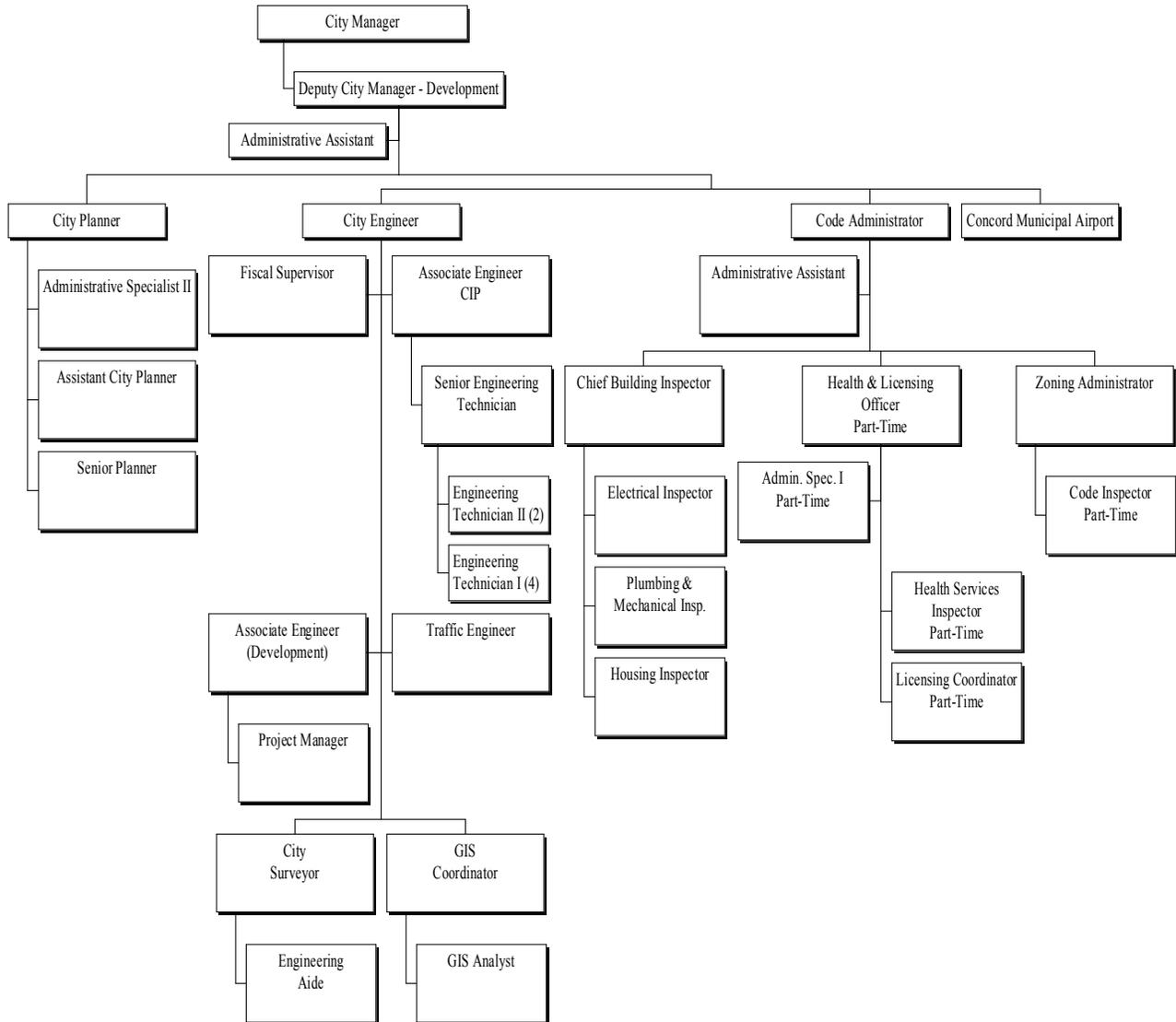


COMMUNITY DEVELOPMENT ADMIN

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



SERVICE INDICATORS

COMMUNITY DEVELOPMENT ADMIN PROGRAM HIGHLIGHTS

Service indicators are provided by each of the operating divisions.

2015 GOALS

1. Continue open communication with the private sector through participation in and/or initiation of public meetings/forums, committees and service organizations.
2. Continue the business visitation program.
3. Seek opportunities for enhanced efficiency and improved service delivery within the Department.
4. Work with the Director of Redevelopment, Downtown Services and Special Projects toward acquisition of necessary at-grade railroad crossing for the North Storrs Street extension.
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.
6. Implement a new Fixed Base Operator contract at Concord Municipal Airport.
7. Serve as City liaison for key development projects.
8. Coordinate and participate on the City's Utility Appeals Board.
9. Assist the City Manager with operational issues, projects and initiatives as needed.

2014 GOALS STATUS

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.
9-Month Status: The Deputy City Manager continued his participation on the Capital Regional Development Council's Board of Directors and the Chamber of Commerce's Local Government Affairs Committee, and led various presentations to foreign delegations visiting Concord as part of the World Affairs Council. The Deputy City Manager was also assigned to the NH Rail Transit Authority as the City's representative.
2. The Deputy City Manager will 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.
9-Month Status: Ongoing effort. Visits this year have included Riverbend Community Mental Health, NH Distributors, Bishop Brady High School, Convenient MD and others.
3. Monitor Community Development departmental organization, seeking opportunities for enhanced efficiency to facilitate quality tax base growth.
9-Month Status: Ongoing effort. The relocation of the Planning Division to the Engineering Division suite should reduce redundancy for customers seeking answers, akin to a "one-stop shop."
4. Continue implementation of the Opportunity Corridor Master Plan.
9-Month Status: Ongoing.
5. Work to secure remaining access rights for Storrs Street extension.
9-Month Status: Staff presented City Council with a purchase and sale agreement for the Tsunis property. Action on this item is scheduled for April 2014.

PROGRAM HIGHLIGHTS COMMUNITY DEVELOPMENT ADMIN

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.
9-Month Status: Overall Economic Development Performance report was submitted in March 2014.

7. Oversee administration of the Concord Municipal Airport to improve efficiencies and facility infrastructure.
9-Month Status: The City issued an RFP for a fixed base operator (FBO) in the fall of 2013. One submittal was received. It was from the existing FBO, Concord Aviation Services (CAS). The City began discussions with CAS in January 2014 and requested a more detailed proposal. CAS is scheduled to present its proposal to the City in late April 2014.

8. Serve as City liaison for key development projects.
9-Month Status: The Concord Boys and Girls Club improvement project was successfully coordinated with the Community Development Department and the Fire Department. The Windsor Square/Siena Development, proposed for property located across from the Steeplegate Mall, was approved by the Planning Board in early 2014.

9. Working across departments, improve the City's parking administration system.
9-Month Status: The Deputy City Manager continues to sit on the Parking Committee, but much of the management responsibility for this item has passed to the Director of Redevelopment, Downtown Services and Special Projects.

10. Coordinate and participate on the City's Utility Appeals Board (UAB).
9-Month Status: One UAB hearing has been held thus far in FY 2014. Ongoing as needed.

11. Assist the City Manager with operational issues, projects and initiatives as needed.
9-Month Status: Ongoing.

COMMUNITY DEVELOPMENT ADMIN**BUDGET DETAIL**

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
APPROPRIATIONS						
COMPENSATION	\$152,011	\$164,143	\$164,038	\$164,920	\$165,924	\$171,496
OUTSIDE SERVICES	\$4,048	\$9,774	\$7,266	\$7,460	\$10,556	\$6,270
SUPPLIES	\$994	\$1,067	\$928	\$1,250	\$1,250	\$1,250
INSURANCES	\$2,061	\$2,030	\$1,979	\$14,620	\$13,900	\$16,166
FRINGE BENEFITS	\$66,997	\$69,002	\$65,625	\$65,880	\$65,880	\$66,735
ADMIN CHARGES ALLOCATED	(\$26,700)	(\$26,700)	(\$26,700)	(\$26,700)	(\$26,700)	(\$26,700)
Total	\$199,411	\$219,317	\$213,136	\$227,430	\$230,810	\$235,217

<u>POSITION TITLE</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</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
