

CITY OF STAMFORD

March 9<sup>th</sup>

# DEPARTMENT FUNCTIONS



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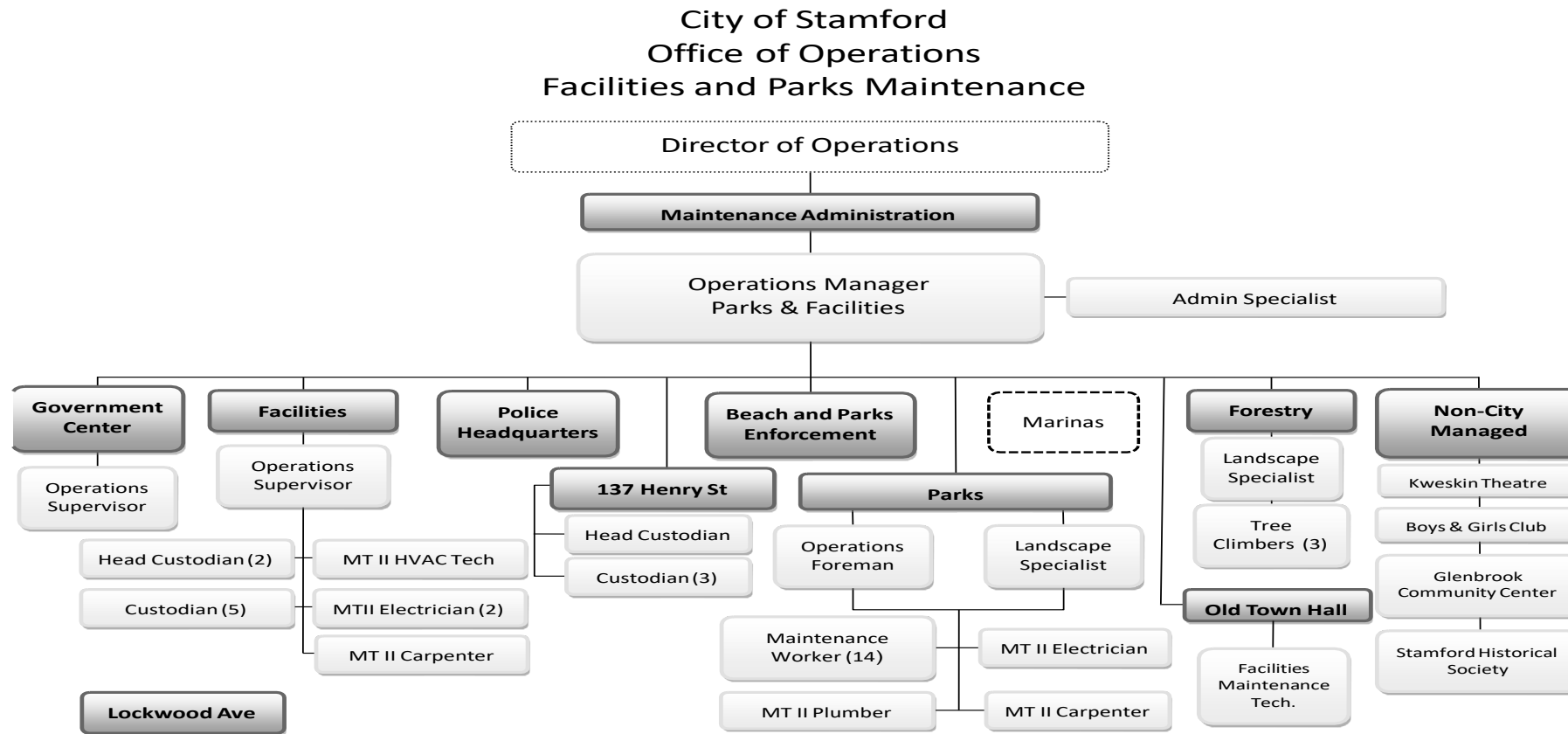
## *Department Function*

- Facilities & Parks Maintenance Operations Administration's goal is to provide assistance to all the various divisions encompassed in the Office of Operations to provide the residents of the City of Stamford and visitors with a clean, safe and prestigious environment.
- The mission of the Facilities and Parks Maintenance Division is to maintain the 900 acres of roadway, 83 facilities, 92 lawns/medians, 58 parks, 3 major beaches, 2 marinas, 1 boat launch, 30 baseball/softball fields, 15 soccer fields and 3 synthetic fields for the use of the residents as well as out of town guests in a clean, safe and sanitary environment.

# CURRENT STAFF



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# JOB DESCRIPTIONS

- Operations Manager Parks & Facilities-Oversees all the day-to-day managerial and budgetary functions for the entire division.
- Administrative Specialist-Assists the Operations Manager Parks & Facilities with the day to day administrative and budgetary functions. Handles all FEMA projects and related administrative duties.
- Operations Supervisor-There are two Operations Supervisors in this division. One handles the day-to-day operations for the Government Center, Old Town Hall and the Police Department and the other handles all other facilities.
- Operations Foreman-Oversees the day-to-day operations for all parks and beaches.
- Landscape Specialist-There are two Landscape Specialist in this division. One handles the day-to-day operations with the parks and athletic fields and the other one handles the Forestry Department which oversees all tree maintenance and emergencies.

# JOB DESCRIPTIONS

- Marina Supervisor-This position oversees all the day-to-day operations and any repairs that are needed at the 2 marinas and 1 boat launch.
- Head Custodians-There are currently 3 that oversee and coordinate the 8 custodians in the janitorial maintenance of all the City buildings under this Division responsibility including the firehouses.
- Custodians-There are currently 8 that handle all the janitorial maintenance at all City buildings under this Division responsibility including the firehouse.
- HVAC Technician-Handles all the HVAC maintenance and repairs for all buildings under this Division.
- Electrician-Handles all the electrician maintenance and repairs for all buildings under this Division.

# JOB DESCRIPTIONS

- Plumber-Handles all the plumbing maintenance and repairs for all buildings under this Division.
- Carpenter-Handles all the carpentry maintenance and repairs for all buildings under this Division.
- Park Maintenance Worker-Handles all janitorial and maintenance of all parks, beaches and athletic fields.
- Facilities Maintenance Technician-Handles all janitorial, inside/outside maintenance and minor repairs nm at Old Town Hall.



**FISCAL YEAR 2022-23**

# CHANGES FOR THE NEXT FISCAL YEAR

- The Division has been understaffed for several years, so is planning on the following:
  - Filling the current plumbing vacancy in the Parks Maintenance Department due to extended medical leave to alleviate the outsourcing of all required plumbing repairs which can be handled by in-house personnel during normal operating hours.
  - Taking the current electrician vacancy in the Parks Maintenance Department due to retirement and moving it to a plumbing position in the Facilities Maintenance Department to not only alleviate the outsourcing of all required plumbing repairs but to ensure that all these needs are met in all areas under this Division's control.
- The implementation of Organic Field Maintenance on all athletic fields Citywide
  - Specific Additional Land Supplies (Seed, Fertilizer and Lime)
  - Two additional Park Maintenance Workers
- Handling all reporting and filing for FEMA reimbursement associated with repairs to City and BOE facilities/property due to Storm Ida.

# NEW OR EXPANDED SERVICES/PROGRAMS

- Overseeing operation of Old Town Hall
  - Hiring a Facilities Maintenance Technician
  - Converting all preventative maintenance to existing City contracts to get better pricing
- Handling all reporting and filing for FEMA and insurance reimbursement associated with repairs to City's and BOE's buildings, properties & infrastructure due to Storm Ida.
- Reconstructed Park Attendant Program to work in conjunction with the Beach/Park Permit Program to ensure efficiency, productivity, cost savings and adherence of Park/Beach Rules and Regulations.

# HIGHLIGHTS, EFFICIENCIES AND SERVICE IMPROVEMENTS FOR 2021-2022

- **The Division as a whole made several changes during this past year to provide better service and efficiency to the City and budgetary requirements.**
  - The continuation of the Covid Supply Centralized Center which was able to obtain supplies for the entire City to ensure that needs were met for all entities of the City at a cost savings
  - Implementing several additional preventative maintenance programs in facilities, beaches, fields and parks to prevent costly repairs
  - The handling of all Storm Ida damages for residents and City to the State for declaration, which was awarded February 3, 2021.
  - The Division working together to ensure that all requirements and requests were handled in a timely manner and met
  - The Division took on tasks that are not normally their responsibility to ensure that the City stayed operational due to the City being shut down for the first portion of the year.
  - The Division was instrumental in the reopening of the City starting in September.
  - Coordinating and assisting the Health Department in setup, cleaning and breakdown of all vaccination sites throughout the City.

# CAPITAL BUDGET REQUEST ITEMS

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CP3038-Government Center Renovations: \$450,000

CP7019-ADA Compliance-City Facilities: \$200,000

C56203-Building & Utilities: \$100,000

CP0234-Citywide Electrical System Upgrade: \$50,000

C46053-Sterling Farms Barn Theatre Complex: \$50,000

CP6908-Roof Replacement: \$210,000

CP9238-Yerwood Center Renovations: \$1,000,000

CP2704-Inspection & Assessment of City Property: \$50,000



Capital  
Budget



# CAPITAL BUDGET ITEMS

CP6810-Implementation of Phase 1 of Cummings/West Beach: \$500,000

C56259-Game Courts: \$200,000

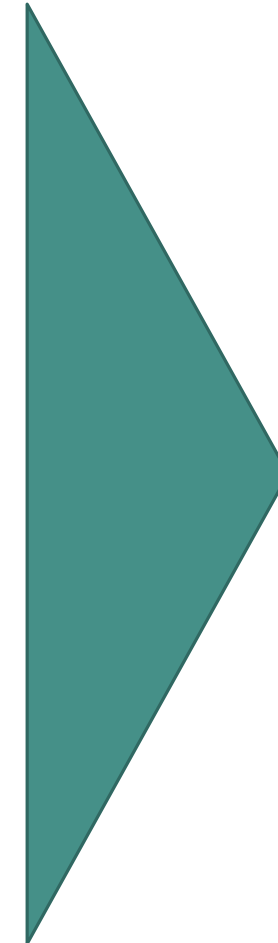
CP0232-Athletic Field Renovation: \$1,000,000

CP8701-John Boccuzzi Park @ Southfield: \$2,900,000

CP6816-Citywide Tree Replanting: \$50,000

CP0122-Park Amenities Upgrade: \$50,000

C56139-Playground Rehabilitation: \$250,000



Capital  
Budget



# STAMFORD, CT

