.00 | \$0.00 | | |
| | MAINT/REPAIR: DUPLICATNG EQUIP | \$0.00 | \$1,150.00 | \$965.00 | \$1,550.00 | \$1,520.26 |
| | UTILITIES: GAS/ELECTRIC | \$9,600.00 | \$9,400.00 | \$3,750.25 | \$8,400.00 | \$8,350.34 |
| | UTILITIES: WATER | \$1,500.00 | \$960.00 | \$591.61 | \$960.00 | \$987.64 |
| | COLLECTION: REFUSE AND GARBAGE | \$450.00 | \$420.00 | \$173.80 | \$420.00 | \$518.47 |
| | SERVICE: SNOW REMOVAL | \$3,000.00 | \$3,000.00 | \$1,200.00 | \$2,400.00 | \$2,400.00 |
| | SERVICE: HOUSEKEEPING | \$3,850.00 | \$3,850.00 | \$1,583.35 | \$5,350.00 | \$3,965.01 |
| | ANNUAL MAINTENANCE CONTRACTS | \$8,151.00 | \$0.00 | \$0.00 | | |
| | ANNUAL SOFTWARE LICENSE | \$105,125.00 | \$104,810.00 | \$72,538.17 | \$134,965.00 | \$134,182.89 |
| | SERVICE: ELECTION RELATED COST | \$84,000.00 | \$28,000.00 | \$16,026.92 | \$339,272.00 | \$162,908.33 |
| | SERVICE: CONSULTANT | \$244,566.30 | \$123,000.00 | \$55,390.74 | \$187,640.00 | \$218,089.31 |
| | | \$257,286.30 | | | | |
| | COMMUNICATION: TELEPHONE | \$3,600.00 | \$3,460.00 | \$1,178.40 | \$3,460.00 | \$3,450.58 |
| | COMMUNICATION: CELLULAR | \$11,900.00 | \$7,000.00 | \$144.04 | \$10,000.00 | \$6,630.84 |
| | COMMUNICATION: POSTAGE | \$500.00 | \$250.00 | \$15.14 | \$200.00 | \$95.58 |
| | ADVERTISING: LEGAL NOTICES | \$20,000.00 | \$16,714.00 | \$1,859.79 | \$20,740.00 | \$20,781.53 |
| | TRANSPORT: EMPLOYEE TRAVEL | \$5,300.00 | \$1,000.00 | \$277.00 | \$1,000.00 | \$118.45 |
| DUES AND MEMBERSHIP FEES | \$965.00 | \$750.00 | \$0.00 | \$750.00 | \$690.00 | |
| CONFERENCE & SEMINAR REG FEES | \$2,000.00 | \$2,000.00 | \$200.00 | \$800.00 | \$356.96 | |
| TRAINING: EDUCATIONAL | \$2,000.00 | \$1,000.00 | \$0.00 | | | |
| SERVICE: MISCELLANEOUS | \$100.00 | \$100.00 | \$0.00 | \$100.00 | \$0.00 | |
| | Total without EJ pay increase: | \$686,857.30 | \$437,485.00 | \$232,927.28 | \$889,997.00 | \$732,958.90 |
| | Total with EJ pay increase: | \$699,577.30 | | | | |

2024 Revenues

| Account Description | 2024 Request Budget | 2023 Budget |
|-------------------------------|---------------------|---------------|
| GRANT: CURES REIMBURSEMENT | \$0.00 | \$0.00 |
| GRANT: STATE OPERATING | \$0.00 | (\$18,000.00) |
| GRANT: PROCEEDS OTHER | \$0.00 | \$0.00 |
| REIMBURSEMENT: OTHER EXPENSES | \$38,025.00 | (\$20,000.00) |
| FEE: RISK MANAGEMENT | \$0.00 | \$0.00 |
| FEE: MISC. SERVICES | \$100.00 | (\$100.00) |
| RESTITUTION | \$0.00 | \$0.00 |

Current 2023 Budget Numbers

| | Description | 2023 Budget | 2023 Actual | 2023 Encumbrances | 2023 Available | Additional Encumbrances | |
|-----------------------|--------------------------------|-------------|-------------|-------------------|----------------|----------------------------|--------------------------------------|
| Personnel | WAGES: FULL-TIME EMPLOYEES | 311,195.00 | 141,004.17 | 0.00 | \$170,190.83 | ballot paper | \$3,955.00 does not include shipping |
| | WAGES: PART-TIME EMPLOYEES | 18,216.00 | 8,538.08 | 0.00 | \$9,677.92 | voter registration cards | \$1,057.50 does not include shipping |
| | WAGES: TEMPORARY EMPLOYEES | 2,839.00 | 294.00 | 0.00 | \$2,545.00 | R-26 cards | \$1,310.00 does not include shipping |
| | WAGES: OVER-TIME | 5,500.00 | 4,687.86 | 0.00 | \$812.14 | deputy registrar packets | \$825.00 does not include shipping |
| | BENEFITS: MEDICAL HEALTH | 75,490.00 | 29,455.13 | 0.00 | \$46,034.87 | receipt tape for verity | \$648.00 does not include shipping |
| | BENEFITS: MEDICAL HEALTH INS | 0.00 | 0.00 | 0.00 | \$0.00 | labels for Brother | |
| | HOLIDAY PAY | 0.00 | 0.00 | 0.00 | \$0.00 | receipt tape for pollbooks | \$784.00 |
| | BONUS: LONGEVITY | 1,900.00 | 600.00 | 0.00 | \$1,300.00 | scytll contract | \$7,100.00 |
| | SALARY: COUNTY COMMISSIONER | 16,000.00 | 8,000.20 | 0.00 | \$7,999.80 | scanner | \$2,000.00 does not include shipping |
| Commodities | NON-CAPITAL:OFFICE EQUIPMENT | 4,910.00 | 0.00 | 0.00 | \$4,910.00 | opex | \$44,750.00 |
| | NON-CAPITAL:OTHER EQUIPMENT | 90.00 | 89.99 | 0.00 | \$0.01 | electionstats contract | \$5,923.00 |
| | SUPPLY: BLDG & GROUNDS MAINT | 33.00 | 32.92 | 0.00 | \$0.08 | voter card mailing | |
| | SUPPLY: FOOD AND BEVERAGES | 400.00 | 223.46 | 0.00 | \$176.54 | vbm envelopes | |
| | SUPPLY: CLOTHING/UNIFORM/APPRL | 100.00 | 0.00 | 0.00 | \$0.00 | v-drives | \$5,280.00 does not include shipping |
| | SUPPLY: ELECTION RELATED COST | 40,000.00 | 36,087.22 | 0.00 | \$3,912.78 | panic buttons | |
| | SUPPLY: OFFICE SUPPLIES | 1,267.00 | 552.18 | 0.00 | \$714.82 | RMA's | |
| | SUPPLY: BOOKS & PERIODICALS | 636.00 | 635.80 | 0.00 | \$0.20 | | |
| | | | | | | Total: | \$73,632.50 |
| Contractual | RENTAL: BUILDINGS | 51,670.00 | 33,386.25 | 18,276.10 | \$7.65 | Remaining 2023 Budget: | \$64,251.63 |
| | RENTAL: POLLING | 2,615.00 | 1,595.00 | 0.00 | \$1,020.00 | | |
| | MAINT/REPAIR: DUPLICATNG EQUIP | 1,150.00 | 1,076.00 | 0.00 | \$74.00 | | |
| | UTILITIES: GAS/ELECTRIC | 9,400.00 | 4,163.77 | 0.00 | \$5,236.23 | | |
| | UTILITIES: WATER | 960.00 | 913.47 | 0.00 | \$46.53 | | |
| | COLLECTION: REFUSE AND GARBAGE | 420.00 | 208.56 | 0.00 | \$211.44 | | |
| | SERVICE: SNOW REMOVAL | 3,000.00 | 1,400.00 | 1,000.00 | \$600.00 | | |
| | SERVICE: HOUSEKEEPING | 3,850.00 | 1,900.02 | 0.00 | \$1,949.98 | | |
| | ANNUAL SOFTWARE LICENSE | 104,810.00 | 72,538.17 | 0.00 | \$32,271.83 | | |
| | SERVICE: ELECTION RELATED COST | 28,400.00 | 22,423.24 | 5,900.00 | \$76.76 | | |
| | SERVICE: CONSULTANT | 115,100.00 | 56,170.74 | 0.00 | \$58,929.26 | | |
| | COMMUNICATION: TELEPHONE | 3,460.00 | 1,462.65 | 0.00 | \$1,997.35 | | |
| | COMMUNICATION: CELLULAR | 7,000.00 | 338.40 | 0.00 | \$6,661.60 | | |
| | COMMUNICATION: POSTAGE | 250.00 | 15.14 | 0.00 | \$234.86 | | |
| | ADVERTISING: LEGAL NOTICES | 16,714.00 | 1,859.79 | 0.00 | \$14,854.21 | | |
| | TRANSPORT: EMPLOYEE TRAVEL | 1,000.00 | 277.00 | 0.00 | \$723.00 | | |
| | DUES AND MEMBERSHIP FEES | 750.00 | 275.00 | 0.00 | \$475.00 | | |
| | CONFERENCE & SEMINAR REG FEES | 2,000.00 | 200.00 | 0.00 | \$1,800.00 | | |
| TRAINING: EDUCATIONAL | 1,000.00 | 0.00 | 0.00 | \$1,000.00 | | | |
| | | | | | | | \$137,884.13 |

Staff Opening Outer and Secrecy Envelopes

| Opening Baseline | General Election | Primary Election |
|--|--|--|
| 44 hours | 1,833 hours | 1,173.33 hours |
| 1,200 envelopes (600 VBM) | 50,000 envelopes (25,000 VBM) | 32,000 envelopes (16,000 VBM) |
| \$14.00 minimum wage | \$14.00 minimum wage | \$14.00 minimum wage |
| \$616.00 cost of opening 1,200 envelopes | \$25,666.67 cost of opening 50,000 envelopes | \$16,426.67 cost of opening 32,000 envelopes |
| Total for Two Elections: | \$42,093.33 | |

Opex and Operater Opening Outer and Secrecy Envelopes

| Opening Baseline | General Election | Primary Election |
|--|---|---|
| 1 hours | 25 hours | 16 hours |
| 2,000 envelopes (1,000 VBM) | 50,000 envelopes (25,000 VBM) | 32,000 envelopes (16,000 VBM) |
| \$14.00 minimum wage | \$14.00 minimum wage | \$14.00 minimum wage |
| \$14.00 cost of opening 2,000 envelopes | \$350.00 cost of opening 50,000 envelopes | \$224.00 cost of opening 32,000 envelopes |
| Total for Two Elections: | \$574.00 | |
| Estimated Personnel Savings Costs for 2024: | \$41,519.33 | |
| Cost of Opex Opener & Extractor: | \$44,570.00 | |