

Assessors' Quarterly Report to the City Council
Beginning October 1, 2018 – December 31, 2018
"TO DISCOVER LIST & VALUE ALL TAXABLE AND TAX EXEMPT PROPERTY IN THE CITY"

First Quarter

- Revaluation – Mandated by State Statutes –Final reviews were done and all values were completed. Assessment notices with old and new values were mailed and informal hearings with the revaluation company began. Returned mail investigated and re-mailed
- Researching and fixing mapping problems as brought to our attention by the reval team.
- Real Estate – New owner transfers done daily, updating the revaluation file, as well with new information. Field inspections for all building permits, Certificate of Occupancies and Letters of Completion. Calculate new assessments for pro-rates and apply exemptions. Updating GIS maps with survey maps, splits and combinations. Calculating Enterprise zone assessments for all accounts
- Personal Property declarations: - Reviewing and entering all information filed on new personal property declarations filed. (2000+ accounts)
- Motor Vehicle – Hundreds of questions daily regarding tax bills, specifically motor vehicle bills. Accepting and processing proper proof in order to adjust vehicles that were sold, traded, totaled, etc.
- Supplemental Motor Vehicle List – Pricing and processing supple mv list and applying all exemptions available
- Daily – Answer phone inquiries, serve the public at the counter and do daily motor vehicle corrections and pro-rates. Processing Veterans DD214 as received by the City Clerk.
- Court Appeals review, pre-trials and negotiations for settlement

Donna L. Ralston, CCMA, II
Assessor

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 three months (10/1/2018 to 12/31/2018).

Land Record Subscriptions – 11 - \$1280.

Phone Vital requests – 137 @ \$27. = \$3699.

Legal Notices Published - 3

Claims, Summons and Fire Loss Claims – 11

Trade Names – 34 @ \$15. = \$510

Liquor Permits – 10 @ \$20. = \$200

Genealogy Requests – 7 (average 1.5 hour each)

FOI Requests (Freedom of Information) - 10

Justice of the Peace Appointments - 86

Cremation & Burial Permits - 185 @ \$5. = \$925

Absentee Ballots – 555

Registered/Received (births & deaths) -267

Paternity/Adoption Records – 50 (average 1 hour each)

Scanned/Printed/Verified/Mailed Back - Land Records – 14 Books @ 350 pages each (average 11 hours per book)

Description	Date Range 10/1/17 - 12/31/17	Date Range 10/1/18 - 12/31/18	Fiscal Year 7/1/16-12/31/17	Fiscal Year 7/1/17 -12/31/18
Recorded Land Records	1,576	1,522	9,870	9,562
Dog Licenses	77	61	1921	1821
Fish & Game Licenses	38	39	465	580
Notarized Documents	158	184	1094	1014
Local Conveyance Tax	139	178	896	1004
Vitals- Birth/Marr/Deaths	1,022	1,064	7,432	7,272
*Customer Counts	*3014	*3001	*21679	*20756
Agendas & Minutes Posted	234	324	1246	1249
Total Local Conveyance Tax	97,015.99	117,827.31	850,563.14	833,724.20
Total State Conveyance Tax	131,113.77	192,866.12	1,433,496.09	1,279,752.78
Town Doc Preservation	2,470.00	3,255.00	14,366.00	18,140.00
State Doc Preservation	42,822.00	47,740.00	268,846.00	283,222.00
Town General Fund Fees	5,651.00	5,171.00	32,555.00	32,550.00
State Treasurer Fees	18,261.00	16,716.00	106,409.00	105,807.00
Town Fish & Game Licenses	38.00	40.00	498.00	609.00
State Fish & Game Licenses	1,223.00	1,246.00	14,988.00	15,178.00
Town Marriage Surcharge	671.00	784.00	5,225.00	5,328.00
State Marriage Surcharge	1,159.00	1,666.00	9,025.00	10,062.00
State Totals	194,578.77	260,234.12	1,832,764.09	1,694,021.78
Town Totals	105,845.99	127,077.31	903,207.14	890,351.20
Combined State & Town Totals	300,424.76	387,311.43	2,735,971.23	2,584,372.98
Grand Total of Funds Collected	382,738.76	467,430.93	3,295,196.34	3,124,751.44
*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.		Providing explanations of finance-related activities	Issue the fiscal year 2017-18 audited financial statements by 11/7/18.	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			Integrate NPS accounting into City's accounting system by June 2020	Identify training needs and one or more training opportunities for each employee.	
Barriers	Staffing levels		Resistance to change	Resistance to change	Staffing levels	Changes in vendors and their third party reporting programs	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	Perform a tax sale for larger and older delinquent real estate accounts	Percentage of retirees receiving pay stubs electronically.	Cumulative number of A/P Checks Issued	Integration notes	Narrative	Date that audited financial statements are complete.	Number of employees with training plans (out of 12)
Target/Timeframe	Ongoing	Increase current levy collection rate to 97.4% for FY2019	Complete tax sale during FY2019	70% by 6/30/2019	Fewer than 1,800 A/P checks during FY2019	Complete integration by June 2020	Ongoing	Issue financials by 11/7/18	6/30/2019
Q1 Measure	47.31%	54.22%		68.08%	440	Bond ordinance 1771 adopted 7/19/18. Purchased fixed asset software which will be able to accommodate NPS's assets. Entered into consulting and software contracts and had a kickoff conference call with all parties at the end of September.			2
Q1 Notes	We saw an increase in usage of online payments, lockbox payments, and PeoplesUnited branch payments	Real estate collection % is essentially the same as last year. Personal property increased by over 5%. Motor vehicles collections were strong. MV can't be compared to last year because of delay in billing last year.	Researched options for tax sale	Increased 0.50% from last quarter	On track to meet Target		Provided the City Council with explanations of motor vehicle and personal property tax suspense; FY2017-18 budget transfers; the City's budgetary control process; and estimated impact of bond ordinances.	All audit fieldwork and most financial statement supporting information completed by 9/28/18.	In the process of hiring a Revenue Collection Clerk. Worked with individuals in Public Works, Fire, and Police departments to train them how to use MUNIS.
Q2 Measure	49.89%	62.81%		68.67%	828			12/12/2018	12
Q2 Notes	In-person/mail collections increased to 49.89% compared to 42.02% last year at this time. With the increase in online and PeoplesUnited branch payments, we expect the percentage to decrease to the 40 to 45% range by the end of the fiscal year.	PP and MV collections are strong compared to prior years. RE isn't quite as strong as it was in December 2017 because income tax law changes provided a disincentive to pay 2nd installment in December for many taxpayers.	Set criteria for a tax sale	On track to meet Target	On track to meet Target	Implemented new fixed assets software and MUNIS content management system. Majority of chart of accounts analysis completed.	Provided summary of bond rating and bond sale activity to City Manager for his report to Council. Tax office updated hallway notices to make them more user-friendly.	Financial statements were held up by disclosures for State's pension and OPEB plans	Hired a Revenue Collection Clerk. Met with all employees to go over goals and training plans for the fiscal year. Hiring to replace LAN Technician

Norwich Fire Department Quarterly Report

October 1, 2018 through December 31, 2018

Operations:

The city continues to experience a variety of types and severity of calls for emergency services. Total incidents for this quarter: 577. 31 fires, 408 rescue/emergency medical, 24 service calls, 114 misc. *

Fire Marshal Office:

Investigated 15 fires (1 incendiary fire remains under investigation), performed 155 Fire Code Compliance Inspections, conducted 17 Plan Reviews, and 25 consultations.

The Norwich Fire Department is continuing to process the incidence of fire in collaboration with State and Local Police support.

Training Division:

Daily Training for this reporting period included 47 classes, 54 assigned Target Solutions programs, and multiple company level trainings totaling 3,87.9 man hours of training.*

Safety Officer received 127 reports of exposure to carcinogens as defined under state guidelines.

We continue with our district preplanning, attack planning and building review activities.

Apparatus update:

Squad A (2001 rescue pumper) continues to have mechanical issues on a regular basis. The onboard generator has been repaired and is back in service. Replacement of Squad A is a top priority due to reliability. It should be noted this is the busiest piece of fire apparatus in the entire City of Norwich.

Truck-2 had an equipment malfunction which resulted in some vehicle damage and a near miss for personnel. Equipment was checked by FD and city garage personnel, as well as a review of procedures to prevent future recurrence. Request from Mashantucket FD for a long-term borrowing of Truck-2 was denied due to operational considerations.

Battalion Chief Vehicle has been delivered. It is currently at MFQ manufacturing for lettering and equipment installation. Expected to be in service within a month's time.

*A complete breakdown is available upon request

The new marine unit is in final stages of production. The December inspection visit to the manufacturer went very well. Current date of completion is projected as February. Once the boat is complete, they will store it until a springtime delivery is scheduled.

Respectfully submitted by:

Acting Chief Tracy Montoya

Human Resources Department

October 1, 2018 – December 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	16	CDL monthly random	14
Position announcements	6	Pre-employment	9
Applications processed	389	Other	6
Applicants tested	141	Workers Compensation/Safety	
Exams administered	7	Claims reviews	1
Realistic job previews/Interviews	67	Claims processed/FRI	22
Lists extended	1	OSHA Closing Conference	
Advertisements	16	Committees	
Employees		Personnel & Pension Board	2
New hire background checks	7	Volunteer Firefighters Relief Fund	
Orientations	10	Safety Committee	2
Evaluations	11	Diversity in Employment	
Step increases	27	Persons with Disabilities	
FMLA	19	Mandatory Reporting	
Unemployment processing and hearings	8	State - Department of Labor Census	3
Accrual carryover/payout requests	133	State - Department of Labor Workplace	1
Seasonal hires	64	Labor Relations	
Benefits Administration		Contract/pension negotiations	
Insurance changes processed	92	Grievances/mediations/arbitrations/Othr	
COBRA elections processed	18	MOAs	
Medicare notices	403	Actuary (for City/NPU/BOE)	
Insurance billings	9	Pension bi-annual report (active & retired)	
Coordinated RFP for Optional Benefits	1	Other	
Insurance waiver forms	25	Pension Codification, CHRO, P&P Board	
Pension Administration		Investment Services RFP	1
Pension processing	36	Training	
Update pension summary books	2	Coordinated various trainings	

- 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.

RECREATION DEPARTMENT					
	7/1/18-9/30/18	10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	
	1Q-Results	2Q-Results	3Q-Results	4Q-Results	Overall
Number of program hours	866.5	360			1226.5
Hours reserved for field usage	2143	630			2773
Number of youth registrations	1982	689			2671
Number of adult registration	314	149			463
Number of hours reserved on fields	2143	630			2773
Number of sports leagues using fields/facilities	11	14			25
Revenue brought in through programming	\$31,813.35	\$ 6,690.50			\$38,503.85
Revenue brought in through sponsorship	\$650.00	\$ 500.00			\$1,150.00
Revenue from grant applications	\$3,125.00	0			\$3,125.00
Number of non-duplicated youth participating in activities	n/a	N/A			
Site improvements (narrative)	Began repairs at Ouellet and Fontaine for irrigation, Rototilled path at Taftville playground. Spread playground safety material at Hamilton Ave. playground., cut 155 acres of grass weekly, lined fields weekly.	Continued repairs for Irrigation on Ouelet and Fontaine, Lining and prepping Fontaine and Ouellet and other fields for games. Excessive rain this fall. Rake and pick up leaves at all sites, winterized ball fields and fountains, remove tennis lines on Mohegan courts. Finished new playscape on Mohegan Rd., Cut back overgrown brush at several fields.			
Partnerships (narrative)	Partner with NFA Alternative school to clean up Kelly Middle Garden Partner with NFA for basketball clinics. Collaborated with YFS on Youth Summer employment program and BOE for free Summer food				
	Grants Applied for: P, G, D	Grants Applied for: P, G, D	Grants Applied for: P, G, D	Grants Applied for: P, G, D	
	Community Foundation of Eastern CT	NPS After School Grant- applied			
	Sunrise Rotary				
		Activities to Remember	Activities to Remember	Activities to Remember	
	Activities to Remember	20% Growth in Joe Lonardelli Race			
	Ran Daycamp with on avg 70 kids a week	Trunk or Treat - 1 st event, great success- 500 people			
	Brought field trips back to camp program	Randy Deglin B-ball Clinic			
	Hired Behavior Specialist at camp	Participated and Supported Light Up City Hall			
	Orchestrated Youth BK camp	Ran several new youth programs			
	Offered and ran a new Youth Multi sport camp	Fencing, lacrosse, yoga, dance,			
	Offered and Ran Lego camp	LEGO, Magic lessons,			
	Offered and ran a Youth Soccer camp	Ran several adult programs			
	Offered and ran a fashion camp	Adult softball, Yoga classes, Tai Chi,			
	Fall Brochure out to 10,000 in community	Created Garden Club			
	Harry O Fun run	Ran "Schools Out" camps			
	Family Day @ Mohegan Park				
	Obtained Narcan training- Dir. & Prog Coord.				
	Expanded office hours until 4pm				
	Offered and ran Laura B Seder Tennis Camp				

Planning & Neighborhood Services

Quarterly Report: 10-01-18 through 12-31-18

During the period from October 1, 2018 through December 31, 2018, the Staff of the Planning and Neighborhood Services Department:

- Prepared and submitted a DEEP grant application for recreational trail and improvements at Greenville Dam Recreation Area. The grant award announcement has yet to be made by the State of Connecticut.
- Worked with Tighe & Bond to prepare and submit a DECD grant application for Brownfield Remediation Funds for cleanup of two Shipping Street and Terminal Way properties. The City was notified that they were not awarded the grant.
- Assisted Finance Department and participated in S&P Bond Rating process.
- Prepared the proposed P&NS Budget for the 2019-2020 FY
- Administered, managed and held meetings regarding the following current grant funded projects: DECD Uncas Leap Project Development; DECD Ponemah Mill South Brownfield Assessment; EPA City-Wide Brownfields Assessment.
- Continued to assist the City's EPA consultant, Tighe & bond, 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; Greenville 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 and attended Neighborhood Watch meetings
- Met with property owners and developers regarding multiple properties and potential projects throughout the city including Hale Mill, the Marina and Shipping Street areas.
- Prepared environmental reviews for Community Development Dept.
- Monitored projects and inspected sites/buildings including Ponemah Mill.
- Attended mandatory and knowledge based trainings for citations, blight enforcement, archeology, and building code and planning. These Included SNEAPA & CAFM conferences, Opportunity Zone, Eastern CT Land Bank, CT Office of Tourism and Historical Society Heritage Tourism meetings.
- Received notification from DEEP regarding acceptance in Municipal Liability Relief Program for properties on Shipping Street and Terminal Way
- Advertised, interviewed and made employment offer for an Assistant Planner
- Worked with Human Resources to resolve job descriptions for administrative staff
- Met with NCDC and other interested parties about waterfront redevelopment opportunities
- Held kick off meeting with project team members including Weston and Sampson as Brownfields Consultant or Ponemah South Mill – Assessment/Market Study/Concept Plan project.
- Completed Third Round of Property Dispositions with recommendations to PW Committee and Council.
- Assisted boards and commissions with processing and reviews of the following 13 Applications:
 - Inland Wetlands and Watercourses Conservation Commission – 3 Applications
 - Commission on the City Plan – 4 Applications
 - Zoning Board of Appeals – 6 Applications
- Received 88 Complaints relative to the following:
 - Blight – 36
 - Property Maintenance - 45
 - Works without Permit(s) – 4
 - Wetlands - 2
 - Zoning – 1
- Investigated and/or issued 252 Violations and Closed 91:
 - Blight – 164

- Property Maintenance - 82
- Work without Permits(s) – 3
- Wetlands - 1
- Zoning – 2
- Issued 371 Building Permits
- Issued 61 Zoning Permits
 - Including 8 New Business/Conversion Permits
 - Including 16 Letters of Zoning Compliance



CITY OF NORWICH
CONNECTICUT
POLICE DEPARTMENT

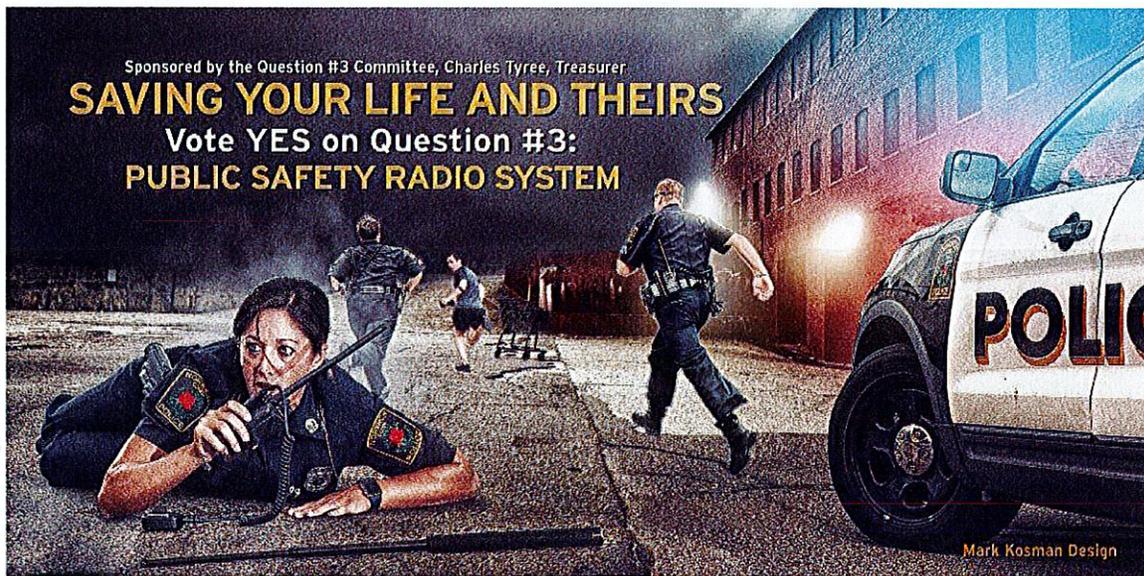


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PATRICK J. DALEY
Chief of Police

NORWICH POLICE QUARTERLY REPORT
October 1, 2018 thru December 31st, 2018



PATROL DIVISION

Norwich voters overwhelmingly approved \$2.7 million in radio upgrades to a failing radio system. Led by Chief P. Daley and with the help of department members and the Norwich Police Chaplin's, voters voted 3-1 in favor of upgrading the system. Additionally, a \$500,000 Grant from the State of CT bond commission was awarded to Norwich to apply towards the cost of the new radios.

In the 92 day period beginning on **October 1st 2018 through December 31st 2018 the Norwich Police Department Patrol Division handled approximately 13,100 calls for service.** Included in these service calls:

- **276 Arrests Made**
- **1025 Offense Reports Taken**
- **29 Reported Juvenile and Adult Sexual Assaults**
- **517 Traffic Accidents Investigated**
- **759 Motor Vehicle Stops Initiated**
- **523 Alarm Responses (Burglary and/or Panic)**
- **13 Narcotics Related OD's Investigated of which 3 were fatal and 10 were non-fatal.**
- **44 Juvenile Arrests made, 18 of which were diverted to the Juvenile Review Board (JRB).**

Patrol Officers have been extremely busy over the course of the last 3 months and the pace continues into the New Year. **29 Juvenile and Adult Sexual Assault Investigations** have kept both Patrol Officers and Detectives very busy. These reportings are often times not timely and therefore require an extensive amount of follow up and investigating by officers. In one week, 11 adult and juvenile sexual assault investigations were forwarded to Detectives for investigation and follow up alone.



Thanks to the work of Sergeant Gomes and Officer Hawrylik supervising CPU officers, our overwhelming amounts of property and evidence have been purged. The remaining P&E has been carefully organized and bar coded in our efforts to achieve greater efficiency and meet CT Accreditation standards.

Fentanyl related **OD's for the last 3 months total 13 with 3 deaths** attributed to the synthetic drug. The administering of Narcan by EMS upon arrival kept the OD deaths low but the epidemic continues to plague the city much like the rest of the country.

INVESTIGATIONS

- During the Months of **October thru December**, The Norwich Police Narcotic unit continued working in partnership with the Federal Bureau of Investigation the Hartford Police Department and other local, state and

federal law enforcement agencies specifically targeting Heroin and Fentanyl distribution in our area. The investigation has revealed that Norwich is a destination city for multi-kilo distribution of Heroin, Fentanyl and Cocaine.

- Detectives have been continuing the investigation into the inappropriate relationship between an NFA assistant track coach and student athletes. The arrest of the track coach was made and further investigation is ongoing into the **possible** criminal negligence on behalf of NFA and some of their administrators.
- Violent drug related home invasions and retaliatory shootings continue. Detectives have been successful in identifying the groups responsible and have seized firearms involved. Arrests are imminent.

COMMUNITY POLICING

Community policing officers continue to be very busy organizing and participating in various city wide events:

- Participated in 5 trunk or treat events at schools and community events for Halloween
- Have assisted with 6 mobile food pantry events at different locations around the city assisting the board of education as well as the United Way
- Assisted with numerous downtown business events including First Friday, Santa Con, and Light up City Hall.
- Helped plan and execute the Winterfest Parade and the Hartford Marathon Winterfest 5k.
- Worked with the soup Kitchen assisting with meals on both Thanksgiving and Christmas

- Large involvement with the Tommy Toy Fund by collecting 3 pickup truck loads full of toys, and then with the toy giveaway of 2 days the following week. We also closed roads and assisted with the Tommy Toy Fund fun run by closing street and ensuring runners safety.
- CPU assisted with the Global City of Norwich Polish festival as well as the Hot Coco with Santa.
- CPU continues our partnership with the community by attending neighborhood watch meetings, Community Care Team Meetings, Heroin Task Force, Library Safety meetings, Etc
- CPU has assisted the training division with conducting 5 Civilian Response to Active Shooter trainings at different businesses, to include River Valley Surgical Center, and the Otis Library.
- CPU has assisted the training division with conducting 10 lock down drills at various Norwich Public Schools.
- Officers working with Uncas Health District have completed 4 drug take back events including the national one which in total collected 130 pounds of unused and/or expired medication sent for destruction.
- Assisted the Records and evidence division for 2 and a half weeks.
- Additionally, for the period of October 1 to December 31 CPU officers made 58 arrests, mostly low level narcotics arrests and took 22 OF #'s and 8 accidents.

NORWICH POLICE TRAINING AND SELECTIONS

The training division with the assistance of CPU has conducted 5 Civilian Response to Active Shooter trainings at different businesses in town including River Valley Surgical Center and the Otis Library.

The training division has also conducted 10 lock down drills at various Norwich Public Schools to better prepare them in the event such a tragedy occurs.

In an effort to fill 4 Police Officer vacancies, Training and Selections has been busy conducting assessments of numerous potential candidates. 20 people have been "washed" in the very involved hiring process and 1 candidate, Daniel Goldberg of Stafford Springs, has been hired. Recruit Goldberg was sworn in December 27th and started the Police Academy December 31st.

BUDGETARY MATTERS

At the City Manager's request, the Chief of Police met with the City Manager and Comptroller to discuss expense control measure and the current level of expenditures.

CT DOT has awarded the department \$74,000. to cover the cost of DUI patrols and spot checks from November 2018 thru September 2019. Scheduled patrols and spot checks have been very effective at taking drunk drivers off the road. Also through the same grant, 2 new, highly visible "**SPOT CHECK AHEAD**" signs were given to the PD for use with our spot checks.

A \$200K grant was awarded to the Ledge Light District, Uncas Health District as well as Norwich Youth and Families and the Norwich Police Department to fund a community based Recovery Navigator Program in Norwich. This program is designed to assist Heroin addicts in their efforts to combat their addictions. Chief Daley's formal commitment to this program helped see the grant get awarded.

The Norwich Police Department and Norwich Youth and Families Services have combined efforts for an after school program titled "Joining Forces", targeting at risk youth. The program will consist of 4 specifically chosen officers to meet and interact with the kids after school to help with homework and engage in fun and learning type activities. The cost of the program is covered by a grant applied for by NYFS's Erin Haggan with an expressed written commitment by Chief Daley.

The Norwich Police Department has been actively attempting to control costs, maximize efficiencies and eliminate waste. Some control measures undertaken are:

- *No unnecessary spending*
- *Limiting Special Assignments off the Patrol Division*
- *No paperwork related overtime expenses except when needed by court*
- *Reduction in Training classes/expenses*

Some of the factors beyond our control have caused expenditures faster than the anticipated rate. They are:

- *Complex investigation (i.e. NFA and Shooting cases) that require Detective Overtime*
- *Unfunded retirement pay outs for retirees*
- *Continuing delay in the LED conversion project*

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 from October 1, 2018 to December 31, 2018

1. Managed \$24 million in projects and completed annual paving program.
2. Developed a plan to incorporate disc golf in Mohegan Park.
3. Participated in the EOC and the Host Community Event exercise in November.
4. Continued maintenance of the roses and beds at the Veterans Memorial Rose Garden.
5. Set up and dismantled bandstands for numerous events.
6. Responded to one early season snow event.
7. Placed Christmas trees and wreaths around various places in the city.
8. Completed construction on the vehicle wash facility and Pleasant Street Bridge.
9. Received fifty new school buses into the fuel management system.
10. Fixed the elevator at Main Street parking garage.
11. Performed Preventative Maintenance servicing of 115 vehicles and the general maintenance of 130 vehicles.
12. Completed all City Wide ADA Compliance Upgrades planned for this construction season
13. Continued to sign people up for the City Sidewalk Program in preparation for issuing Bid documents

2018 Construction Season Projects Status

1. Pleasant Street Bridge 100 % complete
2. Vehicle Wash Facility 100% complete
3. Ellis Ruley Park Project 100% complete
4. Annual Paving Program 100% complete
5. Buckingham building roof replacement 100% complete
6. Yantic Lane Culvert repair project 100% complete

Reporting QTR 4 October 2018 – December 2018

LEAD HAZARD CONTROL PROGRAM

	Quarterly Progress	Quarterly Funds Expended	Cumulative
Funds Expended *Inc Healthy Homes	-	\$89,695.00*	\$787,930.00

- Kathy and Wayne have been on a number of regional conference calls discussing problems/best practices
- In December we were informed the new RFP would likely come out in January.
- We have numerous units being worked on in the community.
- We are continuing outreach and next quarter will ramp up
- Training was on-going for contractors

COMMUNITY DEVELOPMENT BLOCK GRANT

Administration	\$ 18,714.96
Lake St Playground	\$ 1,206.13
Safe Futures	\$ 3,750.00
Norwich Works	\$ 10,198.59
Property Rehab Admin	\$ 5,025.44
DNEC	\$ 4,565.00
Total CDBG project dollars spent in QTR 4	\$ 43,460.12

REVOLVING LOAN EXPENDITURES

Property Rehab drawn down as revolving loan	* \$ 82,709.00
Anticipated in next draw down	\$ 156,278.00
Total Property Rehab dollars spent in QTR 4	\$ 238,987.00

- Community Development we have been participating in the Opportunity Zone discussions/efforts.
- Contract signing for PY 44 is underway. All have been notified to ramp up efforts to ensure timely expenditure of funds.
- The Rehabilitation Review Committee (RRC) amended the program policies and procedures to increase the amount of funding that can be committed to a project and have allowed for “rehab match” CDBG funding to reflect the zero payback language in the Lead program.
- We have successfully spent down the Return of Loan funds and will begin drawing from CDBG for property rehabilitation.
- Worked with the Blight Coordinator and attended a seminar on what communities are doing. Anticipating a closer working relationship with the Blight elimination program and the Dangerous Buildings committee.
- Submitted the CAPER to HUD to close out the past year.

2018 Recognition & Awards

- NCDC- 2018 Ron Aliano Service Award
- NCDC & F66- 2018 NAACP Community Service Award
- Foundry66- 2018 CelebrateCT SE CT Project of the Year
- City of Norwich Federal Recognition of 3 Opportunity Zones

Downtown Economic Development Activity

- Royal Punjabi Restaurant @ 196 Main St.
- Monocle on Broadway Retail @ 7 Broadway
- Craftsman Cliff Coffee Roastery @ 34 Broadway
- Ryan's Imperial Garage @ 4 Willow St.
- Castle Church @ 4 Broadway
- Eastern CT Savings 4th & 5th Flr Renovations
- Docxellent Business Expansion @ ECSB 5th Flr
- Reid & Hughes Stabilization (City)
- 71 Franklin St. Stabilization
- Medical Office @ 101 Water St.
- Redevelopment of 120 Broadway
- Frontier Relocation of 50 Jobs to 1 Chestnut St.
- 80 Broadway Sale & Renovations (City)
- 3 Stackstone Investments on Broadway
- 2 Courthouse Square Upgrade for Tenant
- Amazing Furniture Relocation 364 Main St.
- Reliance Health Expansion @ 2 Cliff St.
- Federated Insurance @ 282 Franklin St.
- Sale of 77-91 Main St.
- 30-66 Franklin St. -\$1MM Private Investment
 - Epicure, Rose City Athletics & Foundry66
- New Medial Office @ 4 Broadway
- Partial Demolition of 145-147 Franklin St.

City Wide Economic Activity

- Ponemah Mill P1 Completion/P2 Start
- 3 North Second St Acquisition & Development
- Hale Mill Acquisition & Development
- Hills at Riverview Apartments Development
- InkJet Relocation to 31 Clinton Ave.
- New Ellis W. Ruley Park
- Former Norwich Hospital Clear Title
- Creation of 3 New Opportunity Zones
- Hartford Healthcare Urgent Care- Marcus Plaza
- Johnny's Clam Shack & Property Acquisition
- Byron Brook Development- Concept Agreement
- 2 Hallmark Movies Filmed in Norwich
- 8-Part Mini Series to be Filmed in Norwich

Business Park Economic Activity

- Comcast Infrastructure System Upgrade
- Nordson EFD \$10MM/80 Person Expansion
- ACLS \$2MM Upgrades
- Bell & Howell Acquires Gunther
- WB Mason Acquires Consumers Interstate
- Nalas Engineering Buys 1 Winnenden Ave.
- New Signage Concept Drafted
- Update of BP Report Underway

Foundry66 Activity

- 2nd Flr Online Doubles Area to 15,000'
- Equipped 2-rooms for Teleconferencing
- Members Generated \$1.2MM Private Revenue
- Members Spent \$ Downtown

Global City Norwich Activity

- 70 Flags of Nations Installed Downtown
- Peruvian Festival ~1,600 Visitors
- Cup of Nations Soccer/Festival ~ 1,000 Visitors
- Polish Festival ~1,200 Visitors
- Global City Norwich 2nd Year Funding \$100K
- Candy, Cocoa and Coffee Festival

2019 Plans

NCDC- Coming Up 2019

- Land More & Significant Economic Development Projects
- Create 5 New Vanilla Box Retail Spaces Downtown
- Assist with Waterfront Planning & Development Definition
- Implement \$30k CDBG funds for Business Signs and Awnings
- Investigate Establishing Qualified Opportunity Fund for Norwich
- Streamline Data Tracking & Reporting
- Establish City Economic Development Plan & Process
- Secure Funding to Implement Plan and Process

Foundry66- Coming Up 2019

- Execute Expanded Marketing Plan
 - Former Bulletin Employees & Supply Chain
 - Real Estate Professionals
- Bring Sunlight Building Online as Retail Emporium

Global City Norwich Coming Up 2019

- JANUARY/APRIL- Weekly Sunday Markets (indoors)
- MAY 26- Cape Verdean Festival
- JUNE 15- Juneteenth
- JUNE 23- Polish Festival
- JULY 28- Peruvian Festival
- JULY- Haitian Festival

NCDC 1Q 2019 Report

- AUGUST- Ellis! Art & History Fest
- SEPTEMBER- Cup of Nations Soccer Tournament and Festival
- OCTOBER- International Food Festival
- OCTOBER- Weekly Indoor Sunday Markets
- NOVEMBER- Weekly Indoor Sunday Markets
- DECEMBER- Weekly Indoor Sunday Markets
- DECEMBER- Winter Holiday Festival