

## City Manager's Report Date: May 4, 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<br>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<br>4/13/15 Initial meeting held       |
| Wagsys Implementation                                     | Sandra Kutcha/Gary                               | On-line permitting software/ Three Phase Project – Phase I is 75% complete<br>4/2/15 Project status call scheduled<br>On schedule to be implemented mid-June |
| Eagle Scout Project-Taylor Stevens                        | Jill/Rec/Gary                                    | 4/29/15 Rec Adv Board approved & sent resolution for council approval at 5-4-15 mtg  |
| Staff safety training planning                            | CM/ Chief Fusaro/Chief Scand/ Barry/ Bob S./Jill | Planning for safety /evacuation training of employees at all sites<br>4/30/15 2 <sup>nd</sup> planning mtg held  |
| 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<br>3/12/15 provided requested City owned property lists   |
| 2015 Neighborhood Assistance Act                          | CM/Jill  | 3/16/15 Letters went out to agencies.<br>5/22/15 NAA due here. 6/1/15 Res. to set PH for 6/15/15   |

**Department Initiatives/Grants:**

| <b>Department/Grant Entity-Purpose-Amount</b>  | <b>Tasks/Topics</b>                        | <b>Comments/Update</b>   |
|--|--|--|
| 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. |
| Recreation   | On-line program registration software      | Software testing in progress   |
| DECD-Uncas Leap-\$270,000<br>Project Manager-Jeanne Kurasz                           | Environmental assessment & testing         | 1/23/15 Grant awarded<br>Work underway   |
| EPA-Shipping St/Chestnut St/Ponemah Mills- \$400,000                                 | Petroleum & hazardous substance assessment | 12/2014 Application submitted  |
| DECD-Shipping St/Terminal Way-\$200,000<br>Project Manager-Peter Davis/Gary Evans    | Environmental assessments                  | 4/17/14 Grant Awarded<br>Assessments are underway and ahead of schedule  |
| DECD-26 Shipping St-\$200,000  | Assessment/remediation                     | 4/14/15 Application submitted  |
| DECD Historic Restoration Fund-City Hall-\$90,000<br>Project Manager-Pat McGlaughlin | Flooring repair/replacement                | 3/3/15 Agreement signed<br>Work scheduled to begin spring 2015   |

**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<br>2/5/15 Bill H. coordinating with Jim Troeger to complete pre-demo survey to obtain estimate<br>3/16/15 Evaluating for possible use of CDBG funds for demo<br>4/9/15-CDBG funding requirements are in process |
| 59 School Street      | CM/Bill H./Corp. Counsel   | Council Res. 2015-02-02 Issue developer RFP<br>3/16/15 Kim McGee working on RFP's<br>RFP Issued, response date 5/21/15  |
| 61 School Street      | CM/Bill H.                 | Council Res. 2015-02-02 Issue developer RFP.<br>3/16/15 Kim McGee working on RFP's<br>RFP Issued, response date 5/21/15   |
| 13 Baltic Street      | CM/Corp. Counsel           | Council Res. 2015-02-02 Enter into listing agreement to sell<br>Bank foreclosing-not listing at this time   |
| 34 Lake Street        | CM/Corp. Counsel           | Council Res. 2015-02-02 Enter into listing agreement to sell<br>4/9/15 List agreement signed  |
| 362 North Main Street | CM/Corp. Counsel           | Council Res. 2015-02-02 Enter into listing agreement to sell<br>4/9/15 List agreement signed<br>3/16/15 Purchase & Sales agreement under review<br>4/24/15 CM signed P&S, transmitted to agent<br>Tentative Closing within two weeks                          |
| 100 Broad Street      | CM/Corp. Counsel           | Council Res. 2015-02-02 Enter into listing agreement to sell<br>4/9/15 List Agreement signed  |

**Completed:**

| <b>Tasks/Topics</b>                         | <b>Staff Responsible</b> | <b>Comments/Update</b>   |
|---|--------------------------|--|
| 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   |