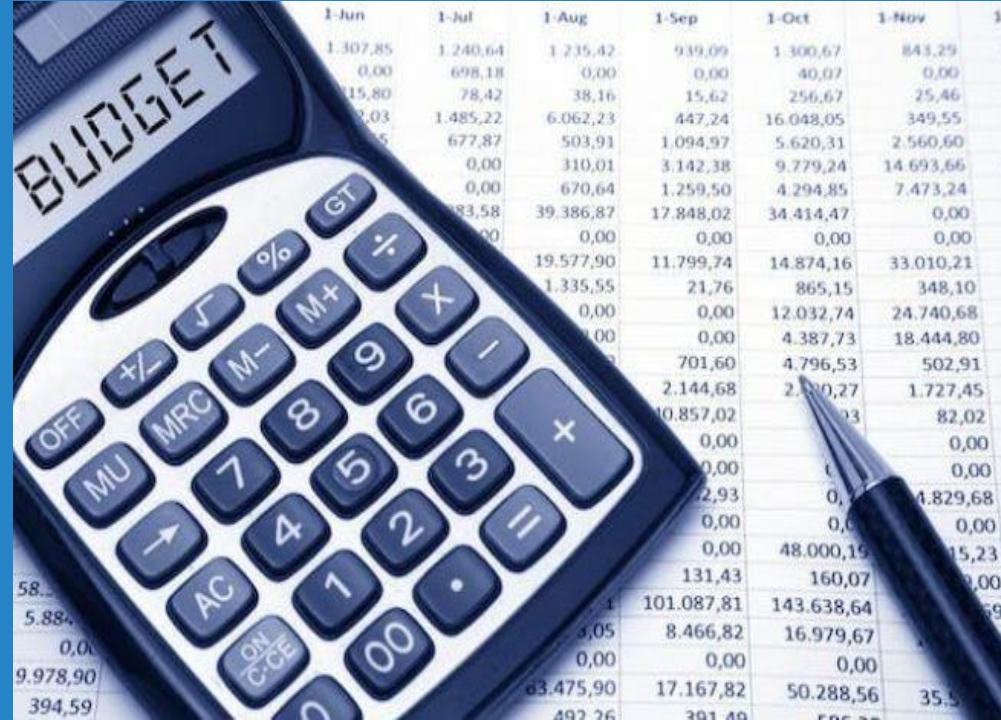


DEPARTMENT OF MUNICIPAL CLERK

2020-2021 BUDGET
PRESENTATION



Presented by
ANGELA HARRIS, MUNICIPAL CLERK

“Professionalism, Responsiveness, Integrity, Dedication, Excellence”

Mission Statement

- ❖ The Department of Municipal Clerk maintains the integrity of all governmental processes; provides administrative and technical support to all City departments; protects and preserves official City documents and seal; maintain a high level of accountability, professionalism, customer service and transparency; and oversees the administering of all municipal elections for the City of Jackson, Mississippi.



We Strive to.....

Create a service oriented department that is professional, accurate and responsive to the needs of both the Executive and Legislative branches of City government and the general public by utilizing advanced technology thereby creating a department that effectively and efficiently accomplishes its goals, objectives and expectations.



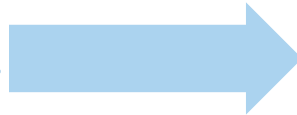
The Department of Municipal Clerk serves:

Internal Customers



City Departments
City Elected Officials

External Customers



Citizens, Candidates and Voters
Vendors
Other Municipal Entities
Business Communities

The Department of Municipal Clerk



What Services are provided ?

Public Record Requests

Receipt of Legal Documents
(subpoenas, summons, garnishments,
notice of claims, notice of appeals,
bankruptcy notices, et.

Bid Openings

Notary Services

TSA Precheck

Passports

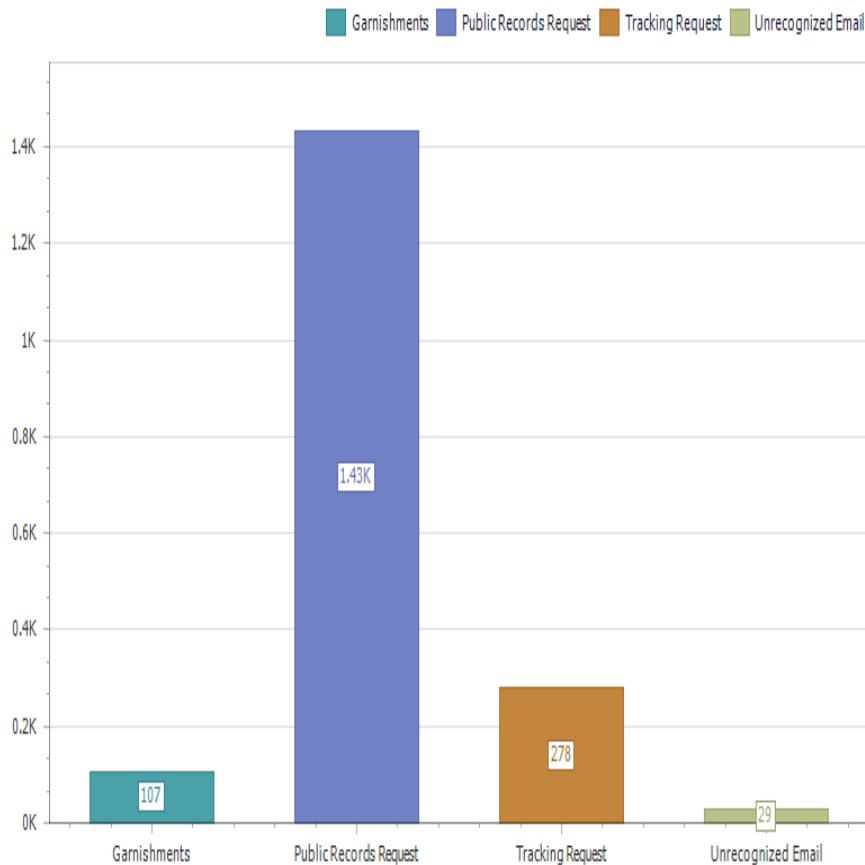
Elections
(Municipal,
Special, CID, BID)

GovQA Requests FY19-20

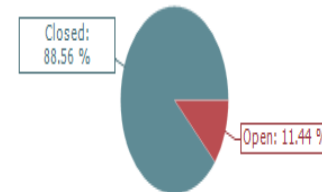
Requests Overview

Request Type

Open/Closed

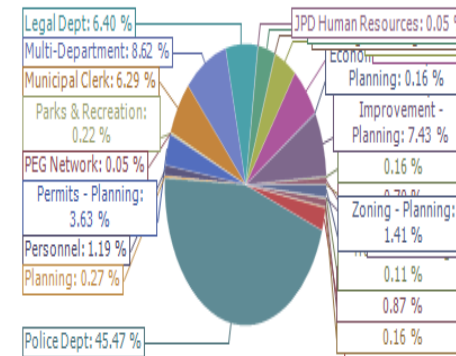


Total Requests



Departments

Total Requests



Department of Municipal Clerk- Revenue Streams

Additional Services



Passports



HTAP - Hazardous Materials Endorsement Threat Assessment Program

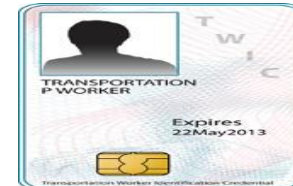
Passport Photos



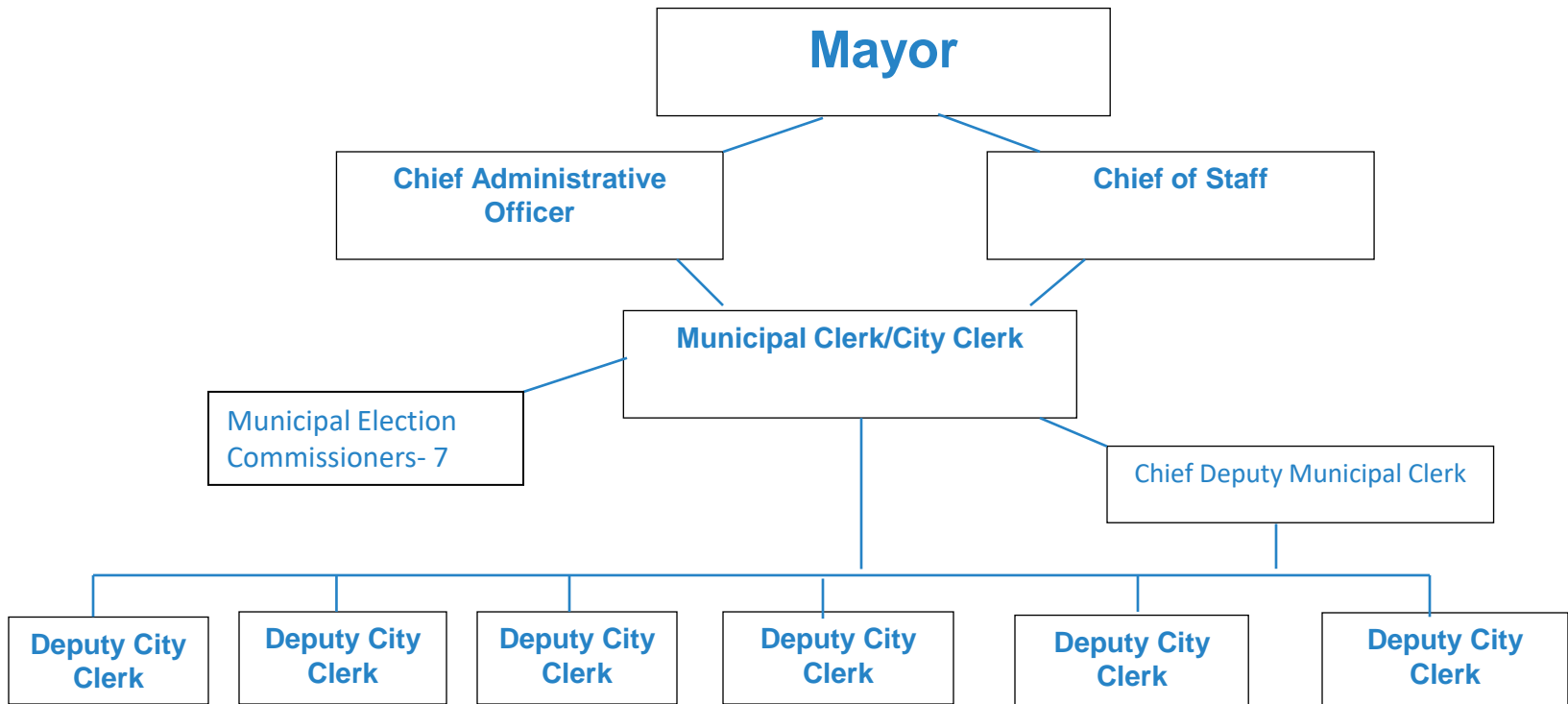
Birth Certify



TWIC (Transportation Worker
Identification Credential



Organizational Structure



FY 2020-21 BUDGET OVERVIEW

MUNICIPAL CLERK - 428

GENERAL FUND EXPENDITURES	2019 ACTUAL	2020 ADOPTED BUDGET	2020 REVISED BUDGET	2021 PROPOSED BUDGET
Personal Services			\$397,057	\$460,254
Supplies and Materials			11,588	7,338
Other Services and Charges			17,850	10,900
Contractual Services			30,563	34,563
Capital Outlay			45	45
Total Expenditures	\$0	\$0	\$457,103	\$513,100

FY 2020-21 BUDGET OVERVIEW

MUNICIPAL CLERK- VOTER ROLL

GENERAL FUND EXPENDITURES	2019 ACTUAL	2020 ADOPTED BUDGET	2020 REVISED BUDGET	2021 PROPOSED BUDGET
Personal Services			\$21,419	\$23,059
Supplies and Materials			2,950	14,420
Other Services and Charges			2,420	
Contractual Services			6,350	385,770
Capital Outlay				
Total Expenditures	\$0	\$0	\$33,139	\$423,249

FY 2020-21 Projects and Priorities

- Prepare for the launching of the Passport Acceptance Facility
- Prepare for the CID (Community Improvement District) Election for Belhaven Community
- Prepare for 2021 election
- Implementation of credit card payment acceptance through Tyler Cashiering
- Continue managing documents according to the State of Mississippi retention schedule

Conclusion

- P- professional
- R- responsiveness
- I- integrity
- D- dedication
- E- excellence

“We take pride in providing the most excellent service”