



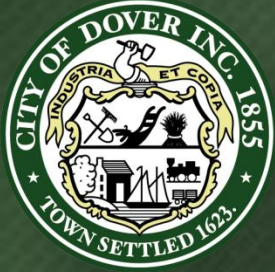
CITY OF DOVER, NEW HAMPSHIRE

FY2015 Proposed Budget

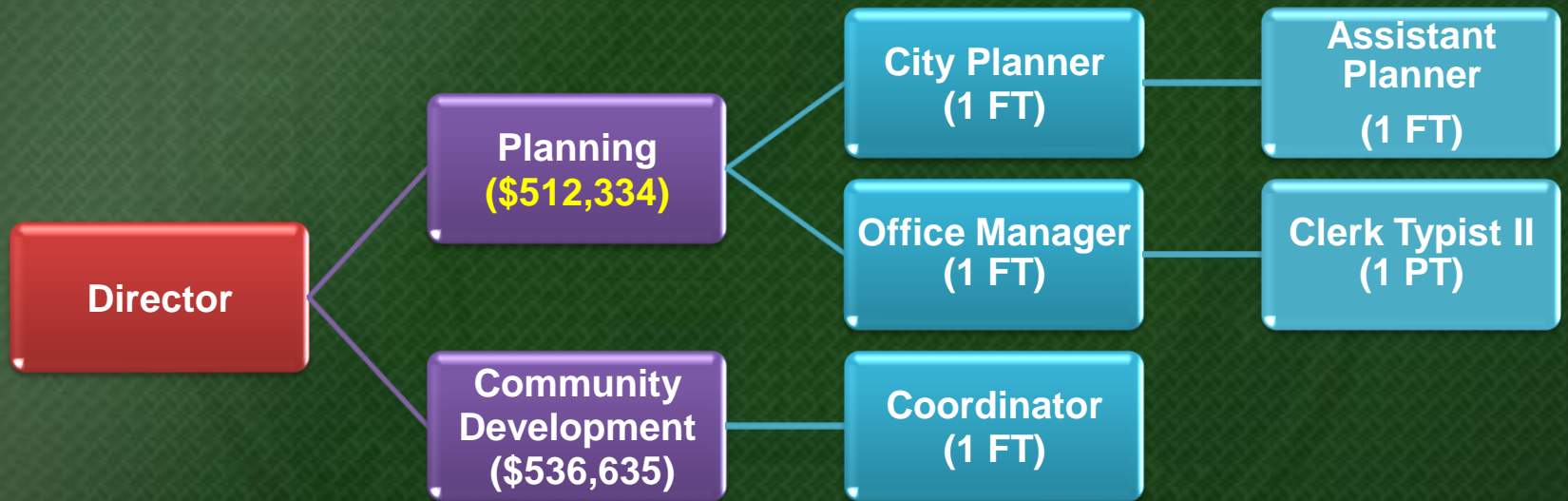
Planning and Community Development

**Presented to the City Council
on April 16, 2014**

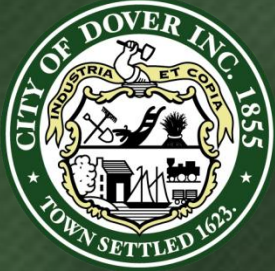
Christopher G. Parker, AICP, Director



Organization Chart

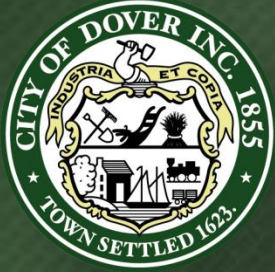


Department total: 4.45 FTE paid by the General Fund (1.5% of total staff)



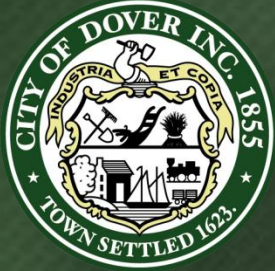
Innovations

- Reduction from three to two City Planners
 - Created “working foreman” management style
 - Further reclassification in 2011 created “assistant”
- Placed the cost of development on the developer.
- Made applications and land use information available online for users to download.
- Placed plans online for abutters to review
- Heavy use on social media and electronic communications
- Added part time clerk for minutes, reducing overtime



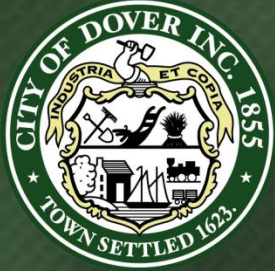
Outcomes

- Eliminated participation in GIS Program
- Reduction in transportation projects
- Reduction in Planning Board meetings
- Reduction in un-specified projects
- Reduction of dues paid to Strafford Regional Planning
- Reduction in Master Plan activities



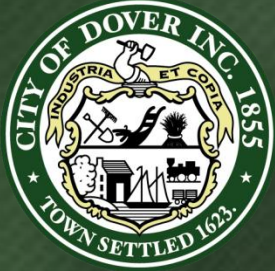
Work Plans

- Reviewed hours in a year (2080)
 - Developed actual work hours (1712)
- Reviewed activities by hour of staff
 - Used calendar to track on 30 minute basis
- Documented tasks
 - One time
 - Ongoing
- No Customer Service task



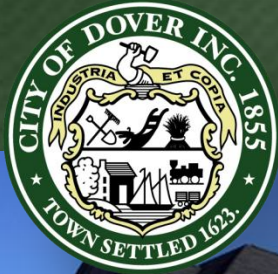
Myths/Reality

- Myth
 - Less activity
 - Less developable land
 - Online info decreases office visits
 - Passive mood
- Reality
 - Submission uptick
 - Plans requires more review and scrutiny
 - Increased awareness increases activity
 - Zoning enforcement

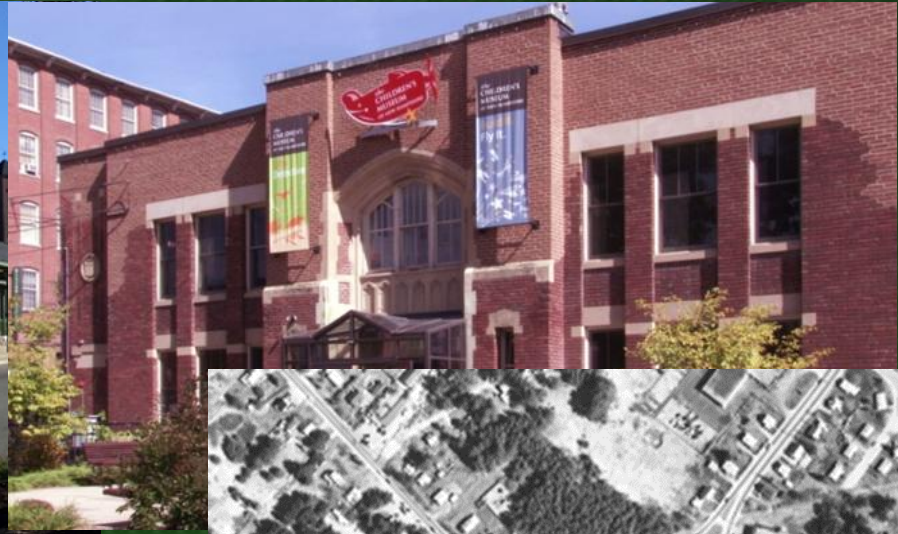


Planning Core Services

- Strategic Planning
- Board Support
- CDBG Admin
- (Proactive) Code Amendment
- Community Trail
- NH Rail Transit Authority
- File Conversion/Maintenance
- Waterfront
- CIP Oversight/Coordination
- Grant Administration
- Impact Fees
- Management
- Master Plan
- Conservation
- Plan Review
- Public Relations
- TAC Projects
- TIP Admin
- Transportation Center
- Digital Archives
- Zoning Review
- Special Projects
- Sustainability work

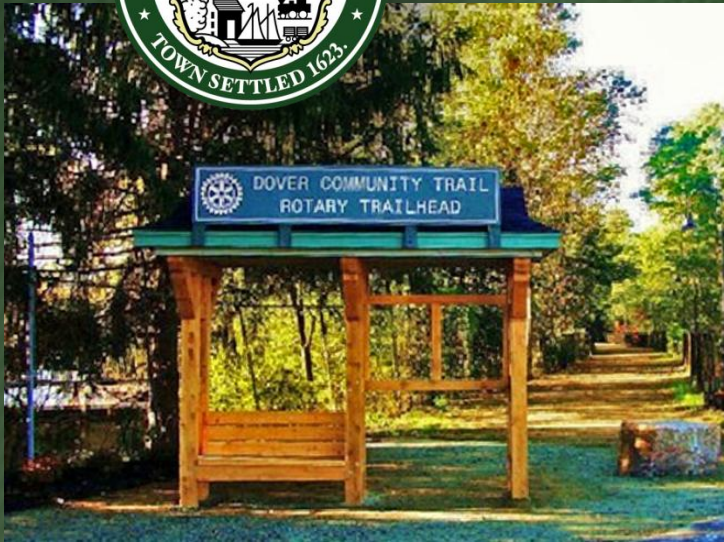


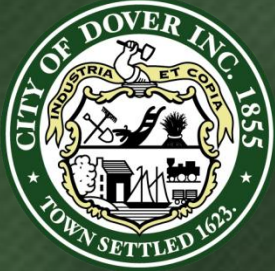
Special Projects - Past





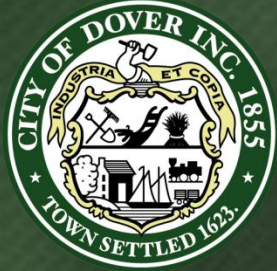
Special Projects – Ongoing/Present





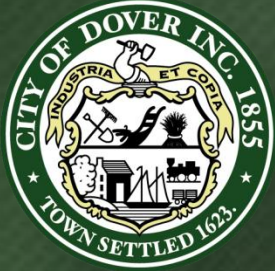
Community Development Core Tasks

- Develop City's 5 year "Consolidated Plan"
- Develop 1 year "Action Plan", use of funds.
- Administer Housing and Economic Loan Programs
- Assure compliance with HUD, regulations including: Federal Statutes, Federal Labor Standards and Davis Bacon Wages, Environmental Review and Request for Release of Funds, Citizen's Participation.
- Act as liaison between the Planning Board and grant applicants.
- File Compliance Reports to HUD and DOL
- Cash management and IDIS drawdown.



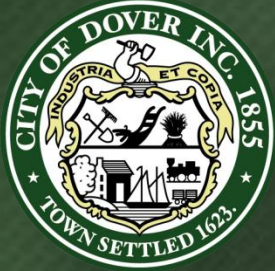
Community Development Projects

- Administration of DELP program
- Housing Rehabilitation.
- Sub-recipient Monitoring.
- Set up activities and projects in Integrated Disbursement and Information System (IDIS).
- Oversight of Energy Infrastructure Upgrades and Grants



What if?

- Management Analystist
 - Increase data collection and development
 - Impact fee updates
 - Master Plan data
 - Assistance with preparation of CIP
 - Data gathering and coordination
 - Public Outreach and Education
 - Web site work
 - Press releases
- Strafford Regional Planning Dues
 - Federal Transportation grants penalization
 - Increased regional presence



Questions

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- Blog: <http://dovernhplanning.blogspot.com/>
- Facebook: www.facebook.com/DoverNHPlanning
- Twitter: @DoverNHPlanning
- WWW: www.dover.nh.gov/planhome.htm