

City Manager's Report Date: October 5, 2015

Major Pending Items

Blue=On-going

Grey=Verbal report

Green=Completed

City-wide/City Manager:

Tasks/Topics	Staff Responsible	Comments/Update
FY 2014-15 Annual Report	CM	Completed-available on-line and emailed to Council 9-3-15. Printed copies ready by 9/15/15
Targeted Attention Team	CM/Police/Building/ Blight/PW/Fire Marshall/Sofee	As of 10-2-2015 16 property owners have been contacted regarding blight concerns, 14 received initial letters of non-compliance, 79% of owners have complied (3 have been cited).
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 Meetings continue to be held
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	Began "live" scenario testing for building permit applications and blight issue tracking. Anticipated in-field usage November 2015.
Eagle Scout Project-Taylor Stevens	PW (Pat)/Rec	7/1/2015 Zoning & Building permits issued Scout coordinating site work with PW-site work began 8-24-15; 10-1-2015 concrete slab in-place and lumber on-site; Estimated completion spring 2016.
Staff safety training planning	Chief Fusaro/ Chief Scand/ CM	8/13/15-training conducted Make-up session to be scheduled
Phone System Replacement	Leon/Josh	Atrion awarded contract-began 6/7/15; equipment on order, systems diagrammed and telecommunication providers have been identified based on need.
Community Center Exploration Committee	CM	Council Res. 2014-10-06 CM office to provide support Final report due to Council by July, 2015 2015-07-06 Res. to extend report due date to 10/5/15 – REPORTED OUT 9-8-2015

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Completed:

Tasks/Topics	Staff Responsible	Comments/Update
Fountain Street Developer Agreement	CM/Committee	2015-02-17 Res. directs committee to monitor progress and report to Council in August 2015 Extension requested to report in September – Reporting to Council 10-5-2015
105-122 Chestnut Street Developer Agreement	CM/Committee	2015-03-02 Res auth Committee to oversee and report to Council by first mtg of August 2015 Extension requested to report in September – Reporting to Council 10-5-2015
EPA-Shipping St/Chestnut St/Ponemah Mills- \$400,000	Petroleum & hazardous substance assessment	Debrief held 8/21/15

Grants:

Department/Grant Entity-Purpose-Amount	Tasks/Topics	Comments/Update
DSS-Senior Center-\$690,000 Project Manager-Patrick McLaughlin	Renovations-roofing, HVAC, flooring, painting, parking lot	9/2014-awarded. Project is 75% complete-roof completed with parking/paving est. Spring 2016 completion
DECD-Uncas Leap-\$270,000 Project Manager-Jeanne Kurasz	Environmental assessment & testing	10-1-2015 contract language agreed upon and pending full execution on or about 10-9-2015
DECD-Shipping St/Terminal Way-\$200,000 Project Manager-Peter Davis/Gary Evans	Environmental assessments	4/17/14 Grant Awarded Phase I Complete; II/III/HASP; underway. On-task/schedule; Council presentation 10-5-2015
DECD Historic Restoration Fund-City Hall-\$90,000 Project Manager-Pat McLaughlin	Flooring repair/replacement	Re-bid in process in order to meet State requirements
DECD-26 Shipping St-\$200,000	Assessment/remediation	4/14/15 Application submitted 5/20/15 DECD interview Grant successful-grant agreement under negotiation and to be signed
DECD-Howard Brown Park-\$1,200,000	Replace fishing docks	3/2015 Application submitted 8/ 13/15 Senator Osten confirmed with Barry that this is still in the works

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Department Initiatives:

Department/Grant Entity-Purpose-Amount	Tasks/Topics	Comments/Update
Recreation	On-line program registration software	Working on plan for both Rec/Senior center; Software vendor selected, and training scheduled; anticipated implementation October 2015
Finance	Develop interim financial reporting format	Completed as of 10-1-2015
Human Resources	Civic Plus HR-Enable on-line HR functions	Effective October 1, 2015 we are now accepting online employment applications in addition to paper employment applications. Effective January 1, 2016 the City will move to accept only online job applications.

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 on or about October 19, 2015 weather permitting

Property Disposition by Resolution:

Tasks/Topics	Staff Responsible	Comments/Update
221-223 Laurel Hill	CM/Corp Counsel/Agent	7/18/15 List agreement signed 7/24/15 P&S signed-\$5000 Awaiting close date-within 30 days All resolutions complete - SOLD
13 ½-15 Town Street	CM/Corp Counsel/Agent	Council Res. 2015-07-06 List 6/28/15 List agreement signed
5 Belval St, 20 Hunters Rd Ext, 82 Old Division St	CM/Corp Counsel/Agent	Council res. 2015-05-04 List w/agent 6/19/15 List agreements signed
20R Julian St	CM/Corp Counsel	Council Res. 2015-05-04 List w/agent On hold pending Corp. Counsel review
130 Prospect Street	CM/Corp Counsel/Agent	8/4/15 Demo complete PWCIC asked agent to reach out to abutters 4/9/15- List agreement signed, need Res. to list
34 Lake Street	CM/Corp Counsel/Agent	Council Res. 2015-02-02 Enter into listing agreement to sell 4/9/15 List agreement signed 8/16/15-Agent reports possible offer pending
100 Broad Street #103	CM/Corp Counsel/Agent	Council Res. 2015-02-02 Enter into listing agreement to sell 4/9/15 List Agreement signed Price reduced 8/13/15-offer received, need Res. for Council approval
13 Baltic Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell Bank foreclosing-not listing at this time
59-61 School Street	Committee/CM/Corp Counsel	2015-08-03 Council Res. developer chosen, Auth CM to sign developer agreement, Committee to draft developer agreement for 10-5-2015 Council Agenda