

Growth & Environmental Management

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**Leon County Government
Fiscal Year 2006 Budget**

Support Services

Organizational Code: 121-423-537

Mission Statement

The mission of the Department of Growth and Environmental Management and Support Services is to administer, centralize, coordinate and facilitate licensing code compliance, citizen review boards and growth and environmental management services to residents, property owners and land development professionals served by the divisions under the Department of Growth and Environmental Management of Leon County, in order to achieve compliance with adopted ordinances and policies.

Advisory Board

County's Contractor Licensing Board; Code Enforcement Board; Board of Adjustment and Appeals; Board of Adjustment and Appeals; Development Review Committee; Growth and Environmental Management Citizens' User Group; Code Enforcement Board; Tallahassee-Leon County Planning Commission

Summary of Services Provided

1. Provide department-wide direction, coordination and support to divisions and programs.
2. Provide administrative coordination and support for agenda, budget, personnel, training, property and other such reports.
3. Provide administrative support for the Code Enforcement Board and Contractors Licensing Board.
4. Coordinate Code processing through the Code Compliance Program.
5. Coordinate and promote Code compliance through educational efforts.

Accomplishments

1. Implemented the new Lot Mowing and Filthy Fluid Discharge ordinances through the Code Compliance Program.
2. Coordinated and implemented new intake and routing procedures for Project Status Determinations to reduce customer waiting time and improve staff efficiencies.
3. Coordinated the visual presentation of site plans at the Pre-application, Technical Review, and Development Review Committee meetings utilizing the Land I.D. web site.
4. Collected approximately \$1.8 million in permitting revenue from Development Services and Environmental Compliance land use and permitting reviews, and \$1,171,073 for building permits during FY 04.
5. Coordinated the preparation of a comprehensive workshop package concerning streamlining the permitting process and development initiatives.
6. Assisted County Administration in the development of a new cellular phone policy.
7. Assisted 490 Contractor's Licensing walk-in customers.
8. Responded to 3,213 code complaint calls.
9. Provided quality customer service to more than 9,282 customers during FY 04.

Current Year Notes

This program is recommended at an increased funding level. These recommendations include:

1. Routine salary, wage and benefit adjustments.
2. In accordance with the recommendations from Human Resource's market salary study, funding is provided in the amount of \$16,987.

Out-Year Notes

There are no Budget Issues requested in FY 2007 through FY 2010, with the exception of anticipated routine salary, wage and benefit adjustments.

Objectives / Performance Measures	Indicator	Units	FY 2004 Actual	FY 2005 Budget	FY 2006 Budget
<u>121-423-537 Support Services</u>					
• Percentage of Code Enforcement Board orders prepared and executed within 10 working days	Input	%	100	100	100
• Reduce lobby waiting times to 10 minutes of arrival at least 95% of the time	Input	%	95	95	95
• File records will be available within one hour of a request 95% of time for routine records requests	Input	%	95	95	95
• Conduct follow-up compliance assistance inspections within seven days of the expiration of the initial voluntary compliance deadline 95% of the time	Input	%	95	95	95
• Customers who receive services will be satisfied with their service 95 % of the time as measured by the Department's customer service satisfaction survey form	Efficiency	%	0	95	95

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Budgetary Costs	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
Personal Services	729,224	617,131	654,785	16,987	671,772	714,900
Operating	66,084	106,312	82,835	0	82,835	82,902
Capital Outlay	0	5,800	0	0	0	0
Total Budgetary Costs	<u>795,308</u>	<u>729,243</u>	<u>737,620</u>	<u>16,987</u>	<u>754,607</u>	<u>797,802</u>

Funding Sources	FY 2004 Actual	FY 2005 Adopted	FY 2006 Budget	FY 2007 Budget
121 Growth Management	795,308	729,243	754,607	797,802
Total Revenues	<u>795,308</u>	<u>729,243</u>	<u>754,607</u>	<u>797,802</u>

Staffing Summary	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
Administrative Associate II	0.61	0.61	0.61	0.00	0.61	0.61
Administrative Associate III	0.61	0.61	0.61	0.00	0.61	0.61
Administrative Associate IV	1.22	1.22	1.22	0.00	1.22	1.22
Administrative Associate V	1.22	1.22	1.22	0.00	1.22	1.22
Asst to the GEM Director	0.75	0.75	0.75	0.00	0.75	0.75
Computer Support Spec. I	1.00	0.00	0.00	0.00	0.00	0.00
Director of Growth & Env Mgmt	0.95	0.95	0.95	0.00	0.95	0.95
GIS Specialist II	1.00	0.00	0.00	0.00	0.00	0.00
Growth Mgmt. Support Svc. Dir.	0.75	0.75	0.75	0.00	0.75	0.75
Permit Processing Supervisor	0.61	0.61	0.61	0.00	0.61	0.61
Permit Technician	1.83	1.83	1.83	0.00	1.83	1.83
Records Manager	0.61	0.61	0.61	0.00	0.61	0.61
Records Technician	0.61	0.61	0.61	0.00	0.61	0.61
Senior Compliance Specialist	1.00	1.00	1.00	0.00	1.00	1.00
Sr. Administrative Associate	0.95	0.95	0.95	0.00	0.95	0.95
Total Full-Time Equivalents (FTE)	<u>13.72</u>	<u>11.72</u>	<u>11.72</u>	<u>0.00</u>	<u>11.72</u>	<u>11.72</u>