

**Function:**  
Community and Economic Development

**Department:**  
Community Development

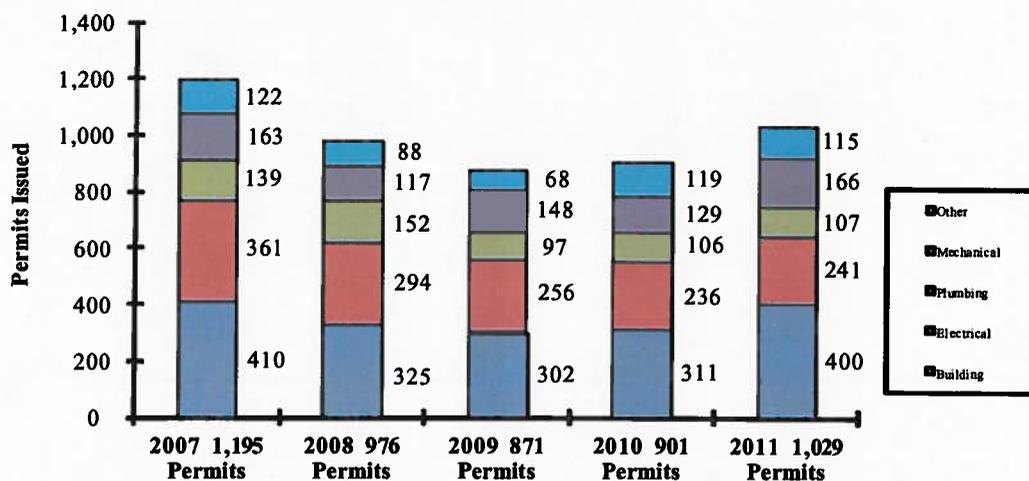
**Activity:**  
Community Development

**GENERAL INFORMATION**

The former Planning, Zoning and Building Safety department was reorganized and renamed the Community Development department in 2010. This department is responsible for administering the zoning ordinance, building codes, the comprehensive plan, the capital improvements program, subdivisions, zoning changes, annexation reviews, and a variety of other planning and environmental functions. The department conducts building and site plan and site review for all building permit applications with respect to both building and zoning requirements including lot size, area, height, and the site plan review criteria. Also, compliance with handicap and energy code regulations is reviewed in accordance with state and local requirements. Inspections of all rental housing units are performed on a regular basis and the department conducts nuisance abatement activities in accordance with both state and local law.

During the past five calendar years, the following building-related permits were issued by the department with follow-up inspections:

**Building-Related Permits by Year**



Two (2) full time inspectors in this department perform on-site building and zoning inspections. The public health inspection program is also a responsibility of this department. The Health and Housing Coordinator performs all public health-related inspection activities including inspections of restaurants, retail food operations, and pool and spa operations. The rental housing inspection program results in approximately 1,000 regular inspections each year. In addition to these inspections and related record keeping, the Health and Housing Coordinator and Senior Health and Housing Inspector conduct inspections arising from complaints received and perform re-inspections of residential units found to be in violation of the adopted codes for compliance with City ordered repairs. The Community Development department also has responsibility for all nuisance abatement efforts including the weed and snow removal programs; trash, garbage, and junk removal orders; and demolition of substandard and dilapidated structures and outbuildings.

Decriminalizing violations of a number of ordinances related to building inspection activities has helped the enforcement component of the department's responsibilities. This department has also worked in conjunction with neighborhood organizations to address issues that affect the quality of life in those areas.

#### ***CURRENT TRENDS AND ISSUES***

The 2011/2012 revised estimate is \$22,500 higher than the original budget. Personal services costs increased by \$4,900 primarily due to a request to hire a new inspector approximately one month prior to the retirement of the Health and Housing Coordinator in May of 2012. Fuel costs increased by \$2,000 and nuisance abatement costs are \$14,000 higher than the original budget. The increased amount for nuisance abatement has been impacted by the part-time Community Services Officer position that was added in July of 2010. Nuisance abatement revenues are also projected to be higher than the original budget.

At the time of the retirement of the current Health and Housing Coordinator the job responsibilities of other positions in the department be re-aligned; an Inspector II position will be added, and the part-time Community Services Officer will be increased from half-time to three-quarters time. With the reorganization, personal services costs will not change significantly since the new inspector will be at the entry level in that pay grade.

The 2012/2013 budget is \$21,200 (3.0%) higher than the 2011/2012 original budget primarily due to increases in personal services, fuel, and nuisance abatement costs.

#### ***GOAL STATEMENT***

To provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the City limits of Muscatine. To administer the planning and community development process in order to achieve results which will best address the social, physical, and economic needs of the City. Decisions affecting the development of the City will be based upon the application of urban planning knowledge, community standards, and expressed needs in the community. The underlying theme of these decisions is to improve conditions where the citizens of Muscatine live, work, and shop.

**PERFORMANCE MEASURES**

	<b>Actual 2008</b>	<b>Actual 2009</b>	<b>Actual 2010</b>	<b>Actual 2011</b>	<b>Estimated 2012</b>
<b>Permits Issued - Building, Plumbing, Electrical, HVAC, Accessibility, Energy, Sign, Percolation, Excavation, Sidewalk, Curb Cut, Occupancy, Tree, Demolition, House Moving</b>	915	902	925	1,021	1,000
<b>Building Inspections - Electrical, Building, Plumbing, HVAC</b>	4,069	4,059	3,952	4,000	4,000
<b>Rental Housing Inspections</b>	1,066	1,047	1,168	902	950
<b>Nuisance Complaints - Weeds, Snow, Junk Car, Debris, Garbage, Water, Rodents</b>	1,946	2,274	4,062	4,782	5,000
<b>Writ of Possessions</b>	38	44	27	40	50
<b>Properties Posted</b>	111	83	51	35	30
<b>Vehicles Towed/Impounded</b>	63	78	50	28	35
<b>Plan Reviews</b>	35	25	5	7	8
<b>Health Permits - Food Service Establishments (Restaurants)</b>	130	135	137	140	135
<b>Number of Inspections for Food Service (Restaurants)</b>	425	421	415	427	420
<b>Health Permits - Food Establishments (Grocery)</b>	45	47	46	45	46
<b>Number of Inspections for Food Establishments (Grocery)</b>	122	120	120	111	120
<b>Other Health Permits - Tanning Salons, Funeral Homes, Tattoo Parlors</b>	24	15	17	15	15
<b>Number of Inspections for Tanning Salons, Funeral Homes and Tattoo Parlors</b>	51	41	44	42	42
<b>Other Health Permits - Swimming Pools, and Hotel/Motels</b>	19	14	16	16	16
<b>Number of Inspections for Swimming Pools and Hotel/Motels</b>	38	23	25	23	24
<b>Number of People Certified and Recertified in Food Handling</b>	64	31	45	30	N/A
<b>Planning &amp; Zoning Commission Meetings</b>	8	12	12	10	12
<b>Zoning Board of Adjustment Meetings</b>	6	7	8	4	8
<b>Rezoning Requests Processed</b>	0	3	4	1	3
<b>Subdivision Requests Processed</b>	4	7	12	4	4
<b>Property Vacation Requests Processed</b>	3	6	1	4	4

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Estimated 2012
Airport Grants Administered	2	2	3	3	3
Housing Rehabilitation Units Completed	6	2	2	0	0

### ***RECENT ACCOMPLISHMENTS***

During the past year the Community Development department was involved in the completion of the voluntary annexation of 62 acres of real estate in the northeast corner of the city. Real estate transactions were completed with Canadian Pacific Railroad for property needed for construction of Phase II of the Mad Creek Levee Improvement Project. The department also completed the acquisition and relocation of the parking lot at the E. Second Street Apartments that was also required before the Mad Creek Levee Improvement Project could begin.

The three year Area-Wide Assessment Program funded under the EPA Brownfields Program as well as the Housing Rehabilitation Program funded under the Community Development Block Grant Program (CDBG) were both completed in 2011.

The department was involved in the demolition of three dilapidated and vacant homes and completed the sale and transfer of underutilized or unused city property making them available for development and placing them back on the tax rolls.

The department updated the new ward and precinct boundaries for the City based on the 2010 census information, completed an analysis of annexation options for City Council consideration, worked to secure the donation of real estate for the construction of the new South End Fire Station, and completed the Flood Plain Ordinance amendments and mapping to incorporate the new flood plain elevation data.

### ***OBJECTIVES TO BE ACCOMPLISHED IN 2012/2013***

- \* To continue acting as the staff support for the Planning Commission, Zoning Board of Adjustment, Airport Advisory Commission, Board of Health, Community Improvement Action Team (CIAT), Traffic Committee, Region 9 Technical Committee for the Bi-State Region, among others.
- \* To assist in the Blue Zone Community Project.
- \* To complete the update of the 2002 Comprehensive Plan making use of extensive citizen participation by conducting a public meeting in each of the seven planning districts and incorporating Iowa's Smart Planning Principals. **(City Council Policy Agenda and Management Agenda Top Priorities)**
- \* To make use of the City's online assets to broaden public participation in the development of the Comprehensive Plan by giving citizens a way to participate that is not dependent on the ability or desire to attend public meetings. **(City Council Policy Agenda and Management Agenda Top Priorities)**
- \* To complete a department reorganization in anticipation of pending and future retirement announcements.
- \* To complete construction of Phase II of the Mad Creek Levee Improvement Project. **(Management Agenda High Priority)**

- \* To complete the environmental review and preliminary engineering design for the Mississippi Drive Corridor. **(Management Agenda High Priority)**
- \* To complete the necessary 4(f) statement under Section 106 of the Historic Preservation Act for the Mississippi Drive Corridor project and secure approval to move the project into the funding and final design stage. **(Management Agenda High Priority)**
- \* To obtain all temporary and permanent easements necessary for the construction of the Harrison Street construction and Colorado Street reconstruction. **(Management Agenda High Priority)**
- \* To assist in the design and approvals necessary for the construction of the Highway 38/61 connector. **(Management Agenda High Priority)**
- \* Establish the framework for the rewrite of the City's 1974 Zoning Ordinance following the adoption of the new Comprehensive Plan. **(Management Agenda Top Priority)**
- \* To continue development of strategies that support economic development opportunities, annexation policies and in-fill development. **(City Council Long-Term Goal)**
- \* To develop housing and historical housing tax abatement plans for City Council consideration. **(City Council Top Priority)**
- \* To review department processes and procedures for "Lean" initiatives. **(Management Agenda High Priority)**

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	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Percent Change
<b>Expenditure Summary</b>						
Personal Services	\$ 482,939	\$ 524,897	\$ 569,300	\$ 574,200	\$ 576,000	1.18%
Commodities	7,838	12,001	10,700	11,000	11,800	10.28%
Contractual Services	95,231	129,634	123,400	140,700	136,800	10.86%
Capital Outlay	1,827	-	-	-	-	
Transfers	-	-	-	-	-	
<b>Total Expenditures</b>	<b>\$ 587,835</b>	<b>\$ 666,532</b>	<b>\$ 703,400</b>	<b>\$ 725,900</b>	<b>\$ 724,600</b>	<b>3.01%</b>
<b>Funding Sources</b>						
Community Development Revenues	\$ 389,596	\$ 315,223	\$ 319,500	\$ 309,800	\$ 331,900	3.88%
Health Permits	37,463	38,966	37,500	39,000	39,000	4.00%
Sale of Property	137,441	12,937	20,000	20,000	20,000	0.00%
CDBG Grant	15,988	13,862	-	-	-	
Project Administrative Fees	7,091	11,075	6,000	2,100	-	-100.00%
General Revenues	256	274,469	320,400	355,000	333,700	4.15%
<b>Total Funding Sources</b>	<b>\$ 587,835</b>	<b>\$ 666,532</b>	<b>\$ 703,400</b>	<b>\$ 725,900</b>	<b>\$ 724,600</b>	<b>3.01%</b>

<b>Personnel Schedule</b>						
	Actual 2009/2010	Actual 2010/2011	Budget 2011/2012	Revised Estimate 2011/2012	Budget 2012/2013	Budget Amount 2012/2013
<b>Full Time Positions/Position Allocations:</b>						
Community Development Director	-	1.00	1.00	1.00	1.00	
Director Planning, Zoning and Building Safety	1.00	-	-	-	-	
City Planner	-	0.50	1.00	1.00	1.00	
Senior Inspector	1.00	1.00	1.00	1.00	1.00	
Inspector II	1.00	0.50	-	0.17	0.67	
Health and Housing Coordinator	0.67	0.67	0.67	0.58	0.50	
Health and Housing Inspector	0.50	0.50	0.50	0.42	-	
Community Development/ Planning Coordinator	1.00	1.00	1.00	1.00	1.00	
Office Coordinator	-	1.00	1.00	1.00	1.00	
Office Assistant	1.00	-	-	-	-	
<b>Total Full Time</b>	<b>6.17</b>	<b>6.17</b>	<b>6.17</b>	<b>6.17</b>	<b>6.17</b>	
<b>Parttime Positions:</b>						
Community Services Officer	-	0.50	0.50	0.55	0.75	
Custodian (Housing)	1.00	1.00	1.00	1.01	1.50	
<b>Total</b>	<b>7.17</b>	<b>7.67</b>	<b>7.67</b>	<b>7.73</b>	<b>8.42</b>	<b>\$ 404,700</b>
Employee Benefits						171,300
<b>Total Personal Services</b>						<b>\$ 576,000</b>

<b>Capital Outlay - Equipment Replacement Fund</b>			
Item	Quantity	Replacement	Amount
4 Wheel Drive Vehicle (Used)	1	Yes	\$ 17,500