

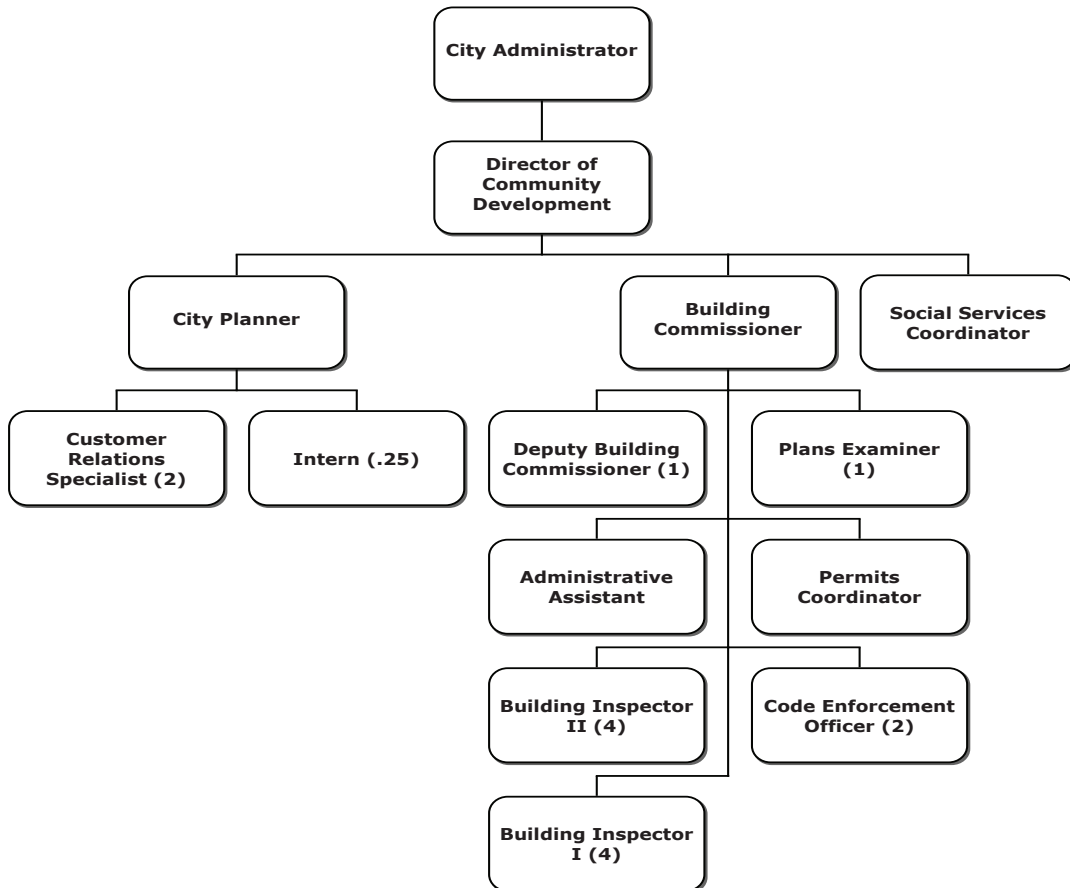


Community Development

Community Development

<u>Program</u>	<u>General Fund</u>	<u>Total</u>
Planning and Zoning	398,145	398,145
Inspections	1,816,927	1,816,927
Total	\$2,215,072	\$2,215,072

Organization Chart



Planning and Zoning

Department	No.	Program	No.	Program Manager
Community Development	40	Planning and Zoning	001	Community Development Director

Program Activities

Department Administration

The Director oversees the Inspections and Planning and Zoning programs, and administers internal department programs including budgeting, personnel management, record-keeping, staff development and the tracking and evaluation of performance measures.

Development Review

This activity ensures that development proposals are consistent with zoning, site plan and subdivision codes, meet public safety standards and achieve quality design.

Zoning Administration

This activity oversees implementation of the city’s adopted land use policies. Staff support provided to Planning Commission and Board of Adjustment.

Long Range Planning

This activity provides for future land development in accordance with community needs and the City’s comprehensive planning process. Planning functions include amendments to the Comprehensive Plan and examination of growth trends. Staff support provided to Planning Commission.

Customer Service

This activity manages the Government Center front desk and reception area for the Administration, Community Development, Public Works, and other departments.

Social Work

This activity provides vital resources and case management to residents in need of assistance.

Strategic Goal(s) Activity for 2024

Goal 1: Quality Housing

Objective: Encourage housing options for residents in all stages of life.

Activities and Steps

1. *Oversee development of new residential development.*

Goal 2: Building Community

Objective: Link residents through multi-modal transportation options.

Activities and Steps

1. *Encourage front-end commercial occupancy, landscaping, sidewalk connections and outdoor dining amenities by zoning code.*

Strategic Goal(s) Activity for 2024 (continued)

Goal 6: Economic Development

Objective: Develop programs to ensure a high occupancy rate among commercial buildings.

Activities and Steps

1. Determine how to address functional obsolescence of commercial building stock.
2. Make zoning code and permitting process more business friendly.

Goal 7: Creating Identity

Objective: Improve signage at significant entry points.

Activities and Steps

1. Develop public art/monuments.

2024 Programmatic Goals

Goals

Update the Zoning Code's land use matrix to 2022 NAICS codes and reevaluate permitted vs. conditional uses in each zoning district.

Focus staff training on emerging trends in planning and development to ensure that city policies and codes are updated accordingly.

Maintain FEMA CRS Class 8 rating through proactive flood management program.

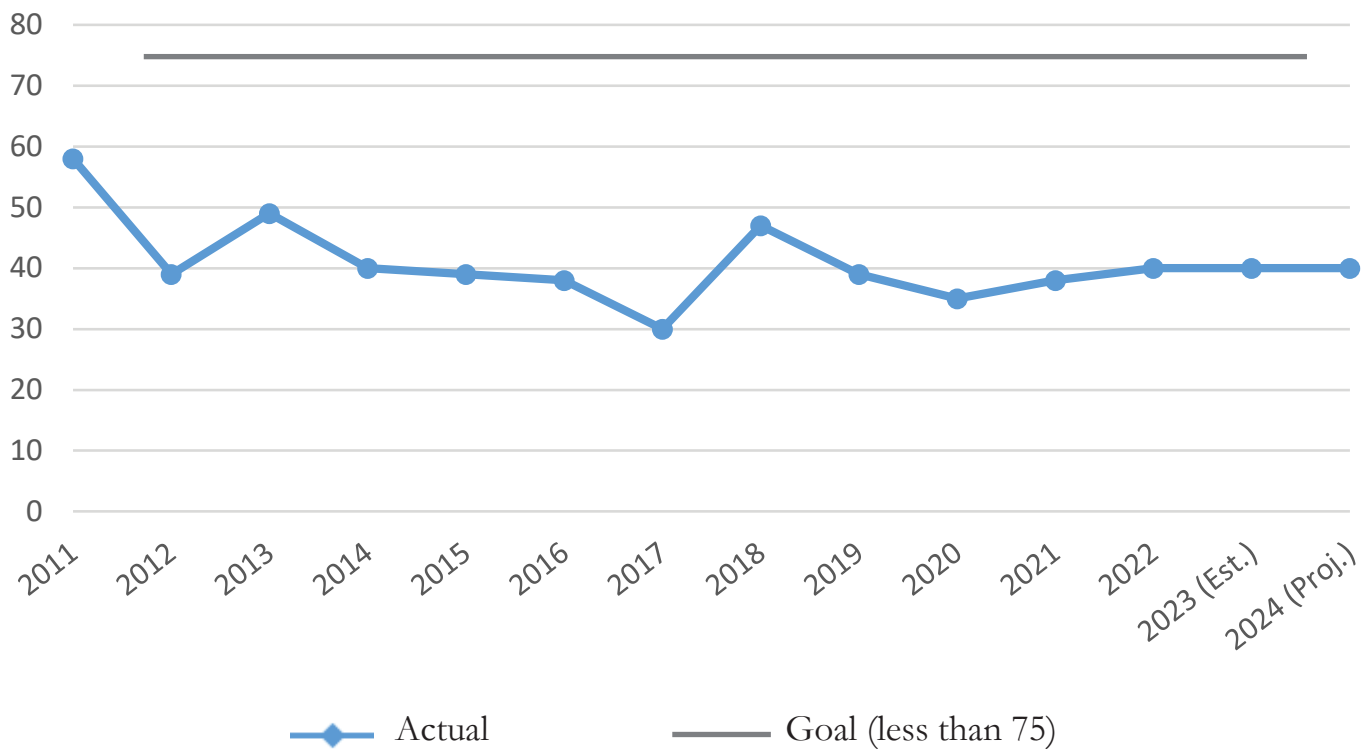
Collaborate with Police Department to build a more robust social services program.

2023 Programmatic Goals - Status

Goals	Status	Comments
Prepare draft home improvement program and policies.	Withdrawn	With help of police department, staff seeks to adopt standards for short-term rentals instead of pursuing this goal.
Prepare draft amendments to Landscaping Design Standards to better address specific types of development and to support pollinators.	In progress	Draft amendments on track for late 2023/early 2024 adoption.
Prepare draft Comprehensive Plan amendments regarding equity, diversity, and inclusion.	In progress	Holding off on moving forward with adoption until conclusion of Economic Development Plan process.
Research best practices for off-street parking and determine whether amendments to the Zoning Code are warranted.	Goal met	No amendments are warranted at this time.

Performance Measures				
Metrics	2021 Actual	2022 Actual	2023 Estimate	2024 Projected
Average days to process conditional use permits	38	40	40	40
Code amendments prepared	7	8	5	5
Comprehensive Plan amendments	1	0	0	0
Conditional use permits	14	17	10	10
Planned Districts/Rezoning	7	15	8	8
Staff reports prepared	128	192	120	120
Subdivisions	6	10	8	8
Variance appeals processed	1	3	1	1
Zoning compliance reviews completed	1,093	1,151	1,100	1,000
Zoning letters issued	86	64	70	60
Zoning permits issued	142	144	120	120
Zoning petitions processed	35	58	36	35

Avg. Days to Process Conditional Use Permits





DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Planning and Zoning	001
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
PERSONNEL SERVICES	320,686	343,516	371,779
CONTRACTUAL SERVICES	16,958	23,700	25,366
COMMODITIES	784	1,000	1,000
TOTAL EXPENDITURES	338,428	368,216	398,145
Personnel Schedule			
Position	2022	2023	2024
DIRECTOR OF COMMUNITY DEV	1.00	1.00	1.00
CITY PLANNER	1.00	1.00	1.00
PLANNER I	1.00	0.00	0.00
SOCIAL SERVICES COORDINATOR	1.00	1.00	1.00
INTERN	0.25	0.25	0.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.25	3.25	3.25



Annual Budget -2024

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Planning and Zoning			001
Personnel Services		2022	2023	2024		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	241,285	258,656	278,739	Supervisory	136,754
					Regular	134,040
					Part-time	5,520
					Longevity pay	2,425
711.00	BENEFITS	79,401	84,860	93,040	FICA	21,322
					Workers' compensation	827
					Health insurance	39,291
					Life & Disability insurance	1,872
					Dental insurance	1,041
					Pension	28,687
	TOTALS	320,686	343,516	371,779		



Annual Budget -2024

General Fund

DEPARTMENT Community Development		NUMBER 40	PROGRAM Planning and Zoning			NUMBER 001
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	1,964	2,450	2,450	Court reporters	1,000
					ADA accommodations	250
					Smart phones (2)	1,200
720.51	PROFESSIONAL DEVELOPMENT	4,152	11,250	12,916	See professional development request	12,916
720.80	VEHICLE REIMBURSEMENT	6,000	6,000	6,000	Car allowance	6,000
720.84	ADVERTISING	4,842	4,000	4,000	P&Z public notice and legal ads	4,000
	TOTALS	16,958	23,700	25,366		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
Community Development		40	Planning and Zoning	001
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
APA MISSOURI PLANNING CONFERENCE	TBD	2,000	Annual conference (2)	
APA NATIONAL PLANNING CONFERENCE	Minneapolis, MN	2,500	Annual conference	
APA STL TRAINING	Local	600	Local training sessions	
APA/AICP MEMBERSHIP		1,100	Annual dues (2)	
ASFPM NATIONAL CONFERENCE	Salt Lake City, UT	2,500	National floodplain management conference	
ASFPM/MFSMA MEMBERSHIP		225	Annual dues	
CIT STATE CONFERENCE	Osage Beach, MO	600	Crisis Intervention Team state conference	
EAST-WEST GATEWAY ANNUAL MEETING	Local	825	Annual meeting (10)	
MFSMA CONFERENCE	Osage Beach, MO	600	Annual state floodplain management conference	
MSW LICENSE FEE		230	One-time social work license fee	
NASW MEMBERSHIP		236	Annual dues	
PLANNING COMMISSIONER MEMBERSHIPS	Local	1,000	UMSL Program and other training	
SOCIAL WORK CONTINUING EDUCATION	Local	500	Training sessions and webinars	
	TOTAL REQUEST	12,916		



Annual Budget -2024

General Fund

DEPARTMENT Community Development		NUMBER 40	PROGRAM Planning and Zoning			NUMBER 001
Commodities		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	784	1,000	1,000	Reference books & subscriptions	1,000
	TOTALS	784	1,000	1,000		

Inspections

Department	No.	Program	No.	Program Manager
Community Development	40	Inspections	002	Building Commissioner

Program Activities

Building Permits and Inspections

This activity oversees the review of all construction plans, building and occupancy inspections and issues building and occupancy permits. The City contracts with St. Louis County for commercial mechanical, electrical and plumbing permits and inspections.

Code Enforcement

This activity conducts field surveys of residential and commercial property to ensure compliance with the property maintenance, nuisance, occupancy, licensing and zoning codes. Unresolved code violations are prosecuted in the Municipal Court.

Occupancy Inspections

This activity oversees inspection of commercial, single-family and multi-family residential properties at time of reoccupancy to ensure compliance with the municipal code.

Floodplain Management

This activity oversees the administration and enforcement of the City's floodplain management code.

Strategic Goal(s) Activity for 2024

Goal 1: Quality Housing

Objective: Require property maintenance through judicious, proactive code enforcement and other innovative means.

Activities and Steps

1. Educate property owners regarding home maintenance concerns.
2. Provide tools and resources for property owners that will assist in home maintenance.

Goal 6: Economic Development

Objective: Develop programs to ensure a high occupancy rate among commercial buildings.

Activities and Steps

1. Make permitting process business friendly.

2024 Programmatic Goals

Goals

Fully implement electronic plan review and inspections program in an effort to further streamline the permitting process.

Adopt a more proactive approach to property maintenance code enforcement.

Increase staff's ICC certifications through training and professional development.

2023 Programmatic Goals - Status

Goals	Status	Comments
Begin implementation of electronic plan review and inspections program in an effort to further streamline the permitting process.	Goal met	Implementation commenced. Full implementation to occur in 2024.
Implement the 2021 ICC family of codes. Update home improvement guides with the requirements of the 2021 codes.	In progress	On track for adoption at end of 2023.
Amend the city's code enforcement districts to better allocate resources and ensure adequate coverage.	Goal met	
Increase staff's ICC certifications through training and professional development.	Ongoing	Inspectors continue to obtain additional certifications and experience.
Maintain FEMA CRS Class 7 rating through proactive flood management program.	Ongoing	Secured Class 8 rating upon 5-year review.

Performance Measures

Metrics	2021 Actual	2022 Actual	2023 Estimate	2024 Projected
Building inspections	3,587	5,712	5,700	5,500
Building permits issued (mechanical, electrical, plumbing)		992	975	975
Building permits issued (total)	1,430	2,350	2,300	2,200
Residential occupancy inspections	1,315	1,215	1,000	1,000
Commercial occupancy inspections	351	344	340	330
Multifamily occupancy inspections	2,328	2,573	2,400	2,600
Plan reviews completed	2,267	3,372	3,500	3,000
Property maintenance cases	642	305	580	600



Annual Budget -2024

General Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Inspections	002
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
PERSONNEL SERVICES	1,400,214	1,675,393	1,708,974
CONTRACTUAL SERVICES	55,370	64,855	89,190
COMMODITIES	15,844	18,763	18,763
TOTAL EXPENDITURES	1,471,428	1,759,011	1,816,927
Personnel Schedule			
Position	2022	2023	2024
BUILDING COMMISSIONER	1.00	1.00	1.00
DEPUTY BUILDING COMMISSIONER	2.00	1.00	1.00
PLANS EXAMINER	1.00	1.00	1.00
BUILDING INSPECTOR II	4.00	4.00	4.00
BUILDING INSPECTOR I	3.00	4.00	4.00
CODE ENFORCEMENT OFFICER	2.00	2.00	2.00
PERMITS COORDINATOR	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
CUSTOMER RELATIONS SPECIALIST	2.00	2.00	2.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	17.00	17.00	17.00



Annual Budget -2024

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Inspections			002
Personnel Services		2022	2023	2024		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	991,146	1,187,070	1,209,293	Supervisory	102,338
					Regular	1,098,284
					Overtime	500
					Longevity pay	8,171
711.00	BENEFITS	409,068	488,323	499,681	FICA	92,504
					Workers' compensation	76,229
					Health insurance	189,783
					Life & Disability insurance	8,300
					Dental insurance	5,899
					Pension	126,966
TOTALS		1,400,214	1,675,393	1,708,974		



Annual Budget -2024

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Inspections			002
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	25,003	34,150	53,150	Violation abatement and demo	28,000
					Smart phones (13)	9,000
					Customization of workflow for Bluebeam to Accela for electronic plan review	16,000
					Ameren monthly ledger	150
720.25	DATA PROCESSING	0	0	1,800	Bluebeam maintenance	1,800
720.34	CREDIT CARD PROCESSING FEES	17,398	11,000	11,000	Credit card processing fees	11,000
720.51	PROFESSIONAL DEVELOPMENT	12,969	19,705	23,240	See professional development request	23,240
	TOTALS	55,370	64,855	89,190		



DEPARTMENT Community Development	NUMBER 40	PROGRAM Inspections	NUMBER 002
Professional Development Request			
Organization/Conference	Location	Amount	Detail
ADMINISTRATIVE SEMINARS	Local	700	Training for administrative staff (4)
ASCE MEMBERSHIP		265	Membership dues
BLUE BEAM TRAINING	Online	700	Department training for electronic plan review software (15)
ICC ANNUAL CONFERENCE	Long Beach, CA	5,000	ICC conference & code hearings (2)
ICC CERTIFICATION EXAMS	Local	2,000	Certification testing (7)
ICC MEMBERSHIP		150	Membership dues
MABOI CONFERENCE	Osage Beach, MO	9,500	Training & certification maintenance (11)
MABOI MEMBERSHIP		525	Membership dues (15)
MACE CONFERENCE	Osage Beach, MO	1,800	Training & certification maintenance (3)
MACE MEMBERSHIP		560	Membership dues (16)
METRO FIRE MARSHALS		40	Membership dues
PROFESSIONAL SEMINARS	Local	2,000	ICC, MACE, MABOI - Local seminars to provide code and inspection knowledge for inspectors (16)
	TOTAL REQUEST	23,240	



Annual Budget -2024

General Fund

DEPARTMENT Community Development		NUMBER 40	PROGRAM Inspections			NUMBER 002
Commodities		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	3,796	7,963	7,963	Inspection equipment and supplies	3,000
					Safety shoes (13)	1,963
					Standards and training manuals for certification (10)	1,000
					Ref. documents to support adopted code, MEP program & electronic plan review	2,000
730.21	MOTOR FUEL & LUBRICANTS	10,224	7,000	7,000	Gas for vehicles (10)	7,000
730.25	UNIFORMS	1,824	3,800	3,800	Uniform shirts (15)/jackets (4)	3,800
	TOTALS	15,844	18,763	18,763		