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BOARD OF FINANCE

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BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, May 11, 2023
Time: 7:00 p.m.
Via Zoom

MINUTES

CALL TO ORDER: Chair Richard Freedman called the meeting to order at 7:00 p.m. *(Video 00:00:08)*

MEMBERS PRESENT: Chair, Richard Freedman; Vice Chair, Mary Lou Rinaldi; Members, Geoff Alswanger, Laura Burwick, Dennis Mahoney and J.R. McMullen.

OTHERS PRESENT: Sandy Dennies, Elda Sinani, Ryan Fealey, David Yanik, Isidore Sobkowski, Michael Albanese, Joanne Noone, Chris Dellaselva, Anita Carpenter, Bridget Fox, Josie Carpanzano, Chuck Williams and Carmen Hughes.

PUBLIC PARTICIPATION: There was none.

1. MINUTES *(Video 00:00:45)*

Request for approval of minutes of the following meeting:

04042023 Special Meeting
04122023 Special Meeting
04132023 Regular Monthly

04172023 Special Meeting
04202023 Special Meeting
04262023 Special Meeting

Submitted by: Clerk, Board of Finance

Motion to approve by Mary Lou Rinaldi, seconded by J.R. McMullen. Vote passed unanimously, 6-0-0.

2. BUDGET UPDATE – BOARD OF EDUCATION (Video 00:01:20)

Ryan Fealey, Director of Finance, Board of Education, provided a brief update on the FY 22/23 BOE budget.

3. APPROVAL OF A CONTRACT – AVANADE INC. (CITY RFP NO 900 – DIGITAL TRANSFORMATION ADVISORY SERVICES) (Video 00:01:57)

This is a contract with Avanade Inc. for City RFP No. 900 Digital Transformation Advisory Services. Per the City's RFP 900, Avanade will provide a comprehensive digital transformation solution that supports the following capabilities:

- *Cloud Migration*: Moving CoS data, applications, and infrastructure from its on-premises environment to a cloud-based platform;
- *Data Analytics*: Data collection and analysis to support decision-making and service delivery. The solution will include data integration, data visualization, and predictive analytics capabilities;
- *Citizen Services*: Enhancing citizen engagement and services above and beyond our existing website. This includes digital channels for accessing city services, digital payments, and real-time information on city events, traffic, and public transportation;
- *Business Services*: Integration with our cloud-based ERP system to further improve support for businesses by offering digital tools and services for business registration, licensing, and permitting. This will help reduce the time and costs associated with starting and running a business in the city; and
- *Smart City*: Smart city initiatives that will enhance the city's infrastructure and services. This includes smart traffic management, public safety, and environmental monitoring.

Action Required:	Approval of Contract
Amount:	\$400,000
Fund/Budget:	FY22/23 IT General Fund/Operating
Submitted by:	Isadore Sobkowski, Chief Digital Officer
Attending:	Isadore Sobkowski

Isadore "Izzy" Sobkowski presented this advisory contract which will assist the City with transformative goals and continuing citywide efficiencies. Izzy believes this service is necessary and will allow the City to continue moving forward with its digital transformation. This advisory service will help to assess what the City has, what's possible, and preparation of a plan to get there. He pointed out some real tangible benefits in efficiency, enhanced cyber-security and overcoming the digital deficit. Vice Chair, Mary Lou Rinaldi, expressed her concern about current staff capabilities when incorporating and utilizing new systems. Discussion and review of this item lasted over an hour. Please reference video for detailed presentation and discussion.

Motion to approve by Mary Lou Rinaldi, seconded by Laura Burwick. Vote passed unanimously, 6-0-0.

4. APPROPRIATION OF PORTION OF PRIOR YEAR GENERAL FUND BALANCE – FY2021/2022

(Video 01:06:11)

The General Fund of the City of Stamford FY2021-22 ended with an Excess of Revenues and Other Sources over Expenditures and Other Uses of approximately \$10,000,000. This is a request to appropriate this amount to the funds listed below:

Rainy Day Purposes - \$1,000,000

In accordance with Sec. C8-30-3 subsection (b) of the City Charter, it is requested that the Board approve the assignment of \$1,000,000 from the FY2021-22 excess of revenues over expenditures for Rainy Day purposes.

Risk Management Fund for Heart & Hypertension - \$1,750,000

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 future claims estimate and an increase in estimated claims and judgements.

Risk Management Fund - \$225,000

This appropriation is to ~~establish a reserve~~ in add to the Risk Management Fund to help fund storm related costs for city facilities.

Board of Education / Capital Non-Recurring - \$1,082,000

This appropriation would serve to fund the transfer of funds from the General Fund toward BOE short term capital projects.

City/ Capital Non-Recurring - \$4,943,000

This appropriation would serve to fund the transfer of funds from the General Fund to the Capital Non-Recurring Fund for use in funding approved capital projects that may be more appropriately funded with short term capital thereby reducing the interest expense associated with the use of bond funding.

The balance of the difference, \$1,000,000, will not be appropriated but instead will be added to the Unassigned Fund Balance to increase the City's financial resources that could be appropriated on an emergency basis if needed.

Action Required:	Approval of appropriation
Amount:	\$10,000,000
Fund/Budget:	General Fund
Submitted by:	Elda Sinani, Director of OPM
Attending:	Elda Sinani

Motion to approve: \$1,000,000 to Rainy Day Fund; \$1,750,000 to Risk Management Fund for Heart and Hypertension; \$225,000 to Risk Management Fund; \$5,000,000 to Fund 57; and \$2,025,000 to City/Capital Non-Recurring by Dennis Mahoney, seconded by J.R. McMullen. Vote passed unanimously, 6-0-0.

5. ACFR UPDATE AND DISCUSSION (Video 01:22:52)

David Yanik, City Controller, provided an update on progress on the ACFR. Sandy Dennies, Director of Administration, also contributed additional details on the FY22 Audit status.

David Yank began his presentation by stating that he and his department are fully committed to completing the audit and having the audit report issued as soon as possible. He cited slow response from the Auditors in getting a draft report and the lack of immediate availability on the Auditor's side to schedule an in person meeting quickly as reasons for the status of the audit.

Mary Lou Rinaldi, Chair of the Audit Committee, voiced her displeasure with the City's contribution to the audit process and advised that she has been monitoring progress with the Auditors during the entire process. She explained that we had the same issues previously with a different Auditor. She contested David's claim of fault on the Auditor's part and emphasized the need for the City "to get its act together". She exclaimed that there is no excuse for an incomplete audit at this time in the fiscal year, and she is extremely disappointed in the City's performance related to the audit.

Sandy Dennies pointed out that there are many municipalities in the State of Connecticut that have not completed their audit, and our Auditor, RSM, is involved in many of those incomplete audits. She cited RSM's staffing shortages as one reason for the lack of progress. She did acknowledge some performance problems on the City's side. Sandy confirmed that she is committed to completing the audit before her last day with the City. She is retiring on May 31, 2023.

The other members of the Board also expressed concern and disappointment on this topic.

Chair, Richard Freedman, stated, "audits are just supposed to get done" and he expressed frustration over the amount of wasted time that has been dedicated to managing this task by several people (Mayor Simmons, BOF Board Members) whose time is always in very short supply.

6. ADDITIONAL APPROPRIATION REQUEST – FY 2022/2023 – GRANT FUNDS—SCHOOL READINESS

Additional award received on this project. This request includes a portion of the funding toward a Grants Financial Analyst position that will be 100% funded by grant dollars. Funds in contractual will support CLC program consultants who are assisting with required monitoring and technical assistance. (Video 01:47:10)

Action Required:	Approval of additional appropriation
Amount:	\$916,660 (\$896,660 Contracted Services, \$18,580 Salary, \$1,420 FICA)
Fund/Budget:	100% Grant Funded
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

Anita Carpenter presented this item. The Board expressed concerns about partially funding a Financial Analyst position through grant funds as proposed on this item. It was agreed that there would be additional costs associated with the Financial Analyst position that cannot solely be covered by grant funding long term.

Motion to approve by Geoff Alswanger, seconded by Dennis Mahoney. Vote passed 5-1-0. Mary Lou Rinaldi voted against.

7. ADDITIONAL APPROPRIATION REQUEST – FY 2022/2023 – GRANT FUNDS—DAY CARE PROGRAM
Additional award received on this project for COLA (Cost of Living Adjustment). Additional appropriation is required to match the total grant award. This funding will be distributed to CLC for childcare services.
(Video 02:00:58)

Action Required:	Approval of additional appropriation
Amount:	\$203,684
Fund/Budget:	100% Grant Funded
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

***Motion to approve by J.R. McMullen, seconded by Laura Burwick. Vote passed 5-1-0.
Mary Lou Rinaldi voted against.***

8. ADDITIONAL APPROPRIATION REQUEST – FY 2022/2023 – GRANT FUNDS--AGGRESSIVE DRIVING ENFORCEMENT (Video 02:02:30)

This is a request to appropriate funds for the Police Department to conduct Aggressive Driving patrols to reduce the incidents of aggressive driving in Stamford. The patrols will occur on an overtime basis. No City funds are required.

Action Required:	Approval of additional appropriation
Amount:	\$49,995
Fund/Budget:	100% Grant Funded/CT DOT
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

Motion to approve by Mary Lou Rinaldi, seconded by Laura Burwick. Vote passed unanimously, 6-0-0.

9. APPROVAL OF TRANSFER – SUPPRESSION/ NON CAPITAL FIREFIGHTING EQUIPMENT TO GRANTS

Request for approval of a transfer of funds – FY22/23. These funds are being used for City Match portion of the Fire Prevention & Safety Grant (Item #9). (Video 02:05:49)

Action Requested:	Approval of transfer
Amount:	\$2,524
Fund/Budget:	From: 01435216720 Suppression/Non Capital Firefighting Equipment To: 01480809024 Grant Fund
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

Motion to approve by Geoff Alswanger, seconded by Dennis Mahoney. Vote passed unanimously, 6-0-0.

10. ADDITIONAL APPROPRIATION REQUEST – FY 2023/2024 – GRANT FUNDS -- FIRE PREVENTION & SAFETY (Video 02:09:33)

Grant funds will be utilized by the Fire Department to implement a Smoke/CO Detector Inspection/Installation Program. The program will focus on single and two-family homes as well as elderly and low-income housing. Grant funds will be used to purchase 2,000 smoke detectors. There is a \$2,524 local City match request.

Action Required:	Approval of additional appropriation
Amount:	\$53,000 (\$50,476 Grant/ \$2,524 City Match)
Fund/Budget:	Grant/City Match
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

Motion to approve by Dennis Mahoney, seconded by Mary Lou Rinaldi. Vote passed unanimously, 6-0-0.

11. ADDITIONAL APPROPRIATION REQUEST – FY 2023/2024 – GRANT FUNDS -- FEDERAL ASSISTANCE/DOL YOUTH WORKFORCE – YOUTH SERVICES BUREAU (Video 02:09:54)

The City of Stamford has been awarded a three-year grant from the Department of Labor to support training and job placement opportunities for Stamford youth ages 18-24. The Youth Services Bureau (YSB) will work with multiple partners to provide job training placements. They will also work with the Stamford Public Schools and Wright Tech to meet educational needs. The YSB will support youth with soft skills training as well as addressing needs such as uniforms, transportation, driver's license fees and certification costs. This grant will support a portion of the Grants Financial Analyst time that is fully funded under grants and part-time seasonal employees with the YSB who will assist the YSB Program Manager.

Action Required:	Approval of additional appropriation
Amount:	\$513,000
Fund/Budget:	100% Grant Funded
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

Motion to approve by Laura Burwick, seconded by Geoff Alswanger. Vote passed 5-0-1. Mary Lou Rinaldi abstained.

12. ADDITIONAL APPROPRIATION REQUEST – FY 2023/2024 – PCB SETTLEMENT/CLAIMS AND SETTLEMENTS -- STORM WATER MANAGEMENT (Video 02:14:17)

The City of Stamford has received funding from a class action lawsuit settlement related to clean water. The settlement payment is due to the City as a Monitoring Fund Entity. Funds are intended to be used for activities related to stormwater.

Action Required:	Approval of additional appropriation
Amount:	\$32,414.03
Fund/Budget:	PCB Settlement
Submitted by:	Anita Carpenter, Grants Officer
Attending:	Anita Carpenter

Motion to approve by Laura Burwick, seconded by Geoff Alswanger. Vote passed unanimously, 6-0-0.

13. ERP PROJECT UPDATE – STATE OF THE ERP PROJECT AND ANCILLARY ACTIVITIES INCLUDING:

(Video 02:16:28)

- Current State
 - Financial System Stabilization
 - Budgetary Funds Availability
 - Year-end Purchase Order Procedures
 - Continuing Training
 - Teller Cashiering
- Oracle Permits and Licensing
- Work Order and Inventory Modules
- HR/Payroll Planning

Submitted by:

Chuck Williams, Stamford ERP Project Manager

Attending:

Chuck Williams, ISG Project Lead

Sandy Dennies, Director of Administration

Chuck Williams presented this item with additional input provided by Josie Carpanzano and Sandy Dennies. No motions were made. No votes were taken.

14. CAPITAL PROJECT (001329) APPROPRIATION REQUEST – FY 2022/2023 – SOUTH SCHOOL PROJECT ******This item was HELD******

~~Per the Long Term Plan (LTP), funding request is for a new K-8 school across two sites. The project is seeking up to 60% reimbursement from the State of Connecticut. The school will be developed across a split site submitted in two applications to the Office of School Construction Grants (OSCG&R). The first site is at 83 Lockwood Avenue (serving grades K-4) and the second site is at 19 Horton Street (serving grades 5-8). Upon completion of the 83 Lockwood Avenue site, students will vacate 19 Horton Street (formerly K.T. Murphy School) and move into 83 Lockwood Avenue. As identified in the LTP, these projects are seeking authorization for both sites in the same year to provide seamless sequenced construction and to ensure that the school will be comprehensively designed and equitably interdependent. In addition, Toquam Elementary School is proposed to be demolished as part of the project, post occupancy of the South School.~~

The requested amounts are a placeholder ~~until the consultant preparing the grant application completes the cost estimate that is currently in progress.~~

Action Required: _____ Approval of appropriation

Amount: _____ \$165,750,000

Fund/Budget: _____ \$99,450,000 State Grant/\$66,300,000 City (Bonds)

Submitted by: _____ OPM Department

Attending: _____ Louis Casolo, City Engineer

15. ~~RESOLUTION AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2022-2023 BY ADDING AN APPROPRIATION OF \$80,000,000 FOR THE SOUTH SCHOOL PROJECT (**PHASE 1**) AND AUTHORIZING \$32,000,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION~~ ****This item was HELD****

Action Required: _____ Approval of Resolution
Amount: _____ \$80,000,000
Fund/Budget: _____ \$48,000,000 State/ \$32,000,000 City (Bonds)
Submitted by: _____ OPM Department
Attending: _____ Anthony Romano, Management Analyst, OPM

16. ~~RESOLUTION AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2022-2023 BY ADDING AN APPROPRIATION OF \$85,750,000 FOR THE SOUTH SCHOOL PROJECT (**PHASE 2**) AND AUTHORIZING \$34,300,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION~~ ****This item was HELD****

Action Required: _____ Approval of Resolution
Amount: _____ \$85,750,000
Fund/Budget: _____ \$51,450,000 State/ \$34,300,000 City (Bonds)
Submitted by: _____ OPM Department
Attending: _____ Anthony Romano, Management Analyst, OPM

ADJOURNMENT: (Video 03:01:30)

Motion to adjourn by Dennis Mahoney seconded by J.R. McMullen. The meeting was adjourned at 10:01 p.m.

[This meeting is on video.](#)

Tracy Donoghue
Tracy Donoghue
Clerk of the Board