

NORWALK DEVELOPMENT AGENCY

CHAIRMAN
Felix R. Serrano

COMMISSIONERS
Lisa M. Cooper
John E. Igneri
William R. Speirs
David G. Westmoreland

EXECUTIVE DIRECTOR
Brian T. Bidolli

TO: MEMBERS, NORWALK REDEVELOPMENT AGENCY

FROM: FELIX R. SERRANO, CHAIRMAN

DATE: June 5, 2020

RE: MEETING NOTICE

The next Meeting of the Norwalk Redevelopment Agency will be held on Tuesday, June 9th, 2020 at 5:30 p.m. at 3 Belden Avenue, First Floor. Due to the ongoing public health situation the regular meeting will be held as a Zoom videoconference via the link provided below:

**June 9th, 2020
5:30 P.M.
REGULAR MEETING
A G E N D A**

ZOOM Link: <https://arizona.zoom.us/j/3195440566>

CALL TO ORDER

ROLL CALL

PUBLIC PARTICIPATION

I. ADMINISTRATION

1. APPROVAL OF MINUTES
 - i. Approve Minutes of the May 12th, 2020 Regular Meeting
2. FINANCE
 - i. Approve Norwalk Redevelopment Agency Revenue and Expenditures Statements for Operating Fund 100 for Year-to-Date April 31, 2020.
 - ii. FY 2020-2021 Agency Budget

II. BUSINESS

1. Work Program Status Report

III. EXECUTIVE SESSION

1. Agency Personnel Policy
2. Discussion and update on litigation titled City of Norwalk and City of Norwalk Redevelopment Agency vs. ILSR Owners, LLC and Wall Street Opportunity Fund LLC, which is currently pending in the Stamford-Norwalk Judicial District at Stamford.

IV. Possible action related to III.1.

V. Possible action related to III.2

VI. NEW BUSINESS

VII. OLD BUSINESS

ADJOURNMENT

**NORWALK REDEVELOPMENT
AGENCY
REGULAR MEETING
MAY 12, 2020**

ATTENDANCE: Felix Serrano, Chair; Lisa Cooper, John Igneri, William Speirs,
David Westmoreland

STAFF: Brian Bidolli, Executive Director; Eugenia Lupinski, Finance
Director

COUNSEL: Joseph DaSilva, Esq.

CALL TO ORDER

Mr. Serrano called meeting to order at 5:33 p.m.

ROLL CALL

Mr. Serrano noted that quorum was present.

PUBLIC PARTICIPATION

There was no public participation

I. ADMINISTRATION

1. Approval of Minutes

- i. Approve minutes of the March 12, 2020 Regular Meeting

****MS. COOPER MOTIONED TO APPROVE MINUTES OF THE MARCH
12, 2020 REGULAR MEETING**

****MR. IGNERI SECONDED**

**** THE MOTION PASSED UNANIMOUSLY**

2. Finance

- i. Approve Norwalk Redevelopment Agency Revenue and Expenditure Statement and
Balance Sheets for all funds for Year-to-Date March 31, 2020.

Ms. Lupinski provided an overview of all accounts and financial statements for the reporting period.

****MR. SPEIRS MOTIONED TO APPROVE NORWALK REDEVELOPMENT AGENCY REVENUE AND EXPENDITURE STATEMENT AND BALANCE SHEET FOR MARCH 31, 2020**

****MS. COOPER SECONDED**

**** THE MOTION PASSED UNANIMOUSLY**

II. BUSINESS

1. AGENCY WORK PROGRAM STATUS REPORT & COVID-19 RESPONSE.

Mr. Bidolli provided an overview of current work program project status detailing staff assignments and anticipated schedules. He discussed the agency's operation plan in response to the COVID-19 pandemic.

Mr. Serrano asked how projects and the agency work program were being affected by the current public health situation.

Mr. Bidolli responded operational adjustments were being made in accordance with guidance from the State of Connecticut and City of Norwalk, and described new funding allocation provided through the agency's CDBG program for coronavirus response projects.

2. CDBG-CV Update

Mr. Bidolli provided an overview of new funding available through the HUD sponsored CDBG program for coronavirus response projects. He indicated project applications were currently being solicited, and the program has an expedited timeline to deploy resources into the community as soon as possible.

Mr. Westmoreland asked if this was the item brought forth at the last Planning Committee meeting, and Mr. Bidolli affirmed this was the same item for discussion.

III. NEW BUSINESS

No new business was discussed.

IV. OLD BUSINESS

No old business was discussed.

ADJOURNMENT

****MS. COOPER MOTIONED TO ADJOURN THE MAY 12, 2020 REGULAR MEETING**

****MR. WESTMORELAND SECONDED**

**** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 5:51 p.m.

Respectfully submitted,

B. Bidolli
Norwalk Redevelopment Agency

Norwalk Redevelopment Agency
Explanation of Statement of Revenues & Expenditures
Year-To-Date April 30, 2020

- Operating Fund 100 had revenues of \$1,300,429 versus budgeted revenues of \$1,239,807 with an favorable variance of \$60,623.
- Operating Fund 100 had total expenditures of \$1,378,345 versus budgeted total expenditures of \$1,251,438 resulting in an unfavorable variance of \$126,906.
- There is an actual operating deficit of \$77,915 versus a budgeted operating deficit of \$11,632 resulting in an unfavorable variance of \$66,284.

Norwalk Redevelopment Agency Inc.
Statement of Revenues and Expenditures - Board Rev & Exp Comparison-YTD, Budget, Prior YTD
100 - NRA Operating - Fund 100
From 7/1/2019 Through 4/30/2020
(In Whole Numbers)




	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Annual Budget \$ Remaining</u>
REVENUES						
Grant Revenues						
Grants - City Positions	120,253	120,253	(0)	314,790	144,304	24,051
Grants - NRA Project Funds	686,085	686,086	(1)	708,310	823,303	137,218
Grants - CDBG City Neighborhoods	219,140	207,500	11,640	217,652	249,000	29,860
Grants - CDBG Program Admin	163,688	149,556	14,133	153,314	179,467	15,779
Grants - Other	<u>3,280</u>	<u>44,137</u>	<u>(40,856)</u>	<u>10,727</u>	<u>52,964</u>	<u>49,684</u>
Total Grant Revenues	1,192,447	1,207,532	(15,084)	1,404,792	1,449,038	256,591
Other Revenues						
Interest Income from Notes	15,846	1,803	14,044	11,803	2,163	(13,683)
Interest Income - Other	20,872	27,228	(6,356)	28,559	32,673	11,801
Miscellaneous Revenues	50,580	3,245	47,335	6,033	3,894	(46,686)
Rental Income	<u>20,684</u>	<u>0</u>	<u>20,684</u>	<u>0</u>	<u>0</u>	<u>(20,684)</u>
Total Other Revenues	<u>107,982</u>	<u>32,275</u>	<u>75,707</u>	<u>46,396</u>	<u>38,730</u>	<u>(69,252)</u>
Total REVENUES	<u>1,300,429</u>	<u>1,239,807</u>	<u>60,623</u>	<u>1,451,188</u>	<u>1,487,768</u>	<u>187,339</u>
EXPENDITURES						
Personnel						
Salaries	651,985	767,680	115,695	832,716	907,258	255,273
Taxes & Benefits	<u>253,498</u>	<u>260,650</u>	<u>7,152</u>	<u>307,454</u>	<u>312,780</u>	<u>59,282</u>
Total Personnel	905,483	1,028,330	122,847	1,140,170	1,220,038	314,555
Administrative Expenses						
Professional Fees - Legal	304,291	16,072	(288,219)	609,544	19,286	(285,005)
Professional Fees - Other	10,417	13,531	3,114	10,000	16,237	5,820
Consultants/Contracted Svcs	27,431	3,074	(24,357)	800	3,689	(23,742)
Occupancy	89,466	87,739	(1,727)	0	105,287	15,821
Office Expenses	17,822	29,029	11,207	20,496	34,835	17,013
Insurance	4,670	14,464	9,794	8,138	17,357	12,687
I.T. Expense	5,903	16,041	10,138	8,846	19,249	13,346
Training	5,269	14,569	9,300	10,970	17,483	12,214
Agency Marketing	7,460	25,167	17,707	18,070	30,200	22,740
Miscellaneous	<u>132</u>	<u>3,423</u>	<u>3,290</u>	<u>538</u>	<u>4,107</u>	<u>3,975</u>
Total Administrative Expenses	<u>472,862</u>	<u>223,109</u>	<u>(249,753)</u>	<u>687,402</u>	<u>267,730</u>	<u>(205,132)</u>
Total EXPENDITURES	<u>1,378,345</u>	<u>1,251,438</u>	<u>(126,906)</u>	<u>1,827,572</u>	<u>1,487,768</u>	<u>109,423</u>
NET OPERATING SURPLUS/(DEFICIT)	<u>(77,915)</u>	<u>(11,632)</u>	<u>(66,284)</u>	<u>(376,385)</u>	<u>0</u>	<u>77,915</u>

Norwalk Redevelopment Agency Inc.
Statement of Revenues and Expenditures
100 - NRA Operating - Fund 100
From 4/1/2020 Through 4/30/2020
(In Whole Numbers)

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>Prior Year Month</u>
REVENUES				
Grant Revenues				
Grants - City Positions	12,025	12,025	(0)	31,479
Grants - NRA Project Funds	68,608	68,609	(1)	55,831
Grants - CDBG City Neighborhoods	12,592	20,750	(8,158)	19,834
Grants - CDBG Program Admin	7,537	14,956	(7,419)	15,090
Grants - Other	<u>0</u>	<u>4,414</u>	<u>(4,414)</u>	<u>433</u>
Total Grant Revenues	100,761	120,753	(19,992)	122,667
Other Revenues				
Interest Income from Notes	882	180	702	225
Interest Income - Other	589	2,723	(2,134)	3,268
Miscellaneous Revenues	50,060	325	49,736	0
Rental Income	<u>215</u>	<u>0</u>	<u>215</u>	<u>0</u>
Total Other Revenues	51,745	3,228	48,518	3,493
Total REVENUES	152,507	123,981	28,526	126,160
EXPENDITURES				
Personnel				
Salaries	72,176	87,236	15,061	76,361
Taxes & Benefits	<u>27,290</u>	<u>26,065</u>	<u>(1,225)</u>	<u>31,979</u>
Total Personnel	99,465	113,301	13,836	108,339
Administrative Expenses				
Professional Fees - Legal	42,854	1,607	(41,247)	212,245
Professional Fees - Other	1,042	1,353	311	1,000
Consultants/Contracted Svcs	1,637	307	(1,330)	0
Occupancy	8,763	8,774	11	0
Office Expenses	2,051	2,903	852	2,089
Insurance	1,405	1,446	41	8,138
I.T. Expense	136	1,604	1,468	596
Training	0	1,457	1,457	562
Agency Marketing	0	2,517	2,517	11,300
Miscellaneous	<u>0</u>	<u>342</u>	<u>342</u>	<u>30</u>
Total Administrative Expenses	57,888	22,311	(35,577)	235,961
Total EXPENDITURES	157,353	135,612	(21,741)	344,300
NET OPERATING SURPLUS/(DEFICIT)	<u>(4,846)</u>	<u>(11,632)</u>	<u>6,785</u>	<u>(218,140)</u>

**FY 2020 Norwalk Redevelopment Agency Work Program
Schedule and Preliminary Milestones**

Task	Activity	Staff	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
			July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
100	Urban Core Projects													
	▪ West Avenue (DECD)	BB												
	▪ Harbor Loop Trail	BB												
	▪ South Norwalk TOD	BB/CK												
	▪ SONO Wharf	BB/SI												
	▪ Webster Street Lot	BB												
	▪ Norwalk Public Library	BB												
	▪ Wall Street Place	BB												
200	CDBG													
	▪ Annual Action Plan	LG												
	▪ Entitlement Program	LG	----- Ongoing -----											
	▪ CDBG-CV	LG/ BB												
	▪ Residential Rehab Loan	SI	----- Ongoing -----											
300	Choice Neighborhoods													
	▪ Facade Improvements	SI	----- Ongoing -----											
	▪ Public Art	BB												
	▪ Quarterly Reports	BB												
400	Marketing & Communications													
	▪ Website	BB/KO												
	▪ Newsletter	BB/KO												
	▪ Social Media	BB/KO												
	▪ Public Outreach	BB/KO	----- As needed -----											
500	Public Involvement													
	▪ Affordable Housing Task Force	Staff												
	▪ Transportation Technical Committee	Staff												
	▪ Governor's TOD Task Force	Staff												
600	Administration													
	▪ Strategic Plan	BB												
	▪ Annual Audit	EL/ BB												
	▪ Grant Applications	Staff	----- As needed -----											

Schedule / Progress	
Project Completed/ Final Review	
On-Hold / Delay	
Meeting held/attended	