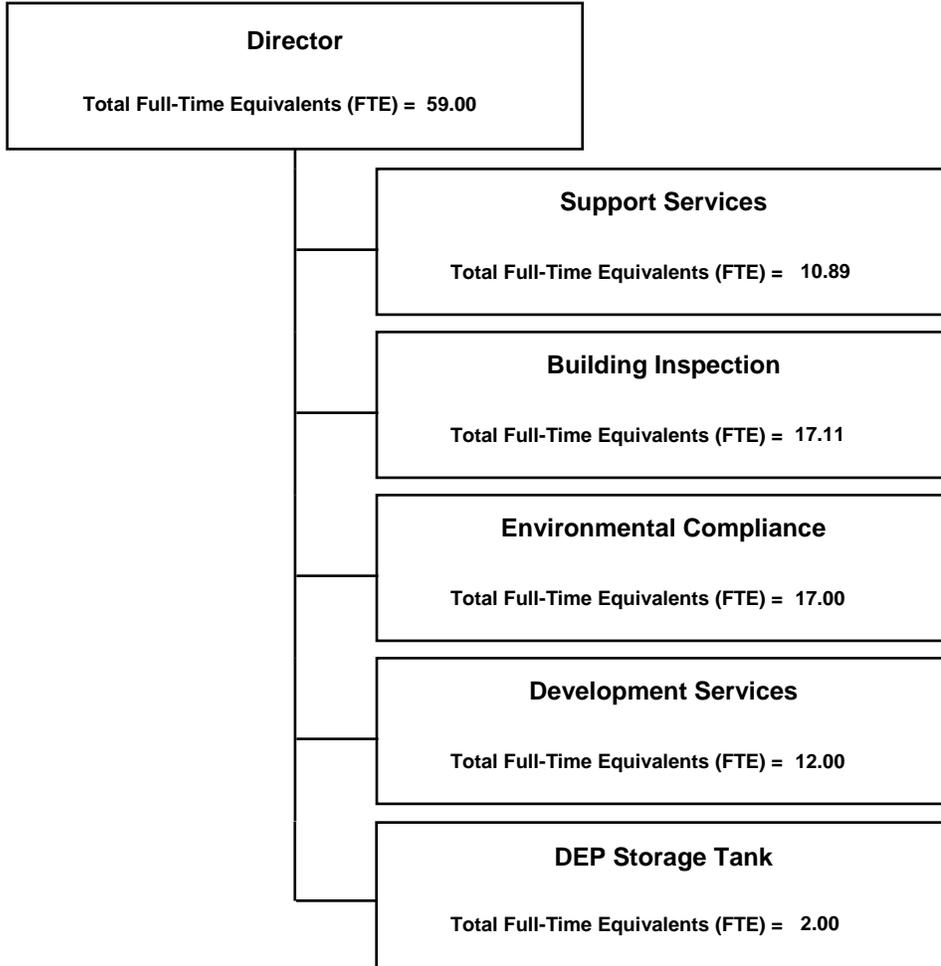


## Growth & Environmental Management

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## Growth & Environmental Management



## Growth & Environmental Management

### Executive Summary

The Growth & Environmental Management (GEM) section of the Leon County FY 2010 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 of Tallahassee Growth Management departments moved to this location during FY 2008.

In June 2009, the Board voted to pursue a functional consolidation of County and City growth management functions. Included will be an evaluation to realize the maximum potential benefits, to achieve the most cost effective result, to avoid any unintended consequences and to ensure consistency with broader objectives.

#### 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.

The current slow down in the real estate and construction related markets in the County have had 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 were frozen in FY09 and one position was eliminated. During the June 2009 budget workshop, the Board eliminated all vacant positions in Growth, including Building Inspection. The combined annual savings by eliminating these positions is \$544,686.

Even with these budget reductions, the Growth Management Fund will have to utilize \$795,566 of fund balance for FY 2010. Growth Management does not have enough unrestricted reserves to help fund the Department beyond next fiscal year. Therefore, if development review application and environmental permitting levels do not return to normal levels within this period, additional adjustments may be required. These adjustments may include additional position reductions, fee changes, or additional general revenue support.

#### 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.

Even with the elimination of vacant positions, the Building Inspection Fund will have to utilize all of its fund balance in FY 2010 to meet its expenditure needs. If permitting levels do not return to more normal levels next fiscal year, either a general revenue subsidy will be required or further expenditure reductions will need to be made.

#### 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 contract 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 2010 Budget**

**Growth & Environmental Management**

<b>Budgetary Costs</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Personnel Services	4,362,285	4,477,214	4,772,789	(544,686)	4,228,103	4,362,651
Operating	169,184	265,035	261,826	-	261,826	262,118
Transportation	115,412	110,795	90,168	-	90,168	90,168
Total Budgetary Costs	<u>4,646,881</u>	<u>4,853,044</u>	<u>5,124,783</u>	<u>(544,686)</u>	<u>4,580,097</u>	<u>4,714,937</u>

<b>Appropriations</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Support Services	814,780	854,129	881,164	(82,133)	799,031	820,856
Building Inspection	1,414,573	1,475,222	1,484,810	(110,647)	1,374,163	1,413,538
Environmental Compliance	1,439,850	1,504,278	1,635,399	(167,836)	1,467,563	1,511,960
Development Services	845,694	881,123	977,037	(184,070)	792,967	818,203
DEP Storage Tank	131,984	138,292	146,373	-	146,373	150,380
Total Budget	<u>4,646,881</u>	<u>4,853,044</u>	<u>5,124,783</u>	<u>(544,686)</u>	<u>4,580,097</u>	<u>4,714,937</u>

<b>Funding Sources</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
120 Building Inspection	1,414,573	1,475,222	1,484,810	(110,647)	1,374,163	1,413,538
121 Growth Management	3,100,324	3,239,530	3,493,600	(434,039)	3,059,561	3,151,019
125 Grants	131,984	138,292	146,373	-	146,373	150,380
Total Revenues	<u>4,646,881</u>	<u>4,853,044</u>	<u>5,124,783</u>	<u>(544,686)</u>	<u>4,580,097</u>	<u>4,714,937</u>

<b>Staffing Summary</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Building Inspection	19.28	19.28	19.28	(2.17)	17.11	17.11
DEP Storage Tank	2.00	2.00	2.00	-	2.00	2.00
Development Services	15.00	14.00	14.00	(2.00)	12.00	12.00
Environmental Compliance	20.00	20.00	20.00	(3.00)	17.00	17.00
Support Services	12.72	12.72	12.72	(1.83)	10.89	10.89
Total Full-Time Equivalents (FTE)	<u>69.00</u>	<u>68.00</u>	<u>68.00</u>	<u>(9.00)</u>	<u>59.00</u>	<u>59.00</u>

<b>OPS Staffing Summary</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Development Services	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>(1.00)</u>	<u>-</u>	<u>-</u>

Notes:  
Historically, the County has had a separate budgeted reserve account. During the fiscal year, the County would realign the funds from the reserve account to the individual budgets as needed. Due to employees not receiving raises in FY 2010, the FY 2009 budgeted salary contingency dollars were realigned to division budgets as if the contingency had been budgeted directly in division salary accounts. This was done to more accurately display the year-to-year variance in division budgets with consideration to budgeted personnel expenses. This adjustment did not change the FY 2009 adopted budget figure. In future years, projected salary adjustments will be directly budgeted in division accounts, and the salary contingency reserve account will no longer be utilized.

## Growth & Environmental Management – Support Services

*Organizational Code: 121-423-537*

### Goal

The goal 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.

### 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 2009	Benchmark
Code compliance cases brought into compliance as a % of open cases (614 cases)	53%	54.5%
Code compliance cases brought into compliance as a % of all cases (859 total)	74%	62.9%

\*International City Management Association Comparable Performance Measurement 2006

### Performance Measures

Performance Measures	FY 2007 Actual	FY 2008 Actual	FY 2009 Estimate	FY 2010 Estimate
# of permit applications received and processed	4,288	4,322	3,650	3,100
% of Code Enforcement Board orders prepared and executed within 10 working days	110/100%	96/100%	45/100%	45/100%
# of walk-in customers	10,600	9,037	9,100	7,500
# of permits issued or approved	4,000	3,840	3,000	3,000
# of calls processed	82,500	54,500	68,000	55,000
Total fees received	\$3.9 million	\$3.2 million	*\$3.1 million	\$2.4 million

\*Due to current economic conditions, permitting levels continue to decline; therefore, the total fees received are projected to only be \$2.6 million for FY 2009. The FY 2009 Actual fees received will be reflected in the FY 2009 Annual Report.

**Leon County Government  
Fiscal Year 2010 Budget**

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

<b>Budgetary Costs</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Personnel Services	752,960	776,300	808,659	(82,133)	726,526	748,351
Operating	57,456	71,383	68,403	-	68,403	68,403
Transportation	4,364	6,446	4,102	-	4,102	4,102
Total Budgetary Costs	<u>814,780</u>	<u>854,129</u>	<u>881,164</u>	<u>(82,133)</u>	<u>799,031</u>	<u>820,856</u>
<b>Funding Sources</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
121 Growth Management	814,780	854,129	881,164	(82,133)	799,031	820,856
Total Revenues	<u>814,780</u>	<u>854,129</u>	<u>881,164</u>	<u>(82,133)</u>	<u>799,031</u>	<u>820,856</u>
<b>Staffing Summary</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Administrative Associate III	1.22	1.22	1.22	(0.61)	0.61	0.61
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	(0.61)	1.22	1.22
Records Manager	0.61	0.61	0.61	-	0.61	0.61
Records Technician	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 Equivalentents (FTE)	<u>12.72</u>	<u>12.72</u>	<u>12.72</u>	<u>(1.83)</u>	<u>10.89</u>	<u>10.89</u>

**Notes:**

This program is recommended at an overall decreased funding level. However, there are increased costs associated with this program. The funding level adjustments for FY10 are as follows:

**Decreases to Program Funding Levels:**

1. Due to current economic conditions, permitting levels continue to decline and as a result, 1.83 full-time positions have been eliminated in the amount of \$82,133.
2. Costs associated with workers' compensation.
3. Vehicle coverage and repair costs in the amount of \$1,532.
4. Fuel and oil costs in the amount of \$812.

**Increases to Program Funding Levels:**

1. A 12% increase in employer contributions to health insurance as approved by the Board.

**Leon County Government  
Fiscal Year 2010 Budget**

**Building Inspection**

*Organizational Code: 120-220-524*

**Goal**

The goal of the Division of Building Inspection is to ensure a safely built environment for the public within the unincorporated areas 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
2006 Actual	26	16	10	79	57	22
2007 Actual	30	23	7	136	117**	19
2008 Actual	25	16	9	34	20	14
2009 Estimate	27	17***	10***	36	21	15

\* 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 FY07 is due to an applicant submitting a building permit in conjunction with a development site plan application for a large commercial development in northeast Leon County. Building permits are not released until all other development permits are ready for issuance.

\*\*\* The applicant review times are estimated to increase from FY08 actuals because of the recent implementation of the 2007 code changes. The staff column is estimated to increase in FY09 because of a vacant plans examiner position.

**Performance Measures**

Performance Measures	FY 2007 Actual	FY 2008 Actual	FY 2009* Estimate	FY 2010 Estimate
# of building inspections performed	29,277	27,720	30,369	25,418
# of miles between each inspection	6.12	6.06	6.24	6.06
Average minutes per inspection on construction site	16.61	18.18	15.99	19.46
# of plan reviews performed	3,511	3,437	3,124	5,918**
% of inspections completed on time	99.98%	99.99%	99.99%	100%
# of permits issued	3,511	3,437	2,890	3,189
% of permit requests completed within 30 days	100%	100%	100%	100%
Building inspections per day per inspector	17.98	17.03	13.94	15.61
Plan reviews per plan reviewer per day	4.37	4.28	5.36***	10.15**

\* FY09 Actual numbers are projected to be lower than the current estimates due to the recent downturn in the real estate and construction related markets in the County. The actual numbers will be reflected in the FY09 Annual Report.

\*\* Method of calculation modified to more closely match Florida Benchmarking Consortium data collection.

\*\*\* Increase due to one vacant/frozen plan reviewer position.

**Leon County Government  
Fiscal Year 2010 Budget**

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

<b>Budgetary Costs</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Personnel Services	1,305,800	1,352,149	1,367,570	(110,647)	1,256,923	1,296,159
Operating	56,424	78,778	78,331	-	78,331	78,470
Transportation	52,349	44,295	38,909	-	38,909	38,909
Total Budgetary Costs	<u>1,414,573</u>	<u>1,475,222</u>	<u>1,484,810</u>	<u>(110,647)</u>	<u>1,374,163</u>	<u>1,413,538</u>
<b>Funding Sources</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
120 Building Inspection	1,414,573	1,475,222	1,484,810	(110,647)	1,374,163	1,413,538
Total Revenues	<u>1,414,573</u>	<u>1,475,222</u>	<u>1,484,810</u>	<u>(110,647)</u>	<u>1,374,163</u>	<u>1,413,538</u>
<b>Staffing Summary</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Administrative Associate III	0.78	0.78	0.78	(0.39)	0.39	0.39
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	3.00	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	(0.39)	0.78	0.78
Plans Examiner	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)	-	-
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	2.00	2.00	-	2.00	2.00
Senior Combination Inspector	-	4.00	4.00	-	4.00	4.00
Total Full-Time Equivalents (FTE)	<u>19.28</u>	<u>19.28</u>	<u>19.28</u>	<u>(2.17)</u>	<u>17.11</u>	<u>17.11</u>

**Notes:**

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 FY10 are as follows:

**Decreases to Program Funding Levels:**

1. Due to current economic conditions, permitting levels continue to decline and as a result, 2.17 full-time positions have been eliminated in the amount of \$110,647.
2. Costs associated with workers' compensation.
3. Fuel and oil costs in the amount of \$8,344.
4. Communication costs in the amount of \$580.

**Increases to Program Funding Levels:**

1. A 12% increase in employer contributions to health insurance as approved by the Board.
2. Vehicle coverage and repair costs in the amount of \$2,958.

**Leon County Government  
Fiscal Year 2010 Budget**

**Environmental Compliance**

*Organizational Code: 121-420-537*

**Goal**

The goal of the Division of Environmental Compliance is 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 service advisor 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"; Leon County Code of Laws; Chapter 14 "Junk and Litter"; Leon County Code of Laws; 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; Canopy Road Citizen's Committee

**Benchmarking**

Permit Review Time Frames*	Natural Feature Inventory			Environmental Impact Analysis			Environmental Permits		
	Total Days	Applicant	Staff	Total Days	Applicant	Staff	Total Days	Applicant	Staff
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 Actual	28	13	15	125	100	25	94	68	26
FY 2009 Estimate	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	FY 2007 Actual	FY 2008 Actual	FY 2009 Estimate	FY 2010 Estimate
# of natural Features Inventory applications reviews	90	55	90	45
# of site plan reviews (environmental impacts)	181	135	133	140
# of stormwater operating permits reviews	58	72	44	55
# of environmental service advisor clients	1,467	2,000	1,700	2,000
# of single Family Lot Environmental Permit Applications reviews	777	592	750	300
# of stormwater operating permit renewals	251	237	240	240
# of environmental inspections	6,543	6,846	6,500	6,500
# of Environmental Management Act permits	148	133	108	140
# of Science Advisory Committee meetings administered	10	10	10	10

**Leon County Government  
Fiscal Year 2010 Budget**

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

<b>Budgetary Costs</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Personnel Services	1,374,510	1,415,641	1,558,001	(167,836)	1,390,165	1,434,409
Operating	15,745	40,175	40,413	-	40,413	40,566
Transportation	49,595	48,462	36,985	-	36,985	36,985
Total Budgetary Costs	<u>1,439,850</u>	<u>1,504,278</u>	<u>1,635,399</u>	<u>(167,836)</u>	<u>1,467,563</u>	<u>1,511,960</u>
<b>Funding Sources</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
121 Growth Management	1,439,850	1,504,278	1,635,399	(167,836)	1,467,563	1,511,960
Total Revenues	<u>1,439,850</u>	<u>1,504,278</u>	<u>1,635,399</u>	<u>(167,836)</u>	<u>1,467,563</u>	<u>1,511,960</u>
<b>Staffing Summary</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Administrative Associate V	1.00	1.00	1.00	(1.00)	-	-
Dir of Env Compliance	1.00	1.00	1.00	-	1.00	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	(1.00)	1.00	1.00
Sr Environmental Engineer	3.00	3.00	3.00	-	3.00	3.00
Environmental Review Biologist	2.00	2.00	2.00	(1.00)	1.00	1.00
Stormwater Sr. Design Analyst	1.00	1.00	1.00	-	1.00	1.00
Sr. Environmental Review Biologist	1.00	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>(3.00)</u>	<u>17.00</u>	<u>17.00</u>

**Notes:**

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 FY10 are as follows:

**Decreases to Program Funding Levels:**

1. Due to current economic conditions, permitting levels continue to decline and as a result, 3.00 full-time positions have been eliminated in the amount of \$167,836.
2. Costs associated with workers' compensation.
3. Vehicle insurance costs in the amount of \$2,300.
4. Fuel and oil costs in the amount of \$10,282.

**Increases to Program Funding Levels:**

1. A 12% increase in employer contributions to health insurance as approved by the Board.
2. Vehicle repair costs in the amount of \$1,105.

**Leon County Government  
Fiscal Year 2010 Budget**

**Development Services**

*Organizational Code: 121-422-537*

**Goal**

The goal of the Division of Development Services is 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. By the end of FY10, draft an ordinance that provides the ability to meet some portion of landscaping and natural area requirements off-site in exchange for precluding the development of vested flood prone lots through their transfer to Leon County.
2. By the end of FY10, draft zoning regulations that implement revised Mahan corridor Comprehensive Plan objectives and policies.
3. By the end of FY10, initiate revisions to the Bradfordville Site & Building Design Standards Guidelines Manual and related zoning district regulations to reflect community sentiment and Board direction.
4. By the end of FY10, initiate implementation of at least two interconnected streets designed per livable street guidelines.
5. By the end of FY10, draft lighting and illumination design guidelines.
6. Review all 2.1.9 subdivision applications so that a final disposition or official request to supplement or revise the application is provided to the applicant within four weeks of filing.
7. By the end of FY10, initiate draft zoning compliance licensure requirements for business and home occupation uses.
8. By the end of FY10, initiate revisions to the land development code to implement Board direction regarding subdivision requirements, including the abolition of limited partition subdivisions and subdivision with private streets and stormwater management facilities.

**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

**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		
	Total Days**	Applicant**	Staff**	Total Days**	Applicant**	Staff**	Total Days**	Applicant**	Staff**
Fiscal Year ↓									
2006 Actual	181	128	53	263	183	80	230	150	80
2007 Actual	239	190	49	232	111	121	250	185	65
2008 Actual	184	130	54	267	145	122	220	140	80
2009 Estimate	181	129	52	260	140	120	212	135	77

\*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	FY 2007 Actual	FY 2008* Actual	FY 2009* Estimate	FY 2010 Estimate
# of all construction address assignments	1,604	1853	900	800
# of subdivision and site and development plan reviews	72	35	62	20
# of Limited partition and Type A site & development plan reviews	42	24	30	14
# of Type B site and development plan reviews	12	13	10	4
# of Type C site and development plan reviews	4	3	1	1
# of Type D site and development plan reviews	0	1	2	1
# of Permitted Use Verifications (PUV) and zoning letters issued	136	111	100	50
# of subdivision/ASAP & other exemption determinations	98	100	70	75
# of zoning compliance determinations for residential development	1,186	1,205	750	610
# of Board and Adjustment and Appeals Requests	5	13	15	5
# of Concurrency Management Certificates Issued, small project**	54	31	85	13
# of Concurrency Management Certificates Issued, large project***	3	2	10	1
# of Development Agreements Reviewed	2	3	2	1
# of DRI applications & development orders reviewed	1	4	4	1
# of Land Dev. Code amendments by section, presented to Board	3	14	10	14

\*FY08 numbers are revised to reflect code revisions. FY09 Actual numbers are projected to be lower than the current estimates due to the recent downturn in the real estate and construction related markets in the County. The Actual numbers will be reflected in the FY09 Annual Report.

\*\*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 2010 Budget**

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

<b>Budgetary Costs</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Personnel Services	803,849	806,850	904,196	(184,070)	720,126	743,447
Operating	38,434	68,610	68,590	-	68,590	68,590
Transportation	3,411	5,663	4,251	-	4,251	4,251
Total Budgetary Costs	<u>845,694</u>	<u>881,123</u>	<u>977,037</u>	<u>(184,070)</u>	<u>792,967</u>	<u>816,288</u>
<b>Funding Sources</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
121 Growth Management	845,694	881,123	977,037	(184,070)	792,967	816,288
Total Revenues	<u>845,694</u>	<u>881,123</u>	<u>977,037</u>	<u>(184,070)</u>	<u>792,967</u>	<u>816,288</u>
<b>Staffing Summary</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Addressing Program Team Leader	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	2.00	1.00	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
Senior Planner	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	(1.00)	2.00	2.00
Transportation Planner	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>14.00</u>	<u>14.00</u>	<u>(2.00)</u>	<u>12.00</u>	<u>12.00</u>
<b>OPS Staffing Summary</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
GEM Consolidated OPS	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>(1.00)</u>	<u>-</u>	<u>-</u>

**Notes:**

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 FY10 are as follows:

**Decreases to Program Funding Levels:**

1. Due to current economic conditions, permitting levels continue to decline and as a result, 2.00 full-time positions and 1.00 OPS position have been eliminated in the amount of \$184,070.
2. Costs associated with workers' compensation.
3. Vehicle coverage costs in the amount of \$130.
4. Fuel and oil costs in the amount of \$1,345.

**Increases to Program Funding Levels:**

1. A 12% increase in employer contributions to health insurance as approved by the Board.

## **DEP Storage Tank**

Organizational Code: 125-866-524

### **Goal**

The goal of the Department of Environmental Protection Storage Tank Program is 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/Office of General Counsel Storage Tank 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 2007 Actual	FY 2008 Actual	FY 2009 Estimate	FY 2010 Estimate
# of compliance inspections	588	552	540	540
# of requests for customer assistance	1,033	1,030	1,000	1,000

**Leon County Government  
Fiscal Year 2010 Budget**

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

<b>Budgetary Costs</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
Personnel Services	125,166	126,274	134,363	-	134,363	138,370
Operating	1,125	6,089	6,089	-	6,089	6,089
Transportation	5,693	5,929	5,921	-	5,921	5,921
Total Budgetary Costs	<u>131,984</u>	<u>138,292</u>	<u>146,373</u>	<u>-</u>	<u>146,373</u>	<u>150,380</u>
<b>Funding Sources</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
125 Grants	131,984	138,292	146,373	-	146,373	150,380
Total Revenues	<u>131,984</u>	<u>138,292</u>	<u>146,373</u>	<u>-</u>	<u>146,373</u>	<u>150,380</u>
<b>Staffing Summary</b>	<b>FY 2008 Actual</b>	<b>FY 2009 Adopted</b>	<b>FY 2010 Continuation</b>	<b>FY 2010 Issues</b>	<b>FY 2010 Budget</b>	<b>FY 2011 Budget</b>
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 increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY10 are as follows:

**Increases to Program Funding Levels:**

1. A 12% increase in employer contributions to health insurance as approved by the Board.
2. Personnel costs associated with employer contributions to retirement.
3. Vehicle coverage costs in the amount of \$1,231.
4. Vehicle repair costs in the amount of \$502.

**Decreases to Program Funding Levels:**

1. Costs associated with workers' compensation.
2. Fuel and oil costs in the amount of \$1,741.