

MEMORANDUM

October 15, 2014

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Assistant to the City Manager

RE: Approval of Application for FRDAP Grant Funds to install additional lighting at the Soccer Complex on Hunt Brothers Rd.

SYNOPSIS: This is a grant application for \$150,000 towards improvements to the Soccer Complex on Hunt Brothers Road. These funds will be for additional lighting on two fields. Deadline for submittal is October 31. There is a \$50,000 match requirement which can be spent next fiscal year.

RECOMMENDATION

Staff recommends that City Commission take the following action:

1. Approve the Florida Recreation Development Assistance (FRDAP) grant application to be submitted to the Department of Environmental Protection for lighting improvements to the Soccer Complex.
2. Authorize the City Manager to execute the applications on the City's behalf.

BACKGROUND

When the Soccer Complex was completed in 2008 only 25% (approximately) of the necessary field lighting was installed. As a result, the majority of the complex is not usable after daylight hours. The fields that are currently lit require much more maintenance as they are overused due to the unavailability of the lights on the remaining fields. This next phase of lighting will be strategically installed in the center of the complex in an effort to light as many of the fields as possible, maximizing the dollars spent. This complex facilitates recreation for approximately 600 children annually.

This application is for the first phase of an effort to light all of the fields. If awarded, the City will receive the grant agreement in July 2015. The 25% required match can be spent in the next fiscal year. If this effort is successful, Phase 2 will be applied for in the future to complete the lighting of the fields.

OTHER OPTIONS

Do not submit the application.

FISCAL IMPACT

A match of \$50,000

Prepared by the Finance Department and attached.

ATTACHMENTS

Fiscal Impact Statement

Grant Application Draft

**STATEMENT OF FISCAL IMPACT
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
ADDITIONAL LIGHTING AT THE SOCCER FIELDS
(STATE GRANT)**

PREPARED BY

**CITY OF LAKE WALES
FINANCE DEPARTMENT**

Nature of Statement and Information Disclosed

This is a statement of fiscal impact has been performed as required by and in accordance with Section 2-802, Article VIII of the City of Lake Wales Code of Ordinances. It is a statement solely for the purpose of analyzing and reporting the fiscal impact on the City of either applying or not applying for this grant, using certain assumptions as indicated herein. No attempt is made to evaluate the Grant Application for suitability to City objectives.

In order to provide an unqualified statement of fiscal impact that can be certified as reasonably full and complete by the Finance Department, certain information must be provided permitting Finance Department personnel to produce a full and complete determination as to all anticipated fiscal impacts. This impact statement was produced using:

- **Memorandum from Jennifer Nanek, Special Projects Manager**
- **FRDAP FY 2015'16 Grant Application Package**

This impact statement represents, in our unqualified opinion, a valid estimate of known present or future impacts anticipated to result from the acceptance of the aforementioned grant.

In some cases, the nature of a fiscal impact is described rather than stated using specific dollar amounts or figures. This is done in order to provide information on the nature of the expected fiscal impact where there simply is not enough information to quantify the impact, or whether the exact amount of the impact depends on the exact type of future events or conditions.

General Assumptions

A fiscal impact statement constitutes a forward-looking statement on the acceptance of grant funds and the proper execution of all requirements as set forth in any grant application, agreement, covenants attached to real or tangible property, or other duly enforceable stipulations. In order to produce such a statement, assumptions about future events and conditions must be made.

In any case where a reasonable expectation of a future condition or event has been disclosed or is already known to Finance Department personnel, that information has been used as an Assumption in the fiscal impact statement. Expectations not known or not considered reasonably expected to occur have been excluded from the fiscal impact statement. If an event or condition may occur which would have a material and *direct* fiscal impact, but is not reasonably expected to occur, it is disclosed in the fiscal impact statement.

General Assumptions are made in this fiscal impact statement that the City Staff executing the grant program already possess the required knowledge and expertise to expertly perform all of the requirements of the grant, and that the information provided to prepare this impact statement is true and correct. It is also assumed that no outside events will create a positive or negative influence on the grant program, and that there will be no changes in the legal, operational, or economic environment in which the grant program, and the City as whole, operates, except as disclosed herein.

Current Fiscal Impacts

Impacts on Revenue

Grant funding in the amount of \$150,000 plus City matching funding of \$50,000 (impact fees) for total funding equaling \$200,000 towards project costs.

Impacts on Expenditures

Estimated project cost of \$200,000 for additional lighting at the soccer fields. Any cost overruns must be borne by the General Fund.

Future Fiscal Impacts

Impacts on Revenue

N/A

Impacts on Expenditures

N/A

Other Future Commitments

Maintenance costs of the equipment will be the responsibility of the City. Any maintenance relating to these items will be funded by the General Fund.

Disclosures of Possible Material Future Events

N/A

Certification

We hereby certify that this fiscal impact statement is, to the best of our knowledge, a valid estimate of known present or future impacts anticipated to result from the application and acceptance of the aforementioned grant.

Approved By:



Dorothy Ecklund, CPA
Finance Director
City of Lake Wales

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKET
2015-2016**

PART I — GENERAL INFORMATION

(DEP USE ONLY)

Received: _____

Postmarked: _____

Application Number: _____

1. APPLICANT INFORMATION

A. Name of Applicant: _____ City of Lake Wales

B. Federal Employer Identification Number:** _____ 59-6000357

***(This number must be registered at My Florida Market Place with the address the warrant will be forwarded)*

C. Population: _____ 14,261

D. Current Operating Budget: _____

(This is the operating budget for the city, county or special district, and not just the department budget)

E. Contact Person: _____ Jennifer Nanek _____ Title: _____ Assistant to the City Manager

(The contact person is someone who will be in direct contact with DEP and be responsible for administering this grant if awarded)

F. Mailing Address: _____ 201 W. Central Ave.

City/State: _____ Lake Wales, FL _____ Zip Code: _____ 33853

Telephone:(863)678-4182 _____ E-mail: _____ jnanek@cityoflakewales.com

FAX: _____ 863-678-4180 _____

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

Signature of City or County Manager/Title

Date

2. PROJECT INFORMATION

A. Name of Project: Soccer Field Lighting - Phase I

B. Project Type (Check One): *Project cannot be a combination of acquisition and development*

Acquisition: _____

Development: X

X On land owned by applicant

_____ On land currently under site control by applicant

Date site control expires: _____

Trail Construction: _____

_____ On land owned by applicant

_____ On land currently under site control by applicant

Date site control expires: _____

Development projects must be under site control (owned by deed, or leased or dedicated for minimum of 30 years from the date of application) by the close of the submission period (October 31, 2014).

- **School board property is ineligible** either by lease or ownership.
- Include a copy of the site control documents (e.g., deed, lease, etc.). **If providing a Quit Claim Deed, please attach a copy of a 30 year title search or title opinion.**

(Tab as Exhibit “N”)

C. PROJECT LOCATION:

Street Address: 151 Hunt Brothers Road

City: Lake Wales County: Polk Zip Code: 33853 -

GIS Coordinates: Latitude: 27°52'21.80"N Longitude: 81°35'19.80"W

1. Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified.**

(Tab as Exhibit "K")

2. Submit color, on-site photographs for **all three copies** of your application, sufficient to depict the physical characteristics of the project area.

(Tab as Exhibit "L")

3. Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.

(Tab as Exhibit "M")

D. LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:

This should be the Florida Senate and Florida House district in which the **proposed project site is located**. If you are not sure of the district, contact your local office of the Supervisor of Elections. **(There is only one each.)**

State Senator: Denise Grimsley Senate District Number: 21

State Representative: Mike LaRosa House District Number: 42

- E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED:** 9.23

F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.

1) For Development Projects:

- (a) Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site.

The Soccer complex includes 4 soccer fields, a concession stand, playground area, a gravel parking lot and trail. This facility is primarily used for soccer but also other recreational activities. Not all of the fields currently have lighting. This grant would fund some additional lights for some of the fields.

The Complex is located just off a designated Scenic HWY, The Ridge Scenic Highway.

- (b) Indicate if a natural spring is located on project site: _____ Yes No

- (c) Indicate if there is public access to the park either through an existing street or easement:

Yes _____ No

Describe Public Access:

The public has access via Hunt Brothers Road which runs between two major highways, Scenic HWY (SR 17) and US HWY 27.

(If additional room needed - Tab as Exhibit "P")

2) For Acquisition Projects: (in addition to the above information)

- (a) If the proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also address the ability to have public access to the park either through an existing street or easement.

(If additional room needed - Tab as Exhibit "P")

D. PROJECT WORK PLAN (COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION):

On page 11 & 12 as attachment A, list the project Work Plan for the elements for this application. The Project elements are listed with the related tasks and deliverables. Primary elements and support elements should be listed separately. Use as many project elements and tasks needed to complete the project.

Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 11 & 12 of this application. The site plan must correlate with the project boundary map and work plan elements. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 11 & 12) in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed on page 19 of this application. Also identify different FRDAP phases on the site plan and any LWCF phases.

DEVELOPMENT PROJECTS:

PRIMARY RECREATION AREAS AND FACILITIES: *Primary facilities include all recreation facilities and opportunities. **Primary cost must be equal to or greater than fifty percent (50%) of the total cost.** Primary examples are: beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, shade structures for recreational facilities, etc. Enclosed structures are not eligible costs. Costs of planning and site preparation should be included within the cost of each element. If land value is used as match, it should be included under primary cost. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking trail or bike trail).*

SUPPORT FACILITIES AND IMPROVEMENTS: *Support facilities are facilities which can not stand alone, or which would have little or no public outdoor recreational value without the primary facility. No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above cannot be phased and must be completed with one grant.*

ACQUISITION PROJECTS:

If acquisition project, on page 11 & 12, list the project work plan for the acquisition phase of the project.

(Tab as Exhibit "H")

ATTACHMENT A

PROJECT WORK PLAN

Project Name Soccer Field Lighting - Phase I

Grantee Name City of Lake Wales

Please list the each project element along with its objective and estimated amount:

Primary Elements:

Project Element 1 (description and amount):

Project Element 2(description and amount):

Project Element 3(description and amount):

Project Element 4(description and amount):

Project Element 5(description and amount):

Project Element 6(description and amount):

Support Elements:

Project Element 1 (description and amount):

additional lighting equipment to light two of the fields.

Project Element 2(description and amount):

Project Element 3(description and amount):

Project Element 4(description and amount):

Project Element 5(description and amount):

Project Element 6(description and amount):

The project reimbursement is limited to no more than three (3) invoices, but can be less. No partial invoices for an element will be approved. An element must be 100% complete before a reimbursement request can be submitted. An amendment request must be submitted and approved prior to the deletion of any project element. Examples of documentation can be such things as: photographs along with status report of work completed, commencement documentation, and/or closeout documentation.

Commencement Documentation required prior to Reimbursement Request

| BILLING/ NUMBER | ELEMENTS/ WORK TO BE COMPLETED | ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT | MATCH AMOUNT TO BE CLAIMED | DOCUMENTATION/ DELIVERABLES TO BE SUBMITTED UPON COMPLETION BEFORE REIMBURSEMENT CAN BE APPROVED |
|-------------------------------------|---|--|---|---|
| 1 | additional lighting equipment | \$150,000 | \$50,000 | additional lighting equipment will be installed. Photos to be submitted. |
| TOTAL FUNDING AMOUNT | | \$ 150,000 | \$ 50,000 | |

Performance Standard: Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program.

PART II — EVALUATION CRITERIA

GENERAL CRITERIA

1. CAPITAL IMPROVEMENT PLAN

- A. Is the proposed project identified, in whole or in part, in the applicant’s capital improvement plan or schedule during the current or next three (3) fiscal years?

Provide:

1) A letter from the agency’s city or county manager certifying the five year capital improvement schedule is **officially adopted and date adopted**. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- And -

2) A copy of the five-year capital improvement schedule included in the applicant’s adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) **Please highlight project name, amount and year.**

(20 points)

Yes No

--- OR ---

- B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their capital improvement plan or schedule and complete the project should it receive program funds?

Provide: a copy of a fully executed resolution amending the existing schedule to include the proposed project. The resolution must **clearly indicate the proposed project by name, amount and year and cannot be older than 3 years.**

(10 points)

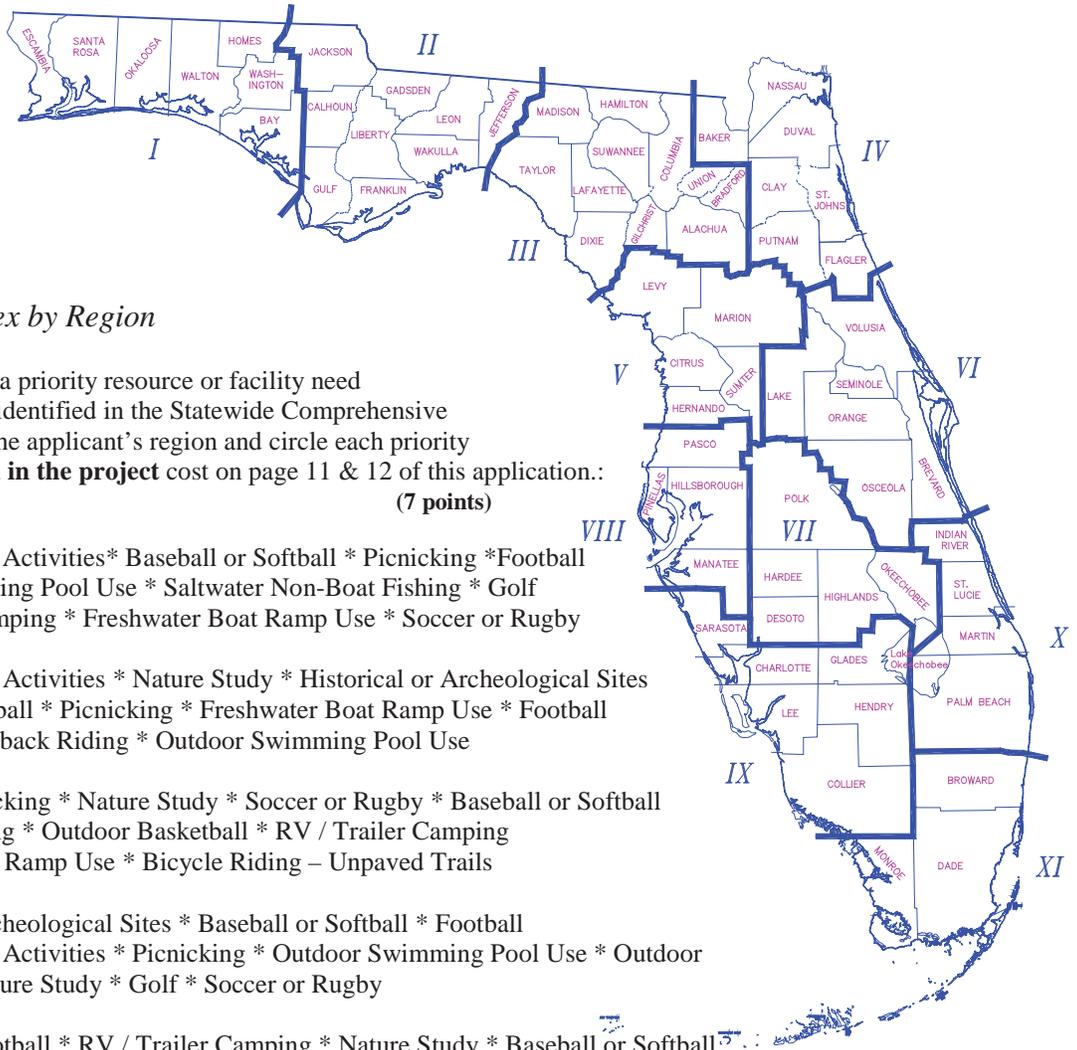
Yes No

(Tab as Exhibit “A”)

2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

- A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. **Use the *OUTDOOR RECREATION IN FLORIDA- 2008 (Chapter 6 & 7)*. Provide quotations or other appropriate references with explanations to justify the correlation. To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.**

(Tab as Exhibit “B”) (4 points)



B. 2008 Relative Need Index by Region

The proposed project provides for a priority resource or facility need in the applicant's planning region identified in the Statewide Comprehensive Outdoor Recreation Plan. Locate the applicant's region and circle each priority resource/facility need as **proposed in the project** cost on page 11 & 12 of this application.:
(7 points)

- _____ I Saltwater Beach Activities* Baseball or Softball * Picnicking *Football
Outdoor Swimming Pool Use * Saltwater Non-Boat Fishing * Golf
RV / Trailer Camping * Freshwater Boat Ramp Use * Soccer or Rugby
- _____ II Saltwater Beach Activities * Nature Study * Historical or Archeological Sites
Baseball or Softball * Picnicking * Freshwater Boat Ramp Use * Football
Hunting * Horseback Riding * Outdoor Swimming Pool Use
- _____ III Football * Picnicking * Nature Study * Soccer or Rugby * Baseball or Softball
Horseback Riding * Outdoor Basketball * RV / Trailer Camping
Freshwater Boat Ramp Use * Bicycle Riding – Unpaved Trails
- _____ IV Historical or Archeological Sites * Baseball or Softball * Football
Saltwater Beach Activities * Picnicking * Outdoor Swimming Pool Use * Outdoor
Basketball * Nature Study * Golf * Soccer or Rugby
- _____ V Picnicking * Football * RV / Trailer Camping * Nature Study * Baseball or Softball
Bicycle Riding - Unpaved Trails * Outdoor Basketball * Soccer or Rugby
Horseback Riding * Outdoor Swimming Pool Use
- _____ VI Picnicking * RV / Trailer Camping * Football * Baseball or Softball
Outdoor Swimming Pool Use * Nature Study * Historical or Archeological Sites
Outdoor Basketball * Saltwater Beach Activities * Soccer or Rugby
- X VII RV / Trailer Camping * Picnicking * Baseball or Softball * Outdoor Swimming Pool Use
Nature Study * Freshwater Boat Ramp Use * Football * Golf * Horseback Riding
Outdoor Basketball
- _____ VIII Picnicking * RV / Trailer Camping * Baseball or Softball * Football * Outdoor Swimming Pool Use
Saltwater Beach Activities * Golf * Outdoor Basketball * Outdoor Tennis * Soccer or Rugby
- _____ IX Picnicking * RV / Trailer Camping * Saltwater Beach Activities * Outdoor Swimming Pool Use
Golf * Football * Nature Study * Baseball or Softball * Outdoor Tennis * Historical or Archeological Sites
- _____ X Football * Golf * Baseball or Softball * Outdoor Swimming Pool Use * Picnicking * Outdoor Tennis
Saltwater Beach Activities * Outdoor Basketball * RV / Trailer Camping * Soccer or Rugby
- _____ XI Outdoor Swimming Pool Use * Picnicking * Football * Baseball or Softball * Saltwater Beach Activities
Outdoor Tennis * Golf * Outdoor Basketball * Saltwater Non-Boat Fishing * RV / Trailer Camping

3. PUBLIC PARTICIPATION

Indicate which of the following apply (*Check ALL that apply*):

(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous 3 years** of application and each of **the three meetings must be held separately** to receive each set of points. **Meetings also must be held prior to the application submittal.**)

_____ A. A pre-advertised public meeting was held **solely** for the purpose of discussing the proposed project. *Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. **If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.***

(Tab as Exhibit “C-1”) (10 points)

_____ B. The project was discussed at a **regularly** scheduled meeting of the applicant’s advisory board responsible for park, recreation or leisure service activities. *Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.***

(Tab as Exhibit “C-2”) (7 points)

_____ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. *Provide documentation (**minutes from the meeting which the project was discussed** with date or thank-you letter from an organization, association, etc.) showing that presentations regarding this project were made to community organizations or groups **OR** provide a **copy of the survey, who surveyed and summary of the results.** **Letters of support are not acceptable to receive points.***

(Tab as Exhibit “C-3”) (4 points)

4. OPERATION AND MAINTENANCE

Capability to develop, operate and maintain the project site: (*Check ONLY one*):

Provide **a brief description** of how development, programming and maintenance will be provided and **a copy of an agency organizational chart** . **Must provide both to receive points.**

The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance.

(Tab as Exhibit “D”) (6 points)

The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance.

(Tab as Exhibit “D”) (4 points)

The applicant has other means of providing facility development, programming and maintenance.

(Tab as Exhibit “D”) (2 points)

5. PARK PARTNERSHIP

The proposed project is supported through a fully executed written cooperative agreement between the applicant and a private or public entity (*within the current or past 3 years*) in which said entity agrees to furnish 10% or more of the total project costs in cash, land, or labor services for the **development/construction** of this project with the applicant holding the leading management responsibility. **The written agreement must be executed by the end of the submission period and quantify the donation in monetary units. This can be a cooperative agreement between both parties or a letter from the entity agreeing to furnish 10% of the total project costs in cash, materials, land, or labor services.**

(A management or maintenance agreement is not acceptable.)

Yes No

(Tab as Exhibit “E”) (3 points)

6. TRAIL CONNECTIVITY

The project provides for increased trail access by connecting an existing, publicly owned and designated recreational trail which is **outside the project boundary**. **Indicate on the site plan the project trail/connection and name and location of existing trail(s) outside the boundaries.**

Yes No

(Tab as Exhibit “G”) (5 points)

DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. *Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged) (If undeveloped, state None). The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Identify and color code different funding phases from the existing facilities.*

(Tab as Exhibit “G”) (5 points, if undeveloped)

Current:

- 4 soccer fields
- 1 playground
- trail
- parking area
- concession stand

2. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

A) List the facilities which are addressed on page 11 & 12 of this application which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant’s population density as set forth in the Department’s study entitled “Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida” effective December 1995. *(See attached pages 24-28 for Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff.) (If developing trails, must have separate trails to receive separate points.*

(Maximum 30 points)

B) Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant’s population density as set forth in the study titled “**1995 INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**”. Use the table below to determine in which priority funding need ranking the project falls. (Check **ONLY one**):

- _____ Highest Priority Funding Need (13 points)
- _____ **X** _____ Second Highest Priority Funding Need (8 points)

| | | |
|---|---------------|---------------------|
| Population Density 1 – Population Under 10,000 | Rank 1 | Construction |
| | Rank 2 | Renovation |
| Population Density 2 – Population 10,000 to 24,999 | Rank 1 | Renovation |
| | Rank 2 | Construction |
| Population Density 3 – Population 25,000 to 49,999 | Rank 1 | Construction |
| | Rank 2 | Renovation |
| Population Density 4 – Population 50,000 to 99,999 | Rank 1 | Construction |
| | Rank 2 | Renovation |
| Population Density 5 – Population 100,000 and Over | Rank 1 | Renovation |
| | Rank 2 | Construction |

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida