Department of Administration

City of Jackson, Mississippi
Fiscal Year 2017 Budget Presentation

Michelle Battee-Day, Interim Director
August 18, 2016

MISSION STATEMENT

The mission of the Department of Administration is to

- Lead and model in financial management and fiscal accountability;
- Implement customer friendly viable methods of effectiveness, efficiency, and integration for all City business processes; and
- Excel in providing superior services to internal and external customers

GOALS & OBJECTIVES

- Overhaul the City's financial system in order to streamline processes for more efficiency and effectiveness in fiscal management and reporting.
- Revitalize the City's financial policies to ensure sustainability and viability as the City continues to grow and transform

SERVICES & CORE FUNCTIONS

- Financial management and reporting
  - Payroll preparation
  - Grant financial management
  - Accounts payable
  - Fixed asset management
  - Annual audit oversight & CAFR preparation
- Budget preparation and monitoring
- Cash & debt management
- Procurement services

SERVICES & CORE FUNCTIONS

- Information Technology Services
  - PC Support
  - Network administration
  - Systems administration
  - Application administration
  - GIS (Graphic Information Systems)
  - Design & Printing services
  - Records Management

SERVICES & CORE FUNCTIONS

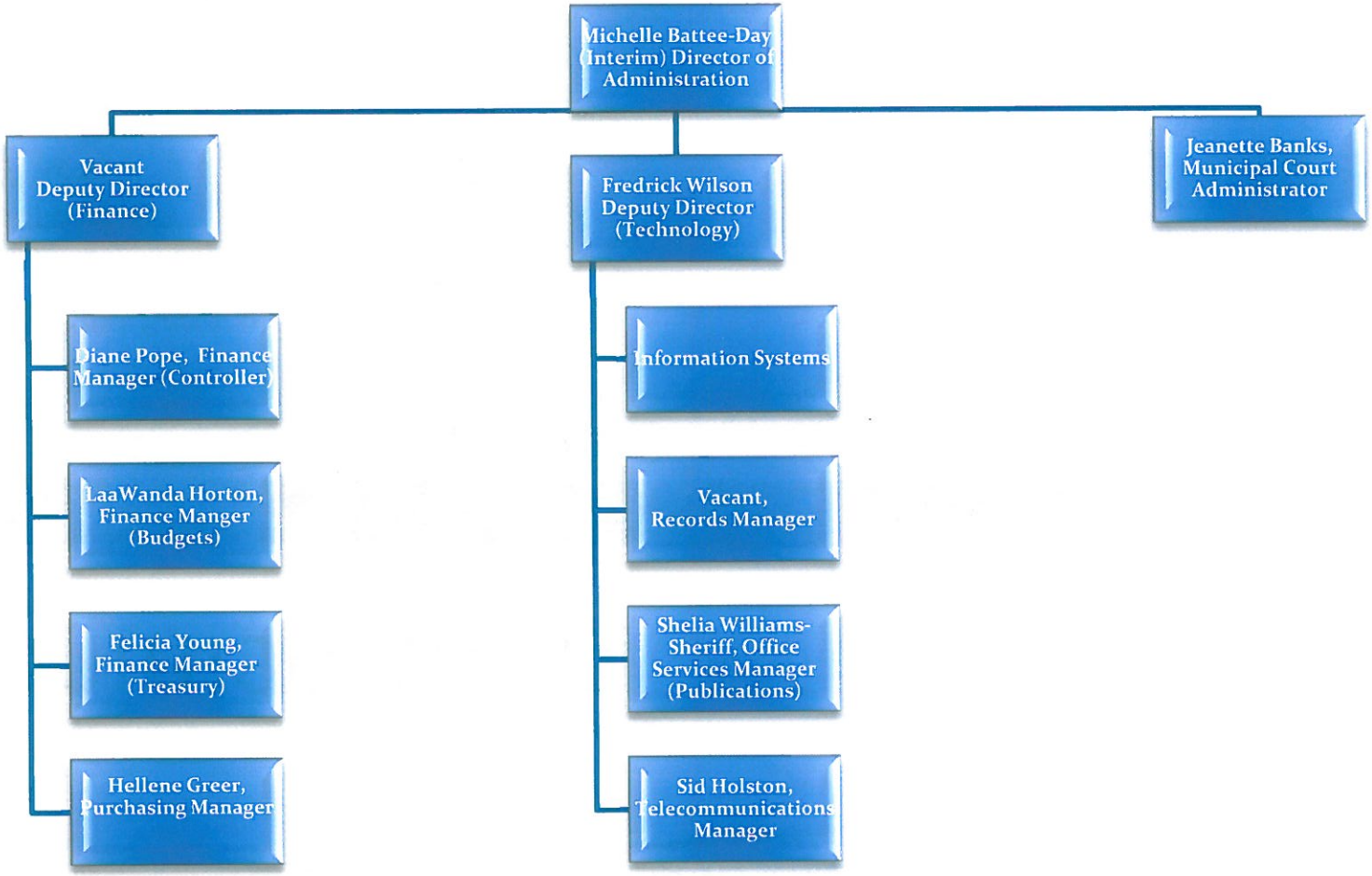
- Telecommunication Services
  - Franchise services
  - Radio Communication
  - Mobile communication
- Municipal Court Services

Administration

General Summary			
	Fiscal Year 2016 (Revised)	Fiscal Year 2017 (Proposed)	
Personal Services	5,512,714	5,249,125	(263,589)
Supplies & Materials	103,042	100,156	(2,886)
Other Services & Charges	1,382,622	1,339,632	(42,990)
Capital Outlay	6,265	6,265	-
TOTAL	**7,004,643**	**6,695,178**	**(309,465)**

Thirteen positions will be impacted by the realignment.

STAFFING


Michelle Battee-Day (Interim) Director of Administration
Vacant Deputy Director (Finance)
Fredrick Wilson Deputy Director (Technology)
Jeanette Banks, Municipal Court Administrator
Diane Pope, Finance Manager (Controller)
LaaWanda Horton, Finance Manger (Budgets)
Felicia Young, Finance Manager (Treasury)
Hellene Greer, Purchasing Manager
Information Systems
Vacant, Records Manager
Shelia Williams-Sheriff, Office Services Manager (Publications)
Sid Holston, Telecommunications Manager