CITY OF NORWALK
REDEVELOPMENT AGENCY
SPECIAL MEETING
DECEMBER 16, 2015
(Via Teleconference)

ATTENDANCE:	Felix R. Serrano, Chairman; Commissioners Lori Torrano, Lisa Cooper, LaTanya Langley and Tom Devine
AGENCY COUNSEL:	Joseph DaSilva, Jr., Esq.
STAFF:	Timothy T. Sheehan, Executive Director; John Slovak, Comptroller

CALL TO ORDER
The Meeting was called to order at 10:05 A.M by Chairman Serrano via teleconference.

ROLL CALL
Chairman Serrano noted that a quorum was present.

PUBLIC PARTICIPATION
Chairman Serrano opened the public participation portion of the meeting. There were no members of the public present who wished to speak.

I. **FINANCE**
   1. NRA Statements of Revenues and Expenditures and Balance Sheets for all Funds for the Quarter Ending September 30, 2015

Mr. Slovak said the purpose of the Special Meeting is to approve the audited financial statements so they can be filed with the State of Connecticut Office of Management and Budget by the December 31, 2015 filing deadline. He reported on the quarterly financial statements as follows:

- Total Revenues are $403,109 versus a budget of $391,584 resulting in an $11,525 revenue surplus due to $25,000 of actual unbudgeted DECD revenues received from the DECD Waypointe Grant for the first half of the year. There is another $25,000 that is going to be received in the second half of the year for a total of $50,000 unbudgeted DECD revenues for 6/30/16.

- Total expenditures are $344,580 versus a $391,584 expenditure budget resulting in a $47,003 favorable expenditure variance.

- There is an actual operating surplus of $58,529 versus a breakeven budget of $0 resulting in a favorable quarterly operating variance of $58,529.

- Operating Fund 100 Balance Sheet has $7,245,099 cash and accounts receivable, $1,304,407 due from other funds, and $254,244 in net loans receivable and other assets. There are $3,776,783 in Deferred Revenues which will be earned when expended, and $4,297,507 in Net Assets.

- The GGP operating fund 115 has expenditures of $43,402 for the first quarter. On the balance sheet there is $74,008 of cash and investments and $74,008 of liabilities and nets assets.

- CDBG Revolving Loan Fund 200 Statement of Revenues and Expenditures has $9,694 interest income from notes receivable and expenditures of $2,350 resulting in a $7,344 operating surplus. The CDBG Revolving Loan Fund Balance Sheet has $619,999 in cash, $197,152 due from other funds, $831,895 net loans receivable, $1,149,298 in liabilities, and $499,749 in net assets.

- CDBG Non-Revolving Loan Fund 300 Statement of Revenues and Expenditures which includes NRA and sub-grantees has revenues of $103,507, program expenditures of $266,857 resulting in an operating deficit of $163,350 which will be reimbursed from a CDBG drawdown. The Balance Sheet for CDBG (NRLF) Fund 300 has $29,360 in cash, $212,890 in receivables, and $242,249 in liabilities and net assets.

- Norwalk Redevelopment Agency Project and Program Fund 500 Statement of Revenues and Expenditures includes various Capital Budget Grants from the City of Norwalk, grants from the State DECD, and other grants. NRA Project and Program Fund 500 have $619,605 in revenue and $1,021,367 in program expenditures resulting in an operating deficit of $401,762 to be reimbursed from city capital budgets. The NRA Project and Program Fund contains $209,632 in total assets, and $209,632 in liabilities and net assets.

2. NRA Operating Statement of Revenues and Expenditures for Year-to-Date October 31, 2015

- Operating Fund 100 had actual Revenues of $530,594 versus budgeted revenues of $522,112 for an $8,482 revenue surplus due to $25,000 of actual unbudgeted DECD revenues received from the DECD Waypointe Grant.

- Actual Operating Expenditures are $475,632 versus a budget of $533,661 resulting in a $58,029 favorable expenditure variance.

- There is an actual operating surplus of $54,962 versus a budgeted operating deficit of $11,549 resulting in a favorable net operating variance of $66,511, of which $25,000 is as a result of unbudgeted DECD revenues and another $25,000 will come in in the second half to be earned from fiscal year ended 6/30/16.

Chairman Serrano asked about the capital budget reimbursement.

Mr. Slovak said they don't spend money unless they are going to be reimbursed by a grant and they have that money, but before they can draw down the grant they have to spend their own funds and provide a listing to City Finance and then they are reimbursed from the approved capital budget, which will happen in the next quarter.

** **MR. DEVINE MOVED TO APPROVE THE NRA STATEMENTS OF REVENUES AND EXPENDITURES AND BALANCE SHEETS FOR ALL FUNDS FOR THE QUARTER ENDING SEPTEMBER 30, 2015 AND THE NRA OPERATING STATEMENT OF REVENUES AND EXPENDITURES FOR YEAR-TO-DATE OCTOBER 31, 2015.**

** **MS. TORRANO SECONDED.**

** **THE MOTION PASSED UNANIMOUSLY.**

3. Approve Certified Audited Financial Statements for FY 6/30/2015 for NRA

Mr. Slovak said they had a $4,000 operating surplus for the year which went back into deferred revenue, so there was a break even result. He noted that, as per the auditor's statement to the Board of Commissioners, there were no audit findings and no difficulties encountered in performing the audit, nor any misstatements that the auditor needed to correct, so he is happy to report that it was a good clean audit report again this year.

Mr. Slovak said that things were not always good like this. When he came to the Agency 11 years ago there was a backlog of a year's worth of work. Filing deadlines for the State of Connecticut OMB for the audited financials were missed and nothing was filed. Nothing was ready to give to the auditor to review, and anything that was done was done wrong and had to be redone. Prior to him coming to the Agency, the auditors would come in and have to correct and redo many of the activities that made up the financial statements, and the Agency would be written up for errors, omissions, mistakes, and misstatements, so he properly staffed the Agency with 1.2 good people, Lina working full-time and Eugenia working part-time ten hours a week, and the results have been good clean audits every year. They all work hard to ensure that the numbers are accurate and the deadlines are met, including the State OMB filing deadline, and they all work together as a team and take pride in what they do to ensure that the Agency has good clean audits every year.

Chairman Serrano said he recalls years past when the challenges were there and John and the staff have definitely righted the ship, which they all appreciate. In speaking with the auditor himself, he confirms that it is now a pleasure getting through the audits because everything is reported and everything is timely.

** **MS. TORRANO MOVED TO APPROVE THE CERTIFIED AUDITED FINANCIAL STATEMENTS FOR FY 6/30/2015 FOR THE NORWALK REDEVELOPMENT AGENCY.**

** **MS. LANGLEY SECONDED.**

** **THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

There being no further Old or New Business, upon motion of Mr. Devine, the Norwalk Redevelopment Agency meeting was adjourned at 10:18 A.M.

Respectfully submitted,

Karen Pacchiana