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ARTICLE XIII. HISTORIC AND SPECIAL ACT PROVISIONS OF THE CHARTER

Sec. 1. Personnel and Civil Service¹.

A. Procedure for changing rules; rules to be public records². Whenever said board shall have adopted any rules under any of the different provisions of this section, said rules shall not be changed except after Public Hearing Notice on, at least three (3) separate occasions, giving at least two (2) weeks' notice of such proposed change. All rules of said board shall be public records.

B. Appointments, promotions, removal to conform to rules.

- (1) Whenever said board shall have adopted rules relative to the appointment or promotion of any class of such officials or employees, no appointments or promotions within such class shall be made except from those applicants with the three (3) highest scores of those who shall have passed an examination with a score of at least seventy (70%) percentumper centum and have received a certificate to that effect from said board, and are upon the list of those eligible to such position or promotion under the rules of said board, excepting supernumerary police and substitute fire personnel³.
- (2) And after the adoption of such rules no removal shall be made of persons holding positions in any Department, subject to the provisions of such rules, except for sufficient cause duly shown, which cause shall not be political⁴.
- C. Appointments, removals violating Charter declared void; certification of payrolls⁵. Any appointment or removal made in violation of the provisions of this Charter shall be null and void; and it is hereby made the duty of the Controller to refrain from making any payment to any persons in the classified service unless the making of such payment is certified by the Personnel Director. And said Controller shall be chargeable by the City with all moneys unlawfully paid to persons appointed in violation of the provisions of this Article.
- **D.** Penalty for violating Provisions Relating to Civil Service⁶. Any violation of any of the provisions of the provisions pertaining to the creation of a department responsible for the administration of civil service and the appointment of a personnel director and members of the Civil Service Board thereunder shall be a misdemeanor, and any official found guilty of such offense may be punished by a fine not exceeding one hundred (\$100.00) dollars or thirty (30) Days in jail or both.
- E. Classified and unclassified services established. The Civil Service of the City shall be divided into the unclassified and classified service. The unclassified service shall comprise: (a) Elected Officials and persons appointed to fill vacancies in the elective offices; (b) members of Boards and Commissions appointed by the Mayor and other appointing authorities as set forth in this Charter; (c) City Assessors; the City

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Planning Director, the Librarian, assistant librarians and the superintendents of the different departments of the public library and the Director of Parks and Recreation and the Department Heads appointed by the Mayor and other appointing authorities as set forth in this Charter, excepting the Personnel Director; (d) the secretary, superintendents, assistant superintendents, supervisors, directors, principals and teachers employed by the Board of Education; (e) the secretary and employees to the Mayor; (f) the Corporation Counsel, assistant Corporation Counsels and any deputy Corporation Counsels; (g) persons employed in a professional or scientific capacity to make or conduct a temporary or special inquiry, investigation or examination and special investigators in any department; (h) patient or inmate help in the City, charitable, penal and correctional institutions from the effective date of this Charter; (i) truck drivers, operators, and entry level field persons, maintenance persons and laborers who are not presently under Civil Service, in the Department of Public Works: (j) supernumerary police and substitute fire personnel who shall, however, be selected by Civil Service examination and thereafter shall be eligible for appointments to the lowest classified grade in the respective departments, and (k) appointed employees of the registrar of voters in accordance with §9-192 of the General Statutes. The classified service shall comprise all positions not specifically included by this section in the unclassified service and all appointments and promotions therein shall be made according to merit and fitness to be ascertained so far as practicable by competitive examinations.

- Classification plan: establishment, contents, changing⁸. Within two F. (2) years after the effective date of this Charter amendment, the Personnel Director shall prepare and submit to the Civil Service Board for approval and thereafter shall maintain an up-to-date classification plan containing a record of the qualifications, authority, duties and responsibilities of each position in the classified service. After such classification plan is approved, the Personnel Director shall review the plan in its entirety and recommend such changes as deemed appropriate to the Civil Service Board not less frequently than every nine (9) years. Changes in the classification plan shall become effective when approved by the Civil Service Board. The class title set forth in the classification plan shall be used to designate such positions in all official records. documents, vouchers and communications, and no persons shall be appointed to or employed in a position in the classified service under any class title which has not been recommended by the director and approved by the Civil Service Board as appropriate to the duties to be performed. The classification plan shall include the normal lines of promotion from one class to another. Employees affected by the allocation or reallocation of a position to a class or by any changes in the classification plan shall be afforded an opportunity to be heard thereon by the Civil Service Board after filing with the secretary of the board a written request for such hearing.
- G. Pay plan; establishment, contents. For all positions not included within collective bargaining agreements nor part of the Board of Education, the director shall prepare and submit annually to the Board of Alders a pay plan consisting of a salary range for each class in the classification plan and also for all other officials and employees of the City. Each such range shall be determined with due regard to the salary ranges for other classes and to the relative difficulty and responsibility or characteristic duties of positions in the class, the minimum qualifications required, the prevailing rate

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paid for similar employment outside the City's service, and any other factors that may properly be considered to have a bearing upon the fairness or adequacy of the range, provided that the pay plan in force at the effective date of this Charter shall remain in effect until amended in accordance with the provisions of this Charter.

- H. Filling vacancies in higher classified positions¹⁰. Vacancies in higher positions in the classified service of the City shall as far as practicable be filled by promotion from lower classes upon the basis of competitive tests including a consideration of service rating; provided that in case no persons in the classified service meet the necessary qualifications, the Personnel Director may direct that such position shall be filled by competitive tests open to any qualified persons.
- I. Effect of Charter on previous appointments¹¹. All nonprofessional workers including employees of any Board or Commission holding permanent positions in the service of the City who were appointed at least one year previous to February 16, 1950, whose positions are included in the classified service by the terms of this Charter, shall immediately become members of the classified service with full Civil Service status. All persons appointed under Civil Service rules prior to the effective date of this Charter are hereby confirmed as having full Civil Service status.
- classified service of the City or seeking admission thereto shall be appointed, promoted, reduced, removed, or in any way favored or discriminated against because of race, sex, age, national origin, or political or religious opinion or affiliation. No person shall willfully or corruptly make any false statement, certificate, mark, rating or report in regard to any test, certification, promotion, reduction, removal or appointment held or made under the provisions of this Charter or in any manner commit or attempt to commit any fraud preventing the impartial execution thereof or of the rules and regulations made in accordance therewith. No person shall either directly or indirectly pay, render or give any money, service or any valuable thing to any person, for or on account of or in connection with any test, appointment, promotion, reduction or removal of any person affected by this section. Any person who alone or with others willfully or corruptly violates any of the provisions of this section shall upon conviction thereof be punished by a fine of not more than one hundred (\$100.00) dollars or by imprisonment for a term not exceeding thirty (30) Days or by both.

K. Preference Points.

(1) Veteran's preference¹³. Any person who has served in time of war, in the army, navy, air corps, marine corps or coast guard of the United States and has been honorably discharged therefrom shall be entitled to have added to such person's rating in the entrance examination held under the provisions of this Charter ten (10) points on a scale of one hundred if such person is eligible for disability compensation or pension from the United States through the veterans' administration, or five (5) points on a scale of one (100) hundred if such person is not so eligible, provided that such person shall be within the age limit specified for appointment to the position

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or class of position for which the examination is held, is physically capable of performing the duties of such position and attains in the examination without such added points the minimum rating prescribed for passage of such examination. No credits shall be allowed for promotion examination.

- (2) Persons Domiciled in the City¹⁴. Any person domiciled in the City on the date of the announcement of an open competitive examination who attains the minimum rating prescribed for passage of such examination shall thereafter be accorded ten (10) additional points on a scale of one (100) hundred points in determining their rank on the eligible list approved by the Board for such examination. These points shall be in addition to any preference points accorded to veterans pursuant to the Charter; however, the cumulative total of the two preferences shall not exceed fifteen (15) points in total. No preference points for being domiciled in the City shall be allowed for any promotional examination. The term "domiciled in the City" shall the meaning ascribed to it by the rules of the Civil Service Board.
- L. Filling vacancies when no list of eligibles exists¹⁵. When no Civil Service list of eligibles exists for a particular class, the Personnel Director with the approval of the Civil Service Board may fill any vacancy in such class by a temporary appointment for not more than ninety (90) Days and within that period the Civil Service Board shall hold examinations of candidates for the class.
- M. Temporary appointments¹⁶. The Personnel Director, when the interests of the City require, shall have authority to extend a temporary appointment for a period of ninety (90) Days but shall not exercise this power more than once in the case of any given appointee.

Sec. 2. Planning and Zoning¹⁷.

- A. Referral of Zoning Ordinances, Resolutions to City Planning Commission¹⁸. Every Ordinance or Resolution of the Board of Alders relating to the location and use of any street, bridge, boulevard, esplanade, square, park, playground, playfield, aviation field, parking space, public building, the facilities or terminals of any public utility, or the establishment or change in the boundaries of or regulations concerning zoning, shall be at once referred to the City Planning Commission and final action shall not be taken on any such Ordinance or Resolution until the commission shall have reported thereon, provided that the Board of Alders may establish by ordinance a period of not less than sixty (60) Days within which the commission shall file its report with the City Clerk and if no report is filed within such period the approval of the commission shall be presumed.
- **B.** Zoning authority of Board of Alders ¹⁹. The Board of Alders is authorized, by Ordinance, to regulate the height and bulk of structures to be erected and to limit the use of lot areas; the minimum areas or dimensions of rear, side and front yards or outer and inner courts and other open spaces within and surrounding any structure; the density of population and the location and use of buildings, structures

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and land for trade, industry, residence or other purposes; to classify, regulate and restrict the location of trades and industries and the location of structures designed for special uses; to divide the City of New Haven into districts of such number, shape and areas as may be best suited to carry out the provisions of this act. Regulations may be imposed in each district specifying the uses that shall be excluded or subjected to reasonable requirements of a special nature and designating the uses for which buildings may not be erected or altered. The regulations shall be uniform for each class of buildings or structures throughout any district. Regulations in one or more districts may differ from those in another district. Such regulations may provide that a board of appeals may determine and vary their application in harmony with their general purpose and intent and in accordance with general or specific rules therein contained.

- C. Zoning regulations to conform to comprehensive plan; purposes; factors considered²⁰. Such regulations shall be made in accordance with a comprehensive plan and shall be designed to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provisions for transportation, water, sewerage, schools, parks and other public requirements. Such regulations shall be made with reasonable consideration, as to the character of the district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout such municipality.
- D. Procedure for adopting zoning regulations; enforcement²¹. The City Plan Commission shall recommend the boundaries of districts and appropriate regulations and restrictions to be enforced herein. Such commission shall make a tentative report and hold a Public Hearing thereon. Public Notice of such hearing shall be given in accordance with Law. Such hearing may be adjourned from time to time. Within thirty (30) Days after the final adjournment of such hearing, the commission shall make a report to the Board of Alders and submit a proposed Ordinance in accordance with the provisions of this section. Such proposed Ordinance may be, by said Board of Alders, referred to the commission for further consideration. All Ordinances, when adopted under the provisions of this section, shall be enforced under the authority of a Public Official to be designated by such Ordinance.
- E. Altering regulations, district²². The regulations imposed and the districts created under the provisions of this section may be changed or altered from time to time by Ordinance, but no such change or alteration shall be made until the proposed change shall have been referred to the City Plan Commission for a Public Hearing. Said commission shall, upon receipt from the Board of Alders of such proposed change, give Public Notice and proceed with a hearing in the same manner as is herein provided and shall report to said Board of Alders its recommendations in the matter, within thirty (30) Days after receipt by it of the proposal for a change. Thereafter the Board of Alders may, by Ordinance adopted in the usual manner, make the proposed change. When the owners of fifty (50%) percentumper centum of the frontage in any district or part thereof shall present a petition to the Mayor requesting an amendment or repeal of any such regulation, the Mayor shall forthwith refer such proposed

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amendment or repeal to the commission for its further consideration and recommendation, and said commission shall, within ninety (90) Days from the receipt of petition, submit a report of the Board of Alders of said City of such approval or disapproval. If twenty (20%) percentumper centum of the owners of the frontage of the property immediately affected by the proposed amendment or repeal or, if the owners of twenty (20%) percentumper centum of the frontage of the rest of the block or blocks affected or the owners of twenty (20%) percentumper centum of the frontage directly opposite the property immediately affected by such amendment or repeal, shall, within fifteen (15) Days after the filing of the report of said commission, file a protest in writing, signed by them with the City Clerk, such amendment or repeal shall not be adopted unless recommended by the City Plan Commission or unless three-fourths (3/4ths) of the members of the Board of Alders shall vote in favor of such amendment or repeal.

- F. Authority to prevent, abate, correct zoning violations²³. If any building or structure shall have been erected, constructed, reconstructed, altered, converted or maintained, or any building, structure or land shall have been used, in violation of any of the provisions of this Charter or of any Ordinance or other regulations made under authority conferred hereby, any official having jurisdiction, in addition to other remedies, may institute an action or proceeding to prevent such unlawful erection, construction, alteration, conversion, maintenance or use, or to restrain, correct or abate such violation or to prevent the occupancy of such building, structure or land or to prevent any illegal act, conduct, business or use in or about such premises.
- General enforcing authority; jurisdiction²⁴. Such regulations shall G. be enforced by the Public Official, Board or Commission or authority designated therein, which shall be authorized to cause any building, structure, place or premises to be inspected and examined and to order in writing the remedying of any condition found to exist therein or thereon in violation of any provision of the regulations made under authority of the provisions of this act. The owner or agent of any building or premises where a violation of any provision of such regulations shall have been committed or shall exist, or the lessee or tenant of any entire building or entire premises where such violation has been committed or shall exist, or the owner, agent, lessee or tenant of any part of the building or premises in which such violation shall have been committed or shall exist, or the agent, architect, builder, contractor or any other person who shall commit, take part or assist in any such violation or who shall maintain any building or premises in which any such violation shall exist, shall be fined not less than ten nor more than one hundred dollars for each day that such violation shall continue; but, if the offense be willful, the person convicted thereof shall be fined not less than one hundred nor more than two hundred fifty (\$250.00) dollars for each day that such violation shall continue or imprisoned not more than ten (10) Days for each day such violation shall continue, or both; and the municipal court of the City of New Haven shall have jurisdiction of all such offenses, subject to appeal as in other cases.
- H. Civil penalty for failure to discontinue violation²⁵. Any such person who, having been served with an order to discontinue any such violation shall fail to comply with such order within ten (10) Days after such service or who shall continue to violate any provision of the regulations made under authority of the provisions of this

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section specified in such order, shall be subject to a civil penalty of two hundred and fifty (\$250.00) dollars, payable to the City Treasurer.

Sec. 3. Assessment of Benefits and Damages.

- A. Alders to refer public works matters to department²⁶. Before the Board of Alders shall decide to take any land, or to lay out any square, park, street, highway, bridge or walk, or to establish any building line or discontinue any highway, it shall refer all pending measures relating thereto to the Department of Public Works.
- B. Department to prepare assessments of benefits, damages²⁷. Said department shall, after notice to all owners and mortgagees of land proposed to be taken or affected by such measures, and after Public Hearing thereon, cause a survey of such land or layout of such public work to be prepared, and an assessment of benefits and damages to be made and said department shall report its doings to the Board of Alders in writing, and shall annex thereto a survey showing the particular designation of the land to be taken or the layout of the proposed public improvement.
- C. Notice to persons interested in property affected by public works²⁸. All such notices shall be signed by a clerk of the department, and a notice shall be delivered or mailed to each person, interested as aforesaid in such land, who resides in the City or to the agent in charge of such land, or be left at the usual place of abode of said person or agent, at least six (6) Days prior to such hearing. In case any person so interested shall not at the time reside in the City, or shall be under any legal disability, or in case the owner of any such property is unknown, such notice shall be given as a judge of the superior court may order.
- D. Action by Alders on special assessments²⁹. Said Board of Alders may, after all necessary appropriations have been made, accept said report, and adopt such layout or assessment, or may modify the same as it may deem best, and when such report or modification shall have been accepted and recorded in the records of the Board of Alders, and when the damages shall have been paid to the persons whose property has been taken or damaged for such public purpose, or shall have been deposited with the City Treasurer to be paid to such persons when they shall apply for same, then each of said assessments shall be legally deemed to have been made, and if the matter relates to the taking of the land, the land described in the Order of said Board of Alders shall be and remain devoted to the public use for which it shall have been designated.
- E. Notice to owner of special assessments; when payable³⁰. Within one week after compliance with the foregoing provision in regard to the payment of damages, and after the report of the Director of Public Works that the improvements have been completed, the City Clerk of said City shall deposit, in the post office a letter or postal card addressed to the person against whom any such assessment may have been laid, notifying such person of the amount of such assessment and the date when the same is payable, and thereupon such assessment shall be valid and of full force. Each assessment of benefits shall be payable five (5) Days after the date of depositing notice thereof as aforesaid.

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- F. Payment, collection of assessments for benefits or damages; interest³¹. If any person shall refuse to receive the amount found due him, or in case no one shall be found having authority to receive the sum found due to any particular person, such amount shall be deposited in the treasury of said City, to be paid to the persons entitled to receive the same whenever they shall apply therefor. No assessment for benefits shall be collectible nor bear interest until the work for which such assessment was laid shall have been completed. Every such assessment shall bear interest at the rate of six (6%) percentumper centum per annum from and after the date of such completion until a certificate of lien therefor shall have been filed.
- Authority to require property owner to construct, repair, maintain sidewalks, curbs; lien for costs when done by City³². The Board of Alders may Order the owner or owners of any land fronting on any highway or street in said City to construct or repair sidewalks, curbs within the highway adjacent to said land, in the manner and within the time specified in such Order, at such grade as said City may have constructed in said highway. Notice of such Order shall be given by the Director of Public Works to each property owner affected by said Order, in the manner prescribed for serving notices of hearing of said department. If any such owner(s) shall neglect or refuse to comply with such Order, or to remove snow, ice or sleet from the sidewalk adjacent to their land in the manner required by Ordinance, it shall be the duty of the superintendent of streets (or such other position as may be designated by the Director or by law), at the expense of the City, to perform the things required by such Order or Ordinance, and the expense so incurred shall, from the time when such superintendent begins to act and make expense in the premises, be and continue a lien and real encumbrance in favor of said City upon such land. Such amount may also be recovered in an action in the name of said City.
- Special assessment liens³³. All assessments of benefits made under this Charter shall be and remain a lien upon the property especially benefited by the public works or improvement in view of which assessments were made, but the whole amount of assessments for benefits, by reason of any such work or improvement, shall in no case exceed the cost thereof, including the damages payable; and such liens, and liens for the expenses of the laying of any sidewalk, curb by said City, or for the cleaning of any sidewalk, shall take precedence and priority of all other liens or encumbrances on the property whereon the same is imposed (except taxes and other City liens prior in date), and may be foreclosed in the same manner as though said liens were mortgages on such property in favor of said City to secure the amount of such assessment or expense; provided, that no such lien shall continue to exist longer than sixty (60) Days after such assessment shall have become payable, or, as the case may be, after such expense shall have been incurred, unless within that period a certificate of lien, in the manner and form elsewhere provided, shall be lodged with the City Clerk, to be recorded in a book kept for that purpose. When any lien is put upon any land or buildings under the Charter and bylaws of said City, such land and buildings shall be liable for the assessment and interest on the amount of such lien from the date thereof until paid, and also for the City Clerk's fee and a fee of one (\$1.00) dollar for the drafting of a lien

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certification, and, before such lien shall be removed, such assessment, interest and fees shall be paid to the collector.

- I. Apportioning assessments among joint owners³⁴. In case any land in front of which any sidewalk, curb is ordered, or against which an assessment of benefits for any public work is to be made, shall be held by two or more persons jointly, or two or more persons shall have different estates therein, the Department of Public Works may apportion between such persons the amount of such assessment or the expense of carrying out such Order. Said department shall report its doings to the Board of Alders, and the action of said Board of Alders thereon shall determine the amount to be paid by the said persons respective.
- Appeals from assessments³⁵. Any party who shall be aggrieved by any Order of the Board of Alders, making any such assessments of benefits or damages, or requiring the construction of any sidewalk, curb or the payment of any part of the expense thereof, may make written application for relief to the Superior Court, to be held in and for New Haven County; provided, such party shall cause a copy of said application to be served upon the City Clerk within thirty (30) Days after the doing of the act complained of. Said court may, by a committee or otherwise, inquire into the allegations of such application, and may confirm, annul or modify the assessment or other action therein complained of, or make such Order in the premises as equity may require, and may allow costs to either party at its discretion; and said court may inquire into the validity of all the proceedings upon which said assessments or other action is based. No land taken as aforesaid shall be occupied by the City until the time for taking appeals shall have expired, and until all appeals have been finally disposed of; provided, however, if the City shall, on any such appeal, if such appeal is not taken from the layout itself, file an offer to give such security as said court may require for the payment of all such damages as may be finally awarded to the appellant, said court, or in vacation, any judge thereof, after hearing the parties upon such notice as said court or judge may deem sufficient, shall proceed to fix the security to be given by said City for the payment of said damages; and when said City shall have given the security fixed as aforesaid, said City may immediately enter upon, take possession of, and use such land for the purpose or purposes for which said land is taken. All such appeals shall be privileged cases in the superior court, and it shall be the duty of the Corporation Counsel to cause such appeals to be heard as speedily as possible.
- K. Duration of liens; collection of assessments by suit; when sewer, street paving assessments effective³⁶. Such assessments shall be and remain a lien upon the land or other property assessed by said Board of Alders as aforesaid; provided that such lien shall not remain for a longer period than sixty (60) Days after such actual expense has been ascertained, and the owner of such property notified, unless the tax collector shall sign and file with the City Clerk a certificate describing the property on which the lien exists and the amount claimed as a lien thereon; and the City of New Haven may collect the amount assessed against any street railway company in accordance with the provisions of this Charter by suit at law in any proper court. Authorized assessments for sewers and for street pavements need not be Published, but all such assessments shall be valid and of full force whenever the City Clerk shall have

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deposited in the post office a letter or postal card addressed to owner of the abutting property and to the street railroad company, against which any assessment may have been laid notifying such owner or railroad company of the amount of any such assessment.

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ARTICLE XIV. ADMINISTRATIVE PROVISIONS

Sec. 1. Mandatory Decennial Charter Review³⁷.

At least once every ten (10) years after July 1, 1993, the Board of Alders shall appoint a Charter Revision Commission pursuant to §7-190 of the General Statutes to consider such amendments to this Charter as the Board of Alders may direct and such other amendments as the commission may deem appropriate.

Sec. 2. Severability³⁸.

In the event that any of the amendments to this Charter voted in November, 2013, are found by a court of competent jurisdiction to be invalid for any reason, such finding shall not invalidate any other of these amendments.

Sec. 3. Effective date³⁹.

Unless otherwise set forth in this Charter, these amendments shall be effective at 12:01 A.M. on January 1, $\frac{20142024^{40}}{2024^{40}}$.

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ARTICLE XV. HISTORIC PURCHASING AND DEPARTMENT HEAD QUALIFICATION PROVISIONS SUBJECT TO SUNSET AS AUTHORIZED BY THIS CHARTER

Sec. 1.—Purchasing Provisions.

A. Transition Provision Regarding Purchasing date of the procurement ordinance required by §4.F of Article VI of this Charter, matters pertaining to purchasing and bidding procedures shall be subject to the provisions of §1.B - H of this Article. Following the effective date of this Charter, the Mayor shall appoint a task force for the purpose of preparing such ordinance for adoption. Said task force (following consultation with the City Purchasing Agent) shall report a proposed ordinance to the Mayor and Board of Alders within six (6) months from the adoption of this Charter. The pertinent provisions of §1.B - H of this Article shall remain in full force and effect until the effective date of the replacement Ordinance. Upon the effective date of the Ordinance the pertinent provisions of §1.B - H of this Article shall be null and void, unless otherwise set forth in the replacement Ordinance.

B. Role of the Purchasing Agent⁴². Except as otherwise provided in this Charter, all contracts to be made or let for work to be done or for supplies to be furnished to said City, and all sales of personal property in the custody of the several Public Officials, Departments or Boards or Commissions of said City shall be made by the Purchasing Agent.

C. Written Contracts. When Required **. Whenever any work is necessary to be done, or any supply is needed, and the several parts of said work or supply shall together involve the expenditure of more than five (\$5,000.00) thousand dollars, or such other amount established by the Board of Alders by Ordinance, such work shall be done or supply acquired pursuant to written contract, under such regulations as the Board of Alders may establish by Ordinance. All such contracts shall be founded on sealed bids or proposals made in compliance with Public Notice published at least ten (10) Days before the time fixed for opening said bids or proposals. If the Purchasing Agent shall not deem it for the interest of the City to reject all bids, the Purchasing Agent shall award the contract to the lowest responsible bidder.

D. Exemptions from §1.B and C of this Article⁴⁴. The following contracts shall be exempt from the provisions of §1.B and C:

- (1) contracts for architects, engineers, land surveyors, physicians, dentists, lawyers, accountants or artists, and such other professional or technical services as the Board of Alders may provide by Ordinance; and
- (2)—contracts made by the Board of Alders pursuant to §2.F of Article IV of this Charter.

E. Exemptions from §1.C of this Article. The following contracts shall be exempt from the provisions of §1.C of this Article⁴⁵:

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- (1)—contracts that can only be performed or provided by one party in the judgment of the City Purchasing Agent and the head of the department seeking the supplies, services or work;
- (2)—contracts made through cooperative purchasing arrangements with other government entities when, in the judgment of the City Purchasing Agent, such contracts are in the best interests of the City and such arrangements involve competitive purchasing procedures;
- (3) contracts made in accordance with procedures approved by the Board of Alders applicable to cases of emergency involving a threat to the public health, safety or welfare; and
- (4) contracts made in a manner approved by the Board of Alders upon the recommendation of the City Purchasing Agent, where the City Purchasing Agent has advised and opined to the Board of Alders, that it would not be practicable or in the best interest of the City to proceed in the manner required by said §2.B of this Article, and where the Board of Alders shall find that making a contract in such manner is in the best interest of the City.
- -Form of contract; contractor's security; procedure for opening bids: effect of low bidder failing to accept contract or abandoning work: contracting with defaulters, debtors; copies of contracts. The form of each contract, which shall include the specifications, shall be approved by the Corporation Counsel. A performance bond satisfactory to the City Purchasing Agent in the full amount of the contract price shall be required for all contracts for the construction, alteration or repair of any public building or public work in excess of seventy-five (\$75,000.00) dollars, or such larger amount that may be approved by the Board of Alders by Ordinance, and may be required in the discretion of the Purchasing Agent for any contracts for the provision of supplies, materials or equipment. All bids or proposals shall be publicly opened by the Purchasing Agent advertising for the same. If the lowest bidder shall neglect or refuse to accept the contract, after written notice that the same has been awarded according to the successful bid or proposal, or if the lowest bidder fails to execute the contract or to give proper security, it may be readvertised and relet in the manner provided, or, such Purchasing Agent may cause said work to be finished without making a new contract, and the original contractor shall be liable to the City for any excess in the cost of said work over the amount of the original contract. No bid shall be accepted from or contract awarded to any person, corporation or other entity who is in arrears to the City upon a debt or contract, or who is a defaulter as surety or otherwise upon any obligation to the City.
- G. Deposits accompanying bids⁴⁷. Whenever proposals for furnishing supplies or doing work are invited by advertisement by the Purchasing Agent, the Purchasing Agent may require, as a condition precedent to the reception of any proposal, the deposit with the Purchasing Agent of a certified or bank check drawn to the order of the City, or of a surety bond issued by a company authorized to write such surety bonds in the State and in such form as shall be satisfactory to the Corporation Counsel. The Purchasing Agent shall require such a deposit in any instance where the contract would require a performance bond. Such check or surety bond shall accompany the proposal and shall be for an amount determined by the Purchasing Agent and stated in the

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advertisement for proposals. Within three (3) Days after the lowest responsible bidder has been determined, the Purchasing Agent shall return all such checks or surety bonds to the persons depositing the same, except the check or surety bond deposited by the lowest responsible bidder/proposing party. If the lowest responsible bidder or proposing party shall refuse or neglect to execute the contract after due notice that the contract has been awarded, the tendered deposit of the lowest responsible bidder or proposing party shall be forfeited to and retained by the City as liquidated damages for such neglect or refusal and such check or the amount of such bond shall be paid into the treasury of said City; but if said lowest responsible bidder or proposing party shall execute the contract within the time aforesaid, the amount of the tendered deposit shall be returned to said party or, in the alternative the surety bond deposited shall be canceled.

H.— Wage Provisions required in Public Works Contracts*8. Except in those contracts below an amount which may be established from time to time by the Board of Alders by Ordinance, in all contracts for the construction, repairing or remodeling of public buildings or public works of any kind by the City of New Haven or any of its divisions there shall be incorporated a provision that wages paid any mechanic, laborer or workman employed under such contract shall be at the rate of wage based upon the customary or prevailing rate of wages for the same type of work in the same trade or occupation prevailing in the City of New Haven, and based upon the wage schedule and rates therein set by the United States Department of Labor for the New Haven area or as otherwise provided by Law.

Sec. 2. Department Head Qualifications.

A.—Transition Provision Regarding Department Head Qualifications 49. Until the effective date of the ordinance(s) required by §2.C of Article VI of this Charter, matters pertaining to the qualifications of Department Heads shall be subject to the provisions of this section. Following the effective date of this Charter, the Mayor shall instruct the Personnel Director to commence the process of preparing a report delineating Department Head Qualifications as required by this Charter. The Mayor shall (following consultation with the Personnel Director) propose such modifications and recommendations to the Board of Alders within six (6) months from the adoption of this Charter. The pertinent provisions of §2.B (1) – (__) of this Article shall remain in full force and effect until the effective date of the replacement Ordinance. Upon the effective date of the Ordinance the pertinent provisions of §2.B. (1) – (__) of this Article shall be null and void, unless otherwise set forth in the replacement Ordinance.

B.— The following are the current qualifications of Department Heads as set forth in this Charter:

- (1)—The Corporation Counsel. In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.C of this Article, at the time of appointment, the Corporation Counsel shall have been an attorney and counselor at law of this State for not less than ten (10) years⁵⁰.
- (2)—The Deputy and Assistant Corporation Counsels 51. Subject to modification as set forth in §2.C of this Article, at the time of appointment, the Deputy and Assistant Corporation Counsels shall have been admitted to

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the bar of this State and shall have been practicing attorneys for at least two (2) years.

- (3) The City Controller⁵⁷. In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.B of this Article, the Controller shall be chosen on the basis of training and at least five (5) years of broad experience in accounting and finance based upon nationally accepted standards, and shall have at least a bachelor's degree in accounting, finance or a similar field.
- (4) The Purchasing Agent⁵³. In addition to the general requirements applicable to Department Heads, qualifications shall be established as set forth in §2.B of this Article.
- (5) The City Assessor⁵⁴. In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.B of this Article, the City Assessor shall have completed at least eight (8) years responsible full-time professional experience in the field of property appraisal prior to appointment, of a character such as to develop working knowledge in the field of assessing property for municipal tax purposes, and shall be a certified municipal Assessor pursuant to §12-40a of the General Statutes.
- (6)—The Director of Public Works⁵⁵. In addition to the general requirements applicable to Department Heads, qualifications shall be established as set forth in §2.B of this Article.
- (7)—The City Engineer. In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.B of this Article, the City Engineer shall be a civil engineer licensed to practice such profession in this State and shall have had at least five (5) years experience in the design and supervision of the construction of public works.
- (8) The Chief of Police⁵⁷. In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.B of this Article, the Chief of Police shall have an adequate knowledge of the organization and administration of a City police department and shall also have had experience of at least five (5) years in the management and direction of supervisors of operations of a police department with at least two hundred (200) employees serving a population of at least one hundred (100,000) thousand residents. Said Chief of Police shall have earned at least a bachelor's degree from an accredited institution of higher education prior to being considered for the position.
- (9) The Fire Chief⁵⁸. In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.B of this Article, the chief shall have an adequate knowledge of the

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organization and administration of a department of fire service and shall also have had experience of at least five (5) years in the protection of a municipality against danger from fire and in the management and direction of the operations of a fire department with at least two hundred (200) employees serving a population of at least one hundred (100,000) thousand residents.

- (10)—The Director of Parks and Recreation⁵⁹. In addition to the general requirements applicable to Department Heads and the qualifications established as set forth in §2.B of this Article, the Director of Parks and Recreation shall be a person experienced in the management and administration of City parks and recreation and shall be the head of the department.
- (11)—The Building Officials or Inspectors In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.B of this Article, no person shall receive an appointment as building official or inspector who has not had at least five (5) years practical experience (a) as a builder, civil engineer or architect, in the case of the building official, (b) as a master or journeyman plumber, in the case of the plumbing inspector, or (c) as an electrician, electrical contractor or electrical engineer, in the case of the electrical inspector, or who lacks the qualifications and license required by Law.
- (12)—The Director of Public Health 61. In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.B of this Article, the Director of Public Health shall either be a licensed physician or shall hold a graduate degree in public health as a result of at least one (1) year's training, including at least sixty (60) hours in local public health administration, in a recognized school of public health or shall have such combination of training and experience as meets the approval of the State Commissioner of Health Services or its successor in function.
- (13)—The City Librarian⁶². In addition to the general requirements applicable to Department Heads, the qualifications for the City Librarian shall be established as set forth in §2.B of this Article.
- (14) The Superintendent of Schools⁶³. In addition to the general requirements applicable to Department Heads, the qualifications for the Superintendent of Schools shall be established as set forth in §2.B of this Article.
- (15)—The Personnel Director. In addition to the general requirements applicable to Department Heads, qualifications for the Personnel Director shall be established as set forth in as set forth in §2.B of

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this Article in a manner consistent with the classification plan adopted in accordance with the provisions of this Charter.

(16)—The Planning Director⁶⁵. In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.B of this Article, the Planning Director shall be qualified by training and experience in City planning.

(17)—The Director of Traffic and Parking 66. In addition to the general requirements applicable to Department Heads, the qualifications for the Director of Traffic and Parking shall be established as set forth in §2.B of this Article.

^{1 §§156-158} of current Article XXX entitled "Personnel and Civil Service" have been moved to Articles VI, §18 and VII, §3.K.

² Recodification current §159. See, Amend. of 7-1-93.

³ Recodification of current §160 (First sentence). Derived from Sp. L. 1899, p. 423, §119; See also, Sp. L. 1909, p. 963, § 3; Sp. L. 1927, §270 (First sentence); and, Amend. of 7-1-93.

⁴ Recodification of current §160 (Second sentence). Derived from Sp. L. Sp. L. 1899, p. 423, §119; See also, Sp. L. 1909, p. 963, § 3; 1927, §270 (Second sentence); and, Amend. of 7-1-93.

⁵ Recodification of current §161. See, Amend. of 7-1-93.

⁶ Recodification of current §162. Derived from Sp. L. 1899, p. 423, §122; See also, Sp. L. 1907, p. 361; Sp. L. 1927, §272; and, Amend. of 7-1-93.

⁷ Recodification of current §167. See, Amend. of 7-1-75 and Amend. of 7-1-93.

⁸ Recodification of current §168.

⁹ Recodification of current §169. See, Amend. of 7-1-75 and Amend. of 7-1-93.

¹⁰ Recodification of current §170. See, Amend. of 7-1-93.

¹¹ Recodification of current §171.

¹² Recodification of current §172. See, Amend. of 7-1-75.

¹³ Recodification of current §173. See, Amend. of 7-1-93.

¹⁴ NFW

¹⁵ Recodification of current §174. See, Amend. of 7-1-93.

¹⁶ Recodification of current §175. See, Amend. of 7-1-93.

¹⁷ Provisions from current Article XXXI entitled "Planning and Zoning".

¹⁸ Recodification of current §180.

¹⁹ Recodification of current §181. Derived from Sp. L. 1925, pp. 1006-1010; See also, Sp. L. 1927, §303.

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²⁰ Recodification of current §182. Derived from Sp. L. 1925, pp. 1006-1010; See also, Sp. L. 1927, §304. Note: §§305 and 306 appear to be repealed.

⁴⁰ 2023 repeal, in part, of Article XV upon adoption of the Transitional Ordinance by the Board of Alders on June ___, 2023, including (1) "Role of the Purchasing Agent," recodification of §74(a) as Sec. 1.B (2013). See, Amend. of 7-1-75 and Amend. of 7-1-93; (2) "Written Contracts. When Required," recodification of §74(b) as Sec. 1.C (2013). See, Amend. of 7-1-75 and Amend. of 7-1-93; (3) "Form of contract; contractor's security; procedure for opening bids; effect of low bidder failing to accept contract or abandoning work; contracting with defaulters, debtors; copies of contracts," recodification of §75 as Sec. 1.F (2013). See, Amend. of 7-1-75 and Amend. of 7-1-93; (4) "Deposits accompanying bids," recodification of §76 as Sec. 1.G (2013). See, Amend. of 6-5-54 and Amend. of 7-1-93; (5) "Wage Provisions required in Public Works Contracts," recodification of §77 as Sec. 1.H (2013). See, Amend. of 7-1-93; (6) "Corporation Counsel" recodification of §17 as Sec, 2.B(1)(2013), as follows: "In addition to the general requirements applicable to Department Heads, There shall be in said city a corporation counsel who, at the time of appointment, the Corporation Counsel shall have been an attorney and counselor at law of this state for not less than ten years, and shall reside in said city during the term of office. The corporation counsel shall be appointed by and subject to the authority of the mayor, and shall serve a term coterminous with that of the mayor who appointed him. Said corporation counsel shall be

²¹ Recodification of current §183. Derived from Sp. L. 1925, pp. 1006-1010; See also, Sp. L. 1927, §307. See also, Amend. of 7-1-93.

²² Recodification of current §184. Derived from Sp. L. 1925, pp. 1006-1010; See also, Sp. L. 1927, §308.

²³ Recodification of current §186. Derived from Sp. L. 1925, pp. 1006-1010; See also, Sp. L. 1927, §310.

²⁴ Recodification of current §187. Derived from Sp. L. 1925, pp. 1006-1010; See also, Sp. L. 1927, §311.

²⁵ Recodification of current §188. Derived from Sp. L. 1925, pp. 1006-1010; See also, Sp. L. 1927, §312. **Note:** §313 appears to be repealed.

²⁶ Recodification of current §85. Derived from Sp. L. 1899, p. 412, §78; See also, Sp. L. 1901, p.1114, §1, 2 and Sp. L. 1911, p. 202; and, Sp. L. 1927, §126 (First paragraph).

²⁷ Recodification of current §86. Derived from Sp. L. 1927, §126 (Second paragraph) (see above; See also, Amend. of 7-1-93.

²⁸ Recodification of current §87. Derived from See, Sp. L. 1899, p. 412, §79. See also, Sp. L. 1927, §127; and, Amend. of 7-1-93.

²⁹ Recodification of current §88. Derived from Sp. L. 1899, p. 413, §81; See also, Sp. L. 1911, p. 143-144; and, Sp. L. 1927, §129 (First paragraph).

³⁰ Recodification of current §89. Derived from Sp. L. 1927, §129 (Second paragraph). See, above.

³¹ Recodification of current §90. Derived from Sp. L. 1927, §129 (Third paragraph); See, above.

³² Recodification of current §91. Derived from Sp. L. 1899, p. 413, §82; See also, Sp. L. 1901, p. 1114, §§1, 2 and p. 1117, §12; and, Sp. L. 1927, §130.

³³ Recodification of current §92. Derived from Sp. L. 1899, p. 414, §83. See also, Sp. L. 1927, §131; and, Amend. of 7-1-93.

³⁴ Recodification of current §93. See also, Amend. of 7-1-93.

³⁵ Recodification of current §94. Derived from Sp. L. 1899, p. 414, §85; See also, Sp. L. 1901, p. 1114, §§1, 2 and p. 1117, §12; Sp. L. 1913, p. 1119; Sp. L. 1927, §133; and, Amend. of 7-1-93.

³⁶ Recodification of current §95. Derived from Sp. L. 1899, p. 427, §136; See also, Sp. L. 1901, p. 1114, §§1, 2 and p. 1136; Sp. L. 1927, §134 (Second paragraph); and, Amend. of 7-1-93.

³⁷ Recodification of current §216.

³⁸ Recodification of current §217.

³⁹³⁹ Recodification of current §218.

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responsible for the efficiency, discipline and good conduct of the department." The residency requirement is addressed by §2.C (3) of Article VI of this Charter. Derived from Sp. L. 1899, p. 395, § 15; Sp. L. 1905, p. 910, § 7; Sp. L. 1927, p. 17, § 15; (7) The Deputy and Assistant Corporation Counsels," recodification of .§19 (First clause of the first sentence) as Sec. 2.B(2) (2013), as follows: "The Mayor shall appoint deputy and assistant Corporation Counsels, all of whom shall have been admitted to the bar of this State and shall have been practicing attorneys for at least two (2) years40, each to hold office for the term of one (1) year from said appointment or until their successor shall be appointed and duly qualified". The final clause has been moved to §2.B (3) of this Article. See, Amend. of 7-1-93; (8) "The City Controller," recodification of §21 (Second sentence) as Sec. 2.B(3) (2013). See, Amend. of 7-1-93; (9) "The Purchasing Agent," repeal of Sec. 2.B(4) (2013); (10) "The City Assessor" recodification §81(b) (First sentence) as Sec. 2.B(5) (2013). See, Amend. of 7-1-93; (11) "The Director of Public Works," repeal of Sec. 2.B(6) (2013); (12) "The City Engineer," recodification of §96 (Second sentence) as Sec. 2.B(7) (2013). See, Amend. of 7-1-93; (13) "The Chief of Police," recodification of §101 (Third and fourth sentences) as Sec. 2.B(8) (2013). See, Sp. L. 1899, p. 403, § 47; Sp. L. 1901, p. 675, § 1; Sp. L. 1907, p. 179; See also, Sp. L. 1927, § 96; and, Amend. of 7-1-93; (14) "The Fire Chief" recodification of §103 (Fourth and fifth sentences) as Sec. 2.B(9) (2013), in lieu of the following: "In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.B of this Article, the chief shall have an adequate knowledge of the organization and administration of a the D department of F fire S service and shall also have had experience of at least five (5) years in the protection of a municipality the City against danger from fire and in the management and direction of the operations of a fire department with at least two hundred (200) employees serving a population of at least one hundred (100,000) thousand residents of fire department personnel Said Fire Chief shall have earned at least a bachelor's degree from an accredited institution of higher education prior to being considered for the position". See, Amend. of 7-1-93. (15) "The Director of Parks and Recreation," recodification of §113 (Second sentence) as Sec. 2.B(10) (2013); (16) "The Building Officials of Inspectors," recodification of §123 (First sentence) as Sec. 2.B(11) (2013). Currently entitled "Same; qualifications; authority of Director to appoint, remove other employees." Derived from Sp. L. 1911, p. 624-626; See also, Sp. L. 1927, §§156, 157 and 158; See also, Amend. of 7-1-93; (17) "The Director of Public Health," recodification of §127 (Fifth sentence of first paragraph) as Sec. 2.B(12) (2013). See, Amend. of 7-1-93; (18) "The City Librarian," recodification of Sec. 2.B(13); (19) The Superintendent of Schools," recodification of Sec. 2.B(14); (20) The Personnel Director," recodification of §165 (Second sentence) as Sec. 2.B(15). See also, Amend. of 1-1-83 and Amend. of 7-1-93; (21) "The Planning Director," recodification of §178 (First sentence) as Sec. 2.B(16), as follows: "The Mayor shall appoint a The Planning Director who shall be qualified by special training and experience in City planning". See, Amend. of 7-1-93; and, (22) "The Director of Traffic and Parking," as set forth in Sec. 2.B(17).

⁴²⁻Recodification of current §74(a). See, Amend. of 7-1-75 and Amend. of 7-1-93.

⁴³-Recodification of current §74(b). See, Amend. of 7-1-75 and Amend. of 7-1-93.

⁴⁴ Recodification of current §74(c). See, Amend. of 7-1-75 and Amend. of 7-1-93.

⁴⁵ Recodification of current §74(d). See, Amend. of 7-1-75 and Amend. of 7-1-93.

^{**} Recodification of current §75. See, Amend. of 7-1-75 and Amend. of 7-1-93.

⁴⁷-Recodification of current §76. See, Amend. of 6-5-54 and Amend. of 7-1-93.

^{**} Recodification of current §77. See, Amend. of 7-1-93.

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⁴⁹ NEW.

⁵⁰ Modification and recodification of current §17, as follows: "In addition to the general requirements applicable to Department Heads, There shall be in said city a corporation counsel who, at the time of appointment, the Corporation Counsel shall have been an attorney and counselor at law of this state for not less than ten years, and shall reside in said city during the term of office. The corporation counsel shall be appointed by and subject to the authority of the mayor, and shall serve a term coterminous with that of the mayor who appointed him. Said corporation counsel shall be responsible for the efficiency, discipline and good conduct of the department." The residency requirement is addressed by §2.C (3) of Article VI of this Charter. Derived from Sp. L. 1899, p. 395, § 15; Sp. L. 1905, p. 910, § 7; Sp. L. 1927, p. 17, § 15.

^{5†}-Recodification of current §19 (First clause of the first sentence), as follows: "The Mayor shall appoint deputy and assistant Corporation Counsels, all of whom shall have been admitted to the bar of this State and shall have been practicing attorneys for at least two (2) years^{5†}, each to hold office for the term of one (1) year from said appointment or until their successor shall be appointed and duly qualified". The final clause has been moved to §2.A (3) of this Article. See, Amend. of 7-1-93.

⁵² Recodification of current §21 (Second sentence). See, Amend. of 7-1-93.

⁵³⁻NFW

⁵⁴⁻Recodification of current §81(b) (First sentence). See, Amend. of 7-1-93.

⁵⁵ NEW.

⁵⁶ Recodification of current §96 (Second sentence). See, Amend. of 7-1-93.

⁵⁷ Recodification of current §101 (Third and fourth sentences). See, Sp. L. 1899, p. 403, § 47; Sp. L. 1901, p. 675, § 1; Sp. L. 1907, p. 179; See also, Sp. L. 1927, § 96; and, Amend. of 7-1-93.

⁵⁸ Recodification and modification of current §103 (Fourth and fifth sentences), in lieu of the following: "In addition to the general requirements applicable to Department Heads and subject to modification as set forth in §2.B of this Article, the chief shall have an adequate knowledge of the organization and administration of a the D department of F fire S service and shall also have had experience of at least five (5) years in the protection of a municipality the City against danger from fire and in the management and direction of the operations of a fire department with at least two hundred (200) employees serving a population of at least one hundred (100,000) thousand residents of fire department personnel. Said Fire Chief shall have earned at least a bachelor's degree from an accredited institution of higher education prior to being considered for the position". See, Amend. of 7-1-93.

⁵⁹⁻Modification and recodification of current §113 (Second sentence).

⁶⁶ Recodification of current §123 (First sentence). Currently entitled "Same; qualifications; authority of Director to appoint, remove other employees." Derived from Sp. L. 1911, p. 624-626; See also, Sp. L. 1927, §§156, 157 and 158; See,. See also, Amend. of 7-1-93.

⁶¹⁻Recodification of current §127 (Fifth sentence of first paragraph). See, Amend. of 7-1-93.

⁶² NEW.

⁶³ NEW.

⁶⁴ Modification and recodification of current §165 (Second sentence). See also, Amend. of 1-1-83 and Amend. of 7-1-93.

⁶⁵⁻Modification and recodification of current §178 (First sentence), as follows: "The Mayor shall appoint a <u>The</u> Planning Director who shall be qualified by special training and experience in City planning". See, Amend. of 7-1-93.
66-NEW.