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Mayor

CITY OF HARTFORD

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SAUNDRA KEE BORGES
Acting Chief Operating Officer
and Corporation Counsel

STANDARD OPERATING PROCEDURE

FOR

PAPER REVIEW AND LSNI CITATION ACTION COMMITTEE

PURPOSE:

- To maximize the City's interest and determine a plan of action for utilizing the accrual of citations on properties in the Anti-Blight process.
- To act upon open LSNI Inspectors' Cases and close them out before they reach the one year "Expiration Date".
- To close out open MUNIS Cases and transfer files from LSNI to Corporation Counsel for enforcement action.

OUTCOME POSSIBILITIES:

- Property owners pay fines.
- Tax Deed Sales.
- Corporation Counsel forecloses on Anti-Blight liens on recommendation from Committee.
- Enter into a "Forbearance Agreement" with new prospective buyer.
- Corporation Counsel records judgment lien in the Land Records in the City's Town and City Clerk's office – No action for now.

RECOMMENDATIONS:

- Formation of an "LSNI Citation Action Committee" meeting on a monthly basis (more often on initial rollout to catch up with backlog of properties ready for action).
- The main duties tasked the "Committee" would be to select which properties to move forward for Corporation Counsel's paper review and which one of the above "Outcome Possibilities" to work towards.

- Committee to consist of:
 - Acting COO (Saundra Kee Borges)
 - Corporation Counsel's Office (L. John Van Norden)
 - Mayor's Chief of Staff (Jared Kupiec)
 - ACOOs (Breyonne Golding & Steve Frank)
 - Anti-Blight Attorneys (Jorge Colon & Dinamary Arvelo)
 - Development Services Director (Thomas Deller)
 - Tax Collector (Marc Nelson)
 - Housing Division Director (Yasha Escalera)
 - Finance Department Director (Julio Molleda)
 - Senior Project Manager LSNI (Gus Espinoza)
 - Licenses & Inspections Division Director (Dan Loos)
 - DPW Director (Kevin Burnham)

STEPS:

- 1) Committee determines which properties to move forward for paper review with desired outcome from list of outcome possibilities.
- 2) Property list is sent to Corporation Counsel and LSNI Inspectors concurrently.
- 3) LSNI Inspector performs "Lien" inspection to accurately photograph current condition of all violations. Inspector enters inspection into MUNIS.
- 4) Hearing Administrator schedules Hearing Officers for paper reviews and builds file compiling data from Inspectors, creates "fact/date/time" sheet, and prints pictures from MUNIS of NOV, CIT, and Courtesy inspections (To be labeled by Inspector as to what Ordinance was violated).
- 5) LSNI Inspector delivers "Originals" i.e. return receipts, NOV's with any notes to Corporation Counsel (Same as if preparing for a Hearing).
- 6) Paper review conducted by Hearing Officer.
- 7) Hearing Officer enters default judgments for non-contested, unpaid citations.
- 8) Hearing Officer refers default judgment to Superior Court after required payment period.
- 9) Corporation Counsel records judgment lien in Land Records in the City's Town and City Clerk's office once judgment is entered with Superior Court.
- 10) City moves forward with Committee's recommendation for action.
- 11) Inspector closes MUNIS case.



Saundra Kee Borges, Esq.
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