

Growth & Environmental Management

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Development Services

Organizational Code: 121-422-537

Mission Statement

The mission of the Division of Development Services is to serve property owners, residents and land development professionals by ensuring that all land development proposals are approved consistent with adopted regulations. The Division will ensure the continued vitality of the community including both the natural and built environments by promoting awareness and compliance with adopted growth management ordinances and policies.

Advisory Board

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. Review all land development proposals for Comprehensive Plan compliance and implementing Land Development Code.
2. Approve applications for quick-turn permitting process.
3. Review and issue Permitted Use Verifications for all new development proposals in the unincorporated area.
4. Assign addresses to new developments in the County and name new streets and other access easements.
5. Inspect sites for land development code compliance and ensure compliance by prosecuting cases through the Code Enforcement Board.

Accomplishments

1. Completed the County's Sidewalk Ordinance implementing the fee-in-lieu of installation provisions in conjunction with Public Works, Planning, and County Attorney's Office which was adopted by the BCC.
2. Completed Comprehensive Plan amendments revising the transportation concurrency provisions of the Plan to address constrained roadway facilities which were adopted by the BCC.
3. Completed a comprehensive revision of the County's Temporary Use Ordinance which was adopted by the BCC.
4. Completed an ordinance revising the County's re-granting of vested development rights for Planned Unit Developments which was adopted by the BCC.
5. Provided staff technical assistance to the BCC and the County Attorney's Office in support of the Board's opposition to the proposed Wakulla County Comprehensive Plan amendment (N.G. Wade proposal).

Current Year Notes

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

1. Routine salary, wage and benefit adjustments.
2. Funding is provided for the reclassification of the following positions: Administrative Associate IV to an Administrative Associate V, Addressing Team Leader from paygrade 83 to 84, Customer Service Technician from paygrade 79 to 80. Total fiscal impact is \$4,755.
3. Funding is provided for increased public notification costs in the amount of \$16,476.

*Note: Starting in FY 2006 OPS positions will no longer be budgeted individually. All divisions that currently have OPS staff will have all budget dollars rolled into a lump sum taken from the total amount appropriated for OPS positions in the FY 2005 Adopted Budget.

Out-Year Notes

There are no Budget Issues requested in FY2007 thru 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
121-422-537 GEM Development Services					
• Number of zoning compliance determinations for residential development proposals completed w/in (1) working day	Input	#	1,911	2,000	2,000
• Make Concurrency determinations within five (5) working days 100% of the time.	Input	%	93	100	100
• Number of subdivision/site plan exemption determinations or advise of the appropriate review process completed w/in five (5) working days	Input	#	115	80	70
• Complete 100% of all field verification and zoning enforcements requests w/in (2) working days	Input	%	100	100	100
• Number of new construction address assignments completed w/in (1) working day	Input	#	2,646	2,700	2,700
• Number of Permitted Use Verifications (PUV) reviewed and certificates issued within ten (10) working days	Input	#	152	160	160

**Leon County Government
Fiscal Year 2006 Budget**

Development Services

Organizational Code: 121-422-537

Budgetary Costs	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
Personal Services	698,035	812,026	845,872	9,920	855,792	905,467
Operating	57,169	59,739	59,739	66,476	126,215	76,333
Capital Outlay	1,630	0	0	0	0	0
Total Budgetary Costs	<u>756,834</u>	<u>871,765</u>	<u>905,611</u>	<u>76,396</u>	<u>982,007</u>	<u>981,800</u>

Funding Sources	FY 2004 Actual	FY 2005 Adopted	FY 2006 Budget	FY 2007 Budget
121 Growth Management	756,834	871,765	982,007	981,800
Total Revenues	<u>756,834</u>	<u>871,765</u>	<u>982,007</u>	<u>981,800</u>

Staffing Summary	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
Addressing Program Team Leader	1.00	1.00	1.00	0.00	1.00	1.00
Administrative Associate IV	1.00	1.00	1.00	0.00	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	0.00	1.00	1.00
Customer Services Technician	2.00	2.00	2.00	0.00	2.00	2.00
Development Services Admin.	1.00	1.00	1.00	0.00	1.00	1.00
Development Services Coord.	1.00	1.00	1.00	0.00	1.00	1.00
Development Services Supv.	1.00	1.00	1.00	0.00	1.00	1.00
Dir. of Development Services	1.00	1.00	1.00	0.00	1.00	1.00
Planner I	1.00	1.00	1.00	0.00	1.00	1.00
Planner II	3.00	3.00	3.00	0.00	3.00	3.00
Transportation Planner	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>0.00</u>	<u>14.00</u>	<u>14.00</u>

OPS Staffing	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
GEM Consolidated OPS	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>