City of Jackson
Mayor's Office
FY 2016 – FY 2017

TONY T. YARBER
MAYOR

Mayor's Office Mission Statement

Mission Statement

As servants to the citizens of Jackson, the Mayor's Office is responsible for striving towards the manifestation of the city's vision. At every level, in every department, in all tasks – we are committed to our citizens, innovative in our thoughts, seamlessly connected in our processes, champions of our vibrant city, diligent in our efforts to assure the progression of our people and a prosperous city, and leaders that exemplify the level of excellence that Jackson deserves.

Prioritization of Goals and Objectives

The Mayor's Office goals and objectives place a high priority on the implementation and success of the Mayor's vision and initiatives.

- Securing sound lobbying and advocacy support for the city
- Promoting productive relationships on the local, State and Federal Level
- Developing the legislative agenda of the city
- Launching Programing for open data and performance management
- Creating an accountability and transparency culture
- Garnering relationships with external experts and partners for innovation
- Providing meaningful civic engagement

Core Functions

The Office of the Chief of Staff serves as the liaison for the Mayor to the City Council, City Directors and partners of the City. The COS's office is responsible for planning and directing all administrative, financial and operational activities for the Mayor's Office staff. The COS provides oversight and guidance to projects critical to the success of the Mayor's various initiatives.

The Office of Policy and Intergovernmental Affairs is tasked with facilitating the development of the City of Jackson's State and Federal legislative agendas, promoting relevant external relationships that garner support for the City's request, and directing the efforts of the City's contract lobbyist who work to advance the legislative proposals of the City and promote its legislative request on the State and Federal levels.

Core Functions cont.

- The primary services of the Office of Special Projects are to align with the mission for the City of Jackson through the facilitation and composition of implementation plans for programs, projects, and initiatives assigned to the Office of Special Projects. Connecting to internal supports to said programs, projects, and initiatives in order to maximize efficiency and effectiveness of desired outcomes for identified programs, projects, and initiatives as well as assess program, project, and initiative plans for potential barriers and provide recommendations useful in complying with timelines/deadlines in order to yield successful programing and practices.

- The Mayor's Office of Innovation and Performance is charged with driving meaningful progress and tangible results on the Administration's top priorities in partnership with City operating departments and external partners. The office will use data and evidence to build a culture conducive for developing best practices, systemic policies, and improving the City's service to its citizens.

Expenditures

- Expenditures for the Mayor's Office cover personal services and daily operational needs. Other Professional Services funds are to ensure the Mayor's Office ability to host an open data portal.

Staffing

The Mayor's Office currently operates with (10) employees and is budgeted for a total of (11) employees. The Mayor's Office FY17 budget has been restructured and reorganized to include (7) employees. This will allow the Mayor's office to ensure efficiency in savings while maintaining the integrity in the quality of customer service provided to constituents and City employees.

Summary
Mayor's Office Budget FY2016- Fy2017

Through priority based budgeting along with a commitment to City's core functions and services the Mayor's Office budget for FY16 -FY17 reflects restructuring that will amount in a $136,960.40 in savings with a proposed budget of $629,158.

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