

City Manager's Report Date: April 20, 2015

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

Tasks/Topics	Staff Responsible	Comments/Update
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
Docent Annual Reception	Jill	Scheduled for 5/19/15 10AM in Room 335
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	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	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 4/14/15- Follow-up mtg held, one more mtg is needed before training is 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

Department Initiatives:

Tasks/Topics	Dept. Responsible	Comments/Update
5 Year Priority Plan Link to survey: http://www.norwichct.org/index.aspx?NID=216	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:

Tasks/Topics	Staff Responsible	Comments/Update
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
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
362 North Main Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell 4/9/15 List agreement signed 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 4/9/15 List Agreement signed

Completed:

Tasks/Topics	Staff Responsible	Comments/Update
FY 2016-17 Budget Preparation	CM/Josh	4/6/15 CM proposed budget presentation made
Fountain Street Developer Agreement	CM/Committee	2015-02-15 Res. directs committee to monitor progress and report to Council in August 2015
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