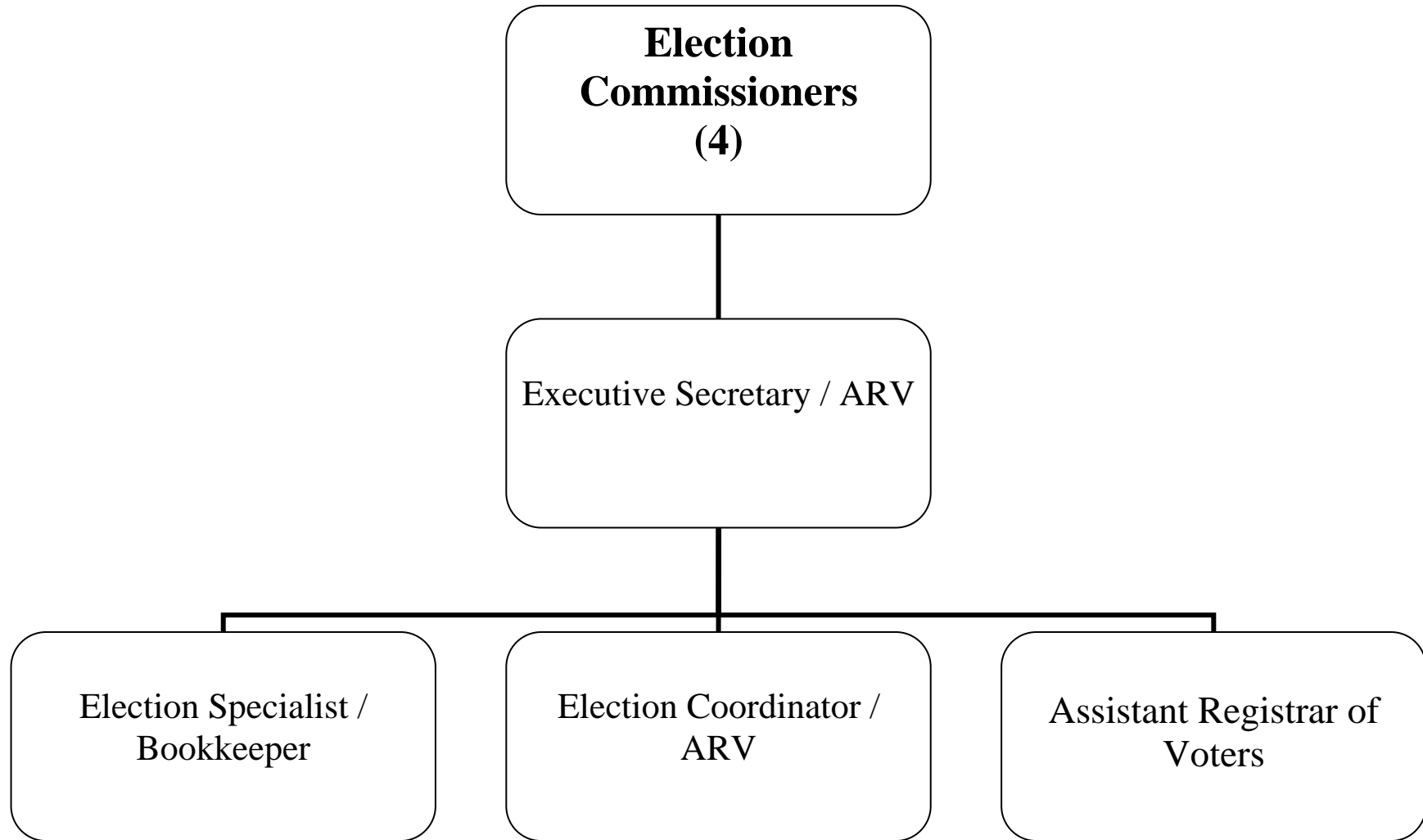


FUND: 01 – GENERAL FUND  
DEPARTMENT: 112 – ELECTION COMMISSION



## ELECTIONS COMMISSION

### **DEPARTMENT DESCRIPTION**

The Newton Election Commission is responsible for conducting all Federal, State, and Municipal Elections in accordance with Massachusetts Election Laws and Regulations as well as the City of Newton Charter.

The Commission also manages the City's Annual Census, in an effort to make a true list containing as nearly ascertainable, the name, date of birth, occupation, nationality (if not a U.S. citizen) and residence of every person three years of age or older.

Additionally the Commission is responsible for the oversight and inspection of Municipal Campaign and Political Finance Reports for accuracy and compliance with State Campaign Finance Laws.

The Commission performs the following functions:

- Administers the City's Federal, State and Municipal Elections.
- Provides oversight and inspection of Municipal Campaign and Political Finance Reports for accuracy and compliance with State Campaign Finance Laws.
- Certifies nomination papers for Federal, State and Municipal offices and petition papers for ballot questions.
- Conduct the City's Annual Census.
- Oversees voter registrations and the updating of the Voter Registry Information System, which includes all newly registered voters, political party enrollment changes, name changes, address changes and the purging of voters.

- Provides census and voter data to the public on request.

### **ACCOMPLISHMENTS**

- **Elections:** Successfully conducted 4 elections which included State Primary, State Election, Special State Primary, 10<sup>th</sup> Middlesex Representative District and Special State Election, 10<sup>th</sup> Middlesex Representative District.
- **Certification of Signature:** The Commission is required to certify nomination papers for all candidates who will seek local offices. It is estimated to exceed 7,500 signatures by year's end.
- **City Annual Census:** The Commission is currently processing the census and anticipating its completion by June at which time the Annual Residents List will be available.
- **Financial Audits:** Conducted year end financial audits for all local candidates who have active political committees.
- **Training:** Trained all wardens and clerks on election procedures and the use of the AccuVote and AutoMark machines.
- **Workforce:** The Commission has absorbed a 33% cut in personnel and has maintained it's efficiencies in day to day operations as well as preparations for all elections.
- **Voting List:** Successfully restructured the voting list to contain both active and inactive voters on the same list.

- **Vault Area:** Reorganize both storage areas to accommodate the AutoMark machines and to provide better access of documents and election support materials.
- **Polling Site:** Relocated Ward 2, Precinct 3 polling site from the old Newton North High School to Newton Senior Center.

### GOALS AND OBJECTIVES

Administer the Preliminary Election, Tuesday, September 13<sup>th</sup>; Municipal Election, Tuesday, November 8, 2011 and the Presidential Primary, March 6, 2012. By the end of the three elections all registered voters will have had the opportunity to vote successfully.

- Ensure that voting lists are updated to reflect changes in voter information by processing the 2012 City Census.
- On Election Day have all wardens and clerks prepared with paperwork necessary to allow all inactive voters the opportunity to vote.
- Provide absentee ballots for registered voters who are unable to vote at the polls on Election Day as well as individuals who are overseas.
- Review the polling sites for accessibility to maintain 100% compliance so all voters regardless of physical challenges can vote at their respective voting precinct.

Provide accurate information and support services to all residents wishing to run for elected public office.

- Ensure that 100% of the individuals seeking elected public office are provided with information pertaining to their run for office.

- Accurately certify all candidates' nomination papers for the offices of Alderman-At-Large, Ward Alderman and School Committee.
- Review all Municipal candidates' financial reports for 100% compliance to Massachusetts Campaign Finance Laws, excluding Mayoral Candidates.

Educate the public about elections and how laws provide us guidelines that promote in the process of their representation.

- Ensure that residents that contact our office will understand the responsibility of our department to provide accurate information.
- Provide seminars to schools, organizations and city agencies that will allow a better understanding of election laws.
- Allow residents to understand their responsibility to support city government by participating in the voting process.

All wardens and clerks will be trained on any changes in election law and review Election Day procedures.

- The Preliminary Election, Municipal Election and Presidential Primary will be administered per Massachusetts General Laws.
- Ensure use of the AccuVote and AutoMark machines that will provide accurate voting results.

Maximize modem transfers from AccuVote machines from voting precincts for election results.

- Modem transfers will be complete within one hour after polling sites are closed.
- The transferred information will be compiled to give accurate results.

- Information on the results will be available on the City website after the polling sites are closed and approximately by 9:15 P.M. All 31 voting precincts should be reported.

All information from 2012 City Census will be used to generate an accurate Annual Street Listing Directory.

- The 2012 Annual Street List Directory will be available to residents by June 8, 2012.
- The Street List will represent all residents of the City of Newton with 88% accuracy.

The Election Commission will be prepared for all elections in a way that is cost effective to the City of Newton.

- Staff overtime and the use of individuals participating in the “Senior Tax Work-Off Program” as well as per diem will be added during election and census compilation to ensure expedient, accurate information and timely election results.

FUND: 01 - GENERAL FUND  
DEPARTMENT: 112 - ELECTION COMMISSION

**CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL**

	ACTUAL 2009	ACTUAL 2010	ORIGINAL 2011	AMENDED 2011	RECOMMENDED 2012	APPROPRIATION CHANGE 2011 To 2012	
<b>DEPARTMENT SUMMARY</b>							
51 - PERSONAL SERVICES	487,982	494,437	383,949	383,949	427,712	43,763	11%
52 - EXPENSES	67,193	75,123	82,188	82,188	76,050	-6,138	-7%
57 - FRINGE BENEFITS	69,512	74,735	56,898	56,898	62,443	5,545	10%
<b>TOTAL DEPARTMENT</b>	<b>624,687</b>	<b>644,294</b>	<b>523,035</b>	<b>523,035</b>	<b>566,205</b>	<b>43,170</b>	<b>8%</b>
<b>CENSUS RECORDS</b>							
51 - PERSONAL SERVICES	370,007	379,607	264,699	264,699	249,712	-14,987	-6%
52 - EXPENSES	23,786	25,434	25,800	25,800	24,325	-1,475	-6%
57 - FRINGE BENEFITS	69,459	74,681	55,767	55,767	61,312	5,545	10%
<b>TOTAL CENSUS RECORDS</b>	<b>463,252</b>	<b>479,722</b>	<b>346,266</b>	<b>346,266</b>	<b>335,349</b>	<b>-10,917</b>	<b>-3%</b>
<b>ELECTIONS</b>							
51 - PERSONAL SERVICES	117,975	114,830	119,250	119,250	178,000	58,750	49%
52 - EXPENSES	43,407	49,689	56,388	56,388	51,725	-4,663	-8%
57 - FRINGE BENEFITS	53	54	1,131	1,131	1,131	0	0%
<b>TOTAL ELECTIONS</b>	<b>161,435</b>	<b>164,573</b>	<b>176,769</b>	<b>176,769</b>	<b>230,856</b>	<b>54,087</b>	<b>31%</b>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 112 - ELECTION COMMISSION

**CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL**

	ACTUAL FY2009	ACTUAL FY2010	ORIGINAL 2011	AMENDED 2011	YTD EXPENSES 2011	RECOMMENDED 2012	APPROPRIATION CHANGE FY2011 AND FY2012		
<b>112 - ELECTION COMMISSION</b>									
<b>0111201 - CENSUS RECORDS</b>									
<b>PERSONAL SERVICES</b>									
511001	FULL TIME SALARIES	346,531	340,902	235,981	235,983	182,527	237,060	1,077	0%
511103	OFFICIALS W/BENEFITS	3,963	3,557	3,952	3,952	2,303	3,952	0	0%
512001	SEASONAL WAGES	228	0	0	0	0	0	0	0%
513001	REGULAR OVERTIME	7,033	1,918	7,000	6,811	2,913	4,000	-2,811	-41%
513004	WORK BY OTHER DEPTS.	7,802	1,322	14,566	14,566	1,122	1,500	-13,066	-90%
514001	LONGEVITY	2,450	2,967	1,700	1,700	1,700	1,700	0	0%
515002	SEVERANCE PAY	0	20,442	0	187	187	0	-187	-100%
515003	SPECIAL LEAVE BUY BACK	0	6,000	0	0	0	0	0	0%
515102	CLEANING ALLOWANCE	2,000	2,500	1,500	1,500	1,500	1,500	0	0%
<b>TOTAL PERSONAL SERVICES</b>		<b>370,007</b>	<b>379,607</b>	<b>264,699</b>	<b>264,699</b>	<b>192,252</b>	<b>249,712</b>	<b>-14,987</b>	<b>-6%</b>
<b>EXPENSES</b>									
52401	OFFICE EQUIPMENT R-M	383	397	600	600	257	400	-200	-33%
53401	TELEPHONE	516	500	500	500	487	500	0	0%
5341	POSTAGE	10,000	11,836	10,000	10,000	10,000	10,000	0	0%
5342	PRINTING	10,219	9,424	11,000	11,000	9,492	11,000	0	0%
5343	ADVERTISING/PUBLICATION	0	0	50	50	0	0	-50	-100%
5420	OFFICE SUPPLIES	934	1,762	1,050	1,050	0	750	-300	-29%
5585	COMPUTER SUPPLIES	939	1,366	1,600	1,600	319	1,000	-600	-38%
5592	BOOKS/MANUALS/PERIODIC	50	0	50	50	0	0	-50	-100%
5710	VEHICLE USE REIMBURSEM	37	0	0	0	0	0	0	0%
5711	IN-STATE CONFERENCES	638	150	800	800	129	600	-200	-25%
5730	DUES & SUBSCRIPTIONS	70	0	150	150	25	75	-75	-50%
<b>TOTAL EXPENSES</b>		<b>23,786</b>	<b>25,434</b>	<b>25,800</b>	<b>25,800</b>	<b>20,709</b>	<b>24,325</b>	<b>-1,475</b>	<b>-6%</b>
<b>FRINGE BENEFITS</b>									
57DENTAL	DENTAL INSURANCE	1,765	1,817	1,249	1,249	977	1,494	245	20%
57HLTH	HEALTH INSURANCE	63,231	68,255	50,765	50,765	40,026	56,050	5,285	10%
57LIFE	BASIC LIFE INSURANCE	283	283	227	227	175	227	0	0%

**CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL**

	ACTUAL FY2009	ACTUAL FY2010	ORIGINAL 2011	AMENDED 2011	YTD EXPENSES 2011	RECOMMENDED 2012	APPROPRIATION CHANGE FY2011 AND FY2012	
57MEDA      MEDICARE PAYROLL TAX	4,181	4,326	3,526	3,526	2,132	3,541	15	0%
<b>TOTAL FRINGE BENEFITS</b>	<b>69,459</b>	<b>74,681</b>	<b>55,767</b>	<b>55,767</b>	<b>43,309</b>	<b>61,312</b>	<b>5,545</b>	<b>10%</b>
<b>TOTAL CENSUS RECORDS</b>	<b>463,252</b>	<b>479,722</b>	<b>346,266</b>	<b>346,266</b>	<b>256,270</b>	<b>335,349</b>	<b>-10,917</b>	<b>-3%</b>
<b>0111202 - ELECTIONS</b>								
<b>PERSONAL SERVICES</b>								
512001      SEASONAL WAGES	60,192	56,580	61,000	61,000	60,867	91,000	30,000	49%
513004      WORK BY OTHER DEPTS.	57,783	58,250	58,250	58,250	57,224	87,000	28,750	49%
<b>TOTAL PERSONAL SERVICES</b>	<b>117,975</b>	<b>114,830</b>	<b>119,250</b>	<b>119,250</b>	<b>118,090</b>	<b>178,000</b>	<b>58,750</b>	<b>49%</b>
<b>EXPENSES</b>								
5275      RENTAL/LEASE - PROPERTY	250	250	975	975	0	375	-600	-62%
5290      CLEANING/CUSTODIAL SVS	2,815	2,018	4,183	4,183	471	1,800	-2,383	-57%
5319      TRAINING EXPENSES	995	720	5,000	5,000	970	1,000	-4,000	-80%
53401      TELEPHONE	317	450	450	450	-40	450	0	0%
5341      POSTAGE	16,055	16,571	16,000	16,000	6,136	16,000	0	0%
5342      PRINTING	9,189	20,000	20,000	20,000	4,845	22,500	2,500	13%
5343      ADVERTISING/PUBLICATION	0	0	100	100	0	0	-100	-100%
5420      OFFICE SUPPLIES	526	680	680	680	680	600	-80	-12%
5586      VOTING MACHINE SUPPLIES	13,122	9,000	9,000	9,000	9,000	9,000	0	0%
5710      VEHICLE USE REIMBURSEM	137	0	0	0	0	0	0	0%
<b>TOTAL EXPENSES</b>	<b>43,407</b>	<b>49,689</b>	<b>56,388</b>	<b>56,388</b>	<b>22,062</b>	<b>51,725</b>	<b>-4,663</b>	<b>-8%</b>
<b>FRINGE BENEFITS</b>								
57MEDA      MEDICARE PAYROLL TAX	53	54	1,131	1,131	117	1,131	0	0%
<b>TOTAL FRINGE BENEFITS</b>	<b>53</b>	<b>54</b>	<b>1,131</b>	<b>1,131</b>	<b>117</b>	<b>1,131</b>	<b>0</b>	<b>0%</b>
<b>TOTAL ELECTIONS</b>	<b>161,435</b>	<b>164,573</b>	<b>176,769</b>	<b>176,769</b>	<b>140,269</b>	<b>230,856</b>	<b>54,087</b>	<b>31%</b>
<b>TOTAL ELECTION COMMISSION</b>	<b>624,687</b>	<b>644,294</b>	<b>523,035</b>	<b>523,035</b>	<b>396,539</b>	<b>566,205</b>	<b>43,170</b>	<b>8%</b>

FUND: 01 - GENERAL FUND  
 DEPARTMENT: 112 - ELECTION COMMISSION

**CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2011		2012	
			FTE	SALARY	FTE	SALARY
511001	Executive Secretary/ARV	H11	1	93,250	1	93,250
	Elec Spec/Bookkpr/ARV	S06	1	54,593	1	54,593
	ARV & Elect Coordinator	S05	1	44,757	1	44,757
	Asst Regist of Voters	S05	1	43,381	1	44,460
<b>Account Totals:</b>			<b>4</b>	<b>235,981</b>	<b>4</b>	<b>237,060</b>
511103	Election Commissioner	XXX	0.4	3,952	0.4	3,952
	<b>Account Totals:</b>			<b>0.4</b>	<b>3,952</b>	<b>0.4</b>
512001	Poll Workers	QQQ	1	61,000	1	61,000
	<b>Account Totals:</b>			<b>1</b>	<b>61,000</b>	<b>1</b>
<b>Report Totals:</b>			<b>5.4</b>	<b>300,933</b>	<b>5.4</b>	<b>302,012</b>