

ST. LUCIE COUNTY B.O.C.C.

***COMMUNITY DEVELOPMENT
ADMINISTRATION***

**ADOPTED BUDGET FOR
FISCAL YEAR 1995-96**

COMMUNITY DEVELOPMENT - ADMINISTRATION

DESCRIPTION

The Department of Community Development is charged with all phases of change within the County. The Department is subdivided into four operational entities: Administration, Growth Management, Code Compliance and Planning. The department personnel represent a variety of professional, technical and clerical positions who operate in an office environment as well as in the field. This unit offers overall administrative formulation of the Departmental Work Program, overview of all personnel issues as well as departmental purchasing.

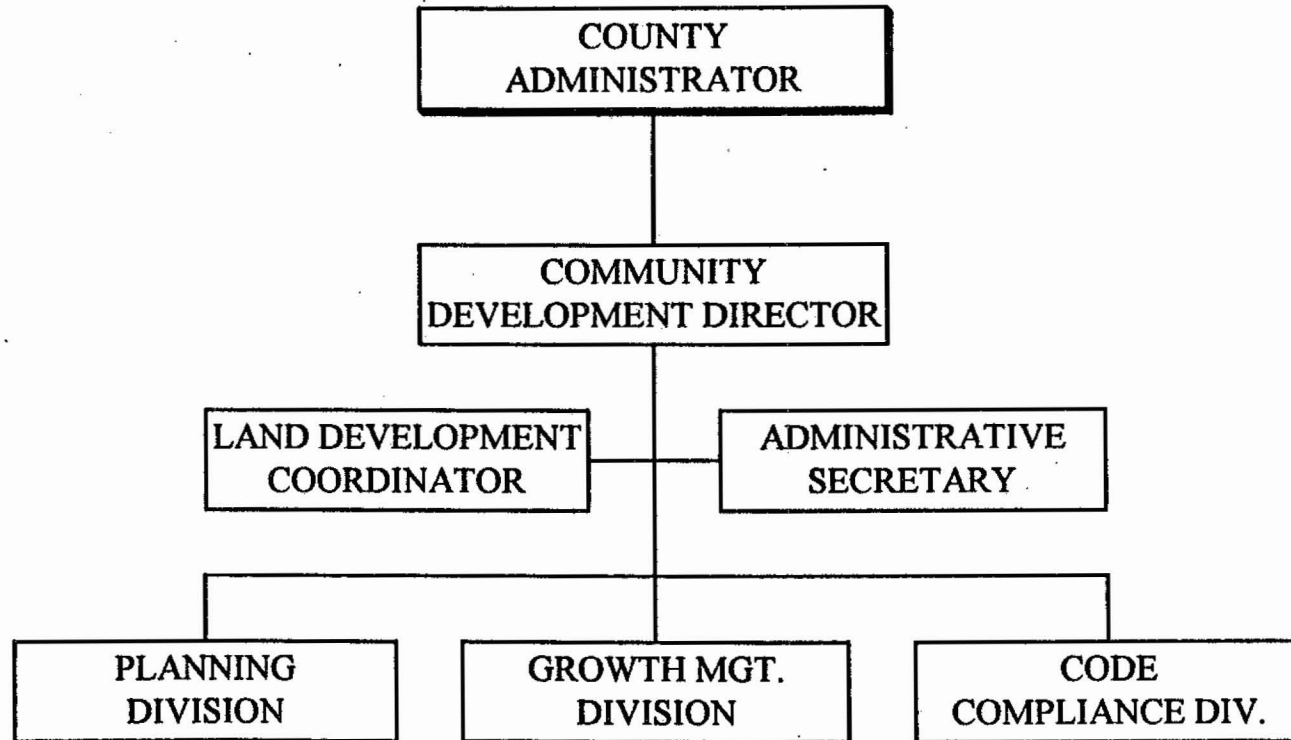
1994-95 FY ACHIEVEMENTS

- 1. Successfully initiated the Environmental Lands Program.*
- 2. Acquired improved G.I.S. System for department.*
- 3. Initiated and completed the Courtyard Visioning Program.*

1995-96 GOALS AND OBJECTIVES

1. *Build team spirit by enrolling entire staff in the mission of the Department.*
2. *Complete the White City and Prima Vista corridor overlays.*
3. *Complete the Airport DRI Application.*
4. *Complete development of a unified departmental policy and procedure manual.*

**COMMUNITY DEVELOPMENT DEPARTMENT
ADMINISTRATION
FISCAL YEAR 1995-96**



ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS

DEPARTMENT/DIVISION DESCRIPTION AND GOALS & OBJECTIVES FOR FISCAL YEAR 1994-95

DEPARTMENT: Public Safety

DIVISION: Animal Control

DESCRIPTION:

Provide enforcement and education for the unincorporated areas of St. Lucie County. Prevent the number of animals running loose and causing a public nuisance to the public. Take reports on animals bites. Coordinate with Humane Society on turning in loose animals.

GOALS AND OBJECTIVES:

- * To promote further education and understanding of Animal Care -- St. Lucie County Animal Center Ordinance. To be available to address any group or organization on animal control or care.

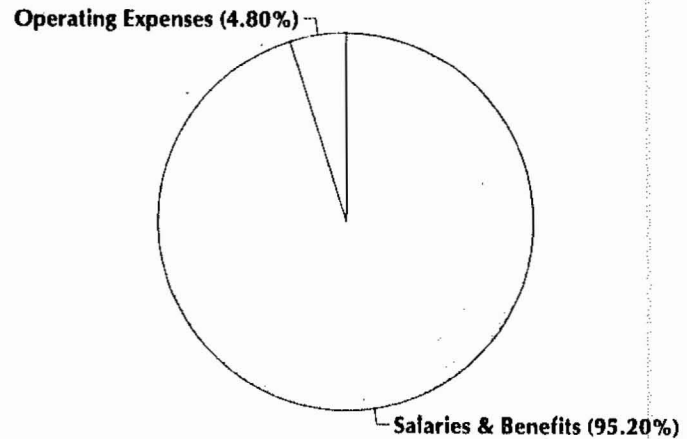
**COMMUNITY DEVELOPMENT
BUDGET SUMMARY
FOR FISCAL YEAR 1995-96**

ADMINISTRATION	1993-94 ACTUAL	1994-95 BUDGET	1995-96 BUDGET	AMOUNT OF DIFFERENCE	% DIFF
Salaries & Benefits	175,246	142,599	235,230	92,631	65%
Operating Expenses	6,411	13,520	11,850	(1,670)	-12%
Capital Outlay	0	1,925	0	(1,925)	-100%
Other	0	0	0	0	n/a
Total:	181,657	158,044	247,080	89,036	56%
Personnel (FTE):	3	3	3	0	0%

PERSONNEL (Full Time Equivalent):

Community development Director	1
Land & Development Coordinator	1
Administrative Secretary	1

DEPARTMENTAL ALLOCATIONS



Total Personnel (FTE): 3

A portion of 1994-95 Salaries & Benefits is allocated to the Building Code Inspections budget.
1995-96 Budget consists of the Unincorporated MSTU and Building Code Fund.

ST. LUCIE COUNTY B.O.C.C.

***COMMUNITY DEVELOPMENT
PLANNING DIVISION***

**ADOPTED BUDGET FOR
FISCAL YEAR 1995-96**

COMMUNITY DEVELOPMENT - PLANNING

DESCRIPTION

The Planning Division is involved in a variety of activities in current and comprehensive planning, transportation planning, environmental planning, housing and economic development. The division also provides staff support for nine (9) advisory boards and committees, including the Planning and Zoning Commission and the Metropolitan Planning Organization. The division coordinates with other County departments in the review of all development applications and with such special projects as the county's new Environmental Lands Acquisition program. The Planning Division is the primary coordinating division within the department with other local governments, state and federal agencies, and private interest groups on issues that effect the development of St. Lucie County. Staff from this division conducts field surveys and on-site inspections for many development proposals, transportation studies, environmental issues and routine zoning, subdivision and other land use matters. Senior staff members within the division are routinely asked to speak to community service groups, neighborhood and civic association and professional development groups.

1994-95 FY ACHIEVEMENTS

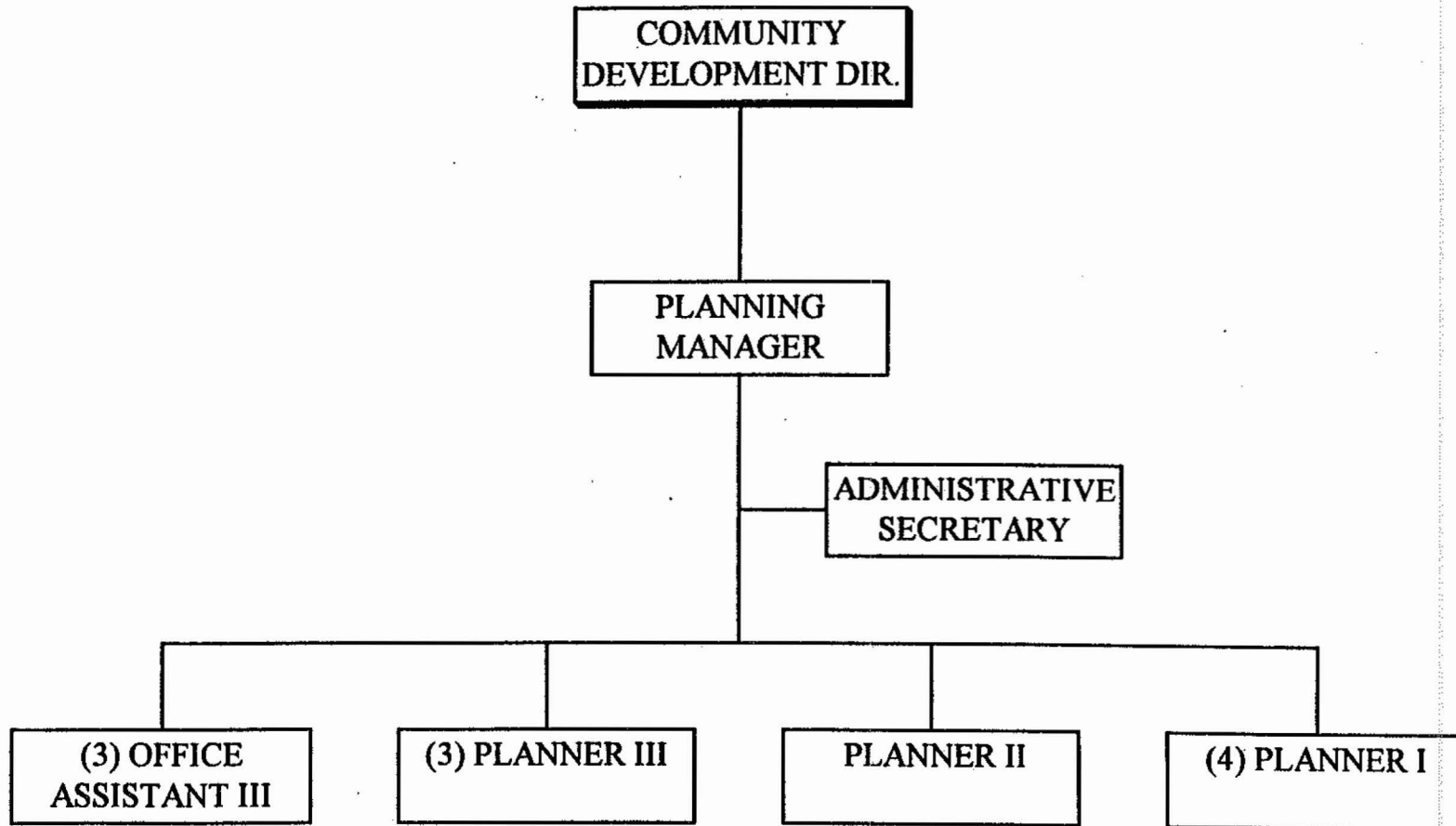
- 1. Services to the public, County Commission, and County Administrator are provided in a more efficient manner. The staff has developed a more service oriented approach which has been reflected in positive comments at the recent Visioning Summit and in the press. At least one business has cited help from the Planning Division as part of its reason for locating in St. Lucie County.*
- 2. Staff has also worked with a citizens committee to improve the site plan review process. Various recommendations from that committee have been implemented and have met with support from the development community. A Land Development Code amendment, which supports these changes, will be presented to the Planning and Zoning Commission and the County Commission prior to the end of the current fiscal year.*
- 3. The successful initiation of the Environmental Lands Acquisition program.*
- 4. Successful submission of two (2) Florida Communities Trust grant submissions which ranked first (Ocean Bay) and third (Kings Island) in the state, closure of the Blakely Subdivision CDBG grant and the beginning of another similar project in Paradise Park, and obtaining support for the conducting of a countywide Visioning effort.*

1995-96 GOALS AND OBJECTIVES

Increase the efficiency of staff in providing service to the public, the County Commission and the County Administrator.

- 1. Strive for concise, error-free written and verbal communications.*
- 2. Responses to inquiries shall be prompt. If additional research is necessary, staff's initial response shall indicate a time-certain for final disposition.*
- 3. Provide for and encourage employee training on a routine basis.*
- 4. Cross-train planning and secretarial staff so that responses to inquiries are not unnecessarily delayed.*
- 5. Strive to improve intra- and inter-departmental communications.*
- 6. Strive to avoid or eliminate duplicative and unnecessary processes and regulations.*
- 7. Provide accurate, concise, understandable and professional advice or recommendations.*

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
FISCAL YEAR 1995-96**



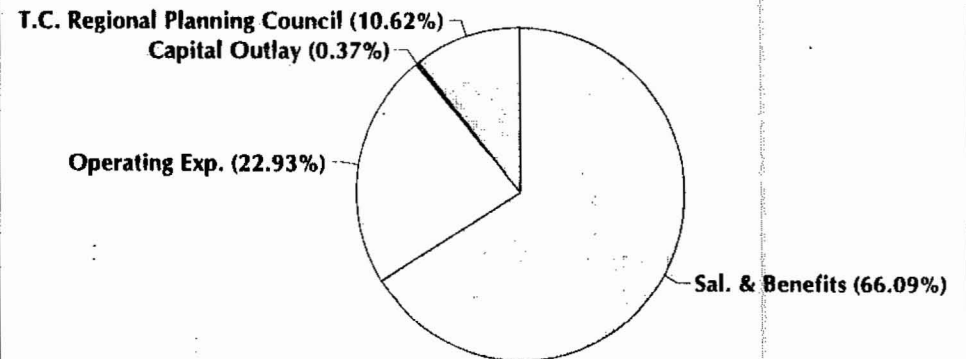
**COMMUNITY DEVELOPMENT
BUDGET SUMMARY
FOR FISCAL YEAR 1995-96**

PLANNING	1993-94 ACTUAL	1994-95 BUDGET	1995-96 BUDGET	AMOUNT OF DIFFERENCE	% DIFF
Salaries & Benefits	292,548	328,380	342,600	14,220	4%
Operating Expenses	81,860	174,801	118,850	(55,951)	-32%
Capital Outlay	1,718	0	1,900	1,900	n/a
Other	33,679	26,840	0	(26,840)	-100%
Treasure Coast Regional Planning Council	52,449	53,900	55,045	1,145	2%
Total:	409,805	530,021	463,350	(66,671)	-13%
Personnel (FTE):	14	15	13	(2)	-13%

PERSONNEL (Full Time Equivalent):

Planning Manager	1
Planner III	2
Planner III-MPO Grant	1
Planner II-MPO Grant	1
Planner I	2
Planner I-Environmental Land	1
Planner I-MPO Grant	1
Administrative Secretary	1
Office Assistant III	2
Office Assistant III-MPO Grant	1

DEPARTMENTAL ALLOCATIONS



Total Personnel (FTE): **13**

1995-96 Budget consists of the General Fund, Unincorporated MSTU and Environmental Land Fund.

ST. LUCIE COUNTY B.O.C.C.

***COMMUNITY DEVELOPMENT
GROWTH MANAGEMENT
DIVISION***

**ADOPTED BUDGET FOR
FISCAL YEAR 1995-96**

COMMUNITY DEVELOPMENT - GROWTH MANAGEMENT

DESCRIPTION

The Growth Management Division is divided into two sections: Zoning and Technical Services. The Zoning section is responsible for accepting, processing and monitoring all building development permits. In calendar year 1994, 6485 building permits were issued. Over the past three years, this division has processed approximately 20,500 building permit requests. The type and variety of building permits issued varies widely. The division has strived to develop a method of review of its daily operations in order to determine how well services are being provided to the public. The department has for the past four years been using a customer response form in order to gauge the satisfaction of our customers with the services provided. However, because each building permit request is unique, it has been difficult to develop a universal standard. In an attempt to develop some type of reasonable performance measure, the department uses as a standard benchmark the time it takes to process a single family dwelling unit permit. As of Spring 1995, it has taken approximately 16 working hours to complete the full processing and review of a complete application for a single family dwelling permit. It is our goal to reduce this down to a maximum of 12 working hours.

The Technical Services Section is responsible for all mapping and data resource collection for the department. This section has recently installed three (3) new Intergraph Work Stations that are linked with the Property Appraiser's office for the purpose of community data coordination. The department is in the process of completing the data and file conversion from the old UlitMap GIS system into the new Intergraph system, and it is planned that the new system will be fully operational by the end of budget year 1994-95

1994-95 FY ACHIEVEMENTS

- 1. In coordination with Automated Services developed RFP for State-of-the-Art building Permitting System.*
- 2. In coordination with Automated Services ordered and purchased new GIS system.*
- 3. In coordination with Public Safety and Public Works achieved a Class 9 FEMA classification for St. Lucie County. and have applied for upgrade to a Class 8.*
- 4. Decreased normal turn-around time for Building Permit application processing to three (3) working days and Zoning Compliances to two (2) working days.*

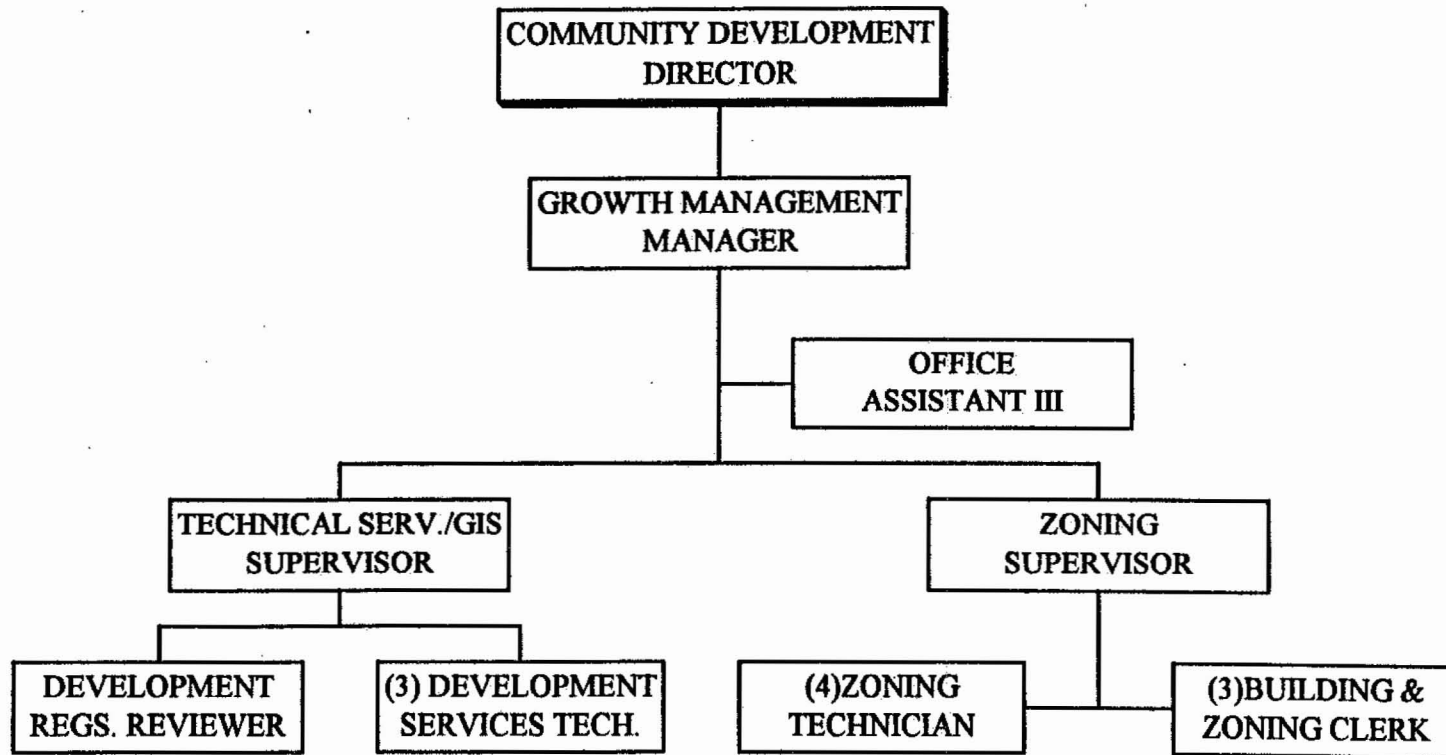
1995-96 GOALS AND OBJECTIVES

1. *Provide excellent customer service*
 - (a) *Increase customer satisfaction*
 - (b) *Efficient and speedy processing of building permits*
 - (c) *Successful assistance to walk-in and telephone customers*

2. *Implementation of GIS*
 - (a) *Install new GIS system*
 - (b) *Develop working applications for GIS*

3. *Efficient Record Storage*
 - (a) *Increase efficiency and decrease size of record storage for Building Permits*

**COMMUNITY DEVELOPMENT DEPARTMENT
GROWTH MANAGEMENT DIVISION
FISCAL YEAR 1995-96**



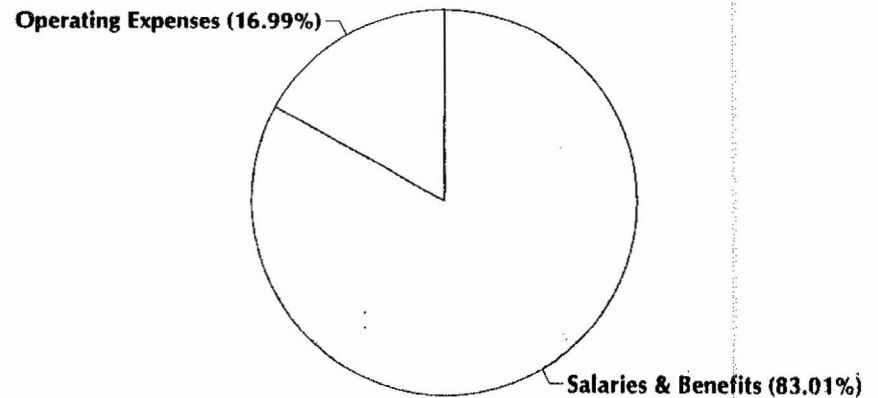
**COMMUNITY DEVELOPMENT
BUDGET SUMMARY
FOR FISCAL YEAR 1995-96**

GROWTH MANAGEMENT	1993-94 ACTUAL	1994-95 BUDGET	1995-96 BUDGET	AMOUNT OF DIFFERENCE	% DIFF
Salaries & Benefits	439,338	503,504	487,945	(15,559)	-3%
Operating Expenses	36,318	36,150	99,855	63,705	176%
Capital Outlay	0	0	0	0	n/a
Other	0	0	0	0	n/a
Total:	475,656	539,654	587,800	48,146	9%
Personnel (FTE):	15	15	15	0	0%

PERSONNEL (Full Time Equivalent):

Growth Management Manager	1
Zoning Supervisor	1
Technical Services Supervisor (50% funded by MPO)	1
Development Regulation Reviewer	1
Development Services Technician	3
Zoning Technician	4
Building & Zoning Clerk	3
Office Assistant III	1

DEPARTMENTAL ALLOCATIONS



Total Personnel (FTE): 15

1994-95 and 1995-96 Budget consists of the Unincorporated MSTU and Building Code Fund.

ST. LUCIE COUNTY B.O.C.C.

***COMMUNITY DEVELOPMENT
CODE COMPLIANCE DIVISION***

**ADOPTED BUDGET FOR
FISCAL YEAR 1995-96**

COMMUNITY DEVELOPMENT - CODE COMPLIANCE

DESCRIPTION

The Code Compliance Division is divided into two (2) sections Code Enforcement and Building Inspections. The Code Enforcement Section is responsible for the monitoring and enforcement of St. Lucie County's Land Development Codes. During calendar year 1994, the Code Enforcement Section handled approximately 2,000 complaints. Of these, approximately 400 were processed for review by the Code Enforcement Board, with about 200 of these cases actually being presented to the Board. The Code Enforcement Section also provides for the licensing and certification of all contractors in St. Lucie County. It is illegal for a contractor, in one of the regulated trades in the county, to hold himself out as a contractor unless they are licensed by St. Lucie County.

The Building Inspections Section is charged with the review of all construction plans and the construction inspection associated with building activity in the County. The Building Inspection Section conducted approximately 17,000 building inspections during the calendar year 1994.

In 1994, the Building Inspection section of the division began operating as an enterprise fund. That is, the building inspection functions are supported by the fees and charges received for building inspection purposes. Funds collected through the building permit review process not only finance the inspection side of the operation, but also those directly related functions found in the Growth Management Division of this department.

1994-95 FY ACHIEVEMENTS

- 1. The selection and installation of a new building permit and development tracking system (partial). The new system will provide for increased efficiency in permit tracking and monitoring. This acquisition is only partially complete. Additional funding is being requested in the FY95/96 budget to add an automatic permit scheduling module and an enhanced development tracking module. These two modules will help keep overall staffing requirements as low as possible.*
- 2. Achieving required State Certification for all of the County's Building Inspectors and Plans Examiners.*
- 3. The development of a series of internal procedural modifications that are intended to reduce the number of cases being presented to the Code Enforcement Board through developing improved contacts with the cited parties and more aggressive abatement reviews.*

1995-96 GOALS AND OBJECTIVES

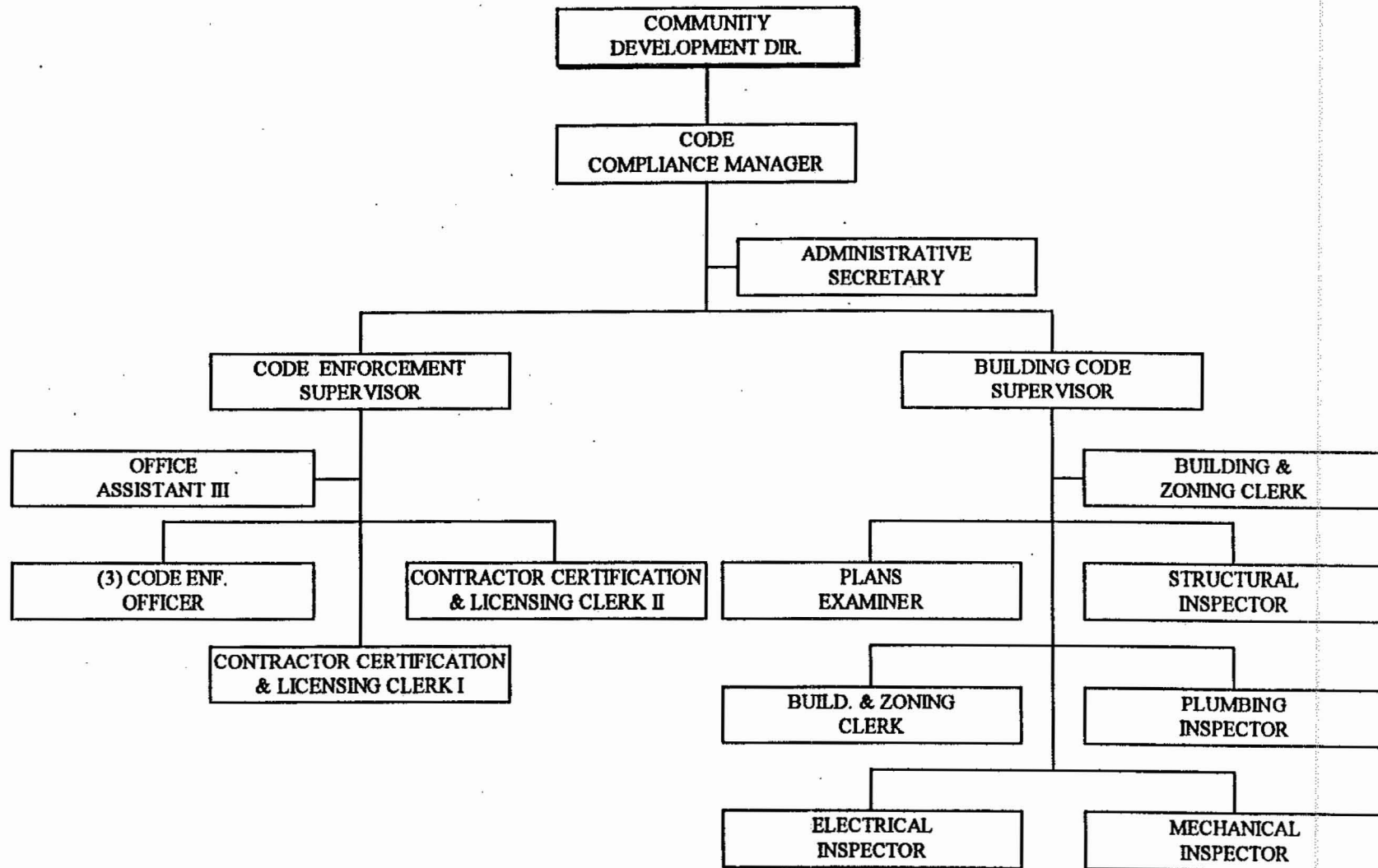
To provide improved public assistance and expeditious processing of all code enforcement complaints and construction licensing services.

- 1. Improve the turn-around time of all code enforcement complaints.*
- 2. Continue to provide efficient processing of licensed contractors.*
- 3. Continue to process office automation and computer tracking of all code enforcement and contractor licensing activities.*
- 4. Maintain a revised schedule of contractor licensing fees that would have the ultimate goal of providing 100% cost recovery each fiscal year.*
- 5. Obtain state certifications of all code enforcement officers.*

To provide for improved Building Inspection services.

- 1. Maintain state certifications of all Construction Inspectors and Plans Examiners.*
- 2. Continue to cross train all construction inspectors.*

**COMMUNITY DEVELOPMENT DEPARTMENT
CODE COMPLIANCE DIVISION
FISCAL YEAR 1995-96**



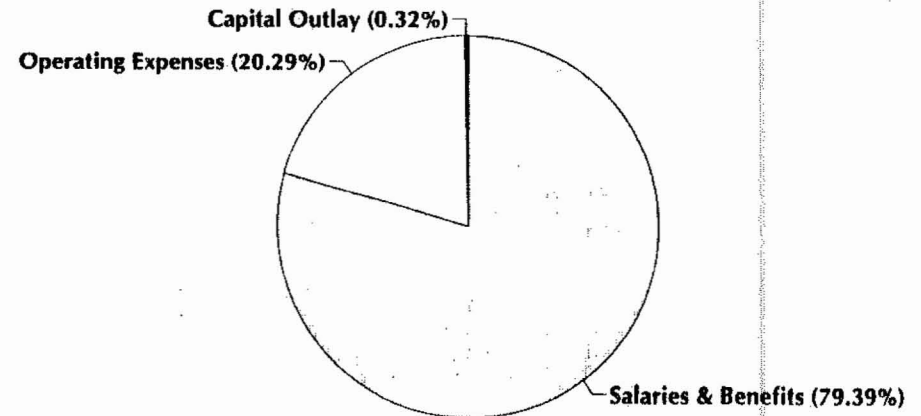
**COMMUNITY DEVELOPMENT
BUDGET SUMMARY
FOR FISCAL YEAR 1995-96**

CODE COMPLIANCE	1993-94 ACTUAL	1994-95 BUDGET	1995-96 BUDGET	AMOUNT OF DIFFERENCE	% DIFF
Salaries & Benefits	529,032	310,789	600,207	289,418	93%
Operating Expenses	64,828	70,530	153,400	82,870	117%
Capital Outlay	5,945	3,850	2,400	(1,450)	-38%
Other	0	0	0	0	n/a
Total:	599,805	385,169	756,007	370,838	96%
Personnel (FTE):	16	16	17	1	6%

PERSONNEL (Full Time Equivalent):

Code Compliance Manager	1
Code Enforcement Supervisor	1
Chief Building Inspector	1
Mechanical Inspector	1
Electrical Inspector	1
Plans Examiner	1
Code Enforcement Officer	3
Structural Inspector	1
Plumbing Inspector	1
Contractor License Clerk II	1
Contractor License Clerk I	1
Building & Zoning Clerk	2
Administrative Secretary	1
Office Assistant III	1

DEPARTMENTAL ALLOCATIONS



Total Personnel (FTE): 17

A portion of 1994-95 budget is allocated to the Building Code Inspections budget.
1995-96 Budget consists of the Unincorporated MSTU and Building Code Fund.

ST. LUCIE COUNTY B.O.C.C.

***COMMUNITY DEVELOPMENT
BUILDING CODE INSPECTIONS***

**ADOPTED BUDGET FOR
FISCAL YEAR 1995-96**

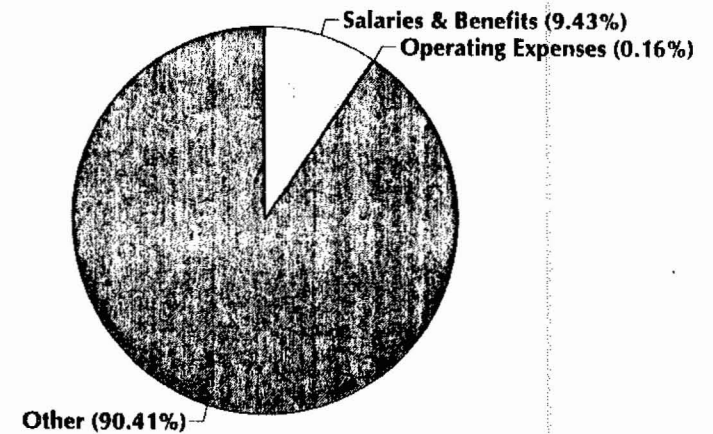
**COMMUNITY DEVELOPMENT
BUDGET SUMMARY
FOR FISCAL YEAR 1995-96**

BUILDING CODE INSPECTIONS	1993-94 ACTUAL	1994-95 BUDGET	1995-96 BUDGET	AMOUNT OF DIFFERENCE	% DIFF
Salaries & Benefits	0	346,754	8,400	(338,354)	-98%
Operating Expenses	0	91,160	140	(91,020)	-100%
Capital Outlay	0	0	0	0	n/a
Other	0	27,347	80,540	53,193	195%
Total:	0	465,261	89,080	(376,181)	-81%
Personnel (FTE):	0	0	0	0	n/a

PERSONNEL (Full Time Equivalent):

None

DEPARTMENTAL ALLOCATIONS



Total Personnel (FTE): 0