CITY OF LEESBURG – AGREEMENT FOR PROFESSIONAL SERVICES

TASK ORDER NUMBER 1

The City of Leesburg's mandatory Evaluation and Appraisal Report is scheduled for April 1, 2010. LPGURP will assist the City in evaluating and assessing its current growth management planning programs and provide the completed EAR to the Department of Community Affairs (DCA). The justifications for the revisions will be based on documents provided by DCA as follows:

- 9J-5.0053, Florida Administrative Code (FAC)
- Chapter 163, Part II, Florida Statues (FS)
- Chapter 9J-5 and 9J-11, Florida Administrative Code (FAC)
- Summary of the Changes to the State Comprehensive Plan Since 1985
- Preparing an Evaluation and Appraisal Report – A guide prepared by DCA

TASK I - IDENTIFY AND DISCUSS MAJOR ISSUES OF THE COMPREHENSIVE PLAN WITH CITY OF LEESBURG STAFF, PLANNING & COMMISSION BOARD MEMBERS AND GENERAL PUBLIC (163.3 191[1][C], F.S.)

The LPGURP team will work with the City of Leesburg staff to initiate an evaluation of the City's Goals, Objectives and Policies (GOPS) and an assessment of work on the Comprehensive Plan to determine if the plan has achieved the City's desired development and identify major issues for the community. This evaluation will include reviewing past actions in implementing the plan since the preceding EAR was performed. This will assess the degree to which the plan objectives have been achieved allowing us to identify ways the plan should be changed. Interdepartmental meetings with the City of Leesburg staff and workshops with the Planning & Zoning Board and City Commission members will be held to identify and clarify the issues assessed.

TASK II - PREPARE REGISTER OF ISSUES AGREED UPON; PREPARE DRAFT OF PUBLIC PARTICIPATION PROGRAM

The LPGURP team will summarize and prepare a register of the major key planning issues agreed upon following the meetings held with the City of Leesburg staff and Commission members. The LPGURP team will then begin the first steps in facilitating the formalizing of the public participation program. General public involvement is vital throughout this process and LPGURP will utilize the City's previous public participation methods as well as the process set forth by DCA. The City's previous programs implemented in the past have been effective and successful; we believe trying to reinvent another method would be unwise. Workshops will be held with the City of Leesburg staff; Planning & Zoning Board; City Commission; City Manager; Chamber of Commerce; Downtown, Homeowners' and Builders' Associations; and the community at large.

TASK III – SCHEDULE MEETINGS WITH ADJACENT, LOCAL GOVERNMENTS AS WELL AS STATE AND REGIONAL REVIEW AGENCIES (163.3191[3], F.S.)

It is mandatory to notify adjacent and local governments as well as state and regional review agencies of the upcoming EAR. The preliminary register of the major key planning issues will be sent to the agencies involved in the EAR process to review and make necessary suggestions for adding or deleting issues. Meetings will then be held to identify the needs and allow LPGRUP to supply additional comments to the City of Leesburg. The agency representatives will contribute beneficial sources of data to aide in the EAR preparation.

The LPGURP team will schedule meetings with the following adjacent local governments:

- Lake County
- City of Fruitland Park
- City of Tavares

LPGURP will also prepare a letter to invite the following state and regional review agencies:

- Department of Community Affairs
- Department of Education and Smart Schools Clearinghouse
- Department of Environmental Protection
- Department of State
- Governor's Office of Tourism, Trade, and Economic Development
- Department of Transportation
- East Central Florida Regional Planning Council
- St. Johns River Water Management District

TASK IV – FINALIZE MAJOR ISSUES AND PREPARE LETTER OF UNDERSTANDING

Major issues will be finalized based on comments received from the local governments and state and regional agencies. LPGURP and the City of Leesburg will reach an agreement on the degrees of effort that each component of the EAR should receive and begin discussing the role and format of the data to be gathered and analyzed and a rudimentary schedule will be developed. If a follow up meeting is necessary, it will be scheduled. A letter of understanding will then be prepared to send to DCA, memorializing the agreements regarding the major issues and level of effort. This letter will help avoid any misunderstandings when DCA reviews the adopted EAR for sufficiency. A letter of concurrence will also be requested at the time.

TASK V – COLLECT AND ANLYZE DATA; PREPARE FIRST DRAFT OF EAR

LPGURP will utilize the summarized conditions and inputs gathered and begin the analysis process. Contents of the EAR will include a profile of the City of Leesburg and a statement of the EAR purpose, how the process came to fruition and the public participation activities involved. A description of the City's future vision will be described and how this will be achieved. Specific assessments of the plan will include:

- Changes in population growth (163.3191[2][a], F.S.)

- Changes in land area including annexations since the plan was last adopted or amended (163.3191[2][a], F.S.)
- Amount and location of vacant lands and suitability of available developable lands (163.319 1[2][b], F.S.)
- Extend to which the City has been able to meet the demands of growth on infrastructure, maintenance on levels of services standards and public services facilities, concurrency management and the financial feasibility of the plan (163.3 191[2][c], F.S.)
- Development in relation to the original Comprehensive Plan assumptions (163.3191[2][d], F.S.)
- Assessment of coordinating land use and school facilities planning, including use of joint population projections. (163.3191[2][k], F.S.)
- Evaluation of water supply needs and compliance with the requirements to the SJRWMD plan to include long-range water supply facilities workplan (163.3191[2][l], F.S.)
- Assessment of success and shortcomings of the elements (163 .3 19 1[2][h], F.S.)
- Public school coordination and traffic concurrency management methodology.

This information will be executed in a clear and legible manner for easy reference between the DCA and the City of Leesburg.

TASK VI - ATTEND CITY COMMISSION MEETING TO REVIEW RESULTS OF DRAFT EAR; MAKE NECESSARY REVISONS TO EAR PENDING CITY COMMISSION AND PUBLIC INPUT (163.3191[4], F.S.)

The amendment will be heard before the Leesburg City Commission to discuss and review results of the evaluation as described in the draft EAR. LPGURP will take the City Commissions' and general public recommendations into account and perform any revisions, if needed, based on those recommendations received at the public hearing.

TASK VII - TRANSMIT PROPOSED EAR TO DCA FOR AGENCY REVIEW; MAKE NECESSARY REVISIONS TO EAR AFTER CONSIDERING AGENCY COMMENTS (163.3191[5], F.S.)

LPGURP will then transmit the proposed draft EAR to DCA and the required state and regional agencies for their review. The Florida Statues allow submission of the proposed EAR 90 days prior to the scheduled due date. If achievable, LPGURP will take advantage of this in order to get information from DCA for early comments.

Once comments are received from DCA (or other agency) LPGURP will make the necessary changes needed to ensure compliance prior to the adoption hearing.

TASK VIII - HOLD CITY COMMISSION HEARING TO ADOPT THE EAR; TRANSMIT ADOPTED EAR TO DCA AND AWAIT SUFFICIENCY DETERMINATION

LPGURP will attend the City Commission hearing to adopt the finalized EAR. The City will adopt the plan by resolution. Following adoption hearing, the EAR will be transmitted to DCA and await

sufficiency determination. If the EAR is found not in compliance, LPGURP shall prepare additional materials as needed to respond DCA's concerns.

TASK ORDER NUMBER 1 – FEE SCHEDULE

TASK	DESCRIPTION	FEE
Task Order Number 1	Evaluation and Appraisal Report	$40,000.00
	Total *	$40,000.00

* This cost does not include updating the City's Comprehensive Plan to implement the recommendations and finding of the EAR. The updates to the Comprehensive Plan will be the City's responsibility.

* LPGURP will provide these services for a fee of $40,000.00 plus reimbursable expenses. The total project cost will be dispersed equally between the following: $20,000.00 for the fiscal year 2008/2009 and $20,000.00 for the fiscal year 2009/2010. This schedule allows the City to carry the financial burden to the year 2010, which provides an opportunity to budget accordingly for this vital activity of work.

CITY OF LEESBURG
RATE SCHEDULE 2009

Labor Category	Rate
Principal	$175.00/HR.
Landscape Architect	$125.00/HR.
Senior Planner	$100.00/HR.
Planner III	$85.00/HR.
Planner II	$70.00/HR.
GIS Specialist	$90.00/HR.
Planner I	$60.00/HR.
CADD Specialist I	$55.00/HR.
Planning Tech	$45.00/HR.
Word Processor	$40.00/HR.
Clerk	$35.00/HR.

ATTACHMENT A2
(Revised February 2009)

NON-LABOR CATEGORY	
Mileage	IRS Standard Mileage Rates
Reproduction/Color Copies	at cost
Courier/Express	at cost
Postage	at cost
Outside Consultants	at cost

PLOT PRICING		
A size	8.5 X 11	$ 2.00 each
B size	8.5 X 14	$ 2.00 each
C size	11 X 17	$ 3.50 each
D size	18 X 24	$ 6.00 each
E size	24 X 36	$ 15.00 each
F size	36 X 48	$ 25.00 each
Custom	Custom	$ 1.50 sq. ft.
Custom	Custom	$ 1.50 sq. ft.

THE CITY OF LEESBURG, FLORIDA

By: _____
Mayor/Commissioner

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

LPG URBAN & REGIONAL PLANNERS, INC.

By: _____

Printed: Greg A. Beliveau

Its: President

Date: 4/7/09