

CITY SECRETARY'S OFFICE

Elections

DEPARTMENT MISSION

To administer all aspects of municipal elections and ensure compliance with all City, State, and Federal election laws, policies and guidelines, and to provide staff support to the City's Ethics Advisory Commission, and process all ethics complaints filed with the City.

PROGRAM DESCRIPTION

Elections

The City Secretary is the chief election officer for the City and administers all aspects of municipal elections. This involves securing, handling and servicing precincts; preparing candidate campaign reports; verifying petition names; arranging for the use of voting machines; selecting ballot styles; providing election supplies; and overseeing the tabulation of votes.

It provides staff support to the Ethics Advisory Commission; furnishes copies of the City's Code of Ethics to city officers, employees and citizens upon request; accepts all ethics complaints filed against city officers and employees; initiates correspondence for the Ethics Advisory Commission; sets hearing dates; keeps minutes of Commission proceedings; and documents and records all actions taken by the Commission.

OBJECTIVES FOR FY 2002-2003

- Continue to work with Dallas County Elections Department to increase security of the vote-by-mail process
- Continue to analyze early voting sites for cost effectiveness
- Work with Dallas County Elections Department to identify opportunities to reduce election costs
- Work with Dallas County Elections Department and other local entities on issues regarding ballot integrity
- Prepare for 2003 Mayor and City Council and Bond Elections

MAJOR BUDGET ITEMS

- Add \$687,500 for May 2003 City Council Election
- Save \$1,006 through various operational efficiencies including reduction of cell phones, copiers and memberships

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EXPENDITURES (By Category)

	FY 2000-01 Actual	FY 2001-02 Budget	FY 2001-02 Estimate	FY 2002-03 Adopted
Salaries and Benefits	57,318	213,077	222,031	219,128
Supplies and Materials	180	15,265	14,439	1,699
Other Services and Charges	391,698	2,195,776	2,008,984	807,041
Capital Outlays	0	0	0	0
Reimbursements	0	0	0	0
TOTAL	<u>449,196</u>	<u>2,424,118</u>	<u>2,245,454</u>	<u>1,027,868</u>

EXPENDITURES (By Program)

Elections	449,196	2,424,118	2,245,454	1,027,868
TOTAL	<u>449,196</u>	<u>2,424,118</u>	<u>2,245,454</u>	<u>1,027,868</u>

FTEs (By Type)

Regular	1.0	4.0	3.8	4.0
Overtime	0.0	0.0	0.0	0.0
Temporary Help	0.0	0.0	0.2	0.0
Day Labor	0.0	0.0	0.0	0.0
TOTAL	<u>1.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>

FTEs (By Program)

Elections	1.0	4.0	4.0	4.0
TOTAL	<u>1.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>

GENERAL FUND

1,027,868

ADDITIONAL OPERATING RESOURCES

NONE

TOTAL

0

0

TOTAL OPERATING RESOURCES

1,027,868