

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

# POLICY

Title: Library Impact Fee Application and  
Distribution Process

Number: LCC-63

Cancels:

Approved: 3/01/05

### **I. OBJECTIVE**

The purpose of this policy is to outline the process for distribution of funds from the Library Impact Fee Trust Fund.

### **II. DEFINITIONS AND REFERENCES**

A. Chapter 22, Lake County Code, Impact Fees

B. According to Lake County Code, "The imposition of a library impact fee is to provide a source of revenue to fund the construction or improvement of the county library system necessitated by growth as delineated in the capital improvement element of the comprehensive plan."

### **III. DIRECTIVES**

A. Applicants shall submit a completed Project Application Form by March 1 of the year in which funding is requested. A copy of the application form is attached as Appendix A.

B. Member Library Directors and the Library Services Director will serve as the Staff Impact Fee Committee to determine project rankings and initial recommendations for project funding. The Committee will meet at least once and more often as necessary in March and/or April to review and rank applications and make recommendations for funding.

C. Projects will be ranked on the following criteria. Applications may receive a maximum of 30 points:

1. Inclusion of project in approved Master Facilities Plan, Comprehensive Plan, Capital Improvement Program, or Lake County Library System Long Range Plan of Service (3 points); or
2. Inclusion of project in Lake County Library System Annual Plan of Service or Technology Plan (2 points); or
3. Project is not included in an approved plan (0 points)

4. Applicant contributes to Library Impact Fee Trust Fund (5 points)
5. Applicant collects and retains impact fees locally (-5 points)
6. Application is for first year of project submission (1 point); or
7. Application is made for a second or subsequent year for a previously unfunded project (2 points); or
8. Application is made for a second or subsequent year for a previously funded project. (-5 points)
9. Project application demonstrates the benefit of the project to the applicant library (0 - 10 points)
10. Project application demonstrates the benefit of the project to county-wide library service (0 - 10 points)

D. Committee recommendations will be presented to the Lake County Impact Fee Coordinator for review and opinion of legality according to Chapter 22, Lake County Code, Impact Fees.

E. Committee recommendations will be presented to the Lake County Library Advisory Board at the April or May meeting for its confirmation or amendment of the recommendations. Representatives from all participating cities will be invited to attend this meeting.

F. Recommendations for funding will be presented to the Lake County Board of County Commissioners for approval at a public hearing.

G. Once approved, the funds will be distributed and monitored according to interlocal agreement with the requesting entity. No interlocal agreement will be entered into for approved projects where operation falls under the Lake County Board of County Commissioners.

#### **IV. RESERVATION OF AUTHORITY**

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

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Jennifer S. Hill, Chairman  
Board of County Commissioners  
Lake County, Florida

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