

Our Responsibilities

What the MAYOR says he is responsible for...
<ul style="list-style-type: none">✓ For conducting council meetings<ul style="list-style-type: none">○ He has to keep order, make sure all are civil to one another, and be punctual✓ Attending and representing the Town at county and regional meetings.<ul style="list-style-type: none">○ Being the liaison role on behalf other Board members, especially since Mayor is available during the daytime✓ All ceremonial functions – ribbon cutting, groundbreakings, school visits, work with chamber✓ Responding to media when requested<ul style="list-style-type: none">○ Report action accurately○ News releases prepared by staff generally shared with all Board before being released. These are prepared, mostly, when the issue is has impact beyond town limits✓ Working with the Board to understand corporate vision and working to carry this our<ul style="list-style-type: none">○ Input from all, including the Mayor, is important to articulating a shared vision
What others might say the MAYOR is responsible for...
<ul style="list-style-type: none">• The Mayor can solve all problems because he is retired and has the time!
How the MAYOR will hold himself accountable...
<ul style="list-style-type: none">✓ Public calendar✓ Responding to all emails and returning phone calls✓ Election results
What the ALDERMEN say they are responsible for...
<ul style="list-style-type: none">✓ Making decisions that are in the best interest of liberty equality, prosperity to serve the Town✓ Understanding constituent issues and objectively representing and working on issues and concerns of citizens, property owners, and business owners in the political process.✓ Allocating resources to provide adequate services to our citizens and to maintain a fiscal posture to meet unexpected needs and demands. Fiduciary responsibility✓ Developing policy or non-ordinance-related guidelines✓ Represent Town in the community and region in a manner that reflects honesty, integrity, and moral resolve.✓ Deliberating with fellow Board members to determine compliance with current laws or ordinances; develop or pass new laws or ordinances that are beneficial and just for our citizens✓ Use the UDO and the input from citizens as we approve residential and commercial developments in the town✓ Set the tax rate✓ Adopt a budget that attempts to balance and meet needs of the citizenry

What others might say the ALDERMEN are responsible for...
<ul style="list-style-type: none"> ✓ Governing the town ✓ Anticipating and planning for the unexpected ✓ Remaining within budget ✓ 'Curing' the perceived school issues ✓ Doing what they want us to do, i.e., not raising the tax rate ✓ Simply agree with what is forwarded to them by staff (without adequate deliberation and consideration)
How the ALDERMAN will hold themselves accountable...
<ul style="list-style-type: none"> ✓ Feedback from fellow Board members and the general public ✓ Attending and voting at Board meetings ✓ Reviewing materials from the School of Government ✓ Utilizing expertise and skills of Town Clerk! ✓ Being able to look myself in the mirror every day and know I have acted with integrity and honesty in my personal conduct and voting record ✓ Making consistent decisions based on facts regardless of personal benefit or impact

What the MANAGER says he is responsible for...
<ul style="list-style-type: none"> ✓ Hire and fire all staff; enforce/administer personnel policies and pay plan ✓ Prepare annual budget for presentation to town Board ✓ Meet the needs of each member of the governing body by providing service and support that they need. (Copies to all for matters of general interest; private responses to specific requests) ✓ Provide leadership, direction, advice to department heads and remove barriers and provide support so they can conduct their work
What others might say the MANAGER is responsible for...
<ul style="list-style-type: none"> ✓ Provide leadership for town's many endeavors. Articulate town and Board visions. ✓ Clearinghouse or ombudsman role. "This is who you need to contact for that issues or concern." ✓ Be a conduit between Board and community to identify new and /or emerging controversy or trends.
How the MANAGER will hold himself accountable...
<ul style="list-style-type: none"> ✓ Periodic evaluations from self and Board ✓ Formal and informal feedback and discussions between Manager and Board

What the ASSISTANT MANAGER says he is responsible for....
<ul style="list-style-type: none"> ✓ Completing tasks as directed by the Town Manager ✓ Safety and risk management ✓ Representing Town at outside agencies ✓ Serving customers (defined as citizens, employees, and vendors)
What others might say I'm responsible for...
<ul style="list-style-type: none"> ✓ Provide assistance to Town manager ✓ Fill in when Manager is absent
I will hold myself accountable by
<ul style="list-style-type: none"> ✓ Completing assignments in a timely manner ✓ Acting with integrity ✓ Consulting with the Manager

What the PLANNING DIRECTOR says he is responsible for....
<ul style="list-style-type: none"> ✓ Technical advisor to the town manger, elected and advisory boards and the community on planning and development issues ✓ Developing an annual budget for the planning department ✓ Supervising Planning staff ✓ Developing and managing a community planning programs (and policies) for Town
What others might say I'm responsible for...
<ul style="list-style-type: none"> ✓ Getting new development approved without regard to any of the above responsibilities
I will hold myself accountable by
<ul style="list-style-type: none"> ✓ Providing adequate staff supports (agenda, reports) to advisory Boards ✓ Meeting deadlines on all projects ✓ Getting budget submitted and approved

What the TOWN CLERK says she is responsible for....
<ul style="list-style-type: none"> ✓ Preparing agendas for Board ✓ Recoding accurate and details minutes ✓ Providing administrative, clerical, and data-gathering support to Manger and Board ✓ Preparing communications and legal notices ✓ Conduit between public views and manager and Board (Judy is often first line of communication)

What others might say I'm responsible for...
<ul style="list-style-type: none"> ✓ Attend Board meetings ✓ Schedule Board room
I will hold myself accountable by
<ul style="list-style-type: none"> ✓ Understanding and meeting all legal notification and filing requirements

What the TOWN ATTORNEY says he is responsible for....
<ul style="list-style-type: none"> ✓ Provide board and staff guidance of what law says and how to comply to be effective on this, Board needs to present issues to attorney ahead of time when decisions must be made or when you want to understand what options may be available for decisions. ✓ Help staff write, interpret and enforce ordinances ✓ Protect the town in contracts and lawsuits
What others might say I'm responsible for...
<ul style="list-style-type: none"> ✓ Ditto to above
I will hold myself accountable by
<ul style="list-style-type: none"> ✓ Give accurate legal opinions ✓ Help prevent and solve problems before they become legal matters before Board. Act like a good referee – no problems noted, good job done

What the FINANCE DIRECTOR says he is responsible for....
<ul style="list-style-type: none"> ✓ Maintain financial records of the Town in accordance with Generally Accepted Accounting Principles ✓ Insure funding is available for approved expenditures (operating and capital budgets) ✓ Assisting in preparation of the budget
What others might say I'm responsible for...
<ul style="list-style-type: none"> ✓ Insuring that the Town is operating in a fiscally responsible manner
I will hold myself accountable by
<ul style="list-style-type: none"> ✓ Annual audit results ✓ Review by town manager

What the TOWN ENGINEER says he is responsible for....

- ✓ Providing information and assistance to citizens, e.g., providing flood plain maps or information about drainage
- ✓ Assisting and providing information to developers
- ✓ Ensuring that development complies with UDO requirements and accepted engineering practices and ensuring UDO reflects state and federal requirements
- ✓ Maintaining water and sewer capacity inventory. Being the 'bookkeeper' for W&S.

What others might say I'm responsible for...

- ✓ Responsible for managing their projects. [When developers hire consultants to manage projects and those consultants leave before work is complete, they may rely on Frank. Frank approves plans but does not make changes. That is not his role.]

I will hold myself accountable by

- ✓ End product. Did it work?
- ✓ Informal feedback from peers (other town department heads and peer engineers) and formal review by superiors