



The City of Lee's Summit

Final Agenda

Community and Economic Development Committee

Wednesday, September 11, 2019

4:00 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Action Letter
 - A. [2019-3022](#) Approval of the August 14, 2019 Community and Economic Development Committee Action Letter.
5. Public Comments
6. Business
 - A. [2019-3019](#) International City/County Manager Association (ICMA), Department of Defense, and City of Lee's Summit Leadership Program - Dr. Robert Daniel Wallace, Chief - Plans, Analysis and Integration Office, United States Army Garrison, Fort Wainwright, Alaska

Presenter: Dr. Robert Daniel Wallace - Chief - Plans, Analysis and Integration Office, Fort Wainwright, Alaska
 - B. [2019-3023](#) Review of Residential Preliminary Development Plan Process

Presenter: Josh Johnson, AICP
Assitant Director, Development Services
 - C. [2019-3024](#) Quality Housing Program Discussion

Presenter: Ryan Elam, Director of Development Services
Dan Harper, Assistant Director of Development Services
 - D. [2019-3028](#) CDBG 2020-2024 Consolidated Plan Kick-off Discussion

Presenter: Ryan Elam, Director of Development Services
Heping Zhan, Assistant Director of Planning & Special Projects
Amy Hugunin, Administration Manager - Development Services
Sarah Tilbury, CDBG Administrator
7. Roundtable
8. Adjournment

For your convenience, City Council agendas, as well as videos of City Council and Council Committee meetings, may be viewed on the City's Legislative Information Center website at "lsmo.legistar.com"

Packet Information

File #: 2019-3022, **Version:** 1

Approval of the August 14, 2019 Community and Economic Development Committee Action Letter.



The City of Lee's Summit
Action Letter - Draft
Community and Economic Development Committee

Wednesday, August 14, 2019

4:00 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

1. Call to Order

2. Roll Call

Present: 4 - Chairperson Diane Forte
Vice Chair Fred DeMoro
Committee Member Beto Lopez
Committee Member Craig Funk
Planning Commissioner Funk

3. Approval of Agenda

A motion was made by Vice Chair DeMoro, seconded by Committee Member Faith, to approve the agenda. The motion carried unanimously.

4. Approval of Action Letter

- A. [2019-2959](#) Approval of the July 10, 2019 Community and Economic Development Committee minutes

A motion was made by Committee Member Lopez, seconded by Vice Chair DeMoro, to approve the July 10, 2019 Action Letter. The motion carried unanimously.

5. Public Comments

There were no public comments.

Brian Head, City Attorney, stated he intended to bring forward an ordinance to the committee for this meeting prohibiting public vaping and was going to include it with the Clean Air Act ordinance already in force. However, after additional research and reviewing the Missouri statutes for tobacco, alternative tobacco products and vaping he realized each of these issues were addressed separately and not combined in one ordinance. If grouped together, the ordinance is overbroad. Nine other cities currently have anti-vaping ordinances, six cities included it with their anti-smoking ordinance. The City of Kansas City has a completely separate public vaping ordinance. Mr. Head prefers to draft a separate ordinance as well. If the ordinance were ever challenged, Kansas City would be interested in the litigation outcome and might provide assistance defending the ordinance since they have a similar ordinance. Therefore, he plans to bring forward a vaping ordinance to either the September or October meeting.

CM Forte asked from what committee the Indoor Clean Air Act originated. Mr. Head replied it came from the Health Education Advisory Board and he will follow the same process for the vaping ordinance.

CM Faith added the Health Education Advisory Board has already begun discussing this topic.

Mayor Pro Tem Lopez asked if this affects the timing of the overall process. Mr. Head replied because it will be a separate ordinance it doesn't affect the timing as far as the other medical marijuana ordinances.

6. Business

A. [TMP-1329](#)

An Ordinance amending Chapter 17, Offenses, Article VIII of the Code of Ordinances for the City of Lee's Summit, Missouri, to update provisions regarding Controlled Substances and Comply with Article XIV of the Missouri Constitution.

Mr. Dan White, Chief Counsel of Management and Operations, stated this ordinance is being presented to bring the City of Lee's Summit in compliance with the ordinance for the medical marijuana amendment. He noted marijuana in any form is still illegal under Missouri statute and Federal law. However, the City needs to take action to ensure our codes don't become subject to a lawsuit for violating the amendment. Definitions in the city code have been updated and some specific provisions have been added dealing with disposing and consuming medical marijuana and the need to provide a valid identification card.

Mayor Pro Tem Lopez, recently visited California and spoke to a county administrator in San Diego County, California, who said the regulation of marijuana is still strictly regulated even though medical and recreational marijuana are both legal. Mayor Pro Tem Lopez agrees the City is on the right path and appreciates staff's efforts on this topic.

A motion was made by Vice Chair DeMoro, seconded by Committee Member Lopez, that this ordinance be recommended for approval by the City Council. The motion carried unanimously.

B. [TMP-1330](#)

An Ordinance amending Chapter 1, General Provisions, Section 1-13 of the Code of Ordinances for the City of Lee's Summit, Missouri, to update penalty provisions in accordance with Missouri law.

Mr. Dan White, Chief Counsel of Management and Operations, stated in conjunction with the other criminal code changes, this ordinance is a change dealing with provisions of violations of an ordinance or code that doesn't spell out the particular penalty. The change is not a change in practice but a change in the written law to bring it in compliance with Sections 479.350 and 479.353 of the revised statutes of Missouri. These statutes outline the limitations in penalties a city can impose for minor traffic violations and municipal ordinance violations. The minor traffic violation includes any traffic violation except for a handful of higher violations while the municipal ordinance violation is typically a zoning violation. For clarification, the dollar amounts specified in the ordinance include court costs. Some cities use courts as a revenue generator while other cities do not include court costs on a standard fine.

Chair Forte referenced the City Council meeting the previous night when the city's lobbyist mentioned information regarding court costs in his presentation. She asked if the state does not allow cities to pass on court costs then how do the costs get paid.

Mr. Brian Head clarified the information stating cities can't jail someone for not paying a fine. He added this topic will continue to be a problem based on Senate Bill 5 passed a few years ago. The City needs to include this topic in its legislative priorities this year. Multiple Senate bills were passed to try to remedy this problem but some only compounded the problem.

Councilmember Faith asked if the City relies on revenue from fines, tickets and court costs. Mr. Head stated the city does not collect enough revenue from court costs to pay for the municipal court. The City prefers to have compliance over fining citizens. In Missouri, a municipality may not incur more than 20% of its budget from municipal court revenues.

Vice Chair DeMoro asked if this legislation is the result of communities not reporting their revenue correctly. Mr. Head stated its intent is to serve as a disincentive for cities not reporting correctly, but it hurts other cities who are trying to do it right and limits their ability to follow through.

A motion was made by Committee Member Lopez, seconded by Vice Chair DeMoro that this ordinance be recommended for approval by the City Council. The motion carried unanimously.

7. Roundtable

Mayor Pro Tem Lopez commented on the excellent LSignite presentation at last night's city council meeting and the implementation of the plan and priorities.

Chair Forte shared she has noticed a lot of positive social media news about LSR7 and the positive article in the KC Business Journal on the ranking of Lee's Summit and neighboring schools.

Chair Forte stated the next meeting of the Community and Economic Development Committee will be Wednesday, September 11, 2019 at 4:00 pm.

8. Adjournment

There being no further business, Chairperson Forte adjourned the meeting at 4:30 P.M.

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Packet Information

File #: 2019-3019, **Version:** 1

International City/County Manager Association (ICMA), Department of Defense, and City of Lee's Summit Leadership Program - Dr. Robert Daniel Wallace, Chief - Plans, Analysis and Integration Office, United States Army Garrison, Fort Wainwright, Alaska

Issue/Request:

International City/County Manager Association (ICMA), Department of Defense, and City of Lee's Summit Leadership Program - Dr. Robert Daniel Wallace, Chief - Plans, Analysis and Integration Office, United States Army Garrison, Fort Wainwright, Alaska

Key Issues:

Through a partnership between the International City/County Manager Association (ICMA), the United States Department of Defense, and the City of Lee's Summit we have been designated as one of ten communities to participate in a special leadership program. The program is focused on enhancing the Army's Garrison (base) leadership by connecting with City Managers and their communities in the United States.

Attached to this meeting packet is information regarding Dr. Robert Wallace (Danny), Garrison Chief assigned to the City Manager. Danny and City Manager Steve Arbo have been exchanging information about municipal-based services, community engagement, and the use of data for policy decisions. Danny will be visiting our community and meeting with organizational and community leaders September 9 - 14. He will be introduced at the Community and Economic Development Committee meeting and asked to share some of his observations regarding municipal vs. garrison activities. Below are Steve Arbo's key observations regarding Garrison operations based upon his participation in the program:

- The population you serve is in constant transition, the typical assignment of an enlisted soldier or officer is typically three years. This makes it difficult to build a sense of community and trust when 1/3 of the population changes each year.
- Financial resources are constrained by the Federal Government and difficult to assign for other purposes. Unlike the City that may have a General Fund that can be assigned according to the City Council values and community needs, there is not much flexibility for the Garrison Chief.
- The need to create modern-day bases with attractive housing options is much needed throughout the Army. Garrison Chiefs' funding must compete for other critical demands for resources, such as "combat readiness". It is difficult to garner the necessary funds to modernize and upgrade today's garrisons. This is impacting recruitment of the next generation of soldier.
- The next generation of soldier is expecting a 24/7 high technology environment that is highly sophisticated, much like the "smart city" movement occurring in many of the progressive communities in United States. The current availability of internet connection for non-military purposes is lacking and frustrating to soldiers and their families.
- The Chief Military Officer assigned to the base (who supervises the civilian Garrison Chief) changes every three years. This creates a challenge in carrying forward long-term implementation plans for Garrison improvements.

Proposed City Council Motion:

No motion necessary - informational presentation.

Background:

The City of Lee's Summit has been paired with Robert Daniel Wallace from Fort Wainwright, AK. He began his military career in 1988 as an enlisted soldier and medic for the 197th Infantry Brigade, followed by commissioning through Officer Candidate School at Fort Benning. Eventually he retired in 2014 as Chief of Plans, United States Forces, Korea. He met his wife Yonghui Yi while stationed in South Korea. His family includes three school age children and he is currently serving as Chief - Plans, Analysis and Integration at Fort Wainwright, AK. He has been positioned at Fort Wainwright since his military retirement.

He is particularly interested in our "Ignite!" community-based strategic planning process, our Priority Based Budgeting program and our Long-Term Comprehensive Plan work. We will also focus on the four accreditation processes of three operational departments and the Parks and Recreation Department. He has attained a PhD and two graduate degrees, most of his education has been focused on intelligence and security. However one of his Masters' is in political science. He has been instrumental in using analytics and performance measurement in his position at Fort Wainwright. Through this program, the City of Lee's Summit benefits from his knowledge and skills in performance measurements. We hope to assist him in sharing "community building" activities and connecting strategic planning efforts into long-term outcomes.

Dr. Robert Daniel Wallace - Chief - Plans, Analysis and Integration Office, Fort Wainwright, Alaska

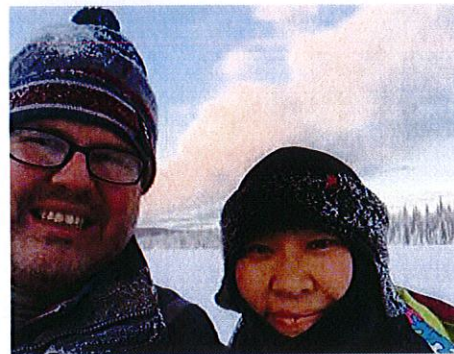
"Danny"

Robert Daniel Wallace, PhD
Chief, Plans, Analysis and Integration (PAIO)
United States Army Garrison (USAG) Alaska

Danny Wallace currently serves as Chief, PAIO for a US Army Garrison and is responsible for strategic planning, data analysis and process integration for Fort Wainwright, Alaska. Dr. Wallace entered the US Army Civilian Corps in 2014 (his first civilian assignment) and worked as a Stationing Analyst, Lead Management Analyst and Lead Strategic Planner at USAG Daegu in Daegu, South Korea.



Beginning in 1988, he served in the US Army, culminating in retirement at Yongsan (Seoul), Korea in 2014. His assignments included initial entry into the US Army as an enlisted Soldier and medic for the 197th Infantry Brigade, followed by commissioning through Officer Candidate School at Fort Benning. His following assignments included platoon to strategic level positions as a military intelligence officer, culminating with his final military position as the Chief of Plans, United States Forces Korea, J2.



Danny holds graduate degrees from Kansas State University (PhD in Security Studies and Master of Arts in Political Science), the National Intelligence University at DIA (Strategic Intelligence) and a bachelor's degree from Bethany College at Lindsborg, Kansas (Business Management/ Economics).

He is married to the former Ms. Yonghui Yi of Seoul, South Korea. Danny and Yonghui live in Fairbanks, Alaska with their three children – June, Erin and Michael.



FORT WAINWRIGHT, ALASKA

Installation Management Command



About U.S. Army Garrison Alaska (Fort Wainwright)

Alaska has been an important strategic location for the U.S. military for more than 75 years, and that importance continues today. The location of air assets and deployment infrastructure make us strategically important to our Nation's missions. The garrison enables training and readiness by providing installation support services including public works, housing, recreation, child care, emergency services and human resources. The vision for U.S. Army Garrison Alaska is to be the community of choice for America's Arctic Warriors, Families and Civilians to live, train and serve.

Supporting Those Who Serve

Army installations offer many of the same services provided in the civilian community, such as police, fire, housing and child care. Fort Wainwright is responsible for the day-to-day operations and services offered in interior Alaska. From engineers to counselors to security specialists, these services are supported by a diverse and dedicated workforce comprised of more than 600 Civilian employees.

Trained and Ready Soldiers

Approximately 7,000 Soldiers live and work in interior Alaska. The garrison plays a critical role ensuring Soldiers are trained and ready to answer the nation's call. Fort Wainwright has six major training areas, supporting the needs of service members from the Army, Air Force, Navy, Marines, Alaska Army National Guard, Alaska Air National Guard, and Reserves.

Whether assisting Soldiers with transition paperwork, providing them a safe and secure environment to work in, or offering state-of-the-art digital training equipment and facilities, Fort Wainwright works to enable a self-reliant and globally responsive all volunteer Army.

Army Strong Soldiers, Army Strong Families

The Army's strength comes from its Soldiers, Civilians and Families. Fort Wainwright builds the health, morale and well-being of the force through more than 100 programs and services. Through the installation's Outdoor Recreation program, Soldiers, Families and Civilians are able to raft cold Alaskan rivers, fish for salmon, and pick blueberries in the summer, while offering dog mushing and downhill and cross-country skiing in the winter. The Better Opportunities for Single Soldiers (BOSS) program sponsors frequent trips allowing unaccompanied and single Soldiers an affordable way to explore and enjoy the greatness of Alaska.

Sustainable Installation

At Fort Wainwright, we strive to manage the resources entrusted to us – our funding, natural and cultural resources, energy, infrastructure, workforce and systems – in a sustainable manner. Our cultural resource program was awarded the Secretary of Defense Environmental Award in 2014, and manages more than 1,000 archaeological sites and historic structures on 1.6 million acres of Army land in interior Alaska.

FAST FACTS



Fort Wainwright is recognized as an Army Community of Excellence receiving the Silver Award in 2014, the Bronze Award in 2015, 2016 and 2017 and Honorable Mention in 2018

Mission: Integrating resources and delivering installation services to enable readiness of Army forces in Alaska while enhancing the quality of life for Soldiers, Families and community.

Population:

Serving approximately 23,700 including:

- 7,000 Soldiers
- 6,500 Family Members
- 2,400 Civilians & Contractors
- 7,800 Retirees and Veterans

Tenant Units and Supported Commands:

- US Army Alaska (USARAK)
- 1-25 Stryker Brigade Combat Team
- USARAK Aviation Task Force
- Medical Department Activity – Alaska and Bassett Army Community Hospital
- Dental Activity (DENTAC)
- Veterinary Command (VETCOM)
- Northern Warfare Training Center (NWTCC)
- Cold Regions Test Center (CRTC)
- 402nd Army Field Support Battalion
- Network Enterprise Center - FWA
- 3rd Air Support Operations Squadron (USAF)
- Cold Regions Research and Engineering Laboratory (CRREL)
- U.S. Army Reserve
- BLM Alaska Fire Service
- Arctic Support Command

Training in Alaska:

- Fort Wainwright training ranges are used year round

Types of Training:

- Cold region and mountain operations
- Glacier training
- Avalanche hazards
- Cold weather leaders and orientation courses
- Specialized ski and snowshoe training
- Basic military mountaineering
- Assault climbers course
- Mountain warfare
- Cold weather safety
- Master arctic trainer
- Airborne operations
- Aviation operations
- Explosive ordnance detonation
- Counter-improvised explosive device training
- Urban terrain exercises
- Disaster relief and Homeland support
- Medical
- Logistics
- Construction exercises
- Individual marksmanship
- Physical training/Leader development

AT A GLANCE



- 24-hour force protection, law enforcement,
 community assistance available on post
- Nixle emergency alert system
- iWatch, iReport, iKeep Us Safe

Packet Information

File #: 2019-3023, **Version:** 1

Review of Residential Preliminary Development Plan Process

Issue/Request:

The purpose of this discussion is to outline the process projects undergo after City Council approval. City Council approves Preliminary Development Plans. Then, staff administratively reviews Final Development Plans, Final Plats or building permits for final design associated with site, infrastructure and architectural work. In general, commercial PDPs turn into FDPs that include architectural details. The FDP stage includes engineering and planning review. Planning checks for conformance with approved landscaping and elevations. These include multi-family projects.

Residential subdivisions become Final Plats. Final plats include the detailed engineering review and planning reviews individual building permits when there was an associated PDP. The attached diagrams outline each process.

Josh Johnson, AICP
Assitant Director, Development Services

City of Lee's Summit

Development Services

September 11, 2019

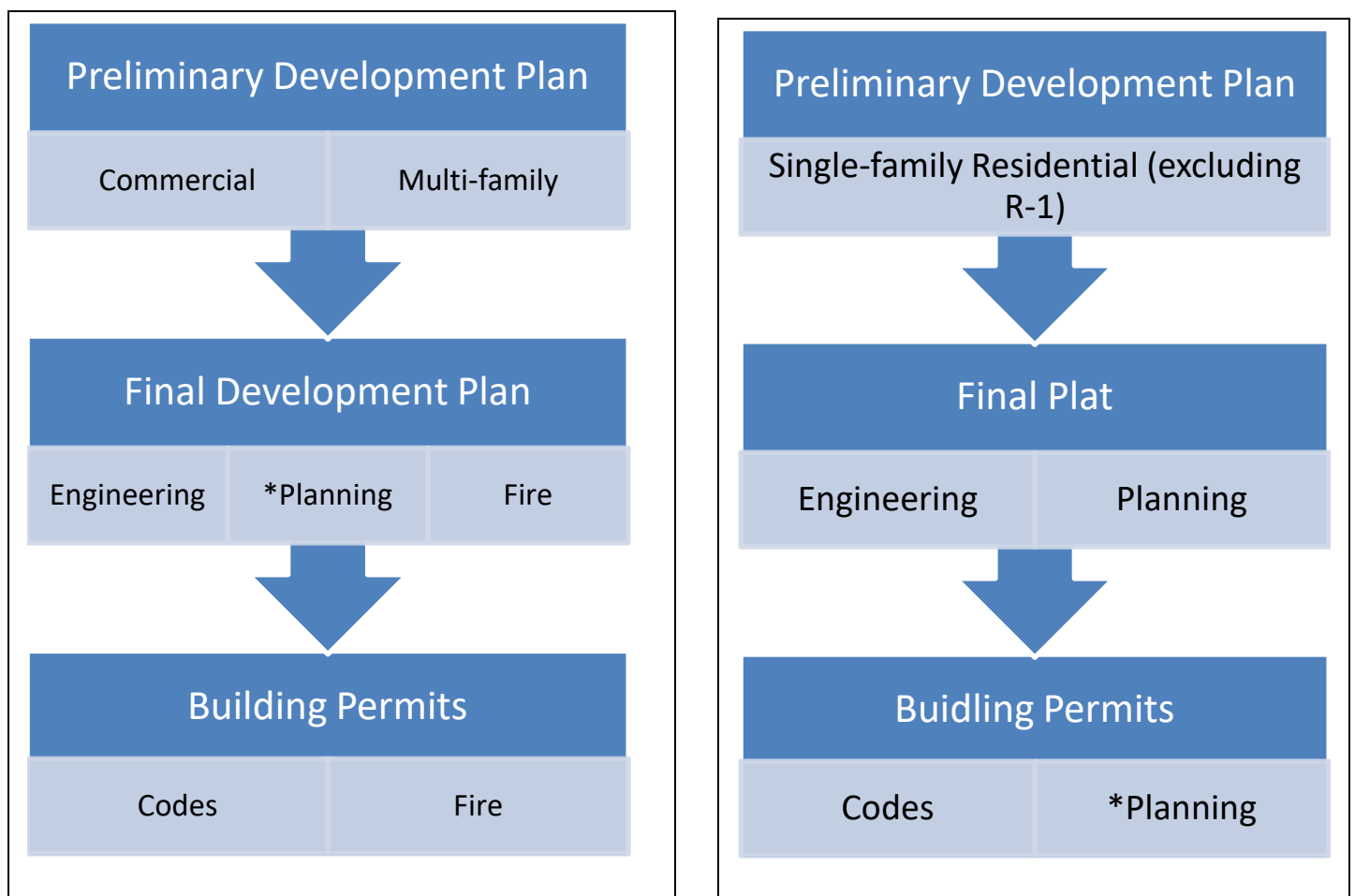
TO: Community and Economic Development Committee

FROM: Josh Johnson, AICP – Assistant Director of Plan Services, Development Services

RE: **Preliminary Development Plan Architectural Standards**

The purpose of this discussion is to outline the process projects undergo after City Council approval. City Council approves Preliminary Development Plans. Then, staff administratively reviews Final Development Plans, Final Plats or building permits for final design associated with site, infrastructure and architectural work. In general, commercial PDPs turn into FDPs that include architectural details. The FDP stage includes engineering and planning review. Planning checks for conformance with approved landscaping and elevations. These include multi-family projects.

Residential subdivisions become Final Plats. Final plats include the detailed engineering review and planning reviews individual building permits when there was an associated PDP. The diagrams below outline each process. The asterisk shows where architectural design is reviewed for conformance with the PDP.



Packet Information

File #: 2019-3024, **Version:** 1

Quality Housing Program Discussion

Issue/Request:

Staff is bringing forward a detailed description of the proposed Quality Housing Program for discussion with the CEDC.

Background:

Throughout 2017 and 2018 staff met with the CEDC several times discussing the merits and challenges of a mandatory rental inspection program. At the last meeting with CEDC staff proposed a voluntary program that would apply to all housing in the City. The goal is to use a combination of education and voluntary inspections to increase the safety of all housing. The Quality Housing Program's (QHP) intent is to improve the safety and maintenance of all housing in Lee's Summit. The QHP focuses on services to encourage compliance with minimum standards established in the Property Maintenance Code (Chapter 16) and the Fire Code (Chapter 13). It is an extension of services offered by the Neighborhood Services (NHS) group. NHS operate under a complaint, investigate, abate style approach. QHP compliments NHS through outward education of City ordinances to neighborhoods, providing connections to existing resources, and to establish a certification program. The certification program encourages compliance to improve the safety of housing.

Attached is packet which details a pilot program for Quality Housing. Topics covered include external education and outreach, certification and voluntary inspections, performance metrics and budget implications.

Ryan Elam, Director of Development Services
Dan Harper, Assistant Director of Development Services

Recommendation: Staff recommends proceeding with the pilot program.

Committee Recommendation: Staff is seeking input from the committee on the program as a whole.



LEE'S SUMMIT

M I S S O U R I

Quality Housing Program

Contents

Section 1: Program Overview

Section 2: External Education and Outreach

Section 3: Certification and Voluntary Inspections

Section 4: Performance Metrics

Section 5: Budget Implications

Section 1: Program Overview

The Quality Housing Program's intent is to improve the safety and maintenance of all housing in Lee's Summit. The Quality Housing Program (QHP) focuses on services to encourage compliance with minimum standards established in the Property Maintenance Code (chapter 16) and the Fire Code (chapter 13). It is an extension of services offered by the Neighborhood Services (NHS) group. NHS operate under a complaint, investigate, abate style approach. QHP compliments NHS through outward education of city ordinances to neighborhoods, providing connections to existing resources, and to establishing a certification program. The certification program encourages compliance to improve the safety of housing.

Current enforcement activities are reactive and are based upon citizen complaints. The (QHP) seeks to correct safety and maintenance issues through education rather than complaints. A more proactive approach will ensure existing properties where violations do not existing continue to remain strong.

In summary, QHP will be composed of the following services:

- External education and outreach
- Certification program
- Voluntary inspection services

Section 2: External Education and Outreach

The QHP will provide education to citizens of Lee's Summit through a variety of methods. Staff will identify target audiences within the community and determine the best methods of delivery based on the needs of those citizens. Examples include HOAs, landlord groups and social service organizations. After the information has been delivered the method will be evaluated and the content reviewed on a continuous basis to determine the effectiveness of the program. The External Education and Outreach function will be evaluated based on performance, interest, and involvement to ensure methods can be adjusted for maximum effectiveness.

Audience Identification

Groups and citizens will continue to be identified and evaluated based on interest and outcomes. As community groups change and evolve the method of communication will also change. Staff will continue to identify and work with new groups based on identified needs. Below are the initial groups that will be contacted at the program's onset, with different types and groups to be added.

Home Owners Associations (HOA): HOAs represent several neighborhoods within the city, but not all neighborhoods. HOA's allow the City to reach large groups of citizens at once through their existing communications network. Staff will work alongside HOA leadership to educate their residents on City standards for property maintenance.

Community Organizations (CO): COs vary in their mission and goals. Depending on how organizations relate to housing, partnering with these organizations will serve as another conduit to share information with citizens. These organizations tend to be non-profit in nature and can vary from a loosely organized neighborhood group to a more

organized group such as a church or incorporated organization. Each group will need to be evaluated for their ability to deliver information on minimum housing standards.

Business Groups and Associations (BGOA): BGOAs are important as they represent additional property within the community and include rental properties. Business have property that are part of neighborhoods and may have a vested interest in quality housing nearby. The QHP will reach out to these groups to establish lines of communication.

Other Citizens: Identification of residents that are not a part of the above groups is critical as some of the older parts of town do not have HOAs and any education efforts need to be customized for effectiveness. The areas of the city that are not served by one of the above groups will be areas that the QHP will seek to create neighborhood forums and other means of communication to reach these remaining citizens.

In summary, under the QHP staff will continuously look for new groups and partnerships within the community to utilize their member lists for distribution of education. In addition staff will seek to create lines of communication to areas not currently represented by an organized group. Lastly staff will evaluate the interaction, participation, receptiveness and the effectiveness of work with these groups to ensure the outreach is effective and welcomed.

Information Delivery

Means of communication based upon the intended audience. As staff meets with various groups we will ask about preferences so information is received. Furthermore the type of information delivered under this program will be updated and change over time and throughout the year. Information will be tailored to the audience it is intended to reach, the climate of the city at that time, the current concerns, and any other condition identified through feedback from the community to ensure that the information provided is aligned with the values and needs of the community. Below are the initial communication channels that will be utilized.

City Website: Staff will utilize the City's website as a means of sharing information about the QHP. Information will help guide users to services provided under this program and Neighborhood Services. Furthermore it will provide a means to connect people to additional resources that are internal and external to the city. Checklists for minimum housing standards and example videos will assist residents in understanding the issues. The website will also be utilized in the certification program outlined in section 3.

Social Media: Staff will utilize online services such as NextDoor, Facebook, YouTube, or other services to deliver information to the community. Staff will work on creating digital media such as videos, informational pictures, or text to share information.

Print: Flyers and brochures will be provided within City Hall and at appropriate interactions with citizens. Printed information will be distributed at public meetings/forums, interactions with citizens, left at houses, or any other interaction that is appropriate to leave this information.

Public Meetings & Forums: Staff will offer to attend community meetings put on by groups outlined above to come speak with citizens and discuss their concerns in person.

These are base methods. As new methods are identified and feedback is gained through the program additional methods will be utilized. Under this program staff will continue to update the information delivered over time.

Section 3: Certification and Voluntary Inspections

Certification is based upon voluntary inspections on a requested basis only. For all residents, renters or owners, staff will offer a free inspection service. This inspection is to check for minimum standards of maintenance and safety on the inside and outside of property, with a report of staff's findings provided to the owner/resident of the outcome. In the case of a rental property the city will provide a certification that the property was inspected by the city and is certified for a period of time as quality housing. This service is being offered to provide services similar to the Police Department's Safe Rental Properties program focused on assisting residents of the City.

Voluntary Inspections

This service will provide residents who elect to have their housing inspected a report outlining concerns as identified by the inspecting NHS Officer. This inspection will be structured to identify common code violations and safety hazards that may exist as they pertain to upkeep and maintenance. Since the inspection is voluntary if a violation is found the owner will be notified but a case will not be opened for enforcement action unless a health or safety hazard exists. In the case of a renter requesting an inspection, only the areas that they are renting would be covered rather than the entire building if it is a multi-unit structure.

The five most common code violations are:

- 1) Overgrown Vegetation
- 2) Improperly placed Garbage and Rubbish
- 3) Unregistered Vehicles
- 4) Parking on Grass
- 5) Trash Receptacle Screening/Enclosures

These standards would be inspected with the upkeep of the exterior and interior of the property. The goal is to identify areas requiring maintenance or are nearing a violation as outlined in the Property Maintenance Code. Suggestions for maintenance will be made by the NHS officer to the citizen that could help maintain their property to avoid future violations. At the conclusion of the inspection the NHS Officer will provide the resident a copy of the report and no further action will be taken by the City unless a violation is later submitted. If a violation is identified that poses an immediate threat to citizens a case will be opened. Inspections performed will be analyzed to identify trends regionally in the city.

Certification

The QHP will offer a rental certification for individuals and businesses that rent units within the city to acknowledge that the property meets minimum standards for safety and maintenance in the city. Landlords will be able to request voluntary inspections the same as homeowners. Based upon the

nature of their rental property the city will inspect a number of units, the exterior of structures and the site for compliance with city codes. A list of suggested maintenance actions will be made to avoid potential future violations and to guide the owner towards improving the quality of the rental property.

Rental property inspections will be considered good for two years. Once the inspection is performed and the property is found to meet these minimum standards, the city will list the rental properties on the website. In addition stickers will be issued that the property owner may choose to place on the property signaling that they are in conformance. As properties expire additional inspections will need to be requested. If additional inspections are not requested the city will remove the property from the website listing.

For properties that are not rented the certification will still be provided certifying that the property meets the minimum standards.

Section 4: Performance Metrics

To insure the program is producing intended results and having an impact the following performance metrics will be used to track the effectiveness of this program and other programs associated with Neighborhood Services and code enforcement.

Case Counts and Complaint Counts by Region

The number of cases and complaints is a measure of NHS Officers activity level. Since all complaints are investigated but not all complaints are violations, this would also serve as a representation of citizen concern. The amount of complaints made after doing outreach and education would be expected to increase as people become aware of the code requirements and that they have the option of submitting a complaint. While an initial increase of cases is expected after an area is targeted for education, the number of violations should decrease over time.

These two counts would be broken down for each NHS Officer's area. Staff utilizes these counts to balance out casework and to regularly update the geographic boundaries of officer areas. This is done to make sure cases are assigned more equally across staff. Furthermore knowing where cases are occurring or not occurring will provide staff with information needed to identify areas that may need attention under this program.

Violation Types by Date & Address

The type of violation will be tracked and tied to the address and date that it was reported. This metric is an indicator of violations occurring most frequently in addition to location. Staff then identifies problematic areas with a certain violations. The data allows the City to focus education efforts based upon need, not speculation. This also gives staff a seasonal indicator when certain violations are more prevalent. The informational component of this program can be focused at the correct time of the year.

Meetings Held and Attendance Levels

The amount of meetings held along with the number of attendees gives a representation of the interest level in the program from the community. As groups become familiar with the program their interest level will change. Quantifying the level of attendance indicates the interest level as well as a representation of the efficiency of the information delivered. This metric also allows staff to identify which groups continue to have a high interest level.

The quantity of meetings held indicates staff time commitment. Staff time spent on public meetings consumes resources of the Department. Tracking allows the Department to identify areas where efforts are no longer needed, needed at a reduced level or if there is need for additional staff to cover these functions as interest level and/or population of the City changes over time.

Participant Interest

During public forums and meetings with groups the City will collect feedback through the use of brief surveys for participants. The information from these surveys will be used to determine the quality and clarity of information provided, and if the meeting was useful and well received by the participants. The survey feedback will be used to evaluate the quality of the meetings and content provided.

Voluntary Inspections Performed

Voluntary inspections indicate the level of interest and the amount of staff resources used in this function. Tracking the amount of inspections performed allows staff to identify interest to the community and benefits. It is also a representation of the time spent operating the rental certification component of the QHP.

Certifications Issued

Tracking the number of issued certifications in addition to the number of active certifications is an indication of interest from rental property owners. This metric also demonstrates the effectiveness of the program for reaching rental properties within the city and the impact that the QHP has towards improving the safety of rental units.

In summary these metrics will be used to evaluate the ongoing demand and utilization of the QHP by the community. Staff will monitor changes in violation types and interest levels by the community to ensure that the information delivered has purpose and that the delivery audience has an interest in receiving the information.

Section 5: Budget Implications

The QHP will operate under existing budgets and staff utilizing existing systems to gather data and generate content. Additional costs that this program will add are covered by existing budget items and the overall effect will be small enough to be absorbed into existing funds.

External Education

The outreach to the public will occur during regular interactions between staff and residents. The program will first seek to use existing communication structures from external groups for staff

participation. Since this program will be utilizing these external networks, there is no anticipated cost to the City to create and maintain these relationships beyond staff time. Existing staff will also be utilized in the generation of content for this program which is also anticipated to not have additional costs.

Information Delivery

Information delivered through the program is expected to occur through verbal interactions, electronic means and printed materials. The verbal interactions and media generation will utilize existing staff time at no anticipated cost to the city. The printed materials will have an associated cost due to the expense of printing handouts and flyers and will be covered by the departments existing budget items for printed materials.

Voluntary Inspections

Inspections performed by NHS Officers will be done as part of regular duties of the position and will be performed under existing staffing levels. Providing hard copies of inspection reports will have a cost associated with the generation of materials however the quantity produced is anticipated to operate within existing budget for printed materials and have a negligible impact to current operating expenses for printing inspection reports.

Certifications

The cost to operate this aspect of the program will be operated under existing staff time and the existing city website. No expected additional costs are anticipated to perform this work. Stickers will require additional costs to print for the program to distribute for property owners whom wish to have them displayed on their property. These expenses will be covered through the existing printed materials budget.

Total Anticipated Costs

Operating the QHP will primarily be done through existing staff time. If the program grows in the future based on public demand and as the city grows over time there become a future need for additional NHS Officers that are spending time on this program in addition to code enforcement activities may necessitate additional staff. At the launch of this program the cost impact is expected to fall within current operational costs of the Department.

Packet Information

File #: 2019-3028, **Version:** 1

CDBG 2020-2024 Consolidated Plan Kick-off Discussion

Issue/Request:

This is an informational discussion item to promote awareness of the proposed process to prepare a new 5-Year Consolidated Plan required for the administration of Community Development Block Grant funds.

Background:

The Consolidated Plan ("CON plan") is the document that is submitted to the Department of Housing and Urban Development (HUD) that serves as the comprehensive housing affordability strategy and community development plan. The plan is required to be submitted to HUD every 5 years, and includes a citizen participation plan, housing and homeless needs assessment, housing market analysis, and a strategic plan. The CON plan helps to identify community needs and associated strategies to address those needs.

Ryan Elam, Director of Development Services
Heping Zhan, Assistant Director of Planning & Special Projects
Amy Hugunin, Administration Manager - Development Services
Sarah Tilbury, CDBG Administrator

Recommendation: Staff recommends to proceed with plan preparation and submission to HUD.

Committee Recommendation: Staff is not seeking a specific recommendation for this item.