

Growth & Environmental Management

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Growth & Environmental Management- Building Inspection

Organizational Code: 120-220-524

Mission Statement

This mission of the Division of Building Inspection is 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.

Advisory Board

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

Summary of Services Provided

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.

Accomplishments

1. Increased building permits issued by 4.2%, inspections by 10.7% and building permit fee revenue by 5.6% from the prior fiscal year.
2. Assisted Florida Association of Counties and Building Officials Association of Florida by providing staff expertise on pending legislative issues.
3. Provided assistance to the Florida Building Commission on amendments to the Florida Building Codes.
4. Coordinated with the Property Appraisers Office to ensure that structures are properly permitted and appraised.

Current Year Notes

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

1. Routine salary, wage, and benefit adjustments.
2. Funding is provided in accordance with the County's Personnel Policies and Procedures 4.0.5 Maintenance of the Classification Plan in the amount of \$21,062.
3. Funding for the update of the Service Cost Analysis of fees associated with the Building Inspection fund. \$ 20,000
4. Operating base budget increased by \$4,600 for anticipated utility cost increase.
5. The Information Technology Manager and the Computer Support Specialist positions have been moved to the Management Information System Department, however the positions will physically remain with Growth & Environmental Management. Funding will be transferred to indirect costs for Building totaling \$48,286.

Out-Year Notes

There are no Budget Issues requested in FY 2006 thru FY 2009, with the exception of anticipated routine salary, wage, and benefit adjustments.

Objectives / Performance Measures	Indicator	Units	FY 2003 Actual	FY 2004 Budget	FY 2005 Budget
• Respond to 99% of building inspections in one day	Input	%	99	100	100
• Annual number of inspections	Input	#	28,531	29,957	30,855
• Plans to be reviewed within statutory requirement of 30 work days of submittal for 99% of applications received	Input	%	99	100	100
• Revenues generated to exceed budgeted expenditures 100% of the time. Expressed as percent of revenues collected verses expenditures encumbered	Input	%	-4	-14	-16
• Complete state, local, and federal reports within 10 days of the ending of each review period with minimum 95% accuracy rate	Input	%	100	100	95

**Leon County Government
Fiscal Year 2005 Budget**

**Growth & Environmental Management-
Building Inspection**

Organizational Code: 120-220-524

Budgetary Costs	FY 2003 Actual	FY 2004 Adopted	FY 2005 Continuation	FY 2005 Issues	FY 2005 Budget	FY 2006 Budget
Personal Services	920,793	973,710	972,854	21,062	993,916	1,048,075
Operating	75,770	111,294	115,878	20,000	135,878	115,878
Total Budgetary Costs	<u>996,563</u>	<u>1,085,004</u>	<u>1,088,732</u>	<u>41,062</u>	<u>1,129,794</u>	<u>1,163,953</u>

Funding Sources	FY 2003 Actual	FY 2004 Adopted	FY 2005 Budget	FY 2006 Budget
120 Building Inspection	996,563	1,085,004	1,129,794	1,163,953
Total Revenues	<u>996,563</u>	<u>1,085,004</u>	<u>1,129,794</u>	<u>1,163,953</u>

Staffing Summary	FY 2003 Actual	FY 2004 Adopted	FY 2005 Continuation	FY 2005 Issues	FY 2005 Budget	FY 2006 Budget
Administrative Associate II	0.39	0.39	0.39	0.00	0.39	0.39
Administrative Associate III	0.39	0.39	0.39	0.00	0.39	0.39
Administrative Associate IV	1.78	1.78	1.78	0.00	1.78	1.78
Administrative Associate V	0.78	0.78	0.78	0.00	0.78	0.78
Asst to the GEM Director	0.25	0.25	0.25	0.00	0.25	0.25
Building Inspection Supervisor	1.00	1.00	1.00	0.00	1.00	1.00
Combination Inspector	7.00	7.00	7.00	0.00	7.00	7.00
Computer Support Specialist	0.39	0.39	0.00	0.00	0.00	0.00
Deputy Building Official	1.00	1.00	1.00	0.00	1.00	1.00
Dir of Bldg. Inspection	1.00	1.00	1.00	0.00	1.00	1.00
Director of Growth & Env Mgmt	0.05	0.05	0.05	0.00	0.05	0.05
Growth Mgmt. Support Svc. Dir.	0.25	0.25	0.25	0.00	0.25	0.25
Information-Tech. Manager GEM	0.39	0.39	0.00	0.00	0.00	0.00
Permit Processing Supervisor	0.39	0.39	0.39	0.00	0.39	0.39
Permit Technician	1.17	1.17	1.17	0.00	1.17	1.17
Plans Examiner	2.00	2.00	2.00	0.00	2.00	2.00
Records Manager	0.39	0.39	0.39	0.00	0.39	0.39
Records Technician	0.39	0.39	0.39	0.00	0.39	0.39
Sr. Administrative Associate	0.05	0.05	0.05	0.00	0.05	0.05
Total Full-Time Equivalents (FTE)	<u>19.06</u>	<u>19.06</u>	<u>18.28</u>	<u>0.00</u>	<u>18.28</u>	<u>18.28</u>