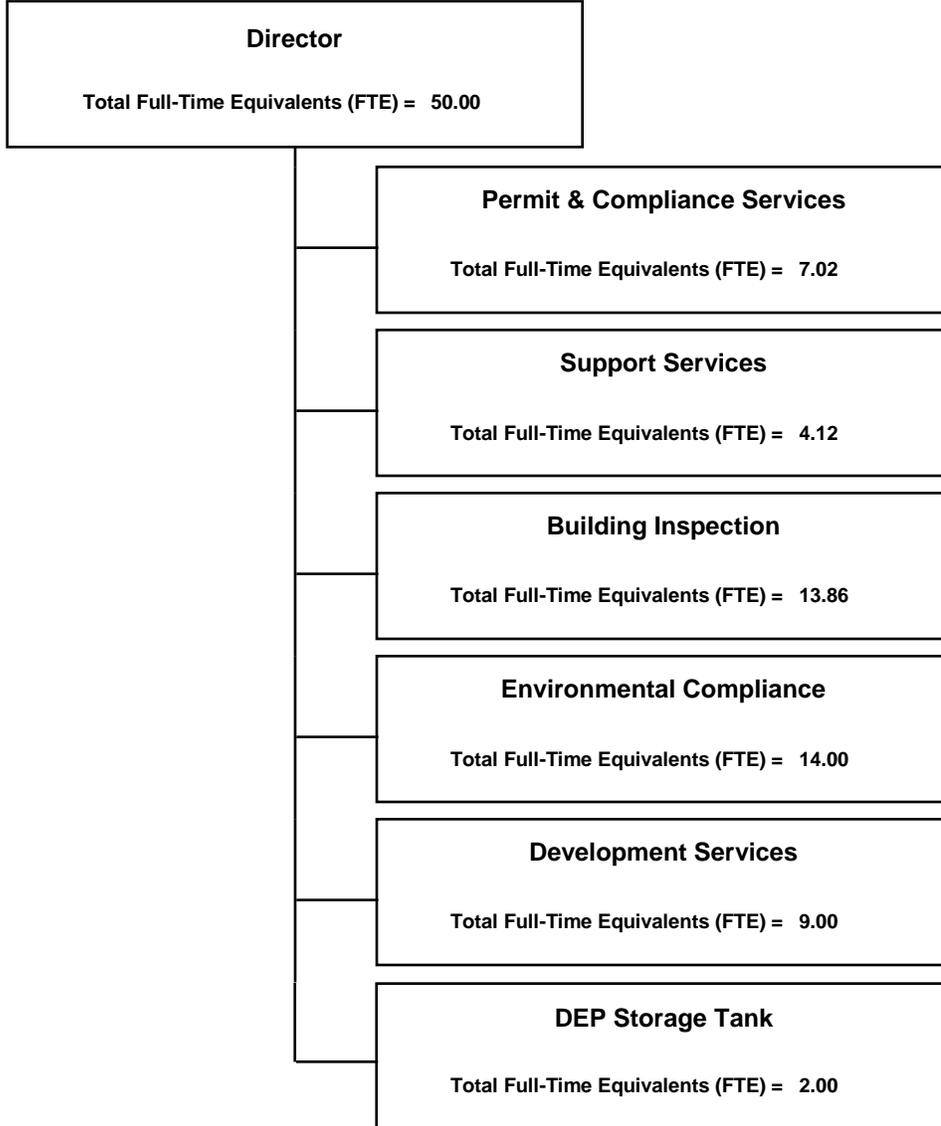


**Growth & Environmental Management**

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## Growth & Environmental Management



## Growth & Environmental Management

### Executive Summary

The Growth & Environmental Management (GEM) section of the Leon County FY 2011 Annual Budget is comprised of Permit & Compliance Services, Support Services, Building Inspection, Environmental Compliance, Development Services, and Department of Environmental Protection Storage Tank program.

Permit & Compliance Services coordinates and administers licensing code compliance, growth and environmental management services, and citizen review board services. Support Services provides the administrative direction and support necessary to enable the Department to serve the public, governmental entities, and the development and environmental communities. 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.

During a FY 2010 mid-year reorganization of the Department of Growth and Environmental Management, the previous Support Services division was renamed Permit & Compliance Services and a new Support Services division was created. Operating and personnel budgets were split between the two divisions.

#### Growth and Environmental Management:

The 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, nine positions were eliminated in Growth and Building Inspection during a mid-year FY 2010 reorganization. The combined annual savings by eliminating these positions is \$688,521 for FY 2011.

Even with these budget reductions, 72% of Growth Management's FY 2011 budget is being transferred from the County's general revenue to subsidize the Department's operations, up from the historic 50% of the budget. 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 fee changes, additional position reductions, or increased general revenue support.

#### Building Review and Inspection:

Even with the elimination of positions, the Building Inspection Fund will have to utilize the majority of its fund balance, and for the first time, receive general revenue support in FY 2011 to meet its expenditure needs. General revenue in the amount of \$160,000 will off set the cost of indirect charges for internal services such as management information, human resources, pay roll and facilities management. If permitting levels do not return to more normal levels next fiscal year, either the general revenue subsidy will have to be increased 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.

**Leon County Government  
Fiscal Year 2011 Budget**

**Growth & Environmental Management**

<b>Budgetary Costs</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Personnel Services	4,331,339	4,228,103	4,318,966	(688,521)	3,630,445	3,828,036
Operating	132,354	261,826	259,586	-	259,586	258,905
Transportation	70,098	90,168	93,700	-	93,700	93,712
Total Budgetary Costs	<u>4,533,791</u>	<u>4,580,097</u>	<u>4,672,252</u>	<u>(688,521)</u>	<u>3,983,731</u>	<u>4,180,653</u>
<b>Appropriations</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Permit & Compliance Services	784,830	799,031	438,046	-	438,046	457,750
Support Services	-	-	413,679	(67,316)	346,363	371,881
Building Inspection	1,372,539	1,374,163	1,370,112	(224,368)	1,145,744	1,194,929
Environmental Compliance	1,433,540	1,467,563	1,522,691	(227,565)	1,295,126	1,362,267
Development Services	807,397	792,967	774,545	(169,273)	605,272	634,233
DEP Storage Tank	135,485	146,373	153,180	-	153,180	159,593
Total Budget	<u>4,533,791</u>	<u>4,580,097</u>	<u>4,672,252</u>	<u>(688,521)</u>	<u>3,983,731</u>	<u>4,180,653</u>
<b>Funding Sources</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
120 Building Inspection	1,372,539	1,374,163	1,370,112	(224,368)	1,145,744	1,194,929
121 Growth Management	3,025,767	3,059,561	3,148,961	(464,154)	2,684,807	2,826,131
125 Grants	135,485	146,373	153,180	-	153,180	159,593
Total Revenues	<u>4,533,791</u>	<u>4,580,097</u>	<u>4,672,252</u>	<u>(688,521)</u>	<u>3,983,731</u>	<u>4,180,653</u>
<b>Staffing Summary</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Building Inspection	19.28	17.11	17.11	(3.25)	13.86	13.86
DEP Storage Tank	2.00	2.00	2.00	-	2.00	2.00
Development Services	14.00	12.00	11.00	(2.00)	9.00	9.00
Environmental Compliance	20.00	17.00	17.00	(3.00)	14.00	14.00
Permit & Compliance Services	12.72	10.89	7.02	-	7.02	7.02
Support Services	-	-	4.87	(0.75)	4.12	4.12
Total Full-Time Equivalents (FTE)	<u>68.00</u>	<u>59.00</u>	<u>59.00</u>	<u>(9.00)</u>	<u>50.00</u>	<u>50.00</u>
<b>OPS Staffing Summary</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Development Services	-	-	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	<u>-</u>	<u>-</u>	<u>1.00</u>	<u>-</u>	<u>1.00</u>	<u>1.00</u>

## Growth & Environmental Management

### Permit & Compliance Services (121-423-537)

#### **Goals**

The goal of the Division of Permit and Compliance 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 Department of Growth and Environmental Management, in order to achieve compliance with adopted ordinances and policies.

#### **Objectives**

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

#### **Statutory Responsibilities**

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**

County's Contractor Licensing and Examination Board; Code Enforcement Board

#### **Benchmarking**

Benchmarking*	Leon County FY 2009	Benchmark
Code compliance cases brought into compliance as a % of open cases (701 cases)	55%	54.5%
Code compliance cases brought into compliance as a % of all cases (1,272 total)	78%	62.9%

\*International City Management Association Comparable Performance Measurement 2006

#### **Performance Measures**

Performance Measures	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimate	FY 2011 Estimate
# of permit applications received and processed	4,322	3,855	3,100	3,500
% of Code Enforcement Board orders prepared and executed within 10 working days	96/100%	100/100%	45/100%	45/100%
# of walk-in customers	9,037	9,500	9,500*	9,600
# of permits issued or approved	3,840	3,219	3,000	3,100
# of calls processed	54,500	48,500	55,000	52,000
Total fees received**	\$3.2 million	\$2.4 million	\$2.4 million***	\$1.9 million

\* Original estimate of 7,500 revised due to higher than estimated actual for FY 2009 and Year-to-date activity in FY 2010. Impact of weak economy has not caused a decrease in walk-in customers.

\*\*Includes all fees for the Department of Growth & Environmental Management, including Building Inspection.

\*\*\* Due to economic conditions, permitting levels continue to decline; therefore, the total fees received are projected to only be \$2.0 million for FY 2010. The FY 2010 Actual fees received will be reflected in the FY 2010 Annual Report.

**Leon County Government  
Fiscal Year 2011 Budget**

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

<b>Budgetary Costs</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Personnel Services	734,863	726,526	403,967	-	403,967	423,671
Operating	46,775	68,403	31,813	-	31,813	31,813
Transportation	3,192	4,102	2,266	-	2,266	2,266
Total Budgetary Costs	<u>784,830</u>	<u>799,031</u>	<u>438,046</u>	<u>-</u>	<u>438,046</u>	<u>457,750</u>
<b>Funding Sources</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
121 Growth Management	784,830	799,031	438,046	-	438,046	457,750
Total Revenues	<u>784,830</u>	<u>799,031</u>	<u>438,046</u>	<u>-</u>	<u>438,046</u>	<u>457,750</u>
<b>Staffing Summary</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Administrative Associate III	1.22	0.61	0.61	-	0.61	0.61
Administrative Associate V	1.22	1.22	0.61	-	0.61	0.61
Asst to the GEM Director	0.75	0.75	-	-	-	-
Director of Growth & Env Mgmt	0.95	0.95	-	-	-	-
Permit & Compliance Services 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	1.22	1.22	-	1.22	1.22
Records Manager	0.61	0.61	-	-	-	-
Records Technician	0.61	-	-	-	-	-
Senior Compliance Specialist	1.00	1.00	1.00	-	1.00	1.00
Sr. Administrative Associate	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 Supervisor	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>12.72</u>	<u>10.89</u>	<u>7.02</u>	<u>-</u>	<u>7.02</u>	<u>7.02</u>

**Notes:**

During a FY10 mid-year reorganization of the Growth and Environmental Management department, the previous Support Services division was renamed Permit & Compliance Services and a new Support Services division was created. Operating and personnel budgets were split between the two divisions.

The major variances for the FY 2011 Permit & Compliance Services budget are as follows:

**Increases to Program Funding:**

- Increase reflects Florida Retirement System, Health Insurance and the remainder of the Cost of Living adjustment approved by the Board effective April 1, 2010.

**Decreases to Program Funding:**

- Decreases are due to a portion of the operating and personnel budgets being split between Permit and Compliance Services and the newly created Support Services division. A total of 3.87 FTE were realigned to the new Support Services division.

## Growth & Environmental Management

### Support Services (121-424-537)

#### Goals

The goal of the Division of Support Services is to provide the administrative direction and support necessary to enable the Department to serve the public, governmental entities, and the development and environmental communities by managing growth and protecting the natural environment through public information and assistance, development review and permitting activities, and other compliance related services consistent with all applicable County and State plans, regulations, 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. Act as liaison between the public and Department staff regarding scheduling, meetings, correspondence, public records requests, etc.
4. Provide the initial point of contact for the public and other governmental entities in their requests for information and reservation of the 2nd floor conference room.
5. Provide the initial point of contact for the public, Department staff, and other governmental staff in their request for building, code compliance, development review, or environmental records.

#### Statutory Responsibilities

Permit & Compliance 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; Science Advisory Committee

## Growth & Environmental Management Support Services (121-424-537)

<b>Budgetary Costs</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Personnel Services	-	-	375,119	(67,316)	307,803	333,321
Operating	-	-	36,295	-	36,295	36,295
Transportation	-	-	2,265	-	2,265	2,265
Total Budgetary Costs	-	-	413,679	(67,316)	346,363	371,881
<b>Funding Sources</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
121 Growth Management	-	-	413,679	(67,316)	346,363	371,881
Total Revenues	-	-	413,679	(67,316)	346,363	371,881
<b>Staffing Summary</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Administrative Associate V	-	-	1.61	-	1.61	1.61
Asst to the GEM Director	-	-	0.75	(0.75)	-	-
Director of Growth & Env Mgmt	-	-	0.95	-	0.95	0.95
Records Manager	-	-	0.61	-	0.61	0.61
Sr. Administrative Associate	-	-	0.95	-	0.95	0.95
Total Full-Time Equivalents (FTE)	-	-	4.87	(0.75)	4.12	4.12

**Notes:**

During a FY10 mid-year reorganization of the Growth and Environmental Management department, the previous Support Services division was renamed Permit & Compliance Services and a new Support Services division was created. Operating and personnel budgets were split between the two divisions.

The major variances for the FY 2011 Support Services budget are as follows:

**Increases to Program Funding:**

- Increase reflects Florida Retirement System, Health Insurance and the remainder of the Cost of Living adjustment approved by the Board effective April 1, 2010.

**Decreases to Program Funding:**

- Due to current economic conditions, permitting levels continue to decline and as a result, an Assistant to the Growth & Environmental Management position has been eliminated in the amount of \$67,316.

## Growth & Environmental Management

### Building Inspection (120-220-524)

#### Goals

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 and Leon County Code of Laws through permit issuance, plans review, inspections, use of automation technologies, training, support for the County's Contractor Licensing and Code Enforcement Boards and the Board of Adjustment and Appeals; all to be performed in a customer and staff sensitive manner.

#### Objectives

1. Review of plans prior to issuance of permits to ensure structures are designed in accordance with applicable codes.
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 Responsibilities

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; Funding of the Building Code Administrators and Inspectors Board. F.S. Chapter 468.631; Funding of the Florida Building Commission F.S. Chapter 553.721; 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
2007 Actual	30	23	7	136	117**	19
2008 Actual	25	16	9	34	20	14
2009 Actual	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.

#### Performance Measures

Performance Measures	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimate	FY 2011 Estimate
# of building inspections performed	27,720	24,507	25,418	25,672
# of miles between each inspection	6.06	8	6.06	6
Average minutes per inspection on construction site	18.18	15	19.46	19
# of plan reviews performed	N/A	N/A	5,918*	5,977
% of inspections completed on time	99.99%	100%	100%	100%
# of permits issued	3,437	2,866	3,189	3,221
% of permit requests completed within 30 days	100%	100%	100%	100%
Building inspections per day per inspector	17.03	15	15.61	16
Plan reviews per plan reviewer per day	4.28	7	10.15**	10

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

**Leon County Government  
Fiscal Year 2011 Budget**

## Growth & Environmental Management

### Building Inspection (120-220-524)

Budgetary Costs	FY 2009 Actual	FY 2010 Adopted	FY 2011 Continuation	FY 2011 Issues	FY 2011 Budget	FY 2012 Budget
Personnel Services	1,305,640	1,256,923	1,249,092	(224,368)	1,024,724	1,073,909
Operating	34,860	78,331	78,216	-	78,216	78,216
Transportation	32,039	38,909	42,804	-	42,804	42,804
Total Budgetary Costs	<u>1,372,539</u>	<u>1,374,163</u>	<u>1,370,112</u>	<u>(224,368)</u>	<u>1,145,744</u>	<u>1,194,929</u>
Funding Sources	FY 2009 Actual	FY 2010 Adopted	FY 2011 Continuation	FY 2011 Issues	FY 2011 Budget	FY 2012 Budget
120 Building Inspection	1,372,539	1,374,163	1,370,112	(224,368)	1,145,744	1,194,929
Total Revenues	<u>1,372,539</u>	<u>1,374,163</u>	<u>1,370,112</u>	<u>(224,368)</u>	<u>1,145,744</u>	<u>1,194,929</u>
Staffing Summary	FY 2009 Actual	FY 2010 Adopted	FY 2011 Continuation	FY 2011 Issues	FY 2011 Budget	FY 2012 Budget
Administrative Associate III	0.78	0.39	0.39	-	0.39	0.39
Administrative Associate V	1.78	1.78	1.78	(1.00)	0.78	0.78
Asst to the GEM Director	0.25	0.25	0.25	(0.25)	-	-
Building Inspection Supervisor	1.00	1.00	1.00	-	1.00	1.00
Combination Inspector	3.00	3.00	3.00	(1.00)	2.00	2.00
Deputy Building Official	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
Permit & Compliance Services 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	0.78	0.78	-	0.78	0.78
Plans Examiner	1.00	-	-	-	-	-
Records Manager	0.39	0.39	0.39	-	0.39	0.39
Records Technician	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	2.00	2.00	2.00	-	2.00	2.00
Senior Combination Inspector	4.00	4.00	4.00	-	4.00	4.00
Total Full-Time Equivalents (FTE)	<u>19.28</u>	<u>17.11</u>	<u>17.11</u>	<u>(3.25)</u>	<u>13.86</u>	<u>13.86</u>

**Notes:**

The major variances for the FY 2011 Building Inspection budget are as follows:

**Increases to Program Funding:**

1. Increase reflects Florida Retirement System, Health Insurance and the remainder of the Cost of Living adjustment approved by the Board effective April 1, 2010.
2. Costs associated with workers' compensation.
3. Costs associated with transportation (vehicle repair, insurance, and fuel) in the amount of \$3,895.

**Decreases to Program Funding:**

1. Due to current economic conditions, permitting levels continue to decline and as a result 3.25 full-time positions have been eliminated in the amount of \$224,368.

## Growth & Environmental Management

### Environmental Compliance (121-420-537)

#### Goals

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. Implement single Family permit reviews, 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. Perform inspections, resolution of code violations with possible Code Board involvement, such as non-permitted development activities, junk and mowing ordinance violations.

#### Statutory Responsibilities

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 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 Actual	27	13	14	244	203	41	89	65	24

\* 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 2008 Actual	FY 2009 Actual	FY 2010 Estimate	FY 2011 Estimate
# of natural Features Inventory applications reviews	55	48	30*	30
# of site plan reviews (environmental impacts)	135	119	80*	80
# of stormwater operating permits reviews	72	60	24*	24
# of environmental service advisor clients	2,000	2,029	1,500*	2,000
# of single Family Lot Environmental Permit Applications reviews	592	441	400*	400
# of stormwater operating permit renewals	237	246	240	240
# of environmental inspections	6,846	7,626	6,500	6,500
# of Environmental Management Act permits	133	120	90	90
# of Science Advisory Committee meetings administered	10	10	10	10

\* FY 2010 estimates revised based on FY 2009 actual data, and year-to date permits issued in FY 2010. The weak economy is still having an impact on the number of permit applications being submitted for projects.

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## Growth & Environmental Management

### Environmental Compliance (121-420-537)

<b>Budgetary Costs</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Personnel Services	1,385,030	1,390,165	1,446,528	(227,565)	1,218,963	1,286,785
Operating	19,186	40,413	38,588	-	38,588	37,907
Transportation	29,324	36,985	37,575	-	37,575	37,575
Total Budgetary Costs	<u>1,433,540</u>	<u>1,467,563</u>	<u>1,522,691</u>	<u>(227,565)</u>	<u>1,295,126</u>	<u>1,362,267</u>
<b>Funding Sources</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
121 Growth Management	1,433,540	1,467,563	1,522,691	(227,565)	1,295,126	1,362,267
Total Revenues	<u>1,433,540</u>	<u>1,467,563</u>	<u>1,522,691</u>	<u>(227,565)</u>	<u>1,295,126</u>	<u>1,362,267</u>
<b>Staffing Summary</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Administrative Associate V	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	(1.00)	6.00	6.00
Environmental Inspection Supv.	1.00	1.00	1.00	-	1.00	1.00
Environmental Rev. Specialist	2.00	1.00	1.00	(1.00)	-	-
Sr Environmental Engineer	3.00	3.00	3.00	(1.00)	2.00	2.00
Environmental Review Biologist	2.00	1.00	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 Equivalentents (FTE)	<u>20.00</u>	<u>17.00</u>	<u>17.00</u>	<u>(3.00)</u>	<u>14.00</u>	<u>14.00</u>

**Notes:**

The major variances for the FY 2011 Environmental Compliance budget are as follows:

**Increases to Program Funding:**

1. Increase reflects Florida Retirement System, Health Insurance and the remainder of the Cost of Living adjustment approved by the Board effective April 1, 2010.
2. Costs associated with transportation (vehicle repair, insurance, and fuel) in the amount of \$590.

**Decreases to Program Funding:**

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 \$227,565.
2. Office supplies in the amount of \$1,011 due to the reduction in personnel.

## Growth & Environmental Management

### Development Services (121-422-537)

#### Goals

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 FY11, initiate revisions to the Bradfordville Site & Building Design Standards Guidelines Manual and related zoning district regulations to reflect community sentiment and Board direction.
2. Complete an updated commercial needs assessment for the Bradfordville Commercial Center of the Bradfordville Sector Plan.
3. Implement at least two interconnected streets designed consistent with livable street guidelines during the fiscal year.
4. During FY11, initiate revisions to the land development code to implement Board direction regarding subdivision requirements, including the abolition of limited partition subdivisions and subdivisions with private streets and stormwater management facilities.
5. Complete an analysis of the site and development plan review process to increase cooperation between County staff and other technical reviewing parties.
6. Undertake a comprehensive analysis of the Development Services Division in an effort to increase efficiency and provide a higher level of customer service.

#### Statutory Responsibilities

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 2008 Actual	FY 2009 Actual	FY 2010 Estimate	FY 2011 Estimate
# of all construction address assignments	1,853	1,419	800	900
# of site and development plan reviews (Limited Partition, Type A-D)	35	51	20	21
# of subdivision/ASAP & other exemption determinations	100	21	75	51
# of Permitted Use Verifications (PUV) and zoning letters issued	111	89	50	60
# of zoning compliance determinations for residential development	1,205	747	610	545
# of Board and Adjustment and Appeals Requests	13	10	5	7
# of Concurrency Management Certificates Issued, small and large projects*	33	42	14	30
# of Development Agreements & DRI Applications Reviewed	7	1	2	2
# of Land Dev. Code amendments by section, presented to Board	14	13	14	8

\*Small = 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

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

<b>Budgetary Costs</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Personnel Services	774,049	720,126	702,421	(169,273)	533,148	562,109
Operating	30,600	68,590	68,585	-	68,585	68,585
Transportation	2,748	4,251	3,539	-	3,539	3,539
Total Budgetary Costs	807,397	792,967	774,545	(169,273)	605,272	634,233
<b>Funding Sources</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
121 Growth Management	807,397	792,967	774,545	(169,273)	605,272	634,233
Total Revenues	807,397	792,967	774,545	(169,273)	605,272	634,233
<b>Staffing Summary</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Addressing Program Team Leader	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	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)	-	-
Development Services Supv.	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	2.00	2.00	-	2.00	2.00
Transportation Planner	1.00	-	-	-	-	-
Concurrency Management Planner	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	14.00	12.00	11.00	(2.00)	9.00	9.00
<b>OPS Staffing Summary</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
GEM Consolidated OPS	-	-	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	-	-	1.00	-	1.00	1.00

**Notes:**

The major variances for the FY 2011 Development Services budget are as follows:

**Increases to Program Funding:**

1. Increase reflects Florida Retirement System, Health Insurance and the remainder of the Cost of Living adjustment approved by the Board effective April 1, 2010.

**Decreases to Program Funding:**

1. Due to current economic conditions, permitting levels continue to decline and as a result 2.00 full-time positions have been eliminated in the amount of \$169,273.
2. Costs associated with transportation (vehicle repair, insurance, and fuel) in the amount of \$712.

## Growth & Environmental Management

### DEP Storage Tank (125-866-524)

#### Goals

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 Responsibilities

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 2008 Actual	FY 2009 Actual	FY 2010 Estimate	FY 2011 Estimate
# of compliance inspections	552	537	540	540
# of requests for customer assistance	1,030	1,021	1,000	1,000

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## Growth & Environmental Management

### DEP Storage Tank (125-866-524)

<b>Budgetary Costs</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
Personnel Services	131,757	134,363	141,840	-	141,840	148,241
Operating	933	6,089	6,089	-	6,089	6,089
Transportation	2,795	5,921	5,251	-	5,251	5,263
Total Budgetary Costs	<u>135,485</u>	<u>146,373</u>	<u>153,180</u>	<u>-</u>	<u>153,180</u>	<u>159,593</u>
<b>Funding Sources</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 Budget</b>
125 Grants	135,485	146,373	153,180	-	153,180	159,593
Total Revenues	<u>135,485</u>	<u>146,373</u>	<u>153,180</u>	<u>-</u>	<u>153,180</u>	<u>159,593</u>
<b>Staffing Summary</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Adopted</b>	<b>FY 2011 Continuation</b>	<b>FY 2011 Issues</b>	<b>FY 2011 Budget</b>	<b>FY 2012 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:**

The major variances for the FY 2011 DEP Storage Tanks budget are as follows:

**Increases to Program Funding:**

1. Increase reflects Florida Retirement System, Health Insurance and the remainder of the Cost of Living adjustment approved by the Board effective April 1, 2010.

**Decreases to Program Funding:**

1. Costs associated with transportation (vehicle repair, insurance, and fuel) in the amount of \$670.