



LAKE MARY CITY COMMISSION

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

WORK SESSION

THURSDAY, MARCH 20, 2014 6:00 PM

1. Items for Consideration

A. Timacuan Roundabout

B. Proposed SunRail Van Pool Grant Program

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: March 20, 2014
TO: City Commission
VIA: Jackie Sova, City Manager
FROM: Steve Noto
SUBJECT: Timacuan Roundabout

DISCUSSION: Mr. Matt Cormia, a resident of Timacuan, has requested the installation of a 20' tall flag pole to display the United States flag within the roundabout at Timacuan Blvd. and Mohegan Blvd. (location map attached). Additionally, lighting and small memorial plaques would be provided, honoring those who have served in the Armed Forces and live in the Timacuan community. Originally, it was proposed as a 30' pole but was subsequently changed to 20'.

Based on research by staff, the most common size of a United States flag is 3' x 5', which correlates with the size of the pole it is mounted upon:

Ground Set Poles	
Exposed Pole Height	Flag Size
15'-20'	3'x5'
25'	4'x6'
30'-35'	5'x8'
40'-45'	6'x10'
50'	8'x12'
60'-65'	10'x15'
70'-80'	12'x18'
90'x100'	15'x25'

If it is the desire of the City Commission to allow the installation of the flag pole and associated improvements, staff recommends the following:

1. Require the applicant(s) to submit a ROW Utilization permit for construction, provide the City with full indemnification, and the City provide an easement on the area. Timacuan already provides maintenance within the curbing of the roundabout and the improvements would be installed utilizing regular building permits.

DISPOSITION: Staff seeks direction on how to proceed on this matter.

ATTACHMENTS:

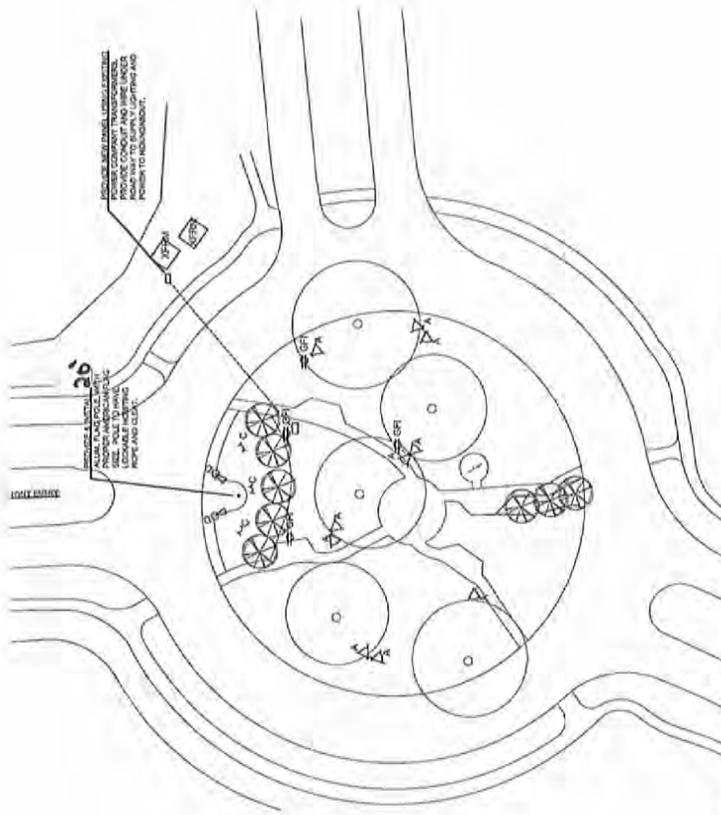
- Location map
- Plan Sheet

Z:\commdev\staff reports\Miscellaneous\Timacuan ROW Flagpole.doc





SCALE: 1" = 20'



Roundabout Lighting & Power

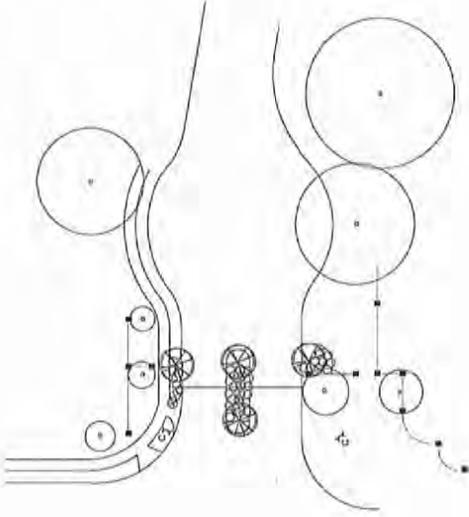
GENERAL NOTES

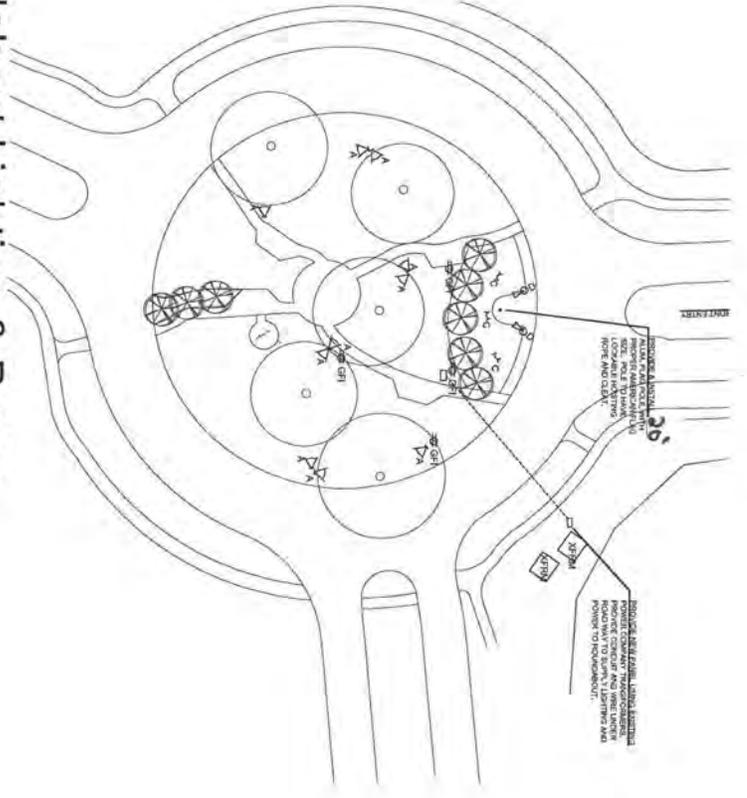
1. FIXTURES NOTED WITH (*) INDICATE REPLACEMENT OF OLD OR DAMAGED FIXTURE. EXISTING CIRCUIT TO BE REUSED.
2. EXISTING FIXTURES IN GRASS AREAS TO REMAIN OUT OF PLANTING PAST.
3. LIGHT FIXTURES SELECTED ARE A BASIS OF DESIGN. ALTERNATES OF SIMILAR QUALITY AND PERFORMANCE WILL BE CONSIDERED.
4. ALTERNATE FIXTURE IS TO BE SEPARATED IN B.O. FINAL DECISION TO BE MADE BY HOA REPRESENTATIVE.
5. ALL CIRCUITS TO BE IDENTIFIED AND LABELLED FOR NEW CONTRACTOR.
6. CONTRACTOR RESPONSIBLE FOR PROPER WIRING SIZE AND VOLTAGE DROP PER LOCAL AND STATE CODES.
7. ALL POWER LINES TO BE ROUTED IN A METAL CONDUIT AND PLACED UNDERGROUND.
8. ALL FLOOD LIGHTS WITH POWER OUTLETS TO HAVE PROTECTIVE COVERS REPLACED AS NECESSARY.
9. CONTRACTOR TO PROVIDE UNIT PRICING FOR CHANGING DIMENSION, COULDS AND OTHER UNFORSEEN ITEMS. FINAL CONTRACTOR PRICING OR REPLACEMENT WILL BE DONE BY HOA REPRESENTATIVE.
10. AWARDED CONTRACTOR TO PROVIDE LIGHT FIXTURE MOCKUP OF EACH FIXTURE IN APPROXIMATE LOCATIONS PRIOR TO FINAL PURCHASE AND INSTALL. TO BE APPROVED BY HOA REPRESENTATIVE & LANDSCAPE ARCHITECT.
11. FOR LIGHT QUOTES PLEASE CONTACT:
 JOHN WRIGHT
 J.WRIGHT@LIGHTINGPARTNERSGF.COM
 402-862-2171

LIGHT FIXTURE LEGEND

- ▷ A FLOOD LIGHT (FOR LARGE TREE CANOPIES) -
- ◀ B B FLOOD LIGHT (FOR PALM TREES) - PROVIDE REINFORCED BOX FOR MOUNTING
- ◀ C FLOOD LIGHTS (GUARD SMACK - SMALL AREAS) -
- ◀ D B FLOOD LIGHTS (FLAG POLE) -
- ◀ F A FOUNTAIN - FLOOD LIGHTS
- ◀ F B FOUNTAIN - WATER LETS
- ◀ F C FOUNTAIN - WATER WEIRS (ADD ALTERNATE)
- ◀ G G GROUND FAULT INTERRUPT EXTERIOR POWER OUTLET

Back gate Lighting & Power





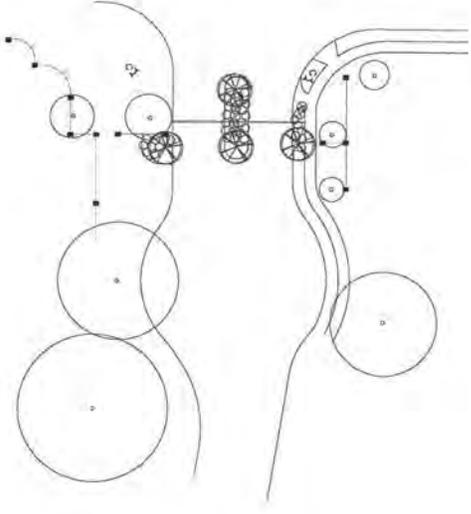
Roundabout Lighting & Power

GENERAL NOTES

1. FIXTURES NOTED WITH (1) INDICATE REPLACEMENT OF OLD OR DAMAGED FIXTURE. EXISTING CIRCUIT TO BE REUSED.
2. FLOOR LIGHT FIXTURES IN GRASS AREAS TO BE HEAVY DUTY MOUNTING POSTS.
3. LIGHT FIXTURES SELECTED ARE A BASIS OF DESIGN.
4. ALTERNATE FIXTURE IS TO BE SEPARATED IN I.D. FINAL DECISION TO BE MADE BY HOA REPRESENTATIVE.
5. ALL CIRCUITS TO BE IDENTIFIED AND RELABELLED FOR NEW FIXTURES AND OUTLETS.
6. CONTRACTOR RESPONSIBLE FOR PROPER WIRING SIZE AND VOLTAGE DROP PER LOCAL AND STATE CODES.
7. ALL POWER LINES TO BE ROUTED IN THE METAL CONDUIT AND PROTECTIVE COVERING.
8. ALL FLOOD LIGHTS WITH POWER OUTLETS TO HAVE PROTECTIVE COVERS REPLACED AS NECESSARY.
9. CONTRACTOR TO PROVIDE UNIT PRICING FOR CHANGING CONDUITS, OUTLETS AND OTHER UNUSUAL ITEMS. FINAL DETERMINATION OF REPAIR OR REPLACEMENT WILL BE DONE BY HOA REPRESENTATIVE.
10. AWARDED CONTRACTOR TO PROVIDE LIGHT FIXTURE PROTOTYPES FOR APPROXIMATE LOCATIONS. PROTOTYPES TO BE APPROVED BY HOA REPRESENTATIVE & LANDSCAPE ARCHITECT.
11. FOR LIGHT QUOTES PLEASE CONTACT:
 - JOSH WRIGHT
 - LIGHTING PARTNERS
 - 407-452-7171
 - INFO@LIGHTINGPARTNERS.COM

LIGHT FIXTURE LEGEND

- DL FLOOD LIGHT (FOR LARGE TREE CANOPIES) - PROVIDE REINFORCED BRON FOR MOUNTING
- FL FLOOD LIGHT (FOR PLANT TREES) - PROVIDE REINFORCED BRON FOR MOUNTING
- C FLOOD LIGHTS (GLASS SHOCK - SMALL AREAS) -
- D FLOOD LIGHTS (FLAG POLES) -
- G FOUNTAIN - FLOOD LIGHTS
- F FOUNTAIN - WATER FOUNTAIN - WATER FOUNTAIN (WATER WEIRS (ADD ALTERNATE))
- GND GROUND FAULT INTERRUPT EXTERIOR POWER OUTLET



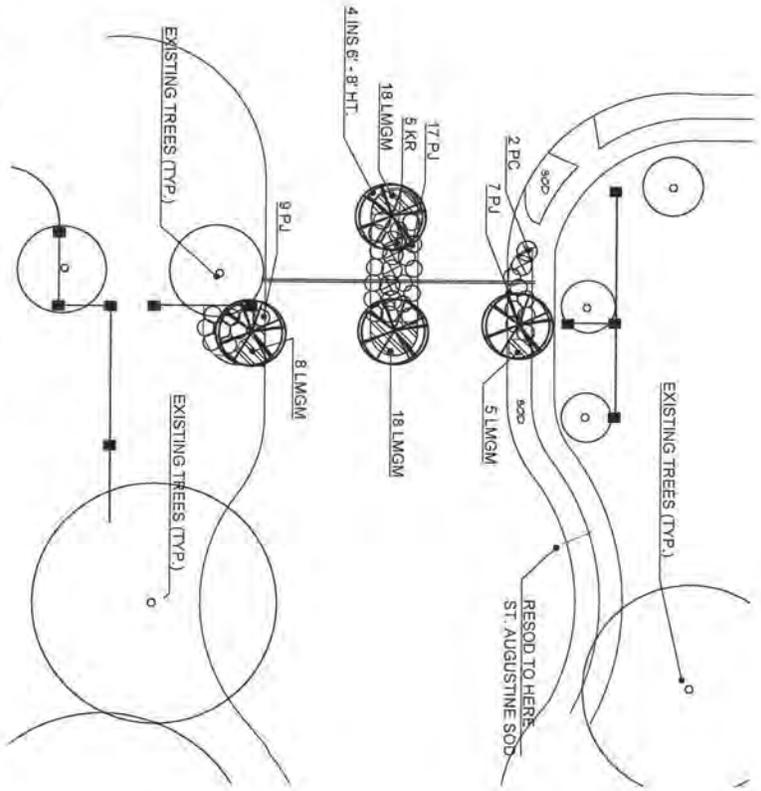
Back gate Lighting & Power

Front Entry - LIGHTING & POWER

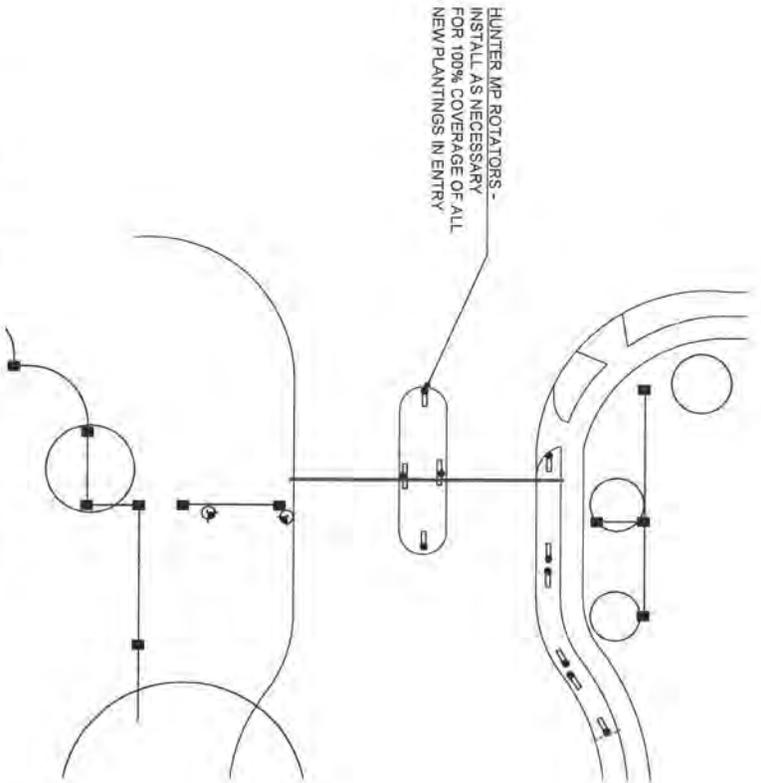
Sept 8, 2013

Roundabout / back gate - LIGHTING & POWER





Rear Entry - Planting



Rear Entry - Irrigation

Plant Materials List

NO.	DESCRIPTION	QUANTITY	UNIT	REMARKS
1	17 PJ	1	Tree	17 PJ
2	5 KR	1	Shrub	5 KR
3	18 LMGM	4	Shrub	18 LMGM
4	4 INS 6' - 8' HT	1	Shrub	4 INS 6' - 8' HT
5	2 PC	1	Shrub	2 PC
6	7 PJ	1	Tree	7 PJ
7	300	1	Tree	300
8	500	1	Tree	500
9	5 LMGM	1	Shrub	5 LMGM
10	18 LMGM	1	Shrub	18 LMGM
11	9 PJ	1	Tree	9 PJ
12	8 LMGM	1	Shrub	8 LMGM
13	EXISTING TREES (TYP.)	1	Tree	EXISTING TREES (TYP.)
14	RESOD TO HERE ST. AUGUSTINE SOD	1	Area	RESOD TO HERE ST. AUGUSTINE SOD

SCALE: 1" = 10'



MEMORANDUM

DATE: March 20, 2014
TO: City Commission
VIA: Jackie Sova, City Manager
FROM: Tom Tomerlin, Economic Development Manager
SUBJECT: Proposed SunRail Van Pool Grant Program

DISCUSSION: 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 is provided for discussion purposes. Additional information about the proposed grant program is outlined within these guidelines.

RECOMMENDATION: Request Commission provide feedback on proposed Lake Mary Vanpool Grant Program. This workshop item has been provided for general information purposes, however, feedback from the Commission will be helpful in refining the

program. Should you wish to adopt this program, guidelines will be revised according to your direction and brought back to you for approval.

ATTACHMENTS:

- Proposed Lake Mary Vanpool Grant Guidelines
- LYNX Agency Vanpool Flyer

DRAFT

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

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 must be located within the City of Lake Mary and meet all lease requirements associated with the LYNX Agency VanPool Program.
 - a. The applicant must have an executed lease agreement with LYNX for the Agency VanPool Program. The LMVPG application may be processed concurrently with the LYNX Lease Agreement.
2. The business 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 LYNX, on behalf of the employer applicant.
4. The maximum total lease/rent subsidy for employer 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 subsidies will be paid only to LYNX, on behalf of the applicant, that is open for business, paying wages, and transporting employees from the Lake Mary Station Stop to and from the employer'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 employer applicant 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 employer discontinue its month-to-month lease agreement with LYNX, the City will likewise discontinue the lease subsidy.
7. Arrangements for a Van Driver are between LYNX and the employer.

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; and
 - 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 business is participating in the program. Payments will be submitted directly to LYNX, 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



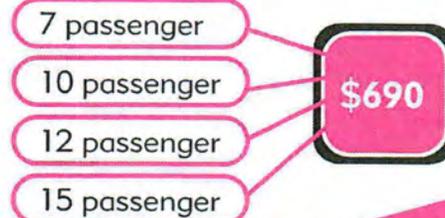
Lease Includes

- 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



for more info call
(407) 843-POOL