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BOARD OF FINANCE

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ACTION REPORT

Thursday, March 14, 2019 – 7 p.m.

Board of Finance Meeting Room, 4th Floor

CALL TO ORDER: Chair Richard Freedman at 7:40 p.m.

PLEDGE OF ALLEGIANCE: Chair Richard Freedman

PUBLIC PARTICIPATION: There was none

REPORTS TO THE BOARD: Audit Committee Chair David Kooris provided a short report on the committee's meeting held earlier this evening.

1. MINUTES

Approved the minutes of the February 19, 2019 (rescheduled) Regular Monthly Meeting and Thursday, February 28, 2019 Special Meeting. Motion to approve by Salvatore Gabriele, second by Mary Lou Rinaldi passed unanimously 6-0-0

Submitted by: Clerk, Board of Finance

2. POSSIBLE DISCUSSION – PENDING NEGOTIATIONS

The Mayor may address the Board of Finance in executive session on any pending contract negotiations. There was no address by the Mayor.

3. CAPITAL PROJECT APPROPRIATION – CENTRAL FIRE HEADQUARTERS RENOVATION (CP3809)

This request is for a Capital Project Appropriation for a central headquarters elevator upgrade. (See related resolution Item 4 below.)

Amount: \$35,000
Fund/Budget: Bond (City)
Submitted by: Lou Casolo, City Engineer
Attending: Kevin Murray, Building Manager

A motion to approve was made by Salvatore Gabriele, second by Mary Lou Rinaldi but before a vote was taken, there was a discussion that resulted in the withdrawal of the motion. There was then a motion by Salvatore Gabriele, second by David Kooris to deny the request for the capital project appropriation which passed unanimously 6-0-0

4. BOND RESOLUTION – CENTRAL FIRE HEADQUARTERS RENOVATION (CP3809)

This request is to amend the Capital Budget for Fiscal Year 2018-2019 by adding an appropriation of \$35,000 for the Central Fire Headquarters Renovation and authorizing \$35,000 General Obligation Bonds of the City to meet said appropriation. (See Item 3 above for related appropriation.)

Amount: \$35,000
Fund/Budget: Bond (City)
Submitted by: Jay Fountain, Director of OPM
Attending: Kevin Murray; Tony Romano, Management Analyst

A motion to deny this request was made by David Kooris, second by Mary Lou Rinaldi. The motion to deny the request passed unanimously 6-0-0.

5. DEMOLITION OF EXISTING POLICE HEADQUARTERS – 805 BEDFORD STREET

This request is for the approval of the demolition of the existing Police Headquarters located at 805 Bedford Street under Section 9-10 of the Code of Ordinances. Per the City engineer, this structure is not cost-effective to renovate for re-use.

Submitted by: Mayor David R. Martin
Attending: Lou Casolo, City Engineer

A motion to approve this request was made by David Kooris, second by Salvatore Gabriele and the motion passed unanimously 6-0-0.

6. ADDITIONAL APPROPRIATION – ASSISTANT DIRECTOR OF HUMAN RESOURCES

This request is for funding to fill the Assistant Director of Human Resources position for the remainder of this fiscal year. It is essential that this position be filled as soon as possible. The Department is currently without a Director and being managed by the Director of Legal Affairs with the part-time transitional assistance of the former Human Resources Director who will be leaving in mid-March.

Amount: \$32,300
Fund/Budget: Contingency
Submitted by: Kathryn Emmett, Director of Legal Affairs
Attending: Kathryn Emmett; Lee Palmer, Interim Director, Human Resources

A motion to approve this request was made by Dudley Williams, second by David Kooris. The motion passed with a vote of 3-2-1 with Mary Lou Rinaldi and Salvatore Gabriele opposed and Kieran Ryan abstaining.

7. AMENDMENT TO AGREEMENT – CERIDIAN HRIS AND PAYROLL SOLUTIONS SOFTWARE

In conjunction with the HRIS and Payroll Solutions Software agreement previously approved by the Board of Finance on August 16, 2018, this request is for approval of a contract amendment for the WorkForce time and attendance module that was bid on in the original RFP, and included in the project funding request, but which was going to be implemented at a later date. It has become apparent that significant time and effort could be saved by configuring and implementing the module concurrently with Ceridian's DayForce Payroll module. The transition to the use of the WorkForce module would not be concurrent with the DayForce module but would be staged over time so that the Controller's Office, Board of Education (BOE) Finance, and City and BOE Human Resources Departments could properly complete the transition to the new payroll system first and then focus on the City and BOE's time and attendance tracking needs.

Amount: \$108,000 (\$9,000 monthly) DayForce Subscription Fee
\$30,000 (Estimated Total One-time fee) Dayforce Implementation Fee
Fund/Budget: Short Term Capital
Submitted by: Mayor David Martin
Attending: David Yanik, Controller

A motion to approve was made by David Kooris, second by Dudley Williams and passed with a vote of 5-0-0 (Mary Lou Rinaldi was absent at the time of the vote).

8. ADDITIONAL APPROPRIATION – DISTRACTED DRIVING GRANT

This request is for approval of an additional appropriation (grant-funded). This grant will decrease fatalities and injuries as a result of crashes caused by driver distraction, especially those caused by hand-held mobile phone use. Enforcement will be increased on an overtime basis. No additional City funds are being requested.

Amount: \$58,500
Fund/Budget: 100% grant funded (Distracted Driving Grant – Overtime)
Submitted by: Karen Cammarota, Grants Officer
Attending: Karen Cammarota

A motion to approve was made by Salvatore Gabriele, seconded by David Kooris and passed with a vote of 5-0-0 (Mary Lou Rinaldi was absent at the time of the vote).

9. ADDITIONAL APPROPRIATION – HOMELAND SECURITY (2016/17) GRANT

This request is for approval of an additional appropriation (grant-funded). The Connecticut Division of Emergency Management and Homeland Security Grant awarded \$100,000 in supplemental grant funding. The Regional Emergency Planning Team authorized use of the funds for equipment for the Stamford Bomb Squad and regional HazMat team.

Amount: \$100,000
Fund/Budget: 100% Grant Funded (244 0187 6730 Non-Capital Equipment)
Submitted by: Karen Cammarota, Grants Officer
Attending: Karen Cammarota

A motion to approve was made by Salvatore Gabriele, second by David Kooris and passed with a vote of 5-0-0 (Mary Lou Rinaldi was absent at the time of the vote).

10. ADDITIONAL APPROPRIATION – PARK POLICE OVERTIME

This is a request for approval of an additional appropriation for enforcement/coverage for City Parks after April 1, 2019.

Amount: \$8,000
Fund/Budget: Contingency - 2536 – Beach Enforcement/Overtime
Submitted by: Mark McGrath, Director of Operations
Attending: Mark McGrath

A motion to approve was made by Kieran Ryan, second by Salvatore Gabriele and passed with a vote of 5-0-0 (Mary Lou Rinaldi was absent at the time of the vote).

11. ADDITIONAL APPROPRIATION – TRAFFIC ANALYST

This request is for approval of an additional appropriation for funding for a traffic analyst necessary to collect and maintain the City's traffic database system, mitigate safety concerns, and adopt Complete Streets practices as they will help prioritize improvement projects throughout the City, aid the traffic engineers in overseeing them, and evaluate costs/benefits of alternative treatments. The traffic data analyst will support the Bureau Chief and traffic engineers in preparation of extremely competitive grant applications by providing all supporting documentation, preparing reports and presentations. The traffic data analyst will allow the department to apply for significantly more regional, state and federal dollars. This request is to cover the salary of this full-time position from April 1 to June 30 or 13 weeks.

Amount: \$15,355
Fund/Budget: Contingency
Submitted by: Mark McGrath, Director of Operations
Attending: Mark McGrath and James Travers, Transportation Bureau Chief

A motion to approve was made by David Kooris, second by Dudley Williams and passed unanimously with a vote of 6-0-0.

12. SUPPLEMENTAL APPROPRIATION

Request for a supplemental appropriation in the amount of \$702,593 to pay for mold remediation costs incurred before the formation of the Mold Task Force on October 29, 2018. This item was held at the February 28, 2019 special meeting of the Board of Finance. *Information not received at time of mailing.*

Amount: \$702,593
Fund/Budget:
Submitted by: Earl Kim, Superintendent of Schools
Attending: Clarence Zachery, Chief Financial and Operations Officer; Hugh Murphy, Director of Finance; and Donald McKnight, Trades Manager, BOE

A motion to approve \$600,000 for mold remediation costs incurred prior to October 29, 2018 was made by Richard Freedman, second by Kieran Ryan but before a vote was taken Dudley Williams made a motion to amend the first motion to approve the full amount. This motion failed due to the lack of a second. The Board returned to the original motion to approve the amount of \$600,000 which passed unanimously with a vote of 6-0-0.

SUSPENSION OF THE RULES

The Board of Education (BOE) requested that the Board of Finance consider suspending the rules to hear a request for an additional appropriation.

A motion was made by Mary Lou Rinaldi, second by Salvatore Gabriele to take up the following request under Suspension of the Rules. The motion passed unanimously 6-0-0.

13. ADDITIONAL APPROPRIATION – BOARD OF EDUCATION – INCREASE IN ELECTRICITY COSTS

The Board of Education (BOE) is requesting additional funds from the BOE Energy Reserve fund balance account to assist with increases in electricity costs.

Amount: \$201,840
Fund/Budget: BOE Energy Reserve Fund Balance
Submitted by: Clarence Zachery, Chief Financial and Operations Officer
Attending: Clarence Zachery; Hugh Murphy, Director of Finance

A motion to approve was made by David Kooris but he withdrew his motion and a further motion to hold this item until more information is provided was made by Salvatore Gabriele, second by Mary Lou Rinaldi. The motion to hold this item passed unanimously 6-0-0.

A motion to adjourn the meeting at 9:30 p.m. was made by David Kooris, second by Salvatore Gabriele passed unanimously 6-0-0.

The next Regular Meeting of the Board: Thursday, April 11, 2019 at 7:00 p.m.

This meeting is on video.

Cynthia R. Winterle

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