

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 2003-2004

- Identify election law changes that will effect City of Dallas elections
- 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

MAJOR BUDGET ITEMS

- Save \$1,587 by implementing Service Incentive Pay program that is consistent with the State mandated Uniform Service Incentive Pay program
- Save \$3,616 as a result of transitioning Employee Health Benefits to a Catastrophic Coverage Program with a Preventive Care component

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EXPENDITURES (By Category)

	FY 2001-02 Actual	FY 2002-03 Budget	FY 2002-03 Estimate	FY 2003-04 Adopted
Salaries and Benefits	220,510	219,128	229,432	216,998
Supplies and Materials	8,674	1,699	1,499	1,504
Other Services and Charges	1,863,795	807,041	529,426	8,735
Capital Outlays	0	0	0	0
Reimbursements	0	0	(20)	0
TOTAL	2,092,979	1,027,868	760,337	227,237

EXPENDITURES (By Program)

Elections	2,092,979	1,027,868	760,337	227,237
TOTAL	2,092,979	1,027,868	760,337	227,237

FTEs (By Type)

Regular	3.8	4.0	4.0	4.0
Overtime	0.0	0.0	0.0	0.0
Temporary Help	0.2	0.0	0.0	0.0
Day Labor	0.0	0.0	0.0	0.0
TOTAL	4.0	4.0	4.0	4.0

FTEs (By Program)

Elections	4.0	4.0	4.0	4.0
TOTAL	4.0	4.0	4.0	4.0

GENERAL FUND

227,237

ADDITIONAL OPERATING RESOURCES

NONE

TOTAL

0

0

TOTAL OPERATING RESOURCES

227,237