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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, December 14, 2023

Time: 7:00 p.m.

Via Zoom

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

<https://us02web.zoom.us/j/81098909774>

or by telephone at 1-646-558-8656 – Meeting ID: 81098909774

AGENDA

CALL TO ORDER:

MEMBERS PRESENT:

OTHERS PRESENT:

PUBLIC PARTICIPATION:

1. MINUTES

Request for approval of Minutes of the following meetings:

11092023 Regular Monthly Meeting

11152023 Special Meeting

Submitted by: Clerk, Board of Finance

2. BUDGET UPDATE – BOARD OF EDUCATION

Ryan Fealey, Director of Finance, Board of Education will provide a brief update on the BOE budget.

3. FY2022 ACFR

Review and approval of FY22 City Audit (ACFR).

Attending: Scott Bassett, Partner, RSM
Ben Barnes, Director of Administration
David Yanik, Controller

4. AXON CONTRACT DISCUSSION

This is a request for review, discussion, and recommendation.

Action Requested: Review and Discussion of Proposed AXON Contract
Extension Terms and Cost
Submitted by: Timothy Shaw, Chief of Police
Attending: Tim Shaw

5. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (001348) -- FY 23/24 –EV INFRASTRUCTURE GRANT

This is a request for approval of a capital project appropriation to purchase and install 20 Dual-port Level 2 Chargers and two Dual-port DC Fast Chargers to be located at the Stamford Government Center, 888 Washington Blvd., Stamford. The City of Stamford was selected to receive a grant under Connecticut's Volkswagen (VW) EVSE ZEV Infrastructure Program (ZIP). *NOTE: The VW EVSE ZIP Grant is structured as a reimbursement. Award recipients will be required to demonstrate project completion, including payment for the project, before receiving awarded funds. **Item was held at 8/10/2023, 9/14/2023, 10/11/2023 and 11/14/2023 BOF Regular Monthly Meetings.*

Action Requested: Approval of Appropriation
Amount: \$860,565.20
Fund/Budget: \$559,367.38 Grant (State)
\$301,197.82 Bond (City)
Submitted by: OPM
Attending: William Klous, Fleet Manager
Attending: Tony Romano, Management Analyst, OPM

6. REQUEST TO APPROVE A RESOLUTION TO AMEND THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$860,565.20 FOR THE EV INFRASTRUCTURE GRANT PROJECT (001348) AND AUTHORIZING \$301,197.82 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION ***Item was held at 8/10/2023, 9/14/2023, 10/11/2023 and 11/14/2023 BOF Regular Monthly Meetings.*

Action Requested: Approval of Resolution
Amount: \$860,565.20
Fund/Budget: \$559,367.38 Grant (State)
\$301,197.82 Bond (City)
Submitted by: OPM
Attending: Tony Romano, Management Analyst, OPM

7. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – MAA WAGE INCREASE
This is a request to appropriate funds from contingency to pay increased obligations for FY23/24 per the proposed contract settlement. *****Item FAILED at 11152023 BOF Special Meeting*****

Action Requested: Approval of Appropriation
Amount: \$540,606
Fund/Budget: Contingency
Submitted by: Al Cava, Director of Human Resources
Attending: Al Cava

8. REQUEST FOR ADDITIONAL APPROPRIATION – FY22/23 – STAMFORD POLICE WAGE RETRO PAYOUT
This is a request to appropriate funds to pay the Stamford Police retro wage increase obligations for FY22/23 per the recent contract settlement. *****Item FAILED at 11152023 BOF Special Meeting*****

Action Requested: Approval of Appropriation
Amount: \$1,047,321
Fund/Budget: Fund Balance
Submitted by: Al Cava, Director of Human Resources
Attending: Al Cava

9. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – STAMFORD POLICE WAGE INCREASE
This is a request to appropriate funds from contingency to pay increased obligations for FY23/24 per the recent contract settlement. *****Item FAILED at 11152023 BOF Special Meeting*****

Action Requested: Approval of Appropriation
Amount: \$2,203,914
Fund/Budget: Contingency
Submitted by: Al Cava, Director of Human Resources
Attending: Al Cava

10. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – STAMFORD FIREFIGHTERS WAGE RETRO PAYOUT *****Item was HELD at 11092023 BOF Regular Monthly Meeting*****
This is a request to appropriate funds to pay the Stamford Firefighters retro wage increase obligations for FY22/23 (7/1/19 – 6/30/23) per the recent contract settlement.

Action Requested: Approval of Appropriation
Amount: \$7,371,066
Fund/Budget: Fund Balance
Submitted by: Al Cava, Director of Human Resources
Attending: Al Cava

11. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – STAMFORD FIREFIGHTERS WAGE INCREASE *****Item was HELD at 11092023 BOF Regular Monthly Meeting*****
This is a request to appropriate funds from contingency to pay increased obligations for FY23/24 per the contract settlement.

Action Requested: Approval of Appropriation
Amount: \$4,461,103
Fund/Budget: Contingency
Submitted by: Al Cava, Director of Human Resources
Attending: Al Cava

12. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – INCREASE CONTINGENCY

This is a request to transfer \$1,500,000 from the General Fund Balance to Reserve for Contingency. This request is driven by a higher than anticipated wage increase impact from recent union contract settlements.

Action Requested:	Approval of Appropriation
Amount:	\$1,500,000
Fund/Budget:	Fund Balance
Submitted by:	Elda Sinani, Director of OPM
Attending:	Elda Sinani

13. REQUEST FOR A CAPITAL PROJECT APPROPRIATION -- (001380) – FY 23/24 – GRANT -- FEDERAL FUNDS -- SWIFR FOOD WASTE COLLECTION/COMPOST AND SUSTAINABILITY PROJECT

The SWIFR Food Waste Collection/Composting and Sustainability project's main goal is to reduce the amount of food waste that the City of Stamford sends to landfills by collecting and composting it as well as through education and outreach in Stamford's thirteen neighborhoods. This project is expected to eliminate about 667 metric tons of Co2-e emissions that would have otherwise been emitted from landfills in the grant period. It contributes to Mayor Simmons' environmental goals. Stamford plans to purchase and install three new composters to be made available in strategic public locations. The City also plans to purchase and install one composter in a Stamford public school (Westhill HS) in a program that will encourage the next generation's (students') involvement in food scrap recycling. If successful, it could become a model for other schools in future projects. The City plans to hire six part-time staff including a truck driver/laborer, four laborers, as well as a Food Waste and Sustainability Coordinator (FWSC) who will manage this project. In addition, the City plans to purchase and install approximately 52 new food waste collection smart bins (which will be typically installed on street sidewalks and other locations, such as parks).

The City plans to purchase a new truck to be used by the driver and two of the laborers to pick up curbside food waste containers from participating large multi-unit housing complexes as well as the interior containers of the smart bins (filled with food scraps). Plans are for the other two laborers to work with the public at two of the new composter sites for two days a week (including Saturdays) to accept food waste drop-offs and run the composting machines. The purchase of the food waste collection smart bins will be spread over the project period as community education and outreach efforts will continue to build awareness regarding and increase participation in food waste recycling.

The City plans to purchase a large number of the Home Food Scrap Recycling Kits and plans to give them away during community meetings throughout the grant period to help motivate interested residents to recycle food scraps.

The City will partner with the Mill River Park Collaborative, Stamford Downtown (DSSD), and an ambassador for each of Stamford's 13 neighborhoods for this project's education, outreach, promotion, ideas, and collaboration efforts. The grant includes funding for marketing, public outreach, communications, and research to improve our food waste recycling program. Construction will be required for each of the composters to: build concrete pads, roofs/overheads, area perimeter security (e.g., fencing), and install power. Smart bin installations require concrete foundations, so some small concrete pads will need to be built for locations that don't already have concrete.

Action Requested:	Approval of Appropriation
Amount:	\$ 2,016,940.78
Fund/Budget:	Grant (Federal)
Submitted by:	Dan Colleluori, Supervisor of Solid Waste and Recycling
Attending:	Dan Colleluori

14. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – ADDITIONAL SPENDING AUTHORITY FOR PRIOR YEAR PURCHASE ORDERS

This is a request to appropriate funds for a few FY23 purchase orders to carryover to FY24 due to the delayed implementation of ERP. It is necessary to carry forward these purchase orders from fiscal year 2023 to fiscal year 2024 to ensure the smooth continuation of ongoing processes and operations, given the delayed delivery of essential services, such as ammunition for the police department.

Action Requested: Approval of Appropriation
Amount: \$418,803.02
Fund/Budget: Fund Balance
Submitted by: Elda Sinani, Director of OPM
Attending: Elda Sinani

15. REQUEST FOR A CAPITAL PROJECT APPROPRIATION -- (CP0042) – FY 23/24 – 10 YEAR MASTER PLAN

The City of Stamford Land Use Bureau (LUB) is soliciting proposals for a 10-year Comprehensive Plan in line with State of Connecticut Public Act No. 15-95. The Comprehensive Plan 2025-2035 (the “Comprehensive Plan” or the “2035 Plan”) will include an update to the Stamford Affordable Housing Plan (or “Housing Plan”, as required by the State of Connecticut and City of Stamford Ordinance). The Comprehensive Plan and Housing Plan will be developed by the chosen consultant in partnership with the LUB and will include significant community engagement and clear design. The City is also looking for the proposal to address data collection needs of the City’s Community Development Department to update the Consolidated Plan and create the Equity Action Plan as required by the United States Department of Housing and Urban Development.

Action Requested: Approval of Appropriation
Amount: \$199,074
Fund/Budget: Operating – Board of Assessment Appeals
Submitted by: Ralph Blessing, Land Use Bureau Chief
Attending: Ralph Blessing

16. REQUEST TO APPROVE A RESOLUTION TO AMEND THE CAPITAL BUDGET FOR FISCAL YEAR 2023-2024 BY ADDING AN APPROPRIATION OF \$199,074 FOR THE MASTER PLANS PROJECT AND AUTHORIZING \$199,074 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

Action Requested: Approval of Resolution
Amount: \$199,074
Fund/Budget: Bond (City)
Submitted by: OPM
Attending: Tony Romano, Management Analyst, OPM

17. REQUEST FOR APPROVAL OF CONTRACT BETWEEN THE CITY AND CERIDIAN – HRIS & PAYROLL SOLUTION SOFTWARE (RFP NO. 714)

The Controller's Office is purchasing a block of 500 hours at a reduced rate of \$145/hour for a total of \$72,500.00. The new SRS for M. Kimmel at Ceridian is for a total of 105 hours at the current rate of \$170.00 per hour for a total of \$17,850.00. Per B. Robitaille, the City's Divisional Finance Manager, the last BOF approved contract value was \$998,805.00. These two items, therefore, require BOF approval because the total contract value will now increase by more than 15% since the last approval.

Action Requested: Approval of Contract Increase of more than 15%
Submitted by: Robert Robitaille, Divisional Finance Manager
Attending: Bob Robitaille

18. REQUEST FOR APPROVAL OF CONTRACT BETWEEN THE CITY AND IPS GROUP INC FOR PARKING TICKET, PERMIT AND CIVIL CITATION MANAGEMENT SERVICES (RFP NO. 895)

This is a two-year agreement with three additional option years for a total possible Term of five years.

IPS' Fee Proposal can be found at p. 107 of IPS' Proposal (Ex. B).

Parking Tickets and Civil Citations:

There is no fee for the initial setup, configuration or equipment. IPS receives a fee of \$3.30 per ticket/citation. This fee is paid by the City. It is not added to the ticket/citation amount. Last year the City issued 65,000 tickets/citations (mostly citations). We expect that number to increase to 70,000 next year. Those receiving tickets/citations have an option to pay by credit card. There is an additional \$3.50 fee for that, which is paid by those receiving the tickets/citations, not the City.

Permit Management System:

There is a one-time \$5,000.00 fee for initial setup and configuration. IPS receives a fee of \$1.25 per permit. This fee is paid by the City. It is not added to the permit amount. The City issues approximately 22,000 permits annually. Those requesting permits have an option to pay by credit card. There is an additional \$3.50 fee for that, which is paid by those requesting the permit, not the City.

Action Requested: Approval of Contract
Submitted by: Frank Petise, Transportation Bureau Chief
Attending: Frank Petise

19. REQUEST FOR APPROVAL OF CONTRACT BETWEEN THE CITY AND GARDAWORLD FOR SECURITY SERVICES FOR THE CITY OF STAMFORD FACILITIES (RFP NO. 2024.0112)

This is a request to approve a proposed contract with GardaWorld for Security Services for City of Stamford Facilities (RFP No. 2024.0112).

This is a one-year agreement with two possible extensions for a maximum term of three (3) years. The fees for these services are as follows: Year 1 (2024-2025): \$661,136.86; Option Year 2 (2025-2026): \$680,970.97; Option Year 3 (2026-2027): \$701,400.10

Action Requested: Approval of Contract
Submitted by: Scott Butch, Director of Facilities
Attending: Scott Butch

20. REQUEST FOR APPROVAL OF CONTRACT BETWEEN THE CITY AND MILLIMAN, INC. FOR ACTUARIAL SERVICES (CITY RFP NO. 2023.0088)

Milliman will provide actuarial consulting services relating to the City and BOE other post-employment benefits obligation and the City's four pension funds. This is a five-year agreement with two, additional option years, for a total possible Term of seven years. Milliman's fees for these services are as follows:

Period	Pension	OPEB	Other Requested Core Services ⁽¹⁾
2023-2024	\$87,000.00	\$43,100.00	\$6,700.00
2024-2025	\$90,900.00	\$44,800.00	\$7,000.00
2025-2026	\$94,500.00	\$46,600.00	\$7,300.00
2026-2027	\$98,300.00	\$48,500.00	\$7,600.00
2027-2028	\$102,200.00	\$50,400.00	\$7,900.00
2028-2029	\$106,300.00	\$52,400.00	\$8,200.00
2029-2030	\$110,000.00	\$54,500.00	\$8,500.00

(1) This is an annual allowance based on 20 hours at a discounted blended hourly rate. Additional hours will be billed per the hourly billing rates set forth in the Fee Proposal included in the Consultant's Proposal

Action Requested: Approval of Contract
Submitted by: Ben Barnes, Director of Administration
Attending: Ben Barnes

21. TRANSFER REQUEST – FY23/24 OPERATING BUDGET – BOARD OF ASSESSMENT APPEALS

Request for a budget transfer *from* Assessor/Salaries *to* Board of Assessment Appeals/Seasonal and *to* Board of Assessment Appeals/FICA. This transfer will allow for a seasonal employee to assist with the Board of Assessment Appeals duties.

Action Requested: Approval of transfer
Amount: \$12,111
Fund/Budget: Operating – Board of Assessment Appeals
Submitted by: Greg Stackpole, Tax Assessor
Attending: Greg Stackpole

22. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – GRANT – STATE FUNDS – PUBLIC HEALTH WORKFORCE GRANT

The Stamford Department of Public Health has received an award from the State Department of Public Health for a Workforce Development Grant to strengthen our public health workforce and infrastructure. The City will use this grant to:

- * Hire a fulltime staff person (Health education and outreach) for the grant period (4 years).
- * Develop training and wellness plans and policies.
- * Administer a health and wellness program for 90 employees.
- * Attend a national conference for 4 employees.

No City funds are required.

Action Requested:	Approval of Appropriation
Amount:	\$433,342
Fund/Budget:	Grant (State – Department of Health)
Submitted by:	Jody Bishop-Pullan, Director of Health
Attending:	Jody Bishop-Pullan

23. REQUEST FOR ADDITIONAL APPROPRIATION – FY23/24 – GRANT – STATE FUNDS – IMMUNIZATION AND VACCINES FOR CHILDREN

The Stamford Department of Public Health has received an award from the State Department of Public Health to develop and implement vaccine educational campaigns and media outreach to promote vaccine confidence, address vaccine hesitancy and promote vaccine equity. The budget of \$439,411 consists of two parts: \$325,723 for vaccination funding and \$113,688 for media funding.

No City funds are required.

Action Requested:	Approval of Appropriation
Amount:	\$439,411
Fund/Budget:	Grant (State – Department of Health)
Submitted by:	Jody Bishop-Pullan, Director of Health
Attending:	Jody Bishop-Pullan

24. BOF DISCUSSION OF 24/25 BUDGET PRESENTATION FORMAT AND BUDGET INSTRUCTIONS

Anyone requiring an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in this meeting should contact the ADA Coordinator as soon as possible: Carmen Hughes, Diversity, Equity and Inclusion Officer, City of Stamford, 888 Washington Boulevard, Stamford, CT 06901 (203) 977-7993.

Tracy Donoghue
Tracy Donoghue
Clerk of the Board