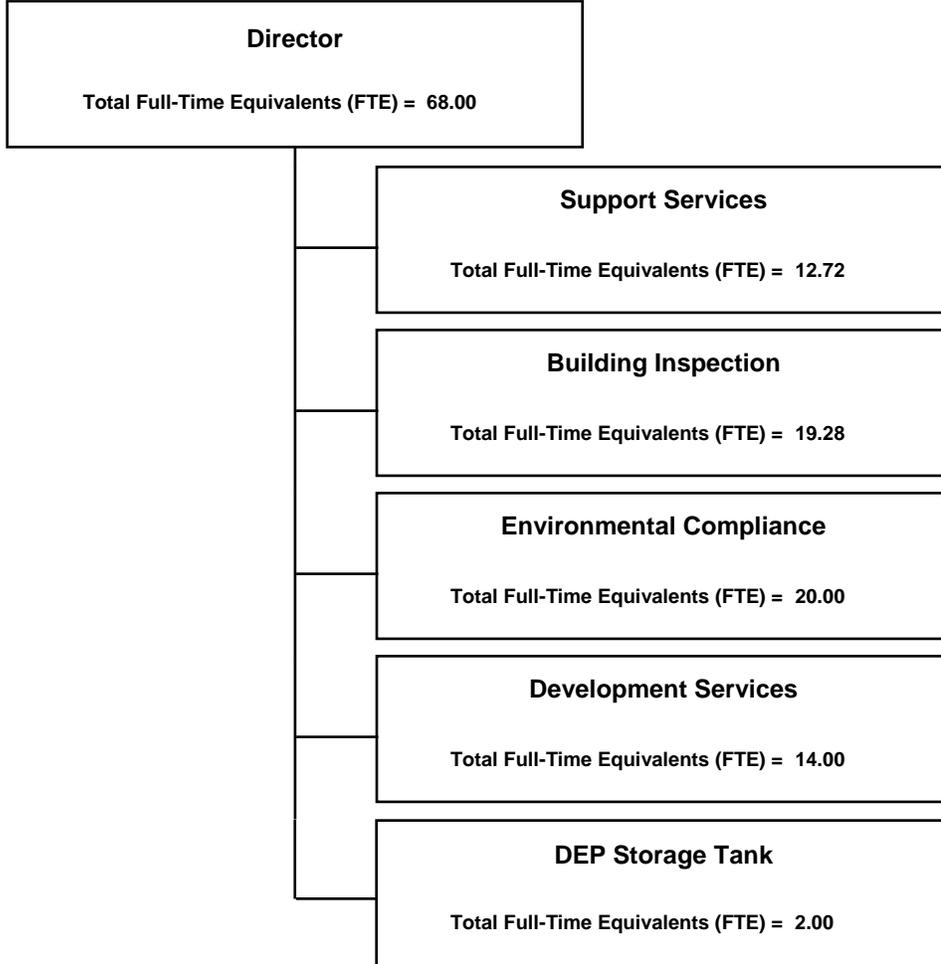


Growth & Environmental Management

Organizational Chart	8 - 2
Executive Summary	8 - 3
Growth & Environmental Management Summary	8 - 4
Support Services	8 - 5
Building Inspection	8 - 7
Environmental Compliance	8 - 9
Development Services	8 - 11
DEP Storage Tank	8 - 13

Growth & Environmental Management



Growth & Environmental Management

Executive Summary

The Growth & Environmental Management (GEM) section of the Leon County FY 2009 Annual Budget is comprised of Support Services, Building Inspection, Environmental Compliance, Development Services, and Department of Environmental Protection Storage Tank program.

Support Services coordinates and administers licensing code compliance, growth and environmental management services, and citizen review board services. Building Inspection ensures compliance with appropriate construction codes through permit issuance, plans review, inspections, and use of automation technologies. Development Services ensures that all land development proposals are approved consistent with adopted regulations. Environmental Compliance provides technical and scientific permitting and review services, and disseminates environmental information to the public. The Storage Tank program implements the Florida Department of Environmental Protection Storage Tank Contract.

HIGHLIGHTS

The Leon County Department of Growth & Environmental Management (GEM) moved to the Renaissance Center in Frenchtown, on March 19, 2007. The new location now offers the community a "one-stop" center for growth management and planning related activities since the Tallahassee-Leon County Planning and the City and Tallahassee Growth Management Departments moved to this location during FY 2008.

Growth and Environmental Management

In March 2008, the Board of County Commissioners implemented new fees for the Department of Growth and Environmental Management for development review and environmental permits. The fees were increased to reduce the general revenue subsidy to the Department. For FY 2009 the transfer to the Growth Fund was reduced by \$431,979 from FY 2008.

The current slow down in the economy has a corresponding impact on the number of development approvals and environmental permits that are being submitted for review. This has caused a decline in revenue to the Department. To ameliorate the effects of this slow down five vacant positions have been frozen, and will not be filled until the level of permitting activity increases. The five positions include a permit technician in the Support Services Division, and two positions each in the Environmental Compliance and Development Services Division. The combined annual savings by freezing these positions is \$323,089. In addition, one administrative position in Development Services was eliminated for a savings of \$51,391.

Even with these budget reductions the Growth Management Fund will have to utilize \$885,000 fund balance for the next fiscal year. The Department has enough unrestricted reserves to help fund the Department for at least two years, or until permitting activity and revenues increase. If development review application and environmental permitting levels do not return to normal levels within this period, additional reductions will be required.

Building Review and Inspection

As a result of a recent independent fee study, the Board approved increases of building review and inspection fees for the first time in more than 11 years. The incremental fee increases were approved for 34% effective March 1, 2007, 22% on October 1, 2007 and the final 7% on October 1, 2008. Prior to these fee increases, the Building Inspection Fund utilized fees and accumulated fund balance to maintain the program. With the depletion of fund balance, new fees were necessary to maintain this self supporting fund.

Department of Environmental Protection (DEP) Storage Tank Program

The Department continues to contract with DEP to conduct pollutant storage tank inspection within the County, and recently entered into a new 10 year for these inspection services. The December 31, 2009 deadline for installing secondary containment for underground storage tanks is approaching, and inspections involving tank closures and installations will increase during this period.

**Leon County Government
Fiscal Year 2009 Budget**

Growth & Environmental Management

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	4,339,850	4,770,644	4,694,523	(374,509)	4,320,014	4,804,383
Operating	216,930	309,421	265,035	-	265,035	265,316
Transportation	85,099	102,487	110,795	-	110,795	110,795
Capital Outlay	6,729	-	-	-	-	-
Total Budgetary Costs	4,648,608	5,182,552	5,070,353	(374,509)	4,695,844	5,180,494

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Support Services	834,477	877,237	853,516	(28,910)	824,606	880,843
Building Inspection	1,354,213	1,452,273	1,429,722	-	1,429,722	1,474,788
Environmental Compliance	1,529,254	1,617,872	1,568,996	(118,807)	1,450,189	1,619,494
Development Services	796,315	1,095,220	1,079,827	(226,792)	853,035	1,063,122
DEP Storage Tank	134,349	139,950	138,292	-	138,292	142,247
Total Budget	4,648,608	5,182,552	5,070,353	(374,509)	4,695,844	5,180,494

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
120 Building Inspection	1,354,213	1,452,273	1,429,722	-	1,429,722	1,474,788
121 Growth Management	3,160,046	3,590,329	3,502,339	(374,509)	3,127,830	3,563,459
125 Grants	134,349	139,950	138,292	-	138,292	142,247
Total Revenues	4,648,608	5,182,552	5,070,353	(374,509)	4,695,844	5,180,494

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Building Inspection	19.28	19.28	19.28	-	19.28	19.28
DEP Storage Tank	2.00	2.00	2.00	-	2.00	2.00
Development Services	15.00	15.00	15.00	(1.00)	14.00	14.00
Environmental Compliance	20.00	20.00	20.00	-	20.00	20.00
Support Services	12.72	12.72	12.72	-	12.72	12.72
Total Full-Time Equivalents (FTE)	69.00	69.00	69.00	(1.00)	68.00	68.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Development Services	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Growth & Environmental Management – Support Services

Organizational Code: 121-423-537

Goals

The goals of the Department of Growth and Environmental Management and Support Services are 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.

Objectives

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. Manage the storage, archiving, retrieval and electronic document system for all the Department permitting records.
4. Provide administrative support for the Code Enforcement Board and Contractor's Licensing and Examination Board.
5. Coordinate Code processing through the Code Compliance Program.
6. Coordinate and promote Code compliance through educational efforts.
7. Provide an initial point of contact to customers for all matters regarding Growth & Environmental Management.
8. Ensure applications are quickly and accurately processed in accordance with the direction of the County Commission and the Florida Building Code.
9. Coordinate the internet permitting activities with customers, vendors, Building Inspection, and MIS.

Statutory Requirements

Support Services - Chapter 119, Florida Statutes (Florida Public Records Law). Also, the statutory responsibilities for Building Inspection, Environmental Compliance, and Development Services included below:

Building - 101 Life Safety Code - F.S., Chapter 633.025; Florida Mechanical Code - Leon County Code of Laws, Section 5-(151 - 153); Florida Plumbing Code; & F.S., Chapter 553.01 - 553.14; National Electrical Code; & F.S., Chapter 553.15 - 553.23; Florida Gas Code; Florida Building Code; & F.S., Chapter 553.73; Florida Energy Code - F.S., Chapter 553.900 - 553.975; Florida Americans With Disabilities Act - F.S., Chapter 553.45 - 553.495; Zoning Code - (LCCOL), Section 10-(836 - 837); Contractor Licensing; Swimming Pool Code; Florida/County Mobile Homes Installation - (LCCOL), Section 5-(166 - 175); & F.S., Administrative Rule, Chapter 15C-1.10; Floodplain Management; Sign Code - (LCCOL), Section 10-(1801 - 1830); Florida Fire Code; & F.S., Chapter 633.025; Section 10-362; Florida Construction Lien Laws - F.S., Chapter 713.135; Florida Radon Code Funding - F.S., Chapter 404.056(4). Mandatory Building Inspector Certification - F.S., Chapter 468.601-468.633

Development Services - Florida Statutes, Chapters 163 and 380; the Tallahassee-Leon County Comprehensive Plan; Leon County Code of Laws, Chapter 10 (Land Development Code); and other BCC-adopted plans and implementing policy and procedures manuals

Environmental Management - Leon County Code of Laws; Chapter 10 "Environmental Management Act"; Chapter 14 "Junk and Litter"; Chapter 6 & Florida Statutes, Chapter 162 "Code Enforcement Board"

Advisory Board

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

Benchmarking

Benchmarking*	Leon County FY 2007	Benchmark
Code compliance cases brought into compliance as a % of open cases (453 cases)	63%	54.5%
Code compliance cases brought into compliance as a % of all cases (722 total)	63%	62.9%

**International City Management Association Comparable Performance Measurement 2006*

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of permit applications received and processed	3,150	4,288	3,277	3,650
% of Code Enforcement Board orders prepared and executed within 10 working days	49/100%	110/100%	49/100%	45/100%
# of walk-in customers	11,380	10,600	5,342	9,100
# of permits issued or approved	3,150	4,000	3,169	3,000
# of calls processed	59,000	82,500	38,703	68,000
Total fees received	\$3.5 million	\$3.9 million	\$2.5 million	\$3.1 million

**Leon County Government
Fiscal Year 2009 Budget**

**Growth & Environmental Management
Support Services (121-423-537)**

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	754,871	781,624	775,687	(28,910)	746,777	803,014
Operating	69,978	88,176	71,383	-	71,383	71,383
Transportation	4,378	7,437	6,446	-	6,446	6,446
Capital Outlay	5,250	-	-	-	-	-
Total Budgetary Costs	<u>834,477</u>	<u>877,237</u>	<u>853,516</u>	<u>(28,910)</u>	<u>824,606</u>	<u>880,843</u>

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
121 Growth Management	834,477	877,237	853,516	(28,910)	824,606	880,843
Total Revenues	<u>834,477</u>	<u>877,237</u>	<u>853,516</u>	<u>(28,910)</u>	<u>824,606</u>	<u>880,843</u>

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	1.22	1.22	1.22	-	1.22	1.22
Administrative Associate V	1.22	1.22	1.22	-	1.22	1.22
Asst to the GEM Director	0.75	0.75	0.75	-	0.75	0.75
Director of Growth & Env Mgmt	0.95	0.95	0.95	-	0.95	0.95
Growth Mgmt. Support Svc. Dir.	0.75	0.75	0.75	-	0.75	0.75
Permit Processing Supervisor	0.61	0.61	0.61	-	0.61	0.61
Permit Technician	1.83	1.83	1.83	-	1.83	1.83
Records Manager	0.61	0.61	0.61	-	0.61	0.61
Records Technician	0.61	0.61	0.61	-	0.61	0.61
Senior Compliance Specialist	1.00	1.00	1.00	-	1.00	1.00
Sr. Administrative Associate	0.95	0.95	0.95	-	0.95	0.95
Code Enforcement Board Tech	0.61	0.61	0.61	-	0.61	0.61
Contractors Licensing Board Technician	0.61	0.61	0.61	-	0.61	0.61
Code Compliance Coordinator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>12.72</u>	<u>12.72</u>	<u>12.72</u>	<u>-</u>	<u>12.72</u>	<u>12.72</u>

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The freezing of one position for FY09 in the amount of \$28,910.
2. Utility services associated with the relocation to the Renaissance Building in the amount of \$17,784.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

**Leon County Government
Fiscal Year 2009 Budget**

Building Inspection

Organizational Code: 120-220-524

Goals

The goals of the Division of Building Inspection are to ensure a safely built environment for the public within the unincorporated area of Leon County. Building Inspection effectively and efficiently obtains compliance with appropriate construction codes through permit issuance, plans review, inspections, use of automation technologies and training; all to be performed in a customer and staff sensitive manner. The division also provides staff support for the County's Contractor Licensing and Code Enforcement Boards and the Board of Adjustment and Appeals.

Objectives

1. Review of plans prior to issuance of permits to ensure structures are designed in accordance with applicable codes through plans review.
2. Ensure structures are constructed in accordance with approved plans and applicable codes through onsite inspections.
3. Provide staff support to the Contractors Licensing Board to ensure contractors' performance complies with State and local requirements.
4. Review new construction products, methods, and materials prior to use in Leon County.
5. Provide staff support to the Board of Adjustment and Appeals and the Code Enforcement Board.
6. Provide assistance to the Florida Association of Counties, Florida League of Cities, and the Building Officials Association of Florida during the Legislative Session and related Committee meetings regarding local impacts of proposed construction legislation.

Statutory Requirements

101 Life Safety Code - F.S., Chapter 633.025; Florida Mechanical Code - Leon County Code of Laws, Section 5-(151 - 153); Florida Plumbing Code; & F.S., Chapter 553.01 - 553.14; National Electrical Code; & F.S., Chapter 553.15 - 553.23; Florida Gas Code; Florida Building Code: & F.S., Chapter 553.73; Florida Energy Code - F.S., Chapter 553.900 - 553.975; Florida Americans With Disabilities Act - F.S., Chapter 553.45 - 553.495; Zoning Code - (LCCOL), Section 10-(836 - 837); Contractor Licensing; Swimming Pool Code; Florida/County Mobile Homes Installation - (LCCOL), Section 5-(166 - 175); & F.S., Administrative Rule, Chapter 15C-1.10; Floodplain Management; Sign Code - (LCCOL), Section 10-(1801 - 1830); Florida Fire Code; & F.S., Chapter 633.025; Section 10-362; Florida Construction Lien Laws - F.S., Chapter 713.135; Florida Radon Code Funding - F.S., Chapter 404.056(4). Mandatory Building Inspector Certification - F.S., Chapter 468.601-468.633, Carbon Monoxide Detection by Occupancy- F.S., Chapter 509.211.

Advisory Board

County's Contractor Licensing Board; Code Enforcement Board; Board of Adjustment and Appeals

Benchmarking

Permit Review Time Frames *	Single Family			Commercial		
	Total Days	Applicant	Staff	Total Days	Applicant	Staff
2005 Actual	30	15	15	62	36	26
2006 Actual	26	16	10	79	57	22
2007 Actual	30	23	7	136	117	19
2008 YTD	33	23	10	25	13	12

* Review times are based on calendar days and include both staff and applicant/consultant holding periods. Building, Environmental, and Septic permit applications are reviewed simultaneously. The increase in applicant days in the commercial building permit category for FY 2007 is due to an applicant submitting a building permit in conjunction with a development site plan application for a large commercial development. Building permits are not released until all other development permits are ready for issuance.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 * Estimate	FY2009 Estimate
# of building inspections performed	31,902	29,277	30,068	30,369
# of miles between each inspection	5.82	6.12	6.18	6.24
Average minutes per inspection on construction site	15.14	16.61	16.16	15.99
# of plan reviews performed	3,191	3,511	3,063	3,124

* Revised based on YTD actuals

**Leon County Government
Fiscal Year 2009 Budget**

**Growth & Environmental Management
Building Inspection (120-220-524)**

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,254,949	1,308,718	1,306,649	-	1,306,649	1,351,582
Operating	63,611	96,233	78,778	-	78,778	78,911
Transportation	35,653	47,322	44,295	-	44,295	44,295
Total Budgetary Costs	1,354,213	1,452,273	1,429,722	-	1,429,722	1,474,788
Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
120 Building Inspection	1,354,213	1,452,273	1,429,722	-	1,429,722	1,474,788
Total Revenues	1,354,213	1,452,273	1,429,722	-	1,429,722	1,474,788
Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	0.78	0.78	0.78	-	0.78	0.78
Administrative Associate V	1.78	1.78	1.78	-	1.78	1.78
Asst to the GEM Director	0.25	0.25	0.25	-	0.25	0.25
Building Inspection Supervisor	1.00	1.00	1.00	-	1.00	1.00
Combination Inspector	7.00	7.00	3.00	-	3.00	3.00
Deputy Building Official	1.00	1.00	1.00	-	1.00	1.00
Dir of Bldg. Inspection	1.00	1.00	1.00	-	1.00	1.00
Director of Growth & Env Mgmt	0.05	0.05	0.05	-	0.05	0.05
Growth Mgmt. Support Svc. Dir.	0.25	0.25	0.25	-	0.25	0.25
Permit Processing Supervisor	0.39	0.39	0.39	-	0.39	0.39
Permit Technician	1.17	1.17	1.17	-	1.17	1.17
Plans Examiner	2.00	2.00	1.00	-	1.00	1.00
Records Manager	0.39	0.39	0.39	-	0.39	0.39
Records Technician	0.39	0.39	0.39	-	0.39	0.39
Sr. Administrative Associate	0.05	0.05	0.05	-	0.05	0.05
Code Enforcement Board Tech	0.39	0.39	0.39	-	0.39	0.39
Contractors Licensing Board Technician	0.39	0.39	0.39	-	0.39	0.39
Senior Plans Examiner	1.00	1.00	2.00	-	2.00	2.00
Senior Combination Inspector	-	-	4.00	-	4.00	4.00
Total Full-Time Equivalents (FTE)	19.28	19.28	19.28	-	19.28	19.28

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. Utility services associated with the relocation to the Renaissance Building in the amount of \$17,957.
2. Vehicle coverage costs in the amount of \$1,377.
3. Other operating costs in the amount of \$2,525.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

**Leon County Government
Fiscal Year 2009 Budget**

Environmental Compliance

Organizational Code: 121-420-537

Goals

The goals of the Division of Environmental Compliance are to provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.

Objectives

1. Review development proposals including permit applications, site and development plans and pre-application requests for compliance with the Environmental Management Act and sound environmental management practices.
2. Conduct environmental analysis for rezoning, subdivisions, site plans, and other proposed activities to ensure consideration and mitigation of environmentally sensitive areas (ESA) and other regulatory constraints.
3. Provide technical support and recommendations on environmental policy, land use, permitting, and related management decisions to the Planning Commission, Board of Adjustment and Appeals, the Board of County Commissioners, and other County, City and State agencies.
4. Inspect permitted new construction and development activity for code compliance and consistency with permitted plans.
5. Implement the stormwater facility maintenance and operating permit program.
6. Perform maintenance inspections for stormwater facilities and landscaping, and issue operating permits where appropriate.
7. Provide walk-in client and customer assistance through the environmental duty officer rotation in the research, interpretation, information gathering, or generally directing the client to the appropriate resource or agency.
8. Single Family permit review including flood letter review, Board mandated flood indemnification declaration, compliance with master permit and plat, tree protection, erosion and sedimentation control, protection of features and lot-to-lot drainage issues.
9. Inspection, resolution and possible Code Board involvement for code violations, such as non-permitted development activities, junk and mowing ordinance violations.

Statutory Requirements

Florida Statute, Chapter 163; the Comprehensive Plan; Florida Statute, 403.0885(NPDES), Florida Statute 403.0891; Environmental Management - Leon County Code of Laws; Chapter 10 "Environmental Management Act"; Chapter 14 "Junk and Litter"; Chapter 6 and Florida Statutes, Chapter 162 "Code Enforcement Board"

Advisory Board

Tallahassee-Leon County Planning Commission; Board of Adjustment and Appeals; Code Enforcement Board; Science Advisory Committee; Water Resources Committee

Benchmarking

Permit Review Time Frames*	Natural Feature Inventory			Environmental Impact Analysis			Environmental Permits		
	<i>Total Days</i>	<i>Applicant</i>	<i>Staff</i>	<i>Total Days</i>	<i>Applicant</i>	<i>Staff</i>	<i>Total Days</i>	<i>Applicant</i>	<i>Staff</i>
FY 2005 Actual	64	40	24	135	94	41	84	50	34
FY 2006 Actual	47	27	20	133	85	48	66	30	36
FY 2007 Actual **	63	43	20	184	137	47	51	25	26
FY 2008 YTD	29	13	16	162	137	25	91	64	27

* Review times are based on calendar days and include both staff and applicant/consultant holding periods.

** FY07 Actual data reflects year end adjustments.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of natural Features Inventory applications reviews	104	90	90	90
# of site plan reviews (environmental impacts)	182	181	133	133
# of stormwater operating permits reviews	44	58	44	44
# of environmental duty officer customer service clients	1,344	1,467	1,350	1700
# of single Family Lot Environmental Permit Applications reviews	782	777	798	750
# of stormwater operating permit renewals	241	251	240	240
# of conduct 4,800 environmental inspections annually	6,769	6,543	6,500	6500
# of number of Environmental Management Act permits	102	148	108	108
# of Science Advisory Committee meetings administered annually	10	10	10	10

**Leon County Government
Fiscal Year 2009 Budget**

**Growth & Environmental Management
Environmental Compliance (121-420-537)**

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,468,022	1,544,834	1,480,359	(118,807)	1,361,552	1,530,709
Operating	23,738	35,403	40,175	-	40,175	40,323
Transportation	36,015	37,635	48,462	-	48,462	48,462
Capital Outlay	1,479	-	-	-	-	-
Total Budgetary Costs	<u>1,529,254</u>	<u>1,617,872</u>	<u>1,568,996</u>	<u>(118,807)</u>	<u>1,450,189</u>	<u>1,619,494</u>

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
121 Growth Management	1,529,254	1,617,872	1,568,996	(118,807)	1,450,189	1,619,494
Total Revenues	<u>1,529,254</u>	<u>1,617,872</u>	<u>1,568,996</u>	<u>(118,807)</u>	<u>1,450,189</u>	<u>1,619,494</u>

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Dir of Env Compliance	1.00	1.00	1.00	-	1.00	1.00
Engineer Intern	1.00	-	-	-	-	-
Env. Review Supervisor	1.00	1.00	1.00	-	1.00	1.00
Environmental Compliance Spec.	7.00	7.00	7.00	-	7.00	7.00
Environmental Inspection Supv.	1.00	1.00	1.00	-	1.00	1.00
Environmental Rev. Specialist	2.00	2.00	2.00	-	2.00	2.00
Sr Environmental Engineer	3.00	3.00	3.00	-	3.00	3.00
Environmental Review Biologist	3.00	2.00	2.00	-	2.00	2.00
Stormwater Sr. Design Analyst	-	1.00	1.00	-	1.00	1.00
Sr. Environmental Review Biologist	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>	<u>-</u>	<u>20.00</u>	<u>20.00</u>

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The freezing of two positions for FY09 in the amount of \$118,807.
2. Vehicle coverage costs in the amount of \$1,342.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Fuel costs associated with the rising oil prices in the amount of \$26,248.

**Leon County Government
Fiscal Year 2009 Budget**

Development Services

Organizational Code: 121-422-537

Goals

The goals of the Division of Development Services are to protect the health, safety, and welfare of the community by ensuring that all land development activities comply with adopted zoning, design, site plan, and subdivision standards and regulations.

Objectives

1. Review all land development proposals for Land Development Code compliance, including site and development plan review.
2. Review building permit applications to ensure that associated structures comply with applicable Development Code standards.
3. Review applications for and issue Permitted Use Verification certificates for all new development proposals.
4. Prepare amendments to the Land Development Code to implement Board Policy and revised requirements mandated by the Comprehensive Plan. This includes coordination with citizen and development interest groups to solicit their input.
5. Assist other Departments and agencies in the review of various applications and proposals, including Comprehensive Plan amendments, capital improvement projects, right-of-way abandonments, and proposed plats.
6. Coordinate and assist other Departments and Agencies in their capacity of reviewing development proposals for approval/compliance and draft Development Agreements between the County and developers of large and complex development projects.
7. Review and coordinate all applications for Developments of Regional Impact and associated development order amendments for compliance with state and County requirements.
8. Implement the Leon County Concurrency Management System including maintenance of data base and evaluation and issuance of concurrency management applications and certificates.
9. Assign addresses to new developments in the County; review and approve new street names for the City of Tallahassee and Leon County; maintain the addressing data base.
10. Review applications for sign permits, temporary use permits, and liquor licenses.
11. Lead staff of the Board of Adjustment and Appeals including meeting coordination and variance and appeal application evaluation and recommendation.
12. Inspect sites for land development code compliance and ensure compliance by prosecuting cases through the Code Enforcement Board.
13. Assist the public with the reconciliation of improperly subdivided lands. Lead efforts to prevent further improper subdivision.

Statutory Requirements

Florida Statutes, Chapters 163 and 380; Florida Administrative Codes 9J-2, 9J-5, 9J-10, 9J-11; and 28-24, the Tallahassee-Leon County Comprehensive Plan; Leon County Code of Laws, Chapter 10 (Land Development Code); Bradfordville Sector Plan, and other BCC-adopted plans and implementing policy and procedures manuals

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, GEM Permit Process Improvement Focus Group

Benchmarking*

Site Plans Types→	Mean time for review of Type A & Limited Partition Site Plans			Mean time for review of Type B Site Plans			Mean time for review of Type A, B, C, D & Limited Partitions		
	Staff**	Applicant**	Total**	Staff**	Applicant**	Total**	Staff**	Applicant**	Total**
Fiscal Year ↓									
2006 Actual	53	128	181	80	183	263	80	150	230
2007 Actual	49	190	239	121	111	232	65	185	250
2008 YTD	54	130	184	122	145	267	80	140	220
2009 Estimate	52	129	181	120	140	260	77	135	212

*This Benchmarking data was revised as part of the FY09 budget process in order to more accurately measure Development Services review times.

**Review times are based on calendar days. "Applicant" refers to # of days that the applicant was responsible for making corrections to the plan; "Staff" refers to # of days that staff spent reviewing the plan.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of all construction address assignments	2,207	1,604	2,500	900
# of subdivision and site and development plan reviews	75	72	77	62
# of Limited partition and Type A site & development plan reviews	23	42	48	30
# of Type B site and development plan reviews	17	12	30	10
# of Type C site and development plan reviews	3	4	3	1
# of Type D site and development plan reviews	2	0	3	2
# of Permitted Use Verifications (PUV) reviewed and issued	172	136	170	100
# of subdivision/ASAP & other exemption determinations	108	98	70	70
# of zoning compliance determinations for residential development	1,400	1,186	1,500	750
# of Board and Adjustment and Appeals Requests	11	5	12	15
# of Concurrency Management Certificates Issued, small prjct**	61	54	88	85
# of Concurrency Management Certificates Issued, large prjct***	1	3	12	10
# of Development Agreements Reviewed	0	2	3	2
# of DRI applications & development orders reviewed	1	1	3	4
# of Land Dev. Code amendments by section, presented to Board	4	3	22	10

Small project = development that would generate less than 100 P.M. peak hour trips; *Large project = development that would generate 100 or more P.M. peak hour trips.

**Leon County Government
Fiscal Year 2009 Budget**

**Growth & Environmental Management
Development Services (121-422-537)**

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	734,831	1,006,191	1,005,554	(226,792)	778,762	988,849
Operating	58,009	83,520	68,610	-	68,610	68,610
Transportation	3,475	5,509	5,663	-	5,663	5,663
Total Budgetary Costs	<u>796,315</u>	<u>1,095,220</u>	<u>1,079,827</u>	<u>(226,792)</u>	<u>853,035</u>	<u>1,063,122</u>

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
121 Growth Management	796,315	1,095,220	1,079,827	(226,792)	853,035	1,063,122
Total Revenues	<u>796,315</u>	<u>1,095,220</u>	<u>1,079,827</u>	<u>(226,792)</u>	<u>853,035</u>	<u>1,063,122</u>

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Addressing Program Team Leader	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	2.00	2.00	2.00	(1.00)	1.00	1.00
Customer Services Technician	1.00	1.00	1.00	-	1.00	1.00
Development Services Admin.	1.00	1.00	1.00	-	1.00	1.00
Development Services Coord.	1.00	1.00	1.00	-	1.00	1.00
Development Services Supv.	1.00	1.00	1.00	-	1.00	1.00
Dir. of Development Services	1.00	1.00	1.00	-	1.00	1.00
Planner I	2.00	2.00	2.00	-	2.00	2.00
Planner II	3.00	3.00	3.00	-	3.00	3.00
Transportation Planner	1.00	1.00	1.00	-	1.00	1.00
Concurrency Management Planner	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>(1.00)</u>	<u>14.00</u>	<u>14.00</u>

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
GEM Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>-</u>	<u>1.00</u>	<u>1.00</u>

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The freezing of two positions for FY09 in the amount of \$175,401.
2. Reorganization of administrative staffing due to the reduction of staff through the Voluntary Separation Program in the amount of \$51,391.
3. Vehicle coverage costs in the amount of \$1,342.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Fuel costs associated with the rising oil prices in the amount of \$26,248.

DEP Storage Tank

Organizational Code: 125-866-524

Goals

The goals of the Department of Environmental Protection Storage Tank Program are to effectively and efficiently implement the Florida Department of Environmental Protection's Storage Tank Contract in a customer sensitive manner.

Objectives

1. Perform annual compliance inspections of registered storage tank facilities.
2. Perform installation inspections of new petroleum equipment at new and existing facilities.
3. Perform site inspections for tank removals and abandonments.
4. Investigate and report on petroleum discharges, leaks, non-registered tanks and other code violations and initiate enforcement actions as appropriate.
5. Provide citizens and consultants assistance concerning petroleum storage tanks.
6. Orientate new DEP/OGC employees on tank inspections, closures, and installations.

Statutory Requirements

Florida Statute, Chapter 376.3071 "Petroleum Storage Tank Section"; Florida Administrative Code, Chapter 62-761.; Aquifer Recharge Element of Comp Plan, Policy:1.1.5

Advisory Board

None

Performance Measures

Performance Measures	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate
# of compliance inspections	558	588	540	540
# of requests for customer assistance	1,035	1,033	1,000	1,000

Growth & Environmental Management DEP Storage Tank (125-866-524)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	127,177	129,277	126,274	-	126,274	130,229
Operating	1,594	6,089	6,089	-	6,089	6,089
Transportation	5,578	4,584	5,929	-	5,929	5,929
Total Budgetary Costs	<u>134,349</u>	<u>139,950</u>	<u>138,292</u>	<u>-</u>	<u>138,292</u>	<u>142,247</u>
Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
125 Grants	134,349	139,950	138,292	-	138,292	142,247
Total Revenues	<u>134,349</u>	<u>139,950</u>	<u>138,292</u>	<u>-</u>	<u>138,292</u>	<u>142,247</u>
Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Environmental Compliance Spec.	1.00	1.00	1.00	-	1.00	1.00
Sr. Env. Compliance Spec.	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>	<u>2.00</u>	<u>2.00</u>

Notes

This program is recommended at an overall decreased funding level due to personnel reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

Increases to Program Funding Levels:

1. Vehicle repair costs in the amount of \$426.
2. Fuel costs associated with the rising oil prices in the amount of \$919.