



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 a Municipal Preliminary, Municipal Election, Special State Primary and Special State Election.
- **Certification of Signature:** The Commission is required to certify nomination papers for all candidates who will seek local offices. It is estimated to exceed 10,000 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:** Performed campaign financial audits for all candidates who ran for office in the Preliminary and Municipal Elections. Conducted year end financial audits for all individuals who have 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 16% cut in personnel and has maintained its 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.

GOALS AND OBJECTIVES

Administer the State Primary, Tuesday, September 14th and State Election, Tuesday, November 2, 2010. By the end of both 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 2010 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.
- Relocate Ward 2, Precinct 3 polling site from the old Newton North High School to either the new Newton North High School or another qualified site.

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 U.S. Representative, Governor, Lt. Governor, Secretary of the Commonwealth, Attorney General, Treasurer, Auditor, Governor's Council, State Senator, State Representative, District Attorney and Sheriff.
- 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 State Primary and State Elections 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 2011 City Census will be used to generate an accurate Annual Street Listing Directory.

- The 2011 Annual Street List Directory will be available to residents by June 9, 2011.
- 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.

- The Election Commission will absorb a 33.3% cut in personnel and maintain its efficiency in day to day operations.
- 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.

DEPARTMENT:

112 - ELECTION COMMISSION

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	493,690	487,982	500,460	0	500,460	383,949	-116,511	-23%
52 - EXPENSES	67,833	67,193	82,188	0	82,188	82,188	0	0%
SUB-TOTALS:	561,522	555,175	582,648	0	582,648	466,137	-116,511	-20%
57 - FRINGE BENEFITS	62,036	69,512	77,476	0	77,476	56,898	-20,578	-27%
SUB-TOTALS:	62,036	69,512	77,476	0	77,476	56,898	-20,578	-27%
DEPARTMENT TOTALS:	623,558	624,687	660,124	0	660,124	523,035	-137,089	-21%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
0111201 CENSUS RECORDS	448,619	463,252	483,355	0	483,355	346,266	-137,089	-28%
0111202 ELECTIONS	174,939	161,435	176,769	0	176,769	176,769	0	0%
DEPARTMENT TOTALS:	623,558	624,687	660,124	0	660,124	523,035	-137,089	-21%

CENSUS RECORDS	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	363,326	370,007	381,210	0	381,210	264,699	-116,511	-31%
52 - EXPENSES	23,292	23,786	25,800	0	25,800	25,800	0	0%
SUB-TOTALS:	386,617	393,793	407,010	0	407,010	290,499	-116,511	-29%
57 - FRINGE BENEFITS	62,002	69,459	76,345	0	76,345	55,767	-20,578	-27%
SUB-TOTALS:	62,002	69,459	76,345	0	76,345	55,767	-20,578	-27%
Element Totals:	448,619	463,252	483,355	0	483,355	346,266	-137,089	-28%

ELECTIONS	ACTUAL 2008	ACTUAL 2009	ORIGINAL	2010		RECOMMENDED 2011	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	130,364	117,975	119,250	0	119,250	119,250	0	0%
52 - EXPENSES	44,541	43,407	56,388	0	56,388	56,388	0	0%
SUB-TOTALS:	174,905	161,382	175,638	0	175,638	175,638	0	0%
57 - FRINGE BENEFITS	34	53	1,131	0	1,131	1,131	0	0%
SUB-TOTALS:	34	53	1,131	0	1,131	1,131	0	0%
Element Totals:	174,939	161,435	176,769	0	176,769	176,769	0	0%

DEPARTMENT:

112 - ELECTION COMMISSION

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2010 BUDGET		2011 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Executive Secretary/ARV	H11	1	93,250	1	93,250
	Deputy Exec Sectary/ARV	H08	1	68,576	0	0
	ARV & Data Supervisor	S06	1	48,919	0	0
	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	41,918	1	43,381
Account Totals:			6	352,012	4	235,981
511103	Election Commissioner	QQQ	0.4	3,952	0.4	3,952
Account Totals:			0.4	3,952	0.4	3,952
512001	Poll Workers	QQQ	1	61,000	1	61,000
Account Totals:			1	61,000	1	61,000
Report Totals:			7.4	416,964	5.4	300,933

DEPARTMENT:
112 - ELECTION COMMISSION

**CITY OF NEWTON BUDGET
CLASSIFICATION DETAIL**

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
112 - ELECTION COMMISSION										
0111201 - CENSUS RECORDS										
PERSONAL SERVICES										
511001	FULL TIME SALARIES	332,302	346,531	351,042	0	351,042	273,673	235,981	-115,061	-33%
511101	PART TIME < 20 HRS/WK	0	0	0	0	0	0	0	0	0%
511103	OFFICIALS W/BENEFITS	3,971	3,963	3,952	0	3,952	2,896	3,952	0	0%
512001	SEASONAL WAGES	0	228	0	0	0	0	0	0	0%
513001	REGULAR OVERTIME	7,000	7,033	7,000	0	7,000	1,918	7,000	0	0%
513004	WORK BY OTHER DEPTS.	11,553	7,802	14,566	0	14,566	1,322	14,566	0	0%
514001	LONGEVITY	2,250	2,450	2,650	0	2,650	2,650	1,700	-950	-36%
515003	SPECIAL LEAVE BUY BACK	1,538	0	0	0	0	0	0	0	0%
515006	VACATION BUY BACK	2,262	0	0	0	0	0	0	0	0%
515102	CLEANING ALLOWANCE	2,450	2,000	2,000	0	2,000	2,000	1,500	-500	-25%
PERSONAL SERVICES TOTALS:		363,326	370,007	381,210	0	381,210	284,458	264,699	-116,511	-31%
EXPENSES										
52401	OFFICE EQUIPMENT R-M	353	383	600	0	600	311	600	0	0%
5313	TEMP STAFFING SERVICES	0	0	0	0	0	0	0	0	0%
53401	TELEPHONE	668	516	500	0	500	500	500	0	0%
5341	POSTAGE	1,262	10,000	10,000	0	10,000	8,826	10,000	0	0%
5342	PRINTING	17,870	10,219	11,000	0	11,000	11,000	11,000	0	0%
5343	ADVERTISING/PUBLICATIONS	0	0	50	0	50	0	50	0	0%
5420	OFFICE SUPPLIES	990	934	1,050	0	1,050	555	1,050	0	0%
5585	COMPUTER SUPPLIES	1,499	939	1,600	0	1,600	1,395	1,600	0	0%
5592	BOOKS/MANUALS/PERIODICALS	0	50	50	0	50	0	50	0	0%
5710	VEHICLE USE REIMBURSEMENT	0	37	0	0	0	0	0	0	0%
5711	IN-STATE CONFERENCES	650	638	800	0	800	200	800	0	0%
5730	DUES & SUBSCRIPTIONS	0	70	150	0	150	0	150	0	0%
EXPENSES TOTALS:		23,292	23,786	25,800	0	25,800	22,788	25,800	0	0%
FRINGE BENEFITS										
57DENTAL	DENTAL INSURANCE	1,819	1,765	1,764	0	1,764	1,386	1,249	-515	-29%

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
57HLTH	HEALTH INSURANCE	55,798	63,231	69,139	0	69,139	54,407	50,765	-18,374	-27%
57LIFE	BASIC LIFE INSURANCE	274	283	227	0	227	212	227	0	0%
57MEDA	MEDICARE PAYROLL TAX	4,111	4,181	5,215	0	5,215	3,299	3,526	-1,689	-32%
FRINGE BENEFITS TOTALS:		62,002	69,459	76,345	0	76,345	59,304	55,767	-20,578	-27%
FUNCTIONAL ELEMENT TOTALS:		448,619	463,252	483,355	0	483,355	366,549	346,266	-137,089	-28%
0111202 - ELECTIONS										
PERSONAL SERVICES										
512001	SEASONAL WAGES	78,000	60,192	61,000	0	61,000	56,580	61,000	0	0%
513004	WORK BY OTHER DEPTS.	52,364	57,783	58,250	0	58,250	58,250	58,250	0	0%
PERSONAL SERVICES TOTALS:		130,364	117,975	119,250	0	119,250	114,830	119,250	0	0%
EXPENSES										
5275	RENTAL/LEASE - PROPERTY	775	250	975	0	975	250	975	0	0%
5290	CLEANING/CUSTODIAL SVS	1,916	2,815	4,183	-1,183	3,000	2,018	4,183	1,183	39%
5313	TEMP STAFFING SERVICES	0	0	0	0	0	0	0	0	0%
5319	TRAINING EXPENSES	5,480	995	5,000	0	5,000	720	5,000	0	0%
53401	TELEPHONE	138	317	450	0	450	84	450	0	0%
5341	POSTAGE	10,401	16,055	16,000	1,183	17,183	16,338	16,000	-1,183	-7%
5342	PRINTING	16,000	9,189	20,000	0	20,000	20,000	20,000	0	0%
5343	ADVERTISING/PUBLICATIONS	0	0	100	0	100	0	100	0	0%
5420	OFFICE SUPPLIES	670	526	680	0	680	680	680	0	0%
5586	VOTING MACHINE SUPPLIES	9,030	13,122	9,000	0	9,000	9,000	9,000	0	0%
5710	VEHICLE USE REIMBURSEMENT	132	137	0	0	0	0	0	0	0%
EXPENSES TOTALS:		44,541	43,407	56,388	0	56,388	49,091	56,388	0	0%
FRINGE BENEFITS										
57HLTH	HEALTH INSURANCE	0	0	0	0	0	0	0	0	0%
57LIFE	BASIC LIFE INSURANCE	0	0	0	0	0	0	0	0	0%
57MEDA	MEDICARE PAYROLL TAX	34	53	1,131	0	1,131	54	1,131	0	0%
FRINGE BENEFITS TOTALS:		34	53	1,131	0	1,131	54	1,131	0	0%
FUNCTIONAL ELEMENT TOTALS:		174,939	161,435	176,769	0	176,769	163,974	176,769	0	0%

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
01D112 - ELECTION COMMISSION										
	52 EXPENSES	0	0	0	0	0	0	0	0	0%
TOTALS:		0	0	0	0	0	0	0	0	0%
FUNCTIONAL ELEMENT TOTALS:		0	0	0	0	0	0	0	0	0%
ELECTION COMMISSION TOTALS:		623,558	624,687	660,124	0	660,124	530,524	523,035	-137,089	-21%