Mayors Office

FY 2019-20
Fiscal Committee
Budget Presentation

Mayors - Staff Overview

Mission:
In addition to the mayors office traditional department support role, the office has evolved into a high functioning process improvement and organizational transformation team. This team provides accelerated responses and critical support to address priority internal and external customer needs.

Executive Support	Citizen Requests Community Support	Boards & Commissions

Strategic Projects Support & High Priority Project Management in:

- Education

- Operations

- Finance and Accounting

- Communications & Media

- Intergovernmental Affairs

Mayors - Staff Overview

Mayor

- Executive Assistant to the Mayor (Pankosky)
- Administrative Assistant (Woldan)

- Chief of Staff & Intergovernmental Affairs (Pollard)

- Special Assistant to the Mayor – Education (& Mold Task force) (Grafstein)
- Special Assistant to the Mayor – Operations Department Projects (Burwick)
- Special Assistant to the Mayor – Media & Communications (Augustyn)
- Special Assistant to the Mayor - Finance and Accounting (Giglio)
- Special Assistant to the Mayor- Webmaster and City Information (Gray)
- Special Assistant to the Mayor – Boards and Commissions (Levine)

Special Assistant - Education

- Advise & Brief Mayor on all SPS/BOE issues

- Mold taskforce Team Leader

- Educ. Liaison to BOE, State agencies/elected Officials

- Project Manager for New School at Strawberry Hill – Manage & Audit Reimbursements

- Serves as Mayor's education representative (attends meetings; address citizen inquiries related to educ. matters

- Coordinating Engineering & related departments w/ SPS /other key school construction projects at schools

Special Assistant – Operations

- Project Management Support -Building Permit Process Improvement Project (including providing oversite for permit software improvements & department process improvements initiatives)

- Citizens Services Transformation to implement new processes and technology

- Cashiering and permitting process review and change

- Work Order System Planning and Blight Program Enhancement

- Operations Department project facilitator

Special Assistant – Webmaster

- Design and build webpages that a user friendly and intuitive for those who access the city's website

- Ensure Departments sites are current with information that is request most by residents and businesses

- Monitor and eliminate outdated and /or inaccurate web information content

- Identify and add new tools and web resources to help all site users to reduce search time on the city's website.

Special Assistant – Finance & IT

- Providing project assessments and guidance for payroll system implementation

- Developing process flows for targeted department systems (e.g. fees and permits)

- Defining current state of departments strategic systems to develop initial roadmap requirements

- Define information systems options and evaluate best solutions

Special Assistant – Communications and Media

- Official spokesperson for the Mayor. Respond to all media inquiries

- Provide current relevant postings to City's website

- Emergency and other Operations announcements

- Publicizes upcoming events, welcome letters for city guides to dining, etc.

- Deliver to and respond to all media and community inquires

Summary

- ☐ Budget Drivers and Major Changes

    - Total annual budget $972,745*

    - One (1) additional FTE headcount year over year (Webmaster, approved in 2018-19 budget)

    - Increased salaries for two special assistants to correctly reflect actual working hours and increase work needs.

    - Develop a tighter integration between citizen services, the city's website & public communications and work order systems. To ensure consistent and rapid response to citizen requests.

    - Create an in-depth technology inventory assessment to confirm system and process risk, vulnerabilities and cost to the city

    - Explore and adopt best practices for Intergovernmental Affair. Identify support resources to execute an enhanced strategy.

    - Anticipate and be prepared for the next unplanned major city management events

* Excludes employee benefits