
ANNUAL REPORT 1996



*Prepared for
JEFFERSON COUNTY BOARD OF LEGISLATURE*

*by
JEFFERSON COUNTY BOARD OF ELECTIONS*

JANUARY 31, 1997



County of Jefferson
Board of Elections
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Watertown, NY 13601-2543
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Republican Commissioner
Helen G. Farrell
Deputy Commissioner
Sandra L. Corey

Democratic Commissioner
Peggy L. Zeccolo
Deputy Commissioner
Cindy S. Corbett

January 31, 1997

TO: Jefferson County Board of Legislators

RE: 1996 Annual Report

The Jefferson County Board of Elections respectfully submits its annual report for your inspection.

We hope that this report will keep you updated on the operations of the Board of Elections.

Peggy L. Zeccolo
Peggy L. Zeccolo,
Commissioner

Helen G. Farrell
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Commissioner

Cindy S. Corbett
Cindy S. Corbett,
Deputy Commissioner

Sandra L. Corey
Sandra L. Corey,
Deputy Commissioner

cc: NY State Board of Elections

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INTRODUCTION

THE JEFFERSON COUNTY BOARD OF ELECTIONS CONDUCTS ALL NATIONAL, STATE, COUNTY, AND TOWN ELECTIONS. ALTHOUGH THE BOARD OF ELECTIONS IS A COUNTY AGENCY, ITS STRUCTURE, RESPONSIBILITIES AND DUTIES ARE MANDATED BY NEW YORK STATE ELECTION LAW, WHILE ITS ADMINISTRATIVE PROCEDURES, DIRECTIONS, GUIDELINES, RULES AND REGULATIONS ARE DEFINED BY THE NEW YORK STATE BOARD OF ELECTIONS.

OBJECTIVES AND PERFORMANCE

TO PROVIDE FOR THE REGISTRATION OF VOTERS WITHIN JEFFERSON COUNTY, AND THE CONDUCT OF ELECTIONS AS REQUIRED BY FEDERAL AND STATE LAW. THE BOARD OF ELECTIONS PERFORMANCE IS FULLY MANDATED BY FEDERAL AND STATE LAW.

DEPARTMENTAL DESCRIPTION

THE BOARD HAS A FULL TIME STAFF OF FOUR EMPLOYEES WITH EQUAL REPRESENTATION OF DEMOCRATS AND REPUBLICANS AS MANDATED BY NEW YORK STATE ELECTION LAW. THE BOARD IS ADMINISTERED BY TWO PART-TIME COMMISSIONERS WHO SERVE A TWO-YEAR TERM. THE COMMISSIONERS ARE ELECTED BY THE COUNTY COMMITTEE OF EACH POLITICAL PARTY AND THEIR APPOINTMENT IS CONFIRMED BY THE COUNTY BOARD OF LEGISLATORS. THE COMMISSIONERS EACH HAVE A DEPUTY WHO WORKS FULL-TIME IN THE BOARD OFFICE AND RUNS THE DAY-TO-DAY OPERATIONS OF THE OFFICE. THE DEPUTY COMMISSIONERS ARE ASSISTED BY TWO FULL-TIME REGISTRATION CLERKS, AND TWO PART-TIME EMPLOYEES WHO WORK APPROXIMATELY FIVE MONTHS OF THE YEAR.

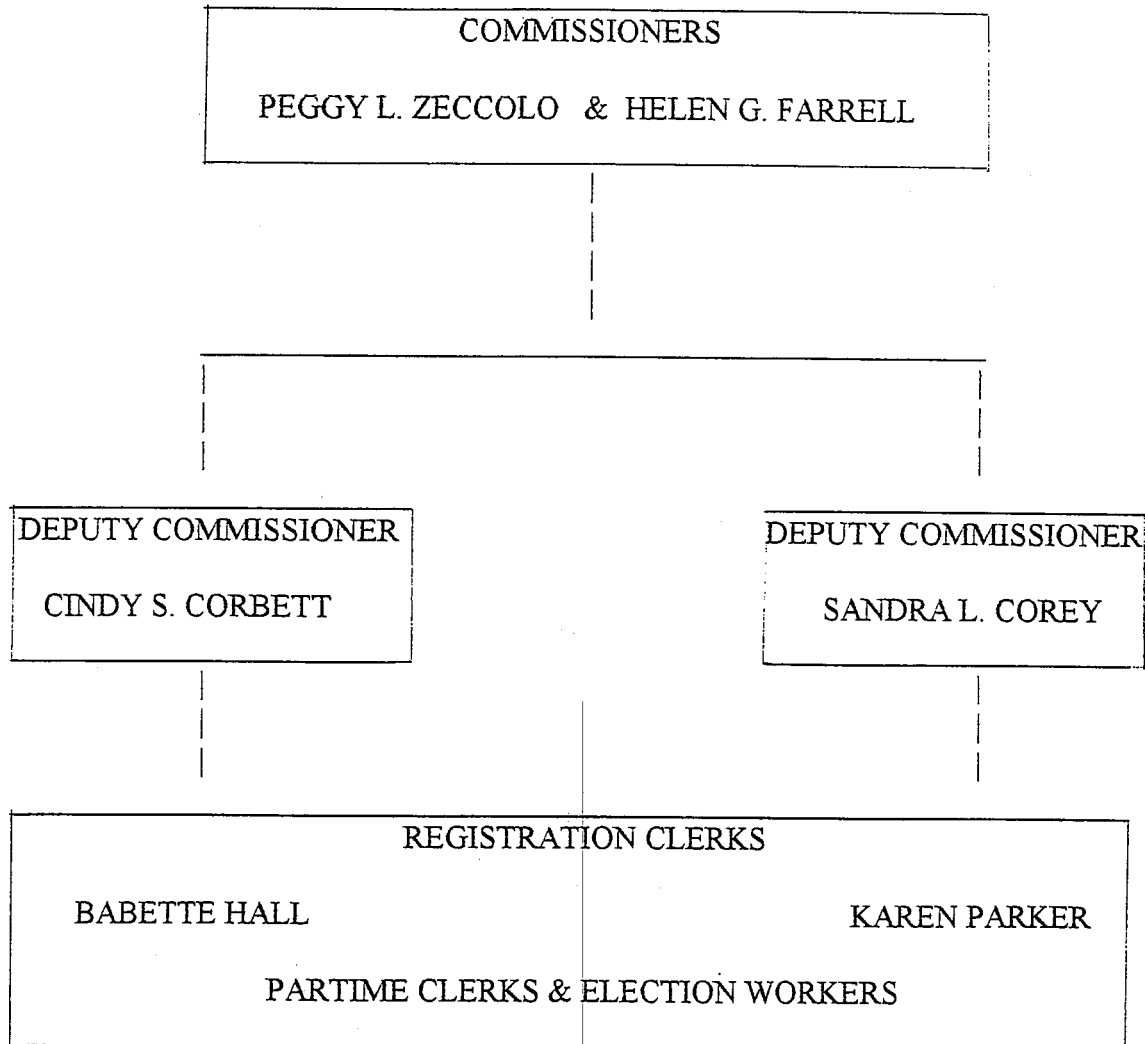
THE STAFF OF THE COUNTY BOARD OF ELECTIONS PROVIDES THE TECHNICAL, CLERICAL AND MECHANICAL SKILLS NECESSARY TO PROVIDE SERVICES, INFORMATION AND STATISTICAL DATA TO COUNTY LEGISLATORS, OTHER DEPARTMENTS, GOVERNMENTAL AGENCIES AND THE PUBLIC. THE BOARD OF ELECTIONS IS LOCATED IN THE JEFFERSON COUNTY OFFICE BUILDING, 175 ARSENAL STREET, FOURTH FLOOR, WATERTOWN, NY. THE OFFICE IS DISABLED ACCESSIBLE AND OPEN DAILY, 9:00 A.M. TO 5:00 P.M., TO SERVE THE PUBLIC.

TYPES OF SERVICES AND ASSISTANCE

- TO PROVIDE REGISTRATION FORMS AND ASSISTANCE TO THOSE PERSONS WISHING TO REGISTER
- TO PROVIDE TRAINING OF ELECTION INSPECTORS IN PROCEDURES USED IN ELECTIONS
- TO PROVIDE TRAINING OF MACHINE CUSTODIANS IN PROCEDURES OF THE SET UP AND REPAIR OF VOTING MACHINES
- TO PROVIDE ASSISTANCE TO TOWN AND VILLAGE CLERKS, SCHOOL DISTRICTS AND FIRE DISTRICTS RELATIVE TO THEIR ELECTIONS
- TO PROVIDE A DIRECTORY OF ELECTED OFFICIALS IN JEFFERSON COUNTY
- TO PROVIDE EDUCATIONAL BACKGROUND ON THE PROCEDURE OF REGISTERING TO VOTE AND VOTING TO THE SCHOOLS AND ORGANIZATIONS
- TO PROVIDE LISTS OF REGISTERED VOTERS AND STATISTICAL DATA ON REGISTRATION, ENROLLMENT AND VOTING
- TO ASSIST OTHER COUNTY AND STATE DEPARTMENTS
- TO PROVIDE ASSISTANCE TO CANDIDATES AND POTENTIAL CANDIDATES
- TO AID POLITICAL PARTIES WITH PROCEDURES OF THE ELECTION LAW

ORGANIZATIONAL CHART

JEFFERSON COUNTY BOARD OF ELECTIONS



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BUDGET

THE TOTAL 1996 BUDGET FOR THE JEFFERSON COUNTY BOARD OF ELECTIONS WAS \$200,347, ALLOCATED TO THE FOLLOWING:

- ▶ PERSONNEL COSTS AND BENEFITS
- ▶ POSTAGE
- ▶ OFFICES SUPPLIES
- ▶ PRINTING COSTS
- ▶ TRAVEL
- ▶ EDUCATION
- ▶ COMPUTER SOFTWARE
- ▶ KARDEX LEKTRIEVER FILING SYSTEM
- ▶ FAX MACHINE

THE BOARD'S BUDGET FOR 1996 WAS INCREASED FROM OUR 1995 BUDGET. THIS INCREASE REFLECTS IN THE TEMPORARY PERSONNEL LINE ITEM. 1996 BEING A PRESIDENTIAL YEAR AND THE NVRA (NATIONAL VOTER REGISTRATION ACT) BEING FULLY IMPLEMENTED, WE WERE NOT SURE WHAT KIND OF AN IMPACT IT WOULD HAVE ON THE BOARD OFFICE. ALSO, THE INCREASE REFLECTS THE PURCHASE OF OUR NEW FILING SYSTEM AND THE PURCHASE OF A FAX MACHINE.

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VOTER REGISTRATION

IN 1996 JEFFERSON COUNTY HAD 50,039 REGISTERED VOTERS WHO WERE ELIGIBLE TO CAST BALLOTS IN THE NOVEMBER GENERAL ELECTION. IN AUGUST 50,545 VOTERS WERE SENT THE MANDATED VERIFICATION NOTICES. CONFIRMATION NOTICES WERE THEN SENT TO VOTERS WHOSE VERIFICATION NOTICES WERE RETURNED. DUE TO THE CARD CHECK, 3,413 REGISTRATIONS WERE INACTIVATED.

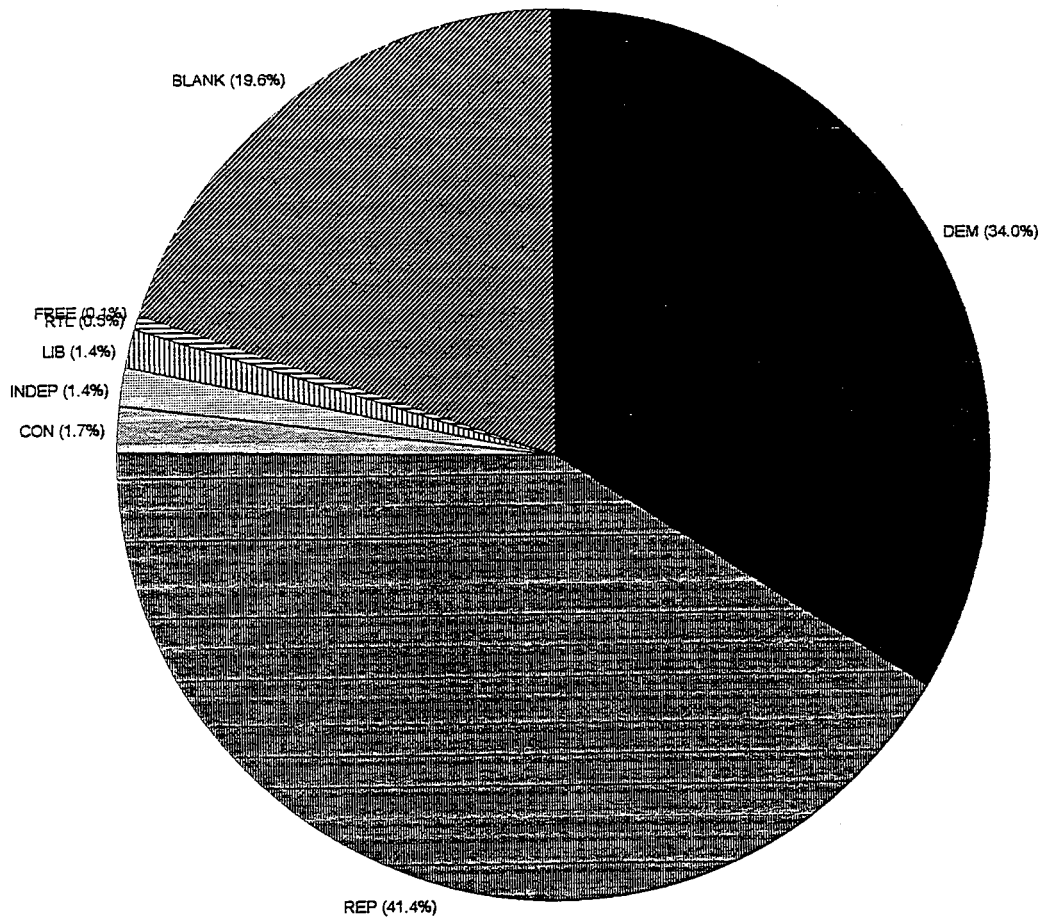
DURING THE YEAR 916 ENROLLMENT CHANGES WERE PROCESSED. THE CHANGES WILL BE EFFECTIVE FOR THE 1997 PRIMARY. THERE WERE 371 CANCELLATIONS RECEIVED FROM OTHER COUNTIES IN NEW YORK STATE AND 546 CANCELLATIONS RECEIVED FROM OTHER STATES.

ORIGIN OF VOTER REGISTRATION FOR 1996

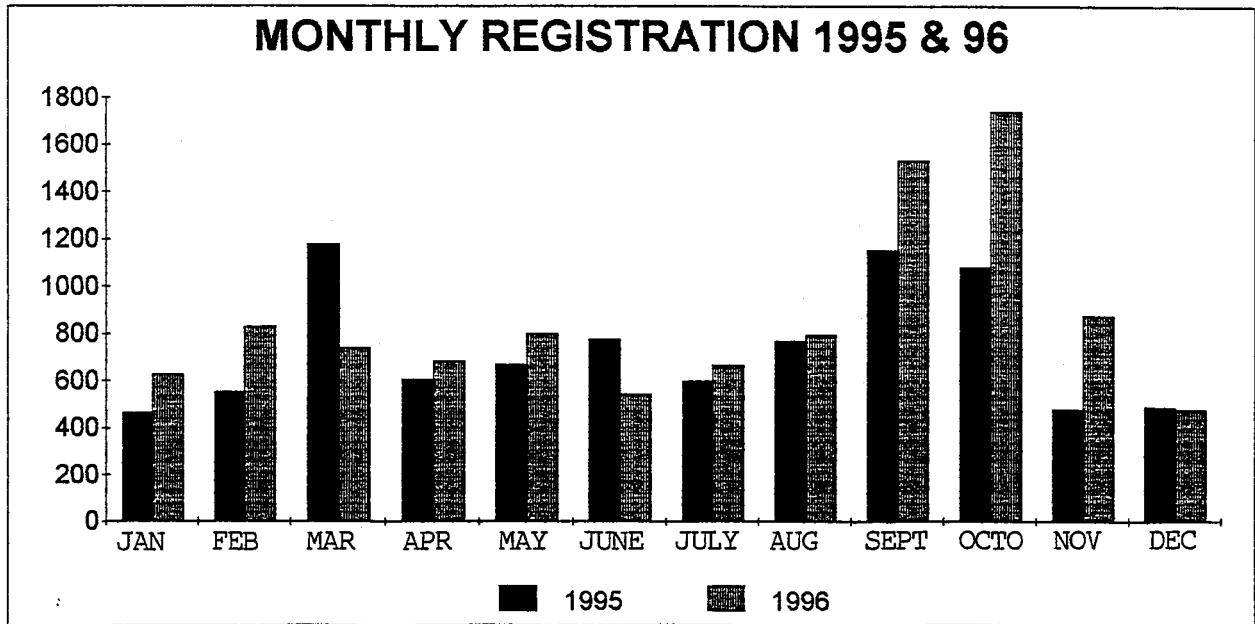
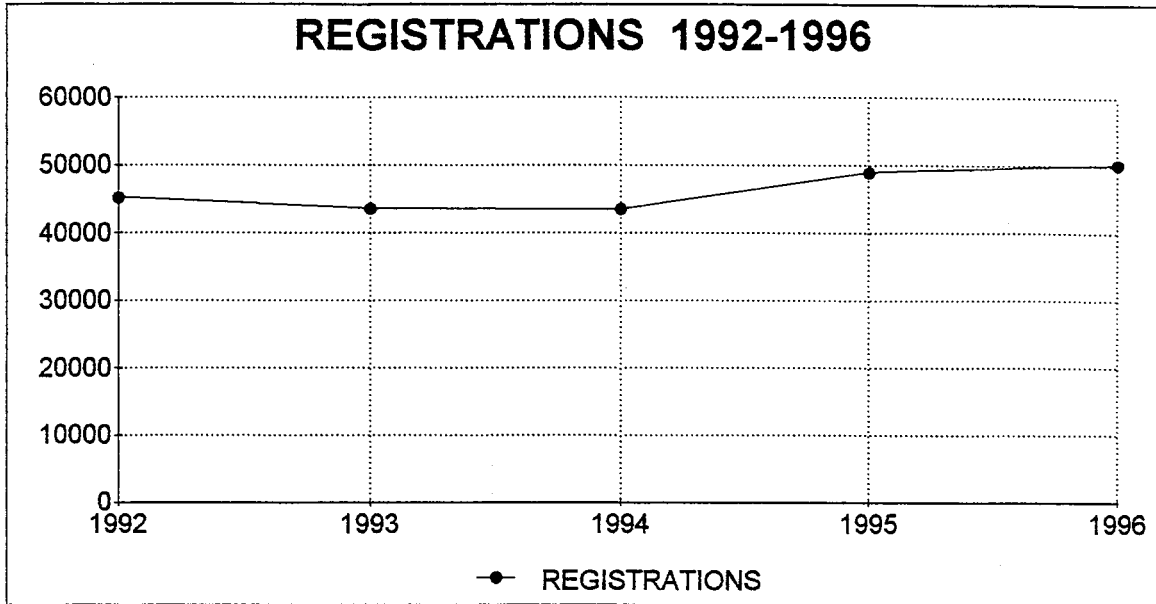
- MAIL 6,613
- DMV 1,652
- AGENCY 628
- LOCAL REGISTRATION 111
- IN HOUSE 333
- COUNTY OUT REACH 257
- INCOME TAX 283
- SCHOOLS 267
- CANDIDATES AND GROUPS 152

TOTAL 10,296

VOTER ENROLLMENT 1996



VOTER REGISTRATION



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VOTER OUTREACH

COUNTER BOX PROGRAM

DURING 1996 THE BOARD OF ELECTIONS HAD 75 SITES IN JEFFERSON COUNTY DISPLAYING COUNTER BOXES CONTAINING REGISTRATION FORMS. COUNTER BOXES ARE ON DISPLAY IN BANKS AND POST OFFICES. THE FORMS ARE RESTOCKED ON A REGULAR BASIS BY THE BOARD PERSONNEL. THE BOARD IS CONTINUALLY LOOKING FOR NEW SITES.

HIGH SCHOOL VOTER REGISTRATION

DURING THE MONTHS OF FEBRUARY AND MARCH OF 1996, THE BOARD'S FULL-TIME REGISTRATION CLERKS VISITED SCHOOLS AND REGISTERED HIGH SCHOOL STUDENTS. THE BOARD OF ELECTIONS OFFERS TO GIVE PRESENTATIONS TO GOVERNMENT CLASSES DURING THEIR VISITS. THERE ARE 12 HIGH SCHOOLS IN JEFFERSON COUNTY AND 11 OF THESE SCHOOLS ALLOWED OUR PERSONNEL TO COME INTO THEIR SCHOOL AND REGISTER STUDENTS THIS YEAR. THE SCHOOLS AND OUR OFFICE WERE VERY PLEASED WITH THE OUTCOME OF OUR VISITS. IN 1996, 267 STUDENTS WERE REGISTERED.

LOCAL REALTORS

EACH YEAR A SET OF LABELS IS SENT TO OUR OFFICE BY THE LOCAL REALTORS ASSOCIATION. THIS SET CONTAINS ALL OF THE REALTORS IN OUR AREA. USING THESE LABELS, A SUPPLY OF REGISTRATION FORMS ARE SENT TO EACH REAL ESTATE OFFICE TO BE USED IN PACKETS THAT ARE GIVEN TO THEIR CUSTOMERS. THE BOARD OF ELECTIONS CALLS EACH REALTOR PERIODICALLY DURING THE YEAR, TO SEE IF MORE FORMS ARE NEEDED.

SENIOR CITIZENS

IN 1996, THE BOARD'S PART-TIME STAFF VISITED THE LOCAL NURSING HOMES TO REGISTER VOTERS. THE STAFF ALSO ASSISTED THE NEWLY REGISTERED VOTERS IN FILLING OUT ABSENTEE APPLICATIONS FOR THOSE WHO ARE CONFINED. A SUPPLY OF FORMS AND APPLICATIONS WAS ALSO LEFT WITH SOCIAL WORKERS AT THE FACILITIES.

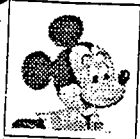
JEFFERSON COUNTY DAY

EACH YEAR WE HAVE A JEFFERSON COUNTY DAY AT THE LOCAL MALL AND EACH OF THE OFFICES FROM THE COUNTY SET UP BOOTHS SHOWING THE PUBLIC WHAT WE DO WITH THEIR TAX DOLLARS. THIS YEAR WE DECIDED TO HAVE AN ELECTION FOR THE YOUNG PEOPLE USING A VOTING MACHINE SO THEY COULD ACTUALLY VOTE JUST LIKE THEIR PARENTS. WITH THE HELP OF OUR DATA PROCESSING OFFICE WE MADE MACHINE FRONTS AND SAMPLE BALLOTS. OUR CANDIDATES WERE AS FOLLOWS:

- ▶ MICKEY MOUSE - WALT DISNEY PARTY
- ▶ FRED FLINSTONE - UNIVERSAL STUDIOS PARTY
- ▶ OLIVE OIL - KING FEATURES PARTY
- ▶ SUPERMAN - DC COMICS PARTY
- ▶ HOMER SIMPSON - FOX PARTY
- ▶ BUGS BUNNY - WARNER BROTHERS PARTY
- ▶ GARFIELD - JIM DAVIS PRODUCTIONS PARTY
- ▶ MISS PIGGY - HENSON PRODUCTION PARTY

WE SET UP THE MACHINE AND OFF TO THE MALL WE WENT. WE HAD A NOTEBOOK FOR EACH "VOTER" TO SIGN (IF THEY COULD) AND WE TOOK THEM INTO THE MACHINE AND EXPLAINED HOW THEY COULD VOTE FOR THEIR FAVORITE CARTOON CHARACTER. WE THEN WENT OUT OF THE BOOTH AND LET THEM VOTE. THE NEWSPAPER CAME BY AND TOOK PICTURES AND THE NEXT DAY THEY SHOWED A PICTURE OF OUR VOTING BOOTH AND A YOUNG PERSON VOTING WITH THE CAPTION UNDER IT TELLING WHO WON THE ELECTION (IT WAS MICKEY MOUSE). IT WAS AN EDUCATIONAL PROCESS FOR THE CHILDREN AND IN MANY CASES FOR THE PARENTS AS WELL. WE REGISTERED MANY PEOPLE (SOME OF THE PARENTS OF THE CHILDREN WHO VOTED) AND WE HAD FORMS FOR THOSE IN THE MILITARY WHO WANTED TO VOTE IN THEIR HOME STATE. WE HANDED OUT BROCHURES AND REGISTRATION FORMS, AND ANSWERED MANY QUESTIONS. WE HAD A FUN DAY AND WE HOPE TO DO IT AGAIN IN 1997.

WALT DISNEY



A

UNIVERSAL STUDIOS



B

KING FEATURES



C

D.C. COMICS



D

FOX



E

WARNER BROTHERS



F

JIM DAVIS
PRODUCTIONS



G

SON PRODUCTIONS



H

THE POINTER CARS WERE PRODUCED
BY OUR COUNTY DATA PROCESSING
DEPARTMENT. THEY ALSO PREPARED
THE MACHINE STRIPS.



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ELECTION INSPECTORS

ELECTION LAW MANDATES FOUR ELECTION INSPECTORS, REPRESENTATIVES OF THE DEMOCRATIC AND REPUBLICAN PARTY, IN EACH DISTRICT AND REQUIRES NEW INSPECTORS TO BE TRAINED AND TESTED WHEN THEY ARE APPOINTED AND EVERY THREE YEARS THEREAFTER. INSPECTOR RECORDS ARE STORED IN A COMPUTERIZED DATABASE THEREBY INSURING THAT ACCURATE LISTS, WITH THE REQUIRED INFORMATION ARE FORWARDED TO TOWN AND CITY CLERKS IN A TIMELY FASHION SO INSPECTORS CAN RECEIVE PROMPT PAYMENT FOR SCHOOL ATTENDANCE AS WELL AS PRIMARY AND ELECTION DAY SERVICE.

WAGES

THE HOURLY PAY RANGE FOR INSPECTORS IS ESTABLISHED BY THE INDIVIDUAL MUNICIPALITY, AND VARIES THROUGHOUT THE COUNTY, FROM \$8.00 AN HOUR TO \$4.50. THE AVERAGE PAY IS APPROXIMATELY \$6.00 PER HOUR. MOST TOWNS PAY MILEAGE FOR THE RETURN OF SUPPLIES AND ATTENDING SCHOOL.

TRAINING

IN 1996, INSPECTOR TRAINING SCHOOL WAS HELD AT THE NORTHSIDE IMPROVEMENT LEAGUE, 633 MILL ST., WATERTOWN, NY. THE TRAINING SESSIONS WERE HELD AUGUST 6-8. TWO 2- HOUR SESSIONS WERE HELD EACH DAY. THE TRAINING WAS GIVEN BY THE DEPUTY COMMISSIONERS. A TOTAL OF 280 INSPECTORS AND ALTERNATES WERE TRAINED AND TESTED IN 1996.

RECRUITMENT

IN 1996, VOTERS EXPRESSED AN INTEREST IN BECOMING ELECTION INSPECTORS BY CHECKING THE APPROPRIATE BOX ON THEIR REGISTRATIONS FORM OR BY PHONE IN RESPONSE TO THE AUGUST CARD CHECK. RECRUITMENT EFFORTS FROM THE MISLEADING QUESTIONS HAS NOT WORKED OUT, AND RECRUITMENT CONTINUES FROM OTHER SOURCES.



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ELECTION 1996

PETITIONS

IN 1996 THERE WERE 170 PETITIONS FILED AT THE JEFFERSON COUNTY BOARD OF ELECTIONS. PETITIONS WERE FILED BY DEMOCRAT, REPUBLICAN, CONSERVATIVE PARTIES. THERE WERE NO OBJECTIONS FILED AGAINST DESIGNATING PETITIONS. ONE (1) NEUTRAL PETITION WAS FILED IN OUR OFFICE, AND NO OBJECTIONS WERE FILED.

WHEN OBJECTIONS ARE FILED, THEY ARE RESEARCHED BY THE DEPUTY COMMISSIONERS AND RULED UPON BY THE COMMISSIONERS.

ABSENTEE BALLOTS

ABSENTEE BALLOTS WERE NOT USED FOR THE PRIMARY IN 1996, BECAUSE ALL OF THE PRIMARIES IN JEFFERSON COUNTY IN 1996 INVOLVED PARTY POSITIONS.

FOR THE 1996 GENERAL ELECTION 2,596 BALLOTS WERE MAILED OUT, 2,185 BALLOTS WERE CAST AND 168 WERE INVALIDATED.

ABSENTEE BALLOTS ARE KEPT IN-HOUSE AT THE JEFFERSON COUNTY BOARD OF ELECTIONS. BALLOTS ARE COUNTED DURING THE RECANVAS OF THE MACHINE VOTE. IF THERE IS A CLOSE VOTE ON THE MACHINES IN ANY JURISDICTION, THESE DISTRICTS WILL BE THE PRIORITY WHEN THE RECANVAS BEGINS. RECANVAS AND CERTIFICATION OF EACH ELECTION ARE DONE MANUALLY BY THE REGULAR STAFF IN THE OFFICE.

AFFIDAVIT BALLOTS

SPECIAL BALLOTS ARE SENT TO EACH ELECTION DISTRICT TO ACCOMMODATE THE VOTER WHO PRESENTS HIMSELF TO VOTE WHEN NO RECORD CAN BE LOCATED FOR THAT VOTERS REGISTRATION. THE VOTER'S BALLOT PLACED IN A COMPLETED AFFIDAVIT ENVELOPE AND RETURNED TO THE BOARD OF ELECTIONS FOR COMMISSIONERS' OR DEPUTY COMMISSIONERS' DECISION ON ELIGIBILITY. ON GENERAL ELECTION DAY 353 AFFIDAVIT BALLOTS WERE VOTED AND AFTER RESEARCH 291 BALLOTS WERE DECLARED VALID AND CAST.

THE REASONS FOR THE BALLOTS NOT BEING CAST ARE AS FOLLOWS:

- ▶ REGISTERED TOO LATE
- ▶ NOT CURRENTLY REGISTERED IN JEFFERSON COUNTY
- ▶ CANCELED
- ▶ NOT PROPERLY ENROLLED(PRIMARY)
- ▶ AFFIDAVIT NOT COMPLETED CORRECTLY

A SECTION OF THE NVRA(NATIONAL VOTER REGISTRATION ACT) THAT WAS ENACTED IN 1996 MAKES IT POSSIBLE FOR PEOPLE WHO MOVE WITHIN THE COUNTY AND WHO ARE PRESENTLY REGISTERED TO GO TO THEIR NEW POLLING PLACE AND CHANGE THEIR ADDRESS AND VOTE AN AFFIDAVIT BALLOT.

COURT ORDERS

THERE WERE 261 COURT ORDERS FOR THE 1996 GENERAL ELECTION.

ELECTION DAY PETER SCHWERZMAN, SURROGATE COURT JUDGE, WAS ON DUTY FROM 6:00 A.M. UNTIL 2:00 P.M. HUGH GILBERT, SUPREME COURT JUDGE, WAS ON DUTY FROM 2:00 P.M. UNTIL THE POLLS CLOSED. THE REQUEST FOR COURT ORDERS WAS SO STEADY THAT BOTH JUDGES REMAINED IN OUR OFFICE WHILE ON DUTY AND ISSUED THE COURT ORDERS DIRECTLY. WE ATTRIBUTE THE LARGE NUMBER OF REQUESTS FOR ORDERS TO THE MILITARY POPULATION AT FORT DRUM. THE MILITARY COMPLAINED THAT THEY WERE NOT ABLE TO GET BALLOTS FROM THEIR HOME STATES IN A TIMELY MANNER, SO THEY CHANGED THEIR REGISTRATIONS AND ENROLLMENTS TO NEW YORK STATE SO THEY COULD VOTE IN THE PRESIDENTIAL ELECTION.

CAMPAIGN FINANCE

NEW YORK STATE ELECTION LAW REQUIRES CANDIDATES AND THEIR POLITICAL COMMITTEES TO FILE FINANCIAL DISCLOSURE STATEMENTS AT LEAST THREE TIMES A YEAR WITH THE APPROPRIATE BOARD OF ELECTIONS. FINANCIAL DISCLOSURE REFERS TO CAMPAIGN CONTRIBUTIONS AND EXPENDITURES, NOT PERSONAL INCOME OR PERSONAL EXPENSES.

THE JEFFERSON COUNTY BOARD OF ELECTIONS RECEIVED FILINGS OF COUNTY AND TOWN COMMITTEES AND ALL POLITICAL COMMITTEES SUPPORTING CANDIDATES FOR OFFICE CONTAINED WITHIN JEFFERSON COUNTY.

THE BOARD OFFICE DISTRIBUTES THE NEW YORK STATE GUIDE TO FINANCIAL DISCLOSURE BOOKLET,. ALL NECESSARY FORMS, CONTRIBUTION LIMITATIONS LISTINGS AND FILING CALENDAR TO ALL CANDIDATES.

FIVE YEARS OF DISCLOSURE RECORDS ARE ON FILE AT THE BOARD OF ELECTIONS OFFICE. AS PUBLIC RECORDS, THEY ARE OPEN TO INSPECTION UPON REQUEST. COPIES MAY BE OBTAINED AT 25 CENTS PER PAGE.

THERE WERE 75 FINANCIAL FILINGS WITH THE JEFFERSON COUNTY BOARD OF ELECTIONS IN 1996.

VOTING MACHINES AND POLLING PLACES

JEFFERSON COUNTY HAD 62 POLLING SITES IN 1996. ALL OF THE POLLING SITES WERE ACCESSIBLE TO THE DISABLED.

WE HAVE 101 VOTING MACHINES OWNED BY THE TOWNSHIP OR CITY WHERE THEY ARE LOCATED. THE BOARD ALSO OWNS TWO VOTING MACHINES WHICH ARE ON HAND IN CASE THEY ARE NEEDED. WE ALSO USE THESE MACHINES TO TEACH OUR INSPECTORS AND MACHINE CUSTODIANS. MANY OF THE TOWNS AND THE CITY ALLOW THEIR MACHINES TO BE USED FOR VILLAGE ELECTIONS AND SCHOOL DISTRICT ELECTIONS.

THE VOTING MACHINES IN JEFFERSON COUNTY ARE ACCESSIBLE TO THE DISABLED.

ELECTION NIGHT

EVERYONE LOVES ELECTION NIGHT. EVERYONES HARD WORK HAS FINALLY COME TO AN END, WITH THE EXCEPTION OF THE BOARD OF ELECTIONS, THAT IS. IN JEFFERSON COUNTY WE SET UP A LARGE ROOM WITH CANDIDATE BOARDS, TELEPHONES, AND LOTS OF ROOM TO JUST SIT AND WATCH. THE RADIO STATION COMES IN AND SETS UP LIVE RADIO, THE TV CAMERAS ARE THERE INTERVIEWING CANDIDATES AND ELECTION PERSONNEL. REPORTERS ARE TALKING TO PEOPLE AND EVERYONE IS GETTING THE NUMBERS AS THEY COME INTO THE SYSTEM. OUR INSPECTORS CALL IN THE NUMBERS AS SOON AS POSSIBLE. THESE NUMBERS ARE FED INTO THE COMPUTER AND PRINTOUTS ARE TAKEN TO THE NEWS ROOM. A COPY IS GIVEN TO A WORKER TO PUT THE NUMBERS ON THE BOARDS SO PEOPLE CAN SEE WHO'S WINNING AND COPIES OF THE PRINTOUTS ARE GIVEN TO THE MEDIA SO THEY CAN ANNOUNCE OR WRITE THEIR STORIES. WE ALSO HAVE TELEPHONES IN THE ROOM FOR INCOMING CALLS FROM NEWS AGENCIES, STATE BOARD, PARTIES AND INTERESTED PEOPLE. THIS IS INFORMATION FOR THE PUBLIC AND WE HAVE A FUN TIME DOING IT.

NEWS MEDIA

THE BOARD OF ELECTIONS WORKS VERY CLOSELY WITH OUR LOCAL NEWS MEDIA. THE LOCAL TELEVISION STATION COMES INTO OUR OFFICE SEVERAL TIMES BEFORE ELECTIONS TO KEEP PEOPLE REMINDED OF ELECTION DAY. THE LOCAL RADIO STATIONS WORK DILIGENTLY TO KEEP THE VOTERS INFORMED OF THE MANY IMPORTANT DATES PERTAINING TO THE ELECTIONS. OUR NEWSPAPER REPORTERS ARE ALSO WORKING VERY HARD AT KEEPING PEOPLE INFORMED WITH SAMPLE BALLOTS AND ARTICLES ABOUT THE ELECTIONS. WE HAVE ALL WORKED HARD TO KEEP COMMUNICATIONS OPEN AND WE ARE PLEASED WITH THE RESULTS OF OUR HARD WORK.

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SUMMARY

1996 WAS A VERY BUSY YEAR FOR THE JEFFERSON COUNTY BOARD OF ELECTIONS, WITH THE ON-AND-OFF-AGAIN PRESIDENTIAL PRIMARY EARLY IN THE SPRING, THE INSTALLATION OF OUR NEW FILING SYSTEM AND THE CONVERSION OF OUR FILES TO THE SYSTEM, A FALL PRIMARY AND THE PRESIDENTIAL ELECTION.

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PAGE 1

COUNTY **JEFFERSON**

DATE 1/31/97

FINANCIAL SUMMARY

BUDGET

TOTAL BUDGET FOR 1996	\$ 200,347
AMOUNT 96 BUDGET INCREASE OR DECREASE FROM LAST YEARS BUDGET	\$ -14,898
AMOUNT APPROPRIATED FOR 96	
SALARIES	\$ 113,358
PRINTING	\$ 22,125
SUPPLIES-LEKTRIEVER FILE SYSTEM-\$15,476	\$ 23,071
TRAINING	\$ 1,500

STAFF SUMMARY

COMMISSIONERS

DEMOCRATIC COMMISSIONER SALARY	\$ 2,500
REPUBLICAN COMMISSIONER SALARY	\$ 2,500
2 OR 4 YEAR TERM	2 YR.
FULL OR PART TIME	PART

DEPUTY COMMISSIONERS

DEMOCRATIC DEPUTY SALARY	\$ 27,196
REPUBLICAN DEPUTY SALARY	\$ 27,196
FULL OR PART TIME	FULL

EMPLOYEES (EXCLUDE COMMISSIONERS & DEPUTIES)

NUMBER OF FULL TIME BOARD EMPLOYEES	2
NUMBER OF PART TIME BOARD EMPLOYEES	2
NUMBER OF TEMPORARY OR SEASONAL BOARD EMPLOYEES	25-30

INSPECTOR INFORMATION SUMMARY

TRAINING AND SALARY

NUMBER OF INSPECTORS APPOINTED	340				
NUMBER OF INSPECTORS ATTENDING CLASS	280				
NUMBER OF INSPECTORS WHO TOOK EXAM.	280				
NUMBER OF INSPECTORS WHO FAILED EXAM.	0				
NUMBER OF ALTERNATE INSPECTORS APPOINTED AND TRAINED	ALTERNATES ARE TRAINED AND COUNTED AS INSPECTORS (ABOVE)				
NUMBER OF CLASSES GIVEN	6				
CLASS SIZE	50-60				
AVERAGE LENGTH OF CLASS SESSION	3 HOURS				
INSPECTOR SALARY RANGE (IF YOU HAVE A COUNTY-WIDE SALARY ENTER THAT AMOUNT IN BOTH THE LOW AND HIGH BOX)	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">LOW</td> <td style="text-align: center;">HIGH</td> </tr> <tr> <td style="text-align: center;">\$ [5.00]</td> <td style="text-align: center;">\$ [8.00]</td> </tr> </table>	LOW	HIGH	\$ [5.00]	\$ [8.00]
LOW	HIGH				
\$ [5.00]	\$ [8.00]				
RATE OF PAY FOR INSPECTORS ATTENDING TRAINING SESSION	\$ 5.00 + MILEAGE				
NUMBER OF PEOPLE WHO CHECK MAIL REG OR CALLED BECAUSE OF MAIL CHECK CARD ASKING TO BE PUT ON LIST AS INSPECTOR	35				

POLLING SITE SUMMARY

NUMBER OF POLLING SITES IN COUNTY	62
NUMBER OF POLLING SITES ACCESSIBLE TO HANDICAPPED	62
NUMBER OF ELECTION DISTRICTS IN COUNTY	77

VOTING EQUIPMENT SUMMARY

NUMBER OF VOTING MACHINES	101
WHO OWNS VOTING MACHINES	TOWN/CITY
WHO MAINTAINS VOTING MACHINES	TOWN/CITY
NUMBER OF VOTING MACHINES ACCESSIBLE TO HANDICAPPED	101

ELECTION RESULTS

ELECTION NIGHT QUICK RETURNS DONE	<input checked="" type="checkbox"/> COMPUTER <input type="checkbox"/> MANUALLY
RECANVASSED AND CERTIFIED RESULTS DONE	<input type="checkbox"/> COMPUTER <input checked="" type="checkbox"/> MANUALLY

PETITIONS**DESIGNATING PETITIONS**

NUMBER RECEIVED	166
NUMBER CHALLENGED	0
NUMBER OF SPECS FILED	0
NUMBER INVALIDATED BY BOARD	0
NUMBER OF COURT CASES	0
NUMBER OF CASES UPHOLDING BOARD POSITION	N/A
NUMBER OF CASES REVERSING BOARD POSITION	N/A

INDEPENDENT PETITIONS

NUMBER RECEIVED (NON-PARTISAN/CITY OF WATERTOWN)	2
NUMBER CHALLENGED	0
NUMBER OF SPECS FILED	0
NUMBER INVALIDATED BY BOARD	0
NUMBER OF COURT CASES	0
NUMBER OF CASES UPHOLDING BOARD POSITION	N/A
NUMBER OF CASES REVERSING BOARD POSITION	N/A

CAMPAIGN FINANCE SUMMARY

NUMBER OF FILINGS	75
NUMBER OF FIVE DAY LETTERS SENT	3
NUMBER OF CURRENT DELINQUENT FILINGS	2
NUMBER REFERRED TO COUNTY ATTORNEY OR DA	0

REGISTRATION AND ENROLLMENT SUMMARY**LOCAL REGISTRATION**

WE CONDUCTED LOCAL REGISTRATION IN 1996	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
NUMBER OF FORMS PROCESSED DAY ONE	50	
NUMBER OF FORMS PROCESSED DAY TWO	61	
NUMBER OF SITES USED	24	
DATES OF LOCAL REGISTRATION	OCT. 1 & OCT. 12	
COST OF LOCAL REGISTRATION (PER REG. RECEIVED)	\$ 63.93 PER REG.	

CENTRAL REGISTRATION

NUMBER OF CENTRAL REGISTRATION FORMS PROCESSED	333
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MAIL REGISTRATION

NUMBER OF FORMS USED	18,340
NUMBER OF FORMS ISSUED TO GROUPS	9,350
NUMBER OF FORMS USED IN YOUR OWN OUTREACH PROGRAMS (BANKS, POST OFFICES, TOWN/CITY HALLS, ETC)	5,690
NUMBER OF FORMS PROCESSED FROM TAX PACKETS	283

REGISTRATION SUMMARY FROM ALL SOURCES

NUMBER OF NEW REGISTRANTS PROCESSED IN 1996	8,566
NUMBER OF MOVERS WITHIN YOUR COUNTY PROCESSED IN 1996	1,730
TOTAL NUMBER OF ENROLLMENT CHANGES	916
TOTAL NUMBER OF NAME CHANGES (OFFICIAL FROM COUNTY CLERK)	9
TOTAL NUMBER OF DUPLICATES	955
TOTAL NUMBER OF OTHERS	
TOTAL NUMBER OF MAIL REGISTRATION FORMS PROCESSED	10,296

CANCELLATIONS

NUMBER OF REGISTRATIONS CANCELED	2,103
NUMBER OF CANCEL NOTICES SENT TO OTHER NY COUNTIES	371
NUMBER OF CANCEL NOTICES SENT TO SBOE FOR OTHER STATES	546

GENERAL INFORMATION

DO YOU HAVE A FAX MACHINE IN YOUR OFFICE?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
DO YOU RUN ANY VILLAGE ELECTIONS?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

ABSENTEE AND AFFIDAVIT BALLOT SUMMARY

NUMBER OF APPLICATIONS RECEIVED	0
NUMBER OF BALLOTS MAILED	0
NUMBER OF BALLOTS RETURNED	0
NUMBER INVALIDATED (NOT SIGNED, DATED AFTER ELEC, ETC.)	0
NUMBER OF VOTERS WHO VOTED IN PERSON AFTER VOTING ABSENTEE	0
REASONS FOR REJECTION	
NUMBER OF AFFIDAVITS RECEIVED	0
NUMBER OF AFFIDAVITS COUNTED FOR TRANSFERS/MOVERS	0
NUMBER OF AFFIDAVITS COUNTED FOR OTHER REASONS	0
REASONS FOR REJECTION	
TOTAL PRIMARY AFFIDAVITS REJECTED	11
NUMBER NOT SIGNED	4
NUMBER NOT IN DISTRICT	2
NUMBER FILLED OUT INCORRECTLY	1
NOT PROPERLY ENROLLED	4
MISCELLANEOUS	0
TOTAL COURT ORDERS PROCESSED	0
NUMBER OF APPLICATIONS RECEIVED	2,603
NUMBER OF BALLOTS MAILED	2,596
NUMBER OF BALLOTS RETURNED	2,353
NUMBER INVALIDATED (NOT SIGNED, DATED AFTER ELEC, ETC.)	168
NUMBER OF VOTERS WHO VOTED IN PERSON AFTER VOTING ABSENTEE	4
NUMBER OF AFFIDAVITS RECEIVED	353
NUMBER OF AFFIDAVITS COUNTED FOR TRANSFERS/MOVERS	286
NUMBER OF AFFIDAVITS COUNTED FOR OTHER REASONS	5
REASONS FOR REJECTION	
TOTAL GENERAL AFFIDAVITS REJECTED	62
NUMBER NOT SIGNED	3
NUMBER NOT IN DISTRICT	10
NUMBER FILLED OUT INCORRECTLY	22
MISCELLANEOUS	27
TOTAL COURT ORDERS PROCESSED	261
WE DISTRIBUTE ABSENTEE BALLOTS IN NURSING HOMES	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
NUMBER OF HOMES VISITED	2
NUMBER OF BALLOTS PROCESSED - PRIMARY AND GENERAL TOGETHER	22

New York State Board of Elections
COUNTY VOTER REGISTRATION ACTION PLAN

Election Law § 3-212.4

COUNTY JEFFERSON

REPORT ON YEAR 1996 WITH ACTION PLAN FOR YEAR 1997

Submit to State Board of Elections by January 31st of each year.

I. COORDINATOR **The designated Voter Registration Activities Coordinator is**

Name/Title SANDRA L. COREY, DEPUTY COMMISSIONER
Address BOARD OF ELECTIONS
175 ARSENAL ST.
WATERTOWN, NY 13601
Telephone/FAX (315) 785-3325/(315) 785-5197

II. VOTER REGISTRATION FORMS

REGISTRATION FORM SUPPLY

1. Number received from State Board	<u>18,000</u>
2. Number printed by Board	<u>0</u>
3. Number remaining in supply	<u>4,000</u>

REGISTRATION FORMS DISTRIBUTED

1. Schools	<u>1,250</u>
2. Public Offices	<u>5,575</u>
3. Community Groups	<u>10,150</u>
4. Other	<u>2,000</u>
5. TOTAL	<u>18,975</u>

III. OUTREACH PROGRAMS - 19 96

POSTAL PROGRAM § 5-210

1. Number of post-offices supplied with forms	<u>62</u>
2. Number of voter registration forms supplied	<u>APP. 3,000</u>

SCHOOL PROGRAM § 3-212.4b

1. Number of school districts in county/city	<u>12</u>
2. Number of districts contacted	<u>12</u>
3. Number of designated liaisons	<u>12</u>
4. Number of schools visited	<u>11</u>
5. Number of students registered	<u>669</u>

COUNTY JEFFERSON COUNTY

1. **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?

The registration clerks mail 25 registration forms to each post office in Jefferson County. We ask each of these postmasters to contact our office when their supply is getting low. We have found several post offices ignored this request, and we called them after 3-4 months. This year when a voter called our office for a registration form, we gave them the option of receiving it by mail or picking one up at their local post office. This has worked far better than our telephone calls. We heard from almost all of the post offices this year letting our office know that supplies were low. We felt in most cases it was because more people were inquiring for them and this reminded the postal officials to keep a supply on hand.

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

We have twelve high schools, one BOCES, and one junior college in Jefferson County. We have always attempted to send our registration clerks to all of the schools to register students at least once a year, and our office are always available to speak to classes about the importance of registration. This year the registration clerks went to 11 of the 12 high schools. The other high school preferred doing their own registration, so it was sent registration forms and step by step instructions on how to fill out a registration form properly. We call these schools every year in February and set up dates and times that are convenient to them. Our clerks take our office maps so if there is any question on placement the student can show them on the map exactly where they live. When the clerks come into the office with the forms, they are ready to put them into the computer after checking for duplication. Those students who are not 18 years of age when they register but will be by election day are put on the computer immediately with a status code so they will not appear on any list as registered. Their form is then filed by birth date in a separate file. Each day the registration clerks check this file and the status code is changed on the voter's birthday to an active code. The form is then filed in the active file. At this time the student will be on all active lists, etc. Just before sending our tape for our election books, all remaining voters are put on active status as long as they will be 18 by the day after the general election. Our junior college had several different registration drives and someone in our office would pick up the forms each day. We believe by offering to pick up the forms we are informed by the college whenever they intend to have a drive and we seldom have a problem with a registration getting lost.

III. MEDIA. Describe any media program, either paid or public service, involving Radio/TV/Print you have conducted. Provide statistics where possible.

We work very closely with all media throughout the year. We have two local television stations, one educational station, several radio stations, three weekly newspapers, and one daily newspaper. The deputy commissioners keep everyone updated at all times. We have always tried to give them information before they could ask for it. We are very comfortable with all of our various reporters. They keep our local office in the forefront throughout the year and especially during the election period. This is good because it serves as a constant reminder to the voter to register and vote.

IV. PRINT RESOURCES. Describe how your board utilizes any brochures or posters that may be available.

We hand out brochures at the high schools when we register students. We also use them at the county fair booth. Anytime anyone comes into the office looking for information for meetings, school, or anything else we give them whatever brochures and posters that will help their cause. On "Jefferson County Day" at the local mall we handed out several brochures.

COUNTY JEFFERSON COUNTY

ACTION PLAN FOR YEAR 1997

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 continue what we have been doing in the past and improve upon it. We would also like to go a little further with Jefferson County Day with a few more ideas such as handing out stickers and coloring books to the children that vote.

We would like to try a pilot program with one of our high schools using students as inspectors. We have some towns that are having a very real problem in getting inspectors. One of those towns is the township that holds Fort Drum. We are going to the school in that district and talk to the officials about using 10-12 of their students (equal representation of Republican and Democrat parties) to be inspectors. They will have to be 18 years of age by election day 1997 and they will have to be full time students. We will have them come into our class to be trained and we will spread them throughout the nine districts within the township. We feel this would alleviate our problem in finding inspectors and it would give students an opportunity to actually participate in the process. We intend to set something up with the high school this winter for the election next fall. If this works, we will enlarge the program by using more schools .