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BOARD OF FINANCE
STAMFORD GOVERNMENT CENTER
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152

ACTION REPORT

Thursday, January 11, 2018 - 7:00 PM

Board of Finance Meeting Room, 4th Floor

Call to Order: Chairman Richard Freedman (Video 00:00:00)

Pledge of Allegiance: Chairman Freedman

Approval of Minutes:

1. December 14, 2017 Audit Committee Meeting (6 p.m.)
2. December 14, 2017 Organization Meeting (6:30 p.m.)
3. December 14, 2017 Regular Monthly Meeting (7 p.m.)

Mr. Gabriele abstained from voting due to the fact he was not in attendance at the meetings.

(Video: 00:00:00)

Approved
5-0-1

Motion by:
M. L. Rinaldi
Second by:
D. Kooris
Abstained:
S. Gabriele

Public Participation: There was none.

Reports to the Board:

Board of Finance and Administration Transfer Report - FY 2017/18 YTD
Contingency Update – FY 2017/18 As of January 11, 2018

OFFICE OF THE MAYOR

Possible Discussion – Pending Contract Negotiations

<i>Item 1</i>	The Mayor addressed the Board of Finance in executive session on labor contracts. (See below)		
	Action Requested:	Possible Discussion	
	Amount:		
	Fund/Budget:		
	Submitted by:	Mayor David Martin	

(Video 00:00:00) Mayor Martin requested that the Board enter Executive Session for the purpose of providing an update on the status of contracts. Mr. Freedman then asked for a motion, which was made by Mr. Kooris and seconded by Mr. Williams. The motion passed unanimously and the meeting went into Executive Session at 7:05 p.m. Those present in Executive Session were: Mayor Martin, members of the Board of Finance Freedman, Rinaldi, Gabriele, Kooris, Ryan and Williams; Kathryn Emmett, Director of Legal Affairs; and Clemon Williams, Director of Human Resources. (Video: Part 1 – 00:00:00)

EXECUTIVE SESSION

A motion to enter Regular Session was made by Mr. Williams, seconded by Mr. Gabriele, and the Board voted unanimously to return to Regular Session at 7:55 p.m. Mr. Freedman announced that there were no votes taken and no actions taken in Executive Session. (Video Part 2 – 00:00:00)

Land Swap – City of Stamford and Build Land Technology (BLT)

<i>Item 2</i>	<p>Request for Approval of a land swap to secure a public walkway along the East Branch connecting the north end of Woodland Cemetery to Kosciuszko Park, thereby connecting the East Branch to the West Branch, which will eventually connect to the Mill River Park Trail. One of the sticking points has been how to connect out of Woodland Cemetery to Kosciuszko Park. To enhance this connection, this proposal is a straight land swap of a 20,000 square foot parcel of land adjacent to the Build Land Technology (BLT) building and the City-owned land in front of it of 20,000 square feet adjacent to the Woodland Cemetery. These efforts are ongoing between the City and the Woodland Cemetery Association.</p> <p>This item was placed on hold at the September 19, 2017, meeting of the Board because the Planning Board had not reviewed it. The Planning Board has since reviewed and approved the request.</p>	<p>Approved 6-0-0 Motion by: D. Kooris Second by: D. Williams</p>										
	<table><tr><td>Action Requested:</td><td>Approval of land swap</td></tr><tr><td>Amount:</td><td>None</td></tr><tr><td>Fund/Budget:</td><td>-</td></tr><tr><td>Submitted by:</td><td>David Woods, Deputy Director of Planning</td></tr><tr><td>Video: 00:00:00</td><td>Attending: David Woods</td></tr></table>	Action Requested:	Approval of land swap	Amount:	None	Fund/Budget:	-	Submitted by:	David Woods, Deputy Director of Planning	Video: 00:00:00	Attending: David Woods	
Action Requested:	Approval of land swap											
Amount:	None											
Fund/Budget:	-											
Submitted by:	David Woods, Deputy Director of Planning											
Video: 00:00:00	Attending: David Woods											

GRANTS

Transfer – Capital Funds – Solid Waste Department

Item 3	<p>In accordance with the City Charter Section C8-30-11, Control of Appropriations, transfers of appropriations (excluding administrative transfers) may, with the approval of the Board of Finance, be made in proper cases from one item to another.</p> <p>This transfer is necessary to hire an established recycling consultant “Driven by Insights” to visit and evaluate the recycling program at all 20 schools and educate staff and students on established methods to improve the recycling rate while lessening garbage output. Hired consultant will also research and apply for additional recycling grants to be used for additional improvements for recycling and waste savings.</p>	<p>Approved 6-0-0 Motion by: D. Kooris Second by: S. Gabriele</p>										
	<table><tr><td>Action Requested:</td><td>Request for Budget Transfer</td></tr><tr><td>Amount:</td><td>\$10,000</td></tr><tr><td>Fund/Budget:</td><td>From: 24432301203 Waste Reduction/Seasonal To: 24432303001 Waste Reduction/Consultant</td></tr><tr><td>Submitted by:</td><td>Karen Cammarota, Grants Officer</td></tr><tr><td>Video: 00:00:00</td><td>Attending: Karen Cammarota</td></tr></table>	Action Requested:	Request for Budget Transfer	Amount:	\$10,000	Fund/Budget:	From: 24432301203 Waste Reduction/Seasonal To: 24432303001 Waste Reduction/Consultant	Submitted by:	Karen Cammarota, Grants Officer	Video: 00:00:00	Attending: Karen Cammarota	
Action Requested:	Request for Budget Transfer											
Amount:	\$10,000											
Fund/Budget:	From: 24432301203 Waste Reduction/Seasonal To: 24432303001 Waste Reduction/Consultant											
Submitted by:	Karen Cammarota, Grants Officer											
Video: 00:00:00	Attending: Karen Cammarota											

Discussion – Update on the KRONOS/TeleStaff Implementation

Item 4	Discussion of the KRONOS/TeleStaff implementation for the Stamford Fire Department and other issues related to the internal control comment in the Blum Shapiro Management Letter from fiscal 2016.	DISCUSSION
	Action Requested: Discussion	
	Amount: -	
	Fund/Budget: -	
	Submitted by: -	
	Video: 00:00:00 Ms. Machalski, KRONOS Time and Attendance Manager, was present to answer questions posed by the Board.	

OFFICE OF ADMINISTRATION**Appropriation of Prior-Year General Fund Balance**

Item 5	<p>As discussed at a previous Board of Finance meeting, the General Fund of the City of Stamford ended FY 2016/17 with a fund balance of \$9,824,222. This request is to appropriate the fund balance as follows:</p> <p><u>Rainy Day Fund - \$2,000,000</u> In accordance with Sec. CB-30-3 subsection (b) of the City Charter, it is requested that the Board approve the assignment of \$2,000,000 from the FY 2016/17 excess of revenue over expenditures for Rainy Day purposes. The FY 2016/17 Year-End assigned balance was \$23,010,963, which was reduced by a market value loss to \$22,656,403 at June 30, 2017. The addition of \$2,000,000 will bring the Rainy Day assigned balance to \$24,656,403. This will represent approximately 4.1% of the FY 2016/17 General Fund Expenditures budget (as defined) which is within the Charter-established limit of 5%.</p> <p><u>Capital Non-Recurring - \$7,251,392</u> This appropriation would serve to fund the transfer of funds from the General Fund to the Capital Nonrecurring fund for use in funding approved capital projects with useful lives that are less than 10 years and to reduce the need to issue General Obligation Bonds.</p> <p><u>Risk Management Fund for H & H - \$500,000</u> This appropriation would serve to fund the transfer of funds from the General Fund to the Risk Management Fund for use in continuing to fund the deficit related to the City's Heart and Hypertension Resource.</p> <p><u>Board of Education – Short Term Capital - \$72,830</u> <i>This appropriation would serve to fund the transfer of funds from the General Fund to the Board of Education Capital Project Fund for use in continuing to fund Boiler Renovation Projects.</i></p>	<p>Approved (with corrections in italics) 6-0-0 Motion by: D. Williams Second by: K. Ryan</p>										
	<table><tr><td>Action Requested:</td><td>Approval of Appropriations of Prior Year Fund Balance</td></tr><tr><td>Amounts:</td><td>Rainy Day Purposes: \$2,000,000 Capital Non-Recurring: \$7,251,392 Risk Management Fund for H & H \$500,000 Board of Education – Short Term Capital \$72,830</td></tr><tr><td>Fund/Budget:</td><td>Fund Balance</td></tr><tr><td>Submitted by:</td><td>Michael Handler, Director of Administration</td></tr><tr><td>Video: 00:00:00</td><td>Attending: Mr. Fountain</td></tr></table>	Action Requested:	Approval of Appropriations of Prior Year Fund Balance	Amounts:	Rainy Day Purposes: \$2,000,000 Capital Non-Recurring: \$7,251,392 Risk Management Fund for H & H \$500,000 Board of Education – Short Term Capital \$72,830	Fund/Budget:	Fund Balance	Submitted by:	Michael Handler, Director of Administration	Video: 00:00:00	Attending: Mr. Fountain	
Action Requested:	Approval of Appropriations of Prior Year Fund Balance											
Amounts:	Rainy Day Purposes: \$2,000,000 Capital Non-Recurring: \$7,251,392 Risk Management Fund for H & H \$500,000 Board of Education – Short Term Capital \$72,830											
Fund/Budget:	Fund Balance											
Submitted by:	Michael Handler, Director of Administration											
Video: 00:00:00	Attending: Mr. Fountain											

Appropriation of Prior-Year Parking Fund Balance

Item 6	<p>As discussed at a previous Board of Finance meeting, the Parking Fund of the City of Stamford ended FY 2016/17 with a fund balance of \$979,423. This is a request to appropriate the fund balance as follows:</p> <p><u>Capital Non-Recurring - \$979,423</u></p> <p>This appropriation would serve to fund the transfer of funds from the Parking Fund to the Capital Non-recurring Fund for use in funding approved capital projects with useful lives that are less than 10 years and to reduce the need to issue General Obligation Bonds.</p>		<p>Approved 6-0-0 Motion by: D. Kooris Second by: K. Ryan</p>
	Action Requested:	Request for Budget Transfer	
	Amount:	\$979,423	
	Fund/Budget:	From: Parking To: Capital Non-Recurring	
	Submitted by:	Michael Handler	
	Video: 00:00:00	Attending: Mr. Fountain	

OFFICE OF POLICY AND MANAGEMENT**Withdrawal of Agenda Items**

Item 7	<p>The following items were placed on the November 14, 2017 Board of Finance agenda and were put on hold at that time. The Mayor's Office has requested that the Board of Finance formally withdraw the items shown below:</p> <p><i>Item 4 - Additional Appropriation - Fire New Time and Attendance System (\$10,404)</i> <i>Item 9 - Capital Additional Appropriation CP8707 – Solid Waste Maintenance Garage (\$50,000)</i> <i>Item 10 - Capital Additional Appropriation CP8709 – Transfer Station Exterior Lighting (\$50,000)</i> <i>Item 11 - Capital Additional Appropriation CP8708 – Transfer Station Power Supply Upgrade (\$85,000)</i> <i>Item 14 - Capital Closeout - Various Transfer Station (\$185,000)</i></p>	Items Withdrawn	
	Action Requested:		Request to withdraw held agenda items
	Amount:		
	Fund/Budget:		
	Submitted by:		Mayor David Martin
	Video: 00:00:00		Attending: Mr. Fountain

Supplemental Capital Project Appropriation – Parking Garage Improvements

Item 8	This appropriation is for emergency repairs in the three (3) City-owned garages (Bell Street, Bedford Street and Summer Street garages). These repairs include an electrical upgrade for a failing system at the Bell Street garage and necessary surveillance equipment needed in all three (3) garages.		Approved 6-0-0 Motion by: D. Kooris Second by: M. L. Rinaldi
	Action Requested:	Request for a Supplemental Capital Project Appropriation	
	Amount:	\$979,423	
	Fund/Budget:	Capital Non-recurring	
	Submitted by:	James Travers, Transportation Bureau Chief	
	Video: 00:00:00	Attending: Mr. Frank Petise, Traffic Engineer	

Supplemental Capital Project Appropriation – Illegal Housing Units Status Database

<i>Item 9</i>	Request for a supplemental Capital Project appropriation. Currently, determining how many units of housing per building is a lengthy process that slows down the enforcement of the City's zoning regulations, has potential life safety implications and limits the ability of the City to appropriately tax its residents. The proposed project would digitize all the historic buildings and tax information, verify the legal status of dwellings and make the information available to the Health and Fire Departments, Zoning Enforcement, and the Tax Assessor as well as every resident for swift enforcement action and equitable taxation.	Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams
	Action Requested: Approval of Supplemental Capital Project Appropriation	
	Amount: \$150,000	
	Fund/Budget: Capital Non-recurring	
	Submitted by: Ralph Blessing, Land Use Bureau Chief	
	Video: 00:00:00 Attending: Mr. Blessing	

Supplemental Capital Project Appropriation – Citywide Manhole and Basin

<i>Item 10</i>	The City's road network contains more than 12,000 manholes and basins. These structures require periodic reconstruction and adjustment at an average cost between \$3,000 and \$6,000 per basin. This work is critical to protect the safety of the public and	HELD
	Action Requested: Request for an Additional Appropriation	
	Amount: \$200,000	
	Fund/Budget: TBD	
	Submitted by: Jay Fountain	
	Video: 00:00:00 Attending: Mr. Fountain	

Capital Project Closeouts – Projects CP0086 and CP3347(2)

<i>Item 11</i>	Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital projects is recommended: 1. CP0086 - South End Collector Road (\$2,000,000) 2. CP3347 - Harbor Point Shuttle Bus (\$42,373) 3. CP3347 - Harbor Point Shuttle Bus (\$8,322)	No Approval Necessary
	Action Requested: Approval of closeout of Capital Projects	
	Amount: 1. \$2,000,000 2. \$42,373 3. \$8,322	
	Fund/Budget: 1. CP0086 – Other Funding 2. CP3347 – Grant 3. CP3347 – Other Funding	
	Submitted by: Tony Romano, Management Analyst, OPM	
	Video: 00:00:00 Attending: Mr. Fountain	

BOARD OF FINANCE

Budget Presentation Calendar

<i>Item 12</i>	Approval of Budget Presentation Calendar – Fiscal Year 2018-19		<i>No approval necessary</i>
	<i>Action Requested:</i>		
	<i>Amount:</i>		
	<i>Fund/Budget:</i>		
	<i>Submitted by:</i>	Cynthia Winterle, Clerk of the Board	
	<i>Video: 00:00:00</i>		

Next Regular Meeting of the Board: Thursday, February 8 at 7:00 P.M.

Adjournment: A motion by D. Williams, seconded by M. L. Rinaldi to adjourn at 9:20 p.m. was approved unanimously 6-0-0 (Video: 00:00:00)

Cynthia R. Winterle

**Cynthia R. Winterle
Clerk of the Board**