

**Request for Additional Appropriation
Operating Budget
FY 2022/2023**

TO: Members of the Board of Finance and The Board of Representatives
FROM: Caroline Simmons, Mayor
DATE: 11/17/2022
PURPOSE: ADDITIONAL SPENDING AUTHORITY FOR PRIOR YEAR PURCHASE ORDERS
DEPT: 1011 - Office of Policy and Management
REQUEST AMOUNT: \$7,537,493
FUNDING SOURCE: USE OF FUND BALANCE

Description of Request

In the new Oracle system, prior year purchase orders are treated differently than was the case in H T E, so now carry forward purchase orders require corresponding carryover spending authority.

Account Information

See Attached backup.

Part D - Approvals

Elda Sinani, Department Head/Director  <small>Elda Sinani (Nov 18, 2022 12:01 EST)</small>	Date Nov 18, 2022	Sandra L. Dennies, Director of Administration  <small>Sandra L. Dennies (Nov 18, 2022 12:04 EST)</small>	Date Nov 18, 2022
OPM Director/OPM Asst Director  <small>Elda Sinani (Nov 18, 2022 12:03 EST)</small>	Date Nov 18, 2022	Caroline Simmons, Mayor  <small>Caroline Simmons (Nov 18, 2022 12:48 EST)</small>	Date Nov 18, 2022

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Mayor
CAROLINE SIMMONS



DIRECTOR OF ADMINISTRATION
SANDRA L. DENNIES

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CITY OF STAMFORD
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November 18, 2022

To: Richard Freedman, Chairman
Board of Finance

Jeff Curtis, President
Board of Representatives

From: Sandra L. Dennies, Director of Administration 

Re: Additional Appropriation to Roll FY 22 Purchase Orders into FY 23 and Provide
for Additional Spending Authority

Status of ERP Implementation

This request is being forwarded for the Board of Finance and the Board of Representatives to assist the City and the Board of Education in addressing a significant difference in process between HTE and the Oracle system being implemented. The systems treat Purchase Orders differently if they have been encumbered in one year and need to be paid out in the next year. In HTE, the system addresses it separately from the budget and in Oracle, the system addresses it by providing for additional spending authority in the new year – so the new year budget is inflated to reflect the increase being carried forward in Purchase Orders rolled over from the prior year.

We encountered this difference within the last couple of weeks as we were loading data from one system into the other to enable our User Acceptance Testing. The data did not convert correctly and our understanding of the difference made our ability to address it correctly difficult. At this time, we are collectively determining how we will address this issue going from FY 23 into FY 24; but because the FY 22 year is closed, and the open Purchase Orders were carried forward from FY 22 to FY 23 in HTE and have already been transacted against in FY 23, they will be converted into the Oracle system and consume FY 23 budget that, when approved, did not consider the prior year Purchase Orders. This will affect various accounts in various funds across the City and the Board of Education. I hope to come back to you with a policy that addresses how we can move forward with this change into the future.

This change in management of rolled over Purchase Orders has strained our ability to load the HTE data into the new system to allow us to conclude our testing and training to facilitate a

successful “Go-Live.” Therefore, the Governance Committee of the ERP has endorsed the implementation team’s recommendation to move the “Go-Live” date from January 1 to March 1. This new date will give us additional time to validate all of the data and to ensure that the testing and training is done in a period of time that will ensure our success in changing systems. The two-month movement of the dates however, will require continued work with the Sierra Cedar Implementation Team, Oracle and CanAm so that additional costs will be incurred. We will be negotiating those costs with Oracle and CanAm and will be back to the Boards for your approval of those contract amendments.

This is being requested at the Board of Finance Special Meeting and under suspension of the rules at the Fiscal Committee meeting November 28, 2022 as the conversion of data needs to be completed in December in order for our User Acceptance Testing to be done early in January. If we waited for your approval at your next regular meeting, we would lose conversion time in December and once gain diminish time for both testing and training prior to the new “Go-Live” date.

I appreciate your consideration and will be happy to address your questions at the November 28, 2022 meetings.

cc: Lindsey Miller
Monica DiCostanzo

FY23 Reserve for Encumbrances Prior Year (as of 11/21/22 11:21)

Fund	Fund Name	Total				
		FY22 Initial Rollover Encumbrance	Liquidations (Payments & Closeouts)	Remaining FY22 Rollover Encumbrance	Paid to Vendors	Amt Closed Out
0001	General Fund (City and BOE)	6,335,735	2,882,028	3,453,707	1,963,404	918,624
0016	Anti-Blight	13,513	-	13,513	-	-
0028	Marina Fund	23,576	15,882	7,695	2,007	13,875
0029	Parking Fund	196,732	185,281	11,451	181,960	3,321
0033	Water Pollution Control Authority	614,634	139,055	475,579	16,427	122,628
0038	BOE - Food Service Program	169,801	111,889	57,912	111,889	-
0042	Police Extra Duty	18,457	17,917	540	17,917	-
0043	E. G. Brennan Golf Course	1,907	-	1,907	-	-
0045	Terry Conner's Ice Rink Fund	2,284	278	2,006	-	278
0050	Continuing Education Fund	7,647	750	6,897	-	750
0095	Risk Management Fund	153,208	4,543	148,665	-	4,543
	Total	\$ 7,537,493	\$ 3,357,622	\$ 4,179,872	\$ 2,293,604	\$ 1,064,018

Breakdown BOE	Total			
	FY22 Initial Rollover Encumbrance	Liquidations (Payments & Closeouts)	Remaining FY22 Rollover Encumbrance	
Curriculum	164,633	54,450	110,184	
Central Locs	135,240	49,869	85,372	
Facilities	1,615,413	631,473	983,940	
Schools	45,209	18,407	26,802	
SpEd	332,372	208,502	123,869	
Transportation	879,367	861,539	17,828	
Total BOE	\$ 3,172,233	\$ 1,824,240	\$ 1,347,994	
Breakout City	\$ 3,163,501	\$ 1,057,788	\$ 2,105,713	