

BOARD OF ALDERMEN
SPECIAL PUBLIC HEARING
ON ORDINANCES
MEETING

IMMEDIATELY FOLLOWING THE
SPECIAL FINANCE COMMITTEE MEETING
SCHEDULED FOR THURSDAY, MARCH 3, 2016
AT 7 PM IN THE AUDITORIUM
AT SHELTON CITY HALL
54 HILL STREET, SHELTON, CT

AGENDA

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- ❖ CALL OF THE MEETING
 - ❖ PLEDGE OF ALLEGIANCE
 - ❖
 - ❖ ITEM:

1. AMENDMENT TO CODE OF ORDINANCE CHAPTER 16
ARTICLE II SEC. 16-34 WINTER PARKING
RESTRICTIONS (ORD. #861)
2. AMENDMENT CHAPTER 9 ARTICLE II SOLICITORS
AND CANVASSERS SECTION 9-21 (ORD. #893)
3. AMENDMENT TO CODE OF ORDINANCE CHAPTER 2
ARTICLE VI PERSONNEL RULES AND MERIT SYSTEM
SECTION 2-316 (ORD. #668)

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2016 FEB 25 A 9 17
CITY OF SHELTON
TOWN CLERK

ADJOURNMENT

1. AMENDMENT TO CODE OF ORDINANCE CHAPTER 16
ARTICLE II SEC. 16-34 WINTER PARKING
RESTRICTIONS (ORD. #861)

- A) No person shall park or cause to be parked any motor vehicle on the streets of the city between the hours of 12:01 a.m. and 6:00 a.m. during the months of January, February, March and December, except as follows:
- 1) On odd numbered days ~~months~~, parking shall be permitted during the aforementioned hours, only on the odd numbered side of any street.
 - 2) On even numbered days ~~months~~, parking shall be permitted during the aforementioned hours only on the even numbered side of any street, provided any previously established parking regulation shall remain in effect and shall be superior to the provisions of this section.
- B) No parking shall be permitted on any street during any snowstorm where the parking interferes with snow removal or cleaning operations.
- C) This section is supplemental to any previously enacted ordinance concerning the parking of motor vehicles.
- D) Any vehicles towed shall be stored at the police authorized towing company address. The fees for towing are regulated by the State of Connecticut.
- E) A snow/winter storm emergency may be declared by the mayor of the city or the mayor's designee. The Mayor shall cause each declaration made pursuant to this chapter to be publicly announced by means of broadcast, telecasts from stations with normal operating range covering the city. Additionally, posting said declaration notice in newspapers of general circulation, and on the city's official web page. Each announcement shall describe the action taken by the mayor including the time it became or will become effective. Said notice may be issued by use of media, by the posting of signs or by any other

appropriate means. The mayor or the Mayor's designee may further announce when said snow emergency will cease.

- F) When such snow emergency is in effect, there shall be no on street parking in sections of the city where access to off-street parking is available including driveways and parking lots, unless otherwise exempted by the police department.
- G) Any person violating the provisions of this ordinance may be fined \$25.00 for the first violation and \$50 for repeat violations.

2. AMENDMENT CHAPTER 9 ARTICLE II SOLICITORS
AND CANVASSERS SECTION 9-21 (ORD. #893)

Section 9-21 Time limit on soliciting.

It is hereby declared to be unlawful and shall constitute a nuisance for any person whether registered under this article or not, to go upon any premises and ring the door bell upon or near any door of a residence located thereon, or rap or knock upon any door or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in soliciting as herein defined, prior to 9:00 a.m. or after 9:00 p.m. of any weekday, or at any time on a Sunday or on a State or national holiday. **after one-half hour before sunset of any weekday, or at any time on a Saturday or on a State or national holiday.**

Sec. 9-20. Certificate required to be carried.

It shall be the obligation of every person who has obtained a certificate of registration under the terms of this article to carry the certificate upon his person at any time while soliciting within the boundaries of the city. Any such solicitor who gains entrance to any residence or any property shall immediately and peacefully depart therefrom when requested to do so by the occupant.

(Ord. No. 578, § 8, 3-8-90; Ord. No. 812, § 8, 4-12-07)

Sec. 9-21. Time limit on soliciting.

It is hereby declared to be unlawful and shall constitute a nuisance for any person whether registered under this article or not, to go upon any premises and ring the door bell upon or near any door of a residence located thereon, or rap or knock upon any door or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in soliciting as herein defined, prior to 9:00 a.m. or after 9:00 p.m. of any weekday, or at any time on a Sunday or on a State or national holiday.

(Ord. No. 578, § 12, 3-8-90; Ord. No. 812, § 12, 4-12-07)

Sec. 9-22. Penalty.

Any person violating any of the provisions of this article shall be subject to a fine of not more than two hundred fifty dollars (\$250.00) for each offense. Each sale or attempt to sell or contact with a residence in violation of this article shall be deemed a separate violation.

(Ord. No. 578, § 14, 3-8-90; Ord. No. 812, § 14, 4-12-07)

Secs. 9-23—9-30. Reserved.

DIVISION 2. CERTIFICATE OF
REGISTRATION

Sec. 9-31. Required.

Every person desiring to engage in soliciting as herein defined from persons in residences within

this municipality, is hereby required to make written application for a certificate of registration as hereinafter provided. Such certificate shall be carried by the solicitor.

(Ord. No. 578, § 2, 3-8-90; Ord. No. 812, § 2, 4-12-07)

Sec. 9-32. Application.

(a) Application for certificate of registration. Application for a certificate of registration shall be made upon a form provided by the municipality. The certificate of registration shall be obtained from the Shelton Police Department. The applicant shall truthfully state in full the information requested on the application, to wit:

- (1) Name and address or present place of residence and length of residence at such address; also business address if other than present address;
- (2) The address of place of residence during the past three (3) years if other than present address;
- (3) Age of applicant;
- (4) Physical description of the applicant;
- (5) Name and address of the person, firm or corporation or association or other entity by whom the applicant is employed or otherwise represents, and the length of time of such employment or representation;
- (6) The name and address of applicant's employer during the past three (3) years if other than the present employer;
- (7) A description sufficient for identification of the subject matter of the solicitation in which the applicant will engage;
- (8) The period of time for which the certificate is applied;
- (9) The date, or approximate date, of the latest previous application for certificate under this ordinance, if any;
- (10) A statement as to whether or not any certificate or registration issued to the applicant under this ordinance has ever been revoked;

3. AMENDMENT TO CODE OF ORDINANCE CHAPTER 2
ARTICLE VI PERSONNEL RULES AND MERIT SYSTEM
SECTION 2-316 (ORD. #668)

Amend: Vacation by adding the following additional language:

All full-time employees shall be eligible for paid vacation as follows:

One (1) year to six (6) years - two (2) weeks

Six (6) years to twelve (12) years – three (3) weeks

More than twelve (12) years – four (4) weeks

(ADD NEW) Notwithstanding the foregoing, newly hired supervisors or directors may be granted additional vacation time within a range that is commensurate with their qualifications, background and experience, including the amount of vacation the new employee may have had at their present or most immediate past employment. Such additional vacation time for newly hired supervisors and/or directors shall be recommended by the head of the department subject to approval by the Administrative Assistant and final approval of the Mayor.

ADMINISTRATION

§ 2-316

- (1) In the event that a holiday falls on a Saturday, the preceding Friday shall be scheduled as the day off. If the holiday falls on a Sunday, then the following Monday shall be scheduled as the day off. If the holiday falls on a scheduled day off, other than Saturday or Sunday, then it shall be considered a "floating holiday".
- (2) All "floating holidays" shall be used prior to the end of the fiscal year in which they were earned, shall be taken at a time mutually convenient for both the employee and his department head and may not be carried over. If a time cannot be agreed upon, the administrative assistant shall make the final determination.
- (3) No pay shall be granted in lieu of holidays except as provided by section 2-318(c), below.
- (4) Employees who are absent from work on the work days before and after the holiday shall not be eligible for the paid holiday unless absence is authorized with full pay. Employees on extended absences with pay shall not be eligible for paid holidays after three (3) months of absence.

(c) *Fringe benefits.* Only full-time employees shall be eligible to receive fringe benefits. Fringe benefits may include medical insurance benefits, life insurance, long term disability insurance, participation in a retirement plan, and payroll deductions for savings plans and may be changed from time to time by the city.

(d) *Vacation.* All full-time employees shall be eligible for paid vacation as follows:

One (1) year to six (6) years: Two (2) weeks.

Six (6) years to twelve (12) years: Three (3) weeks.

More than twelve (12) years: Four (4) weeks.

- (1) *Vacation credit.* The vacation year is July 1 through June 30. Employees will be credited with vacation on July 1. The amount of vacation to be credited shall be based on the number of continuous years of service the employee will have completed as of his anniversary date within

the vacation year. No employee may take vacation until he has completed nine (9) months of employment.

- (2) *Vacation during extended leave.* An employee who is absent with pay for an extended period of time does not accrue vacation during the absence but shall retain the vacation credited to him as of his last day of work. Upon reinstatement after period of absence, the employee shall use said vacation time prior to the end of the then current vacation year. At the start of the next vacation year, he shall be credited with vacation pursuant to the vacation schedule. In no event shall he be credited with more vacation time than the schedule allows.
- (3) *Holidays.* If a holiday falls in any given vacation week, this day may be taken at a later date or extend the current vacation period by one (1) day.
- (4) *Vacation scheduling.* Vacation time must be approved in advance, in writing, by the department head and the administrative assistant. If a conflict in requests for vacation time arises between two (2) or more employees within the same department, the senior employee shall be granted the vacation request. The taking of more than five (5) vacation days consecutively must be approved, in writing, by the department head and administrative assistant at least thirty (30) days prior to said time. This requirement may be waived by the administrative assistant after consultation with the department head regarding the reason for the shortened notice.
- (5) *No vacation carryover.* Vacation time must be used in the current vacation year. There shall be no payment in lieu of vacation except upon termination from employment. Vacation may not be carried over from one (1) vacation year to the next.
- (6) *Payment of unused vacation at termination.* Unused vacation credited to an employee as of the previous July 1 shall be paid to the employee upon his termina-

To: Board of Aldermen
From: John P. Bashar, Administrative Assistant
RE: **Amendment to the Merit System**

In order to be competitive in today's personnel market I would request that the Board of Aldermen consider the following change to the Merit System:

Amend: Section 11.3 Vacation by adding the following additional language:

11.3 All full-time employees shall be eligible for paid vacation as follows:

- One (1) year to six (6) years - two (2) weeks
- Six (6) years to twelve (12) years – three (3) weeks
- More than twelve (12) years – four (4) weeks

(ADD NEW) Notwithstanding the foregoing, newly hired supervisors or directors may be granted additional vacation time within a range that is commensurate with their qualifications, background and experience, including the amount of vacation the new employee may have had at their present or most immediate past employment. Such additional vacation time for newly hired supervisors and/or directors shall be recommended by the head of the department subject to approval by the Administrative Assistant and final approval of the Mayor.

Rationale:

Many applicants for city employment are employed, either in the public or private sector, where they are receiving accrued vacation benefits. In most cases, such applicants have earned and are receiving more than two weeks' vacation time. While two weeks' vacation is acceptable for a new employee without prior experience or without supervisory or professional employment history, hiring an experienced supervisor or director employed by another employer, usually means that he/she have earned and are receiving more than two weeks' vacation at their present position. To ask such candidates to relinquish vacation time to work for the City of Shelton means that the City does not have a competitive edge and is not able to be on an equal playing field with other employers in the City's hiring of talented and experienced candidates. Thus, in the limited case where a candidate has experience and earns vacation in excess of what is allowed under the Merit System, I request that the Department Head, the Administrative Assistant and the Mayor have the ability and flexibility to offer a reasonable vacation package that differs from the present vacation eligibility.

With regard to the other aspects of a job package, the Merit System allows the City to hire at salaries that are within the salary range for the job grade that is appropriate for their qualifications, background and experience. (See Section 5.3). This allows the City to be competitive, so this would not need any further change. Moreover, the pension and medical benefits do not need to be revised as they are consistent with other employees and have not been an issue. Thank you for your consideration.

Jack Bashar
Administrative Assistant

Legal Notice
City of Shelton

NOTICE IS HEREBY GIVEN THAT THE BOARD OF ALDERMEN WILL CONDUCT A SPECIAL PUBLIC HEARING ON THE FOLLOWING:

1. AMENDMENT TO CODE OF ORDINANCE CHAPTER 16
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SAID PUBLIC HEARING SHALL BE CONDUCTED ON THURSDAY, MARCH 3, 2016 IMMEDIATELY FOLLOWING A SPECIAL FINANCE COMMITTEE MEETING AT 7 PM IN THE AUDITORIUM AT SHELTON CITY HALL, 54 HILL STREET, SHELTON.

ALL PERSONS WHO HAVE AN INTEREST THEREIN MAY APPEAR AND BE HEARD IN RELATION HERETO.