CITY OF NORWALK
REDEVELOPMENT AGENCY
REGULAR MEETING
FEBRUARY 13, 2018

ATTENDANCE: Felix R. Serrano, Chairman; Commissioners Lisa Cooper and LaTanya Langley (via teleconference).

AGENCY COUNSEL: Marc Grenier, Esq.

STAFF: Timothy T. Sheehan, Executive Director; John Slovak, Comptroller; Susan Sweitzer, Senior Project Manager; Tim Carney, Housing Development Project Manager

CALL TO ORDER
Chairman Serrano called the Regular Meeting to order at 5:34 PM

ROLL CALL
Chairman Serrano noted that a quorum was present.

PUBLIC PARTICIPATION
No one from the public came forward to speak.

I. APPROVAL OF MINUTES
A. January 16, 2018 Special Meeting
Mr. Sheehan noted a correction for the record.

** **MS. LANGLEY MOVED TO APPROVE THE MINUTES OF THE JANUARY 16, 2018 SPECIAL MEETING OF THE NORWALK REDEVELOPMENT AGENCY AS AMENDED**
** **MS. COOPER SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

II. FINANCE
Mr. Slovak reported on the NRA Year-to-Date December 31, 2017 Statement of Revenues and Expenditures and Balance Sheets for All Funds as follows:

- Total Revenues for Operating Fund 100 are $839,725 versus a budget of $877,947 for a $38,223 unfavorable revenue variance. This is due to $14,637 revenue no longer received for the Economic Development Director in City Positions and $18,269 lower CDBG Revenue that should be recovered in future months.
- Total expenditures are $752,945 versus a $877,955 expenditure budget resulting in a $125,011 favorable expenditure variance.
- There is an actual year to date operating surplus of $86,780 versus a budgeted year to date breakeven amount resulting in a favorable operating variance of $86,788.
- Operating Fund 100 Balance Sheet has $7,476,783 of cash, accounts receivable and due from other funds, and $171,375 in net loans receivable and other assets. There are $2,555,537 in Deferred Revenues which will be earned when expended, and $4,325,758 in Net Assets.
- The GGP operating Fund 115 has revenues of $183,668, expenditures of $14,446, with a $169,222 surplus resulting from GGP replenishment of the $250,000 security deposit required by the LDA. The balance sheet shows $769,700 total assets, and $600,478 in

liabilities which includes $550,000 for the circulator, resulting in $169,222 in net assets on 12/31/17.

- CDBG Revolving Loan Fund 200 Statement of Revenues and Expenditures has $17,016 of interest income from notes receivable and expenditures of $3,334 resulting in a $13,683 surplus. The CDBG Revolving Loan Fund Balance Sheet has $481,876 net cash and due from other funds, $516,472 net loans receivable, $492,261 in liabilities, and $506,087 in net assets.
- CDBG Non-Revolving Loan Fund 300 Statement of Revenues and Expenditures has revenues of $217,077, program expenditures of $390,800 resulting in a $173,723 deficit which will be reimbursed by CDBG in the next drawdown. The Balance Sheet for CDBG (NRLF) Fund 300 has $183,749 in cash and due from other funds, $122,075 in net loans receivable, and $305,825 in liabilities and net assets.
- Norwalk Redevelopment Agency Project and Program Fund 500 Statement of Revenues and Expenditures include Capital Budget Grants from the City of Norwalk, grants from State DECD, and other grants. There was $1,433,393 in revenue and $1,580,328 in program expenditures resulting in a deficit of $146,935 which will be reimbursed from the city capital budget billings. The NRA Project and Program Fund balance sheet contains $521,127 in total assets, and $521,127 in liabilities and net assets.

** **MS. COOPER MOVED TO APPROVE THE FINANCE REPORT AS PRESENTED.**
** **MS. LANGLEY SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

III. <u>50 WASHINGTON STREET PLAZA</u>

A. Approve final design and engineering plan and authorize project to advance to bid.

Mr. Sheehan said as they prepare to go out to bid on the Washington Street Plaza park, they wanted to have a final review to make sure the Commissioners are comfortable with the plan and the budget associated with it. They were allocated $300,000 in the capital budget this past year and have a $500,000 request pending for this year.

Derrick Shuhart of Eric Rains Landscape Architecture explained that they are proposing to remove the existing dilapidated pavement, overgrown landscaping and the decommissioned fountain from in front of 50 Washington Street and recapture the majority of it as open lawn. The center of the lawn would be split with steps and a ramp that come down to a large paved plaza. They will do a new base for the sculpture and there will be lighting to highlight the sculpture at night, and then the central walkway will be flanked on both sides by level lawn areas with new street trees and new lighting. The center walkway will be cast in place concrete with a mica additive, which is a natural stone that will have a reflective sparkling effect both in sunlight and the lighting at night. At the intersection of the eastern end of North Main and Washington will be a second paved plaza for the central fountain with different pavement around it and benches surrounded by new shade trees. The water will trickle over the sides of the basin and sheet flow down the face of the wall and give the benefit of sound and motion. The electrical systems will get upgraded so they will be able to do events and tie into them. They will merge their design with the rehabilitation of the curb lines at Washington Street, which is a DOT project. DOT is responsible for the crosswalk and they had a slightly different layout of street trees, so they moved the street trees and the lights from the curb line into the park. The sidewalk on the western end will stay the same width that DOT has currently designed it to, but the sidewalk on the eastern side is slightly wider in order for the two edges of lawn to meet parallel. They have coordinated with Mike Yeosock and DPW to merge the two plans.

Mr. Sheehan said the anticipation is to have all of the Agency's work and the state work done by the fall so that all the work is done in one season. If the park project is substantially ahead of the DOT project, there will just be a little more lawn on the side and when DOT comes in and does their work they will remove that portion of the lawn and extend the sidewalk into the park. This project has been with DOT for over five years, and it's time to get DPW moving with the DOT project. Part of the delay has been DPW finalizing the design with DOT. The funding for the project is federal funding that is coming through the state and has already been committed.

The design of the park will accommodate outdoor dining. They are dealing with the State Park Service and the National Park Service, and are trying to advance Klondike Park as a swap for that space. It's not that they can't do outdoor dining there, it's that they want exclusivity of the space, which is the issue of needing to do the swap.

** **MS. COOPER MOVED FOR APPROVAL OF FINAL DESIGN & ENGINEERING FOR THE WASHINGTON STREET PLAZA IMPROVEMENTS AS SUBMITTED FEBRUARY 13, 2018 AND AUTHORIZE REDEVELOPMENT AGENCY STAFF TO ADVERTISE THE PROJECT FOR BID.**
** **MS. LANGLEY SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

III. LOANS & GRANTS

B. Loan Portfolio

1. Approve Modification of Loan #2715.

Mr. Carney said in December of 2006 the Agency made an emergency rehabilitation loan of $10,000. In June of 2007 the note was modified to $10,350 to accommodate a new hot water heater because the basement flooded again. Both principal and interest payments were being paid regularly until one of the borrowers lost their job. In 2007 payments stalled, and in 2010 payments were intermittent and then stopped again. In January of 2018 the borrower asked if the payments could be structured to better align with the current family income. The original note was unsecured. Recently Agency counsel reminded staff that the statute of limitation was about to expire on securing this loan. Staff is recommending modifying the loan and securing it with a mortgage. The loan principal is $9,639.21 and the modified payments will be $104.52 a month, which the owner has agreed to. Once they modify the loan the late fees will stop.

** **MS. COOPER MOVED TO AUTHORIZE STAFF TO MODIFY LOAN 2715 AS DESCRIBED ABOVE.**
** **MS. LANGLEY SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

A. Review of the Arts and Culture Grant Program

Ms. Sweitzer said in their package is a memorandum that outlines the grant guidelines which were approved by the Agency in May of 2014 and also a list of the items that have come up for discussion, which really arose out of the practice of the applications and the awards that were made rather than whether the four eligible criteria outlined in the memorandum represent the program mission. There were issues regarding the description of cultural groups, the number of times in total or consecutive times an applicant could apply, the maximum set on the grant amount in addition to the 20% of total project expenses, and whether the Agency should require an assessment of project outcomes and how they aligned with the grant so that the Agency is better able to evaluate the impacts of the grants. They also need to establish this as a budget item in the Agency's annual budget.

Chairman Serrano said the original intent was to standardize the process to make it more objective by laying out the parameters for the program, and to make sure that they impacted as many groups and people as they could by letting them know that there is a program out there. In practice, however, only those few that knew about the program would come in, and some came in every year.

Mr. Sheehan said he thinks it is important to look at the four categories they laid out and decide whether they still want to support them or look at something different. It is pretty clear what activities would be included in the categories, but some of the programming they have funded does not fall under them, and it is not because they weren't worthy programs, but that they should have more permanence associated with them rather than one off events.

Ms. Sweitzer said she also questions whether, in some of the categories, they are offering enough money to really impact an activity. Chairman Serrano said he would probably say no, but then he goes back to the original question of should they limit the amount they award since they have a limited amount of resources and want to be as impactful to as many cultural groups as they can.

Mr. Sheehan said he could see if you had a great building that needed exterior lighting to enhance its beauty from an architectural perspective at night and that cost $100,000 and was a 20% match, so it would be a $20,000 expenditure. Or if a church has a basement and they want to have a portion of that basement be an artist studio and they want to repurpose that and they come to the Agency. Another example would be conversion of second floor office space in existing buildings for housing for artists, or if you wanted to do community art space in that building, that certainly would be eligible. One of the issues that was driving this in 2013 was the permanence of what they were investing in, and the question the Commission needs to consider is whether to change that criteria and bring it down to be more reflective of what they are seeing as ongoing requests, or do they say some percentage of their budget of $113,000 can be utilized for one day events but the majority has got to have more permanent significance.

Chairman Serrano said so 20% of their overall budget would be allocated for the one day events, but the other 80% has got to be allocated to something that is more lasting.

Attorney Grenier said the criteria would still be the same, but there should be a cap that the 20% the Agency is matching is not to exceed X dollars per application, and they will have to come up with a number. Ms. Sweitzer said which is a problem because some events that are taking place have expenses upwards of $200,000, and 20% of that could wipe out your one day event category. Mr. Sheehan said they should have a not to exceed number in the application, but the Commission should have some discretion, because if you had some extraordinary opportunity they should have the ability to say that's worth the investment.

Attorney Grenier said you give a general program guideline of 20%, however the applicant can request to go over that based upon exceptional circumstances and the Commissioners could vote to exceed the cap.

Chairman Serrano said he is trying to standardize the process to remove a little of the subjective nature and make it more objective by laying out the criteria. They have to learn from experience and try to do better.

Attorney Grenier asked if historically the budget had always been used fully over the past couple of years. Ms. Sweitzer said nowhere near. Mr. Sheehan said in 2013 it was never intended that the Commission would go through $150,000 in any given year. That was supposed to carry them for a long period in time, and it was to build up a history of the types of events they are supporting and that they are worthy of doing another allocation of funding.

Ms. Sweitzer said, with a couple of exceptions, most of the allocations have gone to events that are coming back every year. Mr. Grenier said it sounds like they are accounting for it in their budget, so they need to decide how often they give the same grant to the same group.

Chairman Serrano said it seems that only a select few keep coming back, so how well is this program known to the community. Maybe they need to do a better job of making the community aware that the program is there. Mr. Sheehan said they could do a better marketing effort on it, but before they do that they definitely need to make those determinations of what the program is. Ms. Sweitzer said the program is on their website, and the application is on their website.

Chairman Serrano said they want to carve out an allocation for those one day events that are worthy, but make sure they keep the requirements and the standards that they want a lasting impact for these things. He asked if the request was for $113,000 as a line item every year. Mr. Sheehan said based on what they have seen for activity for the past couple of years, it is a three year allocation, which gives you roughly $37,000 to work with each year, and 20% would be about $8,000 to the one day events, so at $2,000 each event, there would be four one day events. They can go back and work on this, and then bring something back to the Commission for next month.

Chairman Serrano said he would like the other Commissioners to be there as well, but there is enough in the package and the concerns that were highlighted to think about and to fine tune it a bit, but they have a good start.

IV. NEW BUSINESS
None.

V. OLD BUSINESS
None.

ADJOURNMENT

There being no further New or Old Business, upon motion of Ms. Cooper and second of Ms. Langley, the Norwalk Redevelopment Agency meeting was adjourned at 6:40 P.M.

Respectfully submitted,
Karen Pacchiana

NORTH WALKE HOUSING CORPORATION
REGULAR MEETING
FEBRUARY 13, 2018

ATTENDANCE:	Felix R. Serrano, Chairman; Commissioners Lisa Cooper and LaTanya Langley (via teleconference).
AGENCY COUNSEL:	Marc Grenier, Esq.
STAFF:	Timothy T. Sheehan, Executive Director; John Slovak, Comptroller; Susan Sweitzer, Senior Project Manager; Tim Carney, Housing Development Project Manager

CALL TO ORDER
Chairman Serrano called the Regular Meeting to order at 6:41 PM

ROLL CALL
Chairman Serrano noted that a quorum was present.

PUBLIC PARTICIPATION
No one from the public came forward to speak.

BUSINESS
I. ADMINISTRATION
A. **APPROVAL OF MINUTES**
1. Approve Minutes of January 16, 2018 Special Meeting.

** **MS. COOPER MOVED TO APPROVE THE MINUTES OF THE JANUARY 16, 2018 SPECIAL MEETING OF THE NORTH WALKE HOUSING CORPORATION.**
** **MS. LANGLEY SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

B. **FINANCE**
1. Explanation of Statements of Revenues & Expenditures and Balance Sheets For All North Walke Housing Corporation Funds For First Half Year-To-Date December 31, 2017

Mr. Slovak reported on the North Walke Year-to-Date December 31, 2017 Statements of Revenues and Expenditures and Balance Sheets for All Funds as follows:

- North Walke Housing Corporation Operating Fund 400 Statement of Revenues and Expenditures had $9,083 in revenues, $7,660 in expenditures, and an operating surplus of $1,424. The Balance Sheet for North Walke Housing Corporation

Operating Fund 400 has $740,539 in total assets, and $740,539 in liabilities and net assets.

- The North Walke Housing Corporation Fund 450 Statement of Revenues and Expenditures has a $1,812 net operating surplus from interest on notes. The North Walke RLF Balance Sheet has total assets of $155,381 and liabilities and net assets of $155,381.

MS. COOPER MOVED TO APPROVE THE FINANCE REPORT AS PRESENTED.

** **MS. LANGLEYO SECONDED.**

** **THE MOTION PASSED UNANIMOUSLY.**

II. NEW BUSINESS

None.

III. OLD BUSINESS

None.

ADJOURNMENT

There being no further Old or New Business, upon motion of Ms. Cooper and second of Ms. Langley, the North Walke Housing Corporation meeting was adjourned at 6:45 PM.

Respectfully submitted,

Karen Pacchiana