

From: [Berta Lee](#)
 To: [Miller, Lindsey](#); [DiCostanzo, Monica](#); [Bosson, Valerie](#); [Sherwood, Nina](#)
 Cc: [Quilley, Sheri](#); [Fox, Bridget](#); [Belsky, Valerie](#); [Kernin, Sandy](#); [Jankowski, Tom](#); [Quilley, Blair](#); [Fox, Bridget](#)
 Subject: RE: Operating Budget Questions
 Date: Monday, April 25, 2022 5:32:18 PM
 Attachments: [Operations Supervisor.pdf](#)
[Operations Foreman.pdf](#)

Per your request, see comments in red.

From: Sherwood, Nina <NSherwood@StamfordCT.gov>
 Sent: Monday, April 25, 2022 12:40:56 AM
 To: DiCostanzo, Monica <MDiCostanzo@StamfordCT.gov>; Miller, Lindsey <LMiller@StamfordCT.gov>
 Subject: Operating Budget Questions

Dear Chairs DiCostanzo & Miller,

Here are my questions regarding the operating budget:

1.) For the Office of Operations organizational charts on the following pages please provide a list of all open positions and for how long each position has been open for.

Pages:

- 77 - Director of Operations
- 80 - Road Maintenance
- 100 - Maintenance Administration
- 130 - Transfer Station
- 143 - Special Events/Traffic Maintenance/Transportation Planning Engineering
- 153 - Building Department
- 157 - Engineering
- 167 - Land Use Administration
- 186 - Leisure Services Administration
- 201 - Operations Administration/Emergency Events

Program	Dept	Vacancy Date	Job Title	HR Comments
2111	Road Maintenance	1/26/2022	C Heavy Equip Operator C340	Waiting for approval to fill
2121	Vehicle Maintenance	3/21/2022	C Equipment Mechanic 37.5 C332	Currently recruiting to fill the vacancy
2127	Forestry	9/14/2021	C Tree Climber C819	Currently recruiting to fill the vacancy
2135	Facilities Maintenance	2/1/2022	C Operations Supv 40 C951	Currently recruiting to fill the vacancy
2143	Collection	3/31/2022	C Laborer 37.5 C479	Waiting for approval to fill
2200	Engineering	NEW	C Asst City Engineer C051	Currently recruiting to fill the vacancy
2201	Construction Management	11/15/2021	C Staff Engineer C731	Interview completed. In the process of extending offer
2201	Construction Management	NEW	C Operations Prog Spec II C581	Recruiting; reviewing applications
2210	Traffic Engineering	2/28/2020	Traffic Analyst	Interviews are being scheduled
2210	Traffic Engineering	2/5/2021	C Traffic Engineer C811	Interviews are being scheduled
2210	Traffic Engineering	12/25/2018	C Signal System Engineer C725	Currently recruiting to fill the vacancy
2300	Land Use Administration	1/31/2022	Planning Analyst	Currently recruiting to fill the vacancy
2310	Planning	1/31/2022	C Associate Planner C946	Interviews conducted; in the process of extending job offer.

2.) P.108 Lockwood Avenue - Why is the revenue going down by 47.6% for this property?
 The revenue estimate does not include the sublease to the Childcare Learning Center of \$50k so the amount we will collect will be approximately \$105k.

3.) P.117 Government Center - Operations Foreman is being promoted to Operations Supervisor and getting a \$17,555 raise. Please provide both position job descriptions and information as to the new responsibilities and duties this position will include. Also, who will this person now be supervising that they were not before?
 See attached job descriptions. This employee took on the Police Department and Old Town Hall. They will oversee the proposed Custodian at the Old Town Hall and all outside contracted vendors at both Old Town Hall and the Police Departments as well as see all maintenance related issues that arise during the year.

4.) P.152 Special Events - Please provide a detailed description of what the \$200K in overtime will be used for. If it is for specific events, please list the amount of money each event will use in overtime.

DSSD Art Sculpture Event	DSSD Arts & Crafts on Bedford	DSSD Banner on Bedford	DSSD Bark in the Park	DSSD Brews on Bedford	DSSD City Challenge Race	DSSD Heights and Lights	DSSD Thanksgiving Day Parade	DSSD Alive at Five	Fireworks	Harborfest	Italian Festival	Memorial Day 5K	Miscellaneous	Raised Flags	St Patrick's Day Parade	That's Amore Festival	Triathlon	USA Mill River	Veterans Day (Flags)	Veterans Day Parade	Total
1,300	5,800	1,900	3,000	3,000	5,000	11,600	87,000	26,000	28,000	1,800	3,400	3,000	1,400	1,400	4,700	1,000	1,700	1,000	3,000	5,000	\$ 200,000

5.) P.213 PSHW Administration - Why is the other salary line going up by \$41,689?
 - This is for a part time Citation Officer position less than 20 hours with no benefits. This will provide for .5 FTE position to address the quality of life and other issues brought by Representatives and residents for enforcement and remediation.

6.) P.219 Police Department - Based on the organizational chart on page 219, please list all of the current unfilled positions. How long have each of the open positions been unfilled for?
 As of today (4/25/22) the PD has a total of 274 sworn officers out of a budgeted total of 287. The 13 vacant positions consist of 3 Captains, 1 Lt. and 9 Officers. The PD has completed an exam/assessment center for the Capt. and Lt. positions and anticipate filling these spots prior to the start of the coming fiscal year. The remaining PO positions are in the process of background checks and will likely also be filled prior to or just after the start of the FY depending on academy availability. As far as civilian positions in the PD, the open BWC Tech position has been filled and the new hire starts May 2nd. A transfer employee from the BOE will be filling the currently empty OSS position within the next two weeks and interviews are scheduled for next week for the currently empty Police Aide position. No other vacant positions exist in the PD. Please note that the BOF made cuts to the budget which may have an impact for next fiscal year's budget. When a Police Officer is hired there is approximately 10 months of training where each of the recruits do not count for staffing. Open patrol positions are required to be filled on an overtime basis if needed. As each of the recruits are in training the salary for the recruits is required as well as the overtime to fill open patrol positions. There are currently five new recruits in training and nine more will be hired.

7.) P.242 Fire Department - Under Fire Suppression the organizational chart includes 4 deputy chiefs, 28 captains, 29 lieutenants and 179 firefighters. How many of these positions are currently unfilled and which rank does each come from? Also how long have each of the open positions been unfilled for?
 As of today (4/25/22) the SFD has a total of 243 uniform positions out of a budgeted total of 259. The 16 vacant positions consist of 1 Deputy Chief, 6 Captains, 7 Lieutenants and 2 Firefighters. The SFD is awaiting the resolve of a court case which we are anticipate will be resolved soon. We are also working with HR regarding promotional exams for the Officers rank and an entry level firefighter exam. Please note, due to CBA minimum manpower provisions, any vacant position is filled on a one for one basis with overtime, so that any excess salary funds must be transferred to overtime accounts to cover shortfalls caused by the vacancies for the period the vacancies exist.

8.) P.314 Mayor's Office - Three positions are being added to the mayor's office. Please provide each position's official job description from the HR department.

The 3 positions you are referring to are Special Assistants to the Mayor. The Special Assistants to the Mayor are authorized by Charter and HR does not have job descriptions. The Special Assts that are in the budget focus on: Communications, Community Engagement and Partnerships, and Policy and Legislative Affairs.

9.) P.316 Mayor's Office - The Employee & Volunteer Recognition line is \$28,500. Please describe in as much detail as possible what these funds will be used for.

These funds were initially used to recognize and thank volunteers and employees who worked through the Covid-19 Pandemic. Early in the current Fiscal Year (August 2021) a dinner was held to honor all of the CERT (Citizens Emergency Response Team) and MRC (Medical Reserve Corps) volunteers for all of their work at vaccine clinics and testing sites. In addition to the City's "traditional" employee recognition events (annual BBQ, holiday party), the administration plans on introducing considerably more employee engagement; e.g., a city employee newsletter. Finally, these funds are critical so that the administration can continue and ramp up its work in the coming year on community engagement and partnerships. It is hard to proactively decide who we will be recognizing over the next year, but the following is a rough outline:

City Employee Engagement & Recognition

Annual BBQ	\$5,000
City Newsletter	\$1,000
City Employee of the Month	\$3,600 (\$300/month - \$100 gift; \$200 for refreshments/event)
Annual Holiday Party	\$1,500

Partnership Recognition & Community Engagement

Board & Commission Recognition	\$2,500
Outside Partners (NFPs, volunteer groups)	\$2,500
Mayor's Youth Initiative	\$5,000
Adopt-a-Spot/Neighborhood Cleanups	\$5,000
Other-	\$5,000

10.) P.350 Cultural & Environmental - The community Youth Music Program is being cut \$83,500 and the Stamford Arts and Culture Grant is being increased by \$83,500. Is there a correlation?

We have combined the two programs in order to streamline the process.

Thank you!

Sincerely,

Nina Sherwood

OPERATIONS SUPERVISOR

GENERAL SUMMARY OF DUTIES

Under the general direction of the Director of Operations or designee, schedules and supervises the weekly schedule and daily operations of a service oriented activity within the Office of Operations; exercises supervision over Operations Foremen, Operations Programs Specialists, employees, and contractors as assigned; assists in the long term planning and operations of the Office of Operations; does related work as required.

EXAMPLES OF WORK (Illustrative Only)

Plans, organizes, assigns through subordinates and supervises work assignments; supervises, evaluates and coordinates employees' job performance; supervises and participates in personnel activities and projects in progress; does related work as directed.

Coordinates and administers assigned preventive maintenance programs.

Oversees, obtains and maintains equipment, materials and supplies, and supervises and instructs personnel in the use and maintenance of such items.

Supervises the security and proper maintenance of equipment and facilities with a minimum of delay and in a safe and cost-effective manner.

Reviews and approves work records and productivity reports.

Prepares budget recommendations and participates in budgetary process.

Participates in the formulation of departmental goals and objectives and recommends new operating procedures as necessary.

Advises and assists staff on complex problems and prepares necessary progress reports.

Responds to emergencies at facilities and City-wide areas of jurisdiction.

Schedules personnel for the most efficient and effective productivity based on available resources.

Conducts investigation of complaints, recommends action to be taken and makes follow-up inspections to evaluate performance and proficiency of subordinates.

Ensures that workers are instructed in, and maintain safe operating practices in compliance with O.S.H.A. regulations and standard safety procedures.

Ensures that adequate supplies of material and equipment are properly maintained and available for scheduled work.

OPERATIONS SUPERVISOR

A-07

EXAMPLES OF WORK (Illustrative Only) (cont'd.)

Estimates time and material costs for both in-house and contractual projects.

Reviews and expedites payment on assigned projects according to contract schedules.

Represents the Office of Operations on assigned committees, projects and activities.

Inspects areas of responsibility to determine condition and need of maintenance.

Recommends the purchase of new equipment and material.

Prepares various reports.

Coordinates and supervises contractual assistance in maintaining areas of responsibility.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of the operations, procedures, and methods used in public works/highway construction and maintenance; building maintenance, repair and modification.

Good knowledge of the methods and practices of the use, installation, maintenance and repair of Parks and Recreation equipment, facilities and supplies, horticultural and grounds maintenance, including basic plant culture and layout; refuse collection operations and management.

Knowledge of safety practices associated with maintenance operations.

Knowledge of basic inventory, budgetary, purchasing, and contracting procedures.

Ability to maintain effective working relationships with employees and the general public.

Ability to read plans and blueprints.

Ability maintain accurate records and prepare written reports and schedules.

Ability to plan, schedule and direct the work of subordinate personnel.

Ability to carry out instructions, both written and oral.

Ability to communicate effectively, both orally and in writing.

OPERATIONS SUPERVISOR

A-07

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited high school and eight (8) years of progressively responsible experience in facilities or grounds maintenance, refuse collection, public works, or construction, four (4) of which shall have been in a supervisory capacity, or a satisfactory equivalent combination of training, education, and experience.

Note: Graduation from an accredited college or university with a Bachelor's degree in Engineering, Business Administration or a related field may substitute for four (4) years of non-supervisory experience required.

SPECIAL REQUIREMENT:

At time of appointment, possession of a valid motor vehicle operators' license.

OPERATIONS FOREMAN

GENERAL SUMMARY OF DUTIES

Under the general direction of a supervisor, supervises the daily operation of a service-oriented activity within the Office of Operations; exercises supervision over employees and contractors as assigned; does related work as required.

EXAMPLES OF WORK (Illustrative Only)

Organizes and supervises work assignments; supervises, evaluates and coordinates employees' job performance; supervises and participates in personnel activities and projects in progress; does related work as directed.

Obtains and maintains equipment, materials and supplies, and supervises and instructs personnel in the proper use and maintenance of such items.

Ensures the security and proper maintenance of equipment and facilities with a minimum of delay and in a safe and cost-effective manner.

Prepares budget recommendations.

Participates in the formulation of departmental goals and objectives and recommends new operating procedures as necessary.

Responds to emergencies at facilities and City-wide areas of jurisdiction.

Keeps necessary records and files.

Ensures that workers are instructed in, and maintain, safe operating practices in compliance with O.S.H.A. regulations.

Inspects areas of responsibility to determine condition and need of maintenance.

Ensures that adequate supplies and equipment are available for scheduled work.

Estimates time and material costs.

Supervises contractual assistance in maintaining areas of responsibility.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Good knowledge of the operations, procedures and methods used in public works/highway construction and maintenance, building maintenance, repair and modification.

OPERATIONS FOREMAN

A-04

REQUIRED KNOWLEDGE, SKILLS & ABILITIES (cont'd.)

Knowledge of the methods and practices of the use, installation, maintenance and repair of Parks and Recreation equipment, facilities and supplies; horticultural and grounds maintenance, including basic plant culture and layout; refuse collection operations and management.

Knowledge of safety practices associated with maintenance operations.

Knowledge of basic inventory, budgetary and purchasing procedures.

Ability to maintain effective working relationships with employees and the general public.

Ability to read plans and blueprints.

Ability to draft written reports.

Ability to plan, schedule and direct the work of subordinate personnel.

Ability to carry out instructions, both written and oral.

MINIMUM TRAINING & EXPERIENCE REQUIRED (Promotional)

Graduation from an accredited high school and four (4) years of experience in facilities or grounds maintenance, refuse collection, public works, or construction or a satisfactory equivalent combination of training, education and experience.

MINIMUM TRAINING & EXPERIENCE REQUIRED (Open Competitive)

Graduation from an accredited high school and four (4) years of experience in facilities or grounds maintenance, refuse collection, public works, or construction, 1 year of which must have been in a supervisory capacity or a satisfactory equivalent combination of training, education and experience.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid motor vehicle operator's license.