

**AGENDA**  
**MEETING OF THE COURT OF COMMON COUNCIL**  
**January 9, 2017**

**ACTION TAKEN**

**COMMUNICATIONS**

1. MAYOR BRONIN, with accompanying resolution concerning the approval of a Tentative Agreement for a successor Collective Bargaining Agreement between the City of Hartford and the Hartford Fire Fighters Association, Local 760 effective July 1, 2016 through June 30, 2020.
2. MAYOR BRONIN, with accompanying resolution authorizing the City to accept three grants to create a Sustainability Office within the Office of the Mayor to develop and begin implementation of a citywide climate action plan addressing energy, land use, transportation, waste and water.
3. MAYOR BRONIN, with accompanying resolution transferring \$1,207,044 from the Police Department and Benefits & Insurances to Education in Fiscal Year 2017.
4. OPERATIONS, MANAGEMENT, BUDGET AND GOVERNMENT ACCOUNTABILITY SUBCOMMITTEE, concerning a presentation from the Connecticut Center for Advance Technology Inc. (CCAT).

**REPORTS**

5. OPERATIONS, MANAGEMENT, BUDGET AND GOVERNMENT ACCOUNTABILITY COMMITTEE, with accompanying resolution authorizing the write-off loans made by the City with Federal Funds and Authorizing the appropriate adjustment to the General Ledger of the City.
6. OPERATIONS, MANAGEMENT, BUDGET AND GOVERNMENT ACCOUNTABILITY COMMITTEE, with accompanying resolution authorizing the City to abandon the unimproved section of Brainard Road and to accept temporary and permanent easements from the Metropolitan District Commission.
7. OPERATIONS, MANAGEMENT, BUDGET AND GOVERNMENT ACCOUNTABILITY COMMITTEE, with accompanying resolution concerning authorization to accept a grant from the Greater Hartford Transit District for the operation of the City's Dial-a-Ride program.
8. OPERATIONS, MANAGEMENT, BUDGET AND GOVERNMENT ACCOUNTABILITY COMMITTEE, with accompanying resolution concerning authorization to accept funds over the next twelve years in continued Municipal Grant Program from the Connecticut Department of Transportation in support of the City's Dial-a-Ride program.
9. OPERATIONS, MANAGEMENT, BUDGET AND GOVERNMENT ACCOUNTABILITY COMMITTEE, concerning an ordinance establishing a defined contribution pension plan.
10. OPERATIONS, MANAGEMENT, BUDGET AND GOVERNMENT ACCOUNTABILITY COMMITTEE, with accompanying resolution authorizing temporary and permanent easements to be granted to the Metropolitan District Commission over City-owned property located at 680 Franklin Ave also known as "Columbus Park".
11. OPERATIONS, MANAGEMENT, BUDGET AND GOVERNMENT ACCOUNTABILITY COMMITTEE, resolution requesting that all present and future sales of City's Capital Assets, such as livestock or canine should be presented to the Court of Common Council for approval before any transaction is completed.
12. PUBLIC WORKS, PARKS AND ENVIRONMENT COMMITTEE, with accompanying resolution authorizing the 2017 fee schedules for the two City-owned golf courses in Keney and Goodwin Park.
13. PUBLIC WORKS, PARKS AND ENVIRONMENT COMMITTEE, with accompanying substitute resolution confirming the appointment of members to the Energy Improvement District Board.

14. PUBLIC WORKS, PARKS AND ENVIRONMENT COMMITTEE, with accompanying resolution requesting that all future Christmas Holiday and presentations the City of Hartford shall purchase a re-usable tree for City Hall and cease the purchasing of poinsettias and/or other plants until the city deems it is financially able to do so.
15. LEGISLATIVE AFFAIRS COMMITTEE, with accompanying resolution concerning the reappointment of Mr. Edmund M. See to the Internal Audit Commission.
16. LEGISLATIVE AFFAIRS COMMITTEE, Communication concerning an Ordinance Amending Chapter 2, Article XIX, Sections 2-900 through 2-906 concerning Code of Ethics of the Hartford Municipal Code.

#### **FOR ACTION**

17. Substitute Ordinance creating a Registry of Owners of Residential Rental Property Amending Chapter 18, Section 150 of the Hartford Municipal Code.
18. Report with accompanying resolution concerning approving a ten-year tax abatement agreement with Chappelle Gardens, Inc. for property located at 425-433 Barbour Street.
19. Ordinance Amending Chapter 2, Article XIX, Sections 2-900 through 2-906 concerning Code of Ethics of the Hartford Municipal Code.
20. Ordinance Establishing a Defined Contribution Pension Plan.
21. Ordinance amending the Pay Plan for Assistant Director of Public Works & City Engineer of the Municipal Code.
22. Ordinance amending Chapter 2, Section 2-641 concerning the Authority of the Purchasing Agent on the Municipal Code.
23. Resolution requesting that the administration work with the Treasurer's Office to create a 401k plan for all new non-union personnel to go into effect July 1, 2017.
24. Substitute Ordinance Amending Chapter 2, Section 2-102 concerning Department of Human Relations of the Hartford Municipal Code.

#### **PROPOSED ORDINANCES**

25. (MAYOR BRONIN) Ordinance Authorizing An Admission Surcharge Chapter 32 be amended to add a new Article III Admission Surcharge.

**HEARING DATE - Tuesday, January 17, 2017**

26. (COUNCILMAN DEUTSCH) Ordinance Amending Section 17-55 - 17-70 (Reserved) to Allow Facility Requirements and Procedures for Nail Salons of the Municipal Code.

**HEARING DATE - Tuesday, January 17, 2017**

#### **RESOLUTIONS**

27. (COUNCILMAN GALE) Resolution requesting that the pavilion which adjoins the carousel in Bushnell Park shall be officially known as The Dollard Pavilion in honor of this outstanding citizen.

**Attest:**

**John V. Bazzano**  
**City Clerk**



Luke A. Bronin  
Mayor

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

January 9, 2017

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

**RE: Fire Fighters Collective Bargaining Agreement**

Dear Council President Clarke:

Attached for your consideration is a resolution approving the Tentative Agreement for a successor Collective Bargaining Agreement between the City of Hartford and the Hartford Fire Fighters Association, Local 760, for a Collective Bargaining Agreement effective July 1, 2016 through June 30, 2020.

Recognizing the severity and urgency of the City's fiscal crisis, the Hartford Fire Fighters Association (HFFA) has partnered with the City to do their part to help put Hartford on the path to fiscal health. This Agreement will save the City of Hartford millions of dollars in each of the next four fiscal years and makes some very significant structural changes which will reduce long-term liabilities.

After several months of negotiations and discussions, the parties signed a Tentative Agreement on Thursday, December 15, 2016. Members of the Fire Fighters Association overwhelmingly ratified the Tentative Agreement on Friday, December 16, 2016. At a time when Hartford is facing immense fiscal pressure, I'm proud that we were able to work together to sign a serious, responsible agreement for Hartford and its taxpayers. Some of the most significant provisions are as follows:

1. The term of the new Collective Bargaining Agreement is from July 1, 2016 through June 30, 2020.
2. Fire Union members will receive no general wage increases for four fiscal years, i.e. the entire term of the contract.
3. The parties have agreed to new salary schedules for new hires that reduce the maximum salary of all classifications between ten and fifteen percent (10-15%) and eliminate college incentive pay.
4. Effective upon implementation of the Agreement, HFFA members will contribute 15% of the carrier's premium rate toward the cost of medical and dental insurance. In July 2017, the contribution rate will increase to 16% and will increase an additional 1% each July thereafter to 18% in the last year of the Agreement. (Under the current Collective Bargaining Agreement, members contribute 11% toward their medical coverage only.)

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

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

**COURT OF COMMON COUNCIL**  
City of Hartford, January 9, 2017

**WHEREAS,** The Mayor has presented a Tentative Agreement dated December 15, 2016 between the City of Hartford ("City") and the Hartford Fire Fighters Association, Local 760, covering the period of July 1, 2016 through June 30, 2020, and

**WHEREAS,** The Tentative Agreement results in significant savings for the City for the term of the Collective Bargaining Agreement and beyond, and

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

**WHEREAS,** The Tentative Agreement has been ratified by the membership of the Hartford Fire Fighters Association, and

**WHEREAS,** The Mayor has recommended approval of the Tentative Agreement, now, therefore, be it

**RESOLVED,** That the Tentative Agreement dated December 15, 2016 between the City of Hartford ("City") and the Hartford Fire Fighters Association, Local 760, covering the period of July 1, 2016 through June 30, 2020 is hereby approved, and be it further

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

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

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

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

5. Effective no later than July 1, 2017, the health insurance plan will shift from a costly preferred provider organization plan to a high deductible health plan with a health savings account. The specifics of the new plan are set forth in the Tentative Agreement.

6. Structural changes have been made to pension benefits for both current and new employees that will reduce long-term pension liabilities. For example, all HFFA members will have their contributions toward their pension benefits increased from 8% of base and holiday pay to 11% of total pay. Additionally, normal retirement eligibility for HFFA members with less than ten years of service will increase from 20 years to 25 years of service. Additionally, pension benefits for new hires will change as follows:

- Multiplier reduced to 2% from 2.5%,
- Normal retirement eligibility after 25 years of service and early retirement eligibility at age 55, with at least 10 years of service,
- Maximum benefit capped at 70% of base pay (plus holidays for suppression employees) from 80%,
- Elimination of sick leave exchange, and
- Final average pay changed to two out of five years of base pay only (which includes holiday pay for suppression employees) rather than pay at the time of retirement.

7. The Agreement also provides for significant changes to retiree health insurance, including a) all retirees will receive the same health insurance coverage that is provided to active members, as coverage changes through negotiations, b) elimination of City-provided health insurance upon attaining age 65, and c) elimination of any City-provided health insurance for new hires. New hires, instead will receive a stipend to purchase health insurance, but may not purchase said insurance from the City of Hartford.

In accordance with Connecticut General Statute § 7-474, the bargaining representative for the municipality must submit any agreement reached by the negotiating committee to the municipality's legislative body if: (1) such agreement requires additional funds to implement it or (2) any of the provisions of the new agreement are contrary to any charter, special act, ordinance, rule or regulation adopted by the municipal employer or its agents. This request for additional funds and/or approval of provisions must be submitted to the legislative body within fourteen days of the date on which such agreement was reached.

Once the Court of Common Council receives this request, they must approve or reject it within thirty days of the end of the fourteen-day period for submission (for a total of forty-four days). The Tentative Agreement between the parties may be approved or rejected as a whole by a majority vote of those present and voting on the matter. If the Court of Common Council fails to vote on the request within the required timeframe, such request and agreement shall be considered approved.

The provisions of the Tentative Agreement require additional funds for implementation and, therefore, Council action on the Agreement is necessary. Based on the statutory timelines, the Court of Common Council has until **Saturday, January 28, 2017** to vote on the City's negotiating committee's request for funds necessary to implement the Tentative Agreement between the City of Hartford and CHPEA.

Notwithstanding the statutory timelines, I strongly encourage the Council to take action at the earliest opportunity. Should you wish to enter into Executive Session during your January 9<sup>th</sup> meeting to discuss the Agreement or the negotiating process, my staff and I will be happy to meet with you.

Respectfully submitted,



Luke A. Bronin  
Mayor



Luke A. Bronin  
Mayor

ITEM # 2 ON AGENDA

January 9, 2017

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

**RE: Sustainability Grants**

Dear Council President Clarke:

Attached for your consideration is a resolution authorizing the City to accept three grants totaling \$350,000 to create a Sustainability Office within the Office of the Mayor. The Office will develop and begin implementation of a citywide climate action plan addressing energy, land use, transportation, waste, and water.

The City has been awarded a \$125,000 grant by Partners for Places – a project of the Funders' Network for Smart Growth and Livable Communities. The Hartford Foundation for Public Giving has awarded a grant of \$125,000 to match the dollars provided by the Funders' Network. Together, these funds will be used to employ a full-time Sustainability Director for a period of twenty-two months. Additionally, the Connecticut Institute for Resilience and Climate Adaptation (CIRCA) has granted the City \$100,000 through its Municipal Resilience program. This grant will support, for 12 months, the position of Green Infrastructure Specialist within the Sustainability Office. This individual's primary focus will be working with community groups, MDC, CIRCA, and others on green infrastructure projects.

We are very pleased that these funders have seen the value of the City's proposed sustainability efforts and have committed themselves to working with us to bring them to fruition.

Respectfully submitted,

  
Luke A. Bronin  
Mayor

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

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

**COURT OF COMMON COUNCIL**  
City of Hartford, January 9, 2017

**WHEREAS,** The City will create a Sustainability Office for the purpose of developing and implementing a climate action plan which will address energy, land use, transportation, waste, and water, and

**WHEREAS,** Staff have successfully pursued private funding in order to support the establishment of the sustainability Office and a total of \$350,000 has been committed by three grantors, now, therefore, be it

**RESOLVED,** That the Mayor is hereby authorized to accept a grant of \$125,000 from the Funders' Network for Smart Growth and Livable Communities, for the period November 4, 2016 through November 3, 2018 to be used to employ a full-time Sustainability Director, and be it further

**RESOLVED,** That the Mayor is hereby authorized to accept a grant of \$125,000 from the Hartford Foundation for Public Giving, for a period of two years, to be used to employ a full-time Sustainability Director, and be it further

**RESOLVED,** That the Mayor is hereby authorized to accept a grant of \$100,000 from the Connecticut Institute for Resilience and Climate Adaptation to be used for employing a Green Infrastructure Specialist for twelve months, and be it further

**RESOLVED,** That the Mayor is authorized to accept such further sums as may be additionally awarded by the grantors under the same programs, for the same authorized contract periods, and for the same purposes, and be it further

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

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

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



ITEM # 3 ON AGENDA

Luke A. Bronin  
Mayor

January 9, 2017

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

**RE: Budget Transfer**

Dear Council President Clarke:

Attached for your consideration is a resolution transferring \$1,207,044 from the Police Department and Benefits & Insurances to Education in Fiscal Year 2017. The requested transfer will fully satisfy the City's Minimum Budget Requirement for Hartford Board of Education expenditures.

The City's FY2017 General Fund Budget includes funding for Crossing Guard wages in the Police Department and their fringe benefits in the Benefits & Insurances account. It is anticipated that the Board of Education will provide a corresponding in-kind transfer for part-time Crossing Guard staff and related fringe benefits in FY2017 through their in-kind reimbursement line item included in the Board of Education's FY2017 Adopted Budget.

Funds to be transferred to the Hartford Board of Education will be transferred as shown below:

- **Police Department:** \$855,000 from part-time employees
- **Benefits & Insurances:** \$352,044 from fringe benefits

I respectfully request action by the Court of Common Council at your next meeting.

Respectfully submitted,

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

Luke A. Bronin  
Mayor

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



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

**COURT OF COMMON COUNCIL**  
City of Hartford, January 9, 2017

**WHEREAS,** The City of Hartford must comply with the State's Minimum Budget Requirement (MBR) for local education spending; and

**WHEREAS,** An additional transfer of \$1,207,044 to the Hartford Public Schools is required to satisfy the Minimum Budget Requirement in FY2017; and

**WHEREAS,** The Hartford Board of Education's FY2017 Adopted Budget includes an allocation for in-kind reimbursement to the City of Hartford for goods and services provided by the municipality to the school system; and

**WHEREAS,** The City's FY2017 General Fund Budget includes allocations for Crossing Guard employee wages and benefits in non-Education Departments, which expenses will be covered by in-kind reimbursement from the Board; now, therefore, be it

**RESOLVED,** That the Mayor is hereby authorized to make the following transfers in the FY2017 General Fund Budget:

- Transfer of \$855,000 from Police Department
- Transfer of \$352,044 from Benefits & Insurances
- Transfer of \$1,207,044 to Education

# Court of Common Council

4 ON AGENDA

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Communication

January 9, 2017

Honorable Thomas J. Clarke II, Council President &  
Members of the Court of Common Council  
City of Hartford  
550 Main Street Room 208  
Hartford, CT. 06103

Dear Council President Clarke II and Members of the Council:

The Operations, Management, Budget, and Government Accountability Subcommittee held a meeting on December 5, 2016 at 6:30pm in the Function Room to review a presentation from the Connecticut Center for Advance Technology Inc. (CCAT) as reflected in the first item on the committee agenda.

The following were in attendance: Co-Chairwoman Glendowlyn L. H. Thames, Co-Chairwoman Minority Leader Wildaliz Bermúdez, Committee Member Assistant Majority Leader John Gale. Also present were, Darrell Hill, Chief Financial Officer and Director of Finance, Bonnie Malley, Chief Operating Officer, Faith Palmer, Assistant to the Chief Operating Officer, Brian Mathews, Director of Housing for Development Services, Tonja Nelson, Program Manager for Development Services, Paul Salo, MHIS Manager, council aide Jason Ortiz, Elliot Ginsberg, President and CEO of CCAT, Daniel Salazar of CCAT, Susan Palisano of CCAT, Karen Jarmon of CCAT, Alyssa Peterson and residents.

Elliot Ginsberg, President and CEO of CCAT gave an overview of his organization focusing on the regional and national partnerships they provide to assist government, manufacturing, educational and nonprofit organizations achieve success by applying innovative technology, utilization of Information Technology (IT) strategies, Science, Technology, Engineering and Mathematics (STEM).

Dan Salazar, Director of IT, stated their services assist other cities with web development and regional support. They have already partnered with the City of Hartford including, the Hartford Public Library, the Promise Zone initiative, Hartford Public Schools along with a host of other organizations.

Councilwoman Thames asked what does the process look for integration if other organizations already had an IT infrastructure and staff and on average what were the cost.


- Mr. Salazar stated in general, they could develop a three to five-year assessment plan. In addition, to identifying technical needs they identify the cost associated with those needs.

Susan Palisano, Director of Education and Workforce Development stated for Education they focus on student programming, manufacturing exposure, grant opportunities with Hartford Public Schools and professional development for teachers. CCAT's Workforce Development programming focuses on preparing participants with testing, credentialing preparation through counseling, workshops and job placement with careers in manufacturing.

Councilman Gale asked for example, what services they could provide to assist participants with becoming qualified to work at Pratt & Whitney.

- Mr. Ginsberg explained that there is a willingness to train and a variety of apprenticeship programs to be utilized because there is a need for basic foundation skills. There are a variety of middle to long term solutions as well. However, Pratt & Whitney needs tend to focus more on short term solutions through apprenticeship and training but also long term solutions.

Respectfully Submitted,



Chairwoman Glendowlyn L. H. Thames

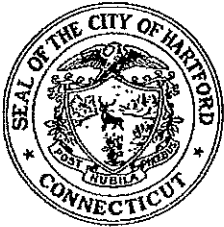
# Court of Common Council

ITEM #

5

ON AGENDA

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Report

January 9, 2017

Honorable Thomas J. Clark II, Council President and City Council Members  
550 Main Street room 208  
Hartford, Connecticut 06103

Dear Council President and City Council Members:

The Operations, Management, Budget and Government Accountability Committee regularly scheduled meeting on Monday, December 19, 2016 at 5:30 pm in the Council Chambers met to discuss the following referred item as reflected on the committee agenda.

### Item#6

**Communication from Mayor Bronin, with accompanying resolution authorizing the write-off loans made by the City with Federal Funds and authorizing the appropriate adjustment to the General Ledger of the City.**

The following were present: Committee Chairwoman Glendowlyn L. H. Thames, committee members Council President Thomas J. Clarke II, Majority Leader Julio Concepción, Minority Leader Wildaliz Bermúdez, Councilwoman Cynthia Jennings, Councilman James Sánchez, non-committee council members Assistant Majority Leader John Gale and Councilman Larry Deutsch. Also present were, Health and Human Services Director Gary Rhule, Deputy Director of Development Services Kiley Gosselin, Chief of Operations Bonnie Malloy, Assistant to the Chief of Operations Faith Palmer, Project Manager of Finance Rajpaul Singh, Housing Director Brian Matthews, Metropolitan District Commission (MDC) representative Chris Stone and Brian

McBride, CSEA/AFSCME representatives Daniel Medress and Brian Anderson, AECOM representative Jim Sullivan and resident Alyssa Peterson.

Rajpaul Singh, Project Manager from the Department of Finance briefly explained the loan write-off process and why the City needs to make an adjustment to the General Ledger to remove loans that are no longer collectible.

Councilman Gale ask for clarification regarding the type of loans and if the City had any recourse to collect on the loans. Councilman Deutsch asked if there would be a continuation of entering into these types of contracts. Councilman Sánchez asked for property details.

Mr. Singh explained the only recourse the City has is solely against the property that secured the loan. Brian Mathews, Housing Director described the loans as typically having a 30% delinquency rate which is the norm for the City and the properties represented multiple residential units. Mr. Mathews did share that extensive continuous efforts are being implemented to increase homeownership.

A motion was made by Councilman Concepción and seconded by Councilman Sánchez to send this item to full Council with no recommendation.

**Vote Taken: (6-0)**

Committee Members

Chairwoman Thames: Yes

Councilwoman Bermúdez: Yes

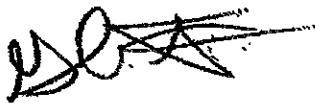
Councilman Clarke: Yes

Councilman Concepción: Yes

Councilwoman Jennings: Yes

Councilman Sánchez: Yes

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'GLDOWLYN L. H. THAMES', with a long horizontal line extending to the right.

Glendowlyn L. H. Thames

Chairwoman of Operations, Management, Budget and Government Accountability Committee



**Luke A. Bronin**  
Mayor

November 28, 2016

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

**RE: Write-Off of Federal Funded Mortgages**

Dear Council President Clarke:

Attached for your consideration is a resolution authorizing the write-off of four mortgage loans made by the City with Federal Funds and authorizing the appropriate adjustment to the General Ledger of the City of Hartford.

The Finance Department has reviewed the following delinquent mortgage loans due the City which are accounts receivable to Fund 2016 (CDBG Loan Fund).

- (1) HOME Loan#2 – Amount Outstanding - \$655,000.00 – Park Housing Limited Partnership
- (2) HOME Loan#6 – Amount Outstanding - \$364,401.56 – Nelson Street Limited Partnership
- (3) House Preservation Loan#600 – Amount Outstanding - \$117,998.41 – Taino Housing & Development Corporation
- (4) Housing Development Loan#228 – Amount Outstanding - \$115,325.68 – Vina T. Morgan

In the course of that review, the City determined that all of the borrowers also defaulted on their obligation to pay other loans due financial institutions and/or also defaulted on their obligation to pay real estate taxes assessed against each property. As a result of those defaults, the properties were subject to a foreclosure action in which the mortgage liens in favor of the City of Hartford were extinguished, and no money was generated from the foreclosure actions to satisfy any of the City of Hartford's loans. Since the property was the only collateral available to the City of Hartford to seek recourse in the event of nonpayment, and since the mortgage liens have been extinguished by virtue of the foreclosure actions, there is no further action that can be taken to collect the loan balances.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be "LB", written over a horizontal line.

Luke A. Bronin  
Mayor

550 Main Street  
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Telephone (860) 757-9500  
Facsimile (860) 722-6606

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

**COURT OF COMMON COUNCIL**  
**City of Hartford, November 28, 2016**

**WHEREAS**, the City of Hartford has, over the years, applied for and received grants from the United States Department of Housing and Urban Development and has expended those grant funds to subsidize the development and/or rehabilitation of affordable housing units in the City of Hartford through its HOME Investment Partnerships Program, Housing Development Program, and Housing Preservation Loan Program; and

**WHEREAS**, on May 25, 1995, the City of Hartford made a loan to Park Housing Limited Partnership in the amount of \$655,000 through its HOME Investment Partnerships Program to fund the development and/or rehabilitation of the housing project located at 312-326 Park Terrace; and

**WHEREAS**, on February 28, 1996, the City of Hartford made a loan to Nelson Street Limited Partnership in the amount of \$488,000 through its HOME Investment Partnerships Program to fund the development and/or rehabilitation of the housing project located at 53-61 Nelson Street; and

**WHEREAS**, on March 15, 1988, the City of Hartford made a loan to Taino Housing & Development Corporation in the amount of \$150,000 through its Housing Development Program to fund the development and/or rehabilitation of housing projects located in the City of Hartford; and

**WHEREAS**, on November 21, 1990, the City of Hartford made a loan to Vina T. Morgan in the amount of \$117,998.41 through the Housing Preservation Loan Program to fund the rehabilitation of the residential unit located at 414-416 Garden Street; and

**WHEREAS**, all of the borrowers have defaulted on their loan obligations by failing to pay back, in part or in full, the loan amounts due the City of Hartford; and

**WHEREAS**, all of the borrowers also defaulted on their obligation to pay other loans due financial institutions and also defaulted on their obligation to pay real estate taxes assessed against each property; and

**WHEREAS**, as a result of the aforementioned defaults, the properties were subject to a foreclosure action in which the mortgage liens in favor of the City of Hartford were extinguished, and no money was generated from the foreclosure actions to satisfy any of the City of Hartford loans; and

**WHEREAS**, the property was the only collateral available to the City of Hartford to seek recourse in the event of nonpayment, and now that the mortgage liens have been extinguished by virtue of the foreclosure actions, there is no further action that can be taken to collect the loan balances; and

**WHEREAS**, the outstanding amount due the City of Hartford on each one of the loans is as follows: (1) Park Housing Limited Partnership – \$655,00.00; (2) Nelson Street Limited Partnership \$364,401.56; (3) Vina T. Morgan – \$117,998.41; (4) Taino Housing & Development Corporation – \$115,325.68; now, therefore, be it

**RESOLVED**, that the Court of Common Council authorizes the Mayor to “write-off” these accounts receivable: (1) Park Housing Limited Partnership – \$655,00.00; (2) Nelson Street Limited Partnership \$364,401.56; (3) Vina T. Morgan – \$117,998.41; (4) Taino Housing & Development Corporation – \$115,325.68; and be it further

**RESOLVED**, that the Court of Common Council authorizes the Mayor to adjust the General Ledger of the City of Hartford accordingly; and be it further

**RESOLVED**, that nothing herein contained shall be construed as an abatement of these accounts receivable; and be it further

**RESOLVED**, that the Mayor is authorized to execute any and all manner of documents and to take such actions as he and the Corporation Counsel may deem appropriate and in the best interests of the City in order to “write-off” the aforementioned accounts receivable and adjust the General Ledger of the City of Hartford; and be it further

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



# Court of Common Council <sup>6</sup> ON AGENDA

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Report

January 9, 2017

Honorable Thomas J. Clark II, Council President and City Council Members  
550 Main Street room 208  
Hartford, Connecticut 06103

Dear Council President and City Council Members:

The Operations, Management, Budget and Government Accountability Committee regularly scheduled meeting on Monday, December 19, 2016 at 5:30 pm in the Council Chambers met to discuss the following referred item as reflected on the committee agenda.

### Item #7

**Communication from Mayor Bronin, with accompanying resolution authorizing the City to abandon the unimproved section of Brainard Road and to accept temporary and permanent easements from the Metropolitan District Commission.**

The following were present: Committee Chairwoman Glendowlyn L. H. Thames, committee members Council President Thomas J. Clarke II, Majority Leader Julio Concepción, Minority Leader Wildaliz Bermúdez, Councilwoman Cynthia Jennings, Councilman James Sánchez, non-committee council members Assistant Majority Leader John Gale and Councilman Larry Deutsch. Also present were, Health and Human Services Director Gary Rhule, Deputy Director of Development Services Kiley Gosselin, Chief of Operations Bonnie Malloy, Assistant to the Chief of Operations Faith Palmer, Project Manager of Finance Rajpaul Singh, Housing Director Brian Matthews, Metropolitan District Commission (MDC) representative Chris Stone and Brian

McBride, CSEA/AFSCME representatives Daniel Medress and Brian Anderson, AECOM representative Jim Sullivan and resident Alyssa Peterson.  
Councilman Sanchez recused himself from the OMBGA Committee meeting while discussions pertaining to the MDC commenced.

Kiley Gosselin of Developmental Services explained that the MDC was expanding its water treatment facilities known as the MDC Clean Water Project on Brainard Road. Ms. Gosselin introduced Chris Stone, a representative of MDC to present further details of the project and answer any questions.

Mr. Stone shared details of the project and presented a proposal for consideration to the which outlined the city abandoning the unimproved portion of Brainard Road. The MDC would like the City to accept a temporary easement allowing the City access to the flood control facilities during and after the construction period. In addition, MDC would eventually convert the temporary easement to a permanent easement. According to Mr. Stone, the details would be determined upon collaboration with the Engineering Department, approval of the Planning and Zoning Commission in addition to any other perspective organizations that may be involved.

Councilwoman Thames wanted to know if the project was a part of a larger MOU with the City. Councilwoman Jennings was concern with a potential financial impact to the City due to the airport and other towns benefiting from the project. Councilman Deutsch was concerned with large volume of sewage and whether or not the design of the MDC tunnel had the ability to control overflows. Mr. Stone confirmed the following: the project was a part of a larger MOU with the city, the benefits are primarily to the City of Hartford, and the system was designed to address overflows.

A motion was made by Councilman Concepción seconded by Councilwoman Jennings to send this item to full Council with no recommendation.

**Vote Taken: (5-0) with 1-Recused**

Committee Members

Chairwoman Thames: Yes

Councilwoman Bermúdez: Yes

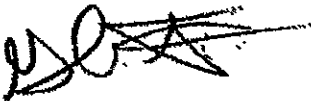
Councilman Clarke: Yes

Councilman Concepción: Yes

Councilwoman Jennings: Yes

Councilman Sánchez: Recused

Respectfully submitted,



Glendowlyn L. H. Thames

Chairwoman of Operations, Management, Budget and Government Accountability Committee



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

November 28, 2016

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

**RE: 255 Brainard Road**

Dear Council President Clarke:

Attached for your consideration is a resolution authorizing the City to abandon the unimproved section of Brainard Road and to accept temporary and permanent easements from the Metropolitan District Commission (MDC) across 255 Brainard Road.

The MDC is currently engaged in a multi-phased capital improvement project known as the Clean Water Project. As part of the Project, the MDC is expanding its water treatment facilities on Brainard Road and wishes to use the parcel of land known as 255 Brainard Road for that purpose. The MDC owns this parcel but its ownership is subject to the unimproved portion of Brainard Road. In furtherance of the expansion, the MDC has requested that the City abandon the unimproved section of Brainard Road. The City, however, must have continued access across this parcel of land to its flood control facilities. The MDC therefore has proposed that the City accept temporary and permanent easements over MDC's property to provide access to the City's flood control facilities before, during and after construction. I believe that the proposal meets the needs of both the City and the MDC and I recommend your approval.

Respectfully submitted,

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

Luke A. Bronin  
Mayor

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

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

**COURT OF COMMON COUNCIL**  
City of Hartford, November 28, 2016

**WHEREAS**, the Metropolitan District Commission ("MDC") is presently engaged in a multi-phased capital improvement project known as the Clean Water Project in response to an Environmental Protection Agency Sanitary Sewer Overflow federal consent decree and a State of Connecticut, Department of Energy and Environmental Protection consent order; and

**WHEREAS**, as part of the Clean Water Project, the MDC is expanding its water treatment facilities on Brainard Road ("Project"); and

**WHEREAS**, the MDC owns a parcel of land adjacent to its existing facility identified as 255 Brainard Road, but MDC's ownership of the land is subject to an unimproved portion of Brainard Road; and

**WHEREAS**, in preparation for the construction of the Project, MDC has requested that the City abandon the unimproved section of Brainard Road and further that the City accept easements over MDC's property to provide access to the City's other property and its flood control facilities before, during and after construction of the MDC's expanded facilities; now, therefore, be it

**RESOLVED**, that the City is hereby authorized to abandon the unimproved section of Brainard Road which area is approximately thirty feet wide and six hundred eighty feet in length; and be it further

**RESOLVED**, that the City is hereby authorized to accept a permanent easement over MDC's property for access to the City's flood control facilities after construction of the MDC's expanded facilities, which easement area is approximately the same size as the unimproved section of Brainard Road which the City is abandoning; and be it further

**RESOLVED**, that the City is hereby authorized to accept a temporary construction easement over MDC's property for access to the City's flood control facilities before and during construction of the MDC's expanded facilities; and be it further

**RESOLVED**, that the Mayor is hereby authorized to execute any documents, upon and subject to such terms and conditions that the Mayor and the Corporation Counsel may deem appropriate and in the best interests of the City in order to effect the above transaction; and be it further

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

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

# Court of Common Council

ITEM #

7

ON AGENDA

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Report

January 9, 2017

Honorable Thomas J. Clark II, Council President and City Council Members  
550 Main Street room 208  
Hartford, Connecticut 06103

Dear Council President and City Council Members:

The Operations, Management, Budget and Government Accountability Committee regularly scheduled meeting on Monday, December 19, 2016 at 5:30 pm in the Council Chambers met to discuss the following referred item as reflected on the committee agenda.

### Item #3

**Communication from Mayor Bronin, with accompanying resolution concerning authorization to accept a grant from the Greater Hartford Transit District for the operation of the City's Dial-a-Ride program for the period of July 1, 2016 through June 30, 2017.**

The following were present: Committee Chairwoman Glendowlyn L. H. Thames, committee members Council President Thomas J. Clarke II, Majority Leader Julio Concepción, Minority Leader Wildaliz Bermúdez, Councilwoman Cynthia Jennings, Councilman James Sánchez, non-committee council members Assistant Majority Leader John Gale and Councilman Larry Deutsch. Also present were, Health and Human Services Director Gary Rhule, Deputy Director of Development Services Kiley Gosselin, Chief of Operations Bonnie Malloy, Assistant to the Chief of Operations Faith Palmer, Project Manager of Finance Rajpaul Singh, Housing Director Brian Matthews, Metropolitan District Commission (MDC) representative Chris Stone and Brian

McBride, CSEA/AFSCME representatives Daniel Medress and Brian Anderson, AECOM representative Jim Sullivan and resident Alyssa Peterson.

Gary Rhule, Director of Human Services explained the Dial-a-Ride program which provides transportation services for elderly and disabled Hartford residents to obtain medical supplies and shopping needs. There are currently seven buses servicing the Northend, Southend, Parkville and Hispanic Senior Centers.

A discussion ensued regarding the cost of services. Dr. Rhule suggested consideration of a slight increase in cost and stated that an annual payment of \$5.00 dollars is nominal compared to other towns that charge \$20.00 to \$60.00 dollars annually. According to Dr. Rhule, the unduplicated ridership represents approximately 600 uses per month with approximately 300 to 400 uses from the Southend and the remaining uses comprised of the other three centers.

A motion was made by Councilwoman Bermúdez and seconded by Councilwoman Jennings to send this item to full Council with a favorable recommendation.

**Vote Taken: (6-0)**

Committee Members

Chairwoman Thames: Yes

Councilwoman Bermúdez: Yes

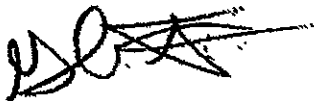
Councilman Clarke: Yes

Councilman Concepción: Yes

Councilwoman Jennings: Yes

Councilman Sánchez: Yes

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'GLD' followed by a stylized flourish.

Glendowlyn L. H. Thames

Chairwoman of Operations, Management, Budget and Government Accountability Committee



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

December 12, 2016

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

**RE: GHTD Grant for Dial-a-Ride**

Dear Council President Clarke:

Attached for your consideration is a resolution authorizing the City to accept a grant of \$137,294 from the Greater Hartford Transit District (GHTD) for the operation of the City's Dial-a-Ride program for the period July 1, 2016 through June 30, 2017.

The Dial-a-Ride program provides transportation services to elderly and disabled residents of Hartford. The GHTD grant requires a 50% match from the City and the FY 2017 General Fund allocation of \$575,877 in the budget of the Department of Health & Human Services for Dial-a-Ride will satisfy this requirement. Please note that, under separate cover, I have submitted a resolution authorizing the acceptance of a grant of \$66,789 per year for the Dial-a-Ride program from the CT Department of Transportation. The City also receives an annual grant from the North Central Area Agency on Aging for Dial-a-Ride (see resolution adopted on September 12, 2016). The program is operated by DATTCO, Inc. through a contract overseen by the Department of Health & Human Services.

Respectfully submitted,

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

Luke A. Bronin  
Mayor

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

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

**COURT OF COMMON COUNCIL**  
City of Hartford, December 12, 2016

**WHEREAS,** The Greater Hartford Transit District (GHTD) receives funding from the Connecticut Department of Transportation to be used to provide mass transit operating assistance for the benefit of seniors and persons of all ages with disabilities, and

**WHEREAS,** The City of Hartford provides transportation services to elderly and disabled residents through the Dial-A-Ride Program operated under a contract with DATTCO, Inc., and

**WHEREAS,** GHTD will provide financial assistance in the amount of \$137,294 to the City of Hartford through an operating assistance grant for the period July 1, 2016 through June 30, 2017, and

**WHEREAS,** The General Fund budget for the Department of Health & Human Services includes an allocation of \$575,877 for Dial-a-Ride which is more than sufficient to meet the 50% match required by the GHTD grant, now therefore be it,

**RESOLVED,** That the Court of Common Council hereby authorizes the City to accept the Operating Assistance Grant in the amount of \$137,294 from the Greater Hartford Transit District for operation of the City's Dial-a-Ride program, and be it further

**RESOLVED,** That the Mayor is authorized to accept such further sums as may be additionally awarded by the grantor under the same program, for the same authorized contract period, and for the same purposes, and be it further

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

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

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



# Court of Common Council <sup>8</sup> ON AGEND

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Report

January 9, 2017

Honorable Thomas J. Clark II, Council President and City Council Members  
550 Main Street room 208  
Hartford, Connecticut 06103

Dear Council President and City Council Members:

The Operations, Management, Budget and Government Accountability Committee regularly scheduled meeting on Monday, December 19, 2016 at 5:30 pm in the Council Chambers met to discuss the following referred item as reflected on the committee agenda.

### Item #1

**Communication from Mayor Bronin, with accompanying resolution concerning authorization to accept funds over the next twelve years in continued Municipal Grant Program from the Connecticut Department of Transportation in support of the City's Dial-a-Ride program.**

The following were present: Committee Chairwoman Glendowlyn L. H. Thames, committee members Council President Thomas J. Clarke II, Majority Leader Julio Concepción, Minority Leader Wildaliz Bermúdez, Councilwoman Cynthia Jennings, Councilman James Sánchez, non-committee council members Assistant Majority Leader John Gale and Councilman Larry Deutsch. Also present were, Health and Human Services Director Gary Rhule, Deputy Director of Development Services Kiley Gosselin, Chief Operating Officer Bonnie Malloy, Assistant to the Chief of Operating Officer Faith Palmer, Project Manager of Finance Rajpaul Singh, Housing Director Brian Matthews, Metropolitan District Commission (MDC) representative Chris Stone

and Brian McBride, CSEA/AFSCME representatives Daniel Medress and Brian Anderson, AECOM representative Jim Sullivan and resident Alyssa Peterson.

Gary Rhule, Director of Human Services explained the Dial-a-Ride program which provides transportation services for elderly and disabled Hartford residents to obtain medical supplies and shopping needs. There are currently seven buses servicing the Northend, Southend, Parkville and Hispanic Senior Centers.

There was a discussion that ensued regarding the cost of providing the transportation services. Dr. Rhule suggested consideration of a slight increase in cost and stated that an annual payment of \$5.00 dollars is nominal compared to other towns that charge \$20.00 to \$60.00 dollars annually. According to Dr. Rhule, the unduplicated ridership represents approximately 600 uses per month with approximately 300 to 400 users from the Southend and the remaining users comprised of the other three centers.

A motion was made by Councilwoman Bermúdez and seconded by Councilwoman Jennings to send this item to full Council with a favorable recommendation.

**Vote Taken: (6-0)**

Committee Members

Chairwoman Thames: Yes

Councilwoman Bermúdez: Yes

Councilman Clarke: Yes

Councilman Concepción: Yes

Councilwoman Jennings: Yes

Councilman Sánchez: Yes

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Glendowlyn L. H. Thames', with a long horizontal line extending to the right.

Glendowlyn L. H. Thames

Chairwoman of Operations, Management, Budget and Government Accountability Committee



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

December 12, 2016

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

**RE: CT DOT Grant for Dial-a-Ride**

Dear Council President Clarke:

Attached for your consideration please find a resolution which authorizes the City to accept \$66,789 per year over the next twelve years in continued Municipal Grant Program (MGP) funding from the Connecticut Department of Transportation (CT DOT) in support of the City's Dial-A-Ride program. Funds are made available to municipalities for the transportation of the elderly and disabled and Hartford utilizes these funds for its Dial-a-Ride program.

State MGP funds are available to any municipality for the transportation of the elderly and disabled and are apportioned based on the formula in the Connecticut General Statutes 13b-38bb. This statute states that 50 % of such funds shall be apportioned on the basis of the town or city's share of the population of persons aged sixty or older and 50% shall be apportioned on the basis of a municipality's geographic area relative to the geographic area of the entire state. Based on this formula, the City of Hartford's apportionment is \$66,789 per year. Adjustments to the funding amount may be made after the next U.S. Census. The grant requires a 50% match which can be provided in cash or in kind. The FY 2017 General Fund budget allotment of \$575,877 for Dial-a-Ride within the overall budget of the Health & Human Services Department will provide the required match.

CT DOT has established a new contracting system such that they have given each municipality a 12-year contract for MGP funds. The City may decline the funds during the term of the contract if it so desires. However, we respectfully request authorization for the full twelve years of the grant. Please note that, under separate cover, I have submitted another resolution for your meeting of December 12, 2016 authorizing the acceptance of an additional grant of \$137,294 for Dial-a-Ride from the Greater Hartford Transit District. Also, by resolution adopted on September 12, 2016, Council approved acceptance of a grant of \$70,000 for Dial-a-Ride from the North Central Area Agency on Aging.

Respectfully submitted,

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

Luke A. Bronin  
Mayor

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

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

**COURT OF COMMON COUNCIL**  
City of Hartford, December 12, 2016

**WHEREAS,** The Connecticut Department of Transportation's Municipal Grant Program (MGP) was established by Connecticut General Statutes 13b-38bb for the purpose of providing demand-responsive transportation programs for elderly and disabled individuals, and

**WHEREAS,** State MGP funds are allocated based on a formula that takes into account the percentage of the population aged 60 and over and the geographic areas of the city or town, and

**WHEREAS,** Based on the aforementioned formula, the City's annual grant will be \$66,789, which the City will utilize to operate its Dial-a-Ride program, and

**WHEREAS,** This grant requires a 50 percent local match, which may be provided in cash or in kind, and the City must certify that it will not use grant funds to reduce its current level of spending during the grant period, and

**WHEREAS,** The City's FY 2017 General Fund allocation for Dial-a-Ride is sufficient to meet the match requirement, now, therefore, be it

**RESOLVED,** That the Court of Common Council hereby authorizes the Mayor to apply for and accept a grant of \$66,789 per year for the period July 1, 2016 through June 30, 2028 from the CT Department of Transportation in support of the City's Dial-A-Ride Program, and be it further

**RESOLVED,** That the Mayor is authorized to accept such further sums as may be additionally awarded by the grantor under the same program, for the same authorized contract period, and for the same purposes, and be it further

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

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

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

# Court of Common Council

9

ON AGENDA

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Report

January 9, 2017

Honorable Thomas J. Clark II, Council President and City Council Members  
550 Main Street room 208  
Hartford, Connecticut 06103

Dear Council President and City Council Members:

The Operations, Management, Budget and Government Accountability Committee regularly scheduled meeting on Monday December 19, 2016 at 5:30 pm in the Council Chambers met to discuss the following referred item as reflected on the committee agenda.

### Item #10

#### **Mayor Bronin ordinance establishing a Defined Contribution Pension Plan**

The following were present: Committee Chairwoman Glendowlyn L. H. Thames, committee members Council President Thomas J. Clarke II, Majority Leader Julio Concepción, Minority Leader Wildaliz Bermúdez, Councilwoman Cynthia Jennings, Councilman James Sánchez, non-committee council members Assistant Majority Leader John Gale and Councilman Larry Deutsch. Also present were, Health and Human Services Director Gary Rhule, Deputy Director of Development Services Kiley Gosselin, Chief of Operations Bonnie Malloy, Assistant to the Chief of Operations Faith Palmer, Project Manager of Finance Rajpaul Singh, Housing Director Brian Matthews, Metropolitan District Commission (MDC) representative Chris Stone and Brian McBride, CSEA/AFSCME representatives Daniel Medress and Brian Anderson, AECOM representative Jim Sullivan and resident Alyssa Peterson.

Daniel Medress and Brian Anderson, representatives of CSEA/AFCME expressed concerns and that they opposed the city establishing a defined contribution plan as an effort to save money. Mr. Medress also expressed concerns of potential excessive employer contribution rates can be significantly higher on the 401k side than on the pension side. Mr. Medress recommended to reform the defined benefit pension system currently in place. Mr. Anderson suggested that a pension could be utilized as an incentive to retain employees and to explore other alternatives.

A motion was made by Councilman Concepción seconded by Councilman Sánchez to send this item to full Council with no recommendation.

**Vote Taken: (5-1)**

Committee Members

Chairwoman Thames: Yes

Councilwoman Bermúdez: No

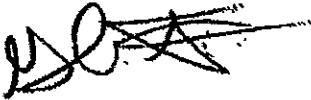
Councilman Clarke: Yes

Councilman Concepción: Yes

Councilwoman Jennings: Yes

Councilman Sánchez: Yes

Respectfully submitted,

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Glendowlyn L. H. Thames

Chairwoman of Operations, Management, Budget and Government Accountability Committee

# Court of Common Council

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Report

January 9, 2017

Honorable Thomas J. Clark II, Council President and City Council Members  
550 Main Street room 208  
Hartford, Connecticut 06103

Dear Council President and City Council Members:

The Operations, Management, Budget and Government Accountability Committee regularly scheduled meeting on Monday, December 19, 2016 at 5:30 pm in the Council Chambers met to discuss the following referred item as reflected on the committee agenda.

### Item #8

**Communication from Mayor Bronin, with accompanying resolution authorizing temporary and permanent easements to be granted to the Metropolitan District Commission over City-owned property located at 680 Franklin Ave and known as Columbus Park.**

The following were present: Committee Chairwoman Glendowlyn L. H. Thames, committee members Council President Thomas J. Clarke II, Majority Leader Julio Concepción, Minority Leader Wildaliz Bermúdez, Councilwoman Cynthia Jennings, Councilman James Sánchez, non-committee council members Assistant Majority Leader John Gale and Councilman Larry Deutsch. Also present were, Health and Human Services Director Gary Rhule, Deputy Director of Development Services Kiley Gosselin, Chief of Operations Bonnie Malloy, Assistant to the Chief of Operations Faith Palmer, Project Manager of Finance Rajpaul Singh, Housing Director Brian Matthews, Metropolitan District Commission (MDC) representative Chris Stone and Brian

McBride, CSEA/AFSCME representatives Daniel Medress and Brian Anderson, AECOM representative Jim Sullivan and constituent Alyssa Peterson.

Councilman Sanchez recused himself from the OMBGA Committee meeting while discussions pertaining to the MDC commenced.

Chris Stone representing the MDC described the proposal for consideration to the City which outlined granting the MDC the ability to construct an odor control facility as part of MDC's Clean Water Project on a portion of the Columbus Park owned by the City. This would result in the removal of the tennis courts currently located at the park. However, in exchange for the temporary and permanent easements granted by the City, the MDC would pay the City \$171,000 and construct new recreational courts for the community with lighting improvements.

Council President Clarke asked what jobs would be available to the community. Mr. Stone explained that the MDC could only encourage contractors to use employers and local laborers, however, that local hiring was priority and they have success in the past.

A motion was made by Councilman Concepción and seconded by Councilwoman Jennings to send this item to full Council with no recommendation.

**Vote Taken: (5-0) with 1-Recused**

Committee Members

Chairwoman Thames: Yes

Councilwoman Bermúdez: Yes

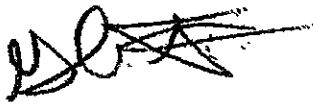
Councilman Clarke: Yes

Councilman Concepción: Yes

Councilwoman Jennings: Yes

Councilman Sánchez: Recused

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Glendowlyn L. H. Thames', with a long horizontal line extending to the right.

Glendowlyn L. H. Thames

Chairwoman of Operations, Management, Budget and Government Accountability Committee





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

November 28, 2016

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

**RE: Columbus Park Easements**

Dear Council President Clarke:

Attached for your consideration is a resolution authorizing temporary and permanent easements to be granted to the Metropolitan District Commission (MDC) over City-owned property located at 680 Franklin Avenue and known as Columbus Park.

The Metropolitan District is currently engaged in a multi-phased capital improvement project known as the Clean Water Project. As part of the Clean Water Project, the MDC is constructing a deep rock tunnel two hundred feet below ground to provide increased conveyance and storage capacity for combined sewers during significant rain events. The design of the deep rock tunnel requires the construction of several above-ground structures, known as odor control facilities, at all potential air release points along the path of the tunnel. The design of the deep rock tunnel requires that one of the odor control facilities be constructed on a portion of Columbus Park where tennis courts are currently located.

The MDC has requested that the City grant temporary and permanent easements, of approximately 9,000 square feet, in favor of the MDC to construct, maintain and operate the odor control facility during and after construction. As consideration for the grant of the easements, the MDC has agreed to pay the City the amount of \$171,000. Additionally, the MDC will construct new basketball courts in Columbus Park in place of the tennis courts.

Respectfully submitted,

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

Luke A. Bronin  
Mayor

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

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

**COURT OF COMMON COUNCIL**  
City of Hartford, November 28, 2016

**WHEREAS**, the Metropolitan District Commission ("MDC") is presently engaged in a multi-phased capital improvement project known as the Clean Water Project ("Project") in response to an Environmental Protection Agency Sanitary Sewer Overflow federal consent decree and a State of Connecticut, Department of Energy and Environmental Protection consent order; and

**WHEREAS**, the Project's three main objectives are the reduction of combined sewer overflows, elimination of sanitary sewer overflows, and the reduction of the level of nitrogen discharges in the Connecticut River; and

**WHEREAS**, as part of the Project, the MDC is constructing a deep rock tunnel at a depth of approximately two hundred feet below ground to provide increased conveyance and storage capacity for combined sewers during significant rain events; and

**WHEREAS**, the design of the deep rock tunnel requires the construction of several above-ground structures, known as odor control facilities, at all potential air release points along the path of the tunnel; and

**WHEREAS**, the design of the deep rock tunnel requires that one of the odor control facilities be constructed on City-owned property located at 680 Franklin Avenue ("Property"); and

**WHEREAS**, in order to construct the odor control facility on the Property, the MDC has requested a temporary and permanent easement over that portion of the Property closest to Franklin Avenue and currently improved with two tennis courts which are currently not in use; and

**WHEREAS**, the MDC has requested a temporary construction easement over the area currently improved with the tennis courts (approximately 19,000 square feet) until the construction is complete or December 31, 2022, whichever is earlier; and

**WHEREAS**, the MDC has requested a permanent easement over half of the area designated as the temporary construction easement (approximately 9,000 square feet) which easement will exist in perpetuity; and

**WHEREAS**, the compensation offered by the MDC for the grant of the temporary and permanent easements is the payment of \$171,000 and the construction of basketball courts on the Property occupying approximately the same square footage as the two tennis courts; now, therefore, be it

**RESOLVED**, that the City is hereby authorized to grant a temporary construction easement over the Property for an area approximately 19,000 square feet until the construction is complete or December 31, 2022, whichever is earlier; and be it further

**RESOLVED**, that the City is hereby authorized to grant a permanent easement over the Property for an area approximately 9,000 square feet to exist in perpetuity; and be it further

**RESOLVED**, that the City is authorized to accept as compensation for the grant of the temporary and permanent easements the amount of \$171,000 and the construction of basketball courts on the Property occupying approximately the same square footage as the two tennis courts; and be it further

**RESOLVED**, that the Mayor is hereby authorized to execute any documents, upon and subject to such terms and conditions that the Mayor and the Corporation Counsel may deem appropriate and in the best interests of the City in order to effect the above transaction; and be it further

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

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

# Court of Common Council

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Report

January 9, 2017

Honorable Thomas J. Clark II, Council President and City Council Members  
550 Main Street room 208  
Hartford, Connecticut 06103

Dear Council President and City Council Members:

The Operations, Management, Budget and Government Accountability Committee regularly scheduled meeting on Monday December 19, 2016 at 5:30 pm in the Council Chambers met to discuss the following referred item as reflected on the committee agenda.

### Item #9

**Resolution requesting that all present and future sales of the City's Capital Assets, such as livestock or canine should be presented to the Court of Common Council for approval before any transaction is completed.**

The following were present: Committee Chairwoman Glendowlyn L. H. Thames, committee members Council President Thomas J. Clarke II, Majority Leader Julio Concepción, Minority Leader Wildaliz Bermúdez, Councilwoman Cynthia Jennings, Councilman James Sánchez, non-committee council members Assistant Majority Leader John Gale and Councilman Larry Deutsch. Also present were, Health and Human Services Director Gary Rhule, Deputy Director of Development Services Kiley Gosselin, Chief of Operations Bonnie Malloy, Assistant to the Chief of Operations Faith Palmer, Project Manager of Finance Rajpaul Singh, Housing Director Brian Matthews, Metropolitan District Commission (MDC) representative Chris Stone and Brian

McBride, CSEA/AFSCME representatives Daniel Medress and Brian Anderson, AECOM representative Jim Sullivan and resident Alyssa Peterson.

Council President Clarke II introduced an ordinance in an effort to allow the Court of Common Council to pre-approve the sale of the city's capital assets accessed in excess of \$1,000.00 dollars with amended language to include livestock and canines.

Council President Clarke II described the concerns of unilateral decisions to sell two horses with equipment for \$500.00 dollars unbeknownst to the Court of Common Council which had appeared to be well below fair market value.

Questions were raised by Councilwoman Jennings concerning the procedures to establish assessment values. Corporation Counsel was asked by Councilwoman Bermudez to comment, however, they recommended additional research before they would comment.

A motion was made by Councilman Concepción and seconded by Councilwoman Jennings to send this item to full Council with no recommendation.

**Vote Taken: (6-0)**

Committee Members

Chairwoman Thames: Yes

Councilwoman Bermúdez: Yes

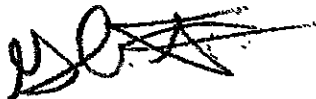
Councilman Clarke: Yes

Councilman Concepción: Yes

Councilwoman Jennings: Yes

Councilman Sánchez: Yes

Respectfully submitted,



Glendowlyn L. H. Thames

Chairwoman of Operations, Management, Budget and Government Accountability Committee

**INTRODUCED BY:**

Council President Thomas J. Clarke II

**COURT OF COMMON COUNCIL**

City of Hartford, November 28, 2016

WHEREAS, the City of Hartford, in a time of financial burden, holds strongly to preserving the quality of life of its residents and takes pride in it being the center pillar of this region, serving as an example and a beacon of light for surrounding municipalities; and

WHEREAS, the City of Hartford has maintained a standard in prestige, cultivated through the dire love of this fine community by those residing and once resided in this the capital city, investing in even its intricacies to maintain our competitiveness to counterparts; and

WHEREAS, the City of Hartford continues to do its best to not compromise services whether large or small as it weighs its decisions against financial sustainability and cost to service for its residents; and

WHEREAS, the City of Hartford Court of Common Council supports the Mayors efforts to eliminate non-essential expenditures that pose a burden to the city's fiscal state at this time, through all appropriate fractions vested with the decision and ability to make determinations as to sale of the City's Capital assets such as livestock and canine; and

WHEREAS, if such determination becomes unclear, the necessary department should seek clarification as to actual value which should without question be relevant and considered to initial value of ownership to the City of Hartford; and

**RESOLVED,** All present and future sales of the City's Capital Assets, such as livestock or canine should be presented to The Court of Common Council for approval before any transaction is completed.

# Court of Common Council

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



Thomas J. Clarke II, Council President  
Julio A. Concepción, Majority Leader  
John Q. Gale, Assistant Majority Leader  
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Glendowlyn L. H. Thames, Councilwoman  
rJo Winch, Councilwoman

January 9, 2017

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

Dear President Clarke and City Council Members:

**The Public Works, Parks, Recreation and Environment Committee held its monthly meeting on Wednesday, December 7, 2016 at 5:30 p.m. in the City Council Chambers.**

The following were present: Councilwoman Cynthia R. Jennings (Chairperson), Wildaliz Bermudez (Councilwoman and Committee member), John Q. Gale (Assistant Majority Leader and Councilman), rJo Winch (Councilwoman), James DelVisco (Corporation Council), Tom Baptist (COH/ DPW), Patrick Aldrich (CT. PGA Section) Tom Swarr (Hartford CETF), Donna Swarr, Marilynn Cruz-Aponte (Dir. DPW), Bonnie Malley (COO), Faith Palmer (COH), Darrell V. Hill (CFO) and Russel Hicks (Executive Assistant to Councilwoman Cynthia Jennings).

- 1. Mayor Bronin, with accompanying resolution authorizing the 2017 Fee Schedules for the two City-owned golf courses in Keney and Goodwin Parks. (Item # 4 on Agenda)**

A motion was made and seconded in the Committee to recommend that the Fee Schedules for the two City-owned golf courses be sent to the full Council with a favorable recommendation. A vote was taken where 2 Committee members were opposed and two Committee members were in favor. The Resolution was again discussed in greater detail in committee with Councilwoman Jennings asking that Tom Baptist of DPW and Patrick Aldrich of CT. PGA Section speak with the Black Senior Golfers Club to get their input on raising the fees. A motion was made and seconded that the Fee Schedules be forwarded to the full Council without a recommendation. 3 Committee members voted in favor, 1 opposed.

Respectfully Submitted,

  
Cynthia R. Jennings, Chairperson





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

November 14, 2016

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

**RE: Golf Course Fees**

Dear Council President Clarke:

Attached for your consideration is a resolution authorizing the 2017 fee schedules for the two City-owned golf courses in Keney and Goodwin Parks.

An analysis of fees charged by municipal golf courses in the Greater Hartford Region was conducted by the Department of Public Works and the CT Section of the Professional Golfers Association, which is the City's golf consultant. The results of this analysis are shown in Appendix 1 and 2 attached to this letter. The proposed fees include some increases over the 2016 fees but remain consistent with the region-wide averages. In accordance with Section 2-330.64(f) of the Municipal Code, the proposed fees were presented to the Hartford Golf Course Oversight Commission and, on October 26, 2016, the Commission unanimously approved a motion to recommend to the Court of Common Council the fee schedules shown in the attached resolution.

The fees as proposed are expected to generate \$2,150,000 in gross revenue for both courses combined in calendar year 2017. Moreover, with the proposed fee increases, the golf courses are expected to be financially self-sustaining by the end of 2017 – more than a year ahead of our original budget projections.

Respectfully submitted,

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

Luke A. Bronin  
Mayor

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

## Appendix One

### Keney Park Golf Course: Fee Analysis

	<u>Current</u>	<u>Current</u>	<u>Proposed</u>	<u>Proposed</u>	<u>Regional</u>	<u>Regional</u>
	<u>2016</u>	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2016 GF*</u>	<u>w/Car**</u>
<u>Weekend Rates</u>	<u>Green</u>	<u>w/Car</u>	<u>Green</u>	<u>w/Car</u>	<u>Average</u>	<u>Average</u>
	<u>Fee</u>		<u>Fee</u>			
18 hole: Resident	\$28.00	\$45.00	\$32.00	\$50.00	\$34.43	\$51.25
18 hole: Non-Resident	\$38.00	\$55.00	\$42.00	\$60.00	\$43.54	\$60.93
9 hole: Resident	\$19.00	\$30.00	\$21.00	\$32.00	\$20.50	\$30.38
9 hole: Non-Resident	\$24.00	\$35.00	\$26.00	\$37.00	\$24.67	\$34.54
Twilight: After 5:00pm – Unlimited	\$18.00	\$29.00	\$20.00	\$31.00	\$20.71	\$31.14
Outings: (Min of 80 for Shotgun Start)	\$50.00	N/A	\$65.00	N/A	\$57.80	N/A
Juniors: 18 Holes	\$17.00	N/A	\$18.00	N/A	\$21.82	N/A
Juniors: 9 Holes	\$10.00	N/A	\$10.00	N/A	\$15.40	N/A
	<u>Current</u>	<u>Current</u>	<u>Proposed</u>	<u>Proposed</u>	<u>Regional</u>	<u>Regional</u>
	<u>2016</u>	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2016 GF*</u>	<u>w/Car**</u>
<u>Weekday Rates</u>	<u>Green</u>	<u>w/Car</u>	<u>Green</u>	<u>w/Car</u>	<u>Average</u>	<u>Average</u>
	<u>Fee</u>		<u>Fee</u>			
18 hole: Resident	\$27.00	\$44.00	\$30.00	\$48.00	\$29.86	\$46.68
18 hole: Senior Resident	\$19.00	\$36.00	\$21.00	\$39.00	\$23.18	\$40.00
18 hole: Non-Resident	\$37.00	\$55.00	\$40.00	\$58.00	\$39.57	\$56.39
18 hole: Senior Non-Resident	\$27.00	\$44.00	\$29.00	\$47.00	\$30.43	\$47.25
9 hole: Resident	\$18.00	\$29.00	\$19.00	\$30.00	\$18.29	\$28.17
9 hole: Senior Resident	\$13.00	\$24.00	\$14.00	\$25.00	\$14.75	\$24.63
9 hole: Non-Resident	\$23.00	\$34.00	\$24.00	\$35.00	\$22.46	\$32.33
9 hole: Senior Non-Resident	\$19.00	\$30.00	\$20.00	\$31.00	\$17.75	\$27.63
Twilight: After 5:00pm – Unlimited	\$17.00	\$28.00	\$19.00	\$30.00	\$18.71	\$29.14
Outings: (Min of 80 for Shotgun Start)	\$50.00	N/A	\$60.00	N/A	\$57.80	N/A
League: 9 Holes	\$17.00	\$28.00	\$18.00	\$29.00	N/A	N/A
Juniors: 18 Holes	\$15.00	N/A	\$17.00	N/A	\$21.82	N/A
Juniors: 9 Holes	\$9.00	N/A	\$10.00	N/A	\$15.40	N/A

\*This average Column is for Green Fees only

\*\*This average column includes Green Fees and Golf Car Fees

## Appendix Two

### Goodwin Park Golf Course: Fee Analysis

	<u>Current</u> <u>2016</u> <u>Green</u> <u>Fee</u>	<u>Current</u> <u>2016</u> <u>w/Car</u>	<u>Proposed</u> <u>2017</u> <u>Green</u> <u>Fee</u>	<u>Proposed</u> <u>2017</u> <u>w/Car</u>	<u>Regional</u> <u>2016 GF*</u> <u>Average</u>	<u>Regional</u> <u>w/Car**</u> <u>Average</u>
<b><u>Weekend Rates</u></b>						
18 hole: Resident	\$26.00	\$43.00	\$29.00	\$46.00	\$34.43	\$51.25
18 hole: Non-Resident	\$35.00	\$52.00	\$39.00	\$56.00	\$43.54	\$60.93
9 hole: Resident	\$18.00	\$29.00	\$19.00	\$30.00	\$20.50	\$30.38
9 hole: Non-Resident	\$23.00	\$34.00	\$25.00	\$36.00	\$24.67	\$34.54
North Course: 18 Holes	\$17.00	\$34.00	\$17.00	\$34.00	N/A	N/A
North Course: 9 Holes	\$10.00	\$21.00	\$10.00	\$21.00	\$15.00	N/A
Twilight: After 5:00pm – Unlimited	\$17.00	\$28.00	\$18.00	\$29.00	\$20.71	\$27.50
Outings: (Min of 80 for Shotgun Start)	\$45.00	N/A	\$50.00	N/A	\$58.00	N/A
Juniors: 18 Holes	\$17.00	N/A	\$18.00	N/A	\$21.82	N/A
Juniors: 9 Holes	\$10.00	N/A	\$10.00	N/A	\$15.40	N/A
	<u>Current</u> <u>2016</u> <u>Green</u> <u>Fee</u>	<u>Current</u> <u>2016</u> <u>w/Car</u>	<u>Proposed</u> <u>2017</u> <u>Green</u> <u>Fee</u>	<u>Proposed</u> <u>2017</u> <u>w/Car</u>	<u>Regional</u> <u>2016 GF*</u> <u>Average</u>	<u>Regional</u> <u>w/Car**</u> <u>Average</u>
<b><u>Weekday Rates</u></b>						
18 hole: Resident	\$25.00	\$42.00	\$27.00	\$44.00	\$29.86	\$46.68
18 hole: Senior Resident	\$17.00	\$34.00	\$20.00	\$37.00	\$23.18	\$40.00
18 hole: Non-Resident	\$33.00	\$50.00	\$37.00	\$54.00	\$39.57	\$56.39
18 hole: Senior Non-Resident	\$25.00	\$42.00	\$28.00	\$45.00	\$30.43	\$47.25
9 hole: Resident	\$17.00	\$28.00	\$18.00	\$29.00	\$18.29	\$28.17
9 hole: Senior Resident	\$12.00	\$23.00	\$14.00	\$25.00	\$14.75	\$24.63
9 hole: Non-Resident	\$22.00	\$33.00	\$22.00	\$33.00	\$22.46	\$32.33
9 hole: Senior Non-Resident	\$18.00	\$29.00	\$18.00	\$29.00	\$17.75	\$27.63
North Course: 18 Holes	\$15.00	\$32.00	\$15.00	\$32.00	N/A	N/A
North Course: 9 Holes	\$9.00	\$20.00	\$9.00	\$20.00	\$13.00	\$24.43
Twilight: After 5:00pm – Unlimited	\$15.00	\$26.00	\$16.00	\$27.00	\$18.71	\$29.14
Outings: (Min of 80 for Shotgun Start)	\$45.00	N/A	\$45.00	N/A	\$57.80	N/A
League: 9 Holes	\$16.00	\$27.00	\$18.00	\$29.00	N/A	N/A
Juniors: 18 Holes	\$15.00	N/A	\$17.00	N/A	\$21.82	N/A
Juniors: 9 Holes	\$9.00	N/A	\$10.00	N/A	\$15.40	N/A

\*This average Column is for Green Fees only

\*\*This average column includes Green Fees and Golf Car Fees

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

**COURT OF COMMON COUNCIL**  
City of Hartford, November 14, 2016

**WHEREAS,** the City of Hartford (the "City") has made a substantial financial investment in the restoration of Keney Park Golf Course and Goodwin Park Golf Course (the "Golf Courses"); and

**WHEREAS,** the City has taken the steps necessary to provide its residents and visitors a high quality golf experience at the Golf Courses and the adoption of a reasonable fee schedule is essential to the successful financial operation of the Golf Courses; and

**WHEREAS,** the Department of Public Works (the "DPW") and its consultant on golf operations - the Connecticut Section of the Professional Golfers Association - have completed an analysis of fees charged by the other municipal golf courses in the region, which shows that the golf fees proposed by the DPW are similar to the average fee charged in the region; and

**WHEREAS,** the City's Golf Oversight Commission, on October 26, 2016, reviewed and unanimously approved a resolution recommending to the Court of Common Council the adoption of the fees as proposed by DPW; now, therefore, be it

**RESOLVED,** that the City's Court of Common Council, in accordance with Chapter IV, Section 2(e) of the City's Charter and Sections 26-4 and 2-330.64(f) of the City's Municipal Code, hereby adopts the following fee schedules:

**Keney Park Golf Course**

	<u>2017</u>	<u>2017</u>
<u>Weekend Rates</u>	<u>Green Fee</u>	<u>w/Car</u>
18 hole: Resident	\$32.00	\$50.00
18 hole: Non-Resident	\$42.00	\$60.00
9 hole: Resident	\$21.00	\$32.00
9 hole: Non-Resident	\$26.00	\$37.00
Twilight: After 5:00pm – Unlimited	\$20.00	\$31.00
Outings: (Min of 80 for Shotgun Start)	\$65.00	N/A
Juniors: 18 Holes	\$18.00	N/A
Juniors: 9 Holes	\$10.00	N/A

	<u>2017</u>	<u>2017</u>
<u>Weekday Rates</u>	<u>Green Fee</u>	<u>w/Car</u>
18 hole: Resident	\$30.00	\$48.00
18 hole: Senior Resident	\$21.00	\$39.00
18 hole: Non-Resident	\$40.00	\$58.00
18 hole: Senior Non-Resident	\$29.00	\$47.00
9 hole: Resident	\$19.00	\$30.00
9 hole: Senior Resident	\$14.00	\$25.00
9 hole: Non-Resident	\$24.00	\$35.00
9 hole: Senior Non-Resident	\$20.00	\$31.00
Twilight: After 5:00pm – Unlimited	\$19.00	\$30.00
Outings: (Min of 80 for Shotgun Start)	\$60.00	N/A
League: 9 Holes	\$18.00	\$29.00
Juniors: 18 Holes	\$17.00	N/A
Juniors: 9 Holes	\$10.00	N/A

## Goodwin Park Golf Course

	<u>2017</u>	<u>2017</u>
<u>Weekend Rates</u>	<u>Green Fee</u>	<u>w/Car</u>
18 hole: Resident	\$29.00	\$46.00
18 hole: Non-Resident	\$39.00	\$56.00
9 hole: Resident	\$19.00	\$30.00
9 hole: Non-Resident	\$25.00	\$36.00
North Course: 18 Holes	\$17.00	\$34.00
North Course: 9 Holes	\$10.00	\$21.00
Twilight: After 5:00pm – Unlimited	\$18.00	\$29.00
Outings: (Min of 80 for Shotgun Start)	\$50.00	N/A
Juniors: 18 Holes	\$18.00	N/A
Juniors: 9 Holes	\$10.00	N/A

	<u>2017</u>	<u>2017</u>
<u>Weekday Rates</u>	<u>Green Fee</u>	<u>w/Car</u>
18 hole: Resident	\$27.00	\$44.00
18 hole: Senior Resident	\$20.00	\$37.00
18 hole: Non-Resident	\$37.00	\$54.00
18 hole: Senior Non-Resident	\$28.00	\$45.00
9 hole: Resident	\$18.00	\$29.00
9 hole: Senior Resident	\$14.00	\$25.00
9 hole: Non-Resident	\$22.00	\$33.00
9 hole: Senior Non-Resident	\$18.00	\$29.00
North Course: 18 Holes	\$15.00	\$32.00
North Course: 9 Holes	\$9.00	\$20.00
Twilight: After 5:00pm – Unlimited	\$16.00	\$27.00
Outings: (Min of 80 for Shotgun Start)	\$45.00	N/A
League: 9 Holes	\$18.00	\$29.00
Juniors: 18 Holes	\$17.00	N/A
Juniors: 9 Holes	\$10.00	N/A

and be it further

**RESOLVED,** that the Mayor is hereby authorized to, if applicable, execute and deliver any documents and to take such other actions, upon and subject to such terms and conditions that the Mayor and the Corporation Counsel may deem appropriate and in the best interests of the City, in order to effectuate and/or further the above matter; and be it further

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

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

# Court of Common Council

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



Thomas J. Clarke II, Council President  
Julio A. Concepción, Majority Leader  
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Larry Deutsch, Councilman  
Cynthia R. Jennings, Councilwoman  
James Sánchez, Councilman  
Glendowlyn L. H. Thames, Councilwoman  
rJo Winch, Councilwoman

January 9, 2017

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

Dear President Clarke and City Council Members:

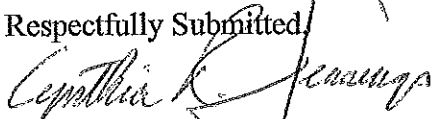
**The Public Works, Parks, Recreation and Environment Committee held its monthly meeting on Wednesday, December 7, 2016 at 5:30 p.m. in the City Council Chambers.**

The following were present: Councilwoman Cynthia R. Jennings (Chairperson), Wildaliz Bermudez (Councilwoman and Committee member), John Q. Gale (Assistant Majority Leader and Councilman), rJo Winch (Councilwoman), James DelVisco (Corporation Council), Tom Baptist (COH/ DPW), Patrick Aldrich (CT. PGA Section) Tom Swarr (Hartford CETF), Donna Swarr, Marilynn Cruz-Aponte (Dir. DPW), Bonnie Malley (COO), Faith Palmer (COH), Darrell V. Hill (CFO) and Russel Hicks (Executive Assistant to Councilwoman Cynthia Jennings).

- 2. Communication from Mayor Bronin, with accompanying resolution confirming the appointment of members to the Energy Improvement District Board. (Item # 5 on Agenda)**

A motion was made and seconded in the Committee to recommend that Tom Swarr be confirmed as a member of the Energy Improvement District Board. In the same vote the Committee voted to act on each recommended Energy Improvement District Board candidate separately. The vote was unanimous in favor.

Respectfully Submitted,



Cynthia R. Jennings, Chairperson

\*\*Substitute Resolution attached



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

November 14, 2016

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

**RE: Energy Improvement District Board Appointments**

Dear Council President Clarke:

Attached for your consideration is a resolution confirming my appointment of six individuals to the Energy Improvement District Board.

On August 8, 2018, the Court of Common council adopted an ordinance establishing the entire city of Hartford as an Energy Improvement District (EID) and creating an EID Board. The Board consists of nine voting members and five nonvoting members. The voting members include three electors appointed by the Mayor and confirmed by Council, as well as the Director of Development Services, the Director of Public Works and the Superintendent of Schools. Nonvoting members include the Mayor, Council President, City Architect, City Engineer, and a representative of the local electric utility.

I have appointed two residents, Thomas Swarr, a lecturer at Yale University on Forestry and Environmental Studies, who was recommended by Council members, and Sara Bronin, chair of the Hartford Climate Stewardship Council. I have also appointed two representatives of Hartford businesses, Leo Garrison, of Hartford Hospital, and Michelle Lauterwasser, of Becker + Becker Associates. Additionally, I have appointed Rodney Powell of Eversource Foundation as the representative of the public utility.

Respectfully submitted,

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

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

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



## **SUBSTITUTE**

### **INTRODUCED BY:**

Luke A. Bronin, Mayor

### **COURT OF COMMON COUNCIL**

City of Hartford, January 9, 2017

**WHEREAS**, The Energy Improvement District (EID) will be managed by the EID Board, and

**WHEREAS**, The EID Board consists of nine voting members, six of whom shall be appointed by the Mayor (three Hartford electors and three representatives of Hartford businesses) and confirmed by Council, and five non-voting members, one of whom shall be a representative of the local public utility and shall be appointed by the Mayor and confirmed by Council, and

**WHEREAS**, The Mayor has appointed Hartford electors Sara Bronin and Thomas Swarr and Michelle Lauterwasser, of Becker + Becker, and Leo Garrison, of Hartford Hospital, and Rodney Powell of Eversource Foundation, now, therefore, be it

**RESOLVED**, That the following individuals are hereby confirmed as members of the Energy Improvement District Board:

Sara C. Bronin (D) 93 Elm Street, Hartford 06103  
Hartford Elector  
For a term to expire in 2020

Thomas E. Swarr (I) 8 Shultas Place, Hartford, 06114  
Hartford Elector  
For a term to expire in 2019

Michele Lauterwasser (D)  
Hartford Business  
For a term to expire in 2020

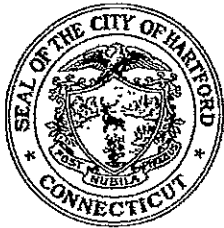
Leo F. Garrison (UA)  
Hartford Business  
For a term to expire in 2019

Rodney O. Powell  
Utility, Non-voting member

ITEM # 14 ON AGENDA

# Court of Common Council

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

January 9, 2017

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

Dear President Clarke and City Council Members:

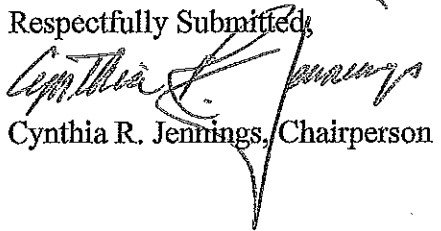
**The Public Works, Parks, Recreation and Environment Committee held its monthly meeting on Wednesday, December 7, 2016 at 5:30 p.m. in the City Council Chambers.**

The following were present: Councilwoman Cynthia R. Jennings (Chairperson), Wildaliz Bermudez (Councilwoman and Committee member), John Q. Gale (Assistant Majority Leader and Councilman), rJo Winch (Councilwoman), James DeVisco (Corporation Council), Tom Baptist (COH/ DPW), Patrick Aldrich (CT. PGA Section) Tom Swarr (Hartford CETF), Donna Swarr, Marilynn Cruz-Aponte (Dir. DPW), Bonnie Malley (COO), Faith Palmer (COH), Darrell V. Hill (CFO) and Russel Hicks (Executive Assistant to Councilwoman Cynthia Jennings).

- 3. Resolution requesting that all future Christmas Holiday and Presentations sponsored by the City of Hartford shall purchase a re-usable tree for City Hall and cease the purchasing of Poinsettias and/or other plants until the City deems it is financially able to do so. (Minority Leader Bermudez) (Item #22 on Agenda).**

A motion was made and seconded in the Committee to table the Resolution until the Committee meeting. The vote was unanimous in favor.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Cynthia R. Jennings". The signature is written in dark ink and is positioned above the printed name.

Cynthia R. Jennings, Chairperson

**INTRODUCED BY:**  
**Minority Leader Wildaliz Bermudez**

**Court of Common Council**  
**City of Hartford, November 28, 2016**

**WHEREAS,** The City of Hartford Spends over \$3000 every year on poinsettias to create our Christmas/ Holiday Tree placed in the City Hall Atrium; and

**WHEREAS,** Many of fresh poinsettias are discarded in the city trash bins at the end of the season and are not re-potted or planted, adding to our solid waste costs; and

**WHEREAS,** A plastic Tree can be re-used every year without the need to purchase live plants or trees that will later be discarded in our landfill, as well as a reusable piece of art that represents the city's heritage; now, therefore, be it

**RESOLVED,** For all future Christmas Holiday and presentations the City of Hartford shall purchase a re-usable tree for City Hall and cease the purchasing of poinsettias and/or other plants until the city deems it is financially able to do so. .

ITEM # 15 ON AGENDA

# Court of Common Council

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Report

January 9, 2017

Honorable Thomas J. Clarke, Council President &  
Members of the Court of Common Council  
City of Hartford  
550 Main Street Room #208  
Hartford, CT 06103

Dear Council President and Members of the Council:

The Legislative Affairs Committee held its regularly scheduled meeting on December 14, 2016, at 5:30 pm in the Council Chambers to discuss the following referred item:

**RESOLUTION CONCERNING THE REAPPOINTMENT OF MR. EDMUND M. SEE TO THE INTERNAL AUDIT COMMISSION (COUNCIL PRESIDENT CLARKE II) (MAJORITY LEADER CONCEPCION) (ASSISTANT MAJORITY LEADER GALE) (ITEM #27 ON 12/22 AGENDA)**

The following committee members were in attendance: Chairman Gale, Committee member Jennings, and Committee member Concepcion.

Mr. See provided a brief introduction, in which he told the committee that, after retiring in 2011, he wanted to give back to the Hartford community. His background and skills made him a viable candidate for the Internal Audit Commission, and then-Council President Shawn Wooden encouraged him to

pursue the opportunity. Mr. See has been in Hartford since 1971 and, while it is not a requirement of the Commission, all three of the current members reside in Hartford.

Mr. See elaborated on the work of the Commission, sharing that they decide which audits to review, typically reviewing about twenty per year. They pick the "riskiest" audits that would most expose the City to an audit. He stated that the Commission has also created a new procedure for following up on recommendations such that suggestions made are incorporated rather than falling by the wayside.

Chairman Gale asked Mr. See about how he enjoys the Commission, as it was he that sought reappointment. Mr. See expressed that he enjoys it very much and that the three members are all very different and yet work well together and contribute uniquely. The other two members are Kyle Bergquist, who is appointed by the Top Ten Taxpayers, and Bruce Rubenstein, who is the Treasurer's appointment.

Councilwoman Jennings shared that she felt the Internal Audit Commission is one of the most efficient commissions and is glad to see Mr. See seeking reappointment. He responded that, as Council's appointee, he encourages Council to ask him any questions or let him know of anything they would like reviewed. Councilman Concepcion asked whether it would be helpful for Mr. See to meet annually with the Legislative Affairs Committee, as he knows that Mr. Bergquist meets annually with the Top Ten Taxpayers. Mr. See said he would be happy to do so.

A motion was made by Councilwoman Jennings and seconded by Councilman Concepcion to send this item favorable to full Council for their approval.

**Vote taken 3-0:**

Committee Member Votes:

Chairman Gale—Yes

Member Concepción— Yes

Member Deutsch—Not Present

Member Jennings—Yes

Member Thames—Not Present

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'John Q. Gale'. The signature is stylized with a large loop at the beginning and a long, horizontal flourish extending to the right.

Assistant Majority Leader John Q. Gale  
Chairperson of the LAC Committee

**INTRODUCED BY:**

Council President Thomas J. Clarke II

Majority Leader Julio A. Concepción

Assistant Majority John Q. Gale

**COURT OF COMMON COUNCIL**

**City of Hartford, December 12, 2016**

**WHEREAS**, Section 2-41 of the Municipal Code of the City of Hartford establishes the Internal Audit Commission; and

**WHEREAS**, Membership of the commission shall consist of three members, no more than two of whom are members of the same political party; and

**WHEREAS**, One member of the commission shall be appointed by majority vote of the Court of Common Council; now, be it

**RESOLVED**, That the Court of Common Council reappoints Ted See to the Internal Audit Commission.

# Court of Common Council

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Report

January 9, 2017

Honorable Thomas J. Clarke, Council President &  
Members of the Court of Common Council  
City of Hartford  
550 Main Street Room #208  
Hartford, CT 06103

Dear Council President and Members of the Council:

The Legislative Affairs Committee held its regularly scheduled meeting on December 14, 2016, at 5:30 pm in the Council Chambers to discuss the following referred item:

**ORDINANCE AMENDING CHAPTER 2, ARTICLE XIX, SECTIONS 2-900 THROUGH 2-906 CONCERNING CODE OF ETHICS OF THE HARTFORD MUNICIPAL CODE. (MAYOR BRONIN) (ITEM #19 ON 11/28 AGENDA)**

The following committee members were in attendance: Chairman Gale, Committee member Jennings, and Committee member Concepcion.

Present on behalf of the Internal Audit Commission were David Klein, Chair of the Commission, and Lori Mizerak, of Corporation Counsel. Mr. Klein introduced himself, sharing that he has been a West End resident for over thirty years, has been on the Commission for six years, and has served as Chair for three years. In the last few years, the Commission has identified five changes that they would like to



correct. The first is to also make employees in interim and acting roles subject to the same filing requirements as permanent employees in those roles. Chairman Gale asked if this had been an issue and Mr. Klein shared that some individuals were better at complying than others.

The second change is to the business relationships that much be disclosed in the ethics forms. The current forms suggested that only new contracts had to be listed. The Commission wants ongoing as well as new contracts listed and suggest use the word "active" to accomplish this. Mr. Klein shared that they have used this new language in recent forms and received a better response. The third change increases the fine from \$10 to \$25, most of which are for failure to comply with filing the ethics forms. Councilwoman Jennings asked if the Commission properly notifies those being fined. Ms. Mizerak expressed that they send out three notices prior to fines being charged.

The fourth change involved the definition of family members. The change seeks to expand the definition from children and spouses to also include, siblings, parents, and children's spouses. Councilman Gale inquired as to the potential of including non-traditional families, such as non-blood related individuals that live together, referencing living situations such as that of the Scarborough eleven. There was some discussion as to how that might affect individuals renting out a room and cohabitating with a non-related person for a short period of time. Mr. Klein will be taking this recommendation back to the Commission and will suggest any additional changes to Council at a later time.

The last change addresses charitable event invites and allows admission to charitable events to be compensated for elected officials or City employees attending in their official capacity.

A motion was made by Councilwoman Jennings and seconded by Councilman Concepcion to send this item to full Council for their approval.

**Vote taken 3-0:**

**Committee Member Votes:**

Chairman Gale—Yes

Member Concepción— Yes

Member Deutsch—Not Present

Member Jennings—Yes

Member Thames—Not Present

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'John Q. Gale', with a large, stylized loop at the end.

Assistant Majority Leader John Q. Gale  
Chairperson of the LAC Committee

Introduced by: Council President Thomas J. Clarke II

HEADING  
AND  
PURPOSE

**SUBSTITUTE**

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

COURT OF COMMON COUNCIL,  
CITY OF HARTFORD

November 14, 2016

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

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

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

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

(b) Definitions.

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

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

18-151. Registration.

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

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

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

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

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

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

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

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

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

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

This ordinance shall take effect upon adoption.

# Court of Common Council

ITEM #

18

ON AGENDA

CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103



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

John V. Bazzano, Town and City Clerk

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

## Report

November 28, 2016

Honorable Thomas J. Clarke II, Council President &  
Members of the Court of Common Council  
City of Hartford  
550 Main Street Room 208  
Hartford, CT. 06103

Dear Council President Clarke II and Members of the Council:

The Operations, Management, Budget, and Government Accountability Committee held a meeting on November 21, 2016 at 5:30pm in the Council Chambers to discuss the following referred item.

### Agenda Item #2:

**Mayor Bronin, with accompanying resolution concerning approving a ten-year tax abatement agreement with Chappelle Gardens, Inc. for property located at 425-433 Barbour Street.**

The following were in attendance: Chairwoman Glendowlyn L. H. Thames, Committee Members Majority Leader Julio Concepción, and Minority Leader Wildaliz Bermúdez and Councilman James Sánchez. Also in attendance were non-committee Councilmembers Assistant Majority Leader John Gale and Councilman Larry Deutsch. Also in attendance were, Chief Financial Officer and Director of Finance, Darrell Hill, Director of Management, Budget & Grants, Melissa McCaw, Treasurer Adam Cloud, Assistant Treasurer, Carmen Sierra, Acting HR Director Debra Carabillo, Program Manager, Tonja Nelson, Assistant to the Chief Operating Officer Faith Palmer, Scott Bassett, Partner of RSM, Jennifer Mazzuocolo, Manager of RSM, Michael Grant, Property Manager of Housing Consultants, LLC and council aides Shelly Jackson and Jason Ortiz.

Darrell Hill, Chief Financial Officer and Director of Finance, stated Chappelle Gardens consist of 179-unit apartment complex with a total of 9 homes which provides 117 project based Section 8 Certificates in Hartford's Northeast neighborhood. The previous Tax Abatement Agreement with the City expired June 30, 2013. Currently the Tax Abatement Committee has approved a non-assignable, non-transferable tax abatement to be retroactive to July 1, 2016. The City of Hartford and Development Services has in a place a new application that has tax payments for a ten-year term encompassing a variety of stipulations and keeps the units affordable and selling the 9 single family homes that are a part of the property.

Councilwoman Thames asked if the 9 homes are part of the tax abatement or are they treated separately for tax purposes.

- Program Manager, Tonja Nelson, Development Services and Michael Grant, Property Manager of Housing Consultants, LLC explained that 5 of the 9 homes have already been sold. They are actively marketing the remaining 4 home and according to negotiations they will utilize the HOME rent schedule published by United States Department of Housing and Urban Development (HUD) and are not affected by the tax abatement. However, in the new agreement they are required to sell the homes and the 9 single homes are not a part of the abatement.

Councilman Concepción asked for the amount of taxes that were paying from 2013-2016. Councilwoman Thames asked what was the impact of the tax increase on the rental units.

- Mr. Grant stated the full tax amount was paid upon expiration of the tax abatement agreement in 2013 utilizing the reserves. It had a huge impact on their ability the maintain the property.

Councilman Gale, Sánchez and Deutsch were concerned with the legal ramifications of any noncompliance issues related to the new agreement.

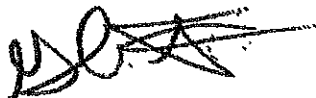
- Mr. Nelson stated that according to the new tax abatement agreement, any noncompliance concerns would have to be presented to the Tax Abatement Committee.

A motion was made by Councilman Concepción and seconded by Committee member Sánchez to move the item to full Council without recommendation.

**Vote Taken: (4-0-0 Pass)**

Chairwoman Thames: Yes  
Councilwoman Bermúdez: Yes  
Councilman Clarke: Not Present  
Councilman Concepción: Yes  
Councilwoman Jennings: Not Present  
Councilman Sánchez: Yes

Respectfully Submitted,



Chairwoman Glendowlyn L. H. Thames



Luke A. Bronin  
Mayor

November 14, 2016

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

**RE: Chappelle Gardens Tax Abatement**

Dear Council President Clarke:

Attached for your consideration is a resolution approving a ten-year tax abatement agreement with Chappelle Gardens, Inc. ("Chappelle Gardens") for the property located at 425-433 Barbour Street (the "Property").

The Property is a 179-unit apartment complex on a 17 plus acre campus located in Hartford's Northeast neighborhood. It is a deed restricted, affordable community for very low, low, and moderate income families and is supported by a Department of Housing and Urban Development (HUD) Housing Assistance Payment (HAP) contract which provides 117 project-based Section 8 Certificates. The Property was built around 1973 as a housing cooperative and was purchased by Chappelle Gardens for \$1.00 from HUD in 1995. The sale included an additional nine single family homes, which Chappelle Gardens contemplated selling to homeowners. Four of those homes have been sold and five remain as rental units.

Chappelle Gardens previously entered into a Tax Abatement Agreement with the City which expired on June 30, 2013. The Tax Abatement Committee has approved a new, non-assignable, non-transferable tax abatement. The tax abatement is retroactive to the July 1, 2016 tax payment (2015 Grand List) and is for a term of ten years. It requires Chappelle Gardens to pay taxes in the amount of \$600 per unit per year. Chappelle Gardens' tax liability for the 2015 Grand List is \$349,844.98. The Pilot totals \$107,400.00, yielding an abated amount of \$242,444.98 for the 2016 fiscal year (2015 Grand List). Chappelle Gardens has committed to keep the units affordable to very low, low, and moderate income families and has also agreed to invest \$1,800,000 in capital improvements and general repairs over the next 5 years. A portion of these funds will be generated through the sale of the remaining five single family homes. As a condition of the tax abatement, the City is requiring that those sales take place.

Tax abatement agreements are managed by the Department of Development Services in accordance with the attached Policy Guidelines and Statutory Requirements. I recommend your approval of the Agreement with Chappelle Gardens, Inc.

Respectfully submitted,

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

Luke A. Bronin  
Mayor

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

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

**COURT OF COMMON COUNCIL**  
City of Hartford, November 14, 2016

**WHEREAS**, Chappelle Gardens is a 179-unit rental housing complex located at 425-433 Barbour Street (the "Property"), which is affordable to and occupied by very low, low, and moderate income families, and

**WHEREAS**, On June 8, 1998 the City of Hartford ("City") passed a resolution granting a tax abatement to Chappelle Gardens, Inc. a non-stock 501(c)(3) Corporation, and

**WHEREAS**, The City and Chappelle Gardens, Inc. entered into a Tax Abatement Agreement on November 11, 1999 which provided for an abatement of taxes over a fifteen (15) year period, expiring on June 30, 2013, and

**WHEREAS**, Chappelle Gardens, Inc. has submitted an application for a new tax abatement which documents the need for tax relief and the Tax Abatement Committee has recommended such an agreement, now, therefore, be it

**RESOLVED**, That the Mayor is hereby authorized to enter into a Tax Abatement Agreement with Chappelle Gardens, Inc. for the Property, subject to the following conditions:

- The term of the Agreement shall not exceed 10 years.
- The tax abatement agreement shall be non-assignable and non-transferable without written consent of the Mayor of the City of Hartford.
- The required tax payment, in the initial year of the agreement shall be equal to \$600.00 per unit for 179 units, totaling \$107,400.00, but shall not yield an unabated amount.
- After the initial year, the unabated taxes shall increase by 2% per unit per year in each year the City upwardly adjusts the Grand Levy (e.g., the amount of revenue raised by property taxes in a fiscal year), with the 2% increases being effective July 1<sup>st</sup> of each year as applicable.
- Units shall remain affordable for the duration of the tax abatement period.
- Chappelle Gardens, Inc. will continue to market the remaining 5 single family homes for sale with the expectation that all homes be sold, within three years of the date of execution of the Tax Abatement Agreement, to an eligible homebuyer, in accordance with the special warrantee deed issued by and/or amended by the Department of Housing and Urban Development.
- Chappelle Gardens, Inc. will adopt the HOME rent Schedule, as set and annually published by United States Department of Housing and Urban Development (HUD), to define rent limits for the term of the abatement agreement, to apply those limits to all vacant units rented after the execution date of the agreement, and to incrementally increase rents on all currently occupied units where applicable to align with, at a minimum, Low HOME rents, but not to exceed High HOME rents, within three (3) years, and to use the HOME rent schedule to adjust rents in the future, if necessary.



- Unused project-based subsidy vouchers associated with vacant homeownership unit will be applied to rental units, ideally, grandfathered units currently occupied by the elderly, within 12 months.
- Chappelle Gardens, Inc. will continue to request rent increases for all subsidized rental units supported by the HAP contract with HUD as discussed.
- Chappelle Gardens Inc. shall invest a minimum of \$1,800,000.00 minimum in improvements and general repairs, commencing no later than the first anniversary of this agreement.
- All proposed improvements and repairs as presented to the Abatement Committee shall be completed within 5 years of the execution date of the Tax Abatement Agreement.
- Upon any future sale or refinancing, with the exception of the funds Chappelle Gardens Inc. described in the application for the intended use of capital improvements and general repairs, payment shall be made to the City of 10% of the net sales proceeds, or equity recapture, not to exceed the total of abated taxes, and be it further,

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

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

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



Luke A. Bronin  
Mayor

ITEM # 19 ON AGENT

November 28, 2016

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

**RE: Amendment to the Ethics Code**

Dear Council President Clarke:

Attached for your consideration is an ordinance amending the Code of Ethics of the City of Hartford, Section 2-900, et seq. of the Municipal Code.

It is the policy of the City of Hartford to uphold, promote and demand the highest standards of ethics from its officers, officials, employees and members of boards, commissions, and agencies, whether elected or appointed. Over the past few months, the Ethics Commission ("Commission") has discussed proposing a few minor changes to the Ethics Code. Five revisions are being proposed by the Ethics Commission. Each revision is explained below.

The first change, to Section 2-906(A), is meant to address the question of whether individuals serving in a position identified in Section 2-906, in an acting or interim role, are required to complete an annual statement of financial interests. Section 2-906(A) currently provides that "any such equivalent positions created as a result of department and/or commission consolidations/re-organizations" must complete a form. It is the opinion of the Commission that individuals serving in a position identified in Section 2-906, in an acting or interim role, would be required to complete a form in light of this language in Section 2-906. However, the proposed new language makes it explicit that such individuals must complete a form.

The second proposed change, to Section 2-906(B)(6), provides that individuals must list on their annual statement of financial interests forms any *active* leases or contracts with the City held or entered into by the individual or a business with which the individual was associated. The current language simply provides that any leases or contracts must be disclosed, but does not include the word *active*. This has created some confusion in the past; for example, questions have been raised as to whether a contract must be listed if it was not entered into in the year for which the form is being completed, but is still in effect for said year (i.e., the contract or lease term has not yet expired). The statement of financial interest form has already been revised to make this clarification, but the change to the Code would further help to clarify any questions about what contracts and leases need to be listed on the financial interest forms.

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

The third proposed change appears at Section 2-906 (E) and deals with the penalty for failure to file a statement of financial interest form. The Commissioners feel that the current \$10 per day fine is trivial, and that perhaps by raising the amount to \$25, this will send a stronger message regarding the importance of completing the statement. Also, the Commission is in favor of lowering the total maximum penalty for failure to complete the statement from \$2,000 to \$1,000.

The fourth proposed revision, an addition of a new subsection (I) in Section 2-902, addresses a discussion that the Commission had in the recent past concerning the use of one's City position for financial gain for himself, or family members, to include siblings. The City's Code really does not presently have clear language prohibiting the use of one's position for financial gain for a family member, to include anyone other than a spouse, children, or any dependent relatives residing in the individual's household. The proposed language mirrors the State Ethics Code.

The final proposed change appears at Section 2-901(J) and would mirror the State Ethics Code language dealing with admission to a charitable or civic event where an official participates in his or her official capacity. Specifically, admission to a charitable or civic event where an official participates in his or her official capacity would be exempted from the definition of "gift" under the Ethics Code.

Members of the Ethics Commission and staff of Corporation Counsel are available to assist you in your review of this ordinance.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Luke A. Bronin', with a stylized flourish at the end.

Luke A. Bronin  
Mayor

*Introduced by:* Mayor Luke Bronin

HEADING  
AND  
PURPOSE

**AN ORDINANCE AMENDING CHAPTER 2 OF THE HARTFORD MUNICIPAL CODE**

COURT OF COMMON COUNCIL,  
CITY OF HARTFORD

November 28, 2016

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

That Chapter 2, Article XIX, Sections 2-900 through 2-906 of the Hartford Municipal Code be amended as follows:

**Sec. 2-900. - Generally.**

(A) *Short title.* This article shall be known and referred to as the "Code of Ethics of the City of Hartford".

(B) *Applicability.* The code of ethics shall be applied to and be binding on every officer, official or employee of the City and every member of any board, commission or agency of the City.

(C) *Statement of policy.*

(1) It is the policy of the City to uphold, promote and demand the highest standards of ethics from all its officers, officials, employees and members of boards, commissions, and agencies, whether elected or appointed. Accordingly, they shall maintain the highest standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants and never use their City position or powers for personal gain.

(2) A conflict of interest occurs when any officer, official or employee of the City, or any member of a board, commission or agency of the City, engages in any act which advances personal interests and private financial interests over the interests of the general public. Such conflicts of interest undermine the public trust that City officials and employees will always act impartially in the public interest. Public officials should be particularly scrupulous in avoiding even the appearance of conflict of interest.

(Ord. No. 07-05, 8-8-05; Ord. No. 19-09, 5-11-09; Ord. No. 43-11, 9-12-11)

**Sec. 2-901. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(A) An *appearance of a conflict of interest* occurs where an officer, official, or employee of the City of Hartford, or any member of a board, commission or agency of the City, acts in a manner which would cause a reasonable person, having knowledge of the relevant circumstances, to conclude that any person can improperly influence or unduly enjoy his favor in the performance of his official duties, or that he is likely to act or fail to act as a result of kinship, rank, position, or undue influence of any party or person. It shall be unreasonable to so conclude if such officer or employee has disclosed in writing to his appointing authority, or if no appointing authority exists, discloses in a manner which is public in nature, the facts which would otherwise lead to such a conclusion.

(B) *Blind trust* means a trust established by an individual who is a City officer, official, employee, or a member of any board, commission or agency or member of the individual's immediate family for the purpose of divestiture of all control and knowledge of assets.

(C) *Business with which the individual is associated* means any sole proprietorship, partnership, firm, corporation, trust or other entity through which business for profit or not for profit is conducted in which an officer or official or City employee or any member of any board, commission or agency or member of the individual's immediate family is a director, officer, owner, limited or general partner, beneficiary of a trust or holder of stock constituting five (5) percent or more of the total outstanding stock of any class. Officer refers only to the president, executive or senior vice president or treasurer of such business.

(D) *Commission* means the City ethics commission established in section 2-473 of this article.

(E) *Contract management authority* means personal involvement in or direct supervisory responsibility for the formulation or execution of a City contract, including without limitation the preparation of specifications, evaluation of bids or proposals, negotiations of contract terms or supervision of performance.

(F) *Crime related to City office or employment* means any of the following criminal offenses committed by a person while serving as a City officer, official or employee:

- (1) The committing, aiding or abetting of an embezzlement of public funds from the City;
- (2) The committing, aiding or abetting of any felonious theft from the City;
- (3) Bribery in connection with service as a City officer, official or employee; or
- (4) The committing of any felony by a City officer, official or employee who, willfully and with the intent to defraud, realizes or obtains, or attempts to realize or obtain, a profit, gain or advantage for himself or herself or for some other person, through the use or attempted use of the power, rights privileges or duties of his or her position as a City officer, official or employee.

(G) *Employee* means each and every person employed by the City in any capacity whether elected or appointed, whether as a classified employee, unclassified employee, or on a contractual basis, permanent or temporary, full-time or part-time and all employees of the board of education. Employee also includes any person employed by any City department, office or agency, or any person, whether appointed or under contract, who provides services for the City, or any other political subdivision of the City for which a pension is provided.

(H) *Financial gain* means money, thing of value or other pecuniary benefit received worth in excess of fifty dollars (\$50.00).

(I) *Financial interest* means:

(1) Any source of income, direct or indirect, from which a person has received, within the past three (3) years, or is presently receiving, or in the future is entitled to receive, more than five hundred dollars (\$500.00) per year; or

(2) Ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than three (3) percent of a business entity; or

(3) Ownership of any other interest worth more than one thousand dollars (\$1,000.00).

(J) *Gift* means a payment, subscription, advance, forbearance, rendering of services, deposit of money, or anything of value unless consideration of equal or greater value is received, including but not limited to money, meals, services, loans, travel, entertainment, hospitality, promises, or any other forms which can reasonably be inferred as seeking to influence or reward an officer, official, employee or member of a board, commission or agency in the carrying out of their official City duties. "Gift" shall not include a political contribution otherwise reported as required by law; services provided without compensation by persons volunteering their time; a commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business; a gift received from an individual's spouse or the parent, brother or sister of such spouse or such individual, or the child or spouse of such child; a certificate, plaque or other ceremonial award costing less than one hundred dollars (\$100.00); gifts costing less than one hundred dollars (\$100.00) in the aggregate or food or beverage provided at a hospitality suite at a meeting or conference of an interstate or national municipal or governmental association, by a person who is not doing business with the City; food or beverage or both, costing less than fifty dollars (\$50.00) per person and consumed on a single occasion at which the person paying, directly or indirectly, for the food or beverage, or the representative of the person paying, is in attendance; [or] anything having a value of not more than twenty-five dollars (\$25.00), provided the aggregate value of all things provided by a donor to a recipient under this exception shall not exceed one hundred dollars (\$100.00) in any calendar year; or admission to a charitable or civic event, including food and beverage provided at such event, but excluding lodging or travel expenses, at which a public official or City employee participates in his or her official capacity, provided such admission is provided by the primary sponsoring entity.

(K) *Immediate family* means any spouse, children or dependent relatives who reside in the individual's household.

(L) *Individual* means a natural person.

(M) *Individual with which one is associated* means an individual with whom the person or member of the person's immediate family mutually has an interest in any business.

(N) *Interest* means any legal or equitable interest, of value or capable of valuation, whether or not subject to an encumbrance or a condition, which was or is owned or held, in whole or in part, jointly or severally, directly or indirectly.

(O) *Member of any board, commission or agency* means each and every person appointed by the council or the mayor, to any authority, board, commission or agency, whether autonomous or not, of the City.

(P) *Officers and officials* means each and every person elected or appointed to City office including but not limited to members of the council, the mayor, department heads, corporation counsel, town and City clerk of the City, members of the board of education and officials of the board of education.

(Q) *Person* means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, whether or not operated for profit.

(R) *Personal gain* means an advantage or benefit not of a financial nature.

(S) *Personal interest* means a private involvement of an individual or a relative of the individual from which the individual or the relative may derive an advantage or benefit of a nonfinancial nature.

(T) *Relative* means a person who is related to an officer, official, employee or member of any board, commission or agency as spouse or as any of the following, whether by blood, by marriage or by adoption: parent, child, brother or sister, aunt or uncle, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister.

(Ord. No. 07-05, 8-8-05; Ord. No. 19-09, 5-11-09; Ord. No. 43-11, 9-12-11)

**Sec. 2-902. - Prohibited generally.**

(A) No individual who is an officer, official, employee or member of any board, commission or agency, whether paid or unpaid, shall engage in any business or transaction or have a financial, or personal interest, direct or indirect, which is incompatible with the proper discharge of the individual's official duties in the public interest or would tend to impair the individual's independence of judgment and action in the performance of the individual's official duties. Nor shall the individual engage in any financial dealings with any persons whose activities are regulated or supervised by the individual's department, board, commission or agency or accept a gift from such persons.

(B) Personal use of any and all City equipment or supplies to which an individual who is an officer, official or employee has access in the course of the individual's City duties must not interfere with the individual's City responsibilities and duties and must be in accordance with the City's Information Technology Resources Policy and Social Media Policy. An individual shall not use City equipment for his own personal or financial gain, as defined herein, or to benefit or cause injury to a third party, nor shall the individual's use of equipment result in a financial or other loss or injury to the City. The individual shall not pressure or otherwise coerce other City officers, officials or employees to use such equipment in ways and for purposes prohibited under this section. No labor shall be performed for any person or on any job while on City time except that which is part of the individual's official duties. No supervisor shall pressure or otherwise coerce City employees to perform labor outside City time. Supervisors shall be especially sensitive to the fact that even asking for labor may be perceived by the employee as a subtle form of pressure.

(C) A conflict of interest exists if an individual who is an officer, official or employee or member of any board, commission or agency or their relatives, directly or indirectly, may receive financial gain or personal gain from the outcome of, or have a financial interest in, any matter under consideration before the individual in the individual's official capacity. In the case of a member of council or a member of a board, commission or agency, such member shall disclose on the public record of such public body, the existence of any such interest and the member may not vote or otherwise act on such matters.

(D) A conflict of interest exists if any officer, official, employee or member of any board, commission or agency, has a financial or personal interest in any matter which may be adverse to the public interest in the proper performance of their governmental duties or an interest in speculative or investment activities that would benefit from use of confidential information gained from such officers, officials, employees or members.

(E) No officer, official or employee shall hold two (2) or more positions in City government, whether paid or unpaid, if any of those positions constitute a conflict of interest or have the appearance of a conflict of interest.

(F) No provision of this code of ethics shall be understood to deny employees or other officials or officers who have not been elected to represent a public constituency the right to participate in political activities provided that they do not actively represent candidates or electoral issues in the course of or in connection with official duties. Employees shall not identify support of or opposition to a candidate or issue with their official position or use City resources in this regard. No officer, official, employee or member of any board, commission or agency of the City shall compel, coerce or intimidate any other officer, official, employee or member of any board, commission or agency of the City to make or refrain from making, or solicit any political contribution.

(G) All financial or personal interests of an officer, official, employee or member of any board, commission or agency which have the potential for a conflict of interest shall be disclosed in writing to the mayor or a designee thereof and City council whenever such potential presents itself.



(H) To insure that the financial and professional integrity of the City is maintained, employees shall abide by the City's nepotism policy which generally prohibits conferring benefits and privileges based upon familial relationships, rather than on merit.

(I) No public official or City employee shall use his public office or position or any confidential information received through his holding such office or position to obtain financial gain for himself, his spouse, child, child's spouse, parent, brother or sister or a business with which he is associated.

(Ord. No. 07-05, 8-8-05; Ord. No. 19-09, 5-11-09; Ord. No. 43-11, 9-12-11)

**Sec. 2-903. - Disclosure of confidential information.**

(A) No individual, who is an officer, official, employee or member of any board, commission or agency, shall use or disclose confidential information concerning the property, government or affairs of the City for the purpose of advancing the financial or personal interests of the individual or other persons.

(B) Former officers and officials shall not use confidential information gained in their service to the City for the financial gain or personal gain of any person.

(C) Information that is shared in council executive sessions and caucuses as confidential shall not be disclosed.

(Ord. No. 07-05, 8-8-05; Ord. No. 19-09, 5-11-09; Ord. No. 43-11, 9-12-11)

**Sec. 2-904. - Appearance and intervention on behalf of others.**

(A) No individual, who is an officer, official or employee shall appear before the council or any board, commission, department or agency of the City on behalf of private persons in any matter which will be in conflict with the individual's duties as such officer, official or employee. Any such officer, official or employee may appear before City agencies on behalf of the individual's constituents in the course of the individual's duties as a representative of the electorate or the performance of civil obligations provided that no retainer, compensation or gift shall be accepted in connection with such representation.

(B) Former officers and officials shall be prohibited from representing for compensation any persons in their business with the City for two (2) years after the end of their service if the officer or official participated personally and substantially in the subject matter of the transaction during the officer's or official's term of office or employment; provided that if the officer or official exercised contract management authority with respect to a contract, this prohibition shall be permanent as to that contract.

(C) Former employees shall be prohibited from representing for compensation any persons in their business with the City for one (1) year after the end of their service, if the employee participated personally and substantially in the subject matter of the transaction during the employee's employment; provided that, if the employee exercised contract management authority with respect to a contract, this prohibition shall be permanent as to that contract.

(D) If members of the council, in the course of their business or profession, currently represent persons with matters before council for determination by that body, then in such cases the council member shall disclose such representation and shall promptly abstain from such consideration, determination and council action. If a matter connected with such representation requires solely administrative action by a department or agency of the City, then no direct personal intervention or representation shall be undertaken by the council member with such department or agency. If a council member does desire to intervene personally in such a matter before a department head or agency, the council member shall formally present the matter under consideration in writing to the Mayor and any action required shall thereafter be undertaken through the office of the Mayor.

(E) If a member of the council has a conflict of interest involving a zoning matter or amendment, the council member in conflict shall be disqualified from acting on the amendment or change, shall abstain from voting thereon, shall in no fashion attempt to influence the vote of other members of council, and shall place on the public record at the public hearing the reasons for the disqualification and conflict of interest including relationships with any parties that may be interested in the zone change or amendment.

(Ord. No. 07-05, 8-8-05; Ord. No. 19-09, 5-11-09; Ord. No. 43-11, 9-12-11)

**Sec. 2-905. - Violations; contracts.**

Any contract, agreement or business engagement entered into in violation of this code of ethics shall render the transaction void where so provided in the charter, otherwise same shall be voidable.

(Ord. No. 07-05, 8-8-05; Ord. No. 43-11, 9-12-11)

**Sec. 2-906. - Disclosure of financial interests; filing requirements.**

(A) Every person holding the following positions, including acting or interim positions, regardless of length of service, or any such equivalent positions created as a result of department and/or commission consolidations/re-organizations, shall file, under penalty of false statement, a statement of financial interests for the preceding calendar year with the ethics commission on or before the first of May of the following year in which they hold such a position:

- (1) Mayor;
- (2) Mayoral Appointees;
- (3) Members of the Court of Common Council;
- (4) Council Executive Assistants;
- (5) City Treasurer;
- (6) Assistant city treasurers;
- (7) Chief Operating Officer;

- (8) Chief Operating Officer Appointees;
- (9) Chief of Staff;
- (10) Corporation counsel;
- (11) Deputy corporation counsel;
- (12) Department heads;
- (13) Deputy and assistant department heads/Chiefs;
- (14) Directors of Planning; Economic Development; Housing; Licenses and Inspections; Marketing, Events and Cultural Affairs (MECA); Management and Budget and staff of Management and Budget; and Assessor and Deputy/Assistant Assessor;
- (15) Executive director of redevelopment;
- (16) Members of the board of education;
- (17) Superintendent of schools;
- (18) Deputy and Assistant Superintendents of Schools;
- (19) Members of the Superintendent's Cabinet;
- (20) Members of the redevelopment agency;
- (21) Members of the zoning board of appeals;
- (22) Members of the Hartford parking authority;
- (23) Hartford Parking Authority Executive Director and Deputy/Assistant Director;
- (24) Manager of Capital Projects;
- (25) Energy Manager;
- (26) Pension Commission Members;
- (27) Pension Commission Employees.
- (28) Internal Audit Commission Members;
- (29) Internal Audit Commission Staff;
- (30) Members of the board of assessment appeals;
- (31) Registrars of voters;
- (32) Deputy and Assistant Registrars of Voters;
- (33) City clerk;

- (34) Deputy and Assistant Town Clerks;
- (35) Members of the ethics commission;
- (36) School Building Committee Members;
- (37) Planning and Zoning Commission Members; and
- (38) Historic Properties Commission Members;

Any such individual who leaves said office or position shall file a statement of financial interests covering that portion of the year during which the individual held the office or position. In addition, any individual who is appointed to such an office or position shall file a statement of financial interest for the calendar year preceding the year of appointment to the office or position. The commission shall notify all such individuals of the requirements of this subsection within thirty (30) days after their departure from, or appointment to, such office or position. Such individuals shall file such statement within sixty (60) days after receipt of the notification.

(B) The statement shall include the following information for the preceding calendar year in regard to the individual required to file the statement and the individual's immediate family:

- (1) The names of all businesses with which associated;
- (2) The names of all individuals with which associated;
- (3) The names of all employers;
- (4) The existence of any known blind trust and the names of the trustees;
- (5) All real property located within the City, and its location, owned or leased for a term of five (5) years or more by such individual or the individual's immediate family, and all such real property owned or so leased held in the name of a corporation, partnership or trust for the benefit of such individual or the individual's immediate family; and
- (6) Any active leases or contracts with the City held or entered into by the individual or a business with which the individual was associated.

(C) The statement filed pursuant to this section shall be a matter of public information.

(D) Any individual who is unable to provide information required under the provisions of subsection (B) of this section by reason of impossibility may petition the commission for a waiver of the requirements.

(E) Any individual who fails to file the statement of financial interests or other information as required by this section and is found by the ethics commission to be in violation of this section, may be fined up to twenty five (\$25.00) [ten dollars (\$10.00)] per day, by the commission, for each violation. Each violation of this section shall be a separate offense and in the case of a continued violation, each day thereof shall be deemed a separate offense. In no event shall the aggregate penalty imposed for failing to file the statement or

other information exceed one thousand dollars (\$1,000.00). [two thousand dollars (\$2,000.00).]

(Ord. No. 07-05, 8-8-05; Ord. No. 43-11, 9-12-11)

**Sec. 2-907. - Duty to disclose.**

(A) All officers, officials, employees and members of any board, commission or agency who have knowledge of or believe there to be violations of any provisions in this code of ethics are duty-bound to report those violations to the ethics commission. Such reports shall be in good faith and the city in turn guarantees that no reprisals against a reporter of such violations will be taken, provided that such charges are not later proven to have been both malicious and false. All persons against whom such charges have been made will have full access to all the protections of due process as spelled out by the ethics commission. Appropriate sanctions will also be taken against any person who is found to have falsely and maliciously charged another with violations of the code of ethics.

(B) Persons who are proven to have had knowledge of violations of the code of ethics and who failed to report such violations will be regarded as having condoned those violations.

(Ord. No. 07-05, 8-8-05)

**Sec. 2-908. - Commission created; memberships; terms; vacancies.**

(A) *Created.* There shall be an ethics commission, hereinafter referred to as the commission, consisting of five (5) electors of the City who shall serve for three-year terms without compensation, except reimbursement for expenses incurred in performance of commission duties, and who shall be appointed by the mayor with the approval of council. This commission is established pursuant to G.S. § 7-148h, and shall be bound by that section in its proceedings and determinations. No member shall:

- (1) Hold or campaign for public office;
- (2) Have held or been a candidate for public office during the three-year period prior to appointment;
- (3) Hold office in any political party or political committee;
- (4) Be a City employee;
- (5) Employ or be employed as a person required to register as a lobbyist; or
- (6) Hold any financial interest in any work or business of the City or official action by the City.

(B) *Terms.* The terms of membership will be three (3) years and staggered (of the first members appointed two (2) shall serve for three (3) years, two (2) for two (2) years, and one (1) for one (1) year). No more than three (3) members may have the same political party affiliation. Members may be removed by a two-thirds (2/3) majority vote of the commission only for neglect of duty, misconduct in office, or inability to discharge powers and duties, provided the member shall have been served with a written notice of the

intention to remove the member, containing a clear statement of the grounds for such removal and of the time and place, not less than ten (10) days after the service of such notice, at which the member shall be given an opportunity to be heard thereon. After such hearing, which shall be public at the option of the member and at which the member may be represented by counsel, the action of the commission shall be final. From the service of notice until final action by the commission the member shall be ineligible to perform the duties of the commission. Each member shall be a resident of the City and shall serve for the term for which the member is appointed and qualified. At the expiration of each member's term, the member may be reappointed or a successor appointed for another term. An incumbent shall remain in office until reappointed or a successor is appointed. No member may serve more than two (2) consecutive terms. In the event of the death, resignation or removal of any member of the commission, the successor to the member shall be appointed by the mayor to serve the unexpired period of the term for which such member has been appointed. The commission shall annually designate one (1) member to act as chairperson of the commission.

(C) *Duties.* The duties of this commission are:

- (1) To investigate and hear any reported allegations, make findings, and to take any appropriate disciplinary or enforcement actions pursuant to this code of ethics;
- (2) To render advice, which may include written advisory opinions, to the City council, corporation counsel, or any other public employee or official on this code of ethics;
- (3) To recommend legislative action as it may deem appropriate to effect the policy of this Code;
- (4) To prepare and publish, from time to time but at least annually, reports summarizing the commission's activities, which reports shall be presented to the mayor and City council; and
- (5) To educate all current and new officers, officials, employees, and members of any board, commission or agency about the code of ethics.

(D) *Meetings; quorum; voting; chairperson.* In order to be eligible to vote, attendance is mandatory at all prior meetings on the issue. Three (3) members of the five-member commission constitute a quorum, and a majority vote of the quorum is necessary for any action to take place. The chairperson will serve a full term even when the initial membership is staggered. The chairperson will preside over all meetings and may call special meetings. Otherwise, the chairperson has power equal to all other members.

(E) *Procedural regulations.* The commission shall establish its bylaws and all other regulations governing its operations, meetings, and hearings. No hearing shall be held by the commission until such time as the commission has adopted rules of procedure governing said hearings and such rules have been approved by the council.

(F) *Assistance of the corporation counsel.* The corporation counsel shall be available to the commission to advise the commission on legal matters and to represent the commission when necessary.

(G) *Staff.* Staff for the commission shall include a secretary and other personnel as is necessary to enable the commission to carry out its functions.

(H) *Enforcement.* The primary responsibility of the commission is to enforce the code of ethics. The commission shall have the power to investigate any reported allegations, to hold hearings, and to recommend disciplinary action to appropriate parties in accordance with City procedures and policies. Sanctions may include but are not limited to fines, termination of employment, suspension without pay, and/or censure. If the commission believes an activity to be illegal, it shall report its findings to the appropriate authority for investigation.

(I) *Counsel.* The commission may retain outside counsel to assist it with its duties. Such contract for assistance shall not exceed two (2) years in length and be within funds appropriated by the council. The corporation counsel shall publicly bid the services on behalf of the commission and provide the commission with no less than three (3) attorneys or firms from which to select.

(Ord. No. 07-05, 8-8-05; Ord. No. 05-08, 2-13-08; Ord. No. 19-09, 5-11-09)

**Sec. 2-909. - Convictions or pleas to criminal conduct.**

(A) If any public officer, official or City employee is convicted of or pleads guilty or nolo contendere to a crime related to City office or employment in state or federal criminal court. Corporation counsel shall apply to the superior court for an order to reimburse the City for any costs and attorney's fees it incurred related to indemnifying the City officer, official or employee in the legal action resulting in the conviction or plea.

(B) If such an order issues, as permitted by law, corporation counsel shall seek to attach and/or garnish any pension benefit owed to a City officer, official or employee in the amount of any cost and attorney's fees the City expended.

(C) In all criminal proceedings in state or federal court in which the defendant is a City officer, official or employee and is charged with a crime related to City office or employment, corporation counsel shall notify the prosecutor if the individual participates in the City's pension plan.

(Ord. No. 19-09, 5-11-09)

**Secs. 2-910—2-914. - Reserved.**

REPLACEMENT

ITEM # 20 ON AGENDA



Luke A. Bronin  
Mayor

November 14, 2016

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

**RE: Defined Contribution Plan**

Dear Council President Clarke:

Attached for your consideration, please find an ordinance establishing a defined contribution pension plan for all non-union employees hired on or after July 1, 2017.

I propose that the plan design and other requirements be developed and approved by Council no later than March 1, 2017 and shall then be administered by the Pension Commission. The ordinance further requires that the Pension Commission shall contract with a third party administrator to manage the investments.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be "L. Bronin", followed by a horizontal line.

Luke A. Bronin  
Mayor

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



*Introduced by:* Mayor Luke A. Bronin

**HEADING  
AND  
PURPOSE**

**AN ORDINANCE ESTABLISHING A DEFINED CONTRIBUTION PENSION PLAN**

COURT OF COMMON COUNCIL,  
CITY OF HARTFORD

November 14, 2016

Be It Hereby Ordained by the Court of Common Council of the City of Hartford that Chapter 2A of the Municipal Code of Hartford be amended to add a new Section 2A-51. Defined Contribution Plan.

Article II. Rights and Benefits

(new) Sec. 2A-51. Defined Contribution Plan

- (a) There is hereby established a defined contribution retirement plan for all non-union employees hired on or after July 1, 2017. The initial plan design and other requirements shall be approved by the mayor and the council on or before March 1, 2017, which shall be administered by the pension commission after approval.
- (b) The commission shall conduct its oversight function and act: (1) with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims; (2) in accordance with strict fiduciary standards and responsibilities; and (3) in accordance with the plan details as approved by the mayor and council.
- (c) The pension commission shall contract with a third party administrator to manage the investments and other aspects of the new defined contribution plan.

This ordinance shall be effective upon passage



Luke A. Bronin  
Mayor

ITEM # 21 ON AGENDA

December 12, 2016

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

**RE: Modification to Pay Plan**

Dear Council President Clarke:

Attached for your consideration is an ordinance authorizing a change to the pay plan for the Assistant Director of Public Works and City Engineer, a non-union, classified position.

This position has been vacant since September of this year and attempts to refill it have been unsuccessful at the current salary range of \$69,676 to \$101,833. To be qualified for this position, candidates must have an engineering degree, ten years of experience in that field, and a valid Connecticut civil engineer license. The Assistant Director of Public Works and City Engineer is responsible for critical functions, including overseeing and reviewing engineering activities for policy and technical adequacy and acting as the Executive Director of the Greater Hartford Flood Commission.

A review of salaries in larger municipalities and neighboring towns included the following: Danbury: \$113,159, New Haven: \$121,315, Norwalk: \$132,723, Stamford: \$146,614, West Hartford: \$114,140, and Wethersfield: \$122,400. To ensure a competitive and successful recruitment to fill this vacancy, we recommend increasing the pay scale for this position to a minimum of \$78,400 and a maximum of \$117,600. This change would also result in greater internal consistency, as it is identical to the salary ranges for other City division director positions. Please see page 7 of attached Pay Plan.

Respectfully submitted,

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

Luke A. Bronin  
Mayor

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

Introduced  
by:

Mayor Luke A. Bronin

HEADING  
AND  
PURPOSE

**AN ORDINANCE AMENDING THE PAY PLAN FOR ASSISTANT DIRECTOR OF  
PUBLIC WORKS & CITY ENGINEER**

COURT OF COMMON COUNCIL,  
CITY OF HARTFORD

December 12, 2016

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

That the attached pay plan fixing the salary ranges for Non-Union and Unclassified positions of the City of Hartford is hereby amended, per Section 2-350(D) of the Municipal Code, as follows.

Effective upon passage of this ordinance, the pay range for the non-union, classified position of Assistant Director of Public Works and City Engineer, Classification Code 2054, shall be a minimum of \$78,400 to a maximum of \$117,600.

HEADING  
AND  
PURPOSEAN ORDINANCE AMENDING CHAPTER 2, SECTION 2-641 OF THE  
HARTFORD MUNICIPAL CODECOURT OF COMMON COUNCIL,  
CITY OF HARTFORDDecember 12, 2016

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

## Sec. 2-641.- Authority of the Purchasing Agent

- (A) *Principal Procurement Officer of the City.* The Purchasing Agent shall have the authority set forth under law and as set forth in Chapter VIII, Section 5(d) of the Charter of the City. In accordance with the provisions of the Charter the Board of Education shall provide reasonable notice, as defined in this ordinance, to the Purchasing Agent in order to meet the curriculum and scheduling requirements of the Board.
- (B) *Power to propose regulations and adopt operational procedures.* Consistent with the provisions of this Article, the Purchasing Agent may propose regulations and/or policies and adopt operational procedures governing the internal functions of the Procurement Services Division. The Purchasing Agent may also prepare a Procurement Guide in order to disseminate the operational procedures to Employees and the public.
- (1) Administrative regulations recommended by the Purchasing Agent, proposed by the Mayor and adopted by the Common Council, including additions, modifications or changes, shall take effect in accordance with Sections 2-1 and 2-2 of the Code of Ordinances. Moreover, the Regulations shall be codified as a supplement to the Code of Ordinances.
- (C) *Duties.* Except as otherwise specifically provided in this Article, the Purchasing Agent shall, in accordance with this Article and with the regulations and/or policies, thereunder:

- (1) Procure or supervise the procurement of all commodities, services and construction needed by the City taking into account the highest quality, competitive cost and other factors identified in the competitive solicitation;
- (2) Prepare regulations, subject to approval by the Common Council, delineating the procurement process for commodities, services and construction in an amount less than twenty-five thousand dollars (\$25,000.00);
- (3) For purchases in excess of twenty-five thousand dollars (\$25,000.00), the Purchasing Agent shall:
  - (a) Review the technical specifications submitted by the Using Agency to ensure that such Specifications are suitable, complete and consistent and conform to all applicable regulatory and policy requirements and are in the best interest of the City;
  - (b) Prepare the solicitation package and facilitate the competitive process;
  - (c) Approve the award criteria;
  - (d) Recommend award(s);
  - (e) Create and issue the form of Agreement(s) for the awarded item(s); and
  - (f) Ensure that all required insurance and bond requirements are secured by the vendor.
- (4) Ensure compliance with this Article, establish standards for the conduct of procurements (including but not limited to the appropriate contact between Candidates and Public Officials) and implement procedures to review and monitor procurements conducted by any Designee by reviewing and monitoring procurements conducted by any Agency Designee or other official delegated authority by the Purchasing Agent;
- (5) Exercise general supervision and control over all inventories, surplus and obsolete stock and the transfer of personalty belonging to the City;
- (6) Sell, in accordance with a resolution, duly passed by the Common Council, by public auction or competitive bid, if possible, exchange, trade, or otherwise dispose of surplus, excess or expendable supplies belonging to the City (with a market value of more than one thousand dollars (\$1,000.00), including, but not limited to supplies

which have become expendable, obsolete, overage or unsuitable for use; or sell, transfer or exchange live animals owned by the City in accordance with a duly adopted resolution of the Court of Common Council;

(7) Work with the appropriate Using Agencies to establish and maintain programs for the inspection, testing, and acceptance of commodities, services and construction and coordinating the efforts of the procurement liaison of each Using Agency and the contracting officers thereunder;

(8) Track, by electronic means, all contracts and purchase orders in a uniform numerical system on a fiscal year basis;

(9) Prescribe and maintain forms for the use of the Procurement Division and the Using Agencies as deemed necessary to the operation of the Procurement Division;

(10) Inspect or cause to be inspected all deliveries of supplies, material and equipment to determine their conformance with the specifications set forth in the contract or purchase order; accordingly, the Purchasing Agent may require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with such Specifications. In the performance of such tests, the Purchasing Agent may make use of laboratory facilities of any Using Agency or any outside laboratory;

(11) Work with the Office of Human Relations to assure the maximization of City efforts under Divisions 9 through 11 of this Article VIII; and,

(12) Establish Regulations pertaining to the utilization of the services of construction managers for the expeditious, efficient and economic construction of all City construction and public improvement projects.

This ordinance shall take effect upon adoption.

**INTRODUCED BY:**  
Council President Clarke II

**COURT OF COMMON COUNCIL**  
City of Hartford, November 14, 2016

**RESOLVED**, That the Court of Common Council requests the administration to work with the Treasurer's Office to create a 401k plan for all new non-union personnel; and be It further

**RESOLVED**, That this new define compensation plan goes into effect July 1, 2017 and the Council; requests a full detailed plan prior to execution.

Introduced by:

Council President Thomas J. Clarke, II.

ITEM #

24

ON AGENDA

HEADING  
AND  
PURPOSE

SUBSTITUTE

AN ORDINANCE AMENDING CHAPTER 2, SECTION 2-102 OF THE  
HARTFORD MUNICIPAL CODE

COURT OF COMMON COUNCIL,  
CITY OF HARTFORD

January 9, 2017

Sec. 2-102. – [Office] Department of Human Relations.

[The responsibilities and functions of the office of human relations are hereby transferred as follows: ]

(1) There shall be a department of human relations responsible for:

[The department of human resources shall be responsible for:]

(a) Fostering equality and understanding by supporting the efforts of the city's policy leadership in seeking social and economic justice for all Hartford residents.

(b) [After consultation with the office of the corporation counsel, the department of human resources shall] [p]Provid[e]ing advice and comment to the mayor on matters pertaining to equal opportunity and affirmative action.

(c) [The office of the corporation counsel shall] [p]Provid[e]ing direct support for the commission on human relations, the commission on disability issues, the permanent commission on the status of Hartford women, the Hartford commission on lesbian, gay, bisexual and transgender issues and the civilian police review board in accordance with their functions and duties as set forth in this Code.

(d) Providing regular reports to the Mayor and Council on the activities of the department, including compliance by developers and contractors with the provisions of the living wage ordinance and resident hiring requirements. Such report shall also include information on the activities of the Civilian Police Review Board and other boards and commissions supported by the department.

(2) The department shall be staffed by a director, who shall be a resident of the city, and the staff necessary to carry out its functions.



(a)Prior to January 1, 2018 [During the fiscal year ending June 30, 2017], the Mayor may assign an acting director and personnel from other departments to temporarily staff the department

(Ord. No. 30-90, 6-25-90; Ord. No. 27-91, 6-10-91; Ord. No. 28-94, 8-8-94; Ord. No. 41-96, 9-23-96; Ord. No. 24-11, 5-23-11)

This ordinance shall take effect upon adoption.



Luke A. Bronin  
Mayor

ITEM # 25 ON AGENDA

January 9, 2017

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

**RE: Admissions Surcharge**

Dear Council President Clarke:

Attached for your consideration is an ordinance authorizing the City to impose a 10% admissions surcharge on all events held at Dunkin' Donuts Park.

As you know, the General Assembly adopted Public Act 16-3 during the May 2016 Special Session which authorized all municipalities to, by ordinance, impose a 5% surcharge on the admission charge to places of amusement, entertainment or recreation, except that, at Dunkin' Donuts Park in Hartford, the surcharge may be up to 10%.

The attached ordinance meets the requirements of Public Act 16-3 and incorporates the Act's language regarding exceptions and the process of collecting such surcharges. The projected revenue for the imposition of the admissions surcharge under the pro forma developed for the DoNo/Stadium project is approximately \$105,000 per year. This revenue is intended to be available to pay debt service on the bonds issued on the Stadium project. Advance ticket sales, skybox sales, and seat preference sales are currently occurring. The ordinance cannot be imposed retroactively. Therefore, action by the Council as soon as is legally possible will help achieve our revenue goals.

As always, I am available to you and members of the Council to answer any questions or concerns you may have.

Respectfully submitted,

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

Luke A. Bronin  
Mayor

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

Introduced  
by:

Mayor Luke A. Bronin

HEADING  
AND  
PURPOSE

**AN ORDINANCE AUTHORIZING AN ADMISSION SURCHARGE**

COURT OF COMMON COUNCIL,  
CITY OF HARTFORD  
January 9, 2017

Be it ordained by the Court of Common Council of the City of Hartford that Chapter 32 of the Municipal Code of Hartford be amended to add a new Article III. Admissions Surcharge

**(new) ARTICLE III. – ADMISSIONS SURCHARGE**

**Sec. 32-60. Definition**

“Admission surcharge” means the amount paid, whether in the form of a ticket price, license fee, skybox, luxury suite or club seat rental charge or purchase price, or otherwise, for the right or privilege to have access to the Hartford Yard Goats Stadium, known as Dunkin’ Donuts Park, exclusive of any charges for instruction, and including any preferred seat license fee or any other payment required in order to have the right to purchase seats or secure admission to any event at said location.

**Sec. 32-61. Surcharge**

(a) Pursuant to Sec. 185 and Sec. 186 of Public Act No. 16-3 of the May Special Session of the General Assembly, there is hereby imposed a ten percent admission surcharge, as defined in Sec. 32-60, to all events at Dunkin’ Donuts Park, except when all of the proceeds from an event inure exclusively to an entity which is exempt from federal income tax under the Internal Revenue Code, provided such entity actively engages in and assumes the financial risk associated with the presentation of such event.

(b) The surcharge shall be imposed on the facility at which such event takes place, and reimbursement for the surcharge shall be collected from the purchaser upon payment of the admission charge.

© The surcharge, when added to the admission charge, shall be a debt from the purchaser to the facility and shall be recoverable at law. The facility shall remit the total amount of all surcharges imposed pursuant to this Ordinance to the City of Hartford in accordance with section 12-581 of the Connecticut general statutes. The surcharge hereby imposed shall be subject to the provisions of chapter 226a of the Connecticut general statutes in the same manner as a tax imposed pursuant to said chapter.

This Ordinance shall be effective upon its passage.

Introduced by: Councilman Larry Deutsch

HEADING  
AND  
PURPOSE

**AN ORDINANCE AMENDING SECTION 17-55—17-70. (RESERVED) TO ALLOW  
FACILITY REQUIREMENTS AND PROCEDURES FOR NAIL SALONS**

COURT OF COMMON COUNCIL  
CITY OF HARTFORD

January 9, 2017

Be It Hereby Ordained by the Court of Common Council of the City of Hartford:  
That Chapter 17 Section 55 of the Hartford Municipal Code is hereby amended as follows:

**Chapter 17 Health and Sanitation**

**Sec.55. Mandatory procedures for maintaining a healthy nail salon**

**SECTION I. PURPOSE**

To establish a standardization of the practice of professional nail enhancement in order to protect the health of nail technicians, clients, and visitors of nail salons from the risk of injury or infection due to unsanitary conditions and exposure to hazardous chemicals.

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

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

## **B. Eye Wash Station**

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

## **C. First Aid Kit**

### 1. A fully stocked basic first aid kit must contain at least the following:

- a. one absorbent compress 32 square in. (no side smaller than 4 in.)
- b. four sterile pads (3 in. by 3 in.)
- c. one triangular bandage (40 in. by 40 in. by 56 in.)
- d. sixteen adhesive bandages 1 in. by 3 in.
- e. five yards of adhesive tape
- f. Antiseptic cream/ointment – at least 10 applications of 0.5g (0.14 fluid oz.) each
- g. Burn treatment cream/ointment – at least 6 applications of 0.5g (0.14 fluid oz.) each
- h. two pairs of medical exam gloves (nitrile preferred)
- i. Alcohol prep pads
- j. Alcohol hand sanitizer
- k. Roll of gauze bandage (2 in. wide)
- l. Instant ice pack
- m. Bandage scissors
- n. Acetaminophen and/or aspirin and/or ibuprofen (at least two of these)
- o. Disposable thermometer or fever strip
- l. Instant ice pack
- m. Bandage scissors
- n. Acetaminophen and/or aspirin and/or ibuprofen (at least two of these)
- o. Disposable thermometer or fever strip

2. The first aid kit must be easily accessible to salon employees and technicians at all times.

#### **D. Single-use Tools**

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

### **Section II: STANDARDS OF PRACTICE**

#### **A. Use of Gloves**

1. Gloves provide a barrier between the employee and the client or chemicals with which he/she is working. Some individuals may have latex allergies, therefore, nitrile exam gloves are recommended.
2. Some gloves have stronger resistance to penetration by certain chemicals. For most chemical handling, nitrile is the best choice. However, when handling acetone, latex gloves should be used because acetone breaks through nitrile gloves faster than latex. In the event of a latex allergy or allergy to natural rubber products, you may double glove (layer 2 pairs of gloves on top of one another) with mil nitrile gloves.
3. Gloves must be worn when:
  - a. transferring chemicals from larger storage containers to smaller containers for use at the workstation;
  - b. cleaning and disinfecting work and/or manicuring stations and tools;
  - c. assisting a client or employee in treating a cut or otherwise stopping bleeding; and
4. Gloves should be replaced if they tear during the performance of the above activities and before performing any work on a new client.

### **CLEANING AND DISINFECTING**

#### **A. Hand Washing Sink**

A hand washing sink must be maintained free of debris, utensils and dirt at all times. The sink must supply hot and cold running water and there must be liquid soap and disposable towels at each hand washing sink. Nail technicians must wash their hands thoroughly with hot water and soap (1) prior to the start of each work shift; (2) between each client; (2) any time they are visibly soiled; (3) immediately after toilet use; (4) prior to and after consumption of any food or drink; and (5) at the end of each work shift. Hand washing shall be done as often as necessary to remove contaminants. A nail technician may use alcohol-based hand sanitizer between each client instead of washing with soap and water.

#### **B. Multi-Use Tools**

1. After a tool has been used on a client, preparing it for use on a second client is a 2-step process of cleaning followed by disinfection.

2. Cleaning removes any large debris and readies the tool for disinfection. Cleaning can be done using any form of soap (hand soap, dish detergent, etc.) and water along with physical scrubbing with a brush followed by a thorough water rinse to remove detergent and particulate matter. Wash water must not be reused, but be discarded (down the drain to sanitary sewer) after each batch of tools is cleaned

3. After cleaning, sterilization must be administered by using a properly functioning and verified autoclave meeting the standards below, a US FDA registered dry heat sterilizer used according to the manufacturer's instructions, or one of the alternate methods described below. All salons receiving a permit for the first time after October 17, 2013 must install and use either an autoclave or US FDA registered dry heat sterilizer as described in section "A" below. Those salons that applied for a permit before January 4, 2017 have two years (until October 17, 2015) to meet this requirement and may use the alternate methods described in section VI(3)(b) below until such time as an autoclave or dry heat sterilizer is installed. After that date, or once an autoclave or dry heat sterilizer is installed, the salon must follow the processes described in section VI(3)(a).

Commission staff will offer technical assistance to salons regarding sourcing and procurement of acceptable autoclaves.

a. After Cleaning, all non-disposable instruments must be sterilized using an autoclave or dry heat sterilizer.

Autoclaving means a process that results in the destruction of all forms of microbial life, including highly resistant spores, by the use of an autoclave for a minimum of thirty (30) minutes at a temperature of 270 degrees Fahrenheit. Autoclaves shall be used and maintained according to manufacturer's specifications.

Dry heat sterilization means a process that results in the destruction of all forms of microbial life, including highly resistant spores, by use of a dry heat sterilizer. The most common time-temperature relationships for sterilization with hot air sterilizers are 170°C (340°F) for 60 minutes, 160°C (320°F) for 120 minutes, or 150°C (300°F) for 150 minutes. Dry heat sterilizers shall be used and maintained according to manufacturer's specifications.

Multi-use tools may be sterilized in individual sterilization packs containing a sterilized indicator or internal temperature indicator to verify that the tool has been successfully sterilized by the autoclave. This is the preferred method of sterilizing multi-use tools as they may be stored in their individual sterile packages in a clean drawer until needed when they can be opened onto a cleaned work surface front of the client immediately before use. Regardless of whether a dry heat sterilizer or autoclave is used, it is important to make sure that the sterilization pack used is designed for that machine. Autoclave sterilization bags will not work in a dry heat sterilizer and vice versa. This is due to the fact that autoclaves sterilize by heat and pressure and dry heat sterilizers sterilize by dry heat alone. Alternately, multi-use tools may be sterilized without individual sterile packaging following the manufacturer's operating instructions for the autoclave or dry heat sterilizer being used. Typically, to verify that sterilization conditions have been met, dry heat sterilizers utilize an indicator strip and autoclaves utilize an indicator tape, often referred to as autoclave tape. Please refer to the manufacturer's instructions for whether the indicator strip/tape is appropriate for the machine. A piece of autoclave tape or dry heat indicator strip should be included with each batch of tools to verify that proper temperature was achieved to sterilize the tools. After autoclaving or dry heat sterilizing, the loose tools must be stored either in clean previously unused zipper type storage bags or in clean sealable plastic storage containers that have been cleaned using the same process as outlined below for

cleaning manicure tables until needed to perform service on a client. Storage bags should never be reused and a tool should never be returned to the clean plastic storage bin once taken out for use on a client.

The salon must verify and document the proper functioning of the autoclave on a regular basis. This may be done following either of these two processes:

- i. At least once per day, an indicator test strips or "autoclave tape" must be processed in the autoclave or dry heat sterilizer along with any tools being sterilized. These test strips/indicators/tape generally change color when exposed to sufficient temperatures to achieve sterile conditions; the salon should refer to the individual product instructions for specific details. The salon must maintain a log book of these daily tests that notes for each test the date and time the test strip was run, the type of treatment method (dry heat sterilizer or autoclave), the model and serial number of the device used, the brand and product name of the test strip or indicator used, the printed name and signature of the person running the test, and the result of the indicator after the cycle. Hartford Health & Human Services inspectors will examine this log book during any inspection of the salon. Notes for each test must be kept for at least one year, or;
- ii. An independent commercial testing laboratory contracted by the salon shall perform monthly biological spore testing of the Autoclave. A provision shall be included in the contract between the salon and the commercial testing laboratory requiring the commercial testing facility to notify the Commission of any failure of the Autoclave to eradicate all living organisms, including spores. The salon must keep a log book containing the laboratory reports of the monthly testing that is available for review by H&HS inspectors during any inspection of the salon. Test results must be kept for at least one year.

b. Those salons that applied for a permit under the regulations before DATE HERE have two years (DATA HERE) to meet the requirement for installation and use of an autoclave or dry heat sterilizer and may use one of the following alternate methods. In the interim period before an autoclave is procured, Commission staff may conduct additional inspections to ensure that existing disinfecting methods are being used in compliance with the regulation and established standards. These existing methods that may be used in the interim period include:

- i. Immersion/soaking/rinsing the tool(s) in an EPA-registered bactericidal, fungicidal, and virucidal disinfectant (with the exception of formalin which may not be used) following the manufacturer directions for use in disinfecting objects. This should be followed by a thorough rinse with clean, cold tap water. The tool(s) can then be dried with disposable paper towels.
- ii. Soaking for ten (10) minutes in a mixture of 10% chlorine bleach and tap water that is freshly prepared on a daily basis. No other chemicals may be mixed into this solution as mixing chemicals may reduce the effectiveness of the solution as a sanitizing agent and may create a hazardous exposure for workers and clients or similar dangerous reaction. This soak should be followed by a thorough rinse with clean, cold tap water. The tool(s) can then be dried with disposable paper towels.
- iii. Soaking for ten (10) minutes in a solution of 70% or greater isopropyl alcohol that is fresh every day. No other chemicals may be combined with this solution as mixing chemicals may reduce the effectiveness of the solution as a sanitizing agent and may create a hazardous



exposure for workers and clients or similar dangerous reaction. This soak should be followed by a thorough rinse with clean, cold tap water. The tool(s) can then be dried with disposable paper towels.

c. After use of any one of these disinfection methods, the tools must be stored either in clean previously-unused sealable storage bags or in clean sealable plastic storage containers that have been cleaned using the same process as outlined below for cleaning manicure tables until needed to perform service on a client. Storage bags should never be reused and a tool should never be returned to the clean plastic storage bin once taken out for use on a client.

4. Any substance that comes in contact with a client, including wax used for the removal of body hair shall be free and clear from contaminants. Measures must be taken to ensure that any substance or implement that comes in contact with a client, including wax, is not contaminated between customers. Any such substance must either be poured into a container that is used only for one individual client and is replaced or sterilized between clients, or, alternatively, if using a common container that is used for more than one client, a single use tool must be used and discarded after each contact with a client's skin.

5. Ultraviolet light boxes are NOT an effective means of disinfection and MAY NOT be used as a method of cleaning or disinfecting multi-use tools and may not be present in a salon. This prohibition does not include light boxes used solely to dry or cure nails.

6. Disinfectants must be prepared as specified. No other chemicals may be included in the water, as it could be hazardous to nail technicians and clients.

7. Once disinfected, tools should be stored in a clean sanitary drawer, cabinet, or box (cleaned at least once daily following the procedures outlined below for Manicuring Stations) that can be closed to prevent dust and dirt falling on them until needed for use. Storage in individual zipper closed storage bags in such a clean drawer/cabinet/box is recommended.

### **C. Manicuring Stations**

1. All manicuring stations, including tables, drying stations, and similar surfaces and devices, must be cleaned and disinfected after each client and before use by the next client as follows:

a. Use a damp disposable paper towel to wipe down the entire surface to remove dust, nail clippings, and other debris. Dispose of this towel in the trash.

b. Use either a mixture of 10% bleach in tap water (prepared fresh each day with no other chemicals added to this mix) or 70% or greater concentration of isopropyl (rubbing) alcohol, or an EPA-registered disinfectant (use according to manufacturer instructions) to wipe down the surface using a damp paper towel. Be sure to wet the entire surface with this. Dispose of the paper towel in a lidded trash receptacle.

c. If using alcohol, no other steps are necessary. For any other disinfectant, wipe down the surface one last time with a disposable paper towel damp with tap water to rinse off any disinfectant residue and dry with a second paper towel. Both of these paper towels should be disposed of in a lidded trash receptacle.

#### **D. Foot Baths**

1. Regardless of type (portable basins, whirlpool foot baths plumbed into the building, etc.), or use of plastic liners, all foot baths should be cleaned after each client in accordance with the following procedures:

- a. Drain the water from the foot spa basin or bowl and remove any visible debris.
- b. Clean the surfaces of the foot spa with soap or detergent. Rinse with clean water and drain.
- c. Disinfect the surfaces with an EPA-registered hospital disinfectant according to the manufacturer's directions on the label. Surfaces should remain wet with the disinfectant for ten minutes or longer if recommended on the product label. A 10% mix of bleach and water (but not other chemical) may be used as an alternative disinfectant. For whirlpool foot spas, air-jet basins, "pipe-less" foot spas, and other circulating spas, fill the basin with water and the appropriate amount of liquid disinfectant (or 10% bleach solution) and turn the unit on to circulate the disinfectant for at least ten minutes.

d. Drain the footbath and rinse with clean, cold water. For circulating spas, refill with clean hot water, turn the unit on to circulate for at least one minute, and drain the unit.

2. In addition, footbaths must be cleaned nightly upon closure of the salon. For non-circulating foot baths, follow this process:

- a. Drain the basin and remove any visible debris.
- b. Scrub the bowl with a clean brush and soap or disinfectant (following cleaning directions). Rinse with hot water and drain.
- c. Disinfect basin surfaces with an EPA-registered hospital disinfectant according to manufacturer instructions or with 10% bleach solution. Surfaces should remain wet with the disinfectant for ten minutes or longer if recommended on the product label.

d. Drain the basin, rinse with clean, hot water, and let air dry.  
For whirlpool foot spas, air-jet basins, "pipe-less" foot spas, and other circulating spas follow this process:

- i. Remove the filter screen, inlet jets, and all other removable parts from the basin and clean out any debris trapped behind or in them.
- ii. b. Using a brush, scrub these parts with soap or disinfectant (following cleaning directions).
- iii. c. Rinse the removed parts with clean water and place them back into the basin apparatus.
- iv. d. Fill the basin with clean, hot water and add an EPA-registered hospital disinfectant, following label directions. Turn the unit on and circulate the system with the disinfectant for ten minutes or the length of time recommended on the label, whichever is longer. The whirlpool mechanism of the tub must be operating for the entire disinfection period so the piping and internal components that contain hidden bacteria

- are disinfected.
- v. e. Drain, rinse with hot water, and air dry.

3. The salon must maintain a log book of each nightly cleaning of the foot baths specified in section VI(D)(2). Records of nightly cleanings must be kept for a minimum of one year with each entry including the date/time of the cleaning, printed name and signature of person cleaning, and the number of foot baths cleaned.

### **SECTION III.**

Any new salon, or salon that has applied for the first time for a permit under this regulation after October 17, 2013 shall attain compliance with the minimum ventilation rate specifications set forth in the state regulations. This code sets specific requirements for ventilation of a nail salon including minimum amounts of fresh outdoor air and mechanical exhaust (duct work that blows air out of the salon) that does not recirculate any air back into the salon or other spaces in the building.

The International Mechanical Code can be found online at:  
<http://publicecodes.cyberregs.com/icod/imc/index.htm>

Salons are advised to consult with several licensed and knowledgeable heating, ventilation, and air conditioning (HVAC) contractors on ventilation options before selecting one for installation or making upgrades to existing systems to meet the requirements of the code.

To document compliance with this requirement, the salon must submit with its permit application a report from a duly licensed engineer or contractor, and/or proof of inspection from the City of Hartford's Department of Health and Human Services, showing that the salon's ventilation system meets the minimum ventilation rate requirements. This ventilation system must be in operation any time the salon is open for business.

Any salon that has applied for a permit under this regulation before January 4, 2017 shall have until five years from said date of adoption (i.e., until October 18, 2018) to achieve compliance. In the interim period, the salon must document, as part of its annual permit application, all intermediate steps taken to achieve compliance with this section's ventilation system requirement. These steps can include, but are not limited to, obtaining price quotes from licensed engineers or contractors, submitting applications for financing or other plans for funding the installation of compliant ventilation, or pulling pertinent city permits for the installation. This documentation shall include a timeline for installing ventilation upgrades. Failure to provide adequate documentation of affirmative steps toward meeting this requirement may result in non-issuance of permit renewal.

Additionally, salon owners shall take reasonable steps to improve and maintain air quality and to reduce the level of chemical vapors, mist, or dust within the salon in the interim period before fully compliant ventilation system is installed.

2. Fans that circulate air inside the salon do not qualify as a ventilation system because they do not remove air from the salon or bring in fresh outdoor air.

3. Salon owners are encouraged to call the Health and Human Services department with any questions about the ventilation requirements. The Commission will provide technical assistance in understanding the requirements of the International Mechanical Code as they apply to nail salon ventilation as well as assistance connecting with available resources for the selecting and paying for ventilation equipment

installation.

#### **SECTION IV. PUBLIC HEALTH NOTICE**

1. Every nail salon shall display a public health notice in a manner and location conspicuous to employees, clients, or visitors of the salon upon entry.
2. The public health notice must be permanently affixed and shall be:
  - a. made of durable material;
  - b. at least 8.5 inches by 11 inches in size;
  - c. printed in 12 point or larger type
  - d. in strongly contrasted text on a bright background (for example, black text on a white or yellow background, white text on a dark blue or red background, etc.) to allow for ease of reading; and
  - e. an exact replica of the language included on the office of environmental health
3. An approved public health notice may be obtained from the Department of Health and Human Services 131 Coventry St, Hartford, CT 06112.

#### **SECTION V. ENFORCEMENT**

1. the Department of Health and Human Services may enforce the provisions of the Regulation through any of the following means:
  - a. inspection of the nail salon prior to permit issuance;
  - b. investigation of a complaint; and/or
  - c. unannounced inspection of the nail salon
2. Owners, business agents, or other persons having control of a nail salon who observe or are made aware of a violation of the Regulation should take all reasonable steps to ensure that the violation is not repeated.
3. A single inspection or investigation may result in multiple citations if multiple violations are found and correspond to different sections or elements of the Regulation.
4. Fines shall be paid within twenty-one (21) days of the date of issuance of the citation at \$99 dollars per day.
5. Notice of a citation may be provided within fourteen (14) calendar days of the violation by:
  - a. in hand service to the owner, business agent, or other person having control of the nail salon; or
  - b. first class mail to the owner, business agent, or other person having control of the nail salon.
6. Fines may be paid by mail or in person in the form of a check or money order made payable to the Department of Health and Human Services 131 Coventry Street Hartford CT 06112. If a check is returned for insufficient funds or account closure, an additional \$25.00 fee will be assessed. In the case of a returned check, all subsequent fines levied must be paid by money order.
7. Failure to pay a fine within twenty-one (21) days will result in an additional \$50.00 late payment

penalty.

8. Complaints under Section 10 of the Regulation may be submitted in writing to The Department of Health and Human Services 131 Coventry Street Hartford CT 06112 or by calling 860-757-4700.

9. All citations and fines issued pursuant to the Regulation may be appealed in accordance with the Department of Health and Human Services' Administrative Appeal Procedures. A copy of such procedures shall be available on the Department of Health and Human Services website at [www.hartford.gov](http://www.hartford.gov) or at the Office of Environmental Health.

#### **SECTION VI. WAIVERS**

1. Requests for waivers from this regulation may be made to the Executive Director of the department of Health and Human Services. All requests for waivers must be made in writing, addressed to Office of Environmental Health, 131 Coventry Street Hartford CT 06112. Requests for waivers must present showing of facts that compliance with a provision of the regulation is not possible due to circumstances that are unique to the salon. Requests must also show that an acceptable level of safety can be achieved in the interim period. Any waiver must be time-limited

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

**INTRODUCED BY:**

Assistant Majority Leader John Q. Gale

**COURT OF COMMON COUNCIL**

**City of Hartford, January 9, 2017**

**WHEREAS**, John L. "Jack" Dollard (1929 — 2012), an architect, artist, and activist in Hartford for more than four decades, was a driving force behind many improvements to the City of Hartford; and,

**WHEREAS**, one of Mr. Dollard's great accomplishments was bringing the carousel to Bushnell Park and designing the building in which the carousel sits; and,

**WHEREAS**, the carousel continues to attract thousands of people from the City and the region, of all ages, races, and nationalities, together in downtown Hartford; and,

**WHEREAS**, the City of Hartford wishes to honor Mr. Dollard's memory and his unique achievement by naming the pavilion that adjoins the carousel building "The Dollard Pavilion"; and,

**WHEREAS**, this proposal has been approved by the directors of the Bushnell Park Foundation and the New England Carousel Museum, which together maintain and operate the carousel; and,

**WHEREAS**, the cost to create and maintain a commemorative plaque in the pavilion honoring Mr. Dollard shall be borne by private monies and kept in a fund managed by the Bushnell Park Foundation, such that the city incurs no financial liability in the naming, now and in perpetuity; and,

**WHEREAS**, the Hartford Department of Public Works shall provide final review and give final approval of the commemorative plaque and any signage in the city-owned building; now, be it

**RESOLVED**, that the pavilion which adjoins the carousel in Bushnell Park shall hereafter be officially known as The Dollard Pavilion in honor of this outstanding citizen.