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## BOARD OF FINANCE

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

## BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, February 8, 2024  
Time: 7:00 p.m.  
*Via Zoom*

Please join the Board of Finance Webinar from your computer, tablet, or smartphone.  
<https://us02web.zoom.us/j/83314995492>  
or by telephone at 1-646-558-8656 – Webinar ID: 833 1499 5492

## AGENDA

CALL TO ORDER:

MEMBERS PRESENT:

OTHERS PRESENT:

PUBLIC PARTICIPATION:

### 1. MINUTES

Request for approval of Minutes of the following meeting:

01112023 Regular Monthly Meeting

Submitted by: Clerk, Board of Finance

2. BUDGET UPDATE – BOARD OF EDUCATION

Ryan Fealey, Director of Finance, Board of Education may provide a brief update on the BOE budget.

3. REQUEST FOR APPROVAL OF CHANGE ORDER (AMOUNT REQUESTED IS GREATER THAN 15% OF ORIGINAL CONTRACT) TO THE FY22 CONTRACT WITH RSM US

This is a request to approve a change order to add \$620,000 to the contract value with RSM US, bringing the FY22 amount to \$966,500 and the three-year contract value to \$1,693,000.

The City entered into the contract with RSM US to complete audits of City, WPCA and several pension fund financial statements for FY22, 23 and 24. The audit work for FY22 was only recently completed and involved considerably more effort than the original agreement envisioned because, in significant part, the City did not provide audit-ready financial statements in a timely way. The City’s shortcomings in completing this work are reflected in the findings made by RSM, including more than 120 adjusting journal entries after the financial reports had been submitted for audit. Under our agreement, additional time required by RSM based on the City’s failure to comply with the criteria in the engagement letter will result in additional costs for completing the audit.

Invoices received to date from RSM for work on the FY22 audit are summarized below:

Invoice total	City	WPCA	Pension
<b>738,500</b>	<b>623,000</b>	<b>57,750</b>	<b>57,750</b>
623,000	623,000		
57,750			57,750
57,750		57,750	
<b>738,500</b>	<b>623,000</b>	<b>57,750</b>	<b>57,750</b>

In addition, RSM has claimed additional costs based on total hours performed between \$100,000 and \$225,000. All told, RSM reports having worked 5,773 hours, compared to the original estimate of 2,100 hours. Additional support for this claim has been requested and upon receipt of that information, negotiation for an equitable resolution with RSM will resume.

Once this final amount is resolved, RSM’s total bill for the FY2022 audit services will be up to \$965,000, which is more than 15% greater than the \$346,500.00 previously approved by the BOR for FY22. Therefore, this change needs the approval of the Director of Administration, the Mayor and the Board of Finance per City Code Sec. 23-18.4.C.(2).

<b>Action Requested:</b>	Approval of Contract Increase over 15%
<b>Amount:</b>	\$620,000
<b>Submitted by:</b>	Ben Barnes, Director of Administration
<b>Attending:</b>	Ben Barnes

4. REQUEST FOR APPROVAL OF A CHANGE ORDER (AMOUNT REQUESTED IS GREATER THAN 15% OF ORIGINAL CONTRACT) TO THE CONTRACT BETWEEN THE CITY AND ATTORNEY MEDNICK

The City entered this contract with Attorney Mednick in October of 2022. At that time, no Board approvals were required because his fees were estimated not to exceed \$100,000.00. The City later sought and received approval from the Board of Finance and Board of Representatives in October of 2023, at which time Attorney Mednick's fees were estimated to reach \$177,000.00

To date, Attorney Mednick has been paid \$203,550.05 for these services. He now seeks an additional \$22,520.35 in his final bill. With this final amount, Attorney Mednick's total bill for these services will be \$226,070.40, which is more than 15% greater than the \$177,000.00 previously approved by the BOR and, therefore, needs the approval of the Director of Administration, the Mayor and the Board of Finance per City Code Sec. 23-18.4.C.(2). Please note that Attorney Mednick's final bill reflects a \$48,306.85 write-off from him and a \$10,632.75 write off from Halloran & Sage.

<b>Action Requested:</b>	Approval of Contract Increase over 15%
<b>Amount:</b>	\$226,070.40
<b>Submitted by:</b>	Chris Dellaselva, Assistant Corporate Counsel
<b>Attending:</b>	Chris Dellaselva

5. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – INCREASE CONTINGENCY

This is a request to transfer \$1,500,000 from detailed salary line items to Contingency Fund.

<b>Action Requested:</b>	Approval of Appropriation
<b>Amount:</b>	\$1,500,000
<b>Fund/Budget:</b>	Salary/General Fund
<b>Submitted by:</b>	Elda Sinani, Director of OPM
<b>Attending:</b>	Elda Sinani

6. REQUEST FOR A CAPITAL PROJECT APPROPRIATION– (001390) – FY 23/24 –GRANT --MICROTRANSIT PROGRAM

This is a request for a capital project appropriation that will be used to create a microtransit pilot program to enhance transit and mobility options for residents from traditionally underserved neighborhoods and reduce traffic congestion.

<b>Action Requested:</b>	Approval of Appropriation
<b>Amount:</b>	\$2,558,239.66
<b>Fund/Budget:</b>	Grant (State – DOT)
<b>Submitted by:</b>	Luke Bittenwieser, Junior Planner, Transportation
<b>Attending:</b>	Luke Bittenwieser

7. REQUEST FOR APPROVAL OF CONTRACT BETWEEN THE CITY AND FUSS & O'NEILL, INC. – RFP 2023.0003 – STAMFORD COASTAL FLOOD RESILIENCY PLAN

This is a request for approval of a contract with Fuss & O'Neill for a Stamford Coastal Flood Resiliency Plan (RFP 2023.0003).

This Project will include data collection and analysis, modeling, identification of critical infrastructure and analysis of the urban tree canopy, extensive community engagement; preliminary conceptual plans including cost benefit analysis and identification of potential grant and funding opportunities.

Fuss & O'Neill will substantially complete this work within eighteen (18) months of contract execution. The fees for these services will be \$250,000 payable on a work completed basis. Fuss & O'Neill will also be reimbursed for certain expenses not to exceed \$5,000.

<b>Action Requested:</b>	Approval of Contract
<b>Amount:</b>	\$255,000.00
<b>Submitted by:</b>	Erin McKenna, Senior Parks Planner
<b>Attending:</b>	Erin McKenna

8. REQUEST FOR ADDITIONAL APPROPRIATION –FY23/24 – GRANT – STATE FUNDS – HISTORIC DOCUMENTS PRESERVATION

This is a request to appropriate additional funds to match the grant award which was increased from \$10,500 to \$11,000.

<b>Action Requested:</b>	Approval of Appropriation
<b>Amount:</b>	\$500
<b>Fund/Budget:</b>	Grant (State)
<b>Submitted by:</b>	Lyda Ruijter, City & Town Clerk
<b>Attending:</b>	Lyda Ruijter

9. REQUEST FOR ADDITIONAL APPROPRIATION – PUBLIC HEALTH MEDICAL RESERVE CORP (MRC)-- FY23/24 – GRANT – STATE FUNDS – CONNECTICUT HEALTH CARE COALITION

The Stamford Department of Public Health Medical Reserve Corp (MRC) has received an grant from the Connecticut Health Care Coalition for a "go bag" giveaway for the community to increase family preparedness. A large portion of the Stamford population is cost burdened, which can interfere with residents' ability to prepare appropriately for disaster. During the giveaway, residents will fill a backpack with essential supplies that will be purchased with this grant and donated by our Community Partners. The Community Partners will also be in attendance to provide information and resources to enhance preparedness. The event is anticipated to take place in April 2024 to prepare for hurricane season.

The grant will pay for 200 backpacks each containing one flashlight, emergency ponchos, emergency blanket, bottled water, survival whistle, battery powered radio, spare batteries, granola bars and soup. The backpack will also have brochures and fact sheets about preparedness

<b>Action Requested:</b>	Approval of Appropriation
<b>Amount:</b>	\$9,743
<b>Fund/Budget:</b>	Grant (State)
<b>Submitted by:</b>	Jody Bishop-Pullan, Director of Health
<b>Attending:</b>	Jody Bishop-Pullan

10. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – PUBLIC HEALTH DEPARTMENT

In FY2023, the Public Health Emergency Preparedness Grant (PHEP) Budget was revised because of the opportunity to support existing staff with grant funding. FY2024 reflects the same types of cost as were incurred in FY2023. The PHEP grant is used to plan and build capacity to strengthen the City's ability to respond to a range of public health threats and emergencies.

**Action Requested:** Approval of transfer  
**Amount:** \$76,695  
**Fund/Budget:** Public Health Department  
**Submitted by:** Jody Bishop-Pullan, Director of Health  
**Attending:** Jody Bishop-Pullan

11. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – MAA WAGE INCREASE

This is a request to appropriate funds from contingency to pay increased obligations for FY23/24 per the proposed contract settlement. **\*\*\*Item FAILED at 11152023 BOF Special Meeting and was HELD at the 12142023 and 01112024 Regular Monthly Meetings\*\*\***

**Action Requested:** Approval of Appropriation  
**Amount:** \$540,606  
**Fund/Budget:** Contingency  
**Submitted by:** Elda Sinani, Director of OPM  
**Attending:** Elda Sinani

12. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – STAMFORD POLICE WAGE INCREASE

This is a request to appropriate funds from contingency to pay increased obligations for FY23/24 per the recent contract settlement. **\*\*\*Item FAILED at 11152023 BOF Special Meeting and was HELD at the 12142023 and 01112023 Regular Monthly Meetings\*\*\***

**Action Requested:** Approval of Appropriation  
**Amount:** \$2,203,914  
**Fund/Budget:** Contingency  
**Submitted by:** Elda Sinani, Director of OPM  
**Attending:** Elda Sinani

13. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – STAMFORD FIREFIGHTERS WAGE INCREASE **\*\*\*Item was HELD at the 11092023, 12142023 and 01112024 BOF Regular Monthly Meetings\*\*\***

This is a request to appropriate funds from contingency to pay increased obligations for FY23/24 per the contract settlement.

**Action Requested:** Approval of Appropriation  
**Amount:** \$4,461,103  
**Fund/Budget:** Contingency  
**Submitted by:** Elda Sinani, Director of OPM  
**Attending:** Elda Sinani

14. BOARD OF FINANCE ITEM – REVIEW AND DISCUSSION OF PROPOSED FY24/25 BUDGET  
PRESENTATION CALENDAR

Anyone requiring an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in this meeting should contact the ADA Coordinator as soon as possible: Carmen Hughes, Diversity, Equity and Inclusion Officer, City of Stamford, 888 Washington Boulevard, Stamford, CT 06901 (203) 977-7993.

*Tracy Donoghue*  
**Tracy Donoghue**  
**Clerk of the Board**