



## INTEROFFICE MEMORANDUM

July 19, 2018

TO: Mayor Teresa Jacobs  
-AND-  
Board of County Commissioners

FROM: Christopher R. Testerman, Assistant County Administrator *CT*

CONTACT: Whitney E. Evers, Assistant County Attorney  
407-836-7321

SUBJECT: August 7, 2018, Consent Agenda Item - Resolution Regarding  
Utilities Department Letters of Credit

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In October 1991, the Board of County Commissioners adopted Resolution No. 91-M-62 that, among other things, approved standard form Letters of Credit (LOC) for the Public Works Department and authorized the County Mayor to accept those LOC, forms of which were attached to the Resolution (the "Public Works Resolution"). Currently, the Utilities Department accepts multiple LOC for various Utilities projects, but must place each of them on the Board's consent agenda. In order to streamline the LOC process, the Utilities Department would like to have a Resolution similar to the Public Works Resolution.

Accordingly, staff is proposing a resolution that would approve standard forms of the various Utilities LOC and delegate the authority to accept and amend those LOC to the Mayor, and the authority to release those LOC to the Utilities Director or Deputy Director.

**ACTION REQUESTED:** Approval and execution of Resolution of the Orange County Board of County Commissioners regarding approval of standard form letters of credit for Orange County Utilities services and projects and a delegation of authority to the County Mayor to accept or amend, and the Utilities Director or Deputy Director to release, letters of credit in conjunction with Orange County Utilities services and projects. All Districts.

CT/lb

Attachments