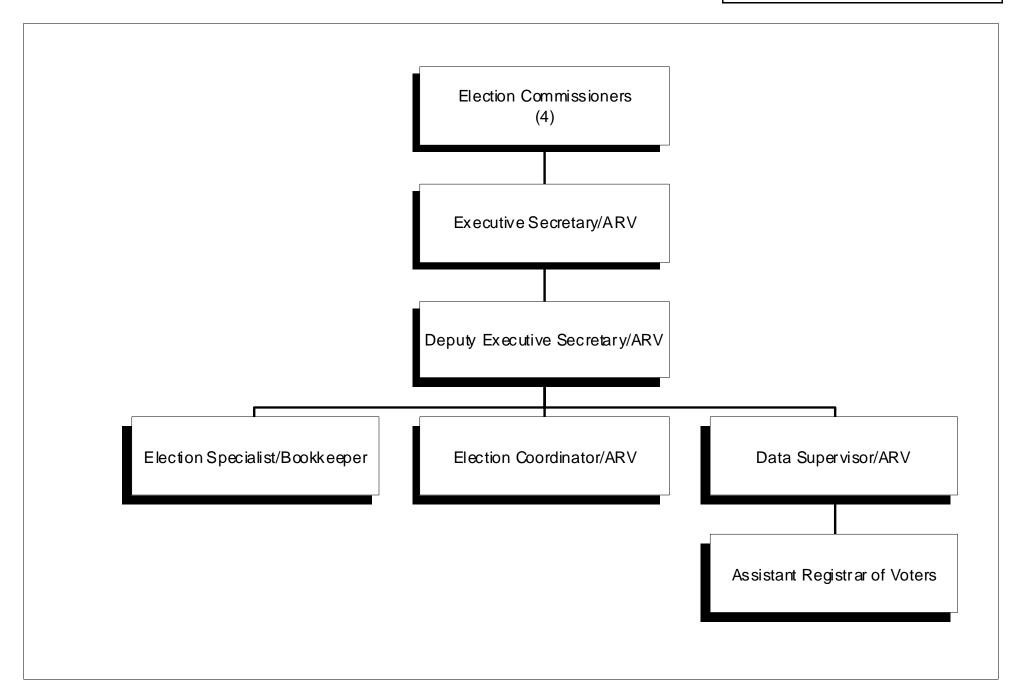
DEPARTMENT:

112 - ELECTION COMMISSION

ORGANIZATION



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

- <u>Elections</u>: Successfully conducted 2 elections which included a State Primary and State Election.
- <u>Certification of Signature</u>: 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.
- <u>City Annual Census</u>: The Commission is currently processing the census and anticipating its completion by May at which time the Annual Residents List will be available.
- <u>Modems</u>: Increased the capacity of modem transfer from 29 to 30 of the 31 voting precincts.
- <u>Financial Audits</u>: 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.

- <u>Training</u>: 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 it's efficiencies in day to day operations as well as preparations for all elections.
- <u>High School Students</u>: 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 State Primary and State Election.
- Boston College Students: The Commission with the assistance of Boston College's Vice-President of Public Relations, Patrick Rowlawskas and Head of the Political Science Program, Professor Jamel Bell encouraged 33 students to assist at the polling sites on State Election Day.

GOALS AND OBJECTIVES

- Administer the following elections:
 - o City Preliminary, Tuesday, September 15, 2009
 - o City Election, Tuesday, November 3, 2009
- Certify all candidates' nomination papers for the offices of Mayor, Alderman-At-Large, Ward Alderman and School Committee Members.
- Certify voters' signatures on a Charter Revision Petition which will require a minimum of 7,758 voter signatures and certify nomination papers for Charter Commission candidates.

- Review Municipal Candidate Finance Reports
- Restructure voting list to contain both active and inactive voters on the same list.
- 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 2010 City Census
- Publish the 2010 Annual Street List Directory
- Review polling sites for accessibility.
- Finalize modem transfers for all precincts for election results.
- Provide informational services and educational seminars for schools, organizations and city agencies.

DEPARTMENT:

112 - ELECTION COMMISSION

CITY OF NEWTON BUDGET DEPARTMENT SUMMARY

OBJECT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	544,733	493,690	513,160	0	513,160	500,460	-12,700	-2%
52 - EXPENSES	54,384	67,833	78,325	0	78,325	82,188	3,863	5%
SUB-TOTALS:	599,117	561,522	591,485	0	591,485	582,648	-8,837	-1%
57 - FRINGE BENEFITS	54,071	62,036	66,193	4,968	71,161	77,476	6,315	9%
SUB-TOTALS:	54,071	62,036	66,193	4,968	71,161	77,476	6,315	9%
DEPARTMENT TOTALS:	653,188	623,558	657,678	4,968	662,646	660,124	-2,522	0%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
0111201 CENSUS RECORDS	473,950	448,619	467,772	4,968	472,740	483,355	10,615	2%
0111202 ELECTIONS	179,238	174,939	189,906	0	189,906	176,769	-13,137	-7%
DEPARTMENT TOTALS:	653,188	623,558	657,678	4,968	662,646	660,124	-2,522	0%

CENSUS RECORDS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION C 2009 To 2010	_
51 - PERSONAL SERVICES	409,344	363,326	376,910	0	376,910	381,210	4,300	1%
52 - EXPENSES	10,633	23,292	25,800	0	25,800	25,800	0	0%
SUB-TOTALS:	419,976	386,617	402,710	0	402,710	407,010	4,300	1%
57 - FRINGE BENEFITS	53,974	62,002	65,062	4,968	70,030	76,345	6,315	9%
SUB-TOTALS:	53,974	62,002	65,062	4,968	70,030	76,345	6,315	9%
Element Totals:	473,950	448,619	467,772	4,968	472,740	483,355	10,615	2%

ELECTIONS	ELECTIONS		ACTUAL 2008	2009 ORIGINAL ADJUSTMENTS TOTAL		TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES		135,389	130,364	136,250	0	136,250	119,250	-17,000	-12%
52 - EXPENSES		43,751	44,541	52,525	0	52,525	56,388	3,863	7%
	SUB-TOTALS:	179,140	174,905	188,775	0	188,775	175,638	-13,137	-7%
57 - FRINGE BENEFITS		98	34	1,131	0	1,131	1,131	0	0%
	SUB-TOTALS:	98	34	1,131	0	1,131	1,131	0	0%
Element Totals:		179,238	174,939	189,906	0	189,906	176,769	-13,137	-7%

DEPARTMENT:

112 - ELECTION COMMISSION

CITY OF NEWTON BUDGET PERSONAL SERVICES SUMMARY

			2009 BUDGET			010 MENDED
ACCOUNT	POSITION TITLE	RANGE	FTE	SALARY	FTE	SALARY
511001	Executive Secretary/ARV	H11	1	91,411	1	93,250
	Deputy Exec Sectary/ARV	H08	1	67,224	1	68,576
	ARV & Data Supervisor	S06	1	48,675	1	48,919
	Elec Spec/Bookkpr/ARV	S06	1	54,320	1	54,593
	ARV & Elect Coordinator	S05	1	44,534	1	44,757
	Asst Regist of Voters	S05	1	40,744	1	40,948
		Account Totals:	6	346,908	6	351,042
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	78,000	1	61,000
		Account Totals:	1	78,000	1	61,000
		Report Totals:	7.4	428,860	7.4	415,994