

# **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 2004-2005**

- Prepare for possible November 2004 special election for the Employees Retirement Fund
- Prepare for and administer May 2005 City Council Election
- Analyze elections services contract to identify cost savings opportunities
- Continue to work with Dallas County Elections Department to identify opportunities to reduce election costs

### **MAJOR BUDGET ITEMS**

- Add \$1,000,000 for May 2005 City Council Election (all districts)

# CITY SECRETARY'S OFFICE

## Elections

### EXPENDITURES (By Category)

	FY 2002-03 Actual	FY 2003-04 Budget	FY 2003-04 Estimate	FY 2004-05 Adopted
Salaries and Benefits	229,812	216,998	228,943	231,520
Supplies and Materials	920	1,504	1,167	2,000
Other Services and Charges	496,205	683,735	675,000	1,012,300
Capital Outlays	0	0	0	0
Reimbursements	(20)	0	0	0
<b>TOTAL</b>	726,917	902,237	905,110	1,245,820

### EXPENDITURES (By Program)

Elections	726,917	902,237	905,110	1,245,820
<b>TOTAL</b>	726,917	902,237	905,110	1,245,820

### FTEs (By Type)

Regular	4.0	4.0	4.0	4.0
Overtime	0.0	0.0	0.0	0.0
Temporary Help	0.0	0.0	0.0	0.0
Day Labor	0.0	0.0	0.0	0.0
<b>TOTAL</b>	4.0	4.0	4.0	4.0

### FTEs (By Program)

Elections	4.0	4.0	4.0	4.0
<b>TOTAL</b>	4.0	4.0	4.0	4.0

### GENERAL FUND

**1,245,820**

### ADDITIONAL OPERATING RESOURCES

NONE

**TOTAL**

0

**0**

### TOTAL OPERATING RESOURCES

**1,245,820**