



# CITY CLERK'S OFFICE

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## MEMORANDUM

To: Council Members  
From: Nikki Elsen, City Clerk  
Date: July 29, 2021

Re: File 21-1037 Resolution approving adjusted wage rates for part time, seasonal and casual city employees effective August 20, 2021 (proposed Amended Resolution & Wage Rate).

I am seeking an increase of \$1.00 per hour in wage for most election official positions. I also propose to eliminate the wage rate range and have one rate per position.

Election official wages have not been raised in years. In conducting a survey of wages paid by municipalities across the state, the proposed wage falls about average. In order to keep the number of willing people to provide these services to our community, an increase is justified and necessary.

Wage range is determined by longevity. Election officials were paid the lower rate when working their first election term. Once in their second or subsequent term, they were paid the higher rate. My decision to eliminate the wage range is due to duties. Regardless whether you are in your first, second or subsequent term; all election officials have the same job duties so I feel they should be paid equitably. The Chief Inspector has added responsibilities and is in charge of the polling place; that position is paid a higher wage.

*Election Inspectors are pollworkers; they ensure smooth voting operations at polling places on Election Day. They check voters into the pollbooks, they register voters, they issue ballots to voters and much more.*

*Chief Election Inspector serves as the lead election official at a polling place and is in charge.*

*Election Clerks assist City Clerk staff with data entry, filing and more during the election season. They are required to have specialized training for access to the Wisconsin voter registration database.*

*Voting Machine Technicians are the crew that deliver and set up the election equipment and materials at the polling places and then tear down the equipment after the election. They assist with the public testing of voting equipment and help with troubleshooting and repair.*

*Voting Deputies are the election officials who administer absentee voting in certain residential care facilities and retirement homes in the City.*

I seek your approval of the increase which will be effective with Spring elections in 2022. Thank you.

Nikki M. Elsen, WCMC  
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