

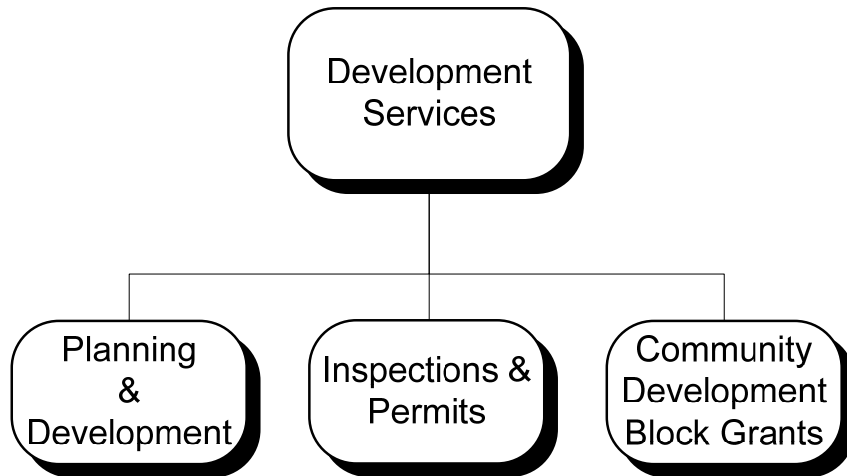
**DEPARTMENTAL
VISION STATEMENT**

To efficiently guide development and redevelopment to implement the City’s Comprehensive Plan and City Council’s Strategic Plan; to further enhance a community character encouraging and building strong neighborhoods and commerce; creating a great place to live and work.

DEPARTMENTAL MISSION STATEMENT

To provide professional, respectful and responsive customer service in a predictable decision-making process built on the City’s Comprehensive Plan and City Council Strategic Plan.

DEVELOPMENT SERVICES
<ul style="list-style-type: none">▪ Planning & Development▪ Permits and Inspections▪ CDBG *



*Community Development Block Grant is included in Special Revenue Fund.

FY 2016 DEPARTMENTAL ACCOMPLISHMENTS

- Facilitated the process to appoint members to the serve on the Comprehensive Plan Advisory Committee.
- Managed the process on the Scenic City recertification at the Platinum level for the five-year period, 2015-2020.
- Managed the plan review and inspection process as the development of the community accelerated.
- Supported the certification of Building Inspectors.
- Facilitated the presentation of the Clean Restaurant Awards to a total of 63 food establishments in August 2015 and January 2016.
- Provided training for Planners, Inspectors and Permits Service Representatives.
- Timely submission of the 2016 Community Development Block Grant Annual Action Plan.

DEPARTMENT: **DEVELOPMENT SERVICES**

FUNDING SOURCE: **GENERAL FUND**

DEPARTMENTAL DESCRIPTION

The Development Services Department is charged with managing growth and promoting desired orderly development and redevelopment activities to ensure the safety of all citizens through the protection of life and property. Successful implementation of these activities retains property values, encourages commercial development and ensures the public health, welfare & safety of our citizens. Requiring development to conform to the regulatory standards provides quality development that establishes a sense of place that is essentially Missouri City.

The Director of Development Services, appointed by the City Manager and confirmed by City Council, is responsible for the oversight and direction of the three divisions: the Planning and Development Division; the Permits and Inspections Division; and the Community Development Block Grant (CDBG) program. To assist the Director of Development Services with the day to day operations, the Planning and Development Division reports to the Assistant Director of Development Services. The Permits and Inspection Division is supervised by the Chief Building Official.

The Development Services Department provides outreach to the community through attendance at Homeowner Association meetings; meetings with developers, engineers, and architects to explain regulations and discuss proposed development and construction; and other educational programs in the community. The outreach to the community will be enhanced in the 2017 fiscal year with the Comprehensive Plan update.

The Development Services Department is responsible for coordinating and overseeing all development activity within the City by developing and maintaining the City's Comprehensive Plan and administering land use regulations (zoning and subdivision). This is accomplished through the plan review, permitting, and inspection of all residential and nonresidential construction that occurs within the City in conjunction with the enforcement of health, nuisance, and property maintenance, and technical codes.

Through the CDBG program the City implements the national objectives of the U.S. Department of Housing and Urban Development, including improving safety and livability of neighborhoods, increasing access to quality facilities and services, revitalizing deteriorating neighborhoods, and conserving energy resources.

DEPARTMENT: **DEVELOPMENT SERVICES**

FUNDING SOURCE: **GENERAL FUND**

STRATEGIC GOAL 2019	DEPARTMENTAL GOALS
1,3, 5	<ul style="list-style-type: none"> Facilitate, coordinate the Comprehensive Plan update process.
4	<ul style="list-style-type: none"> Continue to enhance the capabilities of the MUNIS software by (1) Creating and maintaining a process to input parcel based property data; (2) Implementing Citizen Self Service to allow customers to apply for permits, pay fees, schedule inspections and see results of plan review and inspections Online.
1	<ul style="list-style-type: none"> Abate and board up sub-standard structures within one year in accordance with City codes.
1,3	<ul style="list-style-type: none"> Improve health inspection scores for restaurants through enhanced inspections and education.
4	<ul style="list-style-type: none"> Revise all CDBG program related applications, checklists, and documents to ensure compliance and consistency with federal regulations and adopted policies.
1,3	<ul style="list-style-type: none"> Facilitate, coordinate the CDBG process to prepare and adopt an Annual Action Plan, a 5-year Consolidated Plan and a Housing Plan.
1,4,5	<ul style="list-style-type: none"> Provide professional recommendations and administrative assistance to the City Council, Planning and Zoning Commission, Board of Adjustment, Construction Board of Adjustment and Appeals, Electrical Board, and the Community Development Advisory Committee on matters related to planning and zoning, building codes and federal regulations.
4	<ul style="list-style-type: none"> Provide support to assist other department's planning, building and information functions.
4	<ul style="list-style-type: none"> Increase the awareness of departmental activities and services through continued collaboration with other departments and through community involvement.

**GENERAL FUND
CONSOLIDATED EXPENDITURES BY LINE ITEM**

DEVELOPMENT SERVICES

	FY 2015 Actual	FY 2016 Original Budget	FY 2016 Revised Budget	FY 2016 Year-End Estimate	FY 2017 Adopted Budget
PERSONNEL	1,109,843	1,101,906	1,052,006	997,999	1,212,942
COMMODITIES	59,908	75,849	75,851	69,895	45,112
CONTRACTUAL SERVICES	46,824	55,406	230,984	287,580	79,353
OTHER SERVICES	17,854	25,950	25,951	23,330	23,650
TOTAL	1,234,429	1,259,111	1,384,792	1,378,804	1,361,057
101-17-160 PLANNING	380,878	387,583	502,783	555,078	436,990
101-17-162 INSPECTIONS	853,551	871,528	882,009	823,726	924,068
TOTAL	1,234,429	1,259,111	1,384,792	1,378,804	1,361,057

DEPARTMENT: **DEVELOPMENT SERVICES**
 DIVISION: **PLANNING & DEVELOPMENT**

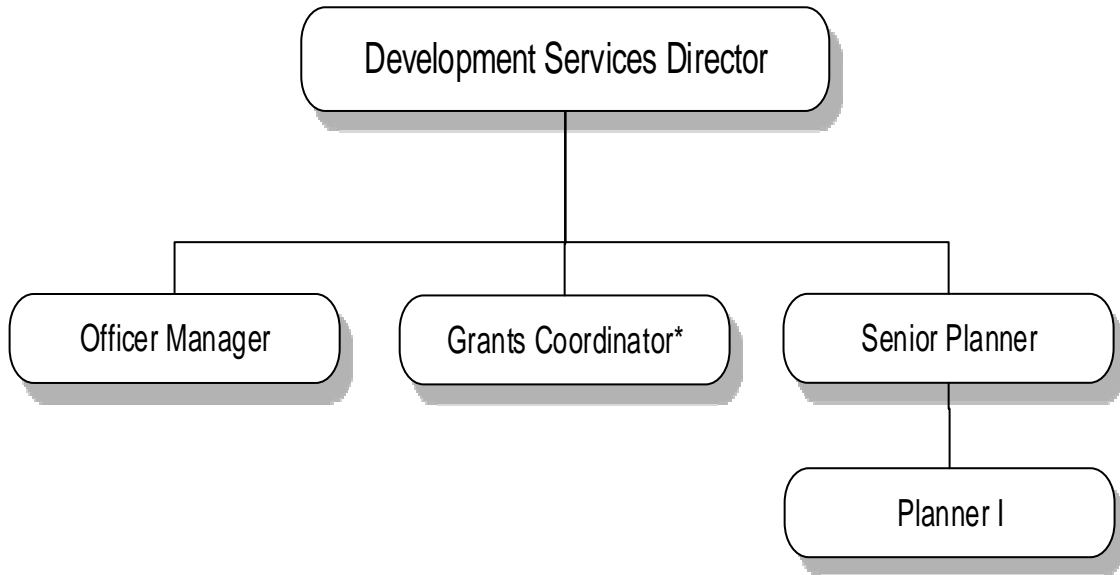
FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-17-160**

DESCRIPTION OF DIVISIONAL OPERATIONS

The Director of Development Services is appointed by the City Manager and confirmed by City Council and is responsible for the direction of the Planning and Development Division, the Permits and Inspections Division, and the Community Development Block Grant program.

The Assistant Director of Development Services reports to the Director of Development Services and directly supervises the Planning and Development Division. The Planning and Development Division is responsible for the establishment, maintenance, and implementation of the comprehensive plan. Through the implementation of the plan, the Division is charged with creating, administering, and enforcing land use regulations including both the zoning and subdivision ordinances. In addition, this division provides technical assistance and coordinates the meetings of the Planning and Zoning Commission and the Board of Adjustment. The Planning Division processes applications for rezoning and subdividing property and presents analyses and recommendations to the Planning and Zoning Commission and City Council.

The Division is responsible for the maintenance of the City’s land management system, conducts special studies as needed and maintains the City’s population estimates.



Total Full-Time Employees = 4

*Grants Coordinator split between Finance-Accounting & Budget and the Planning Division. Position included in the Accounting & Budget divisional budget.

===== **FY 2017 ANNUAL BUDGET** =====

DEPARTMENT: **DEVELOPMENT SERVICES**
 DIVISION: **PLANNING & DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-7060**

STRATEGIC GOAL 2019	DIVISIONAL OBJECTIVES
1,3,5	<ul style="list-style-type: none"> Facilitate, coordinate the Comprehensive Plan update process.
3,5	<ul style="list-style-type: none"> Provide prompt responses to inquiries about development and redevelopment activities.
3,5	<ul style="list-style-type: none"> Review and provide professional recommendations on zoning and subdivision plan requests for compliance with City codes, polices and adopted plans.
3,5	<ul style="list-style-type: none"> Review applications for new or changes to existing commercial or residential developments, including architectural design, building permit, sign permit, special event permit applications for compliance with City codes.
5	<ul style="list-style-type: none"> Perform inspections of commercial and residential developments for compliance with approved plans.
5	<ul style="list-style-type: none"> Maintain the land management system including inputting and updating parcel and location information into the MUNIS software.
1,3,5	<ul style="list-style-type: none"> Review and update the zoning ordinance and subdivision ordinance, as needed, to ensure that they reflect the goals of adopted plans and community standards.
1,3,5	<ul style="list-style-type: none"> Provide professional recommendations and administrative assistance to the City Council, Planning and Zoning Commission, Board of Adjustment on matters related to planning and zoning.
4	<ul style="list-style-type: none"> Provide support to assist other departments and outside agencies planning functions.

PERSONNEL SCHEDULE

	FY 2015 <u>Actual</u>	FY 2016 <u>Budget</u>	FY 2016 <u>Estimate</u>	FY 2017 <u>Budget</u>	Salary <u>Grade</u>
Director of Development Services	1	1	1	1	Uncl.
Senior Planner	1	1	1	1	22
Planner I	1	1	1	1	12
Office Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>15</u>
Total Full-Time Employees	4	4	4	4	
Part-Time Planning Intern	1	1	1	0	\$12/hr

===== **FY 2017 ANNUAL BUDGET** =====

DEPARTMENT: **DEVELOPMENT SERVICES**
 DIVISION: **PLANNING & DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-17-160**

PERFORMANCE INDICATORS

	FY 2015 <u>Actual</u>	FY 2016 <u>Budget</u>	FY 2016 <u>Estimate</u>	FY 2017 <u>Budget</u>
<input type="checkbox"/> Meet with customers within 72 hours from the date of request.	90%	100%	90%	90%
<input type="checkbox"/> Perform/coordinate architectural design, sign permit, commercial change of occupancy, and special event permit plan review within 5 business days and subsequent comments within 2business days.	50%	75%	40%	50%
<input type="checkbox"/> Perform/coordinate building permit plan reviews within 10 business days and subsequent comments within 5 business days.	40%	75%	25%	50%
<input type="checkbox"/> Perform requested zoning inspections within 1 business day from date of request, if desired.	90%	90%	90%	90%

ACTIVITY MEASURES

	FY 2015 <u>Actual</u>	FY 2016 <u>Budget</u>	FY 2016 <u>Estimate</u>	FY 2017 <u>Budget</u>
<input type="checkbox"/> Zoning District Map Amendments General	4	1	9	5
Planned Developments	9	5	8	5
Specific Use Permits	6	3	4	3
<input type="checkbox"/> Zoning Ordinance Text Amendments	11	2	3	2
<input type="checkbox"/> Zoning Variance Requests	3	1	1	1
<input type="checkbox"/> Subdivision Ordinance Text Amendments	0	1	0	1
<input type="checkbox"/> Conceptual Plan Reviews	3	1	7	5
<input type="checkbox"/> Preliminary Plat Reviews	22	10	17	25
<input type="checkbox"/> Final Plat Reviews	32	15	25	25
<input type="checkbox"/> Amending Plats/Replats	5	5	6	5
<input type="checkbox"/> Plat Revisions Received and Reviewed	144	0	138	125
<input type="checkbox"/> Plat Extensions	1	1	1	1
<input type="checkbox"/> Park Land Dedication Proposals Considered by P&Z	3	1	4	1
<input type="checkbox"/> Architectural Design & Building Permit Reviews	179	170	300	300
<input type="checkbox"/> Sign Permit Reviews	167	0	200	200
<input type="checkbox"/> Special Event Permit Reviews	84	0	85	85
<input type="checkbox"/> Zoning Verification Requests	24	0	30	30
<input type="checkbox"/> Major Plan Adoptions/Revisions	0	0	0	0
<input type="checkbox"/> DAs & SPAs & Amendments	0	0	0	0
<input type="checkbox"/> Zoning/ Architectural Design/ Weekly Field Inspections	110	100	175	175
<input type="checkbox"/> Pre-Development Meetings	82	50	100	100

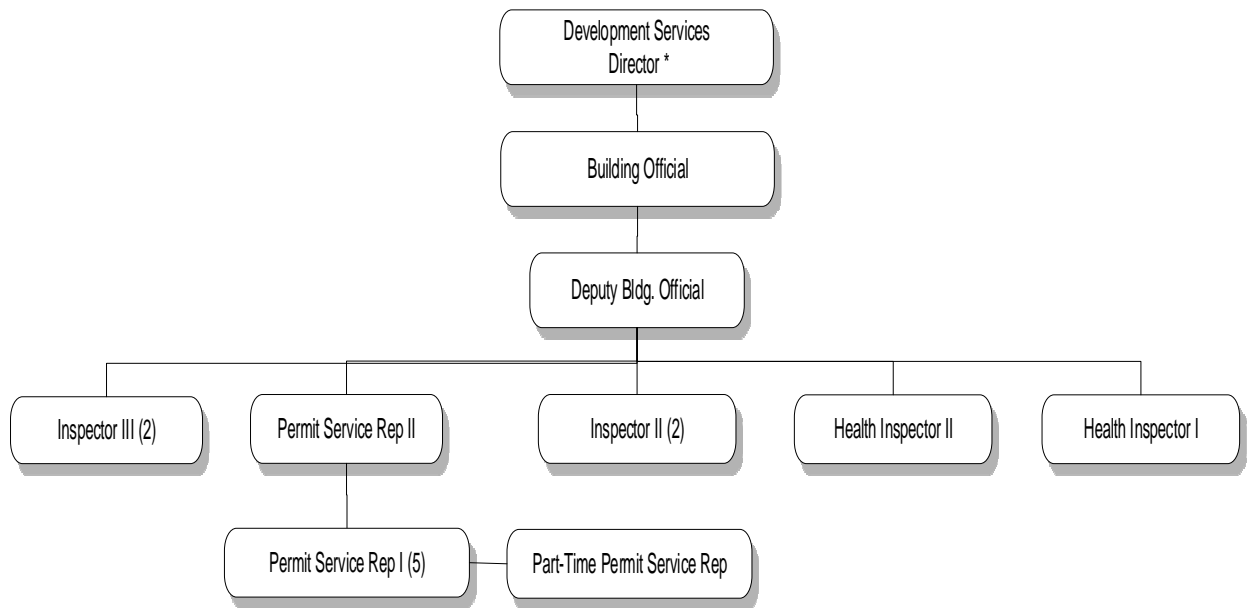
DEPARTMENT: **DEVELOPMENT SERVICES**
 DIVISION: **INSPECTIONS & PERMITS**

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-17-162**

DESCRIPTION OF DIVISIONAL OPERATIONS

The Chief Building Official reports to the Director of Development Services and directly supervises the Permits and Inspection Division. The Building Official offers support in all aspects of division responsibilities. The Division reviews all construction plans, and issues all building, plumbing, electrical, mechanical, health and other major construction permits. Prior to issuing permits, Division staff ensures that all contractors doing work in Missouri City are licensed and / or registered locally or by the State of Texas. The Division is also responsible for providing information to the general public regarding building setbacks, building code requirements, and business occupancy requirements. The Division’s Commercial Plans Examiner coordinates review of all commercial plans through the Planning, Fire, and Public Works departments to ensure all private developers of a thorough review of their projects.

The Health Inspectors protect the health and safety of the public through enforcement of state and local health codes, and by inspecting all food establishments to assure proper handling, storage, and preparation of food being offered for consumption. The inspectors review the plans for all new food establishments, performs pre-opening inspections of all new food establishments, and facilitates food protection management training for all food establishments.



Total Full-Time Employees = 14

Total Part-Time Employees = 1

*Development Services Director is included in Planning & Development Divisional Budget.

===== FY 2017 ANNUAL BUDGET =====

DEPARTMENT: **DEVELOPMENT SERVICES**
 DIVISION: **INSPECTIONS & PERMITS**

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-17-162**

STRATEGIC GOAL 2019	DIVISIONAL OBJECTIVES
1,3,4,5	<ul style="list-style-type: none"> Implement Citizen Self-Service in the MUNIS module to allow customers to apply for permits, pay fees, schedule inspections and see results of plan review and inspections on-line.
1,3,4,5	<ul style="list-style-type: none"> Provide training for the staff and contractors for the 2015 technical codes.
4	<ul style="list-style-type: none"> Provide training opportunities for all staff to insure knowledge and skills to provide optimum customer service.
4	<ul style="list-style-type: none"> Train staff and develop user manual for the use of the new MUNIS software and the new update for MUNIS.
1,3,5	<ul style="list-style-type: none"> Abate sub-standard structures in accordance with the City's Codes.
1,4,5	<ul style="list-style-type: none"> Increase the awareness of departmental activities and services through the continued development of informational clips to run on MCTV and through community involvement with HOAs and schools.
4	<ul style="list-style-type: none"> Provide support to assist other departments' planning, building and information functions.
1	<ul style="list-style-type: none"> Improve the health inspection scores for restaurants through enhanced inspections and education.

PERSONNEL SCHEDULE

	FY 2015 <u>Actual</u>	FY 2016 <u>Budget</u>	FY 2016 <u>Estimate</u>	FY 2017 <u>Budget</u>	Salary <u>Grade</u>
Building Official	1	1	1	1	23
Deputy Building Official	1	1	1	1	22
Inspector III	3	3	3	2	13
Inspector II	1	1	1	2	12
Health Inspector II	0	0	1	1	12
Health Inspector I	1	1	0	1	10
Permit Service Representative II	1	1	1	1	09
Permit Service Representative I	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	06
Total Full Time Employees	13	13	13	14	
Part-Time Employee (Permit Service Representative I)	1	1	1	1	\$8/hr.

===== **FY 2017 ANNUAL BUDGET** =====

DEPARTMENT: **DEVELOPMENT SERVICES**
 DIVISION: **INSPECTIONS & PERMITS**

FUNDING SOURCE: **GENERAL FUND**
 FUND NUMBER: **101-17-162**

PERFORMANCE INDICATORS

	<u>FY 2015 Actual</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Estimate</u>	<u>FY 2017 Budget</u>
<input type="checkbox"/> Process alarm permits within 24 hours after receipt of applications and renewals	90%	85%	85%	85%
<input type="checkbox"/> Review commercial projects within 10 working days	90%	85%	75%	75%
<input type="checkbox"/> Review residential projects within 5 working days	90%	85%	75%	75%
<input type="checkbox"/> Additional cross-discipline Inspector Certifications	5	5	5	8
<input type="checkbox"/> Process residential rental registration within 24 hours after receipt of applications and renewals	95%	85%	85%	85%
<input type="checkbox"/> Same day inspections for requests before 7:00 AM	90%	85%	85%	85%
<input type="checkbox"/> Complete health inspections on food establishments 2 times/year	90%	85%	85%	85%
<input type="checkbox"/> Plan review all new food establishments within 10 working days	95%	85%	75%	75%
<input type="checkbox"/> For inspections scheduled before 7 a.m., perform 95% during the same business day	95%	985%	85%	85%

ACTIVITY MEASURES

	<u>FY 2015 Actual</u>	<u>FY 2016 Budget</u>	<u>FY 2016 Estimate</u>	<u>FY 2017 Budget</u>
<input type="checkbox"/> Building permits	3,000	3,000	3,243	3,250
<input type="checkbox"/> Air Condition permits	900	1,000	2,792	2,700
<input type="checkbox"/> Plumbing permits	1,500	1,500	1,374	1,400
<input type="checkbox"/> Electrical permits	1,000	1,025	1,191	1,195
<input type="checkbox"/> Pool permits	35	35	42	45
<input type="checkbox"/> Sign permits	250	250	284	285
<input type="checkbox"/> Fire permits	200	200	306	315
<input type="checkbox"/> MCI permits	90	90	93	90
<input type="checkbox"/> Change of occupant	120	125	145	150
<input type="checkbox"/> Contractor registrations	1,280	1,300	1,131	1,300
<input type="checkbox"/> Certificate of occupancy issued	650	650	502	650
<input type="checkbox"/> Inspections performed	18,500	19,000	18,661	19,000
<input type="checkbox"/> Commercial plans reviewed	450	450	488	490
<input type="checkbox"/> Residential plans reviewed	550	600	494	600
<input type="checkbox"/> Health permits	320	350	371	370
<input type="checkbox"/> Health inspections performed	640	625	661	675
<input type="checkbox"/> Residential rental registrations processed	600	600	624	625