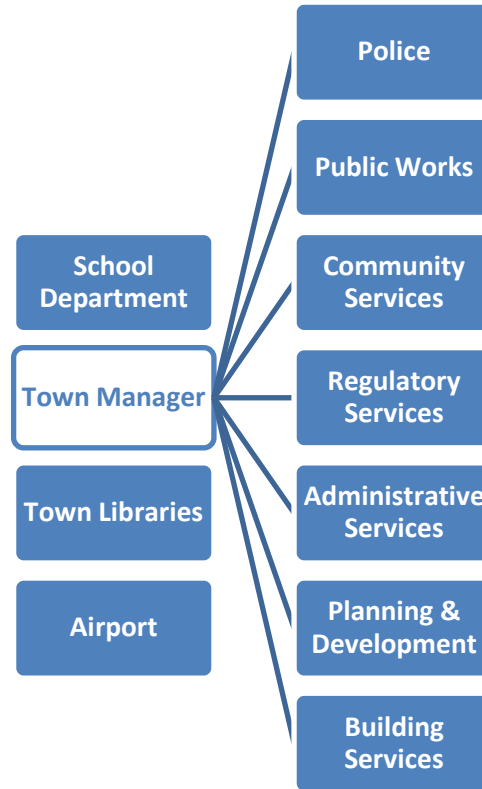


TOWN MANAGER

Mission Statement

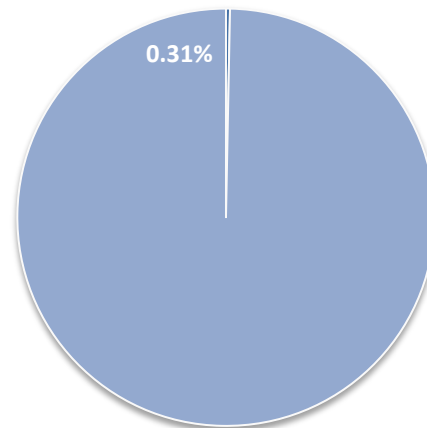
The primary mission of the Town Manager’s Office is to ensure that the laws of the State and the ordinances, resolutions, regulations, and policies of the Town Council are faithfully executed.



Recent Accomplishments

- Prepared the FY 2018 Operating and Capital budgets with the Town Councils strategic plan and its priorities at the core of these financial documents.
- Worked successfully with the community to implement a plan to improve issues related to homelessness in and around downtown Hyannis that reduced the number of homeless or near homeless individuals in camps, better coordinated outreach workers to assist those in need, and participated in the change in management of the local shelter.
- Developed programs to involve our youth more actively in our Youth and Community Center and programs by reorganizing staff, removing financial barriers, and assisting with transportation.
- Partnered with our civic and village associations in an effort to better respond to each villages’ needs while keeping in mind our community’s common goals.

Percentage of FY18 General Fund Budget



The Town Manager budget represents 0.31% of the overall general fund budget.

Additional Recent Accomplishments

- Maintain effective communications with the Town Council and the public to ensure an open and transparent municipal government through all means of social media and technology such as our Open Budget software.
- Prioritized our environmental resource, and public health and safety while managing the safe and compliant services offered by the Town.

Fiscal Year 2018 Goals and Objectives

1. Enhance the Town of Barnstable's customer service focus to reinforce our message "how can serve you" by restructuring as needed, providing educational support to staff, and engaging our public in open discussion about our programs and services.
2. Expand the Community Service Officer program at the Barnstable Police Department on Main Street Hyannis in support of a safe and welcoming environment.
3. Reallocate resources appropriately to ensure the effective management of municipal assets. One example is the shifting of maintenance operations and custodial services of the Hyannis Youth and Community Center to the Department of Public Works.
4. Prepare an inventory of assets, evaluate the assets in respect to programs and services, and develop a plan for long-term asset management.
5. Complete a master plan for dredging, obtain maintenance dredge permits, and develop a corresponding financial plan in support of the recommendations of the master plan.
6. Maintain the quality and quantity of water in the Hyannis water system so that our residents, business, and visitors continue to be served by a high quality, cost effective service.
7. Improve our economic development programs to support growth in our community while maintaining the quality of life that is essential to our community.
8. Recommend modifications and improvements to our zoning bylaws in an effort to modernize, organize, and support healthy and appropriate growth.

Description of Services Provided

The Town Manager's Office provides on-going direction to departments, furnishing necessary information with which to evaluate issues. The office also responds to requests for information from council members and the general public. The Town Manager is responsible for property management, trust management, intergovernmental relations, media and public relations. The office manages grants for the seven town libraries, multiple trusts, and tourism, which include intake, evaluation, award and monitoring of all grants.

The Town Manager does extensive management planning and evaluation for establishing short and long-term management strategies to implement and evaluate the implementation of departmental management programs and activities. Additional emphasis is placed upon the introduction of modern management concepts and programs. The Town Manager is responsible for annually submitting a balanced budget, capital improvements program, ten-year forecast, and other reports to the Town Council. This includes projecting revenue, analyzing the use of reserves for capital purchases and operations, and working with the School Department in trying to develop an equitable split of revenues for their operations.

The Assistant Town Manager supports the Town Manager in executing the day-to-day responsibilities associated with operating the municipality. The Town Manager and Assistant Town Manager negotiate land purchases, collective bargaining agreements and lawsuit settlements as needed. Both represent the Town at various meetings, conferences and other functions regularly.



Mark S. Ells, Town Manager

FISCAL YEAR 2018 BUDGET

TOWN MANAGER

GENERAL FUND

TOWN MANAGER	Actual	Approved	Projected	Proposed	Change	Percent
Source of Funding	FY 2016	FY 2017	FY 2017	FY 2018	FY17 - 18	Change
Taxes	\$ 406,319	\$ 510,687	\$ 288,209	\$ 417,328	\$ (93,359)	-18.28%
Fees, Licenses, Permits	17,898	19,500	18,412	18,400	(1,100)	-5.64%
Enterprise Funds	125,800	102,966	102,966	59,809	(43,157)	-41.91%
Total Sources	\$ 550,017	\$ 633,153	\$ 409,587	\$ 495,537	\$ (137,616)	-21.74%
Expenditure Category						
Personnel	\$ 466,143	\$ 506,321	\$ 325,331	\$ 395,537	\$ (110,784)	-21.88%
Operating Expenses	83,874	126,832	84,256	100,000	(26,832)	-21.16%
Total Appropriation	\$ 550,017	\$ 633,153	\$ 409,587	\$ 495,537	\$ (137,616)	-21.74%
Employee Benefits Allocation:						
Life Insurance	\$ 36		\$ 23			
Medicare	6,631		3,780			
Health Insurance	37,570		27,736			
County Retirement	113,415		62,341			
Total Employee Benefits (1)	\$ 157,652		\$ 93,881			
Total Expenditures Including Benefits	\$ 707,669		\$ 503,468			

(1) Employee benefits are not included in the department's appropriation and are allocated for informational purposes only.

Summary of Significant Budget Changes

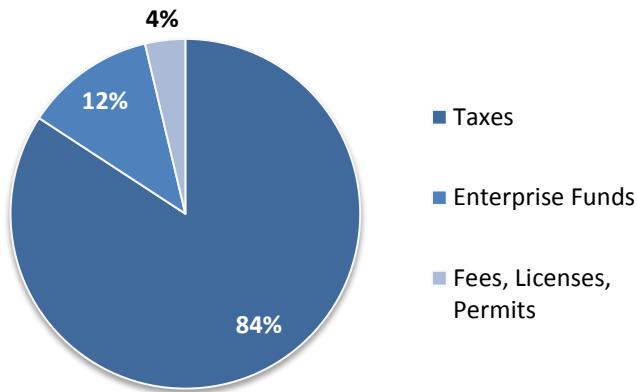
The Town Manager’s FY18 proposed budget will see a reduction of \$137,616 from the FY17 approved budget, or a 22% decrease. The reduction is a result of the elimination of one full-time position, savings from the turnover in personnel and the reduction of \$26,832 in operating expenses. Funding for this operation is comprised of fees, enterprise fund support and taxes. Tax support will decrease \$93,359.

Full-time Equivalent Employees

Job Title	FY 2016	FY 2017	FY 2018	Change
Assistant Town Manager	1.00	1.00	1.00	-
Clerical Assistant	0.50	0.50	0.50	-
Confidential Assistant	1.00	1.00	1.00	-
Town Manager	1.00	1.00	1.00	-
Town Manager's Assistant	1.00	1.00	-	(1.00)
Full-time Equivalent Employees	4.50	4.50	3.50	-1.00

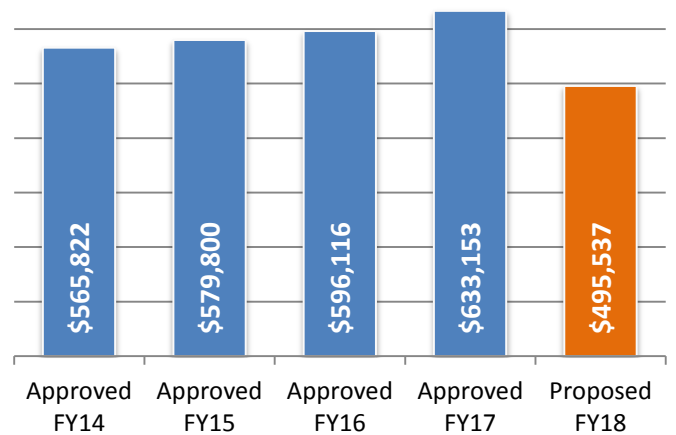
Town Manager Financial Summary

FY18 Source of Funding



84% of the budget is financed from taxes, 12% from enterprise funds, with the remaining 4% financed from fees, licenses and permits issued by this operation.

Town Manager Budget History



The significant decrease in the FY18 budget is due to the elimination of one full-time employee and turnover in staff. There have been no other significant changes in this budget over the past five years.

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