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BOARD OF FINANCE

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

BOARD OF FINANCE REGULAR MONTHLY MEETING

Thursday, July 9, 2020 – 7:00 p.m.

Please join the Board of Finance meeting from your computer, tablet or smartphone.

<https://zoom.us/j/91951055617> ; or at www.zoom.com - Meeting ID: 919 5105 5617
or by telephone at 1-646-558-8656 – Meeting ID: 919 5105 5617

AGENDA

CALL TO ORDER: Chair Richard Freedman

MEMBERS PRESENT:

PUBLIC PARTICIPATION:

REPORTS TO THE BOARD:

- A. Contingency Update – FY 19-20
- B. Board of Finance and Administration Transfer Report – FY 19-20

1. MINUTES: Request for approval of minutes of the following June 2020 meetings:

Regular Monthly Meeting – June 11, 2020
Special Meeting – June 23, 2020
Special Meeting – June 25, 2020

Submitted by: Clerk, Board of Finance

2. POSSIBLE DISCUSSION ON BUDGET MATTERS WITH MAYOR DAVID MARTIN

3. F2019 MANAGEMENT ADVISORY LETTER WITH MANAGEMENT'S RESPONSES AND REMEDIATION PLANS – HELD

As Tax Collector William Forker was unable to attend the June 11, 2020 regular monthly meeting, the Board invited him to attend this meeting to discuss the Management Advisory Letter with management's responses and remediation plans, including providing the tax collector's report - with all supporting documentation - and the reconciliation between the report and the HTE general ledger system at the commencement of year-end audit fieldwork. As Mr. Forker has subsequently retired, Bill Napoletano and Joyce Sun are invited to attend.

Submitted by: David Yanik, Controller
Attending: David Yanik; Bill Napoletano, Revenue Services Manager; Joyce Sun, Management Analyst

4. BID WAIVER #1181 – AVALON IT SYSTEMS (PINACOM INC.) – POLICE EXTRA DUTY PAYROLL

Request for approval of a bid waiver under Purchasing Ordinance Section 23-18.3B(1)(d) (*Formal procurement would cost more/be inefficient/disruptive*) Please see the justification for this bid waiver in Exhibit 4. (See related Item 5 below.)

Action Requested: Approval of bid waiver
Amount: \$250,000
Fund/Budget:
Submitted by: Ted Jankowski, Director of Public Safety, Health and Welfare
Attending: Mr. Jankowski and Police Captain Scott Duckworth (TBC)

5. THIRD AMENDMENT TO AGREEMENT – PINACOM INC. (DBA AVALON IT SYSTEMS) RFP 691 – ADMINISTRATIVE SERVICES FOR THE POLICE DEPARTMENT EXTRA DUTY EMPLOYMENT

Request for approval of a third amendment to an Agreement with PINACOM Inc., (d/b/a/ Avalon IT Systems) for administrative services for police department extra duty employment to extend the Agreement for the period of August 10, 2020 through August 9, 2021. The second amendment of this agreement was extended from March 10, 2020 through August 9, 2020, on a monthly basis. The item was originally HELD at the February 13, 2020 meeting. (See related Item 4 above.)

Action Requested: Approval of third amendment to agreement
Amount: \$20,625 per month
Fund/Budget:
Submitted by: Ted Jankowski
Attending: Mr. Jankowski and Captain Scott Duckworth (TBC)

6. AMENDED AND RESTATED OPERATION AGREEMENT – CURTAIN CALL FOR THE KWESKIN THEATRE

Request for approval of an amended and restated operation agreement with Curtain Call for the Kweskin Theatre. The existing agreement expires on June 30, 2020 and the term of the Agreement shall commence July 1, 2020 and terminate on June 30, 2030. A red-line of the original agreement is attached as an exhibit for comparison purposes.

Action Requested: Approval of Amended and Restated Operation Agreement
Amount: \$900,000
Fund/Budget:
Submitted by: Mark McGrath, Director of Operations
Attending: Mr. McGrath

7. RESOLUTION WITH RESPECT TO THE ISSUANCE AND SALE OF NOT EXCEEDING \$15,000,000 GENERAL OBLIGATION REFUNDING BONDS, OF THE CITY OF STAMFORD, CONNECTICUT

Request for approval of the issuance of General Obligation Refunding Bonds.

Action Requested: Approval of General Obligation Refunding Bonds Issuance
Amount: Not exceeding \$15,000,000
Fund/Budget:
Submitted by: Sandy Dennies, Interim Director of Administration
Attending: Ms. Dennies

8. ADDITIONAL APPROPRIATION – COVID ELECTION EXPENSES – GRANT FUNDED

Request for approval of an additional appropriation to be used by the Town Clerk for COVID election expenses for primaries in August and the Presidential election in November.

Action Requested: Approval of additional appropriation
Amount: \$526,306
Fund/Budget: State Grant
Submitted by: Lyda Ruijter, Town and City Clerk
Attending: Ms. Ruijter; Ron Malloy and Lucy Corelli, Registrars of Voters; and Karen Cammarota, Grants Officer (TBC)

9. APPROVAL OF TRANSFER – HEALTH DEPARTMENT

Request for approval of a transfer of funds - FY19/20. These funds are being used to pay for Medical Reserve (MRC) volunteer supplies.

Action Requested: Approval of transfer
Amount: \$3,380.76
Fund/Budget: From: 24401173202 Conference/Training (\$2,960.76)
24401175400 Advertising (\$400.00)
To: 24401176120 Program Supplies (\$3220.73)
24401175500 Copying & Printing (\$140.03)
Submitted by: Jennifer Calder
Attending: Ms. Cammarota

10. APPROVAL OF TRANSFER – HEALTH DEPARTMENT

Request for approval of a transfer of funds – FY19/20. These funds are being used to pay for Medical Reserve (MRC) volunteer supplies.

Action Requested: Approval of transfer
Amount: \$821.12
Fund/Budget: From: 24401175500 Copying & Printing (\$500.00)
24401173202 Conference/Training (\$321.12)
To: 24401176120 Program Supplies (\$821.12)
Submitted by: Jennifer Calder
Attending: Ms. Cammarota

11. ADDITIONAL APPROPRIATION – MAA RETRO WAGE FY20/21

Request to appropriate \$290,532 from Contingency to fund the MAA Retro Wage increase obligations for FY20/21 per a recent contract settlement.

Action Requested: Approval of additional appropriation
Amount: \$290,532
Fund/Budget: Contingency – FY20/21
Submitted by: Jay Fountain
Attending: Mr. Fountain

12. ADDITIONAL APPROPRIATION – MAA RETRO WAGE FY18/19 and 19/20

Request to appropriate \$581,065 from Fund Balance to fund MAA Retro Wage increase obligations for FY 18/19 and 19/20 per a recent contract settlement.

Action Requested: Approval of additional appropriation
Amount: \$581,065
Fund/Budget: Fund Balance - FY19/20
Submitted by: Jay Fountain
Attending: Mr. Fountain

13. ADJOURNMENT

The next Regular Meeting of the Board: Thursday, August 13 at 7:00 p.m.

This meeting is on video.

Cynthia R. Winterle

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