

**Stamford, Connecticut, Code of Ordinances
CHARTER (PUBLIC HEARING VERSION – 10 MAY 2023)**

CHARTER¹

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¹**History**—S. A. 312, 1947, approved 5-21-1947; adopted by electors at special election 11-3-1947; effective 4-15-1949. Amendments noted where applicable.

Editor's note(s)—This Charter originally appeared as 1947, Special Act No. 312, which was approved by the state legislature on May 21, 1947. It was adopted by the electors of Stamford at a special election held November 3, 1947, and became effective April 15, 1949.

If a section has been amended subsequent to 1947, S.A. No. 312, that section is followed by a parenthetical historical citation indicating the source of the amendment. If a section has not been amended subsequent to 1947, S.A. No. 312, no parenthetical historical citation follows that section.

Where material which is not a part of the Charter has been included for the convenience of the reader, such fact is indicated by means of an Editor's Note.

The original section numbers, as amended 11-3-1987 and 11-7-1995, have been retained for the codification of the Charter; however, to identify these sections as part of the Charter, the section numbers have been prefaced with the letter "C."

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Stamford, Connecticut, Code of Ordinances CHARTER (PUBLIC HEARING VERSION – 10 MAY 2023)

PREAMBLE²

The Citizens of the City of Stamford shall have all the rights, privileges and protections provided by the City Charter and all Federal and State law, to include:

1. The right to an open and accessible government including reasonable access to City records and information and reasonable access to City officials and employees to conduct business with the City.
2. Subject to State law, the right to observe meetings and hearings of all City Boards, Commissions and Committees and to make reasonable public comment at public hearings.
3. The right to have elected and governmental employees conduct business in accordance with the City Code of Ethics.
4. The multiracial and multiethnic nature of our city is our strength. We honor and respect the cultures, languages and histories of all who call and have called Stamford home, and we celebrate the revolutionary imagination, courage, and resiliency of our citizenry.
5. Consequently, all residents and visitors to the City of Stamford shall have an equal opportunity to participate fully in the economic, cultural, and intellectual life of the City and to have an equal opportunity to participate in all activities. To this end, discrimination is prohibited based on race, color, religion, creed, national origin, gender, age, sexual orientation, gender expression or identity, marital status, military status, blindness, or physical or mental disability.
6. The provisions of this Charter shall help ensure that all people living in our city are fully and responsibly represented. That the City is committed to diversity and inclusion in all municipal functions and will protect the human, civil, and voting rights of every citizen. The City of Stamford condemns all form of prejudice that assumes that the members of racial categories have distinctive characteristics and that these difference result in some racial groups being inferior to others. The City is committed to providing a safe, clean, and healthy environment for its citizens, employees, and visitors and to taking measures to protect them against external and internal threats or bigotry, be they physical or cyber. As a waterfront community whose wellbeing is inextricably tied to that of sustainability of the Long Island Sound, the City shall commit to a healthy, sustainable, and resilient environment and to safeguard against the effects of adverse weather and sea level rise.

² 2024 revision, derived from referendum 11-6-2012

**Stamford, Connecticut, Code of Ordinances
CHARTER (PUBLIC HEARING VERSION – 10 MAY 2023)**

**Stamford, Connecticut, Code of Ordinances
CHARTER (PUBLIC HEARING VERSION – 10 MAY 2023)**

**PART 1. ORGANIZATION AND ELECTION PROCEDURES
DIVISION 1. CONSTRUCTION**

Sec. C1-10-1. Title³.

The title of this Act shall be the City of Stamford Charter.

Sec. C1-10-2. Definitions and Titles Generally⁴.

The definitions contained in the General Statutes govern the interpretation of this Charter. Titles of Chapters and Sections are for purpose of ready reference and shall not be held to limit, extend or affect the interpretation and meaning of the text.

Sec. C1-10-3. Time of Appointments and Meetings Generally⁵.

(1) Validity of Appointments⁶. Except as provided in Sections C6-00-3(a) and C6-00-5, any appointment to office or election by the Board of Representatives to fill a vacancy required herein to be made on or before a certain day shall be, if made after that day, as valid and effective as if made on the day specified. If the day on which any meeting specified herein to be held shall be a Saturday, Sunday or a legal holiday, the meeting shall be held on the first (1st) business day following.

(2) Regular Meetings – Designation of Location⁷. Any meeting required by this Charter to be held on a certain day shall be deemed, for all purposes, to be a regular meeting. The Mayor shall designate the place of all meetings provided for in this Charter, unless the place of meeting is specified herein or fixed by ordinance. However, in the absence of any such designation by the Mayor, the person responsible for calling the meeting shall designate the place thereof.

(3) Open Meetings and Public Access to Information⁸. The objective of an open government policy is the achievement of optimal public accessibility to the decision-making process and the public information utilized in arriving at such decisions. In this respect, all Public Meetings and Hearings of City Boards and Commissions, elected or appointed, shall be public and conducted and information requests shall be administered in strict compliance with the requirements of the General Statutes; unless otherwise

³ S.A. No. 239, 1949

⁴ Referendum 11-8-1977

⁵ 2024 revision of current Sec. C1-10-3, derived from S.A. No. 322, 1953; Referendum 11-3-1987; Referendum 11-7-1995

⁶ Heading New (2024)

⁷ Heading New (2024)

⁸ NEW (2024)

permitted or required by Law⁹. In furtherance of this objective, the City shall utilize all technologies necessary to ensure maximum access to (a) in person, remote¹⁰ or hybrid interactions¹¹ at every Public Meeting and Public Hearing; and, (b) to public information under the control of the City. The City shall continue to migrate toward ensuring that technology is available so that all possible means of public participation are provided for at every meeting and with regard to the dissemination of public information.

Sec. C1-10-4. Definitions¹².

Whenever used in this Charter:

(1) "Public Notice¹³" means a notice published or posted on the official City website and such electronic or other media as may be required by Law, this Charter or Ordinance. Such notice shall also be given to at least one local news media, including, but not limited to, print, electronic and broadcast media.

a. "Public Notice" specifically includes matters where "publication" was required under the prior Charter; or, as may continue to be required by the General Statutes.

b. The content of Public Notice shall be specifically as set forth in this Charter; or, as otherwise required by Ordinance, which shall be reviewed and revised by the Board of Representatives on a biennial basis. The content of a Public Notice shall comply with the requirements of the General Statutes, if any and shall include a summary description of all matters so noticed.

c. In the event the requirement of the Charter or Ordinance is more stringent than the requirements of the General Statutes, then the Charter or Ordinance shall prevail.

⁹ At the time of adoption of this Charter amendment the applicable provision was C.G.S. §1-200(2) and (6).

¹⁰ **Comment of the 2024 Charter Revision Commission:** Remote meetings are entirely "virtual." There is no in-person component. At the time of the adoption of this Charter state law requires an accommodation for "remote" meetings; seem, P.A. 22-3.

¹¹ **Comment of the 2024 Charter Revision Commission:** A "hybrid meeting" is one which utilizes electronic equipment in conjunction with an in-person meeting. These meetings are government by P.A. 22-3.

¹² Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

¹³ 2024 minor modification and recodification of Sec. C1-10-4(1), derived from Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

- CHARTER
PART 1. - ORGANIZATION AND ELECTION PROCEDURES
DIVISION 2. INCORPORATION

(2) "Data¹⁴" includes all public books, records, papers, files, correspondence and other recorded information pertaining to the affairs of Stamford, in the custody of any person holding public office or employment or in the custody of any department or agency;

(3) "Department or agency¹⁵" shall include, but not be limited to, any department, office, bureau, board, commission, authority, agency, program or part thereof within the government of Stamford, including the Board of Education and its administrators charged with the responsibility for the maintenance and operation of the public schools. For purposes of the Budgetary Procedures in Part 8 of this Charter the Departments shall include any other entity receiving or expending City funds or state or federal funds granted to the City. For the purposes of their responsibilities under Part 8 of this Charter they shall be referred to as a "Budgeted Entity" in the singular, or "Budgeted Entities", in combination.

(4) "Municipality and/or City¹⁶" means the City of Stamford;

(5) "Capital Project" means (a) any permanent physical public betterment or improvement, or any preliminary studies or surveys relative thereto; (b) the acquisition of real property or other property of a permanent nature; (c) the purchase of equipment for any public betterment or improvement when first erected or acquired which cost is twenty-five thousand (\$25,000.00) dollars or such greater amount set by the Board of Finance; or (d) any lease which commits the City to more than one (1) year of payments aggregating twenty-five thousand (\$25,000.00) dollars or such greater amount set by the Board of Finance;

(6) Where an officer or office is mentioned in this Charter, the Stamford officer or office is meant¹⁷;

(7) "General Statutes¹⁸" shall mean the General Statutes of Connecticut, as amended, also referred to as "C.G.S.¹⁹";

¹⁴ 2024 recodification of Sec. C1-10-4(2), derived from Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

¹⁵ 2023 revision of definition of "Department."

¹⁶ 2024 recodification of Sec. C1-10-4(4), derived from Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

¹⁷ 2024 recodification of Sec. C1-10-4(6), derived from Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

¹⁸ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

¹⁹ Minor modification and recodification of Sec. C1-10-4(&)

(8) Where reference is made to action to be taken by a Director, the specified action may be taken by that Director or his designee²⁰, and

(9) Where reference is made to a time period consisting of fewer than ten (10) days, such time period shall be construed to exclude weekends and federal, state or municipal holidays²¹.

Drafting Note from Counsel:

The Commission acted on May 10, 2023 to modify the definition of Public Notice, which was included in Action Item #029-19 (updated 051023):

(1) “Board of Representatives²²” means the legislative body of the municipality, as required by the General Statutes.

(2) “Board” or “Commission²³” means, for the purposes of this Charter and except as otherwise provided by Law, all Boards, agencies, Commissions, authorities or like entities of the City, whether elected or appointed²⁴.

(3) “Charter” means the Charter of the City of Stamford²⁵.

(4) “Day(s)²⁶” means calendar days; unless, otherwise specifically set forth in this Charter; or, as may be otherwise specifically required by the General Statutes. Moreover, where a Day set forth in this Charter falls on a weekend, holiday or day when the City is closed for business, the deadline shall be extended through the close of the next City business day; unless otherwise required by Law.

²⁰ 2024 recodification of Sec. C1-10-4(8), derived from Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

²¹ 2024 recodification of Sec. C1-10-4(9), derived from Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

²² NEW (2024), as required by C.G.S. §7-193(a)(1)(C).

²³ Charter Revision of 2011. Term used in 1983 Charter yet not defined.

²⁴ NEW (2024)

²⁵ NEW (2024)

²⁶ NEW (2024)

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PART 1. - ORGANIZATION AND ELECTION PROCEDURES
DIVISION 2. INCORPORATION

(5) “Law” means, although is not limited to, decisions of courts and administrative bodies, federal or state legislative enactments, rules and regulations and local ordinances and regulations²⁷.

(6) “Majority Vote of the Board of Representatives” or “Majority Vote of the Board of Finance” means more than half of the votes have been cast by the members at a Meeting of the Boards at which a quorum is present²⁸.

(7) “Mayor” means the chief executive officer of the municipality, as required by the General Statutes²⁹.

(8) “Meeting³⁰” shall have the meaning set forth in C.G.S. §1-200(2), including Meetings by means of electronic equipment, as may be amended from time to time.

(9) “Meeting Notice” or “Hearing Notice³¹” means a Public Notice (as defined in this section or as otherwise set forth by Ordinance) of a regular or special meeting or a hearing which shall:

- a. state the time and place thereof; and,
- b. be published or posted at least once not more than thirty (30) days nor less than three (3) days prior to the meeting or hearing, unless otherwise provided in this Charter.

The City Clerk and other City officials will be responsible for using best efforts to ensure maximum public distribution of notice in order to maximize participation; particularly where a legislative, regulatory or other item may impact particular neighborhoods or portions of the City.

(10) “Newspaper Notice³².” Notwithstanding the provisions of Sec. C1-10-4(2), above, newspaper notice may be required with regard to the action on a proposed

²⁷ NEW (2024)

²⁸ NEW (2024)

²⁹ NEW (2024). Required by C.G.S. § 7-193(a)(2)(C).

³⁰ NEW (2024)

³¹ 2024 modification and recodification of Sec. C1-10-4(1), derived from Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

³² NEW (2024).

- CHARTER
PART 1. - ORGANIZATION AND ELECTION PROCEDURES
DIVISION 2. INCORPORATION

Ordinance by the Board of Representatives, as set forth in Sec. C2-10-12 of this Charter³³; and, shall be required in the case of:

- a. adoption of amendment of the Master Plan; or,
- b. approval or disapproval of subdivision proposals by the Planning Board as set forth in Sec. C6-30-9³⁴ or Sec. C6-30-15³⁵. of this Charter; and,
- c. the amendment of the Zoning Regulations or Map; or,
- d. applications for approval of site and architectural plans; and/or,
- e. requested uses by the Zoning Board as set forth in Sec. C6-40-11 of this Charter³⁶.

All Public Notices and Meeting or Hearing Notices shall be posted or published and all Meetings and Public Hearings shall be conducted in strict compliance with Law; in particular the Americans with Disabilities Act, as may be amended from time-to-time.

(11) “Public Hearings³⁷” means a publicly noticed meeting or official proceeding held in order to receive testimony from all interested parties, including the general public, on a proposed issue, item or action. Such parties, within the parameters of the rules of the board or commission shall have an opportunity to submit views and data relative to a matter on which a decision of the board or commission is pending. Public hearings shall be required prior to the adoption of Ordinances, Regulations, Master Plan Amendments, amendments to the Zoning Map or amendments to the Zoning Regulations; or, decisions pertaining to contested cases before a board or commission where public participation is required or permitted under Law. Additional public hearing(s) may be permitted by the Chair of the board or commission or may be required by Ordinance.

(12) “Resolution³⁸” means an action by the Board of Representatives that (1) expresses the sentiment or intent of the Board; (2) governs the business of the Board; (3) expresses recognition by the Board; or, (4) complies with the specific requirements

³³S.A. No. 322, 1953; Referendum 11-3-1987; Referendum 11-7-1995)**Note**—The section title was changed by referendum vote 11-7-1995.

³⁴ S.A. No. 619, 1953; Referendum 11-3-1987.

³⁵ S.A. No. 619, 1953; Referendum 11-4-1969; Referendum 11-3-1987; Referendum 11-7-1995.

³⁶ S.A. No. 619, 1953; Referendum 11-4-1969; Referendum 11-3-1987.

³⁷ NEW (2024).

³⁸ Charter Revision of 2011. Term used in 1983 Charter yet not defined.

of the General Statutes with regard to certain legislative enactments. It is a declaratory statement of the Board on a given matter.

(13) “Special Acts” or “Special Laws” means the acts of the General Assembly pertinent to the City³⁹.

(14) “State” or “Connecticut” means the State of Connecticut⁴⁰.

(15) “State Constitution” means the Constitution of the State of Connecticut⁴¹.

DIVISION 2. INCORPORATION

Sec. C1-20-1. Incorporation⁴².

All the inhabitants dwelling within the territorial limits of the community hitherto incorporated under the name of the City of Stamford are constituted and declared to be a body politic and corporate under the name of Stamford, and shall have perpetual succession.

Sec. C1-20-2. Continuance of Obligations⁴³.

All property, rights of action and rights of every description, and all securities and liens therefor, and all existing debts and obligations are continued.

DIVISION 3. CORPORATE POWERS

Sec. C1-30-1. Corporate Powers⁴⁴.

In addition to all powers granted to cities under the Constitution and laws of Connecticut or which may hereafter be conferred, the City shall have all powers specifically granted by this Charter and all powers fairly implied in or incident to the powers expressly granted and all other powers incident to the management of the property, government and affairs of the City, including the power to enter into contracts with the United States or any agency thereof, the State of Connecticut or any agency or political subdivision thereof for services and the use of facilities, the exercise of which is not expressly forbidden by the Constitution and General Law of the State of Connecticut. The enumeration of particular powers in this and any other chapter of this Charter shall not be construed as limiting this general grant of powers which shall be considered as in

³⁹ NEW (2024)

⁴⁰ NEW (2024)

⁴¹ NEW (2024)

⁴² Referendum 11-8-1977

⁴³ Referendum 11-8-1977

⁴⁴ Referendum 11-8-1977

addition thereto, and said City shall exercise all the rights, powers, privileges, functions and jurisdiction essential to a proper exercise of its corporate functions, including all that may be necessarily incident to, or may be fairly implied from, the powers specifically conferred upon this corporation.

DIVISION 4. LEGAL EFFECT

Sec. C1-40-1. Repeal of Other Laws⁴⁵.

All acts and provisions of law, and parts of acts and provisions of law, inconsistent with the provisions of this Charter, are hereby repealed as of the time this Charter takes effect; but such repeal shall not affect any rights, privileges, or immunities of the City, or of any person or body corporate, or any pecuniary obligations attaching to said City. No tax or assessment laid under any of the provisions of law herein repealed, or under any order or ordinance made under any of said provisions, shall be affected by said repeal.

Sec. C1-40-2. Saving Clause⁴⁶.

Nothing contained in this Act shall be construed to repeal or terminate any statute of the State or ordinance of the City or any rule or regulation of any City Board, Commission, Department, Agency, or Authority. They shall remain in full force and effect, within the territorial limits of the City when not inconsistent with the provisions of this Charter, to be construed and operated in harmony with its provisions, until amended or repealed as herein provided. The powers which are conferred and the duties which are imposed upon any Office, Board, Commission, or Department, Agency or Authority of the City under any statute of the State, or any City ordinance or regulation which is in force at the time of the taking effect of this Charter shall, if such Office, Board, Commission, Department, Agency or Authority is abolished by this Charter, be thereafter exercised and discharged by the Office, Board, Bureau, Commission, Department, Agency or Authority upon whom similar duties are imposed by this Charter.

Sec. C1-40-3. Time of Taking Effect⁴⁷.

This Charter shall take effect April 15, 1949; 1995 amendments hereto shall take effect on December 1, 1995, except that any amendments applying to municipal elections shall apply first to the municipal elections of 1997.

⁴⁵ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995

⁴⁶ S.A. No. 14, 1950; S.A. No. 440, 1951; Referendum 11-8-1977; Referendum 11-7-1995

⁴⁷ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995

Sec. C1-40-4. Invalidity⁴⁸.

If any provision of this Charter shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not invalidate or otherwise affect any of the remaining provisions hereof.

Sec. C1-40-5. Mandatory Review of Charter Every Ten Years⁴⁹.

A mandatory review of all the provisions of and amendments to this Charter shall be undertaken at ten (10) year intervals by a Charter Revision Commission to be appointed in accordance with the provisions of Home Rule Law.

Such review shall be conducted by a Charter Revision Commission which shall be appointed not later than the regular February meeting of the Board of Representatives in 2002 and each successive ten (10) year period. Such Commission shall be required to report in accordance with the Home Rule Law.

The provisions of this Section shall in no way impinge upon the appointment of interim Charter Revision Commissions, when, in the discretion of the Board of Representatives, such appointment shall be deemed desirable. However, said ten (10) year mandatory review shall be required notwithstanding any interim reviews. To the extent permissible under applicable state law, the Board of Representatives shall endeavor to schedule the referendum on any proposed charter amendments or revisions to coincide with a general election at which either the Mayor, state officials or federal officials are to be elected.

DIVISION 5. CONDEMNATION AND DISPOSITION OF LAND

Sec. C1-50-1. Condemnation for Municipal Purposes⁵⁰.

(a) **Required Approvals** The City may take any land which has been fixed upon as a site for a building or buildings or addition thereto for municipal purposes, or land fixed upon for any municipal purpose or use, subject to the payment of just compensation therefor to the owner, provided that there shall be prior approval by the Mayor, by the affirmative vote of two-thirds (2/3) of the entire membership of the Planning Board, by the affirmative vote of two-thirds (2/3) of the entire membership of the Board of Finance, and by the affirmative vote of two-thirds (2/3) of the entire membership of the Board of Representatives.

(b) **Required Public Hearings.** There shall be a joint public hearing convened by the Planning Board, the Board of Finance and the Board of Representatives prior to taking any action on the proposal. No condemnation for municipal purposes as provided

⁴⁸ Referendum 11-3-1987

⁴⁹ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

⁵⁰ 2024 revision of current Sec. C1-50-1 derived from referendum 11-8-1977; Referendum 11-7-1995

herein shall be commenced unless there has been a public hearing on the project by the Department or Agency proposing to condemn such land.

(c) **Required Public Outreach.** That Department or Agency shall also engage in neighborhood engagement and outreach which shall include (i) written notification of members of the Board of Representatives for the district(s) in which such property is located, (ii) posting on the City website, and (iii) placement of a sign at the property indicating that the condemnation of the property at that location is being contemplated and identifying a contact person or website where additional information may be obtained

Sec. C1-50-2. Proceeding on Condemnation⁵¹.

The procedure for the condemnation of any land shall be that set forth in the Connecticut General Statutes or where appropriate, the condemnation procedure provided for in this Charter. Initial notice of the condemnation shall be made in accordance with Sec. C8-60-4. In those instances where this Charter conflicts with the General Statutes, the condemnation procedure shall be in accordance with the General Statutes.

Sec. C1-50-3. Acquisition and Disposition of Real Estate⁵².

No purchase or lease of real estate by the City and no sale or lease of any real estate belonging to the City shall be valid unless approved by the Mayor, the Planning Board, the Board of Finance and the Board of Representatives.

(a) **Required Approvals⁵³.** Subject to the provisions of Sec. C6-120-3, no purchase or lease of real estate by the City and no sale or lease of any real estate belonging to the City shall be valid unless approved by the Mayor upon the approval of the Planning Board, Board of Finance and Board of Representatives, as follows:

(1) **Disposition.** With respect to the disposition of the real estate, including the sale or lease of property owned by the City, by the affirmative vote of two-thirds (2/3^{rds}) of the entire membership of the following boards (i) the Planning Board, (ii) the Board of Finance; (iii) the Board of Representatives.

⁵¹ 2024 minor edit of current Section C1-50-2, derived from referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

⁵² 2024 revision of current Sec. C1-50-3 derived from referendum 11-8-1977; referendum 11-3-1987; Referendum 11-7-1995. The following is repealed since it is contained in Sec. C1-50-3(d), below: "The Board of Representatives is authorized to enact ordinances governing the purchase, sale, lease or other disposition of such real estate."

⁵³ 2024 revision of current Sec. C1-50-3(first sentence), derived from referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995. **Comment of the 2023 Charter Revision Commission. There may be additional hearings required by the General Statutes, as well.**

(2) Acquisition. With respect to the acquisition of the real estate, including the purchase or lease of property by the City, by the affirmative vote of a majority of the entire membership of the following boards (i) the Planning Board, (ii) the Board of Finance; (iii) the Board of Representatives.

(b) Required Public Outreach⁵⁴. The governmental agency, Department, Board or Official of the City proposing such disposition shall also engage in neighborhood engagement and outreach which shall include (i) written notification of members of the Board of Representatives for the district(s) in which such property is located, (ii) posting on the City website, and (iii) placement of a sign at the property indicating that the disposition of the property at that location is being contemplated and identifying a contact person or website where additional information may be obtained.

(c) Required Public Hearings⁵⁵. There shall be a joint public hearing convened by the Planning Board, the Board of Finance and the Board of Representatives prior to taking any action on the proposal. The governmental agency, Department, Board or Official of the City proposing such disposition shall make a presentation regarding such proposal at the joint public hearing.

(d) Power of Board of Representatives to Enact Ordinances⁵⁶. The Board of Representatives is authorized to enact ordinances governing the purchase, sale, lease or other disposition of such real estate.

DIVISION 6. MISCELLANEOUS

Sec. C1-60-1. Injunction⁵⁷.

Any court of equity may, in an action instituted by the City, issue injunctions, either temporary or final, restraining the violation of or directing compliance with any ordinance or provision of this Charter.

Sec. C1-60-2. Records to be Open and to be Evidence in All Courts⁵⁸.

All accounts and records of every Office and Department shall be open to the public at all reasonable times, except records and documents which might be used to defeat the

⁵⁴ NEW (2024). **Comment of the 2023 Charter Revision Commission.** The intent of this provision is to require outreach by public officials prior to any official action or proposed action by the City. The Commission recognizes that land acquisition and negotiations may require maneuvers or approaches prior to public disclosure that may be protective the best interests of the City , including the cost of acquisition.

⁵⁵ NEW (2024).

⁵⁶ 2024 recodification of current Sec. C1-50-3 (second sentence), derived from referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

⁵⁷ Referendum 11-3-1987; Referendum 11-7-1995

⁵⁸ Referendum 11-7-1995

lawful purpose of the City or of an officer or department thereof. A copy of a paper or record filed or recorded, pursuant to law, in any office or department of the City, or a transcript of any part thereof shall be admitted in evidence in any court of the State to the same extent as would the original if it were produced, provided that such copy is certified to be a true copy or transcript by the officer having custody of the original.

Sec. C1-60-3. (Reserved)⁵⁹

Sec. C1-60-4. (Reserved)⁶⁰

Sec. C1-60-5. Financial and In-Kind Assistance⁶¹.

The City may give financial and in-kind assistance to the Ferguson Library, the Stamford Historical Society, and after approval by the Mayor, other qualified non-profit corporations and other governmental agencies which provide service or benefits for the general welfare of the inhabitants of the City. Such entities shall annually prepare, on forms supplied by the Director of Administration, their budget estimate and explanatory statements required by that officer. The Director of Administration may include budget requests of such entities in the budget that the Director of Administration presents to the Mayor, and the same shall be considered with those from Departments, Boards, and Agencies. All funds appropriated shall be subject to the supervision of the Director of Administration.

DIVISION 7. ELECTIONS PROVISIONS

Sec. C1-70-1. Date of Elections⁶².

Except as hereinafter provided, on the Tuesday after the first (1st) Monday in November, 1953 and biennially thereafter, there shall be held in Stamford an election to elect officers. The Town and City Clerk shall give public notice of such election in the manner prescribed by law. The polls for the casting of votes shall be open from 6:00 a.m. to 8:00 p.m., unless otherwise provided by law. The candidates for the respective offices receiving a plurality of the votes cast shall be deemed elected, except that members of the Board of Education, and the Board of Finance shall be elected as provided in Section C1-80-5 and C1-80-6 respectively.

Sec. C1-70-2. Electors and Elections⁶³.

The qualifications of electors and the manner of holding elections shall be as established by the laws of this State except as otherwise provided in this Charter.

⁵⁹**Editor's note**—Former Sec. C1-60-3 (previously Sec. C-72), Library, was repealed by referendum vote 11-3-1987.

⁶⁰**Editor's note**—Former Sec. C1-60-4 (previously Sec. C-73), Historical Society, was repealed by referendum vote 11-3-1987.

⁶¹ Referendum 11-3-1987; Referendum 11-7-1995)

⁶² S.A. No. 467, 1951; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-6-2012

⁶³ Referendum 11-8-1977; Referendum 11-3-1987

Sec. C1-70-3. Terms of Office of Elective Officers⁶⁴.

The terms of office of elective officers hereunder shall commence on the first (1st) day of December succeeding the election. The term of office of the Town and City Clerk shall be four (4) years; the City Constables shall be two (2) years and, commencing with the biennial election of 2013, the term of office for City Constables shall be four (4) years; the terms of office of the members of the Board of Representatives and the Mayor shall be four (4) years commencing, in accordance with Section C1-40-3 hereof, with the biennial election of 1997. The term of office of each member of the Board of Finance and of the Registrars of Voters shall be four (4) years. The term of office of each member of the Board of Education shall be three (3) years.

Sec. C1-70-4. Voting Districts; Reapportionment; Mandatory Redistricting⁶⁵.

The City shall remain divided into twenty (20) voting districts. Said voting districts shall each contain substantially equal numbers of population. Each voting district shall be in as compact and contiguous form as practicable and shall follow geographical divisions wherever practical in determining voting district boundaries. Following the 1980 census and every ten years thereafter, a Reapportionment Commission shall be appointed by the Board of Representatives within sixty (60) days after the Federal Census figures are made available to the City. The Reapportionment Commission shall be composed of eight (8) electors with four (4) members from each party selected by the Majority Leader and Minority Leader of the Board of Representatives. The Commission shall report to the Board of Representatives within six (6) months after appointment, and may utilize demographic data assembled by the Planning Board, computer resources of the City, and such other resources, facilities and funding as the Board of Representatives may deem desirable to carry out the purpose of this Section. Within sixty (60) days after receipt of said report and after a public hearing thereon, the Board of Representatives must accept, reject, or modify the report. Within sixty (60) days thereafter: (a) if the report is accepted or modified, the Board of Representatives shall enact any necessary ordinance; (b) if the report is rejected, then the Board of Representatives must by ordinance enact its own re-districting plan. The Mayor shall have no veto over any ordinance enacting a plan for re-districting.

DIVISION 8. ELECTIVE OFFICERS

Sec. C1-80-1. Elective Officers⁶⁶.

The following named officers shall be elected by the qualified voters of Stamford: a Mayor, who shall also serve as a non-voting, ex officio member of the Board of Education, and who shall not be eligible to serve as an officer thereof, forty (40) members of the

⁶⁴ S.A. No. 467, 1951; Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-2-2004; Referendum 11-6-2012

⁶⁵ Referendum 11-8-1977; Referendum 11-7-1995

⁶⁶ Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-7-1995; Referendum 11-2-2004; Referendum 11-6-2012

Board of Representatives, six (6) members of the Board of Finance, a Town and City Clerk, nine (9) members of the Board of Education, seven (7) Constables and two (2) Registrars of Voters. No individual shall hold more than one of the above elective offices at the same time, excluding Constable.

Sec. C1-80-2. Vacancies in Elective Offices⁶⁷.

(a) If an elected official shall die, resign, be removed, or cease to be a resident of the district from which elected, or become disqualified to hold office, such office shall become vacant.

(b) Whenever a vacancy occurs in any elective office and no specific provision for filling such vacancy is made in this Charter, the Board of Representatives shall, within sixty (60) days following the vacancy, elect a successor to fill such vacancy until December first following the next biennial election.

(c) When the Board of Representatives has elected a successor to fill a vacancy in the office of Mayor, on the Board of Representatives, on the Board of Finance or on the Board of Education as set forth above in Sec. C1-80-2(b), then and in that event, a vacancy election shall be held at the next biennial election. Any political party may nominate one candidate for each vacancy for membership on said Board or in the office of the Mayor. No voter may vote for more than one candidate to fill such vacancy in the applicable Board or in the office of the Mayor. The candidate receiving the highest number of votes shall be elected as a member of the applicable Board for the balance of the term which was vacated, or in the case of the Mayor or the Board of Representatives, until the next biennial election.

Sec. C1-80-3. Political Qualifications of Successors⁶⁸.

Whenever provision is made in this Charter for filling a vacancy in an elective office in any manner other than a municipal election, the successor shall be chosen from the political party, if any, which nominated his predecessor. If such predecessor was nominated by more than one political party, the successor shall be chosen from among the members of the political party under whose emblem the predecessor received the greatest number of votes.

Sec. C1-80-4. Election of Board of Representatives⁶⁹.

Two (2) members of the Board of Representatives shall be elected by the qualified electors of each of the twenty (20) voting districts of the City. The two candidates in each district receiving the greatest number of votes in their district shall be deemed elected. Each Representative at the time of election shall be a resident of the district from which he or she is elected.

⁶⁷ S.A. No. 467, 1951; Referendum 11-8-1977; Referendum 11-7-1995

⁶⁸ **NO CITATION IN CURRENT CHARTER.**

⁶⁹ Referendum 11-8-1960; Referendum 11-8-1977; Referendum 11-7-1995

Sec. C1-80-5. Election of Board of Education⁷⁰.

(a) Except as otherwise provided in Sec. C1-80-2 as to the filling of a vacancy, at each annual election, any political party may nominate not more than three (3) candidates for membership on the Board of Education, to hold office for a three (3) year term, commencing on first (1st) day of December following the election. No voter shall vote for more than three candidates. The winner or winners of such election shall be determined as follows: The Town and City Clerk shall prepare a list of the candidates ranked from top to bottom according to the number of votes each receives; when the number of members of any one political party who would be elected without regard to the minority representation provisions of the General Statutes exceeds the maximum number as determined under the minority representation provisions of the General Statutes, only the candidate(s) of such political party with the highest number of votes up to the limit of such maximum shall be elected, and the names of the remaining candidates of such political party shall be stricken from the list. The next highest-ranking candidate(s) shall be elected up to the number of places to be filled at such election.

(b) Annually at the regular election to be held in Stamford on the Tuesday after the first (1st) Monday in November, three (3) members of the Board of Education shall be elected for terms of three (3) years or until their successors shall have been elected in accordance with the provisions of Number 467 of the Special Acts of 1951.

Sec. C1-80-6. Election of Board of Finance⁷¹.

Except as otherwise provided in Sec. C1-80-2 as to the filling of a vacancy, at any biennial election of municipal officers, any political party may nominate not more than three candidates for membership on the Board of Finance. No voter may vote for more than three candidates. The winner or winners of such election shall be determined as follows: The Town and City Clerk shall prepare a list of the candidates ranked from top to bottom according to the number of votes each receives; when the number of members of any one political party who would be elected without regard to the minority representation provisions of the General Statutes exceeds the maximum number as determined under the minority representation provisions of the General Statutes, only the candidate(s) of such political party with the highest number of votes up to the limit of such maximum shall be elected, and the names of the remaining candidates of such political party shall be stricken from the list. The next highest ranking candidate(s) shall be elected up to the number of places to be filled at such election.

⁷⁰ S.A. No. 467, 1951; Referendum 11-8-1960; S.A. No. 96, 1969; Referendum 11-8-1977; Referendum 11-7-1995

⁷¹ S.A. No. 467, 1951; Referendum 11-8-1977; Referendum 11-7-1995

Sec. C1-80-7. Registrars of Voters⁷².

The Registrars of Voters shall devote their time to the duties of the office during the term for which they are elected.

DIVISION 9. MISCELLANEOUS POWERS

Sec. C1-90-1. Removal of Elective Officers⁷³.

Any elective officer may be removed from office for cause by a vote of three-quarters (3/4^{ths}) of the entire membership of the Board of Representatives. No elective officer may be removed except upon charges, which shall have been affirmed by the vote of a majority of the entire membership of the Board of Representatives, and after hearing thereon. Written notice by the Board of Representatives of the charges and time and place of hearing shall be given to the officer at least two (2) weeks before such hearing. Such charges shall be for neglect or dereliction of official duty, or incompetency, or dishonesty or incapacity to perform official duties or some delinquency materially affecting that person's general character or fitness for office. Such officer shall have the right to be represented by counsel at the hearing, to present testimony personally and through witnesses, to cross-examine witnesses presented in favor of removal, and to compel the attendance of witnesses by subpoena issued in the name of the Board of Representatives. The Board of Representatives shall designate an attorney who has been licensed to practice law for ten (10) years, and that five of the ten years must be as a practicing attorney in Connecticut. The standard of proof required for removal shall be clear and convincing evidence.

⁷² Referendum 11-4-1969; Referendum 11-7-1995

⁷³ Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-6-2012.

**PART 2. LEGISLATIVE BODY
DIVISION 1. BOARD OF REPRESENTATIVES**

Sec. C2-10-1. Legislative Power⁷⁴.

The legislative power of the City shall be vested in the Board of Representatives. No enumeration of powers contained in this Charter shall be deemed to limit the legislative power of the Board except as specifically provided in this Charter.

Sec. C2-10-2. Powers of Board of Representatives⁷⁵.

The Board of Representatives shall have the following powers:

(1) To enact ordinances in the manner provided in this Charter not inconsistent with law, or this Charter, for the government of the City and the management of its business, for the preservation of good order, peace and health, for the welfare and safety of its inhabitants and the protection and security of their property. It is authorized and empowered, by ordinance or resolution, to regulate, amplify and define the corporate powers. The Board of Representatives may prescribe fines and penalties for the violation of any ordinance, and otherwise provide for the enforcement and collection of the same when not inconsistent with law or this Charter.

(2) To adopt the Capital and Operating Budgets of the City and the Board of Education Budget, in the manner provided in this Charter.

(3) To fill vacancies in elected offices, in the manner provided in this Charter. To remove any elective officer, in the manner provided in this Charter.

(4) To approve the appointment of the Directors, the Director of Health, the Police Chief and the Fire Chief, in the manner provided in this Charter.

(5) To approve appointments to the Boards and Commissions specified in Sec. C6-00-3.

(6) To establish the fees charged by City agencies.

(7) In the name of the City, to receive gifts of money or property in excess of a value to be determined by the Board from time to time. Gifts of a lesser value may be received by the Mayor, or by persons the Mayor may designate, in the name of the City.

(8) To undertake public improvements and to assess benefits and damages therefor, in the manner provided in this Charter.

⁷⁴ Referendum 11-3-1987; Referendum 11-7-1995.

⁷⁵ Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-2-2004; Referendum 11-6-2012

(9) To approve contracts (and all amendment thereto and multi-year agreements, without exception)⁷⁶, including labor agreements and employment contracts, but excepting employment arrangements for Directors appointed pursuant to Sec. C5-10-2 of this Charter.

(10) To approve the purchase, sale or lease of real property.

(11) To grant pensions as provided in this Charter.

(12) By a two-thirds (2/3^{rds}) vote of its entire membership, to investigate any officer, department or agency of the City. The Board shall have access to all data kept by any officer, department or agency, and shall have the power to compel the attendance of witnesses and the production of data at any meeting of the Board of Representatives or any Committee thereof, and for that purpose may issue subpoenas which shall be signed by the President of the Board. The investigation may be conducted by a subcommittee of the Board of Representatives' members appointed for this purpose, provided that not more than half the members of such committee shall be members of the same political party.

(13) As provided for by Sec. C5-20-3, to retain independent counsel.

(14) Any other powers that may be granted by this Charter or by the General Statutes, as amended.

Sec. C2-10-3. Legal Assistance and Investigatory Functions⁷⁷.

(1) **Staff Counsel to the Board of Representatives⁷⁸.** The Board of Representatives may appoint or engage Counsel, subject to an agreement for a term or years, upon approval by a majority vote of those present and voting. Said Counsel shall be an attorney admitted to practice law in this State and shall have been a member in good standing of the bar of the State of Connecticut for at least five (5) years; and, has been actively practicing law in Connecticut for at least five (5) years. Such Counsel shall have such duties as the Board shall determine. In the event Counsel is employed by the Board of Representatives such Counsel shall receive compensation as fixed by the Board of Representatives which shall be in an amount no greater than a Deputy Corporation Counsel of equal experience and any adjustments based upon any applicable agreements.

⁷⁶ NEW (2024)

⁷⁷Referendum 11-3-1959; Referendum 11-7-1995. **Editor's note**—Former Sec. C2-10-3, Vacancy, was repealed by referendum vote 11-7-1995. Note(s)—Formerly Sec. C2-10-19.

⁷⁸ NEW (2024).

(2) Funds for Investigation⁷⁹.

(a) **Authority to Commence Investigation and Incur Expenses.** The Board of Representatives shall have authority, by a majority vote of its entire membership, to incur any expenses which it deems necessary or advisable, in connection with any investigation authorized under Sec. C2-10-2(12) of this Charter.

(b) **Expenses Binding on the City.** Expenses so incurred shall be paid by the Office of Administration on warrant issued by the Mayor and counter-signed by the Clerk of the Board of Representatives.

(c) **Authority to Appropriate Funds.** The Board of Representatives may, by a majority vote of its entire membership, appropriate funds to cover expenses incurred pursuant to this Section without request for such appropriation by any officer of any department of the City, other than the Board of Representatives.

(3) Legal and Other Professional Assistance⁸⁰.

(d) **Retention of Outside Counsel, Experts, Professional Advisors and Consultants. Execution of Agreement.** The Board of Representatives may incur expenses and the President of the Board may execute all agreements approved by a majority vote of the entire Board for the retention of outside counsel (“Outside Counsel”), and professional experts, advisors and consultants (“Other Professional Advisors”), where such services are necessary or convenient to the performance by the Board of its legislative functions and duties as prescribed by this Charter or under Law.

(e) **Role of Outside Counsel.** Such Outside Counsel may be retained to: (i) render opinions pertaining to legislative function, legal and procedural matters; (ii) advise the Board during hearings and other proceedings before the Board; and, (iii) appear in any proceeding, case controversy or appeal on behalf of or before the Board.

(f) **Expenses Binding on the City.** Expenses for Outside Counsel and Other Professional Advisors so incurred shall be binding upon the City and be paid by the Office of Administration on warrant issued by the Mayor and counter-signed by the Clerk of the Board of Representatives.

⁷⁹ 2024 revision of current Sec. C2-10-3 derived from Referendum 11-3-1959; Referendum 11-7-1995. **Editor’s note**—Former Sec. C2-10-3, Vacancy, was repealed by referendum vote 11-7-1995. Note(s)—Formerly Sec. C2-10-19.

⁸⁰ NEW (2024)

(g) **Consultation with the Corporation Counsel.** Prior to any vote on the retention of Outside Counsel the President shall consult with the Corporation Counsel for the sole purpose of ensuring there are no legal, ethical or positional conflicts between the outside counsel and the City,

(h) **Budget for Outside Counsel and Other Professional Advisors (“Professional Services Budget”).** The Board of Representatives shall adopt and forward to the Mayor its proposed annual Professional Services Budget, in accordance with the procedures and timetable established for other City Departments. The Mayor’s budget shall include, and the Boards of Finance and Representatives shall appropriate for support of the Professional Services Budget at least the amount greater than or equal to one-quarter of the outside counsel budget expenditures incurred by the City in the prior fiscal year; although, in no case, not less than the previous annual Professional Services Budget, unless the Board of Representatives requests a lesser amount. In furtherance of the authority to retain Outside Counsel and Other Professional Advisors in the event there are insufficient funds available for the retention of Outside Counsel and Other Professional Advisors, the Board of Representatives may, by Resolution approved by a majority of its entire membership, appropriate or transfer monies to pay the fees and costs of such purposes⁸¹.

Sec. C2-10-4. Meetings⁸².

The Board of Representatives, in addition to its Organization Meeting, shall hold regular meetings on the first (1st) Monday of each month. The Board of Representatives may, by resolution, change the date(s) of one or more monthly meetings to avoid potential conflicts with official or religious holidays. The Mayor or President of the Board of Representatives, or any ten (10) members may call a Special Meeting by causing a written notice thereof, specifying the time, place and purposes of the meeting, to be served upon each member personally, or left at the member's usual place of abode, in either case at least twenty-four (24) hours before the time fixed for such meeting, or forwarded by mail directed to the member's place of business or residence at least seventy-two (72) hours before the time fixed for such meeting. No business shall be transacted at a Special Meeting which is not within the purposes of the Call. Sworn return of said service of the Special Meeting shall be filed with the person issuing the Call, or with the Clerk if more than one person shall issue the Call, and shall be incorporated in the minutes of that Special Meeting. No action taken at any Special Meeting shall be invalid because of any inadvertent defect in the service of the notice thereof, or in the return of notice.

⁸¹ This language, not including the word “transfer”, is in current Section C5-20-3.

⁸² Referendum 11-3-1987; Referendum 11-6-2012). Cross reference(s)—Meetings to be public, Sec. C2-10-9.

Sec. C2-10-5. Change of Meeting Date⁸³.

The Board may, by resolution, change the time for holding regular meetings, provided that such resolution calls for at least one regular meeting to be held each month. In the event of an emergency, the President of the Board, with the consent of the Clerk and the majority and minority leaders, shall be empowered to change the time of a regular meeting provided that at least one regular meeting is held each month.

Sec. C2-10-6. Quorum⁸⁴.

A majority of the members of the Board of Representatives shall constitute a quorum for the transaction of business. No ordinance or appropriation resolution shall be adopted except by majority vote of the entire membership of the Board of Representatives. Any other resolution, unless otherwise expressly provided for in this Charter, may be adopted by majority vote of the members present and voting.

Sec. C2-10-7. Records⁸⁵.

The Board of Representatives shall appoint a Clerk who shall keep a record of the resolutions and other proceedings of such Board and shall have custody of its correspondence, files and other records. When ordered by the Board, such records shall be filed with the Town and City Clerk and open for public inspection at reasonable hours.

Sec. C2-10-8. Rules of Order⁸⁶.

The Board of Representatives shall be empowered to adopt and amend Rules of Order.

Sec. C2-10-9. Public Meetings⁸⁷.

Meetings of the Board of Representatives shall be open to the public, but the Board shall have power to restrict public discussion on questions before it.

Sec. C2-10-10. President⁸⁸.

The Board of Representatives, at its Organization Meeting, shall elect from among its members its President to hold office for the term for which the Board was elected. The President shall preside at all meetings of the Board. In the event of the President's absence, the members present may by majority vote elect a Chairperson of the meeting. The President or other Chairperson of the meeting shall have the same right to vote as any member of the Board.

⁸³ Referendum 11-3-1987

⁸⁴ **NO CITATION IN CURRENT CHARTER.**

⁸⁵ Referendum 11-8-1977

⁸⁶ S.A. No. 322, 1953

⁸⁷ **NO CITATION IN CURRENT CHARTER.**

⁸⁸ Referendum 11-3-1987

Sec. C2-10-11. Removal of President⁸⁹.

The President of the Board may be removed from the presidency by a vote of the majority of the entire Board at a Special Meeting duly called for the purpose.

Sec. C2-10-12. Passage of Ordinances and Resolutions.⁹⁰

Ordinances and Resolutions shall be introduced into the Board of Representatives only in written or printed form. All ordinances, except ordinances codifying or rearranging existing ordinances, shall be confined to one subject, and the subject or subjects of all ordinances, shall be clearly expressed in the title. Resolutions making appropriations shall be confined to the subject of the appropriations. No ordinance shall be passed at any meeting unless it shall have been introduced at a meeting at least five (5) days prior thereto, and published in an official newspaper at least three (3) days prior to such meeting, but these requirements may be dispensed with in case of emergency by a vote of two-thirds (2/3^{rds}) of the entire membership of the Board of Representatives. All final reading of such ordinance shall be in full, unless a written or printed copy thereof shall have been furnished to each member of the Board at least eight (8) hours prior to meeting. At the desire of one-fifth (1/5th) of the members present, the Yeas and Nays shall be taken upon the passage of any ordinance or resolution and entered upon the journal of the proceedings of the Board of Representatives. The enacting clause shall be: "BE IT ORDAINED BY THE CITY OF STAMFORD THAT..."

Sec. C2-10-13. Action by Mayor; Passage Over Mayor's Veto⁹¹.

Every ordinance adopted by the Board of Representatives shall, promptly after its passage, be separately printed or typewritten, signed by the President, and attested by the Clerk who shall, within two (2) business days, present it to the Mayor. If the Mayor approves of such ordinance, it shall be returned to the Clerk with written approval endorsed thereon and such ordinance shall thereupon become effective ten (10) days after signature, unless a different effective date is specified in the ordinance. If the Mayor disapproves the ordinance, the Mayor shall, within ten (10) business days of receipt thereof, endorse the disapproval thereon and return it to the Clerk, and the Clerk shall promptly deliver the same with the Mayor's reasons for disapproval to the President of the Board, who shall in turn submit the same to the Board at its next regular meeting. The Board may, at the meeting or at any meeting held within forty (40) days thereafter, by two-thirds (2/3^{rds}) vote of the entire membership, pass the ordinance over the Mayor's veto, and the ordinance shall thereupon become effective without further action by the Mayor.

⁸⁹NO CITATION IN CURRENT CHARTER.

⁹⁰S.A. No. 322, 1953; Referendum 11-3-1987; Referendum 11-7-1995)**Note**—The section title was changed by referendum vote 11-7-1995.

⁹¹ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-6-2012

Sec. C2-10-14. Ordinance Without Approval or Objections⁹².

If any ordinance shall not be returned by the Mayor to the Clerk within ten (10) business days after it shall have been presented to the Mayor, the same shall be considered adopted without the Mayor's signature and shall become effective twenty (20) business days after its passage by the Board of Representatives, unless a different effective date is specified in the ordinance. At any time prior to the return of an ordinance by the Mayor, the Board may recall the same and reconsider its action thereon.

Sec. C2-10-15. Amendment of Ordinances and Resolutions⁹³.

No ordinance or resolution or part thereof shall be amended unless the new ordinance or resolution, or part thereof contains the entire ordinance or resolution, or part thereof as amended.

Sec. C2-10-16. Publication of Ordinance⁹⁴.

Upon final passage of each ordinance, the Clerk of the Board of Representatives shall promptly publish notice by posting the same on the official City website and publishing in at least one local news media, including, but not limited to, print, electronic and broadcast media. The notice shall contain a copy of the ordinance or shall state the general subject matter of the ordinance and that printed copies are available for public inspection or distribution in the Office of the Town and City Clerk.

Sec. C2-10-17. (Reserved)

Sec. C2-10-18. (Reserved)⁹⁵

Sec. C2-10-19. (Reserved)⁹⁶

**PART 3. EXECUTIVE
DIVISION 1. THE MAYOR'S POWERS**

Sec. C3-10-1. The Mayor's Authority⁹⁷.

The executive and administrative powers of the City are vested in the Mayor, except as otherwise provided in this Charter or by law.

⁹² Referendum 11-3-1987; Referendum 11-6-2012

⁹³ Referendum 11-3-1987

⁹⁴ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-6-2012

⁹⁵**Editor's note**—Former Sec. C2-10-18 (previously Sec. C-204.2), Power to Investigate Administration, was repealed by referendum vote 11-3-1987.

⁹⁶**Editor's note**—Former Sec. C2-10-19, Funds for Investigation, was moved to Sec. C2-10-3 by referendum vote 11-7-1995.

⁹⁷ Referendum 11-7-1995

Sec. C3-10-2. Administrative Appointments⁹⁸.

The Mayor has authority to appoint any Special Assistants that the Mayor may deem necessary for the administration of official duties, provided the necessary appropriation has been granted therefor. All such Assistants shall serve at the pleasure of the Mayor.

Sec. C3-10-3. (Reserved)⁹⁹**Sec. C3-10-4. Temporary Absence or Disability of the Mayor¹⁰⁰.**

In the event the Mayor is or intends to be absent from the City for a period of forty-eight (48) hours or more, the Mayor shall give written notice to that effect to the President and the Clerk of the Board of Representatives, and the Town and City Clerk. In the event of absence from the City or temporary disability of the Mayor, the President of the Board of Representatives, the Majority Leader, or the Minority Leader, in that order, if none of the foregoing shall have agreed to assume the duties of the Mayor; such member as the Board of Representatives shall designate, shall exercise the power of the Mayor, except that until such absence or disability of the Mayor has continued for thirty (30) days, the Acting Mayor shall not have power to appoint or remove officers or employees. The financial compensation for the Acting Mayor shall be determined by the Board of Representatives but shall in no case exceed in proportion the salary of the Mayor. If the time period is greater than a thirty (30) day period said compensation will equal a per diem rate based on the Mayor's salary. Said compensation will begin on the first day the Acting Mayor assumes the duties of the role, and end on the day when the Mayor returns to duty.

Sec. C3-10-5. Board Meeting¹⁰¹.

The Mayor has the right to appear before any Board and address it at any meeting and has the power to call a Special Meeting of any appointive Board, provided the reasons for calling the Special Meeting are enumerated.

Sec. C3-10-6. Message to Board of Representatives¹⁰².

The Mayor shall appear before the Board of Representatives at its regular meeting in the first month of each fiscal year and give both an oral and a written report on the state and condition of the City as to its government, finances, expenditures and improvements, with any recommendations on matters that the Mayor deems proper. The Clerk of the Board of Representatives shall furnish one copy of the written report to each member of the Board of Representatives and of the Board of Finance.

⁹⁸ Referendum 11-3-1987

⁹⁹ **Editor's note**—Former Sec. C3-10-3, Vacancy in the Office of Mayor, was repealed by referendum vote 11-7-1995.

¹⁰⁰ S.A. No. 322, 1953; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

¹⁰¹ S.A. No. 322, 1953; Referendum 11-3-1987

¹⁰² Referendum 11-3-1987; Referendum 11-7-1995

Sec. C3-10-7. Mayor's Powers¹⁰³.

In addition to the powers enumerated herein, the Mayor shall have authority to perform such acts and duties as may be prescribed herein or by other laws of the State or by ordinances. The Mayor shall devote the full time necessary to the duties of the office and shall be responsible for the proper performance of their duties by all the appointive officers and departments and employees.

Sec. C3-10-8. (Reserved)¹⁰⁴

Sec. C3-10-9. Power to Examine Departments and Other City Offices¹⁰⁵.

The Mayor shall have authority at any time to examine all data and property of the City in the possession of any officer, agency, department, commission, board, authority, employee or any other member of the municipal government, and may exercise this authority in person or through the Director of Administration or any other official appointed by the Mayor for that purpose by written designation and authority.

Sec. C3-10-10. Emergency Powers¹⁰⁶.

The Mayor is authorized to exercise within the limits of the City all the emergency powers given to the Chief Executive Officer of a Municipality under the General Statutes.

Sec. C3-10-11. Organization of the Board of Representatives¹⁰⁷.

On the first (1st) Monday in December following each quadrennial election, the Mayor shall convene the Board of Representatives for the purpose of organization. The Mayor shall preside at such meeting until a Temporary Chairperson shall have been elected by the Board.

Sec. C3-10-12. Execution of Deeds and Contracts¹⁰⁸.

The Mayor, on behalf of and in the name of the City, shall execute all deeds and contracts made by the City, and shall cause the seal of the City to be affixed thereto.

Sec. C3-10-13. Annual Report¹⁰⁹.

Within one (1) month after the end of each fiscal year, the head of each Agency, Department, Commission, Board or Authority of the City shall file with the Mayor a complete report of the operations of that Agency, Department, Commission, Board or Authority during the preceding fiscal year. Within four (4) months after the end of the fiscal

¹⁰³ Referendum 11-8-1977; Referendum 11-3-1987

¹⁰⁴ **Editor's Note**—Former Sec. C3-10-8, Administration of Oaths, was repealed by referendum vote 11-6-2012.

¹⁰⁵ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995

¹⁰⁶ Referendum 11-8-1977; Referendum 11-7-1995

¹⁰⁷ S.A. No. 322, 1953; Referendum 11-4-1969; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

¹⁰⁸ Referendum 11-7-1995

¹⁰⁹ Referendum 11-8-1977; Referendum 11-7-1995; Referendum 11-6-2012

year, the Mayor shall have a summary of these reports prepared and a copy shall be available upon request to any taxpayer. A complete copy of all such reports of operations for the previous fiscal year shall be filed with the Town and City Clerk and shall be available for public inspection at reasonable times.

Sec. C3-10-14. (Reserved)¹¹⁰

¹¹⁰**Editor's Note**—Former Sec. C3-10-14, Penalty for Hindering the Mayor, was repealed by referendum vote 11-6-2012.

PART 4. OTHER ELECTIVE OFFICERS

DIVISION 1. TOWN AND CITY CLERK

Sec. C4-10-1. Responsibilities and Duties of the Town and City Clerk¹¹¹.

The Town and City Clerk shall perform those duties which are imposed upon Town Clerks by law, and shall also be the Registrar of Births, Marriages and Deaths and shall exercise all the powers and discharge all the duties conferred and imposed upon such registrars by law.

Sec. C4-10-2. Fees¹¹².

The Board of Representatives shall establish the fees to be paid to the Town and City Clerk for the recording and filing of all documents required to be recorded and filed by the provisions of the Charter, which fees shall be accounted for and paid into the municipal treasury.

All fees collected by the Town and City Clerk shall be the property of the City and shall be paid over by the Town and City Clerk to the treasury of the City except such fees which are required to be paid to the State Treasurer.

Sec. C4-10-3. Plats¹¹³.

No plat of a subdivision of land showing a new street or highway shall be filed or recorded in the office of the Town and City Clerk until it has been approved by the Planning Board and its approval endorsed on the plat. It shall be the duty of the Town and City Clerk to notify the Planning Board in writing within three (3) days after the receipt by the Clerk's office of any plan approved by such Planning Board, identifying such plat by its title, date of filing and recording and official file number. After such plat is approved and filed, the streets, highways and parks shown on such plat shall be and become a part of the official map or plan of the City. The owner of the land or the owner's agent filing a plat with the Planning Board may add a notation to the effect that no offer of dedication of such streets, highways or parks, or any of them, is made to the public. Formal offers of cession to the public of any streets, highways or parks, if not noted on the plat, must be filed with the Planning Board prior to its approval of the plat. Every street shown on a plat, hereafter filed or recorded in the office of the Town and City Clerk shall be deemed to be a private street until such time as it is formally offered for cession to the public and formally accepted as a public street by resolution of the Board of Representatives, or alternatively until it has been condemned for use as a public street.

¹¹¹ S.A. No. 397, 1951; Referendum 11-8-1977; Referendum 11-3-1987

¹¹² S.A. No. 373, 1951; Referendum 11-8-1977; Referendum 11-7-1995

¹¹³ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995

PART 5. CITY DEPARTMENTS

DIVISION 1. GENERAL PROVISIONS

Sec. C5-10-1. Directors¹¹⁴.

The City of Stamford shall have the following Directors: (a) The Director of Legal Affairs (Corporation Counsel); (b) The Director of Public Safety, Health and Welfare; (c) The Director of Operations; and, (d) The Director of Administration.

Sec. C5-10-2. Appointment¹¹⁵.

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

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

(b) The Mayor, subject to the approval of the Board of Representatives, shall appoint the Chief of Police, the Chief of the Fire Department, the Superintendent of Parks and Recreation, and the Director of Health for terms not to exceed five (5) years¹¹⁶.

(c) There shall be such other administrative positions as may be established by ordinance. The Mayor shall make appointments to such other administrative positions, with the approval of the Board of Representatives for terms not more than five years.

Sec. C5-10-3. Salaries¹¹⁷.

(a) The Personnel Director, with the approval of the Personnel Commission, the Board of Finance and the Board of Representatives, shall establish the salaries of the Mayor, the Directors, the Town and City Clerk and the Registrars of Voters.

¹¹⁴ 2023 minor edit. S.A. No. 322, 1953; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

¹¹⁵ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

¹¹⁶ Referendum 11-2-2004; Referendum 11-6-2012.

¹¹⁷ Referendum 11-3-1987; Referendum 11-7-1995.

(b) The Personnel Director shall establish, taking into account where necessary any unique qualifications or job requirements, with the approval of the Personnel Commission, the Board of Finance, and the Board of Representatives, pay plans for all positions not included in a collective bargaining unit and not in the Board of Education.

Sec. C5-10-4. General Duties¹¹⁸.

It shall be the duty of each Director to organize the functions of his or her Department subject to any applicable Federal law, State law or local ordinance and in the manner best calculated to efficiently and effectively provide the municipal services for which the Department is responsible.

DIVISION 2. OFFICE OF LEGAL AFFAIRS

Sec. C5-20-1. Duties¹¹⁹.

The Director of Legal Affairs shall serve as the Corporation Counsel and shall be the head of the Office of Legal Affairs. The Director of Legal Affairs shall be responsible for the administration, supervision and performance of legal and personnel matters on behalf of the City. In furtherance of these duties, the Office of Legal Affairs shall be divided into a Legal Division and a Personnel Division.

Sec. C5-20-2. Qualifications¹²⁰.

No person shall be eligible for the position of Corporation Counsel unless such person is an attorney who has been licensed to practice law for ten (10) years, and that five of the ten years must be as a practicing attorney in Connecticut

SUBDIVISION A. LEGAL DIVISION

Sec. C5-20-3. Legal Functions¹²¹.

The Corporation Counsel shall act as legal advisor of the City, the Mayor, the Boards of Representatives, Finance and Education and all other Officers, Departments, Boards, Commissions, Authorities, Agencies and Bureaus in matters relating to their official duties. The Corporation Counsel or his/her designee shall appear for and protect the rights and interests of the City in all actions and proceedings brought by or against it or any of the municipal Officials, Departments, Boards, Commissions, Authorities, Agencies and Employees. The Officers, Departments, Boards, Commissions, Authorities, Agencies

¹¹⁸ Referendum 11-7-1995. **Editor's note**—Former Sec. C5-10-4 (previously Sec. C-401.1), Appointment of Police and Fire Chiefs, was repealed by referendum vote 11-3-1987.

¹¹⁹ Referendum 11-7-1995

¹²⁰ Referendum 11-3-1987; Referendum 11-7-1995

¹²¹ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-2-2004; Referendum 11-6-2012

and Employees shall not employ other counsel, except as otherwise provided in this Charter. The Corporation Counsel shall have charge of all appeals in which the City or any Officer, Department, Board, Commission, Authority, Agency or Employee thereof is involved. Subject to the approval of the Mayor and within the appropriation therefor, the Corporation Counsel shall have the power to compromise any claim by or against the City. The Corporation Counsel shall prepare all forms of contracts and other instruments in which the City is concerned, and shall in all respects act as attorney for the City, its Officers, Departments, Boards, Commissions, Authorities and Agencies. Notwithstanding the foregoing, the Board of Representatives may, by Resolution, retain Outside Counsel for the reasons and in the manner set forth in Sec. C2-10-3(2).

Sec. C5-20-4. Special Counsel, Experts; Assistant Corporation Counsels¹²².

The Corporation Counsel, with the written consent of the Mayor, may employ counsel and experts to assist in the conduct of important cases or proceedings in which the City is interested and incur such expenses as the Corporation Counsel may deem necessary, provided an appropriation has been made therefor. The Corporation Counsel may appoint such assistant Corporation Counsels in the unclassified service as are provided for by ordinance, provided an appropriation has been made therefor.

Sec. C5-20-5. Opinions and Reports.

(a) **Opinions¹²³.** The Mayor, the President of the Board of Representatives, the Majority Leader, the Minority Leader and the Standing Committee Chairpersons of the Board of Representatives, the head of any City Department, or any elected or appointed City Board, Commission, Authority, Agency or Bureau may, in writing, request that the Corporation Counsel, and the Corporation Counsel shall, render an opinion, in writing, upon any question of law arising in connection with the exercise by the aforementioned, of their official powers and duties.

(b) **Annual Report¹²⁴.** The Corporation Counsel shall annually, on or before the fifteenth (15th) day of September, make a written report to the Mayor, Board of Finance and Board of Representatives of the operations of the Legal Division of the Office of Legal Affairs (“Legal Division”) for the fiscal year preceding. The report shall be published in accordance with the Public Notice provisions of this Charter. Said report, with the required cooperation of all Departments (including the Board of Representatives, public schools administered by the Board of Education), Board, Commissions, Authorities and Agencies of the City, shall contain:

¹²² Referendum 11-3-1987; Referendum 11-7-1995.

¹²³ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995

¹²⁴ NEW (2023)

(1) a summary and report on the status of all pending lawsuits and other contested matters to which the City, as well as any of its Officers, acting in the discharge of their official duties, Departments (including the public schools administered by Board of Education), Boards, Commissions, Authorities and Agencies are parties;

(2) a summary of any such lawsuit which was conclusively resolved in the fiscal year preceding, including the terms of said resolution, including any redactions necessitated by any statutory protections pertaining to confidentiality and personal privacy;

(3) all transactions and other contracts which were consummated in the fiscal year preceding to which the City, as well as any of its Officers, acting in the discharge of their official duties, Departments (including the public schools under the authority of the Board of Education), Boards, Commissions, Authorities and Agencies, are parties;

(4) each expenditure by the City and the public schools administered by the Board of Education on attorneys in private practice, as well as an explanation of the reasons for each such expenditure;

(5) a summary of the current staff of the Legal Division, including the workload of each attorney employed therein; and,

(6) all such other information relating to the operation of the Legal Division as may be requested in writing by the Mayor, Board of Finance and/or the Board of Representatives.

Sec. C5-20-6. Action of Corporation Counsel on Building Violations¹²⁵.

Whenever any person violates or threatens to violate any order or regulation of the building code or any order of the Building Official, the Corporation Counsel is authorized in the name of the City, to institute, before any court having jurisdiction, a civil action praying for an injunction restraining any such person from committing or continuing such violation.

SUBDIVISION B. PERSONNEL FUNCTION

¹²⁵ Referendum 11-3-1987; Referendum 11-7-1995

Sec. C5-20-7. Personnel Functions¹²⁶.

The Director of Legal Affairs or his or her designee shall be responsible for the supervision of all personnel functions of the City, including all labor negotiations and other matters affecting civil service employment, collective bargaining and the employees of the City.

Sec. C5-20-8. Personnel Division¹²⁷.

There shall be, in the Office of Legal Affairs, a Personnel Division to administer the classified service system in the Civil Service. The administrative head of the Personnel Division shall be a director of personnel (hereinafter referred to as Director) with powers and duties hereinafter enumerated which he or she shall perform under the direction of and with the approval of the Director of Legal Affairs (Corporation Counsel).

Sec. C5-20-9. Personnel Director¹²⁸.

The duties of a director of personnel as enumerated hereinafter may be redefined by ordinance.

Sec. C5-20-10. Rules and Regulations.¹²⁹

The Director of Personnel shall prescribe, amend and enforce rules for the Classified Service which shall have the force and effect of law after approval by the Personnel Commission. The Director shall keep minutes of all proceedings involving the Classified Service and records of all examinations conducted and shall make investigations concerning the enforcement of this act and of the rules. The Director shall make an annual report to the Mayor and to the Personnel Commission. The rules shall provide:

(1) For the classification of all positions in the Classified Service and a pay plan for such positions;

(2) For open competitive or promotion examinations to test the relative fitness of applicants for such positions;

(3) For public advertisement of all examinations at least ten (10) days in advance in at least one newspaper of general circulation and by posting notices thereof in the Government Center, the post office, the office of any State or Federal employment service, and in at least three other public places;

¹²⁶ Referendum 11-7-1995.

¹²⁷ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C5-90-1.

¹²⁸ Referendum 11-7-1995

¹²⁹ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012. **Note**—Formerly Sec. C5-90-3.

(4) For the rejection of candidates or eligibles who fail to comply with the reasonable requirements of the Personnel Commission in regard to age, residence, sex and physical condition or who have attempted any deception or fraud in connection with an examination. Such requirements shall be in conformity with applicable Federal, State and local law¹³⁰;

(5) For a working test period not to exceed one (1) year before appointment or promotion is made complete, during which period an appointee may be discharged or reduced to his previous rating with an examination;

(6) For provisional employment without examination: with the consent of the Director, in cases of emergency and pending appointment from an eligible list. No such provisional employment shall continue longer than six (6) months nor shall successive provisional employments be allowed;

(7) For transfer from one position to a similar position in the same or similar class or grade, and for reinstatement within one (1) year of persons who without fault or delinquency on their part are separated from the service or reduced in grade or rank;

(8) For disciplinary suspensions for not longer than ten (10) days and for leaves of absence;

(9) For discharge or reduction in rank after appointment or promotion has become permanent only after the person to be discharged or reduced has been presented with the reasons for such discharge or reduction, specifically stated, and has been allowed a reasonable time to reply thereto in writing;

(10) For the appointment of unskilled laborers in the order of priority of applications giving credit for experience after such non-competitive tests of fitness as the Director may prescribe;

(11) For the establishment of eligible lists, re-employment lists and service ratings;

(12) For promotions based on competitive examinations, and records of efficiency, character, conduct, seniority and service ratings. Whenever practicable, vacancies shall be filled by promotion;

(13) For rules governing retirement of members in the Civil Service;

(14) For pensions, provided such rules shall be adopted only after authorization and provisions thereafter are made by the Board of Finance and the Board of Representatives;

¹³⁰ Referendum 11-7-1995

(15) For policies and administration of sick leaves, vacations, leaves of absences and compensatory time. Nothing herein specifically enumerated shall limit or confine the nature or extent of the rules which may be adopted hereunder in keeping with the spirit of this Chapter. Copies of the Civil Service Regulations together with up-to-date amendments shall be on file at all times in the Personnel Department and the Office of the Town and City Clerk. In addition, copies of these shall be available for purchase by the public at reasonable cost.

Sec. C5-20-11. (Reserved)

Sec. C5-20-12. Opinions of Department Heads Affected by Personnel Action¹³¹.

In formulating personnel action, the Director shall consider the requirements and opinions of affected department heads. In approving any such personnel action, the Personnel Commission shall make a written record of its determination that the requirements and opinions of affected department heads were solicited and considered by the Director.

Sec. C5-20-13. (Reserved)

Sec. C5-20-14. Prevention of Unauthorized Salary Payments.¹³²

The Controller shall not pay any salary or compensation for service to any person holding a position in the Classified Service or to any person holding a position not enumerated in Section C5-20-15 as being in the Unclassified Service unless the payroll or account for such salary or compensation shall include the name of that person and shall bear the certification of the Personnel Director or an individual authorized in writing by the Director to certify that the persons named therein have been appointed or employed and are performing service in accordance with the provisions of this Chapter and of the rules established thereunder. Any taxpayer of the City may maintain an action in any Civil Court of Record to recover for the City treasury any sums paid contrary to the provisions of this Section from the person or persons authorizing such payment, or to enjoin the Director from attaching the certificate to a payroll or account for services rendered in violation of the provisions of this Chapter or of the rules established thereunder, or to restrain the payment of salary to any person employed in violation of the law, but no action to recover sums alleged to have been paid contrary to the provisions hereof shall be permitted with respect to any amount paid more than one (1) year prior to initiation of such suit unless it shall be shown that there was willful intent to violate such provisions.

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¹³¹ Referendum 11-7-1995

¹³² S.A. No. 431, 1953; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C5-90-6.

Sec. C5-20-15. Classified and Unclassified Service¹³³.

(a) The Civil Service of Stamford is hereby divided into the Unclassified and the Classified Service. The Unclassified Service shall comprise:

(b) Elected officers and persons appointed to fill the vacancies in elective offices;

(c) Members of Boards, Commissions, Committees and other members of Departments and Agencies serving without pay;

(d) The Director of Legal Affairs (Corporation Counsel), any deputy, any assistant Corporation Counsels, any special counsel for the City appointed by the Corporation Counsel and the Staff Counsel to the Board of Representatives appointed in accordance with Sec. C2-10-3(1);

(e) Superintendents, certified school administrators, principals and teachers in the School System of the City;

(f) Members of Boards, Commissions or Committees appointed to conduct a temporary and special inquiry or investigation;

(g) The Director of Administration, the Director of Operations, the Director of Public Safety, Health and Welfare, the Chief of Police, the Fire Chief, the Director of Health and any Assistant(s) to the Mayor;

(h) All other positions now existing or hereafter created and designated as Unclassified by ordinance of the Board of Representatives.

The Classified Service shall include all other positions now existing or hereafter created.

Sec. C5-20-16. Discrimination¹³⁴.

No officer or employee of the City of Stamford, shall be appointed, discharged, reduced in rank or pay, removed or in any way favored or discriminated against, because of their status in any "protected class" recognized by United States Federal and/or State of Connecticut anti-discrimination statutes now existing, or as amended in the future. The sole exception to these protections is that officers or employees who by the terms of the

¹³³ S.A. No. 516, 1951; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012. **Note**—Formerly Sec. C5-90-7.

¹³⁴ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012. **Note**—Formerly Sec. C5-90-8.

Charter serve at the pleasure of the Mayor are subject to employment decisions based on their political opinion or affiliation.

Sec. C5-20-17. Oath of Elective or Appointive Officers¹³⁵.

The following oath shall be administered to all officers of the City:

"You, _____ having been chosen _____ of Stamford, do solemnly swear (or affirm) that you will faithfully discharge the duties of said office according to law, so help you God."

Sec. C5-20-18. Official Undertaking¹³⁶.

The Director of Administration, the Tax Collector, anyone exercising the duties of such office and such other officers as may be required to do so by law, including ordinance of the City, before entering upon the duties of their respective offices, shall each execute to the City of Stamford and file with the Mayor an official undertaking, in a form approved by the Corporation Counsel, with a surety company and in such penal sum as may be prescribed by ordinance. All such undertakings shall be recorded in the records of the Board of Representatives. The costs of the bonds shall be paid by the City.

Sec. C5-20-19. Resignations¹³⁷.

Any officer may submit a resignation as follows: The Mayor, to the Board of Representatives; any other elective officer, to the Mayor; any appointive officer, to the appointing authority. Such resignations shall thereupon be filed in the office of the Town and City Clerk.

Sec. C5-20-20. Qualifications.

(a) Resident Elector Requirement for Elected Officials¹³⁸. Every person elected to office shall be and remain a resident elector of the City, and if such officer shall cease to be a resident elector, the office shall be deemed vacant

(b) Resident Elector Requirement for Appointed Officials¹³⁹. Every person appointed to the following offices shall be and remain a resident elector of the City, and if such officer shall cease to be a resident elector the office shall be deemed vacant:

- (1)** Director of Public Safety or equivalent position;
- (2)** Director of Operations or equivalent position;

¹³⁵ Referendum 11-7-1995. **Note**—Formerly Sec. C5-90-11.

¹³⁶ S.A. No. 550, 1951; Referendum 11-8-1977; Referendum 11-7-1995; Referendum 11-6-2012. **Note**—Formerly Sec. C5-90-12.

¹³⁷ Referendum 11-8-1977; Referendum 11-3-1987. **Note**—Formerly Sec. C5-90-13.

¹³⁸ 2023 recodification of current Sec. C5-20-20 derived from Referendum 11-3-1959; Referendum 11-8-1977; Referendum 11-7-1995. **Note**—Formerly Sec. C5-90-14.

¹³⁹ 2024 modification of Sec. C5-20-20(b) derived from Referendum 11-3-1959; Referendum 11-8-1977; Referendum 11-7-1995. **Note**—Formerly Sec. C5-90-14.

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- (3) Corporation Counsel;
 - (4) Personnel Director or equivalent position;
 - (5) Police Chief or equivalent positions;
 - (6) Assistant Police Chief, or equivalent positions;
 - (7) Fire Chief or equivalent position; and,
 - (8) Assistant Fire Chief or equivalent positions (“Sec. C5-20-20(b) Appointee”).

Notwithstanding the foregoing, every person appointed to any such office prior to November 5, 2023, shall be deemed to be deemed a resident elector of the City.

(c) **Transition**¹⁴⁰. All Sec. C5-20-20(b) Appointees shall, within six (6) months following the effective date of said appointment, be required to be a resident elector of the City.

(d) **Failure to Comply**¹⁴¹. In the event any Sec. C5-20-20(b) Appointee should fail to comply with the provisions of this section, the position shall immediately be deemed vacant and a successor shall be appointed as provided for by Law.

(e) **Role of the Personnel Director**¹⁴². The Personnel Director or equivalent position designated by the Mayor shall be responsible for the proper administration of the provisions of this section and shall at least twice yearly conduct a census as to the compliance of all Sec. C5-20-20(b) Appointees. The Personnel Director shall within thirty (30) Days after making said census give a full report to the Mayor indicating those appointees who are and who are not in compliance with the provisions of this section. The Personnel Director at the same time shall also make a report to the appointing authorities when such an authority is other than the Mayor.

Sec. C5-20-21. Term of Contract¹⁴³.

All employees in the Unclassified Service, with the exception of those persons whose positions are set forth in subsections (a), (b), (d) and (e) of Section C5-20-15 and all other persons who shall serve at the pleasure of the Mayor, shall serve under a contract with a term of not more than five years, unless otherwise specified by State law. Each said contract may be approved by a majority of the Board of Finance and a majority of the Board of Representatives; with the exception of the Staff Counsel to the Board of Representatives, which shall be approved by a majority of the Board of Representatives.

¹⁴⁰ NEW (2024).

¹⁴¹ NEW (2024)

¹⁴² NEW (2024)

¹⁴³ Referendum 11-7-1995.

DIVISION 3. THE OFFICE OF OPERATIONS

Sec. C5-30-1 Duties¹⁴⁴.

The Director of Operations shall be the head of the Office of Operations and shall be responsible for the administration, supervision and performance of all municipal functions related to, but not necessarily limited to, public works, traffic, parks and recreation, planning, zoning and environmental protection.

Sec. C5-30-2. Public Works Functions¹⁴⁵.

(a) The Director of Operations shall be responsible for overseeing the following public works functions of the Office of Operations:

(1) The administration, supervision and discipline of the Department and all of the property, apparatus and equipment thereof¹⁴⁶;

(2) All work performed under any contract of the City, including erection of school buildings and additions thereto¹⁴⁷ and the supervision of all construction by the municipal government, including the erection of school buildings and additions thereto¹⁴⁸;

(3) Clients referred to the Director of Operations for work assignments¹⁴⁹;

(4) All work relief or grant-in-aid projects which may be undertaken independently of or in cooperation with the Federal, State, or any local government¹⁵⁰;

(5) The issuance of building permits and certificates of occupancy under the State Building Code, State Demolition Code, and the Fire Safety Code of the General Statutes as amended¹⁵¹;

¹⁴⁴ Referendum 11-7-1995

¹⁴⁵ S.A. No. 322, 1953; S.A. No. 339, 1953; S.A. No. 431, 1953; S.A. No. 47, 1955; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

¹⁴⁶ **Note**—Formerly Sec. C5-20-1(1).

¹⁴⁷ 2024 consolidation of Sec. C5-30-2(2) and (11). Formerly Sec. C5-20-1(2).

¹⁴⁸ 2024 consolidation of Sec. C5-30-2(2) and (11). Formerly Sec. C5-20-7(3).

¹⁴⁹ Referendum 11-7-1995. **Note**—Formerly Sec. C5-20-1(4).

¹⁵⁰ **Note**—Formerly Sec. C5-20-1(5).

¹⁵¹ **Note**—Formerly Sec. C5-20-2.

(6) The maintenance of bridges, the operation, maintenance and use of storm sewers, the removal and disposition of street sweepings, the maintenance and inspection of all highways and sidewalks, and the maintenance of all public cemeteries¹⁵²;

(7) The maintenance and service of all municipal buildings, except the schools¹⁵³;

(8) The operation and maintenance of the hurricane barrier¹⁵⁴;

(9) The inspection and supervision of the erection, construction and alteration of buildings, and other structures, and of electric wiring and plumbing¹⁵⁵;

(10) The establishment of street grades and construction specifications¹⁵⁶;

(11) The issuance of permits for excavations in streets, and the determination of charges and bonds to be posted for the payment thereof¹⁵⁷;

(12) The construction, repair and alteration of incinerators¹⁵⁸;

(13) The approval of proper plans for and the supervision of the location in or under streets and public places and elsewhere of gas and electrical conduits, line equipment and appliances, whether of the City or of any public utility company, subject to the provisions of Sec. C6-30-3¹⁵⁹;

(14) The planning, laying out and supervision of the lighting of streets and public places, subject to the provisions of Sec. C6-30-3¹⁶⁰.

(b) The Director of Operations shall be responsible for assisting and supporting the Water Pollution Control Authority in its performance of the following functions:

(1) Preparing and filing a copy periodically updating a water pollution control plan for the City and filing a copy of any periodic update of such plan with the State Commissioner of Environmental Protection¹⁶¹;

¹⁵²**Note**—Formerly Sec. C5-20-5(1).

¹⁵³**Note**—Formerly under Sec. C5-20-5(2).

¹⁵⁴**Note**—Formerly Sec. C5-20-6(5).

¹⁵⁵**Note**—Formerly Sec. C5-20-7(1).

¹⁵⁶**Note**—Formerly Sec. C5-20-7(2).

¹⁵⁷**Note**—Formerly Sec. C5-20-7(4).

¹⁵⁸ S.A. No. 322, 1953; S.A. No. 339, 1953; Referendum 11-3-1987. **Note**—Formerly Sec. C5-20-7(5).

¹⁵⁹**Note**—Formerly Sec. C5-20-7(6).

¹⁶⁰**Note**—Formerly Sec. C5-20-7(7).

¹⁶¹ **Note**—Formerly Sec. C5-30-2(5).

-
- (2) The liquid waste and the solid waste collection systems¹⁶²;
 - (3) The disposition and treatment of all collected wastes¹⁶³;
 - (4) The operation, maintenance and use of incinerators, sanitary sewers and treatment plants, and all other facilities, plants and equipment for the collection, disposition and treatment of solid and liquid wastes¹⁶⁴;
 - (5) All regulations over the discharge of materials into the sewer system, including but not limited to, industrial wastes¹⁶⁵;
 - (6) The construction, repair and alteration of sewer systems¹⁶⁶.

No public work performed pursuant to contract shall be accepted until the Director of Operations has certified that the terms of the contract have been fulfilled and that such work has been performed in a satisfactory manner with the materials specified. After completion of any such work, the Director shall file a report with the Director of Administration within ten (10) days.

Sec. C5-30-3. Qualifications of Municipal Engineer¹⁶⁷.

There shall be a Municipal Engineer who shall be a licensed Professional Engineer, and shall have had full-time experience as a Civil Engineer for at least five years immediately preceding appointment.

Sec. C5-30-4. Traffic Functions¹⁶⁸.

The Director of Operations shall be responsible for the analysis, planning, execution and administration of plans and programs for the following traffic functions:

- (1) Traffic safety and control;
- (2) Off street and on street parking facilities;
- (3) Installation and maintenance of traffic control devices, signals, signs and pavement markings;

¹⁶² **Note**—Formerly Sec. C5-30-2(9).

¹⁶³ **Note**—Formerly Sec. C5-30-2(10).

¹⁶⁴ **Note**— Formerly Sec. C5-30-2(11).

¹⁶⁵ **Note**— Formerly Sec. C5-30-2(12).

¹⁶⁶ **Note**— Formerly under sec. C5-30-2(18).

¹⁶⁷ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C5-20-8.

¹⁶⁸ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C5-130-1.

(4) Public transportation planning;

(5) Related aspects of the above functions assigned to the Office of Operations by ordinance.

Sec. C5-30-5. Park and Recreation Functions¹⁶⁹.

Within the Office of Operations, there shall be a Superintendent of Parks and Recreation appointed by the Mayor according to the provisions of this Charter, who, under the advice, instruction and direction of the Director of Operations, shall be responsible for the following park and recreation functions:

(1) The establishment, construction, maintenance and operation of all parks, public recreation areas, public beaches and any structures and monuments thereon;

(2) Providing areas and facilities for passive recreation;

(3) Supervising all public recreation programs for the City;

(4) The control, direction and supervision of all public activities at parks and public recreation areas, and whenever the Board of Education consents thereto, school playgrounds, stadia, and school buildings and grounds;

(5) Providing for the care and control of all trees and shrubs within the limits of any public road¹⁷⁰;

(6) Organizing operating divisions with supervisors and necessary assistants within the appropriation therefor to administer and enforce City policies, rules and regulations¹⁷¹;

(7) Performing any other duties imposed by law, ordinance, or the Parks and Recreation Commission¹⁷²;

(8) The maintenance and operation of the E. Gaynor Brennan Sr. Municipal Golf Course and any other golf course under the jurisdiction of the Golf Commission¹⁷³;

(9) The maintenance and operation of the Terry Connors Rink.

¹⁶⁹ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-2-2004; Referendum 11-6-2012. **Note**—Formerly Sec. C5-70-1.

¹⁷⁰ **Note**—Formerly Sec. C5-70-1(5).

¹⁷¹ **Note**—Formerly Sec. C5-70-1(6).

¹⁷² **Note**—Formerly Sec. C5-70-1(7).

¹⁷³ **Note**—Formerly Sec. C5-80-1.

Sec. C5-30-6. Building Official.¹⁷⁴

Within the Office of Operations, there shall be a Building Official who, under the advice, instruction and direction of the Director of Operations, shall be responsible for the issuance of building permits and certificates of occupancy under the State Building Code, State Demolition Code, and the Fire Safety Code of the General Statutes as amended. Notwithstanding any provision hereinafter to the contrary, the Building Official reports directly to the Director of Operations.

The Building Official shall promptly inform the Zoning Enforcement Officer (Sec. C6-40-19) of any differences observed in the field which are at variance with plans filed for the purpose of obtaining a building permit.

The Building Official shall have power and authority to require the owner of any building or other structure, or any part thereof, which is in an unsafe condition, to take down and remove the same, and to fill in any abandoned excavation. If the owner of such building or other structure, or part thereof, shall fail or neglect to take down and remove the same, or to fill in any abandoned excavation within five (5) days after written notice to do so has been served upon him, the Building Official shall have the building or other structure, or part thereof, taken down and removed, and the abandoned excavation filled in. The expense of the demolition, removal or filling in, when certified by the Director of Operations to the Director of Administration, shall be paid by the City. That amount shall thereupon be and become a debt and a lien upon the lot or premises where the building or structure, or part thereof, was located. It shall be levied, enforced and collected in the same manner, by the same proceedings, and under the same penalties as an assessment for a public improvement, or otherwise collected as a debt. The notice may be served on the owner either personally or by leaving the same at his residence, or, if the owner be a non-resident, by mailing the same to the owner at the owner's last known place of residence, or if the name of the owner or the owner's last known place of residence cannot be ascertained after due diligence, by posting the same in a conspicuous place upon the premises¹⁷⁵.

Sec. C5-30-7. Zoning Functions (Reserved).

Sec. C5-30-8. Environmental Protection Functions (Reserved).¹⁷⁶

DIVISION 4. THE OFFICE OF PUBLIC SAFETY, HEALTH AND WELFARE

¹⁷⁴ S.A. No. 322, 1953; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012. **Note—** Formerly Sec. C5-20-2.

¹⁷⁵ **Note—** Formerly Sec. C5-20-3.

¹⁷⁶ **Note—** Oversight of abatement and management of environmental contamination transferred from Office of Operations to Office of Public Safety, Health and Welfare in Sec. C5-40-1.

Sec. C5-40-1. Duties¹⁷⁷.

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

Sec. C5-40-2. Police Department¹⁷⁸.

(a) Powers and Duties of the Chief of Police¹⁷⁹. The Chief of Police shall be responsible for:

(1) The administration, supervision and discipline of the Police Department in accordance with Secs. C6-140-8 and C6-140-9;

(2) The proper care and custody of the property, apparatus and equipment used by the Department;

(3) The preservation of the public peace, prevention of crime, apprehension of criminals, the enforcement of traffic laws and regulations, protection of rights of persons and property and enforcement of the laws of the State, and the ordinances of the City;

(4) Making recommendations on all appointments and promotions of sworn members which are made by the Police Commission;

(5) The assignment of all members of the Department to their respective posts, shifts, details and duties¹⁸⁰;

(6) Making rules and regulations concerning the operation of the Department and the conduct of all officers and employees thereof subject to approval by the Police Commission;

¹⁷⁷ Referendum 11-7-1995; Referendum 11-6-2012

¹⁷⁸ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995

¹⁷⁹ **Note**—Formerly under Sec. C5-30-1.

¹⁸⁰ Referendum 11-8-1977; Referendum 11-3-1987.

(7) Conducting investigations and hearings relating to any charges made in writing by a person against any sworn member of the Department concerning an act in Sec. C6-140-8;

(8) Establishing procedures for the filing and recording of all complaints and the disposition thereof;

(9) Attending all meetings of the Police Commission as a non-voting ex-officio member, except for Commission proceedings relating to employee appeals from disciplinary action or appeals or hearings relating to complaints against the Department or the Chief;

(10) Administering oaths and taking evidence, affidavits and acknowledgments, and issuing subpoenas in all proceedings relating to the Police Department;

(11) Conducting disciplinary hearings; and

(12) Administratively suspending or disciplining members of the Department with or without compensation for the good of the City, Department, or member.

(b) Sworn Members of the Department¹⁸¹.

(1) All sworn members of the regular police force shall hold office during good behavior. All appointments to the regular force shall be made in accordance with the provisions of this Charter¹⁸².

(2) Special Police shall be appointed by the Police Commission and shall have all the powers of the regular police in the apprehension and arrest of criminals, and in the service of process within the limits of the City. The Police Commission may limit the powers of a member of the special police unless the Chief of Police certifies the member has the same psychological and physical requirements, education, and training as a member of the regular police force. There shall not at any time be more than two hundred special police unless otherwise provided by the Board of Representatives at the request of the Mayor. The terms of the special police shall not extend beyond the next June 30th after the term of the Mayor during whose terms they were appointed¹⁸³.

¹⁸¹**Note**—Formerly Sec. C5-30-2.

¹⁸²**Note**—Formerly Sec. C5-30-2(a).

¹⁸³**Editor's Note**—This subsection was amended by Res. No. 2463, adopted 9-3-1997, in order to correct a scrivener's error by restoring the original language.

(c) Powers and Duties of Members of the Regular Police. Sworn regular members of the Police Department shall have all the powers of peace officers under the general laws of the State. They shall also have power to arrest any person found by them violating any of the penal ordinances of the City or laws of the State, and to take such person before the proper judge, which person shall be dealt with in the same manner as if he had been arrested upon a warrant duly issued by such judge. They shall report, under regulations to be prescribed by the Chief, violations of law or ordinances coming to their knowledge in any way. They shall also execute any warrant for search or arrest issued by any judge of the State in any part of the State according to the tenor thereof. They shall perform such other duties as may be assigned to them by the Chief. Any member of the Police Department may serve¹⁸⁴:

(1) Any criminal process for any offense committed within the City;

(2) Any process to recover or to enforce any penalty for the violation of any municipal ordinance issued out of any court, or judge;

(3) Any process, subpoena or bench warrant, relating to any offense committed in the City; and

(4) Any process or subpoena issued by the State Medical Examiner in any inquest held in the City relative to the death of any person.

Sec. C5-40-3. Fire Department¹⁸⁵.

(a) There shall be a Fire Department for the City of Stamford ("Department").

(b) Powers and Duties of the Fire Chief. The Chief of the Fire Department shall be responsible for:

(1) The administration, supervision and discipline of the Fire Department in accordance with Secs. C6-140-8 and C6-140-9;

(2) The proper care and custody of the property, apparatus and equipment of the Department;

(3) Establishing proper fire-fighting techniques;

(4) The inspection of all buildings and constructions under the Chief's jurisdiction, the issuing of restraining orders when necessary, in the interest of public safety and the closing of any building or construction if the Fire Marshal considers it to be a hazard;

¹⁸⁴**Note**—Formerly Sec. C5-30-3.

¹⁸⁵ S.A. No. 550, 1951; S.A. No. 431, 1953; S.A. No. 635, 1955; Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

(5) Making recommendations on all appointments and promotions of career members which are made by the Fire Commission;

(6) Assignment of all members of the Department to their respective posts, shifts, details and duties;

(7) Making rules and regulations concerning the operation of the Department and the conduct of all members of the Department subject to approval by the Fire Commission;

(8) Conducting investigations and hearings relating to any charge, made in writing by a person against any sworn member of the Department, concerning an act in Sec.C6-140-8;

(9) Establishing procedures for the filing and recording of all complaints and the disposition thereof;

(10) Attending all meetings of the Fire Commission as a non-voting ex-officio member, except for Commission proceedings relating to member appeals from disciplinary action or appeals or hearings relating to complaints against the Department or the Chief;

(11) Administering oaths and taking evidence, affidavits and acknowledgments and issuing subpoenas in all proceedings relating to the Fire Department;

(12) Conducting disciplinary hearings; and

(13) Administratively suspending or disciplining members of the Department with or without compensation for the good of the City, Department, or member.

(c) **Members of the Department.** All members of the Fire Department shall hold office during good behavior. All appointments to the Department shall be made in accordance with the provisions of this Charter.¹⁸⁶

(d) **Assistant Chiefs.** There shall be two Assistant Chiefs of the Stamford Fire Department, an Assistant Chief for Career Service Firefighters and an Assistant Chief for Volunteer Service Firefighters. Both Assistant Chiefs shall be appointed by the Fire Chief. The Assistant Chief for Career Services shall be selected from the ranks of the career

¹⁸⁶**Note**—Formerly Sec. C5-40-2.

service firefighters. The Assistant Chief for Volunteer Services shall be selected from a pool of three (3) nominees nominated by a majority vote of the Chiefs of the volunteer fire companies of Stamford. All nominees must have a minimum of ten (10) years firefighter experience, with at least five (5) years of supervisory experience.

(e) Fire Marshal. There shall be a Fire Marshal of the Fire Department who shall be certified by the State Fire Marshal and who shall be appointed by the Fire Commission in accordance with the provisions of this Charter. The Fire Marshal shall have all the powers conferred by ordinance on a local Fire Marshal or by the General Statutes¹⁸⁷.

(f) Volunteer Fire Companies. The volunteer fire companies of Stamford shall be part of the Stamford Fire Department and will be important components of the Stamford Fire Department. The perpetuation and strengthening of those volunteer companies through recruitment of volunteer firefighters shall be a priority of the Fire Chief and the Assistant Chief for Volunteer Services. Nothing in this Charter shall be construed to affect the organization, status or property of the volunteer fire companies of Stamford except that they are now part of the combined Stamford Fire Department and subject to the provisions of this Charter.

(g) Volunteer Fire Company Chiefs. The Chiefs of the volunteer fire companies of Stamford shall have primary firefighting responsibilities in their Fire Service Districts and primary responsibilities over the personnel and equipment assigned to their Fire Service Districts, subject to the supervision and direction of the Assistant Chief of Volunteer Services and the Fire Chief.

(h) Fire Service Districts. The Fire Service Districts within the City of Stamford are indicated on the map of Fire Service Districts, prepared by the Municipal Engineer¹⁸⁸, dated January 21, 1977 and on file in the Office of the Town and City Clerk of the City and shall delineate the fire service boundaries of the volunteer fire companies. Changes in Fire Service Districts may be made by ordinance adopted by a two-thirds' ($\frac{2}{3}$) vote of the total membership of the Board of Representatives with the advice of the Fire Chief¹⁸⁹.

Sec. C5-40-4. The Director of Health¹⁹⁰.

(a) Powers and Duties of the Director of Health¹⁹¹. The Director of Health shall:

¹⁸⁷**Note**—Formerly Sec. C5-40-3.

¹⁸⁸ 2024 revision: “City Engineer” replaced by Municipal Engineer.”

¹⁸⁹**Note**—Formerly Sec. C5-40-4.

¹⁹⁰ S.A. No. 23, 1955; Referendum 11-6-1962; Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

¹⁹¹**Note**—Formerly Sec. C5-50-1.

(1) Have all the powers and duties of a local health director as prescribed by the Public Health Code and the General Statutes;

(2) Investigate and assist in the enforcement of the State Public Health Code and all applicable ordinances of the City designed to promote and protect the health of citizens;

(3) Be responsible for such measures as may be required to protect, promote, and maintain the health of the inhabitants of the City;

(4) Order the owner or owners of the property abutting on any street wherein a public sewer is located to connect any building on such property with the public sewer.

(5) The Health Director will seek the counsel of the Health Commission to establish and review all matters of health policy for the City, and the Health Director shall keep the Health Commission advised on matters pertaining to health policy of the City.

(b) **Right of Entry**¹⁹². The Director of Health may enter upon or into any lands or buildings in pursuance of his or her lawful duties.

(c) **Qualifications**¹⁹³. The Director of Health, who may be a licensed physician, shall have the qualifications of a local health director as prescribed by the Public Health Code and the General Statutes. The Mayor, after having sought the advice and recommendations of the Health Commission, shall appoint the Director with the approval of the Board of Representatives for a term of five (5) years.

(d) **Orders of Director of Health and Appeal Therefrom**¹⁹⁴.

(1) Every order of the Director of Health shall be in writing, signed by the Director or by an agent designated by the Director, in writing, a copy of which designation shall be filed in the Office of the Mayor and the Office of the Town and City Clerk before the same shall become effective. Each such order shall set the time within which compliance therewith is required. A copy thereof shall be served on each person required to comply with the order. A copy of the order shall be deemed to be properly served if a copy thereof is served upon such person personally; or if a copy thereof is sent by registered or certified mail to such person's last known address; and if no address is known, then by publication in an official paper. In the event of the failure of any person to comply with the order, the

¹⁹²**Note**—Formerly Sec. C5-50-2.

¹⁹³**Note**—Formerly Sec. C5-50-3.

¹⁹⁴**Note**—Formerly Sec. C5-50-4.

Director may cause compliance therewith, and the expense of the compliance may be collected as a debt against such person.¹⁹⁵

(2) Any person aggrieved by order, decision, action or failure to act or denial by the Director rendered pursuant to powers granted to the Director herein may, within one week and in writing, stating the grounds or basis for the appeal, appeal to the Health Commission; the Commission shall hear the appeal at an open hearing within thirty (30) days; the person aggrieved may be represented by counsel. The appeal shall act as a stay of execution unless the Director shall certify to the Commission, in writing, that such a stay will prejudice the interests of the public. Any person aggrieved by order, decision, action or failure to act or denial by the Director rendered pursuant to the Public Health Code or the General Statutes may appeal in the manner provided therefor by the Public Health Code and the General Statutes.¹⁹⁶

Sec. C5-40-5. Social Services Functions¹⁹⁷.

The Director of Public Safety, Health and Welfare shall have all the powers and be charged with all the duties conferred and imposed by law for the administration of social service functions including, but not limited to, public assistance programs.

DIVISION 5. THE OFFICE OF ADMINISTRATION

Sec. C5-50-1. Duties¹⁹⁸.

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

Sec. C5-50-2. Finance Functions¹⁹⁹.

(a) Generally. The Director of Administration shall be the chief fiscal officer of the City and shall perform accounting of all funds showing all financial transactions for all commissions, boards, departments, offices, agencies, authorities and other entities of the City except the Board of Education and cause internal audits to be performed as necessary. The Director of Administration shall have all the powers and duties conferred or imposed on Town Treasurers by the General Statutes, as amended, is authorized to

¹⁹⁵**Note**—Formerly Sec. C5-50-4(a).

¹⁹⁶**Note**—Formerly Sec. C5-50-4(b).

¹⁹⁷ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C5-60-1.

¹⁹⁸ Referendum 11-7-1995.C5-50-2(

¹⁹⁹ S.A. No. 494, 1951; S.A. No. 273, 1953; S.A. No. 288, 1953; S.A. No. 431, 1953; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012. **Note**—Formerly under Sec. C5-100-1.

administer oaths, and shall issue and market all bonds and invest and reinvest idle funds of the City. The Director of Administration shall be responsible for the preparation of the operating and capital budgets as provided in this Charter.

(b) Organization²⁰⁰. The finance functions of the Office of Administration may be organized to provide for the following services as may be necessary for the accomplishment of the responsibilities of the Director of Administration:

- (1) Accounting.
- (2) Treasury.
- (3) Budgeting.
- (4) Collections.
- (5) Purchasing.
- (6) Internal Audit.
- (7) Grants.
- (8) Central Services.
- (9) Data Processing/Information Technology.
- (10) Assessment.
- (11) Economic Development.
- (12) Such other activities as may be necessary for the effective operation of the Office of Administration.

(c) Emergencies²⁰¹. In the event of an emergency which in the opinion of the Director of Administration requires a purchase exceeding the sum of one thousand (\$1,000.00) dollars under such circumstances that competitive bidding as provided for by ordinance would be contrary to the public interest, the Director of Administration may certify to the Mayor the emergency and the reasons why in his/her opinion it is necessary to make such purchase without competitive bidding. The Mayor shall give written authorization for such purchases.

(d) Contract Extras; Change Orders²⁰². Every contract for a public improvement shall be based upon the estimate of the whole cost thereof, including all expenses incidental thereto, which estimate shall be furnished to the Mayor by the proper office, department, board, commission, authority or agency having charge of the work or of the improvement, or requiring the supplies, equipment or materials. Before any contract is put out to bid, each certified bidder shall be supplied with test boring results on each construction project. No extra work shall be authorized or paid for in connection with any contract for any work or improvement, unless:

- (1) Before the performance of such extra work, there shall have been filed with the Director of Administration a requisition showing the necessity for such

²⁰⁰**Note**—Formerly under Sec. C5-100-2.

²⁰¹**Note**—Formerly Sec. C5-100-8.

²⁰²**Note**—Formerly Sec. C5-100-9.

extra work signed by the officer upon whose requisition the original contract was let²⁰³;

(2) There shall have been filed by the Director of Administration with the Board of Finance a certificate stating that such extra work is necessary and showing the reasons therefor²⁰⁴;

(3) The Board of Finance shall approve the extra work by resolution²⁰⁵;

(4) The Mayor shall approve the extra work on recommendation by the Director of Operations²⁰⁶.

Notwithstanding the foregoing, if contingencies arise during the performance of the contract which were not reasonably foreseeable at the time the contract was executed, and which contingencies relate specifically to project conditions, such as subterranean soil or water conditions or ledge, and which conditions necessitate deviation from the contract (which shall be deemed to include the accompanying plans, drawings and specifications), such deviations may be authorized by written change order duly certified by the officer in charge of the project, countersigned by the Mayor.

Every contract for a public improvement shall specifically refer to this section of the Charter and the City shall not be liable for payment for extra work and/or change orders unless the provisions of this section shall have been fully complied with.

(e) **Requisitions**²⁰⁷. All requisitions for supplies, materials or equipment shall be on forms prescribed by the Director of Administration. Each requisition shall state specifically the fund or appropriation against which it is to be charged. No requisition shall be honored by the Director of Administration unless and until he/she shall have obtained from the Controller a statement that there is a sufficient balance in such fund or appropriation, available and unencumbered, to meet the actual or estimated cost of such requisition.

(f) **Claims Against the City**²⁰⁸. No claim against the City, except for:

(1) A fixed salary or wage;

(2) The principal or interest on a bonded or funded debt or other loan;

²⁰³**Note**—Formerly Sec. C5-100-9(1).

²⁰⁴**Note**—Formerly Sec. C5-100-9(2).

²⁰⁵**Note**—Formerly Sec. C5-100-9(3).

²⁰⁶**Note**—Formerly Sec. C5-100-9(4).

²⁰⁷**Note**—Formerly Sec. C5-100-11.

²⁰⁸**Note**—Formerly Sec. C5-100-13.

(3) Work performed or materials furnished under contract; or

(4) Goods purchased through the Office of Administration, shall be paid unless a claim therefor, verified by the claimant and approved by the head of the department, board, commission, authority or agency on whose act or omission the claim is based, shall have been presented and shall have been audited and allowed by the Director of Administration.

The Director of Administration shall cause each such claim, upon presentation for audit, to be numbered consecutively. The number, date of presentation, name of claimant and a brief statement of the character of each claim shall be entered in a book kept for the purpose, which shall be available for public inspection. No such claim shall be paid until at least five (5) days have elapsed after its audit by the Director of Administration, and the Director of Administration shall not be required to audit a claim until two (2) weeks have expired from the date of its presentation. The Director of Administration is authorized, in considering a claim, to examine the claimant under oath concerning the justness and accuracy of the claim, and to take evidence and examine witnesses in reference thereto, and for that purpose may issue subpoenas for the attendance of witnesses. No such claim exceeding two thousand five hundred (\$2,500.00) dollars shall be paid without the written approval of the Corporation Counsel, and if exceeding five thousand (\$5,000.00) dollars, without the further approval of the Board of Finance, and if exceeding seven thousand five hundred (\$7,500.00) dollars, without the additional approval of the Board of Representatives. The Director of Administration is authorized under the written direction and approval of the Mayor and the Corporation Counsel to pay out monies in settlement of tort claims against the City within the appropriations granted therefor.

(g) **Appointment of Controller**²⁰⁹. The Director of Administration shall name, in accordance with the provisions of the Charter, the Controller, with the approval of the Board of Finance.

(1) Budgeted revenues will be realized and that budgeted appropriations for each department, board, commission, authority and agency will not be exceeded, and prepare monthly budget reports for the Board of Representatives as well as individual departments, boards, commissions, authorities or agencies²¹⁰;

(2) Financial records provide a reliable basis for preparing financial statements and maintaining accountability for revenues and assets which conform to generally accepted principles of municipal accounting and standards

²⁰⁹**Note**—Formerly Sec. C5-100-17(b).

²¹⁰**Note**—Formerly Sec. C5-100-19(a).

established by the Governmental Accounting Standards Board or successor body²¹¹;

(3) The City's assets are safeguarded²¹²;

(4) The financial statements of the City shall be audited annually by independent certified public accountants²¹³.

(h) **Accounting and Financial Reporting**²¹⁴. The Director of Administration shall maintain a system of financial records and internal accounting controls designed to provide reasonable assurance that:

(i) **Required Reports**²¹⁵. The Director of Administration shall prepare reports for the Board of Finance and Board of Representatives on the first (1st) business day of the months of November and March of each year, including, but not limited to, the following year-to-date information:

(1) Report on the status of the general fund cash surplus, or; in the alternative, the deficit at the end of the current fiscal year, to be accounted for during the budget process;

(2) Comparison of Itemized estimates of expenditures, presenting the actual expenditures for each Budgeted Entity for the last completed fiscal year to the current fiscal year prior measured both in dollar terms and by percentage;

(3) Comparison of revenues to date against the projections for the current fiscal year and against that of the last completed fiscal year;

(4) Actual expenditures for total debt service, including principal and interest figures, measured against the requirements for the ensuing fiscal year; including, a schedule of maturities of bond issues;

(5) Amounts expended to meet contractual provisions of collective bargaining agreements (and other side agreements relating thereto) pertaining to minimum mandatory workforce and overtime requirements;

²¹¹**Note**—Formerly Sec. C5-100-19(b).

²¹²**Note**—Formerly Sec. C5-100-19(c).

²¹³**Note**—Formerly Sec. C5-100-19(d).

²¹⁴**Note**—Formerly Sec. C5-100-19.

²¹⁵ NEW (2023)

(6) Such other information as may be required by the Board of Finance or the Board of Representatives²¹⁶.

(j) **Internal Audit.** The Internal Audit function of the Office of Administration shall be managed by, shall report to and shall be responsible to the Director of Administration; provided, however, that copies of all reports of any internal auditor shall be provided to the Director of Administration, the President of the Board of Representatives and the Chairperson of the Board of Finance.

(k) **Purchasing.** In accordance with regulations to be prescribed by ordinance, the Office of Administration shall purchase and be responsible for the proper receipt of all articles, materials, supplies and insurance, including those related to capital projects, for all offices, departments, boards, commissions, authorities and agencies. The Office of Administration shall make all such purchases for the Board of Education in accordance with specifications submitted by the Superintendent of Schools. The Director of Administration may appoint an employee of the Office of Administration to act as the City Purchasing Agent and charge that person with the responsibility for carrying out the requirements of this provision and all purchasing ordinances.

Sec. C5-50-3. Tax Functions.

(a) **Collection of Taxes.**

(1) **Tax Collector**²¹⁷. The Mayor with the approval of the Board of Finance shall appoint the Tax Collector in accordance with the provisions of this Charter, who shall be qualified by training and experience and who shall be certified by the Secretary of the Office of Policy and Management as a certified municipal collector. The Tax Collector shall report to the Director of Administration and shall be responsible for the collection of taxes, special assessments and sewer assessments and shall have the powers and duties conferred or imposed on tax collectors by the General Statutes, as amended.

(2) **Date of Tax Liens**²¹⁸. The lien date for taxes annually laid by the City shall be the due date specified in the October Grand List upon which said taxes were laid.

(3) **Tax Records and Accounts—"Tax" Defined**²¹⁹. Wherever used in this Charter, unless the context shall otherwise require, the word "tax" shall mean not only each property tax and each installment and part thereof due and to be due to the City as it may have been increased by interest, fees and charges, but also each special assessment, benefit, lien and other amount as it may have been

²¹⁶ NEW (2022).

²¹⁷ **Note**—Formerly Sec. C5-100-22.

²¹⁸ **Note**—Formerly Sec. C5-100-14.

²¹⁹ **Note**—Formerly Sec. C5-100-15.

increased by interest, fees and other charges due and to be due to said City and paid or to be paid to its Tax Collector.

(4) Same—Accounting System Generally²²⁰. The Office of Administration shall maintain a detailed system of accounting and records of its taxes paid and unpaid and for the purpose of reflecting the amounts of current and past tax liabilities of each taxpayer and the collections, adjustments, charges and abatements thereon, and the Tax Collector of said City shall not be required to post collection of taxes in the tax rate book or tax rate bills.

(b) Assessment of Taxes²²¹.

(1) Tax Assessor²²². The Director of Administration shall appoint the Tax Assessor in accordance with the provisions of this Charter. The Assessor shall be certified as a Connecticut municipal assessor in accordance with the General Statutes.

(2) Powers and Duties of the Assessor²²³. The Assessor shall have all the powers and perform all the duties that now are or hereafter may be conferred or imposed upon Town Assessors by the General Statutes. The Assessor shall have and appoint such assistants as may be authorized within the appropriations made therefor and shall appoint a Deputy Assessor who in the event of the Assessor's absence or disability shall have all the powers and perform all the duties of the Assessor. The Assessor shall install and maintain a scientific and equitable system for the assessment of property within the City. The Assessor and assistants shall have authority to administer oaths in connection with the valuation of property for taxation.

(3) Preparation of Tax Lists²²⁴. When making up the City assessment lists, the Assessor shall note thereon the assessed value of all property taxable by the City and also the tax district in which each item of such property is taxable. In all cases where a percentage of the valuation of any property taxable by the City has been added to the assessment valuation of the property for refusal or neglect to file a tax list as provided by law, such percentage shall be shown in such lists. After the Board of Assessment Appeals has made its revision and adjustments in the lists they shall constitute the official City tax lists.

²²⁰**Note**—Formerly Sec. C5-100-16.

²²¹ S.A. No. 370, 1953; Referendum 11-6-1962; Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-2-2004; Referendum 11-6-2012

²²²**Note**—Formerly Sec. C5-110-1.

²²³**Note**—Formerly Sec. C5-110-2.

²²⁴**Note**—Formerly Sec. C5-110-4.

(4) Certification of the Grand List by the Assessor²²⁵. Each year, on or before the dates specified by the General Statutes, the Assessor shall prepare a statement, giving the total valuation or Grand List of property taxable within said City and also the total valuation or Grand List of the property taxable within each of the Service Districts of said City, as shown in the official City tax lists. Said statement, after having been sworn to by the Assessor, shall be delivered to the Director of Administration who shall preserve it with the public records.

(5) Total Valuation of City Grand List²²⁶. Each year on or before the dates specified by the General Statutes, the Assessor shall prepare a statement of the total valuation or Grand List of property taxable within the City and also the total valuation or Grand List of the property taxable within each of the Tax Districts of the City as shown in the official City tax lists. After this statement has been sworn to by the Assessor, it shall be delivered to the Town and City Clerk, who shall preserve the same with the public records. The Assessor shall deliver a copy of this statement to the Tax Collector.

(6) Printing of Property List²²⁷. The Assessor shall prepare, annually, a statement of taxable property contained in the Grand List of the City when completed, classified by streets with street numbers, if any, and containing the names of the owner or owners of each piece of property, with a brief description of the frontage or quantity thereof, and the buildings thereon, and also the assessed valuation of each piece of property so described and the abatements thereon, together with a supplement setting forth each change made in the amount of assessment during the year and the reason for each such change. The Assessor shall cause said statement to be printed and one free copy thereof made available to each person whose name appears on the list as taxed for real property and a reasonable charge to be made for additional copies.

(7) Charge for Aerial Maps²²⁸. The Assessor shall provide prints of aerial maps to such persons who request them and shall charge a reasonable sum therefor.

(8) Taxation for Sanitation Services²²⁹. When, after extension of Sanitary Services by the Water Pollution Control Authority, sanitary sewer services become available to property, the Water Pollution Control Authority and the Municipal Engineer shall certify to the Assessor a list of such property and the

²²⁵**Note**—Formerly Sec. C5-110-5.

²²⁶**Note**—Formerly Sec. C5-110-6.

²²⁷**Note**—Formerly Sec. C5-110-7.

²²⁸**Note**—Formerly Sec. C5-110-8.

²²⁹ 2024 revision of Sec. C5-50-3(b)(8): “Municipal Engineer” replaces “City Engineer.” **Note**—Formerly Sec. C5-110-9.

owners thereof shall thereupon be liable for additional taxation to be levied for sanitary services, as set forth in Sec. C8-40-5(b).

(9) Revaluation of Real Property. The Assessor shall revalue all of the real property within the City as required by the General Statutes.

Sec. C5-50-4. Information Technology Functions (Reserved).

Sec. C5-50-5. (Reserved)²³⁰.

²³⁰**Editor's note**—Former Sec. C5-50-5 (previously Sec. C-422), Assistant Director of Health, was repealed by referendum vote 11-3-1987.

- CHARTER
PART 6. BOARDS AND COMMISSIONS

PART 6. BOARDS AND COMMISSIONS²³¹

DIVISION 1. GENERAL PROVISIONS

Sec. C6-00-1. Appointive Boards and Commissions²³².

The appointive Boards and Commissions shall be:

- (a) The Planning Board
- (b) The Board of Assessment Appeals
- (c) The Zoning Board
- (d) The Zoning Board of Appeals
- (e) The Police Commission
- (f) The Fire Commission
- (g) The Health Commission
- (h) The Parks and Recreation Commission
- (i) The Personnel Commission
- (j) The Golf Commission
- (k) The Water Pollution Control Authority²³³
- (l) The Diversity, Equity, Inclusion and Disability Commission
- (m) The Patriotic and Special Events Commission
- (n) The Municipal Building Board of Appeals
- (o) The Social Services Commission²³⁴
- (p) The Historic Preservation Advisory Commission
- (q) The Board of Ethics
- (r) The Housing Commission²³⁵
- (s) The Harbor Management Commission²³⁶

Certain of such Boards and Commissions shall cease to exist under the authority of this Charter if and when a superseding ordinance is adopted as provided in Sec. C6-100-3, C6-120-4, C6-130-3, C6-140-12, and C6-160-6.

Sec. C6-00-2. Appointive Boards and Commission Members: **Number and Terms**²³⁷.

²³¹ **Editor's note**—Former Part 6, Divs. 1—17, were redesignated as Part 6, Divs. A—L, at referendum 11-6-2012.

²³² S.A. No. 322, 1953; S.A. No. 47, 1955; Referendum 11-7-1961; Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

²³³ F/K/A The Sewer Commission

²³⁴ F/K/A Human Rights Commission and Fair Rent Commission

²³⁵ NEW (2024)

²³⁶ NEW (2024)

²³⁷ S.A. No. 322, 1953; Referendum 11-7-1961; Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

(a) The following Boards and Commissions shall contain five (5) members who shall serve for three (3) year terms:

- (1)** The Planning Board
- (2)** The Zoning Board
- (3)** The Zoning Board of Appeals
- (4)** The Board of Assessment Appeals
- (5)** The Personnel Commission
- (6)** The Patriotic and Special Events Commission
- (7)** The Health Commission
- (8)** The Parks & Recreation Commission
- (9)** The Water Pollution Control Authority
- (10)** The Municipal Building Board of Appeals
- (11)** The Golf Commission
- (12)** The Social Services Commission
- (13)** The Historic Preservation Advisory Commission
- (14)** The Board of Ethics

(b) The following Boards and Commissions shall contain five (5) members who shall serve for four (4) year terms, coinciding with the term of office of the Mayor:

- (1)** The Police Commission; and,
- (2)** The Fire Commission

(c) The Harbor Management Commission shall contain seven (7) members who shall serve for three (3) year terms²³⁸.

(d) The Planning Board, the Zoning Board and the Zoning Board of Appeals shall, in addition to the five (5) regular members of each such board, have three (3) alternate members and the Harbor Management Commission shall, in addition to the seven (7) regular members of such Commission, have two (2) alternate members. Such alternate members, also referred to as the "Panel of Alternates," shall, when seated, have all the powers and duties of the regular members of such boards and shall not be members of any other boards²³⁹.

(1) If a regular member of the Planning Board, the Zoning Board or the Zoning Board of Appeals is absent or disqualified from acting, the Chairperson of such Board shall designate an alternate from the panel of alternates for such Board, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible.

²³⁸ NEW (2024)

²³⁹ Revision and recodification of current Sec. C6-00-2(c).

(2) If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

(3) The Mayor shall also submit to the Board of Representatives nominations of alternate members of the Planning Board, the Zoning Board and the Zoning Board of Appeals to fill any vacancies on a "panel of alternates" where an alternate member's term of office has expired. No nomination to such appointive Boards, Commissions, positions or "panel of alternates" made by the Mayor shall become effective until approved by the Board of Representatives²⁴⁰.

(e) Members of appointive Boards and Commissions or members of any panel of alternates shall be resident electors of the City and not more than a bare majority of any appointive Board or Commission or panel of alternates shall be registered members of the same political party²⁴¹.

(f) The following Boards and Commissions shall contain a number of members who shall serve for a term of years, as established by Ordinance²⁴²:

- (1) The Diversity, Equity, Inclusion and Disability Commission
- (2) The Housing Commission

Sec. C6-00-3. Appointment and Removal²⁴³.

(a) **Nominations by the Mayor²⁴⁴.** The Mayor shall submit to the Board of Representatives, nominations of members to each appointive Board or Commission to fill each vacancy where a term of office has expired or in the event of a vacancy. As used herein, the term "Boards or Commissions" may include, but are not limited to, other similar appointive positions or "panel of alternates" as may be provided elsewhere in this Charter or defined by Ordinance. Unless otherwise set forth in this Charter the approval of a nomination shall be by a Majority Votes of the Board of Representative

²⁴⁰ Subsection (3)(a) is a rewrite of current Sec. C6-00-3(c)(3)(second and third sentences) derived from S.A. 322, 1953; Referendum 11-7-1961; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012. The following sentence is hereby repealed: "The Mayor shall annually submit to the Board of Representatives, at its first meeting after its organizational meeting, nominations of members to each appointive Board, Commission or other similar appointive position, to fill each vacancy where a term of office has expired."

²⁴¹ 2024 recodification of current Sec. C6-00-2(d).

²⁴² NEW (2024).

²⁴³ S.A. 322, 1953; Referendum 11-7-1961; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

²⁴⁴ 2024 revision and recodification and edit of current Sec. C6-00-3(a)(first, fourth and fifth sentences) derived from S.A. 322, 1953; Referendum 11-7-1961; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012. The second and third sentences have been moved to Sec. C6-00-2(c)(3).

(1) Role of the Town and City Clerk: Notice²⁴⁵. The Town and City Clerk shall notify the Mayor and the President, Majority and Minority Leaders of the Board of Representatives at least sixty (60) days prior to the end of the term of any member of an appointive Board or Commission; or, within forty-eight (48) hours of the creation of a vacancy on a Board or Commission for any other reason (“City Clerk’s Notice”). The time-line for submission by the Mayor shall commence with the City Clerk’s Notice.

(2) Submission of Nomination²⁴⁶. The Mayor's nomination(s) for a member of a Board or Commission shall be submitted to the Board of Representatives, as follows:

(i) Within one hundred and twenty (120) days following City Clerk’s Notice; or,

(ii) In the event a Mayoral nomination is rejected by the Board of Representatives the Mayor shall submit a nomination to the Board of Representatives within thirty (30) days of such rejection, whether the nominee is a resubmittal or new nominee and may continue to do so within the one hundred and twenty (120) days permitted under this section.

(iii) Transition Provision. Within thirty (30) days from the effective date of the revisions to this section of the Charter; the Mayor shall submit nominations for all vacant and hold-over positions on the Boards and Commission at the time. In the event the Mayor fails to submit a nomination within thirty (30) days) the authority shall default to the procedures set forth in Sec. C6-00-3(c)(3) and (4), as the case may be.

Notwithstanding the foregoing, the Mayor may not submit the same name more than two times for the Board or Commission for which the nominee was rejected, taking into account the original submission.

(3) Failure of the Mayor to Submit a Nomination: Appointment Authority Defaults to the President of the Board of Representatives. In the event the Mayor shall fail to submit a nomination to the Board of Representatives within the time allotted in Sec. C6-00-3(a)(2), above; or, a position remains vacant for a period of one hundred and twenty (120) days from the City Clerk’s Notice under Sec. C6-00-3(a)(1)(“default by the Mayor”), then, during the one hundred and twenty (120) day period following default by the Mayor, the President of the Board of Representatives shall be required to nominate and the Board of Representatives shall act upon the President’s nomination of a successor to fill the

²⁴⁵ NEW (2024).

²⁴⁶ 2024 revision and recodification of current Sec. C6-00-3(b).

position. In the event the Board rejects the nomination of the President, the President may submit another nominee within thirty (30) days of such rejection.

(4) Failure of the President to Submit a Nomination. Appointment Authority Defaults to the Mayor, President, Majority and Minority Leaders of the Board of Representatives. In the event the President shall fail to submit a nomination to the Board of Representatives within one hundred twenty (120) days following the default of the Mayor as set forth in sub-section (3), above; then, each of the Mayor and the President, Majority Leader and Minority may nominate successor appointees for concurrent consideration of such nominees and approval by the vote of a plurality of the members of the Board of Representatives, until such time as a nominee is approved.

(5) Failure of the Board of Representatives to Act: Deemed Approved. In the event a nominee to any such Board or Commission shall not have been approved or rejected by the Board of Representatives for a period of sixty (60) days from the date of submission by the Mayor or any other appointing authority, then such nomination shall thereupon become effective, having been deemed to have been approved by the Board of Representatives through its inaction.

(6) Term for Which Appointee Shall Serve. Any nominee who shall be appointed to fill any vacancy or expired term hereunder shall only serve for the balance of the term that was either vacated or not filled in a timely manner.

Sec. C6-00-4. Expiration of Terms of Office²⁴⁷.

(a) Terms of each appointive Board or Commission member or relevant position shall expire on the first (1st) day of December of the final year of the term, subject to continuance in office until a successor has been approved by the Board of Representatives or otherwise deemed approved to serve pursuant to Sec. C6-00-3(a)(5). In the event there is an "alternate" member on the Board or Commission said "alternate" shall replace the member following the expiration of a term for the purposes of conducting business, so long as the alternate's term of office has not lapsed. The member whose term has expired may remain on the Board or Commission; however, may only participate in a meeting in the absence of an "alternate" member; or, where the "alternate" is not available to participate in a meeting.

(b) The Mayor may initiate proceedings to remove a member of any appointive Boards, Commissions, relevant positions or "panel of alternates" for any of the following reasons:

²⁴⁷ 2024 revision of current Sec. C6-00-4(a), derived from S.A. No. 467, 1951; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

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- (1) Misconduct in the performance of duties;
 - (2) Habitual absence;
 - (3) Conviction of a felony;
 - (4) Conviction of a misdemeanor which would undermine public confidence in the member's ability to perform the duties of office.

(c) In the event the Mayor has initiated removal proceedings as set forth in subsection (b) of this section, a hearing shall be held by the Appointments Committee of the Board of Representatives. Such hearing shall be public at the option of such member. Written charges and notice of hearing shall be served upon such member at least seven (7) days before the hearing, either personally or by leaving the same at the member's place of residence. Such member shall have the right to be represented by counsel at the hearing. The Appointments Committee, within thirty (30) days thereafter shall hold such hearing and make a recommendation to the Board at a regular meeting within sixty (60) days after the completion of the hearing. The member shall have the right to participate in Board or Commission business until such time as the member is removed by a majority vote of the Board of Representatives.

Sec. C6-00-5. Vacancies²⁴⁸.

If for any reason the office of a member of an appointive Board or Commission or relevant position becomes vacant before the expiration of his or her term, the vacancy shall be filled in accordance with the provisions of this Part 6.

Sec. C6-00-6. Chairperson²⁴⁹.

Each Board or Commission whose members are appointed pursuant to Sec. C6-00-3 shall select from among its members a Chairperson and such other officers as may be necessary for its proper function.

Sec. C6-00-7. Clerk²⁵⁰.

The Director of Administration shall appoint persons from among the municipal employees to act as clerks for the appointive Boards and Commissions. The Director of Administration shall determine the compensation to be paid for such services within the appropriation therefor. Each appointment shall be subject to the approval of the Board or Commission for which the clerk is appointed.

Sec. C6-00-8. Records²⁵¹.

Each clerk shall keep a complete record of the resolutions and other proceedings of the Board or Commission and shall have custody of its correspondence, files and other records. When ordered by the Board or Commission such record shall be filed with the

²⁴⁸ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

²⁴⁹ Referendum 11-8-1977; Referendum 11-3-1987.

²⁵⁰ Referendum 11-8-1977; Referendum 11-7-1995

²⁵¹ Referendum 11-8-1977; Referendum 11-3-1987

Town and City Clerk. All such records shall be open for public inspection at reasonable hours.

Sec. C6-00-9. Meetings and Expenses²⁵².

Each Board or Commission shall meet as frequently as necessary to perform its duties. The Chairperson, any two (2) members or the Mayor may call a meeting of any appointive Board or Commission, provided each member is given twenty-four (24) hours' notice thereof. A majority of the members of a Board or Commission shall constitute a quorum.

No member of any appointed or elected Board shall receive compensation for services as such.

Sec. C6-00-10. Required Cooperation²⁵³.

Each Official and employee of any Department²⁵⁴ of the City (including the Superintendent of Schools and the administrators of the Stamford public schools) shall assist the Boards and Commissions and the pertinent Departments by cooperating with the Mayor, Board of Finance, Board of Representatives, Planning Board and other Departments, Board and Commissions in formulating and carrying out the operational and management policies of this City in accordance with the provisions of this Charter, the Ordinances and other legal authority.

DIVISION 2. ELECTIVE BOARDS

SUBDIVISION A. BOARD OF EDUCATION

Sec. C6-10-1. Powers of Board of Education²⁵⁵.

The Board of Education shall perform such duties and have such powers as are or may be imposed by the General Statutes upon Boards of Education unless superseded by Special Acts of the General Assembly applying to the Stamford Board of Education.

Sec. C6-10-2. Fiscal Records²⁵⁶.

The Superintendent of Schools shall keep fiscal control records convenient for the administration of the schools and as may be required under the provisions of this Charter. The Controller shall keep a full and complete record of all fiscal transactions of the Board

²⁵² Referendum 11-8-1977.

²⁵³ NEW (2023).

²⁵⁴ Department should be a defined term somewhere in the Charter.

²⁵⁵ **NO CITATION IN CURRENT CHARTER.**

²⁵⁶ 2024 Revision. Note: There was no citation in the current Charter..

of Education and may require reports and other information pertinent to such transactions. The Controller shall be the Disbursing Officer of the Board of Education.

Sec. C6-10-3. Municipal Ordinances²⁵⁷.

Unless otherwise prohibited by law, the Board of Education shall adhere to and be bound by the provisions of this Charter and by all municipal ordinances, including but not limited to, ordinances which govern the subjects of budgetary processes, municipal procurement of articles, materials, supplies and insurance (including such purchases related to capital projects).

Sec. C6-10-4. Reporting Requirements²⁵⁸.

Unless otherwise specifically prohibited by the General Statutes, commencing on the 1st business day of July and every quarter thereafter, the Board of Education shall file with the Mayor, Board of Representatives and Board of Finance, a report on all contracts (including, agreements, memoranda of understanding, memoranda or agreement, letters of understanding, side letters and other agreements) entered into on behalf of the Board on its own or on behalf of the City including but not limited to, those executed within the budget limits or other authority established by the Board of Education and/or the annual budget process (including operating and capital); however, excluding all such contracts (as defined in this subsection) as may be exempted from disclosure by federal or state Law or otherwise not capable of redaction in order to protect statutory privacy rights of individuals.

SUBDIVISION B. BOARD OF FINANCE

Sec. C6-20-1. Membership²⁵⁹.

The Board of Finance shall be composed of six (6) members, each of whom shall hold office for a four (4) year term.

Sec. C6-20-2. Meetings²⁶⁰.

The Board of Finance shall hold regular meetings on the second (2nd) Thursday of each month. The Mayor or any two (2) of its members may call a special meeting by causing a written notice thereof, specifying the time, place and purpose of the meeting, to be served upon each member personally, or left at his or her usual place of abode, in either case at least twenty-four (24) hours before the time fixed for such meeting or

²⁵⁷ Referendum 11-7-1995.

²⁵⁸ NEW (2023).

²⁵⁹ **NO CITATION IN CURRENT CHARTER.**

²⁶⁰ Referendum 11-8-1960; Referendum 11-3-1987; Referendum 11-7-1995.

forwarded by mail, directed to his or her place of business, if within the City, or residence, at least seventy-two (72) hours before the time fixed for such meeting. No business shall be transacted at a special meeting which is not within the purpose of the call. No action taken at any special meeting shall be invalid because of any inadvertent defect in the service of the notice thereof.

Sec. C6-20-3. Change of Meeting Date²⁶¹.

The Board may, by resolution, change the time for holding regular meetings, provided that such resolution calls for at least one (1) regular meeting to be held each month, at least two weeks prior to the monthly meeting held by the Board of Representatives pursuant to Sections C2-10-4 and C2-10-5 hereof.

Sec. C6-20-4. Chairperson²⁶².

Following a biennial election, the Board shall, at its first (1st) meeting held in December, elect from its members a Chairperson to hold office until the first (1st) meeting held in December following the next biennial election. The Mayor of the City shall preside for the purpose of election of the Chairperson at this meeting and shall cast a ballot only to break a tie vote should a tie vote develop in such election. Thereafter the Chairperson shall preside at Board meetings and shall be entitled to vote as a Board member.

Sec. C6-20-5. Quorum²⁶³.

Four (4) members of the Board shall constitute a quorum for the transaction of business, but a lesser number present at a meeting may adjourn from time to time until a quorum attends.

Sec. C6-20-6. Clerk²⁶⁴.

The Board of Finance shall appoint a Clerk who shall serve at the pleasure of said Board. The compensation for such Clerk shall be fixed by said Board within the appropriation therefor. The Clerk shall keep a complete record of the resolutions and proceedings of the Board and shall have custody of its correspondence, files and other records. Such records shall be filed in the office of the Town and City Clerk and shall be open for public inspection at reasonable hours.

Sec. C6-20-7. Powers²⁶⁵.

(a) The Board of Finance shall have such powers as specified in this Charter and such incidental powers as may be reasonably necessary to enable it to investigate and determine those matters of fiscal policy of the City as are within its direct jurisdiction and responsibility.

²⁶¹ Referendum 11-8-1960.

²⁶² S.A. No. 270, 1957; Referendum 11-5-1963; Referendum 11-3-1987.

²⁶³ **NO CITATION IN CURRENT CHARTER.**

²⁶⁴ S.A. No. 335, 1949; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995

²⁶⁵ Referendum 11-8-1977; Referendum 11-7-1995; Referendum 11-6-2012.

(b) The Board shall be kept informed by the Mayor of the status and fiscal impact of collective bargaining negotiations, and prior to completion of final negotiations on any collective bargaining agreement, the Board of Finance shall render an advisory opinion to the Mayor of the total cost and potential long-term tax burden of the proposed agreements.

(c) The Board shall be kept informed by the Board of Education of the status and fiscal impact of collective bargaining negotiations, and prior to completion of final negotiations on any collective bargaining agreement, the Board of Finance shall render an advisory opinion to the Board of Education of the total cost and potential long-term burden of the proposed agreements.

(d) When the collective bargaining agreements have been finalized and signed, the Board of Finance shall render an advisory opinion to the Board of Representatives of the total cost and potential long-term tax burden of the agreements.

Sec. C6-20-8. Auditor's Reports²⁶⁶.

The Board of Finance shall, in each fiscal year, engage independent certified public accountants to audit the financial statements of the City and to report to the Board. The Board of Finance shall deliver copies of the report to the Mayor and to the Board of Representatives not later than four (4) months following the completion of the fiscal year. No less often than every five (5) years, the Board of Finance shall issue a request for proposals (RFP) for the auditing services required under this Section.

Sec. C6-20-9. Power of Investigation²⁶⁷.

The Board of Finance shall have authority, by a majority vote of the full Board, to incur any expenses which it deems necessary or advisable in connection with any hearing before it or for the investigation of requests for appropriations and may employ experts to assist it in such investigation, provided, however, that it may only conduct investigations into matters of fiscal policy which are within the direct jurisdiction and responsibility of the Board. The Director of Administration may, in his or her sole discretion, but shall not be required to, provide internal audit department personnel to the Board of Finance for the purposes of conducting any such investigation. Expenses incurred by the Board of Finance pursuant to this section shall be paid by the Office of Administration on warrant issued by the Chairperson of the Board of Finance and countersigned by the Clerk of the Board of Finance.

²⁶⁶ S.A. No. 377, 1951; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012

²⁶⁷ Referendum 11-7-1995; Referendum 11-6-2012.

Sec. C6-20-10. Funds for Investigation²⁶⁸.

The Board of Finance may appropriate funds to cover expenses incurred pursuant to Sec. C6-20-9, without request for such appropriation by any officer or department of the City other than the Board of Finance.

²⁶⁸ Referendum 11-7-1995.

DIVISION 3. BOARDS AND COMMISSIONS WITH STATUTORY SIGNIFICANCE

SUBDIVISION A. DEFINITIONS; PROVISIONS APPLICABLE TO PETITIONS; ADDITIONAL NOTICE AND PUBLICATION REQUIREMENTS

Sec. C6-30-001. Definitions.²⁶⁹

(a) Whenever used in this Division 3:

(1) "Owner" and "Landowner" shall mean, as applied to a building or land, includes any part owner, joint owner in survivorship, tenant in common or joint tenant of the whole or of a part of such building or land, which shall include ownership in whole or in part of a unit in a common interest community or condominium, all as it appears on the Land Records²⁷⁰ of the City.

(2) "Subdivision" shall mean the division of a tract or parcel of land into two or more lots for the purpose, whether immediate or future, of sale or building development, expressly excluding development for agricultural purposes, and shall include resubdivision²⁷¹.

(3) "Zone" shall mean a specific contiguous geographic area bearing the same Zoning Map designation notwithstanding the fact that other properties located within the City may have the same Zoning Map designation²⁷².

Sec. C6-30-002. Petition Requirements²⁷³.

The provisions of this subsection shall apply to all petitions circulated and filed pursuant to Secs. C6-30-7, C6-30-8, C6-40-5, C6-40-6 and C6-40-9 of this Charter.

(a) Petitions may be signed by a duly authorized representative, officer or agent of any entity owning such building or land. In the event the land is owned in trust, a petition may be signed by the trustee(s) authorized to act on behalf of the trust.

(b) Petitions may be signed by electronic signatures in accordance with verification standards as authorized by Law using secure and commercially recognized protocols and technologies such as DocuSign, Adobe Acrobat or Dropbox or similar programs.

²⁶⁹ NEW (2024)

²⁷⁰ Note that the Land Use Department currently refers to Tax Records of the City

²⁷¹ Moved from Sec. C6-30-19 (2024)

²⁷² NEW (2024).

²⁷³ NEW (2024)

(c) Petition signatures shall be accompanied by the printed name and address of any signatory thereof and the date such signature was added to the petition.

(d) The Town and City Clerk shall provide, at any time upon request, the names and addresses of all owners of privately-owned property within the area included in the proposed amendment to the Master Plan, the Zoning Map or Zoning Regulations and the privately-owned land located within five hundred (500) feet of the borders of any such area.

(e) Such petitions shall be filed simultaneously with original to the Town and City Clerk and a copy filed with the Planning Board or Zoning Board, as applicable, and the signatures shall be verified by the Town and City Clerk. In the event the Town and City Clerk determines that the petition does not contain sufficient signatures or is otherwise invalid, the Town and City Clerk shall contemporaneously provide a written explanation of any deficiencies to the person(s) submitting such petition and shall post the same on the City website.

(f) Such petitions shall be verified within ten (10) days of filing.

Sec. C6-30-003. Additional Notice and Publication Requirements²⁷⁴.

(a) Notwithstanding anything herein or in any regulation of the Planning Board, the Zoning Board or the Zoning Board of Appeals to the contrary, all applications and supporting materials submitted to any such agency, a copy of the Master Plan and any proposed amendment thereto, a copy of the Zoning Map and any proposed amendment thereto, and a copy of the Zoning Regulations and any proposed amendment thereto shall be posted on the applicable page of the City website.

(b) Whenever any provision contained in this Division 3 requires the publication of notice of any application, public hearing, public meeting, application or decision, such notice shall be given in compliance with the requirements of C1-10-4(i) and C1-10-4(ii) of this Charter, including without limitation posting on the City website and dissemination through any existing or future email or other registries that may be established by the City from time to time, and any additional specific requirements contained herein. Such notices shall include, without limitation, the street address(es) of the parcel(s) or zone(s) of any property that is the subject of an application or which may be affected by any such proposed amendment, shall provide a clear and concise narrative description of the substance of the application, amendment or decision that is the subject of such notice. The foregoing notice provisions shall be in addition to and not in lieu of any additional notice requirements that may be set forth in the Zoning Regulations or any other Law.

(c) The provisions of subsections (a) and (b) of this Section shall also apply to any applications (and supporting materials submitted in connection therewith), public

²⁷⁴ NEW (2024)

hearings, public meetings or decisions of the Harbor Management Commission and the Environmental Protection Board or of any Board, Commission, Department or Agency that may succeed to the powers and duties currently vested in the Harbor Management Commission or the Environmental Protection Board.

Sec. C6-30-004. Decision Not to Be Made on Same Day as Close of Public Hearing²⁷⁵.

Any action of the Planning Board, the Zoning Board, the Zoning Board of Appeals, or the Environmental Protection Board shall not be acted upon on the same date as such public hearing. As a consequence, such deliberative or final actions shall be taken at the next regularly or specially scheduled meeting of the board or commission.

Sec. C6-30-005. Additional Requirements Applicable to Developments Consisting of Five (5) or More Residential Units²⁷⁶

Prior to submitting any application to the Zoning Board for an Amendment to the Zoning Map, an Amendment to the Zoning Regulations or Site and Architectural Plans and/or Requested Uses for any project which proposes the development of five (5) or more residential units, the property owner or applicant shall engage in neighborhood engagement and outreach. The Zoning Board shall establish standards for the required neighborhood engagement and outreach but such standards shall include (i) written notification of members of the Board of Representatives for the district(s) in which such project is proposed, (ii) posting on the City website, and (iii) placement of a sign at the Property indicating that a development is proposed at that location and identifying a contact person or website where additional information may be obtained. Such applicants shall document all neighborhood outreach methods and contacts, identify neighborhood reaction and feedback, and report their findings accordingly to the Zoning Board at the time any such application is filed.

²⁷⁵ NEW (2024)

²⁷⁶ NEW (2024)

SUBDIVISION B. PLANNING BOARD

Sec. C6-30-1. Powers and Duties of Planning Board²⁷⁷.

The Planning Board shall:

- (1) Keep and from time to time revise the official map of Stamford;
- (2) Prepare, adopt and amend the Master Plan;
- (3) Have the power of approval or disapproval of the Subdivision of land;
- (4) Make detailed plans for the improvement, reconditioning or redevelopment of areas which, in its judgment, contain special problems or show a trend toward lower land values;
- (5) Prepare each year lists of desirable capital improvements together with financial programs for their execution, one covering the next fiscal year and the other covering the next six (6) years, which lists shall be forwarded to the Mayor for submission to the Board of Finance and the Board of Representatives;
- (6) Review and report on Public Works proposals;
- (7) Prepare an annual report and file a copy thereof with the Connecticut Development Commission.

Sec. C6-30-2. Establishment of the Official Map²⁷⁸.

Following public hearing, the Planning Board shall, by resolution, establish and from time to time revise a map of the City showing the existing streets and parks, theretofore laid out, adopted and established by law, which map shall be known as the Official Map. Said map shall also show all the voting districts, and shall have delineated thereon the zones established by the Zoning regulations. Such map shall be filed with the Town and City Clerk and an adequate number of copies thereof shall be printed for sale and distribution to the public.

Sec. C6-30-3. The Master Plan²⁷⁹.

The Master Plan shall be the general land use Plan for the physical development of the City. The Plan shall show the division of Stamford into land use categories such as, but not restricted to, the following:

Category	Description
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²⁷⁷ S.A. No. 619, 1953.

²⁷⁸ S.A. No. 619, 1953; Referendum 11-7-1995

²⁷⁹ S.A. No. 619, 1953; Referendum 11-7-1995; 2024

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- 1 Residential—single family plots one acre or more.
 - 2 Residential—single family plots less than one acre.
 - 3 Residential—multi-family—low density.
 - 4 Residential—multi-family—medium density.
 - 5 Commercial—local or neighborhood business.
 - 6 Commercial—general business.
 - 7 Industrial

The land use categories indicated on the Master Plan shall be defined by the Planning Board and made a part of such Plan. The Plan shall also show the Planning Board's recommendation for the following: streets, sewers, bridges, parkways, and other public ways; airports, parks, playgrounds and other public grounds; the general location, relocation and improvement of schools and other public buildings; the general location and extent of public utilities and terminals, whether publicly or privately-owned, for water, light, power, transit, and other purposes; the extent and location of public housing and neighborhood development projects. Such other recommendations may be made by said Board and included in the Plan as will, in its judgment, be beneficial to the City. Such Plan shall be based on studies of physical, social, economic, and governmental conditions and trends and shall be designed to promote with the greatest efficiency and economy, the coordinated development of the City and the general welfare, health and safety of its people.

Sec. C6-30-4. Adoption of Master Plan²⁸⁰.

The Master Plan, as previously adopted shall constitute the Master Plan of Stamford superseding any such Plan which may theretofore have been adopted. Such Plan shall be a public record, a copy of which shall be kept on file in the office of the Town and City Clerk of Stamford and shall be posted on the City website.

Sec. C6-30-5. Amendments to Master Plan²⁸¹.

The Master Plan may be amended by the Planning Board provided, prior to such action, the Planning Board shall hold at least one (1) public hearing, notice of which shall be given as hereinafter provided in Sec. C6-30-9, which notice shall include a clear and accurate map showing the bounds of any area affected together with the Planning Board's reasons therefor.

Sec. C6-30-6. Applications for Amendment to Master Plan.

(a) **Amendments to the Master Plan²⁸².** Any Stamford property Owner or governmental agency, Department, Board or Official may file a written application with the Planning Board for an amendment to the Master Plan. Such application shall be scheduled for at least one (1) public hearing to be held within sixty (60) days from the

²⁸⁰ 2024 edit of Sec. C6-30-4, derived from S.A. No. 619, 1953; 2024

²⁸¹ 2024 edit of Sec. C6-30-5 derived from S.A. No. 619, 1953; 2024.

²⁸² 2024 recodification and edit of Sec. C6-30-6, derived from S.A. No. 619, 1953; Referendum 11-3-1987; 2024.

date said application was filed, upon notice as hereinafter provided in Sec. C6-30-9 which notice shall be accompanied by a clear and accurate map showing the bounds of any area affected. Each applicant, upon filing an application pursuant to this Section, shall pay a filing fee in such amount as may be prescribed by the Planning Board and shall leave his or her name and address with the Secretary of the Planning Board. A copy of the decision of the Planning Board in such matter, signed by the Secretary or Chairperson of the Planning Board, shall be sent to the applicant by registered mail at the time of the official publication of such decision.

(b) **Additional Requirements for Amendments to the Master Plan Proposed by City Agencies²⁸³.** Prior to submitting any application to the Planning Board for an Amendment to the Master Plan, if the applicant or proponent of the application is the Planning Board or any governmental agency, Department, Board or Official of the City, such applicant shall engage in neighborhood engagement and outreach. The Planning Board shall establish standards for the required neighborhood engagement and outreach. Such standards shall include written notification of members of the Board of Representatives for the district(s) in which such Amendment to the Master Plan is proposed. Such applicants shall document all neighborhood outreach methods and contacts, identify neighborhood reaction and feedback, and report their findings accordingly to the Planning Board at the time any such application is filed.

Sec. C6-30-7. Referral to Board of Representatives by Opponents of Proposed Amendments²⁸⁴.

(a) **Signatures Required on Petition for Referral to Board of Representatives.** If (i) twenty percent (20%) or more of the Owners (as defined above) of the privately-owned land in the area included in any proposed amendment to the Master Plan, or (ii) the Owners of twenty percent (20%) or more of the privately-owned land located within five hundred (500) feet of the borders of such area, whichever is less, or (iii) three hundred (300) Landowners from anywhere within the City file a signed petition as provided in Sec. C6-30-002 within ten (10) days after the official publication of the decision thereon, objecting to the proposed amendment, then said decision shall have no force or effect but the matter shall be referred by the Planning Board to the Board of Representatives within twenty (20) days after such official publication, together with written findings, recommendations and reasons.

(b) **Board of Representatives Action.** The Board of Representatives shall approve or reject such proposed amendment at or before its second regularly scheduled meeting following such referral. When acting upon such matters the Board of Representatives shall be guided by the same standards as are prescribed for the

²⁸³ NEW (2024).

²⁸⁴ 2024 recodification and edit of Sec. C6-30-7, derived from S.A. No. 619, 1953; Referendum 11-4-1969; Referendum 11-3-1987; _____ 2024

Planning Board in Sec. C6-30-3 of this Charter. The failure of the Board of Representatives either to approve or reject said amendment within the above time limit shall be deemed as approval of the Planning Board's decision.

Sec. C6-30-8. Referral to Board of Representatives by Proponents of Proposed Amendments²⁸⁵.

(a) Signatures Required on Petition for Referral to Board of Representatives If (i) more than fifty percent (50%) of the Owners of the privately-owned land in the area included in the proposed amendment to the Master Plan, or (ii) if the Owners of more than fifty percent (50%) of the privately-owned land located within five hundred (500) feet of the borders of such area, whichever is less, or (iii) if seven hundred fifty (750) Landowners from anywhere within the City file a signed petition favoring such amendment as provided in Sec. C6-30-002 within ten (10) days after the official publication of contrary decision thereon, said decision shall have no force or effect but the matter shall be referred by the Planning Board to the Board of Representatives within twenty (20) days after such official publication, together with its written findings, recommendations and reasons.

(b) Board of Representatives Action. The Board of Representatives shall approve or reject such proposed amendment at or before its second regularly scheduled meeting following such referral. When acting upon such matters the Board of Representatives shall be guided by the same standards as are prescribed for the Planning Board in Sec. C6-30-3 of this Charter. The failure of the Board of Representatives either to adopt or reject said amendment within the above time limit shall be deemed as approval of the Planning Board's decision.

Sec. C6-30-9. Notice of Public Hearings²⁸⁶.

Notice of each public hearing held with respect to the amendment of the Master Plan shall be given in compliance with the requirements of **Sec. C1-10-4(i) and C1-10-4(ii)** and also by publishing in an official newspaper the time, place and purpose of such hearing, together with a clear and accurate map showing the bounds of any area or areas affected. Said notice shall include the street address of the parcel(s) or zone(s) affected by such proposed amendment and shall provide a clear and concise narrative description of the substance of the proposed amendment. Said notice shall be published at least twice, the first not more than fifteen (15) nor less than ten (10) days before such hearing, and the last not less than two (2) days before such hearing; and a copy of such proposed Plan or amendment shall be filed in the Office of the Town and City Clerk at least ten (10) days before such hearing.

²⁸⁵ 2024 recodification and edit of Sec. C6—30-8, derived from S.A. No. 619, 1953; Referendum 11-4-1969; Referendum 11-3-1987; 2024.

²⁸⁶ 2024 edit of Sec. C6-30-9, derived from S.A. No. 619, 1953; Referendum 11-3-1987; 2024.

Sec. C6-30-10. Hearings²⁸⁷.

If more than one (1) public hearing is considered by the Planning Board to be necessary or advisable, additional hearings may be held upon due notice, as herein above set forth in Sec. C6-30-9; provided no more than ninety (90) days shall elapse between the first and last hearings on any one application, unless the applicant agrees in writing to an extension of such period.

Sec. C6-30-11. Decisions²⁸⁸.

The Planning Board shall render a decision on all applications for amendment to the Master Plan within sixty (60) days after the last public hearing thereon. No such decision shall become effective until at least ten (10) days have elapsed following the official publication of such decision in the manner provided in Sec. C6-30-12 of this Charter. A copy of each such decision, signed by the Secretary or Chairperson of said Board, shall be filed with the Town and City Clerk at the time of such official publication. If any decision of the Planning Board is not referred to the Board of Representatives within ten (10) days of the official publication of such decision as herein above provided, such decision shall forthwith become effective and the Secretary or Chairperson of the Planning Board shall file a Certificate, attesting to such fact, with the Town and City Clerk. If any decision of the Planning Board is referred to the Board of Representatives as herein above provided, the President or Clerk of the Board of Representatives shall file a Certificate with the Town and City Clerk immediately following the decision of the Board of Representatives on such matter or, if such Board fails to act on the matter within the time herein above prescribed, said certificate shall be filed immediately following the expiration of such period, attesting to such decision or failure to decide.

Sec. C6-30-12. Publication of Decisions²⁸⁹.

Official notice of decisions made by the Planning Board with respect to proposed amendments adopted to the Master Plan shall be given by publishing each such decision, or a summary thereof, together with a clear and accurate map showing the bounds of the area or areas affected thereby, in compliance with the requirements of Sec. C1-10-4(i) and C1-10-4(ii) and also in an official newspaper within five (5) days after such decision has been made. Official publication of each decision shall be deemed to have been made upon the date of the appearance of such official notice as provided above.

Sec. C6-30-13. Procedure for Reviewing Public Works Proposals²⁹⁰.

No action shall be taken by the City on any proposal involving the location, acceptance, widening, narrowing or extension of streets, bridges, parkways and other public ways; the location, relocation, acquisition of land for, abandonment, sale or lease

²⁸⁷ Edit of Sec. C6-30-10, derived from S.A. No. 619, 1953.

²⁸⁸ 2024 edit of Sec. C6-30-11, derived from S.A. No. 619, 1953; Referendum 11-3-1987.

²⁸⁹ 2024 dit of Sec. C6-30-12, derived from S.A. No. 619, 1953; S.A. No. 9, Sp. Ss., 1955; Referendum 11-3-1987.

²⁹⁰ 2024 edit of Sec. C6-30-13, derived from S.A. No. 619, 1953; Referendum 11-7-1995; 2024.

of airports, parks, playgrounds and other municipally-owned properties, schools and other public buildings; the extent and location of public utilities and terminals, whether publicly or privately owned, for light, water, power, transit and other purposes; and the extent and location of public housing projects and the redevelopment, reconditioning or improvement of specific areas as defined herein above until it has been referred to the Planning Board for a report. The failure of said Board to report within sixty (60) days after the date of official submission to it shall be taken as approval of the proposal. In case of the disapproval of the proposal by said Board, the reasons for disapproval shall be recorded and transmitted to the Board of Representatives. A proposal disapproved by the Planning Board shall thereafter only be adopted by a two-thirds (2/3^{ds}) vote of entire membership of the Board of Representatives.

Sec. C6-30-14. Procedure for Reviewing Subdivision Proposals, Description of Content of Subdivision Regulations, Provision for Penalties²⁹¹.

All plans of a Subdivision of land shall be submitted to the Planning Board. No such plan shall be recorded by the Town and City Clerk or other officer duly authorized to record plans until the fact that it has been approved by said Board has been endorsed thereon. Any official recorder of plans violating this requirement shall be guilty of a misdemeanor and shall be fined not less than one hundred (\$100.00) dollars. The filing or recording of a Subdivision plan without the approval of the Planning Board as required by this Section shall be void. Before exercising the powers granted in this Section said Board shall adopt regulations covering the Subdivision of land and make them available to the public. Such regulations shall provide that the land to be subdivided shall be of such character that it can be used for building purposes without danger to health; that the streets shall be so arranged and of such width as to provide an adequate and convenient system for present and prospective traffic needs; that in places deemed proper by the Planning Board open spaces for parks or playgrounds shall be shown on the Subdivision plan. Said Board may also prescribe the extent to which and the manner in which streets shall be graded and improved and public utilities and services provided and, in lieu of the completion of such work and installations previous to the final approval of a plat, said Board may accept a bond of an established surety company in an amount and with surety and conditions satisfactory to its securing to the City the actual construction and installation of such improvements and utilities within a period specified in the bond. The City may enforce such bonds by all appropriate legal and equitable remedies. Such regulations may provide, in lieu of the completion of the work and installations above referred to, previous to the final approval of a plat, for an assessment or other method whereby the City is put in an assured position to do said work and make said installations at the cost of the owners of the property within the Subdivision. Said Board shall be guided, in its decisions on these and other matters to be included in such Subdivision regulations, by the Master Plan and by the prospective character of the development of the land in the proposed Subdivision, and such decisions shall conform to the zoning regulations concerning the area affected.

²⁹¹ 2024 Edit of Sec. C6-30-14, derived from S.A. No. 619, 1953; Referendum 11-7-1995; 2024.

Sec. C6-30-15. Requirements of Hearings; Approval or Disapproval of Subdivision Proposals²⁹².

All plans of Subdivisions submitted to the Planning Board shall contain the name and address of the person to whom notice of hearing may be sent, and no Subdivision plan shall be acted upon by said Board without a public hearing, notice of which shall be given in compliance with the requirements of **Sec. C1-10-4(i) and C1-10-4(ii)** and also published once in an official paper and shall be sent by registered mail to the address shown in the Subdivision plan, except that in the case of a proposed Subdivision of land into not more than two lots not involving a new street, a public hearing need not be held, but public notice shall be required and all other requirements shall be met as set forth in this Section. Both the publication and the mailing of notice shall be made no less than seven (7) days before the date fixed for the hearing. The Planning Board shall approve, modify and approve, or disapprove a Subdivision plan within sixty (60) days after the submission thereof, otherwise such plan shall be considered approved and a Certificate to that effect shall be issued by said Board on demand, provided an extension of this period may be had with the consent of the applicant. The grounds for disapproval shall be stated in the records of the Planning Board. Notice of the decision of the Planning Board shall be published in an official newspaper within ten (10) days after said decision has been rendered.

Sec. C6-30-16. Filing of Decisions Affecting Subdivisions²⁹³.

The Planning Board shall prepare, after its decision on any Subdivision over which it has jurisdiction and upon which a hearing has been held, a Certificate signed by the chair of the Planning Board, setting forth the name or names of the property owner or owners, the names of the street or streets on which the property is located, the title of any map submitted with the application, the date of the hearing and statement of its findings and approval, which certificates shall be recorded in the Office of the Town and City Clerk, indexed under the name or names of such property owner or owners, and no action of the Planning Board shall be final until the filing of this public record in the Office of the Town and City Clerk.

Sec. C6-30-17. Proposals to Accept Platted or Opened Streets; Certificate of Municipal Engineer²⁹⁴.

No street, platted or opened by any private person, firm or corporation shall be accepted by the City unless the application for the same shall be accompanied by a Certificate from the Municipal Engineer²⁹⁵ certifying its correctness as to grade and construction specifications.

²⁹² 2024 Edit of Sec. C6-30-15, derived from S.A. No. 619, 1953; Referendum 11-4-1969; Referendum 11-3-1987; Referendum 11-7-1995; _____ 2024.

²⁹³ 2024 edit of Sec. C6-30-16, derived from S.A. No. 619, 1953; _____ 2024.

²⁹⁴ 2024 edit of current Sec. C6-30-17, derived from S.A. No. 619, 1953; Referendum 11-7-1995. Note: "Municipal Engineer" replaced "City Engineer."

²⁹⁵ "Municipal Engineer" replaces "City Engineer."

Sec. C6-30-18. Building on Unaccepted Streets or Unapproved Subdivisions²⁹⁶.

No building permit shall be issued and no building shall be erected in an unapproved subdivision or on an unaccepted street except in the case of lots of record in the office of the Town and City Clerk or other officer authorized to record plans, or in the case of streets which are open for vehicular travel at the time of adoption of this Charter by the City. Any building erected in violation of this Charter shall be deemed an unlawful structure, and the City through the appropriate officer may bring action to enjoin the erection of such structure or to cause it to be vacated or removed.

Sec. C6-30-19²⁹⁷.

([intentionally omitted])

Sec. C6-30-20. Appeals²⁹⁸.

Except in those situations where a decision of the Planning Board is referred to the Board of Representatives for action pursuant to Secs. C6-30-7 or C6-30-8, any person aggrieved by an official decision of the Planning Board may appeal therefrom to the Superior Court, Judicial District of Stamford/Norwalk at Stamford within fifteen (15) days of the official publication of a decision affecting the Master Plan; or, in the case of a decision affecting a Subdivision, within fifteen (15) days after official publication of said decision. Any person aggrieved by a decision of the Board of Representatives, or by a failure of said Board to decide a matter referred to it within the prescribed time, pursuant to Secs. C6-30-7 or C6-30-8 of this Charter, may appeal therefrom within fifteen (15) days of such decision or such expiration of prescribed time, whichever first occurs, to the Superior Court, Judicial District of Stamford/Norwalk at Stamford.

Sec. C6-30-21. Vote Required by Board of Representatives²⁹⁹.

Except as provided in Sec. C6-30-13 hereof, in deciding all matters referred to the Board of Representatives pursuant to this Chapter, the affirmative vote of a majority of the entire membership of said Board shall be required.

²⁹⁶ 2024 edit of Sec. C6-30-18, derived from S.A. No. 619, 1953; Referendum 11-7-1995.

²⁹⁷ 2024 recodification of Sec. C6-30-19, derived from S.A. No. 619, 1953; _____ 2024. Moved to Sec. C6-30-001(a)(2).

²⁹⁸ 2024 edit of Sec. X6-30-20, derived from S.A. No. 619, 1953; Referendum 11-4-1969; Referendum 11-3-1987; Referendum 11-7-1995; _____ 2024.

²⁹⁹ S.A. No. 619, 1953.

Sec. C6-30-22. Appointment of Panel of Alternates to Planning, Zoning and Board of Appeals³⁰⁰.

[intentionally omitted]

Sec. C6-30-23. Saving Clause³⁰¹.

The Subdivision Regulations, including all amendments thereto, legally adopted prior to the effective date of this Charter, are hereby validated and continued in full force and effect until amended by action taken under the authority of this Part of the Charter.

SUBDIVISION C. ZONING BOARD

Sec. C6-40-1. Powers and Duties of Zoning Board³⁰².

The Zoning Board is authorized to regulate the height, number of stories and size of buildings and other structures; the percentage of the area of the lot that may be occupied; the size of yards, courts and other open spaces; the density of population and the location and use of buildings, structures and land or trade, industry, residence or other purposes; and the height, size, location and character of advertising signs and billboards. Said Board may divide the City into districts of such number, shape and area as may be best suited to carry out the purposes of this Chapter; and, within such districts, it may regulate the erection, construction, reconstruction, alteration or use of buildings or structures and the use of land. All such regulations shall be uniform for each class or kind of buildings or structures throughout each district, but the regulations in one district may differ from those in another district, shall be made in accordance with a comprehensive plan and shall be designed to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population and to facilitate the adequate provision for transportation, water, sewerage, schools, parks and other public requirements. Such regulation shall be made with reasonable consideration as to the character of the district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City.

Sec. C6-40-2. Amendments to Zoning Regulations and Map Prior to the Effective Date of the Master Plan³⁰³.

[intentionally omitted].

Sec. C6-40-3. Amendments to Zoning Map³⁰⁴.

The Zoning Map may, from time to time, be amended by the Zoning Board provided, prior to any such action, the Zoning Board shall hold at least one public hearing

³⁰⁰ Referendum 11-7-1961; Referendum 11-3-1987; Superseded by C6-00-2(c) (2024).

³⁰¹ 2024 edit of Sec. C6-30-23, derived from S.A. No. 619, 1953; 2024,

³⁰² S.A. No. 619, 1953; Referendum 11-7-1995.

³⁰³ 2024 revision of Sec. C6-40-2, derived from S.A. No. 619, 1953; 2024.

³⁰⁴ S.A. No. 619, 1953; 2024.

thereon, notice of which shall be given as hereinafter provided. If said Board or any governmental agency, Department, Board or Official of the City is the proponent of any such change said notice shall contain the reasons for such proposed change. The Zoning Map shall not be amended by said Board to permit a use in any area which is contrary to the general land use established for such area by the Master Plan.

Sec. C6-40-4. Applications for Amendments to the Zoning Map³⁰⁵.

(a) Amendments to the Zoning Map. Any Stamford property owner or governmental agency, department, board or official, may file a written application with the Zoning Board for an amendment to the Zoning Map. Such application shall be scheduled for at least one public hearing to be held within sixty (60) days from the date said application was filed. The Zoning Board shall not hear any application or applications relating to the same amendment, or substantially the same amendment, more than once in a period of twenty-four (24) months, unless withdrawn on request of the Zoning Board on its terms and conditions. If any applicant or applicants either withdraws or postpones an application or applications to the Zoning Board before the scheduled date or public hearing, said application or applications shall not be re-scheduled for public hearing within ninety (90) days following the public hearing date from which said application or applications were withdrawn or postponed. Each applicant, upon filing an application pursuant to this Section, shall pay a filing fee in such amount as may be prescribed by the Zoning Board and shall leave name and address with the Secretary of the Zoning Board. A copy of the decision of the Zoning Board in such application, signed by the Secretary or Chairperson of the Zoning Board, shall be sent to the applicant by registered mail at the time of the official publication of such decision.

(b) Additional Requirements for Amendments to the Zoning Map Proposed by City Agencies. Prior to submitting any application to the Zoning Board for an Amendment to the Zoning Map, if the proponent of such application is the Zoning Board or any governmental agency, Department, Board or Official of the City, such applicant shall engage in neighborhood engagement and outreach. The Zoning Board shall establish standards for the required neighborhood engagement and outreach. Such standards shall include written notification of members of the Board of Representatives for the district(s) in which such Amendment to the Zoning Map is proposed. Such applicants shall document all neighborhood outreach methods and contacts, identify neighborhood reaction and feedback, and report their findings accordingly to the Zoning Board at the time any such application is filed.

³⁰⁵ 2024 revisions of Sec. C6-40-4, derived from S.A. No. 619, 1953; Referendum 11-4-1969 (Subsections A and B passed, one by Proposal No. 21; the other by Proposal No. 59.); Referendum 11-3-1987; Referendum 11-7-1995; _____ 2024

Sec. C6-40-5. Referral to Board of Representatives by Opponents of Proposed Amendment to Zoning Map³⁰⁶.

(a) **Signatures Required on Petition for Referral to Board of Representatives.** If (i) twenty percent (20%) or more of the Owners of the privately-owned land in the area included in any proposed amendment to the Zoning Map, or (ii) if the Owners of twenty percent (20%) or more of the privately-owned land located within five hundred (500') feet of the borders of such area(s), whichever is less, or (iii) if three hundred (300) Landowners from anywhere within the City file a signed petition as provided in Sec. C6-30-002, within ten (10) days after the official publication of the decision thereon, objecting to the proposed amendment, said decision shall have no force or effect but the matter shall be referred by the Zoning Board to the Board of Representatives within twenty (20) days after such official publication, together with written findings, recommendations and reasons.

(b) **Board of Representatives Action.** The Board of Representatives shall approve or reject such proposed amendment at or before its second (2nd) regularly scheduled meeting following such referral. When acting upon such matters the Board of Representatives shall be guided by the same standards as are prescribed for the Zoning Board in Sec. C6-40-1 of this Charter. The failure of the Board of Representatives either to approve or reject said amendment within the above time limit shall be deemed as approval of the Zoning Board's decision.

Sec. C6-40-6. Referral to Board of Representatives by Proponents of Proposed Amendments to Zoning Map³⁰⁷.

(a) **Signatures Required on Petition for Referral to Board of Representatives** If (i) more than fifty percent (50%) of the Owners of the privately-owned land in the area included in the proposed amendment to the Zoning Map, or (ii) if the Owners of more than fifty percent (50%) of the privately-owned land located within five hundred (500') feet of the borders of such area, whichever is less or (iii) if seven hundred fifty (750) Landowners from anywhere within the City file a signed petition favoring such amendment as provided in Sec. C6-30-002 within ten (10) days after the official publication of a contrary decision thereon, said decision shall have no force or effect but the matter shall be referred by the Zoning Board to the Board of Representatives within twenty (20) days after such official publication, together with its written findings, recommendations and reasons.

(b) **Board of Representatives Action.** The Board of Representatives shall approve or reject such proposed amendment at or before its second regularly scheduled

³⁰⁶ 2024 revision of Sec, C6-40-5, derived from S.A. No. 619,1953; Referendum 11-4-1969; Referendum 11-3-1987; _____ 2024.

³⁰⁷ 2024 revision of Sec. C6-40-6, derived from S.A. 619, 1953; Referendum 11-4-1969; Referendum 11-3-1987; _____ 2024.

meeting following such referral. When acting upon such matters the Board of Representatives shall be guided by the same standards as are prescribed for the Zoning Board in Sec. C6-40-1 of this Charter. The failure of the Board of Representatives either to approve or reject said amendment within the above time limit shall be deemed as approval of the Zoning Board's decision.

Sec. C6-40-7. Amendments to Zoning Regulations, Other Than the Zoning Map³⁰⁸.

The Zoning Regulations, other than the Zoning Map, shall not be amended by the Zoning Board until at least one public hearing has been held thereon, notice of which shall be given as hereinafter provided. If the Zoning Board or any governmental agency, Department, Board or Official of the City is the proponent of any such change, said notice shall contain the reasons for such proposed change. Such Zoning Regulations shall not be amended by said Board to permit a use in any area which is contrary to the general land use established for such area by the Master Plan.

Sec. C6-40-8. Applications for Amendments to Zoning Regulations, Other Than Zoning Map.

(a) **Amendments to the Zoning Regulations³⁰⁹.** Any Stamford property owner or environmental agency, Department, Board or official may file a written application with the Zoning Board for an amendment to the Zoning Regulations, other than the Zoning Map. Such application shall be scheduled for at least one public hearing to be held within sixty (60) days from the date said application was filed, upon notice as hereinafter provided. The Zoning Board shall not hear any application or applications relating to the same amendment, or substantially the same amendment, more than once in a period of twenty-four (24) months unless withdrawn on request of the Zoning Board on its terms and conditions. If any applicant or applicants either withdraws or postpones an application or applications to the Zoning Board before the scheduled date of public hearing, said application or applications shall not be rescheduled for public hearing within ninety (90) days following the public hearing date from which said application or applications were withdrawn or postponed. Each applicant, upon filing an application pursuant to this Section, shall pay a filing fee in such amount as may be prescribed by the Zoning Board and shall leave name and address with the Secretary of the Zoning Board. A copy of the decision of the Zoning Board, signed by the Secretary or Chairperson of the Zoning Board, shall be sent to the applicant by registered mail at the time of the official publication of such decision.

(b) **Additional Requirements for Amendments to the Zoning Regulations Proposed by City Agencies³¹⁰.** Prior to submitting any application to the Zoning Board for an Amendment to the Zoning Regulations, if the proponent of such application is the Zoning Board or any governmental agency, Department, Board or Official of the City,

³⁰⁸ 2024 edit of Sec. C6-40-7, derived from S.A. No. 619, 1953; Referendum 11-6-1962; _____ 2024.

³⁰⁹ 2024 recodification and edit of Sec. C6-40-8, derived from S.A. No. 619, 1953; Referendum 11-4-1969; Referendum 11-3-1987; _____ 2024.

³¹⁰ NEW (2024).

such petitioner shall engage in neighborhood engagement and outreach. The Zoning Board shall establish standards for the required neighborhood engagement and outreach. Such standards shall include written notification of members of the Board of Representatives for the district(s) which may be affected by such Amendment to the Zoning Regulations as are proposed. Such applicants shall document all neighborhood outreach methods and contacts, identify neighborhood reaction and feedback, and report their findings accordingly to the Zoning Board at the time any such application is filed.

Sec. C6-40-9. Referral to Board of Representatives by Opponents or Proponents of Amendments to the Zoning Regulations, Other Than the Zoning Map³¹¹.

(a) Petition to Refer Amendments to the Zoning Regulations to the Board of Representatives. If following a public hearing at which a proposed amendment to the Zoning Regulations, other than the Zoning Map was considered, a petition is filed as provided in Sec. C6-30-002 within ten (10) days after the official publication of the Zoning Board's decision thereon opposing such decision, such decision with respect to such amendment shall have no force or effect, but the matter shall be referred by the Zoning Board to the Board of Representatives within twenty (20) days after such official publication, together with written findings, recommendations, and reasons.

(b) Review by Board of Representatives. The Board of Representatives shall approve or reject any such proposed amendment at or before its second (2nd) regularly scheduled meeting following such referral. When acting upon such matters, the Board of Representatives shall be guided by the same standards as are prescribed for the Zoning Board in Sec. C6-40-1. The failure by the Board of Representatives either to approve or reject said amendment within the above time limit shall be deemed as approval of the Zoning Board's decision.

(c) Required Signatures on Petition. If the proposed amendment applies to only one Zone, the number of signatures required on any such written petition shall be either (i) one hundred (100), or (ii) twenty percent (20%) of the Owners of privately-owned land within the Zone or within five hundred (500') feet of the Zone, whichever is least (in which case such signers must be Landowners within the Zone or within five hundred (500') feet of the Zone), or (iii) three hundred (300) Landowners from anywhere within the City. If any such amendment applies to two or more Zones, or the entire City, the signatures of at least three hundred (300) Landowners shall be required, and such signers may be Landowners anywhere in the City.

Sec. C6-40-10. Referral of Proposed Amendments to the Zoning Regulations or Zoning Map to Planning Board³¹².

Any proposed amendments to the Zoning Regulations or Zoning Map or changes thereof shall be referred to the Planning Board for a report at least thirty (30) days prior

³¹¹ 2024 recodification and revision of Sec. C6-40-9, derived from S.A. No. 619, 1953; Referendum 11-3-1995; Referendum 11-6-1962; Referendum 11-3-1987; Referendum 11-7-1995; _____ 2024.

³¹² 2024 edit of Sec. C6-40-10, derived from referendum 11-4-1969; _____ 2024.

to the date assigned for a public hearing to be held thereon. The failure of the Planning Board to report prior to or at the hearing shall be taken as approval of such proposals. A statement of the vote of the Planning Board, approving, disapproving, or proposing a modification of such proposal shall be publicly read at any public hearing held thereon. The full report of the Planning Board regarding such proposal shall include the reasons for the Planning Board's vote thereon and shall be incorporated into the records of any public hearing held thereon. A proposal disapproved by the Planning Board may be adopted by the Zoning Board by a two-thirds (2/3^{rds}) vote of the entire membership of the Zoning Board. Upon request to the Planning Board by either the applicant or the opponent, a meeting shall be held by the Planning Board with such applicant and/or opponent before it shall render a decision.

Sec. C6-40-11. Notice of Public Hearings³¹³.

Notice of each public hearing held with respect to amendments of the Zoning Regulations and Zoning Map or applications for approval of site and architectural plans and/or requested uses shall be given in compliance with the requirements of **Sec. C1-10-4(i) and C1-10-4(ii)** and also by publishing in an official newspaper the time, place and purpose of such hearing. If any such hearing is to be held with respect to an amendment to the Zoning Map, such notice shall include a clear and accurate map showing the bounds of any area or areas affected. In addition, said notice shall include the street address(es) of the parcel(s) or zone(s) affected by such proposed amendment and shall provide a clear and concise narrative description of the substance of the proposed amendment. Said notice shall be published at least twice, the first not more than fifteen (15) nor less than ten (10) days before such hearing, and the last not less than two (2) days before such hearing; and a copy of such proposed amendment or a copy of such application for approval of site and architectural plans and/or requested uses shall be filed in the office of the Town and City Clerk at least ten (10) days before such hearing.

Sec. C6-40-12. Hearings³¹⁴.

If more than one public hearing is considered by the Zoning Board to be necessary or advisable, additional hearings may be held upon due notice, as herein above set forth, provided no more than ninety (90) days shall elapse between the first and last hearing on any one application, unless the applicant agrees in writing to an extension of such period.

Sec. C6-40-13. Approval of Site and Architectural Plans and/or Requested Uses³¹⁵.

In any Designed District, except in the IP-D Designed Industrial Park District, the design and location of all buildings on the lot, the height and bulk of buildings, the provision for off-street parking and loading spaces, and the use of the property shall be submitted to and be subject to the approval of the Zoning Board, who shall not approve same for a building permit until after a public hearing, notice of which shall be given as

³¹³ 2024 revision of Sec. C6-40-11, derived from S.A. No. 619, 1953; Referendum 11-4-1969; Referendum 11-3-1987; 2024.

³¹⁴ 2024 edit of Sec. C6-40-12, derived from S.A. No. 619, 1953.

³¹⁵ 2024 edit of Sec. C6-40-13, derived from referendum 11-4-1969; Referendum 11-7-1995.

hereinafter provided. In the IP-D Designed Industrial Park District, the exterior architectural design and the proposed use or uses of the initial building, and the site plan, including screening from adjacent residential areas, shall be submitted to and be subject to the approval of the Zoning Board, who shall not approve same for a building permit until after a public hearing, notice of which shall be given as hereinabove provided.

Sec. C6-40-14. Applications for Approval of Site and Architectural Plans and/or Requested Uses³¹⁶.

In any Designed District, any Stamford property owner or governmental agency, Department, Board or official must file an application with the Zoning Board for approval of site and architectural plans and/or requested uses. Such application shall be scheduled for at least one public hearing to be held within sixty (60) days from the date said application was filed, upon notice as hereinafter provided. The Zoning Board shall not hear any application or applications relating to the same request or substantially the same request, more than once in a period of twenty-four (24) months. If any applicant or applicants either withdraws or postpones an application or applications to the Zoning Board before the scheduled date of public hearing, said application or applications shall not be rescheduled for public hearing within ninety (90) days following the public hearing date from which said application or applications were withdrawn or postponed. Each applicant, upon filing an application pursuant to this section, shall pay a filing fee in such amount as may be prescribed by the Zoning Board and shall leave name and address with the Secretary of the Zoning Board. A copy of the decision of the Zoning Board, signed by the Secretary or Chairperson of the Zoning Board, shall be sent to the applicant by registered mail at the time of the official publication of such decision.

Sec. C6-40-15. Decisions³¹⁷.

The Zoning Board shall render a decision on all applications for amendments to the zoning regulations and map within sixty (60) days after the last public hearing thereon. No such decision shall become effective until at least ten (10) days have elapsed following the official publication of such decision in the manner hereinafter provided. A copy of each such decision, signed by the Secretary or Chairperson of the Zoning Board, shall be filed with the Town and City Clerk at the time of such official publication. If any decision of the Zoning Board is not referred to the Board of Representatives within ten (10) days of the official publication of such decision as herein above provided, such decision shall forthwith become effective and the Secretary or Chairperson of the Zoning Board shall file a certificate attesting to such fact with the Town and City Clerk. If any decision of the Zoning Board is referred to the Board of Representatives as herein above provided, the President or Clerk of the Board of Representatives shall file a certificate with the Town and City Clerk immediately following the decision of the Board of Representatives on such matter or, in the event that such Board fails to act on the matter within the time herein

³¹⁶ 2024 revision of Sec. C6-40-14, derived from referendum 11-4-1969; Referendum 11-3-1987; _____ 2024.

³¹⁷ S.A. No. 619, 1953; Referendum 11-3-1987; Referendum 11-7-1995).

above prescribed, said certificate shall be filed immediately following the expiration of such period, attesting to such decision or failure to decide.

Sec. C6-40-16. Publication of Decisions³¹⁸.

Official notice of decisions made by the Zoning Board with respect to all applications that are either adopted or denied to the zoning regulations and map shall be given by publishing each such decision or a summary thereof, together with, in the case of a zoning map amendment, a clear and accurate map showing the bounds of the area or areas affected thereby, in compliance with the requirements of Sec. C1-10-4(i) and C1-10-4(ii) and also in an official newspaper for at least one (1) day within five (5) days after such decision has been made. Official publication of each decision shall be deemed to have been made upon the date of the appearance of such official notice as provided above.

Sec. C6-40-17. Appeals³¹⁹.

Except in those situations where a decision of the Zoning Board is referred to the Board of Representatives for action pursuant to Sec. C6-40-5, C6-40-6, or C6-40-9, any person aggrieved by any such decision may appeal therefrom, within fifteen (15) days of the official publication of such decision, to the Superior Court, Judicial District of Stamford/Norwalk at Stamford. Any person aggrieved by a decision of the Board of Representatives or by a failure of that Board to decide a matter referred to it within the prescribed time pursuant to Secs. C6-40-5, C6-40-6 or C6-40-9 may appeal therefrom within fifteen (15) days of such decision or such expiration of prescribed time, whichever first occurs, to the Superior Court, Judicial District of Stamford/Norwalk at Stamford.

Sec. C6-40-18. Vote Required by Board of Representatives³²⁰.

In deciding all matters referred to the Board of Representatives pursuant to this Chapter, the affirmative vote of a majority of the entire membership of said Board shall be required.

Sec. C6-40-19. Enforcement of Planning and Zoning Regulations; Zoning Board of Appeals Decisions³²¹.

The Zoning Board shall appoint a Zoning Enforcement Officer who shall not be the Building Official and who shall be in the classified service. The provisions of the General Statutes, as amended, pertaining to the duties of Zoning Enforcement Officer shall apply to Stamford. The Zoning Enforcement Officer shall:

- (a) enforce all planning and zoning regulations;

³¹⁸ 2024 edit of Sec. C6-40-16, derived from S.A. No. 619, 1953; S.A. No. 10, Sp. Ss., 1955; Referendum 11-4-1969; Referendum 11-3-1987.

³¹⁹ S.A. No. 619, 1953; Referendum 11-4-1969; Referendum 11-3-1987; Referendum 11-7-1995.

³²⁰ S.A. No. 619, 1953.

³²¹ 2024 edit of Sec. C6-40-19, derived from S.A. No. 619, 1953; Referendum 11-3-1987; 2024.

(b) review building construction and development plans to assure that there are no violations of prescribed conditions set by the Commission prior to issuance of building permits;

(c) perform follow-up inspections in the field after construction has started;

(d) initiate, respond to, and investigate alleged zoning violations and violations of decisions of the Zoning Board of Appeals; and to issue cease and desist orders for any such violations;

(e) prepare such data as required by the Zoning Board of Appeals, attend all of the meetings of that Board and enforce its decisions;

(f) perform all other duties required by the Zoning Board or required by law as it applies to the Zoning Board;

(g) issue an occupancy permit only after approval of the Zoning Board of Appeals if the permit to proceed is found to have been issued erroneously.

Sec. C6-40-20. Authority of Zoning Enforcement Officer³²².

The provisions of Sec. C6-40-19 are intended to extend the powers of the Zoning Enforcement Officer of the Zoning Board to the limits of the City.

Sec. C6-40-21. Procedure When Regulations are Violated³²³.

The provisions of Section 846 of the General Statutes shall apply to the enforcement of the Zoning Regulations of the City of Stamford. (Now General Statutes §8-12)

Sec. C6-40-22. Controlling Requirement in Case of Variation³²⁴.

The provisions of Section 847 of the General Statutes shall continue to be applicable to the City. (Now General Statutes §8-13.)

Sec. C6-40-23. Saving Clauses³²⁵.

The Zoning Regulations and Map, including all amendments thereto, legally adopted prior to the effective date of this Charter, are hereby validated and continued in full force and effect until amended by action taken under the authority of this Chapter. Upon the effective date of the Master Plan the Zoning Regulations and Map theretofore

³²² S.A. No. 619, 1953; Referendum 11-6-1962; Referendum 11-3-1987; Referendum 11-7-1995

³²³ S.A. No. 619, 1953; Referendum 11-7-1995.

³²⁴ S.A. No. 619, 1953; Referendum 11-7-1995

³²⁵ S.A. No. 619, 1953; 2024.

in effect shall remain in full force and effect, provided on and after such date no amendments thereto shall be made except in the manner, and subject to the conditions herein above set forth.

SUBDIVISION D. ZONING BOARD OF APPEALS

Sec. C6-50-1. Powers and Duties of the Zoning Board of Appeals³²⁶.

The provisions of the General Statutes pertaining to zoning appeals shall apply to the City, except so far as inconsistent with the specific provisions of this Charter. The Zoning Board of Appeals is also empowered to grant the permits provided for in Sec. C6-40-19(g). The Zoning Board of Appeals of the City shall prepare, after its decision on any applications before it, a certificate signed by the Zoning Enforcement Officer setting forth the name or names of the property owner or owners of the land affected, the name or names of the streets on which the property is located, the date of the hearing and a statement of its findings and approval or rejection, which certificate shall be recorded in the office of the Town and City Clerk, indexed under the name or names of such property owner or owners, and no variance shall be permitted or building permit issued until such certificate of the Zoning Board of Appeals is filed in the public records in the office of the Town and City Clerk.

Sec. C6-50-2. Reversal of Decision of Zoning Officer³²⁷.

The concurring vote of four (4) members of the Zoning Board of Appeals shall be necessary to reverse any order, requirement or decision of the Zoning Enforcement Officer on any appeal taken therefrom.

Sec. C6-50-3. Limitation on Jurisdiction of Zoning Board of Appeals³²⁸.

The Zoning Board of Appeals shall have no direct appellate jurisdiction from the determinations of the Zoning Board.

SUBDIVISION E. BOARD OF ASSESSMENT APPEALS³²⁹

³²⁶ S.A. No. 379, 1951; S.A. No. 280, 1957; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

³²⁷ Referendum 11-4-1969; Referendum 11-3-1987.

³²⁸ **NO CITATION IN CURRENT CHARTER.**

³²⁹ **Note**—Connecticut General Statutes §12-110 was amended by P.A. 95-283, inter alia, to change the name of Board of Tax Review to Board of Assessment Appeals.

Cross reference(s)—Membership increase on board of assessment appeals for 1999 and 2000 assessment years, Code § 220-23.

Sec. C6-60-1. Appointment of Board of Assessment Appeals³³⁰.

There shall be a Board of Assessment Appeals consisting of five (5) members whose terms shall be three (3) years in accordance with Sec. C6-00-2 of this Charter.

Sec. C6-60-2. Powers and Duties of Board of Assessment Appeals³³¹.

The Board of Assessment Appeals shall have all the powers and perform all the duties that now are or hereafter may be conferred upon or required of Town Boards of Assessment Appeals by the General Statutes. The Board shall hear all appeals from the doings of the Tax Assessor in the manner prescribed by law for appeals from assessments. (State Law reference-See General Statutes §12-111 for powers and duties).

SUBDIVISION F. MUNICIPAL BUILDING BOARD OF APPEALS

Sec. C6-70-1. Appointment of Municipal Building Board of Appeals³³².

The Mayor shall appoint a Building Board of Appeals to consist of five (5) members, all of whom shall meet the qualifications set forth in the State Building Code.

SUBDIVISION G. HARBOR MANAGEMENT COMMISSION³³³

Sec. C6-75-1. Appointment of Harbor Management Commission³³⁴.

There shall be a Harbor Management Commission consisting of seven (7) regular members whose terms shall be three (3) years in accordance with Sec. C6-00-2. There shall also be two (2) alternate members of the Harbor Management Commission whose terms shall be two (2) years in accordance with Sec. C6-00-2.

Sec. C6-75-2. Powers and Duties of Harbor Management Commission³³⁵.

The Harbor Management Commission shall have all the powers and perform all the duties that now are or hereafter may be conferred upon or required of Harbor Management Commissions by the General Statutes. The Harbor Management Commission shall also have any powers and perform any duties established by ordinance from time to time.

**DIVISION 4. OTHER BOARDS AND COMMISSIONS
SUBDIVISION A. POLICE COMMISSION**

³³⁰ Referendum 11-8-1977; Referendum 11-7-1995; Referendum 11-6-2012.

³³¹ Referendum 11-6-1962; Referendum 11-8-1972; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

³³² Referendum 11-3-1987.

³³³ NEW (2024).

³³⁴ NEW (2024).

³³⁵ NEW (2024).

Sec. C6-80-1. Powers and Duties of the Police Commission³³⁶.

The Police Commission shall have the following powers and duties:

(1) Except for the appointment or removal of the Chief of Police, the Commission shall have the sole power of appointment and promotion of sworn members after consideration of any recommendations made by the Chief of Police and in accordance with the provisions of this Charter.

(2) To hear and determine appeals based upon the record under Sec. C6-80-3 within sixty (60) days from the bringing of such appeal.

(3) To order a hearing by the Chief under Sec. C5-40-2 if the Chief fails to decide an appealed matter within a reasonable time.

(4) To modify the decision of the Chief by ordering a reduction or increase of any disciplinary action on an appeal therefrom which the Chief could have imposed.

(5) To compensate officers and members of the Department for loss of personal property incurred in the performance of duty.

(6) To approve the rules and regulations concerning the operation of the Department and the conduct of all officers and employees thereof made by the Chief pursuant to the provisions of Sec. C5-40-2 within a period of thirty (30) days after transmission by the Chief of Police and upon failure to take action on said rules and regulations within said period, they shall be deemed approved.

(7) To conduct hearings and investigations relating to the general welfare of the Department.

(8) To conduct preliminary hearings relating to complaints against the Chief, and if it determines such complaints are meritorious, such complaints shall be forwarded to the Personnel Commission for determination thereon.

Sec. C6-80-2. Appointment of Police Commission³³⁷.

The Mayor shall appoint five (5) members of the Police Commission subject to the confirmation of the Board of Representatives.

Sec. C6-80-3. Appeals to Police Commission³³⁸.

Any complainant or sworn member not covered by a collective bargaining agreement, not satisfied with the decision of the Chief of Police, rendered pursuant to the provisions of Section C5-40-2, may appeal the decision to the Police Commission within

³³⁶ Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

³³⁷ Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

³³⁸ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

ten (10) days after receiving written notice of the decision. If the Chief of Police fails to decide an appealed matter within a reasonable time, the complainant may appeal to the Police Commission to order a hearing by the Chief. The Police Commission shall act as an appeals body after such action or inaction by the Chief of Police under Sec. C5-40-2(7), on appeals relating to complaints against the Department, or an officer that an action in violation of Sec. C6-140-8 has been committed. The Police Commission shall within sixty (60) days proceed to hear, and determine the appeal. Such officer or member shall have the right to be present and to be heard in person and to be represented by counsel and to defend such appeal.

The Police Commission is empowered to issue subpoenas, in its name, to compel the attendance of witnesses and shall, upon the oral application of such officer or member, issue a subpoena on his or her behalf, leaving the space for the names of witnesses blank that their names may be filled in. Any person served with a subpoena shall be bound to attend in obedience to the command thereof, and the Police Commission shall compel the attendance of witnesses and compel them to testify in the same manner as in the case of any officer or Board authorized by law to issue subpoenas and take testimony. If the accused shall be found guilty of the charges made against him or her, the Police Commission may punish him or her by reprimand, by forfeiting and withholding pay for a period not to exceed thirty (30) days from the date of suspension, by demotion in rank or grade or by discharge.

SUBDIVISION B. FIRE COMMISSION

Sec. C6-90-1. Powers and Duties of the Fire Commission³³⁹.

The Fire Commission shall have the following powers and duties:

(1) Except for the appointment or removal of the Fire Chief, the Commission shall have the sole power of appointment and promotion of career members after consideration of any recommendations made by the Fire Chief and in accordance with the provisions of this Charter.

(2) To hear and determine appeals based upon the record under Sec. C6-90-3 within sixty (60) days from the bringing of such appeal.

(3) To order a hearing by the Chief under Sec. C5-40-3(8) if the Chief fails to decide an appealed matter within a reasonable time.

(4) To modify the decision of the Chief by ordering a reduction or increase of any disciplinary action on an appeal therefrom which the Chief could have imposed.

³³⁹ Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

(5) To compensate officers and members of the Department for loss of personal property arising from injuries incurred in the performance of duty.

(6) To approve the rules and regulations concerning the operation of the Department and the conduct of all members of the Department made by the Chief pursuant to the provisions of Sec. C5-40-3 within a period of thirty (30) days after transmission by the Fire Chief and upon failure to take action on said rules and regulations within said period, they shall be deemed approved.

(7) To conduct hearings and investigations relating to the general welfare of the Department.

(8) To conduct preliminary hearings relating to complaints against the Chief, and if it determines such complaints are meritorious, such complaints shall be forwarded to the Personnel Commission for determination thereon.

Sec. C6-90-2. Appointment of Fire Commission³⁴⁰.

The Mayor shall appoint five (5) members of the Fire Commission subject to the confirmation of the Board of Representatives.

Sec. C6-90-3. Appeals to Fire Commission³⁴¹.

Anyone not covered by a collective bargaining agreement not satisfied with the decision of the Fire Chief, rendered pursuant to the provisions of Sec. C5-40-3(8), may appeal within ten (10) days after written notice to the complainant and member of the Department to the Fire Commission from the decision of the Fire Chief. If the Fire Chief fails to decide the matter within a reasonable time, the complainant may appeal to the Fire Commission to order a hearing by the Chief. The Fire Commission shall act as an appeals body after action or inaction by the Fire Chief under Sec. C5-40-3(8), on appeals relating to complaints against the Department or an officer that said person has committed an action in violation of Sec. C5-40-3. The Fire Commission shall within sixty (60) days proceed to hear, and determine the appeal. Such officer or member shall have the right to be present and to be heard in person and to be represented by counsel and to defend such appeal.

The Fire Commission is empowered to issue subpoenas, in its name, to compel the attendance of witnesses and shall, upon the oral application of such officer or member, issue a subpoena on his or her behalf, leaving the space for the names of witnesses blank that their names may be filled in. Any person served with a subpoena shall be bound to attend in obedience to the command thereof, and the Fire Commission shall compel the attendance of witnesses and compel them to testify in the same manner as in the case of any Officer or Board authorized by law to issue subpoenas and take

³⁴⁰ Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

³⁴¹ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

testimony. If the accused shall be found guilty of the charges made against him or her, the Fire Commission may punish him or her by reprimand, by forfeiting and withholding pay for a period not to exceed thirty (30) days from the date of suspension or by demotion in rank or grade or by discharge.

Sec. C6-90-4. (Reserved)³⁴²

SUBDIVISION C. HEALTH COMMISSION

Sec. C6-100-1. Appointment of the Health Commission³⁴³.

The Health Commission shall consist of five (5) members to serve overlapping terms of three (3) years, to be appointed by the Mayor and approved by the Board of Representatives in accordance with the provisions of this Charter. The Mayor shall take into consideration appointees who possess experience and qualifications in public health, environmental health and community outreach.

Sec. C6-100-2. Duties of the Health Commission³⁴⁴.

The Health Commission shall within applicable state statutes and/or special acts:

(1) Serve as an advisory body to the Director of Health regarding health policy issues for the City.

(2) Provide its advice and recommendations to the Mayor and the Director of Public Safety, Health and Welfare regarding appointment of the Director;

(3) Hear appeals from orders, decisions, actions, failures to act or denials by the Director rendered pursuant to powers granted to the Director herein.

Sec. C6-100-3. Elimination by Superseding Ordinance³⁴⁵.

The Board of Representatives, by ordinance, may supersede the provisions of this Charter concerning the existence, organization or duties of the Health Commission. Unless and until such an ordinance shall become effective, the Health Commission shall operate under the authority of this Charter.

SUBDIVISION D. RESERVED³⁴⁶

³⁴²**Editor's note**—Former Sec. C6-90-4, Appointment, Terms, was repealed by referendum vote 11-7-1995.

³⁴³ 2024 revision of current Sec. C6-100-1, derived from referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

³⁴⁴ Referendum 11-7-1961; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

³⁴⁵ Referendum 11-7-1995.

³⁴⁶**Editor's note**—Former 11 (previously Ch. 46 of Title IV), Public Welfare Commission, consisting of Secs. C6-110-1 and C6-110-2 (previously Secs. C-460 and C-463 respectively) was repealed by referendum vote 11-3-1987.

Sec. C6-110-1. (Reserved)

Sec. C6-110-2. (Reserved)

SUBDIVISION E. PARKS AND RECREATION COMMISSION

Sec. C6-120-1. Appointment, Terms³⁴⁷.

The Parks and Recreation Commission shall consist of five (5) members to serve overlapping terms of three years, to be appointed by the Mayor and approved by the Board of Representatives in accordance with the provisions of this Charter. In addition, the Superintendent of Parks and Recreation shall sit as a non-voting, ex officio member of the Parks and Recreation Commission.

Sec. C6-120-2. Powers and Duties of the Parks and Recreation Commission³⁴⁸.

The Parks and Recreation Commission shall have the following powers and duties:

(1) Subject to the approval of the Mayor and except as may be otherwise determined by the Board of Representatives by ordinance, to establish policies and procedures for providing public park facilities and public recreation programs for the effective, balanced utilization of such areas, facilities and equipment for active and passive recreation;

(2) To develop such plans as it deems necessary and useful for the preservation and expansion of natural resources and passive recreation areas in the City;

(3) To make all rules and regulations for the use and conduct of all parks and all public recreation areas.

Sec. C6-120-3. To Restrict Disposition of Land Used for Park Purposes³⁴⁹.

(a) **Disposition of Park Property in Excess of 10,000 Square Feet.** No property consisting of more than 10,000 square feet owned by the City and used for park purposes may be sold or otherwise transferred except after approval for such sale or transfer by public referendum. Such proposed disposition shall also be subject to written approval of the Mayor, a two-thirds' (2/3^{rds}) vote of the entire membership of the Planning Board, a two-thirds' (2/3^{rds}) vote of the entire membership of the Board of Finance and by a two-thirds' (2/3^{rds}) vote of the entire membership of the Board of Representatives.

(b) **Disposition of Park Property Less than 10,000 Square Feet.** Property consisting of 10,000 square feet or less, owned by the City and used for park purposes

³⁴⁷ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-2-2004.

³⁴⁸ S.A. No. 322, 1953; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995

³⁴⁹ 2024 revision of Sec. C6-120-3, derived from Referendum 11-4-1969; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

may be sold or otherwise transferred after written approval of the Mayor, a two-thirds' (2/3^{rds}) vote of the entire membership of the Planning Board, a two-thirds' (2/3^{rds}) vote of the entire membership of the Board of Finance and by a two-thirds' (2/3^{rds}) vote of the entire membership of the Board of Representatives.

(c) Public Hearing and Notification Provisions. In the event of any proposed disposition of park property, the governmental agency, Department, Board or Official of the City proposing such disposition hold at least one public hearing and shall also engage in neighborhood engagement and outreach which shall include (i) written notification of members of the Board of Representatives for the district(s) in which such park property is located, (ii) posting on the City website, and (iii) placement of a sign at the park property indicating that the disposition of such property is proposed and identifying a contact person or website where additional information may be obtained.

(d) Definition of Transfer includes Long-Term Lease. For purposes of this section, "transfer" shall include a lease of property for a term of ten (10) years or more.

(e) Additional Provisions. No land adjacent to any park property that shall have been disposed of in accordance with the provisions of this Section can be similarly sold or otherwise transferred within fifteen years after such disposition except by a vote of referendum as may be set forth in the General Statutes.

(f) City Taking Park Land for Highway Purposes. If the City takes any land for highway or other purposes, which land was purchased for park or other recreational or open space purposes, or for which bonds were issued for such purposes, or which had been dedicated for such purposes, the City shall provide comparable replacement land at least equal in value and per unit area size to the value and per unit area size of the land taken, provided before such land is taken for highway or other purposes a public hearing shall be held in the manner provided by the General Statutes.

Sec. C6-120-4. Elimination by Superseding Ordinance³⁵⁰.

The Board of Representatives, by ordinance, may supersede the provisions of this Charter concerning the existence, organization or duties of the Parks and Recreation Commission. Unless and until such an ordinance shall become effective, the Parks and Recreation Commission shall operate under the authority of this Charter.

³⁵⁰ Referendum 11-7-1995

SUBDIVISION F. GOLF COMMISSION

Sec. C6-130-1. Appointment, Terms³⁵¹.

The Stamford Golf Commission shall consist of five (5) members to serve overlapping terms of three (3) years, to be appointed by the Mayor and approved by the Board of Representatives in accordance with this Charter.

Sec. C6-130-2. Powers and Duties of the Golf Commission³⁵².

The Golf Commission shall have the following powers and duties:

(1) To establish policies for the management of the E. Gaynor Brennan Sr. Municipal Golf Course and any other golf course which may come under its jurisdiction.

(2) To make such rules and regulations for the use and conduct of the course(s) and of attendant facilities as may be required for proper usage and benefit to users. Such rules and regulations may be modified by the Board of Representatives.

Sec. C6-130-3. Elimination by Superseding Ordinance³⁵³.

The Board of Representatives, by ordinance, may supersede the provisions of this Charter concerning the existence, organization or duties of the Golf Commission. Unless and until such an ordinance shall become effective, the Golf Commission shall operate under the authority of this Charter.

Sec. C6-130-4. Annual Budget of the Golf Commission³⁵⁴.

The Golf Commission shall adopt and forward to the Mayor its proposed annual operating and capital budget in accordance with the procedures and timetable established for other City departments. The Mayor's proposed budget shall include and the Board of Finance shall appropriate, in addition to the regular capital and operating budgets of the Golf Commission for that fiscal year, not less than an amount equal to the annual revenues received by the City generated by the lease between the City and the Golf Authority (and any other revenue-generating agreements from the Authority for so long as such lease and revenue-sharing agreements are in effect) for the support of the Commission and its operational and capital requirements. The allocations between operating and capital accounts of the Golf Commission shall otherwise be determined in the regular order during the budget deliberations. This provision shall expire on the tenth (10th) anniversary of its enactment, unless extended in this Charter.

SUBDIVISION G. PERSONNEL COMMISSION

³⁵¹ S.A. No. 217, 1949; Referendum 11-3-1987; Referendum 11-7-1995.

³⁵² S.A. No. 217, 1949; Referendum 11-3-1987; Referendum 11-7-1995

³⁵³ Referendum 11-7-1995.

³⁵⁴ NEW (2024).

Sec. C6-140-1. Organization of the Personnel Commission³⁵⁵.

The Personnel Commission shall consist of five (5) members to serve overlapping terms of three (3) years, to be appointed by the Mayor and approved by the Board of Representatives in accordance with the provisions of this Charter.

Sec. C6-140-2. (Reserved)³⁵⁶

Sec. C6-140-3. (Reserved)³⁵⁷

Sec. C6-140-4. (Reserved)³⁵⁸

Sec. C6-140-5. Disqualification from Membership³⁵⁹.

No member of the Personnel Commission shall be an officer of a political party or shall hold any other public office or position, or shall be a member of any local, state or national committee of a political party, or shall be a member of any political club or organization.

Sec. C6-140-6. Duties of Personnel Commission Generally³⁶⁰.

It shall be the duty of the Personnel Commission:

(1) To represent the public interest in the improvement of personnel administration in the Civil Service;

(2) To advise the Mayor, the Director of Legal Affairs and the Director on problems concerning personnel administration;

(3) To make any investigation which it may consider desirable concerning the administration of the Civil Service and to make recommendations to the Mayor, the Director of Legal Affairs and the Director with respect thereto;

(4) To make an annual report to the Mayor regarding personnel administration in the Civil Service and recommendations for improvements therein;

³⁵⁵ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

³⁵⁶ **Editor's note**—Former Sec. C6-140-2 (previously Sec. C-731.2), Subsequent Appointment, was repealed by referendum vote 11-3-1987.

³⁵⁷ **Editor's note**—Former Sec. C6-140-3 (previously Sec. C-731.3), Employee Member, was repealed by referendum vote 11-3-1987.

³⁵⁸ **Editor's note**—Former Sec. C6-140-4 (previously Sec. C-731.4), Minority Representation and Exception Thereto, was repealed by referendum vote 11-3-1987.

³⁵⁹ Referendum 11-8-1977

³⁶⁰ S.A. No. 431, 1953; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

(5) To adopt or amend rules and to approve, disapprove, or modify the rules or amendments thereto recommended or submitted by the Director for the administration of the Civil Service, all only after public notice and hearing;

(6) To keep an adequate record of the proceedings of all meetings of the Personnel Commission, said record to be open for public inspection;

(7) In general, to maintain the integrity of the merit system in the administration of the Civil Service.

(8) To hear appeals in accordance with the provisions of the Charter.

Sec. C6-140-7. Subpoena Powers of Commission³⁶¹.

In any investigation conducted by the Director or by the Personnel Commission, the Personnel Commission shall have the power to subpoena and require the attendance of witnesses and the production thereby of records, data, books and papers pertinent to the investigation and to administer oaths to witnesses.

Sec. C6-140-8. Grounds for Discipline³⁶².

The grounds for discipline shall include but not be limited to the following:

- (1) Incompetency;
- (2) Misconduct;
- (3) Neglect of duty;
- (4) Habitual absence;
- (5) Conviction of a felony;
- (6) Conviction of a misdemeanor seriously affecting ability to perform job responsibilities;
- (7) Frequent violation or disregard of safety rules on the job;
- (8) Failure to report in writing on the job injuries to oneself or to a fellow employee;
- (9) Serious negligence resulting in damage to City property, machines, tools, equipment, vehicles, or damage to private property or injury or death to persons;
- (10) Insubordination or failure to follow specific orders by supervisors;
- (11) Failure to perform adequately the duties and responsibilities required for the job;
- (12) Reporting for work under the influence of intoxicants or illegal drugs, or the use of same on the job;
- (13) Illegal political activity;
- (14) Violation of the Code of Ethics of the City for actions or conduct seriously affecting the ability to perform job responsibilities..

³⁶¹ Referendum 11-8-1977.

³⁶² Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995.

Sec. C6-140-9. Hearings³⁶³.

Wherever used in this Chapter, the word "employee" shall mean all employees and officers of the City, except elected officials and those persons appointed by the Mayor to serve at the Mayor's pleasure. Any employee may be disciplined, suspended, demoted in rank or grade or discharged by the appropriate superior upon written notice specifically setting forth reasons. Notice in writing of such action shall be reported to the Personnel Director immediately. If the employee is not a member of a collective bargaining unit, the action may be appealed providing the Personnel Director is notified in writing within five (5) working days of such action. Within a reasonable time, which shall not exceed thirty (30) days of receipt of notification, the Board shall hold a hearing at which the employee may be represented by counsel. Said hearings shall be open or closed at the option of the employee.

Sec. C6-140-10. Personnel Appeals³⁶⁴.

The Personnel Commission shall have jurisdiction over appeals by any employee not a member of a collective bargaining unit regarding any alleged employer of matters in Secs. C6-140-8 and C6-140-9, and may affirm, reverse or modify the order of the superior, except that the Board shall not hear appeals from appellate decisions of the Personnel Commission. At the hearing on such appeals, technical rules of evidence shall not apply. In conducting the hearing, the Personnel Commission shall have power to administer oaths, issue subpoenas, and shall, upon oral request of the aggrieved person, issue a subpoena leaving the space for the names of witnesses blank that the employee may fill in their names, receive evidence, compel the production of books and papers relevant to the hearing, and question witnesses. It shall be the duty of the Personnel Commission, within sixty (60) days of the conclusion of the hearing to make a statement of findings and recommendations which shall be binding on both parties in dispute. All orders of the Personnel Commission shall be in writing and kept on file, and a copy filed with the Director of Personnel and served on the party affected thereby in person or by certified mail, return receipt requested, addressed to the employee at his or her place of residence.

Sec. C6-140-11. Appeals from Actions of the Personnel Commission³⁶⁵.

Any employee aggrieved by any order, action, or decision of the Personnel Commission shall have the right to appeal, within fifteen (15) days of said order, action or decision, to a court of competent jurisdiction in the manner prescribed by law for appeals from municipal boards. In the event a decision is not rendered within sixty (60) days of the final hearing, all charges against said employee shall be dismissed and the individual returned to former duties.

³⁶³ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

³⁶⁴ Referendum 11-7-1995; Referendum 11-6-2012. **Editor's note**—Former Sec. C6-140-10 (previously Sec. C-731.1), Transition Provision, was repealed by referendum vote 11-3-1987.

³⁶⁵ Referendum 11-6-2012. **Note**—Formerly under Sec. C6-150-2.

Sec. C6-140-12. Elimination by Superseding Ordinance³⁶⁶.

The Board of Representatives, by ordinance, may supersede the provisions of this Charter concerning the existence, organization or duties of the Personnel Commission. Unless and until such an ordinance shall become effective, the Personnel Commission shall operate under the authority of this Charter.

SUBDIVISION H. RESERVED

Sec. C6-150-1. (Reserved)³⁶⁷

Sec. C6-150-2. (Reserved)³⁶⁸

SUBDIVISION I. WATER POLLUTION CONTROL AUTHORITY³⁶⁹

Sec. C6-160-1. Water Pollution Control Authority: Appointment, Terms³⁷⁰.

The Water Pollution Control Authority shall consist of not fewer than five (5) members to serve overlapping terms of three (3) years, to be appointed by the Mayor and approved by the Board of Representatives in accordance with this Charter.

Sec. C6-160-2. (Reserved)³⁷¹.

Sec. C6-160-3. Powers and Duties³⁷².

The Water Pollution Control Authority shall have all of the powers and duties as are provided in Chapter 103 of the Connecticut General Statutes, as the same may be amended from time to time, and as may be provided by ordinances adopted by the City of Stamford pursuant thereto. The Water Pollution Control Authority shall coordinate its activities with the Director of Operations and the City as necessary to carry out its functions.

Sec. C6-160-4. (Reserved)³⁷³

Sec. C6-160-5. (Reserved)³⁷⁴

³⁶⁶ Referendum 11-6-2012. **Note**—Formerly under Sec. C6-140-10.

³⁶⁷ **Editor's Note**—Former Sec. C6-150-1, Personnel Appeals Board, deleted by referendum vote 11-6-2012.

³⁶⁸ **Editor's Note**—Former Sec. C6-150-2, Appeal, deleted by referendum vote 11-6-2012.

³⁶⁹ **Note**—Formerly Sewer Commission.

³⁷⁰ Referendum 11-8-1977; Referendum 11-7-1995; Referendum 11-6-2012; Referendum 11-5-2013.

³⁷¹ **Editor's Note**—Former Sec. C6-160-2, Definitions, deleted by referendum vote 11-6-2012.

³⁷² Referendum 11-8-1977; Referendum 11-7-1995; Referendum 11-6-2012

³⁷³ **Editor's Note**—Former Sec. C6-160-4, Public Hearings on Proposed Acquisition or Construction, deleted by referendum vote 11-6-2012.

³⁷⁴ **Editor's Note**—Former Sec. C6-160-5, Determination of Compensation, Assessments, Other Matters, deleted by referendum vote 11-6-2012.

Sec. C6-160-6. Elimination by Superseding Ordinance³⁷⁵.

The Board of Representatives, by ordinance, may supersede the provisions of this Charter concerning the existence, organization or duties of the Water Pollution Control Authority. Unless and until such an ordinance shall become effective, the Water Pollution Control Authority shall operate under the authority of this Charter.

**SUBDIVISION J. DIVERSITY, EQUITY, INCLUSION AND DISABILITY
COMMISSION³⁷⁶**

Sec. C6-170-1. Formation³⁷⁷.

There shall be a Diversity, Equity, Inclusion and Disability Commission in the City of Stamford.

Sec. C6-170-2. Appointment. Terms³⁷⁸.

The composition, membership, terms and other organizational matters will be determined in accordance with an Ordinance to be enacted by the Board of Representatives.

Sec. C6-170-3. Powers and Duties³⁷⁹.

The Commission shall exercise such additional powers, duties and authority as may be set forth by Ordinance.

SUBDIVISION K. PATRIOTIC AND SPECIAL EVENTS COMMISSION

Sec. C6-180-1. Appointment and Terms³⁸⁰.

The Board of Representatives may establish by ordinance a Patriotic and Special Events Commission.

Until the Board of Representatives shall establish such commission by ordinance, there shall be a Patriotic and Special Events Commission consisting of five (5) members, three of whom shall be veterans, whose terms shall be three years in accordance with Sec. C6-00-2. The Mayor and the Director of Administration shall be ex-officio members of this Commission.

³⁷⁵ Referendum 11-7-1995; Referendum 11-6-2012

³⁷⁶ **Editor's note**—Former 17, Park Commission, consisting of Secs. C6-170-1 through C6-170-3 (previously Secs. C-595, C-595.1 and C-596, respectively), was repealed by referendum vote 11-3-1987.

³⁷⁷ NEW (2024)

³⁷⁸ NEW (2024)

³⁷⁹ NEW (2024)

³⁸⁰ Referendum 11-7-1961; Referendum 11-3-1987; Referendum 11-7-1995.

Sec. C6-180-2. Powers and Duties of the Patriotic and Special Events Commission³⁸¹.

Unless the Board of Representatives shall by ordinance determine otherwise, the Patriotic and Special Events Commission is authorized to arrange for all patriotic and special events for which the City provides funds or otherwise participates, such as observances of patriotic and other holiday celebrations. The Commission shall specifically make arrangements for appropriate observance of Memorial Day, Flag Day, Veterans Day, Independence Day and other national holidays and for receptions of distinguished visitors to the City. Under the provisions of Part 8 of this Charter, it shall furnish annually a budget of estimated revenues and expenditures for the ensuing year, sufficient to provide for appropriate observance. The Commission is to act as liaison between the City and all interested individuals and organizations who may wish to participate in such patriotic and special events.

SUBDIVISION L. SOCIAL SERVICES COMMISSION³⁸²

Sec. C6-190-1. Appointment, Terms³⁸³.

The Social Services Commission shall consist of five (5) members to serve overlapping terms of three years, to be appointed by the Mayor and approved by the Board of Representatives in accordance with the provisions of this Charter.

Sec. C6-190-2. Powers and Duties of the Social Services Commission³⁸⁴.

The Social Services Commission shall exercise the powers concerning the investigation and elimination of discriminatory practices pursuant to §§7-148i through 7-148n, inclusive, of the General Statutes.

Transition and Sunset Provision. The Social Services Commission shall continue to exercise the powers given to a fair rent commission pursuant to C.G.S. §§7-148b through 7-148f, inclusive, until the effective date of the Housing Commission, set forth in Subdivision O of this Charter.;

SUBDIVISION M. HISTORIC PRESERVATION ADVISORY COMMISSION

³⁸¹ Referendum 11-7-1961; Referendum 11-3-1987; Referendum 11-7-1995

³⁸² **Editor's note**—Former 19, Traffic Commission, consisting of Secs. C6-190-1 and C6-190-2, was repealed by referendum vote 11-7-1995. Note(s)—The Social Services Commission combined the former Human Rights Commission and the Fair Rent Commission.

³⁸³ Referendum 11-7-1995.

³⁸⁴ 2024 revisions of current Sec. C6-190-2, derived from referendum 11-7-1995.

Sec. C6-200-1. Formation³⁸⁵.

There shall be a Historic Preservation Advisory Commission in the City of Stamford.

Sec. C6-200-2. Appointment, Terms³⁸⁶.

The composition, membership, and method of appointment of the Historic Preservation Advisory Commission shall be determined in accordance with an ordinance to be enacted by the Board of Representatives.

Sec. C6-200-3. Powers and Duties of the Historic Preservation Advisory Commission³⁸⁷.

The Historic Preservation Advisory Commission shall only be advisory to the land use boards and commissions of the City regarding issues concerning historic preservation within the City.

SUBDIVISION N. BOARD OF ETHICS

Sec. C6-210-1. Formation.

There shall be a Board of Ethics in the City of Stamford³⁸⁸.

Sec. C6-210-2. Appointment, Terms³⁸⁹.

The Board of Ethics shall consist of not fewer than five (5) full members and two (2) alternates to serve overlapping terms of three (3) years to be appointed by the Mayor and approved by the Board of Representatives in accordance with the provisions of this Charter. The initial members shall be appointed to terms as follows: two (2) members for three (3) year terms; two (2) members for two (2) year terms; and one (1) member for a one (1) year term. All subsequent appointments will be three (3) year terms.

Sec. C6-210-3. Powers and Duties of the Board of Ethics; Code of Ethics³⁹⁰.

The Board of Ethics shall investigate and adjudicate violations of the Code of Ethics that are brought to its attention. The Board of Ethics may establish such rules of procedure and process as it deems necessary to conduct its business. The Board of Representatives shall adopt a Code of Ethics or may affirm any such code of ethics that

³⁸⁵ Referendum 11-6-2012.

³⁸⁶ Referendum 11-6-2012.

³⁸⁷ Referendum 11-6-2012.

³⁸⁸ Referendum 11-6-2012

³⁸⁹ Referendum 11-6-2012; Referendum 11-5-2013

³⁹⁰ Referendum 11-6-2012

exists at the time of the creation of the Board of Ethics, which shall constitute the Code of Ethics to be enforced or applied by said Board.

Sec. C6-210-4. Legal Advisor for the Board of Ethics³⁹¹.

The Office of Legal Affairs shall serve as legal counsel to the Board of Ethics. In the event a conflict of interest arises, the Director for Legal Affairs shall retain outside counsel for the Board of Ethics.

SUBDIVISION O. HOUSING COMMISSION

Sec. C6-210-1. Formation³⁹².

There shall be a Housing Commission in the City of Stamford.

Sec. C6-210-2. Appointment. Terms³⁹³.

The composition, membership, terms and other organizational matters will be determined in accordance with an Ordinance to be enacted by the Board of Representatives.

Sec. C6-210-3. Powers and Duties³⁹⁴.

The Housing Commission shall:

- (1) Exercise the powers given to a fair rent commission pursuant to C.G.S. §§7-148b through 7-148f, inclusive;
- (2) Promote and encourage the development and continued availability of affordable housing for the people of Stamford, by bringing together public and private resources, developing recommendations for comprehensive housing policies and goals, and facilitating the accomplishment of those goals; and,
- (3) Have such additional powers, duties and authority as may be set forth by Ordinance.

³⁹¹ Referendum 11-6-2012

³⁹² NEW (2024)

³⁹³ NEW (2024)

³⁹⁴ NEW (2024)

PART 7. PENSIONS

DIVISION 1. PENSIONS

Sec. C7-10-1. Pension Power³⁹⁵.

The Board of Representatives may enact any ordinances to provide for payment of pensions to any officer or employee who shall have held office or employment in the Town or City for a period of twenty-five years or more, or to the surviving spouse or dependents thereof.

Sec. C7-10-2. Trustees of Pension Plans³⁹⁶.

There shall be such trust funds named herein or created hereafter by the Board of Representatives, which shall be governed by a trust indenture or similar document, as amended from time to time by the respective collective bargaining agreement. The Director of Legal Affairs may prepare for the Trustees of each pension plan an agreement and declaration of trust for the Classified Employees Retirement Fund, Firefighters Pension Trust Fund, Police Pension Trust Fund, and the Custodians and Mechanics Retirement Fund, and such plans as may be later established by collective bargaining agreements.

Sec. C7-10-3. Powers, Duties of Trustees³⁹⁷.

The Trustees of each fund shall select one or more trust companies or banks authorized to do business in this State to be custodian of the assets of the fund and one or more investment managers to invest the assets of the funds for which services the Trustees shall be authorized to pay reasonable compensation. The custodian and investment manager may be the same person. An "investment manager" shall be a bank, trust company, insurance company or registered investment adviser under the Investment Advisers Act of 1940. Any agreement, including amendments and revisions thereof, between the Trustees and a custodian or investment manager shall be in writing and filed in the office of the Town and City Clerk and with the Corporation Counsel within thirty (30) days of the execution thereof. Any portion of the said fund may be invested in tax exempt bonds or in any securities authorized by the laws of the State as investments for trust funds or may be deposited in any savings banks or trust companies, or may be used to purchase life insurance or endowment policies or annuity contracts issued by a life insurance company authorized to transact business in this State. Subject to policy section of the Board of Trustees, discretion in investing the assets of the funds in accordance with the foregoing provisions shall be with the investment manager or investment managers selected by the Trustees for the purpose of investing the assets of the funds,

³⁹⁵ Referendum 11-3-1987.

³⁹⁶ Referendum 11-3-1987; Referendum 11-7-1995.

³⁹⁷ Referendum 11-3-1987; Referendum 11-7-1995

who may also consult with the Director of Administration. The Trustees shall annually publish and deliver to the participants in each fund a summary statement of the fund's year-end total cost and market value, yield, total contributions of employees and which shall separately state unfunded vested and prior-service liabilities of the City. The Trustees may make such other statement, reports and communications to all participants as they shall consider necessary.

Sec. C7-10-4. Adjustments³⁹⁸.

The Trustees of each pension trust fund named herein or created hereafter by the Board of Representatives may implement adjustments for retired participants in such trusts; provided, however, that such adjustments may be implemented with respect to a pension trust only when such pension trust is fully funded on an actuarially sound basis and the adjustments will not impair such funding; and provided further that any such proposed adjustments are approved by a majority of the Board of Finance and a majority of the Board of Representatives, prior to implementation.

Sec. C7-10-5. Effect of Current Labor Contracts³⁹⁹.

The Retirement provisions of the Classified Employees Retirement Plan shall supersede but shall not abrogate any section of this chapter and shall be applicable to all employees within the classified service whether or not such employees are embraced within labor contracts.

Sec. C7-10-6. Promulgation of Rules by Board of Education⁴⁰⁰.

The Board of Education is authorized to make such rules as may be necessary or convenient for the administration of said retirement system and to fix the maximum age at which custodians or employees of the maintenance department may be employed and to change the same, from time to time, as may be necessary or expedient.

Sec. C7-10-7. Merger with Other Pension Fund; Master Trusts⁴⁰¹.

It is recognized that at some time or times in the future, the Trustees may deem it in the best interest of the employees that the Trust Fund be merged, consolidated, amalgamated, or joined in some other manner with other pension trust funds covering other employees, or that the Trust Fund accept funds from other pension trust funds in connection with a merger, consolidation or amalgamation, or that one or more trust funds may become subject to a master trust agreement. The Trustees may investigate, evaluate and negotiate any such merger, consolidation, amalgamation or creation of a master trust agreement, and enter into an agreement to consummate the same, provided that such action is approved by Trustees and a majority of the employees.

³⁹⁸ Referendum 11-7-1995

³⁹⁹ Amendment of 6-14-1976; Referendum 11-7-1995. **Note**—Formerly Sec. C7-10-4.

⁴⁰⁰ Referendum 11-7-1995. **Note**—Formerly Sec. C7-10-5.

⁴⁰¹ Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C7-10-6.

Sec. C7-10-8. Police and Fire Pension Funds⁴⁰².

There shall be in Stamford a Fund known as the "Police Pension Fund" and a Fund known as the "Firefighter's Pension Fund". All accumulations of the police and fire pension funds, existing under and by virtue of the laws of this State or otherwise, and all property heretofore devised or given for the benefit of disabled police officers and firefighters or of said Funds, and all property heretofore given to or vested in said departments or said Funds on account of services rendered, are ratified and confirmed and transferred to and vested in the trustees of said police or firefighter's pension fund herein provided for, to be held, managed and disposed of as hereinafter provided. There shall further be deposited in such Funds, respectively, monies derived as follows:

(1) All devises, bequests or gifts for the benefit of disabled police officers or firefighters and all gifts to the Police Department or Fire Department on account of service rendered;

(2) All rewards, fees, gifts, testimonials and emoluments that may be presented to the Police Department or Fire Department, or to any member thereof on account of special services, except such as shall be allowed by the Chief to be retained by a member;

(3) The income from all property and money belonging to the respective Funds;

(4) Sums appropriated from time to time to the Fund of the department upon the recommendation of the Chief, each appropriation to be charged against the Department for which it is made.

Sec. C7-10-9. Deferred Compensation Plan⁴⁰³.

The City shall act as the Plan Sponsor for any Deferred Compensation Plan created in accordance with the requirements of sections 457 or 401(a) of the Internal Revenue Code of 1986, as amended, for classified and unclassified employees. Pursuant to the executive and administrative powers granted to the Mayor under Sec. C3-10-1, the Mayor shall execute Plan documents setting forth the terms of participation in each such Deferred Compensation Plan. The Mayor, may designate qualified staff and contract with third-party administrators and custodians to be responsible for establishing, monitoring, evaluating, overseeing, revising and administering any Deferred Compensation Plan in accordance with the provisions of the Plan documents and any applicable collective bargaining provisions.

⁴⁰² Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012. **Editor's note**—Former Sec. C7-10-8 (previously Sec. C-711.1), Restrictions on Payments, was repealed by referendum vote 11-3-1987. Note(s)—Formerly Sec. C7-10-7.

⁴⁰³**NEW (2024). Historical editor's note attached to the former "reserved" provision.** Former Sec. C7-10-9 (previously Sec. C-712), Boards of Trustees, was repealed by referendum vote 11-3-1987.

Sec. C7-10-10. (Reserved)⁴⁰⁴.

Sec. C7-10-11. (Reserved)⁴⁰⁵.

Sec. C7-10-12. (Reserved)⁴⁰⁶.

Sec. C7-10-13. (Reserved).

DIVISION 2. RETIREMENT

Sec. C7-20-1. Retirement for Disability⁴⁰⁷.

The Board of Trustees of the Police Pension Fund or the Board of Trustees of the Firefighter's Pension Fund may, by a majority vote of its members, upon the request of the respective Chief of the Fire and Police Departments, as a reward for conspicuously meritorious service, retire from duty any member of the regular Police or Fire Force or of the Veteran Reserve after twenty years of continuous service in the Department, exclusive of time served as a supernumerary or special police officer, or as a call volunteer or supernumerary firefighter, upon certificate of such medical examiner as the Board of Trustees may designate showing that such member is permanently disabled, physically or mentally, so as to be unfit for any police or fire duty; provided such medical examiner shall further certify that, in the medical examiner's opinion, such disability is due either to the natural infirmities of old age, to ailment or to injury received or exposure endured in the performance of duty in such Department. The Board of Trustees, by a majority vote, may retire any member of the regular or supernumerary Police Force or member of the regular or supernumerary Fire Department who, in the actual performance of duty and without personal fault or misconduct, shall have become permanently disabled, so as to be incapacitated in the performance of duty. The member so retired shall be entitled to receive from the proper Fund, during life time, unless removed from the retired list after notice and hearing by a majority vote of the Board of Trustees an annual sum, payable monthly, equal to one-half (1/2) of the member's compensation during the last year of service, or, in case of a member of the supernumerary Police Force or Fire Force, equal to one-half of the initial compensation of a patrol officer on the regular Police Force. Whenever either Board of Trustees shall remove a former member of the Police or Fire Department from the retired list, the Board shall make and keep on file a written statement of the reasons for such removal.

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⁴⁰⁴**Editor's note**—Former Sec. C7-10-10 (previously Sec. C-712.1), Investment of Pension Funds, was repealed by referendum vote 11-3-1987.

⁴⁰⁵**Editor's note**—Former Sec. C7-10-11 (previously Sec. C-712.3), Size of Funds, was repealed by referendum vote 11-3-1987.

⁴⁰⁶**Editor's note**—Former Sec. C7-10-12 (previously Sec. C-712.2), Pensions, was repealed by referendum vote 11-3-1987.

⁴⁰⁷ Referendum 11-3-1987; Referendum 11-7-1995)

Sec. C7-20-2. Retirement on Pension after Twenty-Years' Service⁴⁰⁸.

The Board of Trustees of the Police Pension Fund or the Board of Trustees of the Firefighter's Pension Fund may, of its own volition, by a majority vote, and shall, at the request of any officer of the Police or Fire Department, or of any member of the regular Police or Fire Force or the Veteran Reserve, who shall have served in the Police or Fire Department continuously for a period of twenty years or more, exclusive of time served as a supernumerary or Special Police Officer, or call volunteer or supernumerary firefighter, retire such officer or member to the retired list. Thereafter such retired officer or member shall be entitled to receive, from the Fund, during life time, an annual sum, payable monthly, as specified in collective bargaining contracts or as otherwise provided.

Sec. C7-20-3. Computation of Service⁴⁰⁹.

The term of service of any member of the Police or Fire Department of Stamford who has resigned or may hereafter resign and thereafter has been immediately reappointed as a member of the Police or Fire Department, shall be considered as a term of continuous service for the purpose of receiving any benefits under this Chapter.

Sec. C7-20-4. Retirement on Pension at Sixty-Five Years of Age⁴¹⁰.

Any regular member or officer of the Police or Fire Department upon reaching the age of sixty-five (65) years shall be placed on the retired list of that department and the Board of Trustees of the proper pension fund shall direct that, during lifetime, a pension be paid to the member monthly.

Sec. C7-20-5. Death Pension after Ten Years' Service.

When any member of the Police Department or the Fire Department shall die, after having served in either of such departments continuously for a period of ten (10) years or more, exclusive of time served as a supernumerary or Special Police Officer, or call volunteer or supernumerary firefighter, or when any member of the Police Department or the Fire Department shall die or be permanently injured in the actual performance of duty, the Board of Trustees shall direct an allowance out of this Fund, equal to one-half of the salary of such deceased police officer or firefighter, to be paid to the surviving spouse or the dependent children, parent or sibling of the deceased police officer or firefighter, as the case may be. The allowance shall be paid to the spouse until death or remarriage and thereafter such part of the allowance as the trustees shall find reasonable, to the children of such police officer or firefighter who are under the age of sixteen years, or, if such police officer or firefighter shall die leaving no spouse or children, then such sum shall be paid to the parent or sibling, provided such parent or sibling, prior to the employee's death, depended, in whole or in part, upon said employee for support, such sum to be paid so long as the Board of Trustees shall deem it necessary. The aggregate payments in any year shall be no greater than one-half of such salary. In the case of any police officer or firefighter who shall have died while retired or a member of the Veteran Reserve, the

⁴⁰⁸ S.A. No. 49, 1949; S.A. No. 345, 1953; Referendum 11-3-1987

⁴⁰⁹ Referendum 11-7-1995.

⁴¹⁰ Referendum 11-4-1969; Referendum 11-3-1987.

allowance shall be equal to one-half the pay which the deceased police officer or firefighter was receiving immediately prior to being retired or placed upon the veteran reserve.

Sec. C7-20-6. Veteran Reserve⁴¹¹.

In addition to the regular, supernumerary and Special Police Force and the regular and supernumerary Fire Force, there shall be an honorary grade known as the "veterans' reserve", to which the Board of Trustees may, at its discretion, by unanimous vote, transfer any member of the regular Police or Fire Force who shall, from age, physical disability incurred in the discharge of perilous duty, or long and faithful service, become permanently disqualified for the more active duties of the regular grade; provided that the pay of any member of the veteran reserve shall be regulated by the Board of Trustees in accordance with the amount of duty performed, and that it shall not be more than one-half nor less than one-quarter of the rate of compensation last received by such member while on the regular Police or Fire Forces, provided that any member of the veteran reserve may be removed in the same manner as a member of the regular Police or Fire Forces; and provided that no transfer to the veteran reserve shall be made except upon the certificate of such medical examiner as the Board of Trustees may appoint. All members so transferred shall be subject to the orders of the Board of Trustees, which may at any time require any such member to be reexamined and, in case that member shall be reported capable of performing duty, the Police or Fire Commission may, by an affirmative majority vote, restore that member to the regular Police or Fire Force.

Sec. C7-20-7. Recall from Pension List⁴¹².

At its discretion the Board of Trustees may order any member on the retired list, except such members as have been retired under the provisions of Section C7-20-2, to be examined or reexamined by a medical examiner to be designated by the Board, and, if such member shall be reported capable of performing duty, the Police or Fire Commission may restore the member either to the regular or the veteran reserve force.

Sec. C7-20-8. Refusal to Pay Assessment⁴¹³.

Any person who shall neglect or refuse to pay any assessment which may be laid as herein provided shall not be entitled to any benefits from said Funds.

Sec. C7-20-9. Pensions Not to Apply⁴¹⁴.

The members of the Volunteer Fire Departments in the Town of Stamford shall not be eligible to pensions under the provisions of this Charter.

⁴¹¹ Referendum 11-3-1987. Referendum 11-3-1987.

⁴¹² Referendum 11-3-1987.

⁴¹³ NO CITATION IN CURRENT CHARTER.

⁴¹⁴ NO CITATION IN CURRENT CHARTER.

Sec. C7-20-10. (Reserved)⁴¹⁵.

DIVISION 3. CLASSIFIED EMPLOYEES' RETIREMENT FUND⁴¹⁶

Sec. C7-30-1. Generally⁴¹⁷.

There shall be a Fund to be known as the "Stamford Classified Employees' Retirement Fund" for the benefit of all full-time employees of the City who are members of the Classified Service as defined in the Charter of the City of Stamford, except the members of the Police and Fire Departments and school custodians and any other employees who are beneficiaries of other pension plans partially or fully supported by City taxes or contributions. Coverage under the Federal Social Security Act shall not be considered to preclude membership in the Stamford Classified Employees' Retirement Fund.

Definitions. For the purpose of this Charter the following words and phrases shall have the meanings stated unless the context clearly requires another meaning:

"Fund" shall mean the Stamford Classified Employees' Retirement Fund created by this Charter.

"Member" shall mean a beneficiary of the Fund whether currently in receipt of benefits or not. Membership shall become effective one month after date of employment. Employees who are given permanent status, who have been employed in a temporary capacity for three (3) months or more before becoming a permanent employee, may pay arrears of contributions for the period of temporary employment by a single payment or by having the additional amount deducted from the payroll over such period as the employee may desire, but not to exceed twelve (12) months.

"Service" shall mean full-time service for the Town or City of Stamford while a member. Service shall also include such full-time service on behalf of said Town or City as the Board of Trustees shall recommend and the Board of Representatives shall approve, where the employee was directly employed by a federal agency or Town or City official in the performance of official duties. Where there has been a break in service, the service prior to the break shall be accepted as well as that after the break. However, only those months for which contributions were made shall be counted, with the exception of that time spent as a member of the armed forces of the United States in time of war or

⁴¹⁵ **Editor's note**—Former Sec. C7-20-10 (previously Sec. C719), Extension of Pension Rights, was repealed by referendum vote 11-3-1987.

⁴¹⁶ **Note**—The reader should note the terms of Sections C7-30-1 through C7-30-11 may be superseded by collective bargaining agreements and arbitration decisions. Copies of said agreements and decisions are available at the Government Center and reference to such documents is recommended for an accurate assessment of the effective provisions of these sections.

⁴¹⁷ Referendum 11-3-1987; Referendum 11-7-1995.

reasonable apprehension thereof, or during a national emergency, by any member of the retirement system or by any person who would otherwise be eligible for membership hereunder shall be included in computing length of time of service in the City, provided such person shall apply and qualify for reemployment in the City service in accordance with the provisions of the National Service Act.

"Salary" shall mean regular salary or wages paid to the member by the City and shall include any additional salary or wages such as a cost-of-living adjustment paid to all members or any class or classes of members. It shall not include compensation, if any, paid for special services on an individual basis.

"Average final salary" shall mean the average annual salary for the two fiscal years in which the member's salary was the highest out of the last five years before retirement.

"Social Security Benefit" shall mean twelve times the monthly benefit to which the member would be entitled as an individual under the Old Age and Survivors' Insurance provisions of the Federal Social Security Act if the member ceased all gainful employment and made application for the benefit.

"Classified employee" shall include an appointed office holder who holds a position in the classified service.

Sec. C7-30-2. Composition of Fund⁴¹⁸.

The Fund shall consist of all monies received from the following sources:

(a) All appropriations, gifts, or bequests made to the Fund from public or private sources, and all net income resulting from the investment of the Fund;

(b) A contribution by each classified employee of the City who is a member, until the employee shall have completed thirty-three (33) years of service, of three (3%) percent of the employee's salary, which contribution shall be collected as deductions from pay and transmitted by the Director of Administration at the end of each month, to the Fund⁴¹⁹;

(c) All compensations for services that remain unclaimed by any classified employee for a period of one year after the same shall have become due shall return to the Fund.

(d) An annual appropriation by the City, as determined by the Board of Finance and approved by the Board of Representatives, on the basis of an actuarial survey made at the direction of the Board of Finance not more than five years prior to the date of the

⁴¹⁸ 2024 revision of Sec. C7-30-2, derived from resolution No. 435, 3-2-1964; Referendum 11-3-1987; Referendum 11-7-1995.

⁴¹⁹ Referendum 11-7-1995.

appropriation, to be at least equal in amount to the sum of the contribution made by members under (b) for the preceding calendar year;

(e) Such additional appropriation by the City, if any is necessary, sufficient with the balance of the Fund at the end of any calendar year, to make the Fund at least equal to the sum of the contributions previously made by all the then existing members who are not then in receipt of benefits from the Fund, plus interest at the rate of two (2%) percent per annum, compounded annually on such contributions;

(f) Any sum which the Board of Finance, within its discretion, causes to be paid in lieu of the contribution of any classified employee who shall have entered the armed forces of the United States.

Sec. C7-30-3. Trustees⁴²⁰.

The Trustees of the Fund shall be the Mayor, who shall be Chairperson, the Chairperson of the Board of Finance, the President of the Board of Representatives, and three (3) representatives of the Classified employees, including retired Classified employees, one to be elected each year for a three (3) year term.

No action shall be taken by the Trustees except upon a majority vote of all Trustees. The Trustees shall serve without compensation, shall have charge of the general direction and management of the Fund, and shall select one or more trust companies or banks authorized to do business in this State to be custodian of the assets of the Fund, and one or more investment managers to invest the assets of the funds for which services the Trustees shall be authorized to pay reasonable compensation. The custodian and investment manager may be the same person. An "investment manager" shall be a bank, trust company, insurance company, or registered investment adviser under the Investment Advisers Act of 1940. Any agreement, including amendments and revisions thereof, between the Trustees and a custodian or investment manager shall be in writing and filed in the Office of the Town and City Clerk within thirty (30) days of the execution thereof. Any portion of the Fund may be invested in bonds of the City, or in any securities authorized by the laws of the State as investments for trust funds, or may be deposited in any savings bank or trust companies or state or national banks in this State, or used to purchase life insurance or endowment policies or annuity contracts issued by a life insurance company authorized to transact business in this State.

Subject to policy direction of the Board of Trustees, full discretion in investing the assets of the funds in accordance with the foregoing provisions shall be with the investment manager or investment managers selected by the Trustees for the purpose of investing the assets of the funds. The Trustees shall annually publish and deliver to the Classified employees a summary statement of the Fund's year-end total cost and market

⁴²⁰ Referendum 11-4-1969; Referendum 11-3-1981, effective 12-1-1981; Referendum 11-3-1987; Referendum 11-7-1995.

value, yield, total contributions of employees and the City (separately stated) and unfunded vested and prior-service liabilities. The Trustees shall be authorized to pay the reasonable publication and distribution costs of the foregoing statement and such other statements, reports and communications to the Classified employees as they shall consider necessary.

From the Fund, the Trustees shall, from time to time, appropriate and cause to be paid to the beneficiaries of the Fund, such sums as may be needed for paying pensions herein provided for.

The City shall furnish such clerical, legal, actuarial or medical assistance as the Trustees shall consider necessary to carry out the purposes of this Charter, subject to such appropriations as shall be made in the manner provided for other City appropriations and subject to the provisions of this Charter. The Personnel Director shall act as Executive Secretary to the Trustees but shall have no vote as a Trustee.

If the Chairperson of the Board of Finance, or the President of the Board of Representatives shall decline to serve as Trustee, the Board of Finance or the Board of Representatives, as the case may be, shall elect a Trustee from their membership.

Sec. C7-30-4. Treasurer⁴²¹.

The Controller of the City shall be the treasurer of said Fund and all monies and other assets belonging to said Fund shall be deposited with the Controller. All orders on said Fund shall be signed by the Controller and co-signed by the Chairperson of the Board of Trustees, but the Trustees may delegate said power in the absence or inability of the Controller or the Chairperson to act provided two signatures, at least one of which shall be that of a Trustee, are required and may authorize use of a check-signing machine as provided in the Stamford Charter for orders on City funds. The auditor selected by the Board of Finance to audit the City accounts shall include in such audit an audit of the accounts of this Fund.

Sec. C7-30-5. Retirement⁴²².

(a) The Trustees shall retire, upon recommendation of the Personnel Commission, any member who shall have completed ten (10) years or more of service and who shall have reached the age of seventy (70), such retirement to be effective at the end of the fiscal year of the City, within which the Trustees shall have taken such action.

(b) The Trustees shall retire any member upon the member's written request, who shall have completed fifteen (15) years or more of service and who shall have attained the age of sixty-five (65), such retirement to be effective one month after receipt of such written request for retirement.

⁴²¹ Referendum 11-3-1987.

⁴²² Resolution No. 435, 3-2-1964; Resolution No. 466, 7-12-1965; Referendum 11-3-1987; Referendum 11-7-1995.

(c) The Trustees shall retire any member upon the member's written request, who shall have completed twenty-five (25) years or more of service, and who shall have attained age sixty (60).

(d) The Trustees shall retire any member who shall have completed fifteen (15) or more years of service if the member, or the Personnel Commission, shall submit evidence satisfactory to the Trustees that the member has become totally and presumably permanently disabled from performing any work for the City before becoming eligible for a pension under (a), (b), or (c), except that such fifteen (15) years of service requirement shall be waived in the case of a member who has not attained age seventy (70) and who shall become incapacitated, either mentally or physically, as a result of personal injuries sustained in an accident occurring in the performance of employment. Total disability shall not be presumed to be permanent until it has existed for six (6) months, unless caused by an injury the nature of which is such as to cause a disability which the Trustees consider to be obviously permanent. It shall be the duty of the Trustees to review each such case at least once a year to determine continuance of total disability.

Sec. C7-30-6. Pensions⁴²³.

(a) **Service Retirement.** Any member who is retired under the provisions of Section C7-30-5(a) or (b) of this Act, shall receive annually from said Fund, for life, a sum equal to one-seventieth of the first forty-eight hundred (\$4,800.00) dollars of average final salary, multiplied by the number of years of service, plus one-fiftieth of average final salary in excess of forty-eight hundred dollars (\$4,800.00) multiplied by the number of years of service, provided however, that no more than thirty-three (33) years of such service shall be so multiplied. If a member has had twenty-five (25) years of service, in no event shall such pension payment be less than one thousand dollars annually. In the case of a member who is retired under the provisions of Section C7-30-5(c) of this Act, the pension payment shall be computed as though the member had attained the age of sixty-five (65) years, less fifty-five one hundredths of one (1%) percent for each month by which the member's age is less than sixty-five (65) years at the date of retirement.

(b) **Disability Retirement.** Any member who shall be retired on account of disability under Section C7-30-5 shall receive a pension commencing when such disability is presumed to be permanent and payable during continuance of such disability, equal to one-half (1/2) the member's average final salary, but except in the case of a member who is retired as a result of personal injuries sustained in an accident occurring in the performance of employment, in no event shall such pension be more than the amount the member would have received if the member had remained in service until age sixty-five (65), or subject to the foregoing limit less than one thousand (\$1,000.00) dollars annually.

⁴²³ Resolution No. 435, 3-2-1964; Resolution No. 454, 1-4-1965; Resolution No. 1598, 2-4-1985; Referendum 11-3-1987; Referendum 11-7-1995.

(c) Service-caused Death. When any member will receive an injury, arising out of and in the course of employment which results in death within six (6) months of the injury, a pension equal to one-half (1/2) of the member's annual salary, and in no event less than one thousand (\$1,000.00) dollars annually, shall be paid to the surviving spouse if said spouse is determined by the Trustees to be substantially dependent upon the deceased employee, until his or her death or remarriage, and thereafter such part of the pension as the Trustees shall find reasonable shall be paid to the children of such deceased employee who are under the age of eighteen years. Said pension shall be reduced by the amount of any payment received by said dependents under the provisions of the Workmen's Compensation Laws, or as the result of legal liability of the City on account of said injury.

(d) Other Deaths. When a member shall be deceased before retirement, a refund of contributions paid to the Fund by such employee with interest at the rate applicable under Section C7-30-7 shall be made to the member's estate, or to those persons determined by the Trustees to be the member's dependents. If such a member had fifteen (15) years of service credit prior to death, but had not attained eligibility for service retirement, the member's spouse, if the spouse is beneficiary for the member's accumulated contributions, may elect to receive, in lieu of receiving the member's accumulated contributions, a pension, payable monthly, which when added to the amount of any survivor's benefits which said spouse would be eligible on his or her behalf alone, to receive under Federal Old Age, Survivors' and Disability Insurance, shall produce a total of two thousand (\$2,000.00) dollars per annum. If a member who is eligible to retire from service in accordance with the provisions of this Section, dies without having actually retired, the member's spouse, if the spouse is beneficiary for the member's accumulated contributions, may elect to receive either the above benefit or benefits as a joint annuitant under Option 2, calculated as if the member retired on the date of death, in lieu of receiving the member's accumulated contributions. If such a member shall die having, because of length of service, made no contributions, such joint annuitant benefits shall be paid to the member's spouse as if the member had retired on date of death. If a member shall die after retirement, and if the total of all payments received by the member and the retired member's designated beneficiary under this Section shall not be equal to the contributions with interest at the rate applicable under Section C7-30-7 to the date of retirement, the excess shall be paid to the estate or those persons determined by the Trustees to be the member's dependents. If a member shall die after retirement, the member's spouse, if the spouse is the member's designated beneficiary under subsection (e) of this Section, may elect to receive in lieu of receiving any benefits under subsection (e) a pension, payable monthly, which when added to the amount of any survivor's benefits which said spouse would be eligible to receive on his or her behalf alone, under Federal Old Age, Survivors' and Disability Insurance, shall produce a total two thousand (\$2,000.00) dollars per annum.

(e) All pensions payable hereunder shall be paid in monthly installments, shall be made through the life of the retired member and shall be continued to the retired

member's designated beneficiary for a period of five years from the date of retirement in the event the member dies within such five (5) year period, and shall cease with the payment preceding the death of the person entitled to receive the payment. At the time of retirement, any member may elect to receive benefits in a pension payable throughout life, or may, on retirement, elect to convert the benefits, otherwise payable into a pension of the equivalent actuarial value, computed on the basis of such mortality tables and interest rates as shall be adopted by the Board of Trustees, in accordance with one of the optional forms following:

Option 1. A reduced pension, payable during the retired member's life, with the provision that after the retired member's death it will continue during the life of and be paid to the retired member's designated beneficiary, if such person survives the retired member.

Option 2. A reduced pension, payable during the retired member's life, with the provision that after the retired member's death, an allowance of one-half of the rate of the retired member's reduced pension will be continued during the life of and be paid to the retired member's designated beneficiary, if such person survives the retired member.

Option 3. A reduced pension, payable during the retired member's life, with some other benefit payable after the retired member's death, provided the benefit is approved by the Board of Trustees.

Option 4. An increased pension, payable from the date of retirement until the month of attainment of the age of sixty years, and a reduced pension thereafter, in the case of a member who retires prior to the attainment of such age.

Such optional selection shall be irrevocable when made. No optional selection shall be effective in case a member dies within thirty (30) days after retirement and such a member shall be considered an active member at the time of death until the first payment on account of any benefit becomes normally due.

(f) If any person entitled to a pension hereunder takes office, position or employment with the City, the amount of any pension benefits due hereunder within a calendar year shall be reduced by an amount equal to the compensation in excess to the amount as prescribed by the Federal Social Security Act, as amended, guidelines received in such calendar year in such office, position or employment.

Sec. C7-30-7. Refund of Contributions Upon Termination of Service; Reinstatement⁴²⁴.

(a) When a member who has less than twenty (20) years of service shall leave the service other than by retirement, or service is terminated for any cause, the member

⁴²⁴ Resolution No. 435, 3-2-1964; Referendum 11-3-1987.

shall receive a refund of the contributions paid the member with interest. The Board of Trustees shall determine from year-to-year the interest rate allowed on contributions, which rate shall bear a reasonable relationship to the interest earnings on the assets of the Fund.

(b) If such a member has twenty (20) or more years of service, the member may elect to receive the contributions with interest, as provided above, or may elect a vested benefit in lieu thereof. The amount of the vested benefit shall be determined as provided in Section C7-30-6 and pension payments shall commence on the first (1st) day of the month coinciding with or following the member's sixty-fifth (65th) birthday.⁴²⁵ Upon the commencement of pension payments, such member shall be treated in all respects as a retired member. In the event a member who has elected a vested benefit shall die, the contributions, with interest, as provided above, shall be paid to the designated beneficiary, if living; otherwise to the estate.

(c) In the event an employee who has terminated employment seeks to be reinstated after reemployment by the City before the employee shall be eligible to receive the benefits of the pension plan herein established for service prior to said reinstatement, the employee shall repay all sums refunded on the prior termination of employment, together with interest at the rate of three (3%) percent per annum. No such reinstated employee shall be eligible for any benefit hereunder until completion of two (2) years of service since the last reinstatement, except the right to a refund of contributions, with interest, as set forth in this section.

Sec. C7-30-8. Assignment, etc., of Benefits⁴²⁶.

No retired member shall have the right to pledge, assign, transfer or create and charge any lien upon their pension, nor shall such pension be subject to any process of attachment, nor shall such pension be paid to any person except such employee, the surviving spouse or beneficiary named in this Charter.

Sec. C7-30-9. Interpretation of Act; Promulgation of Rules⁴²⁷.

The Trustees are authorized to make such interpretations of this Charter and such rates not inconsistent with the provisions hereof as they may deem necessary or convenient for the administration of said retirement Fund, and to change the same from time to time as they may deem necessary or expedient.

⁴²⁵**Historical Note:** In 1973, this was changed to "sixtieth" as one of a number of "editorial" changes to the Charter, in an attempt to have the Charter "conform" to collective bargaining agreements; when corrections were made in 1976 to restore the authorized Charter language, this erroneous editorial change was overlooked; Resolution # 2422 recognized the scrivener's error(s) in the initial change and continued presence of "sixtieth" and restored the proper Charter language. For effect of collective bargaining agreements, see preceding footnote.

⁴²⁶ Referendum 11-3-1987

⁴²⁷ Referendum 11-3-1987.

Sec. C7-30-10. Annual Statement of Trustees⁴²⁸.

Said Trustees shall file with the Board of Finance of the City and the Board of Representatives, on or before the first (1st) day of July in each year, a statement of said retirement Fund for the preceding calendar year showing the amount thereof and all payments and disbursements made therefrom and the securities in which said Fund has been invested.

Sec. C7-30-11. Effect of Current Labor Contracts⁴²⁹.

The retirement provisions of labor contracts in effect from time to time shall supersede but shall not abrogate any section of this Chapter and shall be applicable to all employees within the Classified Service whether or not such employees are embraced within labor contracts.

Sec. C7-30-12. (Reserved)⁴³⁰

DIVISION 4. CUSTODIANS' AND MECHANICS' PENSION PLAN⁴³¹

Sec. C7-40-1. Custodians' Retirement Fund—Created; Source⁴³².

There shall be a Fund to be known as the "Custodians' Retirement Fund" for the benefit of all full-time custodians and employees of the maintenance department of the public day Schools of the City, which Fund shall consist of monies received from the following sources:

(1) All appropriations, gifts or bequests made to the Fund from public or private sources, for the purpose for which said retirement Fund is established;

(2) All assessments paid by custodians and employees of the maintenance department, each to pay for the purpose of this Fund five (5%) percent of their annual salary but not more than one hundred (\$100.00) dollars in any one year, the proportional part of such amount to be retained from each salary payment and paid into said Fund;

(3) All compensations for services that may be unclaimed by any custodian or member of the maintenance department for a period of six (6) months after the same shall become due;

⁴²⁸ Referendum 11-7-1995

⁴²⁹ Amendment of 6-14-1976; Referendum 11-7-1995.

⁴³⁰ **Editor's note**—Former Sec. C7-30-12 (previously Sec. C-754), Effective Date, was repealed by referendum vote 11-3-1987.

⁴³¹ **Note**—The reader should note that the terms of Sections C7-40-1 through C7-40-14 may be superseded by collective bargaining agreements and arbitration decisions. Copies of said agreements and decisions are available at the Government Center and reference to such documents is recommended for an accurate assessment of the effective provisions of these sections.

⁴³² Referendum 11-3-1987

(4) An appropriation to said Fund by the City of an amount equal to the difference between the amount of assessments and the amount required to meet the expenditures hereinafter provided for; and

(5) Any sums which the Board of Education may, within its discretion, cause to be paid on behalf of any custodian or employee who shall have entered the armed forces of the United States during the period when this country is at war.

Sec. C7-40-2. Same—Trustees Generally; Municipal Appropriation to be Part of Mayor's Budget⁴³³.

The Trustees of said Fund shall be the Mayor, the Director of Administration, the Superintendent of Schools, three representatives of the Custodians' and Mechanics' Association and one representative of the Board of Education of the City. The amount of this appropriation to be made by the City under the provisions of this act shall be part of the Mayor's budget.

Sec. C7-40-3. Same—Deposits, Disbursements, Investment and Management Generally⁴³⁴.

All monies belonging to said retirement Fund shall be deposited with the Treasurer of the City, but the direction, management and investment of said Fund shall be under the charge of said Trustees. All orders on said Fund shall be signed by the Secretary of the Trustees and countersigned by the Chairperson of the Trustees.

Sec. C7-40-4. Same—Appropriations to Beneficiaries⁴³⁵.

From said retirement Fund, the Trustees, by a majority vote, shall from time to time appropriate and cause to be paid to the beneficiaries of the Fund such sums as may be needed for the purpose of paying the pensions herein provided for and as directed by the Board of Education.

Sec. C7-40-5. Retirement Generally⁴³⁶.

Any custodian or employee of the maintenance department who shall have been continuously in the service of the Board of Education for a period of twenty-five (25) years may retire. Also, any custodian or mechanic whose service to the City and the Board of Education combined for a total of twenty-five (25) years or more may retire. Any custodian or employee of the maintenance department who shall have reached the age of seventy (70) shall be retired at the end of the school year within which the custodian or employee's seventieth (70th) birthday shall occur. The Board of Education may likewise retire at any time during the school year any custodian or employee of the maintenance department

⁴³³ S.A. No. 489, 1949; Referendum 11-7-1995

⁴³⁴ **NO CITATION IN CURRENT CHARTER.**

⁴³⁵ **NO CITATION IN CURRENT CHARTER.**

⁴³⁶ S.A. No. 274, 1957; Referendum 11-3-1987; Referendum 11-7-1995.

who, in the judgment of a qualified physician, shall have become, while in the discharge of the duties of employment, mentally or physically incapacitated for further service.

Sec. C7-40-6. Amount of Compensation of Persons Retiring After Twenty-five Years of Service⁴³⁷.

Whenever any custodian or employee of the maintenance department shall have retired or shall have been retired, in accordance with the provisions of Section C7-40-5, after service of twenty-five (25) years or more, the custodian or employee shall receive annually from said retirement Fund for life a sum of money to be computed at the rate of two (2%) percent per year of the average annual salary for each year of service. Said average annual salary is to be based on the best five (5) years of earnings with the Board of Education. Said sum shall not be less than one thousand (\$1,000.00) dollars annually; and no pension shall exceed sixty-six and two-thirds (66 2/3rds%) percent of the average annual salary.

Sec. C7-40-7. Retirement of Persons with Less Than Twenty-five Years of Service Who Have Reached Age Sixty⁴³⁸.

Any custodian or employee of the maintenance department who shall have rendered less than twenty-five (25) years of service in the public schools of Stamford and who shall have reached the sixtieth (60) birthday may retire upon a pension prorated in accordance with the number of years of service.

Sec. C7-40-8. Retirement of Persons Who Have Reached Age Seventy and Persons Mentally or Physically Unfit With Less Than Twenty-five Years of Service⁴³⁹.

Any custodian or employee of the maintenance department who shall have rendered less than twenty-five (25) years of service in the public schools of Stamford and who shall have reached the seventieth (70th) birthday shall retire upon a pension prorated in accordance with the number of years of service and any custodian or employee of the maintenance department who shall have been retired under Section C7-40-5 because of mental or physical illness shall receive a pension equal to one-half of the average contract annual salary for the five (5) years immediately preceding retirement, but not less than one thousand (\$1,000.00) dollars annually, but said pension shall be paid only during the incapacity of such custodian or employee.

Sec. C7-40-9. Payment of Benefits or Refund for Persons who Die Before Retirement or Become Permanently Injured in Performance of Duties⁴⁴⁰.

In case of death before fifteen (15) years of continuous service, a refund shall be paid to the dependents of any custodian or employee of the maintenance department to the amount of the assessments paid, together with interest, as paid by the State Teachers' Retirement Association. The word "dependent" as used herein shall mean any person related by blood or marriage to the custodian or employee, who shall have been furnished

⁴³⁷ S.A. No. 489, 1949; S.A. No. 274, 1957; Referendum 11-3-1987.

⁴³⁸ Referendum 11-3-1987.

⁴³⁹ S.A. No. 489, 1949; Referendum 11-3-1987.

⁴⁴⁰ S.A. No. 489, 1949; Referendum 11-3-1987.

support by such custodian or employee. When any full-time member of the custodian or mechanic's staff shall die or be permanently injured in the actual performance of duties, the Board of Trustees shall direct that a pension be paid, equal to one-half of the salary of such deceased custodian or mechanic, to the surviving spouse or dependent children. The pension shall be paid to the surviving spouse until death or remarriage, and thereafter such part of the pension, as the Trustees shall find reasonable, to the children of such custodian or mechanic who are under the age of sixteen (16) years.

Sec. C7-40-10. Payment of Pension to Surviving Spouse or Dependent Children Upon Death of Retired Member⁴⁴¹.

When any retired member of the custodian or mechanic's staff shall die, having served actively as such member of the custodian or mechanic's staff for fifteen (15) years or more, the Board of Trustees shall direct that the pension paid to said deceased custodian or member of the mechanic's staff at the time of death, shall be continued to be paid to the surviving spouse or dependent children. The pension shall be paid to the surviving spouse until death or remarriage, and thereafter such part to the pension, as the Trustees shall find reasonable, to the children of such custodian or mechanic who are under the age of sixteen (16) years.

Sec. C7-40-11. Refund to Persons Who Terminate Service Prior to Retirement⁴⁴².

When a custodian or employee of the maintenance department shall leave the service, except by retirement, or when service shall be terminated for any cause, the total amount paid in assessments, together with the accrued interest, as above stated, shall be refunded.

Sec. C7-40-12. Assignability, etc., of Pension Rights⁴⁴³.

No retired custodian or employee of the maintenance department shall have the right to pledge, assign, transfer or create and charge any lien upon the annual pension, nor shall it be subject to any process of attachment, nor shall such pension be paid to any person except such retired custodian or employee of the maintenance department.

Sec. C7-40-13. Promulgation of Rules and Regulations by Board of Education⁴⁴⁴.

The Board of Education is authorized to make such rules as may be necessary or convenient for the administration of said retirement system and to fix the maximum age at which custodians or employees of the maintenance department may be employed and to change the same, from time to time, as may be necessary or expedient.

Sec. C7-40-14. Annual Statement of Fund and Investments⁴⁴⁵.

Said Trustees shall file with the Clerk of the Board of Finance of the City, on or before the first (1st) day of July in each year, a statement of said retirement Fund, showing the

⁴⁴¹ S.A. No. 614, 1955; Referendum 11-3-1987

⁴⁴² Referendum 11-3-1987.

⁴⁴³ Referendum 11-3-1987.

⁴⁴⁴ **NO CITATION IN CURRENT CHARTER.**

⁴⁴⁵ Referendum 11-7-1995.

amount thereof and all payments and disbursements made therefrom and the securities in which said Fund has been invested.

PART 8. BUDGETARY PROCEDURES

DIVISION 1. THE PUBLIC AND THE BUDGET PROCESS

Sec. C8-10-1. Fiscal Year⁴⁴⁶.

The fiscal year shall commence on first (1st) day of July and end on the thirtieth (30th) day of June.

Sec. C8-10-2 Cooperation of City Officials and Employees⁴⁴⁷.

(a) **Good Faith Cooperation.** The Mayor, Board of Finance, Board of Representatives, Planning Board and Board of Education are required to work together, in good faith, throughout the year in order to develop and approve a municipal budget.

(b) **Two Year Budget Estimates.** For the purposes of financial planning, the municipal budget shall include all expected revenues and expenditures for the next fiscal year and for purposes of short- and long-term planning, detailed estimates of revenues, capital expenses and operating expenses for each of the two (2) fiscal years thereafter; and, for the purposes of short- and long-term financial planning: detailed estimates of revenues, capital expenses and operating expenses, all as required by this Charter and any Ordinances pertaining thereto. It is understood that the budget estimates for the two (2) years following the next fiscal year shall be for planning purposes, only those appropriations included in the budget for the next fiscal year shall be binding on the City⁴⁴⁸.

(c) **Expected Standards of Conduct.** Each of the entities set forth in Sec. C8-10-2(a), above, and the employees of each of the Budgeted Entities, as defined in Sec. C1-10-4(3), above, are required to understand and aspire to utilize best practices in the field of municipal and public finance; comply with Law and with the generally accepted accounting principles (or such successor policies thereto); and, embrace principles of accountability, transparency and outreach in order to expand public participation, engagement and trust in the budgetary process of the City.

Sec. C8-10-3 Budget a public record: Public Inspection⁴⁴⁹.

The documents in the budget process, including the Departmental Estimates and

⁴⁴⁶ NO CITATION IN CURRENT CHARTER.

⁴⁴⁷ 2024 revision and recodification of Sec. C8-30-1 entitled "The Budget Process" derived from Referendum 11-7-1995. **Note**—Section C8-30-1 was formerly The Mayor's Budget.; see now Sec. C8-30-2.

⁴⁴⁸ The last sentence is a recodification of current Sec. C8-30-1 derived from Referendum 11-7-1995.

Note—Section C8-30-1 was formerly The Mayor's Budget.; see now Sec. C8-30-2.

⁴⁴⁹ 2024 recodification and revision integrating current Sec. C8-20-2 (Third sentence) entitled "Department Estimates for Capital Projects Program," derived from Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

the proposed and approved general or operating budget and capital budget (including the Board of Education Budget), shall be a public record in the office of the City Clerk and, thereby, open to public inspection at other designated public facilities including libraries and schools, as may be determined by the Mayor or the Board of Representatives. The budget message shall be distributed to the public by the Mayor at the time of its submission to the Board of Finances and Board of Representatives and sufficient access of the budget proper shall be made available at the same time for the use of the Boards and the public. Physical copies of the budget shall be provided to the public within seventy-two (72) hours of submission, upon request, in accordance with the provisions of the General Statutes pertaining to the cost of replication and any exceptions permitted. Additional considerations for distribution of physical copies may be established by Ordinance. Moreover, the Mayor shall provide access on-line through social media, the City web-site and dashboards and email chains to community organizations and members of the public who request such information.

Sec. C8-10-4 Budget Calendar⁴⁵⁰.

Not later than the first (1st) Meeting of the Board of Representatives, Board of Finance, Board of Education and the Planning Board in January of each year, the Director of Administration or equivalent official, assigned such responsibilities by the Mayor shall cause to be published a budget calendar in order to inform the public of the significant requirements of the budget process, including but not limited to:

(a) Multilateral Public Hearing on Budget Priorities. On or before the fifteenth (15th) business day of September there shall be a Public Hearing for the purpose of eliciting comments and ideas from members of the public prior to the commencement of the budget development process, as set forth in Sec. C8-20-1(b).

(b) Establishment of Information Assembly Protocols for the Budget Process. On or before the tenth (10th) day of December, the protocols pertaining to the assembly of information for the budget shall be distributed to all Budgeted Entities, as defined below, as set forth in Sec. C8-20-2(a);

(c) Capital Project Estimates. On or before the tenth (10th) day of December, all Budgeted Entities submit estimates for capital projects to the Planning Board, designated members of the Board of Representatives, Chair of the Board of Finance and Director of Administration, as set forth in Sec. C8-20-2(e)(1);

(d) Joint Public Hearing on Capital Projects Estimates. On or before the fifteenth (15th) day of December, a Joint Public Hearing on the proposed capital budget is conducted by the Planning Board, Board of Finance and designated members of the Board of Representatives, as set forth in Sec. C8-20-2(e)(3);

⁴⁵⁰ New (2024)

(e) Report of Director of Administration on Capital Project Estimates. On or before the fifteenth (15th) day of December, the Director of Administration issues a report to the Board of Finance and Mayor pertaining to the capital project requests, as set forth in Sec. C8-20-3;

(f) Operating Budget Request Submitted to the Director of Administration. From the tenth (10th) day of January through the eighth (8th) day of March, Budgeted Entities prepare and submit Operating Budget Requests to Office of Policy and Management or such other office designated by the Director of Administration, as set forth in Sec. C8-20-2(b);

(g) Planning Board Hearing on Capital Projects Program. On or before the tenth (10th) day of February, the Planning Board shall conduct a Public Hearing on the Proposed Capital Projects Program, as set forth in Sec. C8-20-5(c);

(h) Board of Finance Issues Certificate and Transmits Report to Planning Board. On or before the fifteenth (15th) day of February, the Board of Finance shall issue a Safe Debt Certificate pertaining to the appropriate level of capital spending and transmits the Director Administration's Capital Project Request Report to the Planning Board, as set forth in Sec. C8-20-4;

(i) Planning Board Transmits Capital Projects Budget to Mayor. On or before the first (1st) day of March, the Planning Board submits the capital projects budget to the Mayor, as set forth in Sec. C8-20-6(a);

(j) Board of Education Submits Itemized Estimate of Costs of Operation of the Public Schools ("Board of Education Budget Information") to the Mayor. On or about the first (1st) day of March the Board of Education submits to the Mayor, the "total dollars requested" in its operating budget, as set forth in Sec. C8-20-2(d) of this Charter;

(k) The Mayor's Proposed Budget is Submitted; Board of Education Budget Information. On or before the eighth (8th) day of March (1) the Mayor's Proposed Budget (Operating and Capital) and (2) the Board of Education's Budget Information are submitted to the Board of Finance and Board of Representatives, as set forth in Secs. C8-30-1(a) and (b);

(l) Joint Hearings on the Proposed Budgets. On or before the eighth (8th) day of April, the Board of Finance and Board of Representatives conduct a joint hearing on the budgets proposed by the Mayor, including a review of the Board of Education's Budget Information, as set forth in Sec. C8-30-2(c);

(m) Board of Finance Acts on Proposed Budget. On or before the

twentieth (20th) day of April, the Board of Finance acts upon the budgets proposed by the Mayor, including the Board of Education Appropriation, as set forth in Sec. C8-30-3(a) and (b);

(n) Board of Representatives Acts on Proposed Budget. On or before the fifteenth (15th) day of May, the Board of Representatives acts upon the budgets proposed by the Mayor, including the Board of Education APpropriation, as set forth in Sec. C8-30-4(b) and (c); and,

(o) Fixing of the Tax Rates by the Board of Finance. On or about the twenty-fifth (25th) day of May, the Board of Finance sets the tax rates, as set forth in Sec. C8-30-4.

DIVISION 2. OPERATING AND CAPITAL BUDGET ESTIMATES

Sec. C8-20-1. Public engagement and Initial Multi-Board Public Hearing on Budget Priorities⁴⁵¹.

(a) Public Engagement. The Mayor, Board of Representatives, Board of Finance, Board of Education and the Planning Board shall develop and publicize procedures designed to encourage public participation in the budget process. The Board of representatives has the legislative authority to enact Ordinances to implement these provisions of the Charter.

(b) Multilateral Budget Meetings. On or before the fifteenth (15th) business day of the month of September of each year, the Mayor, Board of Finance, designated members of the Planning Board and members of the budget-related committees of the Board of Representatives and the Board of Education shall jointly hold a public hearing or hearings for the purpose of eliciting comments and ideas from members of the public prior to the development of the operating and capital budgets for the subsequent fiscal year.

Sec. C8-20-2. Preparation of General Estimates.

(a) Authority to require Departmental Estimates⁴⁵². The Mayor shall have the power to require every head of each Department, as defined in Sec. C1-10-4(3) of this Charter (“Budgeted Entity” or “Budgeted Entities”), to submit to the Mayor or designee such (a) itemized estimates of revenue and expenditures for the ensuing fiscal year with respect to the operating and operating and capital budgets; and (b) any additional information which they possess (including, but not limited to, records, books, accounts, contracts, reports and other papers and documents as specified by the Mayor

⁴⁵¹ NEW (2024)

⁴⁵² New (2024)

or a designee) all of which, in the judgment of the Mayor, are necessary to discharge the duties imposed upon the Mayor by this Charter.

(b) Distribution of Protocols and Format: Operating Budget⁴⁵³. The Director of Administration shall, on or before the tenth (10th) day of December of each year, notify each Budgeted Entity of the protocols and format necessary to provide information and data required for the proposed operating budget requests for the next three fiscal years, based upon a uniform object classification.

(c) Preparation of Budgetary Requests: Operating Budget⁴⁵⁴. Each such official shall prepare budgetary requests in accordance with the instructions set forth above in subsection (a), above, and submit the information to the Director of the Office of Policy and Management or such other official as may be determined by the Director of Administration on or before the tenth (10th) day of January; and on the eighth (8th) day of March, the Director of Administration shall transmit the same to the Mayor.

(d) Submission of the Board of Education Budget Information. The Board of Education shall, in accordance with the instructions and format set forth above in subsection (a)-(c), submit its budget information to the Director of the Office of Policy and Management or such other official as may be determined by the Director of Administration, on or before⁴⁵⁵ the first (1st) day of March, providing an itemized estimate of the cost of operation of the public schools the next three (3) fiscal years and estimates of non-tax revenues for each such period⁴⁵⁶. The Mayor shall consider such information when establishing the amount of money appropriated by City for the maintenance of the public schools (the “Board of Education Appropriation”) for the operating budget of Board of Education in accordance with the provisions of the General Statutes⁴⁵⁷.

(e) Department Estimates for Capital Projects.

⁴⁵³ 2024 recodification and revision of current Sec. C8-20-1(First sentence) entitled “Preparation of General Estimates,” derived from Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. Replaced the following language with “each Budgeted Entity”: “head of each department, board, commission, authority, agency, and other entity receiving or expending City funds or state or federal funds granted to the City.”

⁴⁵⁴ 2024 recodification and revision of current Sec. C8-20-1(Second sentence) entitled “Preparation of General Estimates,” derived from Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁴⁵⁵ In lieu of “of.”

⁴⁵⁶ 2024 recodification and edit of Sec. C8-30-4 (First sentence). Entitled “Preliminary Budget of the Board of Education,” derived from Referendum 11-3-1987; Referendum 11-7-1995. Note—Formerly Sec. C8-30-2.

⁴⁵⁷ 2024 recodification and modification of Sec. C8-30-4 (Second sentence). Entitled “Preliminary Budget of the Board of Education,” derived **from** Referendum 11-3-1987; Referendum 11-7-1995. Note—Formerly Sec. C8-30-2. In lieu of the following: “The Mayor shall have no power to amend the budget of the Board of Education, and it is solely for the Mayor’s information in preparing the Mayor’s budget and for review of the operating budget for the entire City.”

(1) **Preparation and Submission to Planning Board⁴⁵⁸.** The Mayor shall fix a date not later than the tenth (10th) day of December of each year on which the head of each Budgeted Entity, shall submit to the Planning Board, to the duly delegated member of the Board of Representatives, to the Chairperson of the Board of Finance and to the Director of Administration, a detailed estimate of all capital projects pending, or which should be undertaken within the six (6) succeeding fiscal years, including a detailed budget by project for Expected Expenditures in the next fiscal year (“Departmental Estimates for Capital Projects”).

(2) **Format Prescribed by Planning Board⁴⁵⁹.** The Departmental Estimates for Capital Projects shall be in such formats as may be prescribed by the Planning Board and shall contain all information that may be required by the Planning Board, by the Director of Administration, or by law or ordinance.

(3) **Joint Public Hearing⁴⁶⁰.** The administrative heads of each Budgeted Entity⁴⁶¹ must present their Departmental Estimates for Capital Projects⁴⁶² on or before⁴⁶³ the fifteenth (15th) day of December to a joint public meeting of the Planning Board, the Board of Finance and the duly delegated member(s) of the Board of Representatives.

SUBDIVISION A. CAPITAL PROJECTS

Sec. C8-20-3. Report of Director of Administration Pertaining to Capital Projects⁴⁶⁴.

On or before the fifteenth (15th) day of December, the Director of Administration shall report to the Board of Finance, the Board of Representatives and to the Mayor, the amount and nature of the expenditures in accordance with the Director’s Safe Debt Certification and the Director’s recommendations in relation thereto. The Safe Debt Certification shall consist of the Director’s opinion regarding the amount the City may

⁴⁵⁸ 2024 recodification and edit of current Sec. C8-20-2 (First sentence) entitled “Department Estimates for Capital Projects Program,” derived from Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁴⁵⁹ 2024 recodification and edit of current Sec. C8-20-2 (Second sentence) entitled “Department Estimates for Capital Projects Program,” derived from Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁴⁶⁰ 2024 recodification and edit of current Sec. C8-20-2 (Fourth sentence) entitled “Department Estimates for Capital Projects Program,” derived from Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁴⁶¹ In lieu of “Department heads.”

⁴⁶² In lieu of “proposed capital budgets.”

⁴⁶³ In lieu of “by”.

⁴⁶⁴ 2024 edit of current Sec. C8-20-3, derived from Referendum 11-8-1960; Referendum 11-6-1962; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

incur safely for capital projects during each of the six (6) succeeding fiscal years and the estimated effect of such expenditures upon the current budgets for each of those years.

Sec. C8-20-4. Certificate of the Board of Finance: Transmittal to Planning Board⁴⁶⁵.

On or before the fifteenth (15th) day of January, the Board of Finance shall transmit to the Planning Board the report made by the Director of Administration, pursuant to Section C8-20-3 together with the Safe Debt Certificate pertaining to the nature of expenditures which, in its opinion, the City may incur safely for capital projects in the next fiscal year, with the recommendations as to the method of financing such capital projects as be included in the budget for that year.

Sec. C8-20-5. Preparation of Proposed Capital Program.

(a) Planning Board Hearings Ex Officio Participants⁴⁶⁶. Each member of the Board of Finance and any member of the Board of Representatives to whom such duty may be delegated by resolution of the Board (“Ex Officio Participants”), may, and the Director of Administration shall, in person or by deputy, attend all hearings before the Planning Board at which the heads of each Budgeted Entity and any other persons are heard in respect to Departmental Estimates.

(b) Role of Ex Officio Participants and Director of Administration⁴⁶⁷. Any of the Ex Officio Participants may ask questions and require the production of pertinent data in respect to such estimates. The Director of Administration shall designate personnel to render to the Planning Board such assistance and advice in respect to the preparation of the proposed capital projects program as may be requested by it.

(c) Public Participation and Public Hearing Date⁴⁶⁸. Any resident of the City may attend and participate in such public hearings, in accordance with the rules and procedures of the Planning Board and any other body conducting such hearings during the budget process. Before taking final action on the proposed capital projects program, the Planning Board shall hold a public hearing on or before⁴⁶⁹ the tenth (10th) day of February on public notice.

⁴⁶⁵ 2024 title edit, derived from S.A. No. 290, 1953; Referendum 11-8-1960; Referendum 1-6-1962; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁴⁶⁶ 2024 recodification and edit of current Sec. C8-20-5 (First sentence) derived from Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. The edit inserts “Budgeted Entity” in lieu of “departments, boards, commissions, authorities or agencies.”

⁴⁶⁷ 2024 recodification and edit of current Sec. C8-20-5 (Second and third sentences) derived from Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. The edit inserts “Ex Officio Participants” in lieu of “Any such officer.”

⁴⁶⁸ 2024 recodification and edit of current Sec. C8-20-5 (Fourth and fifth sentences) derived from Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁴⁶⁹ In lieu of “not later than.”

Sec. C8-20-6. Submission of the Planning Board’s Proposed Capital Program to Mayor.

(a) Preparation and Submission of Capital Program by Planning Board⁴⁷⁰. Following the Public Hearing the Planning Board shall prepare its capital projects budget and submit it to the Mayor on or before the first (1st) day of March.

(b) Revisions by the Mayor; Opposition by the Planning Board⁴⁷¹. The Mayor may revise the budget proposed by the Planning Board, but may not include therein any new projects without first submitting them to the Planning Board. If the Planning Board is opposed to such new project, that fact shall be recorded by the Mayor when submitting recommendations to the Board of Finance and the Board of Representatives. A capital project shall consist only of those purposes defined in Sec. C1-10-4 of this Charter.

SUBDIVISION B. CONTENTS OF AND STANDARDS PERTAINING TO THE OPERATING AND CAPITAL PROJECTS BUDGETS

Sec. C8-20-7. The Operating Budget⁴⁷²

The operating budget proposed by the Mayor shall contain the following information:

(a) An item detailed estimate on a year-by-year basis of the expense of conducting each Budgeted Entity, including the proposed Board of Education Appropriation, for the next three (3) fiscal years.

(b) The expenditures for corresponding items for the last preceding year, appropriations, plus transfers and additions to the first (1st) day of February for corresponding items, as compared with proposed appropriations for the next ensuing three (3) fiscal years with the reason for increases and decreases⁴⁷³;

(c) The total amount of the City debt outstanding, with a schedule of maturities of bond issues;

⁴⁷⁰ 2024 recodification and edit of current Sec. C8-20-6 (First sentence), derived from Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁴⁷¹ 2024 recodification and edit of current Sec. C8-20-6 (Second sentence), derived from Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁴⁷² 2024 recodification and revision of current Sec. C8-30-2(b) entitled (The Mayor’s Budget,” derived from S.A. No. 290, 1953; Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-1.

⁴⁷³ Referendum 11-7-1995.

(d) The amount required for payment of principal and interest on the City debt, and for maturing serial bonds and other maturing obligations, and other fixed charges; and, the amount required to fund pensions currently which amount shall be determined by an independent actuary designated by the Mayor for that purpose and shall not be subject to reduction or rejection by the Board of Finance or the Board of Representatives,

(e) An itemization of all anticipated revenue from sources other than taxes for the next ensuing three fiscal years and the average annual income from each source for the past five years.

(f) The amount of funding budgeted to comply with federal, state and local laws except in instances where the applicability is being contested or the City or Board of Education intends to contest same in good faith.

(g) Any other information the Mayor believes to be pertinent, or which is requested by the Board of Finance or Board of Representatives.

Sec. C8-20-8 The Capital Projects Budget⁴⁷⁴.

The Mayor's proposed capital projects budget shall include the following information:

(a) A detailed estimate of the cost of each proposed project, listed according to the Budgeted Entity principally concerned with the project, which are expected to be commenced in the next fiscal year;

(b) A statement as to any off-setting reimbursements, such as state or federal grants anticipated in connection with the project;

(c) A recommendation from the Mayor as to the method of financing any recommended project for review and consideration by the Board of Finance or the Board of Representatives;

(d) Such comparison with any prior year's appropriation for capital projects as the Mayor considers advisable, or the Board of Finance shall have requested;

(e) A report summarizing the status of each previously approved capital project stating those which have been completed, and the balance of any unexpended bond funds available with recommendations for either redemption of bonds or other capital

⁴⁷⁴ 2024 recodification and revision of sub-section (c) of current Sec. C8-30-2(a) entitled (The Mayor's Budget," derived from S.A. No. 290, 1953; Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-1.

projects use, accompanied by an opinion of bond counsel regarding the validity of the intended alternate uses⁴⁷⁵; and

(f) Any other information the Mayor believes to be pertinent, or which is requested by the Board of Finance or Board of Representatives.

Sec. C8-20-9. Contingency Appropriation and Operating Reserve or "Rainy Day" Fund⁴⁷⁶.

(a) **Defined; Limitations.** The Mayor's proposed operating budget may include an appropriation the purpose of which is to fund unanticipated or unforeseeable during the fiscal year. No portion of this appropriation may be used to fund additional operating expenses of a recurring nature, although it may be used to fund unanticipated incremental increases of ordinary operating expenses.

(b) **Transfer of Prior Fiscal Year Budget Surplus.** The Mayor may direct, on or before the fifteenth (15th) day of October, subject to the approval of the Board of Finance and Board of Representatives, that any portion of any budget surplus from the prior fiscal year, as evidenced by the audited financial statements for such prior year approved by the Board of Finance, be transferred to an Operating Reserve or "Rainy Day" Fund.

1. **Withdrawals of Funds: Approval Requirements.** Any portion of the Fund may be withdrawn at any time and used for any lawful purpose upon the special request of the Mayor. Approval of such request shall require (i) the affirmative vote of four (4) members of the Board of Finance and (ii) the affirmative vote of two-thirds (2/3^{rds}) of those present at a meeting of the Board of Representatives which two-thirds (2/3^{rds}) shall not be less than a majority of the entire membership.

Sec. C8-20-10. Preliminary Estimate of Tax Rate⁴⁷⁷.

A computation of the preliminary estimate of tax rate shall accompany the Mayor's Proposed Budget. The estimate shall take into consideration:

⁴⁷⁵ NEW (2024). The final clause of sub-section (e).

⁴⁷⁶ 2024 recodification and edit of sub-section (b) current Sec. C8-30-3 derived from Referendum 11-7-1995; Referendum 11-2-2004. The five percent annual cap on Rainy Day Fund transfers was repealed, as follows: "In no event shall the Mayor transfer monies to the Fund that would cause the balance of the Fund to exceed five (5%) percent of the total amount of general fund expenditures in the prior fiscal year."

⁴⁷⁷ 2024 recodification of current Sec. C8-30-4 entitled "Preliminary Estimate of Tax Rate," derived from Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-4.

(a) The total valuation or Grand List of property taxable within each of the service districts of the City as prepared by the Assessor in accordance with Sections C5-110-5 and C5-110-6;

(b) Estimated revenue from service charges and all other sources;

(c) Amounts approved by the Board of Finance for the operating and capital projects budgets for the next ensuing fiscal year in accordance with Sec. C8-20-7 and -8;

(d) Amounts approved by the Board of Finance for the Board of Education budget for the next ensuing fiscal year in accordance with Sec. C8-30-3(b); and,

(e) An estimate of any other amounts for which the Board of Finance is required to provide when fixing the tax rate under Sec. C8-30-4(a)(4)⁴⁷⁸.

Sec. C8-20-11. Board of Education Budget Information⁴⁷⁹.

The Mayor shall include as an addendum to the proposed operating budget the Board of Education Budget Information comprised of the itemized estimate of the cost of operation of the public schools the next three (3) fiscal years and estimates of non-tax revenues for each such period, as required by Sec. C8-20-2(d).

DIVISION 3. THE BUDGET

SUBDIVISION A. PROCEEDINGS ON THE MAYOR'S PROPOSED BUDGETS

Sec. C8-30-1. The Mayor's Proposed Budget.

(a) **Submission of the Mayor's Proposed Budget to the Board of Finance⁴⁸⁰.** On or before the eighth (8th) day of March, the Mayor shall prepare and submit a budget to the Board of Finance which budget shall consist of the capital projects budget and the operating budget for the next fiscal year and detailed budget estimates (i.e., estimates of revenues, capital expenditures, and operating expenses) for each of the two fiscal years thereafter and the Board of Education Appropriation ("Mayor's Proposed Budget").

⁴⁷⁸ Move the final clause to Sec. C8-30-4(a)(5).

⁴⁷⁹ **NEW (2024).**

⁴⁸⁰ 2024 recodification and modification of current Sec. C8-30-2 entitled "The Mayor's Budget,": derived from S.A. No. 290, 1953; Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-1. Subsections (a) and (b) were moved to stand alone sections in Division 2.

(1) **Revenue Estimates.** The Mayor's Proposed Budget shall also show, on a year-by-year basis, an estimate of the amount of money to be raised by taxes and service charges, with revenue from other sources, to meet the proposed expenditures, the amount required to meet deficiencies in the current fiscal year and any other information the Mayor believes to be pertinent or which is requested by the Board of Finance.

(b) **Transmittal of Board of Education Budget Information to the Board of Finance**⁴⁸¹. Not later than the eighth (8th) day of March the Board of Education shall submit item detailed budget information required pursuant to Sec. C8-20-2(c), above, to the Board of Finance ("Board of Education Budget Information").

(c) **Joint Public Hearings by the Board of Finance and Board of Representatives**⁴⁸². The Board of Finance and the Board of Representatives shall jointly hold public hearings on the Mayor's Proposed Budget, including testimony on the Board of Education Budget Information. These hearings shall be held on or before the eighth (8th) day of April after three (3) days public notice.

(1) **Initial Joint Public Hearing on the Proposed Capital Program; Date of Final Public Hearing**⁴⁸³. The Board of Finance and the Board of Representatives shall conduct an initial public hearing upon receipt of the proposed capital program. The boards may conduct additional public hearings in their discretion.

(2) **Date of Final Joint Public Hearing.** Each of the Boards shall conduct a final public hearing not later than five (5) days prior to any final votes on the Mayor's Proposed Budget, including the proposed Capital Program.

(d) **Items Deemed Approved by the Board of Finance and Board of Representatives**⁴⁸⁴. Any item in the budget for the next ensuing fiscal year not rejected or revised by the Board of Finance; or, rejected, reduced, revised or otherwise modified by the Board of Representatives in accordance with the provisions of Sec. C8-30-3(b)(1)(i), below, during their respective deliberations and proceedings, shall be deemed approved by the Board.

⁴⁸¹ 2024 recodification and revision of current Sec. C8-30-8 (First sentence) entitled "Action on Board of Education Budget," derived from Referendum 11-8-1960; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-6.

⁴⁸² 2024 recodification and revision of current Sec. C8-30-9 entitled "Public Hearings,": derived from Referendum 11-8-1960; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-7.

⁴⁸³ NEW (2023)

⁴⁸⁴ 2024 recodification of (1) current Sec. C8-30-5 entitled "Budget Approval by the Board of Finance," derived from S.A. No. 290, 1953; Referendum 11-8-1960; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-3; and (2) current Sec. C8-30-7 (Third sentence) entitled "Action of Board of Representatives on the Budget," derived from S.A. No. 290, 1953; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-5.

Sec. C8-30-2. Budget Approval by the Board of Finance: Authorized Actions on the Mayor's Proposed Budget; Transmittal to the Board of Representatives⁴⁸⁵.

(a) **The Operating and Capital Budget.** The Board of Finance may approve, reject or lower any item in the Mayor's Proposed Budget (including operating or capital projects budgets and the Board of Education Appropriation contained in the operating budget⁴⁸⁶) for the next ensuing fiscal year except as provided under Sec. C8-20-7(f). With respect to the Board of Education Appropriation the actions of the Board of Finance are subject to the applicable provisions of the General Statutes.

(b) **The Revenues for the Capital Projects Budget.** With respect to the Capital Projects Budget for the next ensuing Fiscal Year, the Board of Finance shall show the amount it proposes to raise through current taxation and the amount remaining for which bonds would be required with respect to each project.

(c) **Transmittal to the Board of Representatives.** On or before the twentieth (20th) day of April the Board of Finance shall transmit the Mayor's Proposed Budget (Operating and Capital)⁴⁸⁷ and the estimates for the two (2) fiscal years subsequent to the next ensuing fiscal year and its recommendations thereon to the Clerk of the Board of Representativesⁱ.

Sec. C8-30-3. Budget Actions of the Board of Representatives.

⁴⁸⁵ As to Sec. C8-30-3(a)(1)-(3): 2024 recodification and revision of current Sec. C8-30-5 entitled "Budget Approval by the Board of Finance," derived from S.A. No. 290, 1953; Referendum 11-8-1960; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-3.

⁴⁸⁶ The following current section are included in this provision: (1) current Sec. C8-30-8 (Second sentence) entitled "Action on Board of Education Budget," derived from Referendum 11-8-1960; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-6. As such the following language is repealed: "The Board of Finance shall take final action on the Board of Education Appropriation component of the operating budget on or before the twentieth (20th) day of April and shall immediately transmit the same to the Clerk of the Board of Representatives;" (2) current Sec. C8-30-8 (Third sentence) entitled "Action on Board of Education Budget," derived from Referendum 11-8-1960; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-6. As such the following is repealed: "The Board of Finance shall have the power to approve, reject or lower any item in the budget which is not for a purpose within the statutory provisions imposing a duty upon the Board of Education or within the provisions which vest the Board of Education with a discretion to be independently exercised" (3) Current Sec. C8-30-8 (Fourth sentence) entitled "Action on Board of Education Budget," derived from Referendum 11-8-1960; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-6. As such the following is repealed: "It may not reject, but may only approve, any item for a purpose which the statutes make it the duty of the Board of Education to effectuate or which vests in the Board of Education a discretion to be independently exercised by it, but it may reduce such item if it exceeds the amount reasonably necessary for the accomplishment of the purpose, taking into consideration, along with the educational needs of the City, its financial condition and other expenditures it is necessary to make."

⁴⁸⁷ In lieu of "proposed capital projects budget and operating budget."

(a) **Transmittal by the Mayor**⁴⁸⁸. The Mayor shall transmit a copy of the Mayor's Proposed Budget⁴⁸⁹ and the accompanying message to the Board of Representatives on or before the eighth (8th) day of March⁴⁹⁰.

(b) **Authorized Actions on the Mayor's Proposed Budget and Transmittal to the Board Finance and the Mayor**⁴⁹¹.

(1) **The Operating and Capital Budget.** Upon receiving the Mayor's Proposed Budget from the Board of Finance, as approved by the Board of Finance, not later than the twentieth (20th) day of April⁴⁹², the Board of Representatives may approve, reject or reduce any item in the budget for the next ensuing fiscal year (including operating or capital projects budgets and the Board of Education Appropriation contained in the operating budget)⁴⁹³.

(2) **Authority Pertaining to the Board of Education Appropriation**⁴⁹⁴. With respect to the Board of Education Appropriation the actions of the Board of Representatives are subject to the applicable provisions of the General Statutes.

(3) **Final Action.** The Board of Representatives shall take final action on the Mayor's Proposed Budget for the next ensuing fiscal year and adopt the annual appropriation resolution on or before the fifteenth (15th) day of May and file the same with the Town and City Clerk.

(4) **Reduction of the of any Capital Project Budget Item.** If any item in the Capital Projects budget should be reduced, the Board shall indicate what reduction, if any, shall be made in the amount to be raised by current taxation, but no action shall be taken which will result in an increase in any amount recommended by the Board of Finance to be covered by bond obligations.

⁴⁸⁸ 2024 recodification and modification of current Sec. C8-30-7 (First sentence) entitled "Action of Board of Representatives on the Budget," derived from S.A. No. 290, 1953; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-5.

⁴⁸⁹ In lieu of "multi-year budget provided for in Section C8-30-2."

⁴⁹⁰ Replaces the following: "...at the same time that the Mayor submits copies to the Board of Finance."

⁴⁹¹ As to Sec. C8-30-4(b)(1)–(3). 2024 recodification and modification of current Sec. C8-30-7 (Second, fourth and fifth sentences) entitled "Action of Board of Representatives on the Budget," derived from S.A. No. 290, 1953; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-5.

⁴⁹² Derived from current Sec. C8-30-8 (Fifth sentence) entitled "Action on Board of Education Budget," derived from Referendum 11-8-1960 and Referendum 11-7-1995.

⁴⁹³ **C**urrent Sec. C8-30-8 (Fifth sentence) entitled "Action on Board of Education Budget," derived from Referendum 11-8-1960 and Referendum 11-7-1995, is included in this provision. **Note**—Formerly Sec. C8-30-6. Accordingly, the following is repealed: "The Board of Representatives shall have the same powers as the Board of Finance with respect to the Board of Education Appropriation. It shall receive the budget from the Board of Finance not later than the twentieth (20th) day of April and shall complete its action thereon not later than the fifteenth (15th) day of May. As required by the General Statutes, the Board of Education Appropriation contained in the operating budget shall be expended in the discretion of said Board."

⁴⁹⁴ NEW (2024)

(5) **The Estimated Operating Budgets.** With respect to the Mayor's Proposed Budget estimates⁴⁹⁵ for the two fiscal years subsequent to the next fiscal year, the Board of Representatives shall, on or before the fifteenth (15th) day of May, transmit its written comments to the Mayor and to the Board of Finance.

(c) **Item Detailed Operating Budget Appropriations**⁴⁹⁶. All appropriations in the operating budget for the ensuing fiscal year made by the Board of Representatives shall be made by items, specifying the amount of money appropriated therein and the purpose for which the amount is appropriated.

Sec. C8-30-4. Fixing of Tax Rates⁴⁹⁷.

(a) **Action by the Board of Finance.** On or before the twenty-fifth (25th) day of May, the Board of Finance shall determine and fix the tax rates and service charges upon the ratable estate in each of the tax districts of the City, such tax to be fixed and determined upon such estate within the City contained in the assessments as finally completed, to an amount sufficient, together with other funds available for the purpose to:

(1) meet and provide for all appropriations made for the current fiscal year;

(2) fund pensions currently in an amount determined by an independent actuary designated by the Mayor for this purpose; to meet any deficiency in funds arising from uncollected taxes, service charges or special assessments;

(3) meet and provide for the payment of any item or items of indebtedness which may become due and payable during such fiscal year, such as the principal of bonds, interest payments into sinking funds and other obligations for the payment of which no other provision has been made; and,

(4) provide for the payment of any other items said Board shall deem proper, including, but not limited to, estimated unbudgeted additional appropriations for the next fiscal year, funding of pension costs, and the prior year's deficit or surplus⁴⁹⁸.

⁴⁹⁵ In lieu of "proposed capital projects budget and operating budget."

⁴⁹⁶ 2024 recodification and edit of current Sec. C8-30-11 (First sentence) entitled "Control of Appropriations," derived from Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. Note—Formerly Sec. C8-30-9.

⁴⁹⁷ 2024 recodification of current Sec. C8-30-10 entitled "Fixing of Tax Rate," derived from Referendum 11-8-1960; Referendum 11-6-1979; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-8.

⁴⁹⁸ The final clause is derived from current Sec. C8-30-6(e) entitled "Preliminary Estimate of Tax Rates."

(b) **Authority to Levy Special Tax for Special or Further Appropriations.** Should any special or further appropriations be made in any fiscal year after the tax rate for that year has been fixed as herein provided, said Board may lay a special tax in like manner as provided for laying the regular tax. If such special tax shall not be laid to provide funds for such further appropriations, then an amount sufficient to provide such funds shall be included in the regular Stamford tax for the next fiscal year.

Sec. C8-30-5. Validation of Budget Action Taken After Last Specified Date⁴⁹⁹.

If any action in connection with the Mayor's budget or the Board of Education's Appropriation or budget shall take place after the last date specified for such action, the Board of Representatives may validate such action by a two-thirds (2/3^{rds}) vote of the entire membership.

SUBDIVISION B. POST-BUDGET ACTIONS AND PROCEEDINGS

Sec. C8-30-7. Control of Appropriations⁵⁰⁰.

(a) **Transfer Authority; Permitted Transfers and Approval of Board of Finance.** Except as specifically set forth in this section, no money appropriated for any item shall be used for any other purpose, but transfers of appropriations may, with the approval of the Board of Finance, be made in proper cases from one item to another. Notwithstanding the foregoing, with the approval of the Director of Administration (or the Mayor, in the case of the Office of Administration),

(1) a transfer or transfers between non-salary item detailed accounts within any Budgeted Entity not to exceed (a) in the case of any single transfer, the greater of \$50,000 or 5% of the budget of said Budgeted Entity and (b) in the case of all such transfers during any fiscal year, the greater of \$100,000 or 10% of the budget of said Budgeted Entity, may be made in any one fiscal year, and

(2) transfers of up to 10% of the annual appropriation from salary accounts to overtime accounts and/or from overtime accounts to salary accounts.

At the end of each fiscal year, any unencumbered balance in any group of appropriations in the current operating budget not necessary to meet liabilities already incurred with respect to such group shall cease to be available for the purpose for which they were appropriated, with the exception of grants which have been extended by federal or state authority into the next fiscal year.

⁴⁹⁹ 2024 recodification of current Sec. C8-30-14 derived from S.A. No. 376, 1953; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-12.

⁵⁰⁰ 2024 recodification and edit of current Sec. C8-30-11 (Following the first sentence) entitled "Control of Appropriations," derived from Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-9.

Sec. C8-30-8. Additional Appropriations⁵⁰¹.

(a) **Adjustments in Allocations for Emergencies.** If any emergency arises in the fiscal year, adjustments in allocations shall be made at that time to avoid a deficiency at the end of the fiscal year, but no adjustments shall require transfers exceeding ten (10%) percent of the outstanding appropriations of any Budgeted Entity.

(b) **Additional Appropriations.** No additional appropriations shall be granted to any Budgeted Entity⁵⁰², unless the Mayor, or in the case of requests for special appropriations for education, the Board of Education, shall make a special request therefor with a statement from the Controller certifying to its probable effect on the tax rate for the current or succeeding year based on the last published Grand List and also the probable effect on the tax rate of the total of the additional appropriations made as a result of special requests since the then current budget was adopted.

(c) **Approval of Additional Appropriations.** Approval of such request shall require the affirmative vote of four (4) members of the Board of Finance, and its adoption by the Board of Representatives shall require a two-thirds (2/3^{rds}) vote of those present at the meeting, which two-thirds (2/3^{rds}) shall not be less than a majority of the entire membership.

(d) **Additional Tax Levy.** Within five (5) days of such adoption, the Board of Finance may, subject to the approval within ten (10) days of the Board of Representatives, lay a special tax to finance the appropriation. If such special tax is not laid, then the amount of such appropriation shall be included in the taxes for the next fiscal year.

Sec. C8-30-9. Appropriations Not to be Exceeded⁵⁰³.

(a) No liability shall be incurred or expenditure made by any officer or employee which is not provided for in the annual appropriation resolution, or in a special appropriation resolution, or by a bond issue, nor shall the City pay out any money for any purpose not authorized by an appropriation.

(b) Notwithstanding the above, an expenditure may be made and a liability may be incurred provided authorization has been obtained from the Chairperson of the Board of Finance by the Director of Administration in written form for the following emergencies:

⁵⁰¹ 2024 recodification and edit of current Sec. C8-30-12 entitled “Additional Appropriations,” derived from S.A. No. 309, 1953; S.A. No. 290, 1957; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. Note—Formerly Sec. C8-30-10.

⁵⁰² In lieu of “department, board, commission, authority or agency.”

⁵⁰³ 2024 recodification and edit of current Sec. C8-30-13 entitled “Appropriations Not to be Exceeded,” derived from Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995. **Note**—Formerly Sec. C8-30-11.

Snow removal and special election expenses and for any situation where the public health and safety are endangered.

(c) When the above procedure is followed, the City's obligation shall be the same as if the normal budget procedure had been followed, however, the appropriation request must still go through the normal appropriation procedure.

SUBDIVISION C. CAPITAL PROJECT PROTOCOLS

Sec. C8-30-10. Restrictions on Capital Project Authorizations at Other Times.

(a) **Authorized Obligations Defined**⁵⁰⁴. No obligations of the City shall be authorized for any capital project not included in the capital projects budget as finally recommended by the Mayor, except as otherwise set forth in Sec. C8-30-10(b), below.

(b) **Amendment of the Capital Projects Budget**⁵⁰⁵. Following the adoption of a Capital Budget, upon the request of the Mayor, the Board of Finance may amend the capital projects budget to increase the amount appropriated or the number⁵⁰⁶ of obligations which may be authorized for any project previously authorized if such increase is, in the opinion of the Board of Finance, necessary for the completion of the project, or to add new capital projects.

(1) **Predicate to Approval by the Board of Finance: Advisory Opinion of the Planning Board**⁵⁰⁷. Prior to any such action by the Board of Finance, an advisory opinion of the Planning Board shall be obtained.

(2) **Adoption of Amendment by the Board of Finance; Approval Requirement: Submission to the Board of Representatives.** When the Board of Finance adopts an amendment adding a project to the capital projects budget, or increasing the expenditures or the obligations which may be authorized on account of any project, such amendment shall be submitted to the Board of Representatives⁵⁰⁸. Approval for a project amendment increasing the capital

⁵⁰⁴ 2024 recodification of current Sec. C8-20-7 (First sentence of first paragraph) entitled "Restrictions on Capital Project Authorizations at Other Times," derived from S.A. No. 290, 1953; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁵⁰⁵ 2024 recodification and edit of current Sec. C8-20-7 Second sentence of first paragraph) entitled "Restrictions on Capital Project Authorizations at Other Times," derived from S.A. No. 290, 1953; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁵⁰⁶ 2024 revision in lieu of "amount."

⁵⁰⁷ 2024 recodification and edit of current Sec. C8-20-7 (First sentence of second paragraph) entitled "Restrictions on Capital Project Authorizations at Other Times," derived from S.A. No. 290, 1953; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁵⁰⁸ 2024 recodification and edit of current Sec. C8-20-7 (Second sentence of second paragraph) entitled "Restrictions on Capital Project Authorizations at Other Times," derived from S.A. No. 290, 1953; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

projects budget shall require the affirmative vote of four (4) members of the Board of Finance⁵⁰⁹.

(3) **Action by the Board of Representatives; Approval Standard: Filing with the Office of the Town and City Clerk.** If the Board of Representatives adopts the amendment, the capital projects budget shall be deemed amended accordingly. Not later than five (5) days after such adoption, the amendment to the capital projects budget shall be filed in the Office of the Town and City Clerk and public notice thereof shall be given⁵¹⁰. Approval for a project amendment increasing the capital projects budget shall require a two-thirds ((2/3^{rds}) vote of those present at the meeting, which two-thirds (2/3^{rds}) shall not be less than a majority vote of the entire membership of the Board of Representatives⁵¹¹.

(4) **Required Joint Public Hearings**⁵¹². The Board of Finance and the Board of Representatives shall conduct joint public hearing upon receipt of any proposed amendment to the capital projects budget and a final public hearing not later than five (5) days prior to any final votes on the program. Each of the Boards may conduct additional public hearings in their discretion.

Sec. C8-30-11. Capital Project Sunset Provision.

(a) **Rescinding of Capital Project: Four-year Time Lapse**⁵¹³. If there has been no acquisition, leasing, start of construction or contracted for pre-construction by the City with respect to a capital project and four (4) years have passed since the project was approved, the approval of that project shall be deemed rescinded.

(b) **Capital Projects Approved Prior to November 1995**⁵¹⁴. The approval of capital projects which were approved on or before the effective date of this provision shall be deemed rescinded if there has been no acquisition, leasing, start of construction or

⁵⁰⁹ 2024 recodification of current Sec. C8-20-9 entitled "Approval Requirements for increasing Capital Projects Budget," derived from Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995

⁵¹⁰ 2024 recodification and edit of current Sec. C8-20-7 (Third and fourth sentences of second paragraph) entitled "Restrictions on Capital Project Authorizations at Other Times," derived from S.A. No. 290, 1953; Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

⁵¹¹ 2024 recodification of current Sec. C8-20-9 entitled "Approval Requirements for increasing Capital Projects Budget," derived from Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995.

Editor's note—Former Sec. C8-20-8 (previously Sec. C-611.6), Obligation Limitations, was repealed by referendum vote 11-3-1987. Current Sec. C8-20-9 derived from Referendum 11-6-1979; Referendum 11-3-1987; Referendum 11-7-1995, has been recodified in Sec. C8-20-7(b) (2) and (3).

⁵¹² NEW (2023)

⁵¹³ 2024 recodification and edit of current Sec. C8-20-10 (First sentence of first paragraph) derived from Referendum 11-7-1995

⁵¹⁴ 2024 recodification and edit of current Sec. C8-20-10 (Second sentence of first paragraph) derived from Referendum 11-7-1995

contracted for pre-construction by the City with respect to the project, and three (3) years have passed since the project was approved or one (1) year has passed since the effective date of this provision, whichever date shall be later.

(c) **Reinstatement of Rescinded Capital Project⁵¹⁵.** If the approval of a capital project is rescinded pursuant to this provision, then the project, if it is to obtain approval, must do so in accordance with the procedures set forth in Sections C8-20-1 through C8-20-7, inclusive.

(d) **Contracted for Pre-Construction Defined⁵¹⁶.** For the purposes of this section, "contracted for pre-construction" shall include preliminary studies, surveys, designs, site preparations, or contracts pursuant to the terms of which such project shall proceed.

(e) **Pre-construction Standards. Defined⁵¹⁷.** For purposes of this section the requirement of acquisition, leasing, start of construction or contracted for pre-construction will be satisfied if there has been an expenditure of twenty-five (25%) percent of the budget for the proposed capital project. However, this amount may be changed in the discretion of the Board of Representatives at the time of its initial approval of the particular capital project.

Sec. C8-30-12. Excess Capital Project Funds⁵¹⁸.

No funds appropriated for expenditure in relation to a capital project shall be utilized for any City operating expenses, including but not limited to, interest payments, under any circumstances; provided, however, such unexpended capital project funds may be used to retire debt, refinance debt or fund approved capital projects unless the expenditure otherwise complies with Sections C8-20-2(a) – (d), inclusive and Section C8-30-10, in accordance with an opinion of bond counsel regarding the validity of the intended alternate uses⁵¹⁹

DIVISION 4. TAXATION

Sec. C8-40-1. Tax Districts Generally⁵²⁰.

Stamford shall be divided into two districts, the City Tax District and the Town Tax District, or such other tax districts as may be determined from time to time by the Board of Finance and the Board of Representatives.

⁵¹⁵ 2024 recodification and edit of current Sec. C8-20-10 (Third sentence of first paragraph) derived from Referendum 11-7-1995

⁵¹⁶ 2024 recodification and edit of current Sec. C8-20-10 (Fourth sentences of first paragraph) derived from Referendum 11-7-1995

⁵¹⁷ 2024 recodification and edit of current Sec. C8-20-10 (Second paragraph) derived from Referendum 11-7-1995

⁵¹⁸ 2024 recodification of current Sec. C8-20-10 derived from Referendum 11-7-1995.

⁵¹⁹ NEW (2024). The final clause.

⁵²⁰ Referendum 11-3-1987

Sec. C8-40-2. City Tax District⁵²¹.

The City Tax District shall consist of the territory served by the Regular Fire Department as delineated on the map referred to in Section C5-40-3 as may be amended from time to time.

Sec. C8-40-3. Town Tax District⁵²².

The Town Tax District shall comprise the entire area of Stamford.

Sec. C8-40-4. Tax for Fire Service⁵²³.

(a) The property within the City Tax District shall be subject to taxation in an amount necessary to raise the net appropriation for all costs incurred for the operation of the Regular Fire Department, including principal and interest payments for bonds issued for capital improvements for the Regular Fire Department; provided it shall not be liable for any part of the contribution made to the Volunteer Fire Departments.

(b) Except for the property within the City Tax District which is served by the Regular Fire Department, all other property within the Town Tax District which is served, or to which services are available by the Volunteer Fire Departments, shall be subject to taxation in an amount necessary to raise the net appropriation for the City's contributions for all costs incurred for the operation of the Volunteer Fire Departments, including fire hydrants, water supplies, and principal and interest payments for bonds issued for capital improvements for the Volunteer Fire Departments.

Sec. C8-40-5. Tax for Sanitation⁵²⁴.

(a) All property served or to which sanitation services are available shall be liable to taxation so as to include the payment of the balance of the bonded indebtedness of the sanitation facilities, sewers, incinerators and sewer treatment plant in the proportion that the total assessment of such district served or to which the services are available bears to the total assessment of the City served or to which the services are available. In addition, thereto, all property served or to which the services are available by the Sanitation Bureau shall be liable to taxation in an amount necessary to raise the net appropriation for the sanitation operating expenses in the same proportion.

(b) When, after extension of sanitary sewers by the Water Pollution Control Authority, sanitary sewer service becomes available to property, said property shall thereupon be liable for additional taxation to be levied for sanitary services and the Water Pollution Control Authority and the Municipal Engineer⁵²⁵ shall certify and submit to the Assessor such list of properties, which list shall forthwith be incorporated in the

⁵²¹ Referendum 11-8-1977; Referendum 11-7-1995,

⁵²² Referendum 11-6-1979.

⁵²³ Referendum 11-6-1979.

⁵²⁴ Referendum 11-6-1979; Referendum 11-7-1995; Referendum 11-6-2012

⁵²⁵ "Municipal Engineer" replaces "City Engineer."

assessment by the Assessor. The modified mill rate and applicable tax levied shall be of full force and effect at the commencement of the fiscal Year subsequent to the Fiscal Year in which the sanitation service for a property was modified.

Sec. C8-40-6. Taxation in Town Tax District⁵²⁶.

Except as herein before provided in Sections C8-40-4 and C8-40-5, the property in the Town Tax District shall be taxed sufficiently to meet, together with all other funds available for the purpose, all the expenses and appropriations made for the next fiscal year.

Sec. C8-40-7. The Tax Bill⁵²⁷.

The tax bill presented to each property owner in Stamford shall record as separate items the mill levy laid for the net appropriations for the Board of Education, the Social Services functions of the Office of Administration, Debt Services, General Government expenses and the special items taxable against the particular Tax District.

Sec. C8-40-8. Adjustment of Special Charges⁵²⁸.

Whenever one of the special service charges shows either a deficit or a surplus at the end of the year, that deficit or surplus shall be computed in making the appropriation for that particular charge in the following year and the deficit or surplus shall be absorbed in that year. This section shall not apply to appropriations to Volunteer Fire Departments.

Sec. C8-40-9. Computation of Net Appropriations⁵²⁹.

In computing the net appropriations of any department or service charge, the Controller shall deduct from the budget appropriations all estimated receipts of that department or service from sources other than taxes.

Sec. C8-40-10. Taxation of Motor Vehicles⁵³⁰.

All motor vehicles within the City shall be taxed at a uniform city-wide mill rate.

DIVISION 5. BONDS

Sec. C8-50-1. Bonds.

A. Bond Issue Generally⁵³¹.

If so requested by the Mayor and approved by the Board of Finance, the Board of Representatives may authorize the issuance of bonds under the corporate name and seal and upon the faith and credit of the City, registered or with coupons attached, bearing

⁵²⁶ Referendum 11-6-1979

⁵²⁷ Referendum 11-3-1987; Referendum 11-7-1995.

⁵²⁸ **NO CITATION IN CURRENT CHARTER.**

⁵²⁹ **NO CITATION IN CURRENT CHARTER.**

⁵³⁰ Referendum 11-8-1977; Referendum 11-7-1995.

⁵³¹ S.A. No. 290, 1953; Referendum 11-6-1979

interest at a rate or rates not greater than the maximum rate approved by the Board of Finance, payable semi-annually. The bonds shall not be sold at less than par, and accrued interest and the funds realized from the sale of the bonds shall be applied solely for the purpose of paying for public improvements or other municipal works of a permanent character and paying for land taken for the purpose of such improvements or municipal works. The bonds so authorized shall be issued in the manner and in the principal amount that the Board of Finance may prescribe from time to time. The bonds or other obligations shall be signed by the Mayor and countersigned by the Controller, and any coupons attached shall bear the facsimile signature of the Controller. The bonds when so executed and delivered shall be obligations of the City and of all of the inhabitants and property thereof according to the tenor and purport of the same, and said bonds or other obligations, if properly signed by officials in office on the date of execution, shall be valid notwithstanding that before delivery thereof such officials shall have ceased to hold office.

B. Status of Unexpended Funds⁵³².

The status of each capital project shall be reviewed quarterly in the manner provided in Section C8-30-2. The Mayor, with written advisement from the Planning Board, shall submit a report with specific recommendations to the Board of Finance and the Board of Representatives, stating when each uncompleted or partially-completed capital project is expected to be completed, those which have been completed, and the balance of any unexpended bond funds for completed projects.

Sec. C8-50-2. Bond Anticipation Notes⁵³³.

Whenever the Board of Representatives shall have authorized the issue of bonds to finance a capital project or projects pursuant to the provisions of Section C8-50-1, the Board of Finance may, by at least a majority of all its members, authorize the making of a temporary loan or loans by the issuance of a temporary note or notes, for a period of not more than one year, in anticipation of the money to be derived from the sale of such bonds for designated capital projects. Temporary notes issued for a shorter period than one (1) year may be renewed from time to time by the issue of other temporary notes maturing within the required period of one year, provided the period from the date of issue of the original loan to the date of maturity of the renewal loan shall not be more than one year. Except as herein otherwise provided, the term, rate of interest, form, manner of sale and other particulars of such temporary notes shall be determined by at least a majority of all the members of the Board of Finance or the determination thereof may be delegated by said Board to the Director of Administration with the approval of the Mayor. Notes shall be signed and countersigned in the manner provided in Section C8-50-1 for bonds, and the amount of any temporary loan or loans shall not exceed the principal amount of bonds in anticipation of which they are issued. All outstanding temporary notes or renewal notes issued hereunder shall be included in the aggregate indebtedness of the City when

⁵³² Referendum 11-6-1979; Res. No. 3301, 6-1-2009; Referendum 11-7-1995.

⁵³³ S.A. No. 290, 1953; Referendum 11-7-1995.

ascertaining the City's borrowing capacity under any general or special statute, unless the bonds in anticipation of which such notes are issued would not be so included, but temporary notes or renewal notes which have become due and for the payment of which adequate funds have been provided shall not be deemed to be outstanding. All temporary notes and renewal notes issued hereunder and the debts evidenced thereby shall be obligations of the City and of all the inhabitants and property thereof according to their tenor. The proceeds of bonds in anticipation of which temporary notes or renewal notes have been issued shall first be applied to the payment of any such notes, and the period during which any such notes shall be outstanding shall not be included in computing the term for which such bonds may be issued.

Sec. C8-50-3. Emergency Bond Issues⁵³⁴.

In case of a public emergency which shall require abnormal expenditure on the part of the City, the City may issue bonds for the payment of such emergency expenditure. An issue of bonds under this section shall require the affirmative vote of five (5) members of the Board of Finance and of three-fourths (3/4^{ths}) of the entire membership of the Board of Representatives. The earliest maturity shall be not more than two (2) years from date of issue and all such bonds shall be paid in full and retired at the expiration of not more than ten (10) years from the date of issuance.

Sec. C8-50-4. Revenue Anticipation Notes and Tax Anticipation Notes⁵³⁵.

The Mayor may, in the name of the City, with the approval of the Board of Representatives, borrow such monies as may be necessary to meet the temporary financial requirements of the City or such as may be borrowed in anticipation of the collection of special assessments. The monies so borrowed shall be evidenced by notes given in the name of the City and signed by the Mayor and countersigned by the Controller. These notes shall be repaid, so far as may be possible, from the income of the City received during the current fiscal year. If any of the monies so borrowed shall remain unpaid at the end of the fiscal year the amount thereof shall be included in the estimates and appropriations for the succeeding fiscal year.

Sec. C8-50-5. Mayoral Request for Payment of Contract for Duly Authorized Capital Projects⁵³⁶.

Notwithstanding any other provisions of the Charter of the City, law or statute to the contrary, a contract concerning a duly authorized capital project for the Board of Education of said City which provides for a payment, or payments, by the City in a fiscal year, or years, subsequent to the date of said contract, may be executed on behalf of the City after approval by the Mayor, Planning Board, Board of Finance and Board of Representatives, and the budget appropriating authorities shall thereafter appropriate,

⁵³⁴ Referendum 11-7-1995.

⁵³⁵ Referendum 11-3-1987; Referendum 11-7-1995.

⁵³⁶ Revision of title of current Sec. C8-50-5 entitled "Authorization of Appropriations and Issuance of Bonds for School Construction Project," derived from S.A. No. 89, 1969; Referendum 11-6-1979; Referendum 11-7-1995.

upon written request of the Mayor, the necessary funds in the appropriate following fiscal year in accordance with the terms and provisions of the schedule of payments of said contract provided no such schedule shall provide for payment over a term in excess of three (3) years.

DIVISION 6. SPECIAL ASSESSMENT

Sec. C8-60-1. Power of Board of Representatives Concerning Public Improvements⁵³⁷.

The Board of Representatives is empowered, with the approval of the Mayor, which approval, however, shall not be required until after the resolution referred to in Section C8-60-7 of this Chapter whenever in its opinion public health, safety, welfare, convenience, or necessity so require, to alter, establish or discontinue any building line; to cause any stream or any part thereof to be taken, occupied and appropriated or straightened, lowered or deepened; to cause any well, dam or obstruction to be lowered or removed, or to cause any culvert to be enlarged, lowered, altered or removed, or any storm sewer or storm drain to be laid out, built or constructed through or across public or private grounds, streets or highways; to lay out, alter, extend, enlarge, exchange or discontinue any highway or grade thereof; to take any land for park purposes, parkways or other municipal purposes; and to provide for any public improvements whatsoever, whether or not requiring an assessment for benefits or damages or both, and to assess benefits and damages therefor.

Sec. C8-60-2. Limit of Power⁵³⁸.

The powers granted to the Board of Representatives by Section C8-60-1 shall not be exercised without approval by the Board of Finance, and are not to be construed as in any way restricting or affecting the powers and duties of the Mayor or the municipal departments to carry out and complete public improvements, or as conferring any executive or administrative powers upon the Board of Representatives.

Sec. C8-60-3. Procedure Concerning Public Improvements⁵³⁹.

Before exercising the powers granted in Section C8-60-1, the Board of Representatives shall declare by resolution its intention to do so. Such resolution shall, in general terms, describe the action contemplated and shall request the Mayor to cause a report to be made thereon. The Mayor shall thereupon direct the Office of Operations to do the preliminary engineering work, including the preparation of necessary surveys, plans, profiles, specifications and estimates of the total cost of the intended action, work

⁵³⁷ S.A. No. 297, 1957; Referendum 11-8-1977; Referendum 11-7-1995.

⁵³⁸ S.A. No. 297, 1957.

⁵³⁹ Referendum 11-7-1995.

or improvement, and to submit the same to the Director of Administration, who shall make estimates of the value of any land proposed to be taken and of the amount of the benefits or damages which should be assessed against or in favor of each piece of property affected. A copy of the Mayor's report, with copies of the report of the Office of Operations and of the estimate of the Director of Administration, shall be filed for public inspection in such office as the Mayor may designate. When any part of the cost of a public work or improvement is to be assessed against property benefited thereby, the resolution of the Board of Representatives shall so declare and shall indicate what part of such cost is to be assessed.

Sec. C8-60-4. Notice and Hearing Before the Director of Administration⁵⁴⁰.

Upon the filing of the Mayor's report as provided in Section C8-60-3, Public Notice thereof and of the resolutions of the Board of Representatives relating thereto shall be given. Such notice shall be addressed to all persons interested in any property which would be affected by the proposed action, and it shall name each person known to be so interested and such notice shall specify a time and place when such person may appear before the Director of Administration and be heard in respect to the price of any land proposed to be taken or in respect to any assessment for benefits or of damages, as set forth in the report of the Director of Administration. Such notice shall be published at least three times in an official newspaper, and a copy thereof served either personally or by registered mail on each person named therein as aforesaid, at least five (5) days before the date of the hearing before the Director of Administration. The Director of Administration shall hold a hearing at the time and place specified in the notice and may from time to time adjourn the hearing to be held at such times and places as deemed proper until all parties interested in property affected shall have had an opportunity to be heard.

Sec. C8-60-5. Report to Board of Representatives⁵⁴¹.

After such hearings the Director of Administration shall make a report in writing to the Board of Representatives of the amount which in the Director's judgment should be paid for each particular piece of property to be taken, the probable cost of making the improvement or taking the contemplated action, and the damages and benefits which should be assessed in favor of or against each property. Such report shall, so far as ascertainable, state the name of each owner of the property to be assessed for benefits or for damages. In no case shall the total assessed benefits exceed the sum of the cost of the proposed project and the total damages to be assessed.

Sec. C8-60-6. Filing of Lis Pendens⁵⁴².

A lis pendens containing the names of the persons named in the notice identifying the property affected and setting forth the nature of the work or improvement shall, at or

⁵⁴⁰ Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

⁵⁴¹ Referendum 11-3-1987; Referendum 11-7-1995.

⁵⁴² **NO CITATION IN CURRENT CHARTER.**

about the time of the first publication of the notice of hearing, be recorded in the land records of Stamford.

Sec. C8-60-7. Action of Board of Representatives on Report Concerning Public Improvements⁵⁴³.

The Board of Representatives may accept the report of the Director of Administration as submitted or modify or reject or refer it back to the Director of Administration. The Board may increase the amount of benefits and lower the amount of damages, but it may not lower the benefits or increase the damages without the approval of the Director of Administration. It may abandon the project or improvement. If, after receiving the report of the Director of Administration, the Board of Representatives shall determine to proceed with the action, work or improvement, it shall adopt a resolution directing that such action, work or improvement be carried out in accordance with the report finally approved by it, and the report so approved shall be recorded in the land records of Stamford. Upon the passage of such resolution and the recording of the report, the action, work and improvement provided for therein shall be deemed duly and legally authorized, and all assessments of benefits and damages as estimated shall be deemed duly and legally made, provided that said report shall not be recorded in the land records of Stamford as herein required, and that no liability against the City shall be incurred in any proceedings for the purposes specified in Section C8-60-1 unless and until the Board of Representatives shall have appropriated sufficient funds for the purpose of paying the excess, if any, of the aggregate total of the estimated cost of the improvement and the damages to be awarded over the benefits to be assessed.

Sec. C8-60-8. Notice of Adoption of Report⁵⁴⁴.

After the adoption of the resolution and its approval by the Mayor and after the Board of Representatives shall have made the appropriation and after the recording of the report, all as provided in the preceding section, the Director of Administration shall give public notice of such resolution to the persons whose lands are to be taken, or against or in whose favor benefits or damages are to be assessed, with the amount to be paid to or by each such person in accordance with such resolution and report. The notice shall direct the payment to the City of all benefits assessed and shall state a time and place at which the City will make payment for any land taken or damage assessed. The Director of Administration shall, as before, give public notice and serve in person or by mail, a copy of such notice to each person named therein, at their last known address. In the case of the estate of a deceased person in process of settlement, a notice mailed to the Executor or Administrator thereof shall be deemed notice to the owner. After the publication and mailing of notice as aforesaid, the City may, except as hereinafter provided, enter upon any land taken or undertake and complete any action, work or improvement in accordance with such resolution and report.

⁵⁴³ Referendum 11-7-1995.

⁵⁴⁴ Referendum 11-3-1987; Referendum 11-7-1995.

Sec. C8-60-9. Title Transfer⁵⁴⁵.

If the Board of Representatives adopts the report of the Director of Administration with or without modifications, it shall transmit the same with its resolution of adoption to the Mayor, and the Mayor shall, within ten (10) days thereafter, return the same to the Board of Representatives with approval or disapproval noted thereon. If the Mayor approves the resolution, any land to be taken shall be deemed condemned. Title to such land shall vest in the City in accordance with the General Statutes.

Sec. C8-60-10. Appeal by Property Owners⁵⁴⁶.

Any party aggrieved by the price fixed for any land to be taken, or by the assessment of benefits or damages, may make written application for relief to the proper court and shall proceed in accordance with the provisions of the General Statutes. No such application shall operate to vacate any appraisal, assessment or lien based thereon, but the same shall stand until modified or revised by the court. All such appeals shall be privileged cases in the court and the Corporation Counsel shall cause them to be heard as speedily as possible.

Sec. C8-60-11. Time Payments⁵⁴⁷.

In the event that any special assessment made under the provisions of this Chapter shall amount to more than five (5%) percent of the assessed value of the affected property, the owner of the property may pay such assessment in such equal annual installments as the owner then elects over a period not exceeding ten (10) years from the due date of the special assessment. The first installment shall become due and payable on the due date of assessment. Interest shall be paid on the assessment at the rate of five (5%) percent per annum and shall be due and payable on all unpaid installments whenever an installment becomes due and payable. If any installment is not paid within sixty (60) days after its due date, the entire unpaid balance of the assessment shall become immediately due and payable and shall draw such interest from the due date of the defaulted installment and the Tax Collector shall file a lien on the property. Any owner may pay the unpaid balance of an assessment with the accrued interest at any time.

Sec. C8-60-12. Payments of Benefits and Damages⁵⁴⁸.

If an assessment of damages be made in favor of any person and an assessment for benefits also be made against such person, the difference between such assessment of damages and benefits shall be paid by the person to the City, or by the City to the person as the case may be, and the person shall be deemed to have received just compensation for all damages. If an assessment for benefits be made against any person and no assessment of damages be made in the person's favor, the person shall pay to the City the amount of benefits assessed. If the assessment of damages made in favor of any

⁵⁴⁵ Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

⁵⁴⁶ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-6-2012.

⁵⁴⁷ Referendum 11-3-1987; Referendum 11-7-1995.

⁵⁴⁸ Referendum 11-3-1987; Referendum 11-7-1995.

person and benefits made against such person be equal, the person shall be deemed to have received just compensation for all damages.

Sec. C8-60-13. Assessment of Benefits; Lien and Collection of Same⁵⁴⁹.

Assessments for benefits made as provided in this Chapter shall be and remain liens or encumbrances upon the land or other properties upon which they are made, and shall take precedence of all other liens or encumbrances, except taxes due the State and other prior public liens. Any such lien may be foreclosed in the same manner as a mortgage on such lands and properties given to the City to secure the amount of the assessment. The assessment may be collected by warrant signed by the Mayor in the same manner as taxes are collected. Such liens shall not continue to exist for a period longer than ninety (90) days after the assessment becomes due and payable, unless within that period a certificate signed by the Tax Collector, or, in the event of installment paying as provided by Section C8-60-11, within ninety (90) days of the due date of the first installment, describing the premises on which such liens exist, the work or improvement on account of which it is claimed, and the amount claimed by the City as the lien thereon, shall be filed for record with the Town and City Clerk of Stamford. Any such lien may be satisfied of record by filing with the Town and City Clerk a certificate signed by the Tax Collector of the payment and satisfaction thereof. All such certificates shall be recorded by the Town and City Clerk upon the land records of Stamford and the legal fees for filing, recording and releasing such liens shall be added to the assessment. Every such lien shall date from the recording of the lis pendens described in Section C8-60-6.

Sec. C8-60-14. Extension of Lien on Appeal⁵⁵⁰.

Any lien created on account of public work or improvement of any kind shall, if an appeal be taken from the assessment of damages or benefits, or both, continue to exist for a period of ninety (90) days after the final judgment of the court or judge having jurisdiction of the appeal, or after the termination of the appellate proceedings, but no longer unless within such time a certificate, signed by the Tax Collector, describing the premises on which the lien exists, the work or improvement on account of which it is claimed and the amount claimed by the town as a lien thereon, shall be filed with the Town and City Clerk of Stamford for record.

Sec. C8-60-15. Assessment of Benefits to Include Connections with Sewers⁵⁵¹.

In assessing benefits for the construction of sewers, or in paving, constructing, repairing or improving any street, the expenses of bringing connections from any existing or proposed sewers, water mains, gas mains or conduits or any of them to the property line may be included in such assessments.

⁵⁴⁹ Referendum 11-8-1977; Referendum 11-7-1995.

⁵⁵⁰ Referendum 11-8-1977.

⁵⁵¹ **NO CITATION IN CURRENT CHARTER.**

Sec. C8-60-16. Adjustment of Assessment⁵⁵².

Upon the completion of any project covered by this Chapter, the Engineer shall certify to the Director of Administration the completion thereof. Upon receipt of the certificate, the Director of Administration shall determine the actual cost of the project. If such actual cost differs from the estimated cost by more than five (5%) percent of the estimated cost, the Director of Administration shall assess the excess cost against the respective properties or make refunds or credits in the amount by which the actual cost fell short of the estimated cost.

Sec. C8-60-17. Apportionment of Assessments⁵⁵³.

In assessing benefits, the Director of Administration shall not assess any part thereof for paving any street or any part thereof but shall assess the cost of laying or constructing any paved sidewalk in any street along any parcel of property where no paved sidewalk had previously existed against the adjoining property; and in the case of laying out, building and constructing storm sewers and storm drains through and along streets, and through or across public or private grounds, shall assess the expense of the construction or relaying thereof, or such part of such expense as it may deem just and reasonable, upon any private grounds abutting upon the line of any such storm sewer or storm drain and property abutting upon the streets through which such storm sewers or storm drains are laid and which may be benefited thereby, and in proportion to the benefits received by such property. In the case of storm sewers or storm drains laid through or across private grounds, it shall assess the damages resulting to any such private grounds from the construction of any such storm sewer or storm drain in favor of the owner or owners of such private grounds so damaged.

DIVISION 7. TAX PAYMENTS AND ADMINISTRATION

Sec. C8-70-1. Tax Payments⁵⁵⁴.

(a) **First Installment.** Half of the taxes and service charges for the respective areas shall be payable on the first (1st) day of the fiscal year. If not paid on or before the first (1st) day of August, such half shall bear interest from July first at such rates per month as are permitted by the General Statutes.

(b) **Second Installment.** The second half of such taxes and service charges shall be payable on the following first (1st) day of January. If not paid on or before the first (1st) day of February, such second half shall bear interest from the first (1st) day of January at such rates per month as are permitted by the General Statutes.

⁵⁵² Referendum 11-77-1995.

⁵⁵³ Referendum 11-8-1977; Referendum 11-7-1995

⁵⁵⁴ 2024 recodification and edit of current Sec. C8-10-2 entitled "Tax Payments" derived from Referendum 11-6-1979.

(c) **Lien by Tax Collector.** The Tax Collector shall place a lien on tax delinquent property for the amount of any taxes or charges unpaid on the first (1st) day of February of any year as provided by the General Statutes.

(d) **Motor Vehicle Tax.** The tax on motor vehicles shall be due and payable in full on the first (1st) day of July. If not paid on or before first (1st) day of August, such tax shall bear interest from the first (1st) day of July at such rates per month as are permitted by the General Statutes.

Sec. C8-70-2. Presentation of Tax Bills⁵⁵⁵.

(a) **Preparation and Distribution of Tax Bills.** Immediately upon receiving notice of the tax rates and service charges established by the Board of Finance, the Tax Collector shall prepare the tax bills for the taxes to be levied for the following year. Tax bills shall be prepared and distributed prior to the first (1st) day of the fiscal year.

(b) **Extension of Time for Issuance of Tax Bills.** The Board of Representatives may extend said date for issuing of tax bills, if necessary, in which event the interest charges provided for in Section C8-10-5 shall not be applicable until thirty (30) days after such extended date.

Sec. C8-70-3. Date of Tax Liens⁵⁵⁶.

The lien date for taxes annually laid by the City shall be the due date specified in the October Grand List upon which said taxes were laid.

⁵⁵⁵ 2024 recodification and edit of current Sec. C8-10-3 entitled "Presentation of Tax Bills" derived from S.A. No. 428, 1951; Referendum 11-7-1995.

⁵⁵⁶ 2024 recodification of current Sec. C8-10-4 entitled "Date of Tax Liens" derived from Referendum 11-7-1995.

PART 9. MISCELLANEOUS PROCEDURES

DIVISION 1. CONTINUANCE OF OPERATION

Sec. C9-10-1. Continuance of Contracts⁵⁵⁷.

Any contract entered into by the City, or bond or undertaking made to or for the benefit of the City before any of the amendatory provisions of this Charter take effect, containing a provision that it may be enforced or shall be performed by some Office, Department, Board, Commission, Authority or Agency which is abolished by the amendatory provisions of this Charter, shall, notwithstanding continue in full force and effect and shall be enforced and performed by the Office, Department, Board, Commission, Authority or Agency upon which are conferred and imposed powers, functions and duties corresponding to those theretofore exercised by the Office, Department, Board, Commission, Authority or Agency so abolished.

Sec. C9-10-2. Continuance of Personnel⁵⁵⁸.

All persons holding office or membership on any Board at the time any amendatory provisions of this Charter take effect, whether elected or appointed, shall continue in office unless such office has been abolished.

Sec. C9-10-3. Continuance of Provisions⁵⁵⁹.

The pensions heretofore granted by the Town or City shall continue, as prior to the effective date of this Charter.

Sec. C9-10-4. Transfer of Records and Property⁵⁶⁰.

All records, property and equipment whatsoever of any Department, Office, Board, Commission, Authority or Agency or part thereof, all of the powers and duties of which are assigned to any other Office, Department, Board, Commission, Authority or Agency by this Charter, shall be transferred and delivered intact to the Office, Department, Board, Commission, Authority or Agency to which such powers and duties are so assigned. If part of the powers and duties of any Office, Department, Board, Commission, Authority or Agency or part thereof are, by this Charter, assigned to another Office, Department, Board, Commission, Authority or Agency or part thereof, all records, property and equipment relating exclusively thereto shall be transferred and delivered intact to the Office, Department, Board, Commission, Authority or Agency to which such powers and duties are so assigned.

⁵⁵⁷ Referendum 11-8-1977; Referendum 11-3-1987

⁵⁵⁸ Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995

⁵⁵⁹ Referendum 11-7-1995

⁵⁶⁰ Referendum 11-8-1977

Sec. C9-10-5. (Reserved)⁵⁶¹

Sec. C9-10-6. (Reserved)⁵⁶²

DIVISION 2. RESERVED⁵⁶³

Sec. C9-20-1. (Reserved)

Sec. C9-20-2. (Reserved)

Sec. C9-20-3. (Reserved)

Sec. C9-20-4. (Reserved)

DIVISION 3. RESERVED⁵⁶⁴

Sec. C9-30-1. (Reserved)

DIVISION 4. TRANSITION PROVISIONS⁵⁶⁵

Sec. C9-40-1. (Reserved)

Sec. C9-40-2. (Reserved)

CHARTER COMPARATIVE TABLE

This table shows the location of the sections of the basic Charter and any amendments thereto.

Date	Section	Section this Charter
2- 4-1985(Res.)		C7-30-6
9- 3-1997(Res.)		C5-40- 2(b)(2)

⁵⁶¹**Editor's note**—Former Sec. C9-10-5, (previously Sec. C-903.1), Transition to Three-Year Terms; Appointive Boards and Commissions, was repealed by referendum vote 11-3-1987.

⁵⁶²**Editor's note**—Former Sec. C9-10-6 (previously Sec. C-903.3), Office of Budget and Management, Office of Data Processing, Office of Collections, Department of Traffic and Parking, Board of Recreation and Stamford Parking Authority, was repealed by referendum vote 11-3-1987.

⁵⁶³**Editor's note**—Former 2 (previously Ch. 91 of Title IX), Financial Transition, consisting of Secs. C9-20-1 through C9-20-4, was repealed by referendum vote 11-3-1987.

⁵⁶⁴**Editor's note**—Former 3 (previously Ch. 92 of Title IX), Referendum, consisting of Sec. C9-30-1, was repealed by referendum vote 11-3-1987.

⁵⁶⁵**Editor's note**—Former 4, Transition Provisions, consisting of Sec. C9-40-1 and Sec. C9-40-2, was repealed by referendum vote 11-7-1995.

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11- 2-2004(Ref.)		C1-70-3
		C1-80-1
	Added	C2-10-2(13)
		C5-10-2(b)
		C5-20-3
		C5-30-5
		C5-50-3(b)(9)
		C6-120-1
	Added	C8-30-3(b)
6- 1-2009(Res.)		C8-50-1
11- 6-2012(Ref.)	Added	Preamble
		C1-10-4
		C1-40-5
		C1-50-2
		C1-70-1
		C1-70-3
		C1-80-1
		C1-90-1
		C2-10-2(3), (4)
		C2-10-4
		C2-10-13, C2-10-14
		C2-10-16
		C3-10-4
	Dtd	C3-10-8
		C3-10-11
	Dtd	C3-10-13, C3-10-14
		C5-10-2(b)
		C5-20-3
		C5-20-10(14)
		C5-20-15(f)
		C5-20-16
		C5-20-18
		C5-30-2

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	Added	C5-30-5(9)
		C5-30-6
	Added	C5-30-8(note)
		C5-40-1
		C5-40-3
	Added	C5-40-5(a)(5)
		C5-50-2(a)
		C5-50-3(b)(3), (8)
		C6-00-1, C6-00-2
		C6-00-3(a)
		C6-00-4
		C6-20-7(a)
		C6-20-8, C6-20-9
	Added	Pt. 6, Div. 2, Subd. D(note)
		C6-60-1, C6-60-2
		C6-90-1(1), (6)
		C6-90-3
		C6-100-2
	Added	C6-140-6(8)
		C6-140-10
	Added	C6-140-11, C6-140-12
	Dltd	C6-150-1, C6-150-2
		Pt. 6, Div. 2, Subd, I(title)
		C6-160-1

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	Dlt'd	C6-160-2
		C6-160-3
	Dlt'd	C6-160-4, C6-160-5
		C6-160-6
	Added	C6-200-1—C6-200-3
	Added	C6-210-1—C6-210-4
		C7-10-8
		C8-40-5
		C8-60-4
		C8-60-9, C8-60-10
11- 5-2013(Ref.)		C6-160-1
		C6-210-2

ⁱ **Sec. 10-222. Appropriations and budget.** Each local board of education shall prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city having a board of finance, to the board of selectmen in each town having no board of finance or otherwise to the authority making appropriations for the school district, not later than two months preceding the annual meeting at which appropriations are to be made. The board or authority that receives such estimate shall, not later than ten days after the date the board of education submits such estimate, make spending recommendations and suggestions to such board of education as to how such board of education may consolidate noneducational services and realize financial efficiencies. Such board of education may accept or reject the suggestions of the board of finance, board of selectmen or appropriating authority and shall provide the board of finance, board of selectmen or appropriating authority with a written explanation of the reason for any rejection. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education. Except as provided in this subsection, any such board may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item of such itemized estimate. Boards may, by adopting policies and procedures, authorize designated personnel to make limited transfers under emergency circumstances if the urgent need for the transfer prevents the board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen. Expenditures by the board of education shall not exceed the appropriation made by the municipality, with such money as may be received from other sources for school purposes. If any occasion arises whereby additional funds are needed by such board, the chairman of such board shall notify the board of finance, board of selectmen or appropriating authority, as the case may be, and shall submit a request for additional funds in the same manner as is provided for departments, boards or agencies of the municipality and no additional funds shall be expended unless such supplemental appropriation shall be granted and no supplemental expenditures shall be made in excess of those granted

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through the appropriating authority. The annual report of the board of education shall, in accordance with section 10-224, include a summary showing (1) the total cost of the maintenance of schools, (2) the amount received from the state and other sources for the maintenance of schools, and (3) the net cost to the municipality of the maintenance of schools. For purposes of this subsection, "meeting" means a meeting, as defined in section 1-200, and "itemized estimate" means an estimate in which broad budgetary categories including, but not limited to, salaries, fringe benefits, utilities, supplies and grounds maintenance are divided into one or more line items.

(1949 Rev., S. 1480; P.A. 78-218, S. 147; P.A. 82-217; P.A. 84-484, S. 1, 2; P.A. 98-141, S. 1, 2; P.A. 12-116, S. 16; P.A. 13-60, S. 1.)

History: P.A. 78-218 simplified phraseology by specifying applicability of provisions to local boards, substituting "municipality" for "city, town or school district" and making other technical changes; P.A. 82-217 inserted provisions relating to supplemental appropriations; P.A. 84-484 inserted Subsec. indicator and added new Subsec. (b) re development of a financial information system to assist boards of education in reporting budget data; (Revisor's note: In 1995 the Revisors editorially substituted the numeric indicators (1), (2) and (3) for (a), (b) and (c) at the end of Subsec. (a) for consistency with statutory usage); P.A. 98-141 amended Subsec. (a) to add provisions re limited transfers in emergency circumstances and to define "meeting", effective July 1, 1998; P.A. 12-116 deleted former Subsec. (b) re financial information system and made a conforming change, effective May 14, 2012; P.A. 13-60 added provisions authorizing board or authority to make spending recommendations, requiring board of education to provide written explanation of reasons for rejection of recommendations and for transfers of funds and defining "itemized estimate".

Cited. 115 C. 158. Estimates should be itemized so as to indicate whether or not proposed expenditures are for purposes as to which board of education has duty or independent discretion. 127 C. 351. Under section and provisions of charter, Bridgeport board of education has full discretion as to expenditures of money appropriated for school purposes. 133 C. 415. If board of finance properly exercises its discretion and budget is approved by town, board of education has no power to exceed appropriations made. 138 C. 521. Board of finance cannot place funds for school purposes in general government budget to be paid to school board on happening of certain contingencies. 151 C. 1. Cited. 152 C. 568; 162 C. 393; 163 C. 537; 174 C. 522; 182 C. 253; 217 C. 110; 228 C. 699.

Cited. 14 CS 280; 15 CS 370. Board of finance may reduce the estimate submitted by the board of education; authority of board to refuse to honor vouchers up to the amount of money appropriated for maintenance of schools during the fiscal year discussed. 20 CS 224. Phrase "with such money as may be received from other sources for school purposes" does not apply to state and federal grants; appropriation request may be reduced by amount board of aldermen, in its discretion, considers is larger than is reasonably necessary. 25 CS 9. Provision in Trumbull charter re failure of board of finance to adopt budget for submission to town council upheld; relationship between boards of education and municipal budget authorities; extent of municipal obligation to finance education. 32 CS 132.

Subsec. (a):

Cited. 237 C. 169. Town charter that allows for separate referenda for town's operating budget and education budget and that allows voters to reject the budgets three times does not rise to the level of a veto and does not violate state statute and policy concerning education. 268 C. 295.