This report reflects activities and accomplishments within the Department of Planning and Protective Services for FY2020 (November 1, 2019 to October 31, 2020), unless noted otherwise.
<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td>Administrative Assistant</td>
<td>Beth Sweeten</td>
</tr>
<tr>
<td></td>
<td>Customer Service Representative</td>
<td>Ellen Stegeman</td>
</tr>
<tr>
<td><strong>Neighborhood Services</strong></td>
<td>Supervisor</td>
<td>Rachel Senzee</td>
</tr>
<tr>
<td></td>
<td>Specialist II</td>
<td>Anne Stratman</td>
</tr>
<tr>
<td></td>
<td>Specialist I</td>
<td>Karlie Reinkemeyer</td>
</tr>
<tr>
<td><strong>Building Division</strong></td>
<td>Official</td>
<td>Matt Kreyling</td>
</tr>
<tr>
<td></td>
<td>Plans Examiner</td>
<td>(Vacant)</td>
</tr>
<tr>
<td></td>
<td>Inspector I</td>
<td>Brian Allen</td>
</tr>
<tr>
<td></td>
<td>Inspector II</td>
<td>Bill Luebbert</td>
</tr>
<tr>
<td><strong>Environmental Health Division</strong></td>
<td>Manager</td>
<td>David Grellner</td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td>Loran Prenger</td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td>Katherine O’Neal</td>
</tr>
<tr>
<td><strong>Planning/MPO Division</strong></td>
<td>Manager</td>
<td>Eric Barron</td>
</tr>
<tr>
<td></td>
<td>Planner II</td>
<td>Katrina Williams</td>
</tr>
<tr>
<td></td>
<td>Planner II</td>
<td>Ahnna Nanoski</td>
</tr>
<tr>
<td></td>
<td>Planner I/II</td>
<td>(Vacant)</td>
</tr>
<tr>
<td><strong>Code Enforcement</strong></td>
<td>Manager</td>
<td>David Helmick</td>
</tr>
<tr>
<td></td>
<td>Property Supervisor</td>
<td>T.J. Peterson</td>
</tr>
<tr>
<td></td>
<td>Property Inspector II</td>
<td>Clint Bishop</td>
</tr>
<tr>
<td></td>
<td>Property Inspector I</td>
<td>(Vacant)</td>
</tr>
</tbody>
</table>

2020 Department Directory

Department Director
Sonny Sanders, AICP, GISP

2020 PPS Annual Report
The Department includes 23 full-time staff and 2 half-time staff providing support for planning, public involvement, enhancement of neighborhoods, and protection of public health and safety to promote a high quality of life for residents and to create a positive quality of place for visitors to the Capital City.

Staff support for the following boards and commissions:
- Board of Adjustment
- CAMPO Board of Directors
- CAMPO Technical Committee
- Cemetery Resources Board
- Electrical Board of Examiners and Review
- Façade Improvement Committee
- Historic Preservation Commission
- Planning and Zoning Commission
- Plumbing Board of Examiners and Review

"Striving to enhance the quality of life for all residents and visitors of Jefferson City by focusing on long-range planning, design, development, neighborhood support, and health. This focus creates a safe, charming, and sustainable region, which strengthens our community as a wonderful place to live, work, and play."

The Department of Planning and Protective Services Mission Statement

2020 Budget

<table>
<thead>
<tr>
<th>Category</th>
<th>FY19 Adopted</th>
<th>FY20 Adopted</th>
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</thead>
<tbody>
<tr>
<td>Personnel Services</td>
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<td>$2,391,363</td>
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<td>Contractual Services</td>
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<td></td>
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<td>Other Operating Expenses</td>
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<td></td>
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<tr>
<td>Materials &amp; Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(-)
On the evening of May 22nd, 2019 an EF3 tornado struck the Jefferson City area. The tornado damage stretched from southwest of the City, in Cole County, east towards East Capitol Avenue and the Missouri State Penitentiary.

It takes years to recover from a natural disaster of that scale. On the evening of March 27th, 2020 a hail storm struck the Jefferson City area, adding to the residential and commercial damage in Jefferson City.

The Department of Planning and Protective Services, and multiple departments within the City of Jefferson, have worked diligently on disaster related recovery efforts since both events. A few efforts are highlighted below,

- The Building Regulations Division processed 2293 building permits related to the hail storm.

- The Building Regulations Division have processed 69 commercial and 147 residential, repair or reconstruction, building permits related to the 2019 tornado.

- Since the 2019 tornado, 47 demolitions have occurred in the affected area. The River City Habitat for Humanity built 4 homes in the affected area, replacing housing stock desperately needed in Jefferson City.

- Community Development Block Grant Disaster Recovery (CDBG-DR) funds are flexible mechanisms to help cities, counties, and States recover from Presidentially declared disasters.

In response to FEMA Disaster 4451, the State of Missouri's Department of Economic Development received CDBG-DR funds, of which $7,059,300 is dedicated to housing recovery efforts.
The COVID-19 pandemic affected everyone in 2020. Almost every aspect of life became more complicated. This includes local government functions, maintaining necessary services while trying to keep everyone safe. As of January 2020, Cole County has 7460 COVID-19 cases. The Department of Planning and Protective Services (PPS) is one of the many city stakeholders that work with the Missouri Department of Health and Senior Services to navigate through the pandemic. The following highlight showcases some COVID-19 related activities PPS undertook in 2020.

The Community Development Block Grant - Coronavirus (CDBG-CV) fund is a special allocation authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The City of Jefferson will receive $413,435 to alleviate the impacts of COVID-19. The City anticipates subsidizing eligible childcare providers starting Spring 2021.

During the pandemic, the Environmental Health Division staff worked in partnership with the Cole County Health Department in answering questions regarding COVID-19 and its transmissibility in businesses, homes, and everyday activities in our community. Guidance documents were produced and consultations held with food service establishments, child care facilities, and other businesses on how to conduct business safely while still remaining open.

In times of distress, it is important for the local government to lead by example.

The City of Jefferson have implemented several procedures to keep city staff and visitors safe, such as,

- On June 12th, 2020 Mayor Tergin enacted an emergency proclamation in regards to electronic participation at public meetings. This allowed city boards and commissions to conduct meetings online. For PPS this includes the Historic Preservation Commission, Board of Adjustment, CAMPO Technical Committee, and CAMPO Board of Directors.
- Mayor Tergin enacted a mask mandate for city hall in July of 2020. Due to COVID-19 being a respiratory virus and the layout of older buildings, such as City Hall, not being ideal for social distancing, this mandate helps reduce transmission of the virus.
- City Hall is sanitized every week. Work areas, both offices and common areas, are disinfected. Using electrostatic sprayers is an effective way to quickly clean all surfaces, including hard to reach places, quickly.
Environmental Health Division

Staff

David Grellner, CPFS
Manager

Katherine O'Neal,
Environmental Health Specialist

Loran Prenger, REHS
Environmental Health Specialist

Division Description
The Environmental Health Services Division contributes to quality of life by promoting the safety of the community through environmental health education, inspections, and enforcement of environmental health laws and regulations.

Environmental Health Division activities include:
- Food Service and Retail Food Inspections.
- Childcare Home Sanitation Inspections.
- Childcare Center Sanitation Inspections.
- Body Art Establishment Inspections.
- Food Code Updates.
- Mosquito Control.
- Cemetery Resource Board Support.
- Education regarding Disease and Vector Control.
- Clean Indoor Air.
The Environmental Health Services Division is operated as a division of the Department of Planning and Protective Services. The mission of the division is to maintain the environmental public health status in Jefferson City by enforcing environmental health regulations and promoting environmental public health education so that residents, workers, and visitors can enjoy a safe and healthy community.

The Division accomplishes this goal by working with businesses and institutions in establishing good sanitation practices to provide a safe food source to our community. The Division also promotes education through teaching and enforcement of environmental health ordinances in Jefferson City.

**Food Service Inspection Program:**
In 2020, the Environmental Health Division inspected 315 food service establishments in the City of Jefferson. These establishments include restaurants, grocery stores, schools, convenience stores, child care centers, hospitals, and taverns. The Division also inspects approximately 50 temporary food establishments throughout the year which includes parking lot barbecues, festivals, and other special outdoor events. The table on the right provides a summary of the types of food service establishments inspected in Jefferson City.

<table>
<thead>
<tr>
<th>Types of Establishments</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurants</td>
<td>185</td>
</tr>
<tr>
<td>Schools-Public</td>
<td>13</td>
</tr>
<tr>
<td>Schools-Parochial</td>
<td>5</td>
</tr>
<tr>
<td>Grocery/Deli/Meat</td>
<td>9</td>
</tr>
<tr>
<td>Grocery</td>
<td>6</td>
</tr>
<tr>
<td>Convenience Store-Non Food Prep</td>
<td>9</td>
</tr>
<tr>
<td>Convenience Store-Food Preparation</td>
<td>19</td>
</tr>
<tr>
<td>Bakeries</td>
<td>1</td>
</tr>
<tr>
<td>Taverns</td>
<td>9</td>
</tr>
<tr>
<td>Movie Theaters</td>
<td>1</td>
</tr>
<tr>
<td>Caterers</td>
<td>2</td>
</tr>
<tr>
<td>Mobile Food Unit</td>
<td>20</td>
</tr>
<tr>
<td>Farmers Market</td>
<td>3</td>
</tr>
<tr>
<td>Child Care Centers</td>
<td>30</td>
</tr>
<tr>
<td>Child Care Homes</td>
<td>3</td>
</tr>
<tr>
<td>Total Establishments</td>
<td>315</td>
</tr>
<tr>
<td>Total Inspections*</td>
<td>348</td>
</tr>
</tbody>
</table>

*Includes establishments with multiple inspections, e.g., grocery stores
Environmental Health Inspections:
In Fiscal Year 2020, the Environmental Health Division in the Department of Planning and Protective Services completed 818 service visit inspections. Below is a summary of the type of service inspections and the number of violations reported.

Consumer Food (Food Service and Retail Food)
- 480 Routine Inspections
- 30 Follow-Up Inspections
- 77 Complaint Investigations
- 16 Special Circumstance Inspections
- 36 Plan Check Inspections
- 6 Field Inspections
- 50 Public Education

Child Care Home Sanitation Inspections*
- 6 Routine Inspection
- 1 Follow-Up Inspection

Child Care Center Sanitation Inspections*
- 33 Routine Inspection
- 6 Follow-Up Inspections
- 2 Special Circumstance Inspections

Body Art Establishment Inspections
- 2 Routine Inspections

*Child Care Home and Child Care Sanitation Inspections are conducted by contract with the Missouri Department of Health and Senior Services.

Food Code violations are broken down into two categories: priority and core. Priority violations are items that, if in non-compliance, are more likely to contribute to food contamination, illness, or an environmental health hazard. Some examples of priority items include: improper holding temperatures of foods, inadequate cooking of food items, poor personal hygiene, and contaminated equipment. Examples of core items are: cleaning and maintenance of floors, walls, and ceilings, open waste receptacles, unshielded light bulbs in food preparation areas, and missing thermometers in refrigeration units for monitoring temperature.

<table>
<thead>
<tr>
<th>Number of Violations Reported FY2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Violations</td>
</tr>
<tr>
<td>Core Violations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Violations Reported FY2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Violations</td>
</tr>
<tr>
<td>Core Violations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Violations Reported FY2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Violations</td>
</tr>
<tr>
<td>Core Violations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Violations Reported FY2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Violations</td>
</tr>
<tr>
<td>Core Violations</td>
</tr>
</tbody>
</table>
Cemetery Activities:
The Environmental Health Division in cooperation with the City of Jefferson Cemetery Resources Board continues to restore Woodland and Old City Cemetery located on East McCarty Street. Since 2012, many restoration projects have been completed, for example extensive gravestone repair.

In 2020, an Eagle Scout Project was completed with Boy Scout Troop 4. They restored wrought iron fences around family grave lots in Woodland Cemetery and Old City Cemetery. The Scout repaired and painted fences that were in disrepair. The Scout also spent time landscaping the State of Missouri grave lot in Woodland Cemetery. Mulch was added to the walking paths in the grave lots so visitors could walk to each gravestone and learn about former State of Missouri officials.

Mosquito Control:
The Environmental Services Division continues to provide education regarding mosquito control in Jefferson City. These past two years have been particularly challenging with weather events that occurred in Jefferson City including a flash flood and damage from the 2019 tornado. With increased flooding in the area, it was decided to proactively begin treatment and spraying of these areas to prevent the emergence of disease causing mosquitoes.
The City of Jefferson continues to maintain a mosquito control plan for events that occur such as the historic flood in 2019.

**Food Safety Education:**
In 2020, the Environmental Health Services Division continued to promote its online food safety education training course provided by StateFoodSafety.com. This is an online course provided on the City of Jefferson website that allows food service employees to obtain certifications in food safety from a national registered food safety training company. The food handler course is offered in eight languages: English, Korean, Mandarin, Spanish, Vietnamese, Tagalong, Serbo-Croatian, and American Sign Language. The food manager course is offered in English and Spanish. The Environmental Health Division also offers on site food safety training (food schools) to food service establishments who request it to train their employees in food safety procedures.

The Environmental Health Division continues to monitor food recalls notices distributed by the Food and Drug Administration (FDA) and the Missouri Department of Health and Senior Services. Throughout the year, recalls are distributed to health agencies concerning products that may be unsafe for consumers. The Environmental Health Division monitors these recall notices and notifies the appropriate food establishment if they are affected by the recall notice.
Planning Division

**Staff**

Eric Barron, AICP  
Planning Manager

Katrina Williams, GISP, AICP  
Planner II

Ahnna Nanoski, AICP  
Planner II

Lee Bowden  
Planner I

(Vacant)  
Planner I/II

Planning Division functions include current planning, long-range city planning, and administration of the Capital Area MPO (Metropolitan Planning Organization).

Planning Division activities include:
- Planning and Zoning Commission staff support.
- Board of Adjustment staff support.
- Neighborhood planning.
- Updates to the City municipal code.
- Administration of MPO documents, programs, and initiatives.
- Long range transportation planning.
The purpose of the Planning Division is to contribute to the quality of life through land use planning and administration of development codes.

Planning and Zoning Commission
Seven (7) Cases

Notable Cases: The number of Planning and Zoning cases was dramatically lower than previous years due to the COVID-19 pandemic.
- Jefferson City Medical Group (JCMG) Surgical Center.
- Shikles Rezoning.
- 2205 Stonehill Rd Preliminary Plat.

Board of Adjustment Cases
Eight (8) Cases

Notable Case: The number of Board of Adjustment cases was lower than previous years due to the COVID-19 pandemic.
- 2930 W. Edgewood Drive, Temporary Asphalt Plan Conditional Use Permit
- 1936 Vieth Drive Amended Conditional Use Permit
- 2411 Idlewood Drive Conditional Use Permit

Site Plan Review:
30 site plans and subdivisions reviewed.

Notable Reviews:
- ALDI supermarket, 2413 Missouri Blvd.
- New Horizons Apartment, 3101 S Ten Mile Dr. 17 units, 1 bedroom.
- Carpenters Apartment Building, 230 W Dunklin St. 13 units, studio and 1 bedroom.

Other
- Administrative Parcels Divisions: 13 surveys reviewed.
- Home Occupation Permits: 22
- Zoning Compliance Letters: 10 letters issued.
- Hosting of weekly internal staff plan review coordination sessions.
- Responding to telephone and walk-in inquiries regarding planning and zoning issues.
Comprehensive Plan Update

In early 2019, the Planning Division began the Jefferson City Comprehensive Plan update process. A comprehensive plan is a tool used to guide city-wide activity and development through the next 20 years. Thus, the comprehensive plan covers a wide range of topics such as housing, transportation, land use, the environment, and other quality of life factors.

Due to the May 2019 tornado and COVID-19 pandemic, the project timeline for the comprehensive plan update was extended. Planning staff believe that the plan will be complete in the summer of 2021.

Progress completed as of November 1, 2020,

- Planning and Zoning Commission work sessions, focusing on the draft plan.
- Developed draft plan.
- Planned second public engagement phase.

Moving forward, the Planning Division will be executing the second phase of public engagement where the community will review and comment on the goals and strategies located in the draft comprehensive plan. Subsequently, the draft plan will be refined and presented to the Planning and Zoning Commission for adoption.
The purpose of the Metropolitan Planning Organization is to contribute to the quality of life facilitating the expenditure of federal transportation funds through a continuing, cooperative and comprehensive transportation planning process. The CAMPO Metropolitan Planning Area includes Holts Summit, Jefferson City, St. Martins, Taos, Wardsville, and portions of unincorporated, non-urbanized Cole and Callaway Counties.

Major accomplishments for 2020 included:
- The CAMPO Title VI Plan was updated and adopted. All CAMPO planning activities and processes must adhere to the policies and standards outlined in the plan, demonstrating compliance with Title VI of the Civil Rights Act of 1964. The document includes an updated Language Assistance Plan and Public Participation Plan.
- Review of Illustrative List of transportation projects.
- Updated JEFFTRAN transit route maps and guides to reflect route and stop changes.
- Provide mapping technical assistance to member communities, including zoning and sewer maps.
- The Transportation Improvement Program, Unified Planning Work Program, Annual Listing of Obligated Projects, and other planning documents were produced in a timely manner.

Activities for 2021:
- Update the Coordinated Public Transit-Human Services Transportation Plan, which identifies the transportation needs of individuals with disabilities, older adults, and low income persons.
- Update the Capital Area Pedestrian & Bicycle Plan, which outlines goals and strategies for improving pedestrian and bicycle access in the CAMPO region.
- Administration of an RFQ (Request for Qualifications) to conduct a transit facility feasibility study for JEFFTRAN.
- Update of various GIS databases, including; sidewalks, road classifications, and transit features.
Building Regulations Division

Staff

Matt Kreyling
Building Official

(Vacant)
Building Plans Examiner

Brian Allen
Building Inspector

Richard Hunt, Master Plumber
Plumbing Inspector

Bill Luebbert, Master Electrician
Building Inspector II

Kelly English
Administrative Technician

Denis Lenger
Building Inspector

Building Regulations Division functions include:
- Review of building plans.
- Issuance of building permits.
- Inspections.
- Review of facilities within the City for new business licenses.
- Issuance of Certificates of Occupancy.
- Enforces minimum design standards.
Building Regulations Division

The goals of the division are to: maintain a comprehensive system of modern, up-to-date codes; enforce minimum standards for design and construction within corporate limits; and provide professional code enforcement through the building permitting/inspections process.

New building codes went into effect October 21, 2017. The new codes are based on the International Code Council’s 2015 version. With this code adoption, a total of ten (10) model codes were adopted; up from six (6) model codes that were adopted previously. In addition, the new adopted codes included the: existing, mechanical, fuel-gas, and swimming pool and spa codes. This filled some gaps in the codes that will help improve life safety aspects of building regulations for the City.

The 2020 fiscal year opened with continuing work recovering from damage caused by the May 2019 EF3 tornado. On March 27th, 2020, a hail storm swept through Jefferson City, damaging thousands of properties over a large portion of the city. To date, 2,293 permits have been issued to repair hail damaged structures.

Alongside recovery from these major events, several major projects initiated or continued in FY2020, including:
- New office & warehouse for Central Electric ($16 million)
- 4-story hotel ($12 million)
- Public School Retirement System Renovations ($12 million)
- Riley Chevrolet reconstruction ($6.5 million)
- MO American Water treatment upgrades ($6.4 million)
- Lincoln University Building ($4.5 million)
- Office remodel of Sears at Capitol Mall ($4 million)
- New Amphitheater & Bandshell at Ellis-Porter Riverside Park ($2.8 million)

Permit Trends: 2015 - 2020

![Permit Trends Graph]

2020 PPS Annual Report
### Building Regulation Division Report for FY2020*

<table>
<thead>
<tr>
<th>PERMITS</th>
<th># UNITS</th>
<th># PERMITS</th>
<th>PRIVATE VALUATION</th>
</tr>
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<tbody>
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<td>38</td>
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</tr>
<tr>
<td>New Two-Family attached</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>New Multi-Family buildings</td>
<td>21</td>
<td>2</td>
<td>$1,500,000</td>
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#### NEW NON-RESIDENTIAL

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<td>Hotel</td>
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<td></td>
</tr>
<tr>
<td>Amusement, social, recreational</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church</td>
<td></td>
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</tr>
<tr>
<td>Industrial</td>
<td>1</td>
<td>$60,000</td>
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<tr>
<td>Service station, convenience store</td>
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<td></td>
</tr>
<tr>
<td>Hospital/Institutional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offices/Professional</td>
<td>1</td>
<td>$10,350,000</td>
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<tr>
<td>Educational</td>
<td>1</td>
<td>$4,535,000</td>
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<tr>
<td>Mercantile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurant, bar, night club</td>
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<td></td>
</tr>
<tr>
<td>Warehouse, storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other non-residential buildings</td>
<td></td>
<td></td>
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<tr>
<td>Publicly owned buildings</td>
<td>3</td>
<td>$119,120,765</td>
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</table>

#### ALTERATIONS/ADDITIONS

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<tr>
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<th>Value</th>
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<tbody>
<tr>
<td>Residential alterations/additions</td>
<td>2854</td>
<td>$33,809,967</td>
</tr>
<tr>
<td>Commercial alterations/additions</td>
<td>498</td>
<td>$54,984,720</td>
</tr>
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</table>

#### Construction Totals

<table>
<thead>
<tr>
<th>Category</th>
<th># UNITS</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential alterations/additions</td>
<td>2854</td>
<td>$33,809,967</td>
</tr>
<tr>
<td>Commercial alterations/additions</td>
<td>498</td>
<td>$54,984,720</td>
</tr>
</tbody>
</table>

#### DEMOLITION ACTIVITY

<table>
<thead>
<tr>
<th>Category</th>
<th># UNITS</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>54</td>
<td>-</td>
</tr>
<tr>
<td>Commercial</td>
<td>17</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Totals by Discipline

<table>
<thead>
<tr>
<th>Category</th>
<th># UNITS</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permits</td>
<td>2693</td>
<td>$115,652,566</td>
</tr>
<tr>
<td>Electrical Permits</td>
<td>206</td>
<td>$1,549,296</td>
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<tr>
<td>Plumbing Permits</td>
<td>304</td>
<td>$441,972</td>
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<tr>
<td>Mechanical Permits</td>
<td>160</td>
<td>$1,476,808</td>
</tr>
<tr>
<td>Sign Permits</td>
<td>84</td>
<td>-</td>
</tr>
<tr>
<td>Demolition Permits</td>
<td>71</td>
<td>-</td>
</tr>
<tr>
<td>Totals</td>
<td>3,518</td>
<td>$119,120,642</td>
</tr>
</tbody>
</table>

* (fiscal year runs from November 1st to October 31st)
Neighborhood Services Division

Staff

Rachel Senzee
Neighborhood Services Supervisor

Anne Stratman
Neighborhood Services Specialist II

Karlie Reinkemeyer
Neighborhood Services Specialist I

The Neighborhood Services Division includes administration and management of the following:
- Community Development Block Grant Program.
- Neighborhood Reinvestment Act Programs.
- Neighborhood Stabilization Programs.
- Fair Housing Act Compliance.
- Adopt a Street/Spot.
- Manage trash and recycling contract.
- Historic Preservation Commission.
The Neighborhood Services Division contributes to safety and the quality of life in Jefferson City by promoting sustainable neighborhoods through grants and initiatives. The following are a few highlights of 2020.

**Community Development Block Grant:**
The Community Development Block Grant (CDBG) program is funded by the U.S. Department of Housing and Urban Development (HUD). The City currently receives CDBG funding from two (2) different sources. One source of funding directly comes from HUD as an entitlement funding. The other source is from the State of Missouri, Department of Economic Development CDBG Program.

**Homeowner Programs:**
The Homeowner Support Programs includes Down Payment Assistance, Minor Home Repair, and Emergency Assistance. The purpose of the programs are to assist low-to-moderate income first time home buyers with down payment assistance, assist owner occupied homeowners with repairs to meet health and safety standards; to provide the opportunity to realize measurable energy savings and assist with emergency repairs such as water/wastewater lateral replacements. Assistance is provided on a “first come, first served” basis to eligible low-to-moderate income applicants, a limited number will be processed as funding permits. Maximum assistance is $5,000. If costs exceed this amount, the owner is responsible for the difference.

The table below shows the number of households assisted. The served category includes households from prior year in which their project was completed during the City’s fiscal year.

**Homelessness:**
Project Homeless Connect is a one-day event that annually serves over 200 individuals experiencing homelessness by providing access to much needed services and resources, such as: shelter/housing, food, clothing, ID cards, medical and dental care, mental health screening, substance abuse screening, job placement, bus passes, haircuts, showers, and more. The 2020 Project Homeless Connect was limited in services due to COVID-19, but still served 85 individuals by providing toiletry backpacks, sack lunches, bus passes, clothing vouchers, birth certificates, prescriptions, and scheduled medical services. Staff assisted by coordinating service providers and reinventing the occasion, provided the pandemic, in order to conduct the event in a safe manner.

<table>
<thead>
<tr>
<th>Program</th>
<th>Applied</th>
<th>Approved</th>
<th>Denied/Withdrawn</th>
<th>Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Home Repair</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Emergency</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Down Payment</td>
<td>32</td>
<td>30</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>37</td>
<td>34</td>
<td>4</td>
<td>34</td>
</tr>
</tbody>
</table>
Neighborhood Reinvestment Act:
The City of Jefferson down payment incentive and residential tax reimbursement programs encourage individuals to purchase and occupy vacant, older houses in the Old Town area. The down payment incentive program provides up to $5,000 in matching funds for down payment incentive. After purchasing a single family home, homeowners may apply to receive reimbursement for 5 tax years with a maximum of $2,000 for any tax year. The residential tax reimbursement program stopped taking applications in 2020, but is still honoring existing obligations. In 2020, 4 properties were assisted with down payment incentive and 19 properties with residential tax reimbursement.

The City also provides programs for commercial and mixed use within the Old Town area. The commercial façade program provides assistance in the form of tax reimbursement up to $3,000 per year for exterior improvements. When the application is approved by a façade committee the property is eligible for three years of property tax reimbursement as a result of the façade improvement. If the second floor is also improved and used as residential, retail or office, the property is eligible for an additional two years of reimbursement. To be eligible for the two additional years of tax reimbursement the second floor space must have: (1) a City occupancy permit; and (2) be occupied for at least 9 months each year of the reimbursement. Since its inception in 2007, the program has aided approximately 50 properties. The commercial façade program ceased accepting applications in 2020, but still reimbursed existing participants.

The Adaptive Reuse Incentive Program is for properties that have outlived their original use. Properties could have been used as residential and then converted to commercial. The program encourages façade improvements and promotes the reuse of the property in a manner that complies with the adopted neighborhood plan for the area. The incentive is a tax reimbursement of $2,000 for two tax years. Due to the COVID-19 pandemic, the Adaptive Reuse Incentive Program did not accept applications in 2020.

In 2014, the Rental Façade Improvement program was established. The Rental Façade Program assists landlords with rental properties by reimbursing for 50% of the cost of improvements to façades of eligible buildings, up to $5,000 per unit with a maximum of $10,000. The goal of the program is to improve the exterior appearance and condition of residential rental properties. Eligible properties include single-family or duplexes utilized as rental property, located within the Old Town or East Side districts, and constructed prior to 1959. Exterior improvements must be significant and meet appearance guidelines published by the Historic Preservation Commission. Due to the COVID-19 pandemic, the Rental Facade Improvement program did not accept applications in 2020.
Historic Preservation Commission:
The City of Jefferson was designated as a Certified Local Government (CLG) by the National Park Service in 2004. The City utilized a Historic Preservation Fund (HPF) grant to develop its first Historic Preservation Plan. The plan was formally adopted by the Planning and Zoning Commission in 2019.

The COVID-19 pandemic limited some of the normal activities performed by the HPC, including in-person meetings and Historic Preservation Month activities that usually occur in May. The HPC was still able to designate three landmark awards to,

- 103 Jackson Street – The Standish House
- 601 E High Street - The Tweedie House
- 815 E Dunklin Street - The Charles M. and Yvonne W. Hoard House

The HPC supported a HPF grant project that surveyed 100 brick structures located in the Missouri State Capitol Historic District and the Old Munichberg Historic District. The purpose of the street-level survey was to provide property owners and occupants a baseline evaluation regarding the integrity of unreinforced masonry in the selected buildings. Results of the survey returned 6 Red, 53 Yellow, and 41 Green conditioned structures.

All involved property owners were given a copy of the report. Staff from Public Works, Code Enforcement, and the Building Regulations Division all assisted property owners with designated “Red Conditions” to mitigate identified life and safety issues.

<table>
<thead>
<tr>
<th>Table 1 – List of Structures Included in Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Structure</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>103 Jackson Street, The Standish House</td>
</tr>
<tr>
<td>601 E High Street, The Tweedie House</td>
</tr>
<tr>
<td>815 E Dunklin Street, The Charles M. and Yvonne W. Hoard House</td>
</tr>
</tbody>
</table>

- **Green Condition** – based on visual observations of the exterior, the owner surveys reported information from the interior of the structure, further assessment of the structure is not indicated
- **Yellow Condition** – based on visual observations of the exterior of the structure, the owner surveys and/or reported information from the interior of the structure, further assessment of the structure is warranted in the near future
- **Red Condition** – based on visual observations of the exterior of the structure, the owner surveys and/or reported information from the interior, immediate assessment of the structure is warranted
The HPC supported the submittal of three HPF grant applications. If awarded, projects will start Fall 2021. The following project proposals were submitted for consideration:

- **Historic East Re-Survey:** A resurvey of the original 1992 survey is essential to determine resource integrity in an area that has several upcoming redevelopment projects and sustained damage from the 2019 tornado.

- **Lower Jefferson Survey:** This survey is a continuation of work along W Main. The Lower Jefferson survey area includes the waterworks and a subdivision that is already listed as a local conservation district.

- **National Register Nomination of Walinko Place and General Reality Subdivisions:** The area along W Main, known commonly as the Circles, was identified in 2019 as having strong potential for a National Register District. The grant would fund a completed nomination.
Recycling Accomplishments 2020

The City of Jefferson has multiple programs available to help residents recycle a wide variety of materials. The City’s overall calculated diversion rate as of October 31, 2020, was approximately 40.4%. On average, the residents of the City of Jefferson are recycling 20% of their waste. Republic Services collected 32,232,982 pounds of generated waste with approximately 13,016,302 being diverted away from the landfill via one of the available recycling programs.

In April 2020, Republic Services temporarily suspended single stream recycling due to service disruptions from pandemic response shut-downs.

Single Stream Recycling:
Republic Services provides city-wide trash services and curbside Single Stream Recycling to residents. Single Stream Recycling is voluntary and available at no additional cost. Trash and Recycling are picked up once per week. Single Stream Recycling accepted materials include aluminum cans, mixed paper fiber, cardboard, plastics # 1, 2, 3, 4, 5, & 7. Of the total diverted waste, 4,675,980 pounds was through the Single Stream Recycling program.

Glass Recycling:
In 2011, the City of Jefferson began a glass recycling program with Ripple Glass. The City of Jefferson offers 4 locations to recycle glass:
- 1700 South Ridge Dr. McKay Park
- 2284 Hyde Park Road
- 1228 E. McCarty Street Save-a-Lot Parking lot
- 2730 W. Main Street (front parking lot of federal recycling building)

Recycled glass is consolidated at a city facility and then sent to Ripple Glass in Kansas City, MO. Upon arriving at Ripple Glass, the glass is cleaned, sorted, and crushed into cullet. The cleaned cullet is then made into insulation or new glass bottles. Communities that participate in glass recycling with Ripple Glass receive an insulation donation at the end of each year to be used as they wish. River City Habitat for Humanity has been recipient of these donations. In 2020, approximately 645,560 pounds of glass was recycled.

Household Hazardous Waste:
In March of 2011, the Cole County Household Hazardous Waste Facility opened. The Household Hazardous Waste facility is a cooperative project between the City, Cole County, and Republic Services dedicated to serving the residents of Cole County at no charge.

Household Hazardous Waste Facility keeps products that contain corrosive, toxic, flammable or reactive ingredients out of landfill, streams, and ditches where it could potentially cause harm to ecosystems and human health. In 2020, 280 residents were served and over 13,420 pounds of waste were collected.

Portable Recycling Trailers:
Portable recycling trailers are available for use by the public at Hough Park.
Downtown Recycling Containers:
Recycling is available in the downtown area with the placement of green recycling containers in 6 locations. Republic Services estimates 7,767 lbs of recycling materials is collected from Downtown Jefferson City each week.

Adopt A Street/Adopt A Spot Program:
20 organizations and individuals have adopted approximately 7 miles of city streets through the Adopt-A-Street program. They are charged with picking up litter in their designated areas. 3 organizations and individuals are participating in the Adopt-A-Spot program with the adoption of an island on Tower Drive and on Jobe Dr. They have taken responsibility for limited plantings, watering, and mowing.

In 2016 the City of Jefferson assisted Downtown Jefferson City Association in creating an Adopt-A-Block program. The boundaries are 100 W High St to 300 E High St; 100 – 200 Block of Madison St. The program requires the following activities to occur at least quarterly; (1) engage in planning and pruning of trees in wells, (2) litter pick up (including cigarette butts), (3) police the area around the trash receptacles, and (4) other activities approved by the City. The adopter will also take note of any safety hazards, damaged benches, signs or sidewalks, and report them to the City.

Yard Waste:
The City of Jefferson contracts with All Seasons Lawn Care to operate a local compost facility. Residents within the city limits may take yard trimmings, clippings, branches, and brush originating from their personal property to the facility at no cost. During 2020, approximately 18,422 patrons have brought in over 23,611 cubic yards of yard waste.

Other Recycling Opportunities:
Residents may recycle through Single Stream recycling carts (grey top lid). Similar recycling items are also accepted at New World Recycling and Federal Recycling. Midwest Recycling Center provides Jefferson City with electronic recycling services in order to properly divert electronic waste from the landfill.

Reduce

Reuse

Recycle
Code Enforcement Division

Staff

Dave Helmick, CCEO
Housing/Property Supervisor

TJ Peterson, CCEO
Property/Housing Inspector II

Clint Bishop
Property/Housing Inspector I

Bob Cynova
Property/Housing Inspector I
Property Maintenance/Code Enforcement contributes to the quality of life by promoting safety of the community through enforcement of housing codes and property maintenance codes.

Existing housing inspections are based on the 2015 International Property Maintenance Code (IPMC), current Zoning Codes, and various property related specialty codes to enforce minimum standards throughout the City. The Property Maintenance Division works with other City departments to accomplish property maintenance compliance such as the Police Department Community Action Team (CAT Team), Public Works, Law, Wastewater, Fire, Information Technology, and Administration.

Code Enforcement Achievements in 2020:
The Code Enforcement statistics for November 1, 2019 – October 31, 2020, with an adopted budget of $10,000 for abatements are highlighted below,
- The number of activities taken increased from 5,323 in 2019 to 6,011 in 2020. A measurable increase has occurred each year since 2016.
- Achieved a voluntary compliance rate of 96% for FY2020.
- Approximately 98% of activities were closed out as of October 31, 2020.

In 2020, a total of 125 abatements were completed which represents 2% of all violations. Of the abatements completed 6 were owner occupied, 29 were rentals and 90 were abandoned/vacant buildings for a total cost of $28,872.58 with an additional $31,250.00 charged for administration fees.
Staff strives for voluntary compliance with a limited abatement budget. However, code enforcement is necessary, especially, when it involves health, life, and safety matters. On page 29 there are some before and after photos of a rental property where the property owner worked with the City to bring the property into compliance.

2021 Goals:
Continue an increase focus on exterior inspections of all rental properties. This provides the division the opportunity to address concerns and issues before they become life safety concerns.
- Which in turn educates property managers and landlords on code enforcement topics including but not limited to outdoor storage, accumulation of trash, trash service, and other common code violations.
- Benefits include lower maintenance/repair costs, improved property values, and less complaints and actions against the property managers and owners.

<table>
<thead>
<tr>
<th></th>
<th>#</th>
<th>Served</th>
<th>Dismissed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dangerous Buildings, Declared</td>
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<td></td>
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<tr>
<td>Hearings</td>
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<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Demolitions, using demolition funds</td>
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<td></td>
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<tr>
<td>under code enforcement budget</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>39</td>
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