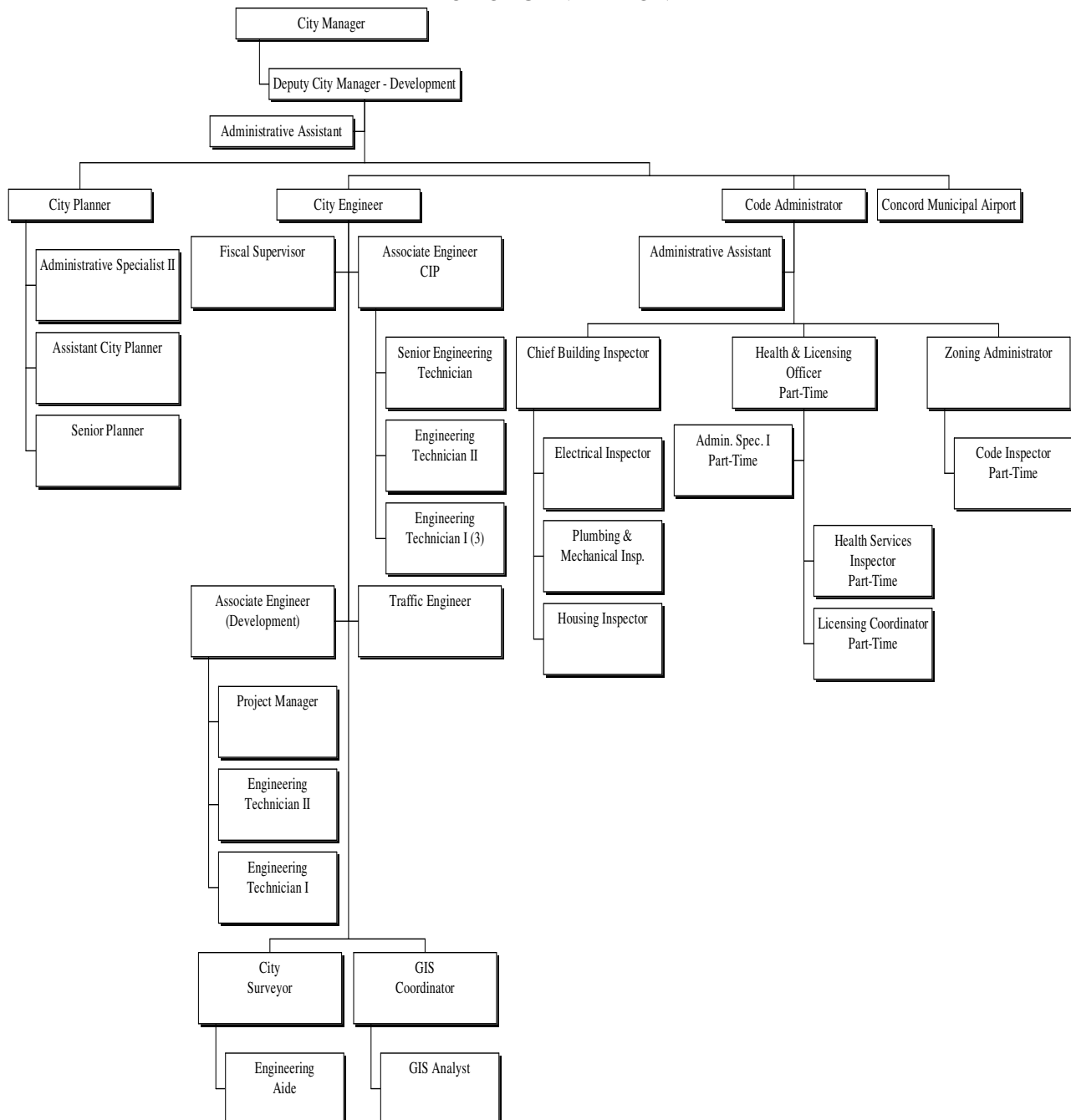


PROGRAM HIGHLIGHTS COMMUNITY DEVELOPMENT ADMIN

MISSION

To enhance the quality of life and economic vitality for the entire city; to continuously improve the quality of customer service in the development review and approval process while ensuring that safety, environmental quality and community concerns are addressed in a well-coordinated, timely, predictable and cost efficient and effective manner.

COMMUNITY DEVELOPMENT DEPARTMENT TABLE OF ORGANIZATION



COMMUNITY DEVELOPMENT ADMIN PROGRAM HIGHLIGHTS

SERVICE INDICATORS

Service indicators are provided by each of the operating divisions.

2013 GOALS

1. Continue to foster open communication with the private sector. Efforts to include the Deputy City Manager's participation in and/or initiation of public meetings/forums, committees and service organizations.
2. Deputy City Manager to meet with at least 30 business owners/managers and/or directors of non-profit organizations as part of ongoing outreach efforts to determine why businesses choose Concord and what are the challenges and strengths to their enterprise.
3. Monitor Community Development departmental organization seeking opportunities for enhanced efficiency to facilitate quality tax base growth.
4. Continue implementation of the Opportunity Corridor Master Plan.
5. Work to secure remaining access rights for Storrs Street extension.
6. Working with the Economic Development Advisory Committee (EDAC), provide the City Council with direction and information as to Concord's economic situation and possible strategies for improvement.
7. Oversee administration of the Concord Municipal Airport to improve efficiencies and facility infrastructure.
8. Serve as City liaison for key development projects including the Endicott Hotel conversion, Concord Power and Steam facility, Boys and Girls Club addition and Windsor Square development.
9. Work with IT to re-configure CD webpages to more effectively respond to customers and promote city's development opportunities.
10. Coordinate and sit on the Utility Appeals Board.
11. Assist the City Manager with operational issues, projects and initiatives as needed.

2012- GOALS STATUS

1. Foster dialog and feedback with the private sector. Efforts to include the Deputy City Manager's participation in and/or initiation of public meetings/forums, committees and service organizations.
9-Month Status: The Deputy City Manager continued to participate as a member of the CRDC Board of Directors, Real Estate Committee and Opportunity Corridor Fund Committee; a member of the Chamber Local Government Affairs Committee; a panelist for the Federal Reserve Bank of Boston "Business Opportunities in Community Lending" event; and hosted and made presentation to foreign officials as part of the World Affairs Council delegation visit to Concord.
2. Deputy City Manager to visit with at least 30 business owners and directors of non-profit organizations as part of ongoing outreach efforts to determine why businesses choose Concord and what are the challenges and strengths to their enterprise, specifically as it relates to their location in our community.
9-Month Status: 28 meetings held to date.
3. Monitor Community Development departmental organization seeking opportunities for enhanced efficiency to facilitate quality tax base growth.
9-Month Status: Part-time Licensing Coordinator position was filled. This will allow greater responsiveness to our local business community. New City Planner was hired, who has made internal changes to streamline the Division's work product. Work continues on zoning changes to address development community concerns.
4. Continue implementation of the Opportunity Corridor Master Plan.
9-Month Status: The Deputy City Manager negotiated initial purchase agreement details for the former Agway property. City Council approved the acquisition to bring the Storrs Street Extension one step closer to reality.

PROGRAM HIGHLIGHTS COMMUNITY DEVELOPMENT ADMIN

5. Working with the Economic Development Advisory Committee (EDAC), provide the City Council with direction and information as to Concord's economic situation and possible strategies for improvement.
9-Month Status: OEDP report was submitted to City Council in February.
6. Oversee administration of the Concord Municipal Airport to improve efficiencies and facility infrastructure.
9-Month Status: On-going. The Deputy City Manager recently issued notice to existing FBO that City would be issuing an RFP for FBO services in late 2012 or 2013.
7. Negotiate a new lease with Civil Air Patrol, Inc., New Hampshire Wing, effective in FY 2012.
9-Month Status: Successfully completed.
8. Serve as City liaison for key development projects including the Endicott Hotel conversion and Concord Power and Steam facility.
9-Month Status: Coordinated successful City Council approval of RSA 79-E tax relief for the Endicott project. The Deputy City Manager continues to monitor Concord Power and Steam progress. As of April 3rd, company still affirms it will be operational by December 2013.
9. Coordinate and sit on the Utility Appeals Board.
9-Month Status: No UAB cases thus far this year.
10. Assist the City Manager with operational issues, projects and initiatives as needed.
9-Month Status: As needed.

COMMUNITY DEVELOPMENT ADMIN**BUDGET DETAIL**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL BUDGET
APPROPRIATIONS						
COMPENSATION	\$146,734	\$151,388	\$152,011	\$164,360	\$164,440	\$166,380
OUTSIDE SERVICES	\$4,466	\$3,120	\$3,921	\$7,275	\$7,115	\$7,355
SUPPLIES	\$1,125	\$1,244	\$922	\$1,250	\$1,175	\$1,250
INSURANCES	\$1,799	\$1,688	\$2,061	\$2,060	\$2,330	\$2,310
FRINGE BENEFITS	\$57,857	\$62,044	\$66,997	\$72,370	\$69,260	\$71,600
ADMIN CHARGES ALLOCATED	(\$17,165)	(\$26,700)	(\$26,700)	(\$26,700)	(\$26,700)	(\$26,700)
Total	\$194,817	\$192,784	\$199,211	\$220,615	\$217,620	\$222,195

<u>POSITION TITLE</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Deputy City Manager - Development	1.0	1.0	1.0	1.0
Administrative Assistant	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total	2.0	2.0	2.0	2.0

FUNDING IMPACT**COMMUNITY DEVELOPMENT ADMIN**

This budget contains no significant funding changes.

COMMUNITY DEVELOPMENT ADMIN

NOTES
