



# DEPARTMENT OF MUNICIPAL CLERK FY 2023-2024

Presented by Angela Harris, Municipal Clerk

# Mission Statement

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The Mission of the Department of Municipal Clerk is to maintain the integrity of all governmental processes; to manage and preserve the official records and seal of the City; to assist the public in accessing public documents and information; to maintain a high level of accountability, professionalism, customer service and transparency; and oversee the administering of all municipal elections for the City of Jackson, Mississippi.

# Vision Statement

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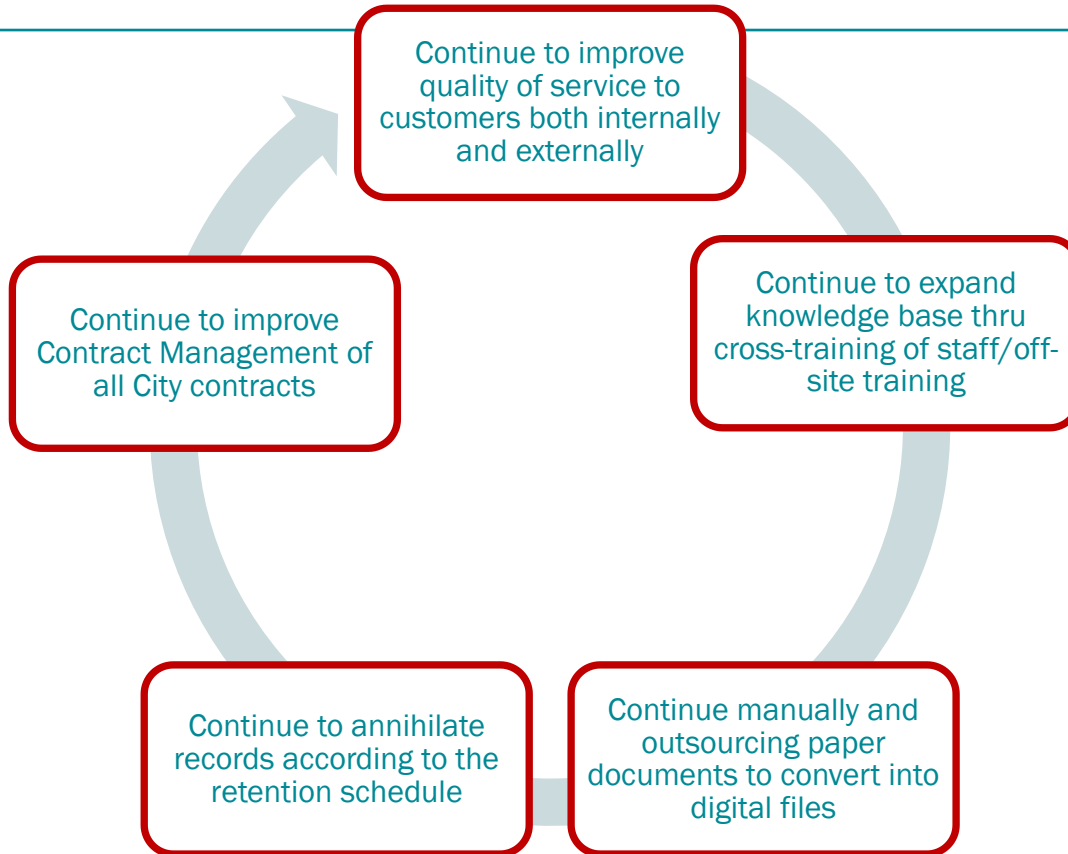
The vision of the Department of Municipal Clerk is to maintain excellence in all areas of public service, concentrating in the area of records management by converting all paper documents into digital files for electronic storage and easy accessibility.

# Core Functions

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- Municipal Elections
- Adjudications
- Ad Valorems
- Bid Openings
- Receipt of Legal Documents
- Advertisement of Legal Notices
- Record Retention
- Public Records Requests
- Codifications of All City Ordinances
- Contract Management
- Keeper of all official City records and seal

# FY 23-24 GOALS



# FY 22-23 Accomplishments

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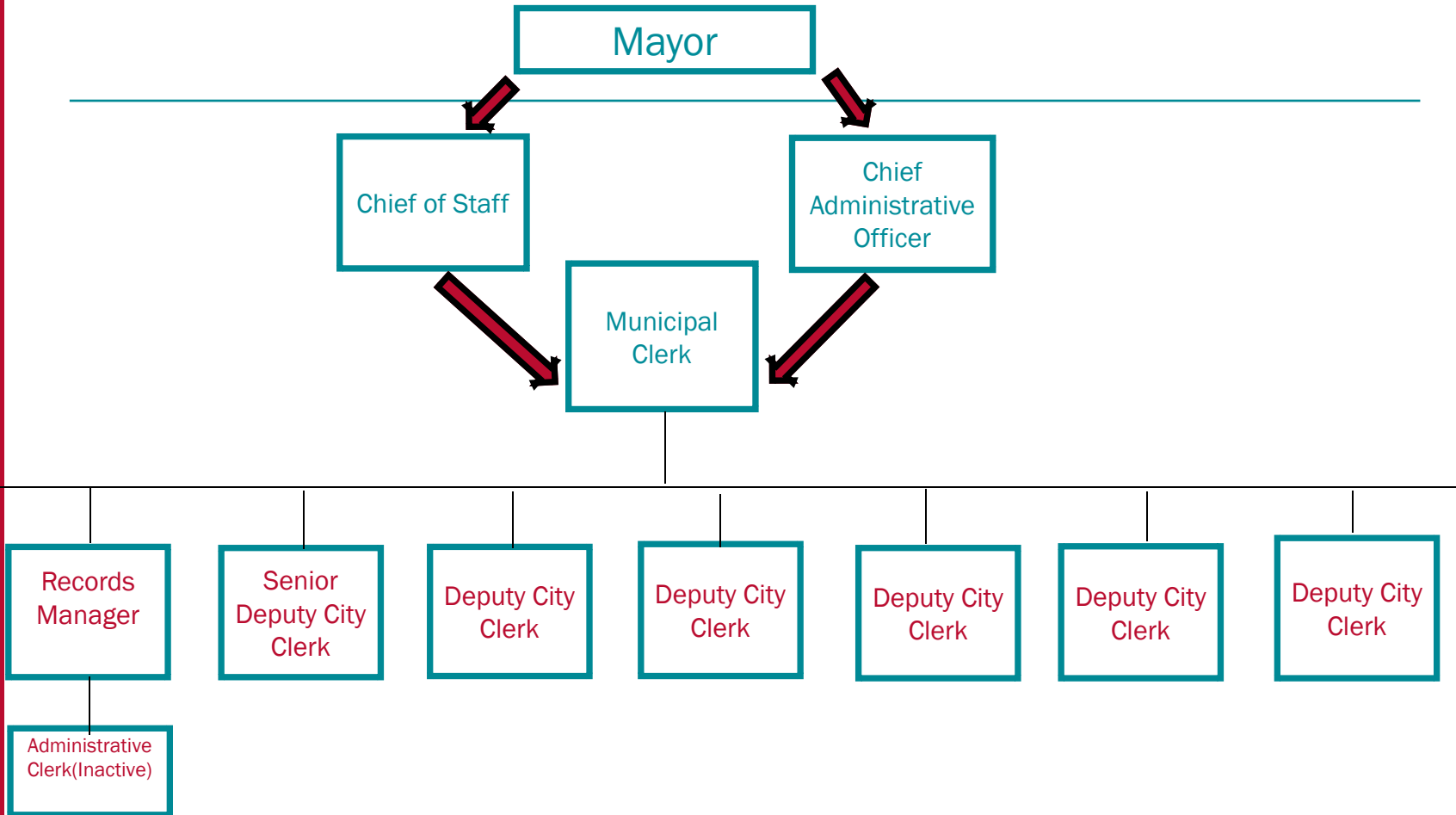
- Successfully shredded over 300+ boxes
- Outsourced over 250 boxes of paper documents to convert into digital files
- Manually converted over 30,000+ paper documents and indexed said documents

# Services and Revenue FY 22-23

	Passport Customers (New)	Passport Revenue- Deposits (Cash & Checks)	Passport Credit Cards	TSA Customers	TSA Revenue	Public Records Deposits (Cash & Checks)	Public Records Credit Cards
October '22	132	\$3,415.00	\$2,185.00	586	N/A	\$297.00	\$3,471.27
November '22	131	\$4,155.00	\$1,795.00	619	\$4,311.00	\$316.25	\$1,995.87
December '22	111	\$2,155.00	\$2,660.00	523	\$4,560.00	\$75.98	\$824.19
January '23	269	\$5,660.00	\$5,490.00	754	\$3,831.00	\$50.92	\$1,553.16
February '23	199	\$3,340.00	\$5,345.00	656	\$5,313.00	\$685.64	\$807.30
March '23	332	\$6,065.00	\$8,400.00	839	\$4,709.00	\$91.65	\$1,100.49
April '23	169	\$3,405.00	\$3,945.00	772	\$6,059.50	\$90.68	\$1,301.77
May '23	186	\$3,005.00	\$4,510.00	852	\$5,383.50	\$358.98	\$1,382.50
June '23	147	\$3,050.00	\$2,995.00	839	\$6,034.00	\$22.14	\$1,595.07
July '23	150	\$2,525.00	\$3,575.00	826	\$5,916.50	\$436.55	\$1,017.94
<b>Total</b>	<b>1,826</b>	<b>\$36,775.00</b>	<b>\$40,900.00</b>	<b>7,266</b>	<b>\$46,117.50</b>	<b>\$2,425.79</b>	<b>\$15,049.56</b>

**\*Overall Total- \$141,267.85**

# ORGANIZATIONAL STRUCTURE



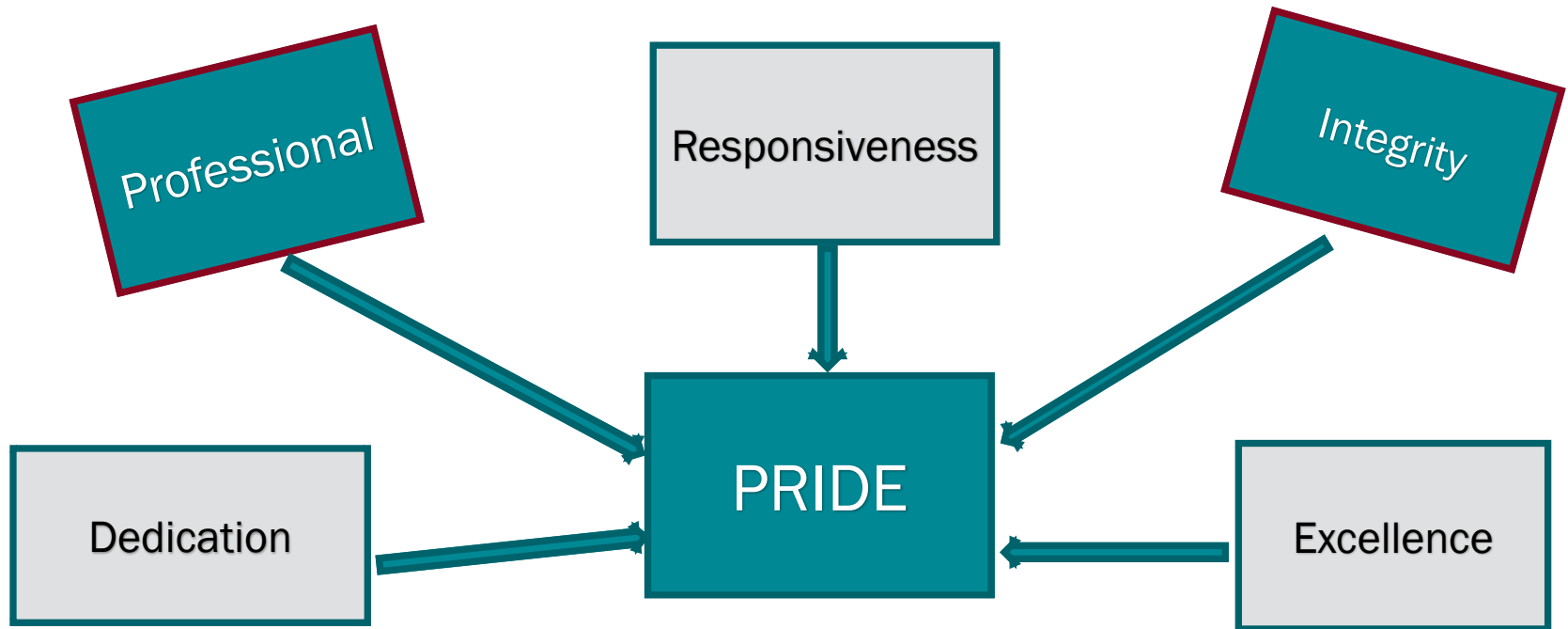


# BUDGET HIGHLIGHTS

Municipal Clerk

<b>General Fund</b>	<b>2023-2024 Proposed Budget</b>
Personal Services	475,687.00
Supplies & Materials	7,838.00
Other Services & Charges	77,831.00
Capital Outlay	45.00
<b>Total Expenditures</b>	<b>561,401.00</b>
<b>Records Management</b>	
Personal Services	91,748.00
Supplies & Materials	1,690.00
Other Services & Charges	42,414.00
<b>Total Expenditures</b>	<b>135,852.00</b>
<b>Maintain Voter Roll</b>	<b>69,270.00</b>
<b>Overall Budget</b>	<b>\$766,523.00</b>

# CONCLUSION



“We take pride in providing the most excellent service”



**QUESTIONS???**

