

Mayors Office

FY 2021-22 Budget Presentation



Mayors - Staff Overview

Mission:

In addition to the Mayor's Office traditional City support role, the office now provides high-functioning process improvement and organizational transformation support. 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
- Special Assignments
- Finance and Accounting
- Communications & Media
- Intergovernmental Affairs

Mayors - Staff Overview

Mayor

- Executive Assistant to the Mayor (Pankosky)
- Executive Secretary (Caban)

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
- 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)
- Coordinate Engineering & related departments w/ SPS/other key school construction projects

Special Assistant – Special Projects

- Project Management Support - Building Permit Process Improvement Project (including providing oversight for permit software improvements & department process improvements initiatives)
- Leadership of delivery of COVID-19 testing and vaccination
- Cashiering and permitting process review and change
- Work Order System Planning and Blight Program Enhancement
- Operations Department project facilitator

Special Assistant – Webmaster

- Launch new city website
- Design and build webpages that are user friendly and intuitive for those who access the city's website
- Ensure Departments sites are current with information that is requested most by residents and businesses
- Remove outdated and /or inaccurate web information content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

- Member of ERP Project Planning Team
- Provide project assessments and guidance for payroll system implementation
- Develop process flows for targeted department systems (e.g. fees and permits)
- Assist in implementation of cashiering & permitting application
- Define 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
- Launch new city website
- Provide current relevant postings to City's website
- Emergency and other Operations announcements
- Publicize upcoming events, welcome letters for city guides to dining, etc.
- Deliver to and respond to all media and community inquiries

Summary

- Budget Drivers and Major Changes
 - Total annual budget \$1,123,932*
 - Covid-19 has produced a number of “budget anomalies” throughout the City. The Mayor’s Office is no exception.
 - Increases to salaries based on World of Work pay schedule.
 - Continue to explore and adopt best practices for Intergovernmental Affairs.

* Excludes employee benefits