

# Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET  
WORKBOOK INFORMATION



## REGISTRAR OF VOTERS



## REGISTRAR OF VOTER

**2016-2017**

### **Function:**

The registrars of voters enroll voters and ensure the accuracy of the voting records. Each year a canvass is conducted to confirm the accuracy of the voter rolls. In addition, it is the responsibility of the registrars to oversee the operation of the polls during elections, primaries, and referenda. This includes the appointment and training of poll workers, the preparation of polling places, the organization of the Election Day Registration, and the maintenance, testing and security of the optical scan voting machines. The registrars also conduct special mandatory enrollment sessions before elections and a high school voter-making session for seventeen-year-olds and older students.

**Staffing Levels:** Staffing consists of two registrars and two deputies.

### **Mission Statement:**

It is the mission of the registrars to be impartial politically, during the conducting of business in their office; to guarantee every individual the opportunity to cast his/her vote in a safe and private environment; to maintain accurate records; and to conduct fair and open elections.

### **Goals for 2016 - 2017:**

- Expand EDR personnel to allow for an efficient registration for an anticipated hundred or more voters, based on previous Presidential Provisional balloting.
- To meet the state mandated Certification deadlines for training of both registrars.
- Continue to streamline the "end of the night procedures" for November elections. The Secretary of the State will require additional training for a new program to assist the registrars with the new procedures.

**Cost Savings 2015-2016:**

- Refurbished tabulator obtained from L.H.S. at no cost
- Shared the cost of two laptops for EDR with IT

**Cost and Staffing Projections:**

- None

Proposed ROV 2016 - 2017 Budget

		Current 2015-2016	Proposed 2016-2017
001	Salary Registrars	22,000.00	50,000.00
001	Registrars Hourly Rate	18.00	
001	Salary Registrars other	16,020.00	
001	Total	38,020.00	50,000.00
003	Salary Deputies	11,000.00	11,000.00
003	Deputies Hourly Rate	15.00	15.00
003	Salary Deputies other	6,250.00	6,250.00
003	Total	17,250.00	\$17,250.00
021	Salary Clerical	31,000.00	31,000.00
021	Total	31,000.00	31,000.00
153385	Office Expenses	*7,500.00	**13,200.00
153385	Total	7,500.00	13,200.00
153595	Voting Expenses	15,000.00	15,000.00
153595		15,000.00	15,000.00
153485	Repair/Marintenance	2,250.00	2,250.00
153485	Total	2,250.00	2,250.00
153145	Equipment Purchase	500.00	500.00
	Total	500.00	500.00
	Budget Totals	\$111,520.00	\$129,200.00

\*Originally proposed \$10,000. This was cut to \$7,500 after the defeat of referendum two in April 2015

\*\* This amount reflects a request of \$10,000 plus \$3200.00 for mandatory certification training of registrars enacted into law this year.

**DEPARTMENT: REGISTRAR OF VOTERS**

**MISSION:**

To provide the highest level of service to the residents of Monroe, assist candidates, proponents and opponents of ballot measures in a fair and unbiased manner. Maintain voter records, manage elections, primaries and referendums.

ROV:	Dept 0030	14-15	15-16	16-17							
1001-10-15101-0030-150001	Registrar-Administration	11,000	11,000		Hours	Rate	\$ Amount	Hours	Rate	\$ Amount	
1001-10-15101-0030-150001	Registrar-Administration	11,000	11,000		15-16	15-16	15-16	16-17	16-17	16-17	
1001-10-15101-0030-150001	Registrar-Add'l Salary-Hourly	6,675	8,010		445	\$ 18.00	\$ 8,010	445	\$ 18.00	\$ 8,010	
1001-10-15101-0030-150001	Registrar-Add'l Salary-Hourly	6,675	8,010		445	\$ 18.00	\$ 8,010	445	\$ 18.00	\$ 8,010	
	<b>Total Administration:</b>	<b>35,350</b>	<b>38,020</b>								
1001-10-15101-0030-150003	Deputy Registrar	5,500	5,500		Hours	Rate	\$ Amount	Hours	Rate	\$ Amount	
1001-10-15101-0030-150003	Deputy Registrar	5,500	5,500		15-16	15-16	15-16	16-17	16-17	16-17	
1001-10-15101-0030-150003	Deputy Registrar-Add'l Salary-hourly	2,500	3,125		208	\$ 15.00	\$ 3,125	208	\$ 15.00	\$ 3,125	
1001-10-15101-0030-150003	Deputy Registrar-Add'l Salary-hourly	2,500	3,125		208	\$ 15.00	\$ 3,125	208	\$ 15.00	\$ 3,125	
	<b>Total Other:</b>	<b>16,000</b>	<b>17,250</b>								
1001-10-15101-0030-150005											
	<b>Total Part Time:</b>	<b>-</b>	<b>-</b>								
	<b>Total Registrar of Voters:</b>	<b>51,350</b>	<b>55,270</b>								
	Headcount-FT	-	-								
	Headcount-PT	4	4								
	<b>Salaries Summary:</b>	<b>14-15</b>	<b>15-16</b>	<b>16-17</b>							
	ROV SALARY ADMIN	35,350	38,020								
	ROV SALARY OTHER	16,000	17,250								
	ROV SALARIES PT	-	-								
		<b>51,350</b>	<b>55,270</b>								
<b>REGISTRAR OF VOTERS:</b>	<b>Dept 0030</b>	<b>14-15</b>	<b>14-15</b>	<b>15-16</b>	<b>15-16</b>	<b>16-17</b>	<b>16-17</b>	<b>16-17</b>	<b>15/16-16/17</b>	<b>15/16-16/17</b>	<b>%</b>
		<b>Revised Budget</b>	<b>Actual</b>	<b>Final Budget</b>	<b>YTD 12/31/15</b>	<b>Department</b>	<b>FS Adj</b>	<b>FS Budget</b>	<b>\$ Change</b>	<b>%</b>	
1001-10-15101-0030-150001	ROV SALARY ADMIN	35,350	34,131	38,020		50,000		50,000	11,980	31.51%	
1001-10-15101-0030-150003	ROV SALARY OTHER	16,000	17,633	17,250		17,250		17,250	-	0.00%	
1001-10-15101-0030-150005	ROV SALARIES PT	-	-	-				-	-		
1001-10-15101-0030-150021	ROV CLERK	31,000	30,115	31,000		31,000		31,000	-	0.00%	
1001-10-15101-0030-153145	ROV EQUIPMENT	500	500	500		500		500	-	0.00%	
1001-10-15101-0030-153385	ROV OFFICE EXPENSE	10,000	6,028	7,500		13,200		13,200	5,700	76.00%	
1001-10-15101-0030-153485	ROV R & M EQUIPMENT	2,250	2,000	2,250		2,250		2,250	-	0.00%	
1001-10-15101-0030-153595	ROV VOTING EXPENSE	15,000	14,849	15,000		15,000		15,000	-	0.00%	
	<b>TOTAL REGISTRAR OF VOTERS:</b>	<b>110,100</b>	<b>105,257</b>	<b>111,520</b>	<b>-</b>	<b>129,200</b>	<b>-</b>	<b>129,200</b>	<b>17,680</b>	<b>15.85%</b>	

Explanation of Increases/Decreases:

## **Registrar of Voters:**

### **CHANGE IN SALARY STRUCTURE:**

Currently the registrars are paid in two ways. One is the budget listed salary of \$11,000, and the other is an hourly pay rate schedule of \$18 per hour for all State mandated responsibilities. Those would include preparation and running of elections, conducting the annual canvass of voters, attending conferences for continuing education credits, conducting an annual high school voter registration session and the new requirement of attending UCONN classes to qualify for certification as a registrar to name a few.

The Registrars are asking for a change in the salary to one flat amount of \$25,000 per year. This would eliminate having to keep a strict accounting of time which can be difficult when working in the office on a variety of tasks. There are also no checks and balances in this system as registrars each record hours separately with no real oversight.

With the added responsibilities such as conducting Same Day Voter Registration and attending UCONN classes for certification, the registrars under the current system of pay would more than likely be paid close to the new requested salary of \$25,000.

For comparison there are towns with similar voter registration numbers as Monroe: Berlin \$30,000, East Lyme \$25,000 ( Extra pay for referenda and primaries) and Newtown \$32,000 (Extra pay for primaries and more than one referendum plus two office assistants)

### **OFFICE EXPENSE ADJUSTMENT:**

Last year to help reduce the town budget, the registrars cut the office expense for the department from \$10,000 to \$7,500. This year we have requested a return to our standard office expense amount which is especially needed in a presidential election year. In addition the State has passed new legislation which requires registrars to be certified by UCONN. The cost of training for each registrar is \$1,600. The total additions to office expense over last year's amount total \$5,700 for a final total of \$13,200.

**REGISTRAR OF VOTERS:**

Capital Equipment: 1001-10-15101-0030-153145

Electronic Poll Books: \$1400.00

It is anticipated that Electronic Poll books ( laptop computers) will be required by the Secretary of the States office to be used in each polling place. The new poll books will replace the current method of crossing off names on the official paper voter lists in each district. A voter will present their official ID and the poll book scanner will read the voters name in the Connecticut Voter Registration System and automatically cross off the voters name. A voter who does not have ID will have to be entered into the system manually by the checker.

The budget includes a request for 2 laptops ( \$700.00 each) to be used in one of the smaller voting districts. Our goal is to have 12 laptops in our poll book inventory.

Electronic Poll Book Software: \$700.00

The initial software license is \$350.00 per poll book.

Voting Machine Tabulator: \$1,000.00

The department is requesting funding for one refurbished tabulator to replace an existing tabulator that is not repairable.