

Assessors' Quarterly Report to the City Council  
Beginning April 1, 2018 – June 30, 2018  
*"TO DISCOVER LIST & VALUE ALL TAXABLE AND TAX EXEMPT PROPERTY IN THE CITY"*

**Fourth Quarter**

- Revaluation – Mandated by State Statutes – Inspections are still being conducted. Daily meetings with Project Supervisor and weekly meetings with Project Coordinator and Sales analysis team.  
Researching and fixing mapping problems as brought to our attention by the reval team
- Income and Expense reports – Mailed April, 2018 (1000+)- to be returned in June were processed. Additional mailing done in June to those who did not respond.
- Real Estate – New owner transfers done daily so that tax billing and building department has the latest owners. Field inspections for all building permits, Certificate of Occupancies, Letters of Completion. Calculate new assessments for tax billing pro-rates and apply exemptions.
- Elderly Tax Relief – Accept applications through May 15 and apply tax relief to file for tax billing.
- Motor Vehicle – Accept file from DMV with address changes and process for tax billing
- Daily – Answer phone inquiries, serve the public at the counter and do daily motor vehicle corrections and pr-rates.
- State of Connecticut Reports Filed - M13 Grand List Reports, State-owned property, Colleges & Hospitals, Elderly Tax Relief, Totally Disabled, Additional Veterans.
- Court Appeals review, pre-trials and negotiations for settlement

Donna L. Ralston, CCMA, II  
Assessor

# 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 cashing system, but are definite integral parts of this Departments work flow. (These figures are based on the last twelve months (7/1/2017 to 6/30/2018)).

Land Record Subscriptions – 59 = \$13850.00

Phone Vital requests – 578 @ \$27. = \$15606.00

Legal Notices Published - 52

Claims, Summons and Fire Loss Claims – 164

Trade Names – 101 @ \$10. = \$1120.00

Liquor Permits – 97@ \$2. = \$142.00

Genealogy Requests – 78 (average 1.5 hour each)

FOI Requests (Freedom of Information) - 45

Justice of the Peace Appointments - 86

Cremation Permits – 382 @ \$3. = \$1146.00

Absentee Ballots – 268

Burial Permits – 504 @ \$3. = \$151200

Paternity/Adoption Records – 169 (average 1 hour each) Registered/Received (births & deaths) - 1407

Scanned/Printed/Verified/Mailed Back - Land Records – 54 Books @ 350 pages each (average 11 hours per book)

Description	Date Range	Date Range	Fiscal Year	Fiscal Year
	4/1/2017 - 6/30/2017	4/1/2018 - 6/30/2018	7/1/2016-06/30/17	7/1/2017 - 6/30/2018
Recorded Land Records	1,701	1,661	6,597	6,517
Dog Licenses	700	602	1140	1020
Fish & Game Licenses	227	339	384	503
Notarized Documents	208	175	750	662
Local Conveyance Tax	177	165	577	637
Vitals- Birth/Marr/Deaths	1,269	1,278	5,089	4,886
*Customer Counts	*4265	*4164	*14925	*14159
Agendas & Minutes Posted	443	346	1090	1167
Total Local Conveyance Tax	117,177.48	122,711.52	569,385.41	581,723.34
Total State Conveyance Tax	175,985.68	193,495.58	1,010,868.72	881,255.09
Town Doc Preservation	2,426.00	3,498.00	9,456.00	11,657.00
State Doc Preservation	46,094.00	51,304.00	179,664.00	188,138.00
Town General Fund Fees	5,330.00	5,441.00	21,356.00	21,648.00
State Treasurer Fees	16,944.00	17,698.00	69,531.00	53,171.00
Town Fish & Game Licenses	246.00	357.00	413.00	171.00
State Fish & Game Licenses	7,697.00	8,557.00	12,753.00	13,581.00
Town Marriage Surcharge	1,938.00	1,012.00	3,531.00	3,168.00
State Marriage Surcharge	1,122.00	1,748.00	6,099.00	5,472.00
State Totals	247,842.68	272,802.58	1,278,915.72	1,141,617.09
Town Totals	127,117.48	133,019.52	604,141.41	618,367.34
Combined State & Town Totals	374,960.16	405,822.10	1,883,057.13	1,759,984.43
<b>Grand Total of Funds Coll</b>	<b>479,090.76</b>	<b>503,395.21</b>	<b>2,265,468.74</b>	<b>2,140,583.44</b>

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

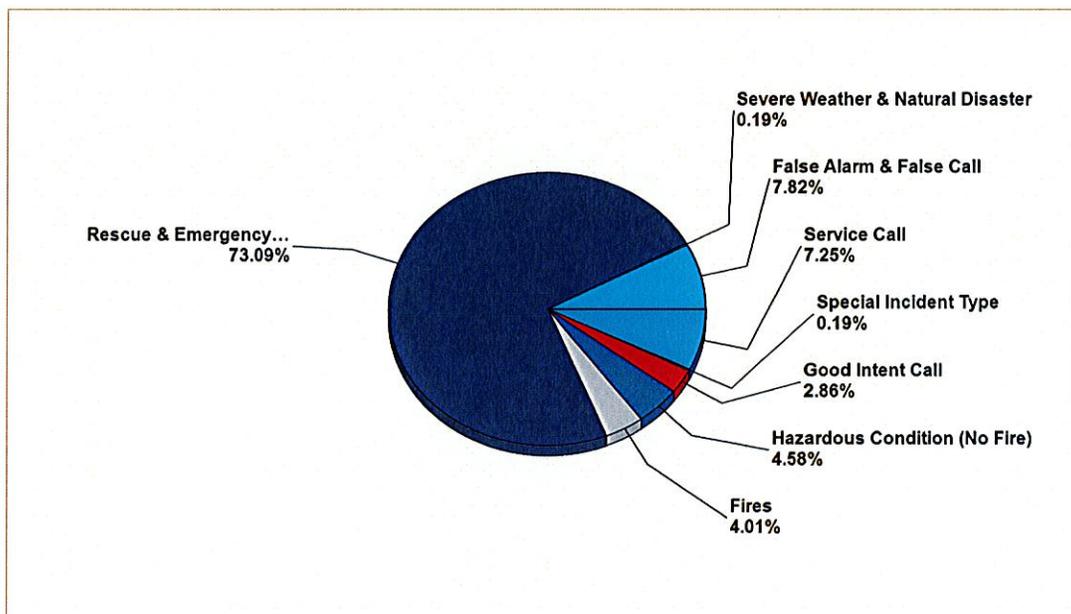
Department Goals	DG1				DG2	DG3	DG4
Goal Descriptions	Increase efficiencies and impact by working collaboratively with other departments, agencies, boards, and commissions as well as outside agencies.				Maintain strong community relations through candid communication, professional service, and the implementation 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	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.	Issue the fiscal year 2016-17 audited financial statements by the middle of November 2017.		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
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.
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
Q3 Measure	42.25%	94.52%	64.04%	1,277			6/30/2018
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 Nossek to Council in January 2018
Q4 Measure	43.29%	96.90%	67.53%	1,720			-
Q4 Notes	Posted signs in many offices to notify taxpayers that they can pay July bills in PeoplesUnited branches	Just 0.01% behind last year despite delay in MV billing	Reached the goal	Total A/P checks well below the target	Selected new actuarial and collection services firms. The rates are comparable with current providers but new firms appear to have better tech capability.	Received quote of \$15,850 for Boards Module in CivicPlus but took no action due to budget constraints & anticipated staffing changes. Also would increase recurring costs by \$10,500.	Preliminary audit work on schedule
Did we succeed? If not, why not?	Yes. The lockbox, bank branch, and website payments decreased the in-person/mail tax payments from 64% in FY2017 to 43% in FY2018	No. The delay in MV billing put us behind. RE and PP collection rates did improve during the year.	Yes.	Yes	Yes. Issued several RFPs and entered into new contracts which will save money and/or improve our efficiency.	Yes. City Clerk module not part of initial scope fo project.	Yes. Financial statements finished by target date.
							No. We focused our efforts on the cost-savings goals.

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	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	
Q1 Measure	35.69%	47.29%	#DIV/0!	434			6/30/2018	
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

## Norwich Fire Department-April 1 through June 26, 2018 Report

The Norwich Fire Department is continuing to process the incidence of fire in collaboration with State and Local Police support. The following is a breakdown of the last quarter activities: (See Figure 1).

Figure 1



We have prioritized the current allocations to match available funding to critical public safety needs. Daily Training for this reporting period produced 411 classes, or 3881 man hours of training.\* We continue to keep the lines of communications open by offering the volunteer systems any assistance in training but they do not take us up on the offer.

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 utilize all Norwich resources before going out of town. We have requested a response plan change of the volunteers through the chiefs to expedite emergency response and increase manpower. By going to automatic aid and responding to them for specific types of calls as we do with them we can increase manpower, and decrease response times enabling greater safety. To date they have not responded to this request. I believe this is in the best interests of the City and should be mandated through the Council.

An analysis of the Replacement costs allocated for the 18-19 fiscal year showed a potential \$206,000.00 shortfall in contractual mandates.

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:

\*A complete breakdown is available upon request

Total incidents: 524; Incidents of Fire: 21 with 5 building fires with; Rescue/EMS 383; Hazardous conditions/Materials 24; Good Intent 144; False Call 41; Weather 1; Special/Other 1.

We are struggling to meet the building inspection mandates due to insufficient manpower in the FMO. The current code clerk has been bumped resulting in a change of personnel unfamiliar with the process.

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 Greeneville station will require renovation of the face of the building this year. We are attempting to coordinate the rear parking area repair with Public Works at this time.

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 does not appear 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 reviewed by all agencies
- 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
- The EOC fleet was reduced from 6 vehicles to one.
- There has been 1 EOC major event drill
- The RASON group has made recommendations to our EOC Comms capabilities that we are affecting.
- 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 at FDHQ.
- 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

\*A complete breakdown is available upon request

## Human Resources Department

April 1, 2017 – June 30, 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
<b>Recruitment and Testing</b>		<b>Drug Testing</b>	
Requisitions processed	15	CDL monthly random	6
Position announcements	11	Pre-employment	6
Applications processed	852	Other	33
Applicants tested	290	<b>Workers Compensation/Safety</b>	
Exams administered	11	Claims reviews	1
Realistic job previews/Interviews	22	Claims processed/FRI	17
Lists extended	0	OSHA Inspection (5 facilities)	ongoing
Advertisements	2	<b>Committees</b>	
<b>Employees</b>		Personnel & Pension Board	3
New hire background checks	6	Volunteer Firefighters Relief Fund	1
Orientations	6	Safety Committee	3
Evaluations	15	Diversity in Employment	2
Step increases	20	Persons with Disabilities	2
FMLA	10	<b>Mandatory Reporting</b>	
Unemployment processing and hearings	5	State - Department of Labor Census	3
Seasonal hires	47	State - Department of Labor Workplace	1
<b>Benefits Administration</b>		Federal - OSHA 300	14
Insurance changes processed	174	Federal - OSHA 300A	0
COBRA elections processed	0	Federal – EEO4	1
Retiree open enrollment	157	<b>Labor Relations</b>	
Employee open enrollment	293	Contract/pension negotiations	3
<b>Pension Administration</b>		Grievances/mediations/arbitrations	5
Pension processing	134	<b>Actuary (for City/NPU/BOE)</b>	
1099s	683	OPEB bi-annual report (active & retired)	revised
CT W4Ps	470	Pension bi-annual report (active & retired)	revised
SCD outside earnings	21	<b>Training</b>	
Card updates/disability buybacks/OEs	ongoing	Coordinated various trainings	7

- 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 • prepping for arbitrations, CHRO complaints, unemployment hearings, workplace investigations.









## Planning & Neighborhood Services

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Quarterly Report: 04-01-18 through 06-30-18

During the period from April 1, 2018 through June 30, 2018, the Staff of the Planning and Neighborhood Services Department:

- Administered, managed and held meetings regarding the following grant funded projects: DECD Uncas Leap Project Planning; DECD Uncas Leap Project Development; DECD Ponemah Mill South Brownfield Assessment; EPA City-Wide Brownfields Assessment
- Assisted the City's EPA consultant to determine potential priority sites for environmental assessment for RDA to consider
- Participated on the following Committees: Dangerous Building Board of Review; Housing Management Team; Public Works Stormwater; Greeneville NRZ, GNAC Economic Development, NCDC & Mayor's Economic Development and Brainstorming; NPU Weekly Coordination; Enterprise Zone; United Way – Norwich Project; Regional Resiliency Team; Plan of Conservation & Development Implementation; Harbor Management
- Assisted with the preparation of Village District Regulations, Design Guidelines and Map Amendment for Norwichtown and held a public informational meeting about Village Districts at the Otis Library
- Met with property owners and developers regarding multiple properties and potential projects throughout the city
- Comprehensively reviewed current zoning regulations for future text amendments
- Prepared environmental reviews for Community Development Dept.
- Prepared annual department and capital budget requests and attended hearings relative to budget
- Initiated trial summer hours – opened at 7:30 a.m. to customers
- Attended multiple training seminars including mandatory sexual harassment prevention
- Monitored permitted timber harvest operation
- Modified the department's phone tree and created a building permit inspection request line
- Met with NPU regarding installation of new LED street lighting and decorative fixtures
- Reviewed properties for acquisition and disposal and prepared recommendations for consideration
- Assisted boards and commissions with processing and reviews of the following 17 Applications:
  - Inland Wetlands and Watercourses Conservation Commission - 7 Applications
  - Commission on the City Plan – 5 Applications
  - Zoning Board of Appeals – 5 Applications
- Received 151 Complaints relative to the following:
  - Blight – 93
  - Property Maintenance - 33
  - Works without Permit(s) – 3
  - Wetlands - 2
  - Zoning – 20
- Investigated and/or issued 318 Violations and Closed 135:
  - Blight – 191
  - Property Maintenance - 117
  - Work without Permits(s) – 2
  - Wetlands - 2
  - Zoning – 6
- Issued 293 Building Permits
- Issued 98 Zoning Permits
  - Including 6 New Business Permits



**CITY OF NORWICH**  
CONNECTICUT  
**POLICE DEPARTMENT**



PATRICK J. DALEY  
Chief of Police



70 THAMES STREET  
NORWICH, CT 06360  
(860) 886-5561

**Norwich Police Department Fiscal Year 2018, Q4 Report**  
**April 1<sup>st</sup> 2018 to June 30<sup>th</sup> 2018**

**Patrol Division:**

In the 91 day period beginning on **April 1, 2018 thru June 30th 2018, the Norwich Police Department Patrol Division handled 12,630 calls for service.** These service calls ranged from Abandoned Property to Wires Down and everything in between. Included in these calls for service:

- **369 Arrests Made**
- **1056 Offense Reports Taken**
- **428 Traffic Accidents Investigated**
- **870 Motor Vehicle Stops Initiated**
- **680 Alarm Responses (Burglary and/or Panic)**
- **16 Narcotics Related OD's Investigated of which 5 were fatal and 11 were non-fatal.**
- **45 Juvenile Arrests made, 24 of which were diverted to the Juvenile Review Board (JRB).**

**Investigations:**

During the Months of April through June 2018, The Norwich Police Narcotic unit working in partnership with the FBI and the Hartford Police Department affected the arrest of Six individuals, (2 Federal indictments and 4 State of CT arrests) of

a Hartford based Drug Trafficking Organization (DTO), distributing Heroin and Fentanyl laced heroin. This DTO is the pipeline for supplying heroin and fentanyl to residents of the city of Norwich. In addition this DTO is directly responsible for supplying Heroin and Fentanyl resulting in 4 overdose related deaths and a number of drug related overdoses within Norwich.

Throughout the last quarter 2018 the Norwich Police Narcotics Unit aside from working comprehensive long term investigations in collaboration the federal and state agencies, they also conducted a number of smaller scale investigations into street level narcotics dealing within the city. As a result of those investigations six (6) alleged narcotics dealers were arrested and the following illicit drugs were seized; 515 bags of fentanyl with a street value of approximately \$4,000, 3 ounces of raw heroin with a street value of approximately \$16,000, and 1 ounce of cocaine with a street value of approximately \$2800. Also seized during these investigations were 3 handguns, one which was determined to have been stolen.

**Training:**

May 21-25, 2018, the department wide annual POST-C handgun qualifications and firearms training for high risk encounters were conducted.

On June 8, 2018, Captain James Veiga graduated from the prestigious FBI National Academy, Class #272 at FBI Headquarters in Quantico, Va. The training is 10 week intensive international training program for Police Executives from around the world.

June 12, 2018. Recruit Officer Antoine Charest Graduated from the CT Police Academy and started his field training program. Upon completion of his 12 week field training program he will be assigned to the Patrol Division.

June 21, 2018. Deputy Chief Ferace conducted Active Shooter Awareness & Preparedness training for City Employees at the Rose City Senior Center.

June 14, 2018, Officer Kenneth Wright and the newest member of the Police Department's K-9 Unit, "Ozzie" a one year old male German Shepard graduated from the CT State Police Canine Training Academy. Officer Wright and Ozzie were assigned to the Midnight Shift in the Patrol Division upon graduation.



**Mutual Aid:**

May 16, 2018 As a result of the regional LEC Mutual Aid compact, Norwich Police provided officers to the Town of Groton for security details at Groton Airport for Vice President Mike Pence's visit to the US Coast Guard Academy Graduation. In addition as part of our Port Security Mutual Aid agreement, the Norwich Police Patrol Boat was also deployed for the seaborne security detail on the Thames River outside of the USCGA.

**Awards:**

June 20, 2018, Norwich Police Narcotics Detectives Jason Calouro and Joel Grispino working in concert with the FBI and other Southeastern CT Police Departments received awards from the US Attorney's Office, District of Connecticut, for the successful investigation and prosecution of violent offenders trafficking narcotics and firearms in the region.

**Vehicles:**

Three 2018 sedan models of the Ford Police interceptor replaced three of the highest mileage older police cruisers. One of the new cruisers was outfitted with low profile “subdued” graphics for traffic enforcement. These subdued graphics are not visible during the daylight hours however at night when splashed with light become reflective.

**Personnel:**

Promotional testing for the ranks of Lieutenant and Sergeant were completed with the anticipated promotions to be made this month.

In June of 2018, two valued , dedicated, and long serving employees retired from the Norwich Police Department. Robert Murphy an E911 Dispatcher retired after 29 years of service and Records Clerk Marcella Jodoin retired after her 23 years of service. Chief Daley and staff wish them both happy and healthy retirements.

**Notable:**

On June 2, 2018, the Norwich Police Department in collaboration with The Norwich Youth & Family Services an American Red Cross Blood Drive at the Rose City Senior Center. This was the community project for the police and Human Youth & Family Services, Joining Forces program. This successful blood drive was responsible for producing 41 blood donations.

On Jun 6, 2018, 14 members of the Norwich Police Department participated in the annual CT Special Olympics Law Enforcement Torch Run for the. Norwich PD officers ran and carried the torch for 7 miles throughout the city before handing over to Montville Police Department to continue the journey towards the CT Special Olympics Summer Games.

ON June 20, 2018 the Police Department participated in The 2018 Governor's Emergency Planning and Preparedness Initiative (EPPI) exercise will focus on a severe weather related incident that brings together a Municipal Unified Command team. This severe weather exercise is sponsored by the Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security to bring key partners together in a collaborative environment.

On June 25, 2018 The Norwich Police assisted W. W. Backus Hospital in their Hartford HealthCare 2018 Catastrophic Patient Surge Emergency Exercise.

## Public Works

### Mission

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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 from April 1, 2018 to June 30, 2018

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1. Managed \$20 million in projects and paved, 1.4 miles of City roads, including a portion of Canterbury Turnpike, Norman Rd., and Gregory Road.
2. Convened a Stormwater Management Committee to oversee the Implementation of the new Municipal Separate Storm Sewer System regulations, including crafting an Ordinance to eliminate Illicit Discharges.
3. Re-constructed 500 linear feet of sidewalk on Franklin Street.
4. Oversaw the construction of a playscape in the Lake Street Park.
5. Installed 500 linear feet of storm drainage pipe and repaired approximately 50 catch basins.
6. Oversaw the design of the parking lot to be constructed at 232 Yantic Street.
7. Responded to about 15 downed trees on an emergency basis and removed approximately 30 hazardous trees throughout the City.
8. Planted 12 trees at the Rose Garden, Dog Park and Downtown.
9. Planted over 140 rose bushes and mulched the beds at the Veterans Memorial Rose Garden.
10. Set up and dismantled bandstands for numerous events such as the Rose Arts Festival and Tribute to America.
11. Performed seasonal maintenance such as roadside cutting, mowing parks and cemeteries and painting crosswalks.
12. Installed irrigation system in front of City Hall.
13. Power washed the exterior of the Police building in preparation for painting.
14. Hung and maintained 112 flower pots throughout the City.
15. Painted entrance to City Hall
16. Oversaw the annual fire pump testing of 18 Engine/pumpers and 4 Aerial apparatus. Ground ladder testing/certification of the 22 pieces of fire apparatus.
17. Performed Preventative Maintenance servicing of 105 vehicles and the general maintenance of 140 vehicles.

### 2018 Construction Season Projects underway

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1. Pleasant Street Bridge 40 % complete
2. Vehicle Wash Facility 10% complete
3. Ellis Ruley Park Project 85% complete
4. Competed 18 Ramps for the City Wide ADA Compliance Upgrades
5. Continued to sign people up for the City Sidewalk Program in preparation for issuing Bid documents
6. Paving Program 20% complete for the season
7. Completed the new roof on the Mohegan Park Concession Stand Pavilion.
8. Oversaw Historic School House Renovations (Washington Street)
9. Oversaw the preparation of Bid documents for the Buckingham building roof replacement.
10. Finalized a Contract for the Yantic Lane Culvert Repair, which will begin shortly.

### LEAD HAZARD CONTROL PROGRAM

	Quarterly Progress	Quarterly Funds Expended	Cumulative
Completed/Cleared	8	-	42
Funds Expended	-	\$25,175	\$594,092
Number of Units in Progress or Under Contract	32	-	65

**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.
- 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 began on April 18<sup>th</sup>.
- The Office participated in 4 outreach events this quarter.
- Training was scheduled for contractors. Additional trainings will be provided.
- Attended Program Managers School in Omaha in May and National Environmental Health conference in Anaheim in June. HUD required that two from each office attend the conferences. Wayne and Kathy attended both.

### COMMUNITY DEVELOPMENT BLOCK GRANT

	Quarterly Progress	Quarterly Funds Expended	Cumulative (Actual)
Units Completed/Cleared	6	-	34
Funds Expended	-	\$138,429	\$562,552
Number of Units in Progress or Under Contract	30	-	58
<b>TIMELINESS</b>	<b>TOTAL TO MEET TEST</b>	<b>Quarterly Funds Expended</b>	<b>Need to Expend</b>
Funds to expend by July 3, 2018	\$747,243	\$141,063.00	\$606,180*

<b>FUNDS ACTUALLY EXPENDED BY JUNE 30TH</b>	\$747,243	\$897,012.26	Met/exceeded
Norwich Housing Authority			\$130,195.00
CD Administration			\$42,926.00
Lake St Playground			\$51,913.84
ADA Sidewalk Improvements			\$65,831.04
Norwich Fire Dept			\$352,134.00
Prop Rehab Admin			\$12,874.85
Norwich Works			\$12,266.33
Rapid Rehousing			\$ 2,846.20
TVCCA			\$10,00.00
Franklin St Sidewalk Imp			\$77,596.00
<b>Total CDBG project dollars spent in QTR 2</b>			<b>\$ 758,583.26</b>

**REVOLVING LOAN EXPENDITURES**

Property Rehab drawn down as revolving loan	\$	88,610.00
Anticipated in next draw down	\$	49,819.00
<b>Total Property Rehab dollars spent in QTR 2</b>	<b>\$</b>	<b>138,429.00</b>

\*Currently: Norwich Housing Authority work completed and expended.  
 Lake Street Playground – park has been installed with small items remaining. Substantially completed and expended.  
 Franklin St. Sidewalk – Completed and funds expended.  
 ADA Sidewalk Ramps – Completed and expended.  
 Norwich Police Cameras – Substantial completion and invoices expected mid-July.  
 Norwich Fire Department – SCBA were purchased all funds expended.  
 Property Rehabilitation – Substantially spent down Return of Loan funds.

**Comments:**

- PY44 Applications were reviewed and approved by the City Council in April

- CDAC Meeting held to review additional funding and recommended allocations of these funds.
- Worked across departments to ensure timely expenditure of funds.
- Attended meetings with Mayor and NCDC to discuss potential funding of future projects
- Neighborhood Stabilization Program – still awaiting OIG approval for review of costs; \$4,000 was repaid to the State.
- Draft Annual Plan was worked on and will be completed next quarter.
- On-going meetings with the Finance Department. These meetings are to assist both departments in determining funds that remain to be recaptured/reprogrammed.
- Recommendation for final funding resolution was completed and submitted to the City Clerk for inclusion on the Council Agenda.