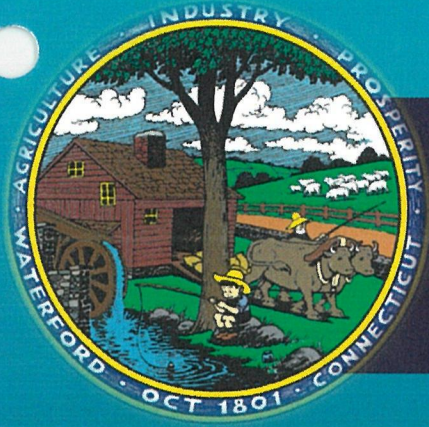


DEPT/AGENCY:	10102	REGISTRARS OF VOTERS
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LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51010	ELECTED OFFICIALS	47,280	47,848		23,924	47,848	0	0.00%
51310	VOTER REGISTRATION	2,744	3,500		1,601	3,500	0	0.00%
51320	ELECTION ACTIVITIES	8,223	6,657		6,959	8,470	1,813	27.23%
51920	F.I.C.A	4,456	4,437		2,485	4,576	139	3.13%
SUBTOTAL		62,703	62,442	0	34,969	64,394	1,952	3.13%
SERVICES								
52010	ADVERTISING	0	1		0	0	(1)	-100.00%
52020	POSTAGE	1,404	1,300		560	1,400	100	7.69%
52040	SERVICE CONT. & REPAIRS	2,000	2,250		2,250	2,500	250	11.11%
52050	DUES, CONF., & EDUCATION	470	1,110		220	1,380	270	24.32%
52070	REIMBURSABLE EXPENSE	501	885		161	376	(509)	-57.51%
52080	TELEPHONE	0	1		0	0	(1)	-100.00%
SUBTOTAL		4,375	5,547	0	3,191	5,656	109	1.97%
MATERIALS & SUPPLIES								
53020	OTHER SUPPLIES	2,595	6,518		645	8,153	1,635	25.08%
SUBTOTAL		2,595	6,518	0	645	8,153	1,635	25.08%
EQUIPMENT								
54180	VOTING MACHINE	0	1		0	1	0	0.00%
SUBTOTAL		0	1	0	0	1	0	0.00%
DEPARTMENT TOTAL		69,673	74,508	0	38,805	78,204	3,696	4.96%



REGISTRAR OF VOTERS FISCAL YEAR 2023 BUDGET

Town of Waterford

BUDGET FUNCTION

The Registrars of Voters are responsible for the administration of the election process, the annual canvas and the maintenance of the town's voter database.

The annual canvas of electors is completed each year from January to May as required by law. An inactive list of voters is generated naming those voters who have not responded to the annual canvas. Periodically, we do a non-voting canvas to keep our records as accurate as possible.

The registrars attend Registrars of Voters Association of Connecticut spring and fall conferences where we receive training and obtain credits towards our required continuing education. Our deputies attend one day so they can learn procedures, as well. We also attend most monthly New London County ROVAC meetings held in Montville and all necessary town meetings.

Before every election, we hire and train thirty to fifty poll workers depending on the needs of that year's election. Our elections run in two and four year cycles and our budgets are adjusted based on this cycle.

We register voters in person at our office, online through the CT Voter Registration System and online through the DMV.

The current number of registered voters as of 11/30/2021 is 14,281.

Our office hours are Monday through Friday 9:45 to 12:45. Office hours are increased during the busy election months.

FY2023 BUDGET SUMMARY

Please find enclosed the Registrar of Voters' proposed budget for FY2023. We have worked diligently to make our budget as close to our expenditures as possible without having to ask for more funding throughout the year. This budget does not include funding for primaries, referendums, recounts and audits.

This year we are budgeting for a State election.

BUDGET EXPLANATIONS BY CATEGORY

51010 ELECTED OFFICIALS

Pursuant to RTM action June 2019 an annual salary for each registrar is as follows:
07/01/21 - 06/30/22 ---\$23,924 x 2 registrars = \$47,848

Based on Bureau of Labor Statistics CPI-U October 2021 of 6.2% annual salary would be as follows: 07/01/22 - 06/30/23 --- \$25,408 x 2 registrars = \$50,816
We requested the increase in our first submitted budget, but were told we had to remove it because the RTM had not voted on it as of yet. \$ 47,848

51310 VOTER REGISTRATION

Deputy Registrars for voter registration sessions, part-time clerical help during the canvass and elections including: testing of the voting machines, setting up the polling locations and recording 'Who Voted'. \$ 3,500

Our deputies have to be trained to take over for the registrar in our absence during an election. They are the only ones who can step in to perform the election duties. Currently the deputies are making minimum wage in accordance with the PRB wage schedule. We are seeking to increase their hourly pay due to the responsibilities of the position and because they are appointed by the registrar, not hired by the town. We requested a raise for our deputies in June of 2021, but were denied.

Please see the State Statute below which describes the deputy registrar duties:

Sec. 9-192. Deputy registrar. Registrar vacancy. Assistant registrars. Special assistant registrars.

Each registrar of voters immediately after his election shall appoint a deputy registrar of voters to hold office during his pleasure and may, at any time, fill any vacancy in said office. He shall file with the town clerk a certificate of each such appointment and the town clerk shall record the certificate with the records of town meetings. Each deputy registrar of voters shall assist his principal when required, discharge his duties in his absence or inability to act and, in case of the death, removal or resignation of such principal, shall become registrar of voters and appoint a deputy, and shall file with the town clerk a certificate of such appointment, which shall be recorded with the records of town meetings. If a vacancy exists in the office of registrar of voters in consequence of a refusal or failure to accept the office or a failure of the registrar to appoint a deputy registrar, the town committee of the same political party as the registrar of voters who so refused, failed to accept or failed to appoint, or other appointing authority specified in local party rules shall fill such vacancy by the appointment of some suitable person, who shall belong to the same political party as the registrar of voters who so refused, failed to accept or failed to appoint. Each deputy, assistant or special assistant registrar shall be an elector of the municipality in which he is appointed. Each deputy registrar shall also, at the time of his appointment and during the six months immediately preceding his appointment, be an enrolled member of the same party as the registrar who makes such appointment.

51320 ELECTION ACTIVITIES

This budget contains a provision to fund personnel to work the State Election of November 8, 2022. It makes no provision for referenda, primaries, recounts or audits. It also includes reimbursement for conference attendance for Registrars and stipend for Moderator Training.

Conference attendance stipend @\$35/day	
x 4 days x 2 Registrars	\$ 280
Conference attendance stipend @\$35/day	
x 1 day x 2 deputy registrars	\$ 70
Moderator Certification stipend x 2 @\$25	\$ 50
Head Moderator (1)	\$ 375
District Moderators 3 @ \$300	\$ 900
District Asst. Registrars 8 @ \$250	\$ 2,000
Official Checkers 8 @ \$240	\$ 1,920
Ballot Clerks 4 @ \$225	\$ 900
Tabulator Tenders 4 @ \$225	\$ 900
Absentee Ballot Moderator (1)	\$ 125
Absentee Ballot Counters 6@ \$75	\$ 450
End of Night Reporting	\$ 75
<u>Election Day Registration (EDR)</u>	<u>\$ 425</u>

TOTAL: \$ 8,470

51920 FICA

7.65% of \$ = \$59,818 \$ 4,576

GRAND TOTAL 51000 SERIES: \$64,394

52010 ADVERTISING \$ 0

52020 POSTAGE

Required: All mailings be first class postage. Mailings comprise letters of voter acceptance and any change a voter has made. This also includes DMV notifications and reports to the Secretary of State. During canvass, there are letters of address verification and address change service fees. Memory cards for the optical scan machines must be insured and return receipt requested for programming and audits.

\$ 1,400

52040 SERVICE CONTRACTS AND REPAIRS

\$2,500 Annual cost of maintenance contract for the AccuVote optical scan Tabulators = 10 machines @ \$250.

\$ 2,500

52050 DUES, CONFERENCES AND EDUCATION

\$160 ROVAC - Dues for 2 Registrars and 2 Deputy Registrars
\$880 Registrar of Voters Biannual State Conference \$110/day x 8 days
\$220 Registrar of Voters State Conference (one) \$110/day x 2 Deputy Registrars
\$120 Training of Election Day Moderators 2 @ \$60

\$ 1,380

52070 REIMBURSABLE EXPENSES

\$336 Mileage reimbursements for Registrars and staff for training, conference and meeting attendance - 600 miles @ \$.56/mi.
\$40 Supplies for Election Day (Water).

\$ 376

52080 TELEPHONE

\$ 0

GRAND TOTAL 52000 SERIES:

\$ 5,656

53020 OTHER SUPPLIES

\$1827 Programming of Memory Cards for Municipal Election 2021:

11 races @ \$21.00	\$ 231
62 Voting Positions @ \$11.00	\$ 682
5 Districts @ \$21	\$ 105
9 Ballot Style @ \$21	\$ 189
20 Memory Cards @ \$21	\$ 420
5 Codes @ \$35	\$ 175
Shipping and handling	\$ 25

TOTAL: \$1827

\$5398 Ballots for State Election, \$.40 x 12,853 = \$5141 (90% of registered voters as of 11/30/21)
Plus 5% estimated increase of \$257

Voter turnout: 2014 61%, 2018 75%

\$102 The cost to obtain data NCOA (national change of address) to conduct the annual canvass.

\$826 Various election supplies including, ink for tabulators, ballot marking pens, Infoshred (\$19.85x4),
Lunch for poll workers.

GRAND TOTAL 53000 SERIES: \$8,153

54180 VOTING MACHINES

This account remains open pending vendor approval for Electronic Polling Books \$1
from the Secretary of the State

GRAND TOTAL 54000 SERIES: \$ 1

GRAND TOTAL BUDGET REQUEST: \$78,204

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - DEPARTMENT NAME
2022-2023 FISCAL YEAR**

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2021/2022	SALARY 2022/2023	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)	LINE 51920
	REGISTRAR 51010							0	0
								0	0
1/1/2012	Patti Waters			23,924	23,924		23,924	1,830	
5/1/2015	Julie Watson Jones			23,924	23,924		23,924	1,830	
								0	0
								0	0
								0	0
	CLERICAL 51310							0	0
								0	0
	Deputy Registrars						3,500	268	
								0	0
								0	0
								0	0
	ELECTION ACT.51320							0	0
								0	0
	Poll workers, Training						8,470	648	
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0
	51810 - OVERTIME						0.00	0.00	
	TOTALS - DEPARTMENT			47,848.00	47,848.00		59,818.00	4,576.00	

WORKDAYS	WEEKS TO BUDGET
2022/2023	52.2
261	