

Schedule of Follow-up Requests (BOF/BOS) - March 19, 2018

<u>Doc#</u>	<u>REQUEST</u>	<u>REQUEST DATE</u>	<u>ASSIGNED TO</u>	<u>RESPONSE DATE</u>
1	Fund Balance comparison to other Aaa Towns	3/1/2018	Finance	3/8/2018
2	Salary Information- First Selectman and BOF Clerk	3/1/2018	Finance	3/6/2018
3	Storm Sandy out-of-pocket expense	3/1/2018	Finance	3/8/2018
4	Develop revised department budgets incorporating completed Collective Bargaining Agreement salary adjustments for prior years	3/1/2018	Finance	3/6/2018
5	State Revenue Updates	3/1/2018	Finance	3/6/2018
6	Non General Fund Donation and Fee Accounts	3/1/2018	Finance	open
7	Power Purchase Agreements (PPA) for the carports at Warde High School	3/6/2018	First Sel. Office	3/8/2018
8	Power Purchase Agreements (PPA) for the carports at Ludlowe High School	3/6/2018	First Sel. Office	3/8/2018
9	Number of Fairfield resident visits to Library	3/8/2018	Library	3/13/2018
10	Circulation of new vs. older material	3/8/2018	Library	3/19/2018
11	Status of Library Material expenditures in FY18	3/8/2018	Library	3/13/2018
12	Library Material by category and % of total	3/8/2018	Library	3/13/2018
13	Library Material purchased in FY17 (SEPARATE ATTACHMENT)	3/8/2018	Library	3/13/2018

14	Library Debt repayment schedule	3/8/2018	Finance	3/13/2018
15	Library Endowment Fund balance	3/8/2018	Library	3/13/2018
16	Library Part-time detail	3/8/2018	Finance	3/13/2018
17	Motor Vehicle Fuel by department	3/8/2018	Finance	3/13/2018
18	Penfield – Seasonal Payroll detail	3/8/2018	Rec/Finance	3/13/2018
19	Penfield Projection vs. budget	3/8/2018	Recreation	3/19/2018
20	Recreation Revolving Fund status	3/8/2018	Recreation	3/13/2018
21	Personal Computer Inventory by Department	3/14/2018	IT	3/19/2018
22	Update Recycling expense and revenue	3/14/2018	SW&R	open
23	PW Utility Expense Transfer	3/14/2018	PW	open
24	PW Savings offset to Contracted Svcs (beginning 2015)	3/14/2018	PW	open
25	PW Organization Chart	3/14/2018	PW	open
26	PW Staffing Compliment History 2015 to present	3/14/2018	PW	open
27	Fairfield Theater Company P&L	3/14/2018	Finance	3/19/2018
28	WPCA - % Commercial /Residential infiltration	3/14/2018	PW	open
29	WPCA % Wastewater/runoff infiltration	3/14/2018	PW	open
30	Actual Electricity expense for FY ending 2015 to present	3/14/2018	PW	open

31	Regional Fire School - all funding documents during approval process	3/14/2018	Fire/Finance	open
32	Cost of three Northeaster storms (snow, tree, other work)	3/14/2018	PW	3/19/2018
n/a	Upload Handouts on website	continual	Finance	continual

Gardiner, Linda

From: Murtha, Helene
Sent: Tuesday, March 13, 2018 5:05 PM
To: Gardiner, Linda
Subject: Follow-up Requests (BOF/BOS) Library

Library Circulation New vs. Older Material

New items, one year or less in age, are borrowed on average 12 times per year.
Items over one year in age, are borrowed on average 2 times per year.

75 Mill Plain Road
Fairfield, CT 06824



Phone (203) 256-3191
Fax (203) 256-3145

Dear Board of Selectmen and Board of Finance Members,

Please find the requested information regarding Penfield Projections vs. the original approved Option 7A plan. There are a few points that I'd like to clarify from the March 8th, 2018 joint budget session.

1. The Penfield Pavilion is running well ahead of the approved Option 7A projections as you will see when you review the attached numbers. The current budget should see approximately \$130,000 over the original Option 7A estimate.
2. The Penfield Pavilion is a net positive contributor to the Town. This year, while we may not meet our aggressive budget projections for rentals, we will bring in a net revenue in excess of \$275,000.
3. We are in the process of working with our Parks and Recreation Commission to increase rates during our peak season and creating new off-peak season rates to make the facility even more enticing.

If you have any follow-up questions, please do not hesitate to contact me.

Sincerely,

Anthony R. Calabrese, MS, CPRP, CPSI

Director of Parks and Recreation
Town of Fairfield
www.fairfieldrecreation.com
(203) 256-3191
ACalabrese@fairfieldct.org

Penfield Projected Budget vs Estimated Budget

Penfield Pavilion 1	Stub Period Proj	March-June	Fav/(Unfav)		
	March - June 2017	Actual	Option 7A Year 1	Total 2018	Diff to Orig
Revenue	***	FY2017	Projected First FY	ESTIMATE	7A Proj
Rental Penfield 1	\$ 40,000.00	\$ 43,670.00	\$ 89,000.00	\$ 174,575.00	\$ 85,575.00
Changing Rooms/Season Lockers	\$ 52,000.00	\$ 50,682.17	\$ 52,000.00	\$ 50,700.00	\$ (1,300.00)
Concession Fee**	\$ 15,500.00	\$ 32,500.00	\$ 47,000.00	\$ 67,000.00	\$ 20,000.00
Parking Revenue *	\$ 14,000.00	\$ 45,570.00	\$ 50,000.00	\$ 64,900.00	\$ 14,900.00
Total Revenue	\$ 121,500.00	\$ 172,422.17	\$ 238,000.00	\$ 357,175.00	\$ 119,175.00
*** Based upon a 4-month percentage period estimate					
** 1/3 Concession Fee of Proj. \$47K					
* Pulled from Waterfront Parking Revenue 42352 (Penfield Lot only)					
Expenses (Not including Jacky Durrell)					
Salary/Wages	\$ 15,000.00	\$ 18,563.00	\$ 49,220.00	\$ 53,071.00	\$ (3,851.00)
Operations	\$ 5,000.00	\$ 5,475.00	\$ 15,000.00	\$ 15,628.00	\$ (628.00)
Flood Insurance - Not in Rec Budget	\$ 400.00	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00
Electric - Not in Rec Budget	\$ -	\$ -	\$ 12,500.00	\$ -	\$ 12,500.00
Marketing	\$ 4,000.00	\$ 3,895.00	\$ 4,000.00	\$ 2,185.00	\$ 1,815.00
Heat (Gas) - Not in Rec Budget	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Water	\$ -	\$ 450.00	\$ -	\$ 4,500.00	\$ (4,500.00)
Total Expenses	\$ 24,400.00	\$ 28,383.00	\$ 89,920.00	\$ 75,384.00	\$ 14,536.00
Net Income/(Loss)	\$ 97,100.00	\$ 144,039.17	\$ 148,080.00	\$ 281,791.00	\$ 133,711.00

<u>2018 Budget</u>
\$ 220,000.00
\$ 52,000.00
\$ 67,000.00
\$ 65,000.00
\$ 404,000.00

\$ 48,986.00
\$ 19,761.00
\$ -
\$ -
\$ 2,000.00
\$ -
\$ 4,500.00
\$ 75,247.00

\$ 328,753.00

Penfield Projected Budget vs Estimated Budget

Revenue	Option 7A Year 2	Budget	Fav/(Unfav)	Option 7A Year 3	Budget	Fav/(Unfav)
		FY 2019	Diff to Orig 7A Proj		FY 2020	Diff to Orig 7A Proj
Rental Penfield 1	\$ 175,000.00	\$ 175,000.00	\$ -	\$ 208,000.00	\$ 200,000.00	\$ (8,000.00)
Changing Rooms/Season Lockers	\$ 52,000.00	\$ 52,000.00	\$ -	\$ 52,000.00	\$ 52,000.00	\$ -
Concession Fee	\$ 48,400.00	\$ 74,000.00	\$ 25,600.00	\$ 49,900.00	\$ 74,000.00	\$ 24,100.00
Parking Revenue	\$ 60,000.00	\$ 65,000.00	\$ 5,000.00	\$ 60,000.00	\$ 65,000.00	\$ 5,000.00
Total Revenue	\$ 335,400.00	\$ 366,000.00	\$ 30,600.00	\$ 369,900.00	\$ 391,000.00	\$ 21,100.00

Expenses (Not including Jacky Durrell)

Salary/Wages	\$ 56,012.00	\$ 63,410.00	\$ (7,398.00)	\$ 62,016.00	\$ 65,078.00	\$ (3,062.00)
Operations	\$ 15,500.00	\$ 17,859.00	\$ (2,359.00)	\$ 16,000.00	\$ 18,218.00	\$ (2,218.00)
Flood Insurance	\$ 1,224.00	\$ -	\$ 1,224.00	\$ 1,248.00	\$ -	\$ 1,248.00
*Electric	\$ 12,750.00	\$ 21,100.00	\$ (8,350.00)	\$ 13,005.00	\$ 21,522.00	\$ (8,517.00)
Marketing	\$ 4,080.00	\$ 1,500.00	\$ 2,580.00	\$ 4,162.00	\$ 1,500.00	\$ 2,662.00
*Heat (Gas)	\$ 8,160.00	\$ 13,300.00	\$ (5,140.00)	\$ 8,323.00	\$ 13,566.00	\$ (5,243.00)
*Water	\$ -	\$ 4,500.00	\$ (4,500.00)	\$ -	\$ 4,590.00	\$ (4,590.00)
Total Expenses	\$ 97,726.00	\$ 121,669.00	\$ (23,943.00)	\$ 104,754.00	\$ 124,474.00	\$ (19,720.00)
Net Income/(Loss)	\$ 237,674.00	\$ 244,331.00	\$ 6,657.00	\$ 265,146.00	\$ 266,526.00	\$ 1,380.00

* Based on DPW 2018 Actuals/Projections

DEPARTMENT STAFFING

COMPUTERS

<u>Department</u>	<u>Full-time EE</u>	<u>Part-time EE</u>	<u>TOTAL EE</u>	<u>FT</u>	<u>PT</u>	<u>Shared</u>	<u>Counter</u>	<u>Lab</u>	<u>Misc¹</u>	<u>Kiosk</u>	<u>Serviced by</u>	<u>Laptops</u>
Self-Supporting Fund												
WPCA	20.15	1.00	21.15									
Regional Fire Training School	0.00	2.00	2.00									
TOTAL	20.15	3.00	23.15									

GRAND TOTAL	477.75	194.00	671.75	240	19	97	44	56	28	35		46
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PCs: 519 Laptops: 46

Footnotes:

- ¹ PD conference room; FD display screens; PWO: HVAC control + fuel pump monitors
- ² Includes spares, loaners, imaging machines, test machines

Legend:

- EE:** Employee
- FT:** Computers used by a Full-time employee -- usually allocated to one individual
- PT:** Computers used by a Part-time employee -- usually allocated to one individual
- Shared:** Computers shared by several employees -- often on different shifts
- Counter:** Computers at public service counters -- often staffed by several employees
- Lab:** Clusters of computers in teaching rooms -- generally used by the public
- Misc:** Miscellaneous -- see Footnote 1
- Kiosk:** Single-purpose public-use computers (Tax Collector payment kiosk, Tax Assessor property lookup, Town Clerk map lookup, Library catalog stations)
- Serviced by:** All are in IT replacement cycle, some are co-managed by Police or Library technicians
- Laptops:** Laptops permanently assigned to users (IT maintains a few "loaner" laptops for temporary assignment)

Other Notes:

The Libraries maintain a fleet of 41 Public Use/lab laptops funded through donations -- not part of IT replacement cycle.

Fairfield Theatre Company
70 Sanford Street
Fairfield, CT 06824

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	<u>ACTUAL</u> <u>2014/2015</u>	<u>ACTUAL</u> <u>2015/2016</u>	<u>ACTUAL</u> <u>2016/2017</u>	<u>YTD ACTUAL</u> <u>JULY - DEC 2017</u> <u>2017/2018</u>	<u>BUDGET</u> <u>2017/2018</u>	<u>BUDGET</u> <u>2018/2019</u>
Revenue:						
-- \$2 per ticket sold and	\$50,226	\$80,942	\$87,287	\$52,980	\$84,000	\$102,000
-- 5% of Warehouse Revenue						
Expenses:						
-- Southern CT Gas	\$6,862	\$5,563	\$7,039	\$2,697		
-- Santa/Sprague	\$8,518	\$12,292	\$10,863	\$3,527	\$24,000	\$22,000
-- United Illuminating	\$18,022	\$29,271 (1)	\$38,369	\$23,163	\$35,650	\$47,208
-- Aquarion	\$969	\$2,609	\$2,218	\$1,138		
-- Skyview Solar	\$8,161 (2)	\$9,900	\$10,408	\$4,483		
Total Expenses	\$42,533	\$59,636	\$68,897	\$35,009	\$59,650	\$69,208
Net Income:	\$7,693	\$21,306	\$18,390	\$17,971	\$24,350	\$32,792

NOTES:

(1) WAREHOUSE - OPERATION COMMENCED DECEMBER 2015

(2) SOLAR - COMMENCED JULY 2014

Gardiner, Linda

From: Michelangelo, Joseph
Sent: Friday, March 16, 2018 2:50 PM
To: Gardiner, Linda; Mayer, Robert
Cc: Bartlett, Scott
Subject: Nor'easters

Linda/Bob:

I have included below the costs for the 3 recent nor'easters. In summary, the overall Public Works FY18 Budget can absorb the impact of the recent nor'easters, the tree work that resulted, the previous storms this winter.

Nor'easter Costs	Materials (salts)	DPW Overtime		Contractors	
		Snow	Trees	Snow	Trees
3/2 and 3/3 2018	\$ -	\$ -	\$ 4,645	\$ -	\$ -
3/7 - 3/10 2018	\$ 25,838	\$ 55,061	\$ 20,000	\$ 19,108	\$ 30,000
3/13/2018	\$ 13,208	\$ -	\$ -	\$ 5,060	\$ -
Sub Totals:	\$ 39,046	\$ 55,061	\$ 24,645	\$ 24,168	\$ 30,000
				Grand Total:	\$ 172,920

The FY 18 budget is \$250k for snow removal overtime, and as of today we are approximately \$2k over that amount.

Other costs for snow removal (Contractors, Vehicle repair, Salts) is not from specific line items but other line items such as Contracted Property Services, Automotive Maintenance & Repair, and Materials. These are much larger line items that are utilized for our operations throughout the year. The portion we have spent for snow removal was slightly higher than anticipated, but the accounts can absorb this. As an example, we had programmed to spend \$240K on salts, but have spent \$255k. However, since the total for the Materials line item in the Public Works Budget is \$675K, we don't anticipate over expending this at year end.

Similarly, for tree work during this storm we spent about \$30k for contractors and \$24.6k for overtime (these are estimated totals as there is still cleanup work ongoing). The total line items amounts in the FY 18 budgets are \$1.88M for Contracted Property Services, and \$223k for overtime, and we don't anticipate over expending these line items at year end.

There is a storm next week that may or may not hit us and might add to these numbers. We'll see what next week brings.

Let me know if this information is sufficient. Joe



Joseph Michelangelo, P.E.
Director of Public Works
Town of Fairfield
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Fairfield, CT 06824

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