

DAVID MARTIN
MAYOR

ERNIE ORGERA
DIRECTOR OF OPERATIONS

KEVIN MURRAY
PARKS AND FACILITIES OPERATIONS MANAGER



CITY OF STAMFORD
OFFICE OF OPERATIONS
MAINTENANCE DIVISION
185 MAGEE AVENUE
STAMFORD, CT 06902
203-977-5836 FAX: 203-977-5965

MEMO

To: Ms. Elaine Mitchell, Board of Representative D-2

From: Kevin Murray, Parks & Facilities Operations Manager

Date: April 6, 2016

Re: **2016/2017 Budget Inquiry**

In response to your inquiry at last night's 2016/2017 Budget Hearing, I have attached a comprehensive breakdown and justification of all requested line items for our Leased Facilities Program that are under the control of the Facilities and Parks Maintenance Division. This breakdown and justification is not the original requested amount to fully operate this program as it takes into consideration Mayor Martin's reductions and the impact that they impose and how the Program is attempting to operate with them.

If you require any additional information, please don't hesitate to contact me at (203) 977-4606.

Sincerely,

Kevin Murray
Parks & Facilities Operations Manager

KM:jm

Cc: E. Orgera
File

DAVID MARTIN
MAYOR

ERNIE ORGERA
DIRECTOR OF OPERATIONS

KEVIN MURRAY
PARKS AND FACILITIES OPERATIONS MANAGER



CITY OF STAMFORD
OFFICE OF OPERATIONS
MAINTENANCE DIVISION
185 MAGEE AVENUE
STAMFORD, CT 06902
203-977-5836 FAX: 203-977-5965

MEMO

To: Ms. Monica DiCostanzo, Board of Representative D-7
Mr. Lindsey Miller, Board of Representative D-7

From: Kevin Murray, Parks & Facilities Operations Manager

Date: April 6, 2016

Re: **2016/2017 Budget Inquiry**

In response to your inquiry at last night's 2016/2017 Budget Hearing, I have attached a listing of all 110 City buildings that the Facilities and Parks Maintenance Division oversee. Additionally, I have included all parks, medians/easements, and fields that Facilities and Parks Maintenance Division are responsible for maintaining throughout the year.

If you require any additional information, please don't hesitate to contact me at (203) 977-4606.

Sincerely,

Kevin Murray
Parks & Facilities Operations Manager

KM:jm

Cc: E. Orgera
File

Line Item Number	Line Item Description	2016/2017 Budgeted Amount	Line Item Narrative	Computations and Supporting Documentation	Justification of Increase/Decrease
01421291203	Leased Facilities/Seasonal	\$102,000.00	Cost is for five seasonal employees to maintain the leased facility at 137 Henry Street at the new contractual rate of \$14/hour. It will consist of one working 37.5 hours per week and four not to exceed 40 hours/week. This number of seasonals and schedule setup is necessary due to the size of the building, businesses operating in the building especially the child care center and the newly renovated Public Health Clinic which require daily cleaning and sanitizing and one being stationed at front desk checking visitors for security reasons. These five seasonals will handle all daily maintenance needs of the building including all janitorial needs which have increased due to State and City agencies and Public Health Center being located there on a split scheduled as outlined in the supporting documentation section.	One seasonal to perform Security Desk functions Monday through Friday from 8:00 AM to 4:00 PM for a total of 40 hours at a rate of \$14.00/hour = \$29,200. Two seasonals to perform all janitorial and maintenance services from 7:00 AM to 2:30 PM Monday through Friday for a total of 37.5 hours for a total of \$55,125. Two seasonals to perform all janitorial and maintenance services from 2:00 PM to 9:30 PM Monday through Friday for a total of 37.5 hours for a total of \$55,125. One seasonal to work Saturday from 11:00 AM to 4:00 PM and one to work 7:00 AM to 12:00 PM for a total of \$7,350. Mayor reduced our seasonal requested amount by \$23,800 at this time Division is unsure of how the impact is going to be to the required seasonal coverage due to hours of operation of 137 Henry Street.	With the newly renovated and occupied Public Health Clinic as well as other State and City organizations occupying the building, the flow of occupancy has increased making it necessary to increase custodial operations by one per shift to provide a sanitary and safe environment for all City residents. These custodial needs are based on State regulations per the State of Connecticut Public Health Department. Due to no City full-time employees assigned to this location, this required work must be performed by seasonal employees.
01421291301	Leased Facilities/Overtime	\$30,000.00	Cost for handling all emergency call backs to all Leased Facilities, repairs that need to be done after hours by the Facilities Maintenance Program due to the occupants in the various locations which have increased due to either the age of the building or the poor upkeep of the locations, janitorial needs at the Public Health Clinic and special events in the various locations. Currently the locations that the Facilities Maintenance Program is handling are 137 Henry Street and Kveskin Theatre.	Due to the aging of the City Owned Leased buildings the need for repairs has increased to make the buildings safe for the occupants. Most of these repairs need to be performed after hours due to them being occupied during the day and the inability to disturb working performance.	Handling emergency call backs, after-hour repairs and special events at the various City Owned and/or Leased Facilities that are the responsibility of the City per their agreements.
01421293601	Leased Facilities/Contracted Services	\$76,600.00	Cost for elevator, playground, fire extinguisher and fire system inspections, yearly elevator and generator maintenance and management agreements at 137 Henry Street and Kveskin Theatre Management Contract.	Management Contract at Kveskin Theatre - \$70,000; Schindler Elevator - \$2,100 (current pricing contract is up in January 2016 and is being rebid so pricing could change either up or down); Central Electric Generator - \$500; Innovative Playground Solutions - \$500 (playground inspections); V-Tech - \$1,000 (inspection of all smoke detectors); Fire Prevention Services - \$1,000 (inspection of fire extinguishers); and Fire Protection Services - \$2,000 (inspection of fire alarm system).	These are all City and/or State mandated regulations and requirements for all buildings especially ones that are occupied by residents. Decrease is due to elimination of landscaping service contract at 200 Strawberry Hill Avenue.
01421293603	Leased Facilities/Sonitrol	\$3,000.00	Cost for monthly fire/burglar monitoring and any repairs to system at 137 Henry Street.	Two burglar monitoring system at a rate \$48/each/month and one fire monitoring system at a rate of \$79/month for a total of \$2,100. Remainder amount is for any repairs required throughout the year.	The \$2,100 is a yearly contractual amount and the remaining \$900 is for any repairs or incidentals that arise during the year.
01421296202	Leased Facilities/Water	\$7,400.00		Decreased from \$17,152 due to the removal of Strawberry Hill Avenue and Yerwood Center.	
01421296204	Leased Facilities/Electric Utility	\$156,200.00		Decreased from \$260,211 due to the removal of Strawberry Hill Avenue and Yerwood Center.	
01421296205	Leased Facilities/Natural Gas Utility	\$58,275.00		Decreased from \$89,286 due to the removal of Strawberry Hill Avenue and Yerwood Center.	
01421296206	Leased Facilities/Sewer Utility	\$4,830.00		Decreased from \$28,874 due to the removal of Strawberry Hill Avenue and Yerwood Center.	
01421295901	Leased Facilities/Pest Control	\$1,000.00	Cost for monthly pest control preventative maintenance and incidentals at 137 Henry Street.	Yearly expenses for monthly pest control maintenance is \$540 (\$45/month) with remaining \$460 for any incidentals.	Decrease is due to the elimination of the management of the Strawberry Hill Avenue facility.
01421296501	Leased Facilities/Land Supplies	\$8,500.00	Cost for all materials necessary to provide a clean and safe building grounds and playground including ice melt, fertilizer and other landscaping materials at both 137 Henry Street and Kveskin Theatre.	This figure is derived from last year's expenditures as well as taking into consideration the correction of current violations.	The increase is due primarily the need to correct violations of inspection in regards to the playground area outside of the child care center that is used for the program.

Line Item Number	Line Item Description	2016/2017 Budgeted Amount	Line Item Narrative	Computations and Supporting Documentation	Justification of Increase/Decrease
01421296603	Leased Facilities/Building Maint	\$80,000.00	Cost for all day-to-day maintenance and repairs to 137 Henry Street and all Kweskin Theatre buildings. The increase is due primarily to the age of the buidings, repairs necessary due to the conditionof 137 Henry Street when the City retained control of the building and inflation of prices for vendors for materials.	This figure has been computed based on since we acquired responsibility of the facility last year. The facility located at 137 Henry Street was return to the City's control in extremely poor condition so it is requiring much work in order to bring the building up to City and State building codes and regulations. The repairs for this building has also increased due to the increase in occupancy as well as the type of occupants such as the DMV, Public Health Clinic, Immigration Office, Stamford Police Academy and a child care center just to name a few. The building currently has 11 different occupants. These funds are necessary to provide a safe, sanitary and secure facility for all occupants.	The increase is due primarily to the age of the buiding and inflation of prices for vendors for materials.
01421296605	Leased Facilities/Equipment Maint	\$3,000.00	Yearly maintenance of landscaping equipment at 137 Henry Street including sanders, snow/leaf plowers, lawn mowers, etc.	This line item was underfunded slightly last year as there was no historical information that we were able to predict from as it was newly acquired from previous tenant. All new equipment to maintain building had to be purchased as is currently on a preventative maintenance program to extend the life of the equipment.	The increase is due primarily to being underfunded last year as there was no historical data to go by.
01421296700	Leased Facilities/Small Tools & Replacement	\$2,000.00	Cost to supply 137 Henry Street with all landscape, playground, and personnel protective equipment to provide a safe and clean environment for all City employees, occupants and residents.	As this was newly obtained last year the actual cost to operate the facility was underbudget for the needs required for a building of this size. This figure encompasses all the necessary materials for the outside perform the maintenance of the landscape as well as repairs to the playground structure, which is highly important due to a child care learning center using the structure. <i>This will also include all funds necessary for OSHA compliance due to OSHA line item funding being removed from budget.</i>	Increase is primarily due to having no historical information pertaining to this building and it requirements as just newly being obtained. Due to the occupants of the building, these funds are necessary to maintain the grounds and playground in a safe manner as to prevent violations from the State as well harm to the residents that occupy and visit location on a daily basis.
01421296911	Leased Facilities/Housekeeping Supplies	\$20,000.00	Cost to supply 137 Henry Street with janitorial supplies and paper goods for use by City employees, tenants and residents in order to have a clean and sanitary environment.	As this being a fairly new program with two facilities that the Facilities and Parks Maintenance Division oversaw, there is no real historical information for the cost of actual expenditures to meet the needs of the occupants of these buildings. This figure is derived from our historical information from other City buidings of the same size. It also takes into the consideration the high demand the safe, clean and sanitized requirements to the Public Health Clinic that is going to be occupying a portion of the 137 Henry Street Location. This clinic is going to require for intense daily cleaning due to the nature of their services. <i>This line item was reduced by \$20,000 which will impact the ability to maintain the facility within the State Regulations due to a Public Health Clinic and Day Care being on the premises.</i>	The increase is due to the products for the Public Health Clinic are more highly priced then the standard items used for janitorial services and will be have to be supplied on a more frequent basis to ensure that it is a sanitary environment and is meeting all the City and State regulations in order to stay in compliance and pass any and all inspections.
		\$552,805.00			

	A	B	C	D	E	F	G	H	I
1	Facilities		Location		Parks		Easements/Islands/Median		Fields
2	Stamford Government Center		888 Washington Boulevard		Barrett Park		Autumn Lane & Toms Road		Cummings 1, 2, 4 & 5
3	Highway Garage		90 Magee Avenue		Carpinella Park		Barmore Drive		Kosciusko Softball & Little League
4	Curtain Call/Kweskin Theatre		Newfield Avenue		Carwin Park		Baxter Avenue		Southfield Park Softball
5	Dog Pound		210 Magee Avenue		Chestnut Hill Bird Sanctuary		Betts Avenue		Scalzi 1, 2 & 3
6	Communications Building		165 Haig Avenue		Chestnut Hill Park		East Main Street Center Median		Cubetta Stadium
7	Traffic Maintenance		39 Courtland Avenue		Columbus Park		Dann Driver		National Lione Little League
8	Park Maintenance		426 Shippan Avenue		Cove Island Park		Dee Spring Road		Vine Road Little League
9	Police Headquarters		805 Bedford Street		Cummings Park West		Buckingham Drive		Kan Avenue Little League
10	Facilities Maintenance		815 Magee Avenue		Cummings Park		Grenhart Road		Dorothy Heroy Little League
11	Solid Waste		101 Haborview Avenue		Czesik Park		Merribrook Lane		Chestnut Hill Park Little League
12	Town Yard		106 Haig Avenue		Daskam Park		Ingleside Drive		Springdale Little League
13	Scale House		Pumping Station Road		DePreta Park		Little Hill Drive		Northrop Little League
14	Signal Shop		10 Crescent Street		Dorothy Heroy Recreation Complex		Behind Bell Street Parking Garage		Belltown Babe Ruth
15	Stamford Ambulance Center		684 Long Ridge Road		E.A. Connell Park		Nutmeg Lane		Federal 1 & 2 Little League
16	Stamford Historical Society		1508 High Ridge Road		Edward Hunt Recreation Complex		Pheasant Lane		Troy 1 & 2
17	Terry Connors Rink		1125 Cove Road		Fort Stamford		Progress Drive Sidewalk		Rippowam Baseball Field
18	Vehicle Maintenance Garage		100 Magee Avenue		Gerli Park		Ralph Street		Trinity Catholic Baseball Field
19	Czesnick Marina		21 Harbor Drive		Greenbelt Park		Robin Hood Lane		Westhill High Baseball Field
20	Glenbrook Community Center		35 Crescent Street		Greenwich Avenue Park		Belltown Road & Pershing Avenue		Dolan Baseball Field
21	Southend Community Center		137 Henry Street		Gus Edson Park		Courtland Circle		Turn of River Baseball Field
22	Yerwood Community Center		350 West Main Street		Haig Avenue Court		Stillwater Road & Stillwater Avenue		Rippowam 2 Soccer Fields
23	Central Fire Station		629 Main Street		Hatch Field		Ursula Place		Rippowam 2 additional fields
24	Southend Firehouse		215 Washington Boulevard		Heritage		Limerick Street		Roxbury Elementary School 5 fields
25	Westside Firehouse		82 Fairfield Avenue		Homer Wise Park		Relay Place		West Beach Soccer Field
26	Shippan Firehouse		354 Shippan Avenue		Hope Street Island Park		Den Road & Roxbury Road		Scotfield Magnet Soccer Field
27	Belltown Elderly Housing		347 Stillwater Road		Jackie Robinson Park		Den Road & Begal Drive		
28	Hunt Complex		39 Courtland Avenue		John Latham Park		Vine Road Little League (Sidewalk)		
29	Marine Police Building		100 Magee Avenue		Kane Avenue		Research Drive (left side)		
30	Northside Firehouse		Washington Boulevard		Kiwanis Park		South State Street & Atlantic Street		
31	Fire Maintenance/Training		148 Magee Avenue		Kosciuszko Park		Westwover Avenue & Westover Road		
32	Turn of River Firehouse		Turn of River Road		McKeithan Park		Den Road & Constance Lane		
33	Roxbury Firehouse		Roxbury Road		Mianus River Park		Riverbank Road & Farms Road		
34	Long Ridge Firehouse		Old Long Ridge Road		Michael F. Lione Park		Roxbury Road & Westover Road		
35	Glenbrook Firehouse		Crescent Street		Michael J. Drotar Park		June Road & Guinea Road		
36	Springdale Firehouse		Hope Street		Mill River Park		Greenwich Avenue Island		
37	Stamford Police Department		805 Magee Avenue		Newman Mill Park		Wallace Street		
38	Bedford Street Parking Garage				Northrop Park		Hobson Street		
39	Bell Street Parking Garage				Potters Field		Saddle Rock (2)		
40	Forest Street Parking Garage				Rippowam Park		Urban Transit Way Sidewalks		
41	Summer Street Parking Garage				Roger Smith Park		Tresser Boulevard		

	A	B	C	D	E	F	G	H	I
1	Facilities		Location		Parks		Easements/Islands/Median		Fields
42	Meter Shop		100 Greyrock Place		Rosa Hartman Park		High Rige Road & Cross Road		
43	Katherine Mygatt Recycling Center		130 Magee Avenue		Rotary Park		High Ridge Island		
44	Woodside Firehouse		1620 Washington Boulevard		Scalzi Park		Stamford Museum Islands		
45	Dyke Park Restrooms		Dyke Lane		Sleepy Hollow Park		North Stamford Road & Cascade Road		
46	Dyke Park Gazebo #1		Dyke Lane		Southfield Park		North Stamford Road & High Ridge Road		
47	Dyke Park Gazebo #2		Dyke Lane		Saint John's Park		Sunset & High Ridge Road		
48	Southfield Park Restroom Building		Southfield Avenue		US 1 Park		Bedford Street Sidewalk		
49	Southfield Park Storage Building		Southfield Avenue		Veteran's Park		North State Street		
50	Scalzi Park Bathhouses (3)		Bridge Street		Vincent Horan Park		South State Street		
51	Scalzi Park Storage Building		Bridge Street		Vine Road Little League Field		Hillandale Island		
52	Cove Island Complex (Concession/Restrooms)		Cove Road		Waterside Park		Woodridge Drive		
53	Cove Island Complex (Pavillon/Restrooms)		Cove Road		Woodley Road Bird Sanctuary		Old Bard Road		
54	Cove Island Complex (Mansion)		Cove Road		Woodway Park		Washington Boulevard		
55	Cove Island Complex (Marina Building)		Cove Road				Cold Spring Road		
56	Cove Island Complex (Old School House)		Cove Road				Clover Hill		
57	Cove Island Complex (Red Brick Barn)		Cove Road				Long Hill		
58	Cove Island Complex (Gazebo)		Cove Road				Belltown Road & Upland		
59	Cummings Beach Restrooms		Shippam Avenue				Cowing Place Easement		
60	Cummings beach Concession		Shippam Avenue				Courtland Avenue Bridge & Taylor Reed Street		
61	Cumings Beach Pavillon		Shippam Avenue				Haig Avenue Park		
62	Cummings Beach/Park Storage Shed		Shippam Avenue				Town Yard Sidewalk & Basketball Court		
63	Cummings Beach Bus Stop Shelter		Shippam Avenue				Hope Street Island & Union Street		
64	Cummings Marina Building		Shippam Avenue				Hope Street Park & Monument & Easement		
65	West Beach Pavillon		Rippowam Avenue				Pershing Avenue Island		
66	West Beach Pavillon Dugouts (3)		Rippowam Avenue				Knickerbocker Avenue		
67	Turn of River Field Dugouts (3)		Vine Road				Colonial Road		
68	Northrup Little League Field (3)		Glenbrook Road & Scofield Avenue				Oaklawn & Halpin Street		
69	Hatch Field Park		Richmond Hill Avenue & Fairfield Avenue				DePreta Park & Cove Road		
70	Scalzi Park Concession LL Field		Bridge Street				Stillwater Road & Knoblauch Lane		
71	Scalzi Park Dugout and Storage (4)		Bridge Street				Cove View Drive		
72	Chestnut Hill Park Restroom		Chestnut Hill Road						

