

# HAMDEN CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #7

## ALTERNATE APPROACHES TO CHIEF OPERATING OFFICER

### CITY OF STAMFORD

**Stamford Sec. C5-10-1. - Directors.** The City of Stamford shall have the following Directors:

- The Director of Legal Affairs (Corporation Counsel)
- The Director of Public Safety, Health and Welfare
- The Director of Operations
- The Director of Administration (S.A. No. 322, 1953; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995)

**Stamford Sec. C5-10-2. - Appointment.** The Mayor shall appoint each Director and other administrative official set forth in this Charter or authorized by ordinance in accordance with the provisions of this Charter and shall submit each nomination to the Board of Representatives at its next regular meeting following such nomination. Pending action by the Board, each nominee shall perform duties and exercise the powers of the office for which nominated. In the event that the Board of Representatives rejects a nomination, the Mayor shall submit a new nomination to the Board of Representatives at its next regular meeting; provided that the Mayor may not submit the same name more than two times.

(a) Each Director shall serve at the pleasure of the Mayor and may be removed by the Mayor without cause shown.

(b) The Mayor, subject to the approval of the Board of Representatives, shall appoint the Chief of Police, the Chief of the Fire Department, the Superintendent of Parks and Recreation, and the Director of Health for terms not to exceed five (5) years. (Referendum 11-2-2004; Referendum 11-6-2012)

(c) There shall be such other administrative positions as may be established by ordinance. The Mayor shall make appointments to such other administrative positions, with the approval of the Board of Representatives for terms not more than five years. (Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995)

### **Stamford Division 3**

**The Office of Operations - Sec. C5-30-1 – Duties.** The Director of Operations shall be the head of the Office of Operations and shall be responsible for the administration, supervision and performance of all municipal functions related to, but not necessarily limited to, public works, traffic, parks and recreation, planning, zoning and environmental protection. (Referendum 11-7-1995)

### **Stamford Division 4**

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**The Office of Public Safety, Health and Welfare – Sec. C5-40-1. Duties.** The Director of Public Safety, Health and Community Services shall be the head of the Office of Public Safety, Health and Welfare and shall be responsible for the administration, supervision and performance of all municipal functions related to police, fire, health, social services, rescue, emergency medical service and emergency management and, unless otherwise provided by state or federal law, shall be responsible for the oversight of all municipal functions related to the abatement and management of environmental contamination. In doing so, the Director of Public Safety, Health and Welfare shall be responsible for the supervision of the activities of the Chief of Police and the Fire Chief, and, unless otherwise prohibited by state law, shall be responsible for the functions of the Fire Department and the Office of Emergency Management. The Director of Public Safety, Health and Welfare shall to the extent permitted by state law, also be responsible for the supervision of the activities of the Health Director

### **Stamford Division 5**

**The Office of Administration – Sec. C5-50-1. Duties.** The Director of Administration shall be the head of the Office of Administration and shall be responsible for the administration, supervision and performance of all municipal functions related to, but not necessarily limited to, finance, tax assessment and collection, economic development and information technology.

- **Generally.** The Director of Administration shall be the chief fiscal officer of the City and shall perform accounting of all funds showing all financial transactions for all commissions, boards, departments, offices, agencies, authorities and other entities of the City except the Board of Education and cause internal audits to be performed as necessary. The Director of Administration shall have all the powers and duties conferred or imposed on Town Treasurers by the General Statutes, as amended, is authorized to administer oaths, and shall issue and market all bonds and invest and reinvest idle funds of the City. The Director of Administration shall be responsible for the preparation of the operating and capital budgets as provided in this Charter.
- **Organization.** The finance functions of the Office of Administration may be organized to provide for the following services as may be necessary for the accomplishment of the responsibilities of the Director of Administration:

Accounting	Treasury	Budgeting	Collections
Purchasing	Internal Audit	Grants	Central Services
Data Processing/Information Technology	Assessment	Economic Development	Such other activities as may be necessary for the effective operation of the Office of Administration

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### TOWN OF STRATFORD

**Stratford Sec. 5.1.1:** The Chief Administrative Officer (CAO) shall be the chief administrative officer of the Town. As such, he or she shall possess, have and exercise the administrative powers as directed by the Mayor or Acting Mayor, except as otherwise limited by this Charter, state law and/or federal law. [Amended 11-4-2008]

**Stratford Sec. 5.1.2: Appointment:** The CAO shall be appointed and may be removed or suspended, with or without pay, by the Mayor. The qualifications of the CAO shall be a Master of Business Administration degree, Master of Public Administration degree, or such other education, general executive and administrative experience and ability as are necessary to perform the duties of the office. The CAO shall be appointed on the basis of such factors including, but not limited to, education, municipal and public experience, professional training, and executive and administrative qualifications, and shall be considered an “at will” employee. [Amended 11-4-2008].

**Stratford Sec. 5.1.3: Conflicts of Interests.** The CAO shall devote his or her entire time and business interest to the management of the town's affairs and shall not, during his or her term of office, be an employee of or perform any executive duty for any person, firm, corporation or institution other than the Town of Stratford.

**Stratford Sec. 5.1.4: Powers and Duties.** The Chief Administrative Officer shall have the powers and duties hereinafter enumerated and shall be directly responsible to the Mayor for the proper administration thereof:

- To recommend to the Mayor adoption of such measures as he or she may deem necessary or expedient;
- To assist the Mayor in the submission to the Council of the Annual Budget as by this Charter required;
- To perform such other duties as may be prescribed by this Charter or required of him or her by the Mayor;
- To assist the Mayor in all aspects of labor negotiations, personnel issues, financial management, and any other field of public administration commensurate with his or her knowledge and experience.

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### TOWN OF DARIEN

**Darien Sec. 16(a) - Town administrator.** The board of selectmen shall appoint the town administrator, who acts as chief administrative officer of the town and serves at the pleasure of said board. The town administrator shall have had training and experience in the administration and management of municipal government.

**Darien Sec. 16(b) - Town administrator.** The town administrator shall:

(1) Perform such duties as the board of selectmen may from time to time determine. These duties may include administrative and supervisory responsibilities within the authority of the board of selectmen and under the supervision of the first selectman in respect to any and all personnel and management functions provided for in the approved budget of said board, but reserving always to the board of selectmen the final responsibility for policy and for review of viewpoints which department heads and other members of the staff may desire to bring before the first selectman or the full board of selectmen.

(2) Prepare a preliminary annual budget request to include all estimated town expenditures not including expenditures of the board of education. Each department head and agency supported wholly or in part from town funds, or for which a specific town appropriation is made, shall file with the town administrator a detailed estimate of the expenditures to be made by that department or agency and the estimated revenue, other than tax revenues, to be collected by each in the ensuing fiscal year. This preliminary annual budget request shall be submitted to the town administrator for review and adjustment by the board of selectmen.

(3) Serve as assistant purchasing agent for the town and be responsible for administering and recommending amendments to ordinances and related regulations pertaining to procurement and purchasing.

(4) Administer and coordinate the operations of the departments and agencies under the authority of the board of selectmen.

(5) See that programs to evaluate employee performance are established and carried out, and make recommendations relating thereto to the board of selectmen for action.

(6) Carry out such other duties as the first selectman shall assign, where such duties will not conflict with duties assigned by law, to town agencies other than the office of first selectman.

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(Amd. of 9-24-1979; Amd. of 9-25-2012(2))

### CITY OF NEW HAVEN

**New Haven Article III, Sec. 2.A(2).** The Mayor shall have power: To appoint as employees of the City, except as otherwise provided by this Charter, up to four (4) Coordinators, as set forth herein, and such Department Heads (and other officials as set forth in Article VI of this Charter) as may be designated by this Charter, Ordinance or other Law, subject to the provisions of Article VI. Said coordinators shall have professional qualifications in such fields as, but not limited to, community development, human services, public administration and public finance, to aid the Mayor in the carrying out of said Mayor's duties as chief executive and administrative officer of the City. Said qualifications shall be prepared in accordance with nationally accepted professional standards and best practices in the applicable field and shall be updated prior to the appointment of such Coordinator.

**New Haven Article VI, Sec. 3. (1)(1) - The Appointment of Coordinators, Department Heads and Mayoral Department Appointees.** *Subject to Approval by the Board of Alders:* The following Appointed Public Officials shall be appointed by the Mayor, subject to approval by the Board of Alders, as set forth in §1. A (3) of Article IV of this Charter: (a) ***the Coordinators as authorized by § 2.A(2) of Article III of this Charter, who shall serve under the direction of the Mayor and are removable at the pleasure of the Mayor;*** and, (b) Chief of Police and Fire Chief who shall serve subject to the authority of the Mayor. The person in office as Chief of Police and Fire Chief on the effective date of this Charter shall hold office until a successor has been duly appointed and qualified.

### CITY OF HARTFORD

**Hartford Chapter V, Sec. 2(d).** The Mayor shall appoint, subject to section 2(d) of Chapter IV of this Charter (approval by Common Council), ***the chief operating officer***, corporation counsel and the heads of all departments, except as otherwise provided in this Charter or collective bargaining agreement, and such other officers and employees of the city as this Charter or an ordinance of the council consistent therewith may provide. Following October 1 of the year in which there is a mayoral election a mayor shall be entitled to make appointments only for a temporary period ending no later than sixty (60) days following the commencement of the term of office of the new mayor. If the mayor is re-elected this limitation shall not apply after the election. The mayor shall have power to remove any appointee, except a member of the classified service. The mayor may suspend from duty for not more than thirty (30) days any such appointee pending final action.

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**Hartford Chapter V, Sec. 3(b) – Chief Operating Officer.** The budget shall provide for a chief operating officer, who shall be the principal managerial aide to the mayor and shall perform such duties as may be assigned by the mayor. The chief operating officer shall be an unclassified employee of the city and shall be appointed by and serve at the pleasure of the mayor. Said chief operating officer shall be appointed on the basis of substantial executive and administrative experience, qualifications and knowledge.

**Hartford Chapter V, Sec. 3(c) – Residency of department heads and chief operating officer.** The council may, by ordinance, establish standards for the residency of department heads and chief operating officer, subject to the requirements of the General Statutes. (Election of 11-5-02)

**Hartford Chapter V, Sec. 4 – Temporary absence or disability.** In the event that the mayor is temporarily absent or disabled and is, because of such absence or disability, unable to perform the duties of the mayor's office, the council president, or in the president's absence or disability, such member as the council shall designate, shall exercise the power of the mayor, except that until such absence or disability of the mayor has continued for thirty (30) days, the acting mayor shall not have power to appoint or remove officers or employees. The compensation for the acting mayor shall be determined by the council but shall in no event exceed in proportion the salary of the mayor. Absence from the city shall not constitute temporary absence in the event the mayor is in contact with the **chief operating officer** by electronic or voice communications. The council shall provide by ordinance a procedure for determining said absence or disability. (Election of 11-5-02).

### CITY OF BRIDGEPORT

Bridgeport has a Chief Administrative Officer which is not included in the Charter; however, is referenced in the Ordinances.

#### **Bridgeport Chapter 6, Sec. 1.**

**(a)** There shall be a department of policy and management which shall be responsible for budget analysis, development and administration; operations planning and improvements; program performance evaluation and monitoring; management improvements for all boards, commissions and departments of the city; intergovernmental relations and such other functions as the mayor or the city council may, from time to time, assign to it.

**(b)** The head of the department shall be a director of policy and management who shall be appointed by and serve at the pleasure of the mayor. The director shall hold a degree in public administration or management, planning,

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business administration, government, political science, economics, finance or a similar field or shall possess an equivalent combination of education and experience. The director may, with the approval of the mayor, appoint a deputy director who shall serve at the pleasure of the director. The heads of the various units of the department of policy and management shall be appointed by the director of policy and management, with the approval of the mayor, and shall serve at the pleasure of the director.

**(c)** The director of policy and management shall be responsible for the general supervision of the operations and management of the several units of the department of policy and management. He/she shall advise and assist the mayor, the city council and the boards, commissions and departments of the city with respect to matters within the jurisdiction of the department of policy and management. The director shall be responsible for the preparation of the department's budget, the supervision of all employees of the department and the preparation of an annual report on the activities of the department of policy and management.

**(d)** The director of policy and management shall compile the operating and capital budgets for the mayor and shall advise and assist the mayor, the city council and the boards, commissions and departments of the city in matters relating to budget preparation, adoption and administration. The director shall have full power to require each city officer or employee to furnish all the information which they may possess, and to exhibit to all books, contracts, resolutions, reports and other papers and documents in his department or in their possession, requisite, in the director's opinion required to discharge the director's duties, and all city officers shall furnish and exhibit the same in such manner and form as may be prescribed by said director.

### **OTHER TOWNS**

**BRISTOL – No Town Administrator**  
**NEW BRITAIN – Director of Finance, subject to merit system (Charter)**  
**DANBURY – Director of Finance, subject to merit system (Charter)**  
**WEST HAVEN – Finance Director, co-terminus with Mayor (Charter)**  
**MILFORD – Director of Finance, appointed by Mayor (Charter)**  
**EAST HARTFORD – appointed by Mayor, co-terminus with Mayor**