

Mayor's Office

165 Church Street
203-946-8200

Department Head:

Mayor John DeStefano Jr.
jdestef@newhavenct.net
203-946-8200

Additional Point Person:

Sean Matteson
smatteso@newhavenct.net
203-946-7802

Positions:	GF- 9	SF- 1
General Fund Budget:		\$ 894,770
Capital Fund Budget:		\$0
Special fund Budget:		\$371,132

Legal Authority: Charter

[Sec. 10 to Sec. 16](#) There shall be a mayor of the city who shall be its chief executive and administrative officer. Said mayor shall have been a legal voter in and resident of the city for at least five years immediately preceding said mayor's election, and shall reside in the city during the term of office, and shall during such term hold no other public office, the duties of which conflict in any manner with those of mayor or to which is attached any compensation.

Mission/Overview:

The Office of the Mayor, the Chief Elected Official of the City exercises executive responsibility for all components of city government including departments, bureaus, agencies and commissions. Pursuant to provisions of State Law and the Charter of the City of New Haven, the executive branch performs the following functions:

- Causes laws and ordinances to be executed and enforced.
- Fills by appointment vacancies in any office for which the Mayor has the power to appoint the incumbent.
- Execute Executive Orders
- Authority to call meeting of the New Haven Board of Aldermen.
- Administers oaths to duly elected and appointed officials of the City.
- Ensures that all contracts and agreements with the City are faithfully kept and performed.
- Coordinates inter-governmental advocacy on behalf of the City.
- Informs the public about government initiatives and programs.
- Provides frontline responses to citizens requests.
- Exercises all other executive and administrative powers conferred by the laws of the State upon any municipal chief executive.

Attention Required by 31 March 2014:

Monthly

- Warning Notice for Board of Aldermen meetings
- 28th of each month Mayor signs and approves the Monthly Financial Report (New Haven Charter Art. XI Sec. 62)

November

- Finalize “Blue Book” of legislative “asks” for Aldermanic Leadership briefing

December

- Notification letters of intent to not reappoint non-term, executive/confidential employees, e.g. Chief of Staff, CAO, EDA, CSA, Controller, etc.
- Begin conversations with State on legislative asks, i.e. OPM, Governor’s Office, ConnDoT, etc

January

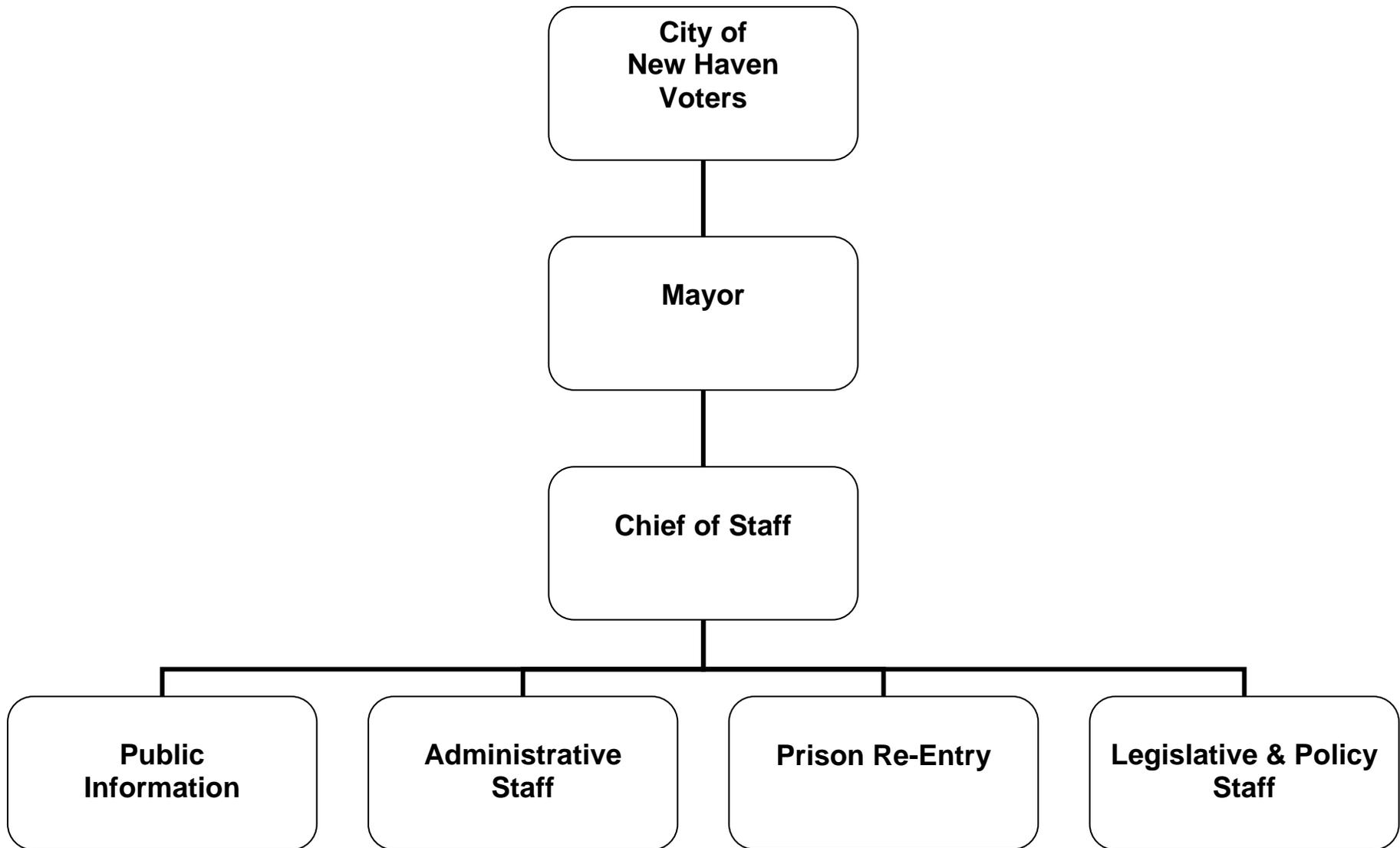
- Inauguration Day (New Haven Charter Art. IV Sec. 4)
- Appointment/Reappointment letter for Corporation Counsel (2-year term - co-terminus with that of Mayor)
- Appointment/Reappointment letters to Mayor’s Office staff effective 1 January 2014
- Appointment/Reappointment of expiring Boards & Commission members (see City website for up-to-date list with expirations)
- Executive/Confidential employees disclosure forms to be completed (See HRA)
- Boards & Commission members disclosure forms to be completed and returned
- Identify location (ex. Shubert Theater) and book band for Memorial Day concert
- Prepare federal agenda with William & Jennings
- Office of the Mayor draft office budget due to Office of Management & Budget
- In Hartford prepare bill forms for signature by legislative sponsors. Have bill concepts/bill language ready to go for introduction by member/committee.

February

- Appointment letters for term-expiring Department Heads (4-year terms See Attachment A)
- Appointment/Reappointment of Deputy Corporation Counsel and Assistant Corporation Counsel (As of date of memo 1-year term, but subject to change based upon collective bargaining agreement terms See Attachment A)
- First Aldermanic meeting of February is the State of the City Address given by the Mayor (New Haven Charter Art. V Sec. 13 (e))

March

- Ensure that OMB has submitted the City Budget by the Charter deadline of 1 March 2014
- Prepare RFA for Memorial Day Concert venue and band



Budget Summary:

Budget Summaries for FY13-14		
General Fund		
Item	Budget	Uses
Salaries	\$ 743,516	Salary covers 9-general fund employees
Rental & Services	\$ 139,104	Office equipment, transition office, lobbyist contract, postage, etc
Travel	\$ 9,000	City business travel expenses, e.g. lobbying, out-of-town meetings, etc.
Materials & Supplies	\$ 3,150	General office supplies
Total	\$ 894,770	

Item	Budget	Uses
<i>Rental & Services Explained</i>		
William & Jennings	\$ 99,000	1-Year DC lobbyist Contract
Office of Transition	\$ 28,104	2014 Mayor-Elect Transition Office
Maintenance/Service Agreements	\$ 9,000	Office Equipment Service Agreements
Printing & Binding	\$ 1,800	City Stationary, MNO flyers & postcards, etc
Registration, Dues & Subscriptions	\$ 700	Newspapers & media subscriptions
Postage	\$ 500	Postage, Fed Ex, etc
Total	\$ 139,104	

Special Fund		
Item	Budget	Uses
<i>Prison Reentry Program</i>		
Rentals & Services	\$ 137,895	Reentry Program mini-grants
Salaries	\$ 125,286	Salary for 2-staff, 1-position currently vacant
Employee Benefits	\$ 100,705	Health care for 2-staff, FICA/Medicare
Materials & Supplies	\$ 4,435	Office Supplies
Workers Compensation	\$ 1,512	Worker's Comp Insurance
Business Travel	\$ 1,300	Lobbying, convention, etc
Total	\$ 371,133	

Special Fund		
Item	Budget	Uses
Patriotic Celebrations	\$ 25,000	Memorial Day Concert at the Shubert
Total	\$ 25,000	

Summary of Open Items:

General

- **Theft of Services.** Underpayment or non-payment of wages to low-income and/or immigrant workers is a growing problem in New Haven. Between January 2010 and September 2012, 272 complaints of wage violations occurring in New Haven have been lodged with the CT DoL. Adjudication of these complaints can take from 2-weeks to almost a year in length of time. In many cases when back wages can be recovered it is often a fraction of what was illegally kept from the workers. In October an aldermanic workshop was held to discuss the issue and hear from community advocates for change.

Possible remedies include the usage of the NHPD for enforcement of CGS § 53a-119, "Theft of Services." Another tool of enforcement for chronic offenders could be suspension of the health certificates required for business by restaurants and cafes enabling legislation would be required.

- **New Haven Green/Parks Ordinance Amendment.** During the eviction of *Occupy New Haven* from the New Haven Green the court raised several issues regarding the City's Code of Ordinances governing usage of City Park land, which includes the Green. The legislation seeks to address issues raised by the court. This process will require and include an approval by the Proprietors of the Green.
- **Entertainment District.** Several years ago the City explored the creation of an *Entertainment District* in order to properly allocate and fund a Downtown Entertainment District police detail. Because some clubs, restaurants or business did not want to participate voluntarily it became clear it needed to be mandatory. This requires legislative approval in Hartford. Properly detailing the Downtown without overtaxing the NHPD budget continues to be a problem. An *Entertainment District* is a viable option.
- **Goffe Street Armory.** Several years ago the State of Connecticut moved the Governor's Foot Guard from the Armory leaving the building both vacant and in need of repair and security. The State went down and recorded the land transfer without City consent. The City maintains that it was a faulty transfer, because the State law which they site would require them to give us the whole property (which includes part of the jail) unless done through a normal transfer, where the City would sign off on receiving the property. The State also failed to abide by the Transfer Act. So they would say we have title and we argue that they remain title holder. While the City does not yet possess full title to the building it currently acts as a de facto steward for the premises.

A group within the Board of Aldermen is reviewing the possibility of re-use of the Armory for the purpose of a youth or community center. The Administration, as part of a re-use group, has interest in the future of the site, i.e. anti-blight

concerns, safety concerns, potential warehousing space, etc. The Administration to date has not taken a formal position on the question of re-use as community center, youth center or further redevelopment. The space, if used for community/youth services would require significant, sustained funding. To date no one looking to centralize youth services in the city has articulated a funding plan or identified a sustainable revenue stream for the Armory. Further, the BoA, as part of a sustainability plan, might like to see the Board of Education moved to the Armory.

There has been a commitment from Governor (see General Counsel Luke Bronin) on funding for roof repairs. The Governor's Office has been slow to respond on their commitment. The Board of Aldermen has yet to engage in the matter (through Labor) with the Office of the Governor- the result would then be that other City requests with or through the Malloy Administration may fall-off as a result. The Armory will remain a high priority for many on the BoA.

- **New Haven Police Firing Range.** The currently location of the New Haven Police Department outdoor firing range in Newhallville and it's proximity to both residents and an elementary school has been problematic. A better location has been identified as an indoor range at the former Wintergreen Reserve Base in West Rock. The WEB Management Team and Friends of Beaver Pond have been staunch advocates of the range's relocation.

The City has been able to secure technology and equipment grants and earmarks, but has never been able to tender "brick and mortar" funding for the much needed renovation at Wintergreen. Efforts need to continue at the federal level to get into an agency construction budget, i.e. FBI or DHS (both have a construction line item). Rich Kehoe from Sen. Blumenthal's Office has worked closely with the City on the issue.

- **East Shore/Morris Cove Homes.** Engineer Larry Smith and CAO Rob Smuts serve as point on the issue. DEEP has permitted the jersey barriers on the beachhead as a permanent/temporary mitigation barrier. The City and State are agreeable to permitting a sea wall but the need remains to identify funding. Rosa DeLuaro's office has been helpful in the search, but has yet to identify any federal dollars. See Jennifer Lamb in Rosa's office.
- **Grand Avenue Bridge Renovation.** The "fixing" and renovation of the Grand Avenue Bridge has a significant price tag of around \$30M. The Administration has been working in an effort to identify funding sources. One possibility has been the Truman-Hobbes Act. This is a tricky strategy and should continue to be explored with Dennis Dwyer of William & Jennings. Given the fact the bridge could at any time get stuck in the "closed" position sealing off up stream aquatic agriculture and the movement of commercial fishing the act remains an option.

- **West Rock/Hamden Fence.** HANH will be pressing the resident's rights for free and unrestricted travel to and from the West Rock development – this means the Hamden fence must come down. In October HANH filed for driveway permits for the homeowners to have access to Woodin Street. If denied HANH will seek injunctive relief in State Court
- **Strong Cities, Strong Communities.** Federal program which falls under Valerie Jarret's shop in the White House. The program is to be administered by HUD and US EDA. The program would provide technical assistance and access to federal agency expertise, and work to help New Haven create new public and private sector partnerships. Decision is expected right before the New Year.
- **East Shore Park Permitting.** Due to erosion issues the City needs significant mitigation as opposed to plantings. The City needs to get tentative approval from DEEP to begin planning. Rob LaFrance is the contact on the issue at DEEP – they have walked site, still doing internal reviews. David Moser for the City is staff on the issue.
- **Youth Violence Prevention Grants.** RBA metrics are important to continued funding. The grant cycle is two-years, but staggered over the fiscal year. BoA is deeply involved in the process. Tomi Veale the Acting Youth Director is the staff person assigned to issue.

Development

- **RH-2.** Text Amendment designed to update the code to be the densest zone in the city (to keep pace with the city's population growth) as well as encouraging transit oriented development.
- **Trolleys.** The \$1M of federal planning grant money for a New Haven based trolley system remains before the Board of Aldermen. The Board is required to take affirmative action in order to accept the grant dollars. The FTA grant is still valid, but the agency is skeptical that New Haven remains interested. This is not an issue of a bureaucratic or legal problem with taking these federal dollars to study the public transportation need or usage of a trolley system. Rather, this is a political issue within the Board of Aldermen. The possibility of a New Haven trolley system remains, but action will be required very soon or that possibility will cease to exist.
- **Science Park Co-Op Agreement Termination.** In 1991 the City entered into an Assistance Agreement with the State of Connecticut wherein the City would administer a grant in aid on behalf of the State of Connecticut to Science Park Corporation in furtherance of Phase IV of the project. The State of Connecticut has since provided a release of the Assistance Agreement as all obligations, payments and performances have been met. Furthermore, since December 31, 2011 no further payments have been due to the City, Yale or Olin under the

Cooperative Agreement and the City, Yale and Olin are in agreement that SPDC has in fact met all of its obligations under the Cooperative Agreement.

- **CT Freezer/Bender.** The Mayor agreed to Commissioner Rediker's logic on CT Freezer and abandoned the plan for Bender at that site. City agreed to be helpful for DOT in their efforts to acquire the post office site. City will work with DOT to find alternate site for Bender. City was reviewing Gateway Long Wharf as potential spot. Bender going to go with Grand Light site – work to keep commitment to restore Gateway Long Wharf to grand list. Mike Piscitelli is staff on the issue.
- **Shubert Theater.** Land Disposition agreement between Connecticut Association for the Performing Arts (CAPA) and the city of New Haven. The agreement conveys the Shubert Theater to CAPA with a capital contribution from the city as well as an step-down operating subsidy over the next ten years. CAPA has also received \$4M in state funding and plans to create an endowment to keep the theater fiscally sustainable. The City's liability for the Shubert ceases in 2015. Note, the originally city contribution was \$3M, but has been reduced to \$2.5M. The FY 13-14 budget has a capital allocation for \$1.1M. The remainder would be bonded for in FY 14-15.
- **Tweed.** Letters from Commissioner Rediker were sent to citizens on the tree removal issue. Several property owners have already contacted Tweed to begin process of removal. Governor's Office, specifically Mark Ojakian, have agreed to a working group. Continued pressure forward is needed.
- **Farnam Housing Redevelopment.** Trinity/Glendower Cooperation Agreement for re-development of Farnam Court into 210 rental units, with ground floor commercial space along Grand Avenue, new publically accessible open space and several new public and private streets. The income mix will include low income replacement units, affordable units and market-rate units in both townhouses and apartment buildings. Developer is requesting a per unit tax agreement from the City (standard part of Coop Agreements).

City has committed \$9M in capital funds to support infrastructure improvements including new roads and streetscape improvement along Grand Avenue. Additionally, a companion submission will follow which rezones for RH-2, provides for denser residential to support Farnam Project.

- **New Gateway Automotive.** Long Wharf site is not feasible long term. Want to re-develop for higher use. Committed to helping identify alternate locations. City will likely need to support request for bonding.
- **Live, Work, Learn, Play Development Agreement.** Development and Land Disposition Agreement for the development of the currently vacant former coliseum site. The agreement calls for city investment in surrounding

infrastructure and the developer to build Housing units (20% affordable), a park as well as commercial and retail space. Plans to build a hotel are also included.

A separate submission including the site in the BD-3 zone (City's newest zones) to allow for newer built forms was planned for submission in October.

- **Chatham Street Development.** Trinity/Glendower agreement for the development of 38 units of rental housing along Ferry Street in Fair Haven on the former Cott Factory site. This agreement also requests a per unit tax agreement from the City.
- **Ribicoff Cooperation Agreement.** Trinity/Glendower agreement to re-development the Ribicoff Cottages in to 111 new rental units. Agreement includes a request for a per unit a tax agreement from the City

Education

- **ESUMS.** The resolution before the Board of Aldermen requests authorization for the BOE to acquire the land purchased by the town of West Haven, through their use of eminent domain, for the construction of ESUMS on the campus of UNH. To date this has not happened and is jeopardizing the project as the City must have *site control* sometime in November. The Board has not acted to date largely because the current school construction budget has a *Local Share* amount higher than what was approved by the Board, this due in part to the unexpected increased ineligible costs. Efforts are underway to reduce those costs. Legislative not-withstandings may be necessary.
- **Community Resiliency Mental Health Initiative.** Funding was provided in the DCF budget for Trauma Based treatment. \$1M for a system in a school system in south-central Connecticut. The City is working with Appropriation Chairs to unlock the funding. Sue Weisselberg at the BOE is serving as point.
- **School Construction.** – In 2011 the State passed legislation that enables the Commissioner of DAS to waive enrollment penalties. The City met with Commissioner DeFronzo in late 2011 with the Superintendent. At that time the City agreed to seek relief when enrollment penalties were assessed. Bob Lynn and Mike DePalma are point for the Administration on the issue. List then was 10 schools, three enrollment *notwithstandings* were completed in the 2013 legislative session and one had no enrolment issue on the final audit. There remain a total of seven open items:
 - 1) SDE Project No. 093-0332 (Ross/Woodward School);
 - 2) SDE Project No. 093-0335 (Truman School);
 - 3) SDE Project No. 093-0338 (Celentano School);
 - 4) SDE Project No. 093-0343 (Troup School);
 - 5) SDE Project No. 093-0348 (Columbus School);
 - 6) SDE Project No. 093-0351 (Roberto Clemente School); and
 - 7) SDE Project No. 093-0352 (Bishop Woods School).

Major Functions:

Board of Aldermen

The New Haven Board of Aldermen's meetings are called by the Mayor per Charter. All meetings need to have a "Warning Notice". At least 10-days prior to each scheduled meeting, a Notice is prepared and signed by the Mayor then submitted to the City Clerk's Office addressed to the City Clerk.

All information from the Administration to the legislative body ideally should flow through the Office of the Mayor and the individual assigned to legislative matters. For the DeStefano administration the position of Legislative Liaison to the Board of Aldermen was assigned such tasks. The Legislative Liaison stewards all submissions through the process communicating important information back to the person who made the original submission (department of origin). Please review the attached memo on Aldermanic processes and legislative tracking.

General Assembly

The working relationship between the City and the New Haven Delegation is an important part of local operation as Connecticut is a *Home Rule* state and half of the City's revenue is derived from State Aid.

It has been the responsibility of the Legislative Director to communicate with the New Haven Delegation the needs of the City through the development of legislative priorities referred to as *the Blue Book*. A draft bluebook will be available in mid November.

Federal Government

Over the years the City has done well with the return of tax dollars back into the community through programs and grants such as TIGER, CDBG, the Educational TIF Grant, HOPE and Byrne. The days of Congressional "ear marks" are gone. In their place remain competitive grants. These important funding vehicles require not only well written and articulated applications, but political shepherding through the process. The right call at the right time or the mayoral visit to the key decision makers in the grants originating agency are just as vital as how the application was written.

The City contracts with William & Jennings of Washington, DC. The account's principal contact is Dennis Dwyer. Working with Dwyer and the Coordinators on establishment of federal priorities is important and should happen in January.

Mayoral Boards

The Mayor is an ex-officio member of all but a few City Boards and Commissions, but the Mayor also has seats on various other boards and /or organizations. Please see Attachment B for Mayoral Boards.

Key Systems/Processes:

Contracts

All contracts, agreements, leasing, purchase orders and/or letters which require the Mayor's signature are dropped off at the Office of the Mayor. Each document will be given a number and logged in contract book. Once they have been signed and returned to the Mayor's Office, each one has to be witnessed and notarized.

Boards & Commissions

A Weekly update of all Boards and Commissions and posted to the City website. Each appointment requires two letters per individual. When there is a new appointment the newly new board/commission member receives their letter and also an informational sheet that they are required to sign and return to the Mayor's office for the files along with a synopsis of the board/commission to which they have been appointed.

Payroll

An individual must be made responsible for the purpose of maintaining payroll records for the Mayor's Staff. Finance does not do payroll for the Office.

Building Facilities and Employee Access

The Office of the Mayor manages all bookings for exhibits, displays, receptions and press conferences for all events for the City and general public at 165 Church St. Maintain Press Room for meetings as well as requested receptions.

Work with Fusco daily with complaints.

The Office of the Mayor is responsible for all City employees' requests for key cards and/or keys for their offices. All requests come from their department heads to the office of the Chief of Staff. Fusco Management then issues a key along with a file sheet which must be completed by the individual receiving the key or keycard.

Mail

Once the mail has been delivered by the US Postal Service, it must be sorted for all departments at 165 Church Street (200 Orange Street is managed through the mail room at 200 Orange Street). This has been the responsibility of the Office of the Mayor to date.

The Office is also responsible for all outgoing bulk mailings, e.g. MNO postcards, new voter letters, etc.

Parking Garage

The Office of the Mayor maintains a list of all 40 parking spaces and keeps track of all individuals that park at Laz Parking Garage, CT Financial Center and the former Shartenberg's Lot. The Office needs to take monthly checks from individuals that do not wish to have payroll deducted then checks are transmitted to the Controller for deposit.

Mayor's Night In

Every first Tuesday of the month is open Office hours for residents. The Office will maintain a log sheet for all individuals that come in to see the Mayor for follow-up.

Mayor's Night Out ("MNO")

City government department and agency heads accompany the Mayor in various neighborhoods each quarter year (about 13-weeks) to interact with the city residents on their concerns. A reminder postcard is mailed to all households within the area of the MNO.

Attachment A.

TERMS EXPIRING

**DEPARTMENT HEADS
FOUR-YEAR TERM
EXPIRES FEBRUARY 1, 2014**

Noelia Marcano	Personnel Director
Stephen Librandi	HRA
Alexander Pullen	Acting City Assessor
Lawrence Smith	Acting City Engineer
Christy Hass	Acting Parks Director
Douglas Arndt	Director of Public Works
Chief Mike Grant	New Haven Fire Dept.
Chief Dean Esserman	New Haven Police Dept.
Christopher Korenowsky	Public Library Director
Karyn Gilvarg	City Plan Director
James Travers	Traffic & Parking Director
Daniel O'Neill	Acting Building Dept. Director
Erik Johnson	LCI Director
Otis Johnson, Jr.	Fair Rent Director
Patricia Wallace	Elderly Services Director
VACANT	Labor Relations Director
Anna Mariotti	Public Information Director
Eric Rey	Prison Reentry Director
Tomi Veale	Acting Youth Services Director
Vivan Nabeta	Cultural Affairs Director
Dr. Mario Garcia	Health Director

**CORPORATION COUNSEL
TWO-YEAR TERM
EXPIRES JANUARY 1, 2014**

Victor Bolden

Corporation Counsel

**OFFICE OF CORPORATION COUNSEL
ONE-YEAR TERM
EXPIRES FEBRUARY, 1 2014**

Felipe Pastore

Deputy Corporation Counsel

Christopher Neary

Deputy Corporation Counsel

Thomas Lynch

Senior Counsel

James DeVisco

Senior Ass't. Corp. Counsel

Kathleen Foster

Senior Ass't. Corp. Counsel

Audrey Kramer

Senior Ass't. Corp. Counsel

Stacy L. Werner

Senior Ass't. Corp. Counsel

Michael A.,. Wolak, III

Senior Ass't. Corp. Counsel

Allison Lanoue

Assistant Corporation Counsel

Roderick Williams

Assistant Corporation Counsel

Attachment B:

Organization Board or Commission	Regularity of Meeting	Contact Name	Contact Title	City Staff
CCM	Monthly Sept-June	James Finley	Executive Director	Becky Bombero
City-Wide School Construction	2nd Tuesday of each month	Bob Lynn	Program Director	
New Haven Works	Monthly	Mary Reynolds	Executive Director	Althea Marshal-Brooks
Workforce Alliance	Quarterly	Bill Villano	Executive Director	Michael Piscitelli
Economic Development Corporation	Monthly	Ginny Kozlowski	Executive Director	Kelly Murphy/Michael Piscitelli
Board of Education	2nd and 4th Monday of each month	Garth Harries	Superintendent	Sean Matteson