

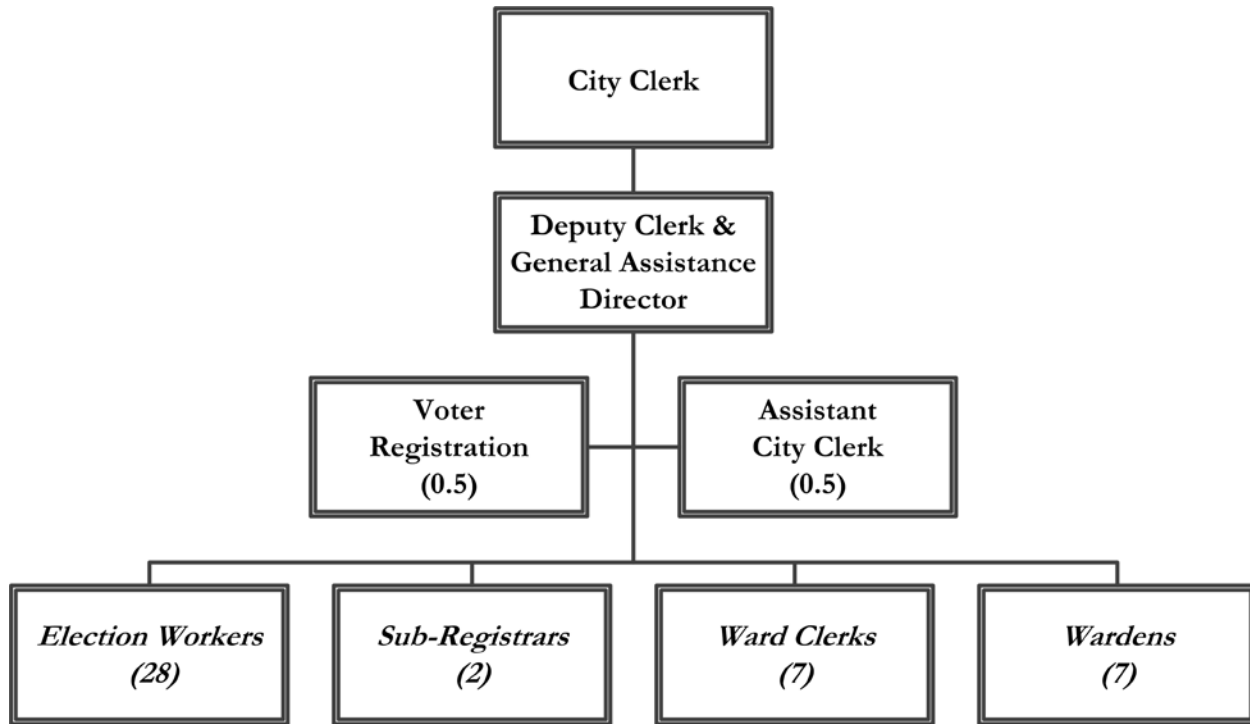


City Clerk

2019 Budget Presentation

City Clerk's Department

Organizational Chart



Full-Time Equivalents: 3
Seasonal Employees: 44

Mission Statement - “The office of the City Clerk will strive to deliver the highest level of professionalism and customer service to the residents of Saco. We will, through dedicated employees, continue to be stewards of municipal records and provide reasonable access to said records, conduct elections enabling our residents to exercise their constitutional rights, and provide financial assistance to indigent in our community.”

Department Responsibilities:

- Elections
- Records
- Licensing Agent
- General Assistance

2018 Highlights

- ❖ Municipal Nomination Papers, Campaign Finance Reports, Nov. 2017 Gen. & Ref. Election & Caucuses
- ❖ State Petitions - 5,504 Registered voter signatures were certified by the office:
 - ❖ **People Veto Ref.** –Do you want to reject parts of a new law that would delay the use of ranked-choice voting in the election of candidates for any state or federal office until 2022, and then retain the method only if the constitution is amended by December 1, 2021, to allow ranked-choice voting for candidates in state elections?– June 2018 Primary Elect.
 - ❖ **Candidate Primary Nomination/Non-Party Nomination** – June Primary/Nov. 2018 General Election
 - ❖ **Citizens Initiative** – An Act to Establish Universal Home Care for Seniors and Persons with Disabilities – May be on the Nov. 2018
 - ❖ **State of Maine Dept. of Environmental Protection Petition** - To Require Agency Rulemaking
 - ❖ **Maine Clean Election Act Petitions for Candidates**
- ❖ Municipal Code – Worked with City Administration, Planning and General Code to merge the Zoning Ordinance into the City Code.
- ❖ New Election Booths were purchased – Hopefully eliminate worker injuries and workers comp. claims.
- ❖ General Assistance – Annual Audit by the State Dept. of Health and Human Services – Office was found in compliance with General Assistance Statutes and DHHS General Assistance Policy.
- ❖ Upcoming – Municipal Nomination Papers in July for School Board – Wards 1, 3, 5, & 7

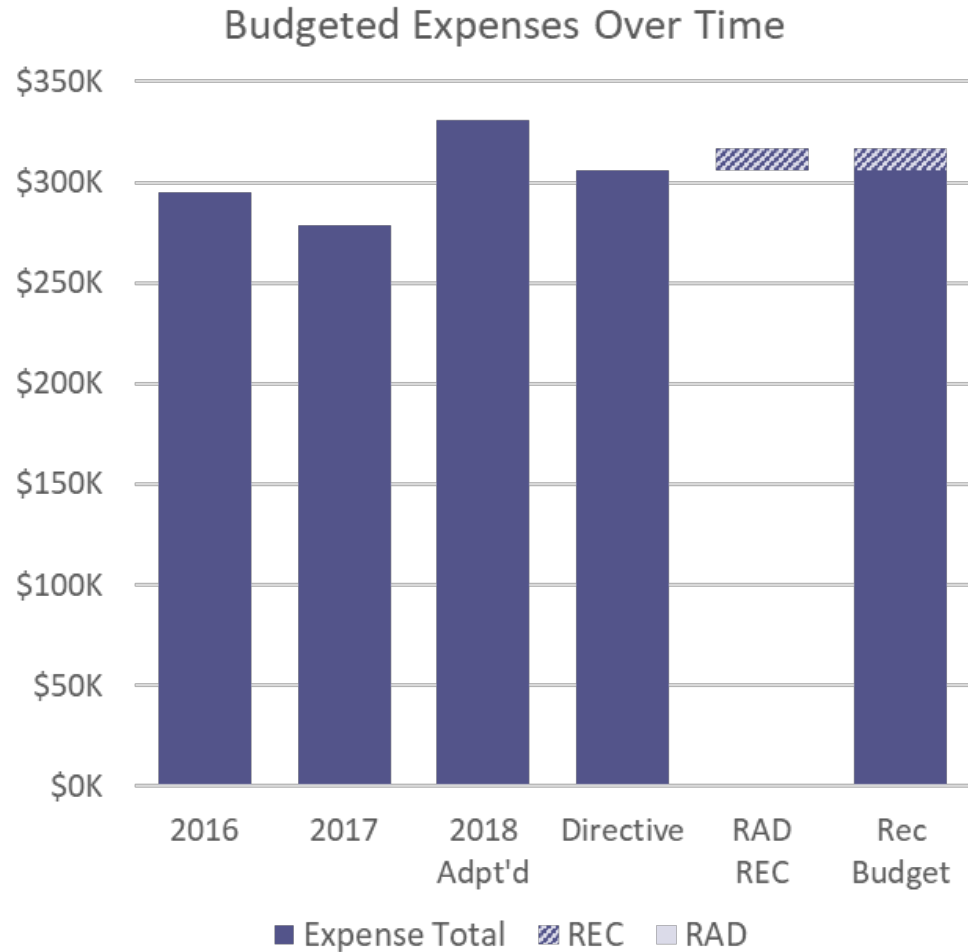
Major Influence

Elections - Ranked-Choice Voting (RCV) New Processes and Procedures

❖ **How does this affect municipal elections?**

- ❖ Two different processes for counting ballots and additional payroll expenses.
- ❖ Currently the state pays for leased election tabulators for every community in the state. If municipalities have local elections at the same time as state elections we are allowed to use the state equipment and only have to pay the election coding fees.
- ❖ Going to RCV means that we will no longer be able to use the state leased tabulators because the vendor is not able to code state ranked-choice races and municipal races on the same coding device because they say it is too complicated.
- ❖ Municipalities options now for local elections:
 - ❖ #1 - Hand count all ballots
 - ❖ #2 - Wait until the end of election day (8:00 p.m.) and close out the state election. Then put the municipal coding device in and set it up and then put every municipal ballot through the tabulator. Then close out the municipal election.
 - ❖ #3 - Lease 7 additional machines and coding devices for municipal elections for use in even numbered years.

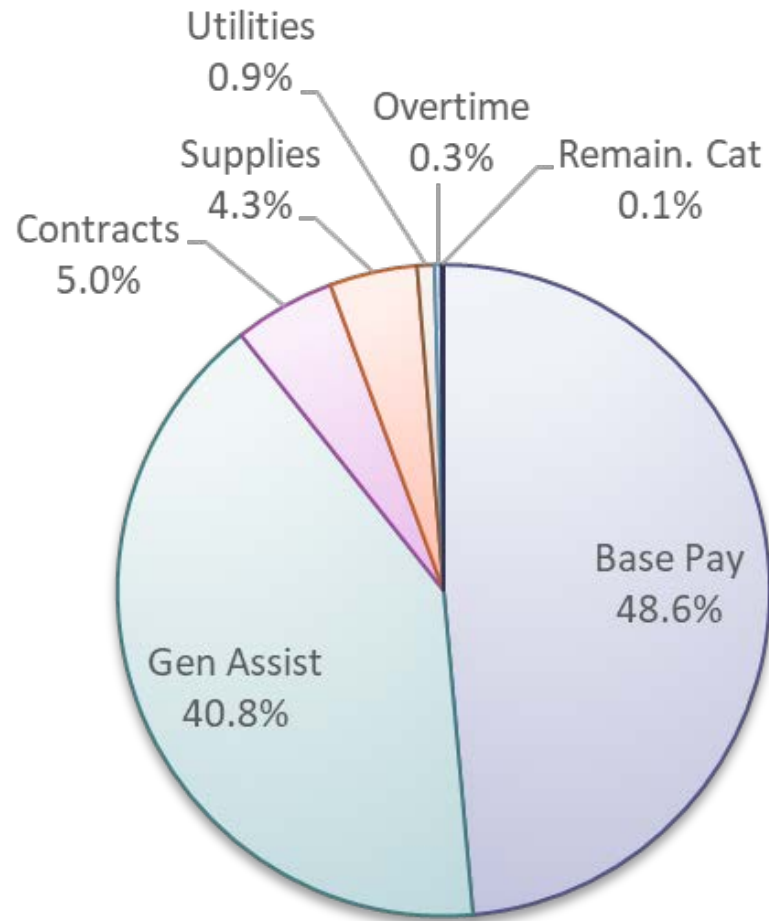
Expenses Over Time



	FY2018 Adopted	Rec. Budget	\$ Change	% Change
Expense	\$330,587	\$316,609	(\$13,978)	-4.2%
Revenue	\$206,308	\$247,059	\$40,751	19.8%
Operating Income	(\$124,279)	(\$69,550)	\$54,729	



Budget By Category

Budgeted Expenses by Category



- **Base Pay Payroll** – 3 Full-time equivalents & 45 seasonal employees
- **General Assistance** – The city receives 70% reimbursement on expenditures which is not included in this figure.

Requests Above the Directive

Priority	RAD #	Project Name	Frequency	Requested	Recommended
	000401	Temporary Election Help	One-Time	\$2,250	\$2,250
	000402	Scanner/Tabulator for Elections	Ongoing	\$8,260	\$8,260
City Clerk Total				\$10,510	\$10,510

RAD Narratives

❖ **Temporary Help for Nov. 2018 Election - \$2,250 – One-Time**

The office is expecting that the absentee ballot requests for the November 6, 2018 Election will be high compared to other years. One additional counter clerk will be necessary to help process the absentee ballots requests and returns.

❖ **Lease of Voting Scanner/Tabulator for Elections - \$8,260 – On-going**

If ranked choice voting is implemented in the State of Maine municipalities will no longer be able to have municipal elections coded on the same election device as the state. This means that we need to lease 7 additional DS200 voting tabulators, one for each Ward to use for election day in the even numbered years.