

Mayor Kenneth Klotz said he understood from reading the proposed charter that the Commission proposed to move the Engineering Department to DPW and to integrate code enforcement and the two new positions into the Mayor's Office. Chris Whann said that was correct. Mayor Kenneth Klotz asked about a Deputy Mayor. Elio Del-Sette said the Commission empowered the Council through the charter to establish that position if they so desired. He said the Council is also empowered to make the Council members positions full time if they so desire. Elio Del-Sette also pointed out that in the proposed charter Council members could run simultaneously for both a Council position and a supervisor position.

Harvey Fox reminded everyone that if this charter passed, it would take effect in January 2004.

Mayor Kenneth Klotz asked for the rationale behind establishing a Director of Parks, Recreation, Open Lands and Historic Preservation position. Mark Lawton said many of these functions are currently being done, however, they need to be centralized. He said Commission members believed that this position would be primarily a planning function performing such other tasks as establishing parks, developing rules and regulations, etc. He said this position is the first step in that direction. He said he did not believe this position was an administrative type position. Mayor Kenneth Klotz asked if this position would take away from the City Planner. Mark Lawton said no that rather it would augment the City Planner position. He said the City needs to focus more on open lands. Mayor Kenneth Klotz clarified that this position would interact with DPW, Mayor's Office, Economic Development and the Recreation Department. Mark Lawton said yes. Chris Whann said there had been some anxiety expressed by individuals that these tasks were currently being done on an ad hoc basis. He said this position would provide the framework for the City and would also give the Council more control. Mayor Kenneth Klotz asked if this could be done through a consultant. Chris Whann said Commission members felt strongly that this was an ongoing function that could not be filled by a consultant.

Mayor Kenneth Klotz asked about the Connolly plan and whether the Commission reviewed that section. Harvey Fox said after much discussion and research, Commission members decided to leave that section as is. Lew Benton said the Council at any time may raise that limit by permissive referendum. He said the Commission was also concerned that perhaps modifying that section could be a "lightening rod" for those individuals who did not support the Commission's efforts.

Mayor Kenneth Klotz asked about the proposed Capital Program Committee. Mark Lawton said the proposed Capital Program Committee is a mechanism to ensure that there is consultation across the board in developing this budget. Lew Benton said this committee would both strengthen and discipline the process. He reminded everyone that a previous Mayor chose not to submit capital budgets. Mark Lawton said the timetable for the submission of a capital budget had been changed and would now allow for sufficient time before the general budget must be adopted to address the City's capital needs. Commissioner Thomas McTygue said he would like to see the Director of the Utilities Department included on this committee. Mayor Kenneth Klotz said he also

did not see any representation from DPS on this committee. Denise Polit said although a specific representative may not have been included, there is language under all of the Council members sections that information would be sought from the Departments on the capital budget.

Commissioner Michael Lenz said he was glad to see that there was focus on both the Mayor's Office and the Finance Office working together on this budget.

Mayor Kenneth Klotz asked about the bracketed sections of the charter and whether those areas would remain. Chris Whann said they would retain the bracketed sections so as to show which sections had been changed and when those changes occurred.

Finance Department

Commissioner Michael Lenz asked about the public hearings for the capital budget. Mark Lawton said the proposed charter calls for two public hearings on the capital budget. He said the general and capital budgets were on different timetables, however, the public hearings could be conducted on the same night if the time tables were to overlap. Mark Lawton said, though, that the proposed charter called for two public hearings each for both the general and capital budgets. Mark Lawton pointed out that there is an Appendix A included in the proposed charter detailing the time tables.

Mayor Kenneth Klotz clarified that the capital budget and the general budgets would be adopted at the same time. Mark Lawton said yes.

Commissioner Michael Lenz asked about the submission of requests for the general budget. He said currently all of the requests are included and the proposed budget is presented in balance. He asked if the proposed charter was suggesting that he submit a budget with all of the requests or whether he would present only his proposed budget. Mark Lawton said between September 15 and October 1 the Finance Commissioner would review the requests. He said one of the major differences of this proposal was the amount of information that would now be available. Commissioner Michael Lenz said that it was his understanding that the Finance Commissioner would submit his proposed budget by October 1 and then the first of two public hearings would be held between October 1 and 31 with another public hearing to be held before adoption. Mark Lawton agreed. Commissioner Michael Lenz said this will allow for a good amount of time for all to review the proposed budget.

Commissioner Michael Lenz asked for the rationale of placing the Human Resources Director under the Mayor. He said some of those functions are currently being performed in his office, i.e., payroll and health benefits, and asked whether that personnel would be transferred or would those duties remain in Finance. Mark Lawton said it would be very likely that both payroll and health benefits would remain in Finance. Commissioner Thomas Curley said there are some qualified individuals in other departments throughout the City and asked what would happen to those positions with the

creation of a Human Resources Department. Mark Lawton once the Human Resources Department was created there would likely be some unification of titles and the ability to move from one department to another either laterally or through advancement. He reminded everyone that some of the proposals in this charter would not take place overnight and there would need to be a transition. He said the Human Resources Department would be able to handle such functions as contract negotiations, etc. Elio Del-Sette said there is also a mechanism with the Civil Service Commission and the State to assist in the transition phase.

Patsy Berrigan, Civil Service Commission, said these positions would be competitive. She said job specifications would be reviewed and more defined. She said in some cases there could be lateral moves and in other cases a test may be required.

Commissioner Michael Lenz asked why the Human Resources function was placed in the Mayor's Office. Chris Whann said there are already some Human Resource related functions being handled under the Mayor's Office. Mark Lawton said Commission members felt that the Finance Commissioner already had a full plate of responsibilities and did not want to burden that individual.

Commissioner Thomas McTygue asked why it was necessary to create this department. He said the City is already handling employee items such as grievance and negotiations by contracting out for those services. Commissioner Thomas McTygue said he believed that creating these positions would only add to the growth in the City. He said in his estimation, at least nine more individuals would need to be hired. He asked where they would be physically placed. Mark Lawton said they were looking at the costs for the City and they tried to remain budget neutral. He said the Commission has identified some cost avoidance measures. Elio Del-Sette said there would be growth in the City and there will be new positions. He said the Commission is looking forward to the future. He again stated that there will be a transition phase and this will not happen overnight. He pointed out that the Council would control much of the growth in the City. Chris Whann said effective governing is not determined by the size of the building. Commissioner Thomas McTygue said the City gets what it needs by contracting out. Mark Lawton said the City owes it to their employees to have a Human Resources Department. Commissioner Thomas McTygue asked what services were not currently being offered to the City employees. Mark Lawton said there were many. Elio Del-Sette said the City jobs are good jobs and the City needs to attract qualified individuals. He said establishing a Human Resources Department did not preclude contracting out for specialized services. Commissioner Bernard Mirling said it was inconceivable that the City does not have a Human Resources Department. Chris Whann said it was his sense that an unreasonable burden had been placed on the Civil Service Commission. Commissioner Thomas McTygue said this was simply going to cost more money. Mark Lawton said it is very unlikely that there is any consultant who would be able to provide the ongoing specific services that are required by the City.

Accounts Department

Commissioner Bernard Mirling asked about the collection of rents and license fees and questioned whether the word "issue" should be included. Chris Whann said the Commission operated under the assumption that the issuance of licenses is governed by laws and ordinances. Tony Izzo, Assistant City Attorney, said the word "issue" could be added to the proposed charter.

Department of Public Works

Commissioner Thomas McTygue said he wanted to be sure that his previous concerns would be addressed. Harvey Fox said the Commission would address the concerns expressed by William McTygue at the July 16 meeting.

Commissioner Thomas McTygue said he would like to see the clause under C-19 concerning providing sand be removed from this proposal. Commission members agreed.

Department of Public Safety

Commissioner Thomas Curley said within the next few days, he would send written documentation to the Commission on his concerns about this proposed charter.

Commissioner Thomas Curley asked for the rationale on moving the Code Administration Office to the Mayor's Office. Lew Benton said he was guided by the statements made by the Building Inspector. He said there was a desire expressed that the two offices be integrated. Commissioner Thomas Curley agreed there was overlap between those two offices, however, pointed out that the Code Administration Office also overlapped with other departments, i.e., Health Office, Accounts Department, etc. Lew Benton said if Commissioner Thomas Curley felt strongly about this matter, perhaps Commission members could revisit the issue.

Commissioner Thomas McTygue asked who would supervise all of these individuals under the Mayor's Office. He said it seemed as though the Mayor might require a deputy and that would cost more money. Chris Whann said it was up to the Council to determine whether the Mayor needed a deputy. Elio Del-Sette said it was his belief that a Deputy Mayor was long overdue. He said this proposed charter tries to accommodate the needs of the City not the needs of the politics. He asked everyone if they felt this document achieved the goals of the City by making it more efficient and doing no harm. He said the Commission strived for more interdepartmental cooperation. He said he hoped this proposal was not destroyed by individuals who do not support it because of their special interests.

Commissioner Thomas Curley said there needed to be some continuity in the language in

connection with the fire and police. He said he would address that in his written material to the Commission.

Commissioner Thomas Curley said he too was concerned with the cost and he would like to see a financial impact analysis.

Lew Benton asked Commissioner Thomas Curley if he was comfortable with the rolls and functions of DPS as proposed. Commissioner Thomas Curley said yes. He said as he understood Commissioner Thomas Curley's concerns it seemed as though he had two B Human Resources and Code Administration. Commissioner Thomas Curley agreed.

Mayor Kenneth Klotz said he too would like to see some financial impact data.

Mark Lawton reminded everyone that a final document must be ready by Labor Day.

Harvey Fox thanked Council members for attending this workshop session and for their comments. There was then a brief adjournment.

COMMENTS FROM THE AUDIENCE

Harvey Fox asked for comments from the audience.

Bob Cleary said he was very concerned about the proposed movement of Code Administration from DPS to the Mayor's Office. He asked if the Commission in fact read the comments from individuals who made presentations before this Commission. He asked where that data was available. Lew Benton said all of the minutes are available at City Hall as well as on the City's WEB page. Bob Cleary said he did not want to see this office moved. Lew Benton said he was influenced in his thinking by the Building Inspector's comments, however, it seemed as though this issue would be revisited. Bob Cleary said he was also concerned about money and how would these new positions be funded. He said there should be a ten-year feasibility study on growth and how much this proposed charter might cost the City. Harvey Fox said positions such as the Deputy Mayor were simply options that the Council could choose to establish. Elio Del-Sette said some of the functions may also be absorbed into existing positions. Lew Benton said the proposed charter calls for only two new positions, Director of Human Resources and Director of Parks, Open Space and Historic Preservation. He said the reality is that the Council could at any time establish these positions. He said the Commission has not recommended that a Deputy Mayor be hired or that the Mayor be full time. Elio Del-Sette said the Commission empowered the Council through this proposed charter to have the ability to do these things if they so desired. Bob Cleary agreed these two positions were needed but was concerned about the funding. Harvey Fox said the Human Resources Director could potentially save the City hundreds of dollars by not hiring out for generalized services. Mark Lawton said it was important to also point out that the Commission

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was addressing the growth issue from 1915 to the present. Lew Benton said it was also important to recognize that population was not the only way to identify growth. Lew Benton said with a \$20 million budget there were many hidden costs such as police/fire overtime, 207A & 207C cases, the cost for hiring labor counsel to handle negotiations, etc. He said Human Resources could unburden some of those costs. Bob Cleary said he would like to see the facts and figures on creating these positions.

Mary Song said she agreed that both DPW and DPS should be represented on the capital program committee and asked that Commission members review that issue.

Tony Izzo said the Police Department has asked that Commission members review the section on serving "civil" process. Commission members agreed that the term "civil" could be added.

Harvey Fox thanked everyone for their participation this evening.

ADJOURNMENT

Elio Del-Sette moved and Chris Whann seconded to adjourn the meeting at 9:10 p.m. Ayes all. There being no further business, Harvey Fox adjourned the meeting at 9:10 p.m.

Respectfully submitted,

Kathy Moran
Clerk

Approved: