

# City of Cambridge

*Richard C. Rossi • City Manager*



# Executive Department

*Lisa C. Peterson • Deputy City Manager*

September 12, 2016

To the Honorable, the City Council:

I am pleased to provide the attached communication from the Board of Election Commissioners relative to early voting. Five early voting locations will be available throughout the City for the November 8, 2016 State/Presidential Election for a period of 11 days beginning on October 24 through November 4, 2016.

In October, a recommended appropriation will be forwarded to the City Council to support the additional costs related to this process.

Very truly yours,

A handwritten signature in cursive script that reads "Richard C. Rossi".

Richard C. Rossi  
City Manager

RCR/mec  
Attachment(s)



# CITY OF CAMBRIDGE

## BOARD OF ELECTION COMMISSIONERS

51 Inman Street, Cambridge, Massachusetts 02139-1732 • Telephone 617-349-4361 • TTY: 617-492-0235  
 Fax: 617-349-4366 • Email: Elections2@cambridgema.gov • Website: www.cambridgema.gov/election

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Lesley Waxman

To: Richard C. Rossi, City Manager  
 From: Board of Election Commissioners  
 Date: August 29, 2016  
 Re: Response to Council Request Regarding Early Voting Sites in the City of Cambridge

The City Council has requested that “City Manager coordinate with the Election Commission in order to operate *at least 5* early polling locations, for the entire day, for the entirety of the 11 day early voting period and that the City Manager and Election Commission confer further as to the feasibility of operating a greater number of early polling locations, and issue a report detailing their findings...”

### EARLY VOTING

Pursuant to 950 CMR 47.00 the City of Cambridge will conduct Early Voting for the State/Presidential Election scheduled for Tuesday, November 8, 2016. The Early Voting period begins on the eleventh (11<sup>th</sup>) business day preceding the general election and ends at the close of business on the business day preceding the business day before the election. For 2016 it will be begin on Monday, October 24<sup>th</sup> and end on Friday, November 4<sup>th</sup>. The Board of Election Commissioners has designated five (5) early voting sites in the City of Cambridge, including the Election Commission office, for the Early Voting period. Any registered voter in the City of Cambridge who desires to vote early can go to the Election Commission office, one of the four (4) alternate sites or may file with the Election Commission office an application to have an early voting ballot mailed. The Early Voting schedule created by the board will allow for day, evening and weekend hours.

**PROPOSED EARLY VOTING SCHEDULE**

**Early Voting at the City of Cambridge Election Commission Office\***

*(\*Early voting in person or by mail at this location only)*

Election Commission Office, 51 Inman Street, 1<sup>st</sup> Floor, Cambridge, MA 02139

**Election Commission Schedule from October 24<sup>th</sup> thru November 4<sup>th</sup>**

Monday, October 24 & October 31.....	8:30 a.m. to 8 p.m.
Tuesday, October 25 & November 1.....	8:30 a.m. to 5 p.m.
Wednesday, October 26 & November 2.....	8:30 a.m. to 8 p.m.
Thursday, October 27 & November 3.....	8:30 a.m. to 5 p.m.
Friday, October 28 & November 4.....	8:30 a.m. to 5 p.m.
Saturday, October 29.....	9 a.m. to 5 p.m.

**Additional Early Voting Sites\***

*(\*Early voting in person only and not by mail)*

Police Department  
Community Room  
1<sup>st</sup> Floor  
125 Sixth Street  
Cambridge MA 02142

O'Neill Library  
70 Rindge Ave.  
Cambridge, MA 02140

Cambridge Water Department  
250 Fresh Pond Parkway  
Cambridge MA 02138

Main Library  
449 Broadway  
Cambridge, MA 02138

**Schedule for Additional Early Voting Sites Schedule from October 24<sup>th</sup> thru November 4<sup>th</sup>**

Monday, October 24 & October 31.....	12 p.m. to 8 p.m.
Tuesday, October 25 & November 1.....	9 a.m. to 5 p.m.
Wednesday, October 26 & November 2.....	12 p.m. to 8 p.m.
Thursday, October 27 & November 3.....	9 a.m. to 5 p.m.
Friday, October 28 & November 4.....	9 a.m. to 5 p.m.
Saturday, October 29.....	9 a.m. to 5 p.m.

Attachment: Five (5) Early Voting Sites in Cambridge 2016 (CMA 2016 #254 : Council Order response on Earling Voting sites)

The total estimated cost for five (5) locations for the entire allowable Early Voting period in the City of Cambridge is approximately **\$89,260.86**.

<b>FY '17 GENERAL ELECTION BUDGET                  STAFFING OF FIVE EARLY VOTING LOCATIONS FROM                  MONDAY, OCTOBER 24<sup>th</sup> TO FRIDAY, NOVEMBER 4<sup>th</sup>                  (Includes the Election Commission Office)</b>	
Early Voting 2 supervisors per location for 4 locations - 8 Supervisors x \$16.95/hr x 82.50 Reg. hours (7.50 per day & .50 hrs for lunch)(11 days – 82 hrs)	\$11,187
Total cost per supervisor per day \$127.13	
Total cost 2 supervisors at each location \$254.25	
Early Voting Clerks - 8 clerks (2 per location, 4 locations) x \$15.04 x 82.50 hrs (approx. 7.50 reg. hrs. & .50 hrs for lunch per day)	\$9,926.40
Total cost per clerk per day = \$112.80	
Total cost for 2 clerks at each location per day approx. ( 2 inspectors per loc.- 7.50 hrs per day) \$225.60	
<b>Total 2 supervisors &amp; 2 clerks per additional location per day approx. \$479.85</b>	
<b>Approx. Costs for 2 Supervisors &amp; 2 Clerks at 4 Early Voting Locations</b> (Does not include possible overtime costs) Only working at the additional sites not the Election Commission	<b>\$21,113.40</b>
<b>Cost for Election Commission Office Staff (OT and Reg. hrs.)</b> 75 reg. hours, 48 OT hours for 11 days (OT hrs - 14 hrs for the 2 extended Fridays and 10 hrs for Saturday and approx. additional 3 hrs. per day Monday to Thursday) DPW Reg. schedule is 7 a.m. to 3 p.m.  \$23.0475 x 1.50x 48 = \$1659.42 OT (\$150.85 per day) \$21.3929x1.50x40= \$1283.57 OT \$17.0457x1.50x51hrs = \$1227.29 OT Comp hours 37.50 for 3 supervisors = \$4624 <b>Total Office staff OT &amp; Comp = \$8,794</b>	\$8,794
5 Temps Alternating Schedules \$15.04 x 20hrs/per week = \$1504.00 per week Total \$3008 for 11 days	\$3008
<b>DPW Staff \$29 per hour</b> (75 Reg hrs. & approx. 31 hrs OT for 11 days– Mon & Wed. 6 hrs each, Tues/Thurs./Fri. 3 hrs each, Sat. 10 hrs) 75 reg. hrs x \$29 = \$2175 31 OT hrs x \$29x1.50 = \$1348.50 <b>Additional DPW staff \$20/hr</b> 8 hrs setup & 8 hrs breakdown of locations	\$3623.50 \$320.00
<b>Library Staff</b>	\$1925.00
<b>Police officers</b> (Range \$19.6037 to \$28.2089 = Average \$23.90/hr) Does not include overtime	\$1925.00

Attachment: Five (5) Early Voting Sites in Cambridge 2016 (CMA 2016 #254 : Council Order response on Earling Voting sites)

costs	
<b>Total Election Commission and Early Voting Sites Staffing</b>	<b>\$40,708.90</b>
<b>Additional Costs for Early Voting</b>	
Early Voting Training – 24 election workers for one (1) hour @ \$15.04/hr	\$360.96
Early Voting Mailing to households – Approx. 50,000 @ .50 per piece	\$25,000
Vendor Costs - Print, address, prepare for mailing and deliver to Post Office	\$9,000
Purchase of Five (5) Electronic Poll Books	\$9,999.00
Rental of Tables and Chairs for sites	
Voting booths \$1048 each booth x 4	\$4,192.00
<b>Total Costs – Staffing &amp; additional costs – 11 Days</b>	<b>\$89,260.86</b>

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