

# **DIVISION OF COMMUNITY DEVELOPMENT**

## **Vision Statement**

"To foster a vibrant, prosperous and growing Fort Wayne through extraordinary community development."

## **Mission Statement**

"To develop and implement creative community-based strategies to enhance economic opportunity, build strong neighborhoods, and ensure a dynamic framework for quality growth and development."

A Division Director and two Deputy Directors oversee the eight departments comprising this Division: Administration, Special Projects/GIS, Housing and Neighborhood Services, Fiscal Management, the Community Development Corporation of Northeast Indiana, Redevelopment, Strategic Planning, and Land Use Management/Development Permits.

## **Division Director's Office**

The Director's Office provides coordination and overall direction for the Division.

***Directly under the Division Director are three departments that provide strategic support to the entire Division:***

### **Fiscal Manager**

The Fiscal Manager is responsible for financial management of the myriad federal, state and local funds which support the Division's activities.

### **Special Projects/GIS**

The Special Projects/GIS Department provides strategic research to assist in the direction of Division resources, management of special projects and develops/leads implementation of the Division technology strategy. The Department provides data, analysis, and GIS support to the Division and to key external partners such as the Fort Wayne-Allen County Economic Development Alliance.

### **Strategic Planning**

Strategic Planning works to promote good stewardship of City resources through various land and planning studies, visioning initiatives, Comprehensive Plan updates, transportation studies and the promotion of orderly, fiscally sound expansion of the City through annexation.

## **Deputy Director - Development**

Working under the Division Director, the Deputy Director of Development oversees the implementation of an aggressive development partnership between the public and private sectors. The Deputy Director of Development oversees the following departments and provides direct liaison/support to the Fort Wayne/Allen County Economic Development Alliance and support for international trade:

### **The Community Development Corporation of Northeast Indiana**

The Community Development Corporation of Northeast Indiana (CDC) is a city-sponsored, 501 c (6) not-for-profit business development organization. Its primary objective is to promote the growth and development of small commercial and industrial businesses in the Fort Wayne area and a nine-county Northeast Indiana region through creative business loan programs.

### **Land Use Management and Development Permits**

The Land Use Management and Development Permits Department performs a variety of tasks and activities in support of the City Plan Commission, Subdivision Control Committee, Board of Zoning Appeals, Hearing Officer, Sign Review Board, and the River Greenway Committee. This department is responsible for the administration and enforcement of the City Historic Preservation, Sign, Subdivision Control, and Zoning Ordinances. The department also provides and presents information as necessary to Common Council.

**Historic Preservation**, a sub-area within this department, manages the historic and aesthetic resources of the community, working with property owners, city agencies and other groups to coordinate improvement efforts, provide technical assistance and cost-effective design solutions.

### **Redevelopment**

The Redevelopment Department provides staff support and direction in support of the Fort Wayne Redevelopment Commission.

### **Economic Development and International Trade**

The Deputy Director of Development also oversees staff responsible for managing the City's economic development incentive programs and international trade efforts. These staff are co-located with the Fort Wayne-Allen County Economic Development Alliance and the Northeast Indiana Small Business Development Center, respectively.

### **Deputy Director - Housing and Neighborhood Services**

Working under the Division Director, the Deputy Director for Housing and Neighborhood Services oversees the implementation of initiatives to attract and support housing investment and reinvestment in the City. Under the general name of Housing and Neighborhood Services oversees the strategic investment of public funds, including CDBG funds, in neighborhood revitalization projects which leverage significantly higher levels of private investment.

### **Division Goals and Objectives**

- Sustain a strong commitment to community planning as a basis for all projects, resource allocation and collaboration.
  - Expand Neighborhood Planning Initiative into two additional neighborhoods.
  - Update and align the Consolidated Plan for CDBG funding.
- Sustain an aggressive implementation strategy for all planning efforts.
  - Begin implementation of the Allen County/Fort Wayne Comprehensive Plan.
  - Ongoing implementation of the City's Housing Strategy.
  - Ongoing implementation of the Downtown Blueprint and Blueprint Plus.
  - Ongoing implementation of the four completed Neighborhood Plans and the Hanna-Creighton SYNERGY Initiative.
- Sustain strong and aggressive support for business investment and job creation.
  - Partnership with the Alliance and the Innovation Center for the International Center for Orthopedic Research/Institute for Converging Materials Technology.
  - Support for efforts to establish a regional economic development marketing program for Northeast Indiana.
- Encourage and facilitate strategic projects that will redevelop, revitalize and strengthen the City of Fort Wayne, particularly its urban center.
- Maintain a strong commitment to collaboration with citizens, neighborhoods, businesses and allied organizations as strategic partners in achieving community development goals.

**COMMUNITY DEVELOPMENT**  
**Combined Division (Administration, Planning, GIS, Land Use & Economic Development)**  
**2006 BUDGET COMPARISON**

		<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>\$ INCREASE</b>	<b>% CHANGE</b>
		<b>ACTUAL</b>	<b>APPROVED</b>	<b>SUBMITTED</b>	<b>(DECREASE)</b>	<b>FROM 2005 APPR</b>
			<b>THRU 07/31/05</b>		<b>TO 2006</b>	<b>TO 2006</b>
4111 WAGES-REG	\$	1,207,208	\$ 1,303,645	\$ 1,423,607	\$ 119,963	9.20%
4121 VACATION PAY		77,085	2,500	-	(2,500)	-100.00%
<b>TOTAL WAGES</b>	<b>\$</b>	<b>1,284,293</b>	<b>\$ 1,306,145</b>	<b>\$ 1,423,607</b>	<b>\$ 117,463</b>	<b>8.99%</b>
4131 PERF		70,723	65,303	78,298	12,995	19.90%
4132 FICA		94,021	99,921	108,906	8,985	8.99%
4134 GROUP HEALTH INSUR		183,743	184,108	223,603	39,495	21.45%
4136 UNEMPLOYMENT		668	652	712	60	9.17%
4137 WORKERS COMP		3,155	3,156	8,772	5,616	177.95%
413A PERFFRINGE		38,503	39,191	42,708	3,517	8.97%
413R RETIREE HEALTH INSUR		26,000	28,000	47,100	19,100	68.21%
4161 STLMT/SEVRNCE		12,388	-	15,909	15,909	100.00%
<b>TOTAL 4100</b>	<b>\$</b>	<b>1,713,494</b>	<b>\$ 1,726,476</b>	<b>\$ 1,949,616</b>	<b>\$ 223,140</b>	<b>12.92%</b>
4213 COMPUTER SUPPLIES	\$	2,573	\$ -	\$ -	\$ -	0.00%
4219 OTHR OFC SUPPL		13,278	15,800	16,902	1,102	6.97%
4231 GASOLINE		1,201	2,100	1,560	(540)	-25.71%
4299 OTHR MTLs		324	1,500	1,584	84	5.60%
<b>TOTAL 4200</b>	<b>\$</b>	<b>17,376</b>	<b>\$ 19,400</b>	<b>\$ 20,046</b>	<b>\$ 646</b>	<b>3.33%</b>
4311 LEGAL SRVCS	\$	4	\$ 1,000	\$ 1,000	\$ -	0.00%
4314 CONSULT SRVCS		106,786	30,710	32,710	2,000	6.51%
431K SEMINAR FEES		4,083	6,830	8,345	1,515	22.18%
431S SOFTWARE TRAINING		-	3,040	520	(2,520)	-82.89%
4322 POSTAGE		6,274	8,050	28,375	20,325	252.49%
4323 TELEPHONE		5,974	7,008	6,872	(136)	-1.94%
4324 TRAVEL		7,735	13,000	21,200	8,200	63.08%
4326 MILEAGE		1,398	2,675	2,513	(162)	-6.06%
432C CELL PHONE		2,063	3,464	3,060	(404)	-11.66%
432L LONG DISTANCE		1,004	2,280	1,560	(720)	-31.58%
4331 PRINTING		6,303	8,679	19,396	10,717	123.48%
4332 PUB LEGAL		5,823	3,024	2,769	(255)	-8.43%
4333 PHOTO/BLPRNT		446	936	576	(360)	-38.45%
4342 LIABILITY INSUR		1,342	1,519	1,803	284	18.70%
4343 OFCL/CRIME BOND		323	196	189	(7)	-3.57%
4345 AUTO INSUR		230	274	364	90	32.89%
4363 CONT OTH REP		-	400	200	(200)	-50.00%
4369 CONT SRVCS		4,440	3,000	3,000	-	0.00%
463A MAINT-HARDWARE		10,492	9,720	7,550	(2,170)	-22.33%
436N GARAGE NON-TARGET		41	2,050	1,650	(400)	-19.51%
436T GARAGE TARGET		3,376	3,352	4,092	740	22.08%
4374 OTHER EQUIP RENT		11,708	10,140	10,465	325	3.21%
4377 CC BLD PKG		950	1,150	1,061	(90)	-7.78%
4391 SUBS & DUES		4,719	5,528	5,549	21	0.38%
4399 OTHR SRVCS		4,311	3,086	2,895	(191)	-6.19%
<b>TOTAL 4300</b>	<b>\$</b>	<b>189,824</b>	<b>\$ 131,111</b>	<b>\$ 167,713</b>	<b>\$ 36,602</b>	<b>27.92%</b>
4443 PUR OFFC EQP	\$	2,242	\$ 17,557	\$ -	\$ (17,557)	-100.00%
4445 PUR COMPUTER		17,292	-	-	-	0.00%
4446 PUR SOFTWARE		3,098	7,400	-	(7,400)	-100.00%
4451 PUR FURNITURE		2,461	3,000	-	(3,000)	-100.00%
<b>TOTAL 4400</b>	<b>\$</b>	<b>25,093</b>	<b>\$ 27,957</b>	<b>\$ -</b>	<b>\$ (27,957)</b>	<b>-100.00%</b>
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>1,945,787</b>	<b>\$ 1,904,943</b>	<b>\$ 2,137,375</b>	<b>\$ 232,431</b>	<b>12.20%</b>

**Community Development 2006-2010 Capital Improvement Program**

<b>FUNDING SOURCE CODE:</b>	GRP-Grant Pending	PT-Property Tax
CC-Cumulative Capital Fund	LE-Lease	RB-Revenue Bond
CDBG-Community Development Block Grant	InfraBd-Infrastructure Bond	ST-State Source
CEDIT-Co. Economic Development Income Tax	LRS-Local Roads & Streets	SU-Sewer Utility
CO-County Source	MISC-Miscellaneous	SWU-Stormwater Utility
FED-Federal Source	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing
GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund	UF-User Fee
GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2006	2007	2008	2009	2010
1	Computer Replacement	<b>LE</b>	<b>10,235</b>	<b>11,000</b>	<b>14,950</b>	<b>8,700</b>	<b>8,050</b>
		Admin	4,485	4,100	3,450	1,150	2,300
		Land Use	4,600	-	2,300	3,450	4,600
		Plan	1,150	-	5,750	2,300	1,150
		Redevelop	-	2,300	3,450	1,800	-
2	Geographic Information System (GIS) Workstations	<b>CC</b>	<b>-</b>	<b>-</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
		Admin	-	-	7,000	7,000	-
3	Printer Replacement	<b>LE</b>	<b>4,959</b>	<b>2,688</b>	<b>6,972</b>	<b>-</b>	<b>-</b>
		Admin	3,046	1,972	6,972	-	-
		Land Use	1,555	-	-	-	-
		Plan	358	-	-	-	-
		Redevelop	-	716	-	-	-
4	Proportionate share of GIS upgrade & server enhancements	<b>LE</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>4,000</b>
		Admin	4,000	4,000	-	-	4,000
5	GIS - Plotter	<b>PT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,000</b>
		Admin	-	-	-	-	12,000
6	Software	<b>LE</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
		Admin	1,500	1,500	1,500	1,500	1,500
		Econ	500	500	500	500	500
7	Office Furniture	<b>PT</b>	<b>-</b>	<b>3,403</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
		Admin	-	2,903	2,500	2,500	2,500
		Econ	-	500	500	500	500
8	Other	<b>LE</b>	<b>10,095</b>	<b>7,300</b>	<b>1,800</b>	<b>-</b>	<b>-</b>
		Admin	7,500	5,300	1,200	-	-
		Land Use	650	1,200	-	-	-
		Econ	1,945	800	600	-	-
<b>TOTAL</b>			<b>31,289</b>	<b>30,391</b>	<b>35,722</b>	<b>20,700</b>	<b>29,050</b>

- 1 Computer Replacement-Replaced according to City guidelines**
- 2 Geographic Information System (GIS) Workstations**  
 2008 (2) GIS @ \$3,500/ea purchased in 2004  
 2009 (2) GIS @ \$3,500/ea purchased in 2005
- 3 Printer Replacement**  
 (3) Admin, (1) Plan (1) Land Use HP 1300 @ \$358/ea, (1) Land Use HP4200 + Network card @ \$1197, (1) Div HP 8150 + network card @\$1972 Purchased in 2001 or before  
 2006  
 2007 (2) Redev HP 1300 @ 358/ ea, (1) Div HP 8150 @ \$1972 Purchased in 2002  
 2008 (2) DIV Color HP Laser Jet 6L @\$2500/ea, (1) Div HP 8150 + Network Card @ \$1972 purchased in 2003
- 4 Proportionate share of GIS upgrade & server enhancements**  
 2006, 2007,  
 2010 GIS -\$4,000 1/3rd Proportionate Share for GIS server hardware and Software enhancements. This project will be in conjunction with City Utilities
- 5 GIS - Plotter**  
 2010 (1) GIS @ \$12,000/ea purchased in 2005
- 6 Software - updated per City guidelines**
- 7 Office Furniture**  
 2007 (1) Admin (6) Land Use Chair @ \$229/ea, (1) Plan (1) Land Use Desk @\$900/ea  
 2008-2010 \$3000 Misc replacements
- 8 Other**  
 (1) Dev Scanner @ \$800 purchased in 1997, (1) Electronic Whitboard @ \$3,000 (1) Land Use (1) Dev Typewriter @ \$650 purchased in 1995, (1) Dev Cannon L75 Fax @ \$495, (1) Div Projector @ \$4500 purchased in 1999  
 2006  
 2007 (1) Div Scanner @ \$800 purchased in 1998, (1) Land Use Copier @ \$1200, (1) Div Projector @ \$4500 purchased in 2000  
 2008 (2)Admin (1) Dev Digital Cameras @ \$600/ea purchased in 2002

**STAFFING LEVELS  
BUDGETED  
COMMUNITY DEVELOPMENT**

CLASSIFICATION TITLE	EXEMPT GRID/* UNION	98	99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010

**CIVIL CITY FUNDS**

Director - Community Dev *	I	0.55	0.55	0.38	0.29	0.38	0.35	0.51	0.60	0.60	0.60	0.60	0.60	0.60
Deputy Director - Development *	H	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Director - Housing & Neigh Serv *	H	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.65	0.65	0.65	0.65	0.65
Fiscal Manager *	G	0.50	0.50	0.50	0.50	0.50	0.50	0.25	0.20	0.65	0.65	0.65	0.65	0.65
Financial Accountant *	E	1.00	1.00	1.00	0.75	0.70	0.70	0.20	0.30	0.00	0.00	0.00	0.00	0.00
Administrative Asst. *	A	1.00	1.00	1.00	0.25	0.25	0.25	0.25	0.50	1.00	1.00	1.00	1.00	1.00
Executive Secretary	A	0.00	0.00	0.00	0.33	0.34	0.34	0.34	0.25	0.50	0.50	0.50	0.50	0.50
Director of Planning *	H	0.50	0.50	0.50	0.50	1.50	1.50	0.75	0.75	0.83	1.00	1.00	1.00	1.00
CD Administrator - Land Use & Permitting *	G	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
CD Administrator - GIS/Special Projects *	G	0.00	0.00	0.00	0.00	0.00	0.00	0.75	0.60	1.00	1.00	1.00	1.00	1.00
CD Manager - Planner III *	G	3.00	3.00	3.00	3.00	2.00	2.00	1.75	1.50	1.33	2.00	2.00	2.00	2.00
CD Specialist - Planner II *	E	5.50	6.50	5.50	3.00	4.00	4.00	4.75	5.50	5.67	6.00	6.00	6.00	6.00
CD Specialist - Historic Preservation/Planner II *	E	1.00	1.00	1.00	1.00	0.50	0.50	0.75	0.00	0.00	1.00	1.00	1.00	1.00
CD Specialist - Planner *	E	6.00	5.00	6.67	8.34	3.00	3.00	4.00	2.75	3.83	4.00	4.00	4.00	4.00
CD Specialist - Historic Preservation Asst./Planner I *	E	0.00	0.00	0.00	0.00	0.50	0.50	0.75	0.75	0.83	1.00	1.00	1.00	1.00
Administrative Asst. *	A	0.25	0.25	0.25	0.25	0.50	0.50	0.75	0.75	0.83	1.00	1.00	1.00	1.00
Land Use / Office Coordinator	10/IAM	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Land Use / Office Asst. Coordinator	8/IAM	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary	A	1.00	1.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>22.30</b>	<b>22.30</b>	<b>22.30</b>	<b>20.71</b>	<b>16.17</b>	<b>16.14</b>	<b>18.80</b>	<b>18.45</b>	<b>20.73</b>	<b>23.40</b>	<b>23.40</b>	<b>23.40</b>	<b>23.40</b>

**CEDIT FUNDS**

Director - Community Dev *	I	0.00	0.00	0.00	0.00	0.15	0.45	0.45	0.40	0.40	0.40	0.40	0.40	0.40
Deputy Director - Development *	H	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fiscal Manager *	G	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.35	0.35	0.35	0.35	0.35	0.35
Financial Accountant	B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00
Director - Economic Development		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sr Econ Development Development Specialist	J	1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CD Manager - Business Development *	I	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Economic Development Specialist	G	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
CD Manager - Manager International Trade *	E	2.00	2.00	2.00	2.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Asst. Business Dev. Specialist	G	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
CD Specialist - GIS/Special Projects *	D	0.00	0.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Assistant *	E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary	A	1.50	1.50	1.50	1.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	A	0.00	0.00	0.00	0.00	0.33	0.33	0.33	0.50	0.50	0.50	0.50	0.50	0.50
CD Administrator - CDC *		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CD Specialist - CDC Finance *	G	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	E	1.50	1.50	1.50	1.50	1.50	1.50	1.00	0.50	0.50	0.50	0.50	0.50	0.50
CD Administrator - UEA *		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	G	<b>9.25</b>	<b>9.25</b>	<b>9.25</b>	<b>10.25</b>	<b>9.23</b>	<b>9.53</b>	<b>9.03</b>	<b>7.85</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>

<b>SUBTOTAL COMMUNITY DEVELOPMENT</b>		<b>31.55</b>	<b>31.55</b>	<b>31.55</b>	<b>30.96</b>	<b>25.40</b>	<b>25.67</b>	<b>27.83</b>	<b>26.30</b>	<b>28.48</b>	<b>31.15</b>	<b>31.15</b>	<b>31.15</b>	<b>31.15</b>
---------------------------------------	--	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

**OTHER FUNDING - CEDIT, CDBG, UEA, CDC**

CDC		1.50	1.50	1.50	1.50	1.50	1.50	2.00	2.50	2.50	2.50	2.50	2.50	2.50
CDBG		19.70	19.70	19.70	19.29	20.85	19.93	18.27	17.20	15.02	12.35	12.35	12.35	12.35
REDEVELOPMENT		4.50	4.50	4.50	4.50	4.50	4.15	4.15	5.00	5.00	5.00	5.00	5.00	5.00
CEDIT - REDEVELOPMENT		1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00
UEA - REDEVELOPMENT		2.75	2.75	2.75	2.75	2.75	2.75	2.75	3.00	3.00	3.00	3.00	3.00	3.00
<b>SUBTOTAL OTHER</b>		<b>29.45</b>	<b>29.45</b>	<b>29.45</b>	<b>29.04</b>	<b>30.60</b>	<b>29.33</b>	<b>28.17</b>	<b>29.70</b>	<b>27.52</b>	<b>24.85</b>	<b>24.85</b>	<b>24.85</b>	<b>24.85</b>

**TOTAL COMMUNITY DEVELOPMENT DIVISION**

		<b>61.00</b>	<b>61.00</b>	<b>61.00</b>	<b>60.00</b>	<b>56.00</b>	<b>55.00</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>
--	--	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

\* Represents Grid and Salary Ordinance changes