

MAYOR  
DAVID R. MARTIN



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

## AGENDA

Thursday, June 14, 2018 - 7:00 PM

Board of Finance Meeting Room, 4<sup>th</sup> Floor

**Call to Order:** Chair Richard Freedman (*Video 00:00:00*)

**Pledge of Allegiance:** Chair Richard Freedman

***Approval of Minutes:***

May 10, 2018 – Regular Monthly Meeting  
May 21, 2018 – Special Meeting to Set the Mill Rate

(*Video: 00:00:00*)

***Public Participation:***

***Reports to the Board:***

Board of Finance and Administration Transfer Report (Information not available at time of mailing.)  
Contingency Update – (Information not available at time of mailing.)

## OFFICE OF THE MAYOR

***Advisory Opinion – Stamford Assistant Corporation Counsels’ Union***

Item 1	Pursuant to <b>Section C6-20-7 (b)</b> of the City Charter request for an Advisory Opinion to the Board of Representatives on a Tentative Agreement between the City of Stamford and the Stamford Assistant Corporation Counsels Union for the period July 1, 2014-June 30, 2019.	
	<b>Action Requested:</b>	Advisory Opinion
	<b>Amount:</b>	
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b>	Mayor David Martin
	( <i>Video:00:00:00</i> )	Gabriel Jiran, Esq., Shipman & Goodwin; Robert Murray, Labor Relations Specialist

## BOARD OF FINANCE

### *Discussion – Personnel Management Practices and Internal Controls – Marina Fund*

<i>Item 1A</i>	Discussion of personnel practices, internal controls and other matters as they relate to the recently reported arrest of a City employee for alleged misappropriation of marina funds. Executive Session maybe required.	
	<b>Action Requested:</b>	Discussion
	<b>Amount:</b>	
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b>	Board of Finance
	<i>(Video:00:00:00)</i>	

## OFFICE OF THE MAYOR

### *Agreement – IPS Group Inc. – Single-Space and Multi-Space Smart Parking Meters RFP 720*

<i>Item 2</i>	This is a request for approval of an Agreement with IPS Group, Inc. for the provision and installation of single-space and multi-space smart parking meters as outlined in RFP 720. The term of the Agreement shall commence upon the execution of this Agreement and shall terminate three (3) years thereafter. The term may be extended pursuant to all the same terms and conditions for two (2) additional one- (1) year periods. Under no circumstances shall an additional period exceed one (1) year and under no circumstances shall the term of this Agreement exceed five (5) years in total.	
	<b>Action Requested:</b>	Approval of Agreement
	<b>Amount:</b>	\$457,149.00
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b>	Mayor David Martin
	<i>(Video:00:00:00)</i>	Attending: Frank Petise, Traffic Engineer

### *Agreement – Holland & Knight, LLP – Federal Lobbying Services – RFP #726*

<i>Item 3</i>	This is a request for approval of an Agreement with Holland & Knight, LLP, to provide Federal lobbying services for the City of Stamford. The term of the Agreement shall commence May 1, 2018 and shall terminate one (1) year thereafter. The Agreement may be extended, per the mutual agreement of the parties, pursuant to the same terms and conditions, for two (2) additional one (1) year periods. Under no circumstances shall an additional period exceed one (1) year and under no circumstances shall the term of this Agreement exceed three (3) years in total.	
	<b>Action Requested:</b>	Approval of Agreement (RFP #726)
	<b>Amount:</b>	Compensation for the services, in the amount of \$120,000 annually, including any option years, for services to the City only, or, at the City's option, \$150,000 annually, including any option years, for services to the City and the Stamford Board of Education combined, all as set in greater detail in the fee proposal.
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b>	Mayor David Martin
	<i>(Video: 00:00:00)</i>	Attending: Thomas Madden, Director, Economic Development

**Agreement – Tax Management Associates, Inc. – RFP #734**

<i>Item 4</i>	<p>This is a request for approval of an Agreement with Tax Management Services, Inc. to provide personal property audit services on the City's business personal property taxpayers.</p> <p>The term of the Agreement shall commence upon the execution of this Agreement by both parties and shall terminate three (3) years thereafter. The Agreement may be extended, per the mutual agreement of the parties, pursuant to the same terms and conditions, for two (2) additional one (1) year periods. Under no circumstances shall an additional period exceed one (1) year and under no circumstances shall the term of this Agreement exceed five (5) years in total.</p>																						
	<b>Action Requested:</b>	Approval of Agreement (RFP #734)																					
	<b>Amount:</b>	<p>Compensation for the services as set forth in the Agreement:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Class</th> <th style="text-align: left;">Value Range</th> <th style="text-align: right;">Fee Per Audit</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>Less than \$50,000</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td>A</td> <td>\$50,000 - \$399,000</td> <td style="text-align: right;">\$700</td> </tr> <tr> <td>B</td> <td>\$400,000 - \$999.9909</td> <td style="text-align: right;">\$1,400</td> </tr> <tr> <td>C</td> <td>\$1,000,000 - \$4,999,999</td> <td style="text-align: right;">\$2,200</td> </tr> <tr> <td>D</td> <td>\$5,000,000 - \$9,999,999</td> <td style="text-align: right;">\$6,000</td> </tr> <tr> <td>D3</td> <td>\$10,000,000 and Greater</td> <td style="text-align: right;">\$10,000</td> </tr> </tbody> </table>	Class	Value Range	Fee Per Audit	S	Less than \$50,000	\$500	A	\$50,000 - \$399,000	\$700	B	\$400,000 - \$999.9909	\$1,400	C	\$1,000,000 - \$4,999,999	\$2,200	D	\$5,000,000 - \$9,999,999	\$6,000	D3	\$10,000,000 and Greater	\$10,000
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	<b>Fund/Budget:</b>																						
	<b>Submitted by:</b>	Mayor David Martin																					
	<i>(Video: 00:00:00)</i>	Attending: Gregory Stackpole, Assessor; Bashir Jessa, Deputy Assessor																					

**GRANTS**

**CDBG Annual Action Plan for Year 44: 7/1/18-6/30/19 and HOME Investment Program Funds**

<i>Item 5</i>	<p>Request for approval of the Annual Action Plan for Year 44: July 1, 2018 – June 30, 2019 for use of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program funds totaling \$1,343,869.</p>	
	<b>Action Requested:</b>	Approval of Annual Action Plan Approval
	<b>Amount:</b>	CDBG: \$908,290 HOME: \$435,579
	<b>Fund/Budget:</b>	US Department of Housing and Urban Development: 100% grant-funded
	<b>Submitted by:</b>	Tara Petrocelli, Administrative Officer for Community Development
	<i>(Video: 00:00:00)</i>	Attending: Tara Petrocelli; Karen Cammarota, Grants Officer

**ADMINISTRATION**

**TAX & COLLECTION**

**Bid Waiver #938 – Amendment to Agreement with Quality Data Service, Inc., Assessment and Tax Software Provider**

<i>Item 6</i>	<p>The Assessor's Office wishes to amend the October 13, 2016 Agreement with Quality Data Service, Inc. (QDS), citing that, due to programming issues, our former tax bill printing vendor could not provide service within necessary time constraints and assessed additional charges to convert data from our system. Using QDS to print and mail saves time and money. (QDS Contract Misc. #471; associated with Bid Waiver #831) The scope of services of the Agreement shall be amended to include the printing and mailing services detailed in the February 20, 2018 Letter #201606857 from QDS to the City.</p>	
	<b>Action Requested:</b>	Approval of Bid Waiver
	<b>Amount:</b>	\$153,754.96 (\$102,280 of the total represents pass-through postage costs)
		<b>Continued...</b>

<b>Fund/Budget:</b>		
<b>Submitted by:</b>	William A. Forker, Tax Collection	
<i>(Video: 00:00:00)</i>	Attending: William Napolitano, Revenue Services Manager (TBC)	

**OPERATIONS**

**Supplemental Capital Project Appropriation – Generator Replacement – Grant-funded**

<i>Item 7</i>	This is a request for a supplemental Capital Project appropriation. Stamford was awarded \$303,795 in 2016 to upgrade the existing generator, which supplies redundant power for the Emergency Communications Center. The CT Department of Housing has provided an additional \$250,000 to install air conditioning to ensure adequate equipment cooling in the facility. The required 25% cost share of \$83,334 will come from existing capital appropriations.	
	<b>Action Requested:</b>	Approval of Supplemental Capital Project Appropriation
	<b>Amount:</b>	\$250,000 (State Grant-funded)
	<b>Fund/Budget:</b>	Capital Project No. C63808
	<b>Submitted by:</b>	Louis Casolo, City Engineer
	<i>(Video: 00:00:00)</i>	Attending: Karen Cammarota

**OFFICE OF POLICY AND MANAGEMENT**

**Capital Project Closeout – Various Projects**

<i>Item 8</i>	Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital projects is recommended:	
	<u>Project</u>	<u>Project Title</u>
	CP0096	SUT-CMAQ Funds with Local Match
	CP0097	SUT- Phase 1 – STP 2009
	CP0086	South End Collector Road
	C5B005	Boyle Stadium
	CP5901	Belltown Emergency Generator and Electrical Upgrade
	CP6565	Solid Waste Building Renovation
	CPB014	Toquam QZAB
	SPB006	Cloonan QZAB
	C44444	Strawberry Hill Acquisition
	CP0058	Rogers Renovation
	CP5223	Traffic Calming Master Plan
	CP5506	Traffic Signal Communications and Control Hardware Upgrade:
		City Bond
		Federal Grant
	CP8216	Vehicle Maintenance Equipment
	CP6567	Mill River Stormwater Management
	C50053	Repair/Replace Magee Avenue Wall
	C22045	Carriage Drive Sewers
	CP6758	911 Communic. CAD and Mobile Data Upgrade Phase 2
	C56143	Fishing Pier Replacement
	CP0101	Public Water Supply Scofield
	CPB095	Scofield Magnet Roof Replacements
	C36668	Westhill HS Infrastructure Renovation
	CP1372	Oakdale Road Culvert and Catch Basins
	CPB121	Intercom Replacement
	CP0055	Solid Waste Improvements
CP1075	Skymeadow Drive Drainage Improvements	
	Total	
<b>Action Requested:</b>	Approval of partial Capital Project Closeouts	

**Continued...**

<b>Amount:</b>	\$8,193,784.46
<b>Fund/Budget:</b>	City and WPCA Bonds, Federal and State Grants (Breakdown shown in Exhibit #8)
<b>Submitted by:</b>	Anthony Romano, Management Analyst, OPM
(Video: 00:00:00)	Attending: Jay Fountain

**Appropriation of a Portion of Prior-Year General Fund Balance FY2016-17**

<i>Item 9</i>	<p>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 \$9,074,222 of the fund balance as itemized below and in a memo dated June 6, 2018 from the Mayor and the Director of Administration. (\$750,000 is being held in the General Fund's fund balance for the possibility of liability associated with pending legal settlements.)</p> <p><u>Rainy Day Fund - \$2,000,000</u> In accordance with Sec. C8-30-3 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.</p> <p><u>Capital Non-Recurring - \$6,201,392</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 reducing the need to issue General Obligation Bonds.</p> <p><u>Leisure Services Payable Account - \$300,000</u> It was recently discovered that a Leisure Services Payable Account was being used as a clearing account for the receipt and disbursement of Youth Program-related revenues and expenditures. This appropriation will provide for a transfer of \$300,000 that was recorded in error in the General Fund from the General Fund to the Leisure Services Payable Account.</p> <p><u>Risk Management Fund - \$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> This appropriation would serve to fund the transfer of funds from the General Fund to the Board of Education short-term Capital for use with mechanical repairs and/or system upgrades.</p>													
	<b>Action Requested:</b>	Approval of Appropriations of Prior Year Fund Balance												
	<b>Amounts:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Rainy Day Purposes:</td> <td align="right">\$2,000,000</td> </tr> <tr> <td>Capital Non-Recurring:</td> <td align="right">\$6,201,392</td> </tr> <tr> <td>Leisure Services Payable Account</td> <td align="right">\$ 300,000</td> </tr> <tr> <td>Risk Management Fund for H &amp; H</td> <td align="right">\$ 500,000</td> </tr> <tr> <td>Board of Education – Short Term Capital</td> <td align="right"><u>\$ 72,830</u></td> </tr> <tr> <td></td> <td align="right">\$9,074,222</td> </tr> </table>	Rainy Day Purposes:	\$2,000,000	Capital Non-Recurring:	\$6,201,392	Leisure Services Payable Account	\$ 300,000	Risk Management Fund for H & H	\$ 500,000	Board of Education – Short Term Capital	<u>\$ 72,830</u>		\$9,074,222
Rainy Day Purposes:	\$2,000,000													
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Board of Education – Short Term Capital	<u>\$ 72,830</u>													
	\$9,074,222													
	<b>Fund/Budget:</b>	Fund Balance												
	<b>Submitted by:</b>	Michael Handler, Director of Administration												
	(Video: 00:00:00)	Attending: Jay fountain												

**Fiscal Year Projection - Update on Third Quarter Financial Projections: FY 2017-18**

<i>Item 10</i>	Jay Fountain, Director of OPM, gave a review of the FY 2017-18 Third Quarter Financial Results and Projections at the May 10, 2018 meeting of the Board of Finance. At the meeting, he said there may be some changes in the 2018-19 budget and Board members requested updated information on the financial status at the next regular meeting of the Board on June 14.	<b>UPDATE</b>
	<b>Action Requested:</b> Update	
	<b>Amount:</b>	
	<b>Fund/Budget:</b> FY 2017-18	
	<b>Submitted by:</b> Lee Berta, Assistant Director of OPM	
	<i>(Video: 00:00:00)</i> Attending: Jay Fountain	

**Revision of Capital Budget Resolution**

<i>Item 11</i>	The Board of Finance was provided an incorrect number (\$34,377,711) for the resolution on the Capital Budget. This amount only represents the City's portion for the Capital Budget and not the total Capital Budget (\$50,227,711). This was corrected at the Board of Representatives Special Meeting on May 1, 2018 and recorded as such in their resolution. The revised resolution is to correct this and resolves that the Capital Budget of expenditures for the City of Stamford for Fiscal Year 2018-19 is \$50,227,711. This includes the WPCA portion of \$15,600,000 and the Parking Fund portion of \$250,000 in addition to the City appropriation of \$34,377,711.	
	<b>Action Requested:</b> Approval of revision of Capital Budget Resolution	
	<b>Amount:</b> \$50,227,711	
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b> Jay Fountain, Director of OPM	
	<i>(Video: 00:00:00)</i> Attending: Jay Fountain	

***This meeting is on video.***

***Next Regular Meeting of the Board: Thursday, July 12, 2018 at 7:00 P.M.***

***Adjournment: (Video: 00:00:00)***

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