

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

**Tuesday, November 14, 2017 (Rescheduled): 7:00 PM**

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

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

**Pledge of Allegiance:** Chairman Freedman

**Approval of Minutes:**

1. October 12, 2017 Audit Committee Meeting - 5:30 p.m.
2. October 12, 2017 Special Meeting - 6:00 p.m.
3. October 12, 2017 Regular Monthly Meeting - 7:00 p.m.
4. October 30, 2017 Special Meeting - 7:00 p.m.

(*Video: 00:00:00*)

**Public Participation:**

**Reports to the Board:**

Board of Finance and Administrative Transfer Report

## OFFICE OF THE MAYOR

### Possible Discussion – Pending Contract Negotiations

<i>Item 1</i>	The Mayor may address the Board of Finance in executive session on any pending contract negotiations.	
	<b>Action Requested:</b>	Possible Discussion
	<b>Amount:</b>	
	<b>Fund/Budget:</b>	
	<b>Submitted by:</b>	Mayor David Martin

## CONTROLLER’S OFFICE

### **Review: Draft Comprehensive Annual Financial Report – Fiscal 2017: Blum Shapiro**

<i>Item 2</i>	City Auditors Blum Shapiro will review the highlights of the draft Comprehensive Annual Financial Report (CAFR) for Fiscal 2017, speaking to the various phases of the Audit including field work, status of the Audit, WPCA open items and next steps.	<b>DISCUSSION</b>
	<b>Action Requested:</b> Discussion	
	<b>Amount:</b> -	
	<b>Fund/Budget:</b> -	
	<b>Submitted by:</b> David Yanik, Controller	
	<b>Video: 00:00</b> Attending: Nikoleta McTigue and Santo Carta, Auditors, Blum Shapiro	

### **Discussion – Update on the KRONOS/TeleStaff Implementation**

<i>Item 3</i>	Discussion of the KRONOS/TeleStaff implementation for the Stamford Fire Department and other issues related to the internal control comment in the Blum Shapiro Management Letter from fiscal 2016.	<b>DISCUSSION</b>
	<b>Action Requested:</b> Discussion	
	<b>Amount:</b> -	
	<b>Fund/Budget:</b> -	
	<b>Submitted by:</b> -	
	<b>Video: 00:00</b> Attending: Cathrine Machalski, KRONOS Time and Attendance Manager; Trevor Roach, Fire Department Chief	

### **Request for Additional Appropriation – New Time and Attendance System**

<i>Item 4</i>	Request for approval of an additional appropriation for a Crewsense time and attendance system to replace ineffective Kronos TeleStaff system. The software will take live vacation accruals and interface directly with payroll and is approximately one-fifth the cost.	
	<b>Action Requested:</b> Approval of Appropriation	
	<b>Amount:</b> \$10,404	
	<b>Fund/Budget:</b> Contingency	
	<b>Submitted by:</b> Trevor Roach, Chief	
	<b>Video: 00:00</b> Attending: Jay Fountain, Director, OPM; Chief Roach	

## GRANTS

### **Update – Status of Capital Grant Receivables**

<i>Item 5</i>	Karen Cammarota, Grants Officer, will present an updated report on the progress of the grant payment issues. Her last report was September 19, 2017.	<b>DISCUSSION</b>
<b>Action Requested:</b>	Discussion	
<b>Amount:</b>		
<b>Fund/Budget:</b>		
<b>Submitted by:</b>		
<b>Video: 00:00:00</b>	Attending: Karen Cammarota, Grants Officer	

## OPERATIONS

### **Request for Transfer – Hiring of Seasonal to Full-time Custodians**

<i>Item 6</i>	This is a request for a transfer in accordance with a Settlement Agreement dated May 30, 2017 wherein certain seasonal custodian positions were upgraded to full-time. This item was held by Board members at the October 12, 2017 meeting until November so input from Human Resources and the Legal Department can be heard. <i>See related item 7 below.</i>	
<b>Action Requested:</b>	Approval of Transfer	
<b>Amount:</b>	\$200,000	
<b>Fund/Budget:</b>	2129 – Leased Facilities and 2135 - Maintenance	
<b>Submitted by:</b>	Ernie Orgera, Director of Operations	
<b>Video: 00:00</b>	Attending: Kathryn Emmett, Director of Legal Affairs	

### **Additional Appropriation – Hiring of Seasonal to Full-time Custodians**

<i>Item 7</i>	This is a request for approval of an additional appropriation in accordance with a Settlement Agreement dated May 30, 2017 wherein certain seasonal custodian positions were upgraded to full-time. This item was held by Board members at the October 12, 2017 meeting until November so input from Human Resources and the Legal Department can be heard. <i>See related item 6 above.</i>	
<b>Action Requested:</b>	Approval of Appropriation	
<b>Amount:</b>	\$86,842	
<b>Fund/Budget:</b>	2129 – Leased Facilities and 2135 - Maintenance	
<b>Submitted by:</b>	Ernie Orgera, Director of Operations	
<b>Video: 00:00</b>	Attending: Kathryn Emmett	

**Supplemental Capital Project Appropriation – Street Patch Resurface**

<i>Item 8</i>	This is a request for approval of a supplemental Capital Project appropriation to patch and resurface Stamford’s roadway infrastructure using accepted engineering standards. This includes milling, overlay, re-construction-associated fixes to public streets and associated subsurface replacement. RMS Construction reimbursement of 900 Washington Boulevard (9,600) and Yankee Gas Services DBA Eversource Energy for paving Atlantic Street from Broad Street to South State Street (\$120,000).		
	<b>Action Requested:</b>	Approval of Appropriation	
	<b>Amount:</b>	\$129,600 (\$9,600 – 900 Washington Boulevard) (\$120,000 – Atlantic Street from Broad to South State)	
	<b>Fund/Budget:</b>	Capital Project No. C56182 (private contributions)	
	<b>Submitted by:</b>	Thomas Turk, Traffic and Road Maintenance Supervisor	
	<i>Video: 00:00</i>	Attending: Jay Fountain	

**Supplemental Capital Project Appropriation – Solid Waste Maintenance Garage**

<i>Item 9</i>	Approval of supplemental capital project appropriation for the construction of a new maintenance garage.		
	<b>Action Requested:</b>	Approval of Supplemental Capital Project Appropriation	
	<b>Amount:</b>	\$50,000	
	<b>Fund/Budget:</b>	Capital Project 8707 - Bonding	
	<b>Submitted by:</b>	Lou Casolo, City Engineer	
	<i>Video: 00:00</i>	Attending: Jay Fountain	

**Supplemental Capital Project Appropriation – Transfer Station Exterior Lighting**

<i>Item 10</i>	Approval of supplemental capital project appropriation for the installation of four (4) 40 ft. wood poles with lights and receptacles for Transfer Station personnel safety near storage and parking areas next to wooden fence line. Power connection from 185 Magee Avenue facility.		
	<b>Action Requested:</b>	Approval of Supplemental Capital Project Appropriation	
	<b>Amount:</b>	\$50,000	
	<b>Fund/Budget:</b>	Capital Project 8709 - Bonding	
	<b>Submitted by:</b>	Lou Casolo, City Engineer	
	<i>Video: 00:00</i>	Attending: Jay Fountain	

**Supplemental Capital Project Appropriation – Transfer Station Power Supply Upgrade**

<i>Item 11</i>	Approval of supplemental capital project appropriation for the removal of high voltage gear which is no longer in use, installation of new electrical enclosure for Transfer Station power supply.		
	<b>Action Requested:</b>	Approval of Supplemental Capital Project Appropriation	
	<b>Amount:</b>	\$85,000	
	<b>Fund/Budget:</b>	Capital Project 8708 - Bonding	
	<b>Submitted by:</b>	Lou Casolo, City Engineer	
	<b>Video: 00:00</b>	Attending: Jay Fountain	

**Additional Appropriation - Police Vehicle Maintenance**

<i>Item 12</i>	Request for an additional appropriation to fully fund the full-year salary for the position of Supervisor of Vehicle Maintenance. This appropriation would cover the estimated full-year salary of \$92,940.		
	<b>Action Requested:</b>	Approval of Additional Appropriation	
	<b>Amount:</b>	\$50,000	
	<b>Fund/Budget:</b>	2123 – Police Vehicle Maintenance	
	<b>Submitted by:</b>	Ernie Orgera, Director of Operations	
	<b>Video: 00:00:00</b>	Attending: Jay Fountain	

**OFFICE OF POLICY AND MANAGEMENT**

**Performance of City Pension Funds**

<i>Item 13</i>	At the request of the Board of Finance, OPM Director Jay Fountain will provide a report on the performance of the various City pension funds, including any performance improvements from last year and whether we are using reasonable discount rates.		<b>DISCUSSION</b>
	<b>Action Requested:</b>	Update	
	<b>Amount:</b>	-	
	<b>Fund/Budget:</b>	-	
	<b>Submitted by:</b>	Board of Finance	
	<b>Video: 00:00:00</b>	Attending: Jay Fountain	

**Capital Project Closeouts – Projects CP8707, CP8709 and CP 8708**

Item 14	Pursuant to Stamford City Code Section 8-2, partial closeout of the following capital projects is recommended:  CP 8707 – Solid Waste Maintenance Garage (\$50,000) CP 8709 – Transfer Station Exterior Lighting (\$50,000) CP 8708 – Transfer Station Power Supply Upgrade (\$85,000)		
	<b>Action Requested:</b>	Approval of closeout of Capital projects	
	<b>Amount:</b>	\$185,000	
	<b>Fund/Budget:</b>	State Grants	
	<b>Submitted by:</b>	Tony Romano, Management Analyst, OPM	
	<b>Video: 00:00:00</b>	Attending: Jay Fountain	

**First Quarter Financial Projections: FY 2017-18**

Item 15	Review: FY 2017-18 First Quarter financial results and projections.		
	<b>Action Requested:</b>	Update	
	<b>Amount:</b>		
	<b>Fund/Budget:</b>	FY 2017-18	
	<b>Submitted by:</b>	Jay Fountain	
	<b>Video: 00:00:00</b>	Attending: Jay Fountain	

**Next Regular Meeting of the Board: Thursday, December 14 at 7:00 P.M.**

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

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