



# CITY OF NORWICH



## CITY MANAGER POSITION

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### Facts and Figures about Norwich:

- 27.1 square miles
- Located 40 miles southeast of Hartford, CT
- Airports available in Providence, Groton & Hartford (NY & Boston are 2 hours away)
- Population estimate in 2005 = 36,693
- School Enrollment in 2005 = 5,801
- Median price of houses sold in 2005 = \$186,750
- Unemployment rate in 2006 is under 5%
- Norwich received the Distinguished Budget Presentation Award in 2006
- Norwich has 3 different historic walking tours available to visitors
- Famous residents - Samuel Huntington, signer of the Declaration of Independence & Benedict Arnold

### COMMUNITY PROFILE

#### *History*

Norwich was founded in 1659 by settlers from Old Saybrook led by Major John Mason and Reverend James Fitch. They purchased the land that would become Norwich from the local Native American Mohegan Tribe. In 1668, a wharf was established at Yantic Cove. By 1694 the public landing built at the head of the Thames River allowed ships to off load goods at the harbor.

Norwich merchants were shipping goods directly from England, but the Stamp Act of 1764 forced Norwich to become more self-sufficient. Soon large mills and factories sprang up along the three rivers which traverse the town, the Yantic, Shetucket, and Thames Rivers.

Regular steamship service between New York and Boston helped Norwich to prosper as a shipping center through the early part of the 19th century. During the Civil War, Norwich once again rallied around the cause of freedom and saw the growth of its textile, armaments, and specialty item manufacturing and the Norwich-Worcester Railroad in 1832.

Through the end of the 19th century and into the early 20th century, Norwich served as home to many large mills. The population grew and became more diverse with an insurgence of different ethnic groups.

Today, Norwich is a thriving city with a growing population, wide range of municipal services, a modern industrial park, its own utility company, and a positive outlook for residential and business growth.

#### *Education*

The City school system includes nine public and three parochial elementary schools, two public middle schools, and a privately-endowed high school, Norwich Free Academy, which serves the City. Also located in the City are a regional state technical high school - Norwich Regional technical school, and a regional state technical and community college - Three Rivers Community College, offering associate degree programs.

#### *Recreation/Entertainment*

The City's 350-acre Mohegan Park is in the heart of the city. Facilities at Mohegan Park include a beach, hiking trails, rose gardens, picnic areas and two children's playgrounds. The City also offers an eighteen-hole public golf course and a public ice skating rink.

The City has a number of historical and cultural attractions including: Dodd Stadium - home of the Connecticut Defenders Double A baseball team, the Leffingwell House Museum, DAR Museum, the Spirit of Broadway Theater, the Norwich Arts Council Donald Oat Theater, and the Slater Memorial Museum at Norwich Free Academy.



## Form of Government

Norwich was founded in 1659 and incorporated in May 1784. The town and city were consolidated on January 1, 1952. The City of Norwich operates under a Charter adopted in 1952, which was most recently revised March 13, 2001. The significant changes passed by voters in that referendum were the reduction of the City Council members from eleven to six elected at large for 2 years and the City Council President was replaced with a Mayor elected for 4 years. The City operates under a Council/Manager form of government. The Council includes the 6 members and Mayor; they set City policy direction to be administered by the City Manager. Elections are held during odd calendar years as provided by state statute.



City Hall

The City Manager is appointed by and directly responsible to the Council and serves at the pleasure of the Council. The Manager is responsible to the Council for the supervision and administration of City departments except the function of Economic Development which the Mayor oversees.

In addition to all powers granted to towns and cities under the constitution and general statutes of the State of Connecticut, the City Council also has specific powers to be executed through the enactment and enforcement of ordinances and bylaws which protect or promote the peace, safety, good government and welfare of the City and its inhabitants. The Council also has the power to provide for the organization and operation of the departments, agencies and offices of the City through implementation of policies and policy direction

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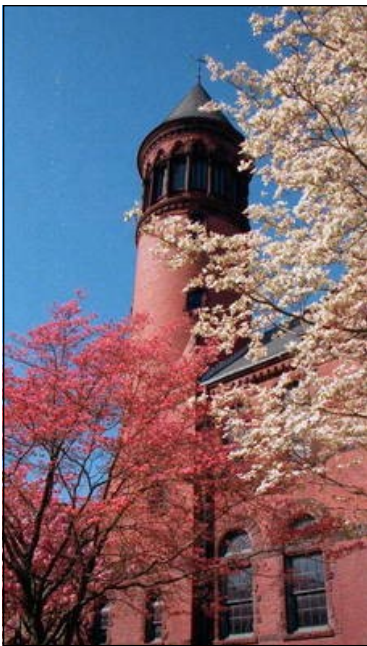
## Norwich Highlights

### **Norwich Budget**

The City of Norwich general budget for FY2007-2008 was approved for \$103,986,837 which includes \$63,903,490 (61.45%) for Education. The Norwich Public Utilities budget was approved for \$79,958,041. The Public Utilities department provides water, sewer, gas and electric services to the Norwich residents and businesses. The City's general fund outstanding debt is \$31,530,000 with the FY2008 payment of \$5,587,544. The Norwich Public Utilities' outstanding debt is \$5,427,507 with the FY2008 payment of \$2,027,600. Norwich's last bond rating in 2005 from S&P was A1 and AA from Fitch.

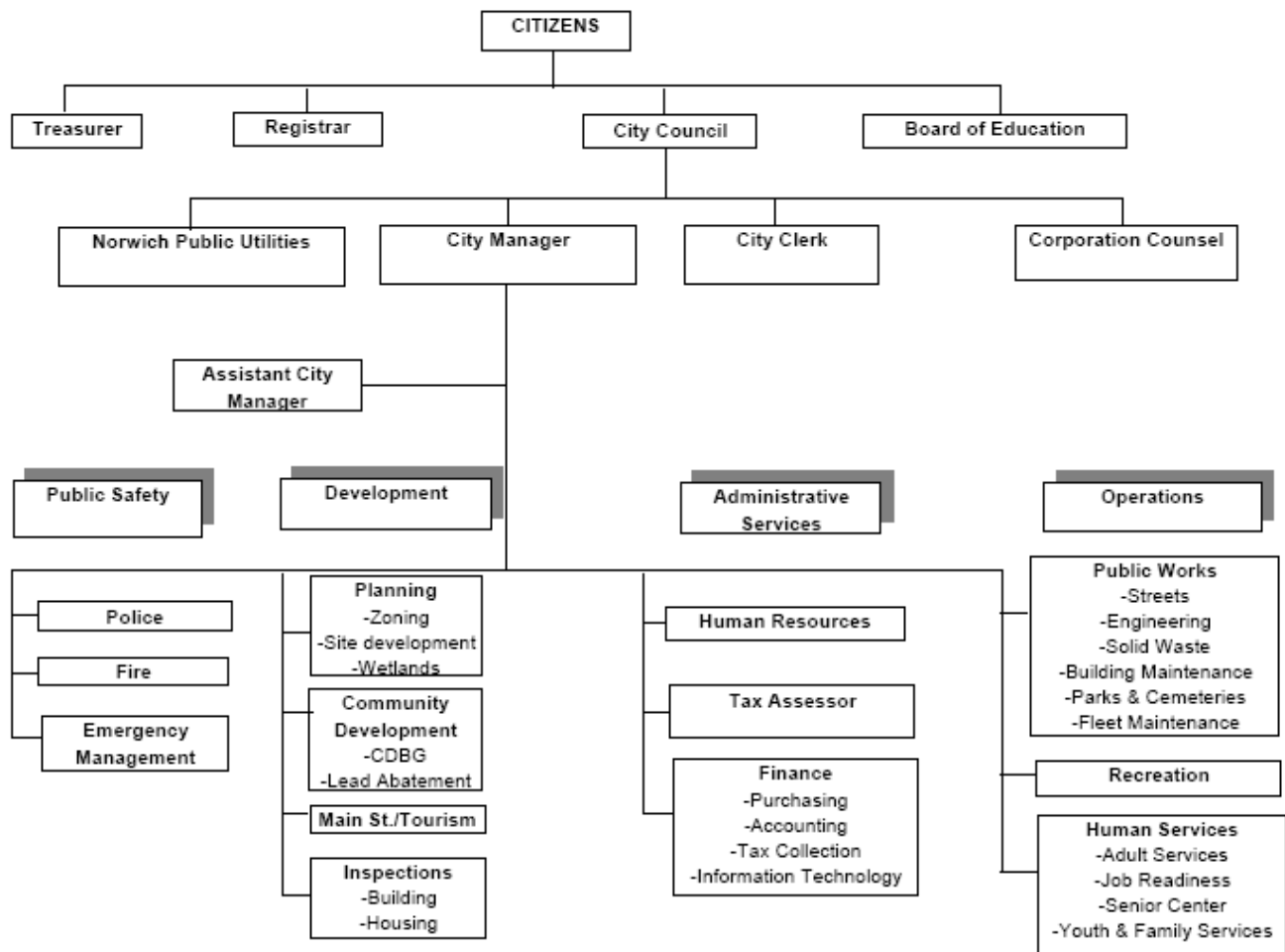
### **Facilities Available to Community**

- Backus Hospital with 213 beds, which is undergoing a \$50 million expansion
- Newly renovated state of the art library (supported by City and private funds)
- Harbor and Marina—including a park for festivals
- Industrial Park operated by Norwich Community Development Corporation. The park offers commercial and industrial sites on more than 400 acres, currently employing over 2000 people
- Norwich Free Academy is a private high school which serves all Norwich students who wish to attend—tuition is paid by the Board of Education
- A revitalized downtown which includes historical architectural features



Slater Museum—  
Norwich Free Academy

## City of Norwich—Organizational Chart



### Characteristics of the Ideal Candidate

- Proven record in municipal government – City Manager or Deputy Manager experience
- Personal adherence to high ethical standards and compliance with all Charter and local regulations
- Strong leader who knows how to delegate, is consistent/fair in applying policies
- Manager and leader that serves as CEO – ensures the day to day operations run smoothly and efficiently
- Excellent communications skills – keeps council and staff informed
- Ability to understand the complexity of issues facing the municipality; then make recommendations for the good of the whole City
- Good public speaker – listener – good writing skills
- Supports and promotes staff
- Capital Planning and Strategic planning skills
- Tactful Facilitator—aware of the political environment
- Strong administrative skills and budget experience
- Strong knowledge of labor relations and collective bargaining

Qualifications: Masters in Public Administration or closely related field plus 5-10 years of responsible municipal experience or an equivalent combination of training and experience.



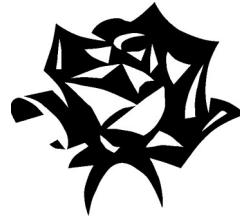
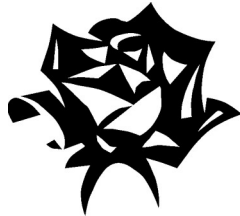
Leffingwell Inn

## Challenges and Opportunities



Rose Garden

- Experienced department heads and employees that are motivated to serve the City
- New City Manager shall conduct themselves in a manner that promotes confidence in the government
- Develop a working relationship with the Mayor to support his and the Council's efforts with economic development and work with the Mayor to coordinate efforts, as requested, with the various boards, commission, non-profit development agencies. Challenges related to a revaluation
- Need to establish stability in funding of service needs
- Exciting location with casinos in the area bringing new entertainment, tourism opportunities, economic development opportunities, etc.
- Challenges of casinos in area – fast growth, need for more services,
- Need to understand the history of community and changing demographics
- Develop long-range plans to address facilities and infrastructure needs
- Opportunity to take the City to the next level with Information Technology



## Compensation and Application Process

The starting salary for this position is negotiable depending on qualifications & experience. Salary range is set at **\$100,000 to \$125,000** with an excellent benefits package which includes:

- Benefits negotiable - similar to management union
- Moving expenses negotiable
- ICMA Retirement Corporation – 457 Plan
- City pension plan - optional

Position requires residency in the City of Norwich

For more information see the City web site: [www.norwichct.org](http://www.norwichct.org)

Norwich is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for this exceptional career opportunity, please mail or email your resume and cover letter by August 24, 2007 to:

Robert E. Slavin, President  
SLAVIN MANAGEMENT CONSULTANTS  
3040 Holcomb Bridge Road, Suite A-1  
Norcross, Georgia 30071  
Phone: (770) 449-4656  
Fax: (770) 416-0848  
Email: [slavin@bellsouth.net](mailto:slavin@bellsouth.net)



Norwich Harbor

For more details on position and recruitment process, contact Ms. Randi Frank at [rfrank05@snet.net](mailto:rfrank05@snet.net)