

Jackson City Council Office of the City Clerk

Budget Hearing

FY-2017-2018

CHARLES H. TILLMAN, COUNCIL PRESIDENT
MELVIN PRIESTER, JR., COUNCIL VICE-PRESIDENT
DE'KEITHER STAMPS, BUDGET CHAIR

ASHBY FOOTE, WARD 1

KENNETH I. STOKES, WARD 3

AARON B. BANKS, WARD 6

VIRGI LINDSAY, WARD 7

KRISTI M. MOORE, CITY CLERK

Municipal Clerk Overview

The Office of the City Clerks strategies, priorities, and goals are influenced by the needs of the municipal elected officials, the desires and requirements expressed by our broad and diverse constituency base, and by new or modified legal mandates at the local, state, and federal levels, including mandatory functions required by the City Charter , Municipal Code of Ordinances and the Secretary of State Office of Mississippi for Election Code guidelines for management of Municipal Elections.

Mission, Vision and Core Values

Our mission, vision, core values, and the priorities of the City of Jackson continue to be used as guiding principles as we conduct comprehensive reviews of our operations, identify our challenges going forward, and strengthen our capabilities for continued efficiencies in our processes.

We Strive to...

Create a service oriented office that is professional and responsive to the needs of the City Council, Executive branch of city government and the general public by utilizing advanced technology thereby creating an office that effectively and efficiently accomplishes its goals, objectives and expectations.

We Service...

- Elected Officials
- City Departments/Staff
- Citizens
- Candidates and Voters
- Regional County and Municipal Governments
- State Agencies
- Business Community and Community Base Organizations

City Clerk and City Council Staff

Title/Position

- Jackson City Council
- City Clerk
- Assistant City Clerk
- Senior Deputy City Clerk
- Deputy City Clerks
- Deputy City Clerks (Council)
- Part-time Deputy City Clerks
- Deputy City Clerk/Policy Analyst
- Deputy City Clerk/Policy Analyst

Responsibility

- Legislative Governing Body
- Director (Plan, Direct & Manage)
- Supervisor (Day to Day Operations) (Vacant)
- Clerical (1) (International Certification) (Vacant)
- Clerical (4) Vacancies (3)
- Clerical (6) Vacancies (1)
- Clerical (4) Vacancies (4)
- Administrative Analyst

- Budget Analyst

Our Team

- Continues to move forward with renewed dedication to all of our Elected Officials, internal and external customers and agencies, the business community, and the public as we strive to maintain a high level of professionalism, transparency, and accountability in our service delivery.
- Has responded to increased pressures to reduce costs, solutions like restructuring, down-sizing and automation. We have eliminated some positions and alter others, which requires our staff to be open to cross training to ensure knowledge and performance in more than one skilled area.
- The staff has accomplished that and in FY18, we need to place a priority on re-organization/re-structuring to target meeting our goals of obtaining new revenue streams.

Professional Development

- Rapid advancements in technology and state-of the art knowledge requires a competent and motivated team capable of upgrading their skills and re-tooling themselves to meet the demands placed on the constant organizational and legal mandates changes.
- We offer professional development training to include:
 - *Municipal Clerks Association*
 - *International Institute of Municipal Clerks (IIMC)*
 - *State Personnel Board Professional Development Program*
 - *City of Jackson Personnel Department*
 - *MEA Cares*
 - *Secretary of State Office*

Office of the City Clerk Program Map

Elect Government

Make Government Work

Open Government

Elections
Division

Legislative
Division

Administrative
Division

How Do We Measure...

- The result of this effort is a planned course of action which is concise, clear and one which will be measured through the implementation of a Four year Strategic Plan.
- The goals outlined in this strategic plan are focused on expanding public access and self service solutions, collaborating with others to leverage ideas and resources, and strengthening our relationship with the community.

Our Goals...

Our strategic goals also reflect our continued dedication to ensuring legal compliance and transparency to the City processes and preserving the City's history. We continue to expand the availability of online documents to promote transparency and eliminate paper with the ultimate goal of the availability of information to the public.

We are focused on improving the flexibility that is necessary to meet the growing electorate and the changes in voter attitudes and behaviors.

Our Focus

- We envision a City in which all are fully engaged in an open and accessible government with a focus on building public trust and confidence in government.
 - **Fiscal Responsibility** – Ensure benefit outweighs cost
 - **Integrity** – improve openness and integrity in government
 - **Transparency** – Easy access to public records
 - **Leadership** – Foster Leadership by Leading by Example
 - **Service** – Commit to service and Community by adapting and innovate services

Operational Functions

Election – Legislation – Administration

Elect Government

- Agenda Management
- Resolutions/Ceremonials
- Codification of Ordinances
- Ad Valorem Taxes
- Municipal Codes/Statutes
- Council and Committee Minutes
- Municipal Election Administration
- Publication of Notices
- Bids & Contract Management
- City Legal Publications
- Oaths and Filings

Make Government Work

- Citizens Requests/Complaints
- Public Hearings/Public Meetings
- Process Open Records Request
- Voter Registration
- Registrar of Legal Documents
- Financial Disclosure Reports
- Records Management & Archives & Imaging Retrieval
- Coordinate Legislative process
- Custodian of all city records
- Boards and Commissions

Open Government

Service Statistics

Elect Government - Elections Services

- Eligible Voters
- Actual Voters
- Voter Turnout
- Certified Candidates
- Election Workers Hired
- Affidavit Ballots
- Elections Held

Service Statistics

Make Government Work - Legislative Services

- Regular Council Meetings
- Special Council Meetings
- Committee Meetings
- Agenda Items
- Public Hearings
- Public Meetings
- Confirmation Hearings
- LIVE Feed

Service Statistics

Open Government - Administrative Services

- Public Record Requests
- Ethic Complaints (ORR)
- Past Due Open Records
- Bid Openings
- Legal Publications
- Legal Documents
Subpoenas, Garnishments, Notice of Claims, Summons
- Certified Orders
- Street ReNamings



City Clerk Revenue and Budget Review

Revenue Streams for FY2018

- Passport Acceptance Facility
- Vital Records - Birth and Death Certificates
- Pre-Check Center
- Turnkey Project
- Records Division
- Secure payments by credit card (Paymentus)

FY 2018 Projects and Priorities

Sustainable Community

Improve business practices and reduce paper consumption

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

FY 2018 Projects and Priorities

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

FY 2018 Projects and Priorities

Budget Management

Maintain current level of service & stay within our budget

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



Jackson City Council Budget Review



Comments