




STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT  
MEMORANDUM

TO: The Honorable Luke A. Bronin, Mayor  
The Honorable Glendowlyn L.H. Thames, President of the Common Council  
The Honorable Adam M. Cloud, City Treasurer  
Dr. Leslie Torres-Rodriguez, Superintendent of Schools

FROM: Robert S. Dakers, OPM Staff 

SUBJECT: State Municipal Accountability Review Board's Adopted Policies and Procedures in Accordance with Special Act 17-2

DATE: January 22, 2018

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At its meeting on January 11, 2018, the State Municipal Accountability Review Board (MARB), to which OPM provides administrative support, approved the enclosed Policies and Procedures related to the provisions pertaining to it in Public Act 17-2 (the "Act"). The purpose of this memo is to officially transmit these Policies and Procedures to the City as a designated Tier III municipality and to discuss a few issues in this regard.

To assist both the City and the MARB in complying with the requirements of the Act and the related policies and procedures, also enclosed is a summary of the required submittals and actions and the related timeframes contained in the MARB's Adopted Policies and Procedures. In regard to the procedures related to City and Board of Education (non-labor) contracts, I will be sending a draft format for the City to follow in submitting this information to the City's Corporation Counsel Office and the Superintendent of Schools for their review and comment.

In addition, the Policies and Procedures indicate that the City's proposed three-year financial plan shall be submitted within 45 days of a municipality's designation and referral to the MARB, which would require the City to submit the plan in early February. This may be a matter for the City and Board to discuss at the next MARB meeting scheduled for February 8, 2018.

Thank you for your attention to these issues and I am pleased to answer any questions you may have in regard to the Adopted Policies and Procedures. For more information regarding the MARB, you can visit its website at <http://www.ct.gov/opm/cwp/view.asp?a=2998&q=599332>.

Cc: Members of the Municipality Accountability Review Board  
Howard Rifkin, Corporation Counsel, City of Hartford  
Melissa McCaw, Acting Chief Financial Officer and Director of Management, Budget & Grants  
Paula Altieri, Chief Financial Officer, Hartford Public Schools

Enclosures

**SUMMARY OF REQUIRED ACTIONS AND RELATED TIMELINES ACTIONS IN MARB'S ADOPTED POLICIES AND PROCEDURES**

*(Note: Refer to Board Policies and Procedures for more specifics and details re the requirements)*

**Section III.A. Receipt, Review and Comment Municipality's Annual Budget**

| Responsibility | Submittal Requirement or Action   | Timeframe  |
|----------------|---|--|
| Mayor          | Submit a hard copy and electronic version of recommended annual budget  | At same time submitted to Common Council   |
| MARB           | Adopt resolution with review and comments re Mayor's recommended budget, including assumptions re State/property tax revenues & mill rate | Not later than 30 days after receipt of Mayor's budget; resolution to Mayor & Common Council within 2 days |
| Common Council | Common Council sends approved annual budget to MARB   | Within three (3) days after budget adoption  |
| MARB           | MARB may adopt resolution commenting on adopted annual budget.  |  |

**Section III.B. Annual Budget Assumptions Regarding State Revenues and Property Tax Revenues and Mill Rate**

| Responsibility               | Submittal Requirement or Action   | Timeframe  |
|------------------------------|---|--|
| Mayor, Common Council, MARB, | Parties discuss assumptions during budget development and deliberations (including MARB review and comments contained in its budget resolution) |  |
| Common Council               | Submit assumptions for MARB approval or disapproval   | Not later than 10 days prior to action on annual budget  |
| MARB                         | Approve or disapprove proposed assumptions  | Not later than 3 days before Council's action on budget. |

**Section III.C. Review, Comment and Action Regarding Proposed Debt Obligations**

| Responsibility        | Submittal Requirement or Action   | Timeframe  |
|-----------------------|---|--|
| Mayor, City Treasurer | Notify MARB of its intent to issue debt obligations, which notice shall include the information and documents listed in the Board's policies and procedures | Not later than 60 days prior to the proposed issuance date |
| MARB                  | After consultations with City, State & MARB, shall approve or disapprove debt issuances requiring MARB approval and make recommendations on others.         | Within 30 days of receiving notice & required information  |

**Section III.D. Review and Comment Regarding Municipal and Board of Education Contracts**

| Responsibility        | Submittal Requirement or Action  | Timeframe  |
|-----------------------|--|--|
| Mayor, Superintendent | Submit a listing of contracts over \$100,000 to the MARB for review & comment. Electronic copy of contracts over \$250,000 shall be sent to MARB | Not later than 30 days prior to contract execution date(s) |
| MARB                  | Review and potential comment only  |  |

**Section III.E. Review and Action Regarding Employee Collective Bargaining Agreements**

| Responsibility   | Submittal Requirement or Action  | Timeframe   |
|--|--|---|
| Mayor, Superintendent  | List of collective bargaining contracts including: 1) parties to agreement; 2) start/termination date; and 3) if in negotiation/mediation/arbitration. | By January 25, 2018; update as needed   |
| Mayor  | Submit any proposed municipal collective bargaining agreement or amendment and required information to the Common Council and the MARB.                | Within 14 days of the parties reaching the agreement  |
| MARB   | MARB has the same opportunity and authority to approve or reject, no more than twice, proposed agreements as provided to the Common Council.           | If MARB or Council do not reject within 30 days of the end of 14 day period, agreement binding on parties |
| <b>Board of Education Collective Bargaining Agreements Reached Pursuant to Section 10-153d</b> |  |   |
| Superintendent   | File any proposed, Board of Education collective bargaining agreement and required information with City Clerk, Commissioner of Education and MARB.    | Submitted at same time to three entities  |
| MARB   | MARB has the same opportunity and authority to approve or reject, no more than twice, proposed agreements as provided to the Common Council.           | If MARB or Common Council do not reject within 30 days of filing, agreement binding on parties            |

**Section III.F. Review and Action Regarding Employee Collective Bargaining Arbitration Awards**

| Responsibility   | Submittal Requirement or Action  | Timeframe  |
|--|--|--|
| Mayor  | Submit any arbitration award issued in pursuant to Section 7-473c to the MARB  | Within 2 days of the City's receipt of the award   |
| MARB   | Either the MARB (up to 2x) or the Common Council may reject an arbitration award; if reject, submit required written statement                                 | Any vote to reject must be within 25 days of City receipt of award; statement within 10 days of rejection    |
| <b>Board of Education Collective Bargaining Arbitration Awards</b> |  |  |
| Superintendent   | Submit any arbitration award issued pursuant to Section 10-153f to the MARB  | Within 2 days of Board of Education's receipt of award   |
| MARB   | Either MARB (up to 2x) or Common Council may reject an administrator's award; submit required statement ( <i>may make recommendation re teacher's awards</i> ) | Vote to reject must be within 25 days of Board of Ed's receipt of award; statement w/in 10 days of rejection |

**Section III.G. Submittal, Review and Approval of Three-Year Financial Plan**

| Responsibility | Submittal Requirement or Action  | Timeframe   |
|----------------|--|---|
| Mayor          | Submits Three-Year Financial Plan to MARB                                | W/in 45 days of designation; after, with rec'd budget   |
| MARB           | After consultation with City, the MARB shall approve or disapprove plan. | Not later than 45 days after receipt of the City's plan |

**Section III.H. Monitoring the annual Budget and Three-Year Plan and Financial Conditions and Needs**

| Responsibility      | Submittal Requirement or Action  | Timeframe  |
|---------------------|--|--|
| Mayor               | Submit a monthly financial report to the MARB  | Not later than 30 days after the end of each month |
| Mayor               | Updates re projections for 2 <sup>nd</sup> and 3 <sup>rd</sup> year of plan and overall plan status  | Not less than once per year as determined by MARB  |
| Mayor/Treasurer/CFO | Update re long-term liabilities: debt, pensions, OPEB, etc; Review annual audit  | Not less than once per year as determined by MARB  |
| MARB                | Recommend changes re annual budget or plan or other measures to improve City's short & long-term financial condition; Require progress reports | As deemed necessary by MARB                        |