

EAST HARTFORD



CHARTER REVISION COMMISSION

WORKING DRAFT REPORT
4/19/22

Working Draft

East Hartford Charter Revision Commission
740 Main St. East Hartford, CT 06108

To:
From: East Hartford Charter Revision Commission
Date: April 19, 2022
Subject: Working Draft of Commission Report

The East Hartford Charter Revision Commission was appointed by the Town Council at the June 15, 2021 regular council meeting and held its organizational meeting July 27, 2021. The Commission consists of 9 members, 5 members affiliated with the majority party (Democratic), and 4 members affiliated with the minority party (Republican).

Although membership was divided by political party as required by statute, it should be noted that the commission as a whole engaged in a bipartisan discussion of the issues before it. The membership is as follows:

Donald J. Bell, Jr., Chair
1323 Burnside Avenue

Angel Santiago, Secretary
700 Forbes Street

Marcia Leclerc
673 Burnham Street

Tom Rup
24 Sunset Ridge Drive

Travis Simpson
119 Naubuc Avenue

Richard Bates

Deborah Arrieta
6 Sunset Ridge Drive

Shelby Brown
2 Sunset Ridge Drive

Eric Thompson
9 Warren Drive

The Council Resolution (see Attachment C) charged the Commission with considering three specific items:

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1. Whether the Town Should Have a Professional Person in Charge of Overseeing All Town Government Operations.
2. Whether the Town Charter Should Continue to List All Town Departments or Provide Some Flexibility to Consolidate or Transfer Functions of Town Departments Without a Charter Revision.
3. Whether the Town Directors Should Serve at the Pleasure of The Mayor or Have Some Job Security Protections.

The resolution also charged the Commission with reviewing the East Hartford Town Charter and making recommendations for any amendments to such charter.

Originally, the council required the Commission to make its recommendations in accordance with state law by January 30, 2022. An extension to April 30, 2022 was provided in **January 2022**. The aim is to place the recommendations on the ballot at the time of the November 2022 election.

At the first meeting of the Charter Revision Commission, commissioners and members of the public were provided with the first opportunity to suggest topics for commission review. In subsequent meetings, the commission expanded to include each of the following items for discussion at one point during the process:

- Whether the Town Should Have a Professional Person in Charge of Overseeing All Town Government Operations;
- Whether the Town Charter Should Continue to List All Town Departments or Provide Some Flexibility to Consolidate or Transfer Functions of Town Departments Without a Charter Revision;
- Whether the Town Directors Should Serve at the Pleasure of The Mayor or Have Some Job Security Protections;
- Removal of Budget by Referendum;
- Term of Office for all Elected Positions;
- Term of Office for Mayor and/or Town Council– 2 or 4 Years;
- Simplifying Town Elections by Realigning Terms of Office or Removing Selectmen and Constables;
- Staggering Terms for The Town Council;
- Personnel Appeals Board: Clarify Powers;
- Review of Compensation for Stipend Positions;
- Countersigning of Checks;
- Adding the Information Technology Department to the Charter;
- Clarifying Line of Succession in the Event of Mayoral Vacancy;
- Advisory Opinions from the Office of Corporation Counsel;
- Updating Charter Language to Include Gender Neutral Language; and
- Bond Referendum Threshold

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In the early meetings in August and September, the Commission agreed to focus its attention on the first question, which involved whether having a “professional person” in charge of overseeing all town government operations required a change in the form of government. The Commission agreed that many of the other initial items on the list to be reviewed would be more easily settled once this first question was addressed.

As a result, the Commission sought background information on various forms of government, including research and CT municipal charters from the Connecticut Conference of Municipalities and the National League of Cities. In addition, in September and October the Commission held two workshop sessions that explored this question in further detail. One session included researchers that studied form of government. The other session included speakers that executed the day to day functions of a strong mayor, town manager, and chief operating officer. In addition, the Commission was supported by the council clerk and the Office of Corporation Counsel (Corporation Counsel).

The information collected and public comments throughout the process were made available on the East Hartford town website, where the public could review the information and minutes, and submit a comment to the commission clerk. All meetings were public as required by law, and most of the 16 workshops and 8 public hearings conducted were broadcast live on television and posted online by East Hartford Public Television.

The Commission engaged in a thoughtful and bipartisan process to carefully consider each of the items above. Public feedback during public hearings and workshops led to discussions that determined whether to table an item under consideration or draft a recommendation. For more information on the meeting process and workshop and public hearing dates, please refer to the meeting minutes.

Discussion Items

Whether the Town Should Have a Professional Person in Charge of Overseeing All Town Government Operations

The bulk of the Commission’s time during Fall 2021 was placed in determining the answer to this question. A key consideration was an examination of what does not work well currently. As mentioned above, the Commission utilized research from the Connecticut Conference of Municipalities, National League of Cities, scholars, and practitioners to best understand what it would mean to make changes to the form of government. The Commission addressed this question in three stages—research, debate, and decision making.

Through this process, the Commission examined the values of the community, and what would be most efficient for the functions of town government given the current structure of government, size of East Hartford, and complexity of the needs of the community. The Commission sought best practices and presented itself and the community with three options to debate and decide on.

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The first option was to keep the strong mayor form of government unchanged. The second option was the move to a town manager form of government. The third option was to maintain a strong mayor form of government but provide for an individual to assist the Mayor in overseeing daily operations.

This option to keep the form of government unchanged was supported by some in the community due to the potential cost of shifting to another method. This option was rejected by the Commission due in large part to the testimony of scholars and practitioners during the fall workshops. In reviewing the options, the Commission explored whether East Hartford municipal government could function better with additional executive assistance. It was determined that an additional layer of support would be beneficial, provided the position focused on operational management rooted in professional skills, experience, and background.

The option to move to a town manager form of government fostered robust debate and examination. This was the most closely contested item during the charter revision process. The benefit of moving to a town manager, as members of the Commission saw, was that a town manager could remove many political connections and allow for the chief executive officer for East Hartford to be a credentialed professional and provide continuity between administrations. There was agreement that the complexity of East Hartford, and increasing trend toward more complex and diverse challenges in municipal government, required a trained and knowledgeable individual coordinating day-to-day operations. However, the prevailing consensus, on a 5-4 vote, was that there was enormous value in having the residents of East Hartford elect the chief executive officer, and that the creation of a town manager would leave a mayor too weakened to effectively provide oversight of daily functions.

As a result, the option to move toward a town manager was turned down after much consideration in favor of a middle ground, option three. The Commission agreed that one of the most important values expressed by members of the community was to have a chief executive (strong mayor) that was directly accountable to the 51,000 residents of East Hartford. In providing for a qualified individual to effectively assist the Mayor as a chief administrative officer that coordinates with departments and serves as a thought partner to the Mayor, an added layer of support would allow for the Mayor to establish an executable vision in each department and ensure that complex tasks have an adequate level of experience and staffing.

The Commission unanimously agreed that the chief administrative officer should not be a political position, and that the position should be rooted in education, qualifications, and professional experience. The Commission also explored what the potential cost of the position would be, and if the town could afford an additional position. Extensive conversation toward the end of the charter revision process was focused on the exact language of the recommendation, and whether the position should be required—akin to the creation of a director—or optional, leaving it to the mayor's discretion to hire a CAO or not. This was a closely contested question, resolved by further research via the Connecticut Conference of Municipalities, which provided responses to a survey of similarly situated municipalities that had a position which mirrored what the Commission envisioned. In a split vote, the Commission decided [ADD].

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In the preliminary vote to draft a recommendation that would keep the strong mayor form of government with the establishment of a “chief administrative officer” the commission voted in the affirmative, 9/0. (December 7, 2021). Add final votes for each.

Whether the Town Charter Should Continue to List All Town Departments or Provide Some Flexibility to Consolidate or Transfer Functions of Town Departments Without a Charter Revision

Once the question on the form of government was answered, a number of other items were fairly quickly decided upon because they were previously addressed by prior speakers and/or research. There was unanimous agreement by both the Commission and members of the public at public hearings that the Mayor and Council should have the ability to consolidate or transfer functions of town departments to ensure efficiency and be responsive to the changing needs of the community. The important question here was if it was necessary to create a less complex process to achieve a realignment or merger of departments if the mayor and council agreed that in the interest of more efficient governance, change was necessary.

In the preliminary vote to draft a recommendation that would provide flexibility to the Mayor and Council to consolidate or transfer functions of town departments without the need for a charter revision, the Commission voted in the affirmative, 9/0.

Whether the Town Directors Should Serve at the Pleasure of The Mayor or Have Some Job Security Protections

A fair amount of time was given to this question during fall 2021. Currently, town directors serve at the pleasure of the mayor. There was concern over lack of job security for directors, and the Commission discussed the implication on recruiting and retaining highly talented employees. There was unanimous agreement that there should be protections for directors to promote continuity and remove the potential for political decision making negatively impacting town government functions. There were questions over what specific protections were needed, and whether contracts for employment could achieve more security, but the Commission was moving toward consensus. The November 2021 election, however, brought a change in administration, and the Town Council during the fall concluded a town director compensation study which it used to ratify a town director compensation schedule which included severance protections for directors.

This resolution (Attachment D) requires annual review by the Council during the budget, and upon approval of the Fiscal Year 2022 budget, the Council effectively codified the review and approval of these protections annually. As a result, the Commission agreed that the question had been addressed by the council.

The Commission voted to table discussion of this item on March 7, 2022, 9/0.

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Removal of Budget by Referendum

After public comment and brief discussion, the Commission agreed that removal of budget by referendum would unnecessarily undo the work of the 2004 Charter Revision Commission, and most importantly, remove a layer of process for residents that seek to ensure that the budget is reflective of the wishes of the community.

The Commission voted to table discussion of this item on December 7, 2021, 9/0.

Term of Office for Mayor and Council – 2 or 4 Years

Term of office for Mayor and Council was discussed in the context of simplifying town elections and staggering terms. This turned out to be one of the most closely contested items of the issues the Commission discussed. The Commission quickly agreed that the Council should continue to have a two-year term of office. The question then centered around whether the Mayor should continue at two years or be moved to four-year terms. The Commission debated whether the day-to-day operations of town government, as overseen by the Mayor, would be best served with a four-year term that insulates the Mayor from political campaigning on a biannual basis and allows for directors and the Mayor's office to have additional stability.

The Commission was evenly split on the subject. In a compromise, the Commission agreed to send the preliminary recommendation to amend the charter to allow for a four-year term of office to Corporation Counsel for draft report language, with the option to reconsider pending further public hearings on the working draft of this report. The Commission held a public hearing specifically on this topic and posted a community survey to solicit resident feedback. In April discussions, the prevailing belief became that allowing a mayor to serve a four-year term, especially while the Council continues with a two-year term, could cause an untenable decline in voter participation and make the Mayor less accountable to the public.

In the preliminary vote to draft a recommendation that would establish a four-year term of office for mayor, the Commission voted in the affirmative, 7/1, on March 10, 2022. This enabled the Commission to engage Corporation Counsel on draft report language.

Simplifying Town Elections by Realigning Terms of Office or Removing Selectmen and Constables

The Commission, in exploring how to potentially simplify town elections to spur additional engagement, briefly considered whether realigning terms of office and/or removing Selectmen and Constables would be effective. It was determined, with significant input from the public, that changes to the ballot in this regard was not in the interest of the community.

The Commission voted to table discussion of this item on March 3, 2022, 9/0.

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Staggering Terms for The Town Council

The Commission discussed this topic and received some community input, and determined that staggering terms for the Council would not be effective in serving the interest of the community with a council of nine members.

The Commission voted to table discussion of this item on December 7, 2021, 9/0.

Personnel Appeals Board: Clarify Powers

The Commission spent substantial time examining this issue. In multiple meetings, we discussed whether to recommend reforms to the Personnel Appeals Board or to eliminate it altogether, provided no collectively bargained rights were impacted. The Commission reviewed the Personnel Rules and Merit System and whether there were other avenues for town employees to seek adjudication for their grievances that would save time and money. Corporation Counsel also provided information to assist the Commission. The Commission held a public hearing specifically on this topic, and posted a community survey to solicit resident feedback.

In the preliminary vote to draft a recommendation that would eliminate Personnel Appeals Board, the Commission voted in the affirmative, 7/1 on March 10, 2022.

Review of Compensation for Stipend Positions

The Commission began to discuss this topic, and the three members of the Commission that are currently members of the Town Council recused themselves. Upon advice of Corporation Counsel, the Commission learned that it did not have the authority to recommend non-home rule ordinance changes.

The Commission voted to table discussion of this item on March 10, 2022, 8/0.

Treasurer Countersigning of Checks

Section 5.3 of the charter requires the Town Treasurer to countersign all checks. Due to a resident request for the Commission to review whether this was still necessary given the work of the Finance Department, the Commission asked Corporation Counsel of the legal implications of changing this requirement. The advice was to forgo amending the section.

The Commission voted to table discussion of this item on April XX, 2022, X/X.

Adding the Department of Information Technology to the Charter

Near the end of the process, as the Commission began reviewing actual charter language recommendations, it was brought to the attention of the commissioners that the Department of Information Technology (IT) does not technically exist because it has not been amended into the charter. The addition of IT reconciles the existence and need of the department with the listing of operational departments in the charter.

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In the vote to draft a recommendation that would add the Department of Information Technology to the charter, the Commission voted in the affirmative, X/X.

Clarifying Line of Succession in the Event of Mayoral Vacancy

In the March 22, 2022 public hearing, the Commission received a recommendation from the Council Chair that it review and clarify the line of succession in the instance of a mayoral vacancy. The Commission, with input from Corporation Counsel, developed language that would clarify the line of succession by doing the following:

- 1) If there is a vacancy in the Office of Mayor, the Council Chair will assume the office. If the Council Chair is unable to assume the office, the Council Vice Chair will assume the office.
- 2) If the Council Vice Chair is unable to assume the office, the Town Council will elect a member of its body to assume the office for the remainder of the unexpired term of office.

The Commission, at its April 7, 2022 workshop, discussed whether this language was sufficient, and how far down the line the charter needed to follow.

In the vote to draft a recommendation that would clarify the line of succession in the instance of a vacancy in the Office of the Mayor, the Commission voted in the affirmative, X/X.

Advisory Opinions from the Office of Corporation Counsel

The Office of Corporation Counsel, as the Commission reviewed technical changes, that is, specific language to promote clarity in legal interpretation, offered that the Commission should consider whether to clarify that the Office of Corporation Counsel has the authority to provide an advisory legal opinion to an East Hartford board or commission. The Commission discussed the topic, asking whether this power was needed or needed to be clarified. The Commission declined to pursue the matter further.

The Commission voted to table discussion of this item on April XX, 2022, X/X.

Updating Charter Language to Include Gender Neutral Language

The Commission identified instances with gendered language and agreed to fully replace those references with gender neutral language.

In the vote to draft a recommendation that would replace all gendered language with gender neutral language, the Commission voted in the affirmative, X/X.

Ballot Question Threshold

The Commission, at its March 22, 2022 workshop, discussed whether it should examine changing the ballot question threshold requirement found in Section 8.5 of the charter, which

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provides that a ballot question shall fail unless the total number of votes cast on a question is at least twenty percent of the electors eligible to vote at the preceding regular election. At the April 7, 2022 workshop, the Commission discussed the implications of removing the 20% threshold.

Discussion occurred regarding removing the threshold altogether as a method to ensure that the majority of voters casting a ballot on a question would be heard. Discussion also focused on whether the threshold was valuable especially when deciding on an issue as important as debt. It was also noted by assistant corporation counsel at the workshop that the ballot question threshold was unusual in Connecticut. The argument to remove the threshold altogether prevailed.

In the vote to draft a recommendation that would remove the ballot question threshold, the Commission voted in the affirmative, X/X.

The East Hartford Charter Revision Commission is grateful to the residents that attended and participated in our workshops and public hearings. The Commission also acknowledges and thanks the past and present elected officials and current town staff that provided assistance. The Commission is especially appreciative of the support provided by council clerks Angela Attenello and Jason Marshall, as well as the advice and counsel of Rich Gentile of the Office of Corporation Counsel.

Attachments:

East Hartford Charter Revision Proposed Amendments
Proposed Amendments Comparison
June 15, 2021 Town Council Organizing Resolution
December 14, 2021 Director Compensation Town Council Resolution

Proposed Revisions to East Hartford Charter
(as of 4/18/2022)

Current Language	Proposed Change
<p>Chapter III. The Town Council, Sec. 3.2 Presiding Officer and Clerk (subsection b).</p> <p>(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor. The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If the Deputy Mayor shall assume the powers and duties of the Mayor until the next biennial election, the Deputy shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, he or she shall retain his or her vote as a Councillor.</p>	<p>Eliminates awkward gender-neutral language in section 3.2 AND Authorizes the Town Council chairperson to decline to assume the powers and duties of mayor which is a full-time position and allows the Town Council upon such declination to choose one of its members to assume such powers and duties.</p> <p>(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor <u>provided if the Chairperson declines to assume the office of Mayor, the Vice Chairperson shall assume the office of Mayor. If the Vice Chairperson declines, the Town Council shall elect one of its members to assume the Office of Mayor.</u> The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If <u>a Council member</u> assumes the powers and duties of the Mayor until the next biennial election, the <u>Council member</u> shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, <u>the Deputy Mayor</u> shall retain <u>the right to</u> vote as a Councillor.</p>
<p>Chapter IV. The Mayor. Sec. 4.2 Duties.</p> <p>The Mayor shall be directly responsible for the administration of all departments, agencies, and offices in charge of persons or boards appointed by him or her and shall supervise and direct the same. The Mayor shall also be the Director of Emergency Management.</p>	<p>After the language to the left, the following addition to be made (this language has been revised as a result of the 4/7 meeting):</p> <p><u>The Mayor shall appoint and may remove a Chief Administrative Officer to assist the Mayor with the day-to-day administration of all departments, agencies and offices of the Town. The Chief Administrative Officer shall be appointed based upon generally</u></p>

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<p>TO BE REVIEWED IN MORE DETAIL/OPEN FOR DISCUSSION...</p>	<p><u>accepted professional experience, education, and qualifications as established by ordinance. The Chief Operating Officer shall report solely to the Mayor, shall perform such duties and responsibilities as are assigned to them by the Mayor, and shall be responsible to the Mayor in the exercise of their powers and in the performance of their duties hereunder. The ability to assign responsibilities to a Chief Operating Officer shall not abrogate the Mayor's responsibilities or rights under this Charter.</u></p>
<p>Chapter IV. The Mayor. Sec. 4.3 Appointments and Terms.</p> <p>SUBJECT TO REVISION BASED ON DISCUSSION OF 4.2 ABOVE/ TO BE REVIEWED IN MORE DETAIL/OPEN FOR DISCUSSION...</p> <p>(a) The Mayor shall appoint and may remove all department heads and other officers and employees of the town, except as otherwise specifically provided by this Charter and except employees in the offices of elected officers or boards. The terms of such appointees shall terminate on the same date as the term of the Mayor except such appointees may continue to serve until their successors are appointed and qualified, and except that the terms of board and commission members shall be those provided by statute or ordinance.</p> <p>(f) The Mayor may appoint citizen advisory or study committees to serve for the purposes and periods he or she determines.</p>	<p>Revised to include the following addition:</p> <p>(a) The Mayor <u>shall appoint and may remove the Chief Administrative Officer, and</u> shall appoint and may remove all department heads and other officers and employees of the town, except as otherwise specifically provided by this Charter and except employees in the offices of elected officers or boards. The terms of such appointees shall terminate on the same date as the term of the Mayor except such appointees may continue to serve until their successors are appointed and qualified, and except that the terms of board and commission members shall be those provided by statute or ordinance.</p> <p>(f) The Mayor may appoint citizen advisory or study committees to serve for the purposes and periods <u>the Mayor</u> determines.</p>
<p>Chapter V. Offices and Departments Sec. 5.4 Administrative Departments.</p> <p>There shall be the following administrative departments: a Department of Finance, a Human Resources Department, a Department of Development, a Treasury Department, a Police Department, a Fire</p>	<p>Revised to include the following additions (THIS HAS BEEN AMENDED SINCE 4/7):</p> <p><u>(a)</u> There shall be the following administrative departments: a Department of Finance, a Human Resources Department, a Department of Development, a Treasury Department, a Police</p>

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<p>Department, a Public Works Department, a Department of Parks and Recreation, a Department of Inspections and Permits, a Department of Health and Social Services, a Department of Youth Services, and a Department of Libraries. Such departments shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or by resolution of said Council.</p>	<p>Department, a Fire Department, a Public Works Department, a Department of Parks and Recreation, a Department of Inspections and Permits, a Department of Health and Social Services, a Department of Youth Services, <u>a Department of Information Technology</u>, and a Department of Libraries. Such departments shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or by resolution of said Council.</p> <p><u>(b) Subject to Connecticut General Statutes, the Mayor shall have the authority (i) to appoint one individual to serve as the Director of one or more administrative Departments; and (ii) realign responsibilities between, merge, or rename administrative departments. Such appointments shall be communicated to the Town Council. Any realignments, mergers, or renaming of departments shall be approved by the Town Council.</u></p>
<p>Sec. 5.5 Department of Finance (subsection b).</p> <p>(b) The department shall in addition have responsibility for developing applications of electronic data processing to town financial and operating information, for the planning and placement of insurance of the town's risks, and for the administration, including further planning, of the town retirement system.</p>	<p>Striking oversight of IT in lieu of new Titled Department (NEW AS OF 4/7)</p> <p>(b) The department shall in addition have responsibility for the planning and placement of insurance for the town's risks, and for the administration, including further planning, of the town retirement system.</p>
<p>Sec. 5.17 Director of Libraries.</p> <p>(a) The Director of Libraries shall administer and coordinate the affairs of town libraries under the general supervision of the Mayor. Upon the vacancy of the Director of Libraries by the person serving in such</p>	<p>Language Changes as follows:</p> <p>(a) The Director of Libraries shall administer and coordinate the affairs of town libraries under the general supervision of the Mayor. The Mayor shall appoint and may remove the Director. They shall be</p>

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<p>position on July 1, 2004, and whenever thereafter there is a vacancy in such position, the Mayor shall appoint and may remove the Director. He or she shall be responsible for the development of library resources and library services to the town. He or she shall appoint and may remove, in accord with this Charter, assistants, librarians and other employees in the town libraries.</p> <p>(b) The Town Council may, by ordinance, create or abolish a Library Board. The Board shall have the powers as established by ordinance and as set forth herein.</p> <p>(c) The library board shall from time to time confer with the Director of Libraries with respect to: the use of the town's public library facilities; the Director of Libraries' annual proposed budget for library services; the selection and acquisition of materials; the development, implementation and alteration of programs; and capital planning. The Library Board shall confer with the Director of Libraries with respect to the acquisition and selection of library materials and composition of collections.</p> <p>(d) The Library Board and Director of Libraries shall collaborate on the proposed annual budget prior to submitting to the Mayor and shall have input to the evaluation of the facility, its services and the director position and shall prepare an annual report on the state of the libraries.</p>	<p>responsible for the development of library resources and library services to the town. They shall appoint and may remove, in accord with this Charter, assistants, librarians and other employees in the town libraries.</p> <p>(b) The Town Council may, by ordinance, create or abolish a <u>Commission on Culture and Fine Arts, which will act as a library board</u>. The <u>Commission</u> shall have the powers as established by ordinance and as set forth herein.</p> <p>(c) The <u>Commission</u> shall from time to time confer with the Director of Libraries with respect to: the use of the town's public library facilities; the Director of Libraries' annual proposed budget for library services; the selection and acquisition of materials; the development, implementation and alteration of programs; and capital planning. The <u>Commission</u> shall confer with the Director of Libraries with respect to the acquisition and selection of library materials and composition of collections.</p> <p>(d) The <u>Commission</u> and Director of Libraries shall collaborate on the proposed annual budget prior to submitting to the Mayor and shall have input to the evaluation of the facility, its services and the director position and shall prepare an annual report on the state of the libraries.</p>
<p>Chapter V. Offices and Departments</p>	<p>INSERTION OF 5.23 Department of Information Technology. This will require original Sections 5.23 (Board of Zoning Appeals) through Section 5.26 (Political Activity) to be renamed as Sections 5.24 through 5.27</p>

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<p>Chapter V. Offices and Departments</p>	<p>Sec. 5.23 Department of Information Technology (NEW AS OF 4/7 MEETING)</p> <p><u>(a) The Department of Information Technology shall be responsible for providing infrastructure, governance and functional support in all areas of information technology strategies and initiatives for the Town of East Hartford.</u></p> <p><u>(b) Chief Information Officer. The Mayor shall appoint and may remove the Chief Information Officer. The Chief Information Officer shall administer the office and coordinate information technology under the supervision of the Mayor. The Director shall appoint and may remove, in accord with this Charter, employees of the Department.</u></p>
<p>Sec. 5.25 Salaries.</p> <p>Salaries of all directors and other officers and all employees in the classified service of the town shall be determined by the Council, in conformity, with a systematic pay plan for the position involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system.</p>	<p>Clarifies that a pay plan or systematic pay plan includes all compensation for a director, officer or person in classified service. (Also renamed 5.26 Compensation)</p> <p><u>Compensation</u> of all directors and other officers and all employees in the classified service of the town shall be determined by the Council, in conformity, with a systematic pay plan for the position involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system. <u>As used in this section, compensation includes salaries, health and retirement benefits, vacation, other leave and other benefits provided to directors, officers and employees.</u></p>
<p>Chapter VII. Merit System Sec. 7.2 The Classified Service.</p> <p>The classified service shall include all appointees to all positions now or hereafter created except the following: Elective officers</p>	<p>Revised to include the following additions (addition of CIO as of 4/7):</p> <p>The classified service shall include all appointees to all positions now or hereafter created except the following: Elective</p>

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<p>and persons appointed to fill vacancies in elective offices; members of the boards and commissions; officers appointed by the Council; employees of the Board of Education; the Director of Finance; the Director of Human Resources; the Director of Development; the Corporation Counsel and any part time assistant; the Town Clerk; the Director of Inspections and Permits; the Director of Public Works; the Director of Parks and Recreation; the Director of Youth Services; the Director of Libraries; the Director of Health and Social Services; and an assistant and a personal secretary to the Mayor; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; the Judge and any personnel of the Probate Court; and persons employed for a temporary period not exceeding three months.</p>	<p>officers and persons appointed to fill vacancies in elective offices; members of the boards and commissions; officers appointed by the Council; employees of the Board of Education; <u>the Chief Administrative Officer;</u> <u>the Director of Information Technology;</u> the Director of Finance; the Director of Human Resources; the Director of Development; the Corporation Counsel and any part time assistant; the Town Clerk; the Director of Inspections and Permits; the Director of Public Works; the Director of Parks and Recreation; the Director of Youth Services; the Director of Libraries; the Director of Health and Social Services; and an assistant and a personal secretary to the Mayor; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; the Judge and any personnel of the Probate Court; and persons employed for a temporary period not exceeding three months.</p>
<p>Chapter VII. Merit System Sec. 7.2 The Classified Service. ITEM C-D</p>	<p>Eliminates conflicting language in Section 7.2(d) regarding personnel rules that seemingly includes pay for positions that must be approved by the town council AND requires personnel rules to be filed with the</p>

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<p>(c) A pay plan for all positions in the classified service shall be similarly prepared, adopted and amended.</p> <p>(d) No later than July 1, 1968 the Mayor shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, removals, and such other rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the town. Such rules and any amendments thereto shall become effective upon being filed by the Mayor with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.</p>	<p>Town Council clerk. (change of 5.25 to 5.26 per 4/7 insertion of IT)</p> <p>(c) <u>Compensation for all positions in the classified service shall be determined in accordance with the provisions of section 5.26 of the Town Charter</u></p> <p>(d) No later than July 1, 1968 the Mayor shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, <u>and</u> probationary periods of employment removals, and such other rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the town. Such rules and any amendments thereto shall become effective upon being filed by the Mayor with the Town Clerk <u>and the Town Council Clerk</u>. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.</p>
<p>Chapter VII. Merit System Sec. 7.2 The Classified Service. ITEM E</p> <p>(e) Any member of the classified service may be removed only for the good of the service</p>	<p>Amended with the following:</p> <p>(e) Any member of the classified service may be removed only for the good of the</p>

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<p>and any officer desiring to remove, or otherwise discipline, an employee shall notify the employee in writing of the reasons for the proposed removal or other disciplinary action. The employee charged may request a hearing before the Personnel Appeals Board, which shall within ten days grant such hearing. The Personnel Appeals Board shall make a public finding as to whether or not the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.</p>	<p>service and any officer desiring to remove, or otherwise discipline, an employee shall notify the employee in writing of the reasons for the proposed removal or other disciplinary action. The employee charged may request a hearing before the <u>Director of Human Resources</u>, who shall within ten days grant such hearing. <u>The Director of Human Resources</u> shall make a public finding as to whether or not the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.</p>
<p>Chapter VII. Merit System Sec. 7.4 Personnel Appeals Board.</p> <p>(a) There shall be a Personnel Appeals Board, the number of members and terms of which shall be determined by ordinance. The Mayor shall appoint one-third of the members and the selection of the remainder shall be determined by ordinance.</p> <p>(b) When an employee brings a matter to the Board, the Board shall have the power to require officers and employees of the town to appear and give testimony and present evidence and may hear testimony from other sources.</p> <p>(c) The Board shall seek to assure that the employment system of the town is fair and equitable and serves the interests of the town while respecting the proper claims of the employees. The Board shall make findings and recommendations in individual cases brought before it and may make recommendations to the council or to the mayor for improvements in the employment system.</p>	<p>Deleted in its entirety.</p>
<p>Sec. 8.5 Initiative, Referendum Vote Required.</p> <p>Any question placed before the voters under</p>	<p>Simplified to the Following:</p>

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<p>the procedures specified by this Chapter shall fail, unless the total number of votes cast on the question or questions is at least twenty per cent of the electors eligible to vote at the immediately preceding regular election. If twenty percent of the eligible electors vote, the question shall pass upon a majority of those voting thereon. If the vote to repeal fails, the ordinance or measure as passed by the Council shall become effective immediately.</p>	<p>Any question placed before the voters under the procedures specified by this Chapter shall fail, <u>unless approved by a majority of the electors voting thereon</u>. If <u>a</u> vote to repeal fails, the ordinance or measure as passed by the Council shall become effective immediately.</p>
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