

**Board of County Commissioners  
Leon County, Florida**

**Policy No. 16-6**

Title: Livable Infrastructure for Everyone (L.I.F.E.) Program Policy

Date Adopted: June 14, 2016

Effective Date: August 1, 2016

Reference: N/A

Policy Superseded: N/A

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a new Policy is hereby adopted entitled “Livable Infrastructure for Everyone (L.I.F.E.) Program Policy” to wit:

1) Purpose and Intent:

- a) The purpose of this policy is to effectuate the expenditure of two percent (2%) of the proceeds of the extension to the Local Government Infrastructure Surtax that will be dedicated to funding L.I.F.E. Projects, as approved by electorate of Leon County on November 4, 2014, commencing January 1, 2020. Use of 2% of the Local Government Infrastructure Surtax proceeds for L.I.F.E. Projects, which consists of those Projects designed to address core infrastructure needs in Leon County, are required to be authorized by the Board of County Commissioners.
- b) The intent of this policy is to develop eligibility and implementation criteria for L.I.F.E. Projects.

2) Scope:

- A. Eligible L.I.F.E. Project Categories/Types: In order to be eligible for funding consideration, Projects shall be limited to the following categories/types:
  1. Waterline extension for potable water or fire protection.
  2. Water supply enhancements (tanks and wells) for fire protection.
  3. Fire hydrants.
  4. Sanitary sewer extensions.
  5. Septic tank upgrades to reduce nitrogen loading.
  6. Connection to central sewer cost assistance.

7. Connection to central sewer loan program.
8. Culvert repairs/replacements or upgrades.
9. Sense of place amenities outside the Urban Services Area.
10. Small stormwater projects (less than \$250,000).
11. Traffic intersection realignments.
12. Traffic safety projects.
13. Stormwater erosion and soil stabilization projects.
14. Cost sharing for the 2/3 Road Improvements Program - private to public road and associated stormwater costs.

B. Criteria: The following criteria shall be utilized to evaluate and rank the proposed eligible LIFE Projects: Priority shall be afforded each Project based upon the following precedential order:

1. Geographic Diversity – Projects shall be evaluated to ensure geographic diversity across the County
2. Unincorporated Area – priority shall be given to Projects in the unincorporated area of the County, however Projects in the incorporated area are not excluded from eligibility.
3. Community Leveraging – priority shall be given to Projects that can leverage additional money from grants, or community contributions of right-of-way or money.
4. Project Cost – priority shall be given to Projects for which the estimated cost of construction or match is \$250,000 or less.
5. Non-dedicated Funding Source – priority shall be given to Projects that do not have another dedicated source of funding, such as gas tax or general revenue.

C. Funding:

1. Out-year projections made during the development of the FY 2017 preliminary budget indicate that funding for L.I.F.E. Projects during the first partial year of collection (for FY 2020 collection will commence January 1, 2020) will generate approximately \$789,000 based on 2% of the Local Government Infrastructure Surtax proceeds. The first full year of collection is estimated to generate approximately \$1.1 million. This amount will be adjusted on a yearly basis based on Local Government Infrastructure Surtax revenue projections. As part of the annual budget process, staff will provide a list of potential Projects and funding allowances for Board consideration.
2. To maximize the benefit throughout the County, estimated construction cost for any Project or match shall be limited to \$250,000. However, Projects estimated construction cost or match in excess of \$250,000 are permitted, subject to Board approval during the budget process.

3. For 2/3 Roadway Improvement Program Project Assistance – Funding shall be limited to the range of 20-50%. Funding will be based on the documented economic need of the subject property owners, as follows:
  - a. For the maximum match of 50% - At least 50% of subject property owners meet the low to moderate income category, utilizing the standard CDBG methodology to calculate income.
  - b. The minimum match is 20%.
  - c. A sliding scale between the 20% minimum and 50% maximum shall be calculated based on proration of percent of subject property owners meeting the low to moderate income category. For example, if 25% meet this category the match is 25%, if 40% meet the category the match is 40%, etc.
4. All Project costs and matches are subject to availability of funding.

**D. Implementation:**

1. As part of the annual budget process, staff will provide a list of potential Projects or funding allowances, descriptions and costs, to commence with the preparation of the County's FY 2019 budget.
2. If funding allowances are made, the proceeds will be distributed on a first come first served basis.
3. A list of funding requests shall be maintained by staff to provide the Board information regarding utilization and funding needs.
4. The staff list presented for Board consideration will be based on Board and community requests made throughout the year, as well as internally generated needs that meet the scope and criteria of this Policy.
5. A five year Capital Plan will be recommended for Board consideration.
6. Projects may be added or deleted from the Capital Plan based on Board consideration during the budget process.
7. Once the initial Project selection is made, additions should generally be made to years four and five of the work program to assure continuity in work flow.