BOARD OF COUNTY COMMISSIONERS OF CITRUS COUNTY, FLORIDA
Citrus County Courthouse
Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

AGENDA

February 9, 2021 9:00 AM

Scott Carnahan, Chair, District 4	**Angela Vick, Clerk of the Circuit Court**
Ronald E. Kitchen Jr., 1st Vice Chair, District 2	**Charles R. Oliver, County Administrator**
Ruthie Davis Schlabach, 2nd Vice Chair, District 3	**Denise A. Dymond Lyn, County Attorney**
Jeff Kinnard D.C., Commissioner District 1	
Holly L. Davis, Commissioner, District 5	

MISSION

Citrus County Government is a value-driven organization dedicated to responsive citizen service by providing quality programs, services and facilities to build a strong community and promote the best quality of life for our citizens.

All persons desiring to address the County Commission will be asked to limit their comments to the specific subject being discussed.

The Board gives citizens multiple opportunities for **PUBLIC INPUT**. All members of the public wishing to speak at the “Open To The Public” portion of a meeting will have three (3) minutes per person to make their request or presentation or five (5) minutes if they represent an organization with the appropriate documentation on file with the Clerk of Courts. If the request or presentation deals with a matter that requires investigation by County Staff, the Chairman will refer it to the County Administrator to follow-up with the person making the request.

Any person who decides to appeal any decision of the Governing Body with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of proceeding is made which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105 Florida Statutes)

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office, Lecanto Government Bldg., 3600 W. Sovereign Path, Suite 267, Lecanto, FL 34461 (352) 527-5210, TTY (352) 527-5312 at least two days before the meeting.

A. CALL TO ORDER

A.1. Invocation

A.2. Pledge of Allegiance

A.3. Roll Call

B. WORKSHOP STRATEGIC PLAN DEVELOPMENT, COMPREHENSIVE PLAN REVISIONS, NON REGULATORY SIGNS

B.1. Strategic Plan Development and Comprehensive Plan Rewrite

a. Give staff direction to initiate the process of developing a Strategic Plan.

b. Give staff input about the process of revising the Comprehensive Plan.

B.2. Discuss Policy for Non Regulatory School Sign Request from Private Institutions.

Provide Direction on Policy for Non Regulatory School Sign Requests from Private Institutions.

B.3. Growth Management - Summary of Possible LDC Revisions

Review and discuss on February 9, 2021 the Growth Management LDC revisions, providing input and direction.

B.4. Discuss and Provide Direction on Use of Duke Capital Funds

Provide direction regarding the expenditure of the Duke Capital Funds.

C. OPEN TO THE PUBLIC

D. UPCOMING MEETINGS

1. Regular Meeting: **February 9, 2021 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting: **February 23, 2021 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting: **March 9, 2021 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

E. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

SPECIAL MEETING: Presentations for CARES Act Funds to Non-Profits; **March 16, 2021 at 9:00 AM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

F. ADJOURN

AGENDA MEMORANDUM

FROM:	Charles R. Oliver, County Administrator
SUBJECT:	Strategic Plan Development and Comprehensive Plan Rewrite
AGENDA DATE:	**February 09, 2021**

BRIEF OVERVIEW:

At a Workshop Meeting on January 5, 2021, the Board discussed developing a Strategic Plan for the County and rewriting the County Comprehensive Plan. The Board asked staff to research and present information about the process including timing and costs. Utilization of a consultant for each of these projects was suggested.

The Strategic Plan is a short and long term set of goals for the County along with the steps required to accomplish those goals. The typical strategic plan begins with a Vision Statement followed by goals that are broken down into Objectives. The Objectives are further described with measurable initiatives and time frames for completion.

The Citrus County Comprehensive Plan: 2005-2030, was updated with Evaluation and Appraisal Report (EAR) based Amendments in 2006, and after litigation was amended in 2008. There have been numerous minor amendments since that time. The plan consists of data and analysis, and goals, objectives, policies in fifteen Elements relating to things such as future land use, future transportation systems, and economic development. The Plan is grounded in key principles aimed at achieving community benefits.

BUDGET IMPACT/FUNDING SOURCE:

Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance
TBD					

RECOMMENDED ACTION:

a. Give staff direction to initiate the process of developing a Strategic Plan.

b. Give staff input about the process of revising the Comprehensive Plan.

Citrus County Board of County Commissioners Workshop 2/9/21

Strategic Plan and Comprehensive Plan Rewrite

Strategic Plan

The Strategic Plan is a short and long term set of goals for the County along with the steps required to accomplish those goals. The typical strategic plan begins with a Vision Statement followed by goals that are broken down into Objectives. The Objectives are further described with measurable initiatives and timeframes for completion.

Existing document

"A Five-Year Strategic Plan for Economic Development in Citrus County" submitted to EDC December 2013 Citrus County EDC - Five Year Strategic Plan.pdf (swrpc.org)

Elements of a Strategic Plan

The process for developing a Strategic Plan is typically comprised of:

- Management team that guides the project through the planning process.
- Stakeholder and public engagement
- Interviews with Board, staff, key stakeholders for issues and perspective
- Board workshops that discuss key questions such as:
    - What should our community be like in 5, 10 or more years?
    - What goals must we achieve to accomplish our mission?
    - Given our resources, what practical actions must we take to implement the goals and objectives of the plan?

The outcome is a Strategic Plan that:

- Provides short and long term direction for the County
- Includes a practical implementation plan, with goals and objectives to be accomplished
- Plans for tracking progress and oversight, with regular reports and measurable metrics
- Can be integrated with the budget and other plans

Timeline for Developing a Strategic Plan

The RFP Process to choose a consultant is typically 3 to 4 months

Strategic Planning development process of 4 to 6 months comprised of:

- Meeting with the project manager
- Background research and review pertinent organization documents
- Public Kickoff meeting to introduce the project and the process
- Interviews with Commissioners
- Meetings with senior leadership team
- Interviews and meetings with stakeholder individuals and groups
- Public workshops
- Draft to County for review
- Board workshop meeting to review first draft
- Final Draft review
- Presentation of Final Draft to the Board for adoption

The overall timeframe for procuring a consultant and completing the Strategic Plan is likely to be 8 to 12 months.

Examples of Strategic Plans

Hernando County showpublisheddocument (hernandocounty.us)

Wildwood, FL https://www.wildwood-fl.gov/community/page/city-strategic-plan

Sarasota County Sarasota County Strategic Plan | Sarasota County, FL (scgov.net)

Leon County LEON COUNTY STRATEGIC PLAN FY2017-2021 (leoncountyfl.gov)

Example of a proposal for Strategic Planning Services by the UCF, Florida Institute of Government

Davie FL RFP CS-18-10 Town of Davie DRAFT.indd (davie-fl.gov)

It should be noted that the Florida Institute is a non-profit affiliated with the University of Central Florida. This 2017 proposal was for about $50,000. Staff has made several unsuccessful attempts to contact the Institute and does not know if their services are currently available. Private consulting proposals are likely be at a higher cost.

The Comprehensive Plan

The Citrus County Comprehensive Plan: 2005-2030, was updated with Evaluation and Appraisal Report (EAR) based Amendments in 2006, and after litigation was amended in 2008. There have been numerous minor amendments since that time. The plan consists of data and analysis followed by goals, objectives, and policies in fifteen Elements relating to things such as future land use, future transportation systems, and economic development. The Plan is grounded in key principles aimed at achieving community benefits.

Existing Document:

The Citrus County Comprehensive Plan 2005-2030

The Policies and Objectives are posted at: [Comprehensive Plan (citrusbocc.com)]

The Comp Plan is comprised of over 1,100 pages. Each of the 15 Elements/Chapters are comprised of two distinct components: the background Data and Analysis and the Goals, Objectives and Policies. In many jurisdictions, the two components are divided into two volumes. The Data and Analysis is sometimes referred to as the EAR volume of the Comp Plan. The Goals, Objectives and Policies are the relevant sections that guide County land development and operations. If all of the Goals, Policies and Objectives of the 15 Elements were combined into one volume, it would be a total of 165 pages. In this form, the Comp Plan is a far more manageable document. Note: Currently the County website posts only the Goals, Policies and Objectives.

The Comp Plan is required by Statute with very specific requirements for most of the elements. Major revisions (amendments) to the Comp Plan are reviewed by numerous State Agencies with the Department of Economic Opportunity serving as the clearing house to coordinate the State review.

The major amendment process is dictated by Statute. The Local Planning Agency/Planning and Development Commission reviews proposed revisions at an advertised public hearing, followed by a County Commission public hearing for Transmittal to the State. The State review is typically about 30 days with comments issued to the County. If necessary, the County responds to the State comments by modifying the amendments and adopting the final document at an advertised public hearing. The amendment process also includes very specific standards for citizens to establish standing and challenge the amendment process.

The 1985 Growth Management Act established a requirement for each jurisdiction to complete an Evaluation and Appraisal Report (EAR) every 7 years. The original EAR process was onerous, with many communities taking two years to complete the review and adopt the subsequent amendments. In 2011, the Statute for the EAR process was streamlined with minimal requirements. With minor amendments, Citrus County completed their EAR amendments in 2020.

The Land Development Code (LDC) implements the policies of the Comp Plan and is required to be consistent with those policies. Whenever Comp Plan amendments affect development policies, there will be a need to update the LDC through a public hearing process. Depending on the nature and extent of the revisions, this could take three to nine months.

As an alternative to overhauling the entire Comp Plan, it is suggested that the County Commission narrow the scope of the project to specific Elements or subsections of elements. As a guide to making this decision, the following table of contents is provided. The number of pages of polices in each section give a reasonable measure of the potential work involved in revising each element. Focusing on specific elements or sub-elements would substantially reduce the workload and accelerate the revision process.

Elements of the Comprehensive Plan – Goals, Objective and Policies vs. Data and Analysis Sections

Chapter 1 – Housing (6 pages of Policies, with Data and Analysis there is a total of 40 pages)

Chapter 2 - Recreation and Open Space (4 of 31 p)

Chapter 3 – Conservation (17 of 119 p)

Chapter 4 - Coastal, Lakes and River Management (12 of 68 p)

Chapter 5- Infrastructure (Policy 22 of 139 p)

Chap. 5 - Infrastructure (Solid Waste - 5 p)

Chap. 5 - Infrastructure (Sanitary Sewer - 5 p)

Chap. 5 - Infrastructure (Potable Water - 7 p)

Chap. 5 - Infrastructure (Drainage - 5 p)

Chapter 6 - Multimodal Transportation Element (18 of 199 p)

Chapter 7 - Reserved

Chapter 8 – Aviation (3 of 23 p)

Chapter 9 – Utility (1 of 5 p)

Chapter 10 - Future Land Use – (Policies 50 of 203 p)

Chapter 10 – Future Land Use – Countywide policies (23 p)

Chapter 10 – Future Land Use – Special Areas plans (27 p)

Generalized Future Land Use Map

Chapter 11 - Intergovernmental Coordination (5 of 30 p)

Chapter 12 - Capital Improvements (4 of 33 p)

Chapter 13 – Manatee (12 of 71 p)

Chapter 14 – Library (3 of 17 p)

Chapter 15 - Economic Development (5 of 56 p)

Chapter 16 - Reserved

Chapter 17 - Port Element (3 of 22 p)

The Comp Plan amendment process begins much like the Strategic Plan process. Staff, with or without the assistance of a consultant will research issues, identify and meet with stakeholders, conduct informal public workshops and formal workshops with the Planning and Development Commission (PDC) and the County Commission. Draft sections can then be prepared and presented at public meetings for review. Depending on the scope of the project, this first phase can take a few months, a year or longer.

Once the drafts amendments are complete, the formal adoption process begins. This starts with an advertised PDC public hearing followed by an advertised BoCC public hearing for transmittal to the State for review. After the State review, the next step is a BoCC adoption hearing. If there are no challenges, the formal adoption process typically takes 5 or 6 months.

The Future Land Use Element is major focus of the Comprehensive Plan. The Element provides for the orderly and efficient use of land for the things such as housing, civic, institutional, and commercial uses. This Element contains a Future Land Use Map for the unincorporated part of the County. Over the years, some policies defining commercial corridors have been applied to the FLU Map without regard to existing property boundaries. As a result many parcels will have two future land use designations. Updating the map could address reconciling split parcels. This could be a separate future project, with emphasis on GIS services. Changing Future Land Use designations of parcels requires detailed parcel specific analysis and extensive engagement with property owners.

While most of the focus on the Comp Plan is on the implementation of the Goals, Objective and Policies, it would be helpful to update the Data and Analysis sections of the elements. The updated analysis would include population, demographics, and land use trends in the County. The Data and Analysis sections are useful when considering policy changes and large scale land use amendments. The best time to update these sections would be after the complete 2020 Census information is released, sometime later this year.

Consultant Services and Staff

The current staff does not have the capacity to create a Strategic Plan and complete a large scale revision of the Comprehensive Plan at this time. There are good reasons to hire a consultant. The consultant can supplement staff time, facilitate workshop meetings, add expertise, and an outside perspective to a project. Managing the consultant is essential. Before beginning the project, he following factors should be clearly defined:

- The goals and scope of the project
- The division of labor between staff and the consultant
- The timetable for several stages and completion of the project
- The budget for the project
- Potential problems and constraints
- The desired final product to be delivered.

Even if a consultant is hired, staff will need to devote significant hours to the project. Staff engagement in the process is essential for the long term success of the project. Staff engaged in the project will share a sense of ownership in the adopted plan as the implementation phase begins.

Some disadvantages of hiring a consultant may include:

- RFP process that takes 3 or 4 months
- High cost
- Lack of follow through after the plan is completed

Most jurisdictions comparable size to Citrus County have a planning staff with several planners focused on development planning and some planners focused on long range comprehensive planning. Currently, Citrus County has four planners assigned to development planning and does not have a planner dedicated to comprehensive planning. The addition of a Comprehensive Planning Section would facilitate ongoing updates to the Data and Analysis sections along with the preparation and processing of Comp Plan Amendments.

The alternative to hiring a consultant is working with existing staff. This will allow the project to start quickly and will not add significant costs to the planning process. However, current staff capacity is very limited so the scope of work will need to be narrowly defined. Staff has the experience, local knowledge and expertise of working with the current policies. For the Comprehensive Plan, staff has sufficient expertise to address the expected issues and the process. Staff capacity could be enhanced with the addition of one or two comprehensive planning positions as full time regular employees or on a limited contractual arrangement of one or two years. The relative cost of this alternative may be comparable to hiring a consultant and the staff member would be able to perform other planning assignments.

Final Thoughts

Currently, Citrus County does not have a Strategic Plan. A well-developed Strategic Plan can help bring clarity of purpose to the entire organization. The best plans are implemented with quarterly progress reports to elected officials and the public. One would expect to follow-up the Strategic Plan with updates every three to five years.

The County has a Comp Plan that has not been significantly updated since 2008. The completion of the Strategic Plan would be helpful in identifying goals and focusing the efforts in revising the Comp Plan. The Comp Plan revision process can be divided into smaller, more easily managed projects. If a specific element, sub-element or group of policies is identified for immediate attention, staff can begin work on that process immediately. Larger scale revisions to the Comp Plan will take substantial time requiring extensive consultant and staff time along with significant stakeholder and public engagement.

AGENDA MEMORANDUM

FROM:	Randall Olney, Public Works Director
SUBJECT:	Discuss Policy for Non Regulatory School Sign Request from Private Institutions.
AGENDA DATE:	**February 09, 2021**

BRIEF OVERVIEW:

Discuss creation of a Policy for Non Regulatory School Sign Request from Private Institutions.

BUDGET IMPACT/FUNDING SOURCE:

Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance
N/A	N/A	N/A	N/A	N/A	N/A

RECOMMENDED ACTION:

Provide Direction on Policy for Non Regulatory School Sign Requests from Private Institutions.

CITRUS COUNTY
BOCC WORKSHOP

2/9/2021

Policy for Non-Regulatory School Sign Request from Private Institutions

Presentation Outline

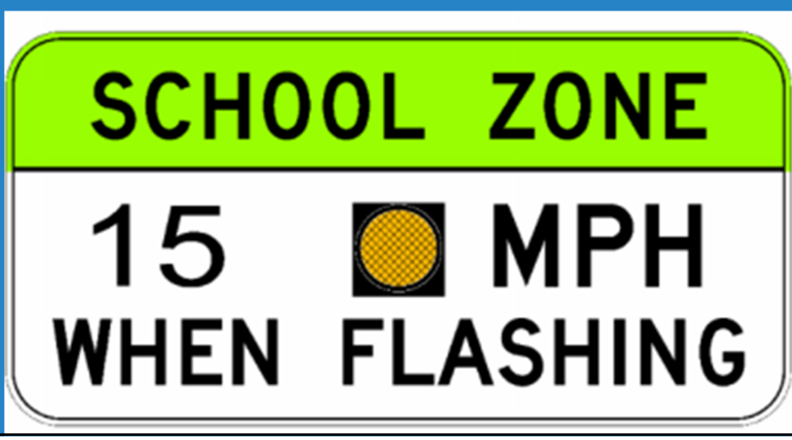
- Private & Public Schools within the County
- School Zones vs School Entrance Signs
- School Entrance Sign Cost: Installation & Maintenance
- Traffic & Crash Data at School
- Recommended Criteria
- Policy Options
  - Criteria with Budgeted Funding
  - Criteria with Assessment

School	Address	Enrollment	Juristiction	Signage & Markings
Bright Beginnings Learning Academy	4801 N Citrus Ave, Crystal River, FL 34428	Unknown	Citrus County	None
Seven Rivers Christian School	4221 W. Gulf to Lake Hwy, Lecanto, FL 34461	513	FDOT	School Entrance with Flashers
Saint John Paul II Catholic School	4341 W Homosassa Trail, Lecanto, FL 34461	226	Citrus County	School Zone
Inverness Christian Academy	4222 S. Florida Academy, Inverness, FL 34450	181	FDOT	None
Solid Rock Christian Academy	972 N Christy Way, Inverness, FL	175	Citrus County	None
St Paul's Lutheran School	6150 N Lecanto Hwy, Bevery Hills, FL 34434	113	Citrus County	School Entrance with Flashers
Noah's Christian Academy	3429 W Dunnellon Rd, Dunnellon, FL 34433	50	Citrus County	None
West Coast Christian School	718 NW 1st Ave, Crystal River, FL 34428	40	City of Crystal River	None

Private Schools within the County

School	Type	2020-2021 Enrollment
Central Ridge Elementary	Elementary	584
Citrus Springs Elementary	Elementary	630
Crystal River Primary	Elementary	540
Floral City Elementary	Elementary	265
Forest Ridge Elementary	Elementary	563
Hernando Elementary	Elementary	657
Homosassa Elementary	Elementary	345
Inverness Primary	Elementary	515
Lecanto Primary	Elementary	719
Pleasant Grom Elementary	Elementary	572
Rock Crusher Elementary	Elementary	559
Citrus Springs Middle	Middle	593
Crystal River Middle	Middle	724
Inverness Middle	Middle	880
Lecanto Middle	Middle	694

Public Schools within the County

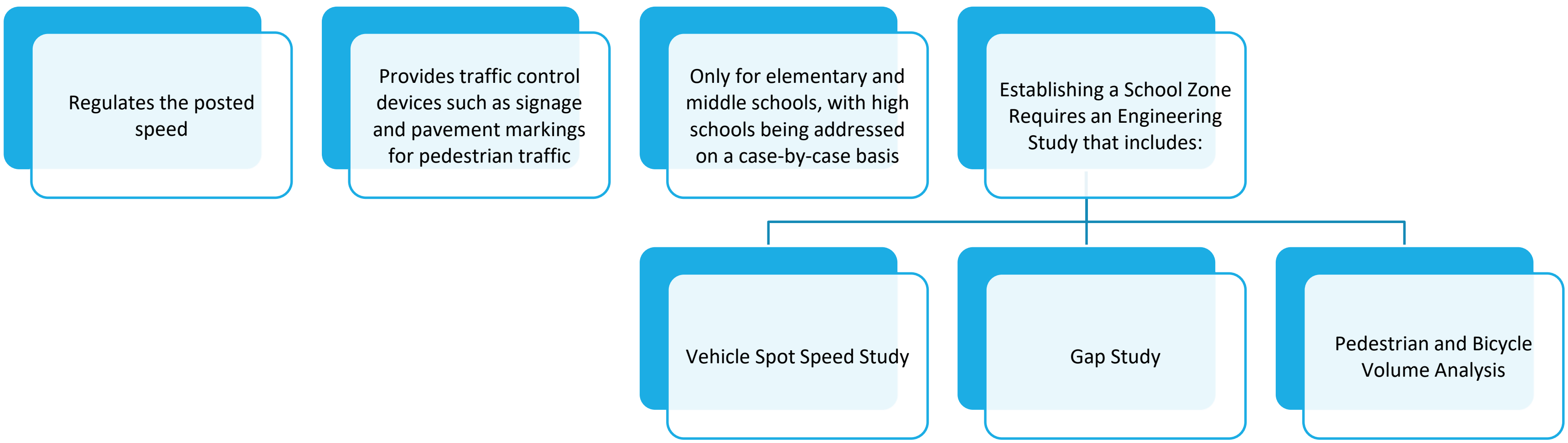


School Zones vs School Entrance Sign

Federal Recommendations: MUTCD

Florida Recommendations: FDOT Manual – Speed Zoning for Highways, Roads and Streets in Florida

School Zones



School Zones

Additional Considerations for School Zones

- Age of children
- Normal approach speed of traffic
- Sight distance
- Number of vehicles
- Width of street
- Presence of other traffic control devices
- Use of adult crossing guards.

Note: The School Board funds the engineering study and installation cost for signs and markings for public schools. The County takes over maintenance after installation is complete.

School Entrance Sign

May be considered on a case-by-case basis for schools with low volumes of walking students

For school areas that do not warrant a school zone based on an engineering study

Flashing beacons should be used with the signs in rural areas where the posted speed limit is 45mph or greater

To:	Citrus County	**Contact:**	David W. Robertson
Address:	110 N APOPKA AVENUE	**Phone:**	(352) 341-6400
	Inverness, FL 34450	**Fax:**	1 (352) 341-6491
Project Name:	664-20 Citrus Co. CR-491 & West Stage Coach Tr. Flashing Beacons	**Bid Number:**	ITB 20-005
Project Location:	CR-491 At West Stage Coach Trail, Lecanto, FL	**Bid Date:**	6/25/2020

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
3	FLAT RATE TRAVEL CHARGE (PER SERVICE CALL)	1.00	EACH	$860.00	$860.00
0102 1	MAINTENANCE OF TRAFFIC	1.00	LS	$686.00	$686.00
0700 1 11	SINGLE POST SIGN, F&I GROUND MOUNT, UP TO 12 SF	2.00	AMBY	$2,400.00	$4,800.00
0700 12 22	SIGN BEACON, F&I GROUND MOUNT- SOLAR POWERED, TWO BEACONS	2.00	AMBY	$7,357.00	$14,714.00

Total Bid Price: **$21,060.00**

School Entrance Sign with Flashers: Installation Cost

School Entrance Sign with Flashers: MOT

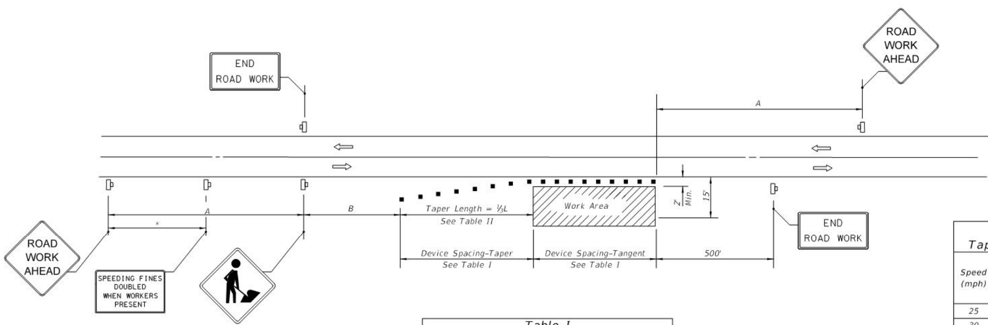


Table I Device Spacing				
Speed (mph)	Max. Distance Between Devices (ft.)			
	Cones or Tubular Markers		Type I or Type II Barricades or Vertical Panels or Drums	
	Taper	Tangent	Taper	Tangent
25	25	50	25	50
30 to 45	25	50	30	50
50 to 70	25	50	50	100

DISTANCE BETWEEN SIGNS		
Speed	Spacing (ft.)	
	A	B
40 mph or less	200	200
45 mph	350	350
50 mph or greater	500	500

*Midway between signs.

Table II Taper Length - Shoulder				
Speed (mph)	⅓L (ft)			Notes
	8' Shldr.	10' Shldr.	12' Shldr.	
25	28	35	42	$L=\frac{WS^2}{60}$
30	40	50	60	
35	55	68	82	
40	72	90	107	
45	120	150	180	L=WS
50	133	167	200	
55	147	183	220	
60	160	200	240	
65	173	217	260	
70	187	233	280	

8' minimum shoulder width

⅓L = Length of shoulder taper in feet

W = Width of total shoulder in feet (combined paved and unpaved width)

S = Posted speed limit (mph)

SYMBOLS

- Work Area
- Channelizing Device (See Index 102-600)
- Work Zone Sign
- Lane Identification + Direction of Traffic

GENERAL NOTES

1. When four or more work vehicles enter the through traffic lanes in a one hour period or less (excluding establishing and terminating the work area), the advanced FLAGGER sign shall be substituted for the WORKERS sign. For location of flaggers and FLAGGER signs, see Index 102-603.
2. SHOULDER WORK sign may be used as an alternate to the WORKER symbol sign only on the side where the shoulder work is being performed.
3. When a side road intersects the highway within the TTC zone, additional TTC devices shall be placed in accordance with other applicable TCZ Indexes.
4. For general TCZ requirements and additional information, refer to Index 102-600.

DURATION NOTES

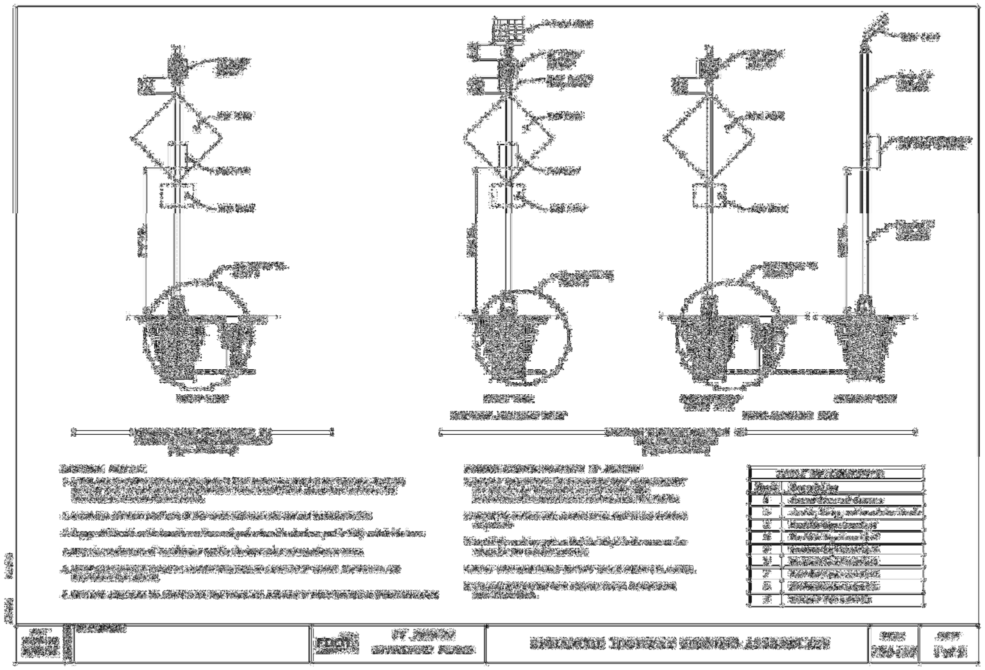
1. Signs and channelizing devices may be omitted if all of the following conditions are met:
   a. Work operations are 60 minutes or less.
   b. Vehicles in the work area have high-intensity, rotating, flashing, oscillating, or strobe lights operating.

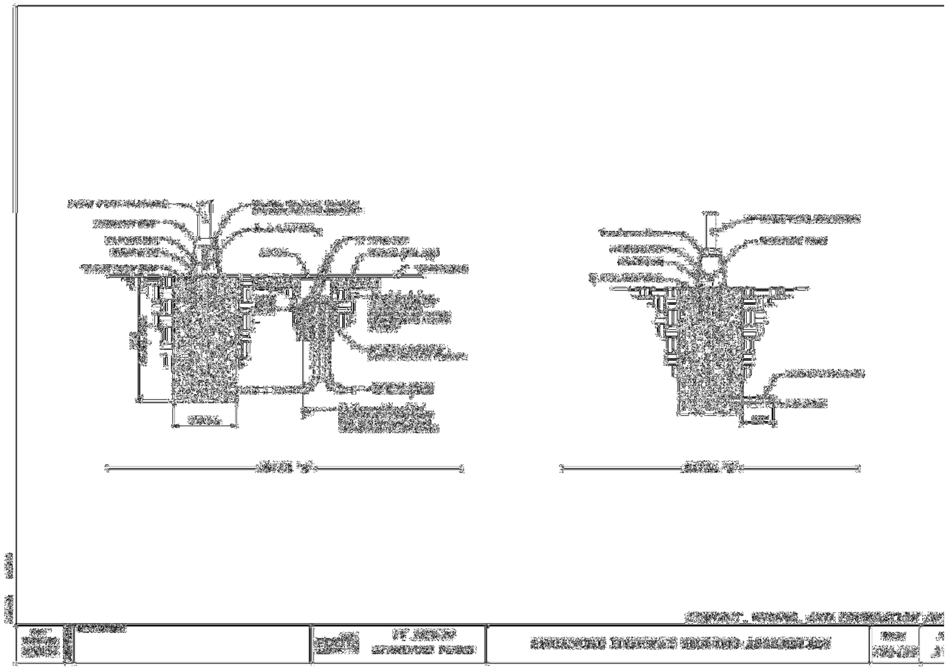
CONDITIONS

WHERE ANY VEHICLE, EQUIPMENT, WORKERS OR THEIR ACTIVITIES ENCROACH THE AREA CLOSER THAN 15' BUT NOT CLOSER THAN 2' TO THE EDGE OF TRAVEL WAY.

10:22:44 AM 9/18/2018

LAST REVISION	REVISION	DESCRIPTION:		FY 2019-20 STANDARD PLANS	TWO-LANE, TWO-WAY, WORK ON SHOULDER	INDEX	SHEET
11/01/17			FDOT			102-602	1 of 1





School Entrance Sign with Flashers: F&I Ground Mount

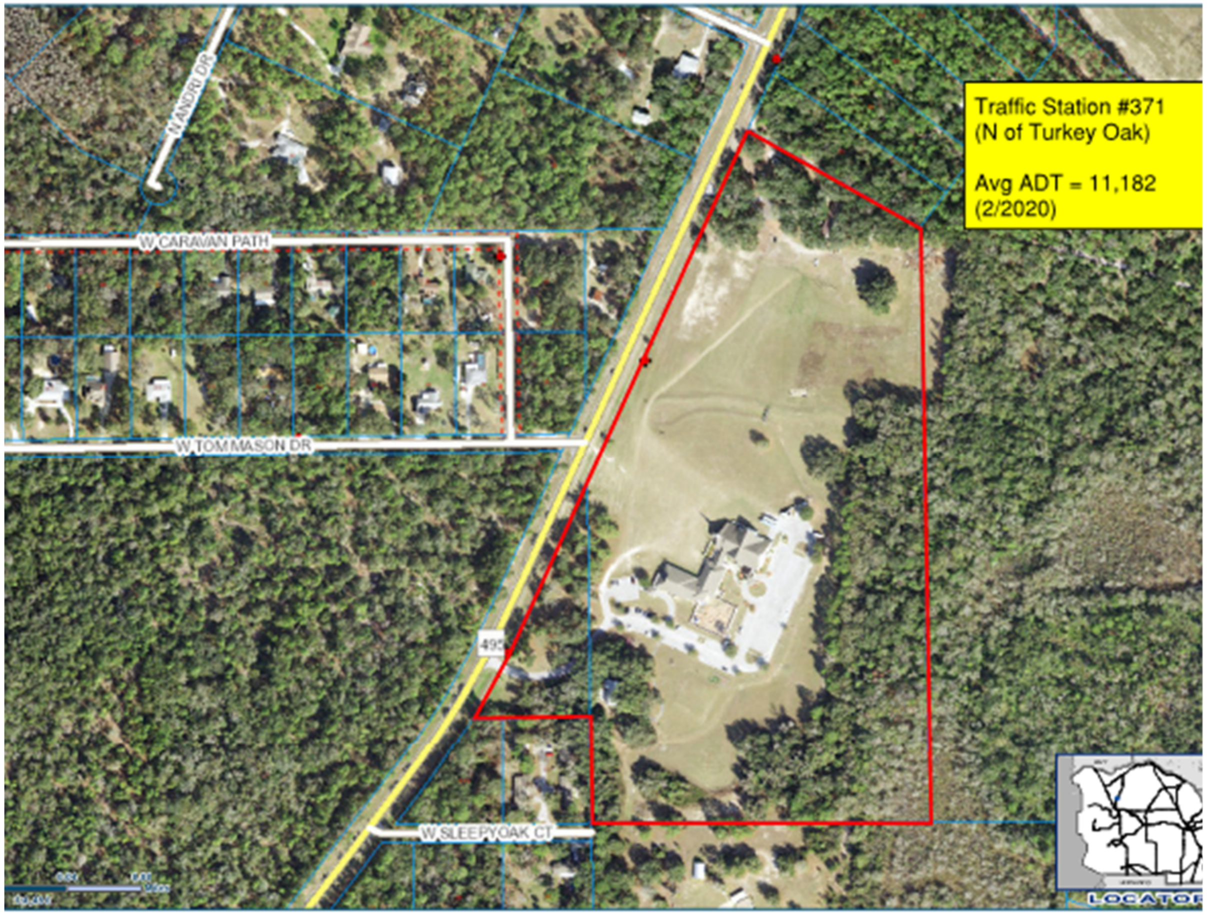
School Entrance Sign with Flashers Maintenance Cost

- Batteries need to be replaced every three years
- Flashers must be reprogrammed whenever school hours change (Day light savings, Pandemics, Summer, Holidays)
- Signs are replaced every seven years

School Entrance Sign with Flashers Maintenance Cost

Item	Unit Cost	Unit	Quantity	Cost
Annual Man Hours Per Flasher	$16.36	Hours	15	$245.40
Traffic Control Truck (FEMA Rates)	$36.48	Hours	10	$364.80
Flasher Battery (Last about 3-years)	$239.00	Each	0.33	$79.67
Total				**$689.87**

Note: The County currently maintains 19 flashing beacons and 29 school flashers for a $33,113.60 total annual maintenance cost.



Traffic & Crash Data at School

Crash Data for the Past 5 Years

- Only one accident over the past 5 years
- Date of Accident: 3/27/2017
- Location: Just north of the intersection of W Sleepyoak Ct.
- Type: Rear End
- Conditions: Day time, cloudy, & dry
- Direction of Travel: Southbound on CR 495

Recommended Criteria

Engineering Study Not Required

- Verify request is from an elementary and/or middle school
- Verify the school is on a County maintained road
- Posted speed limit is 45mph or greater
- Adjacent road does not have sidewalks
- Schools enrollment is less than 50% of the average local public-school enrollment
- County will install school entrance sign without flashers
- Public works will monitor traffic data to determine if flashers are warranted

Otherwise Engineering Study is Required

- Responsibility of the school
- If school zone is warranted: the school pays for the installation of signs and markings prior to County maintenance
- If school zone is not warranted: County will install school entrance signs and monitor traffic data to determine if flashers are warranted

Citrus County Public School Enrollment Data

Type	Total	Avg	50% Avg
Elementary	5,949	541	270
Middle	2,891	723	361
Elementary & Middle	8,840	589	295

Policy Options

Criteria with Budgeted Funding

Criteria with Assessment

Policy Options: Criteria with Budgeted Funding

- Similar to AR 11.09-1: Policy and Procedures for Establishing Street Identification Signage on Private Roads
- School request signage
- Public Works verifies BOCC criteria is met
- Public Works installs School Entrance signs without flashers
- Public Works will monitor traffic data to determine if flashers are warranted
- If flashers are warranted the Public Works adds cost of the flashers to the next annual budget
- Flashers will be installed in the appropriate fiscal year

Policy Options: Criteria with Assessment

- Similar to AR 11.06-4: Paving Limerock Roads
- School request signage
- Public Works determines if BOCC criteria is met
- Public Works will install signs without flashers and monitor traffic data
- If flashers are warranted then Public Works determines flasher cost
- If school wishes to proceed then the assessment petition will proceed along with the annual budget
- School will pay assessment cost of the flashers over a 7-year period
- Flashers are installed in the appropriate fiscal year

AGENDA MEMORANDUM

FROM:	Michael Sherman,
SUBJECT:	Growth Management - Summary of Possible LDC Revisions
AGENDA DATE:	**February 09, 2021**

BRIEF OVERVIEW:

At the regular meeting of December 15, the BOCC provided direction for the staff to prepare a summary of potential amendments to the Citrus County Land Development Code (LDC).

We have prepared a list of items to review and discuss.

BUDGET IMPACT/FUNDING SOURCE:

RECOMMENDED ACTION:

Review and discuss on February 9, 2021 the Growth Management LDC revisions, providing input and direction.

At the regular meeting of December 15, the BOCC provided direction for the staff to prepare a summary of potential amendments to the Citrus County Land Development Code (LDC). Listed below is a summary of proposed LDC revisions including a description of what the revision is attempting to address:

1. Revise LDC to eliminate PDC commissioner term limits.

   At the regular BOCC meeting of December 15, 2020, the BOCC directed staff to prepare revisions to the LDC to eliminate term limits for Planning and Development Commission (PDC) commissioners. This revision would delete Section 1701.B.4 that limits PDC members to 8 years.

2. Revise Section 4600, Administrative waivers.

   Comment: The current LDC includes Section 4600 that sets out a process and procedure for granting limited administrative waivers to the Land Development Code. Staff would like to revise this Section to reduce the distance related to abutter notification.

3. Revise Section 3102, Special Requirements for All Accessory Uses relating to boat docks and setbacks for all accessory uses.

   Comment: The Current LDC and comprehensive plan language regulates boat slips and the number of boats allowed to be tied up at a dock. Staff would like to amend the current regulations to clarify the size and placement of docks on private residential property consistent with the comprehensive plan.

4. Revise Section 11005, Lot Reconfiguration to require property transfers reflecting the change in lot configuration.

   Comment: Lot reconfigurations often require a change in ownership for the property encompassed by the reconfiguration. Many times (although required by the approvals) deeds are not exchanged creating uncertainty in title that needs to be addressed. Requiring proper property exchanges will alleviate the uncertainty.

5. Revise Section 1601, Planning and Development Director to Growth Management Director.

   Comment: Revise the Code to be consistent with job classification title.

6. Revise "*NOTE*" in Section 2500 regarding what constitutes a multi-family development.

   Comment: Revise this section for clarity and to reduce conflicts with other sections of the Land Development Code.

7. Revise Section 5550 by removing the word "subdivision" in the Buffer Table.

   Comment: This revision will clarify buffer requirements for residential land uses.

8. Revise Chapter 3, Use Standards to remove Churches as a "Conditional use" in the HDR District and for Existing Churches in all Residential Districts that are "recognized" by the County, allow small improvements like storage sheds, sidewalks, etc. to be permitted–by-right.

   Comment: Churches under the current LDC are required processed as Conditional Use in the MDR District. Amend Chapter 3, Use Standards to process churches as a Permitted use" in the MDR District and for Existing Churches in all Residential Districts that are "recognized" by the County, allow small improvements like storage sheds, sidewalks, etc. to be permitted–by-right.

9. Revise Section 2300, Building Setback requirements to for accessory structures on non-residential development.

   Comment: Accessory structures (dumpsters, sheds, etc.) for non-residential development utilizes the same setback requirements for primary buildings.

AGENDA MEMORANDUM

FROM:	Charles R. Oliver, County Administrator
SUBJECT:	Discuss and Provide Direction on Use of Duke Capital Funds
AGENDA DATE:	**February 09, 2021**

BRIEF OVERVIEW:

Enclosed is a breakdown and analysis of the Duke Capital funds from the Gas Plant Expansion and how those funds have been used. The Board requested as part of the Workshop to have a discussion on how these funds can best be used to meet the citizens of Citrus County.

BUDGET IMPACT/FUNDING SOURCE:

Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance
					$0

RECOMMENDED ACTION:

Provide direction regarding the expenditure of the Duke Capital Funds.

GENERAL FUND - CIP
DUKE FUNDS

REVENUES		**Actual**
DUKE AD VALOREM	**$**	**2,185,000**
FUND BALANCE TRANSFER GEN. FUND 4/28/2020		581,000
INTEREST INCOME		4,900
REVENUE - YEAR 1: FY 2019-20	**$**	**2,770,900**
REVENUE - YEAR 2: FY2020-21	**$**	**2,185,000**
EXPENDITURES		
BUILDINGS - CLERK IMPROVEMENTS		(200,000)
MACHINERY & EQUIPMENT: $503K BUDGET, $581K ROAD EQUIP., $95K SHERIFF ANTENNA		(1,145,032)
ROAD RESURFACING		(1,000,000)
ROAD RESURFACING- MLK - PAID TO CITY OF INVERNESS		(84,950)
FORT ISLAND TRAIL		(150,000)
LIFESTREAM: ADDL SUBSIDY		(250,000)
MATCH FOR MEAL PROGRAM		(25,000)
TOTAL EXPENDITURES		**(2,854,982)**
OTHER ANITICIPATED BUDGET PROJECTS:		
SHERIFF CAD SYSTEM		(1,000,000)
MISC. INFRASTRUCTURE		(1,000,000)
TOTAL OUTSTANDING REQUESTS		**(2,000,000)**
AVAILABLE BALANCE	**$**	**100,918**

AGENDA MEMORANDUM

FROM:	Colleen Scott, Management & Budget Director
SUBJECT:	Fund Balance
AGENDA DATE:	**April 28, 2020**

BRIEF OVERVIEW:

AR 06.04 Fund Balance Policy requires on an annual basis a schedule of all fund balances projected and actual be presented to the Board. Attached is a budget resolution that recognizes the difference between the budgeted fund balance and actual fund balance for Fiscal Year 2019. Since budgets generally differ from expenses, the budgeted revenue Cash Carry Forward is adjusted either higher or lower to the expenditure Reserve Cash Forward accounts. Where there were not sufficient reserves, line items were adjusted to compensate for the shortfall. It is important to note these are one-time revenues/expenditures and not recurring.

The FY 19/20 budget adopted in September had General Fund Budgeted reserves funded at 14.76% or $12,745,783. The mid-year adjustment reflects excess reserves of $2,636,741, with $2,055,741 applied to the reserve balance providing 17% reserves. County policy states the County will establish a minimum unassigned fund balance in the General Fund of eight percent (8%) and a maximum of seventeen percent (17%) of the General Fund operating budget.

The remaining balance of $581,000 is available to be re-appropriated for the acquisition of road and grounds maintenance equipment. This equipment is necessary to insure our employees function at an appropriate level to maintain our assets.

This provides us unrestricted reserves of 17% or $13,885,807 and $2.3 million in money that has been set aside to meet capital needs that could be used on a short term basis if necessary to meet operational needs.

Fund	Adj to Reserves	Note
General Fund	2,055,741	Collected more revenue and incurred less expenditures than expected
Enterprise- Building	(87,201)	Incurred more expenditures than expected
Enterprise- Solid Waste	551,711	Collected more revenue and incurred less expenditures than expected
Enterprise- Utilities	5,226,743	Collected more revenue and incurred less expenditures than expected
Road & Bridge	(308,777)	Collected more revenue but incurred more expenditures than expected
Fire Rescue	9,218	Collected more revenue than expected

(Not all funds are listed above, but all funds are listed in Exhibit A of the Budget Resolution)

The equipment recommended for purposes is as follows:

Unit #	Model	Serial	Dept	Hours	Replacment Cost	
1043	2000 JOHN DEER E 644H	DW644HX577893	4102	9,950	250,000	PO 81689
20439	2009 KUBOTA M8540F	20011	4102	6,898	53,000	PO 81600
20438	2009 KUBOTA M8540F	20009	4102	6,266	53,000	PO 81601
					$ 356,000	

Unit #	Model	Serial	Dept	Miles / Hours	ACT Est. Cost	
9302	1995 FORD F800	1GCEC14V25Z199973	2675	166,847	97,000	PO 81596
20317	2006 FORD F550	1GCEC14V25Z200055	2675	103,642	50,000	PO 81602
20447	2009 TORO Z-G3 72"	290000102	2675	2,670	$253.04 9,000	
20505	2011 TORO Z500	310000388	2675	1,164	9,000	
20421	2008 E-Z GO ST350	2554176	2675	1,008	11,000	PO 81597
20414	2008 E-Z GO ST350	76210G01-ST 350	2675	1,694	11,000	PO 81599
20448	2009 TORO Z-G3 72"	290000103	2675	1,726	9,000	
20479	2009 TORO Z-G3 72"	290000343	2675	1,439	9,000	
20480	2009 TORO Z-G3 72"	290000344	2675	1,540	9,000	
16794	2004 JOHN DEERE GATOR 4X2	W004X2X098377	2675	3,463	11,000	PO 81598
					$ 225,000	
	TOTAL				**$ 581,000**	

BUDGET IMPACT/FUNDING SOURCE:

Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance
					$0

The overall impact to the budget from the attached resolution is an addition to Non-Enterprise Funds $4,316,271 and Enterprise Funds $5,691,253 to the Fiscal Year 2020 budget as shown on the attached Budget Resolution.

RECOMMENDED ACTION:

a. Approve and authorize the Chairman to execute a budget resolution to recognize the actual fund balance brought forward from September 30, 2019.

b. Approve and authorize using $581,000 of General Fund true-up to purchase various equipment for Road and Grounds Maintenance.