

**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:

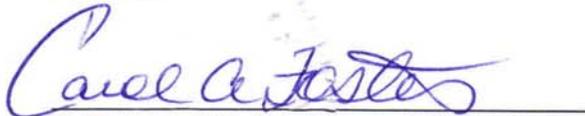
1. Adopt the document entitled, "City of Lake Mary Vanpool Matching Grant Program", included as Attachment "A".
2. EFFECTIVE DATE: This Resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED this 3<sup>rd</sup> 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

# Attachment "A"

## City of Lake Mary - VanPool Matching Grant Program

**\*\*Program Guidelines\*\***

Adopted April 3, 2014

### PURPOSE

The City of Lake Mary's VanPool Grant is a pilot program 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. As a pilot program, funding and continuation of the program beyond one year is subject to City Commission approval.

### 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.