

BUDGET SUMMARY

City Clerk & Elections Department

	Actual Cost <u>1960</u>	Actual Cost <u>1961</u>	Original Approved Budget <u>1962</u>	Adjusted Budget <u>1962</u>	Department Budget Request <u>1963</u>	City Manager Budget Recommendation <u>1963</u>	Council Approved <u>1963</u>
Personal Service	\$23,526	\$26,587	\$29,001	\$27,671	\$27,015	\$27,015	
Contractual	2,275	1,850	5,800	5,800	1,980	1,980	
Supplies	1,290	1,919	3,460	3,460	1,150	1,150	
Capital	<u>380</u>	<u> </u>	<u>15,000</u>	<u>16,330</u>	<u>12,750</u>	<u>12,750</u>	
TOTAL COST	\$27,471	\$30,356	\$53,261	\$53,261	\$42,895	\$42,895	
Less Charges to Other Departments and Funds	<u> </u>	<u>(3,639)</u>	<u>(2,130)</u>	<u>(2,130)</u>	<u>(2,000)</u>	<u>(2,000)</u>	
GENERAL FUND NET	\$27,471	\$26,717	\$51,131	\$51,131	\$40,895	\$40,895	

Note: 1963 costs based on one election during the year.

FUNCTIONAL BREAKDOWN

	*	*	*	*		
City Clerk Division	\$20,000	\$20,000	\$21,301	\$21,301	\$22,271	\$22,271
Elections Division	<u>7,471</u>	<u>6,717</u>	<u>29,830</u>	<u>29,830</u>	<u>18,624</u>	<u>18,624</u>
GENERAL FUND NET	\$27,471	\$26,717	\$51,131	\$51,131	\$40,895	\$40,895

* Estimated Costs - City Clerk is new Division.

City Clerk & Election Department

City Clerk Division

APPROPRIATION DETAIL

Account #1213

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Personal Services</u>			\$18,104			
.11	City Clerk	\$13,704		\$13,704	\$13,704	
	Clerk Stenographer III	5,188		6,061	6,061	
	Less Accrued Leave	(788)		(824)	(824)	
	TOTAL SALARIES	\$18,104	\$18,104	\$18,941	\$18,941	
.13	Accrued Leave	\$ 2,897	\$ 2,897	\$ 3,030	\$ 3,030	
	TOTAL PERSONAL SERVICES	\$21,001	\$21,001	\$21,971	\$21,971	
	PERSONNEL AUTHORIZED	2	2	2	2	
<u>Supplies</u>						
.36	Office Supplies	\$ 200	\$ 200	\$ 200	\$ 200	
.37	Postage	100	100	100	100	
	TOTAL SUPPLIES	\$ 300	\$ 300	\$ 300	\$ 300	
	GENERAL FUND NET	\$21,301	\$21,301	\$22,271	\$22,271	

CITY CLERK DIVISION INFORMATION

The City Clerk performs the services of Clerk of the Council, compiles Council minutes, is custodian of official documents, conducts elections, and is registrar of voters. In past years, the additional duties of a City Treasurer have been placed upon the City Clerk by Council action.

This budget recommendation proposes that, among other changes, the Treasurer duties of the City Clerk be transferred to a separately designated City Treasurer who will operate a division under the Finance Department. Consequently, personal services in this account include the salaries only of the City Clerk and one Clerk Stenographer III. The total salaries for 1960, 1961, and 1962 are, by necessity, estimated.

City Clerk & Election Department

Elections Division

APPROPRIATION DETAIL

Account #1203

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Personal Services</u>		\$7,000	\$5,670			
.11	Clerk Stenographer II (Approx. 2 mos.)			\$1,000	\$1,000	
	Election Clerks & Judges			2,700	2,700	
	Less Accrued Leave			(41)	(41)	
	TOTAL SALARIES	\$7,000	\$5,670	\$3,659	\$3,659	
.12	Overtime	\$ 800	\$ 800	\$ 800	\$ 800	
.13	Accrued Leave	200	200	585	585	
	TOTAL PERSONAL SERVICES	\$8,000	\$6,670	\$5,044	\$5,044	
<u>Contractual</u>						
.21	Advertising	\$4,500	\$4,500	\$1,000	\$1,000	
.22	Labor & Equipment	250	250			
	Transportation of Voting Machines			250	250	
.24	Insurance					
	Fire & E.C. - Voting Machines			100	100	
.25	City Equipment Rental	200	200	200	200	
.26	Other Rentals	720	720			
	Poling Places Rental			300	300	
.27	Repairs	50	50	50	50	
.28	Telephone, Telegraph, & Tolls	80	80	80	80	
	TOTAL CONTRACTUAL	\$5,800	\$5,800	\$1,980	\$1,980	

City Clerk & Election Department

Elections Division

APPROPRIATION DETAIL

Account #1203

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
.31	Building Materials	\$ 30	\$ 30	0	0	
.36	Office Supplies	300	300	100	100	
.37	Postage	280	280	100	100	
.38	Printed Forms	2,500	2,500			
	Machine Ballots			400	400	
	Manual Ballots			250	250	
.39	Small Tools	50	50	0	0	
	TOTAL SUPPLIES	\$ 3,160	\$ 3,160	\$ 850	\$ 850	
<u>Capital</u>						
.84	Voting Machines 1963 Installment	\$15,000	\$16,330	\$12,750	\$12,750	
	TOTAL COST	\$31,960	\$31,960	\$20,624	\$20,624	
	Less Charges to Other Agencies (AISD)	(2,130)	(2,130)	(2,000)	(2,000)	
	GENERAL NET FUND	\$29,830	\$29,830	\$18,624	\$18,624	

ELECTIONS DIVISION INFORMATION

Thirty-two voting machines were purchased during 1962 with payment in 1962 of \$16,329.60 and additional payments in 1963, 1964, and 1965 of \$12,700.80 each year. Total cost \$54,432. Since the machines are used for City, School District, and State elections, the total cost will be shared.