



ELECTIONS COMMISSION

DEPARTMENT DESCRIPTION

The City of Newton Election Department is responsible for administering the City's Federal, State, and Municipal elections in accordance with all applicable election laws and regulations.

Additional responsibilities include the oversight and inspection of municipal Campaign and Political Finance Reports for accuracy and compliance with state campaign finance laws, and the certification of nomination and petition papers for federal, state and municipal offices.

Further, the department manages the City's annual census to update population data for the school and other city departments to assure proper funding by the Commonwealth and other sources.

The department 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.
- Manages the City's annual census to update population data for the school and other city departments.
- Oversees voter registrations and the updating of the Voter Registry Information System to assure updated voter histories.
- Provides disks of census and voter data to political candidates and interested parties.

ACCOMPLISHMENTS

1. Conducted successful Preliminary and Municipal Elections.
2. Increased the capacity of modem transfers to 27 of our 31 precincts for election results.
3. Trained over 200 election workers for the Preliminary and Municipal Elections. Kept workers current on the changes and provisions of the Help America Vote Act (HAVA).
4. Successfully completed 2005 City Census and the Annual Residents List.

5. Certified over 4,500 Initiative Petitions consisting of 11,938 signatures.
6. Started the process to inventory and archive voter registration books dating back to the early 1900's.
7. Posted election results for the November 8, 2005 Municipal Election on the City website by 9:00 p.m. on election night.

GOALS AND OBJECTIVES

1. To conduct and record the 2006 City Census as of January 1, 2006.
2. To publish the 2006 Annual Street List Directory.
3. To administer the September 19th State Primary.
4. To administer the November 7th State Election.
5. To certify all candidate nomination papers.
6. To implement the further Help America Vote Act provisions dealing with accessible voting equipment (DRE voting machines).
7. To implement new training sessions for election workers regarding new HAVA requirements.
8. To provide informational services and educational seminars to schools, groups and city agencies

DEPARTMENT:

112 - ELECTION COMMISSION

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	325,210	328,350	461,559	9,529	471,088	485,086	13,998	3%
52 - EXPENSES	57,678	66,815	77,670	4,500	82,170	69,670	-12,500	-15%
SUB-TOTALS:	382,888	395,164	539,229	14,029	553,258	554,756	1,498	0%
57 - FRINGE BENEFITS	43,876	44,850	53,206	150	53,356	57,555	4,199	8%
SUB-TOTALS:	43,876	44,850	53,206	150	53,356	57,555	4,199	8%
DEPARTMENT TOTALS:	426,764	440,014	592,435	14,179	606,614	612,311	5,697	1%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
0111201 CENSUS RECORDS	392,771	401,675	444,236	8,926	453,162	464,112	10,950	2%
0111202 ELECTIONS	33,993	38,339	148,199	5,253	153,452	148,199	-5,253	-3%
DEPARTMENT TOTALS:	426,764	440,014	592,435	14,179	606,614	612,311	5,697	1%

CENSUS RECORDS	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	325,210	328,350	357,290	9,529	366,819	380,817	13,998	4%
52 - EXPENSES	23,687	28,476	34,465	-753	33,712	26,465	-7,247	-21%
SUB-TOTALS:	348,897	356,825	391,755	8,776	400,531	407,282	6,751	2%
57 - FRINGE BENEFITS	43,874	44,850	52,481	150	52,631	56,830	4,199	8%
SUB-TOTALS:	43,874	44,850	52,481	150	52,631	56,830	4,199	8%
Element Totals:	392,771	401,675	444,236	8,926	453,162	464,112	10,950	2%

ELECTIONS	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	0	0	104,269	0	104,269	104,269	0	0%
52 - EXPENSES	33,991	38,339	43,205	5,253	48,458	43,205	-5,253	-11%
SUB-TOTALS:	33,991	38,339	147,474	5,253	152,727	147,474	-5,253	-3%
57 - FRINGE BENEFITS	2	0	725	0	725	725	0	0%
SUB-TOTALS:	2	0	725	0	725	725	0	0%
Element Totals:	33,993	38,339	148,199	5,253	153,452	148,199	-5,253	-3%

DEPARTMENT:
112 - ELECTION COMMISSION

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	RANGE	2006 BUDGET		2007 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Executive Secretary/ARV	H11	1	82,579	1	83,089
	Deputy Exec Sectary/ARV	H08	1	59,320	1	59,687
	ARV & Data Supervisor	S06	1	43,877	1	44,985
	Elec Spec/Bookkpr/ARV	S06	1	49,929	1	50,237
	ARV & Elect Coordinator	S05	1	40,934	1	41,186
	Asst Regist of Voters	S04	2	70,474	2	72,031
Account Totals:			7	347,113	7	351,215
511101	Clerk	QQQ	0.4	14,259	0	0
Account Totals:			0.4	14,259	0	0
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	50,000	1	50,000
Account Totals:			1	50,000	1	50,000
Report Totals:			8.8	415,324	8.4	405,167