

Section 7: Planning and Development

Parks

MISSION STATEMENT

The Newburyport Parks Department and Newburyport Parks Commission serve the residents of the city and other park users through the establishment and implementation of plans for the maintenance, expansion, and betterment of the open spaces, parks and recreational facilities over which the Parks Commission has jurisdiction. The Parks Department and Commission serve to monitor and officially act on issues affecting the use and management of facilities in a manner that provides the most optimal facilities for the residents of Newburyport and other users, to engage the public in a democratic manner to allow for a continuous dialogue in striving to meet the intent of the mission statement and marshaling the resources within its powers to address the needs of the community.

FY 2014 ACCOMPLISHMENTS

Maintenance

- Spearheaded park maintenance. Worked with City Council and Mayor's office to increase maintenance funding. Parks invested more in maintenance than in any previous year. In addition to a continued higher level of ball field maintenance several rounds of general park maintenance and repairs improved Jason Sawyer Playground, Bartlet Mall Park and Playground, Cashman Park, Woodman Park, Ayers Playground and Perkins Playground.
- Continued Landscape Partnership with professional landscapers and Opportunity Works to provide higher level of park maintenance at no cost for Atwood Park, Joppa Park and Brown Square. That program saved the Parks \$15,375 in FY14 for landscape labor, equipment, supplies and materials.

Volunteers

- Resident volunteers saved the Parks more than \$22,435.91 in FY14 through the following programs:
 - Coordinated additional all-volunteer installation and maintenance of new gardens on the Clipper City Rail Trail and other City spaces through the Support-a-Spot program using resident volunteers to beautify city spaces saving the Parks \$7,914.91 for landscape labor and garden design services.
 - Utilized senior-citizen volunteer program to assist with parks maintenance tasks and administration saving the Parks \$6,721.
 - Organized an expanded city-wide Clean Sweep, saving the City \$7,800 in landscape labor costs.

Park and Athletic Field Improvement Projects

- Worked toward improved water quality at Bartlet Mall Park Frog Pond by installing underwater aerators donated by a local charitable foundation, securing more than \$25,800

in charitable donations toward the pond cleanup and by initiating a Bartlet Mall Park Frog Pond Restoration Plan, issuing an RFP to select a project contractor.

- Completed historic interpretive panels and installation of new benches for Joppa Park funded by CPA
- Worked with Department of Fish and Game to design a new boat ramp at Joppa Park, construction of which was funded by the state through a reimbursement grant program.
- Began grant funded construction of Atwood Park Improvement project
- Renovated the tennis courts at Atkinson Common, using a combination of grant and City funding
- Worked with NYSA to further a field improvement project at the Cherry Hill soccer fields
- Worked with Mayor and Field Space Task Force to develop a comprehensive plan for improving fields city-wide in Newburyport, assisting the Planning Department and Mayor's office in securing CPC funding for completing restoration of the High School stadium field
- Furthered design of reconfiguration of Nock-Molin and Bradley Fuller athletic fields
- Secured Community Backyard grant funding to build a Spray Park at Cashman Park

Fundraising

- Coordinated grant funding totaling \$72,630 from the Mayor Gayden W. Morrill Charitable Foundation toward restoration of the Atkinson Common Civil War Memorial; Clipper City Rail Trail Phase II enhancements; Phase II of the Joppa Park Improvement Project; restoration of Cushing's gravesite; Atwood Park Improvement Project; and YWCA beautification.
- Coordinated Parks Conservancy donations totaling more than \$30,000 in FY14

Other

- Enhanced the effectiveness of the Parks by increasing hours of a .57 employee to a full-time Parks Director position
- Launched adult recreational program in response to community survey feedback and to help fund park maintenance

FY 2015 TRENDS

The Newburyport Parks continue to receive the much-needed attention they deserve. Over the past several years, the City has gradually increased personnel hours and, despite budgetary constraints, has continued to allocate additional financial resources each year.

The City continues to expand its parks facilities with the addition of parks, such as 270 Water Street and Phase II of the Clipper City Rail Trail. The City continues to seek ways to expand and improve its athletic field spaces city-wide. A Field Space Task Force under the direction of the Mayor's office and Director of Parks continues to seek funding, improve fields, maximize use of existing fields and better maintain the city's athletic facilities.

Parks (cont.)

There are many generous local donors looking for capital improvements and beautification projects to fund, however we continue to be mindful of the need for proper design and long-term planning and, ultimately, the resources that are needed to care for and maintain these projects for years to come.

The Parks Commission has been creative in addressing these issues by pursuing fundraising opportunities, which can provide a funding stream for yearly maintenance and by looking toward state and federal grant programs as a source of funding for improvement projects. The City appropriation in the FY2015 Budget for parks maintenance is a significant step towards addressing these funding needs and demonstrates the City's ongoing commitment to supporting our parks as vital community resources.

FY 2015 GOALS & OBJECTIVES

Goal 1: Continue to improve the quality of city parks and open space facilities

Objectives:

- Continue to address repair of all safety and non-safety items reported in inspection reports
- Continue a high level of parks field maintenance
- Complete Phase II of Joppa Park Beautification Project
- Complete Atwood Park Improvement Project
- Identify common spaces, such as Newburyport Skate Park, etc. that are currently not managed by Parks and examine whether they could benefit from Parks management

Goal 2: Increase awareness and public use of City parks

Objectives:

- Increase use of web and social networking to promote parks use including increased use of Facebook, Instagram, and Twitter, etc.
- Work with local news outlets to create park-specific informational and feature stories such as a series of stories about parks volunteers and/or other programs of interest
- Continue existing community building events and create at least one new community event
- Develop marketing materials for use of Newburyport Parks as wedding venues
- Create at least one additional community-wide event and multiple smaller, block-party type events to be held in parks
- Promote National Park and Rec Month, July 2014

Goal 3: Improve adult recreation and events in our parks, coordinating with Newburyport Youth Services, the Council on Aging and Newburyport Adult Education

Objectives:

- Expand program offerings based in our parks for those groups not served by existing recreational programming
- Seek ways to make offerings more affordable offering residents at least a 5% to 10% discount over full program pricing and seeking grant funding to provide scholarships for low income residents
- Create at least one additional community-wide event and multiple smaller, block-party type events to be held in parks.

Goal 4: Improve revenue streams and fiscal responsibility

Objectives:

- Reduce Cashman and Perkins Parks ball field maintenance costs by 40% while continuing a high level of maintenance
- Continue to foster public–private partnerships to support parks improvements and maintenance
 - Work with NYSA to build second full-size soccer field at Cherry Hill resulting in a new field and parking facility with a savings to the city of 52% of total project costs
 - Work with Hope Church to provide additional athletic field space at reasonable cost
 - Increase Landscape Partnership efforts to increase benefit to city to \$20,000
- Continue to seek grant opportunities for park improvement projects
- Increase activities of the Newburyport Parks Conservancy
 - Establish a board separate from the Parks Commission dedicated exclusively to furthering the conservancy
 - Launch online store to produce an ongoing revenue stream for the Conservancy
- Increase resident volunteer engagement by 50% increase in money saved the City, resulting in a savings of \$33,653.87 (FY14 savings was \$22,435.91)
- Market use of parks as wedding venues

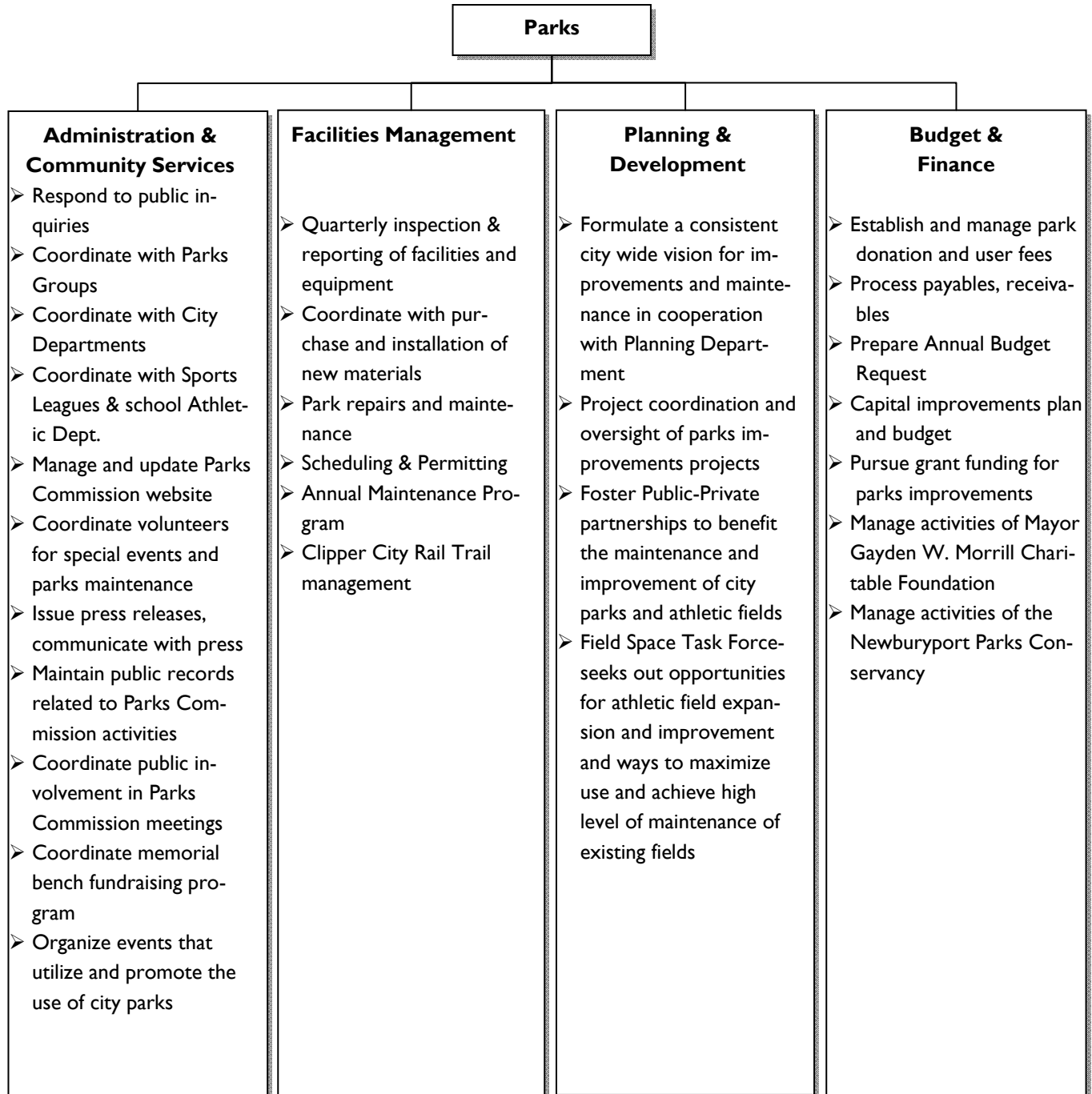
Parks (cont.)

Goal 5: Improve athletic fields city-wide

Objectives:

- Seek ways to optimize use of existing field space by working toward centralized scheduling of school and park fields
- Centralize collection of field use funding to better support maintenance of fields city-wide
- Work with school Athletic Director to review existing maintenance efforts and oversee better maintenance of school fields
- Seek opportunities for acquisition of additional field space
- Assist Mayor's Office and Office of Planning and Development to complete restoration of NHS stadium field

PROGRAMS & SERVICES



Parks (cont.)

PERSONNEL SUMMARY

PARKS COMMISSION			
<u>Position</u>	FY 2013 <u>Actual</u>	FY 2014 <u>Actual</u>	FY 2015 <u>Budget</u>
Parks Coordinator/Director	0.57	0.57	1
Total Full-Time Equivalents:	0.57	0.57	1

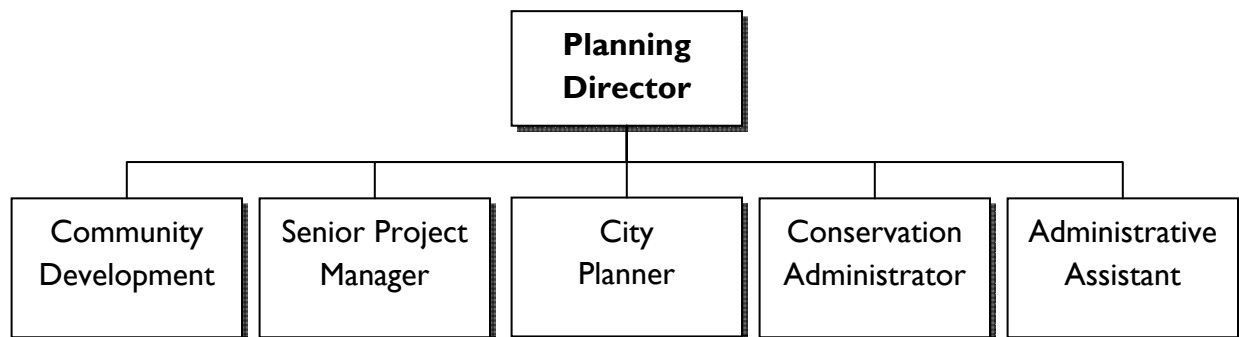
PARKS (01-630)

	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
001 - PERSONAL SERVICES						
51166 PRK PARK ADMINISTRATION	13,104	24,586	31,815	36,500	64,000.00	64,000.00
001 - PERSONAL SERVICES Total	13,104	24,586	31,815	36,500	64,000.00	64,000.00
002 - PURCHASE OF SERVICES						
52420 PRK PARK MAINTENANCE	12,900	12,900	90,799	52,760	64,916.00	64,916.00
52422 PRK BARTLETT MALL	1,470	3,720	1,598	4,950	4,950.00	4,950.00
52423 PRK MOSELEY WOODS	492	405	500	1,000	1,000.00	1,000.00
52424 PRK ATKINSON COMMON	5,000	5,000	10,000	16,165	20,000.00	20,000.00
52425 PRK WATERFRONT TRUST	1,000	0	0	0	0.00	0.00
52426 PRK RAIL TRAIL	8,247	8,900	8,211	8,000	8,000.00	8,000.00
002 - PURCHASE OF SERVICES Total	29,108	30,925	111,108	82,875	98,866.00	98,866.00
004 - SUPPLIES						
55800 PRK MISC SUPPLIES	30,000	7,014	4,993	5,000	5,000.00	5,000.00
004 - SUPPLIES Total	30,000	7,014	4,993	5,000	5,000.00	5,000.00
Grand Total	72,212	62,525	147,916	124,375	167,866.00	167,866.00

Planning and Development

MISSION STATEMENT

The mission of the Office of Planning and Development is to provide capital planning, advance planning, project management, regulatory, and housing assistance services to the City, its boards and commissions, and the general public so as to protect and enhance Newburyport's built and natural environment and to improve the quality of life for all who live, work and visit the City. The Department also promotes sustainable growth initiatives to reduce burdens on the City's financial capacity, wildlife and natural resources.



FY 2014 ACCOMPLISHMENTS

Zoning & Regulations:

- Assisted the City Council and Planning Board in review of proposed **Zoning Ordinances regarding Historic Preservation and Design Review** and recommended improvements to the draft ordinances prior to adoption to address public comments and concerns as well as procedural (permitting) issues.
- Drafted several “housekeeping” zoning amendments for adoption by the City Council to address various discrepancies within the Newburyport Zoning Ordinance, and ensured the successful adoption of two **zoning amendments intended to promote economic development** in anticipation of key redevelopment projects, including one on Storey Ave, the **MVRTA Bus Terminal and Multi-Modal Transportation Facility (Parking Garage)** and potential **Downtown Hotel**.
- Initiated a **Comprehensive Zoning Review and Update Project** for the purposes of addressing (comprehensively) a number of known or anticipated issues with the current Newburyport Zoning Ordinance resulting in part from the piecemeal adoption of amendments to the document since the last recodification in 1987.
- Drafted a zoning amendment relative to **Flood Insurance Rate Maps (FIRMs)** used by the Federal Emergency Management Agency (FEMA) which is required periodically for continued participation in the National Flood Insurance Program (NFIP).

- Drafted a new zoning ordinance relative to **Medical Marijuana Treatment Facilities**, now a legal use in Massachusetts. (This new ordinance was preceded by an earlier ordinance drafted by the Department which imposed a temporary moratorium on these uses while City officials could research the potential secondary adverse effects of such uses and monitor the adoption of new regulations relative to these uses by the state Department of Public Health (DPH) and other municipalities.
- Provided oversight for the implementation of a new **Wetlands Protection Ordinance** approved by the City Council to better protect wetland resource areas not only on Plum Island, but throughout the City.
- Continued to assist the various permitting boards in **review of development applications** and to streamline the permitting process by **working with applicants** to address potential issues prior to board reviews in order to expedite the permitting process.

Long-Range Planning:

- Initiated a comprehensive update to the 2001 citywide Master Plan which will address community vision, policies, goals and objectives for implantation during the next ten years under an action plan. The plan will address areas such as:
 - *Land Use Planning & Growth Management (Includes Development, Buildout & Demographics)*
 - *Economic Development*
 - *Housing (Includes Affordable Housing)*
 - *Transportation & Mobility*
 - *Natural Resources, Open Space & Recreation*
 - *Cultural & Historical Resources*
 - *Municipal Facilities & Services (includes City Land, Buildings, Infrastructure & CIP)*
 - *Energy & Sustainability (includes climate change)*
 - *Education*
- Provided oversight of housing consultant **Karen Sunnarborg Consulting / Abacus Architects & Planners** in the development of a an **Affordable Housing Production Plan**, required by the state. Secured state approval of the five-year plan.
- Continued to meet regularly with the **Chamber of Commerce Economic Development Action Committee (EDAC)** to address issues related to economic development, such as tourism, marketing, availability of parking, regulatory changes, large projects and the permitting process in general.
- Continued to implement the recommendations of the 2001 Newburyport Master Plan, 2003 Waterfront Strategic Plan, 2004 Strategic Land Use Plan, 2012 Open Space & Recreation Plan, 2013 Affordable Housing Production Plan and other short and long-term plans.

Planning and Development (cont.)

Community Mapping:

- Continued **enhancements to the City's Geographic Information System (GIS)**, including the development of new data layers (open space, subdivisions, street acceptance, municipal facilities, community preservation projects, cultural and historical resources, and internal and external links to Building Department data and all permitting (ZBA, PB, Conservation, Historical) data, as well as use of new online aerial photography of the City of use to all City departments and boards.

Developments & Permitting:

- Oversaw **permitting of the Northbridge Assisted Living Facility**, a new **subdivision off of High Street (Twomey Drive)**, the **Merrimac Ale House**, the residential **Merrimac Street/Mechanics Court redevelopment**, and several other development, redevelopment and infill projects across the City.
- Continued oversight of the **Oleo Subdivision** off Russell Terrace, nearing completion and in preparation for Street Acceptance by the City.
- Coordinated twelve (12) monthly **Tech Review Meetings** with various City departments for the purposes of reviewing major development projects and addressing key issues in development projects before, during and after permitting.
- Coordinated with the **Massachusetts Bay Transit Authority (MBTA)** to ensure agency approval for a developer to create a residential/mixed-use, transit-oriented development at the commuter rail station. Lead discussions with potential developers relative to adoption of a local "**40R Smart Growth District**" for the site. Initiated meetings with the selected developer regarding the adoption of required new zoning for the Route One Traffic Circle, and review of specific redevelopment plans for individual properties within the newly proposed District.
- Assisted the **Newburyport Business Park Association** with the permitting necessary to undertake drainage swale maintenance and improvement projects **to alleviate flooding conditions** in the **Newburyport Business Park** (formerly referred to as the "industrial park" or NAID properties).
- Worked with MassDOT and their selected contractor to ensure that construction of the new **Whittier Bridge** includes mitigation for neighborhood issues and several City projects as compensation for the use of City land as a staging area during construction.
- Continued to work with the **Newburyport Redevelopment Authority** to make progress in the disposition of the NRA-owned waterfront properties as additional park space and related activities (visitor center, public restrooms, shops, cafes, etc.) which will result in a larger park and a more meaningful connection to the downtown (Market Square) area. Assisted in the preparation of an analysis regarding NRA "closeout" requirements necessary to dissolve the NRA and return ownership of the 4.2 acres of central waterfront property to the City.

Community Development & Preservation

- Worked to secure grants (Community Preservation Act and other state sources) for the implementation of key projects such as the acquisition of over ten acres of open space, the installation of a turf field at the High School Stadium, completion of design for Phase II of the Clipper City Rail Trail, and restoration of the Inn Street Fountain.
- Continued to offer **down payment assistance** and marketing assistance for affordable units through the use of **Community Preservation and Affordable Housing Trust funds**.
- Received and provided **HOME program funding** for capital improvements at the Market Street **YMCA** units. Committed City and regional HOME funding to the YWCA's project to provide additional affordable units on Market Street.
- Continued to implement the well-utilized **Housing Rehabilitation Program** to ensure that the housing stock in Newburyport is appropriately preserved and affordable for all our residents.
- Provided oversight of an engineering firm responsible for preparing draft and final design plans for **Phase II of the Clipper City Rail Trail**. Engaged in a series of meetings and reviews with MassDOT, New England Development, National Grid and the general public to ensure final approval of plans and funding necessary to construct this expanded bike trail.

Capital Improvement Projects:

- Provided oversight of contractors responsible for completing upgrades to the **Green Street Parking Lot**, including repaving, curbing, lighting, signage and landscaping.
- Provided oversight of design consultants for the preparation of plans (suitable for bidding) for the restoration of settled **brick pavers on Inn Street** necessary to address grading issues and tripping hazards.
- Provided oversight of the architectural and engineering firms (Sterling Associates, EGA and Westcott Engineering) and Owner's Project Manager (Heery International) hired to oversee the design and construction of a **Senior/Community Center** on the site of the old Bresnahan Elementary School. Developed detailed plans, cost estimates and bid documents for the completion of this project. Coordinated overlapping site planning issues with the School Building Committee and their Architect for a new Bresnahan Elementary School at the opposite end of the site.
- Continued to work with the **Merrimack Valley Regional Transit Authority** (MVRTA) to obtain funding, develop designs, and address permitting issues related to a MVRTA/municipal parking garage at the Titcomb Street site.
- Worked with the **Merrimack River Beach Alliance** (MRBA) to push for federal funding and permits necessary for **Jetty Repairs** which will make navigation safer and help beach sand to accumulate on the east side of Plum Island. Assisted the Army Corp with access agreements and municipal coordination necessary to complete the South (Newburyport)

Planning and Development (cont.)

Jetty repairs under the Disaster Relief Appropriations Act. Worked with the MRBA and legislators to secure secondary funding for restoration of the north Jetty in order to improve boater navigation in the channel providing access to the Merrimack River and Newburyport's central waterfront.

- Participation in the development of the state's **Whittier Bridge/I-95 Project** and coordination of Whittier Working Group (WWG) communications to the Massachusetts Department of Transportation (MassDOT).

FY 2015 TRENDS

The following is a description of the trends that will continue to impact the Office of Planning and Development's processes, programs and services during FY 2015:

- The recent economic recession reduced the number of applications to the Planning Board and Zoning Board of Appeals during the past two years. Permitting and development applications increased during FY2014 and will continue to increase as we move into FY 2015. The relative level of buildout in Newburyport limits the number of large-scale projects that the City will need to review and permit in future years. However, FY 2014 permit applications suggest that there is sustained development (and redevelopment) interest throughout the City. As such "infill" developments will consume more application and development review time than in prior years. One large-scale project which may see planning, regulatory and permitting efforts in FY 2015 is the 40R Smart Growth District at the MBTA Commuter Rail Station. We are also engaged in discussions with the First Republic Corporation of America in the effort to encourage their completion of the outstanding Towle Redevelopment project. Discussions continue with New England Development (NED) about the anticipated development of a new downtown hotel.
- The number of long-range plans, capital projects and initiatives that the City will be undertaking and implementing in FY'15 and future years will continue to be significant. Additional staff time will be devoted to the development, management and implementation of long-range plans, community preservation projects and capital improvement projects.
- A considerable amount of staff time will be focused on updating the City's Master Plan, which will identify a number of regulatory and policy-level changes for adoption by the Mayor and City Council. Additional staff time will be devoted to rewriting applicable ordinances and regulations consistent with the new plan as part of the Comprehensive Zoning Review and Update Project.
- Increased use of technology will allow the Office of Planning and Development to consolidate resources, reduce paperwork, and ensure that information on past, present and future planning initiatives, development projects, and mapping information is available electronically. These efforts should be continued and expanded.

FY 2015 GOALS AND OBJECTIVES

Goal 1: Implement the recommendations of the 2001 Newburyport Master Plan, 2003 Waterfront Strategic Plan, 2004 Strategic Land Use Plan, 2012 Open Space & Recreation Plan and 2013 Affordable Housing Production Plan

Objectives:

- Finalize zoning amendments and complete permitting for the 40R Smart Growth District project
- Plan for the continued funding and viability of the housing rehabilitation program
- Support affordable housing initiatives throughout the City
- Support business retention, redevelopment, and expansion in the Newburyport Business Park
- Assist with the preservation of Newburyport's historic buildings, landscapes, and other historic resources through a variety of regulatory, management and investment strategies
- Pursue all local, state and federal funds for affordable housing, infrastructure improvements, preservation projects and economic development initiatives within the City
- Complete a ten-year update to the 2001 Master Plan guidance document (2014-2015).
- Complete a comprehensive review and update to the Newburyport Zoning Ordinance, developing zoning revisions to improve development, redevelopment and infill projects, streamline permitting, and clarify City requirements and expectations
- Integrate the concepts of "sustainability" and "community character" into all projects, programs, regulations, policies and initiatives controlled or undertaken by the City.

Goal 2: Implement capital improvement projects

Objectives:

- Work with the Mayor's Office, Newburyport Redevelopment Authority, Waterfront Trust, and others toward design, permitting and redevelopment of the central waterfront as an expanded Maritime Park and activated uses extended around the park from Market Square
- Provide continued planning and design for the next phase of the Clipper City Rail Trail initiative, securing rights-of-way, fundraising and permitting approvals
- Secure funding for Phase II of the Central Waterfront Bulkhead Renovation Project
- Provide oversight for the final design, bidding and construction of a new Senior/Community Center
- Assist the Mayor's office, MVRTA and others with funding and approvals for the MVRTA Bus Terminal and Multi-Modal Transportation Facility (Parking Garage)
- Assist the Mayor's office and others with plans for the disposition of the Brown School

Planning and Development (cont.)

building and its potential reuse for the creation of affordable housing as well as disposition of the surplus 115 Water Street Building formerly used by the Waste Water Treatment Plant as well as the Brown School

- Assist, as needed, in project management of CPA-funded projects
- Assist the Mayor's office with continued implementation of a city-wide capital improvement program (CIP) and ensure yearly progress in funding of projects consistent with the plan
- Increase efforts to track and apply for potential grant funding from local, state and federal agencies on a yearly basis.

Goal 3: Streamline and improve the effectiveness of the development review process

Objectives:

- Use the City's mapping technology and aerial photography to enhance the decision-making process. Lead the City's GIS Users group and to improve the on-going maintenance of this resource
- Make the web site responsive to the public's desire for information and to use it to expand community knowledge about the development process, on-going projects and public policy issues
- Provide technical assistance to applicants and the general public
- Perform site visits, document decisions made in the field, and to improve communication with all interested parties
- Coordinate monthly project review meetings with other departments and monitor feedback from Boards and Commissions and schedule periodic joint meetings between Boards and Commissions with overlapping permitting responsibilities and jurisdiction over similar land use applications

Goal 4: Support the development, preservation and maintenance of affordable housing in Newburyport towards the long-term goal of achieving at least 10% of all units being designated as affordable

Objectives:

- Work with the Affordable Housing Trust to create, advocate for, and retain affordable housing
- Ensure that the City fulfills its obligations in accordance with the Community Preservation Act to allocate a minimum of ten percent of Annual CPA revenue to community housing
- Coordinate review of permit applications to the Planning Board and/or Zoning Board of Appeals that will supplement affordable housing opportunities in the City

- Manage the Housing Rehabilitation Program, with Community Preservation Funds
- Provide regular updates to the state subsidized housing inventory

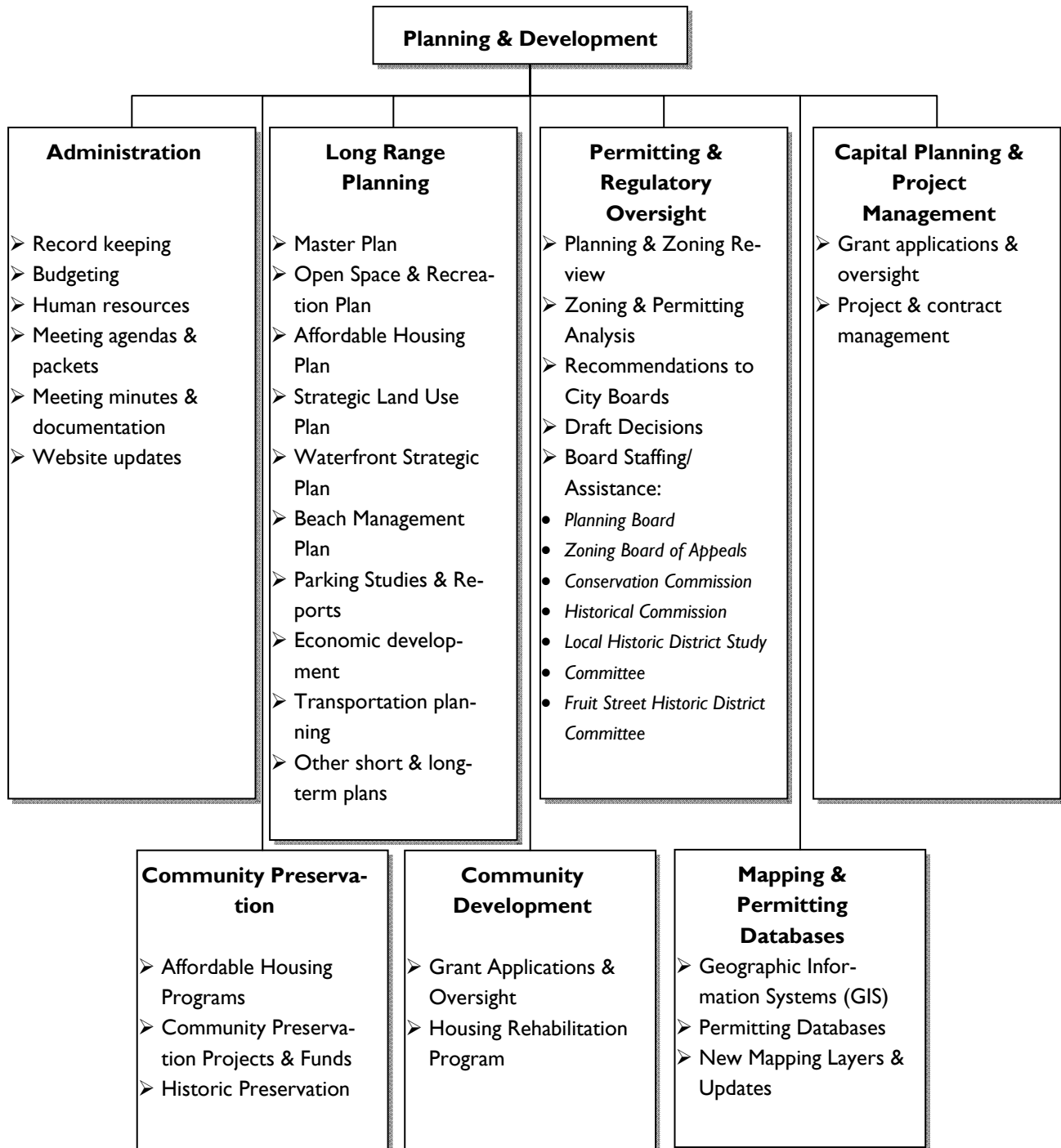
Goal 5: Initiate conservation efforts, actively work to review and issue wetland permits and increase public awareness of Conservation Commission initiatives and responsibilities

Objectives:

- Provide access to coastal areas on Plum Island that are experiencing erosion and incorporate environmental and safety mitigation measures such as dune nourishment, sand fencing, beach grass planting, sand ramps, boardwalks, stairs, mobi-mats, etc.
- Secure funding to develop informational/interpretive signage publicizing the value of Barrier Beach resources; develop an informational brochure detailing the value of wetlands and the role of the Conservation Commission in administering the Wetlands Protection Act
- Ensure prompt, comprehensive and efficient permitting of projects in and adjacent to wetlands resource areas

Planning and Development (cont.)

PROGRAMS & SERVICES



PERSONNEL SUMMARY

PLANNING DEPARTMENT			
Position	FY 2013 <u>Actual</u>	FY 2014 <u>Actual</u>	FY 2015 <u>Budget</u>
Director of Planning & Development			
Senior Project Manager			
Planner**			
Administrative Assistant			
Conservation Administrator	0.54	0.54	0.54
Total Full-Time Equivalents:	4.23	4.54	4.54

** Note: The Planner position is a full-time position, but is funded in part by the Newburyport Affordable Housing Trust since a portion of this employee's duties are to assist with the oversight and implementation of various affordable housing programs.

PLANNING AND DEVELOPMENT (01-182)

	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
001 - PERSONAL SERVICES						
51101 OPD SAL PLANNING DIRECTOR	84,040	78,683	79,325	84,598	84,182.81	84,182.81
51102 OPD SAL PLANNER	52,155	37,472	29,223	31,622	32,417.80	32,417.80
51103 OPD SAL PROJECT PLANNER	65,980	67,263	67,768	68,310	72,788.90	72,788.90
51104 OPD SAL ADMIN ASSIST	49,272	49,893	50,313	53,593	54,940.94	54,940.94
51105 OPD CONSERVTN COM P/T	35,000	10,331	21,650	23,408	30,252.56	30,252.56
51407 OPD EDUCATION CREDITS	0	0	700	700	700.00	700.00
53001 OPD PROF SVC	0	15,500	0	0	0.00	0.00
001 - PERSONAL SERVICES Total	286,448	259,143	248,980	262,231	275,283.01	275,283.01
002 - PURCHASE OF SERVICES						
53003 OPD GIS	0	11,483	6,000	10,000	10,000.00	10,000.00
53004 OPD ZONING REVIEW	0	0	0	0	0.00	0.00
002 - PURCHASE OF SERVICES Total	0	11,483	6,000	10,000	10,000.00	10,000.00
004 - SUPPLIES						
52701 OPD COPY MACHINE LEASE	3,000	3,017	2,974	3,500	3,500.00	3,500.00
54200 OPD OFFICE SUPPLIES	1,675	1,619	3,675	1,675	1,675.00	1,675.00
55800 OPD MISC SUPPLIES	844	832	863	875	875.00	875.00
004 - SUPPLIES Total	5,519	5,468	7,512	6,050	6,050.00	6,050.00
008 - CAPITAL OUTLAY						
58401 OPD BUS & IND PARK SIGNAGE	0	0	0	0	0.00	0.00
008 - CAPITAL OUTLAY Total	0	0	0	0	0.00	0.00
Grand Total	291,967	276,095	262,493	278,281	291,333.01	291,333.01

LICENSING COMMISSION (01-165)

	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
001 - PERSONAL SERVICES						
51164 LCM PR CLERICAL SVC	4,760	5,340	5,340	5,340	5,340.00	5,340.00
001 - PERSONAL SERVICES Total	4,760	5,340	5,340	5,340	5,340.00	5,340.00
007 - OTHER CHARGES & EXPENSES						
57809 LCM GENERAL EXP	146	751	420	1,500	1,500.00	1,500.00
007 - OTHER CHARGES & EXPENSES Total	146	751	420	1,500	1,500.00	1,500.00
Grand Total	4,906	6,091	5,760	6,840	6,840.00	6,840.00

CONSERVATION COMMISSION (01-171)

	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
001 - PERSONAL SERVICES						
51165 CCM MINUTE TAKER	3,600	0	0	1,800	1,800.00	1,800.00
001 - PERSONAL SERVICES Total	3,600	0	0	1,800	1,800.00	1,800.00
Grand Total	3,600	0	0	1,800	1,800.00	1,800.00

HISTORICAL COMMISSION (01-691)

	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
001 - PERSONAL SERVICES						
51165 HCM MINUTE TAKER	0	0	0	1,800	1,800.00	1,800.00
001 - PERSONAL SERVICES Total	0	0	0	1,800	1,800.00	1,800.00
Grand Total	0	0	0	1,800	1,800.00	1,800.00

PLANNING BOARD (01-175)

	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
001 - PERSONAL SERVICES						
51165 PBD MINUTE TAKER	0	0	0	1,800	1,800.00	1,800.00
001 - PERSONAL SERVICES Total	0	0	0	1,800	1,800.00	1,800.00
Grand Total	0	0	0	1,800	1,800.00	1,800.00

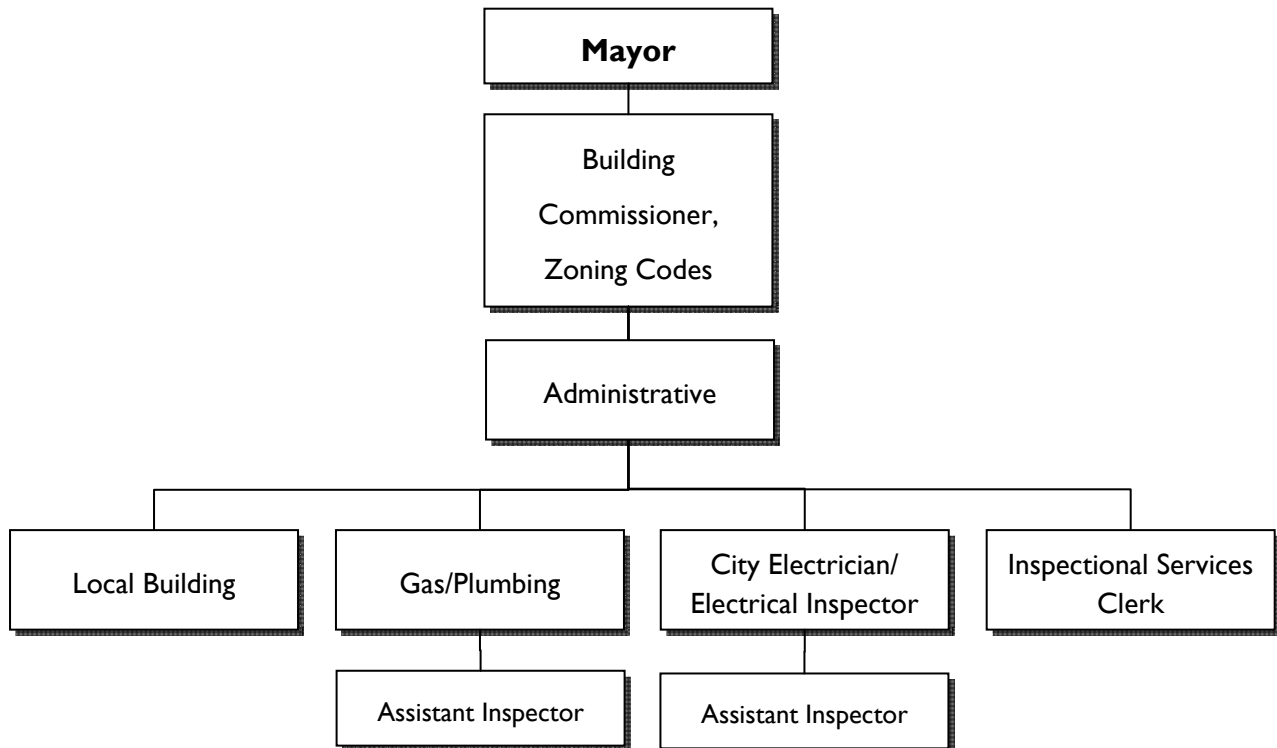
ZONING BOARD OF APPEALS (01-176)

	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
001 - PERSONAL SERVICES						
51165 ZBD MINUTE TAKER	0	0	0	1,800	1,800.00	1,800.00
001 - PERSONAL SERVICES Total	0	0	0	1,800	1,800.00	1,800.00
Grand Total	0	0	0	1,800	1,800.00	1,800.00

Building Department

MISSION STATEMENT

The mission of the Newburyport Building Department is to consistently and expeditiously provide equitable information and services to the public at large to accomplish their personal property use and building goals.



FY 2014 ACCOMPLISHMENTS

- Continued to provide information and assistance to the public related to all building and zoning issues within the City of Newburyport.
- Continued to work with the Zoning ad-hoc committee on zoning issues.
- Inputted all gas, plumbing, electrical and building permits to date to a customized Microsoft Access Data Base that is transferred to the City wide MiMap system.
- Continued to input old building permits back to the year's final months 1978.
- The Building Department issued (831) permits for new buildings, additions, alterations, demolitions, signs, swimming pools and woodstoves (19.9% increase) including (66) written administrative decisions (46.6% increase). Participated in approximately (2,600)

required on site inspections including complaints, homeowner requests, zoning clarifications and emergency requests.

- The Department also issued (518) electrical permits, (477) gas permits, (517) plumbing permits requiring approximately (3,000) inspections by the Electrical, Plumbing and Gas Inspectors.
- The Department will be providing mobile inspectional computers to record field inspections, that will be downloaded to the City's MiMap system to the benefit of the general public.
- Updated the Building Department's web page to reflect the current changes.

FY2015 TRENDS

In the past year, the City experienced a large surge of construction activity led by the City's major infrastructure work. This coming year, there are quite a few major private projects in the pipeline. The City, led by the Mayor's Office, is actively promoting these projects that bode well for new revenues and increased growth. All will be beneficial to the taxpayers to help sustain the City's infrastructure.

Additional staffing added in FY14 was instrumental in keeping up with the workload of the office, particularly the two ongoing school building projects and providing technical support on ADA issues to the Commission on Disabilities.

FY2015 GOALS AND OBJECTIVES

Goal 1: Continue the modernization and streamlining of all building permits

Objectives:

- Simplify permit application process for the Contractors and public at large
- Lessen the paperwork required to pull a building permit
- Strive for 100% ten-day turn around approval of all building permits

Goal 2: Implement a new permit for HVAC contractors with a new inspector to provide the enforcement of these permits

Objectives:

- To ensure compliance with new mandated HVAC laws required by the State
- Increase revenue to the City

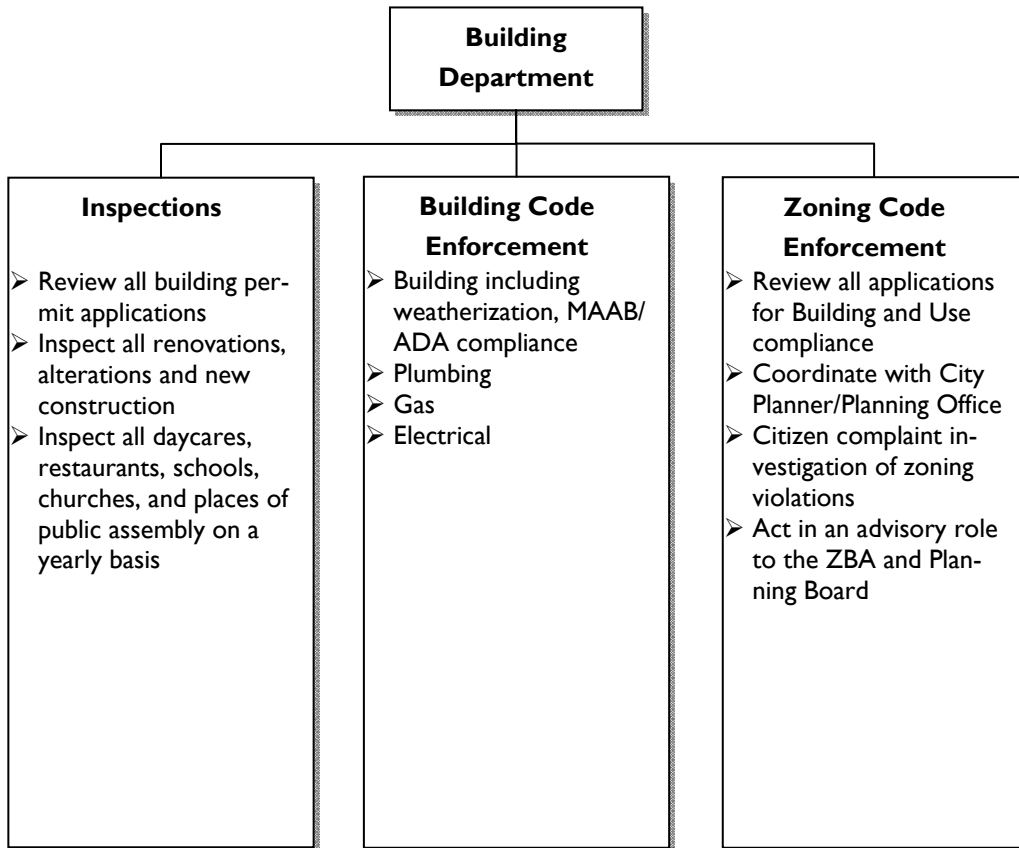
Building Department (cont.)

Goal 3: Actively participate in the rewrite of the City's Zoning Code

Objectives:

- Simplify the code for general public understanding.
- Fill in gaps in information not provided by the present City Zoning Code
- Alleviate contradictory language in the present City Zoning Code

PROGRAMS & SERVICES



PERSONNEL SUMMARY

BUILDING DEPARTMENT			
Position	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget
Building Commissioner	1	1	1
Administrative Assistant	1	1	1
Inspectional Services Clerk	1	1	1
Electrical Inspector	1	1	1
Plumbing/Gas/HVAC Inspector	1	1	1
Local Building Inspector	0	0.5	0.5
Total Full-Time Equivalents:	5	5.5	5.5

BUILDING DEPARTMENT (01-241)

	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
001 - PERSONAL SERVICES						
51101 BLD SAL BLDG INSPECTOR	73,965	73,966	74,706	78,107	79,278.25	79,278.25
51103 BLD SAL ADMIN SECRETARY	49,083	49,085	50,313	52,398	53,715.60	53,715.60
51160 BLD SAL ASST BLDG INSPECTOR	0	0	0	21,736	22,880.00	22,880.00
51401 BLD LONGEVITY	5,059	5,112	5,112	5,899	5,882.46	5,882.46
51402 BLD TRAVEL EXP STPND	4,472	4,600	4,557	4,900	4,900.00	4,900.00
51412 BLD CLOTHING ALLOWANCE	250	250	250	500	500.00	500.00
001 - PERSONAL SERVICES Total	132,830	133,013	134,937	163,540	167,156.31	167,156.31
002 - PURCHASE OF SERVICES						
53401 BLD PRINTING	694	427	544	750	500.00	500.00
55800 BLD MISC EXPENSE	575	500	575	575	575.00	575.00
002 - PURCHASE OF SERVICES Total	1,269	928	1,119	1,325	1,075.00	1,075.00
Grand Total	134,098	133,941	136,056	164,865	168,231.31	168,231.31

COMMISSION ON DISABILITIES (01-921)

	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 APPROVED	FY2015 PROPOSED	FY2015 APPROVED
001 - PERSONAL SERVICES						
51161 COD SAL ADA COORDINATOR	0	0	0	0	2,640.00	2,640.00
001 - PERSONAL SERVICES Total	0	0	0	0	2,640.00	2,640.00
004 - SUPPLIES						
53120 COD POSTAGE/MAILING	0	0	0	0	839.97	839.97
53601 COD OFFICE SUPPLIES	0	0	0	0	2,447.50	2,447.50
004 - SUPPLIES Total	0	0	0	0	3,287.47	3,287.47
Grand Total	0	0	0	0	5,927.47	5,927.47