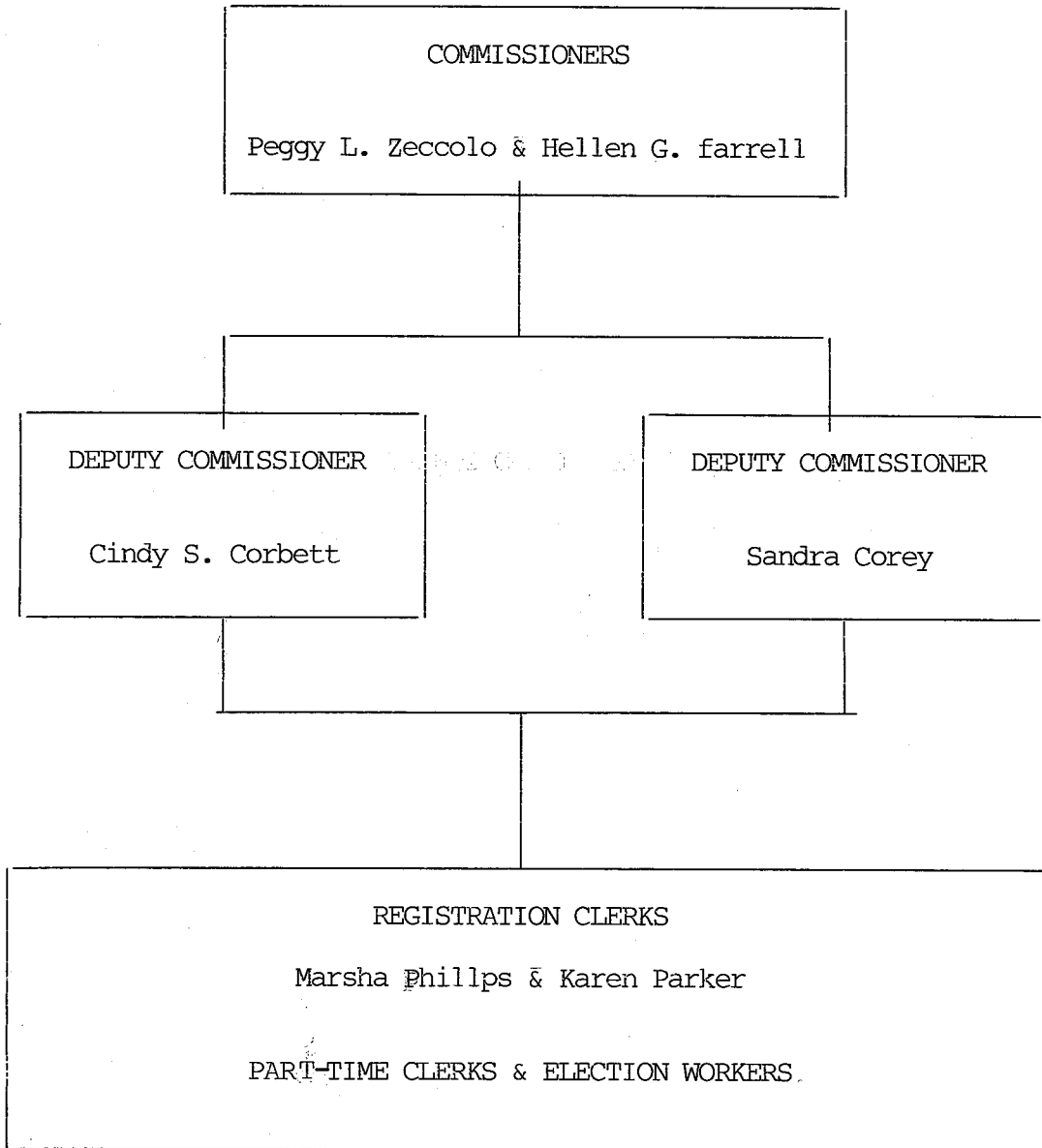


ORGANIZATIONAL CHART
JEFFERSON COUNTY BOARD OF ELECTIONS

1992





COUNTY OF JEFFERSON
BOARD OF ELECTIONS
COUNTY BUILDING, 175 ARSENAL STREET
WATERTOWN, NY 13601-2543

TELEPHONE: (315) 785-3027, 3028 or 3325

REPUBLICAN COMMISSIONER
HELEN G. FARRELL

DEMOCRATIC COMMISSIONER
PEGGY L. ZECCOLO

January 24, 1992

TO: ~~James~~ James Wright
FROM: Board of Elections
SUBJECT: Objectives and Summary of Services

OBJECTIVES:

To provide for and register voters in Jefferson County and to conduct elections as required by law.

SUMMARY OF SERVICES:

1. To provide registration forms and assistance to those persons wishing to register.
2. Training of election inspectors in election procedure.
3. Training of machine custodians in election set-up and voting machine repair.
4. Assistance to Town Clerks, Village Clerks, School Districts and Fire Districts relative to their elections.
5. To provide statistical data on registration, enrollment and voting.
6. To provide directory of elected officials in Jefferson County.



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REPUBLICAN COMMISSIONER

HELEN G. FARRELL

DEMOCRATIC COMMISSIONER

PEGGY L. ZECCOLO

December 20, 1991

TO: James Wright, County Administrator
FROM: Commissioners of the Board of Elections
RE: 1992 Work Plan

The Presidential election will be our main goal for 1992. During this year we will have two primaries, April and September, two registration days, October, and a general election, November. The majority of our year will be making certain the elections are conducted accurately and legally.

We hope to get our Personal Computer in operation, and implement programs giving our office more efficiency in reporting information on candidates, financial statements, inspectors, party representatives, and machine custodians to name a few. These programs will make report writing easier, and give political parties, State Board of Elections, elected officials, candidates, and the public a more thorough basis for information.

We will still do our outreach programs at the local schools, and forward registrations to the Jefferson County Post Offices, libraries, banks, real estate offices, and public offices.

This is a very busy year, and we are all ready working towards the November, 1992 elections. We see no major problems for this year.



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REPUBLICAN COMMISSIONER

HELEN G. FARRELL

DEMOCRATIC COMMISSIONER

PEGGY L. ZECCOLO

January 31, 1993

TO: Jefferson County Board of Elections
County Office Building
175 Arsenal Street
Watertown, NY 13601

SUBJECT: Annual Report for year 1992

The Jefferson County Board of Elections is pleased to submit its Annual Report for 1992.

The challenge to this Board in 1992 was to handle a greatly increased workload precipitated by a Presidential Election, while experiencing significant modification of procedures.

We are pleased to report that this Board met its challenges with complete success.

This Board wishes to acknowledge that this could not have occurred without the support and cooperation of the Jefferson County Board of Supervisors, its officers and staff, as well as the assistance of the various county departments.

Peggy L. Zeccolo
Peggy L. Zeccolo,
Commissioner

Helen G. Farrell
Helen G. Farrell,
Commissioner

Cindy S. Corbett
Cindy S. Corbett
Deputy Commissioner

Sandra L. Corey
Sandra L. Corey,
Deputy Commissioner

1992 OVERVIEW

The Jefferson County Board of Elections expected 1992 to be a hectic year, and we weren't disappointed. As usual, the Presidential Election year brings with it increased public focus on the election process, as well as an increased workload for those who conduct the elections. Citizens who are usually apathetic about politics are eager to vote for President and view the Presidential election as the only important election, the one they never miss. The Board of Elections must then be prepared to handle the needs of many more voters than in the off-years.

In addition to the increased scrutiny and extra work that comes with the quadrennial election, 1992 found the Jefferson County Board committed to implementing the recommendations which had been made to us in the on-site review by the State Board of Elections in 1991. This audit, while generally approving of our activities and procedures, did suggest modifications which would help to standardize operations statewide.

Local Redistricting:

In January, the Watertown City Council decided to reduce the number of election districts in the City from thirty to twenty. More than 9000 individual records were

changed by Board personnel to reflect new districts.

April Primary:

Certification and publication of the April enrollment lists and the annual high school registration drive were conducted in early Spring, even as we were also preparing supplies for the April Presidential Primary. Once recanvass and certification of the Primary was completed, we were into the petition period. There were no county-wide races this year which kept down the number of petitions received to twenty-five. Registration forms began pouring-in about this time at the rate of approximately 100 per day. Applications for absentee ballots began arriving at a similar rate. The Board employes were kept very busy processing these in a timely manner.

Inspector Training:

Training sessions were held in August for Election Inspectors. A new location and an improved curriculum were used for the first time, as the Deputy Commissioners attempted to make the training more relevant and effective. Inspectors had more input in choosing the content and direction of the classes, and more time was spent answering questions than previously. We had over

95% attendance by inspectors, and 100% passing rate on the examination.

Annual Card Check:

The Post Office returned over 2600 cards as undeliverable during the Annual Mail Check.

September Primary:

Ballot certification for the September Primary was held up to the last moment by petition challenges and court orders on the Congressional and Assembly level and the faxes flew back and forth between the printer and us, right up until deadline. The September Primary brought with it all of the usual work associated with an election....everything from preparing and packing supplies to the recanvass and certification of results. And all the time the Registration forms and Absentee Applications continued to pour in, sometimes more than 200 per day. Walk-ins to the office used every inch of available counter space, as we registered nearly 800 voters centrally, and handled many absentee requests.

Local Registration:

Local registration days were much busier than they had been in several years. 822 persons took advantage of local registration in 1992.

Local Military Voting:

Who would have believed that Hurricane Andrew would have an effect on our operations, 1500 miles away from south Florida? Yet it did, as over 8000 troops from Fort Drum were sent to Florida to assist in the cleanup. Many of the soldiers requested absentee ballots. Troops began arriving back in Jefferson County in mid-October, after the deadline to register by mail. They were accommodated by County Court which issued 287 court orders, many to Fort Drum soldiers.

General Election:

In comparison to the pace we had been maintaining, the November 3 election looked like it would be a routine one. This Board retained absentee ballots to be counted centrally, which speeds up the canvassing of results at the polling place. The election night reporting system for providing unofficial results to the media and public worked smoothly. This system involved the cooperation of

the Jefferson County Data Processing unit, which tabulated unofficial results by computer, a process which eliminated the need for a number of temporary workers we had used in the past to tabulate results on adding machines.

Court Order:

Then the bombshell hit. Just about the time we were ready to wrap up and head for home, the Board was served with THE Court Order, which seized all of the election records, absentee ballots, voting machines, everything. After midnight, the two Election Commissioners and their deputies headed out with Sheriff's Deputies in four directions across the County to collect the outstanding election supplies, and to secure the voting machines and their keys. We arrived back at the Board offices around 6AM and leaving a Sheriff's Deputy standing guard, headed for home.

Communications flew back and forth for the next few days as we were prevented from recanvassing the results. At one time it looked as though all of the materials would be seized and taken to the Sheriffs office to eliminate the overtime dollars it was costing the Sheriff to post a guard. A compromise was reached in which the County

Maintenance installed a deadbolt lock on our storage area and sealed the door against intrusion. The materials were kept in locked file cabinets within the room and the 24-hour-a-day guard duty was canceled. The Board was eager to begin the recanvass and permission was obtained through the State Board for us to begin investigating and deciding the fate of the 212 affidavit ballots that had been received on election night. When the court order was lifted, the Board employees proceeded to recanvass and certify the results of the election by the deadline.

Purge:

January December brought with it the purge of non-voters. All 45,000 registrations were checked and 913 voters were identified as not having voted in five years, notified, and their registrations canceled.

1993 Preview

1993 promises to be another lively year for the Board. A personal computer has been installed and the Board employees are presently in training to use it. We will utilize the PC in many ways, automating petition and campaign finance report processing with the CAPAS.

software, developing databases of election inspectors, calculating election statistics, and speeding up our form letter procedures. Terms of office for all county Supervisors, many town offices, County Clerk, and two seats on the Watertown City Council expire this year, so we expect to handle a large volume of nominating petitions and financial statements, as well as thirty-two or more individual ballots.

We are looking forward to many things coming to pass in 1993. The City of Watertown Charter Commission, it is hoped, will recommend amending the City Charter to conform with State Election Law.

Emergency 911 will soon go into effect in Jefferson County, which will give unique names to all the roads, and assign a house number to each house. Although this Board will initially have to change as many as half of our records, the numbering system will speed up the procedure of placing new voters in the proper election district, eliminating much fruitless telephoning. Rural route numbers will become a thing of the past in Jefferson County, and good riddance to them and the difficulty they have caused to the Board of Elections.

It is also our plan in 1993 to attend as much training as possible. The seminars are always useful, much information is attained, and it is good to realize that other counties run into the same problems that we do.

We hope that this overview of our activities during 1992 gives you some insight into the operations of the Jefferson County Board of Elections.

Respectfully Submitted:

**ANNUAL REPORT
STATISTICAL INFORMATION FORM**

PAGE 1

FINANCIAL SUMMARY

BUDGET

TOTAL BUDGET FOR 1992	\$ 166,053.00
AMOUNT 92 BUDGET INCREASE OR DECREASE FROM LAST YEARS BUDGET	\$ 27,973.00
AMOUNT APPROPRIATED FOR 92	
SALARIES	\$ 122,851.00
PRINTING & ADVERTISING	\$ 18,587.00
SUPPLIES, TELEPHONE, POSTAGE, EQUIPMENT & MAINTENANCE	\$ 22,815.00
TRAINING	\$ 1,800.00

STAFF SUMMARY

COMMISSIONERS

DEMOCRATIC COMMISSIONER SALARY	\$ 2,500.00
REPUBLICAN COMMISSIONER SALARY	\$ 2,500.00
2 OR 4 YEAR TERM	2
FULL OR PART TIME	PART TIME

DEPUTY COMMISSIONERS

DEMOCRATIC DEPUTY SALARY	\$ 26,140.00
REPUBLICAN DEPUTY SALARY	\$ 26,140.00
FULL OR PART TIME	FULL TIME

EMPLOYEES

NUMBER OF FULL TIME BOARD EMPLOYEES	2
NUMBER OF PART TIME BOARD EMPLOYEES	2to4

REGISTRATION AND ENROLLMENT SUMMARY

COUNTY REGISTRATION ISSUED IN SPRING

COUNTY REGISTRATION ISSUED IN SPRING (MALE)	19,487
COUNTY REGISTRATION ISSUED IN SPRING (FEMALE)	21,605
COUNTY REGISTRATION ISSUED IN SPRING (BLANK & VOID)	5,535
TOTAL SPRING REGISTRATION FIGURE	41,092

CURRENT REGISTRATION

CURRENT COUNTY REGISTRATION (MALE)	21,487
CURRENT COUNTY REGISTRATION (FEMALE)	23,960
CURRENT COUNTY REGISTRATION (BLANK & VOID)	7,137
CURRENT TOTAL REGISTRATION	45,707

CURRENT COUNTY ENROLLMENT BY PARTY

CURRENT DEMOCRATIC ENROLLMENT	14,424
CURRENT REPUBLICAN ENROLLMENT	22,963
CURRENT CONSERVATIVE ENROLLMENT	539
CURRENT RIGHT TO LIFE ENROLLMENT	165
CURRENT LIBERAL ENROLLMENT	479

MAIL CHECK INFORMATION

NUMBER OF NOTICES MAILED	40,766
NUMBER OF NOTICES RETURNED	2,611
NUMBER OF 2ND. NOTICES MAILED	
NUMBER OF REGISTRATIONS CANCELLED	
NUMBER OF RE-REGISTRATIONS	

PURGE INFORMATION

NUMBER OF PURGED NOTICES SENT	913
NUMBER PURGED FOR NON-VOTING	913
NUMBER OF VOTERS RE-REGISTERING	

REGISTRATION INFORMATION CONT	
LOCAL REGISTRATION	
NUMBER OF FORMS PROCESSED	822
NUMBER OF SITES USED	25
DATES OF LOCAL REGISTRATION	9/29 & 10/10
HOURS OF LOCAL REGISTRATION	4PM-7:30PM 2PM-9PM
COST OF LOCAL REGISTRATION (PER REG. RECEIVED)	\$ 7.10
NUMBER OF PEOPLE WHO CALLED TO REGISTER AFTER LAST DAY OF LOCAL REGISTRATION 287 court orders	<input type="checkbox"/> 0 TO 25 <input type="checkbox"/> 26 TO 100 <input checked="" type="checkbox"/> OVER 100 (CHECK ONE)
CENTRAL REGISTRATION	
NUMBER OF CENTRAL REGISTRATION FORMS PROCESSED	786
MAIL REGISTRATION	
NUMBER OF FORMS USED	14,990
NUMBER OF FORMS ISSUED TO GROUPS	6,300
NUMBER OF FORMS PROCESSED FROM AGENCY - BASED REG. PROGRAM	22
TOTAL NUMBER OF MAIL REGISTRATION FORMS PROCESSED	10,456
CANCELLATIONS	
NUMBER OF REGISTRATIONS CANCELLED (REASON) MOVED & DEATH	4,185
NUMBER OF CANCEL NOTICES SENT TO OTHER NY COUNTIES WE SEND THESE NOTICES	
NUMBER OF CANCEL NOTICES SENT TO OTHER STATES BUT HAVE NO WAY TO KEEP RECORDS	
INSPECTOR INFORMATION SUMMARY	
TRAINING AND SALARY	
NUMBER OF INSPECTORS APPOINTED	320
NUMBER OF INSPECTORS ATTENDING CLASS	307
NUMBER OF INSPECTORS WHO TOOK EXAM.	315
NUMBER OF INSPECTORS WHO FAILED EXAM.	0
NUMBER OF ALTERNATE INSPECTORS APPOINTED AND TRAINED	59
NUMBER OF CLASSES GIVEN	6
CLASS SIZE	50 to 75
AVERAGE LENGTH OF CLASS SESSION	1 1/2 HOURS
INSPECTOR SALARY RANGE (IF YOU HAVE A COUNTY-WIDE SALARY ENTER THAT AMOUNT IN BOTH THE LOW AND HIGH BOX)	LOW \$ [4.25] HIGH \$ [8.00]
RATE OF PAY FOR INSPECTORS ATTENDING TRAINING SESSION	\$ 5.00 to 10.00
NUMBER OF PEOPLE WHO CHECK MAIL REG OR CALLED BECAUSE OF MAIL CHECK CARD ASKING TO BE PUT ON LIST AS INSPECTOR	178
ABSENTEE AND AFFIDAVIT BALLOT SUMMARY	
PRIMARY ABSENTEES	
NUMBER OF APPLICATIONS RECEIVED	848
NUMBER OF BALLOTS MAILED	844
NUMBER OF BALLOTS RETURNED	17
NUMBER INVALIDATED (NOT SIGNED, DATED AFTER ELEC, ETC.)	54
NUMBER OF VOTERS WHO VOTED IN PERSON AFTER VOTING ABSENTEE	2
GENERAL ABSENTEES	
NUMBER OF APPLICATIONS RECEIVED	3006
NUMBER OF BALLOTS MAILED	2982
NUMBER OF BALLOTS RETURNED	22
NUMBER INVALIDATED (NOT SIGNED, DATED AFTER ELEC, ETC.)	163
NUMBER OF VOTERS WHO VOTED IN PERSON AFTER VOTING ABSENTEE	17

IF YOU VISIT NURSING HOMES FOR ABSENTEE BALLOTS	
NUMBER OF HOMES VISITED	1
NUMBER OF BALLOTS PROCESSED	2
PRIMARY AFFIDAVITS	
NUMBER OF AFFIDAVITS RECEIVED	25
NUMBER OF AFFIDAVITS COUNTED	17
REASONS FOR REJECTION	
NUMBER NOT SIGNED	0
NUMBER NOT IN DISTRICT 0 / WRONG ENROLLMENT	2
NUMBER FILLED OUT INCORRECTLY 0 / NOT REGISTERED	6
GENERAL AFFIDAVITS	
NUMBER OF AFFIDAVITS RECEIVED	212
NUMBER OF AFFIDAVITS COUNTED	158
REASONS FOR REJECTION	
NUMBER NOT SIGNED	0
NUMBER NOT IN DISTRICT 0 / NOT REGISTERED	49
NUMBER FILLED OUT INCORRECTLY	5
PETITIONS	
DESIGNATING PETITIONS	
NUMBER RECEIVED	22
NUMBER CHALLENGED	0
NUMBER OF SPECS FILED	0
NUMBER INVALIDATED BY BOARD	0
NUMBER OF COURT CASES	0
NUMBER OF CASES UPHOLDING BOARD POSITION	0
NUMBER OF CASES REVERSING BOARD POSITION	0
INDEPENDENT PETITIONS 1 CAUCUS	
NUMBER RECEIVED	3
NUMBER CHALLENGED	0
NUMBER OF SPECS FILED	0
NUMBER INVALIDATED BY BOARD	0
NUMBER OF COURT CASES	0
NUMBER OF CASES UPHOLDING BOARD POSITION	0
NUMBER OF CASES REVERSING BOARD POSITION	0
CAMPAIGN FINANCE SUMMARY	
NUMBER OF FILINGS	13
NUMBER OF FIVE DAY LETTERS SENT	2
NUMBER OF CURRENT DELINQUENT FILINGS	2
NUMBER REFERRED TO COUNTY ATTORNEY OR DA	0
POLLING SITES SUMMARY	
NUMBER OF POLLING SITES IN COUNTY	77
NUMBER OF POLLING SITES ACCESSIBLE TO HANDICAPPED	77
NUMBER OF ELECTION DISTRICTS IN COUNTY	77
VOTING EQUIPMENT SUMMARY	
NUMBER OF VOTING MACHINES	98
WHO OWNS VOTING MACHINES	TOWNSHIPS AND CITY
WHO MAINTAINS VOTING MACHINES	TOWNSHIPS AND CITY
NUMBER OF VOTING MACHINES ACCESSIBLE TO HANDICAPPED	ALL

New York State Board of Elections
COUNTY VOTER REGISTRATION ACTION PLAN
 Election Law § 3-212.4

COUNTY JEFFERSON

REPORT ON YEAR 1992 WITH ACTION PLAN FOR YEAR 1993
Submit to State Board of Elections by January 31, 1993

I. COORDINATOR The designated Voter Registration Activities Coordinator is

Name SANDRA L. COREY
 Title DEPUTY COMMISSIONER
 Address 175 ARSENAL ST.
WATERTOWN, NY 13601
 Telephone (315) 785-3325

II. REGISTRATION

A. CURRENT REGISTRATIONS

1. Total Registration for the General Election
 Male 21,747 + Female 23,960 = Total 45,707
2. Percent of Voting Age Population (VAP) Registered %
3. Percent +/- over Registration at Prior General Election + 1.14%

B. REGISTRATIONS RECEIVED

- | | |
|--------------------|--------------|
| 1. Mail | <u>8848</u> |
| 2. Local | <u>822</u> |
| 3. Centrally | <u>786</u> |
| 4. TOTAL | <u>10456</u> |

C. REGISTRATIONS CANCELLED

- | | |
|--|-------------|
| 1. Mail Check <u>.2611 notices returned, but not all cancelled</u> | |
| 2. Purge | <u>913</u> |
| 3. Other | <u>2359</u> |
| 4. TOTAL | <u>3272</u> |

D. VOTER REGISTRATION FORM SUPPLY

- | | |
|---|--------------|
| 1. Number received from State Board | <u>16000</u> |
| 2. Number printed by County Board | <u>0</u> |
| 3. Number remaining in supply | <u>1100</u> |

COUNTY

JEFFERSON

Please answer the questions below. You may use additional sheets if needed.

I. POSTAL PROGRAM Report your current method of monitoring program supplies at postal sites. What systems are in place to ensure an adequate supply of forms is available at all times?

EACH POST OFFICE RECEIVES 25 REGISTRATION FORMS IN JANUARY WITH A LETTER ASKING THE POST MASTER TO CALL OUR OFFICE WHEN THE SUPPLY RUNS LOW, SO WE CAN SEND MORE. IF WE DON'T HEAR FROM THEM IN A GIVEN PERIOD OF TIME, WE CALL AND ASK IF THEY NEED MORE. THE POST MASTERS ARE VERY GOOD ABOUT CALLING FOR THE MOST PART.

II. SCHOOLS PROGRAM Describe any school registration programs conducted in the past year.

IN JANUARY, I CALL THE DESIGNATED LIAISON FROM EACH SCHOOL IN OUR COUNTY, AND SET UP A TIME WHEN THE REGISTRATION CLERKS CAN VISIT THE SCHOOL TO REGISTER STUDENTS. MOST OF THE SCHOOLS TAKE ADVANTAGE OF THIS BY HAVING THE CLERKS GO INTO THE CLASSROOM, AND EXPLAIN TO THE STUDENTS REGISTERING, ABSENTEE VOTING, ETC.. THEY THEN REGISTER THE STUDENTS. WE HAVE ONLY THREE SCHOOLS IN OUR COUNTY THAT DON'T WANT THE CLERKS TO COME IN, BUT THEY DO AN EXCELLENT JOB OF REGISTERING THROUGH THEIR CLASSROOM AGENDA. I DO KEEP TRYING TO HAVE OUR CLERKS GO TO THESE SCHOOLS. THE ONLY PROGRESS WE HAVE MADE WITH THESE THREE SCHOOLS IS THE FORMS ARE DONE CORRECTLY NOW. THAT'S A STEP IN THE RIGHT DIRECTION, BUT WE HOPE EVENTUALLY TO HAVE THE CLERKS GOING INTO ALL OF THE SCHOOLS.

ACTION PLAN FOR YEAR 1993

Please describe your County Voter Registration Action Plan for the coming year. You should include information relating to your Postal, School, Media and Print Programs, as well as any other programs you may be considering. It is especially important to give a detailed description of your ideas for a school program pursuant to the requirements of § 3-212.4.

WE WILL KEEP DOING THE SAME FOR THE POSTAL, SCHOOL, MEDIA, AND PRINT PROGRAMS AS WE HAVE THIS YEAR. WE ALSO SEND REGISTRATION FORMS TO THE LIBRARIES WITHIN THE COUNTY, AND THE REAL ESTATE AGENTS. WE WOULD ALSO LIKE TO WORK A LITTLE CLOSER WITH FORT DRUM IN HELPING OUR MILITARY PERSONNEL REGISTER AND VOTE. WE ARE WORKING ON A PROGRAM FOR THIS. WE ALSO HAVE A JUNIOR COLLEGE WITHIN OUR COUNTY, AND AT THE PRESENT TIME THEY USUALLY PUT ON AT LEAST TWO REGISTRAION DRIVES. WE'D LIKE TO WORK WITH THEM A LITTLE MORE TO MAKE THEIR DRIVES MORE SUCCESSFUL.