



CITY OF CAMBRIDGE

362 GREEN STREET, CAMBRIDGE, MASSACHUSETTS 02139-3395 • TEL. (617) 349-4361
FAX (617) 349-4366
TTY (617) 349-4242

BOARD OF ELECTION COMMISSIONERS

ARTIS B. SPEARS
DARLEEN G. BONISLAWSKI
LYNNE ALEXIS MOLNAR
WAYNE A. DRUGAN, JR.
Commissioners

TERESA S. NEIGHBOR
Executive Director

To: Robert W. Healy, City Manager
From: Teresa S. Neighbor, Executive Director *TSN*
Date: April 13, 2000
Subject: Council Order #7, dated 4/3/00 Re: report on payment to election workers and what the normal procedures for payment are.

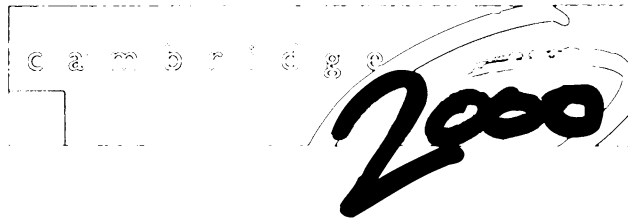
The Election Commission wishes to affirm its great appreciation of the efforts of all those who serve as pollworkers for the City of Cambridge. Their diligence and hard work are indispensable to the success of Election Day. We take our responsibility to provide them with timely remuneration very seriously and regret the delay in payment after the March 7 Presidential Primary Election. Please be advised that, as of Friday, April 7, payment has been mailed to all election workers who staffed the polls.

The City's more than two hundred and fifty (250) pollworkers customarily receive their checks within three weeks of an election. After this most recent election, payment was delayed a week when vendor numbers had to be recreated due to the conversion of the City's financial system.

Procedures for paying election workers involve the following:

- calculating amounts owed to each of 250 individuals (the amounts vary depending on the number of hours worked and on whether or not the worker attended a training session);
- entering data calculated for 250 individuals in the computer;
- printing time sheets with data calculated for 42 precincts;
- filling out a transmittal form for each of 250 individuals (this requires a vendor number which is assigned by Purchasing);
- typing 42 schedules and remitting them to Auditing.

Over the past ten years the considerable efforts of our staff to provide timely and accurate payment to pollworkers have been widely acknowledged and appreciated. We regret the recent delay due to unusual circumstances and do not expect it to recur.



2.

CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

April 24, 2000

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 00-16, regarding a report on the delaying in paying election workers and what the normal procedures are for payments, received from Executive Director of the Election Commission Teresa Neighbor.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy". The signature is fluid and cursive, with a large, sweeping "H" and "Y".

Robert W. Healy
City Manager

RWH/mec
Attachment



2000 Things 2 Do in 2000

Consent Agenda #2

985

Relative to A.W. Rept. # 00-016
regarding a report on the delay in
paying election workers and the
normal procedures for payments.

S-98

In City Council April 24, 2000

PLACED ON FILE