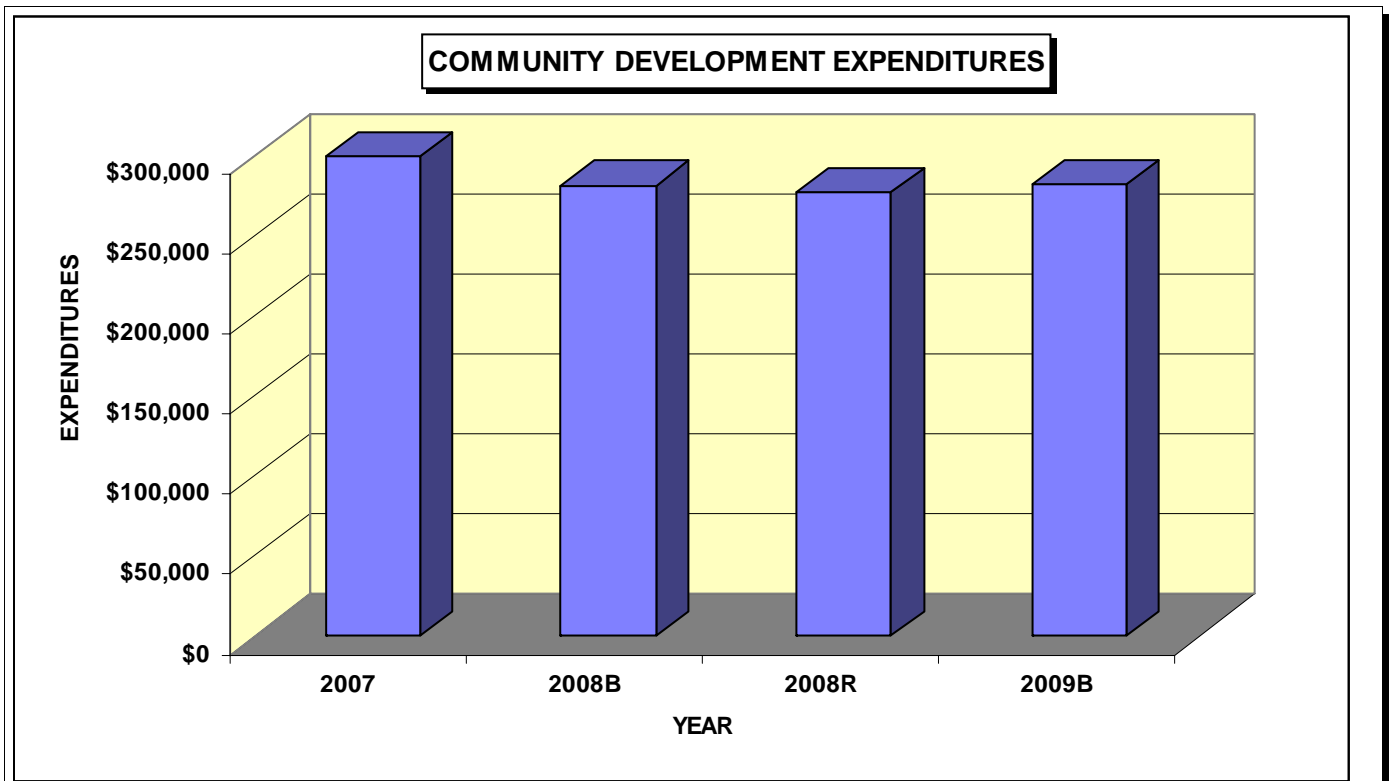


**FUND:** GENERAL FUND  
**DEPARTMENT:** Community Development

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

<b>BUSINESS UNIT</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
10500 Community Development	\$ 252,239	\$ 281,530	\$ 277,480	\$ 282,120
<i>Community Development TOTAL</i>	<u>\$ 252,239</u>	<u>\$ 281,530</u>	<u>\$ 277,480</u>	<u>\$ 282,120</u>
<b>REVENUES</b>				
10500 Community Development	\$ 11,450	\$ 6,470	\$ 10,000	\$ 10,000



# **COMMUNITY DEVELOPMENT DEPARTMENT**

## **MISSION STATEMENT**

To promote Richfield's goals by providing responsible, responsive and professional zoning administration, comprehensive planning, redevelopment services, housing programs, enterprise facilitation, community marketing and communication initiatives.

## **DEPARTMENT FOCUS**

The Community Development team consists of ten individuals committed to professional development, integrity and service to the community. The Community Development Department serves as staff to the City Council, the HRA (based on a purchase of services contract), the Planning Commission and the Hearing Examiners.

The Community Development Department's four primary areas of focus and some of the responsibilities for each of these areas are as follows:

### Planning and Zoning:

- Long range comprehensive planning for the community and shorter range strategy and implementation planning for specific areas;
- Administering and enforcing (on a complaint-basis), the City's Zoning Ordinance, including processing applications for rezoning and variances.

### Redevelopment

- Working with the community and policy makers to create redevelopment plans and devise strategies for their implementation;
- Evaluating development proposals and requests for public assistance that may be required in order to accomplish redevelopment objectives.

### Housing

- Administer single-family home purchase programs (including Richfield Rediscovered and the New Home Program);
- Administer single-family home improvement assistance and technical assistance programs (including Transformation Home Loans and the Remodeling Advisor);
- Administer affordable housing programs (including Section 8 and Kids @ Home);

### Administrative Support

- Assisting Community Development staff and policy makers in achieving Planning and Zoning, Redevelopment and Housing goals.

Challenges to the department include: insufficient staff for pro-active zoning code enforcement; adapting to the changing real estate market; devising strategies to deal with foreclosures and; limited funds to acquire property at a time when properties are more available and affordable than has been the case in recent years.

## **2008 HIGHLIGHTS**

- Commenced the selection process for a developer for the Cedar Point housing component, aka Phase II (City Council Goal Q-1A).

- Formulate a redevelopment plan for the area south of 66th Street in the Cedar Corridor (City Council Goal Q-1B).
- Entered into a Preliminary Agreement with a developer for the area between 66th Street and 69th Street in the Cedar Corridor (City Council Goal Q-1B).
- Complete the visioning planning process for Penn Avenue south of the Crosstown (City Council Goal Q-1E).
- Pursued redevelopment opportunities at the Lakes at Lyndale and the City Garage Site (City Council Goals Q-1C, Q-1D).
- Revise the Zoning Ordinance, focusing on landscaping and parking regulations, and regulations within the residential and commercial districts.
- Completed the updating of the Comprehensive Plan and submitted it to the Metropolitan Council for their review.
- Continued to process applications for rezonings, conditional use permits, variances, and other zoning matters.
- Identify new nonprofit affordable housing partners and continued to provide a range of new home, remodeled home, and rent assistance programs (City Council Goal C-2).
- Conduct marketing events including the Richfield Remodeling Fair, the Realtor Workshop, Parade of Homes entry and the tour of remodeled homes and front porches.

### **2009 DEPARTMENT GOALS**

- Commence implementation strategies for the Penn Corridor revitalization.
- Continue to seek development for the Cedar Corridor and work cooperatively with Public Works to continue the construction of Richfield Parkway.
- Continue implementation of Lakes at Lyndale focusing on the Lyndale Garden facility and the Bridgeman's/Post Office sites.
- Implement systematic zoning code enforcement if staff available, process applications for rezonings, conditional use permits, variances, and other zoning matters.
- Identify new nonprofit affordable housing partners and continue to provide a range of new home, remodeled home, and rent assistance programs.

### **DEPARTMENT EXPENDITURE COMMENT**

- The Department's primary revenue source for City activities continues to be the City's General Fund.
- Other performance measures are included with the respective HRA program budget narratives.

**FUND: GENERAL FUND**  
**DEPARTMENT: Community Development**  
**BUSINESS UNIT: Community Development - 10500**

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 634,142	\$ 669,620	\$ 600,010	\$ 653,780
6006 Part-time	17,612	22,080	15,770	8,590
6007 Seasonal	5,639	-	-	-
6013 Longevity	3,657	1,110	1,190	960
6031 Employer Social Security	37,923	38,260	36,590	39,430
6032 Employer Medicare	9,008	8,950	8,560	9,220
6033 Employer Pera	38,508	43,410	39,230	44,570
6035 Medical Insurance	76,981	86,420	71,130	87,090
6036 Dental Insurance	3,974	4,330	3,680	4,490
6037 Term Life	510	570	520	570
6038 Workers Compensation	3,880	4,620	4,620	3,800
6040 Long Term Disability	2,168	2,270	2,720	2,970
6051 Interdepartmental Labor	83,781	94,040	94,090	95,380
6054 Interdepartmental Labor Credit	(748,120)	(780,540)	(687,660)	(758,770)
<i>Personal Services Total</i>	<u>\$ 169,663</u>	<u>\$ 195,140</u>	<u>\$ 190,450</u>	<u>\$ 192,080</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 2,343	\$ 2,780	\$ 3,100	\$ 3,580
6201 Rents & Leases	1,801	1,580	1,580	1,630
6202 Data Processing Rental	9,243	10,700	10,700	11,020
6204 Motor Pool Operating Rental	12	50	50	50
6205 Maintenance & Repairs	180	620	620	640
6207 Utility Services	44,520	45,860	45,860	47,230
6301 Advertising & Publication	2,814	2,580	2,780	2,900
6302 Communications	152	530	450	450
6303 Professional Development	4,008	2,230	3,230	3,530
6305 Subscriptions & Memberships	2,008	4,310	3,510	3,510
6307 Insurance & Bonds	2,500	2,500	2,500	2,500
6308 Property Liability	950	950	950	950
6401 Office Supplies	2,329	4,140	3,000	3,090
6402 Copy Charges	5,940	5,300	5,300	5,460
6403 Postage	2,389	1,630	2,130	2,190
6414 Other Supplies	1,387	630	1,270	1,310
<i>Other Services &amp; Charges Total</i>	<u>\$ 82,576</u>	<u>\$ 86,390</u>	<u>\$ 87,030</u>	<u>\$ 90,040</u>
<i>Community Development TOTAL</i>	<u><u>\$ 252,239</u></u>	<u><u>\$ 281,530</u></u>	<u><u>\$ 277,480</u></u>	<u><u>\$ 282,120</u></u>

**FUND: GENERAL FUND**  
**DEPARTMENT: Community Development**  
**BUSINESS UNIT: Community Development - 10500**

**DIVISION PERSONNEL**

CLASSIFICATIONS	NUMBER OF EMPLOYEES		SALARY GRADE
	2008	2009	
<u>Regular Full-Time Employees</u>			
Community Development Director	1.00	1.00	M-5
Community Development Assistant Director/Manager	1.00	1.00	M-3
Community Development Manager	1.00	-	M-2
Housing Specialist	1.00	1.00	GS-5E
Leased Housing Specialist	1.00	1.00	GS-5E
City Planner	-	1.00	GS-6E
Zoning Administrator	1.00	-	GS-5E
Leased Housing Assistant	1.00	1.00	GS-3
Community Development Accountant	1.00	1.00	GS-5E
Community Development Specialist	1.00	1.00	GS-5E
Secretary	1.00	1.00	GS-3
Community Development Technician	-	1.00	GS-2
<i>Total</i>	<u>10.00</u>	<u>10.00</u>	
<u>Intermittent Employees</u>			
Community Development Technician	1.00	-	SP-8
Community Development Technician	1.00	-	SP-9
<i>Total</i>	<u>2.00</u>	<u>-</u>	

**CAPITAL OUTLAY**

ITEMS	2008	2009
	REVISED	BUDGET
None	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

**Richfield**

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THE *Urban*  
HOMETOWN