

Assessors' Quarterly Report to the City Council

Beginning July 1, 2017 – March 31, 2018

"TO DISCOVER LIST & VALUE ALL TAXABLE AND TAX EXEMPT PROPERTY IN THE CITY"

First Quarter

- Revaluation – Mandated by State Statutes - Cleaning up files and maps in preparation for the revaluation. Revaluation measurers and listers began the inspection process of all 14,000 parcels in August, 2017. Weekly meetings with the project supervisor have been held since the project began.
- Income and Expense reports – Mailed April, 2017 (1000+)- to be returned in June were processed.
- Personal property declarations – 1800+ were prepared and mailed in September. Returns due November 1 had to be reviewed, calculated and processed
- Exemptions –All exemptions (Veterans, Blind, Totally Disabled, Handicap Veh) filed by October 1 had to be reviewed, processed and applied.
- M3 Tax Exempt Applications – 850 Applications mailed, to be returned by November 1, 2017.
- Motor Vehicle – Motor Vehicle tax bills were mailed late. Constant stream of taxpayers in need of adjustments and clarifications. Second mailing done with additional mill rate in December. Same process with taxpayers.
- Supplemental Motor Vehicle – List received from DMV (6,315-total/1900+ to be priced) then reviewed for correct addresses and exemptions applied.
- Fireman's abatement – List of Fireman had to be reviewed and those who did not receive a benefit on Real Estate had to be identified and benefit had to be calculated to apply to motor vehicle and then supplemental motor vehicle. This year, twice as difficult because of the dual billing with additional mill rate.
- Real Estate – Field inspections for all building permits (1,773), Certificate of Occupancies (114) Letters of Completion (794) Calculate new assessments and apply exemptions.

Second Quarter

- Motor Vehicle – 29,000 total vehicles received from the DMV. Over 6,000 had to be priced, all had to be reviewed for correct addresses and exemptions applied
- Real Estate – finalization of the building permit calculations, Enterprise zone and Assessment Deferral assessment application, PA 490 calculations, map splits + combinations.
- Elderly Tax Relief – Reminder letters were sent to all those who need to apply this year.
- Exemptions – Review each M-3 application for tax exemption and determine eligibility. Send approval or rejection letters to each.
- Personal Property – Finalize calculations and file for each personal account who did NOT file.
- Grand List – October 1, 2017 filed February 28 at \$1,863,046,390. Represents a **\$31,488,708** Increase

Third Quarter

- Assessment Notices - Over 3,000 notices of assessment were sent to Real Estate Owners and Personal Property owners for the October 1, 2017 Grand List.
- Board of Assessment Appeals – Applications (68) were received by March 20. All appellants were notified of an appointment. Packets were prepared on each appeal for the Board Members (field card and map-for RE, personal property summary form for PP appeals)
- State of CT reports – Detailed Grand List reports to the state of CT (Private Colleges + Hospitals, M13 report)

Monthly

- Real Estate transfers – Between 100-150 each month. Print, read and process each deed filed with City Clerk – Correct map if warranted. Print and file updated field card.
- Sales Ratio – Determine the Sales Ratio for each real estate transaction and send report to State of Ct
- Update Vets file – with every transfer and every DD214 placed on file with City Clerk
- Maintain lists of Servicemen – In-State and Out of State for mv exemptions
- Address Corrections – Research all returned mail by the Reval Company to Real Estate owners for inspection appointments
- Grand List Reports to the Building Department – In order to provide the most up-to date owner info

Daily

- Phone Inquiries -
- Certificate of Corrections – To Date - 2,921 corrections (2034 MV, 34PP, 555 RE, 298 SMV).
- Receive Applications – Elderly,(200+) Feb 1 – May 15, 2018 & Additional Veterans (200+) Feb 1 – October 1, 2018
- General Public Visits & E-mails – Answers, explanations and copies – field cards and maps
- CofO & Ltr of Compliance Inspections – 90 day pro-rate window
- RE Info verification – Search MLS listings, etc. for discrepancies between city records and listing
- Research and Review – of each taxpayer request for information
- Court Appeals – Research and analysis to defend assessments in Court

Department of the City Clerk

This department performs numerous duties the chart below tracks the majority of revenue. Below you will find some additional information on some of the duties that are not mainly tracked based on revenue through the cashiering system, but are definite integral parts of this Departments work flow. (These figures are based on the last nine months (7/1/2017 to 3/31/2018).

Land Record Subscriptions – 40 = \$8770.00

Phone Vital requests – 322 @ \$27. = \$8694.00

Legal Notices Published - 34

Claims, Summons and Fire Loss Claims – 124

Trade Names – 101 @ \$10. = \$1010.00

Liquor Permits – 71@ \$2. = \$142.00

Genealogy Requests – 55 (average 1.5 hour each)

FOI Requests (Freedom of Information) - 30

Justice of the Peace Appointments - 86

Cremation Permits – 202 @ \$3. = \$876.00

Absentee Ballots – 268

Burial Permits – 339 @ \$3. = \$1019.00

Paternity/Adoption Records – 78 (average 1 hour each) Registered/Received (births & deaths) - 901

Scanned/Printed/Verified/Mailed Back - Land Records – 40 Books @ 350 pages each (average 11 hours per book)

Description	Date Range 1/1/2017 - 3/31/2017	Date Range 1/1/2018 - 3/31/2018	Fiscal Year 7/1/2016- 3/31/17	Fiscal Year 7/1/2017 - 3/31/2018
Recorded Land Records	1,542	1,583	4,896	4,856
Dog Licenses	76	95	440	418
Fish & Game Licenses	60	83	157	164
Notarized Documents	199	143	542	487
Local Conveyance Tax	114	153	400	472
Vitals- Birth/Marr/Deaths	1,376	1,265	3,820	3,605
*Customer Counts	*3506	*3241	*10660	*9995
Agendas & Minutes Posted	268	287	656	821
Total Local Conveyance Tax	92,664.62	177,834.09	452,207.93	459,011.82
Total State Conveyance Tax	127,719.85	265,132.14	834,883.04	687,759.51
Town Doc Preservation	5,375.00	6,498.00	17,575.00	18,299.00
State Doc Preservation	40,850.00	47,652.00	133,570.00	139,834.00
Town General Fund Fees	5,397.00	5,808.00	18,486.00	18,697.00
State Treasurer Fees	15,591.00	16,293.00	71,073.00	53,171.00
Town Fish & Game Licenses	68.00	86.00	167.00	171.00
State Fish & Game Licenses	2,161.00	2,205.00	4,889.00	4,853.00
Town Marriage Surcharge	1,292.00	462.00	2,409.00	2,156.00
State Marriage Surcharge	748.00	798.00	4,161.00	3,724.00
State Totals	187,069.85	332,080.14	1,048,576.04	889,341.51
Town Totals	104,796.62	190,688.09	490,844.93	498,334.82
Combined State & Town Totals	291,866.47	522,768.23	1,539,420.97	1,387,676.33
Grand Total of Funds Collected	379,386.97	607,460.63	1,786,377.98	1,637,188.23

*Actual Paying Customers (not counting customers with questions or phone calls)

Department Goals	DG1				DG2	DG3	DG4	
Goal Descriptions	Increase efficiencies and impact by working collaboratively with other departments, agencies, boards, and commissions as well as outside agencies.				Maintain strong community relations through candid communication, professional service, and the implementation of technology.	Provide timely, accurate, and transparent budgets, reports and analysis to stakeholders.	Train personnel to the highest standards while holding them accountable to those standards.	
Action Plans	Increase property tax collection rate on current tax levy to 98.5% by FY2021-22	Implement strategies to reduce costs and increase efficiencies through technology and process review.			Redesign the City's Website	Issue the fiscal year 2016-17 audited financial statements by the middle of November 2017.	Develop personal development plans for each staff and ensure proper level of professional certifications are achieved through education and training.	
Activities	Reduce volume of routine tax payments made in-person or by mail, so tax staff can focus on delinquent tax collections.	Increase percentage of retirees receiving pay stubs electronically.	Reduce # checks by increasing ACH vendor payments and pcard transactions	Seek proposals to drive down costs/improve quality of professional services.			Identify training needs and one or more training opportunities for each employee.	
Barriers	Staffing levels		Resistance to change	Resistance to change	Resistance to change	Having enough trained staff in departments to keep pages up-to-date.	Changes in accounting standards	Staff and course availability, timing of courses, and funding.
Measure Description	Percentage of in-person/mail tax receipts/total tax receipts	Cumulative general fund current levy tax collection percentage	Percentage of retirees receiving pay stubs electronically.	Cumulative number of A/P Checks Issued	RFP Activity Notes	Website goals freshen up look, feel, and make site more mobile friendly. Correct broken links, typos, grammar. Train department staff to maintain their department's pages.	Date that audited financial statements are complete.	Number of employees with training plans (out of 12)
Target/Timeframe	Ongoing	0.20% increase in collection rate over FY2017	66% by 6/30/2018	Fewer than 2,500 A/P checks during FY2018	Ongoing	Complete redesign and launch by December 2017	Issue financials by 11/15/17	6/30/2018
Q1 Measure	35.69%	47.29%	#DIV/0!	434			N/A	-
Q1 Notes	In advance of July 2017 collections, we changed credit card processing firms and implemented lockbox. Online credit card processing fees dropped from 3.25% to 2.65%.	6% behind last year because of delayed MV billing	Not measured at 9/30/17	On schedule to hit target	Issued an RFP for debt program municipal advisory services. New vendor should save City ~\$5,000 on future bond issues.	Committee worked with vendor (Civic Plus) to prepare for migration. Resolved broken links, typos, etc.	Audit progressing on schedule	This goal was pushed off in favor of the cost-savings goals
Q2 Measure	42.02%	59.64%	#DIV/0!	801			11/15/2017	-
Q2 Notes	% of in-person/mail payments rose during the quarter because of the confusing MV bills	3.4% behind last year. Catching up from delayed MV billing.	Not measured at 12/31/17	On schedule to hit target	Issued an RFP for workers comp administration. New vendor should save City ~\$50,000 on annual WC admin costs.	24 departmental staff members trained to make routine updates to their department's web pages. Went Live on 12/19/17.	Financial statements issued by target date	This goal was pushed off in favor of the cost-savings goals
Q3 Measure	42.25%	94.52%	64.04%	1,277			N/A	-
Q3 Notes	Taxpayers given option to pay tax bills at PeoplesUnited Branches for the first time in January 2018.	0.7% behind last year. Almost caught up from delayed MV billing	Will include staffers in Q4 to encourage retirees to switch to email delivery.	Should be well below 2,500 check target	Issued an RFP for audit services. New contract reduces audit fees by \$9,800 next year. Issued RFPs for actuarial and collection agency services.	Worked with City Clerk to explore additional boards & commission module to automate repetitive tasks. Worked with City Historian to create Historian Blog.	Audit presented by partner Ron Nossak to Council in January 2018	This goal was pushed off in favor of the cost-savings goals



Norwich Fire Department-July 1, 2017 –March 31, 2018 Report

The Norwich Fire Department is continuing to process the incidence of fire in collaboration with State and Local support. The efforts to reduce the incidence of incendiary fires have been very productive. However, the trend of increased injuries during greater alarms continues.

Challenges

Old Housing stock
 High occupancy loading
 Large Multi-Family Dwellings
 Critical Infrastructure
 State Inspection mandates that cannot be met with present staffing
 An insufficient amount of staffing on the initial assignment

Fire Marshal's Office Inspection Activities

Certificate (includes many different occ classes)	99
Apartment	64
Assembly	25
Board & Care	3
Business	10
Complaint	7
Construction	15
Day Care	2
Edu. Not certificate	3
Final For CO	6
Fire system insp	6
General	2
Hazardous mat/oper	1
Health Care Fac.	2
Hotel/Dormitory	3
Mercantile	1
Reinspection	67
Rooming & Lodging	1
Storage Facility	2
Open Burning Insp.	17

Training

City of Norwich Fire Department 10 North Thames Street Norwich, CT 06360 Office (860)-892-6080 c (860) 608-9665

Email: norwichfire@cityofnorwich.org; chiefscand@cityofnorwich.org

We have prioritized the current allocations to match available funding to critical Public Safety needs. Daily Training for this reporting period produced 1003 classes, or 7855 man hours of training.* We continue to keep the lines of communications open by offering the volunteer systems any assistance in training but have had few requests thus far but for EGP. In an effort to expedite the response times, we have begun in district preplanning/attack planning activities with all personnel. We have added the VFD's automatically to every verified structure fire call to minimize the response time delay. We continue to employ all Norwich apparatus before going out of town.

The city continues to experience a variety of types and severity of calls for emergency services. The following is a summary of the activity for this time period:

Work Output

Total incidents: 1893; Incidents of Fire: 635 with 9 building fires; Rescue/EMS 1258 Of the 9 significant structure fires encountered, six (6) fires went to 2nd alarm or greater, 3 with injuries. We continue to see the trend of greater alarm assignments driving injuries during this operational period due in part to insufficient staffing. The average response time from notification to arrival was 03:03. Aid Given 35, Received 6.

We are recognizing the Headquarters station maintenance requirements becoming more prevalent do to age and wear. On regular and annual review of the line item for Building and Grounds maintenance has increased and challenges the allocations each year. The Greenville station will require renovation of the face of the building this year. The rear parking lot will require resurfacing from the addition of the new garage.

Gas, Oil, and Grease; Equipment and Furniture Maintenance, and Utilities costs continue to present a challenging perspective for accurate budgetary consideration due in part to the transient nature of the economic impacts. It appears from analysis that we will be able to meet our bottom line obligation to these items.

Emergency Management

For this reporting period the following items have been completed:

- The Local Emergency Operating Plan has been rewritten and State approved
- All Citywide maps have been updated
- The Hazard Mitigation Plan has been updated and approved
- The EOC located at 16 Golden Street received a \$25,000.00 grant for equipment upgrades
- 163 Cubic yards of trash were removed from the McKinley Street garage
- The EOC fleet was reduced from 6 vehicles to one.
- The vehicles were auctioned off to net \$19,000.00 for roof repairs
- A security system was installed

- The heating system was repaired
- The electrical system and lighting was repaired
- The building interior/exterior was repainted
- All equipment and supplies has been inventoried
- All radiological equipment was recalibrated and State certified
- All dated but usable equipment was donated to Haiti
- There have been 6 EOC partial activations to date
- The communications systems within the EOC now have the ability to communicate to all radio equipped agencies within the city
- We are preparing to conduct a Millstone Drill host community exercise
- We expect to glean approximately \$50,000.00 from the Nuclear Safety Fund for the development of a secondary EOC
- We are on track to expend all allocated funding and have realized a shortfall in the Utilities line item.
- There are 2500 sandbags ready and 17000 available for filling
- All shelters have been inspected and approved
- State assets are:
 - Mass Care trailer
 - CERT trailer
 - Red Cross Trailer
 - Sandbagging system
 - Radiological Monitoring Trailer
 - Two marine units
 - A traffic management system

Respectfully,

Kenneth J. Scandariato EFO CFEI
Fire Chief/Fire Marshal/EMD

Human Resources Department

July 1, 2017 – March 31, 2018

Human Resources is responsible for recruitment • testing • realistic job previews/interviews • pre-employment backgrounds • benefits administration of medical, dental, and life for employees, retirees and outside agencies including Otis Library, Golf and Housing Authorities • FMLA • worker's compensation • safety coordination including annual OSHA 300 reporting • retirement and pension administration • collective bargaining • grievance, mediation, and arbitration coordination and resolution • labor and employee relations • unemployment • contract and Merit System Rules interpretation and administration • Affordable Care Act compliance • ADA compliance • training • performance evaluations • wage rates and step changes • diversity initiatives • payroll certification • participation of numerous City committees • federal and state mandated reporting • drug/alcohol testing.

Description	Number	Description	Number
Recruitment and Testing		Drug Testing	
Requisitions processed	59	CDL monthly random	18
Position announcements	48	Pre-employment	24
Applications processed	3920	Other	45
Applicants tested	896	Workers Compensation/Safety	
Exams administered	29	Claims reviews	1
Realistic job previews/Interviews	70	Claims processed/FRI	59
Lists extended	2	OSHA Inspection (5 facilities)	1
Advertisements	23	Committees	
Employees		Personnel & Pension Board	9
New hire background checks	24	Volunteer Firefighters Relief Fund	3
Orientations	11	Safety Committee	4
Evaluations	29	Diversity in Employment	9
Step increases	57	Persons with Disabilities	5
FMLA	23	Mandatory Reporting	
Unemployment processing and hearings	12	State - Department of Labor Census	9
Seasonal hires	93	State - Department of Labor Workplace	2
Benefits Administration		Federal - OSHA 300	14
Insurance changes processed	95	Federal - OSHA 300A	14
COBRA elections processed	89	Federal – EEO4	1
1095's processed (City/NPU/BOE/Outside)	1362	Labor Relations	
Open enrollment notifications	526	Contract/pension negotiations	6
Pension Administration		Grievances/mediations/arbitrations	7
Pension processing	134	Actuary (for City/NPU/BOE)	
1099s	683	OPEB bi-annual report (active & retired)	2604
CT W4Ps	470	Pension bi-annual report (active & retired)	1439
SCD outside earnings	21	Training	
Card updates/disability buybacks/OEs	ongoing	Coordinated various trainings	8

- Numerous hours spent on • navigating through collective bargaining agreements and Merit System Rules • interpretation • enforcement • collaboration with union representatives to resolve labor matters to avoid grievances • coaching department heads on employee relations matters.

Planning & Neighborhood Services

Quarterly Report: 07-01-17 through 03-31-18

During the period from July 1, 2017 through March 31, 2018, the Staff of the Planning and Neighborhood Services Department:

- Assisted with the preparation of a State of CT application to establish “Opportunity Zones”
- Initiated bi-monthly meetings for the implementation of the Plan of Conservation and Development
- Administered and managed the following grant funded projects and monitored consultants for:
 - DECD 26 Shipping Street Brownfields Assessment
 - DECD Shipping Street Area Brownfields Assessment
 - DECD Uncas Leap Project Planning
 - DECD Uncas Leap Project Development
 - EPA City-Wide Brownfields Assessment
- Received notification and initiated process to accept a \$200K DECD Brownfields Grant for Ponemah South Mill
- Contracted with Regan Miner to provide Historical Consultant Services for the Uncas Leap Project
- Interviewed qualified applicants for the Blight Control/Housing Code Enforcement Officer Position
- Assisted the Redevelopment Agency with the establishment of a Brownfields Stakeholders Subcommittee for the EPA City-Wide Brownfields Assessment Grant
- Participated as a team member in the Working Cities Challenge Grant Application Process
- Participated on the Dangerous Building Board of Review and the Committee of Sale for 2 Properties
- Participated in monthly Housing Management Team Meetings
- Participated in Norwich Technical High School Code Education Meetings
- Met with property owners and developers regarding multiple properties throughout the city
- Attended weekly City Coordination Meetings at NPU to discuss development projects
- Assisted boards and commissions with processing and reviews of the following 29 Applications:
 - Inland Wetlands and Watercourses Conservation Commission - 12 Applications
 - Commission on the City Plan – 8 Applications
 - Zoning Board of Appeals – 9 Applications
- Received 295 Complaints relative to the following:
 - Blight – 77
 - Property Maintenance - 156
 - Works without Permit(s) – 11
 - Wetlands - 1
 - Zoning – 50
- Investigated and/or issued 187 Violations (70 of which started as complaints) relative to the following:
 - Blight – 77
 - Property Maintenance - 69
 - Work without Permits(s) – 26
 - Wetlands - 1
 - Zoning – 14
- Issued 1019 Building Permits
- Issued 161 Zoning Permits
 - Including 24 New Business Permits

Police Departmental Goals (DG)

1. Further strengthen community relations through candid communication, professional service, and the implementation of community outreach programs partnerships.

The NPD continues many community outreach and engagement programs, many of which are facilitated by the Community Policing Unit. We are partners on several Opioid related initiatives, as well as mental health and Domestic Violence programs.

2. Continue to train personnel to the highest standards in law enforcement and other related duties while holding them accountable to those standards. (G-B)

The Department continues to value highly trained officers and during the last several months, officers have been trained in advanced methods for criminal investigations, technology related items and recertification training.

3. Increase effective law enforcement programs that foster public confidence, build community trust, and maintain transparent professional police operations. Implementing nationally recognized model programs such as "De-escalation" to reduce the use of force and "Fair & Impartial Policing" education are our top priorities. (G-B)

The department recently completed top to bottom de-escalation training. The second phase that was completed in the fall of 2017, involved NFA students from the Drama Club, playing the roles of people in crisis. The was a valuable experience and an added benefit was the positive interaction between NPD officers and the students.

4. Create efficiencies and impact by working collaboratively with other departments, agencies, boards and commissions as well as outside law enforcement agencies. (G-B)

The Norwich Police Department remains an active partner in the betterment of the City of Norwich.

Action Plans

1. Utilize community policing model and community partnerships to enhance as well as strengthen relationship with community members. (DG1, DG2)

The Community Police Unit was heavily engaged in all major civic events in Norwich as well as with the various Block Watches.

2. Provide proactive and effective crime and drug trafficking prevention as well as traffic safety programming; both focused on reduction of crime and traffic violations; Traffic crashes and injuries. (DG3, DG4)

The NPD has conducted several counter drug operations specifically related to the Opioid epidemic, in addition to quality of life issues in the neighborhoods. The NPD has also used grant funding to target DUI offenses and distracted driving offenses.

3. Follow the report recommendations of the President's Task Force on 21st Century Policing and the 6 Pillars it references, as it applies to modern policing strategies. (DG1,DG2)

The NPD continues to model the goals and objectives contained within the report and is striving for full adherence to the target goals of the six pillars

4. Maximize patrol efficiencies and officer safety through the use of technology. (DG3)

The MDT (Mobile Data Terminals-in car computers) are finally fully installed and operational. The patrol rifle racks which allow more rapid access to the officer's patrol rifles, are being installed and should be completed shortly.

5. Provide services with a high level of professionalism and with public confidence resulting in the reduction of lawsuits and performance complaints (DG1,DG2)

The department strives to maintain high standards and with increased accountability to the public we serve.

6. Provide officers opportunities to participate in career development. (DG2)

There have been several recent promotions and we strive to train our officers so they can advance and achieve the career goals they seek. Recently members have attended the FBI Academy, mid-management and first line supervision training.

Public Works

Mission

Protect the safety, property and well-being of all Norwich citizens and businesses through the maintenance and preservation of the city's assets and infrastructure, including roads, bridges, parks, buildings, cemeteries, solid waste facilities and automotive equipment.

Accomplishments Last 240 Days

1. Managed \$25 million in projects and paved, sealed, or otherwise improved eight miles City roads, representing 5% of the total city roadway network.
2. Constructed 900 linear feet of sidewalk. Constructed two playscapes (one new, one replacement), and installed 700 linear feet of storm drainage pipe
3. Demolished unsafe foundation on 15 Park St and oversaw the demolition of 196 Yantic Street and 232 Yantic Street.
4. Responded to 19 snow events.
5. Completed locker room remodeling and managed the installation of the new 50 Ton Air-Cooled Condenser and Indoor Air Handling Unit, patched, painted and installed new ceiling tiles in four rooms at the Norwich Police Dept.
6. Remodeled three rooms at City Hall and moved Human services from 80 Broadway to City Hall and Recreation Dept.
7. Updated the Kitchen Suppression System at the Senior Center

2018 Construction Season Projects

1. Pleasant Street Bridge
 2. Vehicle Wash Facility
 3. Ellis Ruley Park Project
 4. City Wide ADA Compliance Upgrades
 5. Sidewalk Program
 6. Paving Program (See next sheet for details)
 7. Complete Mohegan Park Concession Stand Pavilion Renovations
 8. Historic School House Renovations (Washington Street)
 9. Lake Street Park Playground Equipment Installation
 10. 23 Union Street ADA Entrance
 11. Yantic Lane Culvert Repair
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2018 Paving Schedule

2018 PROPOSED PAVING - TENTATIVE SCHEDULE			
Prioritized			
		TOTAL COST	
WEST SIDE AREA			
Norman road	0.33	\$ 99,000	May
Gregory Road	0.09	\$ 27,000	May
	0.42	\$ 126,000	
INDIVIDUAL STREETS			
Mahan Drive	0.43	\$ 129,000	July
Canterbury Turnpike (Pin-Oak to Lawler Lane)	0.76	\$ 228,000	May
Chestnut Street	0.31	\$ 93,000	May
Yantic Lane (Candlewood to Fitchville)	0.42	\$ 126,000	August
	1.92	\$ 576,000	
LAUREL HILL AREA			
River Avenue	0.29	\$ 87,000	June
Center Street	0.07	\$ 21,000	June
Woodland dr.	0.23	\$ 69,000	June
Laurel Circle Dr.	0.2	\$ 60,000	June
Ridgewood Dr.	0.5	\$ 150,000	June
	1.29	\$ 387,000	
NORWICHTOWN AREA			
Sturtevant Street	0.52	\$ 156,000	July
Pleasant Street	0.29	\$ 87,000	July
Everett Ave.	0.08	\$ 24,000	July
Woodsrow Ave.	0.17	\$ 51,000	July
Sholes Ave.	0.2	\$ 60,000	July
	1.26	\$ 378,000	
GREENVILLE AREA			
Page Street	0.18	\$ 54,000	August-September
2nd street	0.14	\$ 42,000	August-September
3rd Street	0.05	\$ 15,000	August-September
4th Street	0.31	\$ 93,000	August-September
Gilmour Street	0.04	\$ 12,000	August-September
5th Street	0.18	\$ 54,000	August-September
6th Street	0.18	\$ 54,000	August-September
7th Street	0.11	\$ 33,000	August-September
8th Street	0.11	\$ 33,000	August-September
9th Street	0.11	\$ 33,000	August-September
10th Street	0.11	\$ 33,000	August-September
11th Street	0.11	\$ 33,000	August-September
12th Street	0.1	\$ 30,000	August-September
13th Street	0.05	\$ 15,000	August-September
14th Street	0.05	\$ 15,000	August-September
Howard Street	0.14	\$ 42,000	August-September
Golden Street (North of Hickory Street)	0.16	\$ 48,000	August-September
Prospect Street (All)	0.71	\$ 213,000	August-September
	2.13	\$ 852,000	
Total Miles	7.0	\$ 2,319,000	

OFFICE OF COMMUNITY DEVELOPMENT

LEAD HAZARD CONTROL PROGRAM

	Quarterly Progress	Quarterly Funds Expended	Cumulative
Completed/Cleared	16	-	34
Funds Expended	-	\$87,150	\$568,917
Number of Units in Progress or Under Contract	25	-	59

Comments:

- The City has the entire program covered under Tier 1 Environmental Review for the programs overall CDBG Program. Each individual project is reviewed under Appendix 1.
- Overall production, as anticipated, is slower due to the weather
- Meetings with Fiscal will be held monthly with all staff to monitor expenditures and drawdown of funds from the LOCCS system.
- Hiring for the Lead Program Liaison took place and the new staff member begins on April 18th.
- The Office has committed to community events that will take place in the next quarter.

COMMUNITY DEVELOPMENT BLOCK GRANT

	Quarterly Progress	Quarterly Funds Expended	Cumulative (Actual)
Units Completed/Cleared	10	-	28
Funds Expended	-	\$141,063.00	\$242,123
Number of Units in Progress or Under Contract	23	-	51
TIMELINESS	TOTAL TO MEET TEST	Quarterly Funds Expended	Need to Expend
Funds to expend by July 3, 2018	\$747,243	\$141,063.00	\$606,180*

Norwich Housing Authority	\$55,195.00
NPW Playground Lake St	\$55,000.00

NPW Franklin St Sidewalk	\$86,000.00
NPW ADA Sidewalk Ramps	\$66,000.00
Norwich Police - Camera Expansion	\$99,000.00
Norwich Fire Department SCBA	\$427,134.00
ANTICIPATED Expenditures	\$788,329.00

*Currently: Norwich Housing Authority work is underway
Lake Street Playground – equipment selected and ERR completed and advertised in paper.
Franklin St. Sidewalk – Going out to bid; ERR completed and advertised.
ADA Sidewalk Ramps – Bid being awarded
Norwich Police Cameras – ERR completed and advertised. Purchase should be complete in May/June
Norwich Fire Department – Recapture of Funds is on Council Agenda for April 16th.

Comments:

- Applications for PY 44 funding was advertised and application were received
- CDAC Meetings held to review funding applications and recommend funding to the City Council
- A meeting with HUD and the Mayor was held to discuss the importance of HUD funds in the City and to open discussion regarding Section 108 loans. This office will facilitate on-going dialogue between HUD and the Mayor regarding 108 loans.
- Meeting with HUD and State of Connecticut Department of Housing to discuss possible resolution to the on-going Office of Inspector General Audit of the Neighborhood Stabilization Program. This office remains committed to working out a resolution to the issues noted by the OIG.
- Opportunity Zones – worked collaboratively with the Office of the Mayor; Planning; NPU and NCDC to assist with submission of the application.
- Environmental Reviews were completed and advertised
- On-going meetings with the Finance Department. These meetings are to assist both departments in determining funds that remain to be recaptured/reprogrammed.
- Recommendations for funding resolutions were completed and submitted to the City Clerk for inclusion on the Council Agendas.