Fiscal Committee - Board of Representatives



Monica Di Costanzo, Chair

Lindsey Miller, Vice Chair

Committee Report

Date:Monday, September 21, 2020Time:7:00 p.m.Place:The meeting was held remotely.

The Fiscal Committee met as indicated above. In attendance were Chair Di Costanzo, Vice Chair Miller and Committee Member Reps. Coleman, Fedeli, Figueroa, McMullen, Morson, Nabel and Pendell. Also present were Reps. Watkins and Zelinsky; Sandy Dennies, Director of Administration; Chris Dellaselva, Law Department; Chief Trevor Roach, Stamford Fire Department; Dr. Jennifer Calder, Director of Health; Jay Fountain, OPM Director; Mark McGrath, Director of Operations; Greg Stackpole, Assessor; and Thomas Ortiz, Nathan Frey, Kirk Teal and Chuck Williams, ISG.

Chair Di Costanzo called the meeting to order at 7:00 p.m.

Item No.DescriptionCommittee Action1. F30.359APPROVAL; Agreement with International Consulting
Acquisition Corp. d/b/a ISG Public Sector under RFP
No. 806 for Project Manager – ERP Systems
Identification and Implementation – Citywide
Technology Replacement and Upgrade.
09/01/20 – Submitted by Mayor Martin
09/10/20 – Approved by Board of FinanceApproved 9-0-0

Ms. Dennies explained that the City has requested, and that \$2 million has been made available, for the City to investigate replacing its systems. The current financial system (HTE) is very old and needs to be replaced. The City has also reviewed its other systems, most of which facilitate the work of individual departments, but don't communicate with one another. The Administration decided it needs an integrated system - an Enterprise Resource Planning ("ERP") system in which the systems communicate with each other. This will change how the City does business.

The City put out an RFP for a project manager to assist in finding a system - developing an RFP, evaluating responses and drafting the contract, and received 17 responses with prices from \$150,000 to \$1 million per year. ISG, which is located in Stamford, was selected. There will be a governance committee to oversee this process and the Board of Representatives will have a member on the committee.

Mr. Ortiz reviewed the attached PowerPoint presentation with the Committee.

Committee members discussed Item 1 with Ms. Dennies, Mr. Ortiz, & Nathan Frey. Items discussed included the following:

- ISG will evaluate the City's current systems and see what needs to be interfaced in the ERP system or what needs to be replaced
- ISG's role is to provide project management on the City's side; ISG does not receive any remuneration from vendors; implementation will be by the vendors
- ISG has a pre-built system survey, which will take a few weeks for responses; it will take 8-10 weeks to have enough data to analyze to make recommendations
- The City might use a traditional RFP process, but more likely will use an RFI/RFQ process in which vendors will demonstrate the systems they offer
- This is probably a \$6-12 million project
- The intention is not to modify current systems because the more they are customized, the harder they are to upgrade
- There is no union contract that defines what systems an employee can or cannot use
- Committee member reviewed many topics including ISG's experience, common risks for the project, importance of communication and change management, value added services, investments, scope, estimated cost and timetable projections, et al.

A motion to approve Item No. 1 was made, seconded and approved by a vote of 9-0-0 (Reps. Di Costanzo, Miller, Coleman, Fedeli, Figueroa, McMullen, Morson, Nabel and Pendell in favor).

2. <u>F30.356</u>	ADDITIONAL APPROPRIATION (Grants Budget);	Approved 9-0-0
\$214,500.00	Community Health Workers Grant; The Family	
	Centers, Inc. to Hire and Train 5 Community	
	Health Workers to Assist in Covid-19 Response	
	(100% Grant Funded)	
	09/08/20 – Submitted by Mayor Martin	
	09/10/20 – Approved by Board of Finance	

Dr. Calder explained that the Health Department wrote a grant for health care workers to respond to COVID-19 in conjunction with The Family Centers. This is an opportunity to prepare for the next peak, to ensure that people who are quarantining have access to food and medicine, and be ready for contact tracing. The grant permits hiring or affiliation. Since this is only a 6 month grant, the individuals will be hired by The Family Centers. The health care workers will be trained through a community health workers program run by the University of Pennsylvania. One of the reasons the City is partnering with Family Health is their strong behavioral health program.

A motion to approve Item No. 2 was made, seconded and approved by a vote of 9-0-0 (Reps. Di Costanzo, Miller, Coleman, Fedeli, Figueroa, McMullen, Morson, Nabel and Pendell in favor).

3. <u>F30.357</u>	ADDITIONAL APPROPRIATION (Grants Budget);	Approved 9-0-0
\$20,650.00	Port Security; Upgrade 2 Display Units on Fire	
	Vessel; Maintenance of Cooling System and Jet	
	Ducts (100% Grant Funded)	
	09/08/20 – Submitted by Mayor Martin	
	09/10/20 – Approved by Board of Finance	

Chief Roach explained that the City received a \$56,000 grant last year and this will complete the upgrade.

A motion to approve Item No. 3 was made, seconded and approved by a vote of 9-0-0 (Reps. Di Costanzo, Miller, Coleman, Fedeli, Figueroa, McMullen, Morson and Nabel in favor).

 4. F30.358
ADDITIONAL APPROPRIATION (Grants Budget); Approved 8-0-1
\$1,407,000.00
F30726 Public Health Emergency; Additional COVID-19 Expenditures. (Grant Funded)
09/08/20 – Submitted by Mayor Martin
09/10/20 – Approved by Board of Finance

Ms. Dennies explained that the City is receiving funding from the State to support its COVID-19 response initiatives. The State invited the City to apply for the funds it would be using from March through June 30, 2020. The State then came out with the total amount of CARES Act funding the City would be entitled to. The Board appropriated \$1.8 million for COVID-19 response, almost all of which is gone. Since the City did not know where this funding would come from, the City made these expenditures from City funds. The City is seeking reimbursement of this appropriation from FEMA and the CARES Act.

This is an appropriation for funds expended beginning 7/1/20 going forward. The State has given the City \$2,209,500 in CARES Act funds. It is expected that unspent CARES Act funds will be made available to the City for expenses incurred after 7/1/20, including this appropriation. FEMA eligibility after 9/15 will only be for first responders, but the expenses before then should be covered. This amount is purely an estimate of expenses. The Administration expects to get grant funds which will be applied against this appropriation.

A motion to approve Item No. 4 was made, seconded and approved by a vote of 8-0-1 (Reps. Di Costanzo, Miller, Coleman, Fedeli, Figueroa, Morson, Nabel and Pendell in favor; Rep. McMullen abstaining).

5. <u>F30.353</u>	ADDITIONAL APPROPRIATION (Grants Budget);	Approved 9-0-0
\$305,125.00	FEMA Storm Grant for Isaias Storm Cleanup;	
	Additional Expenses for Pickup and Haulaway of	
	Vegetative Debris Generated by Storm Isaias;	
	FEMA to reimburse 75% of Eligible Costs.	
	09/08/20 – Submitted by Mayor Martin	
	09/10/20 – Approved by Board of Finance	

Ms. Cammarota explained that this grant is an additional appropriation to cover the estimate for debris from the storm. The City will temporarily rehire some of the people laid off. They anticipate FEMA declaring the storm a disaster and reimbursing 75%. This is the appropriation for both the grant and the City portion.

A motion to approve Item No. 5 was made, seconded and approved by a vote of 8-0-1 (Reps. Di Costanzo, Miller, Coleman, Fedeli, Figueroa, Morson, Nabel and Pendell in favor; Rep. McMullen abstaining).

6. <u>F30.354</u> \$76,281.00	ADDITIONAL APPROPRIATION (Operating Budget); City Portion for Isaias Storm Cleanup; Additional Expenses for Pickup and Haulaway of Vegetative Debris Generated by Storm Isaias; 25% portion not to be reimbursed by FEMA (Source: Contingency). 09/08/20 – Submitted by Mayor Martin	Approved 9-0-0
	09/10/20 – Approved by Board of Finance	

The City will submit the actual total bill and receive 75% of that from FEMA.

A motion to approve Item No. 6 was made, seconded and approved by a vote of 8-0-1 (Reps. Di Costanzo, Miller, Coleman, Fedeli, Figueroa, Morson, Nabel and Pendell in favor; Rep. McMullen abstaining).

7. <u>F30.336</u>	ADDITIONAL APPROPRIATION (Capital Budget);	Approved 5-4-0
\$150,000.00	001218; Inspection and Assessment of City	
	Property.	
	06/02/20 – Submitted by Mayor Martin	
	06/09/20 – Approved by <u>Planning Board</u>	
	06/08/20 – Held at Steering	
	07/13/20 – Held at Steering	
	08/13/20 – Approved by Board of Finance	
	08/24/20 – Failed in Committee 4-4-1	
	09/08/20 – Held by Full Board 26-8-2	

Mr. McGrath explained that the City wants to get a snapshot/baseline on the state of the City buildings in order to avoid the situation faced by the Board of Education. Some buildings were evaluated with the funds allocated in last year's capital budget. These funds will be used to look at preserving City systems and long term capital planning. Many of the items in the 0-2 year category of the 4 reports already received have been attended to by City staff and have been very helpful to prioritization of work, mostly smaller items like corrosion repair, thermostat replacements, welding/piping repairs, painting, etc. Scope would include both major buildings and sheds to allow for proper capital planning and operational decisions to be made for areas like HVAC, Boilers, Asphalt, Roofing, mechanical systems, et al.

A motion to approve Item No. 7 was made, seconded and approved by a vote of 5-4-0 (Reps. Di Costanzo, Fedeli, Morson, Nabel and Pendell in favor; Reps. Miller, Coleman, Figueroa and McMullen opposed).

8. <u>F30.339</u> REVIEW; Update on findings from Municipal Tax Report Made Service on Out of State Car Registrations. 09/03/20 –Submitted by Reps. Zelinsky, Graziosi, Morson, Roqueta, Stella and Watkins

Ms. Dennies reviewed the <u>attached reports</u> with the Committee members. During the last fiscal year, the City collected \$415,713.45 in taxes, interest and MTS's fee from 1,444 accounts. She will provide the Board with a list of the accounts. MTS receives 50% of the tax collected plus a finder's fee. The City netted \$187,802.39.

Chair Di Costanzo adjourned the meeting at 9:46 p.m.

Respectfully submitted, Monica Di Costanzo

This meeting is on <u>video</u>.