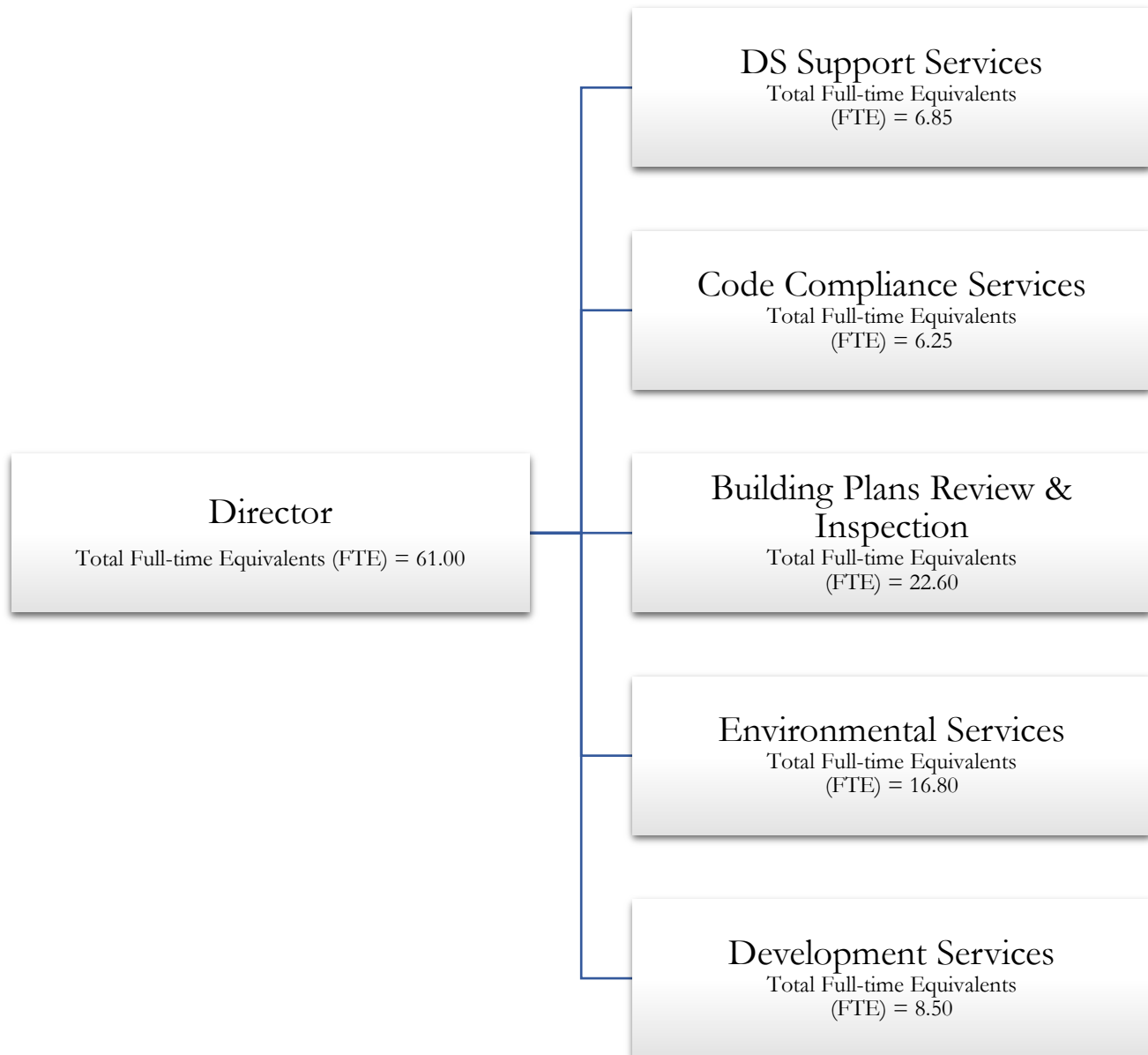


LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

**»» Department of Development Support & Environmental Management
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LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

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

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

» Department of Development Support & Environmental Management Executive Summary

The Department of Development Support and Environmental Management (DSEM) section of the Leon County FY 2026 Annual Budget is comprised of Code Compliance 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 code compliance and citizen review board services. Support Services provides initial point of contact for phone-in customers and provides administrative support for the department, including processing internal and external records requests and staffing all DSEM Board-appointed citizens' groups. Building Plans Review & Inspection ensures compliance using the Florida Building Code for building permit application review and inspections. Environmental Services provides technical and scientific permitting and review services and disseminates environmental information to the public. Development Services ensures land development proposals are approved consistent with adopted standards and regulations and coordinates address assignment and street naming. 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 2026, Development Services processed 188 Permitted Use Verifications (PUV) and Residential Compliance Certificates (RCC), 50 exempt development applications, 42 site and development plans, 1,415 zoning compliance determinations for residential developments, and 26 concurrency certificates. The Division processed over 720 construction address assignments and 70 street name and renaming notifications. The Division also facilitated Land Development Code (LDC) amendments including updates necessary to implement new Comprehensive Plan amendments as well as an Ordinance amendment to the Leon County Charter regarding Addressing and Street Naming. The Division reviewed a 74,000 square foot travel center that included 120 fueling stations and over 776 parking spaces. The Division also reviewed the Citrus Grove Phases III and IV subdivisions which contained over 300 residential dwelling units.

Support Services:

Support Services answered approximately 20,000 phone calls during FY 2026. The recent implementation of DSEM's automated telephone system and the 'text to inspect' feature enables calls to be routed more efficiently, reducing wait times. The numbers for FY 2027 are expected to further decrease as customers get more acquainted with these and other technological enhancements. Support Services also responded to internal and external public records requests, as well as provided staffing for all DSEM Board-appointed citizens' groups.

Environmental Services:

During FY 2026, Environmental Services is projected to review and approve 42 Natural Features Inventories, 92 site plans, 25 stormwater management facility (SWMF) operating permits, 650 single-family environmental permits, 145 SWMF operating permit renewals, 90 driveway applications, 188 permitted use verifications for environmental requirements, and 35 environmental management permits. The Division also anticipates executing more than 5,500 environmental inspections, including over 350 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 2026, BPRI is on track to review and issue 5,000 building permits and conduct 24,000 inspections. The number of new single-family home permits at the end of FY 2026 is expected to be approximately 180, which is an increase of 26% from FY 2025 (142). However, while the number of new single family home permits is on the rise in FY 2026, the overall number of permits issued is on track to decrease by 16% from FY 2025 (5,969). 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. As the main point of contact in the lobby, staff assisted approximately 1,649 walk-in customers.

Code Compliance Services:

During FY 2026, Code Compliance Services investigated 1,243 code compliance inquiries, conducted 1,207 site inspections, and presented 43 cases before the Code Enforcement Board for disposition. In addition, the Division staffed the County's Code Enforcement Board and Nuisance Abatement Board. The Division also facilitated a comprehensive update to the Code Enforcement Board and Nuisance Abatement Board Member Handbook.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

» 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)
2. (G3) Expand efforts to build public awareness of the County's Code Compliance Program through ongoing neighborhood engagement and public information efforts. (2025-100)

ENVIRONMENT

1. (EN2) Exempt land conservancy groups, such as Tall Timbers, from environmental permitting requirements for activities that support and further their mission of fostering exemplary land stewardship such as tree removal and other vegetation management. (2025-92)

ACTIONS

GOVERNANCE

1. Coordinated with CMR to implement the notification of development project meetings through the NextDoor application online. (Complete)
2. Engage the community on updates to the County's Code Compliance Program through social media as well as community meetings and events. (Ongoing)

ENVIRONMENT

- a.) The Board authorized staff to proceed with drafting an ordinance to amend the silviculture and forest management application requirements section of the Environmental Management Act (EMA) and approval to schedule the first and only Public Hearing for June 10, 2025. (Complete)
- b.) Proposed amendments to Section 10-4.207 of the Environmental Management Act to expand environmental permitting exemption criteria to include accredited land conservancy management groups. (In Progress)
- c.) Support the mission of accredited land conservancy management organizations like Tall Timbers with their exemplary land stewardship and public outreach and conservancy education efforts. (In Progress)

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%	100%	100%	100%	100%	100%

Notes: Prior to the start of the FY 2022 – 2026 Strategic Plan, approximately 75% of the County's permitting process could be completed online. However, several steps of the process were still paper based including most applications and associated support materials. In April 2024, the County launched and completed its transition to a new system software allowing for 100% online permitting for licensed contractors, engineers, and architects.

***Bold Goal & Target figures for FY 2026 are estimates. Actuals for FY 2026 will be reported at the Annual Board Retreat in January 2027.**

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

 Department of Development Support & Environmental Management

Budgetary Costs	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Personnel Services	5,283,330	6,329,334	6,568,160	-	6,568,160	6,764,130
Operating	247,589	430,804	434,559	-	434,559	435,372
Total Budgetary Costs	5,530,919	6,760,138	7,002,719	-	7,002,719	7,199,502
Appropriations	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
DS Support Services	548,541	605,068	789,210	-	789,210	810,853
Code Compliance Services	429,593	538,362	703,220	-	703,220	722,285
Building Plans Review & Inspection	2,149,879	2,514,349	2,359,601	-	2,359,601	2,424,971
Environmental Services	1,566,439	2,054,725	2,082,420	-	2,082,420	2,141,732
Development Services	836,466	1,047,634	1,068,268	-	1,068,268	1,099,661
Total Budget	5,530,919	6,760,138	7,002,719	-	7,002,719	7,199,502
Funding Sources	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
120 Building Inspection	2,149,879	2,514,349	2,359,601	-	2,359,601	2,424,971
121 Development Support & Environmental Management Fund	3,139,296	3,979,056	4,364,215	-	4,364,215	4,486,937
125 Grants	241,744	266,733	278,903	-	278,903	287,594
Total Revenues	5,530,919	6,760,138	7,002,719	-	7,002,719	7,199,502
Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Building Plans Review & Inspection	26.45	25.95	22.60	-	22.60	22.60
Code Compliance Services	5.50	4.50	6.25	-	6.25	6.25
Development Services	8.00	8.50	8.50	-	8.50	8.50
DS Support Services	5.15	5.15	6.85	-	6.85	6.85
Environmental Services	16.90	16.90	16.80	-	16.80	16.80
Total Full-Time Equivalents (FTE)	62.00	61.00	61.00	-	61.00	61.00
OPS Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 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 2027 ADOPTED BUDGET

 Department of Development Support & Environmental Management

Code Compliance Services Summary

Budgetary Costs	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Personnel Services	371,478	451,129	612,851	-	612,851	631,861
Operating	58,116	87,233	90,369	-	90,369	90,424
Total Budgetary Costs	429,593	538,362	703,220	-	703,220	722,285

Appropriations	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Code Compliance Services (121-423-537)	429,593	538,362	703,220	-	703,220	722,285
Total Budget	429,593	538,362	703,220	-	703,220	722,285

Funding Sources	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
121 Development Support & Environmental Mana	429,593	538,362	703,220	-	703,220	722,285
Total Revenues	429,593	538,362	703,220	-	703,220	722,285

Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Code Compliance Services	5.50	4.50	6.25	-	6.25	6.25
Total Full-Time Equivalents (FTE)	5.50	4.50	6.25	-	6.25	6.25

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

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 code compliance, citizen review boards, and growth and environmental management 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 code compliance related matters. 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

Benchmarking			
Strategic Priorities	Benchmark Data	Leon County	Benchmark*
	Code compliance cases brought into compliance as a % of open cases (123 cases)	56%	55.6%
	Code compliance cases brought into compliance as a % of all cases (219 total)	75%	73.1%

*International City/County Management Association Comparable Performance Measurement

Performance Measures					
Strategic Priorities	Performance Measures	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimate	FY 2027 Estimate
	Percentage of Code Enforcement Board orders prepared and executed within 10 working days. ¹	112/100%	107/100	100/100%	100/100%

Notes:

1. In FY 2025, there were 107 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 2026 and FY 2027.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

 Department of Development Support & Environmental Management

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

Budgetary Costs	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Personnel Services	371,478	451,129	612,851	-	612,851	631,861
Operating	58,116	87,233	90,369	-	90,369	90,424
Total Budgetary Costs	429,593	538,362	703,220	-	703,220	722,285

Funding Sources	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
121 Development Support & Environmental Management Fund	429,593	538,362	703,220	-	703,220	722,285
Total Revenues	429,593	538,362	703,220	-	703,220	722,285

Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 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	2.00	2.00	2.50	-	2.50	2.50
Addressing Customer Service Technician	0.50	-	-	-	-	-
Building Inspection Supervisor	-	-	0.25	-	0.25	0.25
Senior Compliance Services Technician	0.25	0.25	0.75	-	0.75	0.75
Addressing Program Coordinator	0.50	-	-	-	-	-
Compliance Services Technician	0.50	0.50	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	5.50	4.50	6.25	-	6.25	6.25

The major variances for the FY 2027 Code Compliance Services budget are as follows:

Increases to Program Funding:

1. Costs associated with increases in the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 4% raises for all employees.
2. Realignment of various positions from Building Plans Review & Inspection for organizational efficiencies.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

» 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 telephone customers, all internal and external records requests, issuance of Certificates of Occupancy and Completion, and staffing Board-appointed citizen committees.
Core Objectives	<ol style="list-style-type: none"> 1. Direct incoming telephone calls to the appropriate staff for assistance. 2. Provide department-wide direction, coordination, and support to divisions and programs. 3. Provide administrative coordination and support for agenda, budget, personnel, training, property, and other such reports. 4. Act as liaison between the public and Department staff regarding scheduling, meetings, correspondence, public records requests, etc. 5. 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. 6. 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. 7. 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. 8. 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 2024 Actual	FY 2025 Actual	FY 2026 Estimate	FY 2027 Estimate
	Number of telephone calls processed through the main switchboard ¹	21,500	21,443	20,000	20,000

Notes:

1. The anticipated decrease in the number of telephone calls processed in FY 2026 is likely due to the implementation of an automated phone system which more accurately tracks all incoming phone calls, including ones made to staff direct lines. It is anticipated that the number of phone calls will slightly decrease over time as customers become familiar with the automated phone system.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

 Department of Development Support & Environmental Management

DS Support Services (121-424-537)

Budgetary Costs	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Personnel Services	526,796	558,536	739,048	-	739,048	760,691
Operating	21,745	46,532	50,162	-	50,162	50,162
Total Budgetary Costs	548,541	605,068	789,210	-	789,210	810,853

Funding Sources	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
121 Development Support & Environmental Management Fund	548,541	605,068	789,210	-	789,210	810,853
Total Revenues	548,541	605,068	789,210	-	789,210	810,853

Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 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	1.00	-	1.00	1.00
Operations Analyst	0.50	0.50	0.90	-	0.90	0.90
Senior Administrative Associate II	1.00	1.00	1.00	-	1.00	1.00
Senior Administrative Associate -DSEM	0.50	1.00	1.80	-	1.80	1.80
Administrative Associate	0.50	-	-	-	-	-
Customer Experience Liaison	0.50	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	5.15	5.15	6.85	-	6.85	6.85

The major variances for the FY 2027 DS Support Services budget are as follows:

Increases to Program Funding:

1. Costs associated with increases in the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 4% raises for all employees.
2. Realignment of various positions from Building Plans Review & Inspection for organizational efficiencies.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

 Department of Development Support & Environmental Management

Building Plans Review & Inspection Summary

Budgetary Costs	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Personnel Services	2,060,668	2,380,050	2,229,599	-	2,229,599	2,294,514
Operating	89,212	134,299	130,002	-	130,002	130,457
Total Budgetary Costs	2,149,879	2,514,349	2,359,601	-	2,359,601	2,424,971

Appropriations	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Building Plans Review and Inspection (120-220-524)	2,149,879	2,514,349	2,359,601	-	2,359,601	2,424,971
Total Budget	2,149,879	2,514,349	2,359,601	-	2,359,601	2,424,971

Funding Sources	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
120 Building Inspection	2,149,879	2,514,349	2,359,601	-	2,359,601	2,424,971
Total Revenues	2,149,879	2,514,349	2,359,601	-	2,359,601	2,424,971

Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Building Plans Review and Inspection	26.45	25.95	22.60	-	22.60	22.60
Total Full-Time Equivalents (FTE)	26.45	25.95	22.60	-	22.60	22.60

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

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. Staff serve as the initial point of contact for walk in customers and DSEM related Citizen Connect inquiries.
Core Objectives	<ol style="list-style-type: none"> 1. Process permit applications and collect permit fees. 2. Provide an initial point of contact for walk-in customers and direct to the appropriate staff for assistance. 3. Direct Citizen Connect inquiries to the appropriate staff for resolution, and track assignments until completed. 4. 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. 5. Inspect all proposed manufactured housing permits to ensure compliance with the State Department of Motor Vehicles requirements related to the installation and set-up. 6. 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. 7. 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. 8. Provide daily, on demand building plans review and inspection service advisor assistance to the public. 9. 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. 10. 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. 11. Division Director participates on the COOP Planning Team and serves as Facilities Manager. 12. 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. 13. 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

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

Benchmarking							
Strategic Priorities	Permit Review & Time Frames ¹	Single Family			Commercial		
		Total Days	Applicant	Staff	Total Days	Applicant	Building Plans Review & Inspection
	2023 Actual	14	6	8	31	20	11
	2024 Actual	26	21	5	47	38	11
	2025 Actual	15	10	5	62	54	8
	2026 Estimate	16	10	6	30	20	10
	2027 Estimate	16	10	6	30	20	10
	Internal Benchmark ²	18	12	6	47	37	10

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 internal benchmark is based on Leon County averages of reported data from FY 2023 to FY 2025.

FY 2022-2026 Strategic Plan

Bold Goals & Five-Year Targets		FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimate ²	TOTAL
	Offer 100% online permitting for licensed contractors, engineers, and architects. (T15) ¹	25%	50%	75%	100%	100%	100%

Notes:

- In recent years, the County has reduced average permitting times in large part due to the launch of new permitting software which previously allowed licensed contractors, engineers, and architects to complete most of the permitting process online. Specifically, prior to the start of the FY 2022 – 2026 Strategic Plan, approximately 75% of the County's permitting process could be completed online. However, several steps of the process were still paper based including most applications and associated support materials. In April 2024, the County launched and completed its transition to a new system software allowing 100% online permitting for licensed contractors, engineers, and architects.
- Bold Goal & Target figures for FY 2026 are estimates. Actuals for FY 2026 will be reported at the Annual Board Retreat in January 2027.

Performance Measures					
Strategic Priorities	Performance Measures	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimate	FY 2027 Estimate
	Number of building inspections performed. ¹	27,716	28,456	24,000	28,000
	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	14	15	10	11
	Plan reviews per plans examiner per day. ⁵	7	7	5	5
	Number of permits issued and processed ⁶	6,338	5,980	5,000	6,000
	Total application review fees received (millions) ⁷	\$4.1	\$3.1	\$3.0	\$3.0
	Number of walk-in customers ⁸	2,857	1,649	1,100	1,000

Notes:

- The decrease in the number of inspections estimated for FY 2026 is due to a decrease in permitting activity.
- In FY 2026 and FY 2027 the percentage of inspections completed on time are expected to remain consistent with the previous fiscal years.
- In FY 2026 and FY 2027 the percentage of permit requests completed within 30 days is expected to remain consistent with the previous years.
- In FY 2026 and FY 2027 the number of building inspections per day per inspector is expected to decrease due to the decrease in permitting activity.
- The number of plan reviews per plans examiner per day in FY 2026 and FY 2027 is expected to remain the same.
- Based on the current numbers, it is anticipated that the number of building permits issued will decrease in FY 2026.
- Total application review fees include revenue received in the Building Inspection (\$2.3 million) and DSEM (\$1.8 million) funds for FY 2025. This increase coincides with the increase in permitting activity. The revenue received in FY 2026 is expected to decrease based on an anticipated decrease in permitting activity. The revenue received in FY 2027 is expected to remain flat based on permitting activity.
- The number of walk-in customers is expected to continue to decrease in FY 2026 and FY 2027 as customers become more familiar with the new electronic application filing software.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

 Department of Development Support & Environmental Management
Building Plans Review & Inspection - Building Plans Review and Inspection (120-220-524)

Budgetary Costs	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Personnel Services	2,060,668	2,380,050	2,229,599	-	2,229,599	2,294,514
Operating	89,212	134,299	130,002	-	130,002	130,457
Total Budgetary Costs	2,149,879	2,514,349	2,359,601	-	2,359,601	2,424,971

Funding Sources	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
120 Building Inspection	2,149,879	2,514,349	2,359,601	-	2,359,601	2,424,971
Total Revenues	2,149,879	2,514,349	2,359,601	-	2,359,601	2,424,971

Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 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	-	0.10	0.10
Building Plans Reviewer	3.00	3.00	3.00	-	3.00	3.00
Records Manager	0.50	0.50	-	-	-	-
Senior Compliance Specialist	1.00	1.00	0.50	-	0.50	0.50
Addressing Customer Service Technician	0.50	-	-	-	-	-
Environmental Compliance Specialist	0.10	0.10	0.10	-	0.10	0.10
Building Inspector	9.00	9.00	8.00	-	8.00	8.00
Building Inspection Supervisor	1.00	1.00	0.75	-	0.75	0.75
Senior Compliance Services Technician	0.75	0.75	0.25	-	0.25	0.25
Addressing Program Coordinator	0.50	0.50	0.50	-	0.50	0.50
Permit Processing Supervisor	1.00	1.00	1.00	-	1.00	1.00
Operations Analyst	0.50	0.50	0.10	-	0.10	0.10
Compliance Services Technician	0.50	0.50	-	-	-	-
Permit Technician	3.00	3.00	3.00	-	3.00	3.00
Deputy Building Official	-	-	1.00	-	1.00	1.00
Senior Administrative Associate -DSEM	1.50	2.00	1.20	-	1.20	1.20
Administrative Associate	0.50	-	-	-	-	-
Customer Experience Liaison	0.50	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	26.45	25.95	22.60	-	22.60	22.60

The major variances for the FY 2027 Building Plans Review and Inspection budget are as follows:

Increases to Program Funding:

1. Costs associated with increases in the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 4% raises for all employees.
2. Realignment of various positions for organizational efficiencies.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

 Department of Development Support & Environmental Management

Environmental Services Summary

Budgetary Costs	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Personnel Services	1,514,847	1,949,787	1,980,722	-	1,980,722	2,039,792
Operating	51,592	104,938	101,698	-	101,698	101,940
Total Budgetary Costs	1,566,439	2,054,725	2,082,420	-	2,082,420	2,141,732

Appropriations	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
DEP Storage Tank (125-866-524)	241,744	266,733	278,903	-	278,903	287,594
Environmental Services (121-420-537)	1,324,695	1,787,992	1,803,517	-	1,803,517	1,854,138
Total Budget	1,566,439	2,054,725	2,082,420	-	2,082,420	2,141,732

Funding Sources	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
121 Development Support & Environmental Mana	1,324,695	1,787,992	1,803,517	-	1,803,517	1,854,138
125 Grants	241,744	266,733	278,903	-	278,903	287,594
Total Revenues	1,566,439	2,054,725	2,082,420	-	2,082,420	2,141,732

Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Environmental Services	14.90	14.90	14.80	-	14.80	14.80
DEP Storage Tank	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	16.90	16.90	16.80	-	16.80	16.80

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

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 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 2023 Actual	29	14	15	41	31	10
	FY 2024 Actual	47	33	14	25	17	10
	FY 2025 Actual	12	5	7	37	21	15
	FY 2026 Estimate	90	1	7	45	22	14
	FY 2027 Estimate	10	5	9	35	20	15
	Internal Benchmark ⁴	29	17	12	34	23	12

Notes:

1. Review times are based on calendar days and include both staff and applicant/consultant holding periods.
2. The estimated decrease in total days for Natural Feature Inventory is due to an higher number of Natural Feature Inventory No Impact applications, which have much shorter review times. It is anticipated this may be an ongoing trend and the numbers may remain consistent in FY 2027.
3. The estimated decrease in applicant days for Environmental Permits is due to smaller projects being submitted and the addition of new staff to help review projects that do not require specific engineering data that is not provided in the initial application, resulting in fewer re-submittals being required.
4. The internal benchmark is based on Leon County averages of reported data from FY 2023 to FY 2025.

» Department of Development Support & Environmental Management

Environmental Services (121-420-537)

Performance Measures					
Strategic Priorities	Performance Measures	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimate	FY 2027 Estimate
	Number of Natural Features Inventory (NFI) application reviews. ¹	39	45	38	38
	Number of site plan reviews (environmental impacts). ²	82	82	92	92
	Number of stormwater operating permits reviews. ³	37	27	25	25
	Number of environmental service advisor clients. ⁴	721	788	750	750
	Number of single-family lot Environmental Permit Application reviews. ⁵	763	569	575	575
	Number of driveway application reviews. ⁶	196	112	90	90
	Number of stormwater operating permit renewals completed within the 3-year renewal cycle. ⁷	102	129	145	145
	Number of environmental compliance Plans Review, and Inspections completed on an annual basis consistent with established guidelines. ⁸	4,756	5,557	5,000	5,000
	Number of Environmental Management Act permits issued within the time frame designated by Ordinance. ⁹	46	36	35	35
	Number of Science Advisory Committee meetings administered. ¹⁰	5	4	4	4

Notes:

1. NFI totals for FY 2026 are projected to remain consistent, even with a weakened development market in the first half of the year. It is expected this figure will remain consistent in FY 2027 due to the current economy and market trends.
2. The number of environmental impact reviews associated with site plans is anticipated to have a slight increase in FY 2026 due to the current market trends and remain somewhat consistent through FY 2027.
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 is expected to stay steady in FY 2026 and FY 2027. This is due to the number of developments under construction, ongoing drainage issues, routine complaints, tree issues, increased weather events, inquiries into developments, and more calls from the public trying to develop their property.
5. The number of single-family applications reflects a steady rate due to increasing interest rates and a slowing of the market.
6. The number of driveway applications is projected to trend with the developments and residential building permits, which is consistent with 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; therefore, the numbers will vary depending on the sites scheduled for renewal.
8. The decrease in environmental inspections is due to the current active permits in the development market. It is directly related to the number of environmental and building permits that were issued in FY 2024, FY2025 and FY 2026.
9. In FY 2026, the number of approved environmental permits, which encompasses a wide range of development activities, is anticipated to remain consistent due to the current housing market trends.
10. The number of Science Advisory Committee meetings is projected to remain consistent in FY 2026 and FY 2027.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

 Department of Development Support & Environmental Management

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

Budgetary Costs	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Personnel Services	1,280,618	1,695,660	1,714,879	-	1,714,879	1,765,299
Operating	44,077	92,332	88,638	-	88,638	88,839
Total Budgetary Costs	1,324,695	1,787,992	1,803,517	-	1,803,517	1,854,138

Funding Sources	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
121 Development Support & Environmental Management Fund	1,324,695	1,787,992	1,803,517	-	1,803,517	1,854,138
Total Revenues	1,324,695	1,787,992	1,803,517	-	1,803,517	1,854,138

Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Director of Environmental Services	1.00	1.00	1.00	-	1.00	1.00
Senior Environmental Engineer	2.00	2.00	1.90	-	1.90	1.90
Environmental Inspection Supervisor	1.00	1.00	1.00	-	1.00	1.00
Environmental Review Supervisor	1.00	1.00	1.00	-	1.00	1.00
Environmental Compliance Specialist	4.90	4.90	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	14.80	-	14.80	14.80

The major variances for the FY 2027 Environmental Services budget are as follows:

Increases to Program Funding:

1. Costs associated with increases in the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 4% raises for all employees.
2. Realignment of .10 FTE for the Senior Environmental Engineer to Building Plans Review & Inspection for organizational efficiencies.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

» 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 2024 Actual	FY 2025 Actual	FY 2026 Estimate	FY 2027 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 task assigned facilities inspected. ³	100%	100%	100%	100%

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. 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 task assignment requirement.
2. 100% of customer assistance calls were responded to in FY 2024. This trend of 100% of requests for customer assistance responded to within contract guidelines is expected to continue in FY 2025 and FY 2026.
3. Per the annual FDEP Task Assignment, all the contracted storage tanks identified in Wakulla, Gadsden, and Jefferson counties are inspected in FY 2026 and the same is expected for FY 2027.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

 Department of Development Support & Environmental Management

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

Budgetary Costs	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Personnel Services	234,229	254,127	265,843	-	265,843	274,493
Operating	7,515	12,606	13,060	-	13,060	13,101
Total Budgetary Costs	241,744	266,733	278,903	-	278,903	287,594
Funding Sources	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
125 Grants	241,744	266,733	278,903	-	278,903	287,594
Total Revenues	241,744	266,733	278,903	-	278,903	287,594
Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 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 2027 DEP Storage Tank budget are as follows:

Increases to Program Funding:

1. Costs associated with increases in the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 4% raises for all employees.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

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 timeframes. 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 building 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; Addressing Steering Committee

Benchmarking				
Strategic Priorities	Site Plans Types→	Average time for review of ASAP ¹ , Limited Partition, and Type A, B, C, D applications		
	Fiscal Year↓	Total Days ²	Applicant ²	Development Services ²
	2023 Actual	174	154	20
	2024 Actual	140	123	17
	2025 Actual	165	150	15
	2026 Estimate	140	110	30 ³
	2027 Estimate	135	110	25
	Internal Benchmark ⁴	160	142	17

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 increase for staff time in FY 2026 is a result of several projects requiring multiple ARM meetings to address ongoing deficiencies along with fewer ASAP applications which have shorter timeframes. With the uncertainty in the market, it is expected that the numbers may remain the same or slightly decrease for FY 2027.
4. The internal benchmark is based on Leon County averages of reported data from FY 2023 to FY 2025.

» Department of Development Support & Environmental Management

Development Services (121-422-537)

Performance Measures					
Strategic Priorities	Performance Measures	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimate	FY 2027 Estimate
	Number of site and development plan reviews (Limited Partition, ASAP, Type A-D). ¹	45	37	42	42
	Number of subdivisions & exempt determinations completed by staff within the applicable time frames as established by Code. ²	54	45	50	50
	Number of Permitted Use Verifications (PUV), Residential Compliance Certificates (RCC) and zoning letters completed within 15 days. ³	188	176	188	188
	Number of zoning compliance determinations issued for residential development. ⁴	1,542	1,673	1,415	1,500
	Number of Board of Adjustment and Appeals Requests. ⁵	7	5	5	5
	Number of Concurrency Management Certificates issued, small and large projects. ⁶	20	24	26	24
	Number of Development Agreements & DRI applications reviewed with recommendations provided to the Board. ⁷	3	1	2	2
	Number of Land Development Code (LDC) amendments by section recommended to the Board for approval. ⁸	2	5	55	15
	Number of all new construction address assignments and verifications completed within the permitting and review process as established by County code. ⁹	817	730	720	710
	Number of all new street name and street renaming notifications generated. ¹⁰	24	67	71	50

Notes:

1. The recent development trend indicates a possible slight increase in site plan applications compared to the previous year, which is consistent with previous years.
2. The number of exempt applications is anticipated to increase in FY 2026 and FY 2027 due to market conditions.
3. The number of Permitting Use Verifications in FY 2026 and FY 2027 is expected to be consistent with previous years.
4. The number of zoning compliance determinations in FY 2026 is expected to be consistent with previous years as applicants are finishing out building projects as a result of uncertainty in the market.
5. The number of Board of Adjustment and Appeals Requests applications is expected to be consistent with the previous year.
6. The number of Concurrency Management Certificates issued is anticipated to be slightly more than the previous fiscal year, and likely the result of a number of site plans from the previous year being finalized.
7. The projected number of Development Agreements reviewed & DRI Applications reviewed is consistent with the previous fiscal years.
8. The significant projected increase in LDC amendments from FY 2025 to FY 2026 is due to a scrivener's ordinance update that included updates to reflect the new Comprehensive Plan amendments adopted earlier this year.
9. The FY 2026 figure shows a slight decrease, consistent with the reduction in the number of single-family home building permits issued during this period and the number of new subdivisions approved. A slight decrease is also anticipated in FY 2027 due to uncertainty in the current market.
10. The number of street naming notifications has increased as the city continues to rename portions of streets within the city limits in their efforts to honor various local individuals as well as an increase in new subdivisions within the city and county.

LEON COUNTY FISCAL YEAR 2027 ADOPTED BUDGET

 Department of Development Support & Environmental Management

Development Services (121-422-537)

Budgetary Costs	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
Personnel Services	809,541	989,832	1,005,940	-	1,005,940	1,037,272
Operating	26,925	57,802	62,328	-	62,328	62,389
Total Budgetary Costs	836,466	1,047,634	1,068,268	-	1,068,268	1,099,661

Funding Sources	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 Budget
121 Development Support & Environmental Management Fund	836,466	1,047,634	1,068,268	-	1,068,268	1,099,661
Total Revenues	836,466	1,047,634	1,068,268	-	1,068,268	1,099,661

Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 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	2.00	2.00	2.00	-	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
Addressing Program Coordinator	-	0.50	0.50	-	0.50	0.50
Principal Planner	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	8.00	8.50	8.50	-	8.50	8.50

OPS Staffing Summary	FY 2025 Actual	FY 2026 Adopted	FY 2027 Continuation	FY 2027 Issues	FY 2027 Budget	FY 2028 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 2027 Development Services budget are as follows:

Increases to Program Funding:

1. Costs associated with increases in the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates, workers' compensation costs, and funding for 4% raises for all employees.