

City Manager's Report Date: June 1, 2015

Major Pending Items: **Blue=On-going** **Grey=Verbal report**
Green=Completed

| <i>Tasks/Topics</i> | <i>Staff Responsible</i> | <i>Comments/Update</i> |
|---|--|--|
| City Leadership Team Meetings | CM | On-going-Meetings scheduled for 2 nd and 4 th Tuesday of each month First one held 3/10/15 |
| CM/Fire Chief Meetings | CM/Kerri Kemp | On-going. Bi-weekly meetings scheduled |
| Quarterly City Hall Union Employee-Management review team | CM/ HR Director | On-going |
| Grant Proposal Task Force | CM/Gary/Peter D./Barry/Mayor/ Jason V. | To develop a strategy that ensures that grant proposals focus on achieving outcomes associated with the strategic plan 4/13/15 Initial meeting held |
| Wagsys Implementation | Sandra Kutcha/Gary | On schedule to be implemented mid-June |
| Eagle Scout Project-Taylor Stevens | Jill/PW/Building | 2015-05-04 Res approved proposal Next steps: Scout to submit plan |
| Staff safety training planning | CM/ Chief Fusaro/Chief Scand/ Barry/ Bob S./Jill | Planning for safety /evacuation training of employees at all sites Training to be scheduled before end of June |
| Phone System Replacement | Leon/Josh | Atrion awarded contract-start date TBD |
| Community Center Exploration Committee | CM/Jill | Council Res. 2014-10-06 CM office to provide support 3/12/15 provided requested City owned property lists |
| 2015 Neighborhood Assistance Act | CM/Jill | 6/1/15 Res. to set PH for 6/15/15 |

Department Initiatives/Grants:

| Department/Grant Entity-Purpose-Amount | Tasks/Topics | Comments/Update |
|---|--|--|
| Public Works | Automated garbage pick-up | -Garbage and recycling cart deliveries to begin next week. -Information sheets pertaining to collection schedules, what to recycle, cart placement, Q&A's, and other relevant information will be included. - Cart delivery will take 2-3 weeks to complete city-wide and may include some weekend deliveries as well. -Residents are NOT to use their carts prior to the June 29th program kickoff. |
| Community Development | 5 Year Priority Plan | The City of Norwich Office of Community Development is required to complete a five year plan to outline the most pressing Community Development priorities facing Norwich and its residents for the upcoming period 2015 – 2019. Draft plan was available for viewing 5/25/2015. |
| Recreation | On-line program registration software | Software testing in progress |
| State Library-City Clerk's Office-\$4000 | Convert paper land records to electronic | 2/27/15 agreement signed Work to begin after 7/1/15 |
| DSS-Senior Center-\$690,000 Project manager-Patrick McLaughlin | Renovations-roofing, HVAC, flooring, painting, parking lot | 9/2014-awarded. Project is 60% complete-est. Fall 2015 completion |
| DECD-Uncas Leap-\$270,000 Project Manager-Jeanne Kurasz | Environmental assessment & testing | 1/23/15 Grant awarded Work underway |
| DECD-Shipping St/Terminal Way-\$200,000 Project Manager-Peter Davis/Gary Evans | Environmental assessments | 4/17/14 Grant Awarded Assessments are underway and ahead of schedule |
| DECD Historic Restoration Fund-City Hall-\$90,000 Project Manager-Pat McLaughlin | Flooring repair/replacement | 3/3/15 Agreement signed Work scheduled to begin mid-summer 2015, completion Fall 2015 |

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| EPA-Shipping St/Chestnut St/Ponemah Mills- \$400,000 | Petroleum & hazardous substance assessment | 12/2014 Application submitted |
| DECD-26 Shipping St-\$200,000 | Assessment/remediation | 4/14/15 Application submitted |
| DECD-Howard Brown Park-\$1,200,000 | Replace fishing docks | 3/2015 Application submitted |

Public Works Streets/Bridges Projects:

| Grant Entity-Purpose-Amount | Tasks/Topics | Comments/Update |
|---|--|--|
| DOT-Sherman St Bridge-\$5,400,000 Project manager-Ellison/McLaughlin | Replace both bridges at intersection of Sherman & Asylum Streets | Awarded in 2012 In engineering phase with construction anticipated to begin 2017-18 |
| DOT-Sunnyside Bridge Project manager-Ellison/McLaughlin | Historic restoration of stone masonry bridge | Awarded in 2014 Construction anticipated to begin 2016-17 |
| DOT – Pleasant Street Bridge -\$1,134,400 Project manager-Ellison/McLaughlin | Bridge deck replacement | Awarded in 2014 Construction anticipated to begin 2016-17 |
| DOT – Connecticut Avenue-\$685,200 Project manager-McLaughlin | Repave CT Ave from W. Town St. to Wisconsin Ave. | Awarded in 2014 Construction anticipated to begin this summer |

Property by Resolution:

| Tasks/Topics | Staff Responsible | Comments/Update |
|---|----------------------------|--|
| 5 Belval St, 20 Hunters Rd Ext, 82 Old Division St, 20R Julian St | CM/Corp. Counsel | Council res. 2015-05-04 List w/agent |
| 130 Prospect Street | CM/Bill H./Barry E./Jim T. | Council Res. 2015-02-02 Obtain demo estimates 2/5/15 Bill H. coordinating with Jim Troeger to complete pre-demo survey to obtain estimate 3/16/15 Evaluating for possible use of CDBG funds for demo 4/9/15-CDBG funding requirements are in process |
| 59 School Street | CM/Bill H./Corp. Counsel | Council Res. 2015-02-02 Issue developer RFP3/16/15 Kim McGee working on RFP's RFP Issued, response date 5/21/15 |

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| 61 School Street | CM/Bill H. | Council Res. 2015-02-02 Issue developer RFP. 3/16/15 Kim McGee working on RFP's RFP Issued, response date 5/21/15 |
| 13 Baltic Street | CM/Corp. Counsel | Council Res. 2015-02-02 Enter into listing agreement to sell Bank foreclosing-not listing at this time |
| 34 Lake Street | CM/Corp. Counsel | Council Res. 2015-02-02 Enter into listing agreement to sell 4/9/15 List agreement signed |
| 100 Broad Street | CM/Corp. Counsel | Council Res. 2015-02-02 Enter into listing agreement to sell 4/9/15 List Agreement signed |

Completed:

| Tasks/Topics | Staff Responsible | Comments/Update |
|---|--------------------------|--|
| Docent Annual Reception | Jill | 5/19/15 10AM in Room 335 |
| 362 North Main Street | CM/Corp. Counsel | Closing took place 5-11-15 |
| Fountain Street Developer Agreement | CM/Committee | 2015-02-15 Res. directs committee to monitor progress and report to Council in August 2015 |
| FY 2016-17 Budget Preparation | CM/Josh | 4/6/15 CM proposed budget presentation made |
| 105-122 Chestnut Street Developer Agreement | CM/Committee | 03/02/15 Res auth Committee to oversee and report to Council by first mtg of August 2015 |