

CHARTER REVISION COMMISSION
Recommended Text

The following pages contain the language, concerning the establishment of a Department of Finance and other changes suggested by the Charter Revision Commission and approved for referendum by the Board of Councilmen. New suggested language is shown in capitalized bold print while current language to be deleted is shown by strikethrough. Current Title and Section numbers may be out of sequence and are shown here (with strikethrough) only to facilitate reference to the existing Charter. Any change to the Charter will probably require renumbering.

DEPARTMENT OF FINANCE

THERE SHALL BE A DEPARTMENT OF FINANCE WHICH SHALL PROVIDE, MAINTAIN AND OPERATE A MODERN MUNICIPAL ACCOUNTING SYSTEM WHICH WILL ACCOUNT FOR ALL FUNDS INCLUDING REVENUES FROM ALL SOURCES, APPROPRIATIONS, AND EXPENDITURES.

CONSISTENT WITH THE GENERAL STATUTES AND THIS CHARTER, IT SHALL PROVIDE SUPERVISION AND CONTROL OVER THE ASSESSMENT AND COLLECTION OF REAL AND PERSONAL PROPERTY TAXES, THE PURCHASING OF GOODS AND SERVICES, THE PREPARATION OF PAYROLL AND PENSION BENEFITS, THE DEPOSIT AND SAFEKEEPING OF ALL FUNDS BELONGING TO THE CITY, AND ANY OTHER RESPONSIBILITIES AS MAY BE PRESCRIBED BY THE BOARD OF COUNCILMEN FROM TIME TO TIME. IT SHALL GENERALLY REPORT TO THE BOARD OF COUNCILMEN IN SUCH MANNER AND WITH SUCH FREQUENCY AS THE BOARD DIRECTS.

UNLESS OTHERWISE DETERMINED BY THE BOARD OF COUNCILMEN ACTING WITH THE ADVICE OF THE BOARD OF FINANCE, THE DEPARTMENT SHALL CONSIST OF THE DIVISIONS OF THE TREASURY,

ASSESSMENTS, TAX COLLECTION, COMPTROLLER AND PURCHASING.

THE MAYOR SHALL HAVE GENERAL SUPERVISION OVER THE DEPARTMENT OF FINANCE. ACTING WITH THE ADVICE AND CONSENT OF THE BOARD OF COUNCILMEN, HE MAY CONSOLIDATE, COMBINE, OR EXPAND EACH OF THE DEPARTMENT'S DIVISIONS INTO A GREATER OR LESSER NUMBER OF DIVISIONS. HE MAY DELEGATE, TO THE EXTENT HE DEEMS APPROPRIATE, ANY OF HIS GENERAL SUPERVISORY AND OPERATIONAL AUTHORITY TO DEPARTMENT OFFICIALS.

~~§ C13-1.~~ Board of Finance; composition and appointment;

There shall be a Board of Finance, consisting of the Mayor, who shall be ex officio Chairman of said Board, and six (6) members who shall be electors and taxpayers. On or before the 15th day of December following his election, the Mayor, with the advice and consent of the City Council, shall appoint two (2) members of said Board who shall hold office for a term of six (6) years and until their successors are appointed and qualified. No member of the Board of Finance shall hold any other office or position under the government of the city.

~~§ C13-2.~~ Power to obtain information.

Said Board may compel any city board, commission, committee, or any member thereof, or any city official or any city employee to furnish it with any information or materials which would be of assistance to it in the performance of its functions.

~~§ C13-3.~~ Preparation of budget, laying of tax.

- A. Submission of proposed budgets. Except for the Board of Education, every board, commission, agency, committee or city official having charge of any department or any part of the business of the city shall annually, on or before the 15th day of February, furnish to the Board of Councilmen an estimate of the amount of money required for its business for the ensuing fiscal year, together with all necessary detail and comparisons with amounts expended during the fiscal year about to end. Said Board of Councilmen shall forthwith consider, adjust, correct, modify if necessary and pass upon said proposed budgets and arrange the same in two (2) sections as required by § C13-3C hereof. Said approved proposed budgets shall then be classified by the Comptroller

OR OTHER APPROPRIATE OFFICIAL OF THE DEPARTMENT OF FINANCE and submitted at a meeting of the Board of Finance to be held on or before the 20th day of March. The Board of Education shall submit its proposed budget to the Board of Finance on or before the 15th day of April.

B. Consideration by Board of Finance. The Board of Finance shall consider and may, in its discretion, adjust, modify, reject or approve said proposed budgets or any items therein; provided, however, that prior to final approval of the budgets by said Board, it shall meet with the Board of Councilmen and shall discuss with it any adjustments or modifications made by the Board of Councilmen in the budgets as originally submitted and any adjustments or modifications made by said Board of Finance in the proposed budgets as submitted by the Board of Councilmen. Ten (10) days prior to final approval, the Board of Finance shall also hold a public hearing on said budgets.

C. Breakdown of budget; laying of tax. On or before the 15th day of May each year, the Board of Finance shall prepare an itemized budget for the city in two (2) sections and divided as follows:

(1) Section A: the amount of money required to pay all the fixed charges and running expenses for the coming fiscal year as determined by the fixed charges and running expenses of the fiscal year about to end, except as otherwise expressly determined by this Charter.

(2) Section B. the permanent and temporary improvements and extraordinary expenditures which, in the Judgment of said Board, should be made during the fiscal year about to begin. At said time, said Board shall lay a tax on the ratable estates as contained in the last completed grand list sufficient to pay the expenditures in Section A of the budget and to pay for the improvements in Section B of the budget. It shall also at said time commence publication of both sections of the budget for three (3) consecutive days, excluding Sundays and holidays, in a newspaper having a general circulation in Torrington.

D. Objection to budget. If, within ten (10) days after the third day of publication of the budget, a petition signed by not less than five percent (5%) of the total number of electors and voters of the city is filed with the City Clerk, petitioning for a

vote on those items comprising Section B of the budget, the Mayor shall, in accordance with § C2-3 of this Charter, call a special meeting of the electors and voters of the city, at which meeting each item of Section B of the budget shall be taken up and acted on separately and may be adjusted, modified, rejected or approved by a majority of said meeting.

- E. Final modified budget; tax. In the event that a special meeting pursuant to Subsection D hereof results in modification of the budget and tax established pursuant to Subsection C hereof, the Board of Finance shall make appropriate modifications and lay a tax upon the ratable estates, as contained in the grand list, sufficient to pay the expenditures as contained in the final budget as modified.

- F. Reserve funds. The Board of Finance may, from time to time, create reserve funds from moneys in the treasury appropriated but unexpended, or by taxation. The treasurer shall be custodian of said funds. Said funds shall be used for the payment of public improvements and shall be included as part of Section B in the budget.

- G. Rate books; accounts to Comptroller—**DEPARTMENT OF FINANCE**. Upon finalization of the budget, the Board of Finance shall cause to be prepared appropriate rate books and cause a warrant to be issued for the same and delivered to the Tax Collector. It shall deliver to the Comptroller **OR OTHER APPROPRIATE OFFICIAL OF THE DEPARTMENT OF FINANCE** a detailed list of the accounts for which appropriations have been made and the amount of each appropriation.

~~§ C13-4.~~ Fiscal year.

The fiscal year of the city shall commence on July 1 and end on June 30

~~§ C13-5.~~ Tax due dates.

The entire tax payable by each taxpayer shall be payable in two (2) equal installments, the first installment due on the first day of July and the second due on the following January 1, except that a tax on motor vehicles and any tax of fifty dollars (\$50.) or less shall be due and payable in full on the first day of July.

~~§ C13-6.~~ Expenditures not to exceed estimates.

Subject to §§ C13-7 and C13-8 of this Charter, no expenditure for any purpose designated in the budget shall exceed the amount budgeted for that item, provided the Board of Councilmen may, upon approval of the Board of Finance, make an additional expenditure for any item or items from a contingency fund provided for in Section A or Section B of the budget. The Board of Councilmen may, upon approval of the Board of Finance, use any unexpended balance of any item or items included in Section A of the budget for any Item or items in said section requiring any expenditure in excess of the budgeted amount. The Board of Finance shall file with the Comptroller **OR OTHER APPROPRIATE OFFICIAL OF THE DEPARTMENT OF FINANCE** a copy of the vote authorizing the transfer, the account from which the transfer was made, the account to which transfer was made and the amount transferred.

~~TITLE VII~~

~~Treasurer~~

DIVISION OF THE TREASURY

~~§ C7-1.~~ **POWERS AND Duties.**

UNLESS OTHERWISE DETERMINED the Treasurer shall have those powers and duties conferred and imposed by the General Statutes upon Treasurers of towns and shall be Treasurer and custodian of the city deposit fund and any other fund and, shall have authority to invest and reinvest the same in securities legal for investment of trust funds under the General Statutes. Said Treasurer shall record the date, amount and time payable of all moneys borrowed by said city upon note or otherwise, with the name of the payee, and, upon the payment of such loan, shall properly record such payment.

~~§ C7-2.~~ Collection of liens.

Said Treasurer shall collect any and all liens, except tax liens, due said city and shall execute proper releases when said liens are paid or discharged and may turn over to the Corporation Counsel for proper court action any liens which remain unpaid.

~~§ C7-3 Assistant Treasurer.~~

~~The Treasurer shall appoint an Assistant Treasurer who, having taken the oath provided for the City Treasurer, shall, in the absence or disability of the City Treasurer, perform all his duties.]~~

~~§ C7-4. Bonding.~~

The City Treasurer and **THE** Assistant Treasurer, **IF ANY**, shall give bonds for the period of their terms of office for the faithful performance of their duties in such sums as the Board of Councilmen orders. Said bonds shall be procured from a surety company of good standing, approved by the Board of Councilmen, and the premium on such bonds shall be paid by the City Treasurer upon order of the Board of Councilmen.

DIVISION OF ASSESSMENTS

~~§ C12-1. Assessor appointment and term.~~

THE CITY SHALL EMPLOY AN ASSESSOR WHO SHALL HOLD SUCH QUALIFICATIONS REQUIRED BY LAW, AND THE POLICIES OF THE PERSONNEL DEPARTMENT.

~~Quadrennially, on or before the first Tuesday in June 1968 and thereafter, the Mayor, with the advice and consent of the City Council, shall appoint an Assessor. Said Assessor shall hold a degree in business administration from an accredited institution or shall have had at least five (5) years' experience in tax assessing. He shall devote full time to his duties and shall serve for a term of four (4) years and until his successor is appointed and qualified.~~

~~§ C12-2. Duties of Assessor.~~

The Assessor shall have all the powers and duties conferred or imposed on Tax Assessors by Chapter 203 of the General Statutes and shall have other powers and duties as may be prescribed by ordinance. He shall employ an equitable and scientific system of determining the present true and actual value of all assessable property taxable within the city, and shall prepare a grand list for said city. He shall complete said list on or before the 31st day of January in each year and, when completed, shall file the same with the City Clerk, who shall immediately transmit the same to the Board of ~~Tax~~

~~Review~~ **ASSESSMENTS APPEALS.** Said list shall be open for inspection in the office of the Assessor.

~~§ C12-3.~~ Board of ~~Tax Review~~ **ASSESSMENT APPEALS**

The Board of Councilmen shall, by resolution adopted at a meeting on or before the first Tuesday in December 1969, appoint a Board of ~~Tax Review~~ **ASSESSMENT APPEALS** consisting of three (3) members, for terms of three (3) years, except that of those first appointed, one (1) shall be for a term of one (1) year, one (1) for a term of two (2) years and one (1) for a term of three (3) years. Annually thereafter, the Board of Councilmen shall appoint one (1) member to succeed the member whose term expires. No more than two (2) members of said Board shall be members of the same political party. The Board of **ASSESSMENT APPEALS** shall hold sessions ~~during the month of February~~ as required by ~~Section 12-110~~ of the General Statutes and shall have all powers and duties conferred or imposed on said boards by ~~Chapter 203~~ of the General Statutes.

DIVISION OF TAX COLLECTION

~~§ C14-1.~~ Appointment of Tax Collector, term; compensation.

On or before May 15, 1971, and quadrennially thereafter, the Board of Finance and the Board of Councilmen shall meet in a joint session and shall choose for the position of Tax Collector a person of sufficient financial experience and responsibility to be able to carry out his duties as Tax Collector. The person so chosen as Tax Collector shall hold office for a period of four (4) years from May 12 in the year of his appointment and until his successor shall be appointed and shall have qualified. The compensation of the Tax Collector of the City of Torrington shall be determined by the Board of Finance. Said Tax Collector shall make and file for record in the land records of the Town of Torrington tax liens for all unpaid taxes, as provided by the General Statutes, within one (1) year from the date such taxes shall become due and payable.

~~§ C14-2.~~ Deposits with Treasurer.

The Board of Councilmen may **DIRECT** ~~pass or make ordinances to provide~~ that the Tax Collector of said city shall deposit to the credit of said city all moneys collected at such frequent intervals as ~~the ordinances~~ **IT** shall provide. The first installment of the total taxes

due on the rate books of the city shall be deposited in the city treasury on or before the first Monday in November in each year, and the second installment of said taxes shall be so deposited on or before the first Monday in May of the following year, provided that, subsequent to the adoption of the uniform fiscal year as provided in § C13-4 of this Charter, first installment of the total taxes due on the rate books of the city shall be deposited in the city treasury on or before the first Monday in November next following the commencement of the fiscal year for which such taxes are payable, and the second installment of said taxes shall be deposited on or before the first Monday in May of the following year.

~~§ C14-3.~~ Bonds, rights to rate bills.

Said Tax Collector shall give a surety bond, as required by the provisions of Section 12-136 of the General Statutes, in an amount to be determined by the Board of Finance, which bond shall only obligate the surety for the honesty and integrity of Tax Collector. In addition thereto, said Tax Collector shall, on or before receiving his rate bill, give a bond to the City of Torrington which may be guaranteed or secured by surety company, person or persons or collateral in such amount and form as is approved by the Board of Finance, which bond shall guarantee the compliance by said Tax Collector with the provisions of ~~§ C14-2~~ of this Charter. When said Tax Collector shall have made full and final settlement with the City Treasurer **OR OTHER APPROPRIATE OFFICIAL OF THE FINANCE DEPARTMENT** pursuant to **THE PROVISIONS § C14-2** of this Charter, he shall **PROVIDE HIS SUCCESSOR IN OFFICE WITH ALL APPROPRIATE INFORMATION REGARDING ANY UNPAID TAXES UPON SAID RATE BILLS BUT SHALL** not be compelled to deliver to his successor in office the rate bills therefore, but, as to the unpaid taxes upon said rate bills, he may execute his respective tax warrants therefore in any town at any time, including any time after the expiration of the year limited for the collection of said taxes, and shall have the same power as Sheriffs in performing their duties with reference to said unpaid taxes, and until said Collector shall have collected the taxes due upon his rate in full, he shall be subrogated to all rights of action for the collection of any unpaid taxes which said city would have under the laws of this state and may proceed in any such action in the name of the town or city, and such unpaid tax, when collected, shall belong to said Collector, his executor or administrator or assigns. Any provision of the General Statutes requiring the Collector to deliver his rate bills to his successor shall not apply to the Collector of the City of Torrington. Any such rate bills held by the said Collector and any and all liens which have been filed by him to secure unpaid taxes as

provided by the statute shall be assignable by said Collector, and the assignee or assignees of such assignment or assignments shall have and possess the same power and rights at law or in equity as said Collector in the collection of said taxes or tax liens.

~~§ C14-4. Vacancy.~~

Should a vacancy occur for any reason in the office of Tax Collector, such vacancy shall be filled by the Board of Councilmen and the Board of Finance meeting in a Joint session.

~~TITLE XV~~
DIVISION OF THE Comptroller

~~§ C15-1. Appointment, qualifications, compensation.~~
COMPTROLLER

~~Quadrennially, on or before the first day of July 1, 1969, and thereafter, the Board of Finance shall appoint a Comptroller. Said Comptroller shall devote full time to his duties and shall serve for a term of four (4) years and until his successor is appointed and qualified. Any vacancy in the office of the Comptroller shall be filled by the Board of Finance. The CITY MAY EMPLOY A Comptroller shall be a graduate of a school of accounting or shall have at least three (3) years' experience as a public accountant and shall have such other qualifications as the Board of Finance may require IN ACCORDANCE WITH SUCH RULES AND REGULATIONS AS MAY BE ADOPTED PURSUANT TO THE POLICIES OF THE PERSONNEL DEPARTMENT.~~

~~§ C15-2. Duties.~~

The Comptroller shall prescribe **AND/OR IMPLEMENT** procedures and form for keeping the accounts and financial records of the departments, boards, commissions and other agencies of this city and shall advise and assist them in establishing and maintaining such procedure. He shall determine whether their expenditures are being made within the limits of the funds appropriated to them and shall report his findings to the Board of Finance. He shall keep such records as the Board requires, which records shall be open to public inspection. He shall have charge of compiling the estimated

expenditures, appropriations and receipts for the annual budget to be submitted to the Board of Councilmen and Board of Finance. He shall examine for correctness and note his approval on all bills and vouchers submitted to the city for payment before payment is authorized by any board, agency or commission of said city.

~~TITLE XVI~~
DIVISION OF Purchasing Department

~~§ C16-2. Purchasing agent.~~
~~Quadrennially, on or before the 15th day of December following their election, the Board of Councilmen, shall~~ **THE CITY MAY appoint EMPLOY** a Purchasing Agent ~~who shall serve for a term of four (4) years and until his successor is appointed and qualified. He shall have charge of the Purchasing Department, subject to the supervision of the Board of Councilmen. He shall devote full time to his duties.~~ **IN ACCORDANCE WITH SUCH RULES AND REGULATIONS AS MAY BE ADOPTED PURSUANT TO THE POLICIES OF THE PERSONNEL DEPARTMENT.**

~~§ C16-4. General power~~

UNLESS OTHERWISE PRESCRIBED ~~the PURCHASING AGENT~~ ~~There shall be a Purchasing Department, consisting of the Purchasing Agent and such assistants and employees as the Board of Councilmen may prescribe. Said Department shall contract for and purchase all supplies, materials, equipment and contractual services required by any department, office or agency of the city government, except that all purchasing done for the Board of Education shall be done in accordance with the specifications as to quality and quantity established by said Board. Said Department shall have such other powers and duties as the Board of Councilmen may prescribe.~~

~~§ C16-3. Specifications~~

The Purchasing Agent shall establish and enforce, after consultation with the heads of the departments concerned, standard specifications for all supplies, materials and equipment required by the city government, except as to the purchases by the Board of Education; **AND MAY, B**efore any purchases are made or contracts entered into for supplies, materials or equipment for which no specifications have been established, **REQUIRE** the head of the department involved ~~shall~~ **TO** file with the Purchasing Agent a detailed statement of the requirements of the same., ~~and the Purchasing Agent may consult with said department head before making such purchases or advertising for bids thereon.~~ No contract for the purchase of supplies,

materials, equipment or services shall be entered unto unless an appropriation for the same has been made.

~~§ C16-4.~~ Competitive bidding.

All expenditures for supplies, materials, equipment and contractual services the estimated cost of which is more than ~~three~~ **TEN** thousand dollars (~~\$3,000.~~) (**\$10,000.**) shall be made on the basis of a written contract which shall be based on sealed bids. Notices inviting sealed competitive bids shall be published at least once in a newspaper having a circulation in the city, and at least five (5) calendar days shall intervene between the last date of publication and the final date for submitting the bids. Such notices shall state the general description of the articles to be purchased, the place where specification can be obtained and the time and place for the openings of bids. The purchasing agent may, in addition, solicit sealed bids from the prospective suppliers by sending them, **ELECTRONICALLY OR BY OTHER APPROPRIATE MEANS**, copies of newspaper notices, bid forms and specifications to acquaint them with the proposed purchase. All bids shall be submitted sealed to the Purchasing Agent. In the case of construction contracts or purchases involving twenty-five thousand dollars (\$25,000.) or more, the Board of Councilmen may provide that the successful bidder shall post a surety bond in the amount it deems proper. All bids shall be opened publicly by such person and at such time and place as is stated in the public notice. After examination and tabulation by the Purchasing Agent, all bids may be inspected by the competing bidders. Except for purchases of the Board of Education and the Board of Public Safety, the bids shall then be transmitted to the Board of Councilmen, but any bids involving Police or Fire Departments shall be transmitted to the Board of Public Safety, with the recommendation of the Purchasing Agent and department head. The Purchasing Agent shall take into consideration the quality, delivery terms and service reputation of the bidder for the bid in question in making his recommendation to the Board of Councilmen, whose decision shall be final.

The Purchasing Agent may enter into joint or cooperative purchasing agreements with other local governments, area towns or state contracts, if proven to be beneficial to the city. The Board of Councilmen, Board of Education and Board of Public Safety, as the case may be, may reject any or all bids or the bid for any one (1) or more commodities included in said bids when the public interest will be served thereby. The Boards, when in their opinion the interests of the city requires, may authorize the purchase of supplies, materials, equipment or contractual services in the open market, or by direct negotiation with prospective suppliers, without competitive bidding, when approved by the City Council.

~~§ C16-5.~~ Deposits on bids.

Whenever bids for furnishing supplies, materials, equipment of contractual services are invited pursuant to § C16-4 hereof, the Purchasing Agent ~~shall~~ **MAY** require, as a condition precedent to the reception of any such bid, the deposit of a bid bond, national or state official bank check or certified check drawn to the order of the City Treasurer. Such check or bid bond shall accompany the bid and shall be for an amount not less than five percent (5%) of the amount required by such bid to be paid by the city for the proposed work to be done or supplies to be furnished. Within three (3) days after the Board of Councilmen, Board of Public Safety or Board of Education, as the case may be, approve one (1) of the bids, the Treasurer shall return all checks or bid bonds to the persons depositing the same, except the check deposited by the approved bidder, and if such bidder thereafter fails or refuses, within a reasonable time after due notice that the contract has been awarded to him, to execute the same, so much of said deposit as represents the loss to the city by reason of such failure shall be retained and paid into the city treasury.

~~§ C16-6.~~ Purchases for less than ~~\$3,000.~~ **\$10,000.**

All purchases of supplies, materials, equipment or contractual services the estimated cost of which is less than ~~three~~ **TEN** thousand dollars (~~\$3,000.~~) (**\$10,000.**) may be made in the open market without a newspaper advertisement or written contract. All open market purchases shall, whenever possible, be based on at least three (3) competitive bids and shall be awarded on the bid most advantageous to the city. The Purchasing Agent may solicit bids by direct mail request to the prospective vendors, ~~or~~ by telephone, **OR BY OTHER ELECTRONIC MEANS**. The Purchasing Agent shall keep a record of all open market orders and the bids submitted in competition therefore, and such records shall be open to the public. Monthly reports of the same shall be submitted to the Board of Councilmen.

~~TITLE IX~~

Department of Public Works

~~§ C9-1.~~ General powers.

There shall be a Department of Public Works which shall, subject to the powers of the Board of Councilmen as provided in this Charter, have supervision and control of the maintenance of all city-owned structures, except such structures as are under control of the Board of Education, and of the planning, surveying, constructing and reconstructing, altering,

paving repairing, maintaining, cleaning, lighting and inspecting of highways, sidewalks and curbs, storm and sanitary sewers, sewage disposal facilities, water pollution control plants, public and private drains, other public improvements, city buildings, and preservation, care and removal of trees within highways or public places, all engineering work of the city and the collection and disposal of garbage, rubbish and ash. The Department shall have supervision and control of the maintenance and repair of all parks and grounds used for park purposes belonging to the city and of buildings, structures, apparatus and equipment used in connection therewith and shall have such other powers and duties as the Board of Councilmen may prescribe. Any provision of this section to the contrary notwithstanding, the Department of Public Works may maintain and care for school buildings and grounds, but only if and to the extent and for the period requested by the Board of Education and approved by the Board of Councilmen, provided the costs are charged against the Board of Education's appropriations.

~~§ C9-2.~~ Director of Public Works.

Quadrennially, on or before the 15th day of December following his election, the Mayor, after consultation with the City Council, shall appoint a Director of Public Works who shall be chosen on the basis of his administrative qualifications, character, education, training and experience. He shall serve for a term of four (4) years from the date of his appointment, subject to a probationary period of six (6) months, and until his successor is appointed and qualified. He shall be responsible for the efficiency, discipline and good conduct of the Department and shall, in accordance with such rules and regulations as may be adopted pursuant to the policies of the Personnel Department, appoint ~~and may remove~~ such deputies, assistants and employees as he may deem necessary and shall prescribe their duties. He shall exercise his powers and discharge his duties under the supervision of the Board of Councilmen. He shall organize the work of this Department in such manner as he shall deem most economical and efficient. He shall be the Tree Warden and shall have all powers and duties of such Wardens as provided in Chapter 451 of the General Statutes.

~~§ C9-3 City Engineer.~~

~~Quadrennially, on or before the 15th day of December following his election, the Mayor, after consultation with the City Council, and the Director of Public Works, shall appoint a City Engineer who may be the Director of Public Works. He shall be chosen on the basis of his administrative qualifications, character, education, training and experience, and he shall serve for a term of four (4) years and until his successor is appointed and qualified. The City Engineer shall be a professional engineer registered in the State of Connecticut as~~

~~stipulated in Section 20-302 of the General Statutes. Subject to the powers of the Board of Councilmen as provided in this Charter, the City Engineer shall have those duties prescribed by the Director of Public Works and shall be under his direction and supervision.~~

~~§ C9-4. Superintendent of Streets.~~

~~Biennially, on or before the 15th day of December following his election, the Mayor, after consultation with the City Council, and the Director of Public Works, shall appoint a Superintendent of Streets who may be the Director of Public Works. He shall be chosen on the basis of his administrative qualifications, character, education, training and experience, and he shall serve for a term of four (4) years and until his successor is appointed and qualified. Subject to the powers of the Board of Councilmen as provided in this Charter, the Superintendent of Streets shall have those duties prescribed by the Director of Public Works and shall be under his direction and supervision.~~

~~TITLE X~~

~~Department of Building Inspection~~

~~§ C10-1. Building Official.~~

~~There shall be a Department of Building Inspection which shall be organized and operated as herein provided. The City shall employ a Building Official in accordance with such rules and regulations as may be adopted pursuant to the policies of the Personnel Department. Quadrennially, on or before the 15th of December following his election, the Mayor, with the advice and consent of the City Council, shall appoint a Building Official. He shall serve for a term of four (4) years and until his successor is appointed and qualified. He shall have at least five(5) years' experience in construction design or supervision. He shall be generally informed on the quality and strength of building materials, on the accepted requirements of building construction, on good practice in fire prevention, on the accepted requirements regarding light and ventilation for safe exit facilities and other items of equipment essential for safety, comfort and convenience of occupants and shall be certified under the provisions of the General Statutes of Connecticut, Section 29-262, except that the qualification outlined in that section need not be required in the case of a person holding office in any municipality prior to October 1, 1971, provided such person shall be certified in accordance with the General Statutes of Connecticut, Section 29-262, prior to October 1, 1974.~~

~~§ C10-2. Administration.~~

The building Official shall, subject to the powers of the Board of Councilmen, be responsible for the efficiency, discipline and good conduct of the Department. and shall, in accordance with such rules and regulations as may be adopted pursuant to the policies of the Personnel Department, appoint ~~and may remove~~ such deputies, assistants and employees as he may deem necessary and shall prescribe their duties.

~~§ C10-3.~~ Powers.

The Building Official shall administer all laws, ordinances and regulations governing the construction, alteration, repair, removal, demolition and integral equipment and location, use, occupancy and maintenance of buildings and structures, including all plumbing, electrical, mechanical, gas and oil burner installations, except as may be otherwise provided for. He shall pass upon any question relative to the mode, manner of construction or materials to be used in the erection or alteration of said buildings or structures. He shall be responsible for the issuance of all building permits and certificates of occupancy. He shall have the right of entry to any buildings or structures for the proper performance of his duties between the hours of 9:00 a.m. and 5:00 p.m., except that in case of an emergency he shall have the right of entry at any time, provided such entry is necessary in the interest of public safety. He ~~may be the chief enforcement officer of the Planning and Zoning Ordinances and regulations and~~ shall have other duties as the Board of Councilmen may prescribe. He shall furnish to the Comptroller **OR OTHER APPROPRIATE OFFICIAL OF THE DEPARTMENT OF FINANCE**, at such intervals as he may prescribe, a statement of all moneys received by the Department and shall each day deposit said moneys with the City Clerk.

~~§ C10-4.~~ Conflict of interest.

Neither the Building Official nor any employee of the Department shall be interested, directly or indirectly, in any branch of building, plumbing or electrical business or in any business whose work he would be required to pass upon while acting within the scope of his duties.

~~§ C10-5.~~ ~~Housing Inspector.~~

~~Quadrennially, on or before the 15th day of December following his election, the Mayor, with the advice and consent of the City Council, shall appoint a Housing Inspector, who shall, subject to the Building Official, be the enforcement officer for the City Housing Code and who shall have such other powers and duties as the Building Official and the Board of Councilmen may prescribe. He shall serve for a term of four (4) years and until his successor is appointed and qualified.~~

~~TITLE XVII~~

Department of Social Services

~~§ C17-1.~~ General powers.

The Department of Social Services shall have all the powers and duties relating to families and individuals who have insufficient personal resources to meet the essential needs of daily living and/or necessary medical treatment or hospitalization and who have no immediate eligibility for assistance under a state or federal program vested by law in the Selectmen of towns.

~~§ C17-2.~~ Director of Social Services.

~~On or before the 15th day of December following his election, the Mayor, with the advice and consent of the City Council, shall appoint~~ **THE CITY MAY EMPLOY A DIRECTOR OF SOCIAL SERVICES WHO SHALL HOLD THOSE QUALIFICATIONS REQUIRED BY LAW AND IN ACCORDANCE WITH SUCH RULES AND REGULATIONS AS MAY BE ADOPTED PURSUANT TO THE POLICIES OF THE PERSONNEL DEPARTMENT.** ~~§~~ ~~Director of Social Services, who shall serve for a term of two (2) years and until his successor is appointed and qualified.~~ He shall be the Director of Public Assistance and shall be responsible for the efficiency, discipline and good conduct of the Department and shall appoint and may remove, subject to such rules and regulations as may be adopted pursuant to the policies of the Personnel Department, all other officers and employees of the Department. He shall have power to make all rules and regulations relating to the administration of the Department not inconsistent with the General Statutes and ordinances of the city. He shall each day deposit all moneys received by the Department with the City Clerk. He shall have such other powers and duties as the Board of Councilmen may prescribe.