

DEVELOPMENT SERVICES DEPARTMENT

MISSION

The mission of the Development Services Department is to implement the City's Comprehensive Plan, to preserve and enhance the historical features of the City, and to encourage economic development through a fair and consistent process of development review, permitting, and code enforcement. The department is committed to customer service, accessible information, transparent processes and procedures, timely response, code compliance, and protection of the public health, safety, and welfare.

DEPARTMENT OVERVIEW

The Development Services Department includes planning, code enforcement, and historical preservation services. The planning division administers the Land Development Regulations and the Comprehensive Plan, as well as the Historic Preservation Districts. The division also handles tree removal permits, yard sale permits, and small scale landscape and trail designs. The processing, review, and approval of development plans involves coordination with engineering, utilities, public safety, parks and recreation, building and other jurisdictional agencies. The code enforcement division enforces the City codes and ordinances, responds to complaints, and provides technical and administrative support for the Code Enforcement Board.

Development Services

Baseline Services:

- Development Review Program
 - Prepare and distribute brochures explaining the new Land Development Code and the review process.
 - Formalize Development Review Committee meetings, agendas, and minutes.
 - Process applications in a timely manner, consistent with the published schedule.
 - Provide consistent review and analysis.
 - Make use of the pre-application conference to acquaint owners and consultants with the Land Development Regulations and the review/approval process.
 - Coordinate with other departments in plan/permit review and approval.
 - Keep Commission informed of proposed developments and status of approvals and construction.
- Tree Removal Permitting Program
 - Simplify the application requirements.
- Customer Service Program
 - Provide information on permit fees, submittal requirements, and approval process.
 - Respond to e-mails and phone calls within 24 hours.
 - Cross-train personnel to shorten response time.
 - Make personal contact prior to issuing written notices of violation.
- Historic Preservation Program
 - Review and process Certificates of Appropriateness.
 - Provide technical support to the Historic Preservation Board.
 - Coordinate surveys of specific structures and areas.
- Intergovernmental Coordination Program
 - Serve on the Lake Sumter MPO technical advisory committee.
 - Review proposed developments in adjacent jurisdictions.
 - Coordinate with planning staff of nearby local governments.
 - Serve on School Concurrency Implementation Team.
 - Prepare and review census update data, especially LUCA.
- Comprehensive Planning Program
 - Maintain consistency with adopted policies.
 - Implement statutory requirements.
- Code Enforcement
 - Educate citizens regarding code requirements to avoid complaints and enforcement action.
 - Respond to complaints in a timely manner.
 - Comply with ordinance and statute requirements.
 - Maintain certification.
 - Prioritize enforcement initiatives.
 - Maintain accurate records.

Departmental Initiatives:

- To develop and adopt a Public School Facilities Element for the Comprehensive Plan.
- To complete the Wekiva Study Area Comprehensive Plan amendments.
- To amend the Comprehensive Plan regarding the intensity of development in the downtown area.
- To complete the required Comprehensive Plan Evaluation and Appraisal Report by November 2009.
- To codify the new Land Development Regulations and make them available over the Internet through MuniCode.
- To coordinate with other city departments to update the Capital Improvements element of the Comprehensive Plan.
- To develop alternative methods of identifying and controlling potential impacts and nuisances associated with rental property.
- To provide specific code information to citizens and proactively avoid compliance issues.

Development Services

- To conduct a survey of specific structures and areas within the CRA for historical significance and preservation.
- To adopt a formal Joint Planning Area agreement with Lake County.
- To adopt International Property Maintenance Code to govern upkeep of existing structures.
- To work with Mount Dora, Lake County, and FDOT in developing a capacity improvement plan for SR 44 from US 441 to Orange Avenue.
- To consider the use of flexible schedules to extend the department hours of operation and accommodate customer needs.
- To review Code Enforcement procedures and recommend potential ordinance improvements.
- To evaluate the use of technology to streamline paperwork, etc.

**CITY OF EUSTIS, FLORIDA
ANNUAL BUDGET
DEPARTMENT SUMMARY**

FUND: GENERAL	TARGET BUDGET:	\$	532,034
DEPARTMENT: DEVELOPMENT SERVICES			
PROGRAM: SUMMARY	AMOUNT REQUESTED:	\$	603,213

Activities Included:	<u>Amount</u>	<u>Employee FTE</u>
Planning & Administration	490,242	5.25
Code Enforcement	112,971	<u>2</u>
Subtotal	603,213	7.25
One Time Costs	(95,000)	
Increase In Recurring Revenue	<u>-</u>	
Net Recurring Budget Request	508,213	

<u>Budget Summary</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
<u>Description:</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
Personal Services	413,807	518,630	422,904
Operating Expenses	<u>89,398</u>	<u>319,882</u>	<u>180,309</u>
Subtotal	503,205	838,512	603,213
Capital	3,163	0	0
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total	506,368	838,512	603,213
Employees:	9.25	9.25	7.25

<u>Activities Not Included:</u>	<u>Amount</u>	<u>FTE</u>
Code Enforcement Surveillance	26,595	1
Reduced turnaround for Code Enforcement		
General Admin.	5,000	
Customer Service	6,079	
Reduced turnaround for Planning	29,261	1

<u>Other Remarks:</u>	
Elimination of Planner position and contract funding for assistance at \$25,000.	1
Elimination of Code Enforcement Staff Asst. position	1

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	Development Services	Planning & Administration
		150-515

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual</u> FY 05-06	<u>Actual</u> FY 06-07	<u>Budget</u> FY 07-08	<u>Estimated</u> FY 07-08	<u>Budget</u> FY 08-09
	<u>PERSONAL SERVICES</u>					
1011	Executive Salaries	76,823	83,128	87,422	98,259	100,000
1012	Regular Salaries & Wages	24,511	30,413	33,232	33,238	149,092
1013	Other Salaries & Wages	0	4,637	6,320	37,747	7,280
1014	Overtime	0	0	1,000	1,000	2,000
1016	Christmas Bonus	520	520	570	570	1,120
1021	F.I.C.A. Taxes	6,583	8,123	9,910	13,067	19,851
1022	Florida Retirement	8,603	10,907	11,470	4,688	0
1023	Life & Health Insurance	12,840	14,880	15,000	13,125	39,000
1024	ICMA Retirement	<u>1,832</u>	<u>1,932</u>	<u>1,994</u>	<u>4,559</u>	<u>15,065</u>
	subtotal	131,712	154,540	166,918	206,253	333,408
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	16,762	46,807	266,432	266,432	103,310
3034	Other Contractual Services	0	0	44,000	2,000	25,000
3040	Travel & Per Diem	10,122	10,778	12,500	9,200	10,780
3041	Communication Services	410	502	1,300	650	1,200
3042	Transportation	163	234	1,000	1,000	3,000
3046	Repair & Maintenance	866	2,751	3,500	2,500	2,500
3047	Printing & Binding	28	977	1,200	1,200	3,500
3048	Promotional Activities	0	383	500	0	0
3051	Office Supplies	1,999	2,504	2,500	2,500	3,000
3052	Operating Supplies	0	0	600	0	1,000
3054	Books, Publ., Subscr.	5,582	4,620	6,400	4,000	2,344
3055	Employee Study Expense	<u>991</u>	<u>925</u>	<u>1,000</u>	<u>1,000</u>	<u>1,200</u>
	subtotal	36,923	70,481	340,932	290,482	156,834
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>9,178</u>	<u>199</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	9,178	199	0	0	0
	TOTAL	<u>177,813</u>	<u>225,220</u>	<u>507,850</u>	<u>496,735</u>	<u>490,242</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>				
General Government	Development Services	Code Enforcement 151-515				
ACCT.	Actual	Actual	Budget	Estimated	Budget	
<u>NO.</u>	<u>FY 05-06</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	
<u>PERSONAL SERVICES</u>						
1012	Regular Salaries & Wages	195,169	192,230	254,631	233,828	63,528
1014	Overtime	0	0	1,000	1,000	1,000
1016	Christmas Bonus	1,040	1,300	1,820	1,040	520
1021	F.I.C.A. Taxes	13,941	13,037	19,620	18,044	4,976
1023	Life & Health Insurance	38,520	40,920	52,500	44,375	15,600
1024	ICMA Retirement	<u>11,647</u>	<u>11,780</u>	<u>15,277</u>	<u>14,090</u>	<u>3,872</u>
	subtotal	260,317	259,267	344,848	312,377	89,496
<u>OPERATING EXPENSES</u>						
3031	Professional Services	0	0	0	0	3,600
3034	Other Contractual Services	3,187	2,089	4,500	1,500	0
3040	Travel & Per Diem	3,740	2,584	7,000	6,800	4,000
3041	Communication Services	1,236	976	2,500	1,500	1,500
3042	Transportation	6,453	5,446	7,100	7,100	5,000
3046	Repair & Maintenance	1,550	1,974	3,000	3,000	3,000
3047	Printing & Binding	-37	-250	500	500	500
3048	Promotional Activities	0	0	0	0	1,000
3051	Office Supplies	2,798	2,927	3,000	3,000	2,500
3052	Operating Supplies	1,968	1,795	3,000	3,000	2,000
3054	Books, Publ., Subscr.	3,558	475	4,800	2,000	375
3055	Employee Study Expense	<u>830</u>	<u>901</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>
	subtotal	25,283	18,917	36,400	29,400	23,475
<u>CAPITAL OUTLAY</u>						
6064	Machinery & Equipment	<u>24,865</u>	<u>2,964</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	24,865	2,964	0	0	0
	TOTAL	<u>310,465</u>	<u>281,148</u>	<u>381,248</u>	<u>341,777</u>	<u>112,971</u>