

Administrative Actions

As the NRZ moves into the implementation stage the following should be considered:

APPROVING THE FINAL STRATEGIC PLAN

- ❖ The plan, as modified following the public hearing, must be approved by City ordinance. The ordinance will also create the NRZ committee that will oversee implementation of the Plan, including the committee's powers and membership. The categories of membership of this Implementation Committee must be consistent with the broad-based representation that was required of the Planning Committee.

THE ROLE OF THE IMPLEMENTATION COMMITTEE

Implementation

- ❖ Continue the work of the Planning Committee.
- ❖ Encourage the City of Hartford to participate in the implementation of the recommendations contained in the Plan.
- ❖ Make recommendations for the allocation of municipal funds, tax agreements, or other mechanisms to achieve implementation of the Plan.

Plan Revisions

- ❖ The Plan should be used as a road map as well as a report card. The approved Plan should be examined on a yearly basis to stay in line with accomplishments, initial goals, changing priorities and any other circumstances which would warrant revision.
- ❖ Revisions must be approved by the Implementation Committee, submitted to the OPM for review and comment, and approved by the Court of Common Council.
- ❖ Revisions to the Plan may be required to take advantage of some of the powers available under the NRZ legislation.

Waivers

NRZ designation allows for local and state government to waive various code requirements. Any waiver of codes or regulations found necessary for implementation purposes must be specifically identified in the Strategic Plan before the waiver process can begin. For each waiver identified the Strategic Plan must specify:

- The existing code requirement or regulation;
- The address of the property for which waiver is sought;
- The costs of meeting the existing code requirement or regulation; and
- The proposed alternative, showing that the waiver will not create a substantial threat to the environment, public health, safety or welfare of the neighborhood.

- ❖ To take advantage of an expedited Connecticut Historical Commission review of properties designated as having historical significance within the NRZ, the Plan must provide a listing of such properties and identify the planned use of those properties.
- ❖ To take advantage of the NRZ legislation to request that the City acquire property in the neighborhood through “eminent domain,” the Plan must identify the intention to authorize municipal corporations to take property and the procedures required in state statutes.
- ❖ To use the NRZ opportunity to enter into rent receiverships, the Strategic Plan must describe any plans for petitioning the judicial branch for appointment of a receiver and include the following for each property:
 - The address of the property;
 - A description of the condition of the property;
 - An estimate of the cost to bring the properties into compliance with state and local codes and regulation or into compliance with any waivers requested in the above section; and
 - A description of why a receiver should be appointed, how this action will prevent further deterioration of the property, and how it will assure that environmental, health and safety standards are met.
- ❖ The City Manager must be notified within five days of the Implementation Committee’s decision to waive codes as identified in its adopted Strategic Plan. The City Manager must then notify the local official responsible for code enforcement and the Secretary of OPM.
- ❖ The Secretary of OPM must then notify the state official responsible for the code enforcement. The state or local official must hold a public hearing within ten days of notification from OPM. The City Manager must be notified by the state or local official within five days after conclusion of the hearing of the decision regarding the waiver request. This decision is final.

Record Keeping

- ❖ Record minutes to all meetings in sufficient detail to reflect the context of discussion. Detailed minutes will be extremely helpful in preparing reports and demonstrating success.
- ❖ Have one person maintain files at one location – and file everything chronologically, if administrative, or alphabetically for projects and other implementation related items.
- ❖ Following the City’s approval of the Strategic Plan, the Implementation Committee is required to submit reports on implementation of the Strategic Plan twice in the first year after adoption and once annually thereafter to the:
 - City Manager
 - Court of Common Council
 - Office of Policy and Management