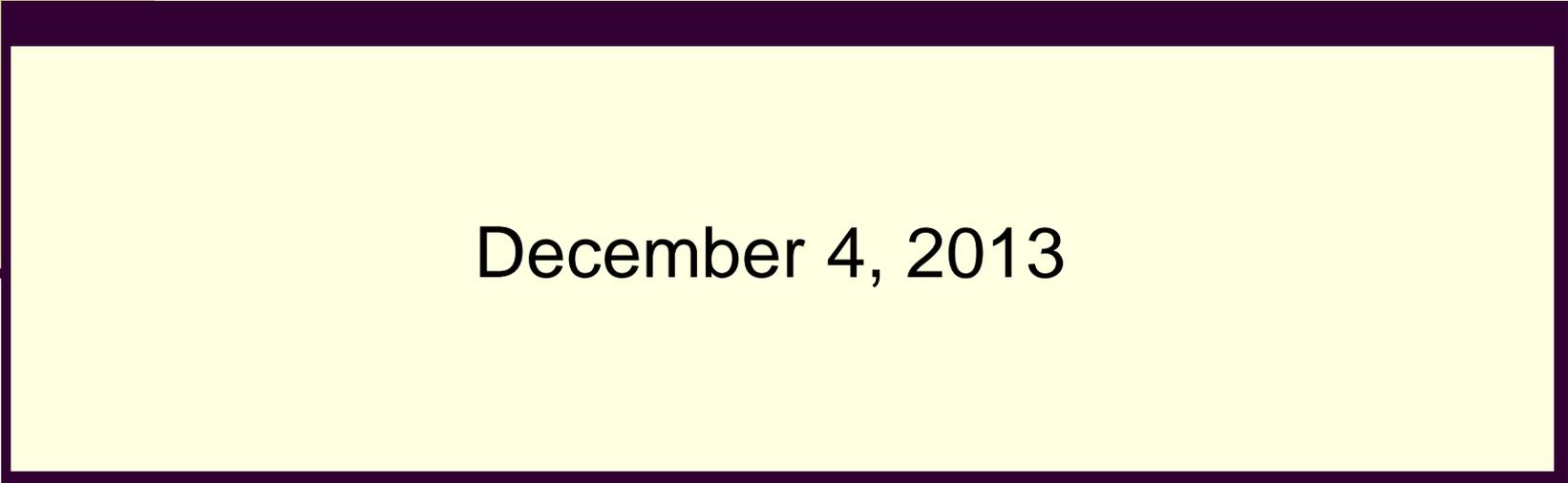




Town of Mansfield Town Council Orientation



December 4, 2013

Council-Manager Form of Government

- Combines political leadership of elected officials with managerial experience of appointed local government manager
- Establishes representative system - legislative power concentrated in elected council - council hires professionally trained manager to serve as chief executive to oversee delivery of public services

Council-Manager Form of Government

- Developed as early 20th c progressive reform movement - “good government”
- “Corporate” or “business” model - council as board of directors and manager as CEO
- Currently 3,600+ towns/cities and 500+ counties use this form of government

Council Roles & Responsibilities

- Legislative body - members are leaders and policy makers elected to focus on policy issues that are responsive to citizens' needs and desires
- Focuses on community's goals, major projects and other long-term considerations (community growth, land use, capital improvements and financing, strategic planning)

Council Roles & Responsibilities

- Overall policy guidance
- Adopts proposed budget
- Sets tax rate
- Creates or abolishes departments, offices and regular staff positions
- Approves collective bargaining agreements and Personnel Rules

Council Roles & Responsibilities

- Appoints members of most boards and commissions
- Authorizes issuance of bonds (to certain amount)
- Adopts ordinances and regulations
- Appoints Town Attorney
- Appoints Town Manager
- Policy v. administration; leadership v. management

Council Committees

- 3 standing committees; members appointed by the Mayor
 - Committee on Committees
 - Finance
 - Personnel
- Various *ad hoc* committees; Mayor may recommend appointees to Council for its consideration

Town Manager Role & Responsibilities

- Chief executive officer - appointed by council to carry out policy and ensure that entire community is served
- Hired to serve council and community - brings the benefits of training and experience in administering local government

Town Manager Role & Responsibilities

- Sampling of Town Manager duties
 - Implements council policy and serves as council's chief advisor
 - Oversees work of all departments
 - Prepares proposed annual budget
 - Assist Town Council with long range planning
 - Serves as Director of Personnel (many duties delegated to ATM, Maria Capriola)

Town Manager Role & Responsibilities

- Sampling of Town Manager duties
 - Attends council meetings with full right of participation but without right to vote
 - Serves as Director of Public Safety
 - Prepares annual report
 - Coordinates and facilitates various special projects

Staff Roles & Responsibilities

- Administers and implements Council policy, programs and services
- Sampling of staff duties:
 - Performs administrative and operational work
 - Responds to citizen questions and concerns
 - Provides professional expertise and recommendations to elected officials and advisory committees
 - Establishes administrative policies relevant to day-to-day operations and procedures

Meetings

■ Schedule

- Required by state statute to submit to Town Clerk by January 31st of each year a schedule of regular meetings for that calendar year
- Frequency, date and times of regular meeting schedule need to be determined by the Council
 - Historically, Council has established a regular meeting schedule of the 2nd and 4th Mondays of every month at 7:30pm

Freedom of Information Act (FOIA)

- Freedom of Information Act (FOIA)
 - State statutes governing the disclosure/nondisclosure of public records. Also governs “open meeting laws.”
 - Nuts and bolts of FOIA open meeting laws provided in brochure entitled, “Town of Mansfield Freedom of Information Guidelines for Boards, Committees, and Commissions”
 - Town administrative policy for processing freedom of information requests

Freedom of Information Act (FOIA)

- FOIA (cont')
 - Meetings
 - Regular
 - Special
 - Emergency
 - Agendas & Minutes
 - Posting requirements
 - Executive Session
 - Public Records

Meetings

- Rules of Procedure
 - Form of the agenda
 - Public participation
 - Time limit per speaker (5 min.)
 - Should not engage in debate
 - Conduct – civility & respect; should avoid discussing personalities or impugning the motive, character or integrity of any individual

Policy Index

- Policy Index
 - Items included in the index:
 - Policy statements (e.g. Fair Housing policy)
 - Resolutions (e.g. Universal health care)
 - Other
 - Inclusion requires specific motion

Town Charter & Code of Ordinances

- Available online
- Charter revision in 2007
- Charter provides an overall structure for Town government (“mini-Constitution”)
 - Elections and referendums
 - Budget process
 - Appropriations and bond issues
 - Form of government
 - Incorporation and general powers of Town
- Ordinances are local laws established by Council action

Ethics Code

- Chapter 25 of the Mansfield Code of Ordinances
 - Applies to elected and appointed officials and employees
 - Revision adopted by Council in May 2012

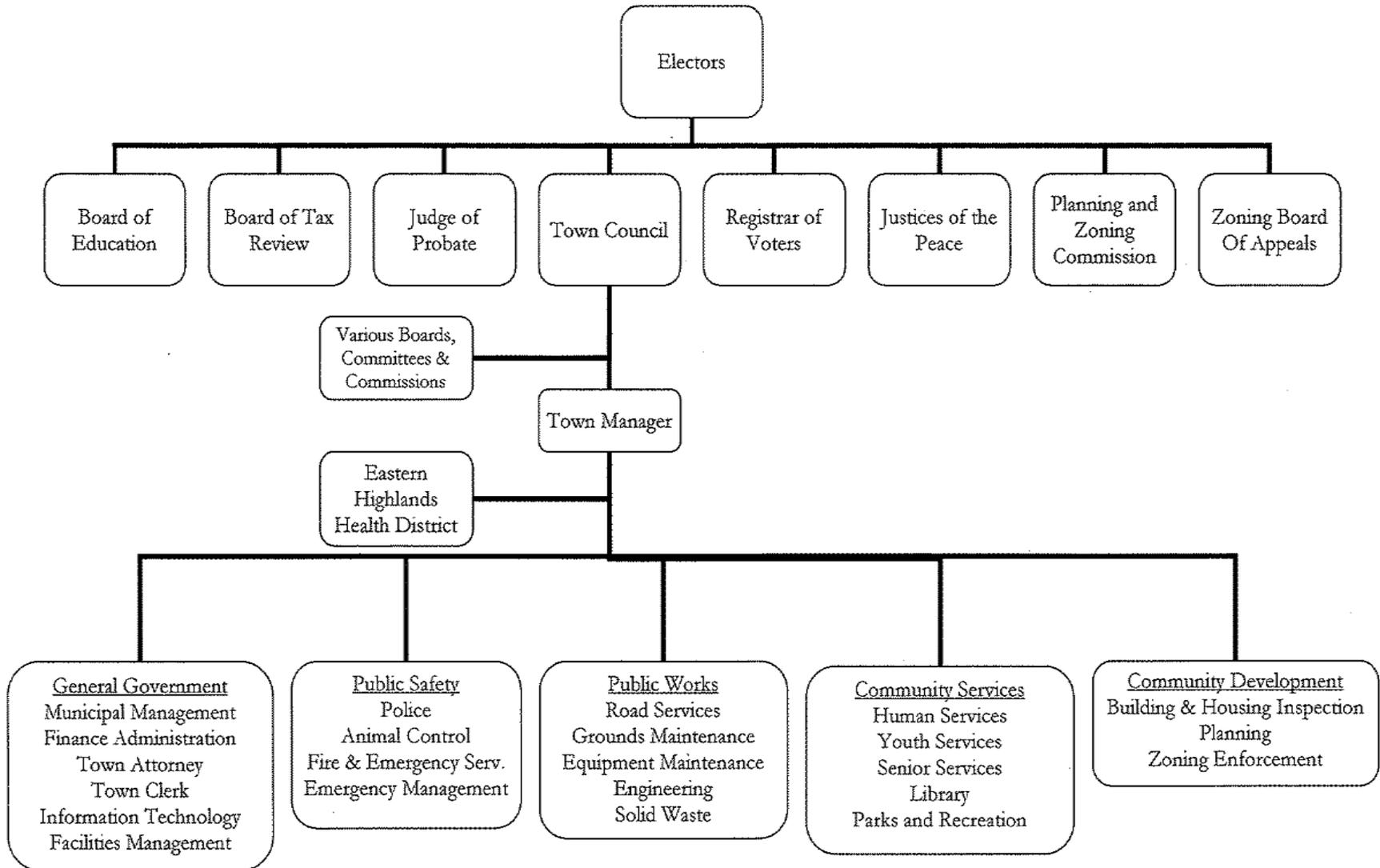
Council-Staff Communications

- Town Manager delegates duties to staff and provides direction based upon Council policy and goals
- Contact Town Manager and staff re agenda items prior to meeting – use us as a resource

Office Support

- Preparation and distribution of Council meeting packets/materials
- Post meeting agendas and minutes
- Routine correspondence
- Schedule meetings
- Research, technical assistance and expertise

Town of Mansfield Organizational Chart



Advisory Boards and Committees

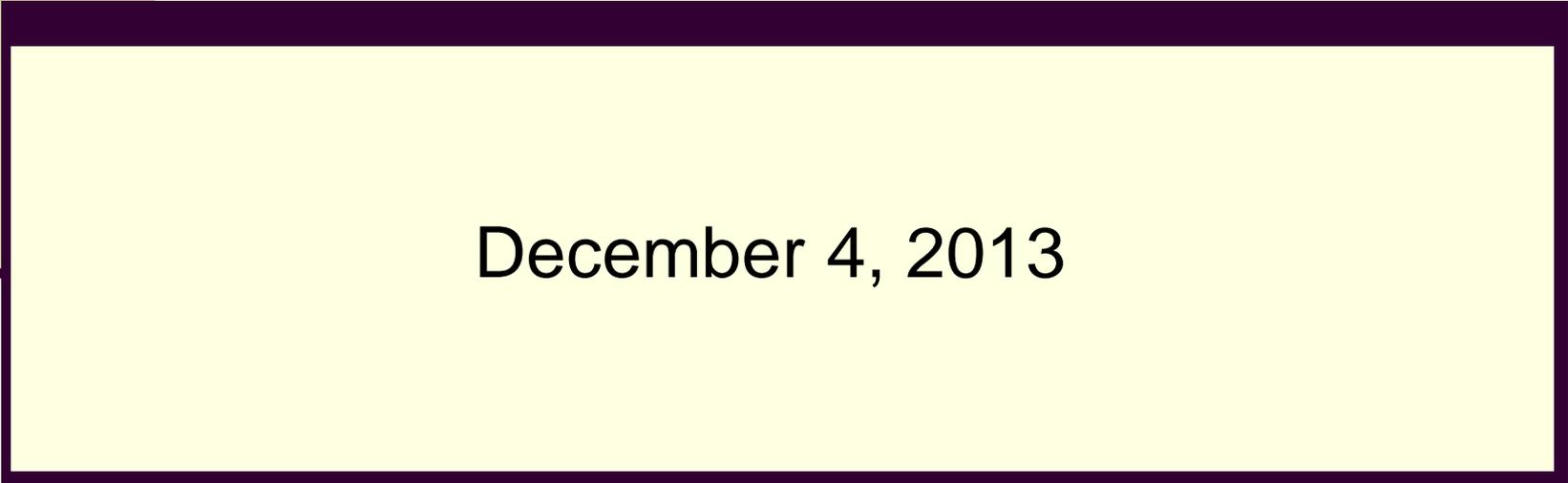
- Advisory Boards and Committees
 - Nearly 40 advisory boards and committees with over 200 member appointments
 - Provide policy advice and guidance to Council
 - Staff liaison assigned to most boards and committees to provide technical assistance based on their professional expertise (non-voting members)

Summary

- Questions & answers
- Presentation prepared by:
 - *Maria Capriola, Assistant Town Manager*
 - *Matt Hart, Town Manager*

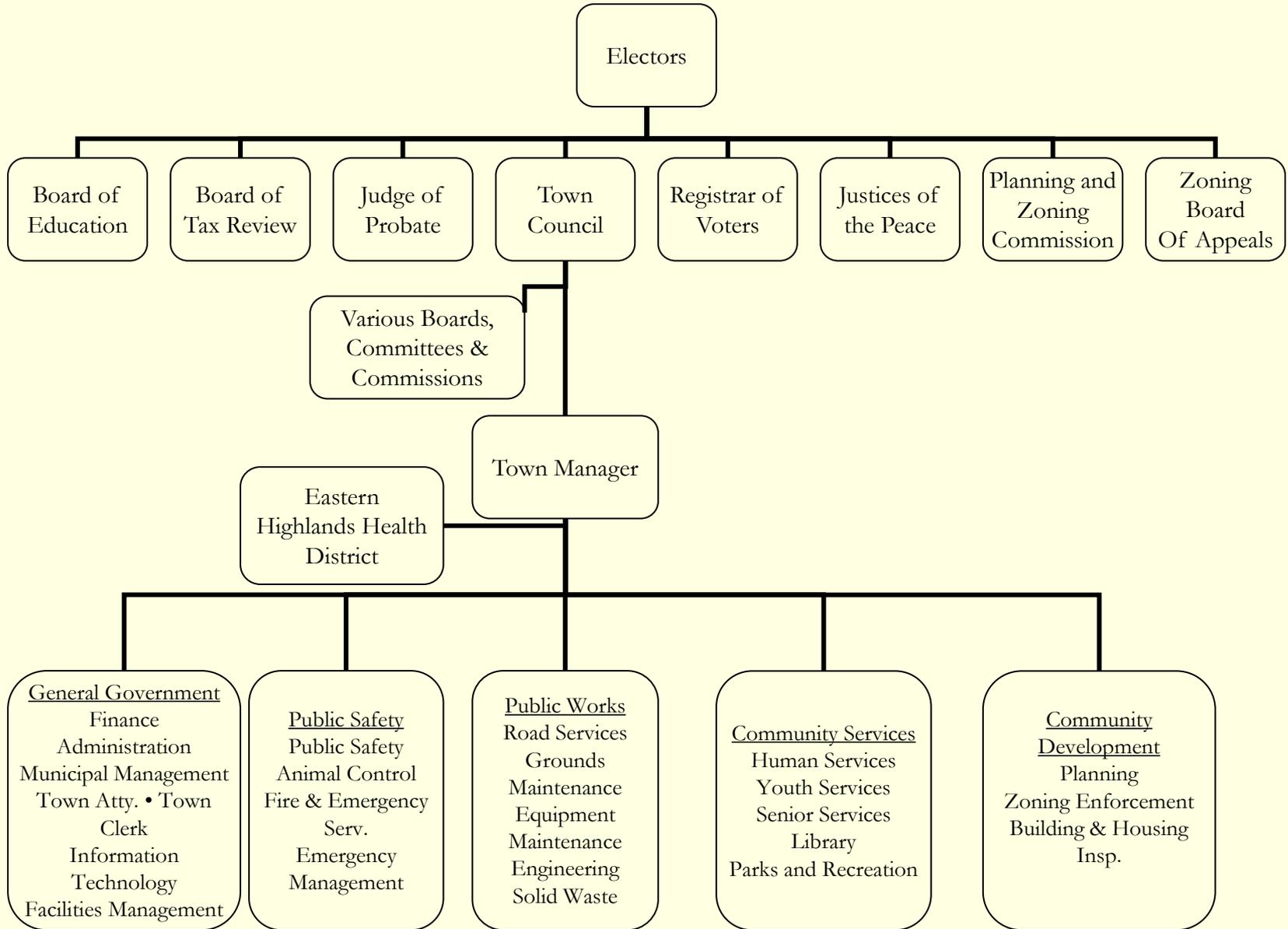


Town of Mansfield
Town Council Orientation
Department Overview



December 4, 2013

Town of Mansfield Organizational Chart



General Government - Mission

- “To maintain a level of management excellence that will achieve the most efficient and effective use of the resources allocated to the municipal government, for the benefit of the citizens of the Town of Mansfield.”

Municipal Management

- Town Manager, Matthew Hart, serves as CEO
- Office oversees the work of all departments - directly responsible for human resources¹, risk management and grants administration
- GF Budget - \$349,410 (includes human resources)
- Personnel – 3.8 FTE

¹Including HR support to EHHD, Mansfield Discovery Depot, and MDP and employee benefits support to MBOE, Region 19, EHHD, Mansfield Discovery Depot, MDP, Housing Authority, and other agencies.

Town Attorney

- Appointed by Town Council for 2-year term
- Protects the town in all actions, suits or proceedings
- Renders written opinions on questions of law
- Prepares or approves ordinances, contracts and agreements
- Special circumstances will use specialized attorney (labor relations, environmental law, bond counsel)

Town Clerk

- Town Clerk – Mary Stanton
- GF Budget - \$222,120
- Personnel - 3.00 FTE
- Clerk of the Council
- Vital statistics
- Licenses and permits
- Sales assessment reports
- Liquor permits
- Notary public
- Elections
- Voter registration
- Trade name certificates
- Land records and maps
- Clerk of the ZBA
- FOI requests
- Records Management

Finance Administration

- Director of Finance – Cheryl (Cherie) Trahan
- Department shared by Town, Mansfield Public Schools and Region 19¹
- Divisions of Finance:
 - Finance Administration
 - Accounting & Disbursements
 - Revenue Collector
 - Assessor
- GF Budget - \$674,490
- Personnel – 12.5 FTE (Town Share 8.9 FTE)

¹Also provides financial services support to EHHD, Mansfield Discovery Depot, and MDP

Finance Administration

- Responsible for financial management of the town
- Services:
 - Purchasing
 - Accounts Payable
 - Financial Planning
 - Accounting
 - Budgeting
 - Capital Projects Administration
 - Financial statement
 - Treasury management
 - Debt management
 - Revenue collection

Information Technology

- Department shared by Town, Mansfield Public Schools and Region 19¹
- Director of IT – Jaime Russell
- Services – internal and external information technology and communications
- GF Budget - \$11,150

¹Also provides IT services to EHHD, Mansfield Discovery Depot, and MDP

Information Technology

- Management Services Fund – Total Equity as of 6/30/13 - \$2,389,474 (including all activities – copier management, bus facility, voice communications, postal processing, energy, information technology)
- Personnel (Town share) – 3.0 FTE

Facilities Management

- Responsible for maintenance and repair of town and school buildings, including:
 - custodial duties and HVAC
 - well maintenance
 - electrical, plumbing and roof repairs
 - general building and vandalism repairs
- Director of Facilities Management – William (Bill) Hammon
- GF Budget - \$907,080 (town only; includes energy and repairs)
- Personnel –7.0 FTE (Town share 5.65 FTE)

Public Safety - Mission

- “To create an environment in which people can move about safely and feel confident that they and their property are protected from harm through programs that reduce crime and fire, provide emergency services to the sick and injured, and minimize the impact of technological and natural disaster.”

Police

- Provides police protection through a combination of state and local resources
 - 9 Resident State Troopers and 1 Sergeant
 - 1 part-time Town officer
- Town Manager serves as Director of Public Safety
- Day-to-day command with Resident State Trooper Sergeant (SGT Richard Cournoyer)
- GF Budget - \$1,167,850
- Personnel (town & state) – 11.26 FTE

Animal Control

- Enforces state statutes
- Attends to sick wildlife
- Adoption or disposal of dogs and cats
- Annual canvas of unlicensed dogs and unvaccinated pets
- Information on animal care and diseases
- Animal Control Officer – Noranne Nielsen
- GF Budget - \$92,950
- Personnel – 1.81 FTE

Fire & Emergency Services

- Fire Chief – David Dagon
- Provides fire and emergency services
- Staffed by a combination of career and volunteer firefighters/EMTs
- GF Budget - \$1,822,585
- Personnel – 18.5 FTE

Fire Prevention/Emergency Management

- Fire investigations
- Plan reviews
- Fire safety education
- Public building inspection
- Code enforcement
- Ensure safety of town citizens
- Minimize property damage in emergencies
- Disaster planning and response
- Deputy Chief/
Emergency Mgmt
Director – Francis
(Fran) Raiola
- GF Budget - \$191,725
- Personnel – 3.0 FTE

Public Works - Mission

- “To support and assure the balanced development, improvement, and protection of the physical resources of the Town of Mansfield, and to provide for the operation, maintenance and report of the Town’s infrastructure.”

Department of Public Works

- Administration and Supervision
- Road Services
- Grounds Maintenance
- Equipment Maintenance
- Engineering
- Director of Public Works – Lon Hultgren
- GF Budget - \$2,092,535
- Personnel – 25.7 FTE (all funds)

Department of Public Works

- Recycling and waste disposal
 - Solid waste transfer station and bulky waste landfill
 - Residential refuse and recycling collection system via contract
 - Recycling education programs for citizens and students
- Budget - \$1,096,170 (Solid Waste Fund)

Community Services - Mission

- “To plan and assist in the development and maintenance of harmonious personal relationships between residents and groups, and to improve and enrich the lives of our citizens through activities, programs and facilities designed to foster creativity, help resolve and prevent problems, provide healthy recreational activity and build cultural and aesthetic appreciation.”

Health Regulation and Inspection

- Town 1 of 10 communities in Eastern Highlands Health District (EHHD)
- Governed by Board of Directors with Director of Health
- Director of Health – Robert Miller
- Town contribution - \$122,010

Human Services

- Adult Services – provides counseling, referral, information and advocacy services. Also administers school readiness program.
- Youth Services – provides counseling, referral, information and advocacy services. Works closely with Mansfield Public Schools.

Human Services

- Senior Services – provides counseling, referral, information and advocacy services. Also offers wellness, educational, recreational, social and meal programs.
- Director of Human Services – Patricia Schneider
- GF Budget - \$699,730
- Personnel – 10.59 FTE (all funds)

Mansfield Public Library

- Information and reference services
- Programs and services to promote lifelong learning - book discussions, story hours
- Broad range of materials in a variety of formats - traditional books, books on tape, CD's, video's, electronic databases
- Library Director – Lesley McDonough
- GF Budget - \$674,560
- Personnel – 10.82 FTE (all funds)

Parks and Recreation

- Wide variety of passive and active recreation opportunities
- Operates Mansfield Community Center
- Physical, social, educational and cultural programs - youth programs, arts and crafts, and sports
- Community and adult education programs - creative arts, financial management, computers and languages

Parks and Recreation

- Director of Parks and Recreation – Curt Vincente
- Budget - \$2,309,150 (GF contribution is \$442,000 or 19.0% of revenue budget)
- Personnel – 28.44 FTE

Community Development - Mission

- Mission - “To provide residents and stakeholders with a community that promotes and protects public safety, health and welfare, environmental quality, encourages economic activity and full employment, rewards creative enterprise, fosters full citizen participation and provides the means to realize the other goals herein.”

Building and Housing Inspection

- Enforces state building, demolition and mechanical codes, and Town housing code and ordinances to ensure safety to life and property
- Director of Building & Housing Inspection – Michael (Mike) Nintean
- GF Budget - \$285,510
- Personnel – 4.75 FTE

Planning & Zoning

- Director of Planning – Linda Painter
- Staffs PZC and provides professional advice re physical and economic development
- Reviews applications
- Prepares Plan of Conservation and Development, zoning map and land use regulations

Planning & Zoning

- ZEO, Curt Hirsch, enforces zoning regulations
 - Ensures that approval conditions are satisfied
 - Issues zoning permits for new construction
- Both Planner and ZEO serve as information source for construction projects and other land use issues
- GF Budget - \$244,230
- Personnel - 3.43 FTE

TOWN OF MANSFIELD

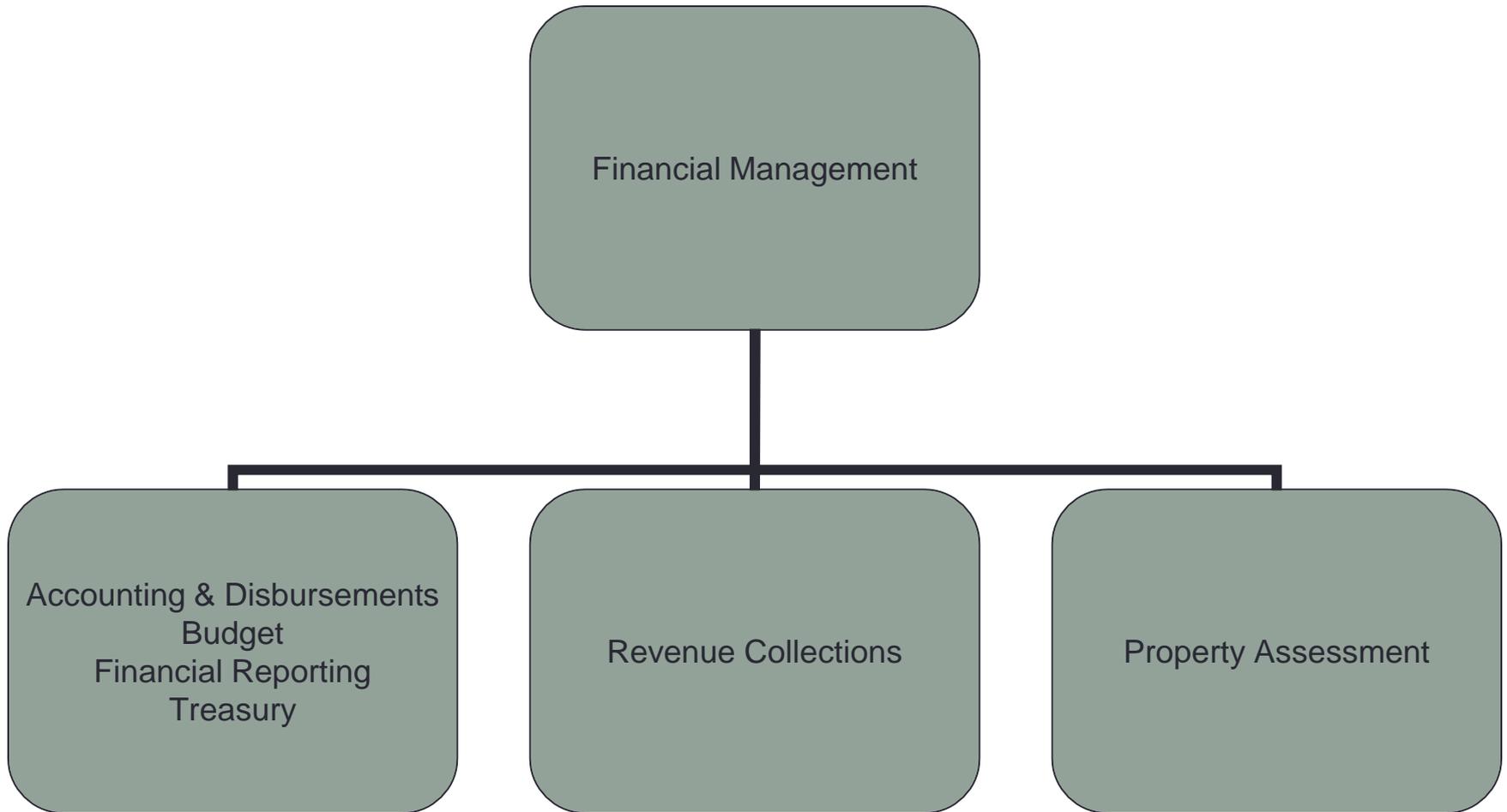


Town Council Orientation

Finance

December 4, 2013

Town of Mansfield



Shared Services Department

- Town Departments
- Mansfield Board of Education
- Regional School District #19
- Eastern Highlands Health District
- Discovery Depot
- Mansfield Downtown Partnership

Various Types of Funds

- Three Legally Adopted Fund Budgets:
 - General Fund
 - Capital Projects Fund
 - Capital Non-recurring Fund
- Debt Service Fund
- Special Revenue Funds:
 - Educational Grant Fund
 - Town Aid Road Fund
 - Other Operating Fund
 - Parks & Recreation Fund
 - Others.....

Various Types of Funds (Con't)

- Internal Service Funds:
 - Health Insurance Fund
 - Workers' Compensation Fund
 - Management Services Fund
 - *Copier Management*
 - *School Bus Facility Management*
 - *Information Technology – Infrastructure, LAN/WAN, Administration*
 - *Voice Communications – Landlines, Cell Phones*
 - *Postal Processing*
 - *Energy Management*

Various Types of Funds (Con't)

- Enterprise Funds:
 - Business-type fund
 - Supported primarily by user fees
 - Solid Waste Fund
 - *Solid Waste Collection and Disposal, including Recycling*
 - Sewer Operating Fund
 - *UConn Water/Sewer Fund*
 - *Willimantic Sewer Fund*
 - Transit Management Fund
 - *Storrs Center Parking Garage*
 - *Nash-Zimmer Intermodal Center*

Financial Reporting Responsibilities

- Quarterly Financial Statements
- Budget Transfers – mid-year/close of year
- Schedules/Reconciliations/Reports for the Annual Audit
- Comprehensive Annual Financial Reports (CAFR)
- Annual Budget Document
- Grant Financial Reporting
- Debt Management
- School Construction Grant Reporting

Communication with Council

- Monthly Finance Committee Meetings
 - *Review quarterly financial statements, discussing current year estimates & issues*
 - *Review proposed budget transfers*
 - *Review Capital Project budget adjustments and closeouts*
 - *Review any other financial action to be taken by Town Council*
 - *Annual review with auditors – Discussion of CAFR*
- Annual Financial/Budget Retreat (Dec/Jan)
 - *Discuss current year status in depth including the economic climate facing, various revenue and expenditure trends, State funding and other issues that affect our financial stability*
 - *Discuss direction for the upcoming budget*

Comprehensive Annual Financial Report (CAFR)

- *Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers' Association for more than 20 years*
- *Independent Auditor's Report*
- *Management Discussion & Analysis*
- *Basic & Fund Financial Statements*
- *Notes to the Financial Statements*
- *Supplemental Schedules & Statistical Info.*
- *State and Federal Single Audit Results*

Comprehensive Annual Financial Report (Con't)

- Financial Management Goals
 - *Reporting Performance Goals*
 - *Reserve Performance Goals*
 - *Fund Balance Goals*
 - *Capital Improvement Performance Goals*
 - *Investment Performance Goals*
 - *Debt Performance Goals*
 - *Operating Expenditures Performance Goals*
 - *Revenue Performance Goals*

Comprehensive Annual Financial Report (Con't)

Notes to Basic Financial Statements

- *History & Organization of Mansfield*
- *Significant Accounting Policies - GASB*
- *Stewardship, Compliance & Accountability*
- *Detailed Notes – specific detailed information about the information in the financial statements*
- *Other Supplemental Information*