

BUDGET PREPARATION

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Registrar of Voters – Naugatuck, CT

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ROVAC Spring Conference 2024



Introduction

Registrar of Voters since 2014

Prior to being Registrar

- Zoning Commissioner
- Finance Board
- Ambulance Review Board
- Burgess Candidate

Check out my past ROVAC presentations

- Election Worker Training and Recruitment (Spring 2023)
- Assisted Absentee Voting (Fall 2023)





Agenda



Early Voting --> Congratulations



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Early Voting - How many people cast early votes in your town!

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Expected Early Voting Costs for FY 24-25?

- A) \$10,500
- B) between \$10,500 and \$25,000
- C) between \$25,000 and \$75,000
- D) greater than \$75,000

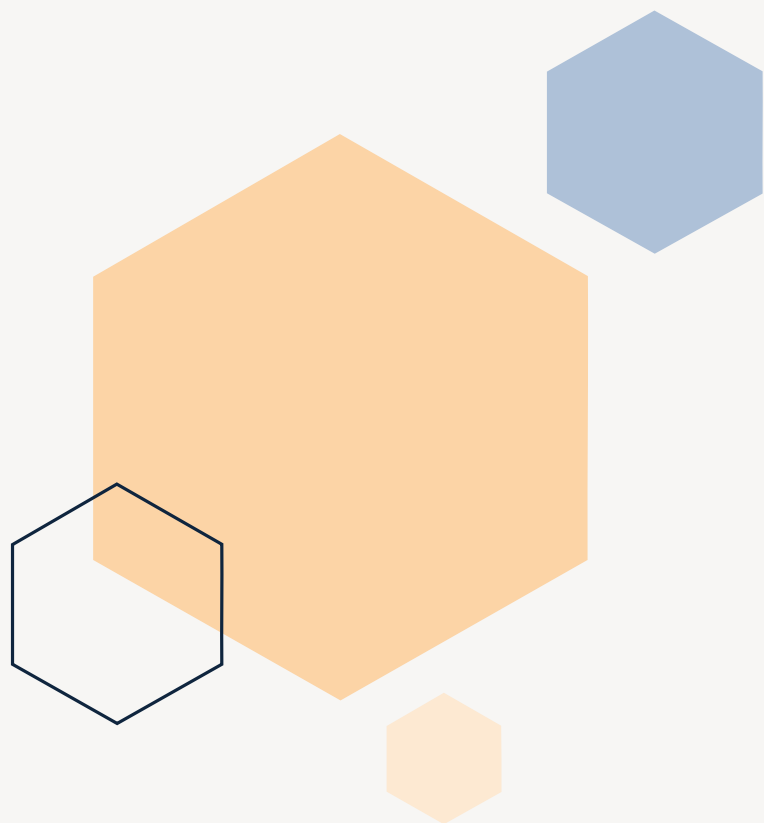


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Expected Early Voting Costs for FY 24-25?

ⓘ Start presenting to display the poll results on this slide.



About the Finance Board

Who are they and what do they do?

My term on Naugatuck Finance Board



Yes, I was “that” kind of finance board member!!!!

Lowest budget possible to keep taxes as low as possible!

Stickler for employee provided government cars

Reviewed every line item multiple times (sometimes to the ‘anger’ of other members)

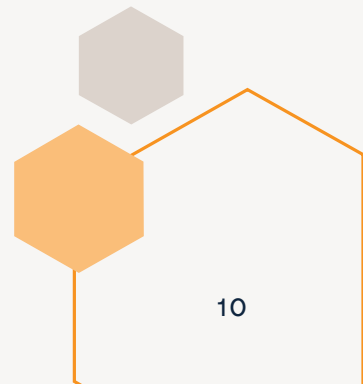
Time After Finance Board

Ran effort in at least 5 referendums over 4 years!

More effect to lower budgets after Finance Board

Know Your Finance Board

- Appointed/Elected
 - Finance Board may be your elected Town Council or RTM
- Taxpayers/Electors from the town they represent
- Size of Board can vary
 - Naugatuck – 9; New Hartford – 6; Stamford – 6; Stonington – 7; Cornwall – 6; Union – 5
- Responsible for setting municipal budgets, mill rates, budget transfers.
- Varying interests (education, public safety, public works, unions/payroll)



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In one or two words, how would you describe your Finance Board?

① Start presenting to display the poll results on this slide.

Rate your Finance Board

- A) They give me what ever I ask for.
- B) Requires some give and take, but fair.
- C) I'm lucky they give me \$\$ for ballots.



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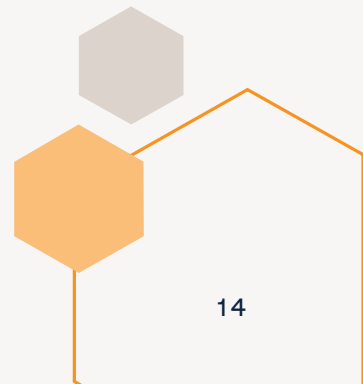


Rate your Finance Board

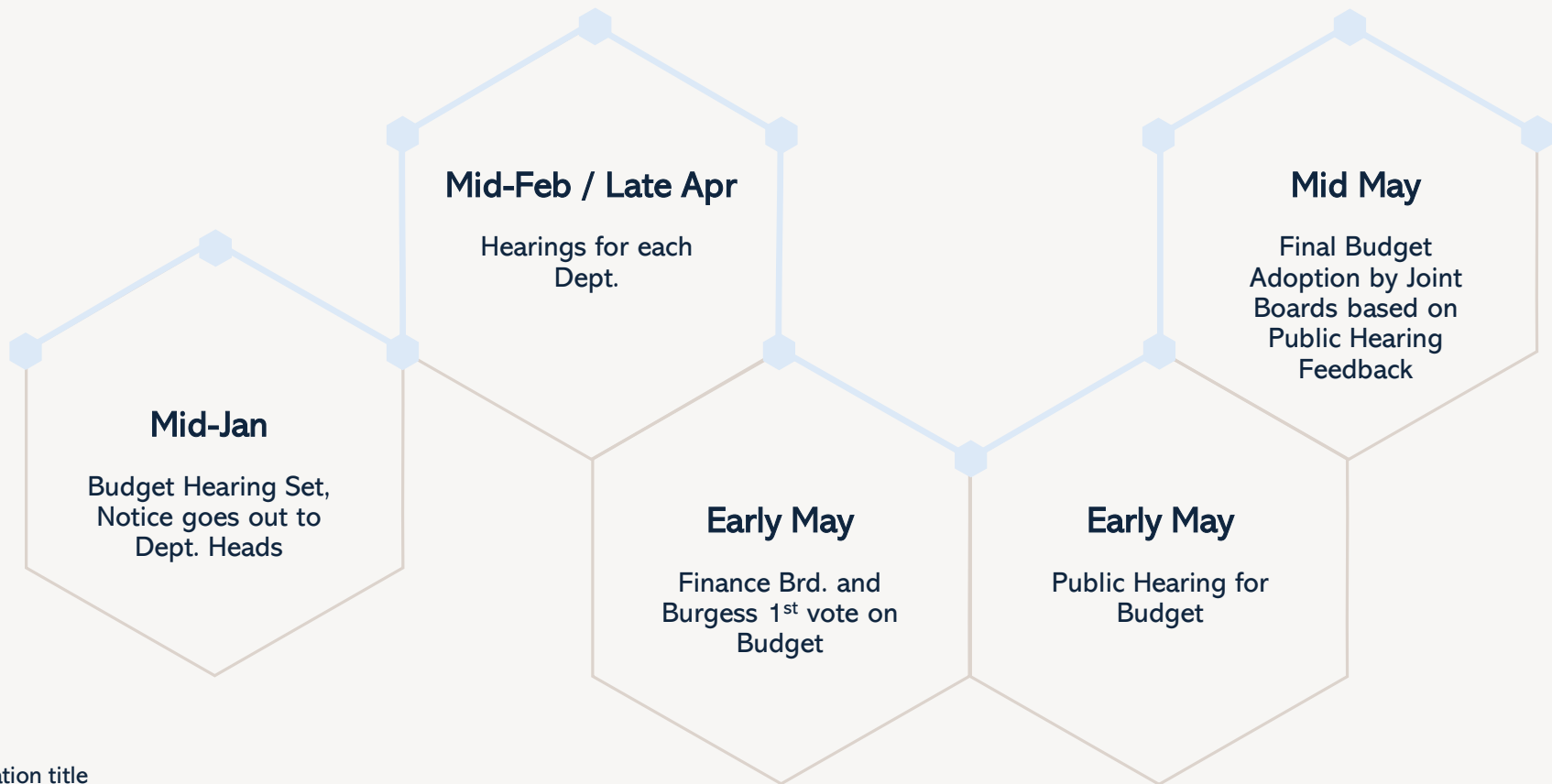
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Budget Preparation Timeline

- Learn the time line of budget preparation for your Municipality
 - Does it start in December...January or later/earlier.
- Some towns may have initial budget set by:
 - Created by Mayor and then presented to the Finance Board
 - Individual department heads create and present



Naugatuck Budget Time Line



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When does 'budget season' start in your municipality?

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Budget Preparation

What goes in to making the budget?

How much is your overall Elections budget?

- A) below \$50,000
- B) between \$50,000 - \$100,000
- C) between \$100,000 - \$250,000
- D) between \$250,000 - \$500,000
- E) greater than \$500,000



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How much is your overall Elections budget this FY?

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CT General Statutes

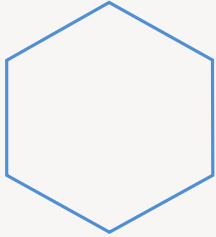
Sec. 9.194

Compensation of registrars, deputies and assistants. The registrars of voters, deputy registrars and assistants shall receive for their services such sum as may be allowed by the selectmen, **and all expenses incurred in the discharge of their duties** shall be audited by the selectmen **and paid by the town**, but, in no case, shall such compensation be regulated by the number of names registered.

Sec. 9.195

For the performance of the duties relating to the enrollment of electors on enrollment lists, each registrar and deputy registrar actually engaged therein, and each town clerk not upon a salary, **shall receive such reasonable compensation and expenses from the town** for which the enrollment is made as are approved by the selectmen thereof and, from the city or borough for which the enrollment is made, such sums as are approved by its common council or warden or burgesses or, where town and city governments are consolidated, such sums as are approved by the common council of such city.





What needs to be in your budget

Payroll	Election Supplies	Training / Dues	Office Supplies	Other
Registrar of Voters	Ballots (Atkins, LHS)	ROVAC Dues	Postage / Envelopes	LHS Maintenance of Tabulators
Deputy RoV	Programming of cards	Conferences (and related travel)	Pens/Paper	Canvass
Office Staff	IVS Programming	Moderator Certifications	Other office supplies	Capital Requests
Election Workers*	Misc. Election Supplies (I Voted Stickers, Tabulator Ink, election worker food, signs, seals, etc.)	UCONN RoV Training	Printer Toner	Contracts/Rentals
Early Voting			Etc...	
Recanvas/Audits				

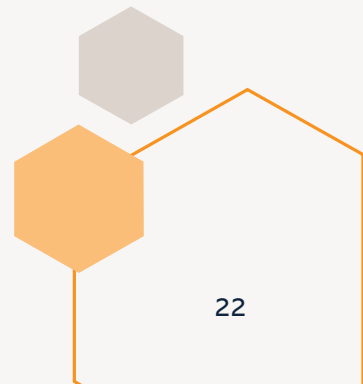
Payroll

- Registrar of Voters
- Deputy Registrar of Voters
- Staff

**Be sure to include:*

- *Salary*
 - *Benefits*
 - *Vacation*
 - *Overtime*
 - *Holiday*
 - *Etc...*
- Election Worker Payroll

**Talk to your payroll person for details*



Election Worker Payroll

Polling Places

- Moderator
- Ass't Registrar
- Ballot Clerk
- Checkers
- Tab Tender
- Greeter/Demonstrator

Central Staff

- Registrar of Voters
Election Day Pay
- Add'l Office Staffing
- Election Day Runner

Others

- Set up and Tear Down
- Central AB Counting
- Central EV Counting
- IT Support
- Maintenance Support

- **Break out by voting type: Elections, Primaries, Referendum, Early Voting (short days / long days)**
- **Don't forget potential Audits**



Naugatuck Election Workers

PRIMARY (State/Federal) POSITION	HOURLY RATE	HOURS EMPLOYED	9 polling districts AMOUNT	NO. EMPLOYEES	TOTAL
Head Moderator	Flat		\$ 75.00	1	\$ 75.00
Moderator	21.50	20	\$ 430.00	9	\$ 3,870.00
Asst. Registrar	19.50	20	\$ 390.00	18	\$ 7,020.00
Checker	18.50	18	\$ 333.00	18	\$ 5,994.00
Ballot Clerk	17.50	18	\$ 315.00	9	\$ 2,835.00
Tab Tender	16.50	18	\$ 297.00	9	\$ 2,673.00
Greeters	16.50	18	\$ 297.00	4	\$ 1,188.00
Registrar	24.50	21	\$ 514.50	2	\$ 1,029.00
Absentee Ballot Counters*	Per AB Ballot	300	\$ 0.50	5	\$ 750.00
Absentee Moderator	Flat		\$ 100.00	1	\$ 100.00
Early Voting Counters	Per EV Ballot	600	\$ 0.50	5	\$ 1,500.00
Early Voting Moderator	Flat		\$ 100.00	1	\$ 100.00
TH Custodians	Flat		\$ 50.00	2	\$ 100.00
Clerk - RoV Office	19.50	21	\$ 409.50	1	\$ 409.50
IT Support (Union OT rate)	50.65	7	\$ 354.55	1	\$ 354.55
Scanner & Ballot Retrievers	Per Machine	12	\$ 25.00	2	\$ 600.00
Scanner Callibration Testing	Per Machine	21	\$ 35.00	2	\$ 1,470.00
IVS Testing	Per Machine	12	\$ 35.00	2	\$ 840.00
VCL Setup and Testing	Per Machine	20	\$ 25.00	2	\$ 1,000.00
Setup and Delivery	Per District	9	\$ 150.00	1	\$ 1,350.00
Runner	16.50	14	\$ 231.00	1	\$ 231.00
TOTAL		TOTAL			\$ 33,489.05

TOTAL ALL ELECTIONS	#	Each	Total	
Elections	1	\$ 43,379.05	\$ 43,379.05	
Primary	1	\$ 33,489.05	\$ 33,489.05	
Referendums	2	\$ 4,995.50	\$ 9,991.00	
EV Primary - Reg Day	5	\$ 2,774.50	\$ 13,872.50	
EV Primary - Long Day	2	\$ 3,275.50	\$ 6,551.00	
EV Election - Reg Day	12	\$ 4,379.50	\$ 52,554.00	
EV Election - Long Day	2	\$ 5,201.50	\$ 10,403.00	
Early Voting (Setup)	2	\$ 780.00	\$ 1,560.00	
Recount/Audit	2	\$ 1,756.50	\$ 3,513.00	
Moderator Cert.	1	\$ 1,290.00	\$ 1,290.00	
			\$ 176,602.60	GRAND TOTAL ELECTIONS

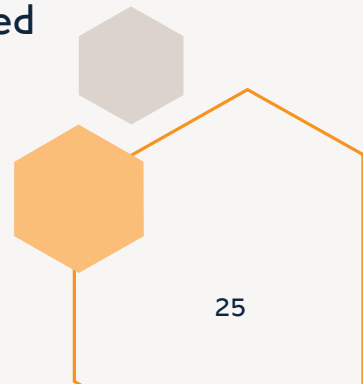
Election Supplies

- Ballots (Adkins or LHS)
 - * \$35.00 per ballot code
 - * 11 in. ballots
 - Absentee: .40 - .85 per ballot
 - Poll: .30 - .60 per ballot
- Tabulator Programming (LHS)
- IVS Programming
- I Voted Sticker, Required Ballot Posters
- Paper/Printing
- Ballot Pens
- Election Site Rentals
- Seals (Red and Blue)
- Signs
- Election Worker Food

Training

- UCONN RoV Certification
 - \$1600 total per person
- Moderator Certification (every 4 years)
 - \$60 per person
- Poll Worker Training
- ROVAC Dues
- ROVAC Conferences
 - Include travel expense if needed

*2024 Adkins Pricing



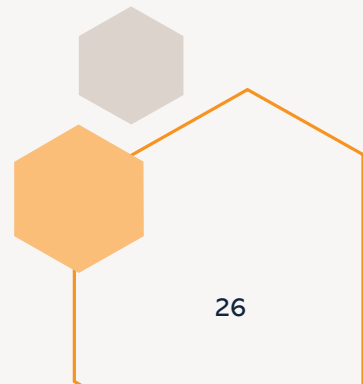
Office Supplies

Supplies for the day to day use in the office.

- Paper
- Printer Toner/Ink
- Pens, Papers, Paperclips, etc...
- Postage, envelopes
- Printing costs (voter post cards, etc...)
- Other office supplies

Other

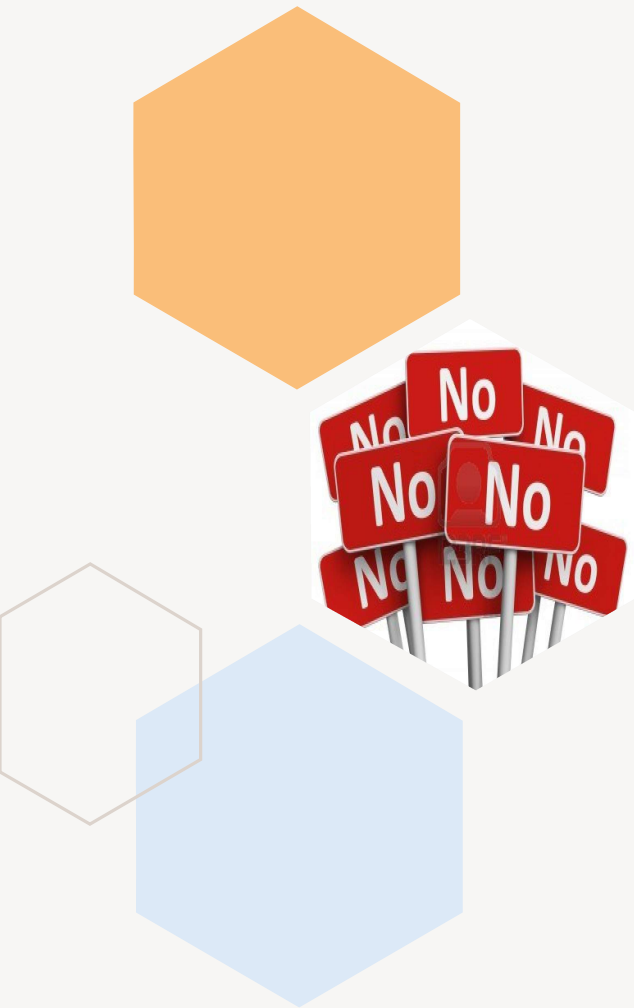
- Tabulator Maintenance (LHS)
- Canvass
- Contracts
- Storage Rentals
- Capital Requests
 - New Uninterruptable Power Supplies (UPS)
 - Laptops
 - New Voting Booths
 - VoterCheckList





Tips & Recommendations

What has worked well for me!



**If You Do Not Ask, The
Answer Is Always **No!****

Be Persistent!



Our VoterCheckList Story

- First requested VoterCheckList in the 2019-2020 Budget
 - Only 2 or 3 Finance Board members voted for it.
- Requested a second time in 2020-2021 Budget
 - Had the support most Finance Board members, but still fell well short of support from our Joint Boards needed for final approval.
- Requested a 3rd time in 2021-2022 Budget
 - We got it, it was passed unanimously!

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Does your town use a e-Pollbook solution?

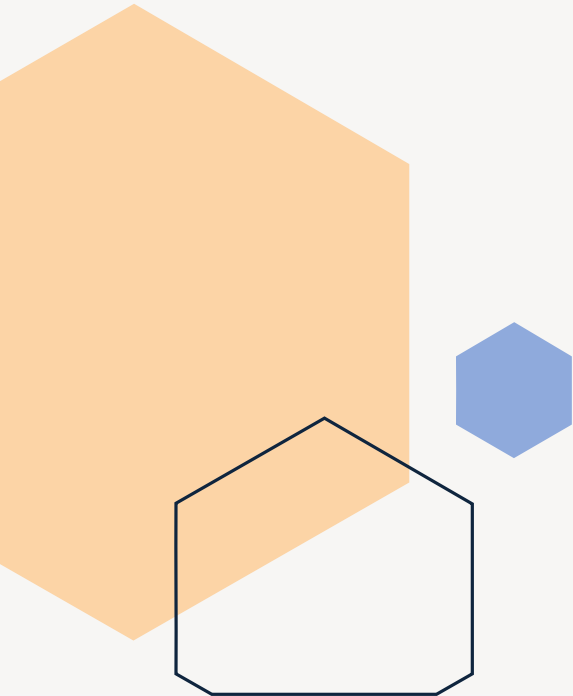
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Round Up!!
Leave room for price increases.

Shop Around!

LHS, Adkins, Amazon,
InclusionSolutions, Election Source,
etc...





Quiz Time!

Were you paying attention?

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What Municipality am I from?

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What are some tips for preparing and presenting your budget!

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Which CT General Statues are related to Election payroll and budgets?

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What items are important to remember when creating the payroll part of budget?

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How was this presentation?

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Questions?



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Q&A Session

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Thank you

Matthew R Katra

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