

AGENDA  
MEETING OF THE COURT OF COMMON COUNCIL  
May 8, 2017  
Approve the minutes of the regular meeting of April 24, 2017

**ACTION TAKEN**

**COMMUNICATIONS**

1. MAYOR BRONIN, with accompanying resolution designating the independent accounting firm of RSM US LLP as the City's independent auditor for the fiscal year ending June 30, 2017.
2. MAYOR BRONIN, with accompanying resolution concerning going into Executive session to discuss questions or concerns regarding the approval of a tentative Agreement for a successor Collective Bargaining Agreement between the City of Hartford and Local 1716 effective July 1, 2015 through June 30, 2021.
3. MAYOR BRONIN, with accompanying resolution concerning authorizing the City to accept the gift of small-scale, golf-related improvements at Keney park Golf Course from the Friends of Keney Park Golf Course.
4. MAYOR BRONIN, with accompanying resolution concerning authorizing a settlement and request to enter into Executive Session to discuss the potential resolution of the matter of Daniel Nolan v. City of Hartford.
5. MAYOR BRONIN, with accompanying resolution concerning authorization to accept the donation of a Cardiac Science, Power Heat Automated External Defibrillator (AED) from Cigna Health & Life Insurance Company.

**REPORTS**

6. PUBLIC WORKS, PARKS AND ENVIRONMENT COMMITTEE, Report concerning an Ordinance amending a CIP ordinance adopted May 26, 2016 making an appropriation of 200,000 for removal, treatment, and/or replacement of Ash Trees subject to infestation by the Emerald Ash Borer and located in Public Rights of Way and in proximity to playgrounds, parking lots, pathways, roadways and playing fields in City Parks and authorizing the use of \$200,000 from the Parks Trust Fund to meet said appropriation.
7. PUBLIC WORKS, PARKS AND ENVIRONMENT COMMITTEE, WHEREAS, with accompanying resolution concerning the appointment of two members to the Golf Oversight Commission.

**FOR ACTION**

8. Substitute Ordinance creating a Registry of Owners of Residential Rental Property Amending Chapter 18, Section 150 of the Hartford Municipal Code.
9. Ordinance amending Municipal code concerning all Establishments that Sell Alcoholic Beverages.
10. Ordinance Amending Section 17-55 - 17-80 to Establish Facility License, Requirements and Procedures for Barbershops and Nail Salons of the Municipal Code.
11. Ordinance amending Chapter 2 Section 345 concerning a Civil Service Process for Fire Cadets, of the Municipal Code.
12. Resolution supporting the formation of a Commission of Inquiry to investigate the issues surrounding Centerplan's failure to complete its obligations as stated in its contract and the circumstances that lead to the cost overruns totaling \$12 million.
13. Resolution appointing Avery Buell (R) 196 North Beacon Street, Hartford, CT to the Metropolitan District Commissioner for a term ending December 31, 2021.
14. Resolution appointing Dave Ionno (G) to a vacant seat due to Kennard Ray's resignation to the Metropolitan District Commission for a term ending December 31, 2020.
15. Resolution supporting the Mayor in his efforts in seeking Special Legislation that will give Hartford leadership more tools and empower Hartford leadership to do the job they were elected to do and urge the Mayor to explore all options and request a comprehensive plan of action besides the need to seek special legislation to balance the budget that will not take away power from the city and its' elected officials, as well as offers suggestions for

consideration in order to close the budget gap and provide revenue for the City of Hartford.

**PROPOSED ORDINANCES**

16. (MAYOR BRONIN) Ordinance amending Chapter 2, Section 391 concerning Employee Leave Policies of the Municipal Code.

HEARING DATE - Monday, May 15, 2017

**RESOLUTIONS**

17. (COUNCILMAN SANCHEZ) Resolution supporting waiving the atrium fee for the Hartford Unite 1 Heart 1 Mind We Are Hartford event on May 27, 2017 in the City Hall Atrium.
18. (COUNCILMAN SANCHEZ) Resolution supporting the creation and implementation of a task force to address animal control policies and procedures representative of members and stakeholders of the city that have knowledge and experience in this area and that the task force provide recommendations within 90 days.

**Attest:**

**John V. Bazzano**  
City Clerk

**THE MEETING WILL RECESSED UNTIL WEDNESDAY, MAY 17, 2017 AT NOON IN THE COUNCIL CHAMBERS FOR THE PURPOSE OF THE COURT OF COMMON COUNCIL TO BEGIN BUDGET DELIBERATIONS FOR 2017-2018.**



ITEM # \_\_\_\_\_ ON AGENDA

**Luke A. Bronin**  
**Mayor**

May 8, 2017

Honorable Thomas J. Clarke II, Council President, and  
Members of the Court of Common Council  
City of Hartford  
550 Main Street  
Hartford, CT 06103

**RE: Independent Auditor**

Dear Council President Clarke:

Attached for your consideration is a resolution designating the independent accounting firm of RSM US LLP as the City's independent auditor for the fiscal year ending June 30, 2017.

A Request for Proposals (RFP) was issued by the City on May 1, 2015 seeking an independent accounting firm to audit the City's finances for a three (3) year period with two (2) one-year extensions. Two firms responded to the RFP – Blum Shapiro and RSM. A selection committee, consisting of the City Treasurer, Chief Operating Officer, Finance Director, and a representative of the Internal Audit Department, interviewed the two firms and recommended that RSM be engaged by the City. RSM – formerly known as McGladrey, LLP – has provided auditing services to the City since 2009.

A three-year contract was executed and RSM has conducted the audits of Fiscal Years 2015 and 2016. The contract includes an annual fee escalator. RSM's fee was \$175,000 for FY 2015 and \$178,000 for FY 2016. The fee for FY 2017 will be \$186,000. As this will be the third and final year of the current contract with RSM, we will solicit proposals from independent auditors in the first quarter of calendar year 2018.

The City Charter requires, in Chapter IV, Section 3, Subsection (c) that the Court of Common Council "shall designate annually an independent public accountant or firm of independent public accountants to audit the books and accounts of the City as provided in the General Statutes". Therefore, I respectfully request your approval of the attached resolution.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Luke A. Bronin", is written over a horizontal line.

Luke A. Bronin  
Mayor

**550 Main Street**  
**Hartford, Connecticut 06103**  
**Telephone (860) 757-9500**  
**Facsimile (860) 722-6606**

**INTRODUCED BY:**  
Luke A. Bronin, Mayor

**COURT OF COMMON COUNCIL**  
City of Hartford, May 8, 2017

**WHEREAS,** The Connecticut General Statutes and the City Charter require that an annual audit be conducted in accordance with auditing standards generally accepted in the United States of America and consistent with governmental auditing standards as applicable to financial audits; and

**WHEREAS,** The City is required to have audits performed in accordance with the Federal Single Audit Act and the State Single Audit Act; and

**WHEREAS,** The City Charter requires, in Chapter IV, Section 3, Subsection (c), that the Council designate annually an independent public accountant or a firm of independent public accountants to audit municipal finances; and

**WHEREAS,** A Request for Proposals (RFP) was issued by the City in May of 2015, through which RSM US LLP was selected; and

**WHEREAS,** A contract was executed for a three year period and RSM has conducted audits of FY 2015 and FY 2016; now, therefore, be it

**RESOLVED,** That, in accordance with Chapter IV, Section 3, Subsection (c) of the City Charter, the Court of Common Council hereby designates the firm of RSM US LLP Certified Public Accountants to conduct the annual audit of the City's finances for the fiscal year ending June 30, 2017, as provided by the Connecticut General Statutes, at a fee of \$186,000; and be it further

**RESOLVED,** That the Mayor is authorized to execute any and all manner of documents and to take such other actions as he and the Corporation Counsel may deem appropriate and in the best interests of the City in order to effectuate the above transaction, and be it further

**RESOLVED,** That no person or entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should the Mayor fail to execute the aforementioned documents, or to take any of the aforesaid actions, and be it further

**RESOLVED,** That all approvals and authorizations provided hereby are contingent upon, and only shall be effective on and by means of, the parties executing such documents, and taking such actions, all of which shall be, in form and substance, acceptable to the Mayor and the Corporation Counsel.



**Luke A. Bronin**  
**Mayor**

ITEM # 2 ON AGENDA

May 8, 2017

Honorable Thomas J. Clarke II, Council President, and  
Members of the Court of Common Council  
City of Hartford  
550 Main Street  
Hartford, CT 06103

**RE: Tentative Agreement: Local 1716**

Dear Council President Clarke:

Attached for your consideration is a resolution approving a Tentative Agreement for a successor Collective Bargaining Agreement between the City of Hartford and Local 1716 for a Collective Bargaining Agreement effective July 1, 2015 through June 30, 2021.

After several months of negotiations and discussions with Local 1716, the parties signed a Tentative Agreement on April 14, 2017. This Agreement, if ratified by the union and approved by Council, will save the City of Hartford almost four million dollars over the term of the six-year contract, and makes significant structural changes to reduce long-term liabilities.

In accordance with Connecticut General Statutes § 7-474, the bargaining representative for the municipality must submit any agreement reached by the negotiating committees to the municipality's legislative body if: (1) such agreement requires additional funds to implement it or (2) any of the provisions of the new agreement are contrary to any charter, special act, ordinance, rule or regulation adopted by the municipal employer or its agents. This request for additional funds and/or approval of provisions must be submitted to the legislative body within fourteen (14) days of the date on which such agreement was reached. The Tentative Agreement between the City and Local 1716 was signed on April 14, 2017 and the City's negotiating team submitted a "request for approval" to the City of Hartford Court of Common Council on Friday, April 28, 2017.

The Court of Common Council must approve or reject the Tentative Agreement within thirty (30) days of the end of the fourteen-day period for submission. The Tentative Agreement between the parties may be approved or rejected as a whole by a majority vote of those present and voting on the matter. If the Court of Common Council fails to vote on the request within the thirty-day window, such request and Tentative Agreement shall be considered approved. Therefore, based on these statutory timelines, the Court of Common Council has until Sunday, May 28, 2017 to vote on the City's negotiating committee's request for approval to implement the Tentative Agreement between the City of Hartford and Local 1716.

**550 Main Street**  
**Hartford, Connecticut 06103**  
**Telephone (860) 757-9500**  
**Facsimile (860) 722-6606**

Since this matter involves collective bargaining, I recommend that the Court of Common Council go into Executive Session on Monday, May 8, 2017, in order to discuss any questions or concerns regarding the Tentative Agreement. Local 1716 is holding a membership meeting on Thursday, May 18, 2017 to vote on ratification of the Tentative Agreement and, under the negotiation ground rules, the union must ratify prior to approval by the City. Council's vote should, therefore, take place after that date.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'LB', with a horizontal line extending to the right.

Luke A. Bronin  
Mayor

**INTRODUCED BY:**  
**Luke A. Bronin, Mayor**

**COURT OF COMMON COUNCIL**  
**City of Hartford, May 8, 2017**

**WHEREAS,** The Mayor has presented a Tentative Agreement dated April 14, 2017 between the City of Hartford ("City") and Local 1716, Council 4, AFSCME, AFL-CIO, covering the period of July 1, 2015 through June 30, 2021; and

**WHEREAS,** The Tentative Agreement, subject to approval by the Court of Common Council, provides for four years of wage freezes and two years of modest wage increases for current employees, resulting in significant savings for the City for the term of the Collective Bargaining Agreement; and

**WHEREAS,** The Tentative Agreement provides for the implementation of a high deductible health plan design with a Health Savings Account effective July 1, 2018 and increases to the employee premium cost share for dental coverage effective July 1, 2017, all of which will result in further savings for the City; and

**WHEREAS,** The Tentative Agreement also provides for long-term structural changes to employee benefits, such as retiree health insurance and sick leave accruals, which will positively impact the City's liabilities; and

**WHEREAS,** The Mayor recommends approval of the Tentative Agreement; now, therefore be it

**RESOLVED,** That the Tentative Agreement dated April 14, 2017 between the City and Local 1716, Council 4, AFSCME, AFL-CIO, covering the period of July 1, 2015 through June 30, 2021 is hereby approved; and be it further

**RESOLVED,** That the Court of Common Council authorizes the Mayor, or his designee, to execute all necessary documents and agreements to implement the approved agreement; and be it further

**RESOLVED,** That the Mayor is hereby authorized to execute any and all manner of other documents and to take such other actions as he and the Corporation Counsel may deem appropriate and in the best interest of the City in order to effectuate the above transaction; and be it further

**RESOLVED,** That no person or entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should the Mayor fail to execute the aforementioned agreement or other documents, or to take any of the other aforesaid actions; and be it further

**RESOLVED,** That all approvals and authorizations provided hereby are contingent upon, and only shall be effective on and by means of, the Mayor executing such agreement and documents, and taking such actions, all of which shall be, in form and substance, acceptable to the Mayor and the Corporation Counsel.



**Luke A. Bronin**  
Mayor

ITEM # 3 ON AGENDA

May 8, 2017

Honorable Thomas J. Clarke II, Council President, and  
Members of the Court of Common Council  
City of Hartford  
550 Main Street  
Hartford, CT 06103

**RE: Acceptance of Gift**

Dear Council President Clarke:

Attached for your consideration is a resolution authorizing the City of Hartford to accept the gift of small-scale, golf-related improvements at Keney Park Golf Course from the Friends of Keney Park Golf Course (the "Friends".)

The Friends held a fund-raising golf outing in August of 2016 and they propose to use the proceeds of that event to provide bunker rakes, hole signage, yardage markers, footbridges, benches, and other small-scale items for Keney Golf Course. The total value of the gifted improvements is approximately \$13,000. In accordance with Section IV2(f) of the City Charter, the Council must accept gifts of property or money on behalf of the City.

The Friends have worked with the Parks Division of the Public Works Department to select items to be gifted that are needed at the Golf Course and would otherwise be paid for by the City. The gift from the Friends will reduce the City's expenses, increase the pace of play, and improve the overall golf experience at the Golf Course.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Luke A. Bronin", is written over a horizontal line.

Luke A. Bronin  
Mayor

550 Main Street  
Hartford, Connecticut 06103  
Telephone (860) 757-9500  
Facsimile (860) 722-6606



**INTRODUCED BY:**  
Luke A. Bronin, Mayor

**COURT OF COMMON COUNCIL**  
City of Hartford, May 8, 2017

**WHEREAS,** The City of Hartford (the "City") maintains and operates Keney Park Golf Course (the "Golf Course"), an award-winning golf facility that reopened to the public in May of 2016 after extensive renovation, and

**WHEREAS,** The Friends of Keney Park Golf Course held a golf outing in August 2016 for the purpose of raising funds to pay for small-scale improvements to the golf course, and

**WHEREAS,** The Friends of Keney Park Golf Course intend to gift to the City, using the proceeds from the August 2016 fundraising event, a number of small scale improvements to the golf course including, but not limited to, bunker rakes, hole signage, yardage markers, footbridges, and benches whose value is estimated at approximately \$13,000, now therefore, be it

**RESOLVED,** That the City is hereby authorized to accept the gift of small-scale improvements from the Friends of Keney Park Golf Course to be paid for from the proceeds of its August, 2016 fundraising golf-outing, and be it further

**RESOLVED,** That the Mayor is hereby authorized to execute any and all manner of documents and take such other actions as he and the Corporation Counsel may deem appropriate and in the best interests of the City in order to further and/or effectuate the City's receipt of the aforementioned gift, and be it further

**RESOLVED,** That, if applicable, no person or entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution, should the Mayor fail to execute the aforementioned documents or take any of the aforesaid actions, and be it further

**RESOLVED,** That, if applicable, all approvals and authorizations provided hereby are contingent upon, and only shall be effective on and by means of, the Mayor executing such documents and taking such actions, all of which shall be, in form and substance, acceptable to the Mayor and the Corporation Counsel.



Luke A. Bronin  
Mayor

ITEM # 4 ON AGENDA

May 8, 2017

Honorable Thomas J. Clarke II, Council President, and  
Members of the Court of Common Council  
City of Hartford  
550 Main Street  
Hartford, CT 06103

**RE: Settlement: Nolan v. City of Hartford**

Dear Council President Clarke:

Attached for your consideration, please find a resolution authorizing the settlement of the matter of Daniel Nolan v. City of Hartford in the amount of \$14,100 per annum, until the earlier of Daniel Nolan's death of October 1, 2047, except that the payment due on October 1, 2017 shall be in the amount of \$13,100.

I would also like to request that Council enter into Executive Session during the Council meeting on May 8, 2017, to discuss the potential resolution of this matter prior to acting on the resolution.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "L. Bronin", is written over a horizontal line.

Luke A. Bronin  
Mayor

550 Main Street  
Hartford, Connecticut 06103  
Telephone (860) 757-9500  
Facsimile (860) 722-6606

**INTRODUCED BY:**  
Luke A. Bronin, Mayor

**COURT OF COMMON COUNCIL**  
City of Hartford, May 8, 2017

**RESOLVED**, That pursuant to Chapter VIII, Section 3 of the City Charter, the Court of Common Council hereby approves settlement of the DANIEL NOLAN v. CITY OF HARTFORD matter, in the amount of \$14,100 per annum until the earlier of Daniel Nolan's death or October 1, 2047, except that the payment due October 1, 2017 shall be in the amount of \$13,100.



Luke A. Bronin  
Mayor

ITEM # 5 ON AGENDA

May 8, 2017

Honorable Thomas J. Clarke II, Council President, and  
Members of the Court of Common Council  
City of Hartford  
550 Main Street  
Hartford, CT 06103

**RE: Acceptance of Defibrillator**

Dear Council President Clarke:

Attached for your consideration is a resolution accepting the donation of a Cardiac Science, Power Heat Automated External Defibrillator (AED) from Cigna Health and Life Insurance Company.

An automated external defibrillator (AED) is a lightweight, battery-operated, portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest (SCA), which is a condition in which the heart suddenly and unexpectedly stops beating. When this happens, blood stops flowing to the brain and other vital organs. SCA usually causes death if it's not treated within minutes. Using an AED on a person who is having SCA may save the person's life. AEDs are easy to use and will give voice prompts while in use. Training is helpful, but even untrained people can use an AED to help save someone's life.

The AED being donated by CIGNA will be located in City Hall where it will be available to assist both employees and the public who may experience a sudden cardiac arrest.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Luke A. Bronin".

Luke A. Bronin  
Mayor

550 Main Street  
Hartford, Connecticut 06103  
Telephone (860) 757-9500  
Facsimile (860) 722-6606

**INTRODUCED BY:**  
Luke A. Bronin, Mayor

**COURT OF COMMON COUNCIL**  
City of Hartford, May 8, 2017

**WHEREAS,** Automated External Defibrillators (AED) are lightweight, battery-operated, portable devices that check an individual's heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm in someone experiencing sudden cardiac arrest, and

**WHEREAS,** Cigna Health and Life Insurance Company (CIGNA) has donated a Cardiac Science, Power Heart AED to the City of Hartford, valued at approximately \$ now, therefore, be it

**RESOLVED,** That the Court of Common Council hereby accepts, with thanks, the AED donated to the city of Hartford by CIGNA, and be it further

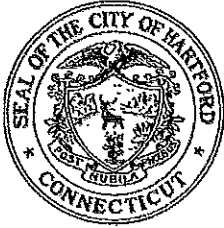
**RESOLVED,** That the Mayor is authorized to execute any and all manner of other documents and to take such other actions as he and the Corporation Counsel may deem appropriate and in the best interests of the City in order to effectuate the above transaction, and be it further

**RESOLVED,** That no person or entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should the Mayor fail to execute an agreement or other documents, or to take any of the aforesaid actions, and be it further

**RESOLVED,** That all approvals and authorizations provided hereby are contingent upon, and only shall be effective on and by means of, the parties executing such documents, and taking such actions, all of which shall be, in form and substance, acceptable to the Mayor and the Corporation Counsel.

ITEM # 6 ON AGENDA  
**Court of Common Council**

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



## REPORT

Thomas J. Clarke II, Council President  
Julio A. Concepción, Majority Leader  
John Q. Gale, Assistant Majority Leader  
Wildaliz Bermúdez, Minority Leader

John V. Bazzano, Town and City Clerk

Larry Deutsch, Councilman  
Cynthia R. Jennings, Councilwoman  
James Sánchez, Councilman  
Glendowlyn L. H. Thames, Councilwoman  
rJo Winch, Councilwoman

May 8, 2017

Thomas J. Clarke II, Council President and City Council Members  
Hartford Court of Common Council  
Hartford City Hall  
550 Main Street  
Hartford, Connecticut 06103

Dear President Clarke and City Council Members:

**The Public Works, Parks, Recreation and Environment Committee held its monthly meeting on Wednesday, April 5, 2017 at 5:30 p.m. in the City Council Chambers.**

The following were present: Councilwoman Cynthia R. Jennings (Committee Chairperson), John Q. Gale (Assistant Majority Leader and Councilman), Wildaliz Bermudez (Council Minority Leader and Councilwoman), James DelVisco (Corporation Council), Jack Hale (Tree Commission Chairman), Thomas Baptist (COH DPW) Linda Bayer COH Mayor's Office), Jackson G. Gemmell (Golf Course Oversight Commission Candidate), Michele Parrotta (Golf Course Oversight Commission Candidate) and Haywood R. Hicks (Executive Assistant to Councilwoman Cynthia R. Jennings).

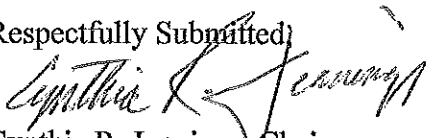
- 1. Ordinance amending a CIP Ordinance adopted May 26, 2016 making an appropriation of \$ 200,000 for removal, treatment and /or replacement of Ash trees subject to infestation by the Emerald Ash Borer and located in public rights of way**

and in proximity to playgrounds, parking lots, pathways, roadways and playing fields in city parks and authorizing the use of \$200,000 from the Parks Trust Fund to meet said appropriation. (Mayor Bronin) (Item #33 on agenda)

This item was an ordinance sent by Mayor Bronin to City Council requesting Council favorably consider authorizing the City of Hartford to appropriate funds in the amount of \$200,000 from the city's Capital Improvement Fund to eradicate the Emerald Ash Borer infestation of the city's Ash trees. The Emerald Ash Borer destroys Ash trees by depositing its eggs in the crevices of the tree's bark. In the spring when those eggs hatch the larvae consume the trees' leaf tissue and contribute to the host tree's destruction by destroying the tree's bark and providing a food source for Woodpeckers.

A motion was made by Councilwoman Bermudez and seconded by Councilman Gale to recommend favorably that the City be authorized to use funds in the amount of \$200,000 from the Parks Trust Fund to meet said appropriation. The vote was unanimously in favor of the ordinance.

Respectfully Submitted,

  
Cynthia R. Jennings, Chairperson

Committee Member Votes:

Councilwoman Jennings: Yes  
Councilwoman Bermudez: Yes  
Councilman Gale: Yes

7  
ITEM 7 ON AGENDA

# Court of Common Council

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



## REPORT

Thomas J. Clarke II, Council President  
Julio A. Concepción, Majority Leader  
John Q. Gale, Assistant Majority Leader  
Wildaliz Bermúdez, Minority Leader

John V. Bazzano, Town and City Clerk

Larry Deutsch, Councilman  
Cynthia R. Jennings, Councilwoman  
James Sánchez, Councilman  
Glendowlyn L. H. Thames, Councilwoman  
Jo Winch, Councilwoman

May 8, 2017

Thomas J. Clarke II, Council President and City Council Members  
Hartford Court of Common Council  
Hartford City Hall  
550 Main Street  
Hartford, Connecticut 06103

Dear President Clarke and City Council Members:

**The Public Works, Parks, Recreation and Environment Committee held its monthly meeting on Wednesday, April 5, 2017 at 5:30 p.m. in the City Council Chambers.**

The following were present: Councilwoman Cynthia R. Jennings (Committee Chairperson), John Q. Gale (Assistant Majority Leader and Councilman), Wildaliz Bermudez (Council Minority Leader and Councilwoman), James DelVisco (Corporation Council), Jack Hale (Tree Commission Chairman), Thomas Baptist (COH DPW) Linda Bayer COH Mayor's Office), Jackson G. Gemmell (Golf Course Oversight Commission Candidate), Michele Parrotta (Golf Course Oversight Commission Candidate) and Haywood R. Hicks (Executive Assistant to Councilwoman Cynthia R. Jennings).

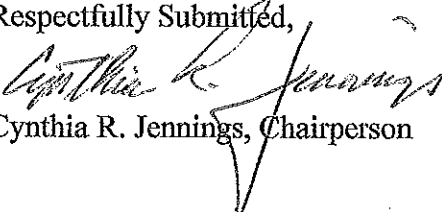
**3. Mayor Bronin, with accompanying resolution concerning the appointment of two members to the Golf Oversight Commission. (Item # 8 on agenda)**



This item is a resolution sent by Mayor Bronin to City Council requesting Council favorably consider confirming the appointment of Jackson G. Gemmell and Michele Parrotta to the Golf Oversight Commission. Both prospective candidates were interviewed by Committee at this meeting.

A motion was made by Councilwoman Bermudez and seconded by Councilman Gale to recommend favorably to Council the confirmation of Jackson G. Gemmell and Michele Parrotta to the Golf Oversight Commission. The vote was unanimously in favor of the resolution.

Respectfully Submitted,



Cynthia R. Jennings, Chairperson

Committee Member Votes:

Councilwoman Jennings: Yes  
Councilwoman Bermudez: Yes  
Councilman Gale: Yes



**Luke A. Bronin**  
**Mayor**

March 27, 2017

Honorable Thomas J. Clarke II, Council President, and  
Members of the Court of Common Council  
City of Hartford  
550 Main Street  
Hartford, CT 06103

**RE: Appointments to Golf Course Oversight Commission**

Dear Council President Clarke:

Attached for your consideration is a resolution confirming my appointment of Jackson G. Gemmell and Michele Parrotta to the Golf Course Oversight Commission.

The purpose of the Commission is to ensure that the operations, maintenance and improvement of Hartford's Keney Park and Goodwin Park Golf Courses meet the expectations of constituents and patrons. The Commission consists of nine members who shall serve four year staggered terms. The membership shall represent the "Friends" groups in each park, golf leagues, and youth and shall also include individuals with experience in professional fields such as accounting, public administration, golf course management, financial analysis, and landscape architecture or design.

Mr. Gemmell holds Bachelor's and Master's degrees in special education and was a special education teacher for 37 years. He also coached a variety of youth sports, including golf. He is currently a member of the Behind the Rocks/Southwest Neighborhood Revitalization Zone. Ms. Parrotta holds a Juris doctor degree and is an attorney with the firm of Parrotta & Firtel LLC. She works extensively in the fields of real estate, leasing, development, construction and property management. She is a member of the Connecticut Women's Council and a former member of the board of directors of the YWCA of the Hartford Region. Their resumes are attached for your review.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Luke A. Bronin", is written over a horizontal line.

Luke A. Bronin  
Mayor

**550 Main Street**  
**Hartford, Connecticut 06103**  
**Telephone (860) 757-9500**  
**Facsimile (860) 722-6606**

**INTRODUCED BY:**  
Luke A. Bronin, Mayor

**COURT OF COMMON COUNCIL**  
City of Hartford, March 27, 2017

**WHEREAS,** The Golf Course Oversight Commission was established to ensure that the City's Keney and Goodwin Golf Courses are operated, maintained and improved in a manner that will meet the expectations of constituents and patrons, and

**WHEREAS,** The Commission is composed of nine members who serve four-year staggered terms, and

**WHEREAS,** Mayor Luke A. Bronin has appointed Michele Parrotta and Jackson G. Gemmell to the Golf Course Oversight Commission, now, therefore, be it

**RESOLVED,** That the Court of Common Council hereby confirms the appointment of the following individuals as members of the Golf Course Oversight Commission:

Michele Parrotta (D) 71 Scarborough Street, Hartford 06105  
For a term to expire December 22, 2020  
(Replacing Oswald Grant)

Jackson G. Gemmell (D) 46 Harvard Street, Hartford 06106  
For a term to expire December 22, 2020  
(Replacing Charles DeLeo)

Introduced by: Council President Thomas J. Clarke II

HEADING  
AND  
PURPOSE

SUBSTITUTE

AN ORDINANCE CREATING A REGISTRY OF OWNERS OF RESIDENTIAL RENTAL PROPERTY AMENDING CHAPTER 18, SECTION 150 OF THE HARTFORD MUNICIPAL CODE

COURT OF COMMON COUNCIL,  
CITY OF HARTFORD

November 14, 2016

Be It Ordained by the Court of Common Council of the City of Hartford:

That Chapter 18, Section 150, of the Municipal Code of the City of Hartford be amended as follows:

18-150. Registration of owners of residential rental property.

(a) Purpose. The City of Hartford is committed to protecting the safety, health and welfare of its residents, to eliminating housing deterioration and blight, and to protecting the public from unsafe structures. To that end, the City has adopted ordinances and has performed regulation, inspections and code enforcement concerning the operation and condition of property within its borders. This ordinance requires registrations and disclosure of contacts the City may use to observe due process in notifying owners of conditions on their property. The City will use the registration in the enforcement of housing, building and fire safety codes, for regular or emergency enforcement action and in the interest of public safety in securing or demolishing buildings or relocating people.

(b) Definitions.

For purposes of this ordinance, "Owner" shall mean any natural person who is the record owner of the property, or if the property is owned by a business entity, "Owner" shall mean an officer, manager or member of such entity, and in the case of a trust, a trustee.

For purposes of this ordinance, "contact information" shall include the name, email address, telephone numbers, business and residential address.

18-151. Registration.

(a) Registration required. It shall be unlawful for owners of certain residential rental property located within the City of Hartford to rent such property without registering with the Division of

Licenses and Inspection. Upon adoption of this ordinance the Division of Licenses and Inspections shall notify Owners of the requirements of this ordinance. Failure to receive such notice shall not waive its requirements. Owners shall register using such forms as are provided by the Division of Licenses and Inspections, within sixty days from the effective date of this ordinance. Violation shall be subject to the penalties set out in Section 1-4 of the Municipal Code.

(b) Exempt Owners. The Housing Authority of the City, owners of properties with fewer than three units, and owners of licensed rooming houses, hotels, motels, condominiums, elderly housing, and student dormitories, shall be exempt from the requirements of this ordinance.

(c) Fees. Owners shall pay a fee upon registration. The fee for initial registration upon adoption of this ordinance, or upon a change of ownership, shall be fifty dollars for up to five residential rental units existing at the rental property, plus twenty dollars for every additional unit. After the initial fee in the first year of registration for a particular owner, the annual renewal fee for that owner shall be twenty dollars for the first five units plus twenty dollars for each additional unit. The fees shall apply whether or not the units are occupied.

(d) Term and renewal. Registrations made after the effective date of this ordinance and prior to June 30, 2017 shall expire on June 30, 2018. Thereafter, registrations shall be effective for one year, beginning on July 1, 2018 and expiring on June 30 of each year. Registrations must be renewed annually.

Registrations shall not be transferable. Upon a change of ownership, the new owner shall register within thirty days after taking title to the property.

18-152. Required information. The registration shall require the following information:

- (a) The property address and tax assessor's parcel identification number for the property.
- (b) The number of rental units on the property.
- (c) Owner's name and mailing address.
- (d) Owner's contact information, which shall include residential and business mailing address, telephone number and email address. If the owner is not a natural person, the Owner shall provide the same contact information for each officer, member or manager of any business entity, or in the case of a trust, the contact information for each trustee.
- (e) The contact information of a responsible adult residing in Connecticut, or a company doing business in Connecticut, who or which is and shall be responsible for the care, management and maintenance of the property and is authorized to accept legal process and notices on behalf of the owner if the owner resides or has its principal place of business outside of Connecticut.
- (f) The name and contact information of any person holding a mortgage on the property.
- (g) The name and contact information of the Owner's insurer of the property. The Owner must notify the City in the event of a change or cancellation of insurance on the property.
- (h) The registration form shall be signed by the owner, who shall certify that all the information offered in the registration is true and correct to the best of his or her knowledge and belief, so that any willfully false statement will be subject to penalty under the law for the making of a false statement.

- (i) Proof of insurance including the name of the insurance company, address, business telephone number of the insurance provider along with a copy of the insurance policy,

along with proof of the insurance coverage amount for both liability and fire, that covers at a minimum the value of the property.

This ordinance shall take effect upon adoption.

Introduced by:

INTRODUCED BY:

COURT OF COMMON COUNCIL

Council President Thomas J. Clarke II

City of Hartford, March 27, 2017

HEADING  
AND  
PURPOSE

Section 4-5. This section shall apply to all establishments that sell alcoholic beverages, including bars, nightclubs, and lounges, but not restaurants that do not have separate bar service. After 6 p.m. until closing time, a owners and operators of all such establishments shall cause trained security staff to use electronic identification scanners at all entrances to detect false identification and prevent entry by underage customers. The purpose of this section is to protect minors by helping to prevent sale of alcohol to minors carrying false identification.

This ordinance shall take effect upon adoption.

REPLACEMENT

Introduced by: Councilman Larry Deutsch

HEADING  
AND  
PURPOSE

AN ORDINANCE AMENDING SECTION 17-55—17-80. TO ESTABLISH  
FACILITY LICENSES, REQUIREMENTS AND PROCEDURES FOR BARBERSHOPS AND  
NAIL SALONS

COURT OF COMMON COUNCIL,  
CITY OF HARTFORD

March 27, 2017

Be It Ordained by the Court of Common Council of the City of Hartford:

Sec. 17-55. Purpose

The purpose of this chapter is to safeguard the health and well-being of persons who work in or patronize nail salons, barbershops, and hairdressing and cosmetology shops in Hartford through a system of licensing, regulation and inspection and to protect the public health in general.

Sec. 17-56. Definitions

- (a) "Barbering" - includes the following described practices when performed by a barber or master barber licensed in the State of Connecticut, upon the head, face, scalp or neck for cosmetic purposes only:
- (1) The cutting, trimming, or shaving of the hair.
  - (2) Singeing, shampooing, dyeing, coloring or styling of the hair.
  - (3) The application of cosmetic preparations, hair tonics, antiseptics, powders, oils, clays, creams or lotions.
  - (4) Giving facial and scalp massage or the application of oils, creams, lotions or other preparations, either by hand or mechanical appliances.
  - (5) Shaving or trimming the beard.



- (b) "Barbershop" - any establishment engaged in the practice of barbering for the public.
- (c) "Hairdressing and Cosmetology" - includes the following described practices performed by a licensed hairdresser/cosmetician in the State of Connecticut upon the head, face, scalp, arms, hands, body, legs and feet for cosmetic purposes only:
- (1) Treating the scalp, face, neck and arms by massaging, cleansing, exercising, stimulating or manipulating, with the hands, mechanical appliances, or water.
  - (2) Application of cosmetics, preparations, antiseptics, tonics, lotions, creams, powders, oils, clays, sprays, or any product pertaining to the skin, including tanning spray.
  - (3) Manicuring fingernails of the hand for cosmetic purposes only.  
Pedicures involving trimming, filing and painting the healthy toenails of the feet, excluding cutting nail beds, corns, calluses, or other medical treatment involving the foot or ankle.
  - (4) Removing hair from, or destroying hair on any part of the body by using an electric needle only.
  - (5) Dressing, arranging, curling, waving, weaving, cutting, singeing, bleaching and coloring hair.
- (d) "Director of Health" - the Director of Health of the City of Hartford, or his/her duly authorized representative.
- (e) "Disinfect" - to use a chemical or physical process to destroy harmful organisms, including bacteria, viruses, germs, and fungi.
- (f) "Hairdressing or Cosmetology Shop" - any establishment engaged in the practice of hairdressing, cosmetology, or barbering for the public.
- (g) "Independent Contractor" - a person who works in an independent trade, business, or profession in which they offer their services to the public. They are generally not employees of the company and perform services for another person under an expressed or implied agreement.
- (h) "Multi-Use Tool" - an item constructed of hard materials with smooth nonporous surfaces such as metal, glass, or plastic that can be effectively cleaned and disinfected for uses on more than one client. The term includes but is not limited to such items as clippers, scissors, combs, nippers, manicure bowls, and some nail files.
- (i) "Nail Salon" - an indoor establishment or kiosk that offers, provides, permits or allocates space for the manicuring of healthy finger nails and pedicuring of healthy toe nails or enlists the use of chemicals which include but is not limited to resins, plasticizers, solvents, pigments,

creams, emollients, adhesives, paints or compressed air brush equipment for the purpose of treating, painting, repairing, and enhancing of the human finger nails and toe nails.

(j) "Nail Technician" - a person, who works at a nail salon as defined herein, who cuts, shapes, polishes or enhances the appearance of the healthy nails of the hands and feet, including but not limited to, the application and removal of sculptured or artificial nails.

(k) "Inspection Report" – Hartford Department of Health and Human Services report prepared and issued by the authorized agent after conducting an inspection of a barbershop or salon to determine compliance with all applicable federal, state, and local statutes, order, ordinances, quarantines, rules, regulations or directives relating to the public health.

(l) "Operator" –any person, including, but not limited to, a licensed, hairdresser/cosmetician or barber, or unlicensed person who is performing tasks allowed under the scope of this Code and the Public Health Code of the State of Connecticut.

(m) "Single Use Tool" – a non-metal and/or porous item that is made or constructed of cloth, wood, sponge, pumice stone or other absorbent materials having rough surfaces which cannot be effectively cleaned and disinfected.

(n) "Salon" –any shop, store, day spa or other commercial establishment at which the practice of barbering, hairdressing and cosmetology, or the services of a nail technician, or any combination thereof, is offered and provided.

(o) "Sanitize" - effective antibacterial treatment by a process that provides sufficient concentration of chemicals for enough time to reduce the bacteria count including pathogens to a safe level on equipment.

#### **Sec. 17-57. Establishment License Required**

- (a) As of January 1, 2018, no person, firm, or corporation shall operate a barbershop or salon that does not have a valid license issued by the Director of Health. Only a barbershop or salon that complies with the requirements of this section and the Public Health Code of the State of Connecticut shall be entitled to receive or retain such license. Licenses are not transferable and shall be renewed annually. A valid license shall be posted in a conspicuous public location, visible to patrons of the establishment.
- (b) The provisions of this section shall apply to every barbershop and salon, in the City, that is engaged in the practice of barbering, hairdressing and cosmetology, or that provides the services of a nail technician, or any combination thereof.
- (c) The Director of Health shall have the authority to adopt regulations for the purposes of licensing, inspecting and maintaining oversight of barbershops and salons pursuant to the provisions of this Code and the State of Connecticut General Statutes.

(d) A copy of all regulations governing the licensing, inspecting and oversight of barbershops and salons, adopted by the Director of Health, shall be provided free of charge, to all applicants seeking a license for a barbershop or salon at the time the application is made.

#### **Sec. 17-58. Application and Issuance of Establishment License**

- (a) Any person desiring to operate a barbershop or salon shall make written application for a license on forms provided by the Director of Health. Such application shall be submitted prior to the start of construction, remodeling, converting, or taking ownership of a new barbershop or salon. A plan review will be required as part of the license application process.
1. Prior to any change of ownership, and prior to opening a new barbershop or salon, a plan review application must be completed and the appropriate application fee paid.
  2. No barbershop or salon having a permanent location shall be relocated, constructed, remodeled or extensively altered, nor shall a structure be converted to use as a barbershop, salon, hairdressing and/or cosmetology shop, or tanning salon, except in accordance with plans and specifications approved by the Hartford Department of Health and Human Services.
  3. Two (2) sets of properly prepared plans drawn to a scale of not less than 1/4": 1', and equipment specifications for such construction, remodeling or alteration shall be submitted to the Director of Health, or authorized agent, for review and approval before relocation, construction, remodeling, alteration, or conversion is begun. The plans and specifications shall indicate the proposed layout, arrangement and construction materials of work areas and the type and model of proposed fixed equipment, flooring material, and facilities. The plans and specifications shall be submitted, along with a completed plan review application to the Director of Health. The Director of Health shall approve the plans and equipment specifications if they meet the requirements of this Code and the Public Health Code of the State of Connecticut.
  4. Applicants shall additionally submit, to the Director of Health, in writing, cleaning procedures describing the process by which too are to be cleaned, disinfected, and sanitized. Demonstration of these procedures is required prior to receiving a license.
  5. Prior to the barbershop or salon opening, the Director of Health, or authorized agent, shall conduct a pre-operational inspection to determine compliance with the approved plans and specifications and with the requirements of this Code and the Public Health Code of the State of Connecticut.
  6. The owner/operator must also obtain a Certificate of Occupancy (CO) from the Hartford Development Services Division of Licenses and Inspections, if applicable. The Director of Health shall issue a license upon receipt of the CO, and a completed application and submission of the appropriate fee.
  7. Until 1 year after the effective date of the rules promulgated under this Section of the Hartford Municipal Code, the City of Hartford Department of Health and Human Services shall issue a license to an applicant barbershop or salon that presents:

- a. Evidence that the establishment was operating as a barbershop or salon prior to January 1, 2018; and
  - b. Evidence that the establishment's employees are in compliance with all state and local personal licensing requirements; and
  - c. Floorplans of the establishment indicating the operation's layout and arrangement of work areas; and
  - d. Evidence that the establishment is in compliance with all state and local tax requirements; and
  - e. A valid Certificate of Occupancy from the Division of Licenses and Inspections, if applicable; and
8. License and application payments in accordance with Section 17-67.

(a) All licenses shall expire on December 31 of each year, unless otherwise indicated, and may be renewed for another year upon application and payment of an annual fee, provided that the barbershop or salon is in compliance with this Code, the Public Health Code of the State of Connecticut, and all other applicable municipal ordinances.

(b) In the case of a transfer of ownership of an existing barbershop or salon to a new owner, the establishment shall be brought into compliance with this Code, the Public Health Code of the State of Connecticut, and all other municipal ordinances by correcting all violations before a license to operate can be issued, unless with specific application for time-limited waiver. The license is not transferable from one owner to another. All new owners shall apply for and maintain a current license.

(c) Licensed operators in a barbershop or salon shop shall maintain and display an appropriate current license or registration from the State of Connecticut.

(d) A temporary license to operate a barbershop or salon may be granted for a period not to exceed fourteen (14) consecutive calendar days. A temporary license would be required for conducting a public demonstration, a fund-raising event or a public convention.

#### **Sec. 17-59. Inspection and Right of Entry**

(a) The Director of Health and his authorized agents are authorized, after proper identification, to enter at any reasonable time any barbershop or salon for the purpose of making inspections, as deemed necessary by the Director of Health or his authorized agent, to determine compliance with this Code, the Public Health Code of the State of Connecticut, and any other applicable codes, regulations or statutes.

(b) Assistance by police: The City of Hartford Police Department shall assist the Director of Health, when required to do so by statute or ordinance, in the performance of the duties prescribed herein. The City of Hartford Police Department shall report to the Director of Health or his authorized agent, any violation of this article or of the general statutes in respect to the operation or maintaining of any barbershop or salon within the City.

## **Sec. 17-60. License Suspensions**

(a) The Director of Health may suspend any license to operate a barbershop or salon if the license holder does not comply with the requirements of this Code, the Public Health Code of the State of Connecticut, or any applicable municipal ordinance.

(b) In the event that the Director of Health, or authorized agent, finds conditions not in compliance with the requirements of this ordinance in the operation of a barbershop or salon, or if a violation or set of violations appears on more than one (1) consecutive inspection report, the Director of Health may immediately issue an Order to Correct to the license holder or person in charge, as well as the renter (if applicable), citing such conditions, specifying the corrective action to be taken and time frame within which action shall be taken. If correction is not made in the allotted time, the license may be suspended or revoked.

In the event that the license is suspended or revoked, one (1) copy of the order to cease barbershop or salon operations shall be posted by the owner upon the inner surface of the window of the front entrance door of the barbershop or salon or upon the nearest window thereto in such a manner as to be clearly visible to the general public from the exterior of such barbershop or salon. Said order to cease operations shall not be defaced or removed by any person except the Director of Health, or his/her authorized agent.

(c) The Director of Health may suspend, without warning, prior notice or hearing, any license to operate a barbershop or salon:

(1) if the operation constitutes an imminent hazard to public health, ( as defined in section (D) below or

(2) if the owner, operator or person in charge has interfered with the performance of the Director of Health's duties, or

(3) if an unlicensed individual is performing procedures, including but not limited to haircutting and hairstyling, requiring licensure by the State of Connecticut.

(d) An imminent health hazard shall include, but is not limited to, any one of the following:

(1) an ongoing outbreak of an infectious, pathogenic or toxic agent capable of being transmitted to clients; or

(2) the absence of an approved sanitizer/disinfectant or evidence that sanitizer/ disinfectant is not being used properly to thoroughly clean implements and equipment after each client; or

(3) the absence of potable water, supplied under pressure, in a quantity which, in the opinion of the Director of Health, is capable of meeting the needs of the facility; or

- (4) the absence of adequate hot water supply (water to be maintained at 110° F); or
  - (5) a sewage backup into the facility; or
  - (6) a nuisance condition deemed imminent by the Director of Health and Human Services; or
  - (7) operating without a valid license issued by the City of Hartford Department of Health and Human Services.
- (e) Suspension shall be effective immediately upon documentation of imminent public health hazard and/or interference with the Director of Health's duties per items (c) and (d) of this section. A written order to cease and desist to the license holder of the facility from the Director of Health will follow within 24 hours. When a license is suspended, all barbering and cosmetology operations within the establishment shall cease immediately and shall not resume until written approval to resume has been issued by the Director of Health. The Director of Health, or authorized agent, shall remove a suspended license from the premises.
- (f) When a license is suspended, the holder of a license, or the person in charge, shall be notified in writing of the suspension, and an opportunity for a hearing will be provided if a written request for a hearing is filed with the Director of Health by the holder of the license within seventy-two (72) hours of notification. The Director of Health may end the suspension at any time by giving written notice to the license holder if reasons for suspension no longer exist.

#### **Sec. 17-61. Service of Notice**

Written notices and orders provided for in this code shall be deemed to have been properly served when a copy of the notice or order has been delivered personally or sent by certified mail, return receipt requested, to the owner, license holder or person in charge of the barbershop or salon. A copy of any such notice or order shall be filed in the records of the Director of Health.

#### **Sec. 17-62. License Non-Renewal**

- (a) The Director of Health, after providing an opportunity for a hearing, may refuse to renew the license of any establishment for serious or repeated violations of any of the provisions of this Code, or for interference with the Director of Health in the performance of official duties, or for cases where the license to operate has been obtained through nondisclosure, misrepresentation or intentional misstatement of a material fact.
- (b) Prior to non-renewal, the Director of Health shall notify the license holder, or person in charge, of the specific reason(s) for such non-renewal. The license shall be revoked at the end of ten (10) calendar days following the service of such notice, unless a written request for a hearing is filed with the Director of Health within seventy-two (72) hours of such notice. If no request for a hearing is filed within seventy-two (72) hours of receipt of such notice, the non-renewal becomes final.

### **Sec. 17-63. License Reinstatements**

#### **(a) Post-Suspension Period**

Whenever a license has been suspended, the holder of the suspended license may request a hearing with the Director of Health for permit reinstatement. Within five (5) working days following the receipt of a written request, including a statement signed by the applicant that, in his opinion, the conditions causing the suspension have been corrected, the Director of Health, or his/her authorized agent, shall make a re-inspection. If the Director of Health, or authorized agent determines that the applicant has complied with the requirements of this Code and the Public Health Code of the State of Connecticut, the license shall be reinstated and returned to the license holder.

#### **(b) Post Non-Renewal Period**

After a period of sixty (60) calendar days from the date of refusal to renew, a written application may be made for the issuance of a new license. This application will be treated as a new application. All appropriate procedures, fees and inspections will be required, including a plan review.

### **Sec. 17-64. Hearings**

The Director of Health shall conduct the hearings provided for in this chapter at a designated place and time. The Director of Health shall make a final finding based upon the complete hearing record, and shall sustain, modify or rescind any notice or order considered in the hearing. The Director of Health shall furnish a copy of the written report of the hearing decision to the license holder within ten (10) calendar days of the hearing date.

### **Sec. 17-65. Appeals**

The owner or operator of a barbershop or salon aggrieved by a written notice or order may, within seventy-two (72) business hours after the receipt of such notice and/or order, appeal to the Director of Health who shall thereupon immediately examine the merits of such case and may vacate, modify or affirm such written notice or order. The owner or operator of a barbershop or salon who is aggrieved by such action of the Director of Health may, no later than three business days after the date of receipt of such notice or order appeal to the State of Connecticut Commissioner of Health who shall thereupon immediately notify the authority from whose order the appeal was taken and examine the merits of such case and may vacate, modify or affirm such action in accordance with the Connecticut General Statutes.

### **Sec. 17-67. Licenses**

(a) Classification. For purposes of this article, the following classifications for annual licenses of barbershops and salons shall be applied:

- (1) Class 1. Barbershops and Salons with between one and three workstations.
- (2) Class 2. Barbershops and Salons with four or more workstations.

(b) Fees. As of January 1, 2018, the following annual fees shall be collected by the department of health for each license or renewal issued for barbershops and salons:

(1) Class 1: \$150

(2) Class 2: \$200

The above fees may be prorated on a quarterly basis.

Plan Review:

Class 1 and 2: \$100

Lost or replacement of the original barbershop and salon license fee: \$25

Return check fee: \$50

(c) Other fees:

Late fees for lapsed licenses for barbershops and salons shall be one hundred dollars (\$100) initially and two hundred dollars (\$200) each month or portion of a month in arrears thereafter.

Re-inspection fee, as provided for in this article, shall be one hundred dollars (\$100).

(d) Penalties

Any person who violates any of the provisions of this section and/or the Public Health Code of the State of Connecticut may be cited for an infraction of not more than one hundred dollars (\$100). Each day of the violation thereof shall be deemed a separate offense, applied to any person who operates a salon/ barbershop establishment:

(1) Without a valid salon license, and/or

(2) While his establishment is tax delinquent, and/or

(3) While failing to remedy a previously cited violation by the time specified, shall be subject to a fine of not more than one hundred dollars (\$100). Each day the violation continues shall constitute a separate offense.

If criminal prosecution is the result of noncompliance of any of the provisions of this section, the defendant shall be subject to the City of Hartford costs, together with reasonable attorney's fees as allowable by law.

#### **Sec. 17-68. Independent Contractors**

Any barbershop or salon owner contracting out a chair "work station," or floor space shall state such on the permit application form and:

(1) The contractor must comply with all regulations set forth in this Code as well as the Public Health Code of the State of Connecticut.

(2) The shop owner will ensure that the contractor safely performs his/her duties within their scope of practice.



### **Sec. 17-69. Annual Inspections**

At least once a year, the Director of Health, or authorized agent, shall inspect each barbershop or salon and shall make as many additional inspections as are necessary for the enforcement of this Code and the Public Health Code of the State of Connecticut.

### **Sec. 17-70. Equipment and facilities**

a. Water supply. An adequate supply of hot and cold water from a municipal or approved private source shall be provided for service for customers, cleanliness of employees and for washing floors, walls, ceiling and equipment.

b. Waste disposal. Wastewater from all plumbing fixtures shall be discharged into municipal sewers where available. Otherwise, suitable facilities shall be installed for the absorption of the wastes by the soil in underground systems in accordance with provisions of the Public Health Code of the State of Connecticut and the Code of Ordinances of the City of Hartford.

c. Plumbing fixtures.

1. Plumbing fixtures shall be of impervious material and of a type which is readily cleanable. They shall be free from cracks and from parts which are not readily accessible for cleaning. They shall be of a type which does not constitute a hazard to a public water supply through back siphonage.
2. There shall be one (1) wash bowl for each shampoo chair and three (3) operators.
3. Shampoo bowls shall be used for barbering, hairdressing and cosmetology work only.
4. A utility sink shall be provided for proper cleansing of instruments.

d. Floors. Floors shall be nonporous and of such construction as to be easily cleaned. Floors where tinting or shampooing is done or where chemicals for bleaching hair are used shall have hard and washable surfaces. Floors shall be kept clean and in good repair. If carpeting or similar material is used for floor covering, it shall be of a light color with a single loop pile of not more than one-fourth (1/4) inch in height. Such floor covering shall be kept clean by vacuuming at least daily and shampooing at least once annually and more frequently if the covering is not clean.

e. Lighting and ventilation.

1. Lighting shall be sufficient to provide adequate illumination in the work area.
2. Windows shall be effectively screened against insects, rodents, and other vermin.
3. The shop shall be adequately ventilated so as to remove chemical vapor emissions, excess heat and odors. Ventilation shall comply with state and local building codes and ordinances.
4. Nail salons using nail polishes, enamels, basecoats, hardeners, and chemical solvents are deemed to create indoor vapor emissions and shall not pollute nor negatively affect the indoor air quality of adjacent premises.

5. Salons providing nail technician services shall be equipped with ventilation systems in compliance with the requirements of the Connecticut Building Code.

f. Cabinets. Cabinets shall be provided for storage of clean linen and towels. They shall have tight-fitting doors that shall be kept closed to protect the linen and towels from dust and dirt.

g. Receptacle for used towels. A covered receptacle which can be readily emptied and cleansed shall be provided exclusively for soiled towels or linen.

h. Refuse. Covered containers for hair droppings, paper and other waste material shall be provided and maintained so that they are not offensive.

i. Toilet facilities.

1. Adequate toilet facilities and washbasins must be provided for patrons and employees. Where both male and females are employed, toilet facilities shall be provided for separate use of each sex. Such facilities and washbasins shall be kept clean and in working order.
2. Handwashing facilities shall be provided with hot and cold running water, a sanitary soap dispenser and service towels for patrons and attendants.
3. The use of common soap for more than one (1) person is prohibited.

j. Working areas.

1. Working areas shall be thirty-six (36) square feet at a minimum for each operator employed in the shop. Work areas shall not include any space devoted to waiting room and other purposes.
2. Three-foot wide passageways shall be maintained throughout the shop.
3. No dryers shall be placed in any waiting room or in any passageway.

k. Barbershop or hairdressing and/or cosmetology shop in residence.

1. A barbershop or salon located in a residence must be confined to a separate room, separated with ceiling-high partitions and provided with a door to be closed at all times.
2. The area within a home operated as a barbershop or hairdressing and/or cosmetology shop must be equipped with the facilities and instruments required in all such establishments.

## **Sec. 17-71. Maintenance and operation.**

a. General cleanliness.

1. The licensed owner of every barbershop or salon shall keep it in a clean and sanitary condition at all times.
2. No hair droppings shall be allowed to accumulate on floors. Hair droppings shall be removed frequently and as soon as possible in such a manner as not to cause objectionable conditions.

b. Walls, ceilings and fixtures.

1. Ceilings shall be kept in good repair, and cracks in walls, especially around baseboards, shall be filled in so as to prevent the harboring and breeding of insects.
2. Cabinets, shelves, furniture, shampoo bowls and fixtures shall be kept clean and free of dust, dirt and hair droppings. Arms, seats and rests of chairs shall be wiped of hair droppings after serving each customer.

c. Sanitary services.

1. A towel shall not be used for more than one (1) person without being properly laundered before each use.
2. The headrest of the chair shall be covered by a properly laundered towel or paper for each customer before the customer is permitted to recline in such chair.
3. A sanitary paper strip shall be placed completely around the neck of each customer before any apron or hair cloth or any other protective device is fastened around the neck.
4. Clean towels shall be delivered in bags and kept in a clean, closed cabinet or closet.

d. Sanitation of equipment and implements.

1. Hair brushes, combs and all other implements used on a customer shall be kept clean and sanitary at all times and shall undergo thorough cleansing and disinfection after serving each customer.
2. Sanitary covered containers shall be provided and maintained, which shall contain a disinfectant for the mandatory storage of the aforesaid implements when not in use.
3. After handling a customer affected with an eruption or whose skin is broken out or is inflamed or contains pus, the instruments shall be effectively cleaned, washed with soap or a detergent and water, then rinsed with water having a temperature of at least one hundred seventy degrees Fahrenheit (170° F.) or allowed to remain for five (5) minutes in alcohol [seventy to eighty percent (70%-80%)] or some other equally efficient disinfectant.
4. Shaker-top containers must be provided for dispensing lotions and powders.
5. Single-service towels, papers and other material shall be disposed of in the proper receptacle immediately after use and shall not be used again.

e. Shaving brushes, mugs and finger bowls. The use of shaving brushes and shaving mugs is prohibited. The use of finger bowls for manicuring purposes is prohibited unless a separate sanitary inner paper liner or cup is used for each customer and discarded immediately after use.

f. Alum and other astringents. Alum or other material used to stop the flow of blood shall be applied in powdered or liquid form only.

g. Neck dusters, powder puffs and sponges. The use of brush neck dusters and powder puffs is prohibited.

h. Foods and beverages. Foods and beverages are not to be prepared, stored or sold in the licensed premises, except coffee and tea prepared and kept for the convenience of employees and patrons, but no charge therefore is to be made to patrons who are served therewith. Foods and nonalcoholic beverages may, however, be brought into the licensed premises for immediate consumption and also may be dispensed by means of automatic vending machines on the premises, provided that such machines comply with all federal, state and local laws and the rules and regulations promulgated by any board, bureau or subdivision having jurisdiction thereof, and provided that such vending machines are maintained and operated in accordance with such laws, rules and regulations.

i. Animals or pets. No animals or pets shall be kept in any barbershop or salon.

#### **Sec. 17-72. Cleanliness of operators.**

a. The hands of the operator shall be thoroughly washed with soap and warm water before serving each customer and immediately after using the toilet.

b. Attire. Operators shall wear, while attending any patron in a barbershop or salon, clean, washable garments having at least one-quarter-length sleeves.

#### **Sec. 17-73. Smoking prohibited.**

Smoking (including e-cigarettes) shall be prohibited in all barbershops and salons.

#### **Sec. 17-74. First Aid Kit required**

All barbershops and salons must keep on premises a first aid kit which must be replenished as necessary. The first aid kit must be easily accessible to salon employees and technicians at all times.

#### **Sec. 17-75. Recommended disinfectants.**

All barbershops and salons must use wet sanitizers with hospital grade or U.S. Environmental Protection Agency (EPA) approved disinfectant. A wet sanitizer is any receptacle with a proper cover large enough to completely immerse items to be sanitized which contains an approved disinfectant. A hospital grade or EPA approved disinfectant shall be defined as:

- a. For all combs, brushes, tools, metal implements, instruments with a cutting edge and implements which have not come into contact with blood or body fluids: a disinfectant which indicates on its label that it has been registered with the EPA as a hospital grade bactericide, viricide and fungicide.
- b. For all combs, brushes, tools, metal implements, implements with a cutting edge and implements which have come into contact with blood or body fluids: a disinfectant which

indicates on its label that it has been registered with the EPA as a hospital grade tuberculocidal.

**Sec. 17-76. Display of registration certificate.** Each licensed or registered barber, hairdresser and/or cosmetician in the State of Connecticut must display a current license or registration certificate in a conspicuous place adjacent to or near each barber's, hairdresser's or cosmetician's work station so that it may be seen by the public.

**Sec. 17-77. Mandatory procedures for maintaining a nail salon**

**Purpose.** The City of Hartford has determined that standardization of the practice of professional nail enhancement is necessary in order to protect the health of nail technicians, clients, and visitors of nail salons from the risk of injury or infection due to unsanitary conditions and exposure to hazardous chemicals. In addition to sections 17-55 through 17-76 of this Chapter, the following sections are promulgated to set forth the implementation of Hartford's Nail Salon Regulation.

**Sec. 17-78. United States Department of Labor OSHA requirements - Safety Data Sheets (SDSs); Material Safety Data Sheets (MSDS); and Chemical Storage**

1. The following categories of chemical products, if present in the salon, must be stored in closable containers properly labeled with the product/chemical name (this includes smaller dispensing bottles as well as original packaging) and must have a Safety Data Sheet (SDS, formerly Material Safety Data Sheet or MSDS) available and on file in the salon:
2. SDSs must be available and accessible to salon employees at all times. The Hartford Department of Health and Human Services recommends a salon maintain all SDSs in a binder or file folder in a central location that is easily accessible to employees.
3. An SDS for a chemical product is available from the distributor and/or manufacturer of the product and should be obtained at the time of purchase. An SDS may also be available on the product manufacturer's website.
4. All flammable chemicals shall be kept away from heat and shall be stored in a flammable storage cabinet in compliance with applicable law and approved fire reference standards when not in use. Applicants must secure all necessary permits from the Hartford Fire Department as soon as possible. Whenever possible, small-mouthed dispensers or pump dispensers shall be used.
5. All chemical storage containers (including smaller dispenser bottles as well as original packaging) must be kept closed when not in use.

**Sec. 17-79. Eye Wash Station**

1. The nail salon eye wash can be either a station connected to the building plumbing and capable of continual operation, a stand-alone system specifically designed and marketed for use as an eye wash station, or a clearly marked station containing two or more personal eye wash bottles. Stand-alone eye wash stations are typically a plastic wall-mounted unit that holds several gallons of sterile water or saline solution while a personal eye wash bottle station may have a plastic or metal shelf that mounts to the wall to hold two or more sealed bottles of sterile saline or water. A hand-washing sink is not an acceptable eyewash station.
2. Manufacturer guidelines for installation and maintenance of any stand-alone systems or bottles must be followed to prevent contaminants from getting into the wash water. Eye wash bottle nozzles must remain clean and clear and the water must be replaced regularly. Adhering to the manufacturer recommended water or saline replacement schedule as well as expiration dates is required. Should the liquid in the eye wash device ever become cloudy or odorous, it must be discarded and replaced immediately regardless of the manufacturer recommendation.
3. The eyewash station cannot be located in the salon bathroom. The eye wash station must be easily accessible to staff and customers within the main work area -- within 10 feet of the work area or reachable within 10 seconds.

#### **Sec. 17-80. Single-use Tools**

Single-use tools are any salon tools made of foam, wood, or other porous materials that cannot be effectively cleaned and disinfected between clients and/or are degraded by use on a client. These must be discarded into a covered, labeled waste container at the work station immediately after use on a single client. Examples of common single-use tools include, but are not limited to, toe separators, flip-flops, non-metal cuticle pushers, cotton swabs/balls, non-metal nail files, pumice stones, gloves, and waxing sticks/spatulas.

#### **Sec. 17-81. Multi-use Tools**

Multi-use tools must be disinfected between uses by immersion/soaking/rinsing the tool(s) in an EPA-registered hospital grade disinfectant following the manufacturer directions for use in disinfecting objects. This should be followed by a thorough rinse with clean, cold tap water. The tool(s) can then be dried with disposable paper towels.

#### **Sec. 17-82. Public Health Notice**

- a. Every nail salon shall display a public health notice in a manner and location conspicuous to employees, clients, or visitors of the salon upon entry.
- b. The public health notice must be permanently affixed and shall be:
  - a. made of durable material;
  - b. at least 8.5 inches by 11 inches in size;
  - c. printed in 12 point or larger type

d. in strongly contrasted text on a bright background (for example, black text on a white or yellow background, white text on a dark blue or red background, etc.) to allow for ease of reading; and

e. an exact replica of the language included on the Hartford Department of Health and Human Services public health notice template.

c. An approved public health notice may be obtained from the Department of Health and Human Services 131 Coventry St, Hartford, CT 06112.

This ordinance shall take effect upon adoption by the Court of Common Council.

HEADING  
AND  
PURPOSEAN ORDINANCE AMENDING CHAPTER 2, SECTION 345 OF THE HARTFORD  
MUNICIPAL CODECOURT OF COMMON COUNCIL,  
CITY OF HARTFORDApril 10, 2017

Be It Ordained by the Court of Common Council of the City of Hartford:

That Chapter 2, Section 345, of the Municipal Code of the City of Hartford be amended as follows:

- (A) There is hereby established a Civil Service Process for Fire Cadets to become eligible for the position of Firefighter. A Fire Cadet Training Academy Program and Curriculum is hereby authorized in the Fire Department for City residents age sixteen (16) years through age twenty-four (24) for purposes of preparing the Cadet for the position of Firefighter in the Hartford Fire Department.
- (B) Fire Cadets must successfully complete the Fire Cadet Training Academy Program and Curriculum offered by the Hartford Fire Department Training Academy as established and approved by the Human Resources Director and Fire Chief.
- (C) Fire Cadets who reach the age of eighteen (18), possess a minimum of six (6) months of continuous Fire Cadet Program experience and have successfully completed the Fire Cadet Academy Program Curriculum will be qualified to participate in the civil services examination process outlined below for the position of Firefighter:
  - (1) A copy of the certification of completion from the Fire Cadet Training Academy Program and Curriculum must be provided to the Human Resources Department for each Fire Cadet who successfully completes the program.
  - (2) Fire Cadets must also successfully complete the following components of the Firefighter Civil Service Examination Process:
    - (i) [The Oral Examination
    - (ii)] Physical Agility
    - [(iii)] (ii) Background Check
    - [(iv)] (iii) Medical Examination
    - (iv) Fire Chief's Interview
- (D) Fire Cadets who successfully complete all the of the above testing components will be eligible to be placed on a Register of Eligibles for the position of Firefighter.
- (E) When there is a vacancy and funding is available to hire firefighters, the Fire Cadet(s) on the Firefighter Promotional Eligible List shall be considered prior to the Firefighter Open Competitive List. The Fire Chief may appoint any of the Cadets involved in the interview process. Such list will expire in accordance with Section 2-376(3) of the City's Human Resources Ordinance.

This ordinance shall take effect upon adoption.



REPLACEMENT

INTRODUCED BY:

Cynthia R. Jennings, Councilwoman

rJo Winch, Councilwoman

COURT OF COMMON COUNCIL

City of Hartford, June 13, 2016

**Whereas**, the City of Hartford entered into a contract agreement with the building contractor Centerplan in March, 2015 to build a stadium to house the baseball team the Hartford Yard Goats with a date of substantial completion to be in mid-March, 2016 for \$56 million; and

**Whereas**, Centerplan did not meet the contract deadline for substantial completion of the stadium and did in fact report a \$10 million cost overrun as a major reason for not meeting the contract completion date; and

**Whereas**, the City of Hartford, The Yard Goats owners and Centerplan met in March, 2016 and agreed to divide the cost overrun between them and established a new date for substantial completion, May 17, 2016; and

**Whereas**, on May 17, 2016 Centerplan did not complete the agreed upon construction and reported another cost overrun of approximately \$2 million and cited numerous change orders as the reason the stadium was not substantially completed; and

**Whereas**, the City of Hartford and the Stadium Authority terminated Centerplan's contract for the construction of the Yard Goat Stadium, therefore, be it

**Resolved**, That the Hartford Court of Common Council supports the formation of a Committee of Inquiry as authorized under City of Hartford's Code of Ordinances, Chapter IV, Section 3 (b) "The legislative power of the Council", to investigate the issues surrounding Centerplan's failure to complete its obligations as stated in its contract and the circumstances that lead to the cost overruns totaling \$12 million.

Replacement #2

ITEM # 13 ON AGENDA

AS AMENDED

INTRODUCED BY:

Assistant Majority Leader John Q. Gale

COURT OF COMMON COUNCIL

City of Hartford, February 27, 2017

**RESOLVED**, That Clifford Avery Buell (R) 196 North Beacon Street, Hartford, CT be appointed to the Metropolitan District Commissioner for a term ending December 31, 2021 to replace Hector Rivera (R) whose term has expired.

ITEM # 14 ON AGENDA

INTRODUCED BY:  
Councilman Larry Deutsch

COURT OF COMMON COUNCIL  
April 10, 2017

**RESOLUTION FOR METROPOLITAN DISTRICT COMMISSION**

RESOLVED, That Dave Ionno (G) of 150 Warrenton Avenue Hartford, CT be appointed to the Metropolitan District Commission for the term ending December 31, 2020 to fill the vacant seat due to Kennard Ray's resignation.

ITEM #

15

ON AGENDA

2<sup>nd</sup> REPLACEMENT

**INTRODUCED BY:**

**Julio A. Concepcion, Majority Leader**  
**John Q. Gale, Assistant Majority Leader**  
**Glendowlyn L. H. Thames, Councilwoman**

**COURT OF COMMON COUNCIL**

City of Hartford, March 28, 2016

**WHEREAS,** The City of Hartford has been in an ongoing fiscal crisis due to both declining and stagnant revenues and an increase in expenses; and

**WHEREAS,** The FY16 current projected budget deficit is in excess of \$9M and will not likely be closed thereby requiring the City to use almost half of its reserves; and

**WHEREAS,** We applaud the Mayor's recent "State of the City" address and commend his forthrightness with the residents of Hartford regarding the City's long standing structural deficit and his willingness to face these challenges head on no matter how painful they may be; and

**WHEREAS,** The Mayor has therefore proposed the establishment of the Hartford Financial Sustainability Commission, currently pending in draft form at the State Legislature and being known as Senate Bill 464; and

**WHEREAS,** Working together, the Mayor and the Court of Common Council have agreed to certain revisions to Senate Bill 464, as set forth on Exhibit A attached hereto and referred to herein as SB 464; and

**WHEREAS,** Nothing in SB 464 diminishes the powers of the Mayor, the City's Chief Operating Officer, the City Treasurer, the Court of Common Council or any other board, agency or commission of the City otherwise provided by law of the Charter of the City of Hartford; and

**WHEREAS,** In that regard, the Hartford Financial Sustainability Commission will only have the authority to review and make recommendations to the Mayor and Court of Common Council; and

**WHEREAS,** the Commission shall have nine members as follows: the Mayor, who shall be a co-chairperson of the commission, the Secretary of the Office of Policy and Management, or the secretary's designee, who shall be a co-chairperson of the commission, the City Treasurer, the President of the Common Council, and the chair of the Council Committee on Operations, Management and Budget, all of whom shall serve as ex-officio voting members; two members appointed by the mayor, one of whom shall be a resident of the City of Hartford, and one of whom shall be a representative of one of the largest tax-paying property owners in the City; two members appointed by the Common Council, one of whom shall be a representative of small business located in the City and one of whom shall be the chief executive officer of a bargaining unit representing employees of the city who is jointly recommended by a majority of the chief executive officers of such units; and

**WHEREAS,** SB 464 does not eliminate collective bargaining; and

**WHEREAS,** In that regard, the Hartford Financial Sustainability Commission will only have the authority to act as the arbitration panel in the event agreements cannot be reached between the City and its labor bargaining units; and

**WHEREAS**, Pursuant to the City of Hartford Charter and Municipal Code which outline the powers of the Mayor and Court of Common Council, both the Mayor and Council must work collaboratively to put Hartford on a path of sound financial sustainability, ready for growth, now therefore, be it

**RESOLVED**, That the Court of Common Council hereby supports the Mayor in his effort to seek enactment of the Hartford Financial Sustainability Commission, which Commission will give Hartford's elected leadership more tools and empower such leadership to do the job for which each was elected by the great residents of Hartford; and be it further;

**RESOLVED**, That, in addition, the Court of Common Council urges the Mayor to continue to explore all other options; and, be it further;

**RESOLVED**, That the Court of Common Council offers the following additional suggestions for achieving savings and generating more revenue, which suggestions are not intended to be an exhaustive list:

- Provide regional taxing authority and regional asset districts.
- Provide state bond dollars to fund the Flood Control levee project.
- Research the economic viability and cost savings of community pooling for health insurance benefits.
- Increase PILOT payments and timely reimburse school construction projects.
- Review the Hartford Parking Authority administrative costs.
- Research the idea of a Hartford Sustainability Fund which could be modeled after the Hartford Parks Trust Fund. This fund could be used as a tool for non-profits, hospitals and any other regional organization to voluntarily donate to ensure our infrastructure and public safety services remain stable.
- The city currently pays approximately \$11M to the MDC for sewage usage which includes sewer usage by many property tax exempt entities. Shift a portion of this burden to users, especially tax exempt users.
- Impose furloughs for all non-classified employees.
- Research consolidations, service eliminations, and management restructuring.
- Continue negotiations with City Unions to capture savings on wages and benefits.
- Consider a multi-year moratorium on capital improvement projects.
- Reduce the City Pension contribution.

**RESOLVED**, That this Court of Common Council shall cause this resolution to be conveyed to the members of the Hartford Delegation to the General Assembly, the members of the Joint Committee on Finance Revenue and Bonding, and the President of the Senate, the Senate Majority and Minority Leaders, the Speaker of the House and the Majority and Minority Leaders of the House urging them to adopt legislation, as described, necessary to allow the City of Hartford to develop and implement a sustainable fiscal and financial plan for the long term success of the City and the Greater Hartford Region.



**Luke A. Bronin**  
Mayor

ITEM # 16 ON AGENDA

May 8, 2017

Honorable Thomas J. Clarke II, Council President, and  
Members of the Court of Common Council  
City of Hartford  
550 Main Street  
Hartford, CT 06103

**RE: Non-Union Leave Ordinance**

Dear Council President Clarke:

Attached for your consideration is an ordinance amending Section 2-391 of the Municipal Code to modify nonunion employee sick and vacation leave policies for the City's nonunion employees.

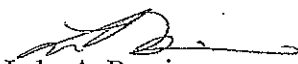
Significant changes include the following.

- (1) Elimination of a fifth year of vacation time accrued by employees who have completed 15 years of full-time employment.
- (2) Reduction of the number of weeks of vacation leave that may be carried over from one fiscal year to the next from 8 weeks to 6 weeks, effective June 30, 2017. The maximum carry-over is then further reduced to 4 weeks, effective June 30, 2018.
- (3) Elimination of sick leave payments at time of death or retirement for employees hired on or after July 1, 2017.
- (4) Reduction of sick leave payments from 50% or 75% at time of retirement to 25% at time of retirement for employees who do not complete ten years of service prior to July 1, 2017.
- (5) Change in the maximum time allowed for medical and family leave from 24 weeks in a two-year period to 12 weeks in a one-year period, consistent with federal law.
- (6) Decrease in the number of days of sick leave that may be carried over from one fiscal year to the next, from 150 days to 80 days, for employees hired on or after July 1, 2017.

In these challenging fiscal times, it is critical that the benefits provided to City of Hartford employees reflect our economic reality. Many of the changes sought by this amendment have been implemented for the nonunion employees in our nearby suburbs and peer cities. While I continue to seek changes to leave policies for unionized employees, the City cannot afford to delay making changes to the benefits of our nonunion employees.

These measures I am proposing have not been taken lightly. I recognize the hard work and dedication these employees have to the residents of our City, and I truly wish that our financial situation was different. But at the end of the day, we were elected to put Hartford back on a sustainable financial footing. This proposed Ordinance is one piece of this effort.

Respectfully submitted,

  
Luke A. Bronin  
Mayor

550 Main Street  
Hartford, Connecticut 06103  
Telephone (860) 757-9500  
Facsimile (860) 722-6606

Introduced  
by:

Luke A. Bronin, Mayor

HEADING  
AND  
PURPOSE

AN ORDINANCE AMENDING CHAPTER 2, SECTION 391 OF THE HARTFORD  
MUNICIPAL CODE

COURT OF COMMON COUNCIL,  
CITY OF HARTFORD  
May 8, 2017

Be it ordained by the Court of common Council of the City of Hartford that Section 2-391 of the Municipal Code be amended as follows:

Sec. 2-391. - Employee Leave Policies.

(A) *Vacation Leave Accumulation.* Effective July 1, 2005, full-time employees in the Classified and Unclassified Service shall accumulate, during and after the Probationary Period, vacation leave with pay on July 1st according to the following vacation schedule (excluding Department Heads, Deputy Department Heads, the Corporation Counsel and the Deputy Corporation Counsel, [and others listed below] who shall receive vacation as indicated):

Length of Service in Months	Vacation Accumulation in Days
1	1¼
2	2½
3	3¾
4	5
5	6¼
6	7½
7	8¾
8	10
9	11¼
10	12½
11	13¾
12	15

[Deputy Department Heads shall receive four (4) weeks of vacation, at a rate of one and two-thirds (1 2/3 ) days per month, as of July 1st in each fiscal year.

Department Heads and the executive mayoral staff shall receive five (5) weeks of vacation, at a rate of two and one-twelfth ( $2 \frac{1}{12}$ ) days per month, as of July 1st in each fiscal year.]

Vacation leave shall be credited on July 1st of the fiscal year following the employee's appointment[; however, the above classifications shall be credited vacation per calendar month of service]. No vacation shall be used before six (6) months of continuous service has elapsed.

Full-time employees appointed on or before July 1st and who serve continuously for one (1) full year until the following June 30th shall earn three (3) weeks' paid vacation to be granted during the following fiscal year.

Full-time employees who have completed five (5) years of full time employment as of July 1st and serve continuously for the previous twelve (12) months shall be entitled to vacation of four (4) weeks annually.

[Full-time employees who have completed fifteen (15) years of full time employment as of July 1<sup>st</sup> and served continuously for the previous twelve (12) months shall be entitled to a vacation of five (5) weeks annually.]

Department Heads, Deputy Department Heads, the Corporation Counsel, and the Deputy Corporation Counsel shall receive four (4) weeks of vacation as of July 1st in each fiscal year, at a rate of one and two-thirds ( $1 \frac{2}{3}$ ) days per month. These classifications shall be credited vacation per calendar month of service.

For the purpose of computing vacation leave, the calendar month shall be used, except that a person appointed during the first fifteen (15) days of any month shall be considered as having been appointed on the first day of that month, and those appointed after the 15th day of any month shall be considered as having been appointed on the first day of the succeeding month.

Use of vacation leave is to be taken in units of not less than one (1) [week]hour [except when accumulated vacation time is less than one (1) week or if other arrangements are authorized by the Appointing Authority]. Employees must take all vacation leave or one (1) week whichever is less during the fiscal year following the July 1st on which it is earned. Additional vacation leave may be carried over from one [(1)] fiscal year to the next to permit a maximum accumulation of no more than [eight (8)]six (6) weeks. Effective June 30, 2018, additional vacation leave may be carried over from one fiscal year to the next to permit a maximum accumulation of no more than four (4) weeks. Use of vacation leave shall be granted by mutual agreement between the employee and the Appointing Authority; provided, however, that no Appointing Authority shall withhold vacation leave of any employee in excess of eighteen (18) months.

- (1) In computing vacation leave, legal holidays established by this Article are not to be considered as part of vacation allowance.
- (2) In the event of the death of an employee, the employee's spouse and/or minor children shall receive the accrued vacation pay earned by the employee.
  - (a) Where the employee has no minor children and has notified the Department of Human Resources that a valid certificate of domestic partnership is on file with the City of Hartford, Town Clerk, pursuant to § 2-63 of this Code, the domestic partner shall receive the accrued vacation pay earned by the employee.
  - (b) In the event the employee has neither a spouse, minor children, nor a domestic partner, the pay shall be paid to the estate of the deceased employee.
- (3) Employees who are separated from the City and who have accrued vacation leave to



their credit at the time of separation shall be paid the salary equivalent of the accrued vacation leave in a lump sum. The effective date of the employee's separation shall be the day following the employee's last day of work. Vacation leave accrued during the fiscal year in which the employee is separated will only be paid if the employee separates in good standing.

- (B) *Sick Leave Accumulation.* Each full-time employee in the Classified and Unclassified Service shall earn sick leave with pay during and after the individual's Probationary Period according to the following schedule:

Length of Service in Months	Sick Leave Accumulation in Days
1	1¼
2	2½
3	3¾
4	5
5	6¼
6	7½
7	8¾
8	10
9	11¼
10	12½
11	13¾
12	15

- (1) Each full-time employee appointed on or before July 1st and who serves continuously until the following June 30th shall earn three (3) weeks paid sick leave. Sick leave is to be used only for the purposes contained in this Article. Any unauthorized use of sick leave shall be cause for disciplinary action.

- (2) Any unused sick leave shall accumulate from fiscal year to fiscal year to a maximum of one hundred fifty (150) days for employees hired prior to July 1, 2017. Unused sick leave shall accumulate from fiscal year to fiscal year to a maximum of eighty (80) days for employees hired on or after July 1, 2017.

[Thereafter, any unused sick leave shall accumulate from fiscal year to fiscal year at a rate of one (1) day of accumulation for each two (2) days of unused sick leave.] Accumulated sick leave may be used for the purposes specified in this Article if and when needed.

- (3) Notwithstanding the foregoing any Classified and Unclassified Employee who has accumulated at least thirty (30) days of sick leave may donate a portion of said

employee's accumulated sick leave to another employee, who through serious and protracted illness has used up all of the individual's accumulated sick leave, compensatory time and vacation leave. The Mayor (or designee) and the Director shall authorize the donation and transfer of such sick leave provided the following conditions are met:

- (a) The donating employee shall have a minimum sick leave accumulation of thirty (30) days.
  - (b) No more than five (5) days of sick leave for every thirty (30) days of sick leave accumulated by the donating employee to a total donation of thirty (30) days shall be permitted between any two (2) employees.
  - (c) Sick leave, donated by one employee to another, when used, shall be paid at the hourly rate of the donor or donee, whichever is less.
  - (d) No more than twenty (20) days of donated leave may be allowed to accumulate in any donee's name at any given time, provided if such donated sick leave should be reduced below twenty (20) days, additional donations may be made to restore the level of accumulated sick leave to twenty (20) days.
- (4) *Sick Leave Bank.* The Director shall prepare guidelines for the establishment of a sick leave bank for full-time Classified and Unclassified Employees.
- (5) [*Advance of Sick Leave.* Sick leave advance may be granted by the Appointing Authority with the approval of the Director. In requesting an advance of sick leave, the Appointing Authority shall submit the following information to the Director: the length of City service of the employee; the sick leave record of the employee; and a medical certificate which shall include the prognosis and the probable date when the employee will return to work.
- (a) No advance of sick leave may be authorized unless the employee exhausts all accrued leave. In no case shall advanced sick leave exceed twenty (20) days at full pay.
  - (b) Any advanced sick leave shall be repaid by a charge against such sick leave as the employee may subsequently accrue. No repayment of advanced sick leave shall be required until the employee has first accrued five (5) days of sick leave following the employee's return to duty.
- (6) [*Special Rules.*
- (a) No refund of vacation leave shall be allowed due to illness incurred while on vacation leave.
  - (b) Holidays and regular days off shall not be counted in computing sick leave taken.
- [(7)] (6) *Use of Sick Leave.* Sick Leave may be used for the following purposes:
- (a) Personal illness [, maternity leave,] physical incapacity, or [non-compensable bodily] injury [or disease].
  - (b) [Enforced quarantine in accordance with community health regulations.] Birth of a child, bonding with a newborn child within one year of birth, or bonding with a child placed for adoption or foster care within one year of placement.

- (c) [For reasonable period of time as defined by the Director only for illness] Illness or physical incapacity in the employee's immediate family or others domiciled in the same household prior to illness for whom one is responsible and the primary care giver. Immediate family is defined for purposes of this provision to be father, mother, sister, brother, wife, husband, domestic partner or children related either by blood, marriage or adoption to the employee.
- (d) To meet medical and dental appointments of emergency nature [and Health Department referrals]. In addition, sick leave may also be granted for a limited time for normal medical and dental appointments when an employee has made reasonable efforts to secure appointments outside of normal working hours provided that the Appointing Authority is notified in advance of the day on which the absence occurs.
- (e) Death of relatives or friends, marriage in the immediate family, celebration of religious holidays and christenings, graduations and similar ceremonies, provided prior notification to the Appointing Authority is submitted in writing giving full particulars in advance, subject to approval. A maximum of three (3) days a year under this provision shall be granted except that it may be increased in situations upon approval by the Director.
- (f) [Natural fathers who are primary care givers shall be allowed to use accumulated sick leave for a maximum of ten (10) calendar days, upon the birth of a child. If accumulated sick leave is exhausted prior to the ten (10) calendar days the balance of the leave will be without pay, unless such time is extended by the Appointing Authority with the approval of the Director.

Natural fathers wishing to take such leave must provide a copy of the birth certificate as proof of paternity. Leave will not be granted without the above documentation being provided within five (5) days of the birth.

- (g) Domestic partners who are primary care givers shall be allowed to use accumulated sick leave for a maximum of ten (10) calendar days. If accumulated sick leave is exhausted prior to the ten (10) calendar days, the balance of the leave shall be without pay. In no case will a domestic partner be eligible for both maternity and primary care leave. Domestic partners wishing to take such leave must provide a copy of the birth certificate and a copy of the domestic partnership certificate to the City of Hartford, Town Clerk, pursuant to § 2-63 of this Code as proof of the relationship to the birth of the child.
- (h) Employees who are adoptive parents or the domestic partner of the adoptive parent shall be allowed to use accumulated sick leave for thirty (30) calendar days for adjustment in family living conditions. If accumulated sick leave is exhausted prior to the thirty (30) calendar days, the balance of the adoption leave will be without pay. Only the person primarily responsible for the child will be entitled to this leave.

Employees wishing to take an adoption leave must present copies of legal adoption papers as proof of such adoption. In the case of a domestic partner, proof of a valid domestic partnership certificate must also be filed with the City of Hartford, Town Clerk, pursuant to § 2-63 of this Code. Adoption leave will not be granted without the above documentation.

- (i)] Up to three (3) sick days per year may be used for any purpose not otherwise provided above subject to the same notification requirements as in subsection (e), above.

[(8)] (7) *Proof of Illness or Other Uses of Sick Leave.* Departments may require proof of illness or other uses of sick leave as provided in this rule. In the judgment of the Appointing Authority or supervisor, proof of sick leave may include a doctor's certificate or other reasonable verification available to the employee.

- (a) For absences of less than three (3) workdays, proof of sick leave will not normally be required unless, in the judgment of the Appointing Authority or supervisor, there is a question of authorized usage.
- (b) For absences of three (3) consecutive workdays or more, a doctor's certificate will normally be required.
- (c) For absences exceeding five (5) workdays, a doctor's certificate indicating the probable duration of the [disability]absence may be required, and additional certificates may be required for extended illnesses.

[(9)] (8) *Compliance with Sick Leave Requirements.* Sick leave provided above shall be granted only if the requirements of these provisions are complied with and the [initial] report of illness is made at least one hour before the employee's scheduled start time[prior to 12:00 noon] on each[the first] day of absence[, except that where a relief employee is required, such report must be made before the hour to report for work as provided in the rules of the department concerned]. Nothing in this paragraph shall preclude the payment of sick leave to an employee who cannot comply with the provisions of this sub-section (8) due to extenuating circumstances.

[(10)] (9) *Payment of Sick Leave.*

(a) The City will make payment for accumulated sick leave for Classified and Unclassified Employees who have completed at least ten (10) years of service on or before June 30, 2017 as follows:

[(a)] (i) Full payment in case of death; fifty (50) percent payment in case of death for employees hired on or after July 1, 2005;

[(b)] (ii) Fifty (50) percent payment at time of retirement;

[(c)] (iii) Payments in case of death will be made to [the employee's spouse and/or minor children. Where the employee has no minor children and has notified the Human Resources Department that a valid certificate of domestic partnership is on file with the City of Hartford, Town Clerk, pursuant to § 2-63 of this Code, the domestic partner shall receive the payment. In the event the employee has neither a spouse, minor children, nor a domestic partner, the payment shall be made to] the estate of the deceased employee;

[(d)] (iv) For all full-time, non-bargaining unit employees who have completed at least ten (10) years of service on or before June 30, 2017 and who are in the administrative series, appointees of council, elected officials and unclassified appointees, the City will make payment for accumulated sick leave as follows: (1) full payment in case of death; (2) seventy-five (75) percent payment at time of retirement; (3) employees who separate with vested rights will receive twenty-five

(25) percent of accumulated sick leave to be paid at the time of separation.

(b) The City will make payment for accumulated sick leave for those Classified and Unclassified Employees hired prior to July 1, 2017 who did not complete ten (10) years of service on or before June 30, 2017, as follows:

(i) Fifty (50) percent payment in case of death, made to the estate of the deceased employee;

(ii) Twenty-five (25) percent payment at time of retirement.

(c) The City will make no payment of accumulated sick leave to employees hired on or after July 1, 2017.

(C) *Compensation for Injuries and Disease.* Each employee shall be compensated for any injury or occupational disease under the provisions of the Workers' Compensation Act. In addition, employees may supplement the difference between their full pay and the payments received under the Workers' Compensation Act by using accrued sick leave.

In the event of a third party claim, the employee must enter into a written contract with the City whereby the employee assigns to the City any right the individual may have against any other person who may be liable to pay damages as a result of the employee's injury or disease to the amounts actually paid under statutory compensation by the City. The City shall only be entitled to be reimbursed for amounts actually paid. The employee specifically retains any and all claims against third parties for such injuries or disease, which shall be in excess of amounts actually paid by the City.

No payments in addition to Workers' Compensation shall be paid when the personal injury was caused by the willful and serious misconduct of the injured employee or by said employee's intoxication or the improper or excessive use of drugs.

(D) *Other Leaves of Absence with Pay.* The following provisions set forth other categories of leave of absence with pay for Classified and Unclassified Employees. In the event such leave is granted, medical benefits will continue for the employee and their dependents; however, in the event the employee is entitled to military benefits there will be coordination of benefits with coverage provided by the Federal Government's military health insurance program. All other conditions of employment should be treated as other leave with pay provisions of this Article.

(1) *Mandatory Leave.*

(a) *Jury and Civic Duties Requiring Appearance before Court or Other Public Body.*

Employees shall be granted a leave of absence for required jury or any other civic duty requiring appearance before a court or other public body. Such employees shall receive that portion of their regular salary which will, together with their jury pay or fees, equal their total salary for the same period, except where this rule is in conflict with state or federal law.

(b) *National Guard, Other Reserve Activities: Circumstances and Limitations.* Any full-time employee who is a member of the National Guard, or other reserve forces of the United States, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such field training, to a maximum of one (1) month, provided the amount of compensation paid to such

employee for such leave of absence shall be the difference between the employee's compensation for military activities as shown by a statement by military authorities giving the employee's rank, pay and allowances and the amount of salary or wages due as an employee of the City. If the compensation for military service is equal to or greater than the salary or wages due as a City employee for the period covered by such military leave, then no payment shall be made, except that normal payroll deductions for pension and insurance purposes shall be paid by the City during such leave.

- (c) *Involuntary Activity for Military Duty.* Any full-time employee will be granted leave with pay upon involuntary activation for military duty for a period not to exceed one (1) calendar year from the date of being called to active duty. The City shall pay the difference between all military pay received and the full-time employee's base salary. Computations shall be based on weekly equivalents. Military pay will be estimated at the time of leave and the difference with actual military pay to be reconciled upon return to City service.
- (d) *Family Leave for Death in Immediate Family.* Three (3) days special leave with full pay shall be granted for death in the immediate family of an employee, or the immediate family of the employee's spouse or domestic partner. Immediate family for purposes of this clause is defined as parents, grandparents, child, son-in-law, daughter-in-law, grandchild, spouse, brother, sister, and any relation who is domiciled in the employee's household.
- (2) *Miscellaneous.* The Director, with the approval of the Mayor or designee, may authorize for the employees of all departments, except the regular fire fighting forces and members of the Police Department, either full or partial days off in addition to those already authorized in this Article to permit early closing in such instances as severe snow storms, extreme hot weather and at time of celebrations.
- (E) *Leave of Absence Without Pay.* The Mayor upon the recommendation of the Director and the Appointing Authority, may grant a Classified or Unclassified Employee unpaid leave of absence for a period up to one (1) calendar year. Upon the determination of the Mayor, unpaid leaves of absence may be extended. During an unpaid leave of absence, an employee may exercise the option of continuing all benefits normally provided by the City by paying all the required premiums for such benefits. While on unpaid leave, an individual shall remain an employee of the City; however, the period of any such leave shall not be considered a period of service for purposes of salary and fringe benefit calculation, retirement, longevity or seniority. Any family or medical leave taken pursuant to this Article shall count toward the one (1) year limit.
- (F) *Employees on Military Leave.* Qualified employees will be provided reemployment rights in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).
- (G) *Medical Related Leaves and Family Leave.* In addition to the above leaves of absence without pay, any Classified or Unclassified Employee shall be entitled to:
  - (1) A maximum of [twenty-four (24)] twelve (12) weeks of family leave of absence within any [two-] one-year period upon the birth or adoption of a child of such employee or upon the serious illness of a child, spouse, parent, partner or domicile relative of such employee.

- (a) Any employee requesting a leave under this section for the birth or adoption of a child must submit proof of the birth or adoption.
- (2) A maximum of [twenty-four (24)] twelve (12) weeks of medical leave of absence within any one[two]-year period upon the serious illness of such employee.
- (3) Any employee requesting a leave under this section for reasons of serious illness may submit prior to inception of such leave written documentation from the attending physician of the employee, child, spouse, parent, partner or domicile relative of the nature and probable duration of the illness. For purposes of this section, "serious illness" is defined as an illness, injury, impairment of physical or mental condition that involves (a) inpatient care in a hospital, hospice or residential care facility or (b) continuing treatment or continuing supervision by a health care provider.

Upon expiration of any leave of absence granted under [§ 2-391(F)] this section, the employee shall be entitled to return to the original job held by the employee or, if not available, to an equivalent position with equivalent pay within the same department.

- [(3)] (4) *Intent to Return Statement.* Any employee requesting a leave under this section shall submit to the appropriate Appointing Authority prior to the inception of such leave a signed statement of the employee's intent to return to work upon the termination of such leave.
- (H) *Absence Without Leave.* An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of this Article shall be deemed to be an absence without leave. Any such absence shall be without pay and may be subject for disciplinary action. Any employee who absents himself for three (3) consecutive days shall be deemed to have resigned. Such action may be reconciled by the Director by a subsequent grant of leave if the conditions warrant.
- (I) *Procedure in Requesting Leaves.* A Classified or Unclassified Employee requesting a leave of absence for any reason other than sick leave shall notify the City on a form that may be prescribed by the Human Resources Department. The requested leave shall be approved by the Appointing Authority, by the employee's supervisor if the Appointing Authority so desires, and by the Director. The Director shall determine whether the employee is entitled to the leave, and send a copy of the form to the Appointing Authority who will return it to the employee. Requests for vacation leave must be made in advance to allow time to carry out this procedure.

This ordinance shall take effect June 30, 2017.

INTRODUCED BY:  
Councilman James Sanchez

COURT OF COMMON COUNCIL  
City of Hartford May 8, 2017

RESOLVED, That the Court of Common Council supports waiving the atrium fee for the Hartford Unite 1 Heart 1 Mind We Are Hartford event on May 27, 2017 in the City Hall Atrium.



INTRODUCED BY:  
Councilman James Sanchez

COURT OF COMMON COUNCIL  
City of Hartford May 8, 2017

WHEREAS, Reducing the rate at which homeless and abandoned pets are euthanized and to make sure every adoptable pet goes home to a loving family is imperative; and

WHEREAS, The City of Hartford City impounds dogs at the Simon Foundation located at 120 Rescue Lane in Bloomfield, CT for a cost to the City of \$22.00 per day; and

WHEREAS, The City of Hartford is facing a fiscal crisis therefore it is imperative that we explore all possible cost saving approaches; and

WHEREAS, The Court of Common Council have determined that a task force should be established to review the City's animal care and control, policies, and contracts to make recommendations; now, therefore be it

RESOLVED, That the Court of Common Council supports the creation and implementation of a task force to address animal control policies and procedures; and be it further

RESOLVED, That the task force be representative of members and stakeholders of the city that have knowledge and experience in this area; and be it further

RESOLVED, That the task force provide recommendations within 90 days.