

## City Manager's Report Date: April 6, 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 <sup>nd</sup> and 4 <sup>th</sup> 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. First team meeting scheduled for 3/18/15 3:30PM
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 scheduled
Wagsys Implementation	CM/Sandra Kutcha	On-line permitting software/ Three Phase Project – Phase I is 75% complete 4/2/15 Project status call scheduled
Eagle Scout Project-Taylor Stevens	Jill/Rec/Gary	3/11/15 CM/Jill met w Scout 3/13/15 on Rec Adv Board agenda for 3/18/15 meeting 3/18/15 mtg cancelled no quorum. Gary to contact Mike D. re: contacting Scout 4/29/15 Special Rec Adv mtg scheduled for Scout presentation
Staff safety training planning (reschedule 1/27/15 cancelled)	CM/ Chief Fusaro/Chief Scand/ Barry/ Bob S./Jill	CM to coordinate meeting Chief Fusaro, Chief Scand, Barry Ellison to plan safety /evacuation training of employees at all sites; staff training to be scheduled 3/2/15 planning meeting held 3/6/15 Staff revisions to doc submitted to Jill-Jill to revise, re-send and schedule next mtg 4/14/15- Follow-up mtg scheduled
Phone System Replacement	Leon/Josh	Obtaining cost estimates 3/13/15 CM met with Leon/Josh to discuss proposals
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	3/16/15 Letters went out to agencies. 5/22/15 NAA due here. 6/1/15 Res. to set PH for 6/15/15
FY 2016-17 Budget Preparation	CM/Josh	4/6/15 CM proposed budget presentation

**Department Initiatives:**

<b>Tasks/Topics</b>	<b>Dept. Responsible</b>	<b>Comments/Update</b>
Diversity in Employment	Human Resources	<p>2013: Initiated City-wide diversity internship program-15 students placed in summer/break internships in various City departments since inception</p> <p>10-8-13: CM re-established a City Diversity Committee to:</p> <ul style="list-style-type: none"> <li>•Identify opportunities and resources for diversity training</li> <li>•Assist with diversity education</li> <li>•Assist with diversity outreach at local community events and through community organizations</li> </ul>
<p>5 Year Priority Plan</p> <p>Link to survey:  <a href="http://www.norwichct.org/index.aspx?NID=216">http://www.norwichct.org/index.aspx?NID=216</a></p>	Community Development	<p>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.</p> <p>It is important that we hear from you regarding what our community needs in order to improve the quality of life, housing, infrastructure, and physical environment in Norwich.</p> <p>The following survey will help us determine priorities for the next five years. These 20 questions will take only a few minutes to complete. This is a confidential survey and no individual information will be shared.</p>

**Property by Resolution:**

<b>Tasks/Topics</b>	<b>Staff Responsible</b>	<b>Comments/Update</b>
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
59 School Street	CM/Bill H./Corp. Counsel	Council Res. 2015-02-02 Issue developer RFP3/16/15 Kim McGee working on RFP's
61 School Street	CM/Bill H.	Council Res. 2015-02-02 Issue developer RFP. 3/16/15 Kim McGee working on RFP's
13 Baltic Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell 3/31/15 Listing agreements with Attorney McGee for review
34 Lake Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell
362 North Main Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell 3/16/15 Purchase & Sales agreement under review
100 Broad Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell

**Completed:**

<b>Tasks/Topics</b>	<b>Staff Responsible</b>	<b>Comments/Update</b>
Fountain Street Developer Agreement	CM/Corp Counsel	3/25/15 CM executed agreement 2015-02-15 Res. directs committee to monitor progress and report to Council in August 2015
Rotary Carnival	CM/Jill/Judi Rizzuto	3/10/15 Successfully relocated carnival to Viaduct lot. Carnival dates: Thursday, May 21-Monday, May 25
Police Station RFP RFP deadline 12/1/14	CM/ Barry/ Chief Fusaro/ Bill H/ Josh	3 proposals in staff review. Further clarification has been requested from 2 proposers. Staff review team meeting to be scheduled when info is received (week of 2/9/15) 2/20/15-Still waiting for clarification per Bill H. 3/10/15 Staff review team met and discussed- Josh preparing final report 3/16/15 Final report issued
105-122 Chestnut Street Developer Agreement	CM	2/2/15 City attorney (McGee) received request from developer to modify terms of agreement. Meeting to be scheduled w/ Sofee & Tucker to review. Committee would like to monitor development progress. Mike D. to determine if council needs to authorize. If so resolution needed. 2/20/15 Mike D. preparing resolution for 3/2/15 agenda 3/2/15 Contract on council agenda 3/13/15 CM Executed 03/02/15 Res auth Committee to oversee and report to Council by first mtg of August 2015
Public Safety Committee-Res to appropriate money for HVAC and equip move	CM	03/02/15 Res auth expenditure-NPU directing work
Charter Revision Commission Info Requests	CM/various dept. heads	3/16/15 CR report submitted to Council 3/30/15 6:30PM PH scheduled
Quitclaim deed to terminate conservation easement for Ponemah Villa Estates	CM/Corp Counsel	3/2/15 Res adopted to authorize CM to sign 3/16/15 Quit claim executed by CM