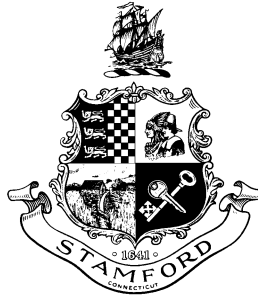


Agenda: March 10, 2016

**DAVID R. MARTIN
MAYOR**



BOARD OF FINANCE
RICHARD FREEDMAN
CHAIRMAN
MARY LOU T. RINALDI
VICE CHAIR
SAL GABRIELE
DUDLEY N. WILLIAMS
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SHELLEY A. MICHELSON

BOARD OF FINANCE

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

MINUTES

Regular Meeting

Thursday, March 10, 2016: 7:00 PM
Board of Finance Meeting Room, 4th Floor

Call to Order: Made by Chairman Freedman at 7:04 pm, noting all Members were present.

Pledge of Allegiance: Led by Chairman Freedman

Approval of Minutes (Video:00:01:30)

February 11, 2016: 7:00 PM Regular Meeting

***Approved
6-0-0
Motion by:
S. Gabriele
Second:
D. Williams***

*January 14, 2016: 6:30 PM Regular Meeting (Tabled at the February 11, 2016 meeting)
(Ms. Rinaldi abstained due to the fact she was not at this meeting)*

***Approved
5-0-1
Motion by:
S. Gabriele
Second by:
D. Williams
(M. Rinaldi
Abstain)***

Minutes: Thursday, March 10, 2016

Public Participation: None

Reports to the Board: Audit Committee Chairman Richard Freedman held an Audit Committee Meeting at 5:30 pm this evening at which Blum, Shapiro & Company Auditors Gerald Paradis and Nikoleta McTigue and Controller David Yanik provided answers to questions. He added that the Management Letter, which we don't have as yet, sounds very positive.

MAYOR'S OFFICE

Discussion

Item 1	There was no Executive Session	
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GRANTS

Additional Appropriation - CDP/HOME Program Grant

Item 2	Request for Approval of Additional Appropriation in the amount of \$388,753 to be used to make additional housing loans (\$349,878) as well as program staff costs (\$38,875).		Approved
	Action Requested:	Additional Appropriation	6-0-0 Motion by: S. Gabriele Second by: M. Rinaldi
	Amount:	\$388,753	
	Fund/Budget:	Grant Funded: US Department of HUD - 100%	
	Submitted by:	Karen Cammarota	
	Video: 00:02:21	Ms. Cammarota explained that the additional appropriation represents seven (7) home downpayments and rehabilitation loans that were repaid. Per HUD rules, ten percent (10%) of that can go to the administrative costs that help support staff in the Community Development Office and the remainder goes back into the HOME account for further requests. This is a normal recycling of the funds. She responded to questions posed by members of the Board.	

Transfer of Funds - Community Development

Item 3	Request for Transfer of Funds in the amount of \$12,092.52. Funds for the seasonal Housing Development Manager position will be fully expended from the CDBG Seasonal line to meet a HUD expenditure deadline. Seasonal funds not required in the HOME account are being transferred to salaries for expenses related to full-time personnel.		Approved
	Action Requested:	Transfer of Funds	6-0-0 Motion by: M. Rinaldi Second by: D. Williams
	Amount:	\$12,092.52	
	Fund/Budget:	CDBG	
	Submitted by:	Karen Cammarota	
	Video: 00:04:50	There have been some changes in the Community Development Office, including a couple of retirements. A new Community Director will be hired as well as a CDP Specialist, which is a new position that is a composite of previous positions that we no longer have the funds to support. Not all the funds in the accounts were expended and, due to the HUD funding deadlines, the funds are being transferred.	

OFFICE OF POLICY AND MANAGEMENT

Transfer of Funds

Item 4	Request for Transfer of \$949,825 to cover projected deficits in salary line items based on Q2 review.		Approved
	Action Requested:	Transfer of Funds	6-0-0 Motion by: D. Williams Second by: D. Kooris
	Amount:	\$949,825	
	Fund/Budget:	Various	
	Submitted by:	Jay Fountain, Interim Department Director	
	Video: 00:06:28	Mr. Fountain said that this request was for many transfers between different accounts all within the same office. Mr. Freedman requested that he go over some of the larger ones, including training in the Police Department which had been budgeted for one account and should have been in another, within the same office. This process will be addressed in next year's budget. Another was a position in Traffic Engineering work and budgeted in Traffic Engineering salaries, not administration.	

OFFICE OF ADMINISTRATION

Approval of Appropriation of Prior Year Fund Balance

Item 5	Request for Approval Appropriation of FY2014/2015 Year-End Fund Balance of \$1,656,328: Rainy Day fund \$300,000; Compliance with Federal Mandates \$200,000; Capital Nonrecurring \$500,000; Debt Service Reserve \$500,000; and Storm-Related Clean-Up Reserve \$156,328.		Approved 6-0-0
	Action Requested:	Approval of Appropriation of Prior Year Fund Balance	Motion by: M. Rinaldi Second by: D. Williams
	Amount:	\$1,656,328	
	Fund/Budget:	Fund Balance	
	Submitted by:	Michael Handler, Director of Administration	
	Video: 00:13:59	Mr. Freedman referenced Page 74 of the CAFR and Mr. Fountain provided answers to questions centered on the different appropriations. Mr. Freedman asked for an explanation of compliance mandates, to which Mr. Fountain responded.	

Bond Resolution – Operation Traffic and Road Maintenance (Stormwater Management)

Item 6	Request for Approval of Resolution to Amend the Capital Budget for Fiscal Year 2015-2016 by Adding an Appropriation of \$200,000 for environmental compliance in accordance with a September 30, 2015 Order by the State of Connecticut Clean Water Act that requires action on the part of the City and Authorizing General Obligation Bonds of the City to meet said Appropriation. This is additional funding for an existing funded Capital project.		WITHDRAWN
	Action Requested:	Bond Resolution Approval	
	Amount:	\$200,000	
	Fund/Budget:	Capital- Bonding	
	Submitted by:	Thomas Turk, Traffic and Road Maintenance Supervisor	
	Video: 00:27:45	This item was withdrawn pending Planning Commission approval.	

OFFICE OF OPERATIONS

Request for Transfer - Police Department

Item 7	Request for Transfer in the amount of \$370,403 from Administration Clothing Allowance Account to the other Program Clothing Allowance Accounts that were not funded to balance accounts.		Approved
	Action Requested:	Transfer	6-0-0 Motion by: M. Rinaldi Second by: D. Kooris
	Amount:	\$370,403	
	Fund/Budget:	Criminal Investigation Clothing Allowance: \$93,601 Police Training Clothing Allowance: \$31,201 Patrol Clothing Allowance: \$245,601	
	Submitted by:	Jonathan Fontneau, Police Chief	
	Video: 00:31:53	Mr. Fountain explained that the assignment of funds was appropriated to the administration program when, in fact, it should have been broken up into the different divisions. This will be addressed in next year's budget.	

Request for Approval of Additional Appropriation - Storm Account: Salt and Sand

Item 8	Request for Approval of Additional Appropriation in the amount of \$497,152.00 to pay for the purchase of 6,400 tons of salt needed to cover the City through the remainder of the 2015 winter season.		Approved
	Action Requested:	Additional Appropriation	6-0-0 Motion by: D. Williams Second by: R. Freedman
	Amount:	\$497,152	
	Fund/Budget:	Contingency	
	Submitted by:	Ernie Orgera, Director of Operations	
	Video: 00:32:47	Mr. Turk explained that the City is getting low on salt and if the domes can be stocked now and there is a mild spring and fall, the department will be well prepared for next winter. The department will then be able to replenish the supply next winter with the assigned budget allocation rather than having to request additional funds as they have had to do this year. If approved the two downtown domes will be at capacity and the new Scofield dome will be at 50% capacity.	

Replacement of Protective Screening and Installation of Chain Link Fence – EG Brennan Golf Course

Item 9	Request for Approval of the Replacement of Protective Screening behind the 13 th green and along Bridge Street to help prevent golf balls from exiting the property (\$10,000); to Raise Protective Screen five feet off the ground to prevent tearing and to tighten the net; and Installation of Chain Link Fencing to both protect parked cars as well as to further secure the Golf Course along the 10 th hole (\$10,000).		Approved
	Action Requested:	Request for Additional Appropriation	6-0-0 Motion by: S. Gabriele Second by: D. Kooris
	Amount:	\$20,000	
	Fund/Budget:	Fund Balance	
	Submitted by:	Ernie Orgera, Director of Operations	
	Video: 00:45:05	Mr. Fountain stated that this work will be funded through the golf course's own fund balance.	

OFFICE OF HUMAN RESOURCES

Request for RFP for Employee Benefits

Item 10	Request for an RFP for Employee Benefits		Approved
	Action Requested:	Request for RFP for Employee Benefits to review vendors and explore consolidation of benefits.	6-0-0
	Amount:	\$20,000	Motion by: M. Rinaldi Second by: S. Gabriele
	Fund/Budget:	Revenue	
	Submitted by:	Clemon Williams, Director of Human Resources	
	Video: 00:45:54	This additional appropriation of \$20,000 will be transferred from the General Fund. Mr. Williams stated that the City has a fiduciary responsibility to assess fees associated with the 457 plans offered to its employees. We currently have three (3) vendors our employees contribute to and we want to go out to bid for a single 457 bidder. If we consolidate to one vendor the fees will go down accordingly.	

Request for Appropriation - 1199 Retro Wage Payout FY13/14 and FY14/15

Item 11	Request for Appropriation of \$107,331 to fund the 1199 retro wage increase for FY13/14 and FY14/15. The amount requested will come from assigned fund balance.		Approved
	Action Requested:	Request for Appropriation of Funds	5-0-1
	Amount:	\$107,331	M. Rinaldi Absent Motion by: S. Gabriele Second by: D. Williams
	Fund/Budget:	Fund Balance	
	Submitted by:	Clemon Williams, Director of Human Resources	
	Video: 00:49:55	This appropriation has already been assigned from the Fund Balance for lump-sum retroactive pay for 1199 employees associated with the Smith House.	

Request for Approval of Agreements – KRONOS

Item 12	Request for Approval of two separate Agreements to amend the Agreement between the City of Stamford and Kronos for the installation of an Upgrade to Version 8 of Workforce Central Software and the addition of TeleStaff software in the total amount of \$359,832: WFC-TeleStaff Integration \$240,322; and TeleStaff Upgrade with Absence and Accruals \$119,510.		Approved
	Action Requested:	Approval of Two Agreements for the Installation of KRONOS Software	6-0-0
	Amount:	\$359,832	Motion by: S. Gabriele Second by: D. Kooris
	Fund/Budget:		
	Submitted by:	Clemon Williams, Director of Human Resources	
	Video: 00:51:41	This expenditure is to finalize the upgrading of the existing KRONOS program. We are currently at KRONOS 5 and will be upgraded to KRONOS 8. It will be for all Board of Education and City of Stamford Classified employees. Ms. Michelson questioned the security involved with this and Mr. Williams noted that KRONOS will only have information as to when employees clock in and clock out. With regard to the question of building security, the only time KRONOS staff will be on the premises is for the purpose of resetting time clocks, etc.	

REGISTRAR OF VOTERS

Additional Appropriation

Item 13	Request for Approval of Additional Appropriation in the amount of \$200,000 to cover the costs associated with the Presidential Primary on April 26, 2016. Past Presidential Primaries for two (2) parties have run close to this amount because of the cost of programming memory cards for the voting scanners and ballots and poll workers, police officers in each school since school is open that day.	Approved
	Action Requested: Additional Appropriation	6-0-0
	Amount: \$200,000	Motion by:
	Fund/Budget: Contingency	D. Kooris
	Submitted by: Lucy Corelli and Ron Malloy, Registrars of Voters	Second by:
	Video: 00:58:13 Mr. Fountain explained that there was need for approval of additional appropriation of these funds as this matter was placed in the contingency budget as it was not known there would be a Presidential Primary in the City this year.	M. Rinaldi

Suspension of the Rules

Item 14	Request to take up under Suspension of the Rules to add a contract for Police and Fire Department Examinations.	Approved
	Action Requested: Suspension of the Rules	6-0-0
	Amount:	Motion by:
	Fund/Budget:	D. Kooris
	Submitted by: Clemon Williams, Director of Human Resources	Second by:
	Video: 00:58:40	M. Rinaldi

OFFICE OF HUMAN RESOURCES

Approval of Agreement – Morris and McDaniel, Inc.

Item 15	Request for Approval of an Agreement with Morris and McDaniel, Inc. to provide and administer examinations for one or more entry level and promotional Police and Fire positions that comply with professional and legal standards and that will enable the promotion of a highly qualified, diverse workforce.	Approved
	Action Requested: Approval of Agreement	6-0-0
	Amount:	Motion by:
	Fund/Budget: Contingency	S. Gabriele
	Submitted by: Clemon Williams, Director of Human Resources	Second by:
	Video: 00:59:17 Mr. Williams provided background information on the need to secure a testing vendor to provide and administer Police and Fire examinations that assure examinations given in the City of Stamford are non-discriminatory. An RFP was issued and five (5) companies replied. Morris and McDaniel, Inc. was chosen as a leader in its field and based upon its 39-year history, on its reputation and the work the company has done in other parts of Connecticut.	R. Freedman

BOARD OF FINANCE

Departmental Budget Presentations Calendar Changes (Information)

<i>Item 16</i>	Board of Finance Chairman announced the following changes to the Departmental Budget Presentations Calendar		<i>Information</i>
	March 28, 2016	Land Use Bureau (Norman Cole) placed first due to a prior commitment later in the evening	
	March 30, 2016	Town/City Clerk (Donna Loglisci) moved from earlier date Human Resources (Clemon Williams) moved from earlier date Boys and Girls Club – Yerwood Center (Mike Cotela) Added Non-Profit Agency Grants (Ellen Bromley) Added	
	May 17, 2016	Mill Rate Meeting – Previous date coincided with Board of Representatives meeting.	

Next Regular Meeting of the Board: Thursday, April 14, 2016 at 7:00 PM

Adjournment: (Video: 01:18:26) On a motion by Mr. Gabriele, which was seconded by Mr. Freedman, the Board unanimously agreed to adjourn this meeting at 8:21 p.m.