

**City of Milton  
Comprehensive Plan  
Volume 1**

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**SECTION III  
MONITORING AND EVALUATION PROCEDURES**

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**I. MONITORING AND EVALUATION**

Section 163.3191, F.S. clearly points out that planning must be a continuous and ongoing process. It requires that local planning agencies prepare an evaluation and appraisal of their comprehensive plan at least once every five years after the adoption of the plan. This is required to help ensure that plans are not shelved and forgotten. Evaluation is actually an implementation tool since it often provides information needed for more effective plan implementation. Choosing appropriate plan improvement measures or indicators is a critical step in any monitoring or evaluation process. The primary objective is to measure how effectively the community is meeting its goals and objectives as stated in the plan.

The Monitoring and Evaluation Procedures are established in Chapter 9J-5.005, F.A.C., which require that this section address:

- (a) Citizen Participation in the process;
- (b) Updating appropriate baseline data and measurable objectives to be accomplished in the first five-year period of the plan, and for the long-term period;
- (c) Accomplishments in the first five-year period; describing the degree to which the goals, objectives and policies have been successfully reached;
- (d) Obstacles or problems which resulted in underachievement of goals, objectives, and policies; and
- (e) New and modified goals, objectives or policies needed to correct discovered problems.

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**II. CITIZEN PARTICIPATION**

As recommended by the West Florida Regional Planning Council, the following procedures shall govern citizen participation in monitoring and evaluation:

- 2) Public access to documents – The Comprehensive Plan, and all supporting documents, shall be accessible to the public during regular business hours at the Milton City Hall;
- 3) Public Workshops – The City shall hold periodic workshops to review the progress on implementation of the Comprehensive Plan and to receive citizen input.

**III. UPDATING BASELINE DATA**

Appropriate baseline data shall be updated and monitored by the City. This information shall be collected from the annual reports of the individual departments, published data made available from State agencies, and data from the West Florida Regional Planning Council.

**IV. FIVE-YEAR ACCOMPLISHMENTS**

In order to effectively monitor the implementation of the Comprehensive Plan, the Plan will be reviewed on an annual basis to ensure that plan objectives are being met, resources made available, and service levels consistent with those established in the Comprehensive Plan.

The City will assign one department with the overall responsibility of ensuring that each department is monitoring the progress of the plan. For example, the City Manager should report on the status of completion of each project identified in the

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Capital Improvements Element, including their effects on service levels and the budget and whether or not it was consistent with the goals, objectives and policies of the plan. The report should be submitted to the City Council on an annual basis and incorporated into the five-year Evaluation and Appraisal Report.

Each department will be responsible for submitting an annual report to the City Manager. The report will (1) outline the activities of the department during the past year; (2) establish a work program for the upcoming year based on the budgetary allocation for the department; (3) report on the Comprehensive Plan, including any past years' activities to implementing the Comprehensive Plan; relationship of the work program to the implementation of measurable objectives in the Comprehensive Plan; and, identifying constraints, problems, or opportunities in implementation of the Comprehensive Plan.

The Five-Year Capital Improvements Program is to be updated annually and incorporated into the Capital Improvements Element of the Comprehensive Plan. The annual update will provide a mechanism for monitoring and evaluation of the Comprehensive Plan.