

MAYOR
DAVID R. MARTIN



RICHARD FREEDMAN
CHAIR

MARY LOU T. RINALDI
VICE CHAIR
GEOFF ALSWANGER
FRANK CERASOLI
DAVID MANNIS
KIERAN M. RYAN

TEL: (203) 977-4699
FAX: (203) 977-5030

BOARD OF FINANCE

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

BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, June 11, 2020 – 7:00 p.m.

MINUTES

Please note that due to a technical issue approximately 8 minutes of video recording at the beginning of the meeting was not recorded.

CALL TO ORDER: Chair Richard Freedman called to order at 7:02 p.m.

MEMBERS PRESENT: CHAIR RICHARD FREEDMAN; VICE CHAIR MARY LOU RINALDI AND MEMBERS GEOFF ALSWANGER, FRANK CERASOLI, DAVID MANNIS AND KIERAN RYAN

ALSO PRESENT: MAYOR DAVID MARTIN, SANDY DENNIES, JAY FOUNTAIN, DAVID YANIK, TIMOTHY SHAW, KEVIN MCCARTHY AND KAREN CAMMAROTA. NIKOLETA MCTIGUE, CPA WITH THE BLUM SHAPIRO FIRM, WAS ALSO IN ATTENDANCE.

PUBLIC PARTICIPATION: There was none.

REPORTS TO THE BOARD:

- A. Contingency Update – FY 19-20 (no changes)
- B. Board of Finance and Administration Transfer Report – FY 19-20

1. MINUTES: Request for approval of minutes of the following May and June 2020 meetings:

Special Budget Meeting – May 11, 2020
Regular Monthly Meeting – May 14, 2020
Special Budget Meeting – May 18, 2020
Special Budget Meeting – May 20, 2020
Special Budget Meeting – May 21, 2020
Special Budget Meeting – Vote on the Budget - May 27, 2020
Special Budget Meeting – Setting the Mill Rate – June 4, 2020

Submitted by: Clerk, Board of Finance

Motion to approve by Ms. Rinaldi, second by Mr. Cerasoli passed unanimously 6-0-0.

2. DISCUSSION ON BUDGET MATTERS WITH MAYOR DAVID MARTIN

Mayor Martin briefly reported that there was work being done on possible plans for layoffs. He said it is hoped discussions with unions will be successful. He said that the plan is going on and that there was no more to report at this time.

3. RECEIPT OF AUDITING STANDARD NO. 114, "THE AUDITOR'S COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE" REGARDING AUDIT OF CITY OF STAMFORD, CONNECTICUT

Controller David Yanik was in attendance to present External Auditor Blum Shapiro's 2020 Audit Communication Memorandum. Board members have been provided a copy of the memo.

Submitted by: David Yanik, Controller

Attending: Mr. Yanik

4. F2019 MANAGEMENT ADVISORY LETTER WITH MANAGEMENT'S RESPONSES AND REMEDIATION PLANS

Controller Yanik will provide his response to the Blum Shapiro firm's 2019 Management Advisory letter and discuss remediation activities and plans.

Submitted by: David Yanik

Attending: David Yanik; William Forker, Tax Collector; Karen Cammarota, Grants Officer

Attendance

Optional: Erik Larson, Purchasing Manager; Michael Pensiero Information Services Director; and David Villalva, Risk Manager.

Matters Noted in Previous Years

Mr. Yanik began with the first item on Page 1 – Tax Collector's Report. He spoke to this item as Tax Collector William Forker was not present. He had made recommendations to the Tax Collector's Office including providing the tax collector's report, with all supporting documentation, and the reconciliation between the report and the HTE general ledger system at the commencement of year-end audit field work. Trying to get that information has been a struggle. When asked if it was a problem with the software, Mr. Yanik said he was sure some of it is because the conversion from the HTE tax sub-ledger system to the QDS tax sub-ledger system goes back a couple of years. More recently he is not sure why it continues and is still ongoing now.

Ms. Rinaldi requested that Mr. Forker attend the next meeting of the Board.

Items 2, 3 and 4 – Grants Department

Grants Officer Karen Cammarota said the Grants Department had implemented most of the recommendations listed. She spoke of projects accounting and tracking; reimbursement and collection issues with capital projects; schedule of expenditures for state and federal single audits, and the internal service fund and the progress made.

Item 5 – Internal Service Fund - Risk Management Department Response and Remediation Plan

Mr. Yanik provided background on the recommendation that the City record the heart and hypertension liability in the Risk Management fund and establish a long-term plan to fund the deficit created by the recording of this liability. He said Risk Manager David Villalva is very supportive of this to the extent city finances permit.

Matters Noted in the Current Year

Item 6 – Allowance for Taxes Receivable

As this is a Tax Collector's Office issue, it will be addressed at a future meeting.

Item 7 – GASB 87 – Implementation of Lease Standard

Mr. Yanik said GASB 87 was originally due to be implemented in 2020, but because of COVID, and the complexity of the standard, there has been a couple of years' delay. We will see items come to the BOF in the not-too-distant future which will be sponsored by the Controller's Office. Lease reporting is complex and GASB 87 takes it to a new level in terms of the reporting.

Item 8 – Capital Assets – Impairment of Assets

Mr. Yanik said we need to make sure, especially as we work through the mold remediation, that we assess net asset values to make sure they haven't been impaired. We don't think it has so far, but this was a call-out by our auditors to ensure we document that.

Item 9 – Cybersecurity Management

This is on everyone's mind, especially now during this pandemic with those working remotely and also generally in providing Government services. The technology team has done a very good job identifying this and adjusting their operations to meet and remediate any issues.

Item 10 – Uniform Guidance Procurement Standards

This issue came up during last year's audit and the Purchasing Department moved quickly to make sure that all conditions were put in place and that we were compliant. This issue will not recur this year.

5. HELD - AMENDED AND RESTATED OPERATION AGREEMENT – CURTAIN CALL FOR THE KWESKIN THEATRE

Request for approval of an amended and restated operation agreement with Curtain Call for the KweSkin Theatre. The existing agreement expires on July 30, 2020 and the term of the Agreement shall commence July 1, 2020 and terminate on June 30, 2030. A red-line of the original agreement is attached as an exhibit for comparison purposes.

Action Requested: Approval of Amended and Restated Operation Agreement

Amount: \$900,000

Submitted by: Mark McGrath, Director of Operations

Attending: Mr. McGrath

This item was held by the Planning Board pending further discussion.

6. RESOLUTION WITH RESPECT TO THE ISSUANCE OF \$40,000,000 GENERAL OBLIGATION BONDS, OF THE CITY OF STAMFORD, CONNECTICUT, NEW MONEY ISSUE OF 2020
Request for approval of the issuance of General Obligation Bonds, new money issue of 2020.
- Action Requested:** Approval of General Obligation Bonds Issuance
Amount: \$40,000,000
Fund/Budget: Bonds
Submitted by: Sandy Dennies, Interim Director of Administration
Attending: Ms. Dennies
- Ms. Dennies was present and said that in accordance with the letter submitted by former Director of Administration Michael Handler in December 2019, they have put together from the authorized but not issued and authorized projects a list of \$40 million projects that they believe should be authorized to be able to bond in mid-July as rates right now are exceptionally good.
- Responding to a question by Mr. Cerasoli, Mr. Fountain said the breakdown of this project amount is \$15 million to the mold task force and \$5,435,000 is for the Board of Education. Mr. Alswanger asked that Ms. Dennies keep the BOF apprised on any efforts to refinance existing debt with rates as low as they are.
- Motion to approve by Mr. Freedman, seconded by Ms. Rinaldi, passed unanimously 6-0-0.
7. ADDITIONAL APPROPRIATION – COVID EMERGENCY RADIO – GRANT FUNDED
Request for approval of an additional appropriation to be used by the Police Department to purchase 32 new portable radios to ensure interoperability with other first responders and regional public safety agencies to enhance our response to the coronavirus pandemic.
- Action Requested:** Approval of additional appropriation
Amount: \$134,989
Fund/Budget: 100% grant funded
Submitted by: Timothy Shaw, Police Chief
Attending: Mr. Shaw and Karen Cammarota, Grants Officer
- Ms. Cammarota said this grant came from the Federal Department of Justice and the interoperability radios being purchased are state-of-the-art and will be used to prepare and respond to COVID-19 issues in the City and surrounding communities.
- Motion to approve by Ms. Rinaldi, seconded by Mr. Cerasoli, passed unanimously 6-0-0.
8. ADDITIONAL APPROPRIATION – LHD CRISIS RESPONSE – GRANT FUNDED
Request for approval for an additional appropriation US Department of Health & Human Services funds passed through the State to reimburse local health departments for COVID-19-related response activities.
- Action Requested:** Approval of an additional appropriation
Amount: \$124,158
Fund/Budget: 100% grant funded
Submitted by: Jennifer Calder, Director of Health
Attending: Ms. Cammarota
- Motion to approve by Ms. Rinaldi, seconded by Mr. Alswanger, passed unanimously 6-0-0.

9. APPROVAL OF TRANSFER – HEALTH DEPARTMENT – GRANT FUNDED

Request for approval of a transfer of funds. Due to the COVID-19 pandemic travel expenses will not be used. These funds will now pay for overtime due to COVID-19.

Action Requested: Approval of transfer
Amount: \$2,330
Fund/Budget: From: 24401685103 Bioterrorism/Travel
To: 24401681301 Bioterrorism/Overtime
Submitted by: Jennifer Calder
Attending: Ms. Cammarota

Motion to approve by Mr. Cerasoli, seconded by Ms. Rinaldi, passed unanimously 6-0-0.

10. CAPITAL PROJECT CPBM17 PARTIAL CLOSEOUT

Pursuant to Stamford City Code Section 8-2 it is recommended that partial closeout of the following capital project: (See related Item 11 below.)

No Action Needed: Capital Project CPBM17 (Westover Magnet – MTF) partial closeout
Amount: \$1,481,377
Fund/Budget: City Bond
Submitted by: Kevin McCarthy, Facilities Manager
Attending: Ms. Cammarota

11. CAPITAL PROJECT (CPBM17) APPROPRIATION – WESTOVER MAGNET - MTF

Request for approval of an appropriation for Capital Project CPBM17 Roof Replacement at Westover Magnet School. (See application and Grant Commitment from the Department of Administrative Services for a proposed school building project.) (See related Item 10 above.)

Action Requested: Approval of Capital Project CPBM17 appropriation
Amount: \$1,481,377
Fund/Budget: State Grant
Submitted by: Karen Cammarota, Grants Officer
Attending: Ms. Cammarota

Mr. McCarthy said Items 10 and 11 are the same project and said the portion of the closeout is the portion that is grant-funded for the roof replacement project. Mr. Fountain said this is not the closeout of the project but rather the closeout of the funding source for the project. It is changing from entirely bond-funded to partially bond-funded and partially grant-funded because the state has approved partial reimbursement of the project.

Motion by Mr. Alswanger, seconded by Mr. Mannis, passed unanimously 6-0-0.

12. ADJOURNMENT

Motion to adjourn by Ms. Rinaldi, seconded by Mr. Cerasoli. The meeting adjourned at 7:55 p.m.

The next Regular Meeting of the Board: Thursday, July 9 at 7:00 p.m.

http://cityofstamford.granicus.com/player/clip/9400?view_id=4

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