



LAKE MARY CITY COMMISSION

**Lake Mary City Hall
100 N. Country Club Road**

WORK SESSION

THURSDAY, NOVEMBER 01, 2012 5:30 PM

1. Items for Consideration

A. Neighborhood Improvement Program

B. Policy on naming of City facilities

2. THE ORDER OF ITEMS ON THIS AGENDA IS SUBJECT TO CHANGE

Per the direction of the City Commission on December 7, 1989, this meeting will not extend beyond 11:00 P. M. unless there is unanimous consent of the Commission to extend the meeting.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY ADA COORDINATOR AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT (407) 585-1424.

If a person decides to appeal any decision made by this Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim

record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Per State Statute 286.0105.

NOTE: If the Commission is holding a meeting/work session prior to the regular meeting, they will adjourn immediately following the meeting/work session to have dinner in the Conference Room. The regular meeting will begin at 7:00 P. M. or as soon thereafter as possible.



MEMORANDUM

DATE: November 1, 2012
TO: City Commission
VIA: Jackie Sova, City Manager
FROM: Steve Noto
SUBJECT: Neighborhood Improvement Program

DISCUSSION: On August 16, 2012, staff brought forth to the City Commission, a draft outline of the proposed Neighborhood Beautification Grants Program. The purpose of the program is to make monies available to neighborhood associations for internal and external improvements. At that meeting, staff was given specific direction in order to tailor the program to the City's needs.

Based on that direction, staff coordinated with the City Manager, staff from Orange County, and researched the City of Orlando's Mayor's Matching Grant's program as well as FDOT's Highway Beautification Grant's program. The resulting City document is more refined and provides additional protections to the City in the form of requiring a maintenance plan, a Project Action Team (PAT), and Grant Action Plan (GAP) from all applicants.

REQUEST: Based on the changes provided, staff requests direction on the Neighborhood Beautification Grant Program.

ATTACHMENTS:

Draft Neighborhood Beautification Grants Program
Draft Application

CITY OF LAKE MARY NEIGHBORHOOD BEAUTIFICATION GRANT APPLICATION

Applicant Org. Name: _____	Alt. Contact: _____
Project Team Leader: _____	Address: _____
Address: _____	City/State/Zip: _____
City/State/Zip: _____	E-Mail: _____
E-Mail: _____	Phone: _____ Alt. Phone: _____
Phone: _____ Alt. Phone: _____	

Grant Requested: Neighborhood Entry Beautification Community Beautification

Name of Neighborhood: _____
Location of Neighborhood (Roadway Boundaries): _____
Project Location (Address Required for Permitting): _____
Has the Neighborhood Won Grant Funding in the Past? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, When and How Much? _____

Brief Description of Project: _____ _____ _____	
Grant Amount Requested: \$ _____	Neighborhood Match Amount: \$ _____ <i>(min. 5% of Grant Amount)</i>

- REQUIRED ATTACHMENTS**
- | | |
|--|--|
| <ul style="list-style-type: none"> Three (3) quotes of all proposed work A complete budget showing total cost of project Photos of existing site conditions A clean site plan showing the location of all improvements | <ul style="list-style-type: none"> Notarized meeting minutes Project Action Team (PAT) contact information A completed GAP with Maintenance Agreement Other documentation specifically requested by staff First Step Meeting Synopsis |
|--|--|

<p>THE ABOVE INFORMATION IS SOLELY PROVIDED FOR PURPOSES OF APPLYING FOR THE NEIGHBORHOOD BEAUTIFICATION GRANT (NBG) AND UNDERSTAND IT DOES NOT IMPLY APPROVAL. I CERTIFY THE ABOVE INFORMATION TRUE. I HAVE RECEIVED, READ, AND AGREE WITH THE NBG PACKAGE.</p>	<p>Signed: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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2012-2013

NEIGHBORHOOD BEAUTIFICATION
GRANTS



APPLICATION PACKAGE

CITY OF LAKE MARY
COMMUNITY DEVELOPMENT DEPARTMENT
2012-2013
NEIGHBORHOOD BEAUTIFICATION GRANT
PACKAGE

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PURPOSE

The purpose of the Neighborhood Beautification Grant (NBG) Program is to promote the undertaking of activities by City neighborhoods to beautify their developments, and to avoid blighted areas. The City Commission has approved project funding in the amount of \$25,000 per fiscal year, which would allow for organized neighborhood associations to apply to the City for monies to be used in executing a neighborhood beautification program. Promotion of high quality neighborhoods shows commitment by the City and its citizens in the areas of economic stability, exceptional quality of life, and community security.

WHO CAN APPLY?

Neighborhood Beautification Grants are available to homeowners' associations and organized neighborhood organizations; this includes condominium associations and resident associations. These organizations must be registered with the City prior to submitting an application. Individual homeowners or unregistered organizations are not eligible.

A neighborhood association's Board of Directors (BOD) must vote on and approve the grant application prior to submitting to the City. Minutes from the meeting must be notarized, show the vote process, as well as:

- The name of the project
- Motion, Vote, and Action to submit project to the City
- Design specifications for landscaping, signage, and the like shall be provided as an exhibit to the minutes as stated and approved by the BOD
- A Project Action Team (PAT) shall be identified for the record, including the main Project Manager
- Minutes shall be notarized and attached to the application

The last Friday of every month, the PAT shall provide a detailed progress report to City staff. The reports shall outline all activity that has occurred over the previous month. Failure to submit a Progress Report may result in a loss of funding.

All NBG projects shall be completed within six (6) months of receiving funding. Projects shall be properly maintained after the process is completed, per the NBG Maintenance Agreement.

GRANT MATCH

All grants require either a Cash or In-kind Goods and Services match. An 'In-Kind Good and Service' is defined as: Equipment, Professional Services by legitimate providers valued at "fair market value", and Supplies.



In the event an 'In-Kind Good and Service' is identified for the match, details shall be attached to the application describing the services and their cost. The total match required shall vary on the total grant amount awarded, but in no event shall the match be required to exceed 25% of the total award.

GRANT PROGRAMS

The City offers two types of grants: Neighborhood Entry Beautification and Community Beautification Mini-Grant. Each grant type is subject to its own criteria, eligibility, and funding. An applicant may only apply for one grant at a time, and may not apply for the same grant in consecutive years. The City Commission reserves the right to expend all available funding on one project.

ELIGIBILITY

All projects must meet the following eligibility criteria:

- Serve a public purpose;
- The project must be approved by the applying organizations Board of Directors (*BOD; notarized meeting minutes must be submitted with the application, see page*
- BOD must outline a need for the project (*physical disrepair, financial hardship, unique legal standing*)
- Have a Project Action Team (PAT) of 5 or more residents;
- Have a Grant Action Plan (GAP) outlining how the project will be completed within six (6) months or less. A maintenance plan of at least five (5) years is required to be attached to the GAP;
- Project shall occur on land(s) owned by the neighborhood association.

GRANT ACTION PLAN (GAP)

The GAP shall provide a detailed budget and timeline showing how the project will meet the six (6) month project timeline. The GAP may be modified after grant funds are awarded to more accurately show dates and times.

MAINTENANCE PLAN

The Maintenance Plan that is submitted with the GAP shall cover a five (5) year period. The Plan shall have a detailed budget and action plan on how the applicant will maintain all improved areas.

In no event shall project funds be used for:

- A neighborhood organization's regular budget
- Gifts of appreciation
- Expenses without receipts
- Food
- Reimbursement for purchases made prior to receiving funding



NEIGHBORHOOD ENTRY BEAUTIFICATION (NEB) GRANTS

In the event a neighborhood has a tract of land that is recorded as an entry feature, or has identified lands that could function as an entry feature, funding is available to improve/acquire those areas. Lands that are identified as an entry feature must be adjacent to the neighborhood and have past recordation as being planned as an entry feature. If a community is gated, the entry feature must be outside of the gates of the community and visible to all City residents.

The following is a list of projects that ~~may~~ be eligible for NEB Grant funding:

- Fence/Wall Construction
- Landscaping
- New Irrigation
- Land Acquisition
- Decorative Fountains
- Decorative Lighting
- Signage

The following is a list of projects that ~~are~~ not eligible for NEB Grant funding:

- Sidewalk construction
- Traffic calming devices
- Staff for project management
- Modifications to City owned infrastructure/structures
- Projects already underway
- Non-irrigated improvements
- Imp. to private property not owned by the neighborhood org.

NEB Grant awards shall not exceed a total of \$5,000. In the event land acquisition is requested, the City Commission may award additional monies. A minimum 5% community contribution in the form of cash or in-kind services is required.

COMMUNITY BEAUTIFICATION (COB) MINI-GRANT

In the event a neighborhood has a tract of land that is recorded as common area or if there is landscaping in a City right-of-way, funding is available to improve those areas. Communities that are gated may not apply for COB grants unless all improvements occur outside the gates of the community.

The following is a list of projects that may be eligible for COB Grant funding:

- Cosmetic repairs
- Landscaping
- Gazebos, Picnic Tables
- Decorative Fountains
- Decorative Lighting
- Playground Equipment



The following is a list of projects that are not eligible for COB Grant funding:

- Sidewalk construction
- Traffic calming devices
- Staff for project management
- New fences/walls
- Modifications to City owned infrastructure/structures
- Projects already underway
- Non-irrigated improvements
- Maintenance of drainage areas
- Irrigation repairs
- Imp. to private property not owned by the neighborhood org.

COB Mini-Grant awards shall not exceed a total of \$1,500. A minimum 5% community contribution in the form of cash or in-kind services is required.

APPLICATION PROCESS

The following items shall be attached to the Grant application:

1. Project narrative;
2. 3 quotes of all proposed work;
3. A complete budget showing total cost of project;
4. Photos of existing site conditions;
5. A clean site plan showing the location of all improvements;
6. Notarized minutes as previously described on page 3 of this package;
7. Project Action Team (PAT) contact information;
8. A completed GAP with Maintenance Agreement;
9. First Step Meeting synopsis;
10. Other documentation specifically requested by staff.

A First-Step Meeting with staff is required prior to submitting the grant application. After staff has reviewed the application, it will be presented to the Parks & Recreation Advisory Board who will make a recommendation on the application to the City Commission. The City Commission will make the final determination on the Grant application.

NOTE: All vendors/contractors are required to submit applicable permits needed to perform work. Failure to do so may result in loss of funding.

STAFF CONTACT

For additional information on the NBG programs, or to schedule a First Step Meeting, you may contact Stephen Noto, Planner, at 407-585-1440 or snoto@lakemaryfl.com.





MEMORANDUM

DATE: November 1, 2012
TO: City Commission
FROM: Jackie Sova, City Manager
SUBJECT: Policy on naming of City facilities

Staff is seeking direction regarding the naming of City facilities. As there are currently plans for a new park as well as a community building, would the Commission like to take this opportunity to revisit the policy stated in Resolution 451?

RESOLUTION NO. 451

A RESOLUTION OF THE CITY OF LAKE MARY, FLORIDA, ESTABLISHING REQUIREMENTS AS GUIDELINES FOR NAMING OF CITY PARKS, BALLFIELDS AND OTHER FACILITIES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission is desirous of establishing guidelines for naming of City parks, ballfields and other facilities; and

WHEREAS, the Parks and Recreation Advisory Board, at the direction of the City Commission, has proposed requirements to be used as guidelines for naming of City parks, ballfields and other facilities.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Lake Mary, Florida:

The following process shall be followed in the naming of City parks, ballfields and other facilities:

1. Consideration will only be given to those who are or have been residents of the City of Lake Mary.
2. A request for naming a Lake Mary park, ballfield or other facility must be submitted in writing to the City Manager. Said request shall provide adequate justification. The City Manager, in conjunction with the Parks and Recreation Director, shall evaluate said request and forward same to the Parks and Recreation Advisory Board with the staff recommendation.
3. Upon review and consideration by the Parks and Recreation Advisory Board, a recommendation shall be submitted to the City Commission for final action.
4. If approved by the City Commission, the naming of a park, ballfield or other facility shall be accomplished in the form of a Resolution and proper signage and/or markers shall be designated and

placed in the appropriate location(s).

The Resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED this 21 day of January, 1993.

CITY OF LAKE MARY, FLORIDA



DAVID J. MEALOR, DEPUTY MAYOR

ATTEST:



CAROL A. FOSTER, CITY CLERK