

# Town of Derry, NH

## Department Mission and Objectives Fiscal Year 2011

DEPARTMENT: PUBLIC WORKS

ACTIVITY CENTER: Bldg & Grounds, Trees

### DEPARTMENT MISSION:

The Building and Grounds Division's key responsibility is to provide a safe environment, ergonomically and mechanically; to maintain the upkeep of all Town owned facilities with landscaping service, house services functions, and equipment maintenance; to ensure cooperation and compliance with fire codes; ensure state facility standards are met; and, implement building improvements and modifications in compliance with the American Disability Act. The division assists with the maintenance of historical buildings. The division carries out its mission through preventative, scheduled, and emergency maintenance to preserve and to protect the Town's assets and their appearance. Hazardous and/or dangerous trees under the Town's jurisdiction are removed to ensure the safety of our citizens and the health of our tree stock.

### DEPARTMENT OBJECTIVES:

1. Address issues that are found during the building audits.
2. To provide a safe and clean environment for all town employees and citizens in all Town facilities.
3. Continue training employees to control the cost and use of outside contractors in the general maintenance field, H.V.A.C., and other skilled trades.
4. Provide cost-effective services that meet the essential requirements of our customer.
5. Remove dead and diseased trees that are within the Town's right of way that cause an imminent danger to the public.
6. Complete renovations at the Veteran's Hall utilizing EECEBG grant money and town funds.
7. Continue reviewing and adjusting the energy management systems to reduce the energy consumption in Town buildings.

Town of Derry, NH  
 FY 2011 Budget  
 Activity Center Summary By Category

80 Department: PUBLIC WORKS DEPT		Activity Center : BUILDING & GROUNDS						
Acct #	Account Description	FY 2008 Revised Budget	FY 2009 Revised Budget	FY 2010 Revised Budget	2010 Projected Actual	2011 Department Recommended	2011 Town Admin Recommended	2011 Town Council Adopted
<b>Personnel Services</b>								
110	BG PERMANENT POSITIONS	243,347	261,276	261,616	262,204	261,463	261,465	261,268
120	BG TEMPORARY POSITIONS	0	0	7,686	15,000	13,331	13,331	13,331
140	BG OVERTIME	14,000	14,710	13,000	13,000	13,000	13,000	13,000
190	BG OTHER COMPENSATION	16,455	24,427	24,615	24,615	32,212	30,443	30,443
200	BG EMPLOYEE BENEFITS	114,002	96,695	106,486	106,552	114,839	114,218	114,286
291	BG TRAINING & CONFERENCES	1,000	1,000	1,000	1,000	1,000	1,000	1,000
292	BG UNIFORMS	4,464	4,464	4,360	4,360	4,776	4,776	4,776
	<b>TOTAL Personnel Services</b>	<b>393,268</b>	<b>402,572</b>	<b>418,763</b>	<b>426,731</b>	<b>440,621</b>	<b>438,233</b>	<b>438,104</b>
<b>Operations &amp; Maintenance</b>								
341	BG TELEPHONE	2,470	3,344	3,350	3,350	2,954	2,954	2,954
342	BG INFO TECH SERVICES	0	960	960	960	480	480	480
360	BG CUSTODIAL SERVICES	0	0	0	1,440	0	0	0
390	BG OTHER PROFESSIONAL SVS	0	0	0	230	0	0	0
410	BG ELECTRICITY	70,740	76,458	76,458	80,977	92,586	92,586	92,586
411	BG HVAC	36,499	38,632	35,858	32,250	29,324	29,324	29,324
412	BG WATER	4,132	6,286	4,638	4,638	3,182	3,182	3,182
413	BG SEWER	3,705	6,760	4,851	4,851	3,658	3,658	3,658
430	BG CONTRACTED REPAIR & MAINT	73,843	53,263	54,850	51,843	58,241	58,241	58,241
440	BG RENTALS & LEASES	30	30	30	31	0	0	0
490	BG OTHER PURCHASED PROF SVS	23,000	13,000	13,000	13,620	13,000	13,000	13,000

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550	BG PRINTING	0	0	0	224	0	0	0
610	BG SUPPLIES-GENERAL	9,500	9,500	6,000	6,015	6,000	6,000	6,000
620	BG SUPPLIES-OFFICE	0	0	100	100	100	100	100
625	POSTAGE	0	0	0	1	0	0	0
630	BG MAINT & REPAIR SUPPLIES	12,250	14,450	15,450	15,342	19,250	19,250	19,250
635	BG GASOLINE	822	1,200	388	388	351	351	432
636	BG DIESEL FUEL	956	1,320	2,650	2,650	2,968	2,968	2,968
640	BG SUPPLIES-CUSTODIAL&HOUSEKEP	17,700	17,700	17,200	17,865	17,200	17,200	17,200
650	BG SUPPLIES-GROUNDSKEEPING	1,624	1,624	1,624	1,624	1,624	1,624	1,624
690	BG OTHER NON CAPITAL	0	0	0	2,569	0	0	0
	<b>TOTAL Operations &amp; Maintenance</b>	<b>257,271</b>	<b>244,527</b>	<b>237,407</b>	<b>240,968</b>	<b>250,918</b>	<b>250,918</b>	<b>250,999</b>
	<b>Capital Outlay</b>							
720	BG BUILDINGS	20,000	150,000	45,000	36,720	0	0	0
740	BG MACHINERY & EQUIPMENT	0	0	20,000	20,242	0	0	0
760	BG VEHICLES	0	0	0	0	35,000	35,000	35,000
	<b>TOTAL Capital Outlay</b>	<b>20,000</b>	<b>150,000</b>	<b>65,000</b>	<b>56,962</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
	<b>Transfers</b>							
930	BG TFR TO CAPITAL PROJECT FUND	180,000	0	0	0	0	0	0
	<b>TOTAL Transfers</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Debt Service</b>							
980	B&G DEBT SERVICE	0	0	0	0	7,597	7,597	7,597
990	B&G OTHER FINANCIAL USES	0	7,500	0	0	0	0	0

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	TOTAL Debt Service	0	7,500	0	0	7,597	7,597	7,597
	TOTAL BUILDING & GROUNDS	850,539	804,599	721,170	724,661	734,136	731,748	731,700

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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 2011 2011 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:  
GOV GENERAL FUND

	2009 ACTUAL	2010 ORIG BUD	2010 REVISED BUD	2010 ACTUAL	2010 PROJECTION	2011 Adopted	PCT CHANGE
MISC REVENUE	-100,670.44	-94,209.00	-94,209.00	-108,876.54	-102,647.00	-109,537.00	16.3%
INTERFUND TFR IN	.00	-55,000.00	-55,000.00	-10,000.00	-36,720.00	.00	-100.0%
OTH FINANCING SOURCE	.00	.00	.00	-10.00	-10.00	-37,000.00	.0%
BUILDING & GROUNDS	-100,670.44	-149,209.00	-149,209.00	-118,886.54	-139,377.00	-146,537.00	-1.8%