

MAYOR
DAVID R. MARTIN



RICHARD FREEDMAN
CHAIRMAN
MARY LOU T. RINALDI
VICE CHAIR
DUDLEY N. WILLIAMS
SAL GABRIELE
DAVID KOORIS
SHELLEY A. MICHELSON
TEL: (203) 977-4699
FAX: (203) 977-5030

BOARD OF FINANCE

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

MINUTES

Regular Meeting

Wednesday, October 19, 2016: 7:15 PM
Board of Finance Meeting Room, 4th Floor

Call to Order: Chairman Freedman

Pledge of Allegiance: Led by Chairman Freedman

Approval of Minutes:	September 8, 2016: 6:00 PM: Regular Monthly Meeting (<i>Video: 00:00:00</i>)	Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams
	September 27, 2016: 7:00 PM: Special Meeting (<i>Video: 00:00:16</i>) – M.A.A. Collective Bargaining Agreement Advisory Opinion and Items Requested Under Suspension of the Rules	Approved 6-0-0 Motion by: S. Gabriele Second by: D. Williams

Public Participation: None

Reports to the Board: (*Video: 00:00:40*)

- A. FY16/17 YTD Board of Finance and Administrative Transfers
- B. Appropriations from Contingency FY16/17 as of 09/30/2016

OFFICE OF THE MAYOR

Lease Agreement between the City of Stamford and Bedford Street Merchants

<i>Item 1</i>	Approval of proposed lease for the use of the Bedford Street Merchants' parking lot as a public parking lot for metered parking. As consideration for the Bedford Street Merchants entering into this lease, the City will provide one hundred and fifty-four (154) parking spaces to the Bedford Street Merchants in the City's adjacent parking garage.		HOLD Item 1 6-0-0 Motion by: M. I. Rinaldi Second by: S. Gabriele
	Action Requested:	Approval of Lease	
	Amount:		
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
<i>Video: 00:00:51</i>	In the absence of a representative able to respond to any questions members of the Board had regarding this agreement, the item was placed on HOLD until the next regular meeting of the Board of Finance.		

**Supplemental Capital Project Appropriation –
Energy Improvement Project - (Street Lighting)**

<i>Item 2</i>	<p>At the September 8, 2016 meeting of the Board of Finance, Thomas Madden, Director of Economic Development, made an in-depth background presentation on the City's Energy Improvement Project – from its inception in 2007 to the point of proposed implementation. The Board voted to approve the following items: School Lighting, Government Center Lighting, AITE Cooling and Government Center Cooling. <i>The Board voted to HOLD the Street Lighting Project until the October 2016 Board of Finance meeting, pending receipt of cost information.</i></p> <p>At the September meeting, Mr. Freedman questioned the number of street lights in the City that City employees have already replaced with LED lights. The Mayor suggested it is more than 30% and it is part of their regular program. In response to a question from Ms. Rinaldi, the Mayor said that the street lighting project is strictly to save energy and that no new street lights are being added as part of the project.</p> <p>The Board would like to look at a cost analysis of the City doing the work itself rather than Con Ed. Mayor Martin responded that if the Board would like to HOLD this item then this research can be done.</p> <p>As a result of discussions, the Board will be provided a signed written guarantee on cost savings and also warranty and rebate information.</p> <p>Request for Approval of Supplemental Capital Project Appropriation for the Energy Improvement Project for the following item which was held at the September 8, 2016 meeting of the Board:</p> <p style="padding-left: 40px;">Street Light Replacement (5,190 LED bulbs). Cost associated with the above:</p> <table border="1" style="margin-left: 80px; border-collapse: collapse; width: 80%;"> <thead> <tr> <th style="text-align: left;"><u>Project</u></th> <th style="text-align: left;"><u>Phase</u></th> <th style="text-align: left;"><u>Cost</u></th> <th style="text-align: left;"><u>Rebate</u></th> <th style="text-align: left;"><u>Net Cost</u></th> </tr> </thead> <tbody> <tr> <td>Street Lighting</td> <td>II</td> <td>2,060,135</td> <td>389,820</td> <td>1,670,315</td> </tr> </tbody> </table>				<u>Project</u>	<u>Phase</u>	<u>Cost</u>	<u>Rebate</u>	<u>Net Cost</u>	Street Lighting	II	2,060,135	389,820	1,670,315	ON HOLD until November 10, 2016 Board of Finance Meeting
	<u>Project</u>	<u>Phase</u>	<u>Cost</u>	<u>Rebate</u>	<u>Net Cost</u>										
	Street Lighting	II	2,060,135	389,820	1,670,315										
	Action Requested:	Approval of Supplemental Capital Project Appropriation													
	Amount:	\$2,060,135													
	Fund/Budget:	Additional funding for an existing funded Capital Project													
	Submitted by:	Mayor David Martin; Thomas Madden, Director of Economic Development													
	<i>Video: 00:01:27</i>	At the request of Mr. Madden, this item was placed on HOLD prior to the meeting.													

**Agreement with Hooker & Holcombe, Inc. (RFP #687)
– Consulting for Actuarial Services**

<i>Item 3</i>	Request for Approval of an agreement with Hooker & Holcombe, Inc. to provide institutional investment advisory services and personal wealth management planning strategies. Additionally, defined contribution consulting and administrative services will be provided to plan sponsors and their participants.		HOLD Item 3 6-0-0 Motion by: S. Gabriele Second by: D. Williams
	Action Requested:	Approval of Agreement	
	Amount:	See Exhibit B, Tab 1 of the attached Agreement	
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
<i>Video: 00:01:34</i>	In the absence of a representative able to respond to any questions members of the Board had regarding this agreement, the item was placed on HOLD until the next regular meeting of the Board of Finance.		

Contract – Con Ed Solutions

<i>Item 4</i>	Request for Approval of a contract with Con Ed Solutions		WITHDRAWN
		Approval of Contract	
	Amount:		
	Fund/Budget:		
	Submitted by:	Mayor David Martin	
<i>Video: 00:08:04</i>	This item was WITHDRAWN prior to the meeting.		

Assignment of Portion of the Prior Year Fund Balance

<i>Item 5</i>	Request for approval of the assignment of \$4,157,960 of FY15/16 excess of revenues over expenditures for future obligations of the City.		Approved 6-0-0 Motion by: D. Williams Second by: D. Kooris
	Action Requested:	Request assignment of portion of prior year fund balance	
	Amount:	\$4,157,960	
	Fund/Budget:	Prior Year Fund Balance	
	Submitted by:	Michael Handler, Director of Administration	
<i>Video: 00: 08:08</i>	<p>Jay Fountain, Interim Director of Operations and Policy, advised that every year, usually in January, they come in after the audit is complete to do the allocation of the excess of revenue over expenditures. Included is the amount that has been set aside for the assigned fund balance for future obligations of the City.</p> <p>Mr. Freedman noted that two years ago the Board of Finance set the 2014-15 budget, which set aside retro pay into the contingency. He added that when the fiscal year ended, the contingency was not spent - by design, because there was retroactive money in there. The contracts weren't signed when the fiscal year ended so money dropped into the un-assigned fund balance. Approval to take what is in the unassigned balance is requested now that we know exactly what the retro amount is because the contracts have been settled, and move it into the assigned fund balance for future obligations of the City, which includes retro.</p> <p>In response to a query from Ms. Michelson, Mr. Fountain explained the difference between the papers he distributed as the first page being the <i>assigned fund balance</i> and the second page being the <i>contingency</i> from last year. He said that they were still working on collectibles.</p>		

GRANTS

Request for Additional Appropriation – Operating Budget - E-Citation Grant

<i>Item 6</i>	Funding from the CT Department of Transportation to implement a computerized system to issue and track/transmit traffic citations. The system will also allow electronic submission of tickets to the State of Connecticut Judicial Branch. The estimated City cost share is \$2,772 for annual maintenance.	<p>Approved 6-0-0 Motion by: S. Gabriele Second by: M. L. Rinaldi</p>
	Action Requested: Request for Additional Appropriation	
	Amount: \$56,286	
	Fund/Budget: E-Citation Grant	
	Submitted by: Ted Jankowski, Director of Public Safety, Health and Welfare	
	<p>Video: 00:18:46</p> <p>Assistant Chief of Police Thomas Wuennemann explained that the Police Department is seeking to implement an electronic method of issuing and tracking traffic citations. The State is very interested in doing this throughout the state and will cover 100% of the cost. Stamford Police Department still writes citations manually – only 24% of tickets in the State are still handled in this manner. The department already has printers and scanners in its cars and needs only the software program to go ahead electronically. The department would like to implement this system in ten (10) vehicles initially to test it first, which will avoid buying licensing agreements and software packages for vehicles that may not warrant it. The benefit goes beyond the traffic citation stage as it includes electronic transmission of data to the State and back to the City’s RMS system then to the State Court system and back to the City. This work is currently being handled manually and electronic implementation is very big as far as records management is concerned.</p> <p>The cost annually for maintenance will be around \$7,000: \$2,772 for software maintenance and a little under \$5,000 for the licensing agreements (\$213 per license).</p>	

OFFICE OF ADMINISTRATION

OFFICE OF OPERATIONS

Transfer – FY15/16 Year-End Salary Budget Transfers

<i>Item 7</i>	In accordance with the City Charter Section C8-30-11, Control of Appropriations, transfers of appropriations (excluding administrative transfers) may, with the approval of the Board of Finance, be made in proper cases from one item to another. Please see attached FY15/16 year-end salary budget transfers request.	<p>Approved 6-0-0 Motion by: M. L. Rinaldi Second by: D. Kooris</p>
	Action Requested: Request Budget Transfer	
	Amount: \$932.00	
	Fund/Budget: 2141-Transfer Station	
	Submitted by: Ernie Orgera, Director of Operations	
	Video: 00:25:11 Mr. Fountain said that this is a transfer between salary accounts - the City is closing out accounts and these charges came in late.	

Discussion Items

At the conclusion of the agenda items, the following additional matters were discussed:

1. Board Member Gabriele brought up the matter of the Old Town Hall Redevelopment Agency (OTHRA) loan forgiveness resolution, which was originally placed on the September 8, 2016, BOF meeting agenda, then withdrawn prior to the meeting. As it appears to be a very complicated financial transaction, he asked that there be more discussion on this topic to familiarize the Board before it is brought up again. (Video: 00:26:06)
2. Ms. Michelson posed a question regarding the status of a contract for film and maintenance for the body-worn cameras that the City proposes utilizing throughout the Police Department. Assistant Chief Wuennemann responded that the vendor has not been selected at this time. The department will be holding body-worn camera training for 40 officers on October 31 and November 1. There are two (2) vendors involved in the testing of the cameras, which will involve two (2) three-month phases. After the first phase the officers will switch to the cameras provided by the second vendor. After the testing process a vendor will be selected. Currently there are six (6) officers using the cameras. (Video: 00:29:25)
3. Ms. Michelson commented on the difficulty she is having obtaining documents that were requested at earlier Board meetings and which were to be provided to the Board: (Video: 00:30:51)
 - a. A copy of the written repayment and security settlement between a URC employee, the Urban Redevelopment Commission (URC) and the City of Stamford
 - b. A signed, written guarantee on cost savings, together with warranty and rebate information from Con Ed Solutions regarding the City's Energy Improvement projects.
 - c. The cost savings of doing street lighting in-house vs. contracting with Con Ed Solutions
 - d. A cost analysis of street lighting – the amount of energy being paid out right now (as of 9/8/16) and the savings

Next Meetings of the Board:

Thursday, November 10, 2016

- 5:00 p.m. – Audit Committee Meeting - Review: Draft Comprehensive Annual Financial Report (CAFR) FY2015/16
- 6:00 p.m. – Meeting of the Whole - Review of the City's insurance procurement process and pricing
- 7:00 p.m. – Regular Monthly Meeting

Adjournment: Motion by David Kooris, second by Dudley Williams to adjourn the meeting at 7:50 p.m. (Video: 00:37:07)

Cynthia R. Winterle

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