

May 10, 2024

Levy County Board of County Commissioners
Community Planning
Technical Assistance Grant

Assistance for Implementation of Growth Management Efforts

Fiscal Year 2024-2025





LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
Government Serving Citizens

COMMISSIONERS

Matt Brooks
John Meeks, Vice Chair
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May 7, 2024

Submitted via email (with attached Resolution Number 2024-19 and Scope of Work) to:
CPTAgrants@Commerce.fl.gov

James D. Stansbury, Chief
Bureau of Community Planning and Growth
Division of Community Development
FloridaCommerce
107 East Madison Street, MSC 160
Tallahassee, FL 32399-4120

Dear Mr. Stansbury,

The Levy County Board of County Commissioners is pleased to submit this request for a Capital Planning Technical Assistance (CPTA) Grant for the 2024-2025 solicitation cycle. The Board has authorized this submittal and all necessary related action by adoption of Resolution Number 2024-19, which is attached. We have reviewed the CPTA Grant requirements and obligations and are prepared to meet the same if a Grant is awarded.

Levy County is seeking CPTA Grant funding to engage a qualified and experienced Planning Consultant to prepare Data and Analysis that is relevant and appropriate to support the County's Comprehensive Planning efforts for both the 10-year and 20-year planning periods (the "Product") as required by Chapter Law 2023-31, which took effect on July 1, 2023 (the "Project".) The Project is described in more detail in the attached Scope of Work. This Project would enable the County to comprehensively update its existing Data and Analysis in order to satisfy both current Evaluation and Appraisal Requirements (the County has received a Notice of Intent to find its EAR "Not In Compliance" due to deficiencies in Data and Analysis) and the 2026 re-write of the Levy County Comprehensive Plan that is commencing next month.

The County recognizes that improved local data and analysis will provide the foundation for making long-term planning decisions that are meaningful and supportive of the orderly and balanced future economic, social, physical, environmental, and fiscal development of Levy County and reflective of the community commitment to implement a new Comprehensive Plan through 2045. While County staff is prepared to use public engagement, surveys, and direction from the Board of County Commissioners in developing, revising, and enhancing the Levy County Comprehensive Plan Goals, Objectives, and Policies; a robust update of the Data and Analysis to support the Goals, Objectives, and Policies is beyond the capacity of County staff. This Grant funding would allow County staff to focus on the Goals, Objectives, and Policies, with confidence that they are based on and supported by relevant and appropriate Data and Analysis.



This enhanced Data and Analysis will satisfy the new 10-year and 20-year planning timeframes for both our EAR Ordinance Number 2023-10 (allowing us to achieve Compliance) and our newly rewritten Comprehensive Plan.

If awarded the Grant funding, the Levy County Planning & Zoning Department will also be able to use this Data and Analysis to develop essential and enhanced baseline GIS data for countywide use. The information will be used to guide comprehensive planning, community risk reduction, emergency management and response, disaster recovery, community resiliency, housing, and economic development activities. Additionally, this will provide an informational platform for the public to review data, statistics, and community outreach, which improves transparency and public confidence in government.

After speaking with the Planning Consultants that the County has retained under Continuing Contract, County staff estimates a Project Budget of \$100,000 (the "Budget".) The Budget will be expended exclusively to engage a qualified and experienced Planning Consultant to complete the Project. Levy County requests CPTA grant funding in the amount of \$75,000 and is prepared to supplement the Project Budget as needed with County funds.

The County Contact Person for this Project is:

Stacey Hectus, Planning & Zoning Director
320 Mongo Street
Bronson, Florida 32621
(352) 486-5203
levybocc@levycounty.org and hectus-stacey@levycounty.org

Through this CPTA Grant opportunity, Levy County is confident we can meet our Evaluation and Appraisal Report requirements, while simultaneously creating a Product that serves as the foundation for the imminent re-write of our Comprehensive Plan through a Planning Period of 2045. We are prepared to meet FloridaCommerce's requirements, deadlines, and expectations. To that end, we appreciate your consideration of this important Project for Levy County. If you have any questions regarding our submittal, please feel free to contact Ms. Hectus directly.

Respectfully Submitted,

Desiree Mills, Chair of the Board of County Commissioners



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CPTA PROPOSED SCOPE OF WORK

County staff is awaiting a meeting with FloridaCommerce staff to discuss EAR compliance. This scope of work will be updated to reflect any shorter-term deliverables that will facilitate EAR compliance.

DELIVERABLE 1:

Prepare a scope of work to engage with a consultant (already in the county's continuing services contractor list), pursuant to grant stipulations, to prepare a timeline and parameters of completely updating the county's entire Data and Analysis section of our new Levy County Comprehensive Plan 2025-2035-2045.

Deliverable Items May Include:

1. Detailed timeline and schedule to assist staff in the implementation of the grant for the end gain of a completely updated Data and Analysis (including maps, charts, and diagrams) for the new, rewritten Levy County Comprehensive Plan 2025-2035-2045.
 - a. Meet with staff to get a coordinated plan for the Goals, Objectives, and Policy portion as it relates to the Data and Analysis.
 - b. Staff will provide the consultant with a Comprehensive Plan template to insert the Data and Analysis.

Deliverable Due Date: September 30, 2024

Cost: Not to exceed \$10,000

DELIVERABLE 2:

Prepare Data and Analysis including the maps, charts, and graphs, and refine as necessary based on findings during research and data gathering. This will necessitate some collaboration with county staff.

Deliverable Items May Include:

1. Collect/review, and develop population estimates and projections for the appropriate 10-year and 20year timeframes required by 163.3177(5)(a) and demographic information based on the Bureau of Economic and Business Research (BEBR) per state statute.
 - a. Prepare charts, graphs, and tables to be inserted, per each element, into the Final Data and Analysis Document. Meeting all requirements of 163.3177 Florida Statutes.
2. Collect/review, and develop essential baseline geographic data to be used as the GIS Geodatabase, including:
 - b. Existing land use/zoning information summarized as overlays/polygon features or at parcel level, if available.
 - c. Future land use information summarized as overlays/polygon features or at parcel level, if available.
 - d. Parcel data/existing sidewalk, bike trails, recreational areas (field verification/collection will not be performed).
 - e. Environmental features (wetlands and other environmentally sensitive areas, springs protection areas, contamination sites, tree inventories, habitats, etc.)



f. Provide all new map series(s) per statute for each element of the comprehensive plan.

Deliverable Due Date: February 1, 2025

Project Documentation: Draft Word and PDF documents, maps, GIS data, and shapefiles.

Cost: Not to exceed \$40,000

DELIVERABLE 3:

Final delivery and joint presentation to both the Planning Commission and the Board of County Commissioners of the updated Data and Analysis while staff presents the Goals, Objectives, and Policies for the 2025-2035-2045 Levy County Comprehensive Plan.

Deliverable Due Date: April 1, 2025

Project Documentation: Final Word and PDF documents, maps, GIS data, and shapefiles.

Cost: Not to exceed \$25,000

BUDGET

Budget Outline with Expenditures by Category:

ITEM	AMOUNT
Prepare a scope of work to engage with a consultant (already in the county's continuing services contractor list), pursuant to grant stipulations, to prepare a timeline and parameters of completely updating the county's entire Data and Analysis section of our new Levy County Comprehensive Plan 2025-2035-2045	\$10,000
Prepare Data and Analysis including the maps, charts, and graphs, and refine as necessary based on findings during research and data gathering. This will necessitate some collaboration with county staff.	\$40,000
Final delivery and joint presentation to both the Planning Commission and the Board of County Commissioners of the updated Data and Analysis while staff presents the Goals, Objectives, and Policies for the 2025-2035-2045 Levy County Comprehensive Plan.	\$25,000
TOTAL AMOUNT NOT TO EXCEED	\$75,000



RESOLUTION 2024-19
(On Following Page)

