



LAKE MARY CITY COMMISSION

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

WORK SESSION

THURSDAY, APRIL 03, 2014 5:45 PM

1. Items for Consideration

A. Continued Discussion Proposed SunRail Van Pool Grant Options

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: April 3, 2014

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Tom Tomerlin, Economic Development Manager

SUBJECT: Continued Discussion Proposed SunRail Van Pool Grant Options

DISCUSSION:

This item was previously discussed at a City Commission work session held on March 20, 2014. The item is being brought back to the Commission for additional feedback, or adoption. The grant program guidelines have been modified to reflect payment of grant funds directly to a participating agency, and installing a limit of one grant per agency in a given year. The amount of funding to run the proposed program has revolved around an ability to fund six (6) to twelve (12) grants, or roughly \$25,000 to \$50,000 per fiscal year, respectively.

BACKGROUND:

The SunRail Commuter Rail system will begin revenue operation in May, 2014. Construction on the Lake Mary SunRail Station Stop is nearing completion, and a new transportation option will soon be available to both City residents and businesses. As a commuter train system, SunRail's primary objective is to transport commuters to their place of employment. Much discussion has centered on what is commonly referred to as "the last mile" – an expression for getting SunRail passengers to their final destination (i.e., workplace).

The City of Lake Mary's primary employment base is spatially associated with the Interstate 4 area. As such, the City has been actively exploring options for connecting potential SunRail passengers to major employers located beyond walking distance from the station stop.

In addition to enhanced regular bus service, this workshop item introduces a unique grant program intended to encourage employer participation in the LYNX Agency Vanpool program. The proposed grant program is a matching grant, from the City of Lake Mary, that will offset half of the lease payment associated with a LYNX Agency Vanpool rental. A set of grant guidelines (Attachment "A") is provided for discussion purposes. Additional information about the proposed grant program is outlined within these guidelines.

RECOMMENDATION:

1. That the City Commission provide feedback on the proposed Lake Mary Vanpool Grant Program and funding level for consideration at its April 17, 2014, City Commission meeting; or
2. Continue this item onto today's April 3, 2014, regular City Commission Agenda for consideration and adoption of the attached Resolution (including funding level); or
3. Deny the establishment of the proposed grant program.

ATTACHMENTS:

- Grant Program Enabling Resolution
- Proposed Lake Mary Vanpool Grant Guidelines (revised)
- LYNX Agency Vanpool Flyer

RESOLUTION NO. 934

**A RESOLUTION OF THE CITY OF LAKE MARY, FLORIDA,
ADOPTING THE DOCUMENT ENTITLED “CITY OF LAKE MARY
VANPOOL MATCHING GRANT PROGRAM”; PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, The City of Lake Mary, Florida, desires to promote the usage of the SunRail Commuter Train; and

WHEREAS, The City of Lake Mary, Florida, has determined that the City of Lake Mary’s SunRail Station Stop is located within the City’s Downtown Master Plan Area and is an area of special interest to the City; and

WHEREAS, The City of Lake Mary recognizes that an effective commuter rail system requires the ability to connect commuters to their place of employment; and

WHEREAS, The City of Lake Mary, Florida, has developed the “City of Lake Mary Vanpool Matching Grant Program” to foster the use of SunRail by commuters traveling to their place of employment in the City; and

WHEREAS, The “City of Lake Mary Vanpool Matching Grant Program” will allow for a matching grant subsidy to help offset the monthly lease cost associated with the LYNX Agency Vanpool Program; and

WHEREAS, The City Commission of the City of Lake Mary, Florida, has determined that the “City of Lake Mary Vanpool Matching Grant Program” is in the best interest of the City and the public.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Mayor and City Commission of the City of Lake Mary, Florida:

1. Adopt the document entitled, “City of Lake Mary Vanpool Matching Grant Program”, included as Attachment “A”.

2. EFFECTIVE DATE: This Resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED this ____ day of April 2014.

CITY OF LAKE MARY, FLORIDA

MAYOR, DAVID J. MEALOR

ATTEST:

CITY CLERK, CAROL A. FOSTER

Approved as to form and legality for use
and reliance upon by the City of Lake
Mary, Florida.

CATHERINE REISCHMANN, CITY ATTORNEY

DRAFT

Attachment "A"

City of Lake Mary - VanPool Matching Grant Program

****Program Guidelines****

PURPOSE

The City of Lake Mary's VanPool Grant is designed to help facilitate the movement of commuters to and from the Lake Mary SunRail Station Stop located at 2200 W. Lake Mary Boulevard. The program provides a matching grant subsidy to help offset the monthly lease cost associated with the LYNX Agency VanPool Program (<http://www.golynx.com/riding-lynx/van-pool.shtml>).

The main goals of this grant program are to:

- encourage SunRail usage;
- reduce traffic on area streets;
- create and sustain new jobs; and
- help promote activity in and around the City's SunRail Station Stop.

To qualify for this grant, an Agency (i.e., business) must be within the City of Lake Mary, in addition to other program criteria. All grants are discretionary and awards are subject to funding availability.

PROGRAM

The Lake Mary VanPool Grant (LMVPG) provides lease/rent assistance on behalf of qualifying employers up to one-half of the monthly lease payment, not to exceed \$345 per month, for up to twelve (12) consecutive months. The maximum total subsidy per business is \$4,140.

Funding is budgeted on an annual basis and awarded on a first-come, first-served basis. All applications are subject to City Commission approval.

FUNDING LIMITS & ELIGIBILITY

The total funding allocation for this program shall be determined by the City Commission at a regular meeting or during the budget hearing process. Applicants must meet all of the following requirements in order to be eligible to receive assistance through the Lake Mary VanPool Grant (LMVPG):

1. Applicant Business (referred to as an "Agency") must be located within the City of Lake Mary and meet all lease requirements associated with the LYNX Agency VanPool Program.
 - a. The Agency must have an executed lease agreement with LYNX for the Agency VanPool Program. The LMVPG grant application may be processed concurrently with the LYNX Lease Agreement.
2. The Agency must be properly licensed and approved by the City of Lake Mary.
3. Grant funds, if approved, will be paid in monthly installments for a maximum of twelve (12) consecutive months to the Agency.
4. The maximum total lease/rent subsidy for Agency applicants is limited to one-half of the monthly lease payment, exclusive of gas and driver costs, up to \$345 per month, with a total rent subsidy of no more than \$4,140 per business.

GRANT TERMS & CONDITIONS

1. All LMVPG awards are tied to a van route connecting the employer's physical location within the City to the Lake Mary SunRail Station Stop.
2. Grant funds, for lease payment, will be paid to the Agency that is open for business, paying wages, and transporting employees from the SunRail Lake Mary Station Stop to and from the Agency's location.
3. The responsibility for all lease payments is between the parties to the LYNX Agency VanPool lease agreement.
4. The City will not be a party to any lease agreement between an Agency and LYNX, and neither bears nor accepts any responsibility for payment of lease at any time, nor penalties incurred for the late arrival of lease payments.
5. The City of Lake Mary reserves the right to approve or deny LMVPG applications and to discontinue payments at any time if in its sole and absolute discretion it determines that the business will not further the goals and objectives of the program. The receipt of past payments is not a guarantee of future subsidy payments.
6. Should the Agency discontinue its month-to-month lease agreement with LYNX, the City will likewise discontinue the lease subsidy to the Agency. The Agency must give 30-day notice to the City of its intent to discontinue its LYNX Agency Vanpool agreement.
7. Arrangements for a Van Driver are between LYNX and the Agency.
8. The LMVPG is limited to one grant per Agency during any one-year period.

PROCEDURES FOR IMPLEMENTATION

1. Application Process – All applicants are required to meet with City staff to review eligibility requirements before submitting an application. Applications are not considered complete until all requested documentation has been received by the City. Application packets must include the following documentation:
 - a. Completed application form;
 - b. Copy of executed LYNX Agency VanPool lease;
 - c. The number of employees that will participate in the VanPool in the form of a weekly schedule;
 - d. Any other documents as specified in the grant application.
2. Approval of Funding Request – Once eligibility is verified and all required documentation has been submitted, City staff will present the funding request to City Commission for approval. Staff will notify the applicant and LYNX of approval, if granted.
3. Grant Payments – VanPool Lease subsidy payments will begin at the beginning of the first full month that the Agency is participating in the program. Payments will be submitted directly to the Agency, provided all the conditions of the grant are in compliance. A maximum of twelve (12) consecutive monthly payments may be made.
4. Reporting – By accepting the grant, the applicant agrees to comply with any reporting procedures as outlined in the grant agreement. Reporting may include, but is not limited to, work schedules, and reporting forms as deemed necessary by the City.



VanPool with LYNX®

How the Agency VanPool works

An organization or business leases a van from LYNX®
to provide transportation to employees or clients



Lease Includes

- Vehicle
- Maintenance
- Insurance
- Month-to-Month agreement (no long term contract)
- Routes and frequency are determined by agency leasing vehicle
- Agency pays for fuel cost and provides their own driver (one or multiple)

Benefits

- » No capital cost to purchase vehicle
- » Wear-and-tear included in lease
- » Program covers all maintenance costs
- » Insurance is included
- » Great benefit for employees
- » Direct route/door-to-door service option

Pricing and Sizes

- 7 passenger
 - 10 passenger
 - 12 passenger
 - 15 passenger
- \$690**

for more info call
(407) 843-POOL