



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.



Administrative Services

Each division provides its expertise to a major area of the development process. Coordination of services, consistency of information and review are the primary objectives for the next fiscal year.

Division staff also provides technical assistance to the Economic Development Board and coordinates Board activities with the City Commission, other Boards, and the Chamber of Commerce.

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 the "Information Technology" narrative for details.

Budget Highlights

Implementation of Eastern Redevelopment Programs

Conduct business seminars and activities to support the business community.

Initiate the evaluation and appraisal report process by conducting workshops and identifying major issues.

Coordinate the Neighborhood Stabilization Program (NSP-3) with CRA, which will assist people to acquire and rehabilitate foreclosed homes.

Worked with consultants and advisory boards to recommend new streetscape guidelines to the City Commission.

Implement simplified code of ordinances

Put into action the Shop Local website and program to support local businesses

2010-11 Accomplishments

Implemented Code of Ordinance changes relating to news racks and pet hotels.

Division staff in conjunction with the Economic Development Board, Miramar-Pembroke Pines Chamber of Commerce and the Greater Fort Lauderdale-Broward Alliance conducted educational, networking and appreciation events for small businesses.

Coordinated with Purchasing Division in the preparation of the Streetscape Request for Qualifications and attended Streetscape Committee meetings for the purpose of hearing proposals from qualified consulting firms for the creation of streetscape guidelines.

Reformatted the City's Comprehensive Plan into adoption and support documents. Adopted the annual update to the Capital Improvement and Public School Facility Elements.

Conducted workshops with the Planning and Zoning Board to revise and simplify the sign code pursuant to input from Economic Development Board.

Worked with the City Clerk's office to reorganize occupational license process for the purpose of the shop local campaign.

Actively participated with the Greater Fort Lauderdale-Broward Alliance Partner's council to support the local and regional business communities.

Administrative Services Performance Measures

Indicator	2008-09		2009-10		2010-11	2011-12
	Actual	Goal	Actual	Goal	Goal	Goal
Outputs						
Number of Planning and Zoning Board meetings held	17	18	19	18	18	18
Number of Development Review Committee meetings	21	35	28	35	25	28
Number of Board of Adjustment meetings	12	10	11	10	12	11
Number of intergovernmental coordination meetings attended	13	13	10	13	15	10
Effectiveness						
% of public information requests answered within three working days	99%	99%	99%	99%	99%	99%
Efficiency						
% of building plans reviewed within ten days for zoning compliance	100%	100%	100%	100%	100%	100%

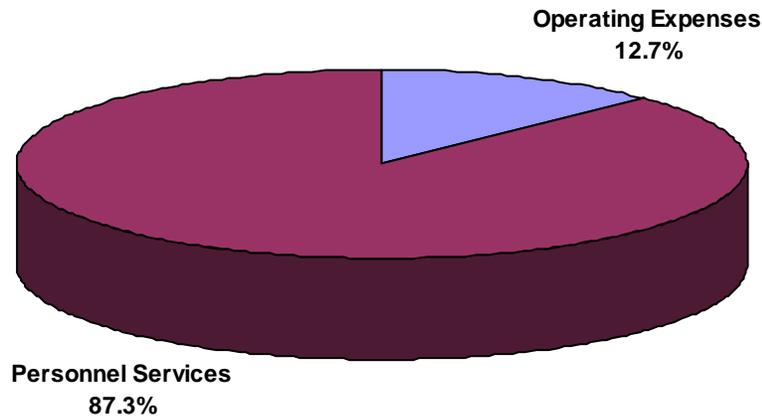
ADMINISTRATIVE SERVICES

Organizational Chart



 Shading indicates direct public service provider

Administrative Services - Budget Summary



Expenditure Category	2008-09 Actual	2009-10 Actual	2010-11 Budget	2011-12 Budget
Personnel Services				
Salary	404,790	486,294	479,655	476,080
Benefits	249,670	211,916	245,738	268,225
Personnel Services Subtotal	654,460	698,209	725,393	744,305
Operating Expenses				
Other Contractual Services	3,500	3,500	5,000	5,000
Travel Per Diem	-	37	1,200	1,200
Communication and Freight Services	3,129	16,230	48,120	48,120
Rentals and Leases	4,519	4,292	4,700	4,500
Insurance	-	-	150	150
Repair and Maintenance Services	697	324	1,900	1,900
Printing and Binding	-3,431	-764	2,000	2,000
Promotional Activities	17,471	8,842	24,000	24,000
Other Current Charges and Obligation	-1,490	493	4,000	6,000
Office Supplies	3,792	3,318	7,000	6,000
Operating Supplies	-120	-1,589	3,210	8,210
Publications and Memberships	644	97	820	820
Operating Expenses Subtotal	28,710	34,781	102,100	107,900
Total	683,170	732,990	827,493	852,205

Administrative Services - Personnel Summary

Position Title		2008-09 Actual	2009-10 Actual	2010-11 Budget	2011-12 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
13161	Administrative Services Director	-	1	1	1
13449	P/T CADD Operator	1	1	1	1
Total	Full-time	6	6	6	6
	Part-time	1	2	2	2