



City Clerk and City Council

Budget Hearing

FY-2016-2017

**TYRONE HENDRIX, COUNCIL PRESIDENT
MARGARET BARRETT-SIMON, COUNCIL VICE-PRESIDENT**

MELVIN PRIESTER, JR., BUDGET CHAIR

ASHBY FOOTE, WARD 1

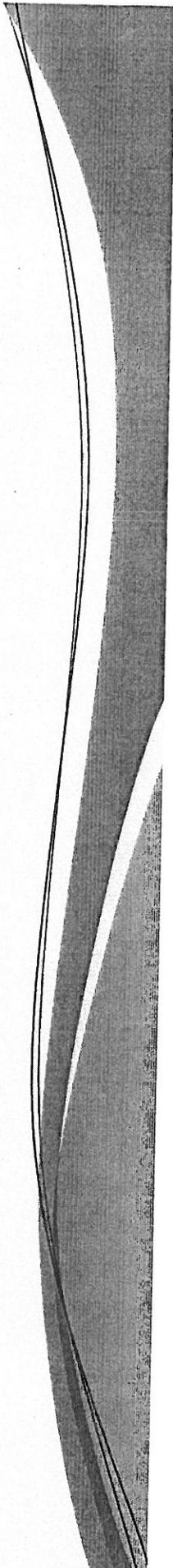
KENNETH I. STOKES, WARD 3

CHARLES H. TILLMAN, WARD 5

MARGARET BARRETT-SIMON, WARD 7

KRISTI MOORE, CITY CLERK

DEBRA JONES, ASSISTANT CITY CLERK



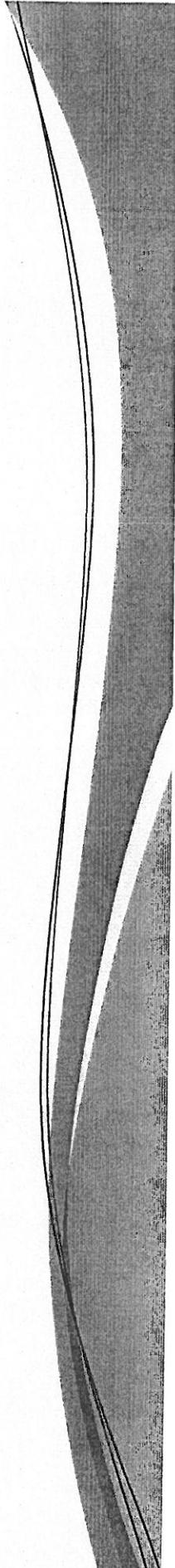
Our Mission

The Office of the City Clerk maintains the integrity of the legislative process; provides administrative and technical support to the City Council; disseminates information concerning legislative decisions and policies; protects and preserves City documents and seal; and oversees the administering of all municipal elections for the City of Jackson, Mississippi.



Our Vision

The vision of the Office of the City Clerk is to create a service oriented office that is professional and responsive to the needs of the City Council, and the general public by utilizing advanced technology thereby creating an office that effectively and efficiently accomplishes its goals, objectives and expectations.



Our Focus

- Fiscal Responsibility – Ensure benefit outweighs cost
- Integrity – Do the right thing
- Transparency – Easy access to public records
- Leadership – Lead by Example
- Service – Commit to service and Community



Goals

Records Management

Improve our records management program

- Continue to implement Citywide records management program
- Develop records management training program
- Continue to manage agreements and other vital records
- Develop Records Management Calendar in Square 9
- Continue conducting Citywide Department Records Management Assessment for compliance with Retention Schedule



Goals

Transparent Communications

Improve Communication with the Community (staff, Council and public) through education and training

- Maintain on-demand video streaming
- Adhere to Open Meeting Laws
- Continue to offer Square 9 Document Management System Training
- Continue to conduct elections
- Continue to respond to Public Records Act requests in a timely manner
- Enhance Public Records Act Tracking system (GovQA)
- Assist with Transparency Portal with Administration

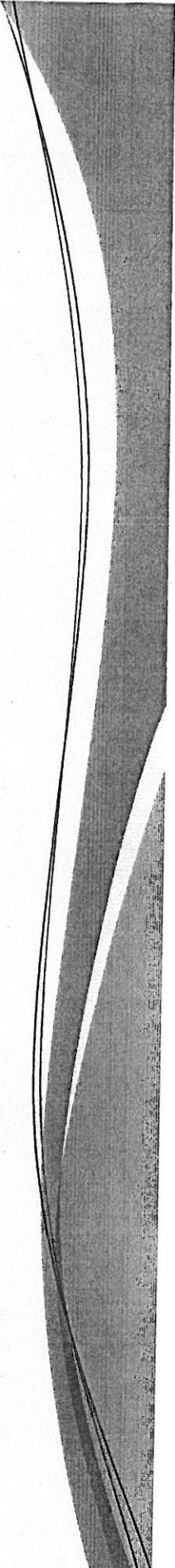


Goals

Sustainable Community

Improve business practices and reduce paper consumption

- Explore Agenda Management Software System work flow solution
- Develop Trustworthy Official Public/Electronic Records Policy
- Encourage the transmittal of records via e-platforms
- Implement Agenda Management Improvements



Goals

Customer Service

Provide professional & efficient service to the community

- Migrate Department files to Square 9 and develop City Clerk Record Keeping Policies
- Continue to work with all Clerical Assistant Support Service departments to include City Clerk/Chief of Administration/Finance/Human Resources Departments
- Maintain City Hall Lobby/Information Center /City Hall Tours

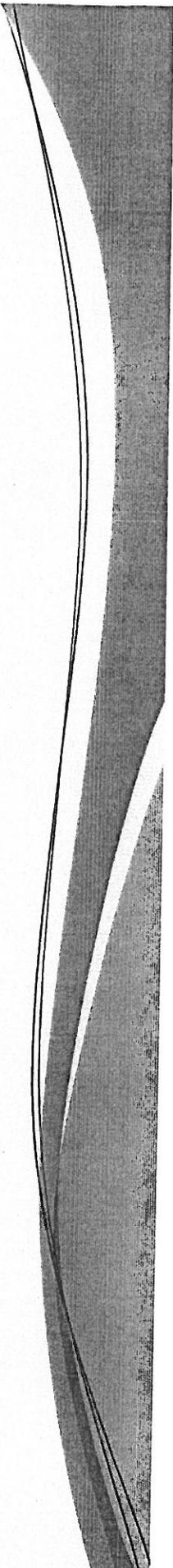


Goals

Budget Management

Maintain current level of service & stay within our budget

- Maintain Fixed Assets Inventory for support department
- Continue training on software system to increase revenue and implement online payments via Paymentus
- Continue to enhance the network with Universities for College Internship with council
- Manage staff resources due to increase in projects as it relates to Council policy that aligns with priority budgeting



General Office Tasks

- Prepare City Council Agendas
- Draft Resolutions
- Maintain Ordinances
- Ad Valorem Taxes
- Research Codes/Statutes
- Transcribe Minutes
- Manage Municipal Elections
- Publish Legal Notices
- Bid Openings
- City Publications
- Citizens Requests/Complaints
- Public Hearings
- Process Open Records Request
- Voter Registration
- Intake of Legal Documents
- Maintain Contracts
- Extensive Records Management
- Coordinate Council Meetings
- Custodian of all city records
- Provide staff support to city council



City Clerk and City Council Staff

Title/Position

- City Council Members
- City Clerk
- Assistant City Clerk
- Senior Deputy City Clerk
- Deputy City Clerks
- Deputy City Clerk (Council)
- Part-time Deputy City Clerks
- Policy Analysts

Responsibility

- Legislative Governing Body
- Director
- Supervisor
- Clerical (1)
- Clerical (5) Vacancies (2)
- Clerical (5) Vacancies (2 1/2)
- Clerical (5)
- Clerical Analyst (2)



City Clerk and Jackson City Council Organizational Chart

See Attachment



City Clerk and City Council Budget Review

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Comments