



CITY OF NEW BRITAIN

EST. 1871

FINANCE DEPARTMENT

WWW.NEWBRITAINCT.GOV

June 14, 2018

The Honorable Erin E. Stewart
Mayor
City of New Britain
27 West Main Street
New Britain, CT 06051

Dear Mayor Stewart:

I am writing to ask you to consider the impact of the council's proposed budget amendment. I take my fiduciary duty of managing New Britain's taxpayer dollars seriously; with great integrity, responsibility and honesty. The budget is not a document where one can arbitrarily make last minute changes and decisions without knowing the unintended consequences such as the large cost of layoffs which include payouts and unemployment costs; the loss of employee morale and productivity; loss of revenue regarding one particular function; and the necessity of others picking up job functions not within their scope of duties.

The Mayor's recommended budget takes about 6 months to put together beginning with two months of meetings with the Board of Finance & Taxation (BF&T) which includes meeting with each and every department in the budget. The BF&T then transmits its proposed budget to you. Even with your mandate to department heads of keeping their budget requests to historical averages, over 200 line item changes were made to your proposed budget totaling over \$1 million. The importance of a balanced budget cannot be overstated enough—This is the tightest budget I have been involved with which contains absolutely no wiggle room.

I am additionally concerned because council's proposed budget is not entirely accurate :

- There are some positions in the document which are paid out of grant funds not the general fund.
- There is only one vacant custodian not 2. This proposed budget double counted \$45,411 worth of salaries.
- An admin assistant is paid from the water fund (1/3), the sewer fund (1/3), and the general fund (1/3). The impact to the General Fund is only \$16,038, not \$48,006.
- Regarding the PSTC apprentice – only \$12,611 is available in the budget not \$25,222.
- The Community Services Administrator's salary of \$87,676 is not paid out of the General Fund.
- The Deputy Finance Director's position is only half funded from the General Fund further reducing their estimated budget reductions by \$64,173.
- There is no estimate for the cost of layoffs. (approximately \$378,000)
- There is no mention of the city's requirement to follow layoff provisions according to labor agreements.
- The cost of outsourcing the functions of the two IT analyst positions. (approximately \$400,000)

All the aforementioned impact the budget and the calculation of any mill rate. I cannot in good faith recommend a budget that does not take all the unintended costs associated with such cuts into consideration.

Impact of proposed cuts to the Finance Department

The proposed cuts to postage, copies and scans not only impacts the ability for finance to do its daily work but impacts the city as a whole with the elimination of the mail room copier. Finance's budget of \$12,000 is an accurate annual average cost of the copier which is used to for large copy jobs throughout the City including copying all phases of the budget and large mailings for Parks and Public Works and other City Departments as well as the cost of mailing out City checks to its vendors.

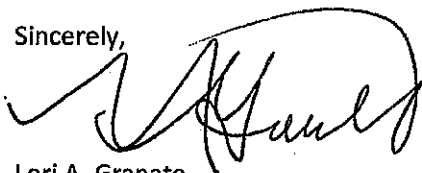
The proposed budget also eliminates the CCM (Conference of Connecticut Municipalities) line item. The City is among the 168 cities and towns (only one small town is not a member of 169 cities and towns) that utilize the specialized services of CCM. CCM is an organization that keeps us apprised of legislative proposals which may impact our City along with timely budget updates which impact my ability to budget effectively. They also provide an array of resource data necessary for this department.

The elimination of a Deputy Director would put the City at risk as this position is responsible for inputting of the general fund, special revenue fund and capital improvement budgets; managing the annual audit process (which is a 6 month process); calculating death and pension benefits; administration of One Solution workflow changes; administration and maintenance of the City's timekeeping system; tracking of expenditures for conformity with budget, and reviews and monitors the monthly bank reconciliations, as well as other day to day job duties. Furthermore, those duties would have to be assumed by others. At this time, the Finance Department is short staffed. I currently manage the Finance Department, the Assessor's Department, and the Revenue Collections Department for water, sewer, and tax. Currently two staff members split their time; one full time person is splitting time between finance and revenue- and one other full time position is splitting time between finance duties and city-wide software solutions. It would be generally impossible and irresponsible to add additional responsibilities to existing staff.

Finally, I continue to advocate for communication between this department and council members regarding any financial matter affecting the city. I was a bit concerned at not having the opportunity to speak to council members regarding not only this budget but the recent financing as well. I am projecting that finances will remain unstable at the state level which has a trickle-down effect for our finances. We are certainly not out of the woods. I would have liked to have been consulted by council members regarding the last refunding. We achieved the council's goals; not mine. We left almost \$5 million on the table by waiting for the debt restructuring transaction to move forward. By tweaking the structure I would have been able to use additional savings toward the next budget. Had the council communicated with this department we would have had the discussion of where finances are going in the future.

I have always advocated for open, honest, and transparent government for the betterment of the City's constituents, and this budget fails them. I encourage you, in my professional opinion and as a finance professional for over 30 years, to veto these proposed cuts. The numbers just don't add up.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Granato', written over a horizontal line.

Lori A. Granato
Director of Finance



CITY OF NEW BRITAIN

EST. 1871

FACILITIES AND ENERGY

WWW.NEWBRITAINCT.GOV

June 12, 2018

Honorable Mayor Stewart:

After review of the proposed budget cuts, I feel that the City would suffer significantly from the absence of a Manager of Facilities & Energy position (Property Manager), as well as the administrative assistant and two custodian positions (only one was vacant and was filled on June 4, 2018, as required by Local Union 1186, and there is no record of another vacancy within the proposed budget).

As Manager of the Facilities and Energy Department I am the sole Manager of the Department of Facilities and Energy that employs 30 staff. The main responsibility of my Department is to maintain over 1.0 million square feet of building space that the City owns. These are all the assets that the City has to run City services. This position also inherited all Parks and Public Works owned facilities. My predecessor was only initially in charge of City owned property so these additional facilities accounts for an additional ten buildings to my list of properties. These facilities include New Britain Stadium, Pool Facilities, maintenance buildings and other various Parks and PW facilities. None of the above accounts for the additional 100 plus properties throughout the City that the Facilities and Energy Department must maintain; that we have obtained through tax liens, bankruptcies, etc.

There are significant daily activities of maintaining these properties so that they remain valuable, are presentable and safe for City use. This includes various mechanical, electrical and plumbing systems' maintenance and upgrades, landscaping, cleaning/trash removal, snow removal, and other miscellaneous tasks. If these facilities are not maintained properly, City personnel would not be able to work in a comfortable, safe environment nor would it be a presentable location for the public.

Due to the on-going increase with outside costs, my Department has been tasked to do more with less money. I have been able to cut costs by providing my staff with the right equipment and training to perform much of the required work in-house. This has allowed our Department to enhance our properties more and more throughout the year. From my administrators to my maintenance staff, all are necessary for the proper operation of my Department. This has resulted in enhanced, cleaner, and safer work environment for all City Personnel and guests.

I am also in charge of all parking activities in the City. This includes management of cashiers, parking enforcement, and parking management systems for the garages and for the streets. I have invested a lot of my time in enhancing the parking systems so that we can generate higher revenues. This has also included finding new locations for parking meters, where the City is missing significant revenue opportunities. I am reviewing a current Parking Meter Contractor that has been proven to generate over 30% higher revenues as well as enhancing and simplifying the visitor's parking experience with zero out of pocket costs for the City.



CITY OF NEW BRITAIN

EST. 1871

FACILITIES AND ENERGY

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I also oversee all Energy projects that happen in the City. I am currently the Project Manager for approximately \$5.0 million dollars worth of total project costs for the City. This includes all City Departments and even the Board of Education. I provided all the coordination required to remove the solar panels off of Smalley School and am managing the project to determine the most cost effective relocation of these panels since they cannot be placed back on to Smalley School due to the new design. I have been able to find ways to possibly minimize these costs by over \$300,000. This is just one of the many projects that I must oversee along with my daily duties.

My department is comprised of 31 employees which includes only one (1) 818 employee (myself) and one (1) 1303 employee (Judith Bernacki, Parking & Administrative Coordinator). The rest of my staff is comprised of 1186 employees with only three (3) forepersons. The elimination of these three positions would leave this Department with only one 1303 employee to run all the management and administrative functions on her own for all the facilities and properties listed above, as well as oversight over the remaining 27 employees. I have always felt that this department has been understaffed, so for the new proposed budget to eliminate positions would significantly hurt the functionality of my Department and ultimately eliminate the Manager of Facilities and Energy (Property Manager) that every Municipality, Federal Agency, and Commercial Property requires.

My request is to veto these cuts from the Council's Facilities and Energy Department proposed budget so that my Department can continue to do our duties that are required by the City of New Britain. Although these proposed cuts have significantly hurt the morale in my Department, which I have brought to a significant high during my time here, we will continue to maintain our assets properly and provide an appropriate location for City Staff and City Residents to go for their City Services.

Sincerely,

Jonathan Delgadillo

Manager of Facilities & Energy

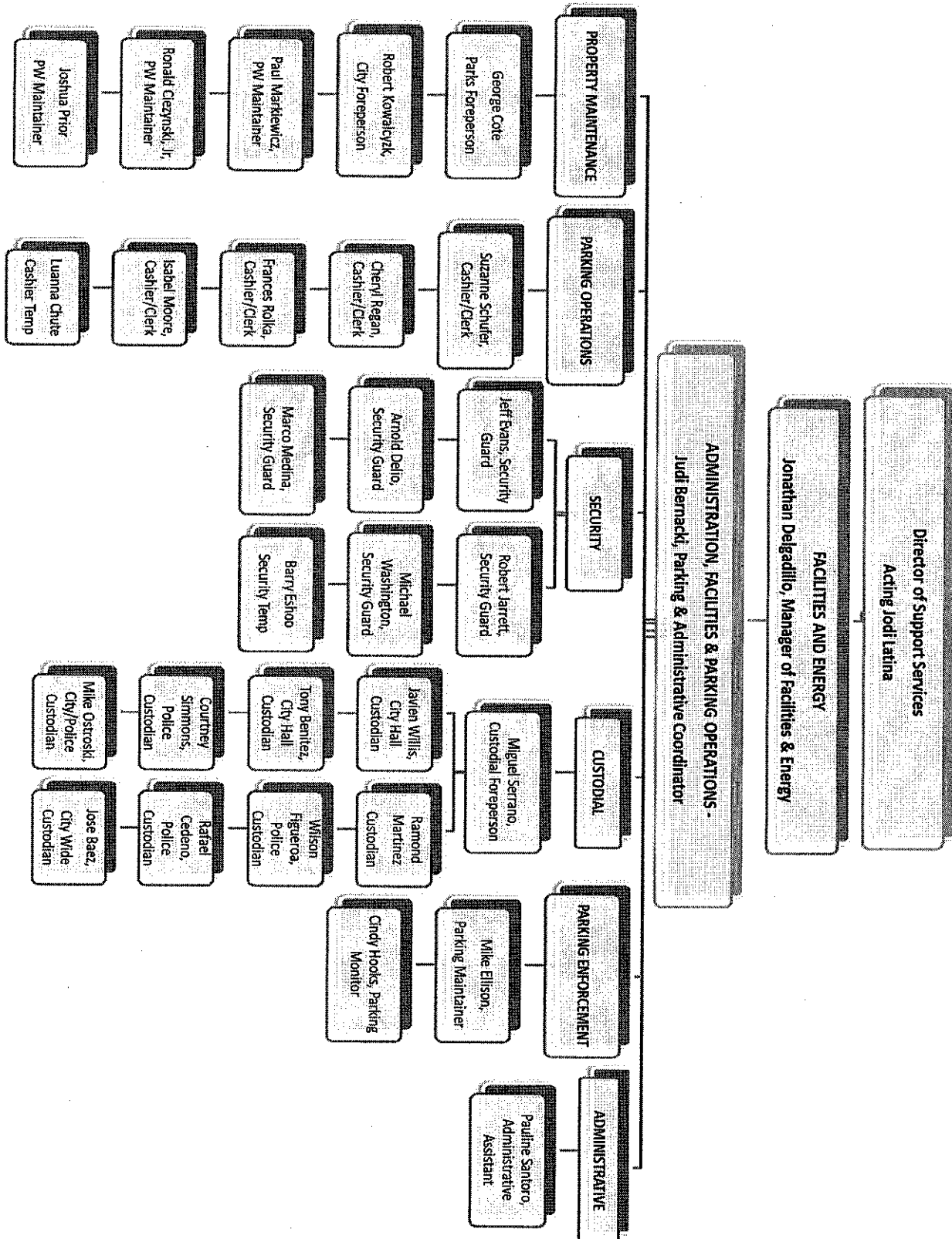


CITY OF NEW BRITAIN

EST. 1871

FACILITIES AND ENERGY

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New Britain Department of Information Technology

DATE: June 13, 2018

TO: The Honorable Erin E. Stewart, Mayor

FROM: Adam Pokorski, Director of Information Technology

RE: Appeal to Veto Budget Cuts as Proposed by Common Council

Upon review of the modified budget and cuts within, I have concluded that reducing my department by 50% would be ruinous. Within the scope of my current charge, with these reductions in place, I will not be able to sufficiently support City operations. This action can ultimately put in jeopardy the security and retention of electronic data, the ongoing channels of communication and the proper operation of mission critical applications.

My department of four support approximately 700 users, 300 computers, 40 servers, laptops and tablets, networks, and cameras throughout the City. We support applications for every department and every facet of their operations. From accounts payable to timekeeping and payroll, from asset management to human resource management. We provide mapping application support for the engineers, utilities and streets personnel within public works. Building and health department require our application support for permitting, inspections and electronic health records. Town Clerk for their land records keeping, Voter Registrars for their elections and the Tax and Assessors to accurately and effectively accept revenue. We provide the Police Department with video surveillance and all of Public Safety for scheduling currently being implemented. Any of these services, if disrupted, can have significantly negative consequences that would be costly to correct.

The public benefits from our public Wi-Fi, city website and the live streaming of common council minutes. Citizens can now report issues online with the See Click Fix application. These solutions and many more all require an infrastructure in place that requires full time IT support.

Cost has been a major consideration in every IT initiative. In an effort to cut costs, the IT department performs much of the work in-house in order to leverage current staffing levels. Many of the maintenance, repair, installation, upgrades, and management of services that are required to run an IT operation are performed more efficiently and effectively with internal staff dedicated to its mission. Emergency support costs are not cheap, Tier II is \$125.00 an hour and Tier III is \$180.00. In addition, hiring temporary employees to assist in new initiatives costs the city 30% more than the salary of our current positions. Full desktop support ranges from \$50-\$70 per device costing the city \$180,000 per year at the low estimate. The cost would be more than both positions being cut, and does not address infrastructure repair and support.

Service and systems will undoubtedly begin to degrade without the necessary manpower to maintain. The intended savings will not be realized as the actual costs to operate will become greater. There will ultimately be less support, increased times to repair, and an increase in incidence of repair. This reduction is not sustainable and will only result in a loss in productivity, risk to safety, and potentially the inability of the City to perform the duties in its Charter.

The immediate impact:

- loss of City Website
- no streaming live of the Common Council Meetings
- no open government and a return to paper processing
- hardware failures, increased cost to infrastructure
- time to repair increases resulting in higher productivity costs
- derailing ongoing Public Safety scheduling system
- lack of real-time reporting

Ongoing impact:

- system failures
- increased risk to data loss
- diminishing application support
- suspend support to Stanley Golf Course, Fairview Cemetery and the Water Department.

With these cuts, the department will be forced to concentrate on its core competencies, supporting only those systems that affect the entire enterprise and neglect all the advances made in the last several years. As an information technology professional, I emphatically state that I will not be able to provide the level and quality of service the users and citizens of New Britain have come to expect and beg for you to consider keeping the IT budget unchanged. My plea is for a Veto to the amended budget in support of continuing normalized IT operation.

Sincerely;



Adam Pokorski

Director of Information Technology



CITY OF NEW BRITAIN


EST. 1871

CORPORATION COUNSEL

WWW.NEWBRITAINCT.GOV

Gennaro Bizzarro, Corporation Counsel
Joseph E. Skelly, Jr., Assistant Corporation Counsel
John F. Diakun, City Attorney
Mary C. Pokorski, Associate City Attorney

TO: Erin E. Stewart, Mayor

FROM: Gennaro Bizzarro, Corporation Counsel 

DATE: June 13, 2018

RE: **Resolution No. 34258-5**
2018-2019 Fiscal Year Budget

The purpose of this memo is to address the cuts to our budget which were made by the Common Council at its special meeting on Saturday, June 9, 2018.

The most significant cut is the elimination of the position of City Attorney at a proposed savings of \$72,000.00. From an historical perspective going back to the mid-1980s, our office had a part-time Corporation Counsel appointed by the Mayor, four full-time attorneys, one paralegal and two administrative assistants. As the result of attrition over the last several years, our office's full-time staff of seven decreased by more than fifty percent. Until John Diakun, our new City Attorney was hired on May 29, 2018, we had operated since June of 2017 with only two full-time attorneys and one paralegal.

As a direct result of staff reduction, we have been required to use outside Counsel to represent the City in a number of lawsuits. During the years when we had a full complement of four lawyers and three administrative staff, hiring outside Counsel for litigation matters was clearly the exception and not the norm.

Attorney Diakun was recently hired at a starting salary of \$72,000.00 which is \$49,914.52 less than Attorney Irena Urbaniak's salary at the time of her retirement in June of 2017. In addition, Attorney Diakun is not a member of Local 818 pursuant to an agreement you reached with Local 818 for the 2014-18 collective bargaining agreement which removed a number of director positions and all full-time attorneys from the Local 818 bargaining unit upon the departure of the incumbent employees in those positions.

The second significant budget cut by the Council was to reduce our line item for outside legal services by \$24,500.00 from \$98,000.00 to \$73,500.00. This is particularly troubling when considered with the elimination of the new City Attorney and leaves us in the impossible position of having the remaining two Attorneys perform all of their regular duties in addition to being required to potentially handle litigation matters as well.



CITY OF NEW BRITAIN


DEPARTMENT OF PARKS, RECREATION,
AND COMMUNITY SERVICES

WWW.NEWBRITAINCT.GOV

EST. 1871

June 13, 2018

TO: Erin E. Stewart
Mayor

RE: Erik Barbieri 
Director of Parks, Recreation and Community Services

RE: Common Council's 2018-2019 Proposed Budget

I am in receipt of the Common Council's proposed budget for 2018-2019 and have several significant concerns in regards to its content. In particular, it contains two proposed layoffs (Senior Center Program Specialist and Community Services Program Manager). As you know, both of these positions are in local bargaining unit 818. Per Section 4.3 of the agreement between the City of New Britain and Local 818, "If a position is eliminated under the terms of this section (Lay-Off Notice) the significant functions of the position must cease to be performed by the City or its agent". Below are some of the job functions of the positions mentioned above. If the proposed budget is passed, the City would be required to cease operations of these functions.

Senior Center Program Specialist (job description attached)

This position is responsible for the supervision and leadership of the Senior Center. The Senior Center Program Specialist supervises a full-time staff of six employees as well as numerous part-time recreational and maintenance staff. In addition, this position is responsible for all budgeting, payroll, grant writing, purchasing orders, accounts payable/receivable, recreation programming, marketing and advertising, senior and disabled transportation program, and much more. My concern is that these functions, per the 818 contract, will be required to cease and we would be forced to close the doors to the Senior Center and its services. Below please find some of the important program/activities that take place at the Senior Center:

- Dial-A-Ride, over 6500 passenger rides per year
- Over 1300 appointments/applications for Property Tax Relief Program, Renters Rebate, and Medicare/Program Assistance per year
- Daily federally subsidized lunch program
- Recreational programming such as: Hardware City Travelers Trip Program, Square Dancing, Ballroom Dancing, Yoga, Zumba, Hot Steppers Walking Group, Movie and Book Club, and much more
- Operation, maintenance and programming of new greenhouse
- TRIAD Lecture Series and Senior Prom
- City liaison to Commission on Aging Meetings

It is important to highlight that upon the hiring of the new Senior Center Program Specialist in October of 2017, the position was downgraded from Pay Grade 11 to Pay Grade 4 which is an approximate savings of

\$45,000. This was in an attempt to reduce the Senior Center budget and in so doing the overall City budget. Our Senior Center is already working at bare bones staffing levels. The large majority of municipal senior centers have a Director in addition to a full-time Senior Citizen Program Assistant position. The individual in this position retired in July of 2010 and, although requested through the budget process, has never been funded. The employees at the Senior Center go above and beyond every day to fill the needs of the seniors they serve. This often times includes working/performing duties outside of their job descriptions. When the former Director retired in August of 2017, he was asked to stay on and work on a part-time basis in order to keep the Senior Center running while we filled the position. THERE IS NO "EXCESS STAFF" TO TAKE ON THE RESPONSIBILITY OF THIS POSITION.

Community Services Program Manager (job description attached)

This position is responsible for the supervision and leadership of the Community Services division. The Community Services Program Manager supervises a full-time staff of three employees and two part-time employees. In addition, this position is responsible for all budgeting, payroll, grant writing, marketing and advertising, services to persons with disabilities, Fair Housing initiative, and much more. As with the Senior Center, my concern is that these functions, per the 818 contract, will be required to cease and we would be forced to close the doors of the Community Services division and all of its services. Below please find some of the important program/activities that take place within the Community Services division:

- Works closely with schools, police, Juvenile Court System, public and private social service agencies to develop and implement programs to meet the needs of youth at risk and persons with disabilities
- Over 1011 appointments/applications for Renters Rebate Program per year
- 108 JRB (Juvenile Review Board) referrals last year
- Oversees the Coalition to End Homelessness
- Cold weather emergency shelter planning and implementation
- Marriage and Family Therapy programs with New Britain families
- Serves as the liaison to the Department of Children and Families and related government and NGO agencies
- Conducts needs assessments and develops community educational programs relating to clients and their families
- Oversees the City's Wellness Wednesday Program and Market Manager of the City's Farmers Market
- Maintains the Community Garden program and organizes garden workshops and seminars for the public
- City liaison to Persons with Disabilities, Fair Rent, and Youth and Family Services Commissions

Similar to the Senior Center, THERE IS NO "EXCESS STAFF" TO TAKE ON THE RESPONSIBILITY OF THIS POSITION. In fact, the position of Fair Housing Technician was added to this division in 2015 adding to the scope of what this position is responsible for.

Both the Senior Center and the Community Services Division require a full-time supervisory staff member to ensure the proper implementation of the services provided by each of them.

When I was hired in December of 2015, I took an in-depth look at the makeup of every division of the department. At that time, the recreation division had two vacancies: Recreation Supervisor and Recreation Superintendent. In an effort to save the City money, a proposal was sent to you, the Personnel Department and the various unions to consolidate these responsibilities amongst the existing staff. The elimination of two positions within any union (in this case 818) is never easy and takes a significant amount of time. However, working together, we were able to implement this reorganization and at the same time save the City over \$100,000 a year. Union guidelines and contracts aside, the members of the recreation division each have an enormous amount of responsibility and would be unable to take on the management of an additional division.

Special Event Cuts

Great American Boom: the City cannot run the Great American Boom 4th of July Celebration for \$75,000. Even if we were to eliminate the festival leading up to the fireworks show, the cost required for the fireworks, police, fire, health, and public works personnel would exceed \$75,000. A detailed cost analysis was sent to the Common Council at its April 11, 2018 meeting. In addition, an in-depth conversation over these costs was had at the March 27, 2018 meeting of the Common Council's Subcommittee on Administration, Finance and Law. Therefore, I cannot explain why a budget number of \$75,000 was put forward if the intention was to continue with the event. That said, if this cut were to be implemented we would need to know ASAP in order to cancel the event in the proper manner.

Main Street USA: Since this event had ceased in the late 1990's, many requests and inquiries had been made about its return as many residents viewed it as an integral celebration of the City's heritage and multi-cultural ethnicity. When you took office in 2013, you shared with our department the huge outcry for Main Street USA you had heard during your campaign. We began the budgeting and implementation process to bring back Main Street USA and the festival made its return in September of 2015. The response from the community has been overwhelmingly positive with over 12,000 in attendance in 2017. I understand that during these tough economic times all budgetary items must be looked at very closely. However, events like the Great American Boom and Main Street USA are very popular with the residents and provide a tremendous sense of community pride and civic engagement.

In summary, it is plain to see the significant impacts to the community and the services provided to it by this Department with the cuts proposed by the Common Council. Please let me know if you need any further information/clarification on any of these very important items.

Thank you for your time.

CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
Announces
An Open Competitive Examination
for

SENIOR CENTER PROGRAM SPECIALIST.....\$ 1,216.84 - \$ 1,565.68 weekly (8 steps)

(TO CREATE AN EMPLOYMENT LIST)

This position is represented by Local 818, AFSCME, Council 4, AFL-CIO

JOB SUMMARY: Under the general direction of the Director of Recreation and Community Services, plans, develops, and supervises a comprehensive program of activities and services for New Britain residents age 50 and older. Responsible position which directs and oversees all senior programs and personnel, including the senior center, transportation, and meal programs. Interacts directly with seniors, staff, instructors, volunteers and the general public.

SUPERVISION RECEIVED: Receives supervision from the Director of Recreation and Community Services. Reports work accomplished to Director, but work is carried out with considerable independence and judgment to reach desired results.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, develops and implements programs of recreation and instruction for the 50+ population. Evaluates current programs and makes changes and adaptations as necessary.
- Provides leadership in the operation of the New Britain Senior Center Greenhouse.
- Supervises a staff of full and part-time employees, contractual instructors and volunteers.
- Oversees the senior and disabled transportation program.
- Oversees the nutrition and meal program.
- Prepares budget recommendations and oversees the budget for assigned programs.
- Operates Senior Center as an emergency shelter, when applicable.
- Actively seeks out new fund development opportunities such as grants and fee-for-service programs.
- Administers various activities held at the Senior Center. Monitors activities to provide a safe and pleasant environment for participants and employees.
- Acts as liaison with the New Britain Commission on Aging and various groups, clubs, agencies and departments dealing with services to the 50+ population.
- Develops an overall marketing plan for the Senior Center programs. Oversees all publicity efforts including website, newsletters, press releases and other media.
- Provides information and referral to individuals seeking assistance.
- Keeps program statistics and participation records. Prepares reports. Reviews and evaluates

- programs. Works with other City departments to coordinate services to the senior population.
- Oversees Senior Center volunteers. In conjunction with the supervisory staff of the department, coordinates a volunteer recognition program.
 - Coordinates with the City's Manager of Facility and Energy to maintain the New Britain Senior Center building and property.
 - Ability to work occasional weekend and/or evening hours, as requested by the Director.
 - Performs all other duties as assigned.

KNOWLEDGE, SKILL AND ABILITIES:

- Ability to work as part of a team, to plan, organize and supervise various programs for older adults.
- Ability to work effectively with the older adults, general public, volunteers and other staff members.
- Ability to effectively communicate both orally and in writing.
- Ability to coordinate recreational programming.
- Knowledge of computers and software applications in a Windows environment.
- Demonstrated patience, cooperation, team-effort, and reliability.
- Ability to supervise, delegate and coordinate work activities.
- Ability to motivate program participants, staff, volunteers and instructors.
- Ability to utilize resources and personnel to meet program goals.
- Knowledge of current trends in the senior center field and ability to introduce new activities and programs as indicated.
- Ability to develop intergenerational programming and work with department supervisory staff to meet the needs of all ages in the New Britain community.
- Ability to seek out community resources and develop cooperative programs with the various agencies and services in the community and region.

NOTE: The above tasks and responsibilities are illustrative only. This description does not include every task or responsibility.

PHYSICAL EXERTION ENVIRONMENTAL CONDITIONS: Performs duties in extreme weather conditions, including heat, cold, rain or snow. Must wear protective clothing and safety equipment. Some highway driving may be required to carry out duties

MINIMUM QUALIFICATIONS: Bachelor's degree from a recognized college in recreation, gerontology or a related field required. 3+ years experience in social/recreational programming and at least one (1) year of experience with services to the elderly or a combination of experience and education.

LICENSES AND CERTIFICATES: Must have a valid State of Connecticut Drivers License and Maintain First Aid/CPR Certification.

PROBATIONARY PERIOD: The probationary period for this position shall be twelve (12) months.

THIS EXAMINATION WILL BE COMPOSED OF: OPEN COMPETITIVE EXAMINATION

<u>COMPONENT</u>	<u>WEIGHTS</u>		<u>WEIGHTS</u>	<u>WEIGHTS</u>
Experience & Training	100%	or		20%
Oral			100%	80%
	100%		100%	100%

PASSING GRADE: The minimum passing grade is 70%. In the written examination phase only, the passing grade will be established utilizing the flexible passing point system. In no event will this passing point be set at less than 60% of raw score.

DURATION OF EMPLOYMENT LIST: A certified employment list shall be in effect for one year from the date of its establishment by the Civil Service Commission. Subsequent to the initial certification of the employment list, no sooner than 10 months and no later than 11 months and 29 days from date of initial certification, the Commission may, upon the showing and finding of exigent or extenuating circumstances, extend the duration of the list when it is deemed to be in the best interest of the City. The City, or any individual, may request that consideration of extension be placed on the Civil Service regular meeting agenda by notifying the Personnel Director no later than one calendar week prior to the monthly meeting. The maximum period of time that a list shall remain in effect is two years from date of initial certification.

RULE OF FIVE PLUS THREE: When a vacancy exists for this position, the Appointing Authority is sent the first five names in rank on the certified Employment list plus the next three highest City residents. All may be considered equally for the one job vacancy.

PHYSICAL EXAMINATION: Prior to beginning work, the successful candidate must complete and qualify on a City medical examination.

REASONABLE ACCOMMODATION IN TESTING: All requests for reasonable accommodations in the testing process must be made in writing, no later than the closing date for applications. Documentation of the disability for which the accommodation is being requested, and what specific accommodation is being requested, must be received no later than two (2) weeks after the closing deadline for applications. The candidate's failure to provide documentation which satisfies the City's requirements by the timetable above will result in an inability to provide an accommodation in the testing process. However, the candidate who meets the minimum qualifications for the position would still be eligible to complete with all other candidates in the standard testing process.

SPECIAL REQUIREMENT FOR CITY OF NEW BRITAIN RESIDENTS: Proof of domicile shall be filed at the time of filing the application. (Please see form attached).

Applications must be on file with the Civil Service Commission/Personnel, Room 409, City Hall, no later than 4:00 p.m. on Friday, August 25, 2017 Application forms may be obtained at the office of the Civil Service Commission/Personnel, Room 409, City Hall, 27 West Main Street, New Britain, CT 06051 or online at www.newbritainct.gov under City Services/Civil Service. Tel. (860) 826-3404.

An EOE/AA/Equal Access Employer

CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
Announces
An Open Competitive Examination
For

COMMUNITY SERVICES PROGRAM MANAGER\$1,292.72 - \$1,663.31 weekly

(TO CREATE AN EMPLOYMENT LIST)

(This position is represented by Local 818, AFSCME, Council 4, AFL-CIO)

JOB SUMMARY: Responsible for management and coordination of a highly diverse set of projects and programs centered on services to youth and their families. Selectively these programs seek an alternative to the Juvenile Justice System operated by the Judicial Branch for the benefit of at risk youth. Serves as the liaison to the Department of Children and Families and related government and NGO agencies. Facilitates the City's Fair Housing initiative, coordinates services to persons with disabilities; assumes an active role in community advocacy, conducts needs assessments, and develops community educational programs relating to clients and their families. Supervises and guides the activities of employees of the Community Services Unit. Prepares grant applications and supports other grant applications related to community and youth services. Develops program ideas, researches funding, serves as champion for youth programs and prepares, implements and administers the unit's budget. As determined by the Chief Executive, represents the City on selected matters involving youth and families. Encourages innovation in the effective provision and delivery of services to clients and the community. Supports applicable boards and commissions as required.

SUPERVISION RECEIVED: Works under the supervision of the Director of Parks, Recreation and Community Services or a designated representative.

SUPERVISION EXERCISED: Supervises full and part-time employees of the Community Services Unit and manages associated contracts, programs and projects.

ESSENTIAL DUTIES:

- Plans, organizes and supervises educational, social, counseling and referral services for youth and their families, and persons with disabilities and their families;
- Works closely with schools, police, Juvenile Court System, public and private social services agencies, and community related organizations to develop and implement programs to meet the needs of youth at risk and persons with disabilities;
- Researches, writes and administers grants;

- Acts as a resource person to city departments regarding matters associated with troubled youth and persons with disabilities; provides counseling services;
- Develops information and referral systems;
- Develops community awareness programs;
- Works effectively with boards, commissions and committees as required;
- Develops special projects as necessary; and
- Performs other related duties as required

MINIMUM QUALIFICATIONS: Four years professional-level experience in youth work specializing in services to youth at risk; two years of which shall be in a supervisory position and graduation from an accredited four year college specializing in the social sciences or any equivalent combination of the above training and experience.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of case work, counseling and referral systems; knowledge of laws and statutes pertaining to youth and to persons with disabilities; administrative ability; ability to assign work to, and supervise subordinates; strong written and verbal communication skills; and strong interpersonal skills.

SPECIAL REQUIREMENTS: Must hold a valid Connecticut Driver's License.

PROBATIONARY PERIOD: The probationary period is twelve (12) months.

THIS EXAMINATION WILL BE COMPOSED OF:

COMPONENTS	WEIGHTS		WEIGHTS		WEIGHTS
Oral		or	<u>100%</u>	or	50%
Experience & Training	<u>100%</u>				<u>50%</u>
	100%		100%		100%

PASSING GRADE: The minimum passing grade is 70%.

DURATION OF EMPLOYMENT LIST: A certified employment list shall be in effect for one year from the date of its establishment by the Civil Service Commission. The Civil Service Commission, may, upon the showing and finding of exigent or extenuating circumstances, extend the duration of the list when it is in the best interest of the City. However, in no case shall any certified employment list remain in force for more than two years.

RULE OF FIVE PLUS THREE: The Appointing Authority is sent the first five names on the certified employment list plus the next three highest City residents. All may be considered equally for the one job vacancy.

PHYSICAL EXAMINATION: Prior to beginning work, the successful candidate must complete and qualify on a City medical examination (including a drug screen) and a background investigation.

REASONABLE ACCOMMODATIONS: All requests for reasonable accommodations in the testing process must be made in writing, no later than the closing date for applications. Documentation must be from a medically licensed professional, and must be current within one year of the closing deadline for applications. Documentation of the disability must include what the disability is, what accommodation is being requested, and must be received no later than two (2) weeks after the closing deadline for applications. A candidate's failure to submit this documentation may result in no further consideration being given for a reasonable accommodation in the testing process.

SPECIAL REQUIREMENT FOR CITY OF NEW BRITAIN RESIDENTS: Proof of domicile shall be filed at the time of filing the application. (Please see form attached). Failure to provide proof of domicile in accordance with this timetable may result in no residency consideration being granted for this examination.

Applications must be on file with the Personnel Office, Room 409, City Hall, no later than Monday, November 30, 2015 at 4:00 P.M. Application forms may be obtained at the Personnel Office, Room 409, City Hall, 27 West Main St., New Britain, CT 06051. Tel (860) 826-3408 or at www.newbritainct.gov under Civil Service Job Openings.

AA/EOE/Equal Access Employer



CITY OF NEW BRITAIN

EST. 1871

DEPARTMENT OF PUBLIC WORKS

WWW.NEWBRITAINCT.GOV

Memorandum

From: Mark E. Moriarty, P.E., PW Director

To: Mayor Erin Stewart

Re: FY-19 City Council Budget Cuts

Date: June 14, 2018

Mayor – This memo is in response to budget cuts proposed by the New Britain City Council for Public's Works FY-19 budget. We understand the need to maintain a tight budget and to eliminate costs wherever possible. The General Fund portion of Public Works budget has essentially been flat funded for the past five fiscal years. The only exception to this are the funds now allocated to the Public Works' budget for the City's annual paving program which had previously been bonded.

Public Works has also greatly reduced our staffing levels, especially on the general fund side of our budget. Two good examples of this are Public Works' Field Services Division (Parks, Streets, Sanitation, Forestry, and Traffic) which has reduced staffing levels from 59 employees in FY-9 to 42 employees currently, and our Engineering Division which reduced staffing levels from 11 to 8 over a similar time period. In both cases these staffing reductions were achieved without reductions to services.

The Engineering Division is currently managing by far its largest and most complex Capital Improvement Program to date, and this year alone is managing \$10.5 Mil. in construction projects, and another \$13.3 Mil. in capital projects currently in design. The Engineering Division has been incredibly successful in winning competitive grants that provide funding for these capital projects. These grants not only pay for construction, but also reimburse the City for our staff time spent designing, inspecting, and administering the construction of these projects. We also save hundreds of thousands of dollars in costs every year by keeping this work in-house rather than hiring outside consultants wherever possible.

A good example of this is the Engineering Project Manager position that the New Britain City Council has proposed to eliminate for FY-19. This position is currently designing and preparing bid documents for the Phase 2 of the Stanley Loop Trail, the Phase 7 Complete Streets Project, and the new Salt Storage area at the City Yard. Engineering has no one else on staff with either the time or AutoCad expertise required to perform this work. The design fees for this year for these three projects were estimated at over \$400,000 if we had hired consulting engineering firms to do this work. The Engineering Project Manager will also be administering the construction of our Eddy Glover Boulevard project which will be starting construction by the end of this summer. Between 80% and 90% of his time spent on these projects will be reimbursed by the grants funding them, and without him the City wouldn't have the capacity or the ability to perform this work in-house.

The Civil Engineer 1 funded vacancy would work similarly as the Engineering Project Manager, and allow us to further avoid unnecessary consultant fees while having their salary reimbursed by grant funds.

For both of these engineering positions proposed to be eliminated I'd be remiss not to mention that the capital projects our Engineering Division is managing are making dramatic improvements to the City, helping improve the quality of life in New Britain, and also helping spur economic development and thus improve the City's tax base. Investments in the City's Engineering Division literally pay for themselves.

The two administrative positions proposed to be eliminated by the City Council in Public Works' FY-19 Budget are potentially even more troubling than the engineering positions. Annually, Public Works manages a budget of over \$35 million, and a staff of over 120 people and the work we perform couldn't be much more diverse or complex. The services Public Works performs provide the City so many of the core services the City's residents depend on every day from the water they drink to the roads they drive on and the trash they expect to have collected curbside every week. None of this would be possible without the work of our administrative staff. We are already planning on absorbing the loss of one of Public Works' administrative staff that just retired this month without replacement. This will bring administrative support staff for the entire Public Works Department down to 4 employees.

The two administrative employees proposed to be eliminated perform the following work assignments: state billing for engineering design, inspection, and construction reimbursement, managing daily sanitation violations which include invoicing, residential coordination, liens, accounts payable for water and engineering, scheduling for water service appointments (meter exchanges, readings etc...), invoicing for water, inventory management for fixed assets, accounts payable for parks, streets, traffic and sanitation, scheduling forestry staff for resident tree complaint follow-up, tracking & ordering office supplies, back-up for payroll & time keeping, Fire Protection Billing (265 Customers), daily deposits for sanitation & engineering, meeting reports for Board of Water Commission, dispatch for Winter Storm Operations, basic phone and counter customer service, mail distribution, resident complaint follow-up, and Public Works website updates. It would literally be impossible for us to function as a Department if these two administrative positions were eliminated.

The Public Works General Foreperson proposed to be eliminated from the Public Works budget is also extremely problematic, and filling this position is including in a settlement agreement reached between the City and Local 1186. The City's failure to honor the terms of this negotiated settlement could result in an unfair labor practice being brought against the City.

Aside from this though, this General Foreperson position is charged with the oversight of the City Streets and Traffic Operations, and as such is charged with managing a multitude of critical services the City is dependent on. These services involve the maintenance of over 170 miles of streets, maintaining the City's 68 traffic signals, and managing the City's Winter Storm Operations among others, and this General Foreperson position is critical to the function of the Public Works Department.

The City Council also proposed the elimination of these five positions without contacting me at all about the impact to Public Works' operations or on the City as a whole. I even attended the May 17th City Council Consolidated Subcommittee meeting to make myself available to the Council for any Public Works specific questions about the FY-19 budget, but was not asked any questions.

Proposing the elimination of these essential positions has also been hard on my staff and on the morale of my department. Especially on the people that have been directly impacted three of which are New Britain residents.

Please let me know if you have any questions or need further information.



City of New Britain PSTC
10 Chestnut Street
New Britain, CT 06051

PUBLIC SAFETY TELECOMMUNICATIONS CENTER

DATE: June 11, 2018

TO: The Honorable Erin E. Stewart, Mayor

FROM: John W. Medley, PSTC Manager

RE: **Proposed Common Council Budget Cuts from 6/9/2018 Meeting**

The proposed budget cuts for the Public Safety Telecommunications Center (PSTC) are documented inaccurately on the "Job and Other cuts" spreadsheet. In the original PSTC budget, there were 5 apprentice positions with 1.5 positions cut, leaving 3.5 positions. The Common Council cut 4 apprentice positions, \$12,611 which was not available to be cut.

The removal of the remaining PSTC apprentice positions will increase overtime costs as these positions are used to supplement our historically inadequate staffing levels. Currently, our staffing levels do not cover all shifts within our normal schedule or shift vacancies created when accrued time is used. The PSTC Apprentice is a part time, non-benefited, budget friendly option to help mitigate the cost of filling shift vacancies with overtime pay. For this fiscal year, the PSTC Apprentices have covered over 3,100 hours of open shifts, saving at least \$40,000 in overtime costs. Ironically, during a previous Board of Finance meeting I was asked about the overtime costs with a member stating, "Wouldn't it be better to hire another Telecommunicator?"

If these cuts were to remain, the current Telecommunicators will bear an additional burden of longer hours, time away from kids and family, fatigue, additional stress, etc. We are a 24/7 operation with 4,015 eight hour shifts per year that have to be covered. If there are no volunteers for shift vacancies, telecommunicators are ordered to work the extra hours. Repetitive ordered hours are disruptive and affect morale.

My predecessor and I have been mindful of the City's financial status and have constructed our budgets with those concerns in mind. As an example, a recent evaluation to determine adequate staffing levels, using an accepted "Relief Factor" calculation, recommends 24 full time Telecommunicators. We currently employ 19 full timers. With a starting salary of \$46,370 as of July 1, 2018, an additional 5 telecommunicators would require a \$231,850 addition to our budget. We realize that is not feasible in our current budgetary climate. Apprentice positions were created to help mitigate staffing levels and associated costs.

9-1-1 Saves Lives

All of these positions are essential. In May of 2018, over 18,000 emergency and non-emergency calls were answered and 8,500 CAD (Computer Aided Dispatch) entries logged. Those calls were managed on most shifts by one dedicated call taker and three dispatchers performing dual duties, dispatching and answering calls. Telecommunicators are also responsible for providing medical instructions to callers and will be soon answering text to 911 calls. Each year, advances in technology add additional workloads to an already overburdened system. Cutting additional positions further exacerbates that burden.

In addition, a part time administrative assistance was cut. The PSTC Admin Assistant manages all of the purchasing and accounts payable, an essential function. That position also assists with FOI and recording requests, alarm management, as well as cell phone and radio equipment management for the entire City. This is another situation where a part time employee is used to save the costs associated with a full time employee.

The New Britain Public Safety Telecommunications Center is an integral Public Safety service that is responsible for the coordination all Police, Fire and EMS resources in the City. The citizens of New Britain rely on the expertise of our Telecommunicators to properly triage all emergency and non-emergency requests for Police, Fire and EMS services. Our Police, Fire and EMS responders also rely on us for their safety when responding to service calls. The safety risks for our citizens and first responders increase when our staff is impacted. We respectfully request that these budget cuts be returned so we can maintain our current level of service to the citizens of New Britain.

Respectfully,

John W. Medley
PSTC Manager
New Britain Public Safety Telecommunications Center



Founded ~ 1754
Incorporated Town ~ 1850
Incorporated City ~ 1870

CITY OF NEW BRITAIN

Office of the Town and City Clerk

City Hall • 27 West Main Street
New Britain, Connecticut 06051
Telephone (860) 826-3344
Fax (860) 826-3348

"New Britain
A City for
All People"

MARK H. BERNACKI
Town and City Clerk

AUDREY MALKEMUS
Assistant Town and City Clerk

June 12, 2018

Mayor Erin Stewart

As requested I am submitting this letter to address some of the budget items passed at the Special Common Council meeting on June 9th.

The biggest concerns impacting the Town Clerk's Office and the City are the status of the Granicus software and the services provided by the IT staff. As you know it has been my mission since becoming the Town Clerk to bring this office into the 21st century. To that end all processes and workflows have been evaluated in an effort to streamline and automate our records, licenses, and documents.

We have applied for and received several Connecticut Library Historic Document Preservation grants to scan and digitize our historic records. Our software, both vendor specific and Microsoft based products, have been updated to their current versions. Computers, some as old as 10 years, are being replaced. Our staff has been trained in the new software and I have been trained by the IT department to quickly update the Civica website since most website change requests came from my department.

The City's Local Ordinances, Charter and Zoning Ordinances were codified and now available for on-line search and availability. The public has 24/7 off site access through the City website. The power of the website access is the public has key word search capabilities, download ordinances into Word or PDF format, or assist in the update of ordinances utilizing desktop, tablet or Smartphone technologies. The Common Council, your office and departments regularly use these features to update our City ordinances.

The Town Clerk's Office worked with IT and the Common Council Office to select Granicus to streamline the notice, agenda, minutes taking, proceedings process for the 30+ boards and commissions. The major users are the Common Council, commission chairs (and their commission secretary), department heads and your office. The application is internet based and works in conjunction with the City website. Granicus technologies also replaced Nutmeg TV staff to video stream LIVE Common Council proceedings. These meetings are also catalogued and available for the public to view at their future convenience on the City website.

Adam Pokorski and his staff have been instrumental in providing the technologies necessary in achieving our goals and objectives. They have addressed all of our issues in a timely manner.

We have received numerous positive comments from the public regarding the amount of information available on our City website. The City transitioned over to Granicus to process and host many of the City's activities including iLegislate, video streaming, minute creation and website development and hosting.

During the recently completed state major party conventions I was commended by staff members of three state Democrat candidates for posting all New Britain party delegates on the City website. They mentioned New Britain was the only town to offer this service. I took pride in their comments as the Town Clerk is a professional, career position.

New Britain has also been recognized by state agencies for our approach to automation and we were selected as a pilot town when testing new state products and services.

Cutting Granicus products would be a huge step backward in the City's efforts to make local government as open, transparent and accessible as possible.

The other item of interest is the overtime account of \$4,500. This account is used to create the Common Council minutes. This may change dramatically when the Granicus applications are fully implemented. We took over the minutes production many years ago from a local printer that had charged up to \$50,000 to old school typeset and produce the Common Council minutes.

From a budgetary standpoint, as you know, I have ALWAYS proposed a bare bones budget request. The largest increase in this department's budget is personnel cost related, mostly in the cost of living adjustments. These cost increases are made possible through the 1186 labor contract approved by the Common Council. I utilize the off-budget Historic Documents Preservation account to fund most of the other critical services this office must provide. This budget amendment was recently approved by the Common Council.

A handwritten signature in black ink, appearing to read 'M H Bernacki'.

Mark H. Bernacki, CCTC, MBA
New Britain Town & City Clerk




CITY OF NEW BRITAIN

DEPARTMENT OF
BUILDING AND HEALTH

WWW.NEWBRITAINCT.GOV

EST. 1871

To: Mayor Erin Stewart

From: Sergio Lupo, MPH, RS, Director of Health & Building 

Date: June 14, 2018

Re: Sanitarian Supervisor Position/PT Housing Inspector Position

In an effort to streamline, maintain, and improve services to the citizens of the City of New Britain, I have developed the following justifications for the positions of Sanitarian Supervisor and part time Housing Inspector in the 2018-2019 Budget.

The consolidation which occurred between the Health and Building Departments created an unbalanced ratio of staff to supervisor which has had the negative outcome of reducing the accuracy and effectiveness of the inspectors within this department; increased response time to resident's complaints; and caused a decrease in the ability to pursue and prepare cases for housing court in a timely fashion. In addition, the administrative duties have increased dramatically with the reorganization and have taken a back seat to the positive increase in new building projects and additional establishments, i.e. food, beauty salon that require inspections as well as the aggressive approach that the Health/Building Department has established toward blight over the last few years.

The current management structure of the Health Department consists of the Nursing Supervisor who oversees operations for the Nursing Division and the Director of Health who is charged with the supervision of all Health/Building Department staff. The staffing levels are currently 22 full and part time employees to 2 managers. The restoration of the Supervising Sanitarian will add another manager with two streams of work flow for direct report to that position. The final administrative and statutory responsibilities shall remain with the Director of Health. The positions of Sanitarian, Childhood Lead Poisoning Prevention Coordinator, Housing Inspector, seasonal interns, and two administrative clerks will make a direct report to the Sanitarian Supervisor with additional responsibility for budgeting, program management and the pursuit of new grant opportunities.

Accountability will rest with the Sanitarian Supervisor to resolve staff concerns with workload and employee job performance. The Sanitarian Supervisor will also be responsible for maintaining the continuing education of the staff with regard to maintaining mandated certifications and proper execution of standard operating procedures. Taking on the management responsibilities for the Health and Housing Code Enforcement staff will encourage efficiencies through improved training and productivity review. The allocation of case work will be examined to be consistent with standard operating procedures and contractually negotiated job descriptions.

Filling the vacancy of Sanitarian Supervisor will enable the city to have a statutorily approved individual available during the absence/unavailability of the Director of Health. In addition to having an "Acting Director of Health" available as required, this will ensure that all state mandated programs will continue to provide

quality service to the people of New Britain, as well as ensuring that the Health Department exceeds all minimum standards set forth in the State of Connecticut Public Health Code.

The current unfilled position of Sanitarian Supervisor is classified at pay grade 10, the position will be downgraded to pay grade 8.

The following data supports maintaining the position of part time Housing Inspector, which was proposed as part of the 2018 – 2019 budget for the Health/Building Department.

The part time Housing Inspector has the same abilities and training as that of his colleagues'. However, the hours worked by that individual limit his ability to carry out more complicated enforcement actions such as those requiring court appearances. The cases assigned to this position are typically those which involve zoning violations such as overpopulation in student housing or blight violations such as excessive tall grass and solid waste. These are typical complaints that come into our office on a daily basis, and are of great concern to residents of New Britain. This part time assistance frees up the full time inspectors to concentrate on the more involved complaints that may require legal action.

Total code enforcement complaints received by the department for assignment to Health and Housing Inspectors over the three year period since this position has been filled are as follows: 1304 complaints received in calendar year 2015; 1193 complaints received in calendar year 2016; 1237 complaints received in calendar year 2017. These complaints cover numerous issues including but not limited to overgrown vegetation, disease vector control such as rodents and mosquitoes, sewage backups, interior housing complaints such as structural deficiencies, exterior blight, asthma interventions, illegal rooming houses and apartment units and occupancy requirements such as collage housing, illegal dumping including trash and toxic chemicals, illegal auto repair, and nuisance complaints such as noxious fumes, smoke, mold, or other conditions considered deleterious to the public health.

Inspectors typically manage a higher case load than those assigned on a daily basis due to such factors as complicated violations which require a longer duration to accomplish compliance or discovering new cases while in the field as a function of their daily work. The part time Housing Inspector has managed a case load which is in the median of inspectors and has issued above the median amounts of tickets. This position has afforded the Housing Division the ability to address a large amount of "less complicated" complaints in an expressed amount of time, making an immediate and visible impact thereby demonstrating our concern and attention to the resident's concerns to the best of our ability, in a more timely fashion.

The recent proposal to eliminate a part time Inspector position and to leave a Sanitarian Supervisor position vacant, will have a significant impact on the ability of the department to fulfill the essential services it strives to accomplish on behalf of the community.

The goal of the New Britain Health/Building Department as a whole is to maintain the integrity of our existing services, expand services to include more community outreach and education whenever possible and to remain diligent in our efforts to safeguard the citizens of New Britain.

February 8, 2018

Chairman
Board of Finance and Taxation
City of New Britain

Re: Sanitarian Supervisor questions

Dear Chairman,

Thank you for the opportunity to answer the questions presented by the Board of Finance and Taxation, please find the below responses. If you or the members of the board would like additional clarification do not hesitate to ask

1. Is there an inspection back log for housing/building inspectors as well as health inspectors?

Response time for code inspection is dependent of several factors that affect case load. Generally, seasonal swings in complaints with regard to blight, specifically overgrown vegetation, spike during late spring and throughout the summer and into early fall. The peak months for vegetative overgrowth complaints are typically found in June, July, and August. During this high volume season obtaining compliance from more complex case requires increased resources to be devoted. Management of the department's caseload is necessary to prevent immediate risks to public health and safety from being tabled as new complaints are disseminated out to the staff.

Code enforcement complaints over a three year period between are: 1304 complaints received in calendar year 2015, 1193 complaints received in calendar year 2016, and 1237 complaints received in calendar year 2017. These complaints cover all subjects including overgrown vegetation, disease vector control such as rodents and mosquitos, sewage backups, interior housing complaints such as structural deficiencies, exterior blight, asthma interventions, illegal rooming houses and apartment units and occupancy requirements such as collage housing, illegal dumping including trash and toxic chemicals, illegal auto repair, and nuisance complaints such as noxious fumes, smoke, mold, or other conditions considered deleterious to the public health.

With regard to the recent surge of cases generated from both the Oak / North and Arch Street Neighborhood revitalization Zones (NRZ) case management must be carefully examined. Cases must be triaged to ensure significant violations and threats to the public health and safety are addressed at higher priority levels to more minor violations such as aesthetic concerns. Prior to disseminating cases to the staff, an advanced survey was conducted by the Director of Health, Licenses, Permits, and Inspections. Field work is typically not a function of the director and the increased strain prevented the normal function of that office from being executed as efficiently as possible. The high caseloads generated in these NRZ's reduced the ability for staff to manage existing code enforcement actions. With the addition of the Sanitarian Supervisor,

staff and management would have the appropriate support structure in place to effectively respond to fluctuations in work load.

In addition to housing and blight enforcement, the sanitarians are also tasked with several State of Connecticut mandated duties. These duties include reviewing new food establishment plans and routine inspections of licensed food service establishments. Frequency of inspections is mandated by the classification type of food produced by that facility (class I through IV). This inspection frequency can range from once a year for establishments such as the candy shop at the Hospital of Central Connecticut to four times a year for a full service restaurant such as East Side Restaurant.

In fiscal year 2017-2018 there are 19 class I, 105 class II, 61 class III, 136 class IV establishments. Calculating the total food service inspections required by statute by multiplying number of establishments by the required frequency equals 956 per year. Inspections can range from 30 minutes to a full day depending on observed conditions and establishment size and menu diversity.

Currently the State of Connecticut is undergoing the adoption of the Food and Drug Administration (FDA) Food Code. This is the most significant change to food service inspections and investigation of food borne illness in a generation. The existing Connecticut Public Health Code with regard to food inspection consists of a handful of pages. This new code covers well over 600 pages of best available technology to ensure the safest conditions are maintained in food service establishments. The New Britain Health Department is currently conducting several changes to adapt to this new code change. Sanitarians are undergoing approximately 60 hours of on line training in addition to required classroom time to fulfill the educational requirement of re-certification under the new code. The Connecticut Department of Public Health (DPH) Food Protection Program (FPP) is also requiring that each jurisdiction certify a Food Inspection Training Officer (FITO). The FITO will be charged with training, and oversight of all certified food inspectors working within that jurisdiction. The current job description for sanitarian does not identify supervisory duties which are defined as a duty of the FITO.

Sanitarians are also required by statute to respond to and investigate instances of lead poisoned children. The City of New Britain is currently managing a 3.4 million dollar lead abatement grant for properties with lead identified in order to protect children. This grant was a significant win for the people of New Britain but has greatly increased the mandated statutory workload. At the end of fiscal year 2016 grant funding was eliminated for lead primary prevention which paid for a case manager to conduct outreach for lead exposed and poisoned children based on the blood lead data obtained through analytical data. The combination of these two factors along with epidemiological investigations of endemic childhood lead poisonings has created a significant strain on available man hours.

2. If there is an inspection back log, what is the action plan to address the inspection backlog for housing/building inspectors and health inspectors?

As workloads increase the sanitarian supervisor will triage caseloads to respond to life safety concerns with the highest priority. Life safety concerns are granted the highest priority and include conditions which may require condemnation of a residence including lack of utilities (heat, water supply, sewage, structural defect) which cannot be corrected within an acceptable time frame. Each situation is unique and coming to a resolution in a life safety scenario is challenging, these code enforcement actions are very time consuming and must be addressed on a case by case basis.

3. What is the typical case load for housing/building inspectors as well as health inspectors?

Depending on seasonal fluctuations in case load or unique circumstances such as the blight reports generated by the NRZ's any inspector will carry many cases. Cases may become stagnant and with the hands on assistance of the Sanitarian Supervisor, ongoing code enforcement actions which have stagnated will be review to identify options for resolution. Generally, with regard strictly to property maintenance and inspector may receive 15-20 new cases a month and carry a case load of 40 – 60 complaints.

4. What is the optimal case load housing/building inspectors as well as health inspectors?

Optimal case load is dependent on the ability of an inspector to obtain compliance from identified violations. Managing case load by the Sanitarian Supervisor with each individual inspector will bear the greatest results in closing a case under the best circumstances. Those circumstances include acting swiftly and with as little impact on the community with regard to the need to displace or relocate persons, issue citations, apply for arrest warrants, or incur cost to have violations abated by the city.

Thank you in advance for all your help with this. Let me know if you have any questions or require clarification.



CITY OF NEW BRITAIN

DEPARTMENT OF ECONOMIC
DEVELOPMENT

EST. 1871

WWW.NEWBRITAINCT.GOV

June 13, 2018

Mayor Erin Stewart,

I would like to address the impact of services on my department should the elimination of the entry level position be terminated in recent budget amendments.

As you are aware, before moving my office from the Greater New Britain Chamber of Commerce to City Hall in January 2017, my office literally was without a budget, with the exception of a personnel line item and reimbursement for gas mileage. It was a staff of one person who essentially raised money through the private sector to promote the City of New Britain via marketing materials, newsletters, special events and business meetings.

Before making the move to City Hall, it was your recommendation to merge the City Plan staff under my direction and department. Included in your plan was creating an entry level position that would assist me in concentrating on my abilities to work more directly with City Plan, focusing on business development, assisting our local businesses direction relating to expansion, real estate needs, start-up businesses, financing and tax abatement programs and in general servicing, visiting, maintaining and retention of our businesses that is crucial to future growth and development. The work done by this one staff member paid for itself and then some with the recent sale of city owned property.

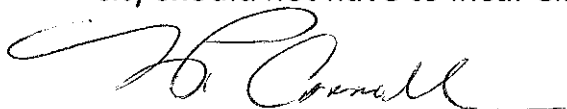
The staff position you created has given me the opportunity to train, mentor and share information that is crucial for cohesiveness in my absence. It has assisted my department greatly in the area of community and administrative outreach, promotion of city owned real estate, internal coordination with city departments regarding Transit Oriented Development (TOD) and, most importantly, updating the department's economic development website that must be continuously monitored.

This position is also responsible for all administrative functions relating to the city's TOD plan and energy plan. Two plans that have transformed the city and will continue to do so as well as generate new revenue opportunities.

I can speak from personal experience that assuming the position 17 years ago was administrative chaos for me due to the lack of city staff communication and in general knowledge of programming.

The creation of the position and combining City Plan under the Economic Development office, I feel, has been positive and extremely productive for the entire staff. In the past year and a half, we have witnessed exceptional growth that I feel can be attributed to our work and internal communication and coordination.

The city's Department of Economic Development has always operated on an extremely lean annual budget. In fact, if you compare our staff to cities that are both comparable and smaller in population, we would still be considered understaffed. A department that continually and successfully generates income for the city should not have to incur elimination of staff.

A handwritten signature in black ink, appearing to read 'W. P. Carroll', with a stylized, flowing script.

William P. Carroll, Director
Department of Economic Development



CITY OF NEW BRITAIN

EST. 1871

HUMAN RESOURCES DEPARTMENT

WWW.NEWBRITAINCT.GOV

June 11, 2018

The Honorable Erin E. Stewart
Mayor of New Britain
27 West Main Street
New Britain, CT 06051

Dear Mayor Stewart,

I have significant concerns regarding councils proposed budget amendment. As Director of Human Resources, I must direct you to some of these issues.

As you know, not only are there costs associated with layoffs but there are unintended consequences by violating union contract provisions. The proposed budget amendment does not take into consideration the estimated cost of vacation, and unemployment costs associated with such actions which is estimated to be around \$378,000. Additionally, these actions could result in unfair labor practices against the city. The agreement between the city and Local 818 AFL-CIO provides that in the event an 818 position is eliminated that that function must "cease to be performed by the city or its agent" meaning those functions can never be performed in the city again. (see section 4.3 Layoff notice of the 818 contract – Appendix A).

Almost every department within the city would be in jeopardy of minimizing services to the residents of New Britain especially as it pertains to our seniors, veterans, homeless and those who rely on us.

As Director of Human Resources I am very concerned with the elimination of the Human Rights and Opportunities Officer position. How will these necessary functions be completed without the position? In accordance with the New Britain Code of Ordinances, section 2-191 through 2-201, sets policy and establishes goals and programs designed to ensure compliance by the city in areas of human rights and opportunities, affirmative action, equal employment opportunities, fair housing and to effect the removal of barriers to the realization of the full human potential of all residences of the City. (Please see attached ordinance – Appendix B)

This position is critical to Human Resources and the City of New Britain CT.

I have outlined duties of the position that must be maintained by the Office of Human Rights & Opportunities.

The Human Rights & Opportunities Officer serves as staff on the following commissions:

- Commission on Human Rights and Opportunities & Fair Rent Commission

The Human Rights & Opportunities Officer attends monthly community meetings acting as a liaison between the city and the community organization, providing information regarding recruitment efforts as well as education and assistance in areas regarding human rights. Monthly meetings include:

- Arch Area NRZ
- North/Oak NRZ
- New Britain Pride
- East Side NRZ
- HRA Housing Committee
- Mr. Brook's Community Action Committee

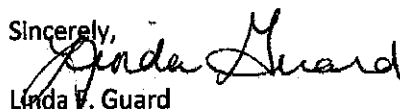
Activities and duties include:

- Facilitate Sexual Harassment and Diversity Training for all non-public safety employees.
- Established ongoing working relationships with local, state and federal agencies in areas of Human Rights, Affirmative Action and Housing Discrimination. Including Fair Housing Association of CT, State Commission on Human Rights and Opportunities, New Britain Superior/ Housing Court, Equal Employment Opportunity Commission, Connecticut Legal Services, Housing and Urban Development etc.
- Working closely with and continuing to strengthen relationships with area non-profits to make the appropriate referrals to enhance services for residents.
- Building trust and confidence with employees, informing them of their options in regards to discrimination and harassment in the workplace.
- Advises public of their rights, provide relevant information, and refer to appropriate enforcement agencies if necessary.
- Receives and investigates discrimination and harassment complaints regarding city departments and employees from the general public.
- Works with Human Resources Director in investigating harassment, discrimination and workplace bullying complaints from city employees.
- Receives and mediates informal housing discrimination complaints.
- Available as an in town resource to assist those facing discrimination, and remains an advocate and resource throughout the State Commission on Human Rights and Opportunities process.
- Working with Housing Authority and HRA Housing Committee to re-establish resident councils at various housing facilities.
- Collaborating with Parks and Recreation, Community Services, Health & Building Department, Community Development Department, and Corporation Counsel to help improve services delivered to the community.
- Meeting with all new city employees to review sexual harassment policy, discrimination policy, and affirmative action plan. Collect and analyze data for the Affirmative Action Goal Achievement Report.
- Collaborates with every department to compile the federally mandated EEO-4 report.
- A resource for department heads in regards to affirmative action.
- Provides assistance as needed to the Human Resources Department.

I sincerely encourage your support of this position and the value it brings to the City of New Britain's residents as well as the employees. This position is extremely valuable in investigating potential violations of human rights & opportunities by monitoring, reporting on and attempts to redress violations of individual's rights as outlined above for you.

I encourage you to veto the council proposal to eliminate this position.

Sincerely,



Linda V. Guard

Director, Human Resources

Section 3.6

The City will permit the use of a portion of any bulletin board established for the use of Local 818, A.F.S.C.M.E., Council 4, AFL-CIO.

Section 3.7

The City will provide each employee with a copy of this agreement within thirty (30) days after the effective date of this agreement. New employees will be given a copy of this agreement at the time of hire.

ARTICLE IV
SENIORITY

Section 4.0

Seniority is defined as the length of service of the employee from his/her last date of employment by the City.

Section 4.1 PROBATION

The first twelve (12) months of service in any given position shall be considered probationary. During such period, the employee shall be subject to all other clauses of this agreement, but shall be on probation and may be discharged (in the case of new employees) or demoted to his/her former position (in the case of promotions) by the City without recourse to the grievance and arbitration provision of this agreement.

Section 4.2 LAYOFF

- (a) In any classification which is staffed by more than one (1) employee, the sequence of layoff shall be governed by seniority. Additionally, in lieu of layoff, any employee may elect to displace any less senior employee in an equal or lower position which he/she has previously performed successfully, or has the minimum qualifications of the classification as determined by the Personnel Director.
- (b) The City shall place any laid off bargaining unit member in any lesser position which is to be filled at entry level, with the exception of Police and Fire, provided that the employee meets the minimum qualifications for any such position as determined by the Personnel Director. All laid off bargaining unit members are to be notified of the availability of any entry level position, with the exception of Police and Fire, as they become available and prior to any appointment being made. The laid off bargaining unit member must request, in writing, his/her appointment to the entry level position within one (1) week of the receipt of such notification.
- (c) In any classification within the Department of Municipal Development (DMD) which is staffed by more than one (1) employee, the sequence of layoff shall be governed by seniority. Additionally, in lieu of layoff, any employee of DMD may

elect to displace any less senior employee of DMD in an equal or lower position which he/she has previously performed successfully, or has the minimum qualifications of the classification as determined by the Personnel Director.

- (d) In the event of a layoff, durational employees may displace only other durational employees and then only those of less seniority in an equal or lower position which he/she has previously performed successfully or has the minimum qualifications for, as deemed by the Personnel Director.

Durational Employees are defined as those employees that are hired for a specific municipal project for a predetermined period of time. The anticipated length of their service and the special nature of their employment must be included in job announcements. The employee must acknowledge, in writing, at time of hire that he/she is aware of their status as a durational employee. If job announcements do not describe a specific hiring as durational and if the employee does not acknowledge, in writing, at time of hire, their awareness of the anticipated termination date, they shall not be considered durational employees.

The City may extend the length of employment of durational employees at any time without approval of the Union.

Section 4.3 LAY-OFF NOTICE

Any employee laid off because of the elimination of a position shall be given sixty (60) calendar days' notice of such action. Elimination of the position shall be defined as the separation of an employee from the service for an indefinite period by reason of lack of funding or lack of work. If a position is eliminated under the terms of this section, the significant functions of the position must cease to be performed by the City or its agent. Such employee shall be entitled to return to the employment of the City in the position which was eliminated within three (3) years of the layoff date provided that the employee is able to perform the duties of the position and provided further that the employee notified the City of his/her intent to accept recall within two (2) weeks after the City forwards a notice of recall to the employee at his/her last known address by certified mail. Extenuating circumstances shall be taken into consideration.

Section 4.4 SUPER SENIORITY

The following shall have super-seniority in the event of a layoff or recall:

- President
- Vice-President
- Secretary
- Treasurer
- Chief Steward

Super seniority shall not be extended to durational employees who hold Union office.

DIVISION 5. - COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES⁽⁹⁾

Footnotes:

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Editor's note— An ordinance of July 1996, amended Div. 5 of Art. III to read as herein set out. Prior to said amendment, Div. 5 pertained to similar subject matter and was derived from an ordinance of Sept. 1983, §§ I—XI.

Cross reference— Condominium conversions restricted, § 13-251 et seq.

Sec. 2-191. - Establishment and composition.

There shall be and is hereby created a commission on human rights and opportunities in the city, which shall be composed of seven (7) electors appointed by the mayor with the approval of the common council of which no more than four (4) shall be members of the same political party.

(Ord. of 7-96)

Sec. 2-192. - Qualifications of members.

The commission created by this division shall be comprised of electors who are committed to the concepts of human rights, affirmative action, equal employment and fair housing. Efforts shall be made to assure that the membership of the commission includes members of "protected classes" who have historically been underrepresented in the labor force or subject to discrimination based on religion, national origin, alienage, color, race, sex or physical disability.

(Ord. of 7-96)

Sec. 2-193. - Term of office, vacancies, removal of member.

- (a) All members of the commission shall be appointed by the mayor pursuant to section 5-2(e) of the Charter.
- (b) Vacancies shall be filled by the mayor pursuant to section 5-2(e) of the Charter for the unexpired term of any member who resigns, is removed for just cause, or who is no longer qualified to serve.
- (c) Members of the commission may be removed by the mayor for just cause at any time.

(Ord. of 7-96; Ord. of 7-01; No. 26897-1, 12-11-02)

Sec. 2-194. - Compensation.

The members of the commission shall receive no compensation for their services but may be reimbursed for reasonable and necessary expenses.

(Ord. of 7-96)

Sec. 2-195. - Budget.

The commission shall prepare and submit an annual budget estimate to cover the costs associated with its operations in the performance of its duties as established herein.

(Ord. of 7-96)

Sec. 2-196. - Duties.

The duties of the commission shall include the following:

- (1) Prepare an annual report to the mayor and the common council on the "state of the city" with regard to human rights and opportunities, affirmative action, equal employment opportunities and fair housing;
- (2) Establish goals and programs designed to assure compliance by the city in the area of human rights and opportunities, affirmative action, equal employment opportunities, fair housing and to effect the removal of barriers to the realization of the full human potential of all residents of the city;
- (3) Monitor and report to the mayor on compliance by the city in all aspects of the law related to human rights and opportunities;
- (4) Oversee all programs in the city aimed at elimination of discrimination and poverty;
- (5) Oversee the performance of all persons employed by the commission;
- (6) Advise and assist the mayor in the development of an administrative/operational plan to implement the performance of the duties of the commission;
- (7) Advise and assist the civil service commission in the establishment and implementation of an outreach and recruiting program designed to bring qualified minority individuals into the civil service system of the city;
- (8) Monitor and report to the civil service commission on compliance by the civil service office and the personnel director with the mandates of federal, state and local law, rules, regulations and programs relating to human rights, affirmative action and equal employment opportunity;
- (9) Process complaints relating to human rights issues and discrimination matters and make referrals to appropriate enforcement agencies;
- (10) Interact with all monitoring and enforcement agencies of the federal and state governments with regard to human rights, affirmative action, equal employment and fair housing including preparation of annual statistical analyses of the city's work force and development of and response to any compliance audits and review;
- (11) Assist in the production and analyses of census, population and work force data so as to assist in the identification of significant minority groups within the city;
- (12) Establish goals and programs designed to assure the development and implementation of fair housing and affirmative housing policies in the city.

(Ord. of 7-96)

Sec. 2-197. - Powers.

The commission shall have the following powers:

- (1) With the approval of the mayor, to utilize the resources of any department of the city in carrying out its duties as herein set forth;
- (2) With the approval of the common council, to make application to federal, state or private funding sources to obtain funds for carrying out its duties as herein set forth.

(Ord. of 7-96; No. 26864-1, 3-13-02)

Sec. 2-198. - Fair housing policy.

It is the policy of the City of New Britain that no person shall discriminate with respect to housing in the City of New Britain in violation of any federal, state or local law.

(No. 26864-1, 3-13-02)

Sec. 2-199. - Discrimination prohibited.

It shall be unlawful:

- (a) For any person to refuse to sell, rent, lease or otherwise make unavailable or deny housing to any person because of race, religion, color, national origin, ancestry, gender, marital status, age, lawful source of income, sexual orientation, familial status or mental or physical disability.
- (b) For any person to discriminate against any person in the terms, conditions or privileges of sale, rental or leasing of housing accommodations or in the provisions of services or facilities in connection therewith because of race, religion, color, national origin, ancestry, gender, marital status, age, lawful source of income, sexual orientation, familial status or mental or physical disability.
- (c) For any person, bank, building and loan association, insurance company or other corporation, association, firm or enterprise whose business consists in whole or in part in the making or real estate loans to deny a loan to a person applying therefor for the purpose of purchasing, constructing, improving or repairing housing or to discriminate against him in the fixing of the amount, interest rate, duration or other terms or conditions of such loan because of race, religion, color, national origin, ancestry, gender, marital status, age, lawful source of income, sexual orientation, familial status or mental or physical disability.

(No. 26864-1, 3-13-02)

Sec. 2-200. - Exemptions.

The provisions of this article shall not apply to:

- (a) The sale or rental of a single-family house by a private individual owner who does not own more than three (3) such single-family houses at any time if the house is sold without the use of a broker and without discriminatory advertising;
- (b) The rental of a housing accommodation in a building which contains housing accommodation for not more than two (2) families living independently of each other, if the owner or members of his family reside in one of such accommodations;
- (c) The sale or rental of dwellings owned or operated by a religious organization, for other than a commercial purpose, to persons of the same religion unless membership in such religion is restricted on account of race, color or national origin;
- (d) A private club not open to the public and providing lodging which it owns or operates for other than commercial purposes, from limiting rental or occupancy to its members;
- (e) The rental of a room in a rooming house, if such rental is by the occupant of the housing accommodation, or by the owner of the housing accommodation and he or members of his immediate family reside in such accommodation;

- (f) The rental of sleeping accommodations provided by associations and organizations which rent all such sleeping accommodations on a temporary or permanent basis for the exclusive use of persons of the same sex;
- (g) The rental of a housing accommodation in a building designed specifically for occupancy by handicapped persons or the elderly.

(No. 26864-1, 3-13-02)

Sec. 2-201. - Administration.

The commission on human rights and opportunities of the City of New Britain shall consider any and all complaints of violations of this article and shall refer the same to the State of Connecticut Commission of Human Rights and Opportunities and to the United States Department of Housing and Urban Development.

(No. 26864-1, 3-13-02)

Secs. 2-202—2-210. - Reserved.