



ESTABLISHED 1659

CITY OF NORWICH

CONNECTICUT

ALAN H. BERGREN
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DATE: November 18, 2013
TO: Mayor Peter A. Nystrom & Council Members
FROM: Alan H. Bergren, City Manager
SUBJECT: City Manager's Report

1. **Positive Workforce Committee**

A staff committee has been established to consist of a cross-section of employees from all levels of the City. These 12-15 individuals have been working to discuss core values and positive workforce issues that include morale, efficiencies and improved communications. Individual members will be meeting with colleagues from other departments in order to hear ideas, thoughts, and collaborative ideas. These meetings are focused on all levels of staffing and include front-line employees through the ranks to department director.

2. **Budget Preparation**

We have started the budget process earlier than ever this year. I am in the process of meeting with all department heads to facilitate their focus on evaluation of our workforce to identify strengths, efficiencies and opportunities and tying that in with budget planning.

3. **Diversity Committee**

In an effort to improve employment outreach and diversify the City workforce to better reflect the diverse population of the City, I have re-established the Diversity Committee. The Committee consists of representatives from community organizations and City employees and the first meeting will convene in December.

4. **Assessor Award**

Donna Ralston, City Assessor, was recently presented with a Distinguished Service Award by the Connecticut Association of Assessing Officers. Please see attached letter.

5. **Department Quarterly Reports**

Attached, for your perusal, are the first quarter reports for FY 2013-14. Please take the time to review said reports and advise me if you require additional information or would like any special presentations by our departments or agencies.

6. **Winterfest Parade and Light City Hall**

The Light Up City Hall event will take place on Friday, November 29th from 4:00 PM to 5:30 PM in the City Hall Plaza. The annual Winterfest Parade will be held the following day, Saturday, November 30th and steps off from Chelsea Parade at 1:00 PM. The reviewing stand will be in Franklin Square this year.

It has been an honor and pleasure to work with the Mayor and the members of the City Council during your terms. I wish you all the very best and thank you on behalf of all of the staff for your service to our City.



ESTABLISHED 1659

CITY OF NORWICH
CONNECTICUT

DONNA L. RALSTON, CCMA II
ASSESSOR
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Dear Alan,

On Thursday, November 7, 2013, I attended the Annual Fall Meeting of the Connecticut Association of Assessing Officers, Inc. (CAAO) which was held at the Aqua Turf Club in Southington, CT.

As Awards Chair, I had the pleasure of presenting the Assessor of the Year Award, Distinguished Service Award, Continuing Service Award and a new award this year, the Extraordinary Public Service Award which was given to one of my colleagues, the Assessor of Newtown for his heroic efforts after the disaster occurred at Sandy Hook school on Dec 12, 2012.

I was pleasantly surprised and extremely humbled when my awards Committee, representing the CAAO, presented me with a Distinguished Service award. This award is a way to recognize a C.A.A.O. member who has made a significant contribution to C.A.A.O. through years of participation in its activities and who has made an outstanding effort throughout their Assessment Career in helping C.A.A.O. to realize its' goals. In determination of this Award, the Professional Designation and Awards Committee shall consider (but not be limited to): the candidates contribution to the assessment community, His/her association memberships, education, committee memberships, elected positions, teaching or lecturing, publication of articles and his/her contributions to the local community and it's municipal government.

I was nominated for the more than 25 years that I have dedicated myself to the State organization as the Chair of the Motor Vehicle Committee and as the liaison between the Committee and the Motor Vehicle Department.

It was noted that I am the only Assessor to ever have received the Distinguished Service Award twice – once in 2008 and again in 2013; and to be awarded the Assessor of the year twice – once in 1993 and again in 2010.

I guess it goes without saying that I love what I do, and will continue to give 110%, not only for the State Assessors Association but also for the City of Norwich.

Sincerely,

Donna L. Ralston, CCMA II
Assessor



CITY OF NORWICH
CONNECTICUT

Office of the City Clerk
Betsy M. Barrett

The 2013/2014 first quarter goals and action plans for the City Clerks Office:

We continue to provide professional, courteous and confidential service to our customers.

We were awarded a \$6,500 grant from the State Library which will be used for completing "back scanning project" of land records, with in-house staff insuring greater quality control. This will provide more documents being reproduced via computer as opposed to hard copy books. The process has started and the staff seems to be trouble shooting any issues.

In an effort to save money and go green we were able to notify approximately 600 of our dog owners via email this year which equaled about 1/3 of the dog population. This effort gave us a savings of approximately \$400.00 with a continuing effort this year of increasing that number.

We are still collecting permanent absentee ballots applications for the permanently disabled voters with approximately 50 people of 100 names responding to this new piece of legislation at this time. This will save us time and money as they will be on a permanent list and will automatically be mailed a ballot for all elections they qualify.

The office is also gearing up for the upcoming local election collecting campaign finance reports and processing petitions.

We are continually looking for ways to provide a safe and organized environment for proper record preservation and public access.

ROSE CITY SENIOR CENTER, 7/1/13-9/30/13

City Goal	Event	Action
G1-Protect the lives of residents, G3-Consolidate services in order to maintain essential services	Awarded \$75,150 from State DOT	Funds received in partnership with the town of Montville to provide out of town medical transportation to Norwich/Montville residents that are elderly/disabled
G1-Protect the lives of residents, G4-Develop a plan for long-term economic sustainability	Awarded \$6,500 from AAA Grant	Funds provided continued access to benefits and services through our Outreach Administrator and Benefits Counselor
G1-Protect the lives of residents	Affordable Day Trips for Seniors	With our new natural gas mini-bus, we continue to provide affordable day trips for seniors, offering quality of life services
G6-Prioritize the city wide long-term capital improvement needs	Energy Efficiency	Continue to look at ways to make the Center more energy efficient, we are working to meeting this goal
G1-Protect the lives of residents, G4-Develop a plan for long-term economic sustainability, G5-Maintain vital links with State Representatives, etc.	Retain New Members	From 7/1/13-9/30/13 we have registered 44 new members
G3-Find efficiencies & consolidate services in order to maintain essential services while keeping tax increases at a minimum	Fundraising Efforts	Fundraising efforts are doing well to support more programming money for the Center

City Depts. Assisted
Public Works, NPU

NORWICH YOUTH AND FAMILY SERVICES, 7/1/13-9/30/13

City Goal	Accomplishment	Action
G4-Provide opportunity for residents to increase income G2-Support public schools	Summer Youth Employment Program/COOL Directions	Employed 122 youth in meaningful work/training sites increasing their skill level and future employability
G2- Support public schools G1-Address issues of public safety G3-Find efficiencies	Summer Jam and Learn Diversion Collaborative	Provided a summer "Diversion" program for 18 at-risk kids through grant writing.
G5- Lead change-Vital links G1-Increase capacity to to provide adequate public safety G2-Support our public schools	L.I.S.T.-Legal Implementation Systems Team	Co-chair of the Southeast Regional L.I.S.T. committed to juvenile justice legislative reform, advising State policy and procedures, and coordinating local/regional efforts. Planning "Color of Justice" Community Forum
G2- Support our public schools	Community Coalition of Children	Participated in the coordination of regional efforts to create, sponsor and facilitate regional youth education/health forum.
G5- Maintain vital links with public	Family Day	Coordinated a fun filled community resource day for 1500 youth and their families
G2- Support public schools G5-Lead change-Vital links G1-Address issues of public safety G3-Find efficiencies	The NEXXT Community in Taftville	Coordinate the effort to bring efficient and innovative services to the community of Taftville to benefit the health, safety and education of all its residents.
G2- Support Public schools G1-Issues of public safety	Clinical Services	Provided counseling, crisis and consultation services to 25 youth (in office) and 10 youth (in school setting)
G1- Public safety G2-Support public schools G5-Maintain Vital links G3-Find efficiencies	Juvenile Review Board/ Families with Service Needs Boards	Case management of 5 newly referred cases
G1 -Public safety G2- Support public schools G3-Find efficiencies	Norwich Prevention Council	Trained 16 participants in "Q,P,R" suicide prevention training and marketed the new "Prescription Drug Drop Box" purchased by NPC and installed at NPD.
G2-Support public schools	Relative Caregivers Support Group	Co-facilitated 3 groups of predominantly seniors raising grandchildren providing strategic intervention assistance, information and support.

City Depts. Assisted
City Clerk, MIS, Senior Center, Building/Planning, Human Services, Recreation, Public Works, Finance, NPS
Police, Norwich Public Schools
Police, Norwich Public Schools
Norwich Public Schools
NPU, Norwich Rec, Norwich Police, Norwich Fire, Otis Library
Norwich Public Schools, Uncas Health, Norwich Rec, Human Services, Norwich Police, Norwich Fire, Community Development
Norwich Public Schools
Norwich Police, Norwich Public Schools
Norwich Public Schools, Norwich Police
Senior Center, Norwich Public Schools

NORWICH HUMAN SERVICES - ADULT AND FAMILY SERVICES, 7/1/13-9/30/13

City Goal	Event	Action
G1-emergency services	72 Baltic St Fire	Re-housed 7 residents after an electrical fire caused by AT&T and sought reimbursement of city funds from AT&T
G1-emergency services	Wauregan Apt. flood	Assisted 8 households when apartment building was flooded and tenants were displaced. Staff on scene from 10:30pm to 1:30am to provide immediate assistance including obtaining prescriptions and emergency housing. Assisted all families in relocating back; worked with Wauregan management
G4-Provide Opportunities for residents to increase income	Renters Rebate	Completed over 815 applications for low income disabled and elderly residents. This will give rebates totaling \$421,335 back to residents to spend in the local economy
G4-Provide Opportunities for residents to increase income	Norwich Works	Assisted 40 Norwich residents with gaining or regaining employment through Norwich Works Program. Trained 14 residents in medical technology fields; 11 currently employed.
G5-Lead change	Coordinated Access	Participated in developing the first coordinated access to shelter program in the state of Ct for single adults. System implemented Oct 2013
G2-Support our Public Schools	Annual Backpack Program	Through grants and donations, we provided 863 new backpacks and supplies to underprivileged Norwich children, with 100 of these backpacks going directly to Norwich school administration.
G1-emergency services	Relocation Program	Relocated 9 adults and 1 child into new housing as a result of 4 condemnations.

City Depts. Assisted
Fire- Building Depts
Fire- Building Depts
Assessors
Norwich Public Schools
Housing Dept., Uncas Health District

City of Norwich
 Finance Department
 Fiscal Year 2013-14
 Goals & Action Plans Quarterly Update

	Description	Q1 - 9/30/13
1	Begin to offer the option of electronic (ACH) payments to vendors in lieu of checks. (G3)	ePayables is an electronic payment option that we are offering to our vendors to expedite payments to them and reduce our check issuing costs. The program official rolled out on 9/3/2013. Within the first two weeks, 25 vendors have been enrolled and \$45,611.63 in invoices have been processed.
2	Reduce redundancy in payroll process by implementing decentralized time entry directly into our payroll system. (G3)	No activity this quarter
3	Roll out Intranet feature on new city website to facilitate the sharing of policies, best practices, and other information among city departments. (G3)	Populated the Intranet section with website content management system tips, purchase card policies, and wireless service tips
4	Continue to consolidate the city's servers by utilizing NPU's fiber optic network (G3)	Finished connections to prepare for virtual server projects for later in the year.
5	Work with NPU to determine whether the city can achieve long-term savings by making technology changes such as VOIP, consolidating disaster recovery systems, etc. (G3)	We are getting info together for camera projects and virtual server projects

Other activity in the Finance office not mentioned in the Goals:

Audit (Comprehensive Annual Financial Report)	The annual financial audit was started in July and a substantial portion of it is complete as of 9/30/13
Budget	We started projecting revenues for 2013-14 and gathering estimates for expenditure items
Bond	No activity during quarter.
Tax Collection	From July 1 to September 30th, we collected 52.38% of the General Fund current levy. We also began sending delinquent notices which should be finished by the end of October. Demand notices will then follow in November. We ended fiscal year 2013 with a current year collection rate of 96.57%.
Purchasing	We issued 15 bids and 1 RFP, including fire hose, Dodd Stadium restroom renovations, and the pavement rehab of Wisconsin Ave.
Website	The Yankee Institute for Public Policy ranked Norwich's website 8th out of the 169 municipalities for transparency. The Finance Department worked with the City Clerk to make some changes which will provide even more transparency.
Personnel	Comptroller Joseph Ruffo retired on September 3, 2013. Josh Pothier was appointed Comptroller at the end of September.
Information Technology	Cleared 626 service calls Working on Windows 7 deployment Deployed 10 PC's

Norwich Fire Department
1 st Quarterly Report
Quarter report 2013-14

GOALS & ACTION PLANS:

1. Educate the public in all aspects of life safety, focusing especially on children and elderly outreach programs.

Over the past year, we have acquired fire prevention materials at no cost to the city and distributed them to prominent locations, translated fire prevention messages in various languages and, reignited the pub education program in collaboration with the Norwich School system.

2. Enforce the life safety code through inspections and construction planning by increasing inspections rate and performing proactive inspections.

This years' goal was to ensure that all records of occupancies that are on current tax roles which fall under the CSFSC review of the FMO were in sync. There is now a complete listing of occupancies in the Marshal's office for inspections planning and review. To date we have conducted 201 inspections gleaning 516 violations, resulting in 254 corrections.

3. Train fire personnel to the highest standards in suppression and other related emergencies by taking advantage of state and federal funding of training programs and personnel initiative.

A review of all training practices and procedures has been completed. We now have an organized training system in place that accommodates all OSHA and NIOSH mandates.

To date we have completed 156 classes totaling 349 training hours. Additional training has been offered to all volunteers but they have not participated in any training opportunities.

4. Reduce lost service time due to injury and illness by offering health and wellness programs and safe practices education.

We have modified operational practices and enforce strict discipline of safety violations.

5. Strategically plan for future needs through a proactive process and visionary thinking.

We have completed a diversity recruitment project and attended numerous functions. The new goal is to attract a more diverse candidate pool from which to select candidates from by 1/31/14.

6. Unanticipated expenses to the building and grounds and equipment accounts have had a great impact on available funding. Roof issues, HVAC failures, Water damage and Mold issues have strained the budget lines items. Both HQ and Greenville are requiring a larger financial outlay due to aging systems and structural problems. At the current rate of spending, it is apparent that this year's allocations will not make the entire fiscal year. I will continue to monitor these identified problems as we go forward into the subsequent quarters.

Respectfully//

Chief Scandariato

Norwich Police Department Quarterly Budget Goals Update

Quarter 1 - Fiscal year 2013/2014

July 1-September 30, 2013

GOALS & ACTION PLANS:

1. Generally; to provide the citizens of the City of Norwich with the finest possible police services; a professional, caring, and efficient law enforcement agency. (G1)

STATUS: *The Norwich Police Department continues to strive to do the best job possible and accomplish its stated mission, as efficiently and creatively as possible.*

2. Accomplish our goals through a Community Policing model. Maintain strong police-community relations through open candid communication, professional service, and the implementation of various innovative law enforcement, crime prevention, traffic safety, and educational programs. (G1)

STATUS:

July 1, 2013 the Norwich Police Department, swore in four new recruit officers who are currently attending the CT Police Academy through December 2013.

September 2013 the Dept of Justice COPS office awarded the City grant funding for four additional police officer positions to further the department's initiative to reduce gun violence and promote community policing within the City of Norwich.

Minimize the opportunity for crime, traffic violation, and motor vehicle accidents and collisions via proactive enforcement, crime prevention and traffic safety programs; including citizen involvement and partnerships. (G1)

STATUS: *The Board of Education in partnership with Police Department was able to fund ten months of the salary and most of the cost of benefits of the two School Resource Officers (SROs) assigned to the middle schools for the current school year. The Police department is funding the cost of the cruiser, equipment, training, and a portion of the SROs benefits for the school year.*

3. Reduce fear by supplying preventative patrol, and effective investigative service to the community. (G1)

STATUS: *The Police Department has maintained a preventative patrol presence in all areas, including our community policing patrols and complex operations by our Detectives during the quarter.*

4. Continue to utilize innovative policing programs in order to provide a high level of police services. (G1)

STATUS: *We are continuously training and educating our first line supervisors, mid-managers and executives level command officers in contemporary police and leadership practices.*

5. Strive to maintain responses to citizen calls for service within contemporary standards. (G1)

STATUS: *The Norwich Police Department continues to meet this goal. High quality customer service is a high priority goal of the Department.*

6. Maintain an effective Crime Prevention program and successful drug trafficking enforcement and education techniques aimed at stemming the tide of drug/ substance abuse and related crime. (G1)

Norwich Police Department Quarterly Budget Goals Update

STATUS: *Crime Prevention assistance has been continuously provided as well as narcotic suppression/interdiction operations. We are working closely with our Federal, State and Local partners to suppress drug and substance abuse.*

The Police Department is an active and full partner on several civic, municipal, state and federal boards, organizations and task forces; including FBI, ATF, DEA, Homeland Security, and Statewide Narcotics Task Force (SNTF), supervised by the Connecticut State Police. Two Narcotics Detectives are assigned to the SNTF Eastern District Office. This acts as a force multiplier, enabling us to access and utilize Task Force resources such as personnel; under cover vehicles and additional controlled purchase funds for drug investigations at no added cost to the city.

7. Support effective traffic safety, enforcement, and educational activities. (G1)

STATUS: *One of the primary job responsibilities of the Police Department is to promote traffic safety, educate the motoring public, reduce motor vehicle crashes, identify traffic violators and take enforcement action. The department has been aggressively enforcing motor vehicle activity in an effort to further traffic safety for our citizens. We have trained and certified two Drug Recognition Experts (DRE) officers, giving the NPD another high level resource for comprehensive DUI enforcement. These DREs are members of a small handful of trained experts throughout the state.*

8. Interact and work cooperatively with other departments, agencies, boards and commissions. (G5)

STATUS: *The Community Policing Unit is working in collaboration with the City's Blight Control Official to assist in identifying and eradicating blight along with other unsafe conditions within the city. Our officers have worked on and solved numerous neighborhood and quality of life issues throughout the entire city.*

9. Monitor and cope with increased traffic and activity spawned by the success of the Mohegan Sun Casino, Foxwoods Resort Casino, and other ongoing development projects and community activities. (G2)

STATUS: *The Norwich Police Department continues to creatively plan and adjust to meet the policing challenges caused by the large growth in population of the City of Norwich over the past decade.*

The Police Department is committed to utilizing our community policing philosophy to continue to improve the quality of life for our residents, businesses and guests.



City of Norwich

CONNECTICUT

OFFICE OF EMERGENCY MANAGEMENT

TO: Alan H. Bergren, City Manager
FROM: Gene M. Arters, Director
SUBJECT: 13/14 First Quarter Budget Profile

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The 2013/2014 Budget for the Office of Emergency Management & Homeland Security is on target with First Quarter Operational Expenses. One line item, 80021, is running higher due to the materials and supplies needed to conduct a conference for the hearing impaired and underserved population. However, reimbursement of cost is being assured by DEMHS through the Nuclear Safety Fund.

The Office of Emergency Management & Homeland Security is a storm-driven department. Every effort is made to operate within the limitations of allocations. However, this remains a continuous challenge with rising cost and unforeseen events beyond our control.

Weather Alerts

- July 11th National Weather Service Flash Flood Watch. Level -3- EOC activation.
- July 17th National Weather Service Heat Wave Advisory. Cooling center placed on stand-by.
- July 18th National Weather Service Heat Wave Advisory. Cooling center placed on stand-by.
- July 19th National Weather Service Heat Wave Advisory and Severe Thunderstorm Watch. Cooling Center placed on stand-by with Level -2- EOC Activation.
- July 23rd National Weather Service Flash Flood Warning. Level -2- EOC Activation.
- July 25th National Weather Service Flash Flood Warning. Critical flooding in the Yantic section of Norwich. Level -1- EOC Activation.
- July 31st National Weather Service Flood Potential Advisory. Level -3- EOC Activation
- September 2nd National Weather Service Flood Potential Advisory. Level -3- EOC Activation
- September 3rd National Weather Service Severe Thunderstorm Warning. Level -2- EOC Activation.



City of Norwich

CONNECTICUT

OFFICE OF EMERGENCY MANAGEMENT

TO: Alan H. Bergren, City Manager
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SUBJECT: 13/14 First Quarter Budget Profile

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Goals

Public Information and Education

Participated in two major Public Outreach Programs:

- A. Norwich Police Departments National Safe Night Out.
- B. Norwich First Children's Mohegan Park Family Day.

Training

- A. Conducted training for the deaf, hearing impaired, and underserved population.
- B. Conducted Hurricane Training for the Chase Manor residents.
- C. Conducted Hurricane Training for the AHEPA-1 Residents.

Norwich Public Works Quarterly Report FY 2013-14

Goal	Q1 Report (Jul-Sept)	Q2 Report (Oct-Dec)	Q3 Report (Jan-Mar)	Q4 Report (Apr-Jun)
Enhance emergency response efforts thru technology and innovation.	In collaboration with NPU, DPW is in the process of inputting snow plow routes into a GIS system with GPS tracking capabilities.			
Aggressively pursue preventative maintenance measures on all City assets.	Hired nationally renowned architectural firm WASA Architects to assist in the development of a City Hall master plan. Plan will serve as a planning and budgeting resource to proactively address maintenance issues.	(insert chip/crack sealing summary)		
Improve drainage system operations and maintenance.	Currently working on a drainage improvement plan to address ongoing flooding concerns on Yantic Street. Continued contracting catch basin cleaning services.			
Decrease the overall cost of road maintenance by resurfacing at a 20-year cycle.	Streets paved in Q1 of FY 13-14 include Chelsea Parade South, Broadway, Main Street, Market Street, Courthouse Square, Church Street, Fountain, Street, Old Division Street, School House Road, and Bushnell Place.	(insert successful infrastructure bond) (insert roads paved in Q2)		
Modernize department functions though electronic storage and retrieval of maps, plans, and documents; integration of GIS technology into work order system and capital project planning; and utilizing the many capabilities of the new city website.	The City website is being utilized to update the public on the status of various projects such as paving, bridge rehabilitations, City Hall stairway renovations, etc. Also starting to utilize GIS with our snow plow routes.			

Norwich Public Works Quarterly Report FY 2013-14

Goal	Q1 Report (Jul-Sept)	Q2 Report (Oct-Dec)	Q3 Report (Jan-Mar)	Q4 Report (Apr-Jun)
<p>Increase recycling rates in solid waste program by increasing by increasing public awareness and by improving the single stream recycling program.</p>	<p>Recycling rates increasing very slightly over last several quarters, which is consistent with most municipalities. Continue to monitor industry developments through involvement with SCRRA. Visited Three Rivers CC to promote recycling program.</p>	<p>(insert Coop's Channel 8 interview)</p>		
<p>Increase effectiveness of fleet by reducing average age of heavy trucks to 10 years with no individual trucks greater than 20 years old.</p>	<p>Average age of heavy truck fleet is 10.9 years old and currently 2 trucks are greater than 20 years old.</p>			
<p>Reduce operating costs through operational and energy efficiency initiatives.</p>	<p>3 of last 5 vehicle purchases have been CNG powered, which should result in significant long-term fuel (energy) costs.</p>			
<p>Continue to seek and obtain federal, state, and regional grant funding for capital improvements.</p>	<p>Next known grant opportunity is an STP Urban Funds grant thru the SCCOG. PW is currently investigating eligible projects.</p>	<p>(insert SCCOG funding for CT Avenue)</p>		

CITY MANAGER'S Quarterly Report 11.18.2013

FY 2013-14 Goal	SUB-GOAL	Q1 (July-Sept)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)
Increase & improve flow of information to Council	Evaluate possible reorganization of City Manager's Office	Complete - CD Supervisor now reports to CM as Director of CD handling special projects as assigned by the City Manager			
	Quarterly meetings/information to Mayor and City Council about goals	On-going through City Manager's reports and quarterly goal reporting			
	Conduct regular dept head meetings and update Council with meeting summaries	On-going dept. head, staff meetings and Council informationals to communicate goals & priorities			
	Serve as a leader to facilitate dept. head evaluation of workforce to identify strengths, efficiencies and opportunities	In-process - planning phase for revamp of department quarterly reports: Focus is on high level efficiencies and opportunities. Began dialogue with department heads to accelerate the evaluation of the workforce/functions			
Maintain adequate fund balance		On-going monitoring on a monthly & quarterly basis Weekly meetings with Comptroller & Deputy Comptroller, periodic meetings with Treasurer			

FY 2013-14 Goal	SUB-GOAL	Q1 (July-Sept)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)
Support Brownfields re-development		Brownfield training attended, RDA reported to Council regarding new developments in environmental regulations			
		Appointed a new member to fill vacancy on RDA			
		Supply staff for regular RDA assistance (Planning Director, CD Supervisor)			
		EPA grant was not approved. Debriefing was held and the City will be applying when new RFP is available			
		Completed Area-wide plan and priority list completed & posted on-line			
		RDA provided educational information at Norwich Car Show as part of community outreach which is required as part of grant application			
Education infrastructure collaboration		On-going Regular communication with Superintendant on operational & facility items. Planning for meeting with new Comptroller & staff for capital project planning.			

FY 2013-14 Goal	SUB-GOAL	Q1 (July-Sept)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)
Update Public Safety Plans		In progress with 1st adjustment made in budget as proposed for FY 2013-14			
Coordinate marketing & promotion of City's assets		Member of NCDC Board of Directors			
		GNACC member-attend monthly economic development meetings			
		Reviewed NCDC Scope of Services and preparing response based on Council direction			
		Produced and began distribution of Job Creation Incentive program which also highlights other business development incentives such as property tax assessment deferrals			
Modernize pension plan		On-going as negotiations occur			