



## 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 3 elections which included a Preliminary, Municipal and Presidential Primary. **A Special Election will be held on Tuesday, May 20, 2008.**
- **Certification of Signature:** The Commission is required to certify nomination papers for all candidates who will seek federal and state district offices. It is estimated to exceed 6,000 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.
- **Modems:** Increased the capacity of modem transfer from 27 to 29 of the 31 voting precincts.

- **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. The Commission will also be required to audit any ballot question committees that organize for the upcoming Special Election.
- **Training:** Trained all wardens and clerks on election procedures and the use of the new AutoMark machines.
- **Reduced Workforce:** The Commission experienced an unanticipated loss of one of its employees and maintained it's efficiencies in day to day operations as well as preparations for all elections.
- **High School Students:** The Commission with the assistance of the League of Women Voters was able to have students from both high schools participate as poll workers in the Municipal Election and Presidential Primary.
- **Accessibility:** The Commission with the assistance of the Mayor's Committee for People with Disabilities is in the process of installing an automatic door opener at the Hyde Community Center to assist physically challenged voters to better access Ward 5, Pct. 2 and Ward 6, Pct. 3 polling sites.

### **GOALS AND OBJECTIVES**

- Administer the following elections:

- State Primary, Tuesday, September 16, 2008
  - State Election, Tuesday, November 4, 2008
- Certify all candidates' nomination papers for the offices of Mayor, Alderman-At-Large, Ward Alderman and School Committee Members.
- Review Municipal Candidate Finance Reports
- Maintain statistics on voter registrations, change of enrollments, change of addresses and purge voters for two elections.
- Train all wardens and clerks on any changes in election law and to review Election Day procedures.
- Increase high school student's participation during Election Day as poll workers.
- Process the 2009 City Census
- Publish the 2009 Annual Street List Directory
- Finalize modem transfers for all precincts for election results.

DEPARTMENT:

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**CITY OF NEWTON BUDGET  
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		TOTAL	RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS				2008 To 2009	
51 - PERSONAL SERVICES	454,355	544,733	520,884	15,677		536,561	513,160	-23,401	-4%
52 - EXPENSES	61,522	54,384	79,425	0		79,425	78,325	-1,100	-1%
<b>SUB-TOTALS:</b>	<b>515,877</b>	<b>599,117</b>	<b>600,309</b>	<b>15,677</b>		<b>615,986</b>	<b>591,485</b>	<b>-24,501</b>	<b>-4%</b>
57 - FRINGE BENEFITS	48,528	54,071	70,104	0		70,104	66,193	-3,911	-6%
<b>SUB-TOTALS:</b>	<b>48,528</b>	<b>54,071</b>	<b>70,104</b>	<b>0</b>		<b>70,104</b>	<b>66,193</b>	<b>-3,911</b>	<b>-6%</b>
<b>DEPARTMENT TOTALS:</b>	<b>564,404</b>	<b>653,188</b>	<b>670,413</b>	<b>15,677</b>		<b>686,090</b>	<b>657,678</b>	<b>-28,412</b>	<b>-4%</b>

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		TOTAL	RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS				2008 To 2009	
0111201 CENSUS RECORDS	434,664	473,950	479,827	22,055		501,882	467,772	-34,110	-7%
0111202 ELECTIONS	129,740	179,238	190,586	-6,378		184,208	189,906	5,698	3%
<b>DEPARTMENT TOTALS:</b>	<b>564,404</b>	<b>653,188</b>	<b>670,413</b>	<b>15,677</b>		<b>686,090</b>	<b>657,678</b>	<b>-28,412</b>	<b>-4%</b>

CENSUS RECORDS	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		TOTAL	RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS				2008 To 2009	
51 - PERSONAL SERVICES	355,196	409,344	384,634	15,677		400,311	376,910	-23,401	-6%
52 - EXPENSES	30,940	10,633	26,220	6,378		32,598	25,800	-6,798	-21%
<b>SUB-TOTALS:</b>	<b>386,136</b>	<b>419,976</b>	<b>410,854</b>	<b>22,055</b>		<b>432,909</b>	<b>402,710</b>	<b>-30,199</b>	<b>-7%</b>
57 - FRINGE BENEFITS	48,528	53,974	68,973	0		68,973	65,062	-3,911	-6%
<b>SUB-TOTALS:</b>	<b>48,528</b>	<b>53,974</b>	<b>68,973</b>	<b>0</b>		<b>68,973</b>	<b>65,062</b>	<b>-3,911</b>	<b>-6%</b>
<b>Element Totals:</b>	<b>434,664</b>	<b>473,950</b>	<b>479,827</b>	<b>22,055</b>		<b>501,882</b>	<b>467,772</b>	<b>-34,110</b>	<b>-7%</b>

ELECTIONS	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		TOTAL	RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS				2008 To 2009	
51 - PERSONAL SERVICES	99,158	135,389	136,250	0		136,250	136,250	0	0%
52 - EXPENSES	30,582	43,751	53,205	-6,378		46,827	52,525	5,698	12%
<b>SUB-TOTALS:</b>	<b>129,740</b>	<b>179,140</b>	<b>189,455</b>	<b>-6,378</b>		<b>183,077</b>	<b>188,775</b>	<b>5,698</b>	<b>3%</b>
57 - FRINGE BENEFITS	0	98	1,131	0		1,131	1,131	0	0%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>98</b>	<b>1,131</b>	<b>0</b>		<b>1,131</b>	<b>1,131</b>	<b>0</b>	<b>0%</b>
<b>Element Totals:</b>	<b>129,740</b>	<b>179,238</b>	<b>190,586</b>	<b>-6,378</b>		<b>184,208</b>	<b>189,906</b>	<b>5,698</b>	<b>3%</b>

DEPARTMENT:  
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CITY OF NEWTON BUDGET  
**PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2008 BUDGET		2009 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Executive Secretary/ARV	H11	1	87,420	1	91,411
511001	Deputy Exec Sectary/ARV	H08	1	64,288	1	67,224
511001	ARV & Data Supervisor	S06	1	47,249	1	48,675
511001	Elec Spec/Bookkpr/ARV	S06	1	52,729	1	54,320
511001	ARV & Elect Coordinator	S05	1	43,229	1	44,534
511001	Asst Regist of Voters	S05	2	73,015	1	40,744
<b>Account Totals:</b>			<b>7</b>	<b>367,929</b>	<b>6</b>	<b>346,908</b>
511103	Election Commissioner	QQQ	0.4	3,952	0.4	3,952
<b>Account Totals:</b>			<b>0.4</b>	<b>3,952</b>	<b>0.4</b>	<b>3,952</b>
512001	Poll Workers	QQQ	1	78,000	1	78,000
<b>Account Totals:</b>			<b>1</b>	<b>78,000</b>	<b>1</b>	<b>78,000</b>
<b>Report Totals:</b>			<b>8.4</b>	<b>449,881</b>	<b>7.4</b>	<b>428,860</b>