

MONITORING AND EVALUATION

The following procedures are an integral part of the City of Zephyrhills Comprehensive Plan and are explicitly adopted by the Planning Commission and City Council by their respective adoption of the Plan.

Citizen Participation - Please refer to Public Participation, pages PP-1 and PP-2.

Updating Baseline Data - Data and information for keeping the Plan reasonable current will be maintained by the following:

- Land Use changes will be tracked by reflecting construction permits and annexations
- Traffic conditions will be tracked annual traffic counts for road segments and intersections approaching a daily LOS "C".
- Housing inventory is tracked by monthly building permit data and annexations. Housing conditions baseline information will be adjusted by the 1990 Census of Housing, subsequent annexations, code enforcement reports, and building permits for improvements
- Recreation and open space data involved tracking public expenditures by City, County and State agencies, relevant private development permits, and annual population estimates from the Bureau of Economics and Business Research, Relative priority for additional recreational facilities will be based on a sample survey of City residents in 1994 and establish LOS standards.

The Capital Improvements Element is required to be reviewed on a semi-annual basis and modified as necessary. Although, amendments to the Comprehensive Plan may be made not more than twice during a calendar year, corrections, updates and modifications concerning costs, revenue sources, acceptance of facilities pursuant to dedications which are consistent to the Plan, or date of construction of any facility referenced in the Capital Improvements Element may be accomplished by Ordinance and do not constitute an amendment to the Plan.

Capital improvements programming are a continuous process and requires continuing involvement by the citizens, City staff and City Council. Some of the factors that require regular monitoring and evaluation are changing capital needs, changes in revenue sources and expenditure levels and the public's perception of these changes.

As outlined in Policy LU-1-1-2 of the Future Land Use Element, the City shall semi-annually conduct a review of the Comprehensive Plan to ensure that the adopted time frames are being met. In addition to this requirement, the City shall annually conduct an assessment of the City's Concurrency Management System to determine whether it is fulfilling its stated purpose. As to this element, the City's review will include a review of the following:

- Need for updates, corrections and revision to cost, revenues, target dates and locations;
- Consistency with other elements of the Comprehensive Plan;
- Any impact of actions with other governmental entities/agencies;

- Assessment of the continued validity of priority assignments;
- Status of projects completed or progress toward completion;
- Maintenance of adopted Level of Service Standards;
- Status of any City debt;
- Grants or private donations received or may be received; and
- Account balances and reserves.

The findings of the City staff will be submitted to the City Council prior to the initiation of the annual budget process.

Updating Objectives – All objectives will be reviewed annually as an integral part of the annual budget process. This will provide timely information for redirecting available resources to achieve objectives, or to reassess the objectives in terms of available resources. A quantitative summary of achievements will be provided not later than five years after adoption of this Plan. A narrative explanation will be provided for any under-achievement. New or modified goals, objectives, and policies will be incorporated by Plan Amendment as the need is identified.

Continuous Monitoring – The several existing mechanisms for monitoring the Comprehensive Plan include:

- Monthly activity reports from the Building Official
- Mid-year budget amendment to reallocate operating and equipment funds to address unanticipated problems and opportunities.
- Annual Capital Improvements Budget
- Annual Equipment and Building Replacement Budget
- Annual population estimate from BEBR
- Annual meeting of all department heads and deputies to review prior year achievements and goals for the next year.

The annual Department Head meeting will be used as a forum to review the quantitative objectives and identify any impediments to achievement.

Comprehensive Plan Amendments - The Comprehensive Plan will be formally amended to reflect actual changes in infrastructure, development and re-development, achievement/non-achievement of specific objectives, modification of the Capital Improvements Program, initiatives of City Council, and changed State Mandates and/or changes of plans of specific state/regional agencies.