



Neighbors•Empowerment•Economics•Together

Neighborhood Training Institute



Hartford Foundation

FOR PUBLIC GIVING

Together for good.®

It's Your City!

City Finances: Who Plans It, Spends It, Collects It

Saturday, October 16, 2021

10:00 am to 11:30 am





WELCOME!

Today's Host:

Marion Griffin, Board Chair

Hartford *NEXT*, Inc.

Co-Host: Mary Falvey

HNXT's Communications &
Marketing Chair



BE ENGAGED!

Use Chat to Share Information with Each Other

Ask Panelists Questions via Q&A

Participate in the Polls

The Coalition of Hartford's Neighborhood Revitalization Zones and the City of Hartford



Blue Hills



North East



Parkville



MARG
Clay
Arsenal



South End





Mission

A collective voice of Hartford residents and stakeholders working to strengthen and grow our community.

Purpose

Hartford *NEXT*, Inc.'s reason to be is to create an environment that leads innovation and improvements in Hartford, its diverse neighborhoods, and with its residents and visitors. By bringing people together, listening, encouraging, negotiating, educating, and leading, *HNXT*'s purpose is to facilitate inclusion and innovation in our communities.

NEIGHBORHOOD TRAINING INSTITUTE

Communication and Education Platform

- Established in Early 2000's
- Seminars, Workshops and Programs for Formal and Informal Training of Residents
- Programs to Educate and Empower Our Community
 - Triannual NRZ Leaders Meetings to Collaborate, Identify and Address Neighborhood/City Quality of Life Opportunities
 - Building Back Our Community Better Panel Discussion (4/2021)
 - Asset Mapping for Community Economic Development
 - Civic Engagement and Education

AGENDA

Welcome

Overview of Today's "It's Your City!" Topic

Panel Introduction

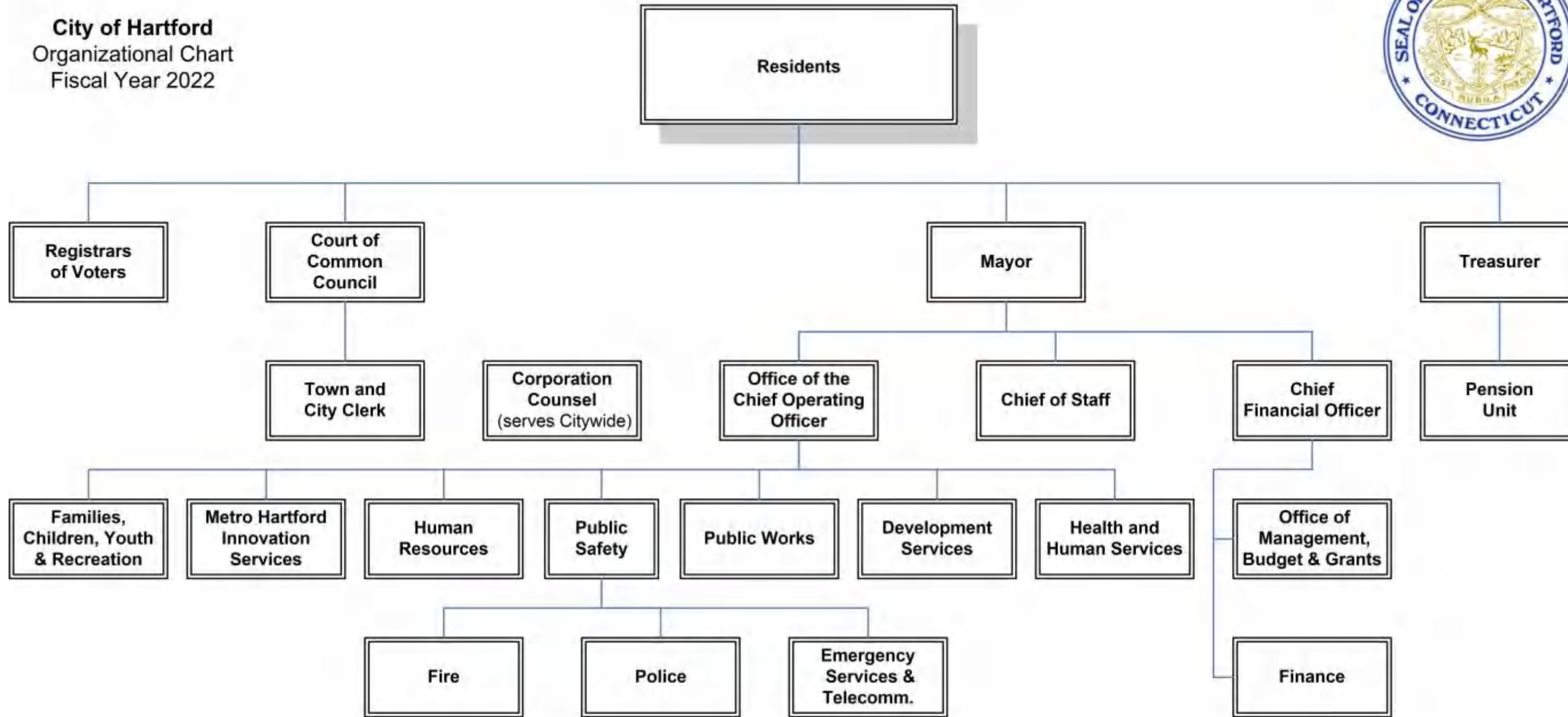
Panel Discussion/Q&A

Resources

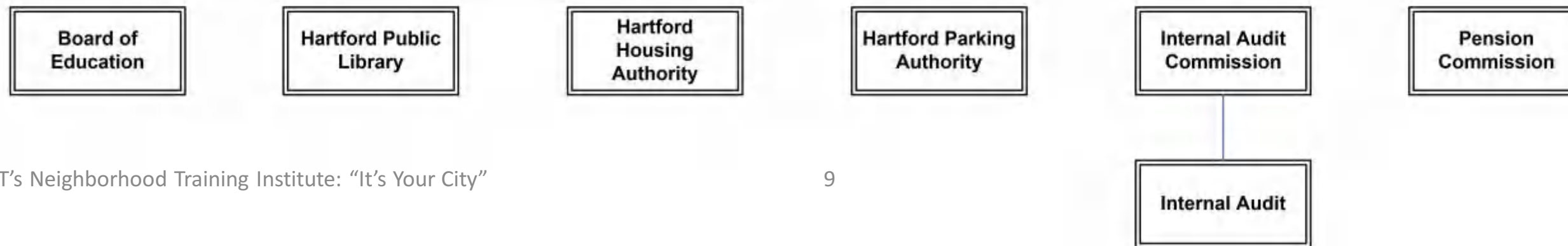
Evaluation & Closing



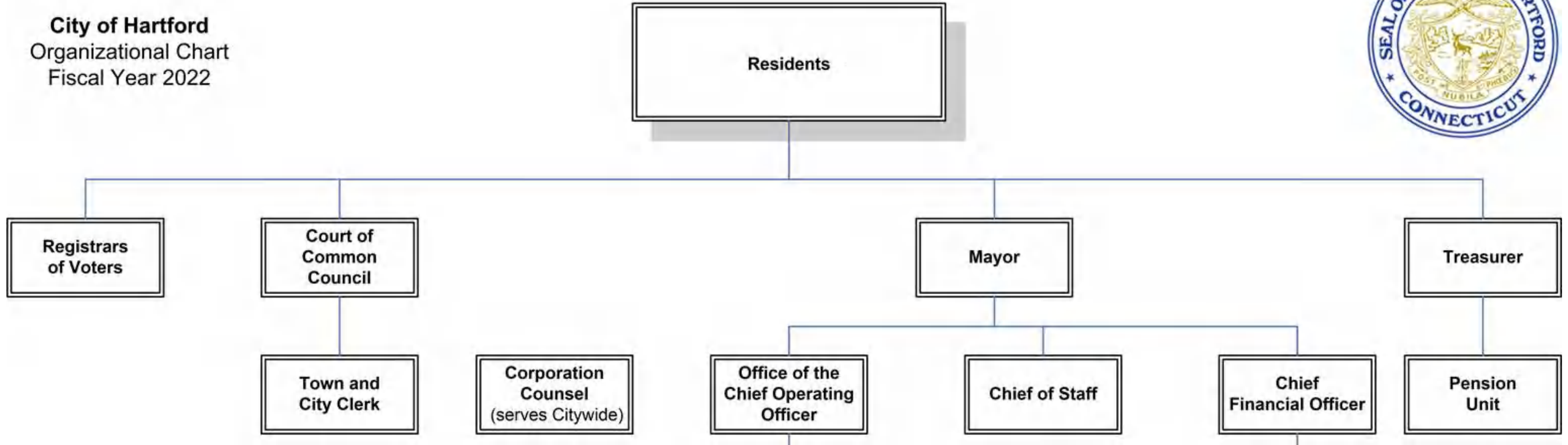
Today's Webinar, **CITY FINANCES: Who Plans It, Spends It, Collects It** is the second of the **"It's Your City!"** series of four Fall 2021 and four Spring 2022 virtual panel discussions on Hartford City Government, how it works, its impact on the lives of those who live, work and recreate in Hartford, and how residents can become more involved.



Boards and Commissions



City of Hartford
Organizational Chart
Fiscal Year 2022



Jeffrey Stewart is a public servant, retiring in 2019, after 35 years of continuous employment at various levels of government.

Jeffrey's service at the federal, state and municipal levels has given him unparalleled insight into the role of government and the significant role it plays in community development.

He is equally committed to the community and has broad and deep community engagement in Hartford. He has served as board director, board officer and member, in several public and non-profit organizations.





Adam M. Cloud, City Treasurer

- 20 years of experience in financial services
- Elected in 2011, first African American male Hartford City Treasurer
- Former Assistant City of Hartford Treasurer
- Secretary to the MERF (Municipal Employees' Retirement Fund)
- Chairman, City of Hartford Tax Abatement Committee
- Financial Services Experience includes
 - Managing Director, Loop Capital Markets
 - Director within Advest's Public Finance Group
- Community Service Experience includes:
 - Chair of Hartford Redevelopment Agency
 - Vice Chair Hartford Economic Development Commission
 - Treasurer Democratic Town Committee
 - Commissioner, Metropolitan District Commission
- Graduate of Howard University with Bachelors and law degrees
- Resides in Hartford with wife and three children

OFFICE OF THE TREASURER



- **Manages investment portfolio of approximately \$1.2 billion;**
- **Administers City’s deferred compensation program and pension benefits valued at \$200 million;**
- **Oversees City’s banking Services, including the \$540 million budget;**
- **Trustee of all City Trusts including the Hartford Parks Trust Fund valued at \$24 million.**

THE TREASURER IS THE INDEPENDENTLY ELECTED CUSTODIAN OF CITY FUNDS



- Follow prudent investment cash-management and debt-management policies.
- Protect all the City's monetary assets.
- Relieve the burden on taxpayers and leverage the powers and authority of the office to improve the quality of life for Hartford residents, retirees and businesses.





THE TREASURER IS THE CUSTODIAN AND INVESTOR OF ALL CITY FUNDS



OFFICE OF THE TREASURER

Community Impact



- **Implement the MERF's (Municipal Employees' Retirement Fund) recently adopted diversity and inclusion policy;**
- **Support small, local, women and minority owned firms to manage pension fund assets;**
- **Utilize technology to facilitate secure and prompt payment of employee paychecks and payments to vendors;**
- **Evaluate economically targeted investment (ETI) opportunities to facilitate economic development in the City of Hartford;**
- **Work with the City administration to enhance our City parks through the investment of Hartford Parks Trust Fund assets;**
- **Provide internship opportunities to local high school students in the financial services industry.**



THANK YOU

GRACIAS
ARIGATO
SHUKURIA
JUSPAXAR
DANKSCHEEN
TASHAKKUR ATU
SUKSAMA
EKHMET
MEHRBANI
PALDIES
BOLZIN
MERCIE
BIYAN
SHUKRIA
TINGKI

SPASSIBO SNACHALHUYA NUHUN CHALTU YAQHANYELAY WABEEJA MAITEKA YUSPAGARATAM HUI
DHANYARAD ANNA ATTO MERSI SPASIBO DENKAUJA UNALCHEESH HATUR GUI EKOJU SIKOMO
SANCO MERASTAWHY GAEJTHO LAH MAAKE KOMAPSUMNIDA FAKAUE AGUYJE
TAVYAPUCH MEDAWAGSE GOZAIMASHITA EFCHARISTO
YUSPAGARATAM HUI
HATUR GUI
EKOJU SIKOMO
MAKETAI
MIMMONCHAR

For more information, please visit:
www.hartfordcitytreasurer.org
HNXT's Neighborhood Training Institute: "It's Your City"



Jennifer Hockenhull, CPA CFO/Director of Management, Budget and Grants

- Started with the City of Hartford in January 2021
- Originally from South Bend, Indiana
- Most recently lived near Seattle, WA
- Graduated from Indiana University – South Bend
- Worked for the City of South Bend for 4 ½ years
- Over 20 years of experience in accounting at various CPA firms, not-for-profit University, and for-profit manufacturing companies
- Married with two daughters, two cats and two dogs



Office of Management, Budget & Grants (OMBG)

Provides Hartford's elected leadership, executive management, department directors and constituents with:

- Professional, robust and accurate financial forecasting,
- Budget development and fiscal control,
- Operations analysis,
- Grants management to maximize leveraging of state, federal and local grant opportunities to fund programs and services

OMBG Organizational Structure



**CFO/Director of Management,
Budget, and Grants**

Administration
(1) Sr. Admin Assistant

**Budget
Development**
(2) Assistant
Directors
(3) Management
Analysts
(1) CIP Analyst

Grants
(1) Director of Grants
(4) Grant Program
Managers

**Revenue
Management**
(1) Sr. Accountant

**Risk
Management**
(1) Risk Manager

**Central
Duplicating**
(2) Technicians



Office of Management, Budget & Grants (OMBG)

Budget Preparation and Monitoring

- Citizen Involvement
 - Public Hearing
 - Contact your Councilperson
- Information Online
 - Budget Books: [Recommended and Adopted Budget Books – City of Hartford \(hartfordct.gov\)](#)
 - Budget Calendar and Process: [Budget Development and Control – City of Hartford \(hartfordct.gov\)](#)



Office of Management, Budget & Grants (OMBG)

Grant Making and Oversight

- Citizen Involvement
 - CDBG Application Process and Reports: [Central Grants Administration – City of Hartford \(hartfordct.gov\)](#)
 - The best way to stay up-to-date on upcoming opportunities for public participation in City-lead grant programs is to sign up for the City's weekly "One Hartford" newsletter. You can subscribe by clicking [here](#).



Office of Management, Budget & Grants (OMBG)

American Rescue Plan Act (ARPA)

- The American Rescue Plan (ARP) Act of 2021 was passed by Congress and signed by President Biden on March 11, 2021 to deliver direct relief to the American people, rescue the American economy, and start to defeat the COVID-19 pandemic
- The City of Hartford is receiving approximately \$112 million in federal funds to be spent or committed no later than December 31, 2024
- Further information can be found at:
<https://www.hartfordct.gov/Government/Departments/Mayors-Office/Mayor-Initiatives/ARPHartford>



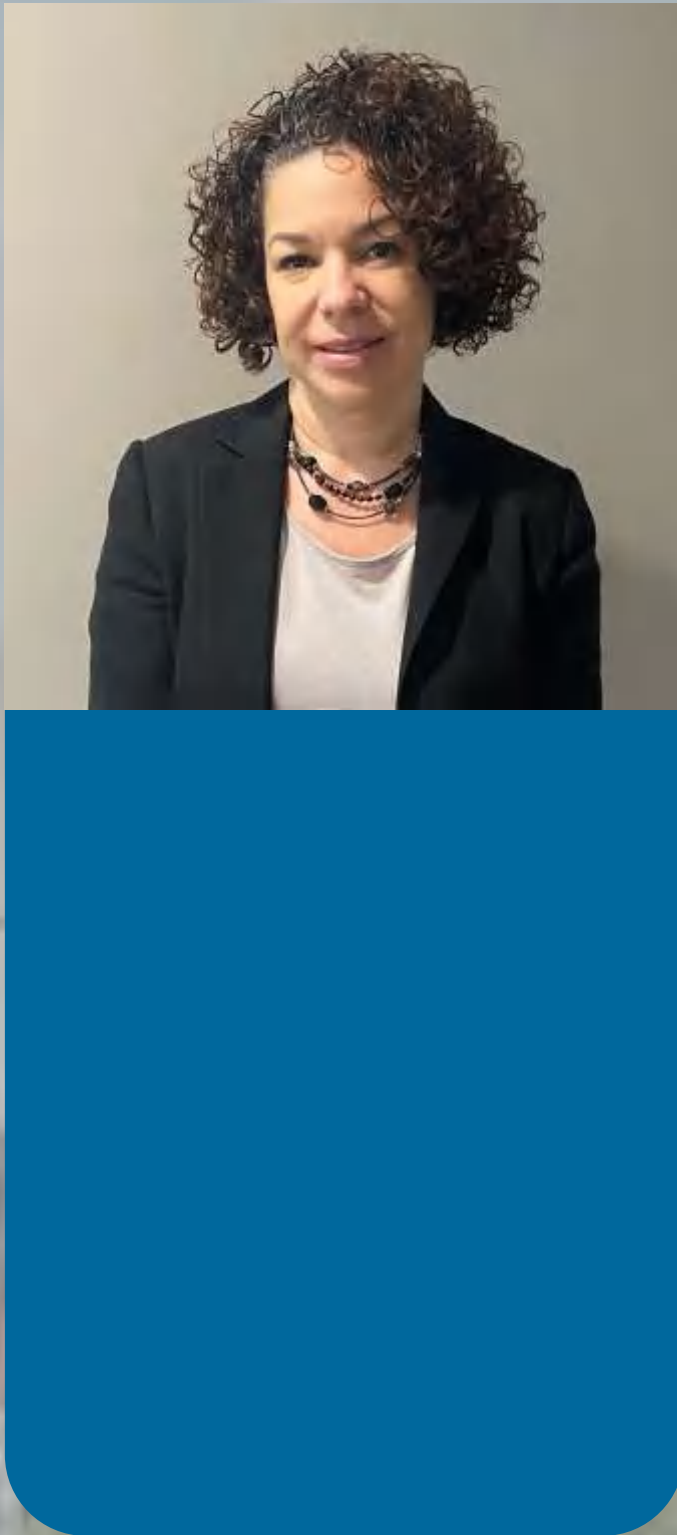
Office of Management, Budget & Grants (OMBG)

Contact Us

- Jennifer Hockenhull, CFO/Director of Management, Budget and Grants: Jennifer.Hockenhull@Hartford.gov
- Evan H. Johnson, Director, Office of Central Grants Administration and Strategic Partnerships
johnne003@hartford.gov Direct Line: 860-757-9282



THANK YOU!!



Department of Finance Director Leigh Ann Ralls, CPA

Leigh Ann Ralls, CPA, began working for the City of Hartford in 2006 after working several years in public and municipal accounting. Leigh Ann joined the City of Hartford as Controller managing several key financial processes and reporting. With over 20 years of experience in municipal finance and accounting, Mayor Luke Bronin appointed Leigh Ann to Director of Finance in 2017.



Department of Finance

The Finance Department ensures the financial integrity of the City by exercising due diligence and control over the City's assets and resources. We provide sound financial policies and internal controls in order to:

- Provide accurate and timely financial information and reporting
- Provide sound financial advice to management
- Provide excellent customer service to both internal and external customers



Department of Finance Divisions

The Department of Finance has 5 divisions:

- Administration
- Accounting & Control *(includes Accounting/reporting, payroll and Accounts Payable)*
- Procurement *(includes Contract Compliance)*
- Tax Assessment
- Tax Collection





Department of Finance

Accounting and Control

- Provides daily financial transaction processing and reporting
- Pre-audit's approximately 50,000 invoices annually before payment
- Provides timely and accurate payroll for over 1 600 employees as well as all mandated reporting for the City, Hartford Public Schools and Hartford Public Library

Procurement

- Provides purchasing services to meet departmental goals for the City, Hartford Public Schools & Hartford Public Library while promoting a fair and open competitive process.
- Maintains the City's supplier diversity program
- Monitor Developers and Construction Contractors to comply with the City's Affirmative Action and Equal Employment Opportunity contractual requirements and goals.
- City's Hartford Affirmative Action Plan: 15% of total construction cost is with a MWBE, 30% goal of total project hours are worked by Hartford residents, and 15% of total project work hours, by trade are worked by minority and female workers.



Department of Finance

Tax Assessment

- Discover, list, and value all real property, personal property, motor vehicles, and tax-exempt property in the City
- Produces the City's grand list by January 31st of each year establishing the base for the City's Tax Collector to bill
- Mandated by State Statutes to revalue all City property every 5 years

Tax Collection

- Bill and collect taxes in accordance with State Statutes
- Daily, weekly, and monthly reporting of tax collections
- Enforces delinquent collections



Frequently Asked Questions

How do I do business with the City of Hartford?

In order to view bid opportunities with the City of Hartford, you must register as a vendor in Planetbids. Please register at www.Hartfordct.gov/Government/Departments/Finance/Procurement.

Click on Services

Click on Register to do Business with the City

Click on Planetbids Vendor Portal

How do I apply for certification in the City's Supplier Diversity program?

The supplier Diversity certification program encourages the participation of small and minority/women business enterprises in the City's set aside programs. Businesses must meet the eligibility requirements. If all requirements are met, please apply for certification by creating a vendor profile in Planetbids

Click on the PlanetBids Vendor Portal button at:

www.Hartfordct.gov/Government/Departments/Finance/Procurement/SupplierDiversity

After accessing the vendor portal, select "New Vendor Registration"

Complete the vendor registration.

After completing the Vendor Registration, please select "Supplier Diversity Certification" in order to apply for certification.



Frequently Asked Questions

What are the office hours of the Tax offices?

The Tax Collector and Assessor's Offices, located on the first floor of Hartford City Hall, 550 Main Street, Room 106/108, are open to the public Monday through Wednesday, 8:15 am – 2:00 pm, Thursday 8:15 am - 7:00 pm, Friday 8:15 am - 2:30 pm.

What is the best way to pay my tax bill?

You can pay your bill in person however, the two most convenient way to pay your tax is 1) pay online using a debit or all major credit cards, Apple Pay (if paying on your mobile device), Google Pay, Paypal, or E-check through ACH/EFT or 2) with a check by mail using the return envelope included with your tax bill.

Can I pay my motor vehicle delinquent taxes by personal check?

If you have delinquent motor vehicle taxes, or are planning to register a vehicle with the Department of Motor Vehicles and require a release from the Tax Collector, you must pay with Cash, Credit Card, Money Order, or Certified Bank Check for a release to be issued after 1 business day. If payment is made online, the release will be issued in 2 business days. If payment is made by Personal check, a release will be issued after ten (10) business days. All releases are now processed electronically through the DMV.

What if I never received a tax bill?

Connecticut General Statutes (CGS) Section 12-130 states "...failure to send out any... tax bill shall not invalidate the tax..." You are not exempt from payment of all taxes and all interest charges. If you do not receive a bill for which you are responsible, call the Tax Collectors Office at (860) 757-9630 and request a copy.



Frequently Asked Questions continued

What if my vehicle was:

SOLD: Please provide to the Assessor's office a copy of DMV cancellation of plate receipt and any one of the following: • bill of sale with the year, make, model & VIN# and buyer's signature. No handwritten bill of sales will be accepted, or • new owner's registration or the new owners title with the year, make, model & VIN# of the vehicle, or • copy of your title showing transfer, or • letter from your insurance agent or company stating the date the insurance was cancelled, the reason for cancellation and the year, make, model & VIN# of the vehicle

TOTALED: Please provide to the Assessor's office a copy of DMV cancellation of plate receipt and any one of the following: • letter from your insurance agent or company stating the date the vehicle was totaled, the date of the accident and the year, make, model & VIN# of the vehicle. • Dated receipt from junk dealer to whom the vehicle was sold and the year, make, model & VIN# of the vehicle.

REGISTERED OUT OF STATE: Please provide to the Assessor's office a copy of DMV cancellation of plate receipt and the original out of state registration OR title showing the year, make, model & VIN# of the vehicle

STOLEN: Please provide to the Assessor's office a copy of DMV cancellation of plate receipt and any one of the following: • Letter from your insurance agent or company stating that vehicle was stolen and not recovered, date of theft and the year, make, model & VIN# of the vehicle. • copy of the police report stating that the vehicle was stolen and never recovered.

TAXED IN WRONG TOWN: Please provide to the Assessor's office proof of residency prior to October 1 in form of either Residential Deed, Lease, or Voter identification card • Written correction from the Department of Motor Vehicles.

REPOSSESSED: Please provide to the Assessor's office a copy of DMV cancellation of plate receipt and any one of the following: • Letter from the finance company stating the date vehicle was taken and that it was not redeemed by you and the year, make, model & VIN# of the vehicle. • Copy of bill of sale or auction papers that shows the year, make, model & VIN# of the vehicle and date of sale.



Contact Information

Administration – Leigh Ann Ralls CPA, Director, ralll001@Hartford.gov

Accounting & Control – Kimberly Campagna CPA, Controller kimberly.campagna@Hartford.gov, 860-757-9606

Procurement including Contract Compliance –

- Susan Sheppard – Purchasing Agent, smsheppard@Hartford.gov , 860-757-9616
- Eloy Toppin – Contract Compliance, etoppin@Hartford.gov, 860-757-9788
- Diana Maldonado – Contract Compliance, maldd001@Hartford.gov, 860-757-9792
- Concha Lawrence – Supplier Diversity, lawrc001@Hartford.gov, 860-757-9613

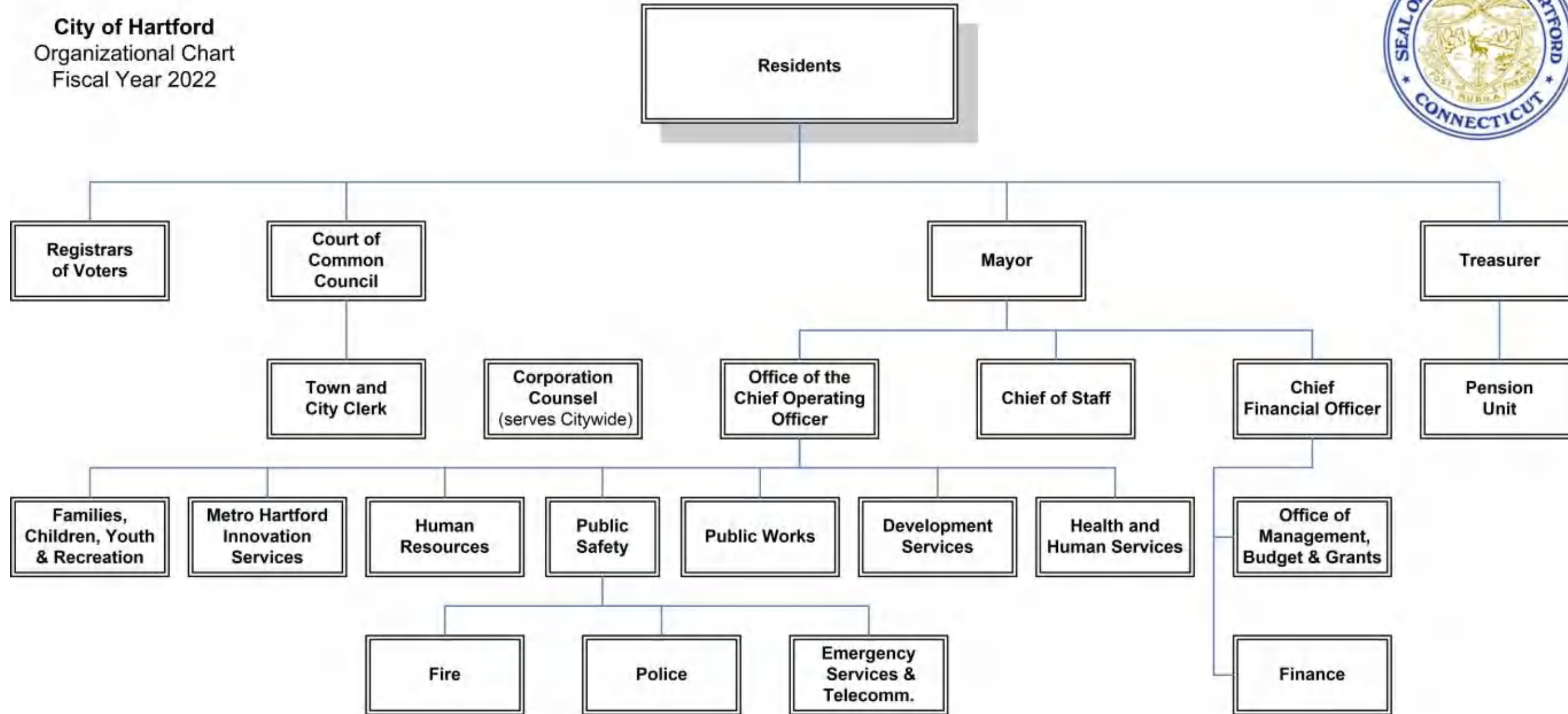
Tax Assessment - John Phillip, CCMA II

- 860-757-9640
- assessment@Hartford.gov

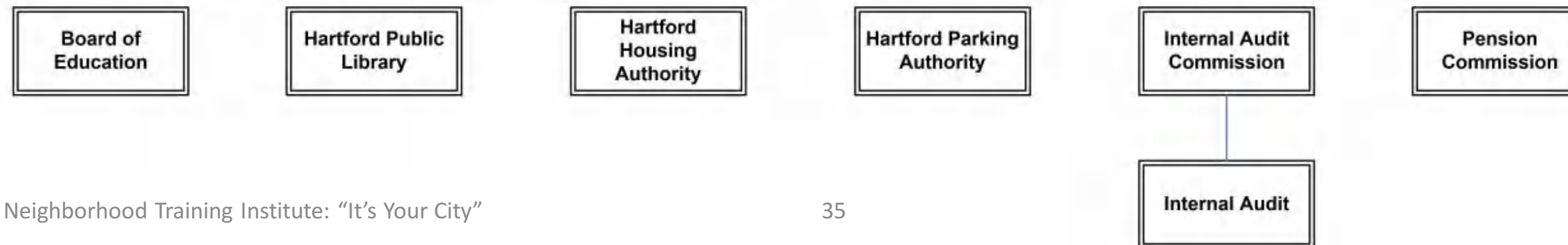
Tax Collection – Nancy Raich, CCMC

- 860-757-9630
- HartfordTax@Hartford.gov

City of Hartford
Organizational Chart
Fiscal Year 2022



Boards and Commissions



Next Steps

Where do we go from here?

Next Webinar:

City Operations

Community Engagement

Nov. 6, 2021

REGISTER:

<https://tinyurl.com/yhutmer4>



1 Take the Survey

Survey results will be sent to registered participants.

2 Video of Program

This program will be recorded and available a later date on the Hartford NEXT, Inc. website.

3 Program Summary Information

Participants will receive follow-up information next week via email.



Neighborhood Revitalization Zones (NRZs)

FIND YOUR NEIGHBORHOOD REVITALIZATION ZONE (NRZ)



Scan for more

HARTFORD NRZS HELP NEIGHBORS SHAPE THE FUTURE OF OUR COMMUNITY.

FIND YOURS AND JOIN IN THE ACTION!

<http://www.hartfordnext.org/find-your-nrz/>



Call 3-1-1 or email hnxt@hartfordnext.org for details





THANK YOU !



Hartford Foundation

FOR PUBLIC GIVING

Together for good.®



THANK YOU !

Today's Panelists

Adam M.Cloud, Jennifer Hockenhull, Leigh Ann Ralls

Today's Interpreters

Alba and Diego

Our Moderator & Co-Host

Jeff Stewart and Mary Falvey



THANK YOU !

Hartford NEXT, Inc. Program Committee:

Jack Antonich

Janice Castle

Emily Lugo

Thank YOU!!!

We thank you for your continued support and engagement for the benefit of the those who live, work and recreate in Hartford.

