

INTERDEPARTMENTAL MEMORANDUM

DATE: August 16, 2011
TO: Board and Commission Chairs
FROM: Mayor Pedro E. Segarra *PES*
RE: Information for Boards and Commissions
Copies: Supporting Department Heads and Staff

In our continuing effort to enhance the work of Hartford's Boards and Commissions, my staff and I have considered the issues discussed and suggestions made by participants in the A.C.T. training this spring. The purpose of this memorandum is to clarify and address those and other matters in order to assist you and other members in accomplishing the mission of your commission in an effective and efficient way.

For ease of reference, we have grouped the information into four categories: general responsibilities, staffing, FY 2011-12 funding, and FY 2012-13 funding. Should you have any questions, please feel free to talk to your assigned department staff person or to call my office at 860-757-9564. Please note that when the term "commission" is used in this memo, it refers to all boards, commissions, councils, committees, agencies, and authorities listed in section C below.

A. General Responsibilities

- Commissions and department heads are responsible for complying with the duties, responsibilities, and requirements of the commissions as laid out in the City Charter and the Municipal Code.
- Commissions and department heads are responsible for assuring that bylaws and other governing documents are in conformance with the City Charter, Hartford Municipal Code, and applicable State law.
- Commissions and department heads are responsible for complying with policies and procedures established by the Mayor.

B. Staffing for Commissions

Each commission is provided with staff support through a City Department. The Department Head will assign a staff person to provide the following support to the commission.

- Securing meeting space in a City facility for commission meetings. *space*
- Preparation and distribution of meeting notices and agendas on behalf of the commission, including through the City's website
- Attendance at monthly meetings and, where possible, special meetings
- Preparation and posting of meeting minutes
- Assistance with planning and implementation of annual or semi-annual meetings or events

- Assistance with preparation and dissemination of the commission's annual report and other information about the work of the commission
- Other support as approved by the Department Head

C. FY 2011-12 Funding for Commissions

Hartford's boards and commissions are of three types: outside commissions to which the City appoints members, commissions that are decision-making, and those that are advisory. The current funding arrangement for each type of commission is described below.

Outside Commissions: The City has seats on or appointment powers for certain outside commissions. Budgets for these commissions are established and managed by the outside entities. The outside commissions are listed below.

Hartford Board of Education
 Hartford Housing Authority
 Metropolitan District Commission
 Greater Hartford Transit District
 Hartford Area Cable Television Advisory Council

Decision-Making Commissions: Certain boards and commissions have decision-making powers. The expenses associated with the work of these commissions are included in the general budget of their supporting department. The decision-making commissions and their supporting departments are listed below.

Planning & Zoning Commission – Development Services Department, Planning Division
 Zoning Board of Appeals – Development Services Department, Planning Division
 Board of Assessment Appeals – Finance Department, Assessment Division
 Internal Audit Commission – Internal Audit Department
 Parking Authority – Hartford Parking Authority
 Design Review Board - Development Services Department, Planning Division
 Fair Rent Commission – Development Services Department, Administration Division
 Historic Properties/Preservation Commission – Development Services Department,
 Planning Division
 Human Resources Appeals Board – Human Resources Department
 Ethics Commission – Office of the Corporation Counsel
 Civilian Police Review Board - Office of the Corporation Counsel
 Pension Commission – Office of the City Treasurer
 Board of Preservation Appeals – Development Services Department, Planning Division
 Redevelopment Agency – Development Services Department, Economic Development
 Division
 Greater Hartford Flood Commission – Department of Public Works
 School Building Committee – Office of the Corporation Counsel

Advisory Commissions: Certain City commissions and boards are advisory in nature. In Fiscal Year 2011-12, advisory commissions have each been allocated a budget of \$1,000. These funds may be used for the following:

- Expenses of annual or semi-annual meetings or events
- Membership in an organization related to the mission of the commission
- Registration for members at conferences related to the mission of the commission (no hotel or travel expenses)
- Other reasonable expenses of the commission as determined and approved by the department head

Funds may not be used for:

- Scholarships
- Donations to other agencies
- Purchase of ads or other sponsorships for events of other organizations
- Hiring of outside staff or interns for pay

*June 30
expires*

Requests for the use of commission funds will be:

1. Approved by the commission at a regular or special meeting,
2. Submitted to the department head through the staff person assigned to the commission, and
3. Subject to approval by the department head.

Commissions must live within their budgets. No additional City funds will be provided in the current fiscal year. The advisory commissions and their supporting departments are listed below.

- Commission on Aging – Health & Human Services Department
- Commission on Alcohol & Drug Abuse – Health & Human Services Department
- Commission on Cultural Affairs – Development Services Department, Office of Marketing, Events, and Cultural Affairs
- Commission on Disability Issues – Office of the Corporation Counsel
- Advisory Commission on the Environment – Health & Human Services Department
- Advisory Commission on Food Policy – Hartford Food System and Health & Human Services Department
- Commission on Grandparents Raising Grandchildren – Health & Human Services Department
- Commission on HIV/AIDS – Health & Human Services Department
- Human Relations Commission - Office of the Corporation Counsel
- Commission on Lesbian, Gay, Bisexual and Transgender Issues – Office of the Corporation Counsel
- Parks & Recreation Advisory Commission – Public Works Department and Department of Families, Children, Youth, and Recreation
- Permanent Commission on the Status of Women– Office of the Corporation Counsel

Note: Where City decision-making and advisory commissions are enabled by ordinance to solicit funds, gifts, or services from outside sources, applications for and acceptance of such donations must receive prior approval from the Court of Common Council. The supporting department will process the necessary paperwork for submission to Council, on behalf of the commission, and will work with the Mayor's Office to secure such approval.

July 1, 2010
June 30, 2011

D. FY 2012-13 Funding for Commissions

It is the intention of the City Administration to work with the advisory and decision-making boards and commissions to involve them in the development of Fiscal Year 2012-13 departmental budgets in order to provide funding for the work of the commissions, keeping in mind the guidelines above and the City's fiscal constraints. To that end, we ask each commission to take the following actions.

- Please prepare a report of commission activities and accomplishments for the period July 1, 2010 through June 30, 2011 and submit the report, no later than November 15, 2011, to the head of your supporting department and the Mayor.
- By January 15, 2012, please prepare and submit, to the head of your supporting department, a workplan and budget for the period July 1, 2012 through June 30, 2013.

Department heads are responsible for preparing and submitting proposed budgets to the Mayor. Your department head will work with you to develop a recommendation for the inclusion of funding for the commission in the department's proposed FY 2012-13 budget. Should the department head's final recommendation differ from the commission's request, the commission's original request will be provided to the Mayor along with the department head's recommendation. The Mayor makes the final decisions on the budget which he will submit to the Court of Common Council.

Please know that I and my administration appreciate the work of Hartford's boards and commissions and greatly value your contributions to the life of the city. We trust that you will find the above information to be helpful as you continue your work. My staff and I welcome your continued suggestions on how to support and enhance the effectiveness of your commission and your ongoing commitment to ACT for Hartford (Accountability, Collaboration, Transparency).

who pays?
bus cards?