This report reflects activities and accomplishments within the Department of Planning and Protective Services for FY2017 (November 1, 2016 to October 31, 2017) unless noted otherwise.
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<th>Section</th>
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<td>Building Regulations Division</td>
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<tr>
<td>Neighborhood Services Division</td>
<td>15</td>
</tr>
</tbody>
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Major Achievements in 2017

- **Historic Southside/Old Munichburg District Neighborhood Plan.** Adoption and incorporation into the City’s Comprehensive Plan.
- **Capital Area Pedestrian and Bicycle Plan.** Adoption and incorporation into the City’s Comprehensive Plan.
- **Capitol Avenue Overlay District.** Adoption and incorporation into the City’s Comprehensive Plan.
- Development and adoption of **2015 Building Codes.** The 2015 codes were developed with the assistance of a citizen led steering committee over an 18 month period.
- Approval by City Council to create **two new staff positions.** A Planner and a Building Plans Examiner.
- Property maintenance cases increased by **93%** (3,217) during FY2017 as compared to FY2016.
- In FY2017, **92% of the cases had been resolved** through voluntary compliance, tax lien abatement, court summons, administrative hearings, or had no violation.

The **Historic Southside/Old Munichburg District Neighborhood** Plan was produced using a wide ranging comprehensive public outreach and engagement process, conducted over the course of seven months. The process is designed to effectively access and utilize the knowledge and expertise of the neighborhood residents and stakeholders to create a vision for an authentic, vibrant, and holistically-sustainable neighborhood. Consultants engaged the public through stakeholder interviews, workshops and charrettes, focus group work sessions, and advisory committee meetings.
Sonny Sanders (11 Years)
Director of Planning and Protective Services

Planning and Protective Services includes 23 staff (excluding two vacant positions) 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 provides support for the following divisions:
- Environmental Health
- Planning
- Environmental Health
- Neighborhood Services

Staff support for the following boards and commissions:
- Board of Adjustment
- Capital Area Metropolitan Planning Organization
- 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

THE DEPARTMENT

Anne Stratman (18 Years)
Administrative Assistant

Diane Cary (24 Years)
Administrative Technician

Ellen Stegeman (12 Years)
Customer Service Representative
The Environmental Health Services Division contributes to the 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
ENVIRONMENTAL HEALTH SERVICES

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 food establishments 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
The Environmental Health Division inspects approximately 300 food service establishments in the City of Jefferson. These food establishments include restaurants, grocery stores, schools, convenience stores, child care centers, hospitals, and taverns. The Division also inspects approximately 60 temporary food establishments throughout the year which includes parking lot barbecues, festivals, and other special outdoor events. Below is 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>165</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>8</td>
</tr>
<tr>
<td>Convenience Store-Non Food Prep</td>
<td>11</td>
</tr>
<tr>
<td>Convenience Store-Food Preparation</td>
<td>20</td>
</tr>
<tr>
<td>Bakeries</td>
<td>1</td>
</tr>
<tr>
<td>Taverns</td>
<td>10</td>
</tr>
<tr>
<td>Movie Theaters</td>
<td>1</td>
</tr>
<tr>
<td>Caterers</td>
<td>1</td>
</tr>
<tr>
<td>Mobile Food Unit</td>
<td>7</td>
</tr>
<tr>
<td>Farmers Market</td>
<td>3</td>
</tr>
<tr>
<td>Child Care Centers</td>
<td>37</td>
</tr>
<tr>
<td>Child Care Homes</td>
<td>13</td>
</tr>
<tr>
<td><strong>Total Establishments</strong></td>
<td><strong>304</strong></td>
</tr>
<tr>
<td><strong>Total Inspections</strong>*</td>
<td><strong>348</strong></td>
</tr>
</tbody>
</table>

*Includes establishments with multiple inspections, e.g., grocery stores
Environmental Health Inspections:
In Fiscal Year 2017, the Environmental Health Division in the Department of Planning and Protective Services completed 925 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)
- 631 Routine Inspections
- 91 Follow-Up Inspections
- 74 Complaint Investigations
- 13 Special Circumstance Inspections
- 39 Plan Check Inspections
- 2 Field Inspections
- 1 Public Education

Child Care Home Sanitation Inspections*
- 12 Routine Inspection
- 3 Follow-Up Inspection

Child Care Center Sanitation Inspections*
- 35 Routine Inspection
- 18 Follow-Up Inspections
- 2 Special Circumstance Inspections
- 1 Plan Check Inspection
- 1 Complaint Investigation

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.

Number of Violations Reported FY2016:
Priority Violations: 98
Core Violations: 735

Number of Violations Reported FY2017:
Priority Violations: 216
Core Violations: 609
Mosquito Control
The Environmental Health Services Division continues to provide education regarding mosquito control in Jefferson City. Division staff provides an online resource for the public to learn about mosquito control habitat and ways to control mosquitoes on their property. Also literature is available to educate the public about how to take precautions when doing activities outdoors. The Division continues to monitor national trends in new emerging mosquito disease that are introduced into the continental United States. This monitoring is in response to past mosquito borne disease that has affected the United States such as the Zika Virus in 2016. The City of Jefferson continues to maintain a mosquito control plan in case of an outbreak of a mosquito-borne disease. This plan involves multiple departments such as the Department of Public Works, Department of Parks and Recreation, and the Department of Planning and Protective Services.

Food Code Update
In 2017, the Environmental Health Division implemented the new 2017 Jefferson City Food Code. This Food Code was an update from the previous version adopted in 2003. Staff implemented the new changes in the updated code and educated the food service establishments in Jefferson City. This code was modeled after the Missouri Department of Health Food Code for the Food Establishments of Missouri as well as the Food and Drug Administration Model Food Code.
Also in 2017, the Environmental Health Division food inspection software, Envision Connect, was updated to reflect the changes in the new food code. This provided a clear and concise report to food service clients. It also made record retention more manageable and easier to track.
In 2017, the Environmental Health 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 recognized food safety training company.

Cemetery Activities
The Environmental Health Division in cooperation with the City of Jefferson Cemetery Resource Board continues to restore the Woodland/Old City Cemetery located on E. McCarty Street. Since 2012, many restoration projects have been completed. In 2017, the Cemetery Resource Board in cooperation with Lincoln University and the City of Jefferson GIS Division created a computer based map of Old City Cemetery. Now the public has access to finding individuals interred in Old City Cemetery by accessing this GIS map on the City of Jefferson website at www.jeffersoncitymo.gov. Also in 2017, a restoration project was completed on twenty-four grave stones located in Old City Cemetery and Woodland Cemetery. Many of these grave stones were in poor repair and unstable. The restoration of these grave stones made the cemeteries a safer place for the public to visit and also improved the maintenance and aesthetics of the cemeteries.

In the spring of 2017 the City’s GIS department partnered with the Cemetery Resource Board and faculty and students from Lincoln University to map grave locations in the Old City Cemetery.
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 support
- Board of Adjustment staff support
- Long Range City and Land Use Planning
- Neighborhood Planning
- Updates to City Code
- Administration of MPO documents, programs, and initiatives
- Long Range Transportation

Katrina Williams, GISP, AICP (2 Years)
Planner II

Alex Rotenberry, AICP (5 Years)
Planner I

Ian Zollinger (Started 12/4/2017)
Planner I
Planning and Zoning

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

- 18 Cases
- Notable Cases:
  - Adoption of Historic Southside/Old Munichburg District & Neighborhood Plan and incorporation into the Comprehensive Plan
  - Rezoning of Old Fire Station #3 at 2104 Industrial Drive to permit commercial reuse.
  - Turtle Creek Subdivision. Rezoning and platting of 77 single-family residential lots.
  - River Bluff Estates Subdivision. Rezoning and platting of eight (8) single-family residential lots.
  - Lecar Two Subdivision. Platting of existing development into 13 single-family residential lots.
  - Zoning Code text amendment regarding accessory uses within cemeteries.

Board of Adjustment Cases

- Seven (7) Cases
- Notable Cases:
  - Conditional Use Permit for Athletic Complex at Helias School.
  - Variances for two (2) single family residential houses.
  - Sign Variance for Coca Cola Community Billboard.

Site Plan Review - 27 Commercial Construction Site Plans

- Notable Site Plan Reviews:
  - 2727 West Edgewood Drive, Edge Express. New gas station and attached restaurant.
  - 620 W. McCarty Street, Theo’s Pizza. Redevelopment of former bus station.
  - 1614 Jefferson Street, Big O Tire. Redevelopment and relocation of business.
  - 1105 Lafayette Street, Boys and Girls Club.
  - 1299 Lafayette Street, City of Jefferson/Lincoln University Recreation and Wellness Center.
  - 2226 Missouri Boulevard, Aspen Dental. Redevelopment for new dental office.
  - 1720 Veith Drive, Jefferson City Manor. Expansion of nursing home.
  - 6009 Stertzer Road, Modern Litho. Expansion of industrial facility.
  - 1910 Bubba Lane, Central Technologies. Parking lot expansion.
  - 2821 S. Ten Mile Drive, Goodwill. New retail building.
  - 2011 Missouri Boulevard, IHOP. New restaurant.

Other:

- Administrative Parcel Divisions: 12 surveys reviewed
- Home Occupation Permits: 38 permit applications processed
- Zoning Compliance Letter: 12 letters issued
- Sign Permits: 98 permits processed and issued.
- Field Enforcement of Advertising and Sign Code: Approximately 100 verbal notices and abandoned sign removals.
- Hosting of weekly internal staff plan review coordination sessions.
- Approximately 1,500 yearly telephone and walk-in inquiries regarding Planning and Zoning issues.
Capital Area Metropolitan Planning Organization (CAMPO)

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.

Major accomplishments for 2017 included:

- The Capital Area Pedestrian and Bicycle Plan was Adopted by the City of Jefferson. The plan was adopted by the MPO Board of Directors in 2016 after a lengthy public involvement process. Development of the plan also included a regional Livable Streets policy for the Metropolitan Planning Organization.
- Completion of a JEFFTRAN System-Wide Assessment resulting in an existing condition report and service plan. JEFFTRAN staff can now use these reports to look at possible implementation of recommendations.
- Updated the Coordinated Public Transit-Human Services Transportation Plan, which identifies the transportation needs of individuals with disabilities, older adults, and people with low income. The plan provides strategies for meeting these needs, and prioritizes transportation services for funding and implementation. The plan was adopted in December 2017, after concluding the public comment period.
- The Transportation Improvement Program, Unified Planning Work Program, Annual Listing of Obligated Projects, and other planning documents were produced in a timely manner.
- Update of the CAMPO Title VI Program plan, which provides documents, plans, maps, policies and standards that demonstrate CAMPO’s compliance with Title VI during the planning process.
- Work began on updating the Metropolitan Transportation Plan.

Exciting activities for 2018 focusing on supporting the update of CAMPO Metropolitan Transportation Plan, City Comprehensive Plan and other plans include:

- Commence public engagement and stakeholder activities to develop shared long range visions for Jefferson City and all CAMPO communities by analyzing items such as health, transportation, livability, economic development, environmental and land use issues, all of which affect the city and metropolitan area.
- Commence the travel demand modeling exercise to help develop data based transportation improvement recommendations to support the long range visions for the community.
- Begin developing performance measures and targets to support the decision making process for expenditure of federal and local transportation funding.
Larry Burkhardt, PE, AIA (4 Years)
Building Official

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

Brian Allen (4 Years)
Building Inspector

Richard Hunt (4 Years)
Plumbing Inspector

Bill Luebbert (4 Years)
Electrical Inspector

Dan VandeVoorde (Started 12/4/2017)
Building Plans Examiner
Building Regulations

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.

To aid the Division’s goals, the Mayor and City Council created an Ad Hoc Committee on Building Code Review to review current codes and processes in December 2015. This committee was formed to make recommendations on adoption of updated codes and to advise the Building Official on development of policies and procedures. Cole County officials were invited to participate. The Steering Committee was led by Kyle Kittrell (Chair) and Randy Allen (Vice Chair) with Councilman Rick Prather as the Council liaison. Stakeholders (builders, developers, design professionals and owners) met on a regular basis through 2016 and 2017. After 18 months of effort, the committee made a recommendation to the City Council on adopting the 2015 version of the building codes with amendments. The new codes went into effect October 21, 2017.

The recommendations included updating the following previously adopted codes:

- 2015 International Building Code
- 2015 International Fire Code
- 2015 International Residential Code
- 2015 International Plumbing Code
- 2015 International Property Maintenance Code
- 2014 National Electric Code

The committee also recommended adopting some new codes to fill some technical gaps of building:

- 2015 International Existing Building Code
- 2015 International Mechanical Code
- 2015 International Fuel Gas Code
- 2015 International Swimming Pool and Spa Code

During fiscal year 2017, the Division also issued building permits for over $70 million worth of construction. Some notable commercial projects were:

1. Menard’s new 21,626 SF yard storage shed and building improvements - 810 Stonecreek Drive
2. American Water pretreatment building addition - 909 W Main Street
3. Unilever new dust collection system - 2900 W Truman Boulevard
4. River City Living Community general interior remodel - 3038 W Truman Boulevard
5. Community Health Center medical business center - 1511 Christy Drive
6. ABB plant improvements - 500 W Highway 94
7. Concord Baptist Church foyer addition - 3724 W Truman Boulevard
8. Axium Plastics interior buildout and warehouse addition - 355 N Shamrock Road
10. Dunham Sporting Goods buildout - 3600 Country Club Drive
11. Replace existing car wash and convenience store - 910 S Country Club Drive
12. Construct new 131 room hotel - 1590 Jefferson Street
13. Construct New Data Center - 2100 Stewart Drive
14. Construct new sewage pumping station - 1508 River Bluff Court
15. Construct new Popeye’s Chicken Restaurant - 2102 Missouri Boulevard
16. Replace Pizza Hut with new Taco Bell - 2005 Schotthill Woods Drive
17. Construct new Special Olympics Training Center - 305 Special Olympics Drive
### Building Regulation Division Report for FY2017

(fiscal year runs from November 1st to October 31st)

#### PERMITS

<table>
<thead>
<tr>
<th>Type</th>
<th>Units</th>
<th>Permits</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Residential</td>
<td>48</td>
<td>48</td>
<td>$8,492,600</td>
</tr>
<tr>
<td>New Two-Family attached</td>
<td>2</td>
<td>1</td>
<td>$400,000</td>
</tr>
<tr>
<td>New Multi-Family buildings</td>
<td>3</td>
<td>1</td>
<td>$300,000</td>
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</tbody>
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#### NEW NON-RESIDENTIAL

<table>
<thead>
<tr>
<th>Type</th>
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</thead>
<tbody>
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<td>Hotel</td>
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<td>$8,000,000</td>
</tr>
<tr>
<td>Amusement, social, recreational</td>
<td>1</td>
<td>$10,057,000</td>
</tr>
<tr>
<td>Church</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service station, convenience store</td>
<td>1</td>
<td>$1,100,000</td>
</tr>
<tr>
<td>Hospital/Institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offices/Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercantile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurant/bar/night club</td>
<td>2</td>
<td>$1,445,000</td>
</tr>
<tr>
<td>Warehouse/storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other non-residential buildings</td>
<td>1</td>
<td>$2,012,980</td>
</tr>
<tr>
<td>Publicly owned buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>($810,494 sewage pumping station)</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

#### ALTERATIONS/ADDITIONS

<table>
<thead>
<tr>
<th>Type</th>
<th>Units</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential alterations/additions</td>
<td>165</td>
<td>$4,248,961</td>
</tr>
<tr>
<td>Commercial alterations/additions</td>
<td>162</td>
<td>$33,629,769</td>
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#### CONSTRUCTION TOTALS

<table>
<thead>
<tr>
<th>Total</th>
<th>Valuation</th>
</tr>
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<tbody>
<tr>
<td>384</td>
<td>$69,686,310</td>
</tr>
</tbody>
</table>

#### DEMOLITION ACTIVITY

<table>
<thead>
<tr>
<th>Type</th>
<th>Units</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>11</td>
<td>$0</td>
</tr>
<tr>
<td>Commercial</td>
<td>2</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### Totals by Discipline

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Permits</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permits</td>
<td>384</td>
<td>$69,686,310</td>
</tr>
<tr>
<td>Electrical Permits</td>
<td>147</td>
<td>$435,474</td>
</tr>
<tr>
<td>Plumbing Permits</td>
<td>276</td>
<td>$352,207</td>
</tr>
<tr>
<td>Sign Permits</td>
<td>74</td>
<td>$0</td>
</tr>
<tr>
<td>Demolition Permits</td>
<td>13</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>894</strong></td>
<td><strong>$70,473,991</strong></td>
</tr>
</tbody>
</table>
The Neighborhood Services Division includes administration and management of the following:

- Property Maintenance and Enforcement
- Community Development Block Grant Program
- Neighborhood Reinvestment Act Programs
- Neighborhood Stabilizations Programs
- Fair Housing Act Compliance
- Adopt a Street/Spot
- Recycling and Sustainability

Jayme Abbott (5 Years)
Neighborhood Services Manager

Dave Helmick, CCEO (2 Years)
Property/Housing Inspector II

TJ Peterson (Started 5/15/2017)
Property/Housing Inspector I

Clint Bishop (10 Years)
Property/Housing Inspector I

Bob Cynova (3 Years)
Property/Housing Inspector I

Denis Lenger (3 Years)
Sign Inspector

Kelly English (Started on 10/2/2017)
Neighborhood Services Assistant
The Neighborhood Services Division contributes to safety and the quality of life in Jefferson City by promoting sustainable neighborhoods through grants and initiatives as well as enforcement of housing codes and property maintenance codes. This is accomplished by several program areas and committees such as the Community Development Block Grants, Neighborhood Reinvestment (Old Town), Historic Preservation Commission, Façade Committee, Recycling, etc. The following are a few highlights of 2017.

**Community Development Block Grant**
The Community Development Block Grant (CDBG) program is funded by the U.S. Department of Housing and Urban Development. 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 Code Deficiency, Energy Efficiency, Emergency Assistance Repairs and Down Payment Assistance. The purpose of the program is to assist low-to-moderate income homeowners with repairs to meet health and safety standards; to provide the opportunity to realize measurable energy savings; assist with emergency repairs and/or provide down payment assistance to first time home buyers.

Assistance is provided on a "first come, first served" basis to eligible 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 following table 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Applied</th>
<th>Approved</th>
<th>Denied/Withdrawn</th>
<th>Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeowner Support</td>
<td>18</td>
<td>4</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>Emergency</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Down Payment</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>28</td>
<td>10</td>
<td>13</td>
<td>11</td>
</tr>
</tbody>
</table>

**Public Services**
During 2017, the City granted an award to Central Missouri Community Action Agency in the amount of $20,000 to assist TANF (temporary assistance for needy families) families by paying day care deposits, late fees, and tuition in order for the parent to obtain a job. For the time period of January 1, 2017 through October 31, 2017, CMCA has assisted 23 households.
Public Improvement
In 2017 a sidewalk installation on the eastern side of the 900 block of Broadway was completed. This proposed sidewalk is located 620 feet from, and on the same side of the street as the entrance to South Elementary School. A number of children who walk to school either walk at the edge of the street or cross Broadway twice in order to use the sidewalk on the opposite side of the street. Having the students cross the street in this location poses some risk as this area is at the top of a sharp crested hill that limits sight distance in both directions. Students are often seen crossing the street in random locations often where there is insufficient stopping sight distance. Construction of this sidewalk would connect the sidewalks in the 800 and 1000 blocks of Broadway and allow students and the general public to remain on the eastern side of the street.

900 Block of Broadway

Demolition
Demolition was completed at 1130 East Dunklin St in May 2017 for $17,500. The vacant/abandoned single family residence was donated to River City Habitat for Humanity. Habitat for Humanity will construct a single family house on site to be sold to a low to moderate income family.
CDBG State Projects

Neighborhood Stabilization Program
In 2009, the City was awarded State CDBG Neighborhood Stabilization Program funds in the amount of $440,776. The project consists of acquisition and rehabilitation of foreclosed homes. To date, the City has acquired 6 properties. Three (3) properties were rehabbed & sold to eligible Area Median Income households. Two (2) properties were demolished, plots merged into one and then donated to Habitat for reconstruction of a single family residence. One (1) property remains at 408 Lafayette Street. The City anticipates completing and closing out the program in 2018.

Neighborhood Reinvestment Act Programs
The City of Jefferson has residential incentive programs to encourage individuals to purchase and occupy vacant, older houses in the Old Town area in the form of a down payment assistance program and residential tax reimbursement. The down payment assistance 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. These program funds are subject to annual Council appropriation.

To compliment the City’s Residential Incentive Program four local banks (Central Bank, Hawthorn Bank, Homes Savings Bank, and Jefferson Bank) have created the Old Town Loan Program. All four banks have indicated a willingness to make $500,000 in loans available ($2,000,000 total) to encourage purchases of single-family residences in the Old Town Area. As part of the financial incentives the loan program is able to provide a 30 year $150,000 maximum low interest loan with a minimum 3.5% down payment with no mortgage insurance.

In addition to the City of Jefferson residential incentives the City also provides commercial and mixed use programs 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. 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.

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.
### Rental Façade Participating Property: 706 Swifts Highway

![Before Image](image1)

![After Image](image2)

These program funds are subject to annual Council appropriation. The following table shows how the Neighborhood Reinvestment funds were expended for 2017.

<table>
<thead>
<tr>
<th>Program</th>
<th>Properties Assisted</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Tax Reimbursement</td>
<td>15</td>
<td>17,767.64</td>
</tr>
<tr>
<td>Residential Down Payment Incentive</td>
<td>14*</td>
<td>55,303.55</td>
</tr>
<tr>
<td>Commercial Façade Tax Reimbursement</td>
<td>2 approved application, 6 properties reimbursed</td>
<td>16,715.32</td>
</tr>
<tr>
<td>Adaptive Reuse Incentive</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rental Façade Improvement</td>
<td>3 properties approved, 2 applications completed</td>
<td>15,000.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>38 properties</strong></td>
<td><strong>$104,786.51</strong></td>
</tr>
</tbody>
</table>

*Historic City of Jefferson Foundation donated $20,000 towards the Residential Down Payment Incentive Program.

### Historic Preservation Commission

The City of Jefferson was officially certified by the National Park Service on August 26, 2004, as a Certified Local Government (CLG). During the early years of being a CLG, the Commission recognized many challenges facing the community in the area of historic preservation. The commission has worked to play a pro-active role in the community in the hopes of preventing the need to react to negative situations, such as the demolition of important structures. The commission developed a Preservation Plan, and continues to work on the goals outlined in the plan.

During 2017 (October 1, 2016 through September 30, 2017), the City of Jefferson Historic Preservation Commission (CJHPC) reviewed six (6) demolition applications and ten (10) Section 106 reviews for federally funded projects. Compared to 2016, the demolition application review decreased from twenty-nine (29) to six (6). The decreased number of demolition applications may be associated with the vacant/abandoned registry and enforcement.

Future activities of the CJHPC will focus on continuing to accomplish goals identified in the Preservation Plan. During the coming year the commission will focus on Historic City of Jefferson’s proposed demolition ordinance, Capitol Ave Overlay District & East High Street Overlay District and Qualifications for Chapter 99 (LCRA) Designation of the East Capitol Avenue area.
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, 2017, was approximately 35%. On average, the residents of the City of Jefferson are recycling 24% of their waste. Republic Services collected 16,371,160 pounds of generated waste with approximately 5,662,864 being diverted away from the landfill via one of the available recycling programs.

**Single Stream Recycling**
Republic Services provides city-wide trash services and curbside Single Stream Recycling to residents. Single Stream Recycling is voluntary and is available at no addition 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, 5,244,260 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 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 for over 3 years. In 2017, approximately 405,940 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 provides the ability to keeping 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 2017, 263 residents were served and over 12,664 pounds of waste were collected.

**Portable Recycling Trailers**
Portable recycling trailers are available for use by the public and have been used at various events including Earth Day and Thursday Night Live events.

**Downtown Recycling Containers**
Recycling is available in the Downtown area with the placement of green recycling containers in 9 locations. Republic estimates 146 lbs of recycling materials is collected from Downtown each week.

**Adopt A Street/Adopt A Spot Program**
15 organizations have adopted 6.6 miles of city streets through the Adopt-A-Street program. They are charged with picking up litter in their designated areas. 1 organization is participating in the Adopt-A-Spot program with the adoption of an island on Tower Drive. They have taken responsibility for limited plantings, watering and mowing. 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 at least
quarterly, to engage in planning and pruning of trees in wells, litter pick up (including cigarette butts), police the area around the trash receptacles and 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 2017, approximately 21,612 patrons have brought in over 26,000 cubic yards of yard waste.

Drop-Off Recycling
Magazines, newspaper, and cardboard are accepted at six (6) drop off locations throughout the city; McKay Park, Memorial Park, Fire Stations 1, 2, and 5, and City Hall. Memorial Park and City Hall accepts Plastics 1 & 2.
PROPERTY MAINTENANCE/CODE ENFORCEMENT

Property Maintenance/Code Enforcement contributes to the quality of life in Jefferson City by promoting safety of the community through enforcement of housing codes and property maintenance codes.

Existing Housing Inspections are based on the 2015 International Existing Structures Code and 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 2017

During FY2017, staff in the Property Maintenance Unit handled 3,217 property maintenance cases. This is a 93% increase over the 1,667 property maintenance activities handled in FY16. As of October 31, 2017, 92% of the cases had been resolved through voluntary compliance, tax lien abatement, court summons, administrative hearings, or had no violation. Of all cases investigated approximately 95% were closed. Of the 5% open, 33 are abandoned buildings and 41 are referral to other agencies. This would bring the case closed up to 97% closed since November 1, 2015. Property Maintenance staff continue to work on remaining active cases until a resolution is obtained. The FY 2017 case load consisted of:

- 171 building maintenance violations (building codes, broken windows, falling gutters)
- 62 rental occupancy complaints
- 495 accumulation of trash
- 247 abandoned building complaints and activities
- 936 tall weeds & brush
- 77 illegal dumping
- 14 litter violations
- 102 failure to maintain trash service
- 239 blue cart violations
- 330 storage violations (outdoor storage of items against code)
- 145 vehicle violations (unlicensed, junk vehicles)
- 85 illegal parking, zoning, sign violations
- 29 complaint investigated, no violation found
- 96 cemetery burial activities
- 8 animal control referrals
- 22 summons
- 159 other

Tall weeds and grass accounted for 29% of the violations, trash violations at 15%, outdoor storage violations at 10%, abandoned building complaints at 8%, and blue cart violations at 7%.

As of October 31, 2017 there were 126 active abandoned buildings. Over the course of the year 38 buildings were added, 8 where closed. In 2017, the abandoned building registry collected approximately $16,515 which is an increase of $11,708 over 2016 and $13,152 in 2015.