



BOARD OF SUMTER COUNTY COMMISSIONERS

Chairman - Don Burgess - District 3
Vice Chairman - Garry Breeden - District 4
2nd Vice Chairman - Doug Gilpin - District 2
Richard Hoffman - District 1
Randy Mask - District 5

October 18, 2011
5:00 PM

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

ANY PERSON WHO MAY FEEL THE NEED TO APPEAL A BOARD DECISION IS HEREBY NOTIFIED THAT IT WILL BE NECESSARY FOR YOU TO PROVIDE YOUR OWN VERBATIM RECORDING OF THE BOARD'S MINUTES OR ANY PORTION THEREOF

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office, 7375 Powell Road, Wildwood, FL 34785(352) 689-4400 at least two days before the meeting.

The Villages Sumter County Service Center, Room 102 (7375 Powell Road, Wildwood, FL 34785)

AGENDA

THE MEETING IS CALLED TO ORDER BY THE CHAIRMAN

INVOCATION

FLAG SALUTE

1. Lake-Sumter Community College Presentation
Dr. Gary Sligh, Dean, General Education and Transfer Programs
Dr. Robert Skolnik, Delfin Group
Documents: [New Degrees presentation.pdf](#)
2. Secondary Metals Recyclers Ordinance

Documents: [Executive Summary Secondary Metals.pdf](#)
3. Roundabouts in the Villages

Documents: [roundabouts in The Villages.pdf](#)
4. City of Webster Exchange

Documents: [city of webster exchange.pdf](#)
5. Review the completion of Board Goals for FY 10/11 and the completion of the County Administrator Goals for FY 10/11 and provision of the evaluation form for the County Administrator

Documents: [A Executive Summary For County Administrator Evaluation 11-08-11.doc](#),
[Goals.pdf](#), [County Administrator evaluation form.doc](#)
6. Role of Elected Officials and Emergency Management during a Disaster

Documents: [Role of Elected Officials during Disasters.pdf](#)

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Secondary Metals Recyclers Ordinance

REQUESTED ACTION: For Direction

Work Session (Report Only)

Regular Meeting

DATE OF MEETING: 10/18/2011

Special Meeting

CONTRACT: N/A

Effective Date:

Managing Division / Dept:

Vendor/Entity: _____

Termination Date: _____

Planning & Development

BUDGET IMPACT:

Annual

Capital

N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

Recently, the Sumter County Sheriff's Office brought forward the idea to staff of the Board considering adopting a local ordinance to enhance the existing State regulations for secondary metals recyclers.

Given the rising prices of metals and the downturn in the economy, the theft and resale of metals for recycling is a growing concern in the State of Florida. Currently, the State regulates secondary metals recyclers through Chapter 538, Part II, Florida Statutes.

State law requires secondary metals recyclers to simply maintain a record of seller information on a Florida Department of Law Enforcement (FDLE) form. The form is attached for your information. The secondary metals recyclers are also required to register with the State. In addition, State law prohibits cash transactions over \$1,000, purchase of regulated metals between 9 p.m. and 6 a.m., purchase at a non-fixed location, and purchase of metals not transported in a motor vehicle.

These State laws have not prevented the growing concern of theft of metals for resale. However, State law does specifically allow local governments to adopt and enforce more stringent requirements than those imposed in Chapter 538, Part II, Florida Statutes.

Over the past one to two years, numerous local governments around the State have adopted more stringent local laws for regulating the secondary metals recycling industry. On March 1, 2011, Lake County adopted Ordinance 2011-13. The Lake County ordinance is attached for your information. The following is the summary of the ordinance from Lake County:

“It [Ordinance] creates a class of metals called restricted regulated metals and requires additional proof of ownership when such metals are sold. It also prohibits cash transactions for such sales and places additional requirements on how check or electronic payments are made in these transactions. The ordinance requires electronic reporting of all transaction details and requires licensed dealers to have access to a facsimile machine to receive law enforcement alerts.”

Staff has requested a formal response from the Sumter County Sheriff's Office regarding their support for the Board to adopt a similar ordinance. Staff anticipates receiving the formal response from the Sheriff's Office before the Board's workshop on October 18, 2011. Staff will provide the Sheriff's Office response to the Board.

FLORIDA SECONDARY METALS RECYCLER PURCHASE TRANSACTION FORM

RE: Regulated Metals, Chapter 538, Part II, Florida Statutes [This form must be retained for **5 years** from the date of the transaction]

RECYCLER NAME & STREET ADDRESS

TRANSACTION INFORMATION

Person Entering Ticket: _____

TIME _____ AM PM Date _____

INDIVIDUAL DELIVERING METAL
(Exemptions may apply pursuant to s. 538.19(2)(08) F.S.)

NAME (Last, First, Middle) _____ DATE OF BIRTH _____ SEX (M/F) _____ RACE _____
MONTH DAY YEAR W. WHITE B. BLACK I. AMERICAN INDIAN A. ASIAN/ORIENTAL

RESIDENTIAL ADDRESS (STREET, APT. NO., CITY, STATE & ZIP) _____ HOME PHONE (Area Code & Number) _____
 (____) _____ - _____

DL # / GOVERNMENT ISSUED PHOTO ID # _____ TYPE _____ ISSUING AGENCY or STATE _____ EMPLOYER PHONE (Area Code & Number) _____
 (____) _____ - _____

PLACE OF EMPLOYMENT and ADDRESS _____

HEIGHT _____ WEIGHT _____ EYE COLOR _____ HAIR COLOR _____ IDENTIFYING MARKS (SCARS / MARKS / TATOOS) _____

VEHICLE USED TO TRANSPORT DESCRIBED METAL: _____
 MAKE _____ MODEL _____ TAG# _____

TRAILER USED TO TRANSPORT DESCRIBED METAL: _____
 MAKE _____ MODEL _____ TAG# _____

REGULATED METAL #1 DESCRIPTION

TYPE OF METAL:	QUANTITY or	WEIGHT or	VOLUME
MODEL / MANUFACTURER / SERIAL #	ADDITIONAL DESCRIPTION	FORM OF PAYMENT: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> OTHER	AMOUNT PAID \$

REGULATED METAL #2 DESCRIPTION

TYPE OF METAL:	QUANTITY or	WEIGHT or	VOLUME
MODEL / MANUFACTURER / SERIAL #	ADDITIONAL DESCRIPTION	FORM OF PAYMENT: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> OTHER	AMOUNT PAID \$

REGULATED METAL #3 DESCRIPTION

TYPE OF METAL:	QUANTITY or	WEIGHT or	VOLUME
MODEL / MANUFACTURER / SERIAL #	ADDITIONAL DESCRIPTION	FORM OF PAYMENT: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> OTHER	AMOUNT PAID \$

RECYCLER

Florida law **requires** the secondary metals recycler to maintain a photograph / videotape / digital image of the regulated metals being sold. s. 538.19(2)(i), F.S. (2008). Completed? YES NO

Florida law **requires** the secondary metals recycler to maintain a photograph / videotape / or similar likeness of the person receiving consideration in which such persons facial features are clearly visible. s. 538.19(2)(j), F.S. (2008). Completed? YES NO

Florida law **requires** that if this purchase involves a stainless steel beer keg, the seller must provide written documentation from the manufacturer that the seller is the owner of the stainless steel beer keg or is an employee or agent of the manufacturer. s.538.19(2)(f), F.S. (2008). Did the seller provide this documentation? YES NO

TOTAL PAID \$

Right Thumb Print of Seller / Individual delivering metal

I am the rightful owner of, or entitled to sell the regulated metals property being sold:

 Signature of Individual Delivering Regulated Metal Date

Note: Florida Statute 538.23(3) states: "Any person who knowingly gives false verification of ownership or who gives a false or altered identification and who receives money or other consideration from a secondary metals recycler in return for regulated metals property commits (a) a felony of the third degree, punishable as provided in s. 775.082, s.775.083, or s. 775.084, if the value of the money or other consideration received is less than \$300. (b) a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084, if the value of the money or other consideration received is \$300 or more."

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- B. **Fixed Location** means any site occupied by a secondary metals recycler as owner of the site or as lessee of the site under a lease or other rental agreement providing for occupation of the site by the secondary metals recycler for a total duration of not less than 364 days.
 - C. **Money** means a medium of exchange authorized or adopted by a domestic or foreign government as part of its currency.
 - D. **Nonferrous Metals** means metals not containing significant quantities of iron or steel, including, without limitation, copper, brass, aluminum, bronze, lead, zinc, nickel, and alloys thereof, excluding precious metals subject to regulation under Part I, Chapter 538, Florida Statutes.
 - E. **Purchase Transaction** means a transaction in which a secondary metals recycler gives consideration for regulated metals property.
 - F. **Regulated Metals Property** means any item composed primarily of any nonferrous metals, but shall not include aluminum beverage containers, used beverage containers, or similar beverage containers. For purposes of enforcement under this ordinance, the term shall also include stainless steel beer kegs.
 - G. **Restricted Regulated Metal Property** means the specific regulated metal items that are listed in section 14-92 of this Code.
 - H. **Secondary Metals Recycler** means any person who within the boundaries of Lake County, Florida:
 - 1. Is engaged, from a fixed location or otherwise, in the business of gathering or obtaining ferrous or nonferrous metals that have served their original economic purpose or is in the business of performing the manufacturing process by which ferrous metals or nonferrous metals are converted into raw material products consisting of prepared grades and having an existing or potential economic value; or
 - 2. Has facilities or performing the manufacturing process by which ferrous metals or nonferrous metals are converted into raw material products consisting of prepared grades and having an existing or potential economic value, other than by the exclusive use of hand tools, by methods including, without limitation, processing, sorting, cutting, classifying, cleaning, baling, wrapping, shredding, shearing, or changing the physical form or chemical content thereof.
 - I. **Seller** means the person from whom the regulated metal property is acquired.

1 J. Utility means any person, firm, corporation, association, or political
2 subdivision, whether private, municipal, county, or cooperative, which is
3 engaged in the sale, generation, provision, or delivery of gas, electricity, heat,
4 water, oil, sewer service, telephone service, telegraph service, radio service,
5 or telecommunication service.
6

7 **Sec. 14-91. Limitations on Cash Transactions; Exemptions;**
8

- 9 A. A secondary metals recycler shall not enter into any cash transaction for
10 purchase of any restricted regulated metals property listed in section 14-92 of
11 this Code.
12
- 13 B. Payment by a secondary metals recycler for the purchase of restricted
14 regulated metal property listed in section 14-92 of this Code shall be made by
15 check issued to the Seller and payable to the Seller or by electronic payment
16 to the Seller's bank account or to the Seller's employer's bank account.
17
- 18 C. Each check for payment shall be mailed by the secondary metals recycler
19 directly to the current street address of the Seller which is on file with the
20 secondary metals recycler unless otherwise provided in this Article. Payment
21 shall not be mailed to a post office box. Electronic payments shall be sent to
22 a bank account for which the Seller is listed as an account holder or an
23 employee or agent thereof.
24
- 25 D. Each check or electronic payment shall be mailed or electronically transferred
26 by the secondary metals recycler to the Seller within three (3) business days
27 of the purchase transaction unless otherwise provided in this Chapter.
28
- 29 E. Exemptions. The secondary metals recycler may provide a check at the time
30 of the purchase transaction, rather than mailing said check as required in this
31 Article, if the Seller is in one of the following exempt categories:
32
- 33 1. Organizations, corporations, or associations registered with the state as
34 charitable, philanthropic, religious, fraternal, civil, patriotic, social, or
35 school-sponsored organizations or associations, or from any nonprofit
36 corporation association;
 - 37 2. A law enforcement officer acting in an official capacity;
 - 38 3. A trustee in bankruptcy, executor, administrator, or receiver who has
39 presented proof of such status to the secondary metals recycler;
 - 40 4. Any public official acting under judicial process or authority who has
41 presented proof of such status to the secondary metals recycler;
 - 42 5. A sale on the execution, or by virtue of any process issued by a court, if
43 proof thereof has been presented to the secondary metals recycler; or
 - 44 6. A manufacturing, industrial, or other commercial vendor that generates
45 regulated materials in the ordinary course of business.
46

1 **Sec. 14-92. Restricted Regulated Metal Property;**
2

3 A secondary metals recycler shall not purchase any of the following items of
4 restricted regulated metal property without obtaining reasonable proof that the
5 Seller owns the property (such as a receipt or bill of sale) or reasonable proof
6 that the Seller is an employee, agent, or contractor of a governmental entity,
7 utility company, cemetery, railroad, manufacturer, or other person, business, or
8 entity owning the property and the Seller is authorized to sell the item of
9 regulated metal property on behalf of the person, business, or other entity owning
10 the property (a secondary metals recycler may retain on file an official document
11 on the letterhead of the entity, indicating that the Seller is authorized to sell the
12 item of regulated metal property; however, such a letter must be dated within 90
13 days of the transaction).

- 14
- 15 a) A manhole cover.
 - 16
 - 17 b) An electric light pole or other utility structure and its fixtures, wires, and
18 hardware which are readily identifiable as coming from the utility structure.
 - 19
 - 20 c) A guard rail.
 - 21
 - 22 d) A street sign, traffic sign, or traffic signal and its fixtures and hardware.
 - 23
 - 24 e) Communication, transmission, distribution, and service wire, from a utility
25 including copper or aluminum bus bars, connectors, and grounding plates
26 or grounding wire.
 - 27
 - 28 f) A funeral marker or funeral vase.
 - 29
 - 30 g) An historical marker.
 - 31
 - 32 h) Railroad equipment including, but not limited to a tie plate, signal house,
33 control box, switch plate, E clip, or rail tie junction.
 - 34
 - 35 i) Any metal item that is observably marked upon reasonable inspection with
36 any form of the name, initials, or logo of a governmental entity, utility
37 company, cemetery, or railroad.
 - 38
 - 39 j) A copper, aluminum, or aluminum-copper condensing or evaporator coil,
40 including its tubing or rods, from a heating or air conditioning unit
41 (excluding coils from window air conditioning units and automobiles).
 - 42
 - 43 k) An aluminum or stainless steel container or bottle designed to hold
44 propane for fueling forklifts.
 - 45
 - 46 l) Stainless steel beer kegs.

- 1
2 m) A catalytic converter or any nonferrous part of a catalytic converter unless
3 purchased as part of a vehicle.
4
5 n) Metallic wire that was burned in whole or in part to remove insulation.
6
7 o) Brass or bronze commercial valves or fittings, referred to as "FDC valves,"
8 that are commonly used on structures for access to water for the purpose
9 of extinguishing fires.
10
11 p) Brass or bronze commercial potable water backflow preventer valves that
12 are valves commonly used to prevent backflow of potable water into
13 municipal domestic water service systems from commercial structures.
14
15 q) A shopping cart.
16
17 r) Copper piping or tubing exceeding twenty-five (25) pounds in weight.
18
19 s) Copper guttering or downspouts.
20
21 t) Aluminum guttering or downspouts.
22

23 **Sec. 14-93. Electronic Transaction Records Required.**
24

- 25 A. All secondary metals recyclers shall maintain a legible electronic record, in
26 the English language, of all purchase transactions involving regulated metal
27 property and restricted regulated metal property to which such secondary
28 metals recycler is a party. Such electronic format will be the Florida
29 Integrated Network for Data Exchange and Retrieval software or such
30 software as is otherwise designated in writing by the Lake County Sheriff's
31 Office. It shall be the responsibility of the individual secondary metal recycler,
32 or any employee thereof, to obtain the most current data specifications of the
33 designated electronic format.
34
35 B. The following information shall be maintained and transmitted to the Lake
36 County Sheriff's Office in the specified electronic data format described in
37 subsection A., above:
38
39 1. The name and address of the secondary metals recycler;
40 2. The name, initials, or other identification of the individual entering the
41 information regarding the transaction;
42 3. The date and time of the transaction;
43 4. The weight, quantity, or volume and a description of the type of
44 regulated metals property purchased in a purchase transaction;
45 5. The distinctive number from the personal identification card of the
46 Seller;

- 1 6. A description of the Seller including:
2 a. Full name, current residential address, workplace, and home and
3 work phone numbers;
4 b. Height, weight, date of birth, gender, hair color, eye color, and any
5 other identifying marks;
6 c. A vehicle description to include the make, model and tag number of
7 the vehicle and trailer of the Seller of the regulated metals property;
8 and
9 d. Any other information required by the form approved by the Florida
10 Department of Law Enforcement and as specified in section
11 538.19, Florida Statutes, except the amount of consideration given
12 in the purchase transaction.

13
14 C. Such information shall be electronically transmitted for the previous day's
15 business to the Lake County Sheriff's Office by 10 a.m. on each day the
16 secondary metals recycler is open for business.

17
18 D. A secondary metals recycler shall maintain or cause to be maintained the
19 information required by this section for not less than five (5) years from the
20 date of purchase transaction.

21
22 E. If the purchase transaction involves the transfer of regulated metals property
23 from a) a secondary metals recycler registered with the State or b) an exempt
24 Seller under section 14-92 of this Code to a secondary metals recycler
25 registered with the State, the secondary metals recycler receiving the
26 regulated metals property shall record the Seller's business name and
27 address and the name of the Seller's business representative or Seller's point
28 of contact in lieu of the requirements listed in paragraph 6, above.

29
30 **Sec. 14-93. Facsimile, Telecopier, or Similar Equipment Required.**

31
32 A secondary metals recycler shall maintain at its place of business, or otherwise
33 have immediate access to, a facsimile, telecopier, or other equipment of similar
34 function on which notifications of stolen property or other notifications relating to
35 regulated metal property may be expeditiously received from the Lake County
36 Sheriff's Department. The equipment shall be operable at all times during the
37 usual and customary business hours of the secondary metals recycler. The
38 secondary metals recycler shall maintain the facsimile number or other access
39 number of the equipment on file with the Sheriff and shall notify the Sheriff within
40 24 hours of any change in the number.

41
42 **Sec. 14-94. Penalties.**

43
44 A. Criminal penalties. Pursuant to section F.S. § 125.69, any person who
45 violates any provision of this article shall be subject to prosecution in the name
46 of the state in the same manner as misdemeanors are prosecuted; and, upon

1 conviction, such person shall be punished by a fine not to exceed five hundred
2 dollars (\$500.00) or by imprisonment in the county jail not to exceed sixty (60)
3 days or by both such fine and imprisonment.
4

5 B. Code enforcement special master. The Lake County Code Enforcement
6 Special Master shall have concurrent jurisdiction to enforce the provisions of
7 this article.
8

9 C. The violation of any provision of this article which endangers the public
10 health, safety and quality of life of residents in the area in hereby declared a
11 public nuisance, and may be subject to abatement by a restraining order or
12 injunction issued by a court of competent jurisdiction. Each separate
13 occurrence shall be a separate violation.
14

15 **Sec. 14-95. Applicability to Municipalities.**

16
17 The provisions of this Code are to be applied and enforced within all
18 unincorporated areas of Lake County as well as within all incorporated areas of
19 Lake County to the extent that there are no conflicting municipal regulations. In
20 the event this all or part of this Code is in conflict with a municipal regulation,
21 such provision shall not be effective within the municipality to the extent of such
22 conflict.
23

24 **SECTION 4. INCLUSION IN CODE.**

25
26 It is the intent of the Board of County Commissioners that the provisions of this
27 Ordinance shall become and be made a part of the Lake County Code and that the
28 sections of this Ordinance may be renumbered or re-lettered and the word "ordinance"
29 may be changed to "section," "article," or such other appropriate word or phrase to
30 accomplish such intentions.
31

32 **SECTION 5. SEVERABILITY.**

33
34 If any section, sentence, clause or phrase of the Ordinance is held to be invalid
35 or unconstitutional by any court of competent jurisdiction, then said holding shall in no
36 way affect the validity of the remaining portions of this Ordinance.
37

38 **SECTION 6. FILING WITH THE DEPARTMENT OF STATE.** The Clerk shall
39 be and is hereby directed to forthwith send a certified copy of this Ordinance to the
40 Secretary of State for the State of Florida.
41

42
43 **SECTION 7. EFFECTIVE DATE.** This ordinance shall become effective as
44 provided for by law.
45

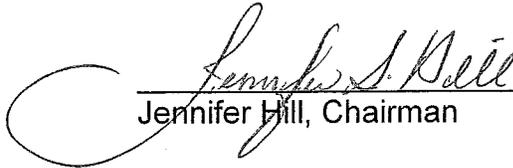
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Enacted this 1 day of March, 2011.

Filed with the Secretary of State March 4, 2011.

Effective March 4, 2011.

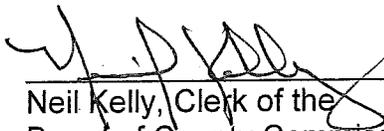
BOARD OF COUNTY COMMISSIONERS
OF LAKE COUNTY, FLORIDA



Jennifer Hill, Chairman

This _____ day of _____, 2011.

ATTEST:



Neil Kelly, Clerk of the
Board of County Commissioners
of Lake County, Florida

Approved as to form and legality:



Sanford A. Minkoff
County Attorney

Report 672 on Roundabouts. This report provides an update to the 2009 MUTCD on roundabouts and together they provide the definitive guidance and direction on the proper marking and signage of roundabouts.

It is significant to note that two of the CIC issues (1.g. and 1.i..) coincide with recent NCHRP recommendations for lane control signs and lane use arrows (see attachment 4). That is, while it is not mandatory for 2 lane roundabouts, they should be used at roundabout approaches "...where lane use arrows will improve utilization by drivers." and "...where the signs used in conjunction with lane-use arrows will improve lane utilization by drivers."

While the PWD does not support conversion of the roundabouts to single lane as stated above, we have observed driver behaviors in and near the roundabouts that are cause for concern, such as:

- a. Failure to slow down or yield at the approach.
- b. Changing lanes while circling in the roundabout.
- c. Failure to get in the correct lane before entering the roundabout, based on where the driver wants to exit (many drivers get in the outside lane and use it for all exits).
- d. Not driving defensively

These behaviors can be attributed to, at least in part, by the following factors:

- a. A demographic wherein most of the drivers are 55 or older.
- b. A higher turnover rate in the population simply due to age, which brings in new residents .
- c. The large influx of part time residents from more northern states from October thru May, some of whom might not be familiar with roundabouts.
- d. The large number of rentals in The Villages, for as short as a week, to months and even a year of more, which also brings in visitors who may not be familiar with roundabouts
- e. The large number of landscape maintenance firms employed by and in The Villages, whose drivers may not be familiar with roundabout procedures.

Therefore, PWD does support and can fund within its current budget:

1. Conversion of the existing informational green signs at each leg of the roundabout, to provide lane control signs that inform the driver which lane to enter, based on where they want to exit, before entering the roundabout (attachment 5). These signs would also provide the name of the road that at each exit as they currently reflect. The PWD Sign Shop can effect this change for less than \$10k, using the existing Villages' frames and posts.
2. Re-striping of the inside lane of each roundabout approach with the correct lane use arrow to reinforce the lane control signs above. The PWD can effect this change for less than \$10k using our existing striping contract.
3. Study the crash data from the MPO for the roundabout at EL Camino @ Buena Vista in more detail, as 54 accidents in a 4 year period merits further review. The PWD is renewing an existing task order with KHA that can accommodate this study within the current FY 12 budget.
4. Continued and re-emphasized educational measures that The Villages and their VCDD's conduct, in terms of roundabout classes and distributing the roundabout brochure (attachment 6).

NOTE: The 2009 MUTCD has various compliance dates for replacing both regulatory and warnings with larger sizes, through out the County. This is to be accomplished by December 2013, unless the current effort by the FHWA to delay compliance dates is successful. In either case, over time the PWD must start replacing the signage at the roundabouts with larger signs as prescribed by the MUTCD. This is also consistent with the CIC recommendations shown at attachment 3.

ATCH 1

"Personally, I love them, and I'll tell you why. You only have to stop one lane of traffic, then go to the middle and wait. The cars can't go much faster than 20 mph through the roundabout so the crossing aspect is great."

Denise Hallom
School Crossing Guard, Sunico, Wisconsin
Green Bay Press-Gazette
February 6, 2001

"We have had a lot of people not very happy about the idea of roundabouts, but after they are constructed, those fears mostly go away."

Brian Walsh
Washington State Department of Transportation
Seattle Times
June 5, 2002

"We all know people speed up to get through a yellow light. But at the roundabout, all the vehicles have to slow down ... we have almost 50 roundabouts now, we have a lot [fewer] personal injuries. We have fewer fatalities."

James Brainard
Mayor, City of Carmel, Indiana
www.us17.com
November 9, 2007

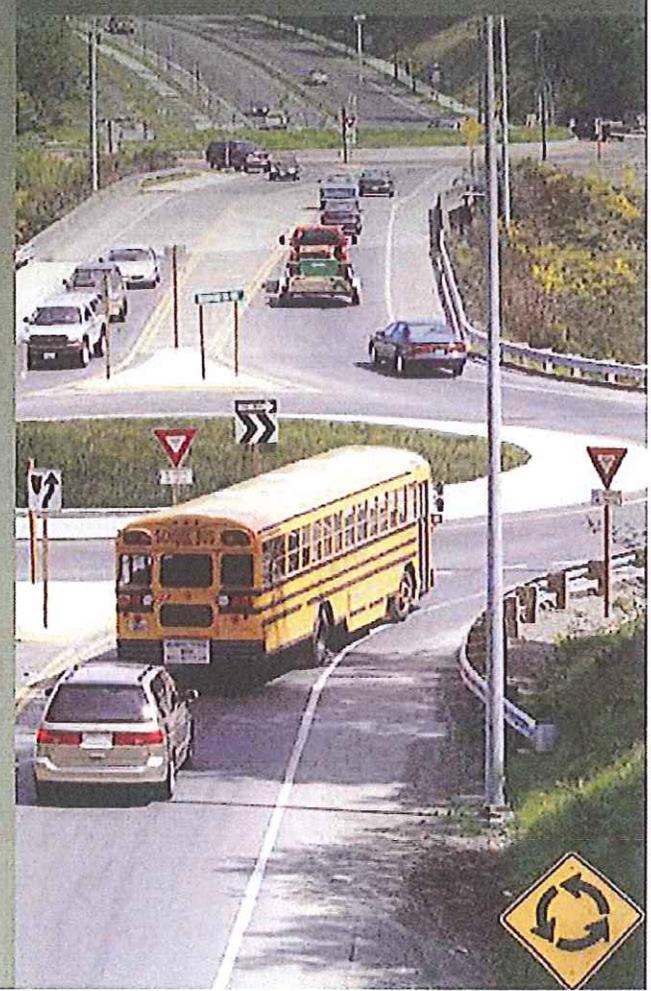
Education is key.

Education is vital to the acceptance and success of a roundabout. Navigating a roundabout is easy. But because people can be apprehensive about new things, it's important to educate the public about roundabout use.

There are just a few simple guidelines to remember when driving through a roundabout:

1. Slow down.
2. If there's more than one lane, use the left lane to turn left, the right lane to turn right, and all lanes to go through, unless directed otherwise by signs and pavement markings.
3. Yield to pedestrians and bicyclists.
4. Yield at the entry to circulating traffic.
5. Stay in your lane within the roundabout and use your right-turn signal to indicate your intention to exit.
6. Always assume trucks need all available space — don't pass them!
7. Clear the roundabout to allow emergency vehicles to pass.

Visit safety.fhwa.dot.gov to learn more about roundabouts

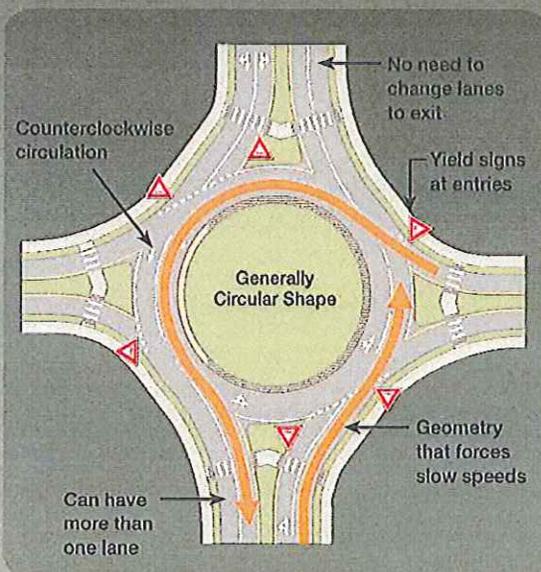


What is a roundabout?

A roundabout is a type of circular intersection with yield control of entering traffic, islands on the approaches, and appropriate roadway curvature to reduce vehicle speeds.

Modern roundabouts are different from rotaries and other traffic circles. For example, roundabouts are typically smaller than the large, high-speed rotaries still in use in some parts of the country. In addition, roundabouts are typically larger than neighborhood traffic circles used to calm traffic.

A roundabout has these characteristics:



Why consider a roundabout?

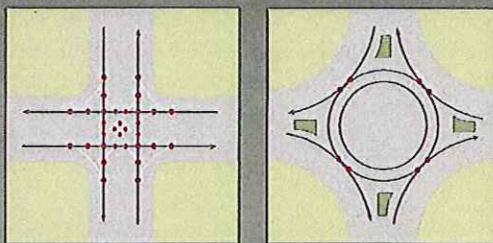
Compared to other types of intersections, roundabouts have demonstrated safety and other benefits.

Roundabouts:

- > **Improve safety**
 - More than 90% reduction in fatalities*
 - 76% reduction in injuries**
 - 35% reduction in all crashes**
 - Slower speeds are generally safer for pedestrians

- > **Reduce congestion**
 - Efficient during both peak hours and other times
 - Typically less delay
- > **Reduce pollution and fuel use**
 - Fewer stops and hard accelerations, less time idling
- > **Save money**
 - Often no signal equipment to install, power, and maintain
 - Smaller roundabouts may require less right-of-way than traditional intersections
 - Often less pavement needed
- > **Complement other common community values**
 - Quieter operation
 - Functional and aesthetically pleasing

With roundabouts, head-on and high-speed right angle collisions are virtually eliminated.



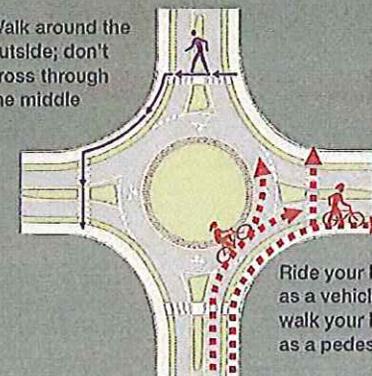
[Traditional Intersection]

[Roundabout]

● Potential vehicle conflict point

Tips for safely walking and biking through a roundabout

Walk around the outside; don't cross through the middle



Ride your bike as a vehicle or walk your bike as a pedestrian

Research is ongoing on additional treatments and design considerations to address the needs of visually impaired pedestrians.

Sources: *Roundabouts: An Informational Guide*, Federal Highway Administration, Washington, D.C., latest version, except as noted.

** Safety Effects of Roundabouts in the United States: Empirical Bayes Observational Before-After Study, Transportation Research Board 1761, Transportation Research Board (TRB), National Academy of Sciences (NAS), Washington, D.C., 2001.

** NCHRP Report 672: Roundabouts in the United States, National Cooperative Highway Research Program, TRB, NAS, Washington, D.C., 2007.

Date Range	Crashes	Fatalities	Injuries	Peds	Bike	Motorcycle	Angles	Head On	Intoxication	Speeding	Run Control	Vul. Users	Agr. Driving	Lane Depart	A
01/20/2007 to 06/30/2010	54	0	8	0	1	2	9	0	1	0	0	3	22	11	26

Intersection Summary

Top 40

Drill Down Rpt.

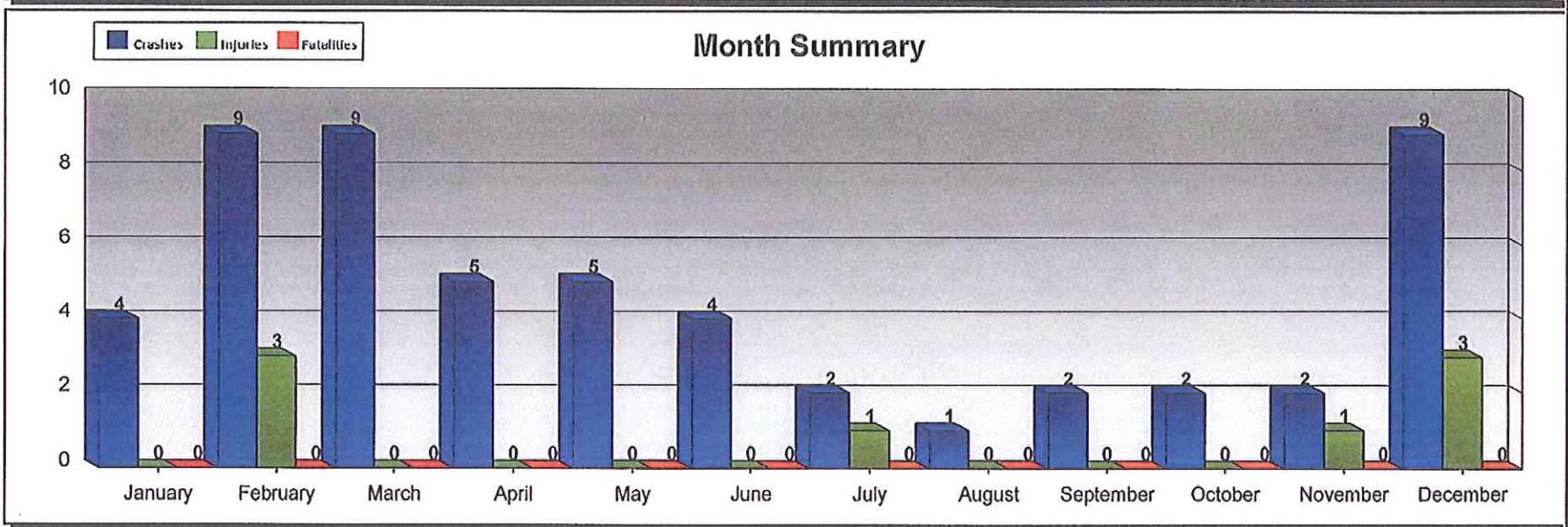
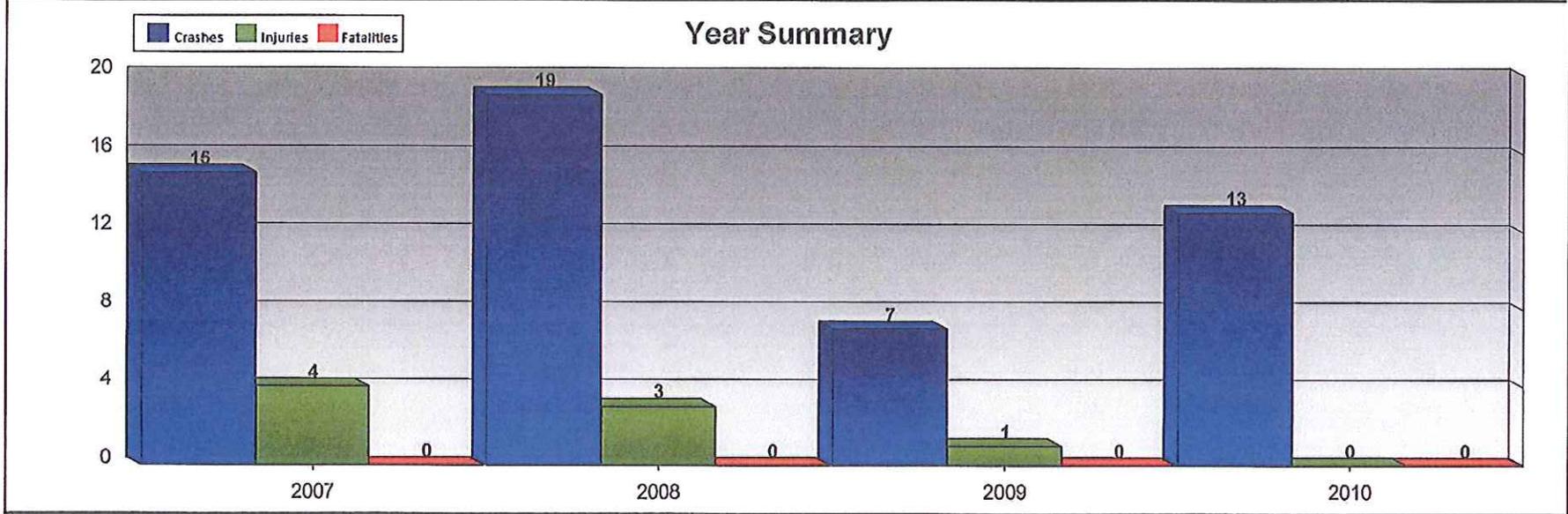
18 5973 BUEN V S OULEV RD@ELC MNO RE L

Total Crashes	54
Total Fatalities	0
Total Injuries	8
Fatal Crashes	0
Incap. Crashes	0
Non-Incap Crsh	8
Possible Inj Crsh	8
Pedestrians	0
Bike	1
Angles	9
Left-Turn	0
Right-Turn	0
Head-On	0
Sideswipe	0
Motorcycle	2
Heavy Truck	0
Intoxication	1
Speeding	0
Disregard Control	0
SHSP Vul. User	3
SHSP Agr Driving	22
SHSP Ln Depart	11
SHSP At Int.	26

ATCH 2

Date Range	Crashes	Fatalities	Injuries	Peds	Bike	Motorcycle	Angles	Head On	Intoxication	Speeding	Run Control	Vul. Users	Agr. Driving	Lane Depart	A
01/20/2007 to 06/30/2010	54	0	8	0	1	2	9	0	1	0	0	3	22	11	26

Temporal Summaries



Cottrell, Scott

From: Cottrell, Scott
Sent: Tuesday, October 11, 2011 1:53 PM
To: Cottrell, Scott
Subject: RE: CIC Roundabout Committee Meeting

Here are my draft notes from the meeting on 1 September with the Villages CIC re: roundabouts. The meeting was also attended by Brian Snyder from Marion County Engineering. He has reviewed these notes in sections 1 and 2, and concurs.

1. Major CIC Issues/desires.

- a. They want 1 lane instead of 2 lane roundabouts.
- b. Need consistency of design and marking the roundabouts.
- c. Speeding is an issue.
- d. Larger Yield signs might help. Signs are too small in general.
- e. Bolder signs, or signs with stronger messages, flashing lights, "Use Directional Signal When Exiting" sign similar to Hilton Head, SC, etc.
- f. Education is an issue – because of the constant turnover, influx of weekly and monthly renters, and influx snowbirds, many do not read the roundabout brochure or ignore it.
- g. *Road markings need improvement at the approaches.*
- h. Too many signs can be confusing
- i. *Need signage that tells them what lane to get into based on where they want to exit.*
- j. Use blinkers in the roundabout.
- k. The roundabouts at Savannah Center (El Camino and Buena Vista) and Hadley Village (Morse and Odell (south)) are the worst.

2. Discussion

- a. Roundabouts, across the nation, have fewer accidents than normal signalized intersections, and when they do occur they are less severe.
- b. For every action (1 lane roundabout) there is an equal and opposite reaction (a new traffic issue, loss of capacity, traffic backing up on many roads with gates, and new complaints about inconsistency)
- c. We all want safer roundabouts, but changing/adding signs or markings may not be enough or may not be the answer
 - i. There is no silver bullet, no panacea for the best, safest roundabout. It is a combination of being built, signed and marked correctly, education, and enforcement. All three of these need to be in play.
 - ii. Education does need to be improved.
 - iii. We (PWD) can and does contact the SCSO for specific issues and then the SCSO focuses on that issue but they do not have the manpower and money to man all the roundabouts all the time.
 - iv. The current roundabouts were completely re-done (signage and pavement markings) in 2008/2009 to meet the standards.
 - v. The brochure correctly explains how to drive them.
- d. Funds are limited. *Items 1.g. and 1.i.*, when used in combination could be a palatable, low cost improvement, but we made no commitment to anything. Just gathering information at this point.
- e. Sumter County PWD will pull accident info at the 2 roundabouts mentioned in 1.k.

Scott

Scott B. Cottrell, PE
Public Works Director
319 E. Anderson Ave.
Bushnell, FL 33513
352-569-6700

give advance notice to cyclists that they need to merge, providing more room for them to achieve this maneuver and find an appropriate gap in traffic.

On roundabout departures, a dotted line should be used through the diverging taper, and the solid bike lane line should resume as soon as the normal bicycle lane width is available.

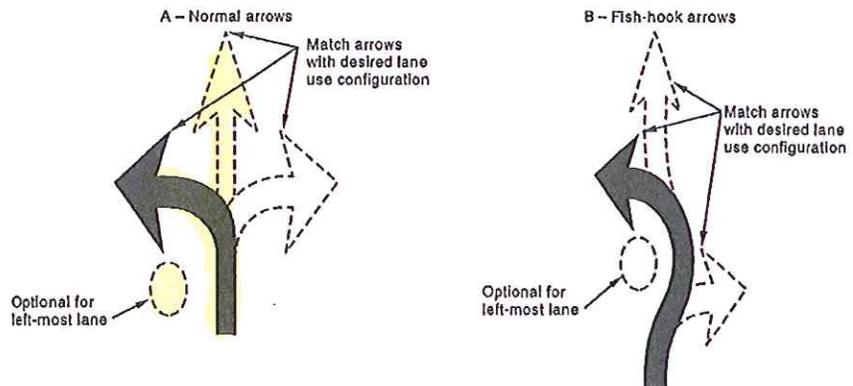
7.3.1.4 Lane-Use Arrows

Lane-use arrows are one of the major components of the comprehensive system of signing and marking at roundabouts. On roundabout approaches, lane-use arrows and intersection lane-control signs should complement each other and provide a consistent message to the traveling public. See Section 7.4.1.6 for a discussion of intersection lane-control signs.

Lane-use arrows are not necessary on single lane roundabouts. Lane-use arrows can be beneficial on the approaches to any multilane roundabout to assist drivers in selecting the appropriate lane before they enter the roundabout. On a typical two-lane roundabout, where the leftmost entry lane is for left turns and through movements and the rightmost entry lane is for right turns and through movements, approach lane-use arrows are generally not necessary. As roundabouts get more complex, lane-use arrows become increasingly important. Lane-use arrows should be used at roundabout approaches with double left-turn or double right-turn lanes and at other multilane roundabouts where lane-use arrows will improve lane utilization by drivers.

Standard lane-use arrows have been used at roundabouts internationally. In the United States, some concern has been raised by individual states regarding the legal interpretation of standard arrows at the entry to a roundabout with respect to whether it promotes turning left into the circulatory roadway. As described in the MUTCD, there are four different options for the design of lane-use arrows on the approach to roundabouts (shown in Exhibit 7-3). As shown on the left, normal lane-use arrows may be used with or without an oval symbolizing the central island. Alternatively, fishhook arrows, as shown on the right, may be used, with or without an oval symbolizing the central island. In choosing a lane-use arrow design, designers should consider the general practices within a city, region, or state. As a cautionary note, the more complex lane-use arrow designs may more

Exhibit 7-3
Lane-Use Arrow Options for
Roundabout Approaches



ATCH 4

Intersection lane-control signs can be beneficial at multilane roundabouts, especially those with double turn lanes.

7.4.1.6 Intersection Lane-Control Signs

For roundabouts with multiple entry lanes, as for any intersections with multiple entry lanes, drivers benefit from a consistent system of signing and marking telling them which lanes to use for the various left, through, and right movements. This is particularly important if the lane configuration is not consistent with the default rules of the road: left turns allowed only from the leftmost lane, right turns allowed only from the rightmost lane, and through movements allowed from any lane. Intersection lane-control signs may be used on multilane roundabout approaches (R3-5 through R3-8) to complement the lane-use arrows and other pavement markings and provide a consistent message to the traveling public. Advance intersection lane-control signs (R3-8 series) are preferred at roundabouts, although there may be occasions where other lane-control signs may be appropriate.

Intersection lane-control signs are not necessary on single-lane approaches or at a typical two-lane roundabout, where the leftmost entry lane is for left turns and through movements and the rightmost entry lane is for right turns and through movements. At more complex roundabouts, intersection lane-control signs are more important. Intersection lane-control signs should be used at roundabout approaches with double left-turn or double right-turn lanes and at other multilane roundabouts where the signs used in conjunction with lane-use arrows will improve lane utilization by drivers.

The MUTCD includes several options for arrow symbols on intersection lane-control signs, as shown in Exhibit 7-15 and Exhibit 7-16. The fishhook arrows and the circle symbolizing the central island shown in this exhibit have been proposed by some agencies to provide additional clarification to drivers that they must circulate around the central island when traveling along the circulatory roadway.

Lane-control signs should be provided as far in advance of the intersection as practical to allow time for drivers to select the appropriate lane for their maneuver prior to entering the roundabout. Exhibit 7-20 illustrates an example placement

Exhibit 7-15
Intersection Lane-Control
Signing Options for a
Roundabout Approach with
Double Left-Turn Lanes

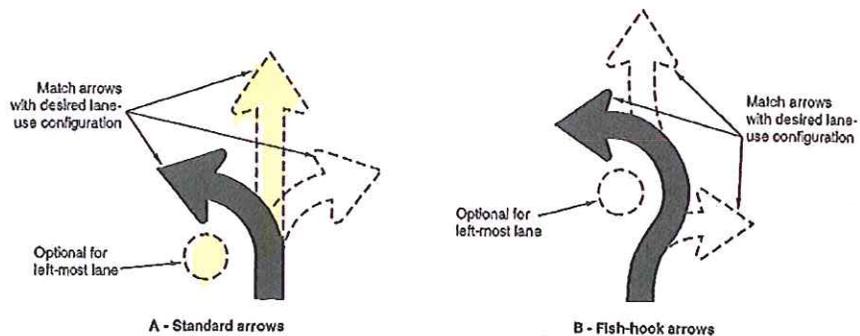


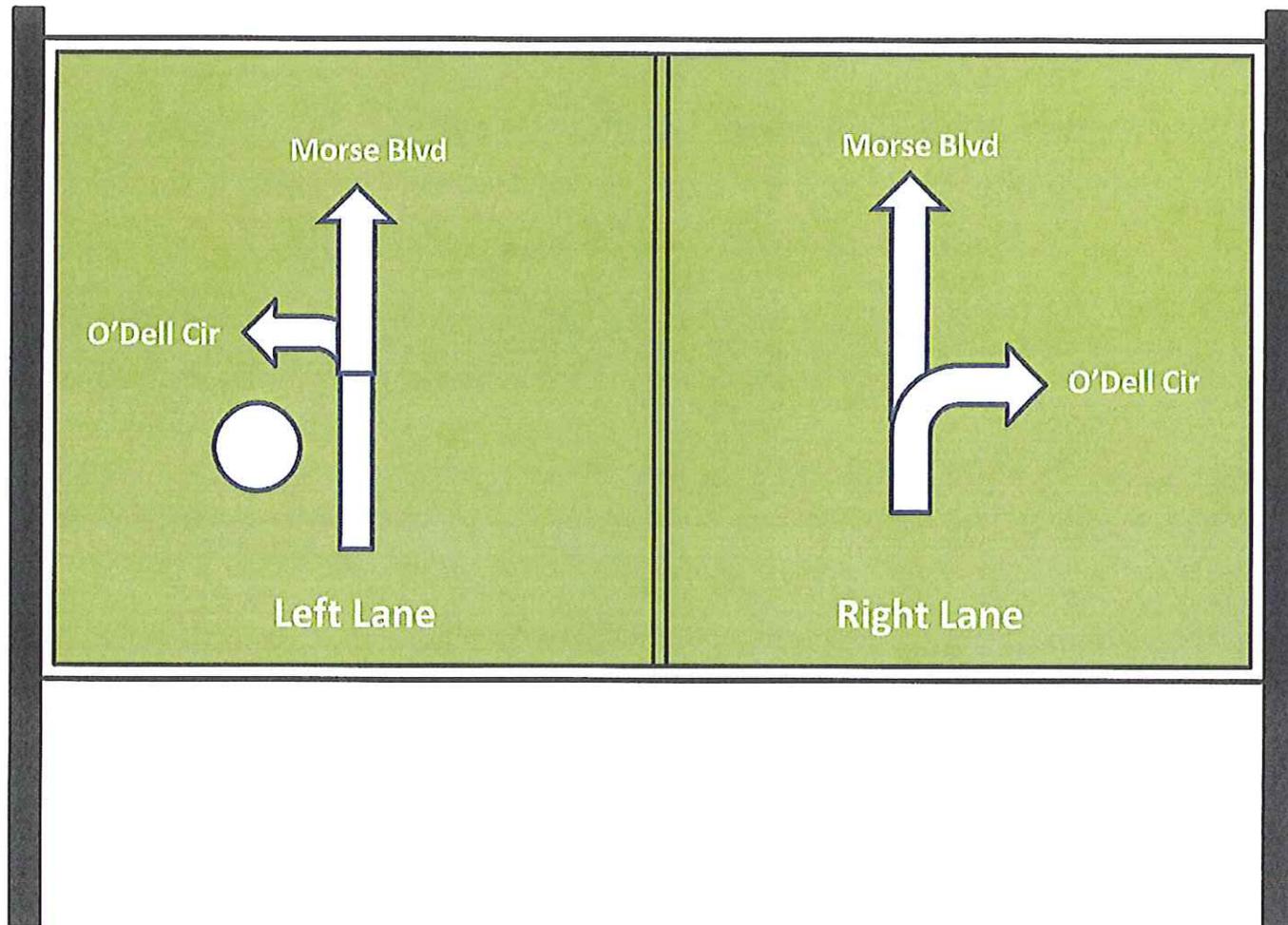
Exhibit 7-16
Intersection Lane-Control
Sign Arrow Options for
Roundabouts





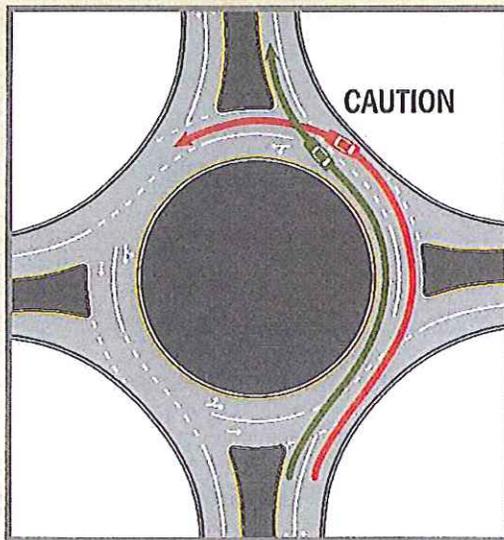
ATCH 5

Roundabout Lane Control Sign



Remember:

To avoid conflict, do not use the right-hand lane to make a left turn through the roundabout.



Approaching Roundabouts

- Reduce your speed and prepare to YIELD to all traffic in the roundabout.
- Guide signs provide guidance for approach street locations, not lane use orientation.

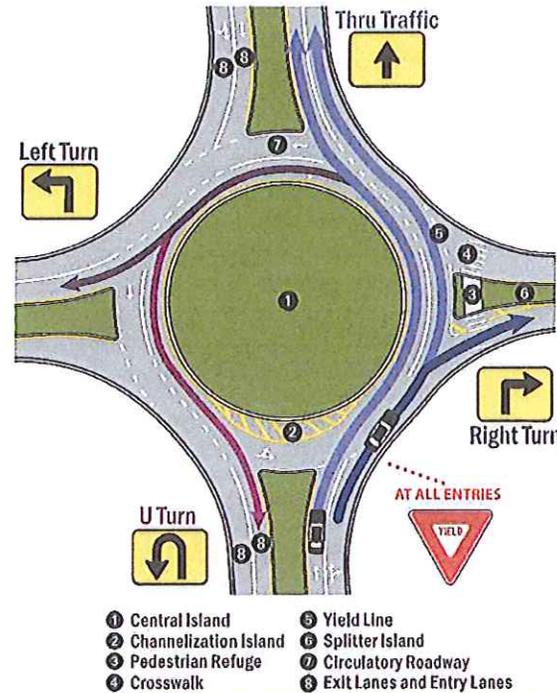
Choose your lane:

Approaching a two lane roundabout, make a lane choice according to the following rules:

- If you intend to exit the roundabout more than halfway around, use the LEFT-HAND lane.
- If you intend to exit the roundabout less than halfway around, use the RIGHT-HAND lane.
- If you intend to continue straight through, use either lane unless signs or markings indicate otherwise.

Navigating Roundabouts

- Move up to the entrance line and wait for a gap in traffic. DO NOT ENTER next to a vehicle in the roundabout, as that vehicle may be exiting at the next exit.
- Within the roundabout, do not stop except to avoid a collision; you have the right-of-way over entering traffic. Keep moving in a counterclockwise direction.
- Do not change lanes in a roundabout.
- A striped channelization island is present in several roundabouts, which reduces the circulatory roadway to one lane approaching a single-lane exit.



- 1 Central Island
- 2 Channelization Island
- 3 Pedestrian Refuge
- 4 Crosswalk
- 5 Yield Line
- 6 Splitter Island
- 7 Circulatory Roadway
- 8 Exit Lanes and Entry Lanes

Best Practices:

- Do not change lanes within the roundabout or as you exit
- Do not overtake other vehicles or bicyclists within the roundabout
- Be aware of other vehicles in the roundabout
- Follow pavement striping and arrows for guidance – exit roundabouts with caution
- YIELD to emergency vehicles before or after the roundabout – DO NOT STOP in the roundabout
- Give oversized vehicles extra room because they may need both lanes to maneuver
- Indicate your exit using your right-turn signal

For additional information, please refer to FHWA's Roundabouts: An Informational Guide at www.fhwa.gov/safety/00068.htm

PRODUCED BY  Kimley-Horn and Associates, Inc.
FOR SUMTER COUNTY PUBLIC WORKS DIVISION
JUNE 2008



A Guide to Navigating Roundabouts in Sumter County, Florida



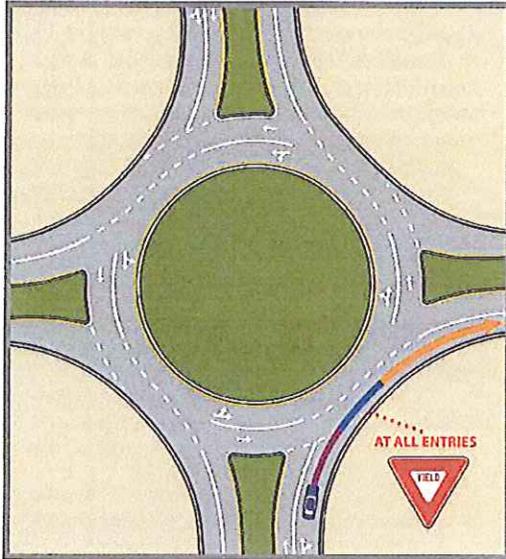
What is a Roundabout?

A roundabout is a circular intersection where vehicles yield at entry to traffic already within the circulatory roadway and all vehicles flow in a counter-clockwise direction around a central island.

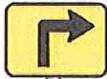
Sumter County
Board of County Commissioners
and Sheriff's Office

ATCH 6

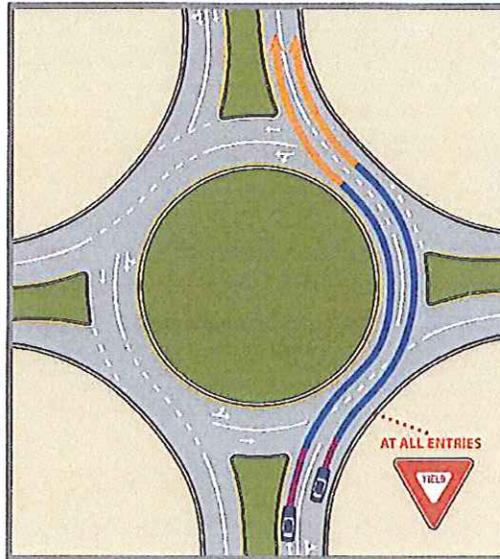
Driving Roundabouts



Turning Right



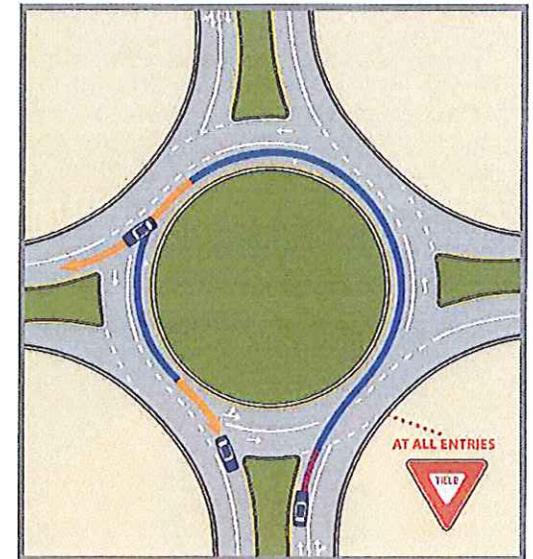
1. **APPROACHING:** Be in the right-hand lane unless otherwise marked on the roadway, and use a right-turn signal.
2. **CIRCULATING:** Keep to the right-hand (outside) lane of the roundabout and continue to use your right-turn signal through your exit. **Do not change lanes.**
3. **EXITING:** Stay in the right-hand lane as you exit the roundabout.



Going Straight Ahead



1. **APPROACHING:** You can be in either lane, unless otherwise marked on roadway or posted.
2. **CIRCULATING:** Stay to the inside of the circulatory roadway if you entered from the left-hand approach lane, or stay to the outside if you entered from the right-hand approach lane. **Do not change lanes.**
3. When you have passed the last exit before the one you want, use your right-turn signal and continue to use it through your exit.
4. **EXITING:** As you exit the roundabout, be aware of vehicles traveling on the outside of the circulatory roadway that may continue to circulate around the roundabout.



Turning Left or Making a U-Turn



1. **APPROACHING:** Be in the left-hand lane unless otherwise marked on the roadway, and use a left-turn signal.
2. **CIRCULATING:** Stay in the left-hand lane of the circulatory roadway until you are ready to exit.
3. When you have passed the last exit before the one you want, use your right-turn signal and continue to use it through your exit. **Do not change lanes.**
4. **EXITING:** As you exit the roundabout, be aware of vehicles traveling on the outside of the circulatory roadway that may continue to circulate around the roundabout.

Roundabout Signs:

Sample Guide Sign:



Provides orientation of approaching streets



Slow down when approaching a roundabout



XING AHEAD

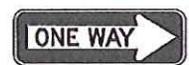
Watch for pedestrians and golf carts



YIELD to traffic already in the roundabout



Stay to the right of the splitter island



Travel in a counterclockwise direction only.



SUMTER FAIR ASSOCIATION, INC.
PO BOX 647
WEBSTER, FL 33597
(352)793-2750 PHONE (352)793-8001 FAX
SUMTERFAIR@AOL
Visit us at sumterfair.net
"Where everyday is a fair day"

October 11, 2011

Bradley Arnold,

Mr. Arnold,

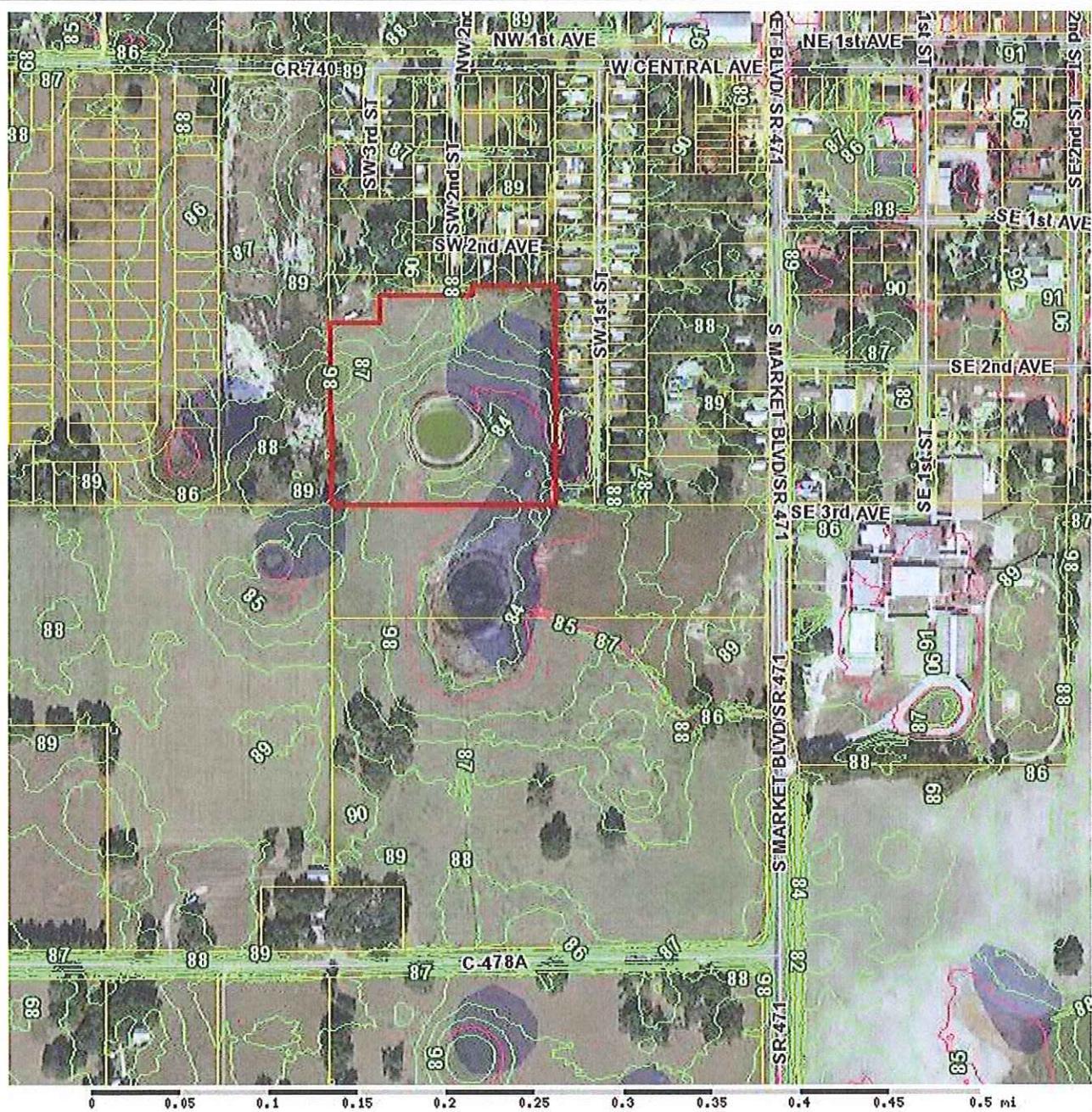
The Sumter Fair Association board met on October 10, 2011 on the agenda was the county installing a pump lift station on the NE corner near the arena signage.

The board voted unanimously to go with the county installing the lift station.

Kenny Ray, asked me to notify you of the this decision.

Best Regards,

**Barbara
Sumter Fair Association, Inc.**



Sumter County BOCC - GIS

BOCC - Bushnell, FL 33513 | 352-793-0200

Parcel ID: S01=131

COUNTY: SUMTER COUNTY

7375 POWELL RD; STE 206 WILDWOOD, FL 34785

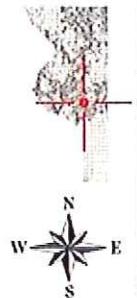
Street: NOT ON FILE

S/T/R: 01/22/22 THE SW 1/4 OF NE 1/4 OF NE 1/4 LESS THAT PORTION PLATTED AS HIGHLAND PARK ACCORDING TO PB 1 PG 68 & LESS THE N 62.56 FT

Sales

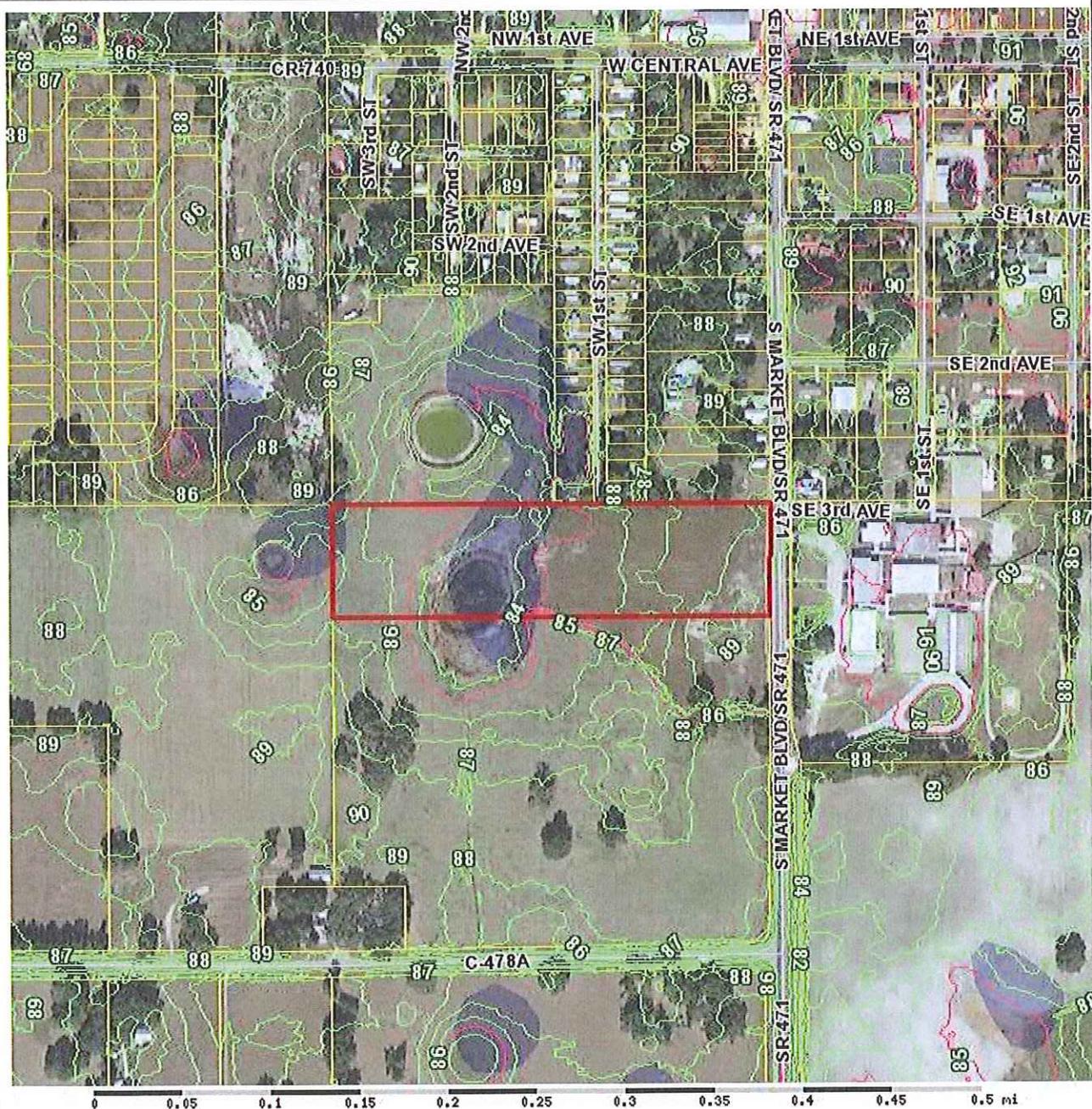
Date	Parcel ID	Status	Value
10/1/2006	1669/149	Vacant	\$600,000.00
4/1/2004	1198/218	Vacant	\$90,000.00

NOTES:



This information was derived from data which was compiled by the Sumter County BOCC - GIS. This information should not be relied upon by anyone as a determination of the ownership of property, legal boundary representation, or market value. The map image is not a survey and shall not be used in any Title Search or any official capacity. No warranties, expressed or implied, are provided for the accuracy of the data herein, it's use, or it's interpretation. This information was last and may not reflect the data currently on file at our office.

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0 0.05 0.1 0.15 0.2 0.25 0.3 0.35 0.4 0.45 0.5 mi

Sumter County BOCC - GIS

BOCC - Bushnell, FL 33513 | 352-793-0200

Parcel ID: S01=013

COUNTY: SUMTER COUNTY

7375 POWELL RD; STE 208 WILDWOOD, FL 34785

Street: 368 S MARKET BLVD

S/T/R: 01/22/22 N 10 ACRES OF SE1/4 OF NE1/4 LESS STATE ROAD R/W

Sales

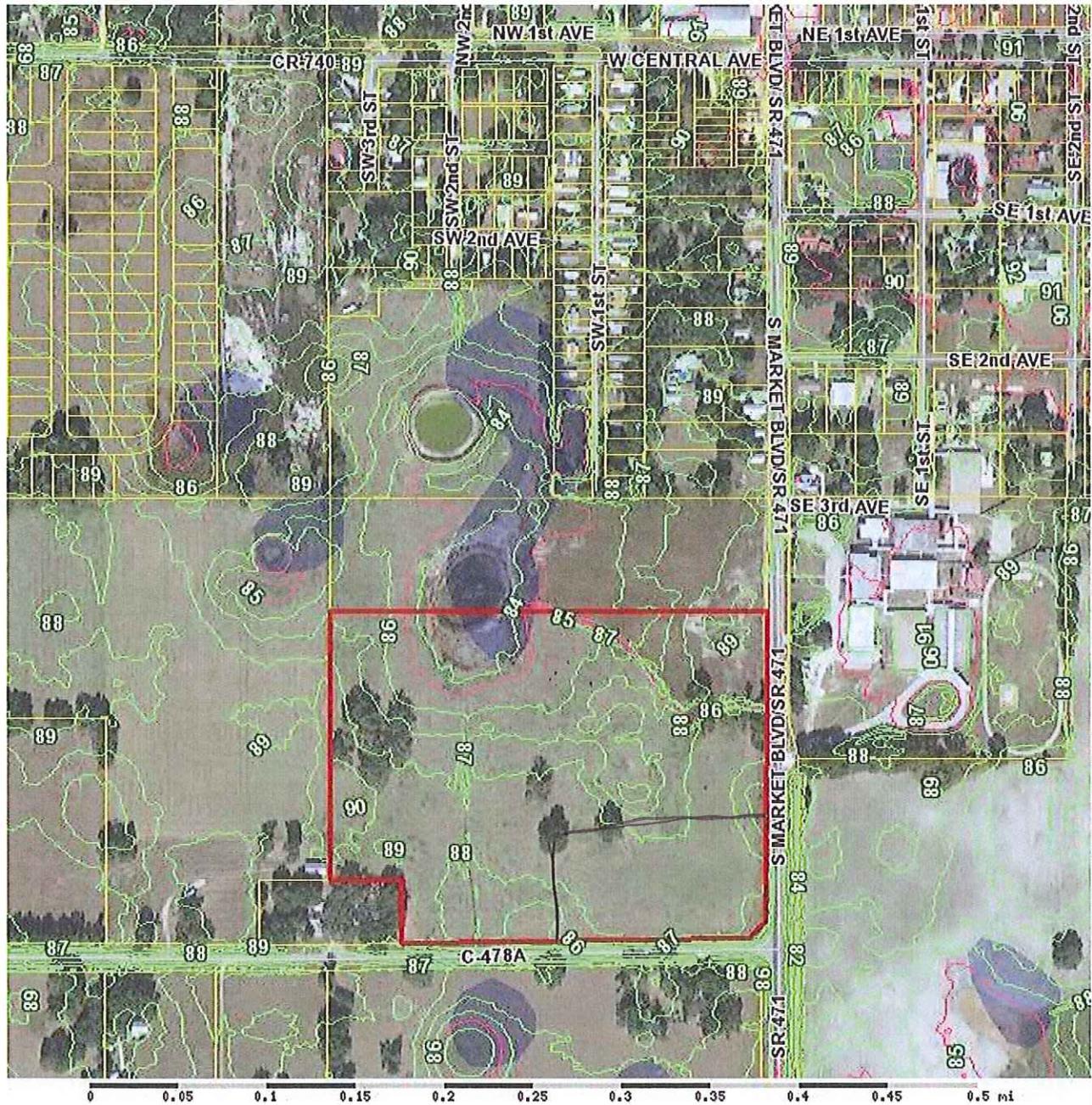
Date	Parcel ID	Condition	Value
10/1/2006	1669/149	Vacant	\$600,000.00
4/1/2004	1198/219	Improved	\$90,000.00

NOTES:



This information was derived from data which was compiled by the Sumter County BOCC - GIS. This information should not be relied upon by anyone as a determination of the ownership of property, legal boundary representation, or market value. The map image is not a survey and shall not be used in any Title Search or any official capacity. No warranties, expressed or implied, are provided for the accuracy of the data herein, its use, or its interpretation. This information was last and may not reflect the data currently on file at our office.

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Sumter County BOCC - GIS

BOCC - Bushnell, FL 33513 | 352-793-0200

Parcel ID: S01=031

SIZEMORE JAMES Y
PO BOX 1426 WEBSTER, FL 33597

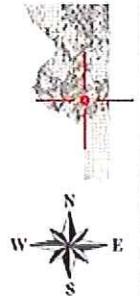
Street: 416 S MARKET BLVD

S/T/R: 01/22/22 S 30 ACRES OF SE1/4 OF NE1/4 LESS STATE ROAD RW & LESS 1 SQ ACRE IN SW COR THE REOF OR 165 PG 329

Sales

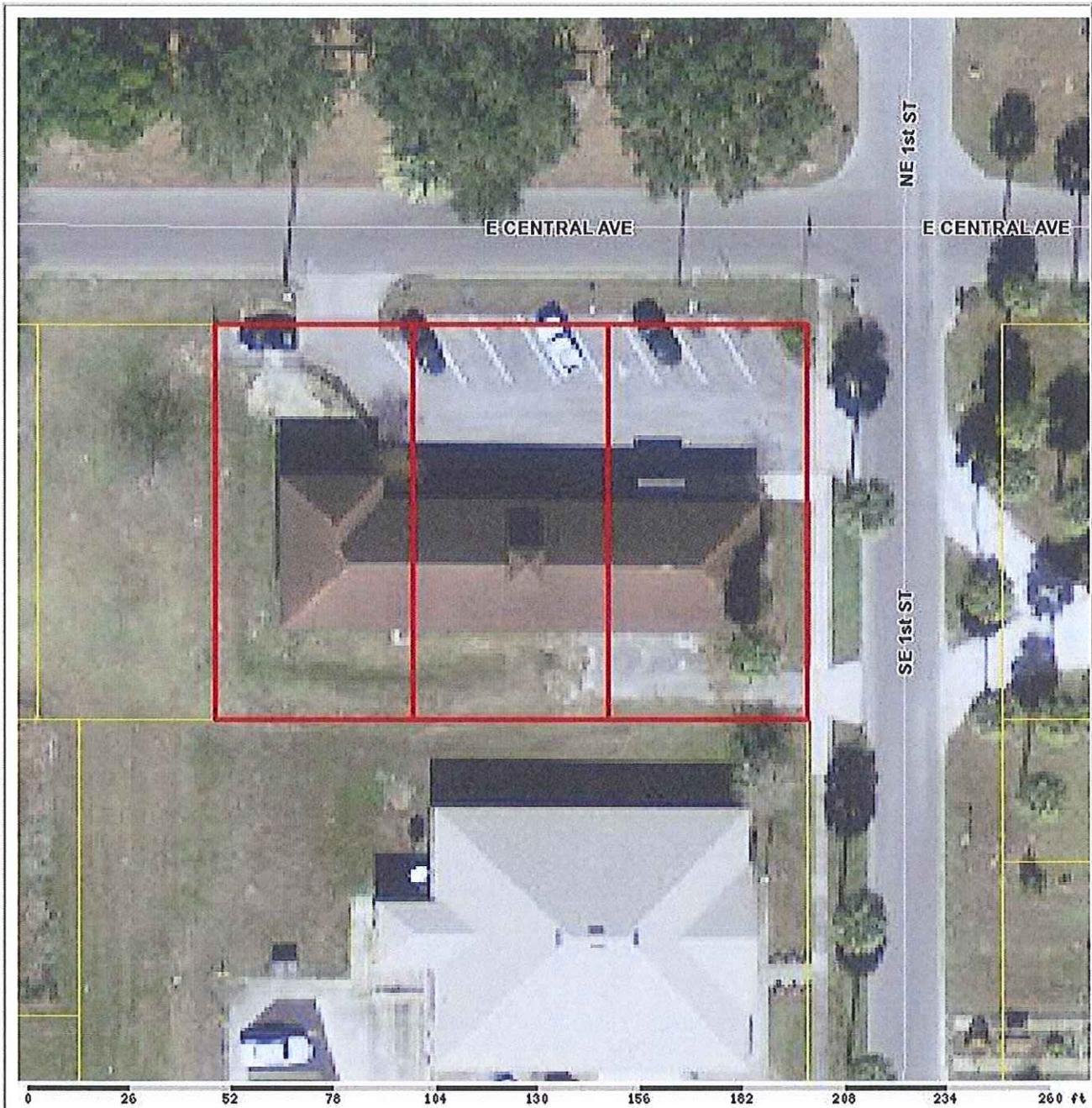
Date	Parcel ID	Condition	Value
8/1/2004	1256/168	Improved	\$250,000.00
1/1/1991	421/283	Improved	\$100.00

NOTES:



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Sumter County BOCC - GIS

BOCC - Bushnell, FL 33513 | 352-793-0200

Parcel ID: T06A084

E C ROWELL PUBLIC LIBRARY CORP
PO BOX 1044 WEBSTER, FL 33597

Street: 85 E CENTRAL AVE

S/T/R: 06/22/23 LOTS 1 2 3 BLK 21 WEBSTER

Sales

Date	Parcel ID	Status	Value
6/1/1990	408/787	Vacant	\$100.00
2/1/1967	82/718	Vacant	\$0.00

NOTES:



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Status of Board Goals for 2011

Board Goals

- COMPLETED - Meet or exceed roll back requirements for valuation growth of properties
- COMPLETED - Support opportunities for privatization
- COMPLETED - Provide funding support for public safety and essential services
- COMPLETED - Provide funding support for quality of life functions meeting a return on investment standard and focuses on the core functions of the BOCC
- COMPLETED - Provide open, transparent, and accountable County finances and operations
- COMPLETED - Provide cost effective benefits for the County employees
- COMPLETED - Take continued steps to mitigate the liabilities of the County
- PROGRESS OBTAINED - Achieve one countywide vision for land use (all but the City of Coleman)

Board Goals

- COMPLETED - Achieve one countywide focus for economic development
- PROGRESS OBTAINED - Provide outstanding customer service
- COMPLETED - Maintain adequate levels of service and efficiency
- PROGRESS OBTAINED - Integrate goals of Board with those of Constitutional Officers
- COMPLETED - Work with municipalities to ensure appropriate services are provided as annexations occur
- COMPLETED - Provide buildings in appropriate spaces to serve the population
- COMPLETED - Set clear policy and direction
- COMPLETED - Provide staff with necessary resources to achieve the board's goals

Board Goals for 2012

Board Goals

- Meet or exceed rolled back requirements for valuation growth of properties
- Support opportunities for privatization
- Provide funding support for public safety and essential services
- Provide funding support for quality of life functions meeting a return on investment standard and focuses on the core functions of the BOCC
- Provide open, transparent, and accountable County finances and operations
- Provide cost effective benefits for the County employees
- Take continued steps to mitigate the liabilities of the County
- Take continued steps to improve stormwater management of the County

Board Goals

- Maintain one countywide vision for land use less Coleman
- Maintain one countywide focus for economic development
- **Maintain one countywide focus for tourist development**
- Provide outstanding customer service
- Maintain adequate levels of service and efficiency
- Integrate goals of Board with those of Constitutional Officers
- Work with municipalities to ensure appropriate services are provided as annexations occur
- Provide buildings in appropriate spaces to serve the population
- Set clear policy and direction
- Provide staff with necessary resources to achieve the board's goals

Status of County Organization and Administrator Goals 2011

County Organizational Goals

- ACCOMPLISHED - Meet the FY 11/12 Budget Calendar Deadlines
- ACCOMPLISHED - Provide benefit analysis annually 1/2011
- ACCOMPLISHED - Provide annual report for 2010 by 4/2011
- Prepare draft GFOA award documentation for FY 11/12 budget in order to have a submission for award for the FY 12/13 budget
- ACCOMPLISHED - Activate the online permitting for over the counter and same day processing of plans that were previously reviewed by 7/2011
- ACCOMPLISHED - Initiate right-of-way acquisition process for C-466A (Powell Road to US 301) (School Board was first)
- IN PROGRESS - Proceed with upgrade to Public Safety Radio System
 - Consultant guidance contract support (Pending receipt of Proposals)

County Organizational Goals

- IN PROGRESS - Complete the construction and renovation of the Wildwood, **Oxford**, West Bushnell, and Coleman Fire Stations by 12/2011 (Oxford FS is recommended for relocation due to the VCCDD contract serving West to the Railroad on C-466)
- ACCOMPLISHED - Complete the remaining ARRA road project (Veteran's Memorial Highway) by 4/2011
- IN PROGRESS – Complete the renovation of the historic courthouse (1st Floor Renovation for the State Attorney's Office, 2nd & 3rd Floor HVAC/Fire Suppression/Alarm improvements, and exterior skin renovation and renovation of the 1988 jail to include a New Courtroom, enclosed walkway, and jail use areas) – Pending receipt of proposals

County Organizational Goals

- ACCOMPLISHED ALL Privatization Initiatives (In order of direction / support by the Board)
 - Ambulance Service (Rural/Metro contract in place and operating)
 - Misdemeanor Probation (Private Probation Service (PPS) contract in place and operating)
 - Risk Management (Reorganization occurred in lieu of successful private proposals)
 - Transit (Ride Right contract in place and operating)
 - Building Inspections for Non-Villages Commercial Inspections (PDCS contract in place and operating)
 - Information Technology (The Villages Technology Services Group and DSM)

County Organizational Goals

County Administrator

- Complete Part 171 Interlocal Service Boundary Agreements with Coleman (if ever re-initiated)
- ACCOMPLISHED - Tighten further Budget Management
 - 5 Year Operational Budget Forecast for General Fund
 - 5 Year Operational Budget Forecast for All Funds
 - Provide a 2035 County Facility Plan
- ACCOMPLISHED - Continue Communication with Board
 - Regular E-mail Updates / Monthly individual meetings
- ACCOMPLISHED - Continue Customer Service and Efficiency Focus
- ACCOMPLISHED - Overall Performance Measure Enhancement for Departments
- ACCOMPLISHED - Manage the asset extraction if LSEMS is no longer the EMS provider (Payment is due before 10/31/11)
- ACCOMPLISHED - Evaluate and Implement Privatization Opportunities

County Organization and Administrator Goals 2012

County Organizational Goals

- Meet the FY 12/13 Budget Calendar Deadlines
- Provide annual employee benefit analysis 1/2012
- Provide annual report for 2011 by 4/2012
- Prepare the GFOA award documentation for FY 12/13 budget
- Complete the right-of-way acquisition for C-466A (Powell Road to US 301) including any eminent domain action if required
- Complete the right-of-way acquisition for C-468 including any eminent domain action if required
- Secure a contract and implementation of the Public Safety Radio System
- Complete the construction of the Downtown Wildwood Fire Station #31 and temporary operation of the Oxford Station #32
- Complete greater than 50% construction of the renovation of the courthouse and the 1988 jail

County Organizational Goals

- Complete the renovation of the Lake Panasoffkee Fire Station #21
- Complete the construction of the citizen drop off/animal control building and property improvement
- Complete the FY 11/12 budgeted pavement management activities
- Complete the rehabilitation and resurfacing of C-466 (from CR 209 to C-475) and C-469 (from C-48 to SR 50)
- Complete the design phase for C-462 (from C-466A to US 301) and C-466 (from US301 to CR 209)
- Complete the master plan of priority development for stormwater management
- Complete the Panacoochee Retreat Stormwater Project

County Organizational Goals

County Administrator

- Complete Part 171 Interlocal Service Boundary Agreements with Coleman (if ever re-initiated)
- Tighten further Budget Management
 - 5 Year Operational Budget Forecast for General Fund
 - 5 Year Operational Budget Forecast for All Funds
 - Enhancing the details and justification of the 2035 County Facility Plan
- Continue Communication with Board
 - Regular E-mail Updates / Monthly individual meetings
- Continue Customer Service and Efficiency Focus
- Overall Performance Measure Enhancement for Departments
- Evaluate and implement privatization opportunities (none contemplated by County staff at this time)
- Drive all County-maintained roads by the end of FY 11/12
- Gain contract approval for public/private development of the Lake Panasoffkee Spoil Site

COUNTY ADMINISTRATOR Evaluation Checklist

This form may be used by each member of the Board of County Commissioners to evaluate the County Administrator's performance in fulfilling each role he plays in the County's government. The County Administrator is rated 1 through 5, with the following scale:

- | | | |
|---|---|------------------------------------|
| 1 | = | Substantially Below Expectations |
| 2 | = | Below Expectations |
| 3 | = | Meets Expectations |
| 4 | = | Exceeds Expectations |
| 5 | = | Substantially Exceeds Expectations |

Each member of the Board should sign the form and forward it to the Board Chairman, who will be responsible for compiling the comments. The forms and accompanying summary should then be presented to the County Administrator for his permanent file.

1. **Personal**

- _____ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- _____ Composure, appearance, and attitude fitting for an individual in his executive position.

2. **Professional Skills and Status**

- _____ Knowledgeable of current developments affecting the management field.
- _____ Respected in management position.
- _____ Has a capacity for innovation.
- _____ Anticipates problems and develops effective approaches for solving them.
- _____ Willing to try new ideas proposed by the Board or staff.

3. **Relations with the Board of County Commissioners**

- _____ Carries out directives of the Board as a whole rather than those of any one Board member.
- _____ Assists the Board in resolving problems at the administrative level to avoid unnecessary Board action.
- _____ Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.
- _____ Responds to requests for information or assistance by the Board.
- _____ Informs the Board of administrative developments.
- _____ Receptive to constructive criticism and advice.

4. **Policy Execution**

- _____ Implements Board action in accordance with the intent of the Board.
- _____ Supports the actions of the Board after a decision has been reached.
- _____ Enforces Board policies.
- _____ Understands county laws and ordinances.
- _____ Reviews enforcement procedures periodically to improve effectiveness.
- _____ Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.

5. **Reporting**

- _____ Provides the Board with reports concerning matters of importance to the county.
- _____ Reports are accurate and comprehensive.
- _____ Reports are generally produced through own initiative rather than when requested by the Board.
- _____ Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.

6. **Citizen Relations**

- _____ Accommodates complaints from citizens.
- _____ Dedicated to the community and to its citizens.
- _____ Skillful with the news media – avoiding political positions and partisanship.
- _____ Has the capacity to listen to others and to recognize their interests. Works well with others.
- _____ Willing to meet with members of the community and discuss their real concerns.
- _____ Cooperates with neighboring communities.
- _____ Cooperates with the city, state and federal governments.
- _____ Cooperates with the elected Constitutional Officers.

7. **Staffing**

- _____ Recruits and retains competent personnel for County positions.
- _____ Aware of weak or inefficient personnel and works to improve their performance.
- _____ Accurately informed and concerned about employee insurance, fringe benefits, promotions, and pensions.
- _____ Impartially administers the merit system.

8. **Supervision**

- _____ Encourages department heads to make decisions within their own jurisdictions without County Administrator approval, yet maintains general control of administrative operations.
- _____ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- _____ Has developed a friendly and informal relationship with the work force as a whole, yet maintains the dignity of the County Administrator's office.
- _____ Evaluates personnel periodically and points out staff weaknesses and strengths.

9. Fiscal Management

- _____ Prepares a balanced budget to provide services at a level intended by the Board.
- _____ Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively.
- _____ Prepared budget is in an intelligible format.
- _____ Reports the County's financial position on a regular basis.

10. What have been the finest accomplishments of the County Administrator this past year?

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the County Administrator to improve these areas?

Signature

Date

Signature

Date