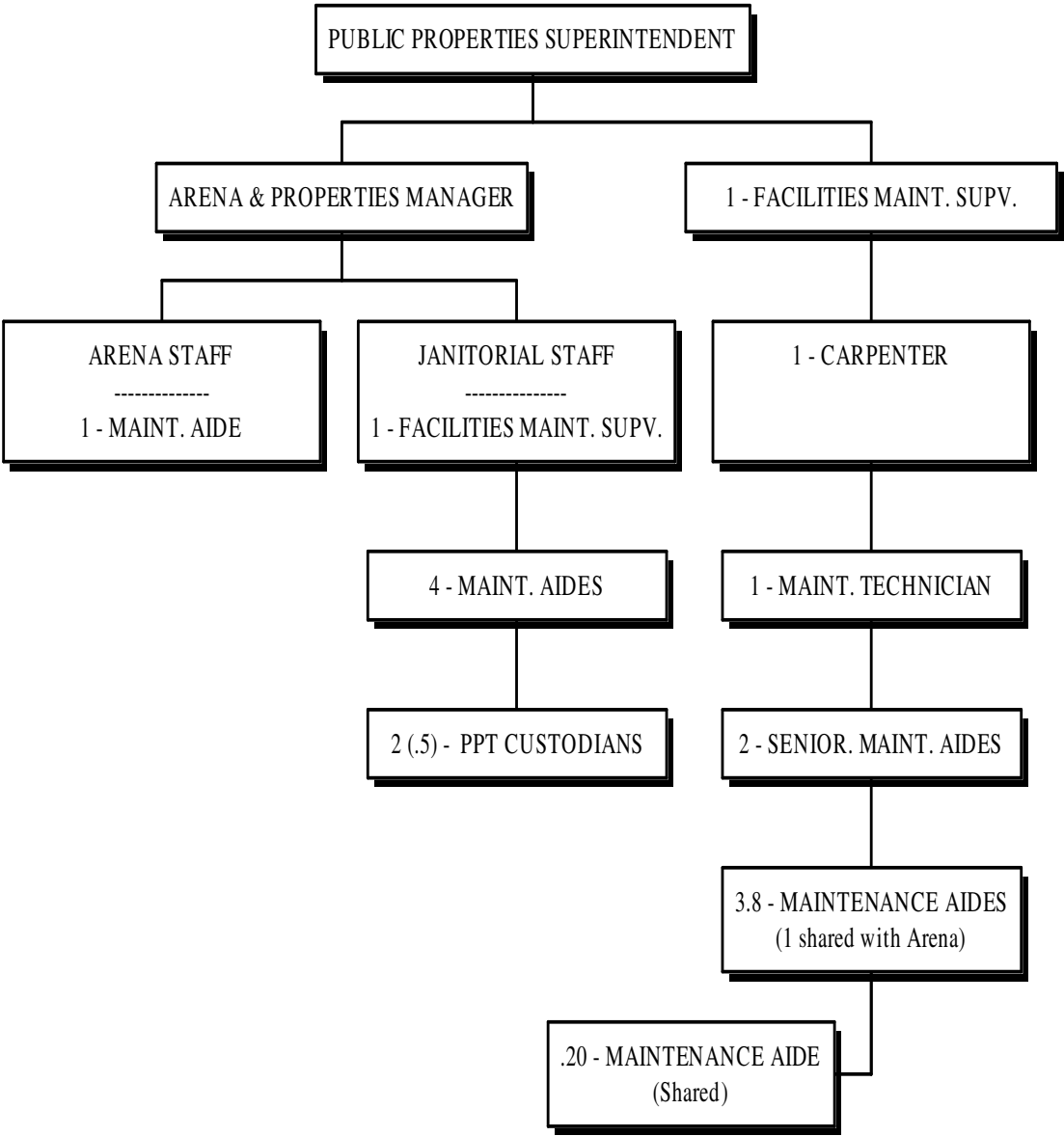


PUBLIC PROPERTIES

GENERAL SERVICES DEPARTMENT
PUBLIC PROPERTIES DIVISION



PUBLIC PROPERTIES**BUDGET DETAIL**

<u>POSITION TITLE</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Public Properties Superintendent	1.0	1.0	1.0	1.0
Arena and Properties Supervisor	1.0	1.0	1.0	1.0
Facilities Maintenance Supervisor	2.0	2.0	2.0	2.0
Carpenter	1.0	1.0	1.0	1.0
Maintenance Technician	1.5	*1.0	1.0	1.0
Senior Maintenance Aide	2.0	2.0	2.0	2.0
Fiscal Technician III	1.0	1.0	**0.0	0.0
Maintenance Aide	9.0	9.0	9.0	9.0
PPT Custodian	<u>0.5</u>	<u>*1.0</u>	<u>1.0</u>	<u>1.0</u>
Total	19.0	19.0	18.0	18.0

* One Permanent Part-Time (.5) Maintenance Technician changed to a PPT (.5) Custodian.

** Fiscal Technician III position moved to Parks & Recreation Department.

PROGRAM HIGHLIGHTS**PUBLIC PROPERTIES**

<u>SERVICE INDICATORS</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Estimated 2012</u>	<u>Projected 2013</u>
1. Facility Inspections per week	1	1	1	1
2. Overhead Doors Serviced Per Year	89	89	89	89
3. Sprinkler Systems Checked Per Year	14	14	14	14
4. HVAC Filter Change Per Month	1	1	1	1
5. Floors Stripped and Waxed Per Year	2	2	2	2
6. Capital Projects Implemented	2	2	7	5
7. Fire Alarm Inspections Conducted	2	2	2	2
8. Paint 5-year Plan (sq. ft. /yr.)	3,500	3,000	2,500	3,000
9. Outside Contracts Managed	15	15	15	15
10. Weeks of pool operations	11	11	10	10
11. Re-do gym floors	1	1	1	1

2013 GOALS

- Respond to all emergency work orders within two hours of notification.
- Provide management with assessments and recommended priorities for facility upgrades and capital improvement projects.
- Continue to foster a positive, cooperative relationship with Concord Aviation Services, the NH Department of Transportation and the NH Fish and Game Department during periods of airport ground and infrastructure maintenance.
- Assist in the planning, preparation, and execution of the City Auditorium volunteer-lead "Pitch-In".
- Provide monthly status reports on all division Capital Improvement Projects.
- Using the Budget Performance Report and other tools, track monthly expenditures and maintain or stay below the annual spending glide path.
- Review the current procedures in the City for transitioning to heating and cooling seasons.

2012 GOALS STATUS

- Respond to all emergency work orders within two hours of notification.
9-Month Status: Public Properties responded to all known emergencies within two hours of notification. Examples include roof leaks at City Hall, hot and cold heating complaints, and alarm activations.
- Provide management with assessments and recommended priorities for facility upgrades and capital improvement projects.
9-Month Status: Recommendations are evaluated based upon weekly property inspections and as issues are discovered.
- Continue to foster a positive, cooperative relationship with Concord Aviation Services, NH Department of Transportation and the NH Fish and Game (NHFG) during periods of airport ground and infrastructure maintenance.
9-Month Status: Public Properties is responsible for performing mowing activities utilizing existing Department assets. Mowing operations occurred in June, September and October. Public Properties' staff meets with New Hampshire Fish and Game (NHFG) biologist in October, prior to the last mowing, to confirm areas to be cut and that all markers are in place. Public Properties continues snow operations as outlined in the Concord Airport Snow Removal Standard Operating Procedure.

PUBLIC PROPERTIES**PROGRAM HIGHLIGHTS**

4. Assist in the planning, preparation, and execution of the City Auditorium volunteer-lead "Pitch-In".
9-Month Status: The Audi Pitch-In was conducted in August. Friends of the Auditorium reported that volunteers contributed 441 man hours to the cleaning and maintenance of the Auditorium. Public Properties staff provided materials and assisted the volunteers in conjunction with the Friends of the Audi.
5. Provide monthly status reports on all division Capital Improvement Projects.
9-Month Status: Memorial Field restrooms were renovated and the concession stand was demolished and infrastructure was adjusted to receive a vending trailer. Snow guard installation at the COMF (CIP #323) was completed. Renovations were completed in the City Solicitors office. Airport improvements (CIP #75) are substantially complete, with the balance of work to be completed early in the 4th quarter. The City Hall and Audi Roof Repair project (CIP #407) has been awarded with construction scheduled to start in April. Eagle Square Improvements (CIP # 281): New electrical service with stainless steel water tight panel for concerts is in progress, along with new exterior sidewalk accent lighting. Police Department (CIP #484): Phase one of the window replacement project is expected to start the end of April.
6. Using the Budget Performance Report and other tools, track monthly expenditures and maintain or stay below the annual spending glide path.
9-Month Status: Monthly monitoring of the Budget Performance Report is conducted to identify accounts and cost centers that are over/under spent.
7. Review the current procedures in the City for transitioning to heating and cooling seasons.
9-Month Status: Ongoing.

ADDITIONAL 2012 ACCOMPLISHMENTS

1. Installed new split Heating, Ventilation and Air Conditioning system into the Collections Department.
2. Performed recommended repairs to the emergency generators at the Combined Operations Maintenance Facility and Municipal Complex.
3. Resolved sound attenuation issue in the Conference Room at the Library.
4. Secured, cleaned out debris and winterized tax deeded property at 109 Fisherville Road.
5. Closed down and winterized 249 Pleasant Street.
6. Installed new sewerage ejector control panel system at the Police Department.
7. Repaired and cleaned oil / gas separator system and associate piping in the garage of the Police Department.
8. Repaired concrete slabs inside the garage areas at the Combined Operations Maintenance Facility.
9. Repaired / replaced the underground electrical to the State House arch electrical service.
10. Secured and winterize tax deeded property at 8 Bradley Street.
11. Installed new scoreboard at Green Street Community Center gym.
12. Performed electrical work associated with dedicated outlets for the spotlights at the Audi.
13. Installed a picture molding along the perimeter of the Lobby area at the Audi.
14. Replaced the failed ejector pump at the Police Department associated with the sewerage ejector system.
15. Performed ADA upgrades to the West Street Ward House as required by the U.S. Department of Justice.
16. Performed various safety and energy saving improvements to the garage doors at the Police Department.
17. Fabricated and installed storage units for drawings in the basement of the Annex for the Building and Code Services Division.
18. Installed a new unit heater and commercial fan in the garage at the Police Department.

BUDGET DETAIL**PUBLIC PROPERTIES****MUNICIPAL COMPLEX**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL YEAR BUDGET
REVENUE						
TRANS FROM TRUST CAP RESERVE	\$0	\$0	\$0	\$2,000	\$2,000	\$0
UTILITY DEMAND COMPENSATION	\$3,944	\$8,890	\$2,432	\$0	\$0	\$0
AUDITORIUM RENTAL	\$38,712	\$43,200	\$35,804	\$42,000	\$42,000	\$0
MISCELLANEOUS	\$0	\$2,940	\$0	\$0	\$0	\$0
Total	\$42,656	\$55,030	\$38,236	\$44,000	\$44,000	\$0
APPROPRIATIONS						
COMPENSATION	\$230,280	\$216,976	\$238,643	\$230,844	\$271,560	\$275,370
OUTSIDE SERVICES	\$32,083	\$32,432	\$43,853	\$34,775	\$30,130	\$32,210
SUPPLIES	\$28,349	\$33,419	\$30,097	\$33,489	\$31,980	\$38,960
UTILITIES	\$129,876	\$121,724	\$135,776	\$121,237	\$118,540	\$116,050
INSURANCES	\$9,955	\$13,252	\$15,044	\$14,668	\$16,900	\$17,240
CAPITAL OUTLAY	\$0	\$0	\$1,626	\$48,266	\$36,730	\$25,000
OVERHEAD\FRINGE BENEFITS	\$148,559	\$153,681	\$158,221	\$170,429	\$176,810	\$204,660
Total	\$579,103	\$571,483	\$623,261	\$653,708	\$682,650	\$709,490

Auditorium rentals are now included in the Parks & Recreation Department.

PUBLIC PROPERTIES**BUDGET DETAIL****PLAZA MAINTENANCE**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL YEAR BUDGET
REVENUE						
TRANS FROM TRUST CAP RESERVE	\$0	\$0	\$0	\$5,000	\$5,000	\$0
Total	\$0	\$0	\$0	\$5,000	\$5,000	\$0

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL YEAR BUDGET
APPROPRIATIONS						
COMPENSATION	\$12,449	\$7,114	\$8,782	\$10,620	\$9,060	\$9,400
OUTSIDE SERVICES	\$0	\$4,173	\$13,291	\$13,660	\$13,660	\$9,010
SUPPLIES	\$8,511	(\$535)	\$2,273	\$4,000	\$3,200	\$4,280
UTILITIES	\$18,212	\$21,719	\$19,881	\$23,470	\$15,140	\$16,610
INSURANCES	\$295	\$222	\$265	\$300	\$290	\$310
OVERHEAD\FRINGE BENEFITS	\$7,390	\$6,322	\$6,508	\$7,860	\$7,260	\$6,980
Total	\$46,857	\$39,014	\$51,000	\$59,910	\$48,610	\$46,590

HUMAN SERVICES FACILITY

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL YEAR BUDGET
APPROPRIATIONS						
COMPENSATION	\$10,366	\$6,207	\$8,259	\$7,000	\$7,720	\$7,690
OUTSIDE SERVICES	\$4,766	\$3,622	\$4,399	\$3,465	\$4,910	\$5,410
SUPPLIES	\$1,702	\$1,394	\$950	\$1,550	\$1,550	\$1,550
UTILITIES	\$477	\$1,576	\$660	\$4,990	\$6,230	\$5,820
INSURANCES	\$561	\$1,158	\$997	\$900	\$970	\$980
OVERHEAD\FRINGE BENEFITS	\$7,516	\$4,378	\$6,180	\$5,420	\$5,250	\$6,030
Total	\$25,388	\$18,335	\$21,445	\$23,325	\$26,630	\$27,480

BUDGET DETAIL**PUBLIC PROPERTIES**

RECREATION FACILITIES						
	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL YEAR BUDGET
REVENUE						
TRSF FR TUST-PARKS/GROUNDS RES	\$0	\$0	\$0	\$13,000	\$13,000	\$0
DONATIONS AND MISC	\$0	\$1,227	\$2,878	\$0	\$0	\$0
Total	\$0	\$1,227	\$2,878	\$13,000	\$13,000	\$0
	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL YEAR BUDGET
APPROPRIATIONS						
COMPENSATION	\$155,712	\$150,067	\$119,280	\$155,628	\$121,880	\$122,600
OUTSIDE SERVICES	\$16,739	\$8,824	\$12,419	\$20,318	\$29,455	\$8,020
SUPPLIES	\$37,817	\$49,281	\$42,674	\$37,248	\$47,840	\$39,095
UTILITIES	\$123,312	\$114,324	\$125,871	\$111,550	\$125,950	\$118,700
INSURANCES	\$14,016	\$17,185	\$11,649	\$12,455	\$11,730	\$12,120
OVERHEAD\FRINGE BENEFITS	\$105,120	\$101,214	\$88,130	\$119,939	\$111,100	\$93,750
Total	\$452,716	\$440,895	\$400,022	\$457,138	\$447,955	\$394,285

PUBLIC PROPERTIES**BUDGET DETAIL****OPER & MAINTENANCE FACILITY**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL YEAR BUDGET
REVENUE						
SCHOOL DISTR LEASE	\$56,104	\$18,701	\$93,503	\$56,100	\$56,100	\$56,100
U.S.MARSHALL SERV	\$7,565	\$205	\$0	\$0	\$0	\$0
Total	\$63,669	\$18,906	\$93,503	\$56,100	\$56,100	\$56,100

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL YEAR BUDGET
APPROPRIATIONS						
COMPENSATION	\$120,998	\$106,523	\$90,996	\$114,160	\$94,280	\$89,640
OUTSIDE SERVICES	\$15,121	\$18,267	\$8,985	\$22,045	\$20,820	\$22,360
SUPPLIES	\$17,834	\$18,911	\$21,192	\$18,826	\$17,760	\$18,240
UTILITIES	\$147,613	\$124,989	\$136,673	\$120,883	\$133,730	\$115,070
INSURANCES	\$9,902	\$11,506	\$12,251	\$12,641	\$12,420	\$12,460
OVERHEAD\FRINGE BENEFITS	\$78,390	\$74,624	\$56,641	\$86,272	\$79,030	\$66,390
Total	\$389,858	\$354,820	\$326,737	\$374,827	\$358,040	\$324,160

FUNDING IMPACT**PUBLIC PROPERTIES**

This budget generally reflects continued service levels to accomplish core maintenance activities for the City's municipal buildings, Main Street, and the downtown plazas.

PUBLIC PROPERTIES

NOTES
