



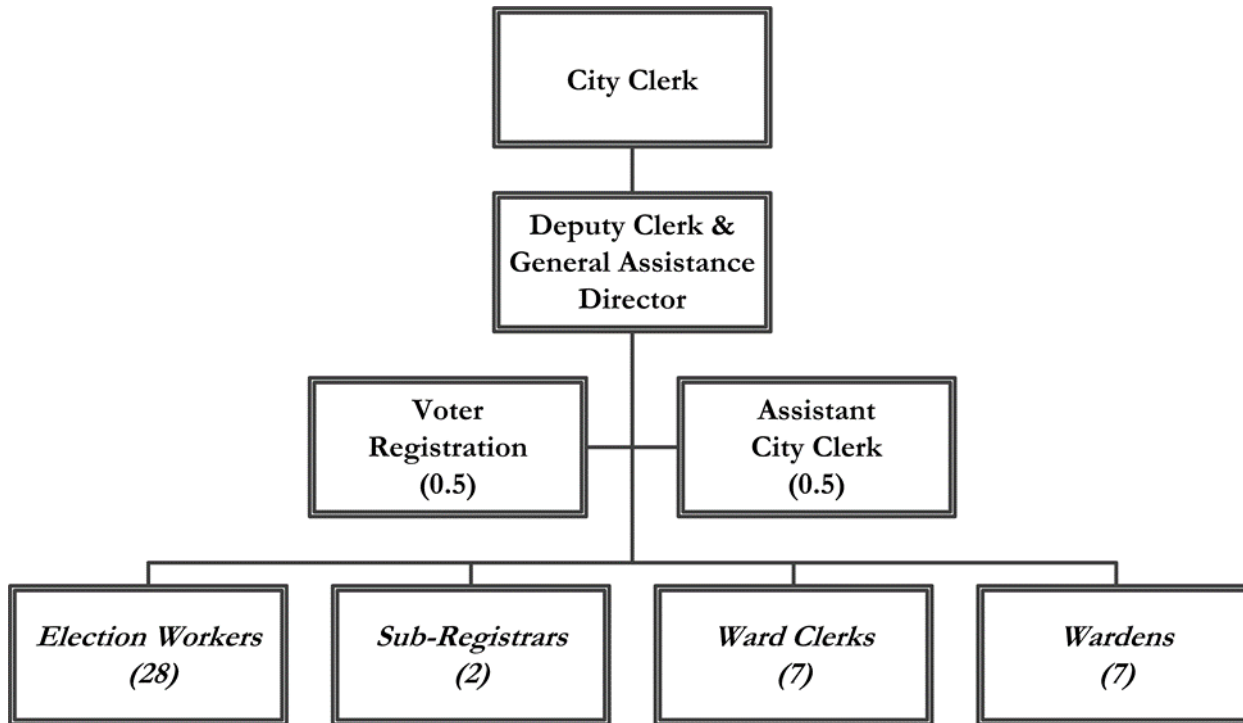
CITY OF
**CITY CLERK'S
DEPARTMENT**

2020 Budget Presentation

friendly by nature

City Clerk's Department

Organizational Chart



Full-Time Equivalents: 3
Seasonal Employees: 44

“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

Major Accomplishments for FY19

- **School Board Candidates**

- Issued and certified nomination papers & campaign finance reports for Wards 1, 3, 5, & 7 School Board Candidates

- **Nov. 2018 Election**

- Absentee ballots = 3,410 issued and 94.75% were returned and accepted
- Total voters for all 7 Wards = 9,278 which equates to a 60.65% voter turnout
- 9,278 Voter history records were manually updated

- **Certified 3,761 petition signatures to date**

- An Act to Require Employers to Provide Earned Paid Sick Leave to Eligible Employees = 1,656
- Dept. of Environmental Protection - Petition to Require Agency Rulemaking = 3
- An Act to Enact the Maine Death With Dignity Act = 2,102

- **FOAA Requests**

- Processed 24 FOAA requests to date

- **Charter Amendments**

- Currently working with the City Administrator on a couple of Charter Amendments pertaining to advertising. Balancing continued notifications with reduced costs.

- **SOP Manual**

- Updated the 2013 standard operating procedures manual

RAD FY2019 Update

The money for both RAD'S was used for:

- **Temporary Election Help**



- Additional help was necessary to process the absentee ballots during the Nov. 2018 Election.

- **Scanner/Tabulator for Nov. 2018 Election**



- We leased 7 additional DS200 voting tabulators for election day. Whenever the state has a ranked-choice vote election, and the city has a municipal ballot we will need to lease these additional machines.

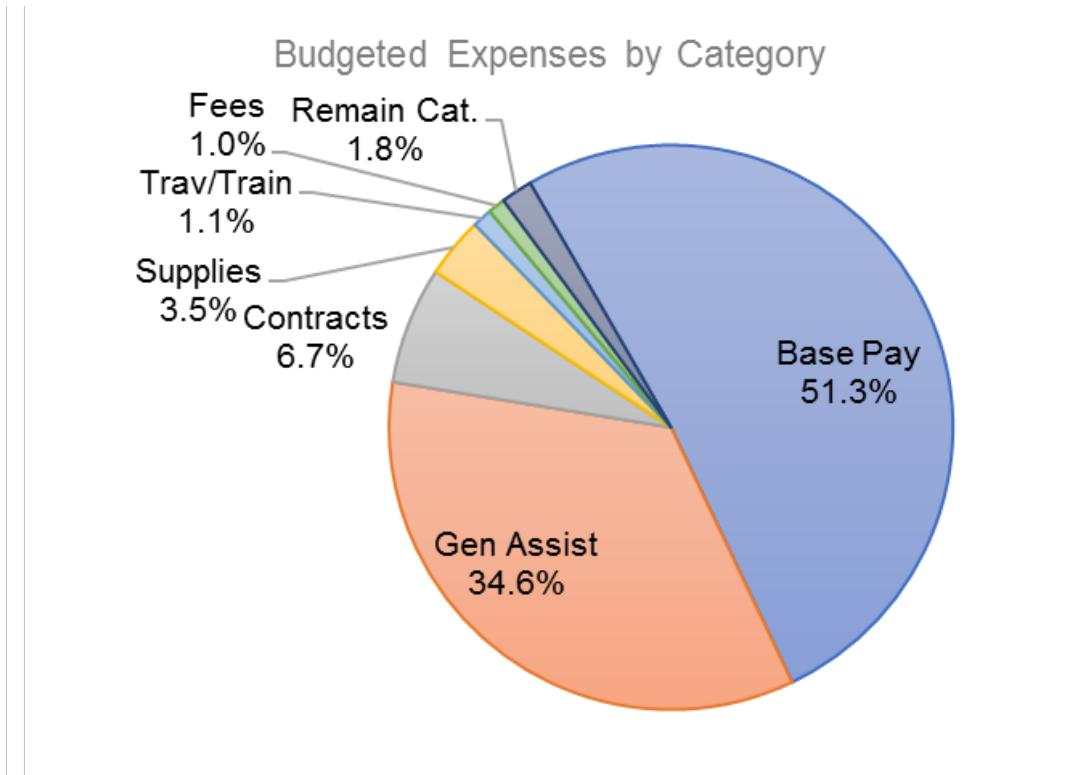
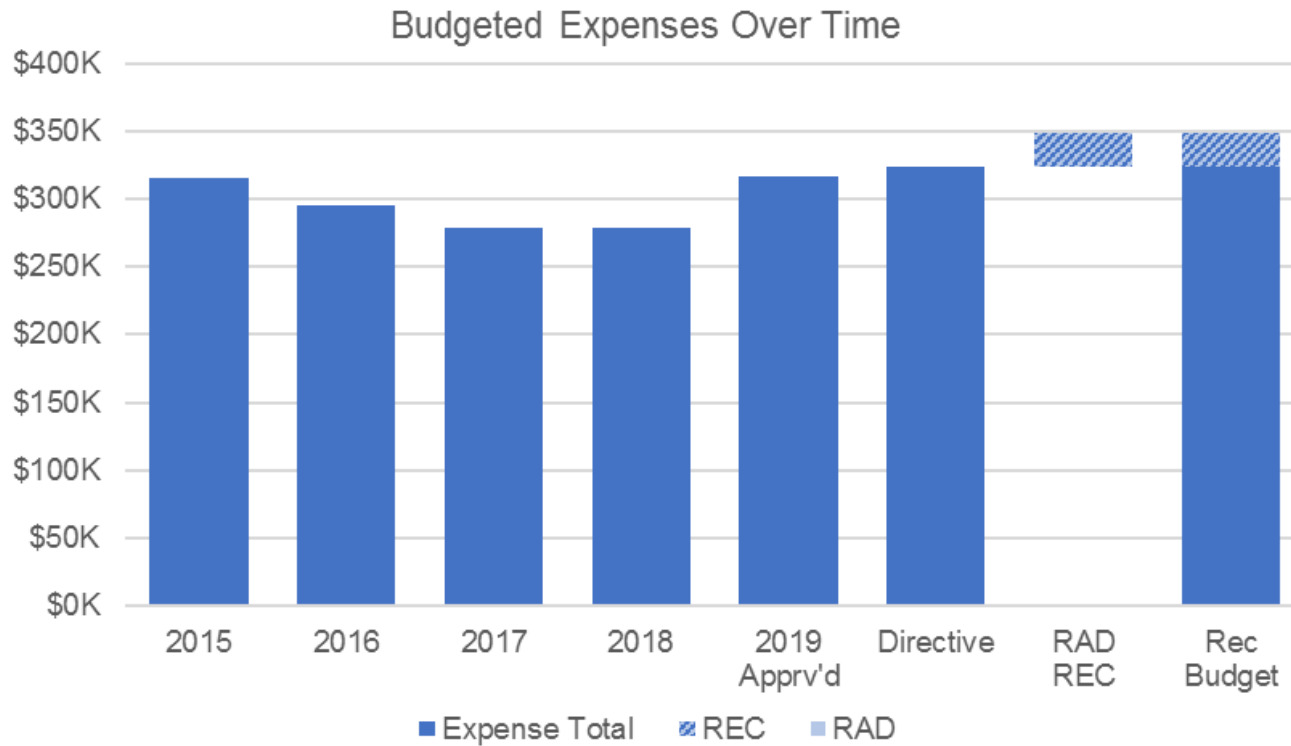
Major Challenges



- **Absentee Ballot Staffing**

- As more people take advantage of the convenience and ease of absentee voting up to 3 months before an election, this continues to put a strain on the office during the last 30 days before Election Day. This is mainly during November elections where the voter numbers are significantly higher than the June elections.
- So, again this year I'm requesting a RAD to provide additional funding for temporary staff to assist in processing absentee ballots. I'm looking to keep the Assistant Clerk in the office to provide coverage for the regular counter transactions and to assist the Clerk with some of the election preparations.
- This will take the strain off the office personnel and the potential for staff rushing and making critical errors. The Clerk will be able to do the many requirements of the Secretary of State's Office to prepare for Election Day and the G.A. Director will be able to hold regular office hours.

Budget Summary



Budget Summary

	FY2019 Adopted	\$ Change	FY2020 Directive	RADs	REC RADs	FY2020 Recommended
Expense	316,609	6,720	323,329	24,758	24,758	348,087
Revenue	131,664	(15,684)	115,980	0	0	115,980
Operating Income	(184,945)	(22,404)	(207,349)	(24,758)	(24,758)	(232,107)

Requests Above the Directive

	Project Name	Priority	Frequency	Requested	Recommended
🎯	Presidential Primary - March 2020	Maintain Effort	One-Time	13,343	13,343
	Department RAD Total			13,343	13,343
🎯	Zoning Ordinance Revision	Maintain Effort	One-Time	8,000	8,000
	Department RAD Total			8,000	8,000
🏠	2 - 10 - Temporary Election Help	Critical Need	One-Time	2,045	2,045
	Department RAD Total			2,045	2,045
Grand Total				23,388	23,388

RAD #1 – March 20, 2020 Presidential Primary (Maintain Effort)

The State of Maine Legislature is currently reviewing LD #245 an ACT to Reestablish a Presidential Primary System in Maine. This additional election would be held sometime in March 2020.

Clerk			
Court Office/Clerical Wages	10390 - 500104	37.5 hours voter reg., testing machines/nursing homes & 13.5 hours Election Day	\$890.46
Temporary/Seasonal Wages	10390 - 500113	Staff = 90 hours	\$1,562.40
		Deputy Registrars (2) = 13.5 hours	\$364.50
		Wardens/ Ward Clerks - (14) = 17.5 hours (includes training)	\$3,307.50
		Election Clerks (28) = 17.5 hours (includes training)	\$5,880.00
Overtime	10390 - 500114	7.5 hours election day & 2 extra hours absentee	\$208.53
Voter Registration			
Minor Equipment	10402 - 500317	Sunbelt Rentals - Light Tower	\$225.00
Postage	10402 - 500337	Absentee Ballots - (250)	\$125.00
		Return to Sec. of State - USB Election Device Sticks - Certified Mail	\$10.00
Advertising	10402 - 500341	Absentee ballot ad -Courier	\$250.00
		Absentee ballot ad - J.T.	\$250.00
Miscellaneous Expense	10402 - 500400	Election Worker Meals	\$270.00
			\$13,343.39

RAD # 2 – Zoning Ordinance Revision – (Maintenance of Effort)

The city is taking a comprehensive look at the zoning and land use practices which were adopted in 1985, and have been amended through the years. It is expected that this will be a substantial ordinance re-write.

In 2017 when the Zoning Ordinance was added to the City Code it cost \$8,500.

Clerk			
Contracted Services	10392 - 500428	General Code - Zoning Ordinance Re-Write	\$8,000.00

RAD # 3 – Absentee Ballot Staff for Nov. 2019 Election – (Critical Need)

During the absentee voting time period of October & Nov. 2019 I'm looking to hire 1 additional person to assist with processing absentee ballots.

Voter Registration			
Temporary/Seasonal Wages	10390 - 500113	Nov. 19 - Absentee Ballot Help - 135 hours	\$2,045.00