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BOARD OF FINANCE
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MINUTES

Thursday, August 16, 2018 - 7:30 PM

Board of Finance Meeting Room, 4th Floor

Call to Order: Interim Chair Dudley Williams called the meeting to order at 7:30 p.m.
(*Video 00:00:00 – video began a few minutes after Mr. Williams’ introduction, which was not recorded*)

Pledge of Allegiance: Interim Chair Dudley Williams

Approval of Minutes:	
July 12, 2018 Audit Committee Meeting	Approved 4-0-0 Motion by: S. Gabriele Second by: D. Kooris
July 12, 2018 Regular Monthly Meeting	Approved 4-0-0 Motion by: S. Gabriele Second by: D. Kooris
<i>(Video: 00:00:28)</i>	

Public Participation: None

Reports to the Board: (*Video: 00:01:17*)

- A. Audit Committee Chair, David Kooris, reported that the August 16 Audit Committee meeting was cancelled, however External Auditor Blum Shapiro’s Audit Communications Memo will be discussed at the September 13, 2018 meeting of the Committee. He added that Board Members have been provided a copy of the Communications Memo.
- B. Board of Finance and Administration Transfer Report
- C. Contingency Update – discussed after Item 2 (*Video: 00:28:57*)

Members Present: Dudley Williams (Acting Chair), Salvatore Gabriele, David Kooris and Kieran Ryan

OFFICE OF THE MAYOR

Discussion – Pending Contract Negotiations

<i>Item 1</i>	The Mayor may address the Board of Finance on any pending contract negotiations and other litigation matters, possibly in Executive Session. (Video: 00:02:12)	THERE WAS NO DISCUSSION
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ITEMS LISTED IN ORDER THEY WERE HEARD

At this point in the meeting, Board Member Gabriele suggested that Item 4 be taken out of order and heard first due to the short nature of the discussion. Mr. Yanik (Item 2) was agreeable to this change.

Supplemental Capital Project Appropriation – Affordable Housing/Zoning Initiative

<i>Item 4</i>	This is a request for funding for affordable housing sourced from payments from developers who have received Zoning Board approval to make a payment into this fund rather than satisfying some, or all, of their obligation to assist affordable housing with on-site units under Stamford’s Inclusionary Zoning Regulation. Accordingly, <u>Element One LLC - \$165,648</u> as per condition #2 (Zoning Board Certificate dated 3/2/2017) providing “fee-in-lieu” payment for .8% of a BMR as per Section 7.4-C-4-d of the Zoning Regulations. Also, <u>RMS - \$640,000</u> as per Zoning Board condition #4 b (Zoning Board Certificate dated 11/1/2017) requiring payment prior to issuance of building permit for “any residential unit beyond the first 35.”	Approved: 4-0-0 Motion by: S. Gabriele Second by: D. Kooris
	Action Requested:	Approval of Supplemental Capital Project Appropriation
	Amount:	\$165,648 – Element One LLC (2017-18 FY) \$640,000 – RMS (2018-19 FY) \$805,648
	Fund/Budget:	C46580 – Affordable Housing/Zoning Initiative
	Submitted by:	Ellen Bromley, Affordable Housing Manager
	(Video: 00:02:39)	Ms. Bromley clarified the Inclusionary Zoning State Statute process and the City’s Zoning Regulation.

Agreement – Ceridian – Human Resources Information System (HRIS) and Payroll Solutions Software

<i>Item 2</i>	This is a request for approval of an Agreement between Ceridian and the City of Stamford for Ceridian to provide Human Resources Information (HRIS) and Payroll Solution software for City employees.	Approved: 4-0-0
	Action Requested:	Approval of Agreement
	Amount:	<u>Estimated Recurring Fees (Monthly)</u> Dayforce HCM Subscription Fee - \$32,625 Dayforce Additional State Tax Filing Ids - \$90 Dayforce Additional Federal Tax Filing Ids - \$550 <u>Estimated Staging Fees (one-time)</u> Dayforce Staging Fee - \$25,000

Continued...

	<p><u>Estimated Implementation and One-Time Fees (one-time)</u> Dayforce HCM Activation Fee - \$200,000</p> <p><u>Summary of Estimated Annual Totals</u> Estimated Total Recurring Fees - \$399,180 Estimated Total One-Time Fees - \$225,000 Total \$624,180</p>
Fund/Budget:	
Submitted by:	Mayor David Martin
(Video: 00:08:02)	<p>Controller David Yanik gave a background on this project, including some of the considerations that were made, the RFP, and award of the contract.</p> <p>He said the current Ceridian system has been in place since the 1980s and is very old. It has been customized over the years and now cannot be updated due to the various changes that have been made during this time. He outlined some of the shortfalls of the current system and the needs of the City payroll department.</p> <p>Mr. Yanik said that implementation of this project has been funded and approved and they are hoping for a July 1, 2019 completion with a fallback to January 1, 2020. He added that the City has a large responsibility in this implementation.</p> <p>Robert Robitaille, Divisional Finance Manager and Project Manager for this project, was present.</p>

At this point in the meeting, OPM Director Jay Fountain handed out the contingency update (Report C). He reported that there is \$740,000 in other contingency – that hasn't been earmarked for anything – available after Item 3 (below) is approved.

Additional Appropriation – Funding of Police Patrol Communications Utility Account

Item 3	This account is used for computer modems and monthly service charges to connect the in-car computers in Police patrol cars to dispatch and RMS. Also for cell phone service for equipped vehicles and/or officers assigned to the Patrol program. Past two fiscal years' expenses were \$79,442 and \$79,218. A budget request for the current fiscal year was inadvertently left off from the Department and OPM requests. The Police Department is asking that funding be added to this account.		<p>Approved: 4-0-0 Motion by: S. Gabriele Second by: D. Kooris</p>
	Action Requested:	Approval of Additional Appropriation	
	Amount:	\$80,000	
	Fund/Budget:	Contingency	
	Submitted by:	Thomas Wuennemann, Assistant Police Chief	
(Video: 00:29:37)	Ted Jankowski, Director, Public Safety, Health, Welfare was present to answer questions posed by the members of the Board.		

Supplemental Capital Project Appropriation – Veterans Park

<i>Item 5</i>	This is a request for funding for a full renovation of the Veterans Park including: rearrangement of the monuments along a timeline, placing them in historical order; tiered amphitheater seating; new pavers throughout; plaza/thoroughfare/event space featuring a central stair, each point for one of the five branches of the military; new entrance that is open and welcoming with a gateway sign; new landscaping; lighting; and site amenities (benches, etc.).		Approved: 4-0-0 Motion by: S. Gabriele Second by: D. Kooris
	Action Requested:	Approval of Supplemental Capital Project Appropriation	
	Amount:	\$2,000,000 – State grant funded	
	Fund/Budget:	CP5602	
	Submitted by:	Cindy Grafstein, Special Assistant to the Mayor	
	Lou Casolo, City Engineer showed an image of the Veterans Park demolition activity, which should come to an end this week. He explained the contract and said they had enough funds to award the base project, which was the majority park, but there are two additional alternates that amount to approximately \$800,000 that can now be funded and need to be awarded. He expects the project to be completed by November 2019. Mr. Rick Redniss, Chair of the Veterans Park Ad Hoc Committee was also present. (Video: 00:32:36)		

Year-End Budget Transfers

<i>Item 6</i>	In accordance with the City Charter Section C8-30-11, Control of Appropriations, recommendation of approval for transfers to cover projected year-end budget shortfalls identified in OPM's Q4 Review.		Approved: 4-0-0 Motion by: S. Gabriele Second by: D. Kooris (*includes Addendum)
	Action Requested:	Transfers	
	Amount:	\$87,341	
	Fund/Budget:	Various	
	Submitted by:	Jay Fountain, Director of OPM	
	Mr. Fountain explained that this is an annual procedure to balance all accounts for the current fiscal year. Transfers were made in the following budgets: Mayor's Office; Administration, Public Safety, Health and Welfare; and Law. He then responded to members' questions on particular transfers. Mr. Fountain asked that the following addendum be made to this motion: <u>*Approval for OPM to make transfers of up to \$10,000 for any deficits in accounts created by accruals that are identified during the fiscal year-end audit. OPM will then report any transfers to the Board of Finance.</u> (Video: 00:36:20)		

[This Meeting is on Video.](#)

Next Regular Meeting of the Board: Thursday, September 13, 2018 at 7:00 P.M.

Adjournment: 8:32 p.m. (Motion by D. Kooris, second by K. Ryan to adjourn: 4-0-0 (Video: 00:53:04))

Cynthia R. Winterle

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