



Administrative Services

Mission

To utilize all available resources, especially information technology, to measure, plan, and guide the City's growth in a manner that is reflective of the vision of its citizens and their chosen representatives.

Goals

To guide the growth and redevelopment of the City toward the achievement of the City's vision.

To provide the necessary information to all relevant parties in a manner that is reflective of the vision of its citizens and their chosen representatives.

To constantly examine data, analyze trends, and apply our professional skills toward providing information that will facilitate the formation of that vision.

Objectives

Staff meetings of the Planning and Zoning Board, Board of Adjustment, Economic Development Board and other Committees/Boards as needed.

Process and prepare reports, graphics, public notices, agendas, and supporting documentation for the following: public hearings, workshops, text amendments to the Zoning Code or Comprehensive Plan, change of zoning district (rezoning), modifications to Developments of Regional Impacts (DRI's), Future Land-Use Map and text amendments, plats, and site plans.

Monitor and update the Comprehensive Plan and Future Land Use Map pursuant to updates of the Broward County Land Use Plan, State Statutes, and the recommendations in the Comprehensive Plan Evaluation and Appraisal Report as approved by the State of Florida, Department of Community Affairs (DCA).

Collect data for the next Comprehensive Plan Evaluation and Appraisal Report.

Prepare annual updates to the water supply plan in order to comply with State of Florida, Department of Community Affairs Water Supply Planning Requirements of the Comprehensive Plan.

Provide annual updates to the Capital Improvement Element demonstrating financial feasibility for adoption and transmittal to DCA as required by State Statutes.

Provide intergovernmental coordination services to ensure the City's planning interests are represented on a countywide and regional basis by attending technical planning meetings/workshops and participating in Development of Regional Impact sufficiency review meetings.

Participate with the Broward County School Board and other municipalities in implementing the Unified Inter-local Agreement and public school concurrency as required by the State of Florida Department of Community Affairs.

Maintain and manage GIS mapping functions which serve many other city departments, Boards, and the City Commission.

Maintain and update Census data bases and participate in the local update of census addresses as required by law.

Review zoning and land development codes annually and update for compliance with comprehensive plan policies and existing conditions.

Provide data and analysis to identify areas and needs of the eastern portion of the city for redevelopment activities.

Coordinate with the Community Redevelopment Associates of Florida (CRA) to implement and monitor Federal and or State Housing and nonresidential rehab programs.

Coordinate and assist the Code Compliance Department with property research and other technical support; attend Special Magistrate meetings as needed to provide witness testimony on behalf of the City and to offer recommendations on code compliance resolutions.

Interact with the business community to improve, maintain, and attract businesses to diversify the city's economy, by organizing networking seminars, workshops, the annual Power Business Week program, as well as through partnerships with the Chamber of Commerce.

Utilize the City's cable channel and web site to improve public education and outreach programs.

Major Functions and Activities

The Administrative Services Department consists of two operating divisions: Planning and Information Technology.

Each division provides its expertise to a major area of



Administrative Services

the development process. Coordination of services, consistency of information and review are the primary objectives for the next fiscal year.

1 - PLANNING DIVISION:

Responsible for providing technical assistance to City Boards and, through the City Manager, provide the Mayor and the City Commission with alternative options for overall development and redevelopment.

Coordinate the City's review processes in order to ensure that the goals of the City Commission are reflected in the overall design of projects and actual building construction. This is accomplished through the enforcement of the City's Comprehensive Planning and Zoning Ordinance and its management of the Development Review Committee process.

Continuously update long term planning documents as required by State Statute.

Emphasize redevelopment activities and associated studies and document preparation.

Prepare feasibility and other studies as requested by the City Boards and Commission.

2 - INFORMATION TECHNOLOGY DIVISION:

See "Information Technology" narrative for details.

Budget Highlights

Coordinate with the US Census Bureau, Local Census Officials, the City Commission, and Broward County to ensure a successful count during the 2010 Census.

Implementation of Eastern Redevelopment Programs.

Conduct business seminars and activities to support the business community.

Revise the format of the City's comprehensive plan into adoption and support volumes, and adopt county amendments relating to energy conservation and transportation.

Coordinate the Neighborhood Stabilization Program (NSP) with CRA, which will assist people to acquire and rehabilitate foreclosed homes.

2009-10 Accomplishments

Completed Boundary Annexation Survey (BAS) for the 2010 Census. Held a Town Hall Meeting for the 2010 Census outreach in partnership with the US

Census Bureau. Coordinated with Our City Television (OCTV) staff in producing and filming of Public Service Announcements promoting the 2010 Census.

Division staff in conjunction with the Economic Development Board conducted small business appreciation events including two business expos at the Pembroke Lakes Mall, and networking events.

Initiated a "shop local" campaign utilizing the City's website to promote local businesses.

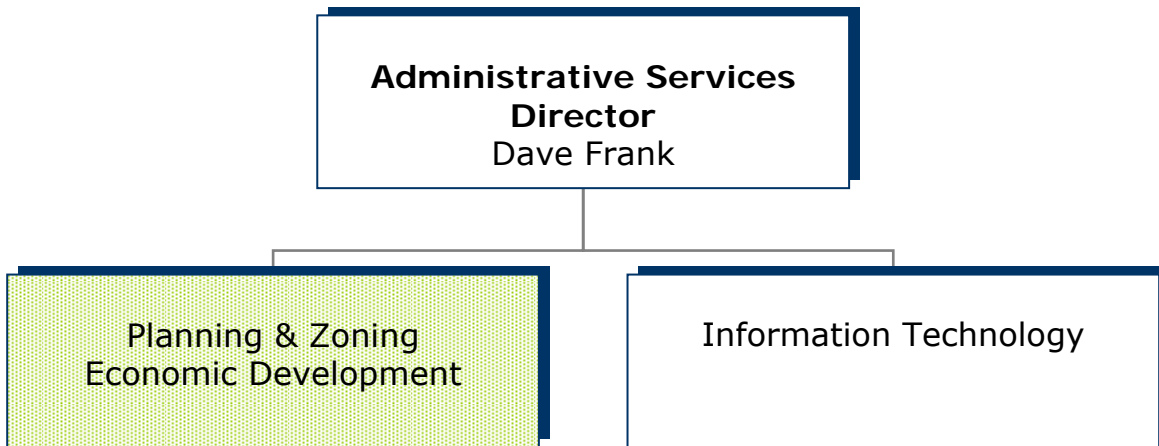
Held a Town Hall meeting on Eastern Redevelopment efforts and implementation, and developed a foundation for a loan program to support pilot eastern redevelopment projects. In addition, reviewed proposals for the creation of Streetscape guidelines.


Adopted a statutory comprehensive plan amendment relating to the annual update to the Capital Improvements Element.

Implemented Code of Ordinance changes relating to the inclusion of news racks. Coordinated with the Planning and Zoning Board in initiating amendments to the Code of Ordinances including but not limited to landscaping, parking, and signs.

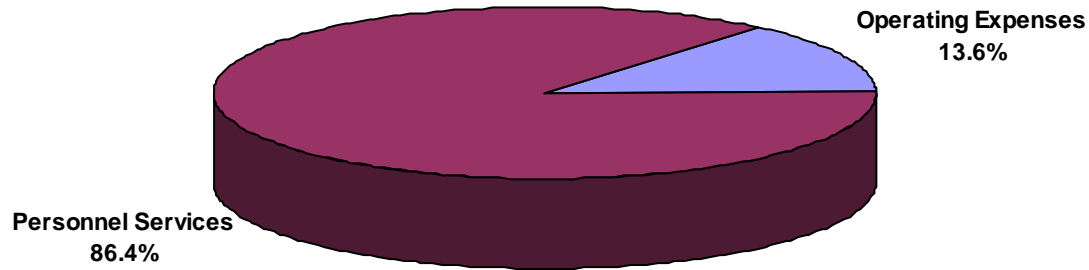
ADMINISTRATIVE SERVICES

Organizational Chart



 Shading indicates direct public service provider

Administrative Services - Expenditure Summary



Expenditure Category	2007-08 Actual	2008-09 Actual	2009-10 Budget	2010-11 Budget
Personnel Services				
Salary	494,910	404,790	499,388	480,616
Benefits	278,500	249,670	218,831	227,082
Personnel Services Subtotal	773,409	654,460	718,219	707,698
Operating Expenses				
Other Contractual Services	5,925	3,500	4,000	5,000
Travel Per Diem	-	-	37	1,200
Communication and Freight Services	74,452	3,129	72,159	48,120
Rentals and Leases	4,275	4,519	5,000	4,700
Insurance	73	-	150	150
Repair and Maintenance Services	1,108	697	1,900	1,900
Printing and Binding	-5,860	-3,431	2,000	2,000
Promotional Activities	24,080	17,471	33,963	24,000
Other Current Charges and Obligatio	8,472	-1,490	3,000	8,000
Office Supplies	3,396	3,792	5,000	7,000
Operating Supplies	3,167	-120	5,580	8,210
Publications and Memberships	-	644	820	820
Operating Expenses Subtotal	119,087	28,710	133,609	111,100
Total	892,496	683,170	851,828	818,798

Administrative Services - Personnel Summary

Position Title		2007-08 Actual	2008-09 Actual	2009-10 Budget	2010-11 Budget
12184	Zoning Administrator	1	1	1	1
12518	Associate Planner	1	1	1	1
12520	Assistant Planner	2	2	2	2
12524	Administrative Coordinator I	1	1	1	1
12684	Clerical Spec II	1	1	1	1
12840	Economic Development Coordinator	1	-	-	-
13161	Administrative Services Director	-	-	1	1
13449	P/T CADD Operator	1	1	1	1
Total	Full-time	7	6	6	6
	Part-time	1	1	2	2