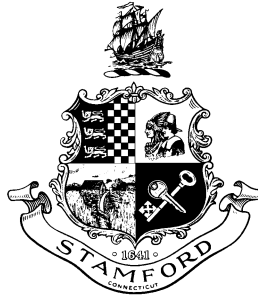


Agenda: March 10, 2016

**DAVID R. MARTIN  
MAYOR**



**BOARD OF FINANCE**  
RICHARD FREEDMAN  
CHAIRMAN  
MARY LOU T. RINALDI  
VICE CHAIR  
SAL GABRIELE  
DUDLEY N. WILLIAMS  
DAVID KOORIS  
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, 4<sup>th</sup> 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**

<b>Item 1</b>	There was no Executive Session	
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**GRANTS**

**Additional Appropriation - CDP/HOME Program Grant**

<b>Item 2</b>	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).		<b>Approved</b>
	<b>Action Requested:</b>	Additional Appropriation	<b>6-0-0</b> <b>Motion by:</b> <b>S. Gabriele</b> <b>Second by:</b> <b>M. Rinaldi</b>
	<b>Amount:</b>	\$388,753	
	<b>Fund/Budget:</b>	Grant Funded: US Department of HUD - 100%	
	<b>Submitted by:</b>	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**

<b>Item 3</b>	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.		<b>Approved</b>
	<b>Action Requested:</b>	Transfer of Funds	<b>6-0-0</b> <b>Motion by:</b> <b>M. Rinaldi</b> <b>Second by:</b> <b>D. Williams</b>
	<b>Amount:</b>	\$12,092.52	
	<b>Fund/Budget:</b>	<b>CDBG</b>	
	<b>Submitted by:</b>	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***

<b>Item 4</b>	Request for Transfer of \$949,825 to cover projected deficits in salary line items based on Q2 review.		<b>Approved</b>
	<b>Action Requested:</b>	Transfer of Funds	<b>6-0-0</b> <b>Motion by:</b> <b>D. Williams</b> <b>Second by:</b> <b>D. Kooris</b>
	<b>Amount:</b>	\$949,825	
	<b>Fund/Budget:</b>	Various	
	<b>Submitted by:</b>	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***

<b>Item 5</b>	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.		<b>Approved</b> <b>6-0-0</b>
	<b>Action Requested:</b>	Approval of Appropriation of Prior Year Fund Balance	<b>Motion by:</b> <b>M. Rinaldi</b> <b>Second by:</b> <b>D. Williams</b>
	<b>Amount:</b>	\$1,656,328	
	<b>Fund/Budget:</b>	Fund Balance	
	<b>Submitted by:</b>	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)***

<b>Item 6</b>	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.		<b>WITHDRAWN</b>
	<b>Action Requested:</b>	Bond Resolution Approval	
	<b>Amount:</b>	\$200,000	
	<b>Fund/Budget:</b>	Capital- Bonding	
	<b>Submitted by:</b>	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***

<b>Item 7</b>	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.		<b>Approved</b>
	<b>Action Requested:</b>	Transfer	<b>6-0-0</b> <b>Motion by:</b> <b>M. Rinaldi</b> <b>Second by:</b> <b>D. Kooris</b>
	<b>Amount:</b>	\$370,403	
	<b>Fund/Budget:</b>	Criminal Investigation Clothing Allowance: \$93,601 Police Training Clothing Allowance: \$31,201 Patrol Clothing Allowance: \$245,601	
	<b>Submitted by:</b>	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***

<b>Item 8</b>	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.		<b>Approved</b>
	<b>Action Requested:</b>	Additional Appropriation	<b>6-0-0</b> <b>Motion by:</b> <b>D. Williams</b> <b>Second by:</b> <b>R. Freedman</b>
	<b>Amount:</b>	\$497,152	
	<b>Fund/Budget:</b>	Contingency	
	<b>Submitted by:</b>	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***

<b>Item 9</b>	Request for Approval of the Replacement of Protective Screening behind the 13 <sup>th</sup> 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 <sup>th</sup> hole (\$10,000).		<b>Approved</b>
	<b>Action Requested:</b>	Request for Additional Appropriation	<b>6-0-0</b> <b>Motion by:</b> <b>S. Gabriele</b> <b>Second by:</b> <b>D. Kooris</b>
	<b>Amount:</b>	\$20,000	
	<b>Fund/Budget:</b>	Fund Balance	
	<b>Submitted by:</b>	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***

<b>Item 10</b>	Request for an RFP for Employee Benefits		<b>Approved</b>
	<b>Action Requested:</b>	Request for RFP for Employee Benefits to review vendors and explore consolidation of benefits.	<b>6-0-0</b>
	<b>Amount:</b>	\$20,000	<b>Motion by:</b> <b>M. Rinaldi</b> <b>Second by:</b> <b>S. Gabriele</b>
	<b>Fund/Budget:</b>	Revenue	
	<b>Submitted by:</b>	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***

<b>Item 11</b>	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.		<b>Approved</b>
	<b>Action Requested:</b>	Request for Appropriation of Funds	<b>5-0-1</b>
	<b>Amount:</b>	\$107,331	<b>M. Rinaldi</b> <b>Absent</b> <b>Motion by:</b> <b>S. Gabriele</b> <b>Second by:</b> <b>D. Williams</b>
	<b>Fund/Budget:</b>	Fund Balance	
	<b>Submitted by:</b>	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***

<b>Item 12</b>	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.		<b>Approved</b>
	<b>Action Requested:</b>	Approval of Two Agreements for the Installation of KRONOS Software	<b>6-0-0</b>
	<b>Amount:</b>	\$359,832	<b>Motion by:</b> <b>S. Gabriele</b> <b>Second by:</b> <b>D. Kooris</b>
	<b>Fund/Budget:</b>		
	<b>Submitted by:</b>	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***

<b>Item 13</b>	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.	<b>Approved</b>
	<b>Action Requested:</b> Additional Appropriation	<b>6-0-0</b>
	<b>Amount:</b> \$200,000	<b>Motion by:</b>
	<b>Fund/Budget:</b> Contingency	<b>D. Kooris</b>
	<b>Submitted by:</b> Lucy Corelli and Ron Malloy, Registrars of Voters	<b>Second by:</b>
	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.	<b>M. Rinaldi</b>

***Suspension of the Rules***

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

**OFFICE OF HUMAN RESOURCES**

***Approval of Agreement – Morris and McDaniel, Inc.***

<b>Item 15</b>	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.	<b>Approved</b>
	<b>Action Requested:</b> Approval of Agreement	<b>6-0-0</b>
	<b>Amount:</b>	<b>Motion by:</b>
	<b>Fund/Budget:</b> Contingency	<b>S. Gabriele</b>
	<b>Submitted by:</b> Clemon Williams, Director of Human Resources	<b>Second by:</b>
	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.	<b>R. Freedman</b>

**BOARD OF FINANCE**

***Departmental Budget Presentations Calendar Changes (Information)***

<b><i>Item 16</i></b>	Board of Finance Chairman announced the following changes to the Departmental Budget Presentations Calendar		<b><i>Information</i></b>
	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.