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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, September 12, 2024

Time: 7:00 p.m.

Via Zoom

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

<https://us02web.zoom.us/j/82313793287>

or by telephone at 1-646-558-8656 – Meeting ID: 823 1379 3287

AGENDA

CALL TO ORDER:

MEMBERS PRESENT:

OTHERS PRESENT:

PUBLIC PARTICIPATION:

1. MINUTES

Request for approval of Minutes of the following meetings:

07302024 Special Meeting
08082024 Regular Monthly Meeting

Submitted by: Clerk, Board of Finance

2. BUDGET UPDATE – BOARD OF EDUCATION

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

3. DISCONTINUANCE OF A PORTION OF GARDEN STREET (BETWEEN DOCK STREET AND MANHATTAN STREET)

Request to approve the discontinuance of a portion of Garden Street (between Dock Street and Manhattan Street) pursuant to city ordinance sec 214-43.2(b). The Board of Representatives initiated the discontinuance process on March 4, 2024. The discontinuance was requested in 2022 by property owners on both sides of the street to enable development of the combined parcel, which is a block from the Stamford Transportation Center. The administration recommends a benefit assessment against adjoining property owners of \$1,036,000.

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| Action Requested: | Approval of Discontinuance |
| Submitted by: | Mayor Caroline Simmons |
| Attending: | Ben Barnes, Director of Administration |

4. REQUEST FOR APPROVAL OF A CONTRACT BETWEEN THE CITY AND FU WILMERS ARCHITECTS – (RFP 2024.0171) – COVE-EAST SIDE NEIGHBORHOOD PLAN

This is a request to approve a contract between the City and FU Wilmers Architects. FU Wilmers Architects will prepare a Cove-East Side Neighborhood Plan focusing on land use and transportation. The plan will include (1) a review of existing City plans, studies, and policies, (2) the establishment of a collaborative local team, (3) public engagement and feedback solicitation, (4) a neighborhood profile, (5) an analysis of the plan area, and (6) recommendations.

FU Wilmers Architects will complete this Plan within eighteen (18) months. The fees for these services will be \$373,875 payable by monthly invoice, on a percentage of work completed basis pursuant to a schedule of tasks.

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| Action Requested: | Approval of Contract |
| Amount: | \$373,875 |
| Submitted by: | Elizabeth Turner, Assistant Corporation Counsel |
| Attending: | Luke Buttenwieser, Transportation Planner |

5. REQUEST FOR APPROVAL OF AN AMENDMENT TO THE ADDENDUM TO THE CLIENT CONTRACT AGREEMENT BETWEEN THE CITY AND MORGAN STANLEY – (RFP 2024.0195) – INVESTMENT ADVISORY SERVICES

The City originally entered into a Client Agreement with Morgan Stanley for these services in August of 2014. It later executed an Addendum to that Agreement in April of 2018 when Morgan Stanley was selected to continue these services via City RFP #725.

In July of 2021, the City executed another Addendum to the 2014 Client Agreement when Morgan Stanley was again selected to continue providing these services via RFP #820.

The City solicited another Request for Proposals No. 2024.0195 for these services in November of 2023. Morgan Stanley was again selected to continue providing these services, with the attached being another Amendment to the original Client Agreement with Morgan Stanley entered into in 2014. This Amendment revises the Scope of Services, Compensation and Term of the Agreement. The Scope of Services shall be as set forth in the City’s RFP 2024.0195 and Morgan Stanley’s Proposal thereto. The estimated annual fee for these services is \$161,000 (0.070%) based on a \$230,000,000 portfolio. The term will be for three (3) years with two (2) additional, one-year periods provided that all other terms of this Agreement remain the same. No such extension shall be for greater than one (1) year and, under no circumstances, shall the entire Term of this Agreement, including any extension years, exceed five (5) years.

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| Action Requested: | Approval of Amendment to Addendum to Contract |
| Amount: | \$805,000 |
| Submitted by: | Elizabeth Turner, Assistant Corporation Counsel |
| Attending: | Teresa Viscariello, Controller |

6. REQUEST FOR APPROVAL OF A CONTRACT BETWEEN THE CITY AND ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, LLC – (RFP 2024.0351) --INSURANCE BROKERAGE SERVICES

This is a request to approve the proposed contract with Arthur J. Gallagher Risk Management Services, LLC for Insurance Brokerage Services.

This is a three (3) year contract with two (2) possible one (1) year extensions. The fee for this service is a fixed fee of One Hundred Fifty Thousand (\$150,000.00) Dollars per year with a 2% inflationary increase every year thereafter including the two (2) additional one-year extensions.

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| Action Requested: | Approval of Amendment to Addendum |
| Amount: | \$459,060 |
| Submitted by: | Elizabeth Turner, Assistant Corporation Counsel |
| Attending: | David Villalva, Risk Manager |

7. REQUEST FOR APPROVAL OF A INTERIM AGREEMENT BETWEEN THE CITY AND ARCADIS US, (RFP 2024.0276) -- ROXBURY K-8 -- OWNERS REPRESENTATIVE SERVICES

The City seeks approval of an interim agreement between Arcadis, US and the City of Stamford for Owners Representative services as related to Pre-construction Services for the new Roxbury K-8 School. The total fee for the services in this agreement is not to exceed \$190,000 as defined in the fee proposal provided by Arcadis US during the procurement The City will return to the Boards for approval of the contract’s total value of \$1,479,570 of which the \$190,000 in this agreement and the \$20,000 for current services shall be deducted.

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| Action Requested: | Approval of Interim Agreement |
| Amount: | \$190,000 |
| Submitted by: | Katherine LoBalbo, Director of School Construction |
| Attending: | Katherine LoBalbo |

8. REQUEST FOR APPROVAL OF AN INTERIM AGREEMENT BETWEEN THE CITY AND TSKP STUDIO LLC -- (RFP 2024.0008) --ROXBURY K-8 – CONCEPT AND SCHEMATIC DESIGN

The City seeks approval of an interim agreement between TSKP and the City of Stamford for Concept and Schematic Design and cost estimating of the Schematic design as it relates to the new Roxbury K-8. The total fee for these services is not to exceed \$685,000 with an additional \$20,000 in reimbursable expenses as defined in the Fee Proposal provided by TSKP during the procurement process. The City will return to the Board for approval of the contract's total value of \$4,375,000 of which the interim amount in this agreement shall be deducted.

Action Requested: Approval of Interim Agreement
Amount: \$705,000
Submitted by: Katherine LoBalbo, Director of School Construction
Attending: Katherine LoBalbo

9. FOR ADDITIONAL APPROPRIATION – FY24/25 – ECONOMIC DEVELOPMENT – ARTIST (CONTRACTED SERVICES) TO DESIGN & CREATE A LARGE MURAL IN THE NEW STAMFORD TRANSPORTATION CENTER (STC)

The City of Stamford requests the appropriation of \$50,000: \$25,000 that the Connecticut Department of Transportation (CTDOT) and \$25,000 that the Stamford Downtown Special Services District (DSSD) has committed to provide for the STC Garage Mural project.

The City of Stamford plans to hire an artist to design & create a very large mural in the new Stamford Transportation Center (STC) Garage. The mural wall is approximately 180 feet long. It gradually increases in height from 12.5 feet to 18.5 feet.

The City was previously awarded a \$25,000 grant from the National Endowment of the Arts (NEA) for this purpose. That funding was appropriated by the BOR (F31.194) on 4/3/2023 under Oracle # GF3000016. The City has raised an additional \$50,000 for this effort from its partners (\$25K each from CTDOT & DSSD). This additional funding will be tracked under Oracle # GF3000059.

Action Requested: Approval of Appropriation
Amount: \$50,000
Fund/Budget: Community Donations (\$25,000 DSSD) (\$25,000 DOT)
Submitted by: Leah Kagan, Director of Economic Development
Attending: Leah Kagan

10. REQUEST FOR ADDITIONAL APPROPRIATION – FY24/25 – STAMFORD POLICE DEPARTMENT – (FEDERAL GRANT – DEPARTMENT OF JUSTICE) – JAG BRYNE – POLICE FORENSIC SUPPLIES/EQUIPMENT

The Stamford Police Department will utilize grant funds to purchase updated supplies & equipment for the PD's Digital Forensic Unit to conduct forensic examinations on cell phones and other devices in crime investigations. These are Federal JAG funds passed through CT-OPM. No City funds are required.

Action Requested: Approval of Appropriation
Amount: \$71,105
Fund/Budget: Grant (Federal)
Submitted by: Chief Timothy Shaw, SPS
Attending: Chief Shaw

11. REQUEST FOR ADDITIONAL APPROPRIATION – FY24/25 – STAMFORD POLICE DEPARTMENT – (FEDERAL GRANT – DEPARTMENT OF TREASURY) ARPA FUNDS -- AUTO THEFT – OVERTIME/FICA

The Stamford Police Department has been awarded an additional year of ARPA funds to continue patrols to mitigate auto thefts as part of a regional Task Force. The project is 100% grant funded; no City funds required.

Action Requested: Approval of Appropriation
Amount: \$94,444
Fund/Budget: Grant (Federal)
Submitted by: Chief Timothy Shaw, SPS
Attending: Chief Shaw

12. REQUEST FOR ADDITIONAL APPROPRIATION – FY2025 – ACCOUNTING ASSISTANCE FOR FY23 AND FY24 AUDIT COMPLETION -- CONTROLLER

This is a request to approve funds for accounting assistance support and temporary accounting staff to support the completion of the FY2023 and FY2024 audits.

Action Requested: Approval of Appropriation
Amount: \$350,000
Fund/Budget: Contingency
Submitted by: Teresa Viscariello, Controller
Attending: Teresa Viscariello

13. REQUEST FOR ADDITIONAL APPROPRIATION – FY24/25 – OFFICE OF THE MAYOR – (FEDERAL GRANT) – ARPA-CSFRF FUNDS

The City of Stamford has been awarded an additional \$2 million dollars with a purpose to prevent, prepare for, respond to, and recover from the Coronavirus pandemic. The City of Stamford has determined that this funding will go into the general operating fund to be used for eligible purposes including: Emergency operations centers; Installation and improvement of ventilation systems; Parks, green spaces, recreational facilities, sidewalks; Initiatives to reduce the prevalence of and provide assistance to homeless individuals and families; Technology and tools to enhance effectiveness of government programs.

This appropriation request relates to the following:

Homeless Warming Centers - \$600,000 - Provide two years of support to expand warming centers for the homeless population in Stamford.

The remaining \$1,400,000 will be allocated at a later date.

Action Requested: Approval of Appropriation
Amount: \$600,000
Fund/Budget: Grant (Federal)
Submitted by: Bridget Fox, Chief of Staff
Attending: Bridget Fox

14. REQUEST FOR A CAPITAL PROJECT CLOSEOUT – GOVERNMENT CENTER EV INFRASTRUCTURE
Pursuant to Stamford City Code Section 8-2, a partial closeout of (CP4000037) capital project: Government Center EV Infrastructure Project is recommended.

Action Requested: Approval to close out Capital Project (CP4000037)
Amount: \$559,368
Fund/Budget: Grant (State)
Submitted by: OPM
Attending: Tony Romano, Management Analyst, OPM

15. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (001394) – FY 24/25 – ELECTRIC VEHICLE (EV) CHARGING INFRASTRUCTURE DEVELOPMENT

This is a request for the purchase and installation of ten (10) Dual-Port Level II Electric Vehicle Chargers divided between the first and second floors of the Government Center parking garage and three (3) Dual-Port Level II Electric Vehicle Chargers located on the ground floor of the Bell Street parking garage. All chargers will be publicly accessible to comply with grant requirements, and the future City EV fleet will utilize the chargers in the Government Center.

Included in the total cost are the chargers, electrical “make-ready” components and infrastructure, engineering design, labor, a five-year maintenance contract, and a five-year maintenance contract subscription. This project is eligible to receive CT Department of Environmental and Energy Protection (DEEP) grant funding (65% Grant, 35% City Match).

Locations:

- Government Center Garage (Ground Floor and 2nd Floor closest to Tresser Blvd): 888 Washington Blvd., Stamford, CT 06901
- Bell Street Garage (Ground Floor): 28 Bell St., Stamford, CT 06901

Action Requested: Approval of Appropriation
Amount: \$735,842.38
Fund/Budget: \$478,297.55 Grant (State)
\$257,544.83 Bond (City)
Submitted by: OPM
Attending: Matt Quinones, Director of Operations
Brandon Mark, Energy and Sustainability Engineer

16. AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2024-2025 BY ADDING AN APPROPRIATION OF \$735,842.38 FOR THE ELECTRIC VEHICLE (EV) CHARGING INFRASTRUCTURE DEVELOPMENT AND AUTHORIZING \$257,544.83 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

Action Requested: Approval of Resolution
Amount: \$257,544.83
Submitted by: OPM
Attending: Tony Romano, Management Analyst, OPM

17. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (C56123) – FY 24/25 – CITYWIDE SIDEWALKS RECONSTRUCTION

Request to approve an appropriation for reconstruction of major sections of sidewalks (i.e. entire street length, block length) and critical reconstruction of existing walkways. Outside of the downtown area.

Action Requested: Approval of Appropriation
Amount: \$1,225,199.66
Fund/Budget: Capital Non-Recurring
Submitted by: OPM
Attending: Thomas Turk

18. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (C56174) – FY 24/25 – CITYWIDE SIGNALS

Request to approve an appropriation for full traffic signal replacement at six intersections to increase safety and reduce congestion: Palmers Hill Road and Westover Road; Palmers Hill Road and Stillwater Road; Washington Boulevard and Broad Street; Greenwich Avenue and South State Street; South State Street and Elm Street; and Cove Road, Shippan Avenue, and Elm Street.

Action Requested: Approval of Appropriation
Amount: \$3,375,000
Fund/Budget: Grant (State)
Submitted by: OPM
Attending: Frank Petise, Transportation Bureau Chief
Luke Buttenwieser

19. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (001398) – FY 24/25 – GOVERNMENT CENTER FRONT SIDEWALK IMPROVEMENTS

Request to approve an appropriation for reconstruction of sidewalks and walkways in front of the Government Center to enhance lighting, public space, greenery, and ADA compliance.

Action Requested: Approval of Appropriation
Amount: \$3,000,000
Fund/Budget: Grant (State)
Submitted by: OPM
Attending: Frank Petise, Luke Buttenwieser

20. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (CP9136) – FY 24/25 – SPRINGDALE TOD IMPLEMENTATION

Request to approve an appropriation for additional funds to improve pedestrian, bike, bus, and vehicle access to the Springdale Train Station.

Action Requested: Approval of Appropriation
Amount: \$2,000,000
Fund/Budget: Grant (State)
Submitted by: OPM
Attending: Frank Petise, Luke Buttenwieser

21. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (001399) – FY 24/25 – WESTSIDE PEDESTRIAN SAFETY PROJECT

Request to approve an appropriation for design and engineering for pedestrian safety and green infrastructure and mobility on the West Side.

Action Requested: Approval of Appropriation
Amount: \$1,092,200
Fund/Budget: Grant (State)
Submitted by: OPM
Attending: Frank Petise, Luke Buttenwieser

22. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (C56180) – FY 24/25 – LONG RIDGE ROAD

Request to approve an appropriation for funds to construct new sidewalks along Long Ridge Road as well as installing new crosswalks, bus shelters, as ADA compliant pedestrian ramps.

Action Requested: Approval of Appropriation
Amount: \$1,000,000
Fund/Budget: Grant (State)
Submitted by: OPM
Attending: Frank Petise, Luke Buttenwieser

23. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (CP8705) – FY 24/25 – BICYCLE AND PEDESTRIAN FACILITIES IMPLEMENTATION

Request to approve an appropriation for funds for the cost of a preliminary design for a multi-use trail along Weed Avenue including associated roadway safety and traffic calming improvements.

Action Requested: Approval of Appropriation
Amount: \$223,608
Fund/Budget: Grant (State)
Submitted by: OPM
Attending: Frank Petise, Luke Buttenwieser

24. REQUEST FOR ADDITIONAL APPROPRIATION – FY24/25 – GRANT – BOE SECURITY UPGRADES (C53143)

Stamford Public Schools along with the City of Stamford received a 2023 School Security Competitive Grant which will provide funding to district wide school security infrastructure improvements. The purpose of this grant is to better protect Connecticut’s students, teachers, faculty members and administrators from possible threats and hazards. City match was previously approved.

Action Requested: Approval of Appropriation
Amount: \$819,948.32
Fund/Budget: Grant (State)
Submitted by: OPM
Attending: Lou Casolo, City Engineer

25. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (CP0232) – FY 24/25 – ATHLETIC FIELDS RENOVATION

To take advantage of possible savings due to economy of scale, the City and its design consultant SLR packaged the replacement of the turf soccer fields (infill and turf only) for Lione Park and West Beach together in a combined bid package. There is enough funding to proceed with the Lione Park replacement and the City has contracted with the low bidder to do so. As part of the contract the City has a 120-day window to also contract for the West Beach replacement. Both City Engineering and SLR feel that it is in our best interest to proceed as the cost savings is significant based upon estimates and second, third and fourth bidder submitted cost.

Action Requested: Approval of Appropriation
Amount: \$1,050,000
Fund/Budget: Bond (City)
Submitted by: OPM
Attending: Lou Casolo, City Engineer

26. AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2024-2025 BY ADDING AN APPROPRIATION OF \$1,050,000 FOR THE ATHLETIC FIELDS RENOVATION AND AUTHORIZING \$1,050,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

Action Requested: Approval of Resolution
Amount: \$1,050,000
Submitted by: OPM
Attending: Tony Romano, Management Analyst, OPM

27. REQUEST FOR A PARTIAL CLOSEOUT OF A CAPITAL PROJECT – (CP1281) -- ROADWAY DESIGN AND RECONSTRUCTION

Pursuant to Stamford City Code Section 8-2, a partial closeout of (CP1281) capital project: Roadway Design and Reconstruction is recommended.

Action Requested: Approval to close out Capital Project (CP1281)
Amount: \$1,000,000
Fund/Budget: Bond (City)
Submitted by: OPM
Attending: Tony Romano, Management Analyst, OPM

28. REQUEST FOR A CAPITAL PROJECT APPROPRIATION – (001397) – FY 24/25 – LATHAM PARK AREA INFRASTRUCTURE IMPROVEMENTS

Request to approve an appropriation for construction of a new public plaza, raised crosswalks, street trees, streetlights, sidewalk upgrades, traffic signal upgrades, and various park upgrades to Latham Park.

Action Requested: Approval of Appropriation
Amount: \$3,000,000
Fund/Budget: \$2,000,000 Grant (State)
\$1,000,000 Bond (City)
Submitted by: OPM
Attending: Frank Petise, Luke Buttenwieser

29. REQUEST FOR A RESOLUTION AMENDING THE CAPITAL BUDGET FOR FISCAL YEAR 2024-2025 BY ADDING AN APPROPRIATION OF \$3,000,000 FOR THE LATHAM PARK AREA INFRASTRUCTURE IMPROVEMENTS AND AUTHORIZING \$1,000,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION

Action Requested: Approval of Resolution
Amount: \$1,000,000
Fund/Budget: Bond (City)
Submitted by: OPM
Attending: Tony Romano, Management Analyst, OPM

30. REQUEST FOR APPROVAL OF 3rd AMENDMENT TO ORIGINAL CONTRACT BETWEEN THE CITY AND THE EPA'S LEASE OF SPACE– 9TH FLOOR OF THE GOVERNMENT CENTER.

The US Government (EPA) leases approximately 1,380 square feet of office space on the 9th floor of Government Center. The original lease was executed in March 2009. The original Term of the Lease was 10 years. The City amended that Lease in May 2010 by way of a Supplemental Agreement (1st Amendment) that extended the end-date to October 31, 2019. A 2nd Amendment was executed in September 2019 that gave the EPA an additional 5-year option and set the annual rent at \$66,373.31 with CPI escalations. The current lease term expires on October 30, 2024.

This proposed 3rd Amendment:

- Gives the EPA a 2nd 5-year option (to October 30, 2029).
- Removes the annual adjustments and sets the annual rent at \$71,191.45, yr 1; \$73,327.19, yr 2; \$75,527.00, yr 3; \$77,792.81, yr 4; and \$80,126.60, yr 5 (equates to a 3% increase each year).
- Adds certain additional Federal Acquisition Regulation (FAR) and General Services Administration Acquisition Regulation (GSAR) clauses for lease renewals.

Action Requested: Approval of 3rd Amendment to Original Contract
Submitted by: Chris Dellaselva, Assistant Corporation Counsel
Attending: Matt Quinones, Director of Operations

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