

Assessors' Quarterly Report to the City Council  
Beginning July 1, 2018 – September 30, 2018  
**"TO DISCOVER LIST & VALUE ALL TAXABLE AND TAX EXEMPT PROPERTY IN THE CITY"**

**First Quarter**

- Revaluation – Mandated by State Statutes – Inspections are still being conducted. Daily meetings with Project Supervisor and weekly meetings with Project Coordinator and Sales analysis team. Final reviews have begun. Assessment Analyst, Bill Lee inspected and re-drew ALL condominiums for the upcoming revaluation. He also did an analysis of the market in order to determine potential values for the condominiums for the revaluation. Researching and fixing mapping problems as brought to our attention by the reval team.
- Income and Expense reports – those forms that were returned in June were processed. Processing forms that came in from the subsequent mailing done in June.
- Real Estate – New owner transfers done daily, updating the revaluation 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.
- Personal Property declarations: - Finalizing personal property listings and preparing and mailing annual declarations.
- 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.
- Daily – Answer phone inquiries, serve the public at the counter and do daily motor vehicle corrections and pro-rates. Accepting and processing Veterans DD214.
- State of Connecticut Reports Filed – Additional Veterans, Annual report to the State Forester, reductions to homeowners reimbursement, Totally disabled report, report to the Department of Veterans Affairs
- Court Appeals review, pre-trials and negotiations for settlement

Donna L. Ralston, CCMA, II  
Assessor

# Department of the City Clerk

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 cashing system, but are definite integral parts of this Departments work flow. (These figures are based on the last three months (7/1/2018 to 9/30/2018)).

Land Record Subscriptions – 14 - \$3300

Phone Vital requests – 180 @ \$27. = \$8694.00

Legal Notices Published - 13

Claims, Summons and Fire Loss Claims – 15

Trade Names – 20 @ \$15. = \$600.00

Liquor Permits – 18 @ \$20. = \$360

Genealogy Requests – 25 (average 1.5 hour each)

FOI Requests (Freedom of Information) - 11

Justice of the Peace Appointments - 86

Cremation & Burial Permits - 417 @ \$5. = \$2085

Absentee Ballots – 267

Registered/Received (births & deaths) -391

Paternity/Adoption Records – 80 (average 1 hour each)

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

Description	Date Range	Date Range	Fiscal Year	Fiscal Year
	7/1/17-9/30/17	7/1/18 - 9/30/18	7/1/16-09/30/17	7/1/17 - 9/30/18
Recorded Land Records	1,697	1,523	8,294	8,040
Dog Licenses	246	1760	1844	1760
Fish & Game Licenses	119	136	1186	1449
Notarized Documents	186	168	936	830
Local Conveyance Tax	180	189	757	826
Vitals- Birth/Marr/Deaths	1,321	1,322	6,207	6,410
*Customer Counts	*3740	*3596	*18665	*17755
Agendas & Minutes Posted	301	292	1012	925
Total Local Conveyance Tax	184,161.74	133,723.55	753,547.15	715,446.89
Total State Conveyance Tax	291,513.60	205,631.57	1,302,382.32	1,086,886.66
Town Doc Preservation	2,440.00	3,228.00	11,896.00	14,885.00
State Doc Preservation	46,360.00	47,344.00	226,024.00	235,482.00
Town General Fund Fees	5,548.00	5,731.00	26,904.00	27,379.00
State Treasurer Fees	23,805.00	18,222.00	87,788.00	89,091.00
Town Fish & Game Licenses	1,463.00	41.00	460.00	569.00
State Fish & Game Licenses	1,463.00	879.00	13,803.00	13,932.00
Town Marriage Surcharge	1,023.00	1,376.00	4,554.00	4,544.00
State Marriage Surcharge	1,767.00	2,924.00	7,866.00	8,396.00
State Totals	364,908.60	275,000.57	1,637,863.32	1,433,787.66
Town Totals	194,635.74	144,099.55	797,361.15	762,823.89
Combined State & Town Totals	559,544.34	419,100.12	2,435,224.47	2,196,611.55
<b>Grand Total of Funds Collected</b>	<b>646,988.84</b>	<b>516,737.07</b>	<b>2,912,457.58</b>	<b>2,657,320.51</b>

\*Actual Paying Customers (not counting customers with questions or phone calls)

City of Norwich

Finance Department

Quarterly Report on Goals

Fiscal Year 2018-19

Department Goals	DG1	DG2	DG3	DG4
<p>Increase efficiencies and impact by working collaboratively with other departments, agencies, boards, and commissions as well as outside agencies.</p>	<p>Maintain strong community relations through candid communication, professional service, and the implementation of technology.</p>	<p>Provide timely, accurate, and transparent budgets, reports and analysis to stakeholders.</p>	<p>Train personnel to the highest standards while holding them accountable to those standards.</p>	<p>Develop personal development plans for each staff and ensure proper level of professional certifications are achieved through education and training.</p>
<p>Increase property tax collection rate on current tax levy to 98.5% by FY2021-22</p>	<p>Implement strategies to reduce costs and increase efficiencies through technology and process review.</p>	<p>Providing explanations of finance-related activities</p>	<p>Issue the fiscal year 2017-18 audited financial statements by 11/7/18.</p>	<p>Identify training needs and one or more training opportunities for each employee.</p>
<p>Reduce volume of routine tax payments made in-person or by mail, so tax staff can focus on delinquent tax collections.</p>	<p>Reduce # checks by increasing ACH vendor payments and pcard transactions</p>	<p>Integrate NPS accounting into City's accounting system by June 2020</p>	<p>Changes in vendors and their third party reporting programs</p>	<p>Staff and course availability, timing of courses, and funding.</p>
<p>Percentage of in-person/mail tax receipts/total tax receipts</p>	<p>Resistance to change</p>	<p>Staffing levels</p>	<p>Integration notes</p>	<p>Number of employees with training plans (out of 12)</p>
<p>Cumulative general fund current levy tax collection percentage</p>	<p>Resistance to change</p>	<p>Cumulative number of A/P Checks Issued</p>	<p>Integration notes</p>	<p>Number of employees with training plans (out of 12)</p>
<p>Increase current levy collection rate to 97.4% for FY2019</p>	<p>Percentage of retirees receiving pay stubs electronically.</p>	<p>Fewer than 1,800 A/P checks during FY2019</p>	<p>Complete integration by June 2020</p>	<p>Issue financials by 11/7/18</p>
<p>Ongoing</p>	<p>70% by 6/30/2019</p>	<p>68.08%</p>	<p>Ongoing</p>	<p>Issue financials by 11/7/18</p>
<p>47.31%</p>	<p>54.22%</p>	<p>440</p>	<p>Bond ordinance 1771 adopted 7/19/18.</p>	<p>All audit fieldwork and most financial statement supporting information completed by 9/28/18.</p>
<p>We saw an increase in usage of online payments, lockbox payments, and PeoplesUnited branch payments</p>	<p>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.</p>	<p>On track to meet Target</p>	<p>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.</p>	<p>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.</p>
<p>Q1 Measure</p>	<p>47.31%</p>	<p>440</p>	<p>Complete integration by June 2020</p>	<p>Issue financials by 11/7/18</p>
<p>Q1 Notes</p>	<p>47.31%</p>	<p>440</p>	<p>Complete integration by June 2020</p>	<p>Issue financials by 11/7/18</p>

Norwich Fire Department Quarterly Report

July 1, 2018 through September 30, 2018

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

The Fire Marshal Office investigated 23 fires in this quarter.

Daily Training for this reporting period produced 114 classes, or 5,736 man hours of training.\*

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

The city continues to experience a variety of types and severity of calls for emergency services. Total incidents for this quarter: 593\*

Apparatus update:

Squad A (2001 rescue pumper) continues to have mechanical issues on a regular basis. Currently the on board generator is removed for repair due to a malfunction that caused a fire. 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.

Battalion Chief Vehicle has been ordered and should be in service by January 2019.

The new marine unit is near its final stages of production with a delivery date of December 2018.

Submitted by:

Acting Chief Keith Wucik

\*A complete breakdown is available upon request

## Human Resources Department

July 1, 2018 – September 30, 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
<b>Recruitment and Testing</b>		<b>Drug Testing</b>	
Requisitions processed	17	CDL monthly random	11
Position announcements	15	Pre-employment	11
Applications processed	153	Other	6
Applicants tested	43	<b>Workers Compensation/Safety</b>	
Exams administered	6	Claims reviews	1
Realistic job previews/Interviews	6	Claims processed/FRI	50
Lists extended	2	OSHA Closing Conference	1
Advertisements	5	<b>Committees</b>	
<b>Employees</b>		Personnel & Pension Board	2
New hire background checks	7	Volunteer Firefighters Relief Fund	1
Orientations	6	Safety Committee	1
Evaluations	15	Diversity in Employment	2
Step increases	27	Persons with Disabilities	3
FMLA	13	<b>Mandatory Reporting</b>	
Unemployment processing and hearings	8	State - Department of Labor Census	3
Seasonal hires	69	State - Department of Labor Workplace	1
<b>Benefits Administration</b>		<b>Labor Relations</b>	
Insurance changes processed	36	Contract/pension negotiations	4/1
COBRA elections processed	32	Grievances/mediations/arbitrations/Othr	21
Employee Medicare notices	244	MOAs	4
<b>Pension Administration</b>		<b>Actuary (for City/NPU/BOE)</b>	
Pension processing	42	Pension bi-annual report (active & retired)	281
<b>Training</b>		<b>Other</b>	
Coordinated various trainings	19	RFP, Pension Codification, CHRO, P&P Board	

- 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.









## Planning & Neighborhood Services

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Quarterly Report: 07-01-18 through 09-30-18

During the period from July 1, 2018 through September 30, 2018, the Staff of the Planning and Neighborhood Services Department:

- Administered, managed and held meetings regarding the following grant funded projects: DECD Uncas Leap Project Development; DECD Ponemah Mill South Brownfield Assessment; EPA City-Wide Brownfields Assessment
- Assisted the City's EPA consultant 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; Greeneville 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.
- Continued to comprehensively review current zoning regulations for future text amendments
- Prepared environmental reviews for Community Development Dept.
- Initiated trial summer hours from Memorial day to Labor Day (opened at 7:30 a.m. to customers)
- Monitored projects and inspected sites/buildings including Ponemah Mill and Reid and Hughes' stabilization
- Met with FEMA and SECCOG regarding potential participation in the Community Rating System (CRS) and participated in a FEMA Community Assistance Visit (CAV)
- Attended mandatory and knowledge based trainings including citations, blight enforcement, archeology, and building code seminars
- Met with SECCOG regarding potential Village District Design Consultant services
- Worked with Human Services Dept. to employ a summer intern to complete multiple database projects
- Submitted application to DEEP for Municipal Liability Relief Program
- Advertised, interviewed and hired a part-time temporary building inspector for the Ponemah Mill Project to be paid for with funds from the developer
- Worked with Human Resources on potential new job descriptions for administrative staff and the Assistant Planner position
- Prepared and submitted applications for tourism signage on Interstate 395 for numerous attractions, including Uncas Leap
- Discussed required changes to the GIS system with MapGeo to reflect the historic districts, Norwichtown village district, opportunity zones, etc.
- Met with FEMA and DEEP regarding Special Flood Hazard Area concerns and specifically historic exemptions
- Continued to meet with Public Works and Police Department regarding a complete streets policy, parking issues and road design. Attended a seminar relative to Analyzing and Solving Traffic Problems.
- Participated in a heritage tourism discussion with Norwich Historical Society (NHS) consultant.
- Discussed potential for a National Historic District for the Chestnut/Franklin Street area with NHS and State Historic Preservation Office
- Prepared RFQ, solicited responses and interviewed for a Brownfields Consultant team for Ponemah South Mill – Assessment/Market Study/Concept Plan project. Selected Weston & Sampson team.
- Assisted boards and commissions with processing and reviews of the following 10 Applications:
  - Inland Wetlands and Watercourses Conservation Commission – 4 Applications
  - Commission on the City Plan – 3 Applications

- Zoning Board of Appeals – 3 Applications
- Received 163 Complaints relative to the following:
  - Blight – 80
  - Property Maintenance - 60
  - Works without Permit(s) – 9
  - Wetlands - 0
  - Zoning – 14
- Investigated and/or issued 314 Violations and Closed 97:
  - Blight – 154
  - Property Maintenance - 153
  - Work without Permits(s) – 2
  - Wetlands - 0
  - Zoning – 5
- Issued 406 Building Permits
- Issued 70 Zoning Permits
  - Including 3 New Business/Conversion Permits
  - Including 16 Letters of Zoning Compliance



**CITY OF NORWICH**  
CONNECTICUT  
**POLICE DEPARTMENT**



PATRICK J. DALEY  
Chief of Police



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**NORWICH POLICE QUARTERLY REPORT JULY 1<sup>ST</sup> 2018 THRU**  
**SEPTEMBER 30TH 2018**



Norwich Police Color Guard New Hampshire Motor Speedway

## **PATROL DIVISION**

In the 91 day period beginning on **July 1st 2018 through September 30th 2018**, the **Norwich Police Department Patrol Division** handled **approximately 13,000 calls for service**. Included in these service calls:

- **536 Arrests Made**
- **1170 Offense Reports Taken**
- **418 Traffic Accidents Investigated**
- **822 Motor Vehicle Stops Initiated**
- **622 Alarm Responses (Burglary and/or Panic)**
- **19 Narcotics Related OD's Investigated of which 2 were fatal and 17 were non-fatal.**
- **26 Juvenile Arrests made, 9 of which were diverted to the Juvenile Review Board (JRB).**

Norwich officers are “routinely” averting tragedies by using their patience, compassion and communication skills. An example of this is a recent call for service at the St. Vincent DePaul's soup kitchen where a despondent adult male attempted to force on scene officers to “commit suicide by cop”. The officers attempted dialogue to defuse the incident when the male, armed with a box cutter, unexpectedly and aggressively **advanced at the officers**.

The man's girlfriend stepped in between the male and police who then became the target of the man's violence. Officer's deployed a Taser to the man's back and a crisis was averted. Scenario's like this have become common place for Norwich officers and mainstream in society and Norwich's training, experience, supervision and leadership has allowed us to come out on top **each and every time**.

## INVESTIGATIONS

- During the Months of **July through September 2018**, The Norwich Police Narcotic unit continued working in partnership with the Federal Bureau of Investigation and the Hartford Police Department and other local, state and federal law enforcement agencies specifically targeting Heroin and Fentanyl distribution in our area. The investigations are ongoing and have led to numerous arrests of those involved in trafficking narcotics.
- Detectives have also been extremely busy investigating a rash of what appear to be drug related shootings that have plagued the city. Fortunately there have been no injuries as a result and only property damage. Detectives have narrowed in on suspects and arrests are imminent.
- An inappropriate relationship between an NFA assistant track coach and student athlete was revealed leading to an ongoing criminal investigation. The arrest of the track coach was made and further investigation is continuing into the **possible** criminal negligence on behalf of NFA and some of their administrators.

## COMMUNITY POLICING

Since the beginning of July, Norwich's Community Policing Unit has been extremely busy and have either coordinated or been a part of the following:

- Working with the City's own **Norwich Youth and Family Services** the Community Policing Unit coordinated and supervised an under aged sale compliance checks of the area local liquor stores with multiple citations issued.
- Worked and coordinated numerous Norwich Community events including, **Rock the Docks, Peruvian Festival, EGP Parade/Carnival, Farmers Market, Greenville Day, Healthy Living Day, Norwich Youth and Family Picnic, Fresh Check Day (Three Rivers Community College)**, etc...
- Coordinated the hugely successful **National Night Out**
- Conducted 6 **CRASE** classes (**Civilian Response to Active Shooter Events**) for various public and private entities including NFA, Backus Hospital and American Ambulance.

The City's CP unit continues to forge and reinforce new and existing relationships with business owners and residents to help promote positive relations within our City.

### **City of Norwich Harbor Patrol**

- Conducted 10 "routine" Harbor Patrols
- Provided mutual aid for **New London's "Sailfest" Groton Long Point fireworks, Norwich fireworks, Law Enforcement Family Day** and **National Night Out**. Harbor Patrol also assisted the **US Navy and US Coast Guard with 24 hour Patrols protecting USS Lassen, a U. S. Navy Destroyer docked at the Groton Subbase**. Norwich Police Harbor Patrol was also requested to provide security for the **Yale Harvard Regatta** and **Mohegan Tribal Canoe/Kayak** on the Thames River.

- Additionally Norwich Police Harbor Patrol responded to 8 waterway emergency calls regarding sinking vessels, boats hung up on rocks in the treacherous Thames River or powerless and drifting vessels.

## **NORWICH POLICE TRAINING**

Since the beginning of July the Norwich Police Training Unit has been extremely busy keeping up with and maintaining officer's necessary certifications:

- **Rifle Qualification** (Trained 3 new rifle operators and requalified approximately 50).
- **Pistol Qualification** (requalified the majority of the department on pistol with a makeup day occurring this month).
- Completed **9 CMCI (Critical Mass Casualty Incident) classes** with regional Fire departments and American Ambulance Orientations,
- Conducted 3 CMCI Drills, **Backus Hospital, Crystal Mall and New Haven's Tweed Airport.**
- Recertification Training.
- Officer Antoine Charest has completed his FTO process and assigned to midnights.
- Dispatchers Dwayne Anderson and Sean Labbe have completed their FTO and assigned to their shifts.



## **PERSONNEL**

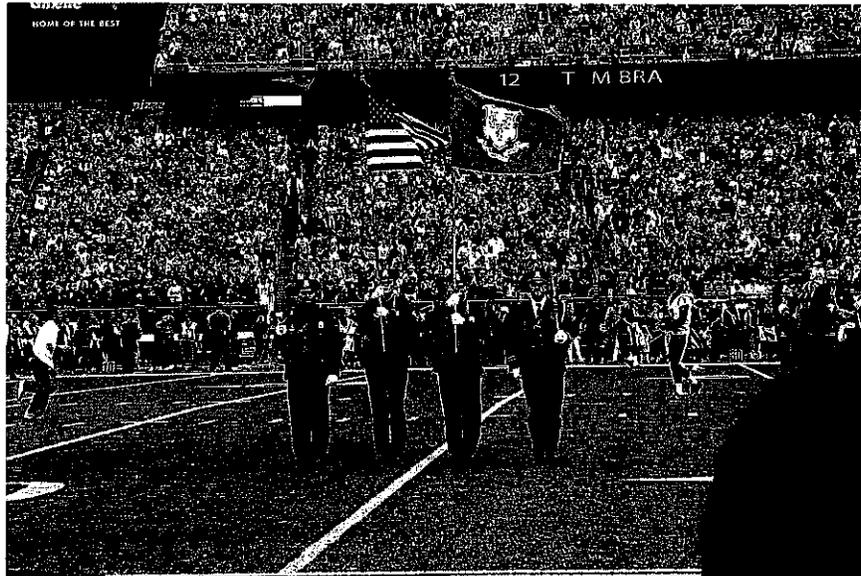
Deputy Chief Christopher Ferace retired after 24 years of service with the Norwich Police Department to become the Chief of Police for the Putnam Police Department. D/C Ferace has helped lead this department on many fronts but probably first and foremost in training both new and veteran officers in everything from Rife training to TASER's. He was an asset to this department and the City of Norwich and will be greatly missed.

In August, 43 year employee of the Norwich Police Department Kevin McKeon retired from his E911 Dispatch position. On September 13, 2018 Deputy Chief Christopher Ferace was sworn in as the 6<sup>th</sup> Chief of Police in the history of the Putnam CT Police Department. Chief Daley and staff wish them both happy and healthy retirements.

Two dispatchers have been hired to fill the vacancies created by the retirements. Former Willimantic and Norwich Police Officer Sean Labbe was hired as well as Dwayne Anderson who comes to us as a dispatcher from Putnam. Both are in training and are doing well.

Also, a successful physical agility was conducted in conjunction with Norwich Human Resources for potential new hires at the Ledyard High School track. Some good candidates have moved along in the process and background investigations are being conducted.

## **COLOR GUARD**



Norwich Police Color Guard Gillette Stadium

The Norwich Police Departments Color Guard were invited to present the colors at both the New England Patriots home game on September 10<sup>th</sup> and at a NASCAR event at the New Hampshire Motor Speedway on September 22<sup>nd</sup>. The men and women of the color guard looked impressive and were well received.

## **BUDGETARY MATTERS**

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:

- Several officers out on Workers Compensation for work related injuries
- Complex investigation (i.e. NFA and Shooting cases) that require Detective Overtime
- Unfunded retirement pay outs for retirees
- Unexpected delay in the LED conversion project

## Public Works

### Mission

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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 July 1, 2018 to September 30, 2018

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1. Managed \$20 million in projects and paved, 1.4 miles of City roads, including a portion of Canterbury Turnpike, Norman Rd., and Gregory Road.
2. Installed 500 linear feet of storm drainage pipe and repaired approximately 50 catch basins.
3. Developed a plan to incorporate disc golf in Mohegan Park.
4. Responded to about 15 downed trees on an emergency basis and removed approximately 30 hazardous trees throughout the City.
5. Participated in the EOC and response efforts of the flooding event of September 26.
6. Continued maintenance of the roses and beds at the Veterans Memorial Rose Garden.
7. Set up and dismantled bandstands for numerous events such as the Rose Arts Festival, Rock the Docks, Taste of Italy Festival, and many others.
8. Performed seasonal maintenance such as roadside cutting, mowing parks and cemeteries and painting crosswalks.
9. Maintained 112 flower pots throughout the City.
10. Performed Preventative Maintenance servicing of 115 vehicles and the general maintenance of 130 vehicles.

### 2018 Construction Season Projects underway

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1. Pleasant Street Bridge 90 % complete
2. Vehicle Wash Facility 80% complete
3. Ellis Ruley Park Project 100% complete
4. Completed all City Wide ADA Compliance Upgrades planned for this construction season
5. Continued to sign people up for the City Sidewalk Program in preparation for issuing Bid documents
6. Paving Program 70% complete for the season
7. Buckingham building roof replacement underway.
8. Completed Yantic Lane Culvert repair project.

### LEAD HAZARD CONTROL PROGRAM

	Quarterly Progress	Quarterly Funds Expended	Cumulative
Completed/Cleared	8	-	42
Funds Expended *Inc Healthy Homes	-	\$104,143.00*	\$698,235.00
Number of Units in Progress or Under Contract	32	-	65

**Comments:**

- The City has the entire program covered under Tier 1 Environmental Review for the programs overall CDBG Program. Each individual project is reviewed under Appendix 1.
- Meetings with Fiscal will be held monthly with all staff to monitor expenditures and drawdown of funds from the LOCCS system.
- The Office participated in numerous outreach events this quarter.
- Training was ongoing for contractors. Additional trainings will be provided.

### COMMUNITY DEVELOPMENT BLOCK GRANT

	Quarterly Progress	Quarterly Funds Expended	Cumulative (Actual)
Units Completed/Cleared	8	-	42
Funds Expended		\$123,732.00	\$686,284.00
Number of Units in Progress or Under Contract	18	-	60
<b>TIMELINESS</b>	<b>TOTAL TO MEET TEST</b>	<b>Quarterly Funds Expended</b>	<b>Need to Expend</b>
Funds to expend by July 3, 2019	<b>ALLOCATION</b> \$836,000	<b>MUST EXPEND</b> \$572,930	

### REVOLVING LOAN EXPENDITURES

Property Rehab drawn down as revolving loan	\$ 89,616.00
Anticipated in next draw down	\$ 79,745.00
<b>Total Property Rehab dollars spent in QTR 3</b>	<b>\$ 169,361.00</b>

**Comments:**

- Annual Plan submitted for HUD for approval
- Rehab Review Committee Meetings held – policies and procedures updated.
- Kathy attended a training on subsidy layering.
- Neighborhood Stabilization Program – still awaiting OIG approval for review of costs. Working with CLA to issue statement to HUD.
- Environmental Review was begun and will be completed next quarter
- On-going meetings with the Finance Department. These meetings are to assist both departments in determining funds that remain to be recaptured/reprogrammed.