



## INVITES CANDIDATES TO APPLY FOR:

### TOWN MANAGER

#### **History of Bloomfield**

Formally incorporated in 1835 with more than 900 people, the Town of Bloomfield is rooted in a 1640 settlement known as Messenger Farms, located at the eastern end of what is now Park Avenue. As the settlement grew, in 1734 residents successfully petitioned for “winter privileges” to avoid the long trek to the Windsor church during the winter months. Two years later, the original WINDsor petitioners were joined by 8 from FarmingTON and 12 residents from SimsBURY in a successful petition for full parish privileges and thus WINTONBURY parish was established, re-named Bloomfield when it was incorporated in 1835

For additional information about the many farms, families and history of the original founders, please see the Wintonbury Historical Society web page <http://bloomfieldcthistory.org/>.

As a traditionally agricultural community, Bloomfield began to diversify its economic base, to include tobacco, and cider mills and a brandy distillery were built. By 1920, the Town’s population had grown to more than 2,000 due to rail lines from Hartford to Bloomfield. With the advent of the automobile, and the construction of interstate highway 91, Bloomfield began to grow. This expansion continued through the 1970s when Bloomfield was named an All-American City, with a population nearing 20,000. The national award was recognition of Bloomfield’s successful development as an ethnically and culturally diverse community.

#### **Bloomfield Today**

Bloomfield has become an important focus of commercial development in the Boston-New York corridor, providing business, goods, and services to north central Connecticut and beyond. Yet, Bloomfield maintains the rural beauty and charm of a New England town. Bloomfield has improved schools to promote a family-friendly community along with new modern apartments with efforts to improve the center of Town for community activities and access to the Town Hall, Library and new restaurants (improvement to Filley Park –<http://filleypark.org/>). The largest major employers include Cigna, Met Life Insurance and Kaman Corporation (aerospace manufacturing firm) Homegoods Distribution Center and World Class Distribution (Trader Joe’s) Bloomfield Town/Board of Education.

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#### **Economic Condition and Outlook**

The 2016 net taxable grand list totaled \$2.018 billion and its components are comprised of 50% residential, 30% commercial, 7% motor vehicle and 13% personal property. The top ten taxpayers comprised 18.02% of the total assessed value on the October 1, 2016 grand list.

The Town’s economic development activity is headed by the Director of Planning. Beginning in July 2014, these efforts have also been aided by a consulting firm to jumpstart the Town’s economic development activities as the Town looks to implement the recently adopted Bloomfield Center Plan and other strategies. Fiscal year 2018 saw a continuation of robust construction activity in Bloomfield with over \$1.07 million in permit revenues representing a construction value of approximately \$80.8 million. The Building Department issued 1,309 permits during FY 2018.

The Town’s \$24.5 million five-year 2018-2022 Capital Plan was developed with a greater degree of analysis in terms of financing the Town’s infrastructure needs over the long term. Two major projects were approved at referendum in November 2016 for a new Human Services Facility and Public Works Facility/Garage A debt issuance policy and debt capacity analysis have been prepared to provide guidance on the issuance of Town debt within the acceptable parameters of the credit rating industry and the Town’s own ability to pay.

## Bloomfield Demographics

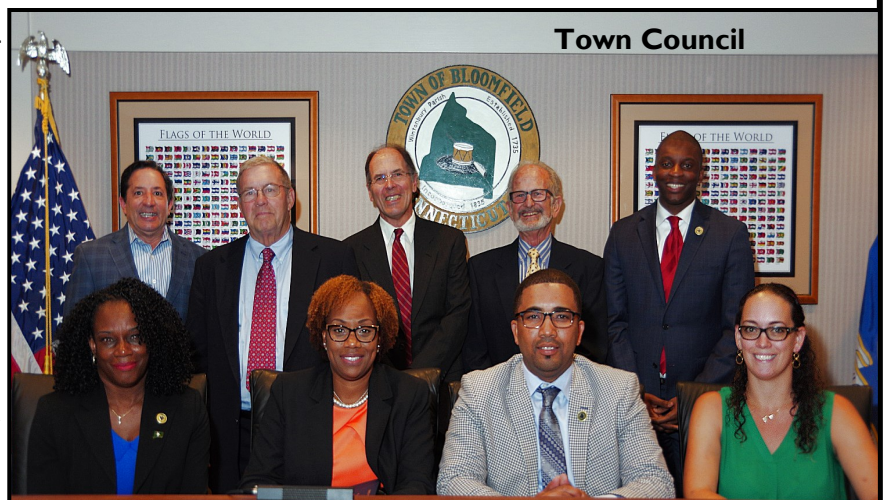
- Population - 20,687
- Land Area – 26.9 square miles and 119 center miles of roads
- Population/Sq. Mile – 793
- Median Age – 49 (one of the oldest communities in CT due to Dun-caster and Seabury facilities)
- Median Household Income - \$74,107
- Median Household Value - \$214,800
- School Enrollment – 2149 students for Pre-School to 12th grade
- School Graduation Rate – up to over 91.7%
- Racial composition – 57% African American/Black; 5% Hispanic/Latino; 5% Multi-Race/other; 2% Asian/Native American and 31% White
- Housing Units – 8807 with 66% as single units and 71% as owner occupied
- 35% of the population have a Bachelor's Degree or higher
- The Town is serviced by two separate Fire Districts with paid and volunteer staff
- Ambulance Service is managed by the Police Department with a contracted paramedic and volunteer EMT's
- Water and Sewer are provided by the Metropolitan District Commission servicing ,a total of 8 towns in the Hartford Metro area
- The Town of Bloomfield employs 158 Full-time, 62 part-time and 51 seasonal employees with 118 of them being represented by 3 collective bargaining agreements (Police, PW and Admin./Technical)
- The Town has an award-winning public golf course plus 2 private golf courses (Wintonbury Hills, Gillette Ridge, Tumble Brook)
- 33% of the land is dedicated to open space, 14% is occupied by business, 16% is vacant land 22% is residential and 9% Community & Other



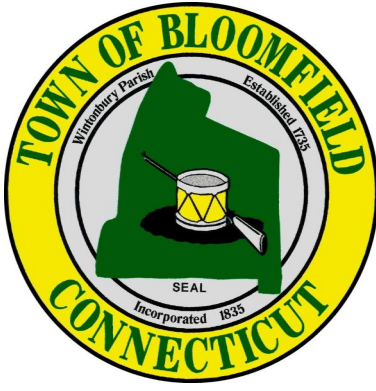
## Governance

Bloomfield is administered under the Council-Manager form of government. The Town Charter, which is the primary organizational document, was first adopted in 1959 and last revised in November of 2005. The nine-member Town Council is elected biennially on a partisan basis for a term of two years and serves without compensation. Minority party representation of at least three council members is guaranteed (next election is November 2019). The Town Manager is appointed by the Council and serves as a full-time chief executive officer, implementing the policies set by the Council and overseeing day-to-day operations. The Town Manager appoints all department heads and employees (except the Library Director who is appointed by an elected board), manages budgeting and purchasing process and oversees all labor relations. The Council operates with six standing subcommittees and various ad hoc committees which are staff supported by the Town Manager and appropriate department heads

The current Town Manager is retiring after 6 years (was a previous manager for neighboring community for over 30 years) and the previous Bloomfield Town Manager served for 20 years. Longevity of the Town Manager is anticipated. Connecticut does not have county government; any services not provided by the Town are provided by the State of Connecticut. Town budgets in Connecticut include a lump sum for the school systems which is then managed by the 7-member elected Board of Education through the Superintendent not the Town Manager. However, the current Superintendent and Town Manager work closely together to provide great services to the Town.

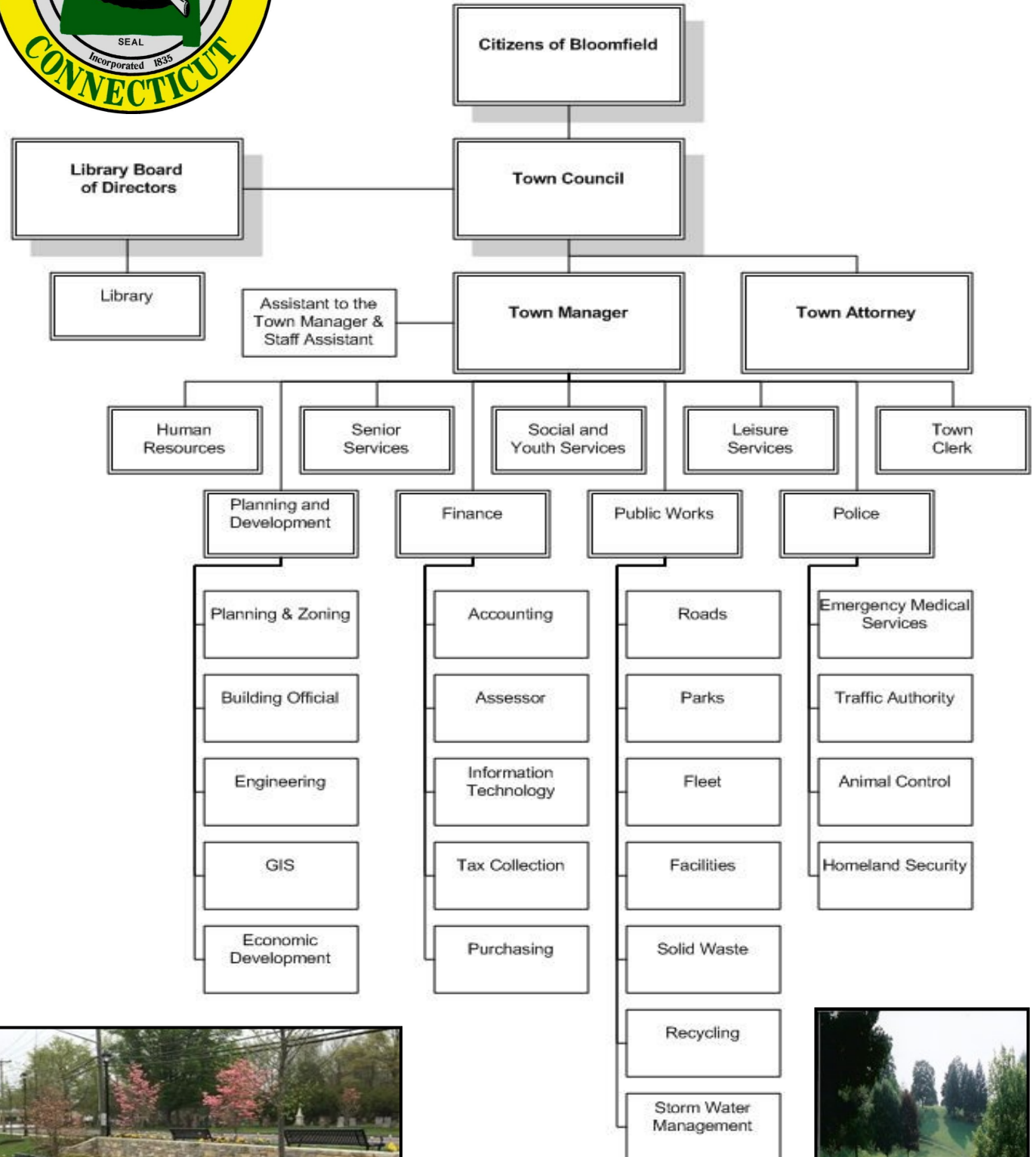






# Town of Bloomfield, CT

## Organization Chart



**Town Manager’s Office**

The Town Manager’s office is staffed by the Town Manager, Assistant to Town Manager and administrative staff. The Charter lists the following duties of the Town Manager:

1. To see that all laws and ordinances governing the town are faithfully executed
2. To make a monthly report to the Council and to attend its meetings with the right of full participation in all discussion but without the right to vote
3. To recommend to the Council from time to time such measures for its adoption as the Town Manager may deem necessary or expedient
4. To keep the Council fully advised as to the financial condition of the Town
5. To prepare and submit to the council an annual budget as prescribed by the Charter
6. To exercise such other powers and duties as may be required of him or her by the Council

In addition to the budget, the Charter also directs the Town Manager to serve and/or supervise the purchasing and human resources functions.



<b>Expenditures 2018-19</b>	<b>Amount</b>	<b>Revenues 2018-19</b>	<b>Amount</b>
Town Operations (salaries, goods, services)	\$ 22,905,456	Taxes & Assessment	\$ 78,943,384
Fixed Charges (benefits, insurance, solid waste)	\$ 13,872,877	State Education Grants	\$ 5,526,644
MDC-ad valorem sewer services & reserve	\$ 3,374,165	State Property Tax Relief & State/ Fed Grants	\$ 1,034,879
Debt Service	\$ 5,887,820	Use of Assets & Misc	\$ 358,000
Board of Education	\$ 42,162,165	Licenses & Permits	\$ 976,200
Capital Improvements	\$ 1,318,074	Fees & Service Charges	\$ 1,281,450
<b>Total</b>	<b>\$ 89,520,557</b>	<b>+Fund Balance = Balanced Budget</b>	<b>\$ 89,520,557</b>

**Town Operations – Town Departments**

**Finance**

The financial administrator of the Town is the Director of Finance whom the Town Manager appoints. The Director of Finance oversees the Assessor (4 FTE) and Tax Collector offices (3 FTE), Accounting (4 FTE), Purchasing and Risk Management (2 FTE) as well as the Information Technology function (3 FTE with one assigned to Police Dept). The Town Council appoints the Town Treasurer who countersigns, together with the Director of Finance, all checks for payment with Town funds. AA+ Bond Rating

**Human Resources**

The Human Resources Department is staffed by a Director, two HR Generalists and an administrative staff member. They handle all recruitment processes, personnel policy administration, onboarding for benefits, workers compensation and union contract negotiations and administration. All three union contracts are up for negotiation in 2019 (Police Union, Public Works Union, and Administrative & Technical Union)

**Town Clerk**

The Town Clerk’s office is staffed by a Connecticut and International Municipal Clerk Certified Town Clerk and 3 State Certified Assistant Town Clerks who manage the filing of all land records, all Town meeting records, vital statistics for births, marriages and deaths, various licenses and permits such as dog licenses and fishing and hunting. They maintain the Town Charter and Ordinances, committee terms of office and various other freedom of information documents.

## Town Operations – Town Departments

### Police Department

The Chief of Police along with his Captain/ Operations Commander supervise administrative staff and about 47 sworn officers which includes 3 Lieutenants two K9 Officers, 6.5 Dispatchers, one Animal Control Officer. The divisions are: Patrol; Detectives; Support & Community Services which includes 2 School Resource Officers and one Community Services Officer; Records; and Assistant Accreditation Manager. In addition, the Police Department manages and supervises the Emergency Management & Medical Service Division which includes the Bloomfield Volunteer Ambulance Company and a paid vendor for paramedic services. The Police Department has developed a Strategic Plan which promotes maintaining a safe and secure community through improved services and strong partnerships with the community stakeholders. Accredited



### Public Works Department

The Public Works Director has three divisions with about 35 employees– Facilities, Fleet and Operations. Operations manages all the usual public works projects of maintaining the roads, parks, sidewalks, stormwater management systems and general maintenance. The Fleet Division maintains all of the vehicles for Public Works and all the other departments including police vehicles, mini-buses and ambulances. The Facilities division is involved in the maintenance and repairs of all Town buildings through in-house and contracted vendors. In addition, the solid waste contract and recycling contract is managed by Public Works. The Town shares a landfill with Windsor for bulky trash until the landfill is closed. Accredited



### Library Services

The Library Director works under the direction of an elected Library Board and manages two libraries. The main library (Prosser) is located across the street from Town Hall and the Town Center and is due for expansion and renovations to meet the needs of a 21st century library as the community's living room with meeting spaces, working spaces and maker spaces and all the variety of programs and more (this is the next large Capital Improvement Project to be planned). The branch Library is located in the Blue Hills area called the P. Faith McMahon Wintonbury Library.

### Land Use & Economic Development

The Department staff support the Planning & Zoning Board, ZBA, Inland Wetlands and Watercourses Commission, Beautification Committee, Conservation, Energy & Environmental Committee and Economic Development Com.

**Engineering** – includes Town Engineer, Deputy and GIS Specialist handling the review of all new developments, managing road and stormwater construction projects and preparing maps for all departments.

**Building Inspection** – Includes the Building Official and two Assistant Building Officials and one shared Assistant with the Town of Simsbury.

**Planning & Zoning Enforcement** – Staff includes the Director of Planning and Economic Development and the Zoning Enforcement Officer and Administrative Analyst managing the customers and all the commissions.

**Environmental Planning** – includes a part-time Environmental Planner and Inland Wetlands Agent reviewing all land use proposals and working with the various commissions and committees.



**Economic Development** – includes Director, Consultant (Gorman & York) and Commission.



# Town Operations – Town Departments

## Human Services

Three departments make up the Human Services Facility – Senior Services, Social & Youth Services and Leisure Services (Recreation). Together they serve all families and coordinate programs between their services to provide integrated services for youth, adults and seniors. The Town is currently building a new facility for Human Service departments. See the Website for the details of programs.

**Senior Services & Senior Center** – Staffed by a Director, Administrative staff, Senior Services Coordinator, Mini-Bus Coordinator and Dispatcher and Drivers – they manage numerous innovative programs at the Senior Center, Meals on Wheels, Mini-bus transportation, and support the Commission on Aging and the Strategic Plan for Accreditation since 2004. Accredited

**Social Services & Youth Services** – Staffed by a Director with LCSW, Administrative staff, and Master Level Senior Social Workers & Youth Services Coordinator and PT Youth Services Staff. They offer programs for adults, seniors and youth too numerous to list. Sample programs include: Energy & Rental Assistance, Food/Fuel Bank, Foster Care Support, Youth Bureau, Crisis Intervention, Medicare Advice, Juvenile Review Board and support the Youth Adult Council.

**Leisure Services-Recreation Department** – Staffed by a Director, Assistant Director, Recreation & Administrative Staff plus many part-timers for various sports programs, open teen center and annual summer camp. The Department has a Parks Master Plan developed by the Director and Parks & Recreation Committee available on the website.



## **School District – Bloomfield Public Schools**

The Bloomfield Public Schools include: Wintonbury Early Childhood Magnet School, two separate elementary schools (Grades 1 & 2 plus Grades 3 & 4), Intermediate School (Grade 5-6) and Middle School (Grade 7-8), Bloomfield High School and Global Experience Magnet School (Grade 6-12).

The School District developed a 2015-2018 District Accountability Plan which set out goals to improve the schools through four Priority Goals with a vision statement, strategies, action steps and measured accomplishments. 1 - Holistic Accountability; 2 – Rigorous Curriculum, Instructions, and Assessment; 3 - Positive School Climate; 4 – Family and Community Engagement. For more details see web site [http://www.bloomfieldschools.org/why\\_bloomfield/accountability\\_plans](http://www.bloomfieldschools.org/why_bloomfield/accountability_plans) .

As a result, some of the improvements include:

- Bloomfield High School ranked in the Top 10% of CT High Schools
- High School graduation rates increased from 74% in 2011 to 91% in 2016
- Bloomfield exceeded the State averages for Math by all students in 2017
- The District Staff were asked to present their “Bloomfield Blueprint” to New England and CT Associations and the national Alliance of Black School Educators



## **Town Recognitions & Awards**

- ◇ In July 2017, Standard and Poor's affirmed Bloomfield's AA+ rating citing the Town's strong financial position. The Town's Aa2 credit rating by Moody's Investor Services was again reaffirmed in July 2017.
- ◇ Certificate of Achievement for Excellence in Financial Report from GFOA
- ◇ Police Department is Accredited by the State of CT and Nationally by CALEA
- ◇ Public Works Department is Accredited by the American Public Works Association
- ◇ Marilyn Michaelson Senior Center is Accredited since 2004 by the National Council on Aging – National Institute of Senior Centers – Recognized by the State of CT as one of the two top Senior Centers with multiple awards for programming and quality of Aging Mastery Program
- ◇ Superintendent of Bloomfield Schools was named Superintendent of the Year by CT Association of School Superintendents in 2017
- ◇ CT Association of Boards of Education recognized Bloomfield as a Board of Distinction and Excellence in Education Communications
- ◇ CT Council for Education Reform recognized Bloomfield Public Schools for best practice in using data to monitor progress and make decisions about instruction

## **Characteristics of the Ideal Candidate**

- ⇒ Has been highly effective in other communities with a proven record of success
- ⇒ Will care about Bloomfield and build relationships that bring together people with diverse interests and backgrounds – is a manager who is out-front and assertively gets to know the cultural diversity of the community and participates in community events – Understands and appreciates the value of a diverse community
- ⇒ A visionary – will help the Town develop a vision and implement it through strategic thinking and effective delegation
- ⇒ Has very strong written and verbal skills—is able to provide written communications and other documentation that support Town Services and Programs
- ⇒ A servant Leader – personally serves the public – promotes customer service
- ⇒ Has strong project management skills – brings the right staff and stakeholders together and communicates status in a timely manner
- ⇒ Has a good sense of humor
- ⇒ A disciplined, collaborative and calm leader who can effectively lead a diverse community often with conflicting interests
- ⇒ Has the ability to get department heads and staff on the same page – creating a great team
- ⇒ Is respectful of everyone, Council, staff and citizens; treats all citizens with the same fair and even treatment
- ⇒ Provides professionalism to the office of the Town Manager – is active in regional and state issues – implements continuous improvement and best practices through the promotion of training and continuous learning
- ⇒ Uses performance-based management and performance evaluations to hold departments and staff accountable
- ⇒ Able to motivate and get things done; builds trust and inspires innovation
- ⇒ Keeps everyone focused on the task
- ⇒ Is accessible and available - has an open-door policy
- ⇒ Builds and maintains positive relationships with community leaders and other stakeholders who are critical to the growth of the Town
- ⇒ Committed to succession planning for all Town departments including his or her own replacement
- ⇒ Knows and understands sustainability issues – land, food, energy, etc.
- ⇒ Has excellent financial and budgeting skills
- ⇒ Provides effective professional advice, guidance and recommendations (with options) to the Town Council that assist the Council to make decisions that are right for the entire Town
- ⇒ Understands new urbanism – economic, energy and environmental sustainability - balance of economic development vs environmental issues and quality of life
- ⇒ Uses a strategic and long-term approach to planning and development for Town - experienced with open space issues, park master plan, capital improvement plans that promote a positive quality life for the citizens



## **Qualifications For Town Manager**

Requirements include an undergraduate degree in public administration, business administration or a closely related field combined with at least ten years of increasingly responsible public management experience with a preference for 5 years as a Town/City Manager (some private sector management experience will be a plus). Labor relations experience is required. A Master's Degree in Public or Business Administration and ICMA Credentialed Manager status are both preferred. Preference will also be given to experienced town managers, assistant town managers and department heads from jurisdictions of comparable size and complexity.

## **Challenges and Opportunities**

- ◆ Town is currently conducting an organizational and efficiency study of all Town departments, which can be used by the new Town Manager as a template for service improvements
- ◆ Completion of new Human Services Building (Senior, Leisure & Social & Youth Services) new Public Works Garage and redesign of Filley Park.
- ◆ Possible management of upcoming capital project to expand and renovate of the Town Library.
- ◆ Maintain the positive financial stability of the Town. (AA+ Bond Rating)
- ◆ Improve Town's asset management system(s) – better maintenance of infrastructure and better budgeting for maintenance - and install systems/assets that don't require extensive maintenance.
- ◆ Town current staff is supportive and professional - looking for leadership by the Town Manager who screens requests from the Council and directs department operations to meet the Town Council's vision and goals.
- ◆ Continuation and enhancement of positive relationship between the Town and Schools - continue conversations for shared back office operations (maintenance, purchasing, HR, Finance).
- ◆ All three union contracts are up for negotiation in 2019 (Police, Public Works and Administrative Technical Unions).
- ◆ Find opportunities for more shared regional services with other towns (possible regional dispatch center).
- ◆ Economic Development - continue to grow the grand list by recruiting businesses that fit Bloomfield's economy and culture.
- ◆ Need to resolve issues related to the Wintonbury Mall
- ◆ Preparation for the 2019 Town-wide revaluation – must effectively communicate with all property owners about the assessment process including non-profits property owners.
- ◆ Developing and an employing contemporary messaging technology to the community and public at large to communicate about issues opportunities and progress made in the Town such as: services, diversity, open space, family-friendly community, improved schools, economic development, new businesses, etc.







### **Compensation and Application Process**

The starting salary for this position is negotiable depending on qualifications and experience with an excellent benefits package which includes:

- ◆ ICMA Retirement Corporation – Plan Options
- ◆ Professional membership
- ◆ Health benefits and other employee benefits

Position requires permanent residency in Town of Bloomfield if selected.

For more information see the Town web site: [www.bloomfieldct.org](http://www.bloomfieldct.org)

Bloomfield is an EOE/AA/Equal Opportunity Employer—diverse candidates are encouraged to apply

If you meet these qualifications and wish to be considered for this position of Town Manager in the Town of Bloomfield, please email your resume and cover letter immediately to Ms. Randi Frank and/or Robert Slavin. See contact information below. Open until Filled. First deadline for screening candidates is February 15, 2019. Early applications will have more time to complete questionnaire.

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