

BUDGET WORKSHOP

Fiscal Year 2008

Lake County

Board of County Commissioners

August 14, 2007



Lake County Board of County Commissioners
Budget Workshop Agenda
August 14, 2007

Welcome

Chairman Welton Cadwell

Tab 1 Sheriff-Funding Adjustments

Tab 2 Environmental Services

Tab 3 Other Funding Adjustments

Tab 4 Commerce Park Status Report

Tab 5 800 MHZ Radio System Funding Discussion

Tab 6 Update and Cost Consideration of the Joint use
Library with LSCC

Tab 7 City of Tavares Interlocal Agreements and Deed to City of Tavares
For vacated portion of Sinclair Avenue, South of Ruby Street

Tab 8 Discussion of Signature of Authority

Other

Adjourn

Sheriff

	2008 Proposed	2008 Revised Request
General Fund		
Transfers to Sheriff for Operations	\$ 54,468,505	\$ 54,668,960
Transfers to Sheriff for Contracted Law Enforcement	3,231,637	3,231,637
Vehicles	650,000	613,815
Sales Tax Allocation for Vehicles	600,000	600,000
Total Cash Available	\$ 58,950,142	\$ 59,114,412

Current budgeted shortfall \$ 164,270

Recommendation:

Fund shortfall from Reserves

COUNTY OPERATION OF THE RECYCLING FACILITY

Recommendation

Staff requests direction related to bringing the Recycling Program in-house.

Background

Prior to October 1, 2002, Lake County operated the County's Recycling Facility. This operation required the receipt of the recyclables delivered to the Recycling Facility and the preparation of the received recyclables for delivery to the recycling markets. The County received revenues for the recyclables delivered to the markets.

Then, in 2002, following a competitive procurement process, the County entered into a five (5) year agreement with SP Recycling to provide the recycling processing services. SP Recycling utilized the County site and equipment to provide the services. The County received revenues for the recyclables delivered to and processed by SP Recycling. As part of an informal relationship with the Lake County municipalities, the County shares revenue with the municipalities for the recyclables delivered by the municipalities.

This contract with SP Recycling expires on September 30, 2007. Based on a requirement that the County provide a 180 day notice if the County chooses not to extend the contract beyond the expiration date, the DES has provided the expiration notice to SP Recycling.

At this time, for a number of reasons, including those presented below, the DES believes that it is in the best interest of the County to again assume responsibility for processing and marketing the recyclables received to the Solid Waste Management System.

1. All revenues would remain with Lake County. The net revenues would be higher than the net revenues currently received by the County.
2. The Solid Waste Programs Division includes the professional workforce necessary to manage the Recycling Facility.
3. Lake County would have environmental and economic control over the sale and disposition of the recyclables.
4. To accomplish its sorting activities, Lake County would employ the services of physically and mentally challenged individuals in partnership with Sunrise ARC or, perhaps, individuals within the Lake County criminal justice system. This would provide the recycling operation with some community social service content.
5. Lake County would be in a position to re-start some initiatives that have been suspended since 2002, including telephone book recycling and other programs with Lake County schools and other businesses and institutions.

6. Through enhanced recycling efforts, Lake County would have the opportunity to increase the recycling tonnages over and above that which has been experienced over the past several years.
7. The County would be in the most favorable position to coordinate the Recycling Facility services with the potential changes in the residential curbside collection services that result after the current curbside collection services expire on September 30, 2007.

As part of its renewed operation of the Recycling Facility, the DES would modify the processing methodology currently utilized by the SP Recycling. This is the most important element of the County operation because it will allow the County to sort and separately market the individual components of the mixed recyclables (HDPE, aluminum and steel cans, glass, PET containers). This would require the installation of additional sorting and baling equipment. In addition to this equipment, the DES would also require additional employees to operate the Facility.

The new employees would include three (3) equipment operators and up to seven (7) sorters. The DES recommends that the equipment operators be full-time positions and that the equipment operators would operate the equipment necessary to perform the processing.

The sorters would provide the manual labor required to separate the mixed recyclables to achieve the maximum pricing potential for the recyclables. It is anticipated that the sorting employees would be physically and mentally challenged individuals in partnership with Sunrise ARC or, perhaps, individuals within the Lake County criminal justice system.

In addition, it will be necessary to staff a single sales associate position that will be responsible for seeking out the best possible markets for the processed recyclables.

Attached are the projected revenues and expenditures under the County operation of the Recycling Facility. It presents projected revenues of \$1,607,470 and total expenses of \$1,029,071 resulting in net revenues of \$578,399. Total expenses include \$156,000 for upfront capital costs and \$30,000 in building repairs that will be purchased and/or completed during the first year of operation. Therefore, net revenues in subsequent years are projected to be approximately \$750,000. This compares favorably with the \$350,000 net revenues projected to be received from the current contract for FY 2007. The major component of the expenses for the both the County operation and the SP Recycling operation is the revenue share with the municipalities that deliver recyclables to the County.

However, due to the time required for the start-up of the operation, it is anticipated that the first year revenue will be reduced by approximately \$140,000 or \$35,000 per month until full operation is achieved. The revenues also do not reflect the increase in the volume of recyclables that the DES projects will be generated when additional programs and processes are introduced.

In order to proceed with a smooth transition to the County operation of the Recycling Facility, it will be necessary for the DES to hire the two (2) equipment operators and the sales associate prior to October 1, 2007. In addition, the sooner that the DES can purchase and receive the new

equipment, the sooner that the DES can achieve the maximum sorting goals and, therefore, the maximum potential revenues.

This recommendation has been presented to the Solid Waste Advisory Committee and the Committee has concurred with the recommendation.

Recycling Facility



<i>Landfill Enterprise Fund</i>	
	2008* Requested
REVENUES:	
<u>Marketable Recyclables</u>	
Recycling Revenue (sale of marketable recyclables)	\$ 1,607,470
TOTAL REVENUES	\$ 1,607,470
EXPENDITURES:	
Personal Services [Salaries and Benefits for four county employees (Three Equipment Operators and a Sales Associate)]	\$ 172,191
Operating Expenses	\$ 700,880
Capital Outlay	\$ 156,000
TOTAL EXPENDITURES	\$ 1,029,071
NET INCOME/(LOSS)	\$ 578,399

* Pending Board direction and/or approval



Funding Adjustments

General Fund			
	2008 Proposed	2008 Adjustments	2008 Modified
REVENUES:			
<u>Public Safety</u>			
Adjust Hazardous Analysis Grant award to actual	\$ 11,738	\$ 519	\$ 12,257
Include Animal Services Grant award (applied for in July 2007) in FY 2008 budget	\$ -	\$ 7,500	\$ 7,500
<u>Transfer to Sheriff</u>			
Include Justice Assistance Grant (applied for in July 2007) in FY 2008 budget	\$ -	\$ 79,656	\$ 79,656
<u>Department of Public Works</u>			
Parks and Trails - Wildlife Cooperative Extension Agreement for Phase II of the Scrub Habitat Restoration by the PEAR Association. (Approved by BCC on 07/10/07) - Grant funded	\$ -	\$ 16,827	\$ 16,827
TOTAL REVENUE ADJUSTMENTS	\$ 11,738	\$ 104,502	\$ 116,240
EXPENDITURES:			
<u>Department of Growth Management</u>			
Transfer of Geographic Information Systems (GIS) from Department of Growth Management to Office of Information Technology	\$ 1,625,589	\$ (1,625,589)	\$ -
<u>Office of Information Technology</u>			
Reductions primarily due to laptops for Medical Examiner's Office removed from Baseline budget and data cards for Judicial Center being paid for with Article V funds	\$ 193,138	\$ (2,490)	\$ 190,648
Transfer of Geographic Information Systems (GIS) from Department of Growth Management to Office of Information Technology	\$ -	\$ 1,625,589	\$ 1,625,589
<u>Department of Public Safety</u>			
Adjust Emergency Management Trust Fund grant expenditures to actual grant revenue	\$ 132,815	\$ 362	\$ 133,177
Adjust Hazardous Analysis Grant actual award	\$ 11,738	\$ 519	\$ 12,257
Include Animal Services Grant award (applied for in July 2007) in FY 2008 budget	\$ -	\$ 7,500	\$ 7,500
<u>Department of Environmental Services</u>			
Request for Environmental Specialist position was withdrawn	\$ 307,120	\$ (64,245)	\$ 242,875
<u>Department of Public Works</u>			
Transfers - Fleet Purchase of hydraulic crane for utility truck (Facilities)	\$ -	\$ 15,000	\$ 15,000
Parks and Trails - Wildlife Cooperative Extension Agreement for Phase II of the Scrub Habitat Restoration by the PEAR Association. (Approved by BCC on 07/10/07) - Grant funded	\$ -	\$ 16,827	\$ 16,827
<u>Clerk of Courts and Law Library</u>			
Increase expenditures to cover the cost of leasing and operating space for the Clerk of Courts and Law Library.	\$ 430,807	\$ 159,300	\$ 553,996



Funding Adjustments

General Fund			
	2008 Proposed	2008 Adjustments	2008 Modified
EXPENDITURES (continued):			
<u>Transfer to Sheriff</u>			
Include Justice Assistance Grant (applied for in July 2007) in FY 2008 budget	\$ -	\$ 79,656	\$ 79,656
TOTAL EXPENDITURE ADJUSTMENTS	\$ 2,701,207	\$ 212,429	\$ 2,877,525
NET ADJUSTMENTS (Revenues less Expenditures)		\$ (107,927)	

* Staff recommends making adjustments in the amount of \$107,927 to General Fund Reserves.

Comparison of Proposed Environmental Positions FY 2007/08

1. Environmental Technician - Growth Management / Public Lands

Position will assist Public Lands Manager with land management, environmental issues and administration associated with the Public Lands Program. The position will perform field investigations for properties proposed for acquisition. Following the acquisition of property, this position will assist in preparing the management plans for properties including restoration plans and public involvement regarding use of the property. The position will also perform tasks related to the management of properties including monitoring and restoration.

2. Environmental Specialist - Growth Management / Planning and Community Design

This position will create the capability within the Planning Division to perform environmental reviews and to initiate a proposed new program involving a Countywide focus on tree protection, preservation and education. Currently, review of environmental issues as part of the development review process for site plans, subdivisions, and rezoning, is performed in the Environmental Services Department. This function would be transferred to the Planning and Community Design Division. These review functions will include issues related wildlife protection, endangered and threatened species and wetlands protections and will require staff with a scientific and environmental background. The new program for tree protection, based upon proposed changes to the Land Development Regulations, would provide better protection for existing trees and native vegetation during the development review process, as well as initiate activities such as proactive community arbor information and education, implementation of a street tree/streetscape program.

3. Environmental Specialist – Environmental Services / Environmental Compliance and Enforcement

Request for this position was withdrawn. Workload will be handled by current staff once the environmental review function is transferred to the Department of Growth Management as referenced above.

Funding Adjustments



<i>Library Impact Fee Trust Fund</i>			
	2008 Proposed	2008 Adjustments	2008 Modified
EXPENDITURES:			
<u>Library Impact Fees</u>			
Carryforward of Cagan Crossing Library building project. This project award was approved by the BCC in 2007; some funds will not be spent until FY 2008.	\$ -	\$ 200,000	\$ 200,000
Carryforward of Montverde and Umatilla 2007 Impact Fee awards. These awards were previously approved by the BCC in 2007; awards will not be made until FY 2008.	\$ 431,150	\$ 4,473	\$ 435,623
TOTAL EXPENDITURE ADJUSTMENTS	\$ 431,150	\$ 204,473	\$ 635,623

* Staff recommends making adjustments in the amount of \$204,473 to Reserves.



Funding Adjustments

Stormwater, Parks, and Roads MSTU Fund			
	2008 Proposed	2008 Adjustments	2008 Modified
EXPENDITURES:			
<u>Parks Services</u>			
Contribution to National Training Center for labor, equipment, and field maintenance	\$ -	\$ 50,000	\$ 50,000
TOTAL EXPENDITURE ADJUSTMENTS	\$ -	\$ 50,000	\$ 50,000

* Staff recommends making adjustments in the amount of \$50,000 to Reserves.



Funding Adjustments

Affordable Housing Assistance Trust Fund			
	2008 Proposed	2008 Adjustments	2008 Modified
EXPENDITURES:			
<u>Disaster Assistance</u>			
Carryforward of Tornado Disaster Assistance Grant funds received in July 2007; funds will not be spent until FY 2008.	\$ -	\$ 4,750,013	\$ 4,750,013
<u>Disaster Administration</u>			
Carryforward of Tornado Disaster Assistance Grant funds received in July 2007; funds will not be spent until FY 2008.	\$ -	\$ 249,987	\$ 249,987
TOTAL EXPENDITURE ADJUSTMENTS	\$ -	\$ 5,000,000	\$ 5,000,000

* Staff recommends making adjustments in the amount of \$5,000,000 to Beginning Fund Balance.

Funding Adjustments



County Library System Fund			
	2008 Proposed	2008 Adjustments	2008 Modified
REVENUES:			
<u>Citrus Ridge Library</u>			
Adjust for Library Construction Grant award received in July 2007; a portion of the grant will not be received until FY 2008.	\$ -	\$ 200,000	\$ 200,000
TOTAL REVENUE ADJUSTMENTS	\$ -	\$ 200,000	\$ 200,000
EXPENDITURES:			
<u>Citrus Ridge Library</u>			
Adjust for Library Construction Grant award received in July 2007; a portion of the grant will not be received until FY 2008.	\$ -	\$ 200,000	\$ 200,000
TOTAL EXPENDITURE ADJUSTMENTS	\$ -	\$ 200,000	\$ 200,000

Funding Adjustments



Fleet Maintenance Fund			
	2008 Proposed	2008 Adjustments	2008 Modified
REVENUES:			
<u>Fleet Maintenance</u>			
Transfer from Other Funds - to comply with accounting requirements the budget for approved vehicles will remain in the fund purchasing the vehicle and will not be consolidated in the Fleet Maintenance Fund.	\$ 676,620	\$ (676,620)	\$ -
TOTAL REVENUE ADJUSTMENTS	\$ 676,620	\$ (676,620)	\$ -
EXPENDITURES:			
<u>Fleet Maintenance</u>			
Capital Outlay - to comply with accounting requirements the budget for approved vehicles will remain in the fund purchasing the vehicle and will not be consolidated in the Fleet Maintenance Fund.	\$ 676,620	\$ (676,620)	\$ -
TOTAL EXPENDITURE ADJUSTMENTS	\$ 676,620	\$ (676,620)	\$ -

Funding Adjustments



Landfill Enterprise Fund			
	2008 Proposed	2008 Adjustments	2008 Modified
REVENUES:			
<u>Collection Services</u>			
Reduction of proposed Assessment decreased from \$200/unit to \$187/unit	\$ 12,900,864	\$ (764,459)	\$ 12,136,405
<u>Solid Waste Disposal Operations</u>			
Reduction of proposed tipping fee decreased from \$44/ton to \$40/ton	\$ 5,295,840	\$ (481,440)	\$ 4,814,400
TOTAL REVENUE ADJUSTMENTS	\$ 18,196,704	\$ (1,245,899)	\$ 16,950,805
EXPENDITURES:			
<u>Collection Services</u>			
Hauler contract Rate Refuse Index (RRI) lower than estimated	\$ 9,492,830	\$ (792,830)	\$ 8,700,000
Transfer to Property Appraiser	\$ 129,009	\$ (7,645)	\$ 121,364
Transfer to Tax Collector	\$ 258,017	\$ (15,289)	\$ 242,728
Transfer to General Fund (Administrative Costs)	\$ 968,285	\$ (62,295)	\$ 905,990
Reserve for Operations	\$ 1,698,851	\$ (367,840)	\$ 1,331,011
TOTAL EXPENDITURE ADJUSTMENTS	\$ 12,546,992	\$ (1,245,899)	\$ 11,301,093

* Environmental Services is proposing to shift Recycling Program in-house, which may result in additional revenue (see Tab 2).

* Beginning Fund Balance may be adjusted upward at mid-year

**Christopher C. Ford Commerce Park
Status Report
8/14/07**

The Christopher C. Ford Park was established as a Development of Regional Impact in 1999. The Park consists of approximately 735 acres and has been developed by Lake County. There are 26 acres in Lot #3 currently for sale by the County. The selling price is \$150,000 per acre. It is estimated \$3,900,000 will be received when this lot sells.

Lots 31, 32, 33 and 34 totaling over 36 acres need clay storage relocation and road work done by Public Works before they can be sold.

In 2006 a 122 acre parcel was sold by the County and that owner is subdividing that parcel into five acre parcels which are available for resale.

The Park has a number of nationally known businesses: Circuit City is probably the largest building and operation, with Embarq, and Carroll Fulmer Trucking close behind. Dominos Distribution is a bit smaller but has been in the Park since 1996. Home Depot Distribution and Dunkin' Donuts Distribution are also located in the Park. West Orange Lumber and West Orange Truss is an expanding business which now occupies over 17.6 acres.

Our newest business is Imagination Station, a child care and pre-school. It will open soon with 13 employees and occupies 7,100 square feet.

Overall, there are an estimated 1,350 employees working at the businesses in the Park and some operations run 24 hours a day, seven days a week.

The taxable value for 2006 was \$68,788,550 and \$1,592,672 will be returning this year to Lake County as Ad Valorem and Tangible Taxes and Assessments. At the time of that review, there were still some lot owners who had not yet built structures on their property and the taxable value should rise considerably for 2008.

Ford Commerce Park Fund

Fund Summary

	2006 Actual	2007 Adopted	2008 Baseline	% Change
<i>Revenues</i>				
Interest, Incl. Profit on Investment	\$ 208,063	\$ 30,000	\$ 30,000	0.00%
Other Land Sales	\$ 3,946,105	\$ 969,000	\$ 969,000	0.00%
Beginning Fund Balance	\$ -	\$ 5,418,797	\$ 1,700,566	-68.62%
5% Statutory Receipts	\$ -	\$ (49,950)	\$ (49,950)	0.00%
Revenues	\$ 4,154,168	\$ 6,367,847	\$ 2,649,616	-58.39%
<i>Expenditures</i>				
Operating Expenses	\$ 30,101	\$ 145,000	\$ 186,840	28.86%
Capital	\$ -	\$ 50,000	\$ 100,000	100.00%
Transfers	\$ 65,750	\$ 5,549,950	\$ 1,049,950	-81.08%
Reserves	\$ -	\$ 622,897	\$ 1,312,826	110.76%
Expenditures	\$ 95,851	\$ 6,367,847	\$ 2,649,616	-58.39%

Significant Budget Changes

Revenues

- There are four available lots within the Ford Commerce Park; only one is currently available for sale. This available lot is 26 acres.

Expenditures

- Operating Expenses in this Fund include contractual services for mowing (\$45,840), utility costs for street lights (\$15,000), closing costs for land sales (\$50,000), and expenses for studies performed on the Park (\$75,000). These studies include the annual Development of Regional Impact study, and a study on forming a Homeowners' Association, necessary since the County is now a minority owner of Park parcels, and as such is no longer responsible for coordination of Park facilities.
- Capital Expenses typically include costs necessary to make parcels marketable. Road improvements of \$50,000 are budgeted for FY 2008, as well as signage improvements of \$50,000.
- The Board approved a loan to be made to the Tourist Development Tax Fund in FY 2007 in the amount of \$1 million, to be given to the Lake Sumter Community College for the development of their Sports Complex. The grant will not be made in FY 2007, therefore, the transfer has been budgeted again in FY 2008.

800mHz Radio System

	2007 Approved	2008 Proposed
General Fund		
New Allocation	\$ 5,000,000	\$ 4,000,000
Automation Funds (\$12.50 fee)	78,000	78,000
Carryforward		5,078,000
Undesignated Project Carryforward		9,427,000
Surplus Funds from 2007 Debt Service		2,444,761
Insurance Proceeds		1,000,000
Grant Funds		375,000
Countywide EMS Fund	-	2,500,000
Sales Tax (to cover debt)	1,500,000	1,500,000
Total Cash Available	\$ 6,578,000	\$ 26,402,761

Current estimated cost

800mHz Radio System

\$32 million

Replacement of Royal Trails Tower destroyed February 2, 2007

\$2.4 million

\$34.4 million

Recommendation:

Cash funding in the amount of \$24.9 million

Bank Loan of \$10 million or balance of project paid over 7 years from Infrastructure Sales Tax

Project carryforward previously earmarked for Conserv II and/or South Tavares Complex

Insurance proceeds from destruction of tower in February 2007

Grant funds anticipated from Federal legislation



Architecture
 Interior Design
 Planning
 Programming
 Landscape
 Program Management

June 20, 2007

Mr. Richard Scott
 Vice President of Administrative Services
 Lake-Sumter Community College
 9501 U.S. Highway 441
 Leesburg, FL 34788

BOARD OF DIRECTORS
 R. John Cless, AIA
 Jeffrey E. Cobble, AIA
 Ward J. Friszolowski, AIA
 Alejandro F. Gonzalez, AIA
 Michael K. Hart, AIA
 William B. Harvard, Jr., AIA
 Steven M. Helsor, AIA
 Ronald N. Lang, AIA
 Yvette V. London, AIA
 James A. Showhan, AIA
 Blanchard E. Jolly, Emeritus

RE: Lake-Sumter Community College / Lake County / University of Central Florida
 Joint-Use Library - HJ Project No. 05119.00

Dear Mr. Scott,

We are pleased to provide final copies of the Schematic Design Phase documents for the project. These include a site plan, floor plans, and building elevations / perspective sketches. The size of the facility is 55,800 square feet.

We have recently either bid or priced several other similar library projects. The construction costs have ranged between \$250 and \$300 per square foot. Considering the specifics of this project, we estimate that the current cost for this project is between a range of \$250 and \$275 per square foot. The range of total project costs is detailed below.

Construction Costs (\$250 x 55,800 SF).....\$13,950,000
 Soft Costs (survey, A/E fees, testing, etc.) @ 9%.....\$ 1,255,500
 FF & E (furniture fixtures and equipment) @ \$20/sf.....\$ 1,116,000

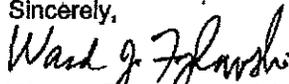
Total (low end of cost range) \$16,321,500

Construction Costs (\$275 x 55,800 SF).....\$15,345,000
 Soft Costs (survey, A/E fees, testing, etc.) @ 9%.....\$ 1,381,050
 FF & E (furniture fixtures and equipment) @ \$20/sf.....\$ 1,116,000

Total (high end of cost range)..... \$17,842,050

Thank you for the opportunity to work with Lake-Sumter Community College on this very important project. We have enjoyed working with Lake-Sumter Community College, Lake County and the University of Central Florida on this joint-use library. We were impressed with the ability of the team to work cooperatively together to ensure that it meets the needs of all three entities. We are anxious to continue to work with you as we develop the Design Development Documents, Construction Documents, Bidding Phase and finally the Construction Phase services. We look forward to applying our experience and making your library unique to fit the needs of the students and public you serve.

Please contact me if you have any questions or require additional information.

Sincerely,

 Ward J. Friszolowski, A.I.A.
 Senior Vice President
 Harvard Jolly Architects

2714 Dr ML King Jr St N
 St. Petersburg, FL 33704
 727-896-4611

www.HarvardJolly.com
 AAC00119

**STATUS OF
JOINT USE LIBRARY FUNDING
AUGUST 2007**

Lake County	\$5,000,000
State PECO Match	\$5,608,000
State of Florida Library Construction Grant	\$500,000
Library Impact Fees	\$500,000
UCF	\$1,000,000
Cooper Memorial Library Association	\$108,000
Total	\$12,716,000

ADDITIONAL FUNDING OPPORTUNITIES

Source of Funds	Eligible for State Match
Friends of the Library - ready to Fundraise	✓
Additional Impact Fees	✓
LSCC Foundation	✓
Patron Commitment	✓
Additional Funding from Lake County	✓
Federal Grant	

OPTIONS

Make Adjustments to Size – As designed, the building is 55,800 square feet. The original building program was 53,800 square feet. If the building were reduced 2,000 to 3,000 square feet, at \$250 per square foot, it would save \$500,000 to \$750,000. Any additional reductions would compromise the ability to provide the combined space needs and service requirements of Lake County, LSCC and UCF.

Staffing Issues – Projected county staffing needs for the Joint Use Library are for an additional 8FTE. Recognizing the uncertainty of budgeting for the next few years, there are some options that can be considered.

- Make it possible to close off the Youth and Teen areas of the library during early morning and late evening hours. This is already planned into the design.
- Negotiate with LSCC to reduce library hours of operation.
- Redesign the library so that only the second floor will be open later in the evening for students to study and do computer research.
- Utilize Student Interns and volunteers.

Increase County Contribution – An additional County contribution of \$1,000,000 in combination with other fundraising efforts and size adjustments would put the project in a position of full funding. A combination of options would make this a successful project.

Delay Project – This could jeopardize future efforts to secure grants. The existing Cooper Memorial Library remains the library systems' second busiest library in a severely inadequate space. Lake County would lose the leverage of State matching funds.



WEST
PERSPECTIVE

LAKE COUNTY/LSCC/UCF JOINT USE LIBRARY
NEW CONSTRUCTION
LSCC SOUTH LAKE CAMPUS, CLERMONT, FL
SCHEMATIC DESIGN

Cont. No: 05119
Date: 06-14-07
Drawn: CDJ
Reviewed:

HARVARD•JOLLY

Architecture - Interior Design - Programming - Planning - Landscape - Program Management
Charlotte County / FL, Lauderdale 954-486-7910 / FL, Myers 239-275-7774 / Jacksonville 904-396-3300 / Orlando 407-667-7727 / St. Petersburg 727-886-4611 / Tampa 813-286-6206 / AAG00019
DESIGN OFFICE LOCATION: 2714 DR. MARTIN LUTHER KING JR., ST. N. ST. PETERSBURG, FL. 33704 PH: 727.896.4611

**INTERLOCAL AGREEMENT BETWEEN
LAKE COUNTY AND THE CITY OF TAVARES
FOR
THE USE OF PARKING GARAGE**

This Agreement entered into between the City of Tavares, a political subdivision of the State of Florida, hereinafter referred to as “City” and Lake County, a political subdivision of the State of Florida, hereinafter referred to as “County.”

WHEREAS, Section 163.01, Florida Statutes, known as the “Florida Interlocal Cooperation Act of 1969” authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with each other and to provide services in the most efficient manner possible, and

WHEREAS, County plans to construct a Parking Garage to accommodate the parking needs created by the expansion of the judicial center and the construction of additional governmental buildings;

WHEREAS, City desires to ensure its citizens have use of the Parking Garage for City events, and

WHEREAS, County and City plan to permit citizen use of the Parking Garage to the maximum extent possible to ensure that the Parking Garage is utilized in the most efficient manner possible.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. **Recitals.** The recitals above are hereby incorporated into this agreement.

2. **Use of Parking Garage:**

- a. County shall allow City to use the Parking Garage, after it is opened for public use, for special events during times the Parking Garage is not needed for County purposes.
- b. County shall relocate any County vehicles which may be parked in the Parking Garage during any time City uses the Parking Garage, if necessary to accommodate City's needs.
- c. City shall request use of the Parking Garage in writing at least thirty (30) days in advance of the special event. City shall send their written request to: County Manager, P.O. Box 7800, Tavares, Florida 32778. County shall accommodate City's request unless the Parking Garage is needed for County's use.
- d. County shall not charge City any fees for use of the Parking Garage.
- e. City shall be responsible for cleanup of any garbage or other debris left in the Parking Garage after City's use.

3. **Relationship.** This Agreement does not evidence the creation of, nor shall it be construed as creating a partnership or joint venture between City and County. City cannot create any obligation or responsibility on behalf of the County or bind County in any manner.

4. **Exclusive Authority.** Nothing in this Agreement restricts County's exclusive authority or sole discretion in matters of the use and operation of the Parking Garage during times other than when City has use of the garage, including the ability to reserve parking spaces or charge fees for use of the parking facility.

5. **Effective Date and Term of Agreement.** This agreement shall become effective on the date the Parking Garage is opened for public use. The initial term of this agreement shall be twenty (20) years. During the initial term, the County may not terminate this agreement. After the expiration of the initial term, either party may terminate this agreement by providing three (3) years written notice to the other party. Should the Parking Garage become unfit for public use, or be destroyed, this agreement does not create an obligation on the part of the County to replace, rebuild or repair such garage.

IN WITNESS WHEREOF, the parties hereto have made and executed this Interlocal Agreement on the respective dates under each signature: Lake County, through its Board of County Commissioners, signing through its Chairman, authorized to execute same by Board action on the ____ day of _____, 2007 and by City of Tavares, signing by and through its mayor, its representative duly authorized to execute the same.

BOARD OF COUNTY COMMISSIONERS
LAKE COUNTY, FLORIDA

Welton G. Cadwell, Chairman

This ____ day of _____, 2007.

ATTEST:

James C. Watkins, Clerk of the
Board of County Commissioners
of Lake County, Florida

Approved as to form and legality:

Sanford A. Minkoff
County Attorney

Interlocal Agreement between Lake County and the City of Tavares for Use of the Parking Garage.

CITY OF TAVARES

Sandy Gamble, Mayor
Tavares City Council

This ____ day of _____, 2007.

ATTEST:

Nancy A. Barnett, City Clerk

Approved as to form and legality:

Robert Q. Williams, City Attorney

**INTERLOCAL AGREEMENT BETWEEN
LAKE COUNTY AND THE CITY OF TAVARES
REGARDING INSPECTIONS**

This Agreement entered into between the City of Tavares, a political subdivision of the State of Florida, hereinafter referred to as “City” and Lake County, a political subdivision of the State of Florida, hereinafter referred to as “County”.

WHEREAS, City is the County Seat for County and County has numerous public buildings existing and planned within the City limits, and

WHEREAS, City and County wish to provide for the most efficient planning and building inspection processes for the County projects so that the citizens of Lake County will be best served, while at the same time protecting the interests of City and its residents, and

WHEREAS, Section 163.01, Florida Statutes, known as the “Florida Interlocal Cooperation Act of 1969” authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with each other and to provide services in a manner that will accord best with economic and other factors, and

WHEREAS, County maintains a large building department with inspectors trained in the specific areas of building inspection, and is well able to provide inspection services to the County projects, and

WHEREAS, City wishes to maintain a high level of inspection to insure compliance not only with the State of Florida Building Code but with City Codes, and

WHEREAS, City and County wish to divide the inspection and plan approvals for the County projects in a way that will ensure compliance with all codes and statutes, but in a way which will be most cost effective for the citizens of Lake County, Florida.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. The recitals above are hereby incorporated into this agreement.
2. County agrees as follows:
 - a. For projects which are located in the City limits to design such projects in a way to meet all City Land Development Regulations and Comprehensive Plan Policies, including any architectural design criteria.

- b. For projects which are located in the City limits to obtain City site zoning, comprehensive plan, and site plan approvals prior to commencing development. For purposes of this agreement, development does not include demolition of structures which may occur prior to zoning, site plan approval with an appropriate demolition permit. County shall pay City its normal fee amount for such zoning, comprehensive plan or site plan applications and approval processes.
 - c. For projects which are located in the City limits to design such projects in a way to meet the Florida Building Code. County building department is hereby designated by the parties as the appropriate agency to review building construction plans, to issue building permits, and to conduct necessary building and fire inspections for the County projects. County shall provide scheduling information for any ongoing building construction to City on a monthly basis, and shall provide access to County building permit files as requested by City. Upon request by City, County will make any construction site available for inspection by City officials.
 - d. For any County owned building locate within the City limits, including buildings which will be constructed in the future, County shall conduct an annual fire life safety inspection and provide copies of such inspection reports to City. The annual inspection conducted by County shall meet City requirements for an annual fire life safety inspection.
 - e. County shall pay any applicable impact fees that may be due in connection with the construction or remodeling of any County owned building located within City or which will utilize City services.
3. City agrees as follows:
- a. For projects which are located in the City limits to review zoning, comprehensive plan and site plan submittals by County and to provide comments and approvals to County projects which meet City Land Development Regulations and Comprehensive Plan Policies, including any architectural design criteria.
 - b. To authorize County building department to be the plans review and building inspection agency for County construction projects located within City.

- c. To accept the annual fire life safety inspection conducted by County on County owned buildings as compliance with City requirements.
- 4. Term of Agreement. This agreement shall become effective on the date upon which the agreement is executed by both parties. This agreement shall remain in force until terminated by either of the parties. Either party to this agreement may terminate the agreement by providing ninety (90) days written notice to the other.

IN WITNESS WHEREOF, the parties hereto have made and executed this Interlocal Agreement on the respective dates under each signature: Lake County, through its Board of County Commissioners, signing through its Chairman, authorized to execute same by Board action on the ____ day of _____, 2007 and by the City of Tavares, signing by and through its mayor, its representative duly authorized to execute the same.

BOARD OF COUNTY COMMISSIONERS
LAKE COUNTY, FLORIDA

Welton G. Cadwell, Chairman

This _____ day of _____, 2007.

ATTEST:

James C. Watkins, Clerk of the
Board of County Commissioners
of Lake County, Florida

Approved as to form and legality:

Sanford A. Minkoff
County Attorney

CITY OF TAVARES

Sandy Gamble, Mayor
Tavares City Council

This _____ day of _____, 2007.

ATTEST:

Nancy A. Barnett, City Clerk

Approved as to form and legality:

Robert Q. Williams, City Attorney

A REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS

SEPTEMBER 19, 2006

The Lake County Board of County Commissioners met in regular session on Tuesday, September 19, 2006, at 9:00 a.m., in the Board of County Commissioners' Meeting Room, Lake County Administration Building, Tavares, Florida. Commissioners present: Catherine C. Hanson, Chairman; Welton G. Cadwell, Vice Chairman; Jennifer Hill; Debbie Stivender; and Robert A. Pool. Others present: Sanford A. "Sandy" Minkoff, County Attorney; Cindy Hall, County Manager; Wendy Taylor, Executive Office Manager, County Manager's Office; and Toni Riggs, Deputy Clerk.

REVISAL OF PROCUREMENT POLICY

Mr. Barnett Schwartzman, Procurement Services, addressed the Board, and stated that there were three main objectives behind this agenda item: to increase visibility in the transparency in the County's term and supply contracts, simplify portions of the current procedures regarding purchasing authority, and to provide more detailed and definitive guidance to all parties involved in the procurement process. They are recommending, in order to increase the visibility and awareness of the dollar values pertaining to term and supply contracts over \$50,000.00 in annual value, providing a quarterly report to the Board which gives the estimated and actual expenditures during the course of the year. This will give the Board information which has been mostly absent from their consolidated review before. To clarify the purchasing process, they want to apply a consistent \$50,000.00 award threshold and require BCC approval for one-time purchases and modifications to those contracts. Emergency and restricted actions would retain the current \$25,000.00 Board approval level. The physical things they are proposing would be to include the revised approval structure within a procurement procedure manual which incorporates current and revised procedures that address the procurement function as a whole. He stated that the backup documents to the agenda item provide a summary of procedural revisions that are included in the manual, and that the manual is complete and ready to go upon Board approval.

Commr. Hanson commented that the Board members have talked to Mr. Schwartzman regarding this item, and that he has done an outstanding job in clarifying

and refining the policy that they have, and she asked whether the procurement policy regarding encouragement to purchase recycled products had been included.

Mr. Schwartzman responded that the manual covers procedures, and within the manual itself, there is an emphasis on recycling, and that he is trying to take a whole lifecycle approach to acquisitions.

On a motion by Commr. Pool, seconded by Commr. Stivender and carried unanimously, by a vote of 5-0, the Board approved the revised Procurement Policy LCC-18.

LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS

POLICY

Title: Purchasing Policy

Number: LCC-18

Cancel: LCC-18
dated 11/05/96

Approved: 9/19/06

I. PURCHASING POLICY DECLARATION

The purchase of all goods and services made by or on behalf of Lake County, its agencies, departments, officials and authorized agents shall be made by, or coordinated with, the Office of Procurement Services (OPS) in accordance with the County's Purchasing Manual. Purchases shall be completed in a manner and method that provides for the most proficient and effective expenditure of County funds, and the maximum protection of the County taxpayer by ensuring the prevention of waste and conflict of interest within the procurement function. All procurement processes utilized shall support accurate financial accounting and related audit activities, and be in full compliance with all applicable Federal, State and local laws, rules and regulations. The County procurement process shall provide for equal access and opportunity, in an open and competitive market environment, to all vendors without regard to factors unrelated to previous vendor performance or the quality, cost, and availability of goods and services.

II. PURCHASING POLICY DIRECTIVES

All purchasing actions are to be conducted on the basis of full and open competition to the greatest degree possible, with award being made to:

- the low responsive responsible bidder under Invitations to Bid
- the best value proposer under Requests for Proposals that involve pricing as a competitive selection factor
- the highest ranked technical proposer(s) with which a fair and reasonable price was subsequently negotiated under solicitations that do not involve pricing as an initial competitive selection factor.

All specifications or statements of work included in County procurement actions shall accurately describe the essential needs of the County, and contain no artificial, arbitrary, or unnecessary requirements that limit competition or increase cost.

Each procurement action is to be completed in accordance with the best interests of the County, and with the highest level of integrity and fairness to all involved parties throughout the acquisition cycle.

All County procurement operations are to be conducted in full compliance with all established state and local statutes and regulations regarding ethical standards to be maintained within the purchasing function.

III. PURCHASE AUTHORITY DELEGATED TO THE COUNTY MANAGER

Purchase authority for the expenditure of any funds provided or authorized through or by the Board of County Commissioners, except for duly elected constitutional officers, derives from the County's Board of County Commissioners. The Board hereby delegates the following specific purchase authorities to the County Manager:

- Initial award of any contract or other agreement for a "one time" purchase of goods, services, or construction having a total value of \$50,000 or less, and modification to such contracts up to a total contract dollar value of \$50,000. Any modification that increases a "one time" contract value from below \$50,000 to over \$50,000 will require the prior approval of the Board. Board approval for any subsequent modification is required unless a different procedure is specified in a contract-specific agenda item. A "one time purchase" is the individual acquisition of single or multiple goods or services to be delivered within a specified timeframe.

- Initial award, modification, and exercise of any option to renew under, any "term and supply" contract regardless of estimated annual dollar value. A "term and supply" purchase is the acquisition of goods or services on a continuous or as-required basis within a specified contract duration period, generally utilizing funds approved during the budget cycle by the Board. A summary report on such contracts or other agreements will be provided to the Board for review.

- Purchase of goods and services in a true emergency situation regardless of dollar value, with retroactive Board approval required for any such purchase having a value in excess of \$25,000.

- Approval of any proposed sole or restricted source procurement involving waiver of full and open competition having a dollar value of \$25,000 or less. Such actions in excess of \$25,000 must be forwarded to the Board for approval prior to purchase.

- Modification(s), under any contract initially approved by the Board, that together do not exceed \$50,000 (or the greater of \$50,000 or 1% of the original dollar amount of any road, park, or facility construction contract). Any modification that causes the aggregate modification amount to exceed the limit stated above will require the prior approval of the Board. Board approval for any subsequent modification is required unless a different procedure is specified in a contract-specific agenda item. Contingency funding approved by the Board in an initial award approval is excluded from modification aggregate amount, and may be transferred from a contingency fund to the contract price without further Board approval.

- Any modification which reduces, or does not impact, the original or modified value of a contract or other agreement.

IV. PURCHASE AUTHORITY NOT DELEGATED TO THE COUNTY MANAGER

Any purchase authority not specifically delegated above, or by other County regulation or statute, remains within the sole authority of the Board. It is specifically noted that the above delegations do not apply to contracts that involve the lease or purchase of real property, or the initial award of contracts for the purchase of technical services processed using Consultant's Competitive Negotiation Act (CCNA) procedures. Board approval is required for any modification that significantly changes the scope or structure of a contract initially approved by the Board.

V. SCOPE OF POLICY

This policy shall apply uniformly to all employees, authorized agents, officials, departments, agencies, boards, commissions and representatives for the expenditure of any funds provided or authorized through or by the Board of County Commissioners except for duly elected constitutional officers.

This policy shall apply to the purchase of any goods or services regardless of purpose or necessity unless that purchase is specifically made exempt by the Purchasing Procedures, the Board of County Commissioners, or any applicable Federal, State or local law.

VI. RESPONSIBLE COUNTY OFFICIAL

Number: LCC-18
Approved: 9/19/06
Page: 4

The County Manager is hereby authorized to establish purchasing procedures as necessary to effectively and fairly carry out this policy.

VII. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Policy is reserved to the Board of County Commissioners.

Catherine C. Hanson, Chairman
Board of County Commissioners
Lake County

COMPARISON OF CITY/COUNTY MANAGER CONTRACT AWARD APPROVAL THRESHOLDS

These thresholds are stated in very general terms. Most of the entities provide for exceptions and/or variations in response to specific situations.

Counties:

Seminole: \$50,000 in some cases and additional authority in others*
Brevard: \$100,000
Polk: Unlimited if award reflects approved budget
Orange: \$100,000
Collier: \$50,000 (\$100,000 next year)
Escambia: \$50,000
Hillsborough: \$100,000
Charlotte: \$90,000 (\$95,000 next year)
Volusia: \$25,000 in some cases and additional authority in others
Osceola: \$25,000 in some cases, \$50,000 in others
Marion County: \$10,000
Sumter County: \$500 **

Cities:

Clermont: \$50,000 with appropriate budget
Eustis: \$50,000
Tavares: Unlimited if award reflects approved budget
Ocala: \$50,000
Leesburg: \$25,000
Lake Mary: \$25,000
Altamonte Springs: \$25,000
Palm Bay: \$25,000
Port Orange: \$25,000
Winter Park: \$25,000

* Lake County's contract award approval thresholds are based on the Seminole structure, and require firm identification of available budget.

** Sumter County is beginning to develop a centralized procurement office, and is considering various levels of authority for that office.