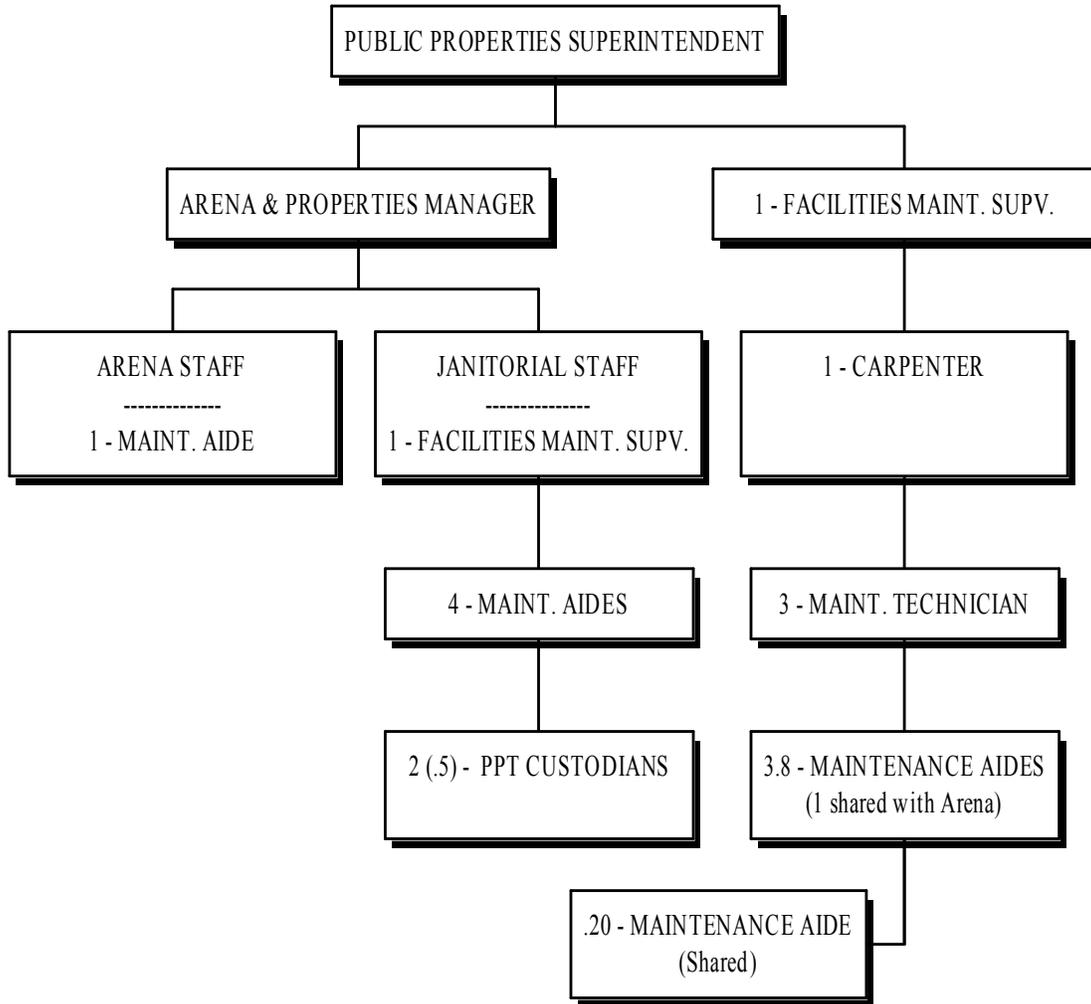


**PUBLIC PROPERTIES**

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GENERAL SERVICES DEPARTMENT  
PUBLIC PROPERTIES DIVISION



**PUBLIC PROPERTIES****BUDGET DETAIL**

<u>POSITION TITLE</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</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	1.0	1.0	1.0	**3.0
Senior Maintenance Aide	2.0	2.0	2.0	**0.0
Fiscal Technician III	1.0	*0.0	0.0	0.0
Maintenance Aide	9.0	9.0	9.0	9.0
PPT Custodian	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total	19.0	18.0	18.0	18.0

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

\*\* Council approved mid-year changes in duty titles.

**PROGRAM HIGHLIGHTS****PUBLIC PROPERTIES**

<u>SERVICE INDICATORS</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Estimated 2013</u>	<u>Projected 2014</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	16	16
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	6
7. Fire Alarm System Inspections per Year	1	1	1	1
8. Outside Contracts Managed	15	15	15	15
9. Weeks of pool operations	11	11	8	9
10. Re-seal gym floors and Dance Studios	1	1	1	1
11. Re-seal West St Ward House wood floor	1	1	1	1
12. Elevator Inspections & Safety Checks (7 locations) per year	12	12	12	12
13. Elevator Inspections & Safety Checks (C.C. Garage) per year	6	6	6	12
14. Emergency Generators Serviced per Year (2 locations)2	2	2	2	

2014 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 maintenance of the airport and its grounds.
- 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.

2013 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. To date there has been 329 Work Orders.
- 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.

**PUBLIC PROPERTIES****PROGRAM HIGHLIGHTS**

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3. Continue to foster a positive, cooperative relationship with Concord Aviation Services, the NH Department of Transportation and the NH Fish and Game Department during maintenance of the airport and its grounds.

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 a New Hampshire Fish and Game biologist in October, prior to the last mowing, to confirm areas to be cut and that all markers are in place. In addition, Public Properties attends the annual meeting with NH Fish and Game concerning the status updates of the Karner Blue Butterfly. Public Properties performs snow operations as outlined in the Concord Airport Snow Removal Standard Operating Procedure.

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 volunteers contributed 450 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:

- Green Street Community Center (CIP # 63): The first phase of the façade restorations (north and east façades) is substantially complete and the second phase (south and west facades) started construction at the end of the third quarter.
- City Hall and Audi Roof Project (CIP # 65): Substantially completed during the second quarter. Three new skylights are to be installed in the fourth quarter and the Audi smoke hatch upgrades will be installed in the first quarter of FY 2014 due to scheduling conflicts with performances.
- Firehouse Parking Garage Restoration (CIP # 432): The east and west stairwells are substantially complete and open to the public with miscellaneous punch-list items to be completed in the fourth quarter.
- Durgin Parking Garage Restoration (CIP # 433): The urgent repair items have been completed. Construction bid documents are being developed by the Turner Group and are expected to be complete by the fourth quarter.
- Library Pre-action Interface Fire Alarm Panel (CIP # 551): Completed in the first quarter.
- COMF Sprinkler Deficiencies Repair Work (CIP # 323): Contracts have been awarded for the first phase of the project, with materials being delivered in the third quarter. The work is scheduled to commence in the fourth quarter. The second phase of the project is slated for the first quarter of FY 2014 depending upon CIP funding.

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 to identify accounts and cost centers that are over/under spent.

**PROGRAM HIGHLIGHTS****PUBLIC PROPERTIES**

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ADDITIONAL 2013 ACCOMPLISHMENTS

1. Installed a new billboard at the corner of Prince and Green Street and constructed a new fly-space dedication plaque for the Friends of the Audi.
2. Performed repairs to the tie down hooks at the Airport.
3. Renovated the conference room at the Combined Operations Maintenance Facility.
4. Closed down, cleaned out debris and winterized 9-11 Lake Street.
5. Installed a new metal shroud at the elevator hoist way of the Capital Commons Garage to keep driving rain out of the hoist way shaft.
6. Replaced the flooring in the elevator at the Police Department.
7. Installed a pair of double doors in the Finance Department opening at the Combined Operations Maintenance Facility.
8. Performed miscellaneous improvements and painted the Prince Street stairwell at the Library.
9. Relocated the Public Properties night staff's area to the second floor of the Library to allow for expansion of the Library's staff area into the lower level. Performed repairs and painting for the expansion space.
10. Installed vandalism control measures at the elevator roof area of the Durgin Parking Garage.
11. Installed seven new ADA II compliant mechanical lifts with transport carts at all of the City's seven pools.
12. Started replacing acoustical ceiling tiles on the third floor of City Hall that have been damaged over the years due to roof leaks.
13. Replaced pipe insulation on the chilled water supply and return lines on the second floor of City Hall.

**PUBLIC PROPERTIES****BUDGET DETAIL**

MUNICIPAL COMPLEX						
	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
<b>REVENUE</b>						
TRANS FROM TRUST CAP RESERVE	\$0	\$0	\$2,000	\$0	\$0	\$0
UTILITY DEMAND COMPENSATION	\$8,890	\$2,432	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$2,940	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$11,830</b>	<b>\$2,432</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATIONS</b>						
COMPENSATION	\$216,976	\$238,643	\$278,423	\$275,370	\$280,300	\$266,520
OUTSIDE SERVICES	\$32,432	\$43,853	\$26,399	\$32,210	\$32,210	\$35,579
SUPPLIES	\$33,419	\$30,097	\$42,034	\$38,960	\$38,960	\$34,860
UTILITIES	\$121,724	\$135,776	\$113,884	\$116,050	\$115,400	\$117,194
INSURANCES	\$13,252	\$15,044	\$15,772	\$17,240	\$16,900	\$16,130
CAPITAL OUTLAY	\$0	\$1,626	\$44,414	\$25,000	\$25,000	\$25,000
OVERHEAD\FRINGE BENEFITS	\$153,681	\$158,221	\$191,304	\$204,660	\$189,723	\$199,670
<b>Total</b>	<b>\$571,483</b>	<b>\$623,261</b>	<b>\$712,230</b>	<b>\$709,490</b>	<b>\$698,493</b>	<b>\$694,953</b>

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

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

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
<b>REVENUE</b>						
TRANS FROM TRUST CAP RESERVE	\$0	\$0	\$5,000	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
<b>APPROPRIATIONS</b>						
COMPENSATION	\$7,114	\$8,782	\$10,804	\$9,400	\$11,770	\$10,240
OUTSIDE SERVICES	\$4,173	\$13,291	\$13,198	\$9,010	\$9,010	\$9,370
SUPPLIES	(\$535)	\$2,273	\$3,043	\$4,280	\$4,280	\$4,450
UTILITIES	\$21,719	\$19,881	\$16,425	\$16,610	\$20,550	\$16,900
INSURANCES	\$222	\$265	\$307	\$310	\$370	\$230
OVERHEAD\FRINGE BENEFITS	\$6,322	\$6,508	\$7,881	\$6,980	\$7,720	\$7,650
<b>Total</b>	<b>\$39,014</b>	<b>\$51,000</b>	<b>\$51,657</b>	<b>\$46,590</b>	<b>\$53,700</b>	<b>\$48,840</b>

**COMMERCIAL STREET FACILITY**

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
<b>APPROPRIATIONS</b>						
COMPENSATION	\$6,207	\$8,259	\$6,621	\$7,690	\$7,750	\$7,340
OUTSIDE SERVICES	\$3,622	\$4,399	\$4,757	\$5,410	\$2,530	\$2,570
SUPPLIES	\$1,394	\$950	\$558	\$1,550	\$1,550	\$1,820
UTILITIES	\$1,576	\$660	\$7,300	\$5,820	\$1,510	\$0
INSURANCES	\$1,158	\$997	\$916	\$980	\$970	\$960
OVERHEAD\FRINGE BENEFITS	\$4,378	\$6,180	\$4,674	\$6,030	\$6,030	\$5,760
<b>Total</b>	<b>\$18,335</b>	<b>\$21,445</b>	<b>\$24,825</b>	<b>\$27,480</b>	<b>\$20,340</b>	<b>\$18,450</b>

**PUBLIC PROPERTIES****BUDGET DETAIL**

RECREATION FACILITIES						
	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
<b>REVENUE</b>						
TRSF FR TUST-PARKS/GROUNDS	\$0	\$0	\$13,000	\$0	\$0	\$0
DONATIONS AND MISC	\$1,227	\$2,878	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,227</b>	<b>\$2,878</b>	<b>\$13,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>APPROPRIATIONS</b>						
COMPENSATION	\$150,067	\$119,280	\$133,497	\$122,600	\$122,920	\$122,330
OUTSIDE SERVICES	\$8,824	\$12,419	\$27,246	\$8,020	\$8,020	\$10,976
SUPPLIES	\$49,281	\$42,674	\$48,252	\$39,095	\$39,100	\$36,700
UTILITIES	\$114,324	\$125,871	\$116,052	\$118,700	\$108,255	\$111,651
INSURANCES	\$17,185	\$11,649	\$11,750	\$12,120	\$11,970	\$11,570
OVERHEAD\FRINGE BENEFITS	\$101,214	\$88,130	\$98,346	\$93,750	\$99,650	\$93,760
<b>Total</b>	<b>\$440,895</b>	<b>\$400,022</b>	<b>\$435,143</b>	<b>\$394,285</b>	<b>\$389,915</b>	<b>\$386,987</b>

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

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
<b>REVENUE</b>						
SCHOOL DISTR LEASE	\$18,701	\$93,503	\$56,100	\$56,100	\$56,110	\$56,100
U.S.MARSHALL SERV	\$205	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$18,906</b>	<b>\$93,503</b>	<b>\$56,100</b>	<b>\$56,100</b>	<b>\$56,110</b>	<b>\$56,100</b>
<b>APPROPRIATIONS</b>						
COMPENSATION	\$106,523	\$90,996	\$88,621	\$89,640	\$88,610	\$110,110
OUTSIDE SERVICES	\$18,267	\$8,985	\$19,240	\$22,360	\$22,360	\$24,264
SUPPLIES	\$18,911	\$21,192	\$20,490	\$18,240	\$18,380	\$17,585
UTILITIES	\$124,989	\$136,673	\$110,209	\$115,070	\$105,379	\$117,988
INSURANCES	\$11,506	\$12,251	\$11,927	\$12,460	\$12,340	\$12,860
OVERHEAD\FRINGE BENEFITS	\$74,624	\$56,641	\$62,439	\$66,390	\$66,620	\$78,440
<b>Total</b>	<b>\$354,820</b>	<b>\$326,737</b>	<b>\$312,927</b>	<b>\$324,160</b>	<b>\$313,689</b>	<b>\$361,247</b>

**PUBLIC PROPERTIES****FUNDING IMPACT**

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

The budget reflects a reduction in pool chemicals; a 7.7% reduction from projected expenditure levels.

The budget also reflects reductions in various Building Services and Repairs accounts as follows:

- a reduction in Building Services and Repairs for janitorial supplies; a 1.5% reduction from projected expenditure levels;
- a reduction for Building Services and Repairs for outside vendors at the COMF; a 9.8% reduction from projected expenditures levels;
- a reduction for Building Services and Repairs related to internally performed annual self- inspections to reduce general property liability; a 33% reduction from projected expenditure levels;
- a reduction for Building Services and Repairs related to Human Services and Prosecutor's Offices related to repairs; a 12.2% reduction from projected expenditure levels;
- a reduction for Building Services and Repairs related to cleaning supplies and equipment for the Human Services and Prosecutor's Offices; a 14.1% reduction from projected expenditure levels.

The budget includes a reduction in Water/Wastewater related to water utilization for the fountains at Eagle Square and Bicentennial Square; a 38% reduction from projected expenditure levels.