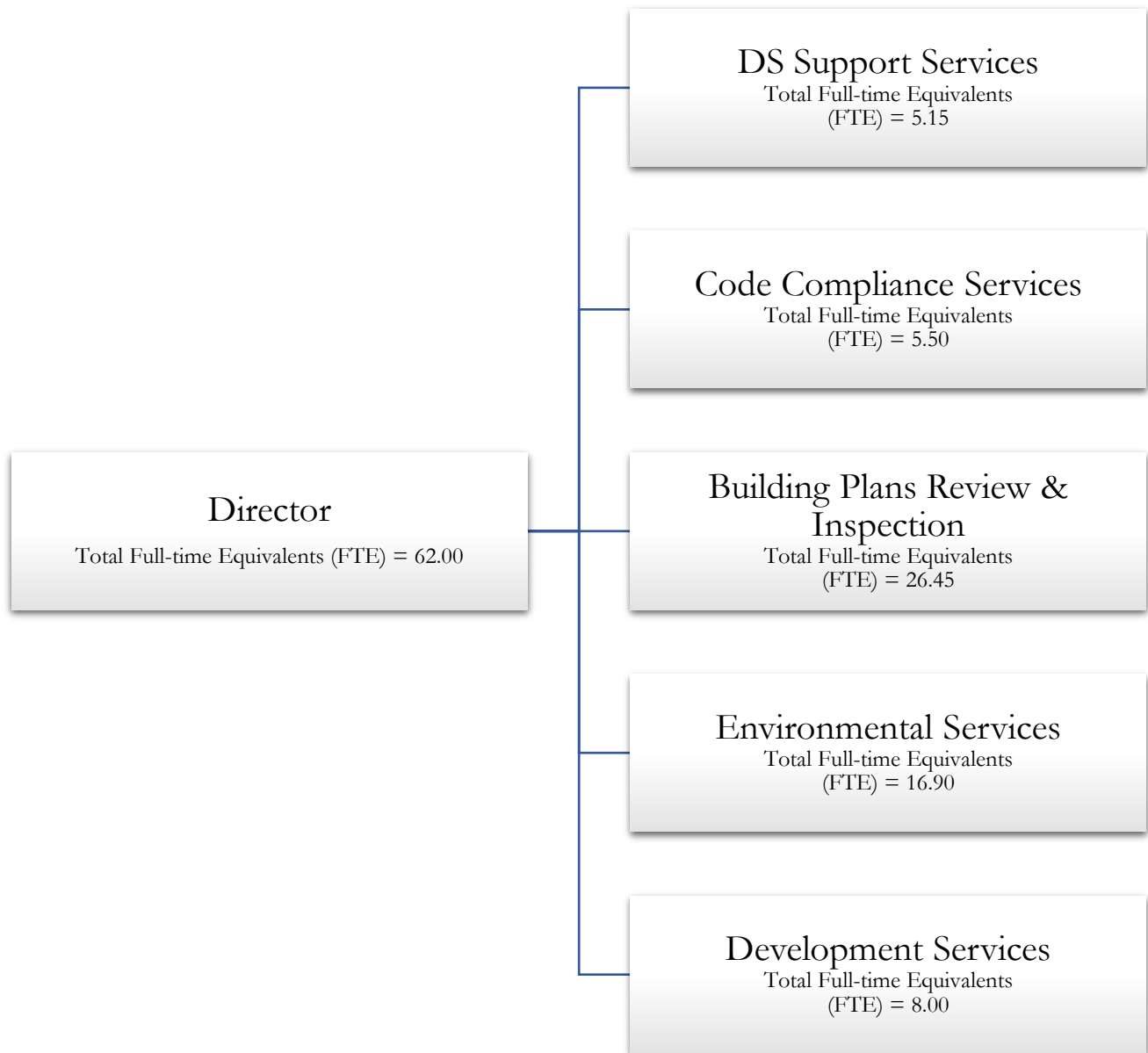


LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

**»» Department of Development Support & Environmental Management
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»» Department of Development Support & Environmental Management
Organizational Chart



» Department of Development Support & Environmental Management Executive Summary

The Department of Development Support and Environmental Management (DSEM) section of the Leon County FY 2025 Annual Budget is comprised of Code Compliance Services, Customer Engagement Services, Support Services, Building Plans Review & Inspection, Environmental Services, Development Services, and Florida Department of Environmental Protection (FDEP) Storage Tank Program.

Code Compliance Services coordinates and administers contractor licensing, code compliance, address assignment and street naming, and citizen review board services. Customer Engagement Services facilitates process improvements to assist customers through the development review and approval process and reflects the updated service model set forth in the new customer value proposition for DSEM. Building Plans Review & Inspection ensures compliance using the Florida Building Code for building permit application review and inspections. Development Services ensures land development proposals are approved consistent with adopted standards and regulations. Environmental Services provides technical and scientific permitting and review services and disseminates environmental information to the public. The Department's Storage Tank program implements the FDEP Storage Tank Contract.

Leon County follows an annually updated five-year planning cycle, as reflected in the LEADS/Strategic Plan Section. As part of the Leon LEADS Strategic Planning process, DSEM's Business Plan communicates the continued alignment of the Board's strategic priorities and initiatives with the department's actions and performance measures. The Business Plan is a road map and a broad plan of action for accomplishing the Board's priorities and serves as a gauge to assist the department in measuring outcomes of the Strategic Plan.

HIGHLIGHTS

Development Services:

During FY 2024, Development Services processed 250 Permitted Use Verifications (PUV) and Residential Compliance Certificates (RCC), 60 exempt development applications, 50 site and development plans, 1,350 zoning compliance determinations for residential developments, and 28 concurrency certificates. The number of zoning compliance reviews has decreased from FY 2023, likely due to continued uncertainty in the economy and the rise in interest rates. The Division also facilitated Land Development Code (LDC) amendments including amendments to the Accessory Dwelling Unit Ordinance.

Support Services:

Support Services assisted approximately 3,000 walk-in customers and answered nearly 15,000 phone calls during FY 2024. The number of walk-in customers is anticipated to decline from the previous year due to DSEM's efforts to attain the 'Bold Goal' of offering 100% online permitting for licensed contractors, engineers, and architects in the next five years. DSEM's website enhancements have contributed to these reductions by continuing to draw more users with the increased availability of online information, permitting functions, and user-friendly enhancements. Recent enhancements to DSEM's telephone system, including the automated call distribution system and the 'text to inspect' feature, routes calls more efficiently reducing wait times. The current and actual numbers for FY 2025 are anticipated to further decrease as customers get more acquainted with these and other technology enhancements. Support Services also responded to internal and external public records requests, as well as provided responses to all Citizen Connect inquiries directed to the Department.

Environmental Services:

During FY 2024, Environmental Services has reviewed and approved 34 Natural Features Inventories, 110 site plans, 50 stormwater management facility (SWMF) operating permits, 858 single-family environmental permits, 125 SWMF operating permit renewals, 240 driveway applications, 250 permitted use verifications for environmental requirements, and 82 environmental management permits. The Division also anticipates executing more than 4,000 environmental inspections, including approximately over 300 Florida Department of Environmental Protection (FDEP) Petroleum Storage Tanks Compliance Inspections.

» Department of Development Support & Environmental Management Executive Summary

Building Plans Review and Inspection:

During FY 2024, BPRI is on track to review and issue 5,250 building permits and conduct 25,800 inspections. The number of new single-family home permits at the end of FY 2024 is expected to be approximately 225 and is a decrease of 5% from FY 2023 (236). In addition to permit review and inspection responsibilities, the division has continued to refine its internal and external permitting and inspection policies in an effort to increase efficiencies and transparencies within the department.

Code Compliance Services:

During FY 2024, Code Compliance Services investigated 581 code compliance inquiries, assigned 485 addresses, approved 11 new street names, and verified 2,162 contractors' licenses. In addition, the Division staffed the County's Code Enforcement Board, Nuisance Abatement Board, and the Joint Leon County and City of Tallahassee Addressing Steering Committee. The Division has also been facilitating a comprehensive update to the County's addressing ordinance and addressing policy manual.

» Department of Development Support & Environmental Management Business Plan

MISSION STATEMENT

The mission of the Leon County Department of Development Support & Environmental Management is to support the development of a sustainable community and its built environment, while protecting and preserving our natural resources to maintain the quality of life for all citizens, while building positive relationships through exceptional customer service.

STRATEGIC PRIORITIES

ENVIRONMENT



EN1 - Protect the quality and supply of our water.



EN2 - Conserve and protect environmentally sensitive lands and our natural ecosystems.



EN3 - Promote orderly growth and sustainable practices.

GOVERNANCE



G2 - Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.



G3 - Inform and engage citizens through multiple outreach platforms to ensure consistent, high-value, transparent communication on our most important issues.

QUALITY OF LIFE



Q5 - Promote livability, health and sense of community by supporting strong neighborhoods, enhancing mobility, encouraging human scale development, and creating public spaces for people of all ages.

STRATEGIC INITIATIVES

GOVERNANCE

1. (G3) Further enhance the use of social media neighborhood apps to notify citizens of development projects occurring in their neighborhoods. (2022-40)

ACTIONS

GOVERNANCE

1. Coordinated with CMR to implement the notification of development project meetings through the NextDoor application online. (Ongoing)

BOLD GOALS & 5-YEAR TARGETS



Target: Offer 100% online permitting for licensed contractors, engineers, and architects. (T15)

	FY 2022	FY 2023	FY 2024*	FY 2025*	FY 2026	TOTAL
% Online Permitting	25%	0%	100%	100%	TBD	100%

Notes: In recent years, the County has reduced average permitting times in large part due to the launch of new permitting software which allows licensed contractors, engineers, and architects to complete most of the permitting process online. However, several steps of the process are still paper based including most applications and associated support materials. Since the start of FY 2022, the County’s transition to a 100% online permitting process has been underway with the first of three transition components completed in June 2022. In April 2024, **the County launched the system software to implement 100% online permitting.** An update on the program will be provided at the Board Retreat.

***Bold Goal & Target figures for FY 2024 and FY 2025 are estimates. Actuals for FY 2024 will be reported at the Annual Board Retreat in January 2025.**

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

» Department of Development Support & Environmental Management

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	5,134,538	5,966,908	6,298,171	-	6,298,171	6,495,169
Operating	278,229	491,040	496,661	4,700	501,361	502,174
Capital Outlay	1,800	-	-	-	-	-
Total Budgetary Costs	5,414,567	6,457,948	6,794,832	4,700	6,799,532	6,997,343

Appropriations	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
DS Support Services	509,205	661,110	646,744	-	646,744	666,574
Code Compliance Services	535,695	547,925	613,048	-	613,048	627,963
Building Plans Review & Inspection	2,013,602	2,352,766	2,501,011	-	2,501,011	2,577,836
Environmental Services	1,610,676	1,971,058	2,055,893	4,700	2,060,593	2,119,790
Development Services	745,389	925,089	978,136	-	978,136	1,005,180
Total Budget	5,414,567	6,457,948	6,794,832	4,700	6,799,532	6,997,343

Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
120 Building Inspection	2,013,602	2,352,766	2,501,011	-	2,501,011	2,577,836
121 Development Support & Environmental Management Fund	3,195,023	3,874,838	4,039,768	4,700	4,044,468	4,157,701
125 Grants	205,943	230,344	254,053	-	254,053	261,806
Total Revenues	5,414,567	6,457,948	6,794,832	4,700	6,799,532	6,997,343

Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Building Plans Review & Inspection	26.10	26.10	26.45	-	26.45	26.45
Code Compliance Services	5.35	5.35	5.50	-	5.50	5.50
Development Services	8.00	8.00	8.00	-	8.00	8.00
DS Support Services	5.65	5.65	5.15	-	5.15	5.15
Environmental Services	16.90	16.90	16.90	-	16.90	16.90
Total Full-Time Equivalents (FTE)	62.00	62.00	62.00	-	62.00	62.00

OPS Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 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

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

»» Department of Development Support & Environmental Management

Code Compliance Services Summary

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	486,741	455,124	522,167	-	522,167	537,041
Operating	48,595	92,801	90,881	-	90,881	90,922
Capital Outlay	360	-	-	-	-	-
Total Budgetary Costs	535,695	547,925	613,048	-	613,048	627,963

Appropriations	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Code Compliance Services (121-423-537)	535,695	547,925	613,048	-	613,048	627,963
Total Budget	535,695	547,925	613,048	-	613,048	627,963



Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
121 Development Support & Environmental Mana	535,695	547,925	613,048	-	613,048	627,963
Total Revenues	535,695	547,925	613,048	-	613,048	627,963

Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Code Compliance Services	5.35	5.35	5.50	-	5.50	5.50
Total Full-Time Equivalents (FTE)	5.35	5.35	5.50	-	5.50	5.50



» Department of Development Support & Environmental Management

Code Compliance Services (121-423-537)

Goal	The goal of the Division of Code Compliance Services is to administer, centralize, coordinate and facilitate contractor licensing, code compliance, citizen review boards, and address assignment and street name approval services to residents, property owners and land development professionals served by the Department of Development Support and Environmental Management.
Core Objectives	<ol style="list-style-type: none"> 1. Provide administrative support for the Code Enforcement Board, and Nuisance Abatement 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 addressing and street naming. 5. Coordinate compliance activities for the Abandoned Property Registration Ordinance, Refueling Assistance for Persons with Disabilities Ordinance, Criminal History Records Check and Waiting Period for Purchase of Firearms (aka the "Gun Show Loophole"), and Signs on the Right-of-Way Ordinance. 6. Coordinate activities for the Compliance Certification Letter to research and process open code violations and lien research requests. 7. Coordinate the streamlined Nuisance Abatement Process as outlined in Chapter 14 consistent with applicable Florida Law.
Statutory Responsibilities	Leon County Code of Laws Chapter 5 "Minimum Housing Code;" Chapter 10 "Land Development Code;" Chapter 11 "Refueling Assistance for Persons with Disabilities;" Chapter 12 Criminal History Records Check and Waiting Period for Purchase of Firearms (aka the "Gun Show Loophole"); Chapter 14 "Property Safety and Maintenance Code;" Chapter 6 and Florida Statutes, Chapter 162 "Code Enforcement Board"
Advisory Board	Code Enforcement Board; Nuisance Abatement Board; Leon County/City of Tallahassee Addressing Steering Committee

Benchmarking			
Strategic Priorities	Benchmark Data	Leon County	Benchmark*
	Code compliance cases brought into compliance as a % of open cases (140 cases)	50%	55.6%
	Code compliance cases brought into compliance as a % of all cases (279 total)	75%	73.1%

*International City/County Management Association Comparable Performance Measurement

Performance Measures					
Strategic Priorities	Performance Measures	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
	Percentage of Code Enforcement Board orders prepared and executed within 10 working days. ¹	104/100%	103/100%	90/100%	100/100%
	Number of all new construction address assignments and verifications completed within the permitting and review process as established by County code. ²	1,648	992	1,000	1,000

Notes:

1. In FY 2023, there were 103 Code Enforcement Board orders filed within the required 10 working days, which is consistent with the previous year. This trend of executing 100% of orders within 10 days is expected to continue in FY 2024 and FY 2025.
2. The FY 2023 figure shows a decrease, consistent with the decrease in number of single-family home building permits issued during this period as a result of rising interest rates to reduce inflation, causing mortgages to increase and permitting to decline. A slight increase is anticipated in FY 2024 and FY 2025.

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

» Department of Development Support & Environmental Management

Code Compliance Services - Code Compliance Services (121-423-537)

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	486,741	455,124	522,167	-	522,167	537,041
Operating	48,595	92,801	90,881	-	90,881	90,922
Capital Outlay	360	-	-	-	-	-
Total Budgetary Costs	535,695	547,925	613,048	-	613,048	627,963

Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
121 Development Support & Environmental Management Fund	535,695	547,925	613,048	-	613,048	627,963
Total Revenues	535,695	547,925	613,048	-	613,048	627,963

Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Code Compliance Supervisor	0.75	0.75	0.75	-	0.75	0.75
Director of Permit & Code Services	1.00	1.00	1.00	-	1.00	1.00
Senior Compliance Specialist	1.75	1.75	2.00	-	2.00	2.00
Addressing Customer Service Technician	0.50	0.50	0.50	-	0.50	0.50
Building Inspection Supervisor	0.10	0.10	-	-	-	-
Senior Compliance Services Technician	0.25	0.25	0.25	-	0.25	0.25
Addressing Program Coordinator	0.50	0.50	0.50	-	0.50	0.50
Compliance Services Technician	0.50	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	5.35	5.35	5.50	-	5.50	5.50

The major variances for the FY 2025 Code Compliance Services budget are as follows:

Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees.
2. Personnel costs associated with the realignment of a Senior Compliance Specialist position from Building Plans Review & Inspection to Code Compliance Services to improve operational efficiencies.
3. Personnel costs associated with the realignment of a Building Inspection Supervisor position from Code Compliance Services to Building Plans Review & Inspection to improve operational efficiencies.



Decreases to Program Funding:

1. Operating costs associated with reduction of Communication costs.

» Department of Development Support & Environmental Management

Support Services (121-424-537)

Goal	The Support Services Division provides administrative direction and support for all Divisions within the Department of Development Support and Environmental Management (DSEM). Staff serve as the initial point of contact for walk-in and telephone customers, all internal and external records requests, issuance of Certificates of Occupancy and Completion, and DSEM-related Citizen Connect inquiries.
Core Objectives	<ol style="list-style-type: none"> 1. Provide an initial point of contact for walk-in customers and direct to the appropriate staff for assistance. 2. Direct incoming telephone calls to the appropriate staff for assistance. 3. Direct Citizen Connect inquiries to the appropriate staff for resolution, and track assignments until completed. 4. Provide department-wide direction, coordination, and support to divisions and programs. 5. Provide administrative coordination and support for agenda, budget, personnel, training, property, and other such reports. 6. Act as liaison between the public and Department staff regarding scheduling, meetings, correspondence, public records requests, etc. 7. Provide the initial point of contact for the public and other governmental entities in their requests for information and reservation of the Renaissance Center's 2nd floor meeting room. 8. 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. 9. Provide staffing for DSEM related Board-appointed citizen's committees, including but not limited to Advisory Committee on Quality Growth, Board of Adjustment and Appeals and the Science Advisory Committee. 10. Act as liaison between the public and the Clerk of Courts Office regarding electronic recording of DSEM site plan review and permitting-related documents.
Statutory Responsibilities	Chapter 119, Florida Statutes (Florida Public Records Law); Leon County Code of Laws Chapter 10 (Land Development Code); Countywide Minimum Environmental Standards Regulations (Environmental Management Act); Florida Building Code; and other BCC-adopted plans and implementing policy and procedures manuals.
Advisory Board	Board of Adjustment and Appeals; Development Review Committee; Advisory Committee for Quality Growth; Tallahassee-Leon County Planning Commission; Science Advisory Committee.

Performance Measures					
Strategic Priorities	Performance Measures	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
	Number of walk-in customers	3,315	3,128	3,000	2,800
	Number of telephone calls processed through the main switchboard	17,234	15,544	15,000	15,000

Notes:

1. The number of walk-in customers is anticipated to continue to decrease as DSEM works to attain the Bold Goal of offering 100% online permitting in the next five years and with the anticipated implementation of DigEPlan electronic application filing software. It is anticipated the current actual number will decrease going forward as customers get accustomed to filing permits online.
2. The decrease in number of telephone calls processed is likely due to several factors: the enhancements to the DSEM website to make it more user-friendly, the implementation of the "text to inspect" service, which allows customers to text inspection requests, and the noted increase in more direct line phone calls that are not being processed through the main switchboard. It is anticipated this trend will remain consistent going forward.

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

» Department of Development Support & Environmental Management

DS Support Services (121-424-537)

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	475,653	609,328	594,962	-	594,962	614,792
Operating	33,193	51,782	51,782	-	51,782	51,782
Capital Outlay	360	-	-	-	-	-
Total Budgetary Costs	509,205	661,110	646,744	-	646,744	666,574
Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
121 Development Support & Environmental Management Fund	509,205	661,110	646,744	-	646,744	666,574
Total Revenues	509,205	661,110	646,744	-	646,744	666,574
Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Director of Development Support & Environmental Management	0.90	0.90	0.90	-	0.90	0.90
Chief Development Resources Officer	0.75	0.75	0.75	-	0.75	0.75
Records Manager	0.50	0.50	0.50	-	0.50	0.50
Operations Analyst	0.50	0.50	0.50	-	0.50	0.50
Senior Administrative Associate II	1.00	1.00	1.00	-	1.00	1.00
Senior Administrative Associate	1.00	1.00	0.50	-	0.50	0.50
Administrative Associate	0.50	0.50	0.50	-	0.50	0.50
Customer Experience Liaison	0.50	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	5.65	5.65	5.15	-	5.15	5.15

The major variances for the FY 2025 DS Support Services budget are as follows:

Decreases to Program Funding:

1. Personnel costs associated with the realignment of a Senior Administrative Associate position (0.50) FTE from DS Support Services to Building Plans Reviews & Inspection to improve operational efficiencies. These costs are offset by increased costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees.

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

»» Department of Development Support & Environmental Management

Building Plans Review & Inspection Summary

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	1,909,249	2,170,423	2,313,477	-	2,313,477	2,389,859
Operating	103,992	182,343	187,534	-	187,534	187,977
Capital Outlay	360	-	-	-	-	-
Total Budgetary Costs	2,013,602	2,352,766	2,501,011	-	2,501,011	2,577,836

Appropriations	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Building Plans Review and Inspection (120-220-524)	2,013,602	2,352,766	2,501,011	-	2,501,011	2,577,836
Total Budget	2,013,602	2,352,766	2,501,011	-	2,501,011	2,577,836

Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
120 Building Inspection	2,013,602	2,352,766	2,501,011	-	2,501,011	2,577,836
Total Revenues	2,013,602	2,352,766	2,501,011	-	2,501,011	2,577,836







Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Building Plans Review and Inspection	26.10	26.10	26.45	-	26.45	26.45
Total Full-Time Equivalents (FTE)	26.10	26.10	26.45	-	26.45	26.45

» Department of Development Support & Environmental Management

Building Plans Review & Inspection (120-220-524)

Goal	The goal of the Building Plans Review and Inspections Division is to ensure that built environments are safe, accessible, and energy efficient through compliance with all applicable construction codes, plans review, inspections, the use of automated technologies, and continuing staff development and training.
Core Objectives	<ol style="list-style-type: none"> 1. Process permit applications and collect permit fees. 2. Review building plans and permit applications for all proposed new, existing, renovated, additions, and alterations for construction projects, both public and private, to ensure compliance with the Florida Building Codes, all state-mandated construction laws, County's Code of Laws Chapter 5 Building Code, and the Florida Building Code for Floodplain compliance in concert with the County's Floodplain Management Ordinance requirements. 3. Inspect all proposed manufactured housing permits to ensure compliance with the State Department of Motor Vehicles requirements related to the installation and set-up. 4. Inspect all new, existing, renovated, additions, and alterations for construction projects, both public and private, to ensure compliance with the Florida Building Codes, all state-mandated construction laws and the County's Floodplain Management Ordinance. 5. Inspect building foundation systems of all manufactured housing to ensure compliance with the State Department of Motor Vehicles requirements and Florida Building Code Floodplain requirements. 6. Provide daily, on demand building plans review and inspection service advisor assistance to the public. 7. Provide the Board, upon request, with recommendations and professional assistance regarding all matters relating to building plans review and approval, construction regulations, and building inspections. 8. Provide technical support to the Leon County Code Enforcement, Contractors' Licensing, Examination Board, and the Board of Adjustment and Appeals, and other County, City, and State agencies for construction code requirements, permitting, and related management decisions. 9. Division Director participates on the COOP Planning Team and serves as Facilities Manager. 10. The Division must manage the private provider process for plan review and inspections, which accounts for about 40% of the permit fee collected for administrative work to be performed in the management of the permit and permitting process. 11. Makes recommendations to Leon County Commissioners with updates and revisions to the Leon County's Code of Laws that regulate the permitting, plan review and inspection processes.
Statutory Responsibilities	Florida Mechanical Code; Leon County Code of Laws, Chapter 5; Florida Plumbing Code; & F.S., Chapter 553.01 - 553.14; Florida 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 - 553.998; Florida Accessibility Code; & F.S., Chapter 553.45 - 553.495; Contractor Licensing - (LCCOL) Section 5-(5-3.01 - 5.3.31); Swimming Pool Code - Section 5 (5-2.19); Florida/County Mobile Homes Installation, Section 5-(5.2.11 - 5-2.18); F.S., Administrative Rule, Chapter 15C-1.10; Floodplain Management; Sign Code - (LCCOL), Section 10-(1801 - 1830); Florida Fire Code - Life Safety; F.S., Chapter 633.025 & Chapter 553.895; Section 10-362; Florida Construction Lien Laws - F.S., Chapter 713; 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; Property Maintenance Code - (LCCOL) Section 5 - (5-4.01 - 5-4.12); Tiny Houses - (LCCOL) Section 5 - (5-2.10 (a - f)); Regulations for the Practice of Building Code Administration and Inspection - F.S. Chapter 468.
Advisory Board	Code Enforcement Board; Board of Adjustment and Appeals


Department of Development Support & Environmental Management

Benchmarking							
Strategic Priorities	Permit Review & Time Frames ¹	Single Family			Commercial		
		Total Days	Applicant	Staff	Total Days	Applicant	Building Plans Review & Inspection
	2021 Actual	17	9	8	35	22	13
	2022 Actual	13	5	8	29	18	11
	2023 Actual	14	6	8	31	20	11
	2024 Estimate	12	5	7 ²	29	18	11
	2025 Estimate	12	5	7 ²	29	18	11
	Internal Benchmark ³	15	7	8	32	20	12

Notes:








- Review times are based on business days and include both staff and applicant/consultant holding periods. Building, Environmental and septic permit applications are reviewed concurrently.
- The upcoming implementation of the DigEplan software should reduce staff days by increasing efficiencies in the permit application and review process.
- The internal benchmark is based on Leon County averages of reported data from FY 2021 to FY 2023.

FY 2022-2026 Strategic Plan

Bold Goals & Five-Year Targets		FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate ²	FY 2025 Estimate ²	FY 2026 Estimate	TOTAL ²
	Offer 100% online permitting for licensed contractors, engineers, and architects. (T15) ¹	25%	0%	100%	100%	TBD	100%

Notes:

- In recent years, the County has reduced average permitting times in large part due to the launch of new permitting software which allows licensed contractors, engineers, and architects to complete most of the permitting process online. However, several steps of the process are still paper based including most applications and associated support materials. Since the start of FY 2022, the County's transition to a 100% online permitting process has been underway with the first of three transition components completed in June 2022. In April 2024, the County launched the system software to implement 100% online permitting. An update on the program will be provided at the Board Retreat.
- Bold Goal & Target figures for FY 2024 and FY 2025 are estimates. Actuals for FY 2024 will be reported at the Annual Board Retreat in January 2025.

Performance Measures					
Strategic Priorities	Performance Measures	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
	Number of building inspections performed. ¹	28,833	26,319	26,000	27,000
	Percentage of inspections completed on time. ²	100%	100%	100%	100%
	Percentage of permit requests completed within 30 days. ³	100%	100%	100%	100%
	Building inspections per day per inspector. ⁴	17	13	13	14
	Plan reviews per plans examiner per day. ⁵	8	6	6	7
	Number of permits issued and processed ⁶	5,979	5,392	5,300	5,600
	Total application review fees received (millions) ⁷	\$5.7	\$2.9	\$2.9	\$3.1

Notes:

- The slight decrease in the number of inspections estimated for FY 2024 is due to stabilization of growth in permitting activity and a reduction in single family permitting due to a reduction in available large residential development projects in the unincorporated Leon County area. Upcoming residential development projects should increase permitting numbers in FY 2025.
- In FY 2024 and FY 2025 the percentage of inspections completed on time are expected to remain consistent with the previous fiscal years.
- In FY 2024 and FY 2025 the percentage of permit requests completed within 30 days are expected to remain consistent with the previous years.
- The number of building inspections per day per inspector in FY 2024 and FY 2025 is expected to remain consistent with FY 2023 due to stabilization in permitting activity.
- The number of plan reviews per plans examiner per day in FY 2024 and FY 2025 is expected to remain consistent with FY 2023 due to stabilization in permitting activity.
- The number of building permits issued is estimated to slightly decrease in FY 2024 due to a reduction in available large residential development projects in the unincorporated Leon County area. Upcoming residential development projects should increase permitting numbers in FY 2025.
- Total application review fees include revenue received in the Building Inspection (\$1.92 million) and DSEM (\$1.02 million) funds. This decrease coincides with the reduction or permitting activity. The FY 2024 revenue received from total application review fees is estimated to remain similar to FY 2023 due to the similar permitting numbers. The revenue received in FY 2025 is expected to increase based on an anticipated increase in permitting activity.

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

» Department of Development Support & Environmental Management

Building Plans Review & Inspection - Building Plans Review and Inspection (120-220-524)

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	1,909,249	2,170,423	2,313,477	-	2,313,477	2,389,859
Operating	103,992	182,343	187,534	-	187,534	187,977
Capital Outlay	360	-	-	-	-	-
Total Budgetary Costs	2,013,602	2,352,766	2,501,011	-	2,501,011	2,577,836

Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
120 Building Inspection	2,013,602	2,352,766	2,501,011	-	2,501,011	2,577,836
Total Revenues	2,013,602	2,352,766	2,501,011	-	2,501,011	2,577,836

Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Director of Development Support & Environmental Management	0.10	0.10	0.10	-	0.10	0.10
Director of Building Plans Review & Inspection	1.00	1.00	1.00	-	1.00	1.00
Building Plans Review Administrator	1.00	1.00	1.00	-	1.00	1.00
Chief Development Resources Officer	0.25	0.25	0.25	-	0.25	0.25
Code Compliance Supervisor	0.25	0.25	0.25	-	0.25	0.25
Senior Environmental Engineer		0.10	-	-	-	-
Building Plans Reviewer	3.00	3.00	3.00	-	3.00	3.00
Environmental Inspection Supervisor	0.10		-	-	-	-
Records Manager	0.50	0.50	0.50	-	0.50	0.50
Senior Compliance Specialist	1.25	1.25	1.00	-	1.00	1.00
Addressing Customer Service Technician	0.50	0.50	0.50	-	0.50	0.50
Environmental Compliance Specialist	-	-	0.10	-	0.10	0.10
Building Inspector	8.00	9.00	9.00	-	9.00	9.00
Building Inspection Supervisor	0.90	0.90	1.00	-	1.00	1.00
Senior Compliance Services Technician	0.75	0.75	0.75	-	0.75	0.75
Addressing Program Coordinator	0.50	0.50	0.50	-	0.50	0.50
Records Technician	1.00	-	-	-	-	-
Permit Processing Supervisor	1.00	1.00	1.00	-	1.00	1.00
Operations Analyst	0.50	0.50	0.50	-	0.50	0.50
Compliance Services Technician	0.50	0.50	0.50	-	0.50	0.50
Permit Technician	3.00	3.00	3.00	-	3.00	3.00
Senior Administrative Associate	1.00	1.00	1.50	-	1.50	1.50
Administrative Associate	0.50	0.50	0.50	-	0.50	0.50
Customer Experience Liaison	0.50	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	26.10	26.10	26.45	-	26.45	26.45

The major variances for the FY 2025 Building Plans Review and Inspection budget are as follows:

Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees.
2. Personnel costs associated with the realignment of certain positions within the department to improve operational efficiency.
3. Personnel costs related to the elimination of a Records Technician position during FY 2024.
4. Vehicle and fuel repair costs.

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

»» Department of Development Support & Environmental Management

Environmental Services Summary

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	1,545,501	1,875,499	1,956,982	-	1,956,982	2,015,871
Operating	64,815	95,559	98,911	4,700	103,611	103,919
Capital Outlay	360	-	-	-	-	-
Total Budgetary Costs	1,610,676	1,971,058	2,055,893	4,700	2,060,593	2,119,790

Appropriations	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
DEP Storage Tank (125-866-524)	205,943	230,344	254,053	-	254,053	261,806
Environmental Services (121-420-537)	1,404,733	1,740,714	1,801,840	4,700	1,806,540	1,857,984
Total Budget	1,610,676	1,971,058	2,055,893	4,700	2,060,593	2,119,790







Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
121 Development Support & Environmental Mana	1,404,733	1,740,714	1,801,840	4,700	1,806,540	1,857,984
125 Grants	205,943	230,344	254,053	-	254,053	261,806
Total Revenues	1,610,676	1,971,058	2,055,893	4,700	2,060,593	2,119,790

Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Environmental Services	14.90	14.90	14.90	-	14.90	14.90
DEP Storage Tank	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	16.90	16.90	16.90	-	16.90	16.90

» Department of Development Support & Environmental Management

Environmental Services (121-420-537)

Goal	The goal of the Division of Environmental Services 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.
Core Objectives	<ol style="list-style-type: none"> 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 identification 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. Provide walk-in client assistance through the environmental service advisor rotation in the research, interpretation, information gathering, or generally directing the client to the appropriate resource or agency. 7. Implement single family permit reviews, including flood letter review and flood protection notification, Board mandated flood indemnification declaration, compliance with master permit and plat, tree protection, erosion and sedimentation control, protection of features, lot to lot drainage issues, and driveway connection permit review. 8. Perform inspections and resolution of code violations with possible Code Enforcement Board involvement, such as non-permitted development activities, junk and mowing ordinance violations.
Statutory Responsibilities	Florida Statutes, Chapter 163; the Comprehensive Plan; Florida Statutes, 403.0885(NPDES); Florida Statutes 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"; Leon County Driveway and Street Connection Guidelines and Procedures Manual
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							
Strategic Priorities	Permit Review Time Frames ¹	Natural Feature Inventory			Environmental Permits		
		Total Days	Applicant	Staff	Total Days	Applicant	Environmental Services
	FY 2021 Actual	23	13	10	26	19	7
	FY 2022 Actual	33	26	7	29	18	11
	FY 2023 Actual	29	14	15	41	31	10
	FY 2024 Estimate	20	12	9	35	20	9
	FY 2025 Estimate	20	12	9	35	20	15
	Internal Benchmark ³	28	18	11	32	23	9

Notes:

1. Review times are based on calendar days and include both staff and applicant/consultant holding periods.
2. The decrease in applicant days for Environmental Permits is due to smaller projects being submitted that do not require specific engineering data that is not provided in the initial application, resulting in less re-submittals being required.
3. The internal benchmark is based on Leon County averages of reported data from FY 2021 to FY 2023.

Department of Development Support & Environmental Management

Environmental Services (121-420-537)

Performance Measures					
Strategic Priorities	Performance Measures	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
	Number of Natural Features Inventory (NFI) application reviews. ¹	66	48	32	32
	Number of site plan reviews (environmental impacts). ²	109	94	110	115
	Number of stormwater operating permits reviews. ³	43	40	50	50
	Number of environmental service advisor clients. ⁴	686	722	654	700
	Number of single-family lot Environmental Permit Application reviews. ⁵	1,226	1,245	858	900
	Number of driveway application reviews. ⁶	355	395	240	275
	Number of stormwater operating permit renewals completed within the 3-year renewal cycle. ⁷	176	115	115	125
	Number of environmental compliance Plans Review, and Inspections completed on an annual basis consistent with established guidelines. ⁸	6,309	5,123	4,164	4,200
	Number of Environmental Management Act permits issued within the time frame designated by Ordinance. ⁹	129	68	82	75
	Number of Science Advisory Committee meetings administered. ¹⁰	6	8	8	8

Notes:

1. NFI totals for FY 2024 are projected lower, due to a weakened development market in the first half of the year. It is anticipated that this figure will decrease or stay stagnant in FY 2025 due to increasing interest rates and a stabilized market.
2. The number of environmental impact reviews associated with site plans are anticipated to increase in FY 2024 and is expected to continue to increase or stay stagnant in FY 2025 due to the current state of the market.
3. The operating permit reviews are dependent on the timing of the construction project completion, and therefore projections are based on completed projects thus far.
4. The number of service advisor clients increased in FY 2023. This was due to the number of developments under construction, ongoing drainage issues, routine complaints, tree issues, increase weather events, inquiries into developments, and more calls from the public trying to develop their property. A decrease is expected in FY 2024 and FY 2025 as more information is becoming available online for use.
5. The number of single-family applications may experience a substantial decrease due to increasing interest rates and a slowing of the market, although there is still demand for housing.
6. The number of driveway applications is projected to decrease which is consistent with the decrease of the combined total of single-family building permits and environmental permits with access to county-maintained roadways.
7. Operating permit renewals are based on a three-year cycle; and are relatively consistent. The FY 2023 decrease is attributed to staff turnover due to a retirement.
8. The decrease in environmental inspections is due to a stabilized development market. It is directly related to the number of environmental and building permits.
9. In FY 2024, the number of approved EMPs, which covers a broad spectrum of development activities within Leon County Is expected to increase.
10. The number of Science Advisory Committee meetings is projected to remain consistent in FY 2024 and FY 2025.

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

» Department of Development Support & Environmental Management

Environmental Services - Environmental Services (121-420-537)

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	1,345,512	1,657,244	1,715,251	-	1,715,251	1,766,427
Operating	58,861	83,470	86,589	4,700	91,289	91,557
Capital Outlay	360	-	-	-	-	-
Total Budgetary Costs	1,404,733	1,740,714	1,801,840	4,700	1,806,540	1,857,984

Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
121 Development Support & Environmental Management Fund	1,404,733	1,740,714	1,801,840	4,700	1,806,540	1,857,984
Total Revenues	1,404,733	1,740,714	1,801,840	4,700	1,806,540	1,857,984

Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Director of Environmental Services	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Engineer	2.00	1.90	2.00	-	2.00	2.00
Environmental Inspection Supervisor	0.90	1.00	1.00	-	1.00	1.00
Environmental Review Supervisor	1.00	1.00	1.00	-	1.00	1.00
Environmental Compliance Specialist	5.00	5.00	4.90	-	4.90	4.90
Stormwater Senior Design Analyst	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Compliance Specialist	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Review Biologist	2.00	2.00	2.00	-	2.00	2.00
Engineer Intern	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	14.90	14.90	14.90	-	14.90	14.90

The major variances for the FY 2025 Environmental Services budget are as follows:




Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees.
2. Inflationary costs associated with travel and training to maintain employee licenses and certifications.
3. Inflationary costs associated with vehicle fuel and repair.

Department of Development Support & Environmental Management

DEP Storage Tank (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.
Core Objectives	<ol style="list-style-type: none"> 1. Perform compliance inspections of registered petroleum storage tank facilities annually in Leon County, and every other year in Gadsden, Wakulla and Jefferson Counties. 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 assistance to citizens and consultants concerning petroleum storage tanks. 6. Orientate new DEP/Office of General Counsel Storage Tank employees on tank inspections, closures, and installations in Leon, Gadsden, Wakulla and Jefferson Counties.
Statutory Responsibilities	Florida Statutes, Chapter 376.3071 "Petroleum Storage Tank Section"; Florida Administrative Code, Chapters 62-761 & 62-762; Aquifer Recharge Element of Comp Plan, Policy: 1.1.5
Advisory Board	N/A

Performance Measures					
Strategic Priorities	Performance Measures	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
	Percent of regulated facilities inspected with Leon County. ¹	100%	100%	100%	100%
	Percent of requests for customer assistance responded to within contract guidelines. ²	100%	100%	100%	100%
	Percent of regional facilities inspected. ³	50%	50%	50%	50%

Notes:

*The regional program includes Gadsden, Wakulla, and Jefferson counties. The program began in FY 2012 with contractual obligations originally requiring these facilities be inspected once every two years. However, as of FDEP FY 2024, these inspections have been reduced in some counties and increased in others and can change based on contractual obligations outlined in the yearly task assignments, with the overall average remaining at approximately 50%.

1. Grant program expenditures for Emergency Management and the Storage Tank Program are greater than the grant allocations, which require increasing the general revenue transfer to maintain program service levels. Since 2012, the Board has allocated additional funding for the Storage Tank Program to ensure all local petroleum facilities are inspected on an annual basis, which is more than the Florida Department of Environmental Protection's 50% requirement.
2. 100% of customer assistance calls were responded to in FY 2023. This trend of 100% of requests for customer assistance responded to within contract guidelines is expected to continue in FY 2024 and FY 2025.
3. Per the annual FDEP Task Assignment, 50% of contracted regulated storage tanks within Wakulla, Gadsden, and Jefferson counties are anticipated to be inspected in FY 2024 and FY 2025.

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

» Department of Development Support & Environmental Management

Environmental Services - DEP Storage Tank (125-866-524)

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	199,989	218,255	241,731	-	241,731	249,444
Operating	5,954	12,089	12,322	-	12,322	12,362
Total Budgetary Costs	205,943	230,344	254,053	-	254,053	261,806
Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
125 Grants	205,943	230,344	254,053	-	254,053	261,806
Total Revenues	205,943	230,344	254,053	-	254,053	261,806
Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Senior Environmental Compliance Specialist	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

The major variances for the FY 2025 DEP Storage Tank budget are as follows:







Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees.

» Department of Development Support & Environmental Management

Development Services (121-422-537)

Goal	To guide and support the development of sustainable communities through the implementation of the adopted policies of the Comprehensive Plan and development standards of the Land Development Code, in order to ensure and promote the quality of life for all citizens of Leon County Florida.
Core Objectives	<ol style="list-style-type: none"> 1. Provide comprehensive and timely analysis of new development and redevelopment activities requiring site and development plan review. 2. Complete the review of exempt subdivisions and other exempt processes within established minimum time-frames. 3. Issue zoning letters, Permitted Use Verifications and Residential Compliance Certificates in a timely manner providing guidance and notification to property owners and the development community for proposed development activities. 4. Review all new construction permits to ensure compliance with the applicable zoning and development standards. 5. Provide assistance to the Board of Adjustment and Appeals in review of requests for variances to development standards or appeals of determinations made by DSEM. 6. Enhance customer service delivery by streamlining procedural requirements and revising or updating the applicable provisions of the Leon County Land Development Code.
Statutory Responsibilities	Florida Statutes, Chapters 163 and 380; Florida Administrative Codes 73C-40, 73C-41 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-approved plans and implementing policy and procedures manuals
Advisory Board	Board of Adjustment and Appeals; Development Review Committee; Advisory Committee on Quality Growth; Code Enforcement Board; Parking Standards Committee; Tallahassee-Leon County Planning Commission









Benchmarking				
Strategic Priorities	Site Plans Types→	Average time for review of ASAP¹, Limited Partition, and Type A, B, C, D applications		
	Fiscal Year↓	Total Days ²	Applicant ²	Development Services ²
	2021 Actual	52	35	17
	2022 Actual	129	107	22
	2023 Actual	174	154	20
	2024 Estimate ³	110	90	20
	2025 Estimate	105	85	20
	Internal Benchmark ⁴	118	99	20

Notes:

1. Administrative Streamlined Approval Process (ASAP) includes minor site plan reviews that require significantly fewer days to complete, resulting in a lower combined mean time for review.
2. Review times are based on calendar days. "Applicant" refers to number of days that the applicant was responsible for making corrections to the plan; "Development Services" refers to number of days that staff spent reviewing the plan.
3. The estimated decrease in FY 2024 and FY 2025 for applicant and total days is a result of more projects being submitted for ASAP review which has no public meeting requirements.
4. The internal benchmark is based on Leon County averages of reported data from FY 2021 to FY 2023.

» Department of Development Support & Environmental Management

Development Services (121-422-537)

Performance Measures					
Strategic Priorities	Performance Measures	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
	Number of site and development plan reviews (Limited Partition, ASAP, Type A-D). ¹	48	40	50	50
	Number of subdivisions & exempt determinations completed by staff within the applicable time frames as established by Code. ²	61	54	60	65
	Number of Permitted Use Verifications (PUV), Residential Compliance Certificates (RCC) and zoning letters issued within 15 days. ³	228	217	250	250
	Number of zoning compliance determinations issued for residential development. ⁴	1,694	1,391	1,350	1,400
	Number of Board of Adjustment and Appeals Requests. ⁵	6	4	10	10
	Number of Concurrency Management Certificates issued, small and large projects. ⁶	39	26	30	40
	Number of Development Agreements & DRI applications reviewed with recommendations provided to the Board. ⁷	1	2	1	1
	Number of Land Development Code (LDC) amendments by section recommended to the Board for approval. ⁸	16	43	10	15

Notes:

1. The recent development trend indicates an increase in site plan applications compared to the previous year due to stabilization more stability in the market despite rising interest rates.
2. The number of exempt applications is anticipated to increase in FY 2024 and FY 2025 due to current market conditions.
3. The number of Permitting Use Verifications in FY 2024 and FY 2025 is expected to be higher due to the current market conditions.
4. The number of zoning compliance determinations in FY 2024 is expected to be slightly less than the previous year due to current market conditions but is consistent with the previous year.
5. The number of Board of Adjustment and Appeals Requests applications is expected to increase in FY 2024 and FY 2025. This increase may be reflective of more interest in modifying existing homes.
6. The number of Concurrency Management Certificates issued is anticipated to be more than the previous fiscal year, and likely the result of current market conditions.
7. The projected number of Development Agreements reviewed & DRI Applications reviewed is consistent with the previous fiscal years.
8. The significant projected decrease in LDC amendments from FY 2023 to FY 2024 is due to fewer requests by the Board for Code amendments.

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

» Department of Development Support & Environmental Management

Development Services (121-422-537)

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	717,394	856,534	910,583	-	910,583	937,606
Operating	27,635	68,555	67,553	-	67,553	67,574
Capital Outlay	360	-	-	-	-	-
Total Budgetary Costs	745,389	925,089	978,136	-	978,136	1,005,180

Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
121 Development Support & Environmental Management Fund	745,389	925,089	978,136	-	978,136	1,005,180
Total Revenues	745,389	925,089	978,136	-	978,136	1,005,180

Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Director of Development Services	1.00	1.00	1.00	-	1.00	1.00
Development Services Administrator	1.00	1.00	1.00	-	1.00	1.00
Planner II	2.00	2.00	-	-	-	-
Senior Planner	2.00	2.00	2.00	-	2.00	2.00
Concurrency Management Planner	1.00	1.00	1.00	-	1.00	1.00
Principal Planner	1.00	1.00	1.00	-	1.00	1.00
Planner	-	-	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	8.00	8.00	8.00	-	8.00	8.00

OPS Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Part-Time OPS Planning Intern	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

The major variances for the FY 2025 Development Services budget are as follows:

Increases to Program Funding:

1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees.