

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: April 21, 2009

☒ Consent☐ Regular☐ Ordinance☐ Public Hearing

Department:

Submitted By: County Library/AdministrationSubmitted For: County Library/Administration

I. EXECUTIVE BRIEF

Title and Motion: Staff recommends motion to:

A) approve a Public Library Construction Grant application for \$500,000 to the Florida Department of State, Division of Library and Information Services for the Acreage Branch Library; and

B) approve Certification of Exclusive Use as a Public Library; and

C) authorize the Chair to execute the grant agreement and any other necessary forms and certifications.

Summary: The grant application is for \$500,000 with local matching funds of \$500,000. If awarded, grant funds will be used towards the cost of construction, thus freeing up other funds for furnishing and equipping the library branch. The projected cost of the Acreage Branch library is \$14,545,507. The project will be completed whether the grant is funded or not. The facility will be used exclusively for public library purposes, and the operational costs will be funded through the Library's Operating Budget. Countywide (TKF)

Background and Justification: In September 2008, the Board approved a new 30,000 sq. ft. library to be built on 6.66 acres to serve the Acreage area population. The Acreage Branch Library is one of the projects identified in the Library Expansion Program II. LEED certification for the library was included in the design fee as approved by the Board.

Attachments:

1. Two Applications (2 copies each)
2. Certification of Exclusive Use as a Public Library

Recommended By: (John J. Callahan III)
Department Director

3/30/09
Date

Approved By: [Signature]
Assistant County Administrator

4/3/09
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u><i>* SEE BELOW</i></u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included in Current Budget?			Yes_	No_ <input checked="" type="checkbox"/>	
Budget Account No.:	Fund_	Dept_	Unit_	Object	
		Program			

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Source: Library Construction Grant Funds

*** Impact: The award of grant funds would allow a redistribution of capital revenue to cover other project costs.

Departmental Fiscal Review:

Lavinia D. Gardner

(Lavinia Gardner, Chief Financial Officer, PBC Library)

III. REVIEW COMMENTS:

OFMB Fiscal and/or Contract Dev. And Control Comments:

[Signature] 4-1-09
OFMB
CN 3/31/09

[Signature] 4/12/09
Contract Dev. And Control

Legal Sufficiency:

[Signature] 4/3/09
Assistant County Attorney

Other Department Review:

John J. Callahan III, PBC Library Director

This summary is not to be used as a basis for payment.

REVISED 9/03
ADM FORM 01

Florida Department of State, Division of Library and Information Services
**PUBLIC LIBRARY CONSTRUCTION GRANT
APPLICATION**

Application Deadline: April 1, 2009

I. APPLICANT INFORMATION

A. LEGAL NAME OF APPLICANT (Government)

Palm Beach County Board of County Commissioners

Street 3650 Summit Blvd. City West Palm Beach Zip 33406 County Palm Beach

Name of Chairman of Applicant's Governing Authority Jeff Koons

Federal Employer Identification (FEID) Number 59-6000785

B. NAME OF LIBRARY DIRECTOR John J. Callahan III

Telephone (561) 233-2799 Fax (561) 233-2622 E-mail callahanj@pbclibrary.org

Library Palm Beach County Public Library System

Street 3650 Summit Blvd. City West Palm Beach Zip 33406

C. NAME OF PROJECT MANAGER James Farrell

Title Construction Project Specialist

Agency, organization or governmental unit Palm Beach County Public Library System

Street 3650 Summit Blvd. City West Palm Beach Zip 33406

Telephone (561) 233-2763 Fax (561) 233-2622 E-mail farrellj@pbclibrary.org

D. NAME OF BUILDING CONSULTANT (MLS degree) John J. Callahan III

Street 3650 Summit Blvd. City West Palm Beach Zip 33406

Telephone (561) 233-2799

E. NAME OF REGISTERED ARCHITECT Jonathan Toppe

Street 210 14th Avenue North City St. Petersburg Zip 33701

Telephone (561) 727-1220 Registration Number AR5583

**F. INDICATE IF CONSIDERING STARTING THE CONSTRUCTION PROJECT
PRIOR TO THE GRANT AWARD YES ☒ NO ☐**

II. PROPOSED PROJECT

A. Name of Proposed Facility Acreage Branch Library

B. Type Construction Project (check one):

☒ New Building ☐ Expansion ☐ Remodeling

C. Building to be Used as (check one):

<input type="checkbox"/> Single county library headquarters	<input checked="" type="checkbox"/> Single county branch or library cooperative member
<input type="checkbox"/> Multicounty or library cooperative headquarters	<input type="checkbox"/> Independent municipal library (headquarters)
<input type="checkbox"/> Multicounty or library cooperative branch or member (more than one library in county)	<input type="checkbox"/> Independent municipal library (branch)
<input type="checkbox"/> Multicounty or library cooperative branch or member (only library in county)	

III. PROJECT DATA

A. Floor Area in Square Feet

1. Facility prior to project (Check one and give square feet where applicable):
- ☒ a. No facility currently exists
 - ☐ b. A facility currently exists, but will not be used as a library after project completion 30,000 sq. ft.
 - ☐ c. A facility currently exists and will be used by library after project (may be present library or another building) _____ sq. ft.
2. New facility to be constructed _____ sq. ft.
3. Expansion of existing facility
- | | |
|--|---------------|
| Square footage of existing building | _____ sq. ft. |
| Square footage of the portion of building to be expanded | _____ sq. ft. |
| Total square feet of building after expansion | _____ sq. ft. |
4. Remodeling of existing facility (not included in # 3) _____ sq. ft.

B. Geographical Area And Population To Be Served By Proposed Facility:

1. Name of city(s), county(s) or region. (If the service area does not conform to city or county boundaries, give the location and population by census tracts.) Acreage 42,587
2. Current population 926,107
The population should be from the most current Florida Estimates of Population, University of Florida.

IV. ESTIMATED COST OF PROJECT

A. Funds By Category (Indicate project cost by applicable categories):

1. Architect's Fees (include planning costs)	\$ 1,079,449
2. Site Acquisition	\$ 0
3. Acquisition cost of building	\$ 0
4. New Construction	\$ 13,010,101
5. Expansion of existing building	\$ 0
6. Remodeling of existing building	\$ 0
7. Initial Equipment	\$ 0
8. Other (Specify)	\$ 652,957
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9. TOTAL (Must equal B.4)	\$ 14,742,507

B. Source of Funds:

1. Local funds available	\$ 14,242,507
2. Amount of funds requested from the Public Library Construction Grant Program (State General Revenue)	\$ 500,000
3. Amount of funds requested from other State sources	\$ _____
4. TOTAL (Must equal A.9)	\$ 14,742,507

If total above includes funds already spent, please specify amounts, type and dates of expenditures. (Appraisal costs and incidental purchase costs such as surveys, title insurance, legal fees, etc., are not eligible expenditures and are not reimbursable.)

	Amount	Dates
Advance plans	\$ 46,131	Oct 1, 2007 - present
Estimates	\$ _____	_____
Acquisition of Lands	\$ _____	_____
Other (Specify)	\$ _____	_____
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V. REQUIRED DOCUMENTS

One copy of each of the following documents is required to be submitted as a part of the application for public library construction grant funds. Assemble, label and submit documents in the order listed below.

- A. Certification of Application. The chair of the governing body of a county; the governing body of a municipality; or the governing body of a special district or special taxing district that will own or have unconditional use of the building to be constructed, expanded, or remodeled must sign the Certificate of Application.
- B. An ordinance or an adopted and certified resolution from the governing body of the county, municipality, special district or special taxing district including:
 - 1. Authorization for submission of the application;
 - 2. Name or position title of person authorized to sign the application and provide required certifications;
 - 3. Assurance that the required match of a dollar for dollar of the grant request will be available and unencumbered at the time of grant award;
 - 4. Assurance that funding is sufficient and will be available in order that the project will result in a completed library building;
 - 5. Assurance that upon completion of the project, sufficient funds will be available to operate the facility; and
 - 6. Assurance that the building will be used exclusively for the public library purposes for which constructed or altered, and submit proposed changes in use to the Division for approval if within 20 years of the completion of the construction project.
- C. Copy of documents that establish the library, such as a contract, resolution, or ordinance of the government. A copy of the interlocal agreement(s) for library cooperatives and multicounty libraries may be used to meet this requirement.
- D. A narrative description of the construction project, prepared and signed by a professional library staff member who has completed a library education program accredited by the American Library Association. The narrative statement must describe:
 - 1. How the building will function in a currently established multicounty, county, or municipal library. This includes, but is not limited to programs, services and governance;
 - 2. How the construction project will contribute to new or improved services in the area it will serve; and
 - 3. The effects of staffing, maintaining, and costs of operating the proposed facility.

- E. A detailed written building program, prepared and signed by a professional librarian, who has completed a library education program accredited by the American Library Association, functioning as a library building consultant. The professional librarian functioning as the building consultant may be a library staff member. The building program must include:
1. A brief overview of the library including a historical perspective, mission and goals (or roles) of the library;
 2. A description of how library functions relate to each other in terms of space, including a description of patron use and work flow patterns; and
 3. Projection of future needs based on anticipated future demographics.
- F. If an applicant is applying for funding for a construction project from more than one state funding source, the following information must be provided:
1. Identify all additional state funding sources being applied for. Include the name of the funding program and the state agency administering the program, and
 2. Describe how:
 - a. The multiple funding sources will result in a project to provide a higher level of service to residents; or
 - b. The project is in partnership with another organization or agency and how it will provide a higher level of service to residents; or
 - c. Each funding source will be used to accomplish a different or unique portion of the entire construction project.

One copy of each of the following documents is required to be submitted to the Division for approval no later than 90 days after the date of grant award.

If the applicant anticipates starting the construction project prior to the date of the grant award, the following material must be submitted for approval at the time of application submission.

Assemble, label and submit documents in the order listed below.

- A. Specific location of site and a narrative evaluation of the site of the building to be constructed, expanded, or remodeled that is prepared and signed by a professional librarian, who has completed a library education program accredited by the American Library Association, functioning as a library building consultant. The professional librarian functioning as the building consultant may be a library staff member. The site evaluation should justify the choice of site considering:
 - 1. Plans for future expansion or growth;
 - 2. Community growth and traffic pattern projections for the future;
 - 3. Adequate parking, taking into consideration local zoning and building codes, or standards;
 - 4. Convenient access to major pedestrian and vehicular traffic routes; and
 - 5. Physical characteristics of the site.
- B. Assurances, such as a deed, showing that the applicant has legal title to the property and building, a long-term lease of not less than 20 years or a resolution adopted by the applicant's governing body, that the applicant has unconditional use of the site and the building. If a resolution is used as proof, it shall state whether the applicant owns or leases the site and building.
- C. A comparison of the proposed project to .6 square feet per capita for total floor space and standards for library facilities and services. Cite standards used and the source of standards. This shall include at a minimum:
 - 1. Total floor space;
 - 2. The amount and kind of space required for all library functions, including both public and staff areas, meeting space, and space for specific services;
 - 3. Shelving required;
 - 4. Staffing required;
 - 5. Lighting required; and
 - 6. Telecommunications and electrical requirements
- D. A list of the kind and amount of initial furniture and equipment needed for the project.

- E. Subsurface soil analysis. This analysis, which involves soil borings, is to assure that the site can support the weight of a library building. The analysis is required for the following:
1. New construction;
 2. Expansion of existing library facility onto previously unbuilt land, including parking lots; or
 3. Projects involving an existing building that was not previously used as a library building.

If problems are identified in the analysis, the Division must be informed of how the problems will be corrected.

- F. Certification that the construction project will be in compliance with Federal Executive Order 11988 Floodplain Management, as amended by Executive Order 12148, which are incorporated herein by reference, including certification that the use of flood plains in connection with the construction will be avoided as far as practicable. Certification can be obtained from the U.S. Army Corps of Engineers. If problems are identified, the Division must be informed of how the problems will be corrected. Include copies of the evaluation report and the plans for correction, if applicable.
- G. Assurance that the site selected for the construction project does not interfere with the protection of properties listed in the National Register of Historic Places in accordance with Section 267.061, *Florida Statutes*. Include a copy of the letter of evaluation. If the project is covered in the protection of properties listed in the National Register of Historic Places in accordance with Section 267.061, *Florida Statutes*, the applicant must obtain written approval from the Division of Historic Preservation before the project is let for bid.
- H. Assurances, such as a deed, showing that the applicant has legal title to the property and building, a long-term lease of not less than 20 years or a resolution adopted by the applicant's governing body, that the applicant has unconditional use of the site and the building. If a resolution is used as proof, it shall state whether the applicant owns or leases the site and building.
- I. Certification by grantee's governing body such as a resolution, or, a signed document from the person or position designated by the grantee's governing body in the resolution submitted with the application, that the grantee will competitively award construction contracts based on the submission of sealed bids, proposals submitted in response to a request for proposal, proposals submitted in response to a request for qualifications, or proposals submitted for competitive negotiations. This also includes contracts for construction management services or design-build contracts.

Florida Department of State, Division of Library and Information Services

CERTIFICATION OF APPLICATION

I certify that this Library Construction Grant Application of the

Palm Beach County Board of County Commissioners

PBC Library System, Acreage Branch Library

(name of applicant)

is true and accurate to the best of my knowledge, that the applicant will comply with the standards established pursuant to Section 257.15, *Florida Statutes*; will furnish such reports and information and follow such procedures as will be required by the Department of State, Division of Library and Information Services; that all funds received for the project will be expended solely for the purposes for which granted and any such funds not so expended, including funds lost or diverted to other purposes, shall be paid to the Department of State, Division of Library and Information Services; and that the current annual appropriation for library service is \$ 53,755,194 .

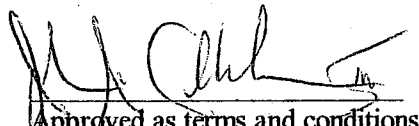
**PALM BEACH COUNTY, FLORIDA, a
Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS**

John F. Koons, Chairman

Date

ATTEST:

Sharon R. Bock, Clerk & Comptroller



Approved as terms and conditions
John J. Callahan III

APPROVED AS TO LEGAL SUFFICIENCY

Clerk of Circuit Court or Other Appropriate Officer

Date

Assistant County Attorney



**Palm Beach County
Library System**

3650 Summit Boulevard
West Palm Beach, FL 33406-4198

(561) 233-2600

FAX: (561) 233-2622

Toll Free: (888) 780-4962

www.pbclibrary.org



**Palm Beach County
Board of County
Commissioners**

Jeff Koons, Chairman

Burt Aaronson, Vice Chairman

Karen T. Marcus

Shelley Vana

Jess R. Santamaria

Addie L. Greene

County Administrator

Robert Weisman



*"An Equal Opportunity
Affirmative Action Employer"*

DATE: April 21, 2009

TO: State Library of Florida
Bureau of Library Development
R. A. Gray Bldg.
500 S. Bronough Street
Tallahassee, FL 32399-0250

FROM: John F. Koons, Chairperson
Palm Beach County Board of County Commissioners

RE: Certification of Exclusive Use as a Public
Library for Current Construction Grant
Applications

Acreage Branch Library

This will certify that the above facility will be used exclusively for public library purposes for which constructed or altered, and the County will submit any proposed changes in use to the State Library of Florida for approval if within 20 years of the completion of the construction project.

John J. Callahan III
Library Director

APPROVED AS TO LEGAL
SUFFICIENCY

Assistant County Attorney

PALM BEACH COUNTY FLORIDA, a
Political Subdivision of the
State of Florida
BOARD OF COUNTY COMMISSIONERS

ATTEST:
Sharon R. Bock, Clerk &
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John F. Koons, Chairperson

Clerk of Circuit Court or
Other Appropriate Officer