

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

**December 5, 2014**

TO CRA MEMBERS: MARY LAWSON BROWN, ALLEGRA KITCHENS,  
PHIL LEARY, JAMES NORWOOD, Jr., KATHY GRIFFIN  
AND KARL N. FLAGG:

You are hereby notified that the time of the regular December 11, 2014 meeting of the Palatka Community Redevelopment Agency has been changed to begin at 4:00 p.m. on that date. The regular meeting place at City Hall, City Commission Chambers, 201 N. 2<sup>nd</sup> Street, Palatka, has not changed.

Please govern yourselves accordingly.

*/s/ Vernon Myers*

Vernon Myers, MAYOR/Chairman

We acknowledge receipt of a copy of the foregoing notice of meeting time change on the 5<sup>TH</sup> day of December, 2104.

*/s/ Mary Lawson Brown*

COMMISSIONER

*/s/ Allegra Kitchens*

COMMISSIONER

*/s/ James Norwood, Jr.*

COMMISSIONER

*/s/ Phil Leary*

COMMISSIONER

*/s/ Kathy Griffin*

REPRESENTATIVE  
DOWNTOWN PALATKA, Inc.

*/s/ Karl N. Flagg*

PUTNAM COUNTY BOCC  
DISTRICT 3 COMMISSIONER

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 288.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

**VERNON MYERS**  
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CITY ATTORNEY

*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

**AGENDA  
CITY OF PALATKA  
COMMUNITY REDEVELOPMENT AGENCY  
December 11, 2014**

**CALL TO ORDER:**

**APPROVAL OF MINUTES:**

October 23, 2014

**PUBLIC COMMENTS - (Speakers limited to three minutes - no action taken on items)**

1. **PUBLIC PARKING LEASE AGREEMENT** with Ruth Burk at 210 S 3rd Street to provide for overflow Truck and Trailer parking - Jonathan Griffith
2. **RESIDENTIAL REHAB GRANT PROGRAM** - Jonathan Griffith
3. **DISCUSSION** regarding CRA Meeting Date and Time - Staff
4. **VACANT SPACE INCENTIVE PROGRAM UPDATE** - Jonathan Griffith
5. **2015 BLUE CRAB FESTIVAL STATUS UPDATE** - Staff

**REPORTS**

1. a. North Historic District Update - Elizabeth van Rensburg, PHNNA  
b. South Historic District Update - Michael Gagnon, President, SHNA

**ADJOURN**

**\*Attachment**

ANY PERSON WSHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105  
PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN OROER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERKS OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REOUEST ACCOMMODATIONS.

# *Agenda Item*

**1**



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**

**PUBLIC PARKING LEASE AGREEMENT** with Ruth Burk at 210 S 3rd Street to provide for overflow Truck and Trailer parking - Jonathan Griffith

**SUMMARY:**

210 South Third Street is a privately owned vacant lot. Staff is proposing a public parking lease agreement to provide for more overflow truck and trailer parking and for additional parking during large festivals. Staff estimates that the property could hold up to twenty (20) truck and trailers. The vacant lot next to the Tilghman can hold up to Thirty-four(34) truck and trailers.

Ms. Burk has requested that the City demolish the vacant building on the property. Staff has no objection to demolishing the 700 sf utility building. Demolition would allow for a more efficient use of the property. In addition, two (2) driveway aprons would need to be constructed.

Staff is proposing a public parking lease agreement, where the CRA would pay the owner the ad valorem taxes in lieu of rent and demolish the one story shed on the property. The City would be responsible for maintenance and property insurance. The improvements could be made within the current years budget for the riverfront project.

**RECOMMENDED ACTION:**

**Approve the public parking lease agreement, and recommend that the City Commission Adopt a resolution authorizing the execution of the lease agreement and authorize the expenditure of CRA funds for demolition of the building and construction of two (2) driveway aprons.**

**ATTACHMENTS:**

Description	Type
D Lease Agreement	Backup Material
D Location Map	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	12/3/2014 - 10:45 AM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 10:50 AM
City Manager	Czymbor, Michael	Approved	12/3/2014 - 11:24 AM
Finance	Reynolds, Matt	Approved	12/3/2014 - 12:55 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 1:01 PM

## LAND LEASE AGREEMENT

This lease, made and entered into this \_\_\_\_\_, day of \_\_\_\_\_, 2014 by and between Ruth Burk, hereinafter referred to as the "Lessor", and the THE CITY OF PALATKA COMMUNITY REDEVELOPMENT AGENCY a body politic and corporate, hereinafter referred to as "Lessee", hereby agree as follows:

1. **Description of Leased Premises.** The Lessor shall lease to the Lessee for the term stated below the following described properties: 210 South 3<sup>rd</sup> Street, Palatka, Parcel # 42-10-27-6850-0130-0040 DICK'S MAP OF PALATKA MB2 P46 BLK 13 LOT 4 SUB TO EASE ON THE W'LY 20 FT (The "Leased Property").
2. **Rental Amount.** In lieu of an annual rent the Lessor shall pay the Ad Valorem taxes for those properties described above.
3. **Term.** The initial term of this lease shall commence on \_\_\_\_\_, and end on \_\_\_\_\_. Beginning \_\_\_\_\_, this lease agreement shall be automatically renewed for successive one-year terms unless either party gives notice of non-renewal at least six (6) months prior to the expiration of the then current term.
4. **Maintenance.** Lessee accepts the Leased Property in an "as is" condition. Lessee shall maintain the Leased Property in a safe and sanitary condition during the term of this Lease.
5. **Use.** Lessee shall have right to exclusive use of the Vacant Property for public parking and downtown events. The Lessor shall have retain the use of the building(s) for storage.
6. **Record.** Lessee may record this Lease in the public records of Putnam County, Florida.
7. **Improvements.** The lessee may at its option, improve and designate parking spaces for public parking and install landscaping, lighting, benches, pavers and other site amenities at Lessee's expense. At the termination of the lease the Lessee may, at its option, remove paving blocks, landscaping, and structures installed by the lessee. The lessee may demolish the building(s) with written approval from the lessor.
8. **Warranty of Ownership.** Lessor warrants that they own the Leased Property above and will defend the lessee's right to possession of the property during the term of this lease against the claims of any third parties.

9. **Assignment and Sub-Leasing.** Lessee may not assign or sub-lease this Lease without Lessor's consent. The covenants herein contained bind, and the benefits, advantages, responsibilities, and obligations shall inure to, the respective successors, personal representatives, heirs, devisees and assigns of the parties hereto.
10. **Indemnification.** To extent permitted by S. 76828, FS Lessee covenants and agrees to indemnify and hold the Lessor harmless from any damages or injuries to any person or persons, property, on the Leased Property, during the term hereof, caused by the negligence or willful acts or failure to act of Lessee, its agents, servants and employees.
11. **Quiet Enjoyment.** Lessee, upon performing the several covenants and agreements herein contained, shall and may peaceably and quietly have, hold and enjoy the Leased Property.
12. **Notice.** When Lessor or Lessee are required by this lease to give notice unto the other in connection with this Lease and the Lease Property, such notice shall be addressed as follows:

LESSOR        Ruth Burk  
                  510 Mulholland Park  
                  Palatka, FL 32177

LESSEE        THE CITY OF PALATKA COMMUNITY REDEVELOPMENT  
                  AGENCY  
                  201 North Second Street  
                  Palatka, FL 32177  
                  Attn: City Manager

or at such other address as may be designated in writing by either or both parties in the manner designated for giving of any notice hereunder. Where the parties on either side consist of more than one person, notice unto or default by one of the persons on that side shall constitute notice unto or default by all of the persons that same side.

13. **Miscellaneous.**
  - a. Time is of the essence.
  - b. No modification, release, discharge or waiver of any provision hereof shall be of any force, effect or value unless in writing, and signed by the Lessor and Lessee.

- c. All covenants, promises, condition, and obligation herein contained or implied by law are covenants running with the land and shall be attached to and be binding upon their heirs, executors, administrators, successors, legal representatives and assigns, of each of the parties of this Lease as to the Leased Property.
- d. Lessee covenants and agrees to use the Leased Property only for lawful purposes and shall comply with all applicable governmental laws, rules, regulations and ordinances.
- e. Whenever used, the singular number shall include the plural, the plural the singular, and the use of any gender shall include all genders. Whenever use, the term "persons" shall include either real or corporate, whichever is applicable.

IN WITNESS WHEREOF, the parties have set their hands on the day and year first above written: Signed, and delivered in the presence of:

LESSOR:

Witnesses as to Lessor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Witness

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_, as identification.

(seal)

My Commission Expires:

\_\_\_\_\_

Notary Public, State of Florida

ATTEST:

COMMUNITY REDEVELOPMENT AGENCY:

\_\_\_\_\_

\_\_\_\_\_

Betsy Driggers, City Clerk (Seal)

Michael J. Czymbor, CRA Director

\_\_\_\_\_

Date



## 210 S 3rd Street

Vacant Property

All provided Putnam County GIS data are to be considered a generalized spatial representation that is subject to revisions. This information is provided as a visual representation only and is not to be used as a legal or official representation of legal boundaries. The Putnam County Board of County Commissioners as well as the constitutional offices including the Clerk of the Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector assume no responsibility associated with its misuse.

# *Agenda Item*

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**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**

**RESIDENTIAL REHAB GRANT PROGRAM - Jonathan Griffith**

**SUMMARY:**

Attached is a proposed program designed to address blighted vacant residential properties in the South Tax Increment District. The South district is faced with a number of vacant properties where the cost to renovate and purchase exceeds the repaired market-value. This program is intended to provide a financial incentive for the restoration/rehabilitation of vacant homes resulting in single-family owner occupied residences.

**RECOMMENDED ACTION:**

**Approve the Residential Rehab Grant Program and recommend the City Commission adopt a resolution approving the program.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Program Documents	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	12/7/2014 - 7:58 PM
City Clerk	Driggers, Betsy	Approved	12/8/2014 - 10:16 AM



### **Residential Rehabilitation Grant Program**

The City of Palatka and the Community Redevelopment Agency (hereinafter referred to as “the City”) hereby solicit applications for the Residential Rehabilitation Grant Program for projects located within the South Tax Increment District. The Residential Rehabilitation Grant Program is intended to encourage the rehabilitation/repair of vacant residential properties for single-family owner occupied homes. To be eligible for consideration projects must be located in the South Tax Increment District, advance the goals outlined in the CRA plan and meet other minimum eligibility criteria. Applications are accepted year round and if deemed complete and eligible, will be considered at the next regularly scheduled CRA meeting. The City reserves the right to waive any irregularities submitted, reject any and/or all submittals, accept any submittals deemed to be in the best interest of the City, request additional information, amend the program documents without notice, display and advertise properties receiving incentives and use this program for projects already initiated by the City.

The criteria that the City shall use in evaluating proposals include, but are not limited to;

- quality of the proposed improvements;
- financial capability of the applicant to undertake and complete the work (i.e. approved line of credit or certified financial statement)
- the degree to which the project improves the property value
- level of detail and accurateness of project budget and/or contractor estimates
- project financial and practical feasibility and documentation of financial incentive need;
- furtherance of the goals and objectives in the CRA plan;
- impact on historic resources;
- conformance with Comprehensive Plan; and
- the availability of funds.

To obtain additional information please view the City of Palatka website at [www.palatka-fl.gov](http://www.palatka-fl.gov) or contact Jonathan Griffith, Project Manager/Grants Administrator at 386 329 0103 or [jcgriffith@palatka-fl.gov](mailto:jcgriffith@palatka-fl.gov).

## **Residential Rehabilitation Grant Program**

### **I. Program Description**

The Residential Rehabilitation Grant Program is intended to encourage the rehabilitation/repair of vacant residential properties for single-family owner occupied homes. Grants may be awarded up to fifty thousand dollars (\$50,000) per property. The owner will have up to one (1) year from the date of execution of the grant agreement to complete the work. The grant program is only applicable to a new work and is not retroactive. Previous work on the property may not be considered as match or for grant funding. A house must be unoccupied at the time of application. If a property owner wishes to restore/rehabilitate their unoccupied property, which is not their primary residence, with the intent to sell, program funding will be applied as a loan which will be returned in full to the South Tax Increment District Fund at closing.

The following covenants will define the use of Tax Increment Funds in a reimbursement method. Reimbursements will be provided up to forty percent (40%) of the total project cost to a maximum of fifty thousand dollars (\$50,000).

The grant recipient will be required to reside on the property and list it as their primary residence. If an owner fails to complete the project or sells the house prior to three (3) years after the date of the Certificate of Occupancy; 100% of the grant funds will be returned to the South Tax Increment District Fund. A lien will be filed on the property with the Putnam County Clerk of Courts. The City Manager and City Attorney will monitor this action to provide for compliance.

Applications are accepted year round and if deemed complete and eligible, will be considered at the next regularly scheduled CRA meeting. The City reserves the right to waive any irregularities submitted, reject any and/or all submittals, accept any submittals deemed to be in the best interest of the City and CRA, request additional information, amend the program documents without notice, display and advertise properties receiving incentives and use this program for projects already initiated by the City.

Upon approval of a grant, the applicant and any affected contractor will be required to sign a Grant Agreement and a Release and Hold Harmless Agreement with the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.

### **II. Eligibility**

To be eligible for consideration projects must be located in the South Tax Increment District, advance the goals outlined in the CRA plan and meet other minimum eligibility criteria. For a project to be eligible it must:

- not currently qualify for a Certificate of Occupancy as determined by the Palatka Building Department;
- be located within the South Tax Increment district;
- submit a complete application;
- be unoccupied for a period of six (6) months at the time of application; and

## **Residential Rehabilitation Grant Program**

### **III. Application Process**

- a. Applicants interested in participating in the program must submit a completed and signed application along with supporting documentation to:

City of Palatka Community Redevelopment Agency  
Attention: Project Manager / Grants Administrator  
201 North Second Street  
Palatka, FL 32177

- b. Applications must include:

- contact information (i.e. primary contact, phone, email, mailing address);
- proof of ownership, option to purchase or agent authorization;
- project description including, scope of work, construction estimate, schedule by trade and design plans;
- proof of capital;
- current taxable value per Putnam County Property Appraiser and estimated taxable value at project completion;
- acknowledgement applicant has read and understands grant requirements; and
- other information as requested by staff.

- c. Applications must be received at least four (4) weeks prior to a regularly scheduled CRA Board meeting to be placed on the agenda for consideration.

Applications will be reviewed for completeness and eligibility and submitted to the South Tax Increment District Advisory Committee for public input. The City Manager, Planning Director and Palatka Building Official will then review applications and a final recommendation will be made to City Manager and then the CRA Board. Applications deemed to be incomplete or ineligible will not be considered.

Appeals must be filed with the City of Palatka City Clerk at 201 North Second Street, Palatka, FL 32177 and will be considered at the next regularly scheduled meeting.

### **IV. Selection Criteria**

Projects shall be evaluated on a case by case basis. The criteria that the City shall use in evaluating proposals include, but are not limited to;

- quality of the proposed improvements;
- financial capability of the applicant to undertake and complete the work (i.e. approved line of credit or certified financial statement)
- the degree to which the project improves the property value
- level of detail and accurateness of project budget and/or contractor estimates
- project financial and practical feasibility and documentation of financial incentive need;

**Residential Rehabilitation Grant Program**

- furtherance of the goals and objectives in the CRA plan;
- impact on historic resources;
- conformance with Comprehensive Plan; and
- the availability of funds.

I hereby acknowledge that I have read, understand and agree to the terms of this document.

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Signature

Date

---

Printed Name

Title

# *Agenda Item*

3



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**  
**DISCUSSION** regarding CRA Meeting Date and Time - Staff

**SUMMARY:**  
At the October 23, 2014 CRA meeting Commissioner Flagg requested the CRA consider revising the current CRA regular meeting date and time.

The regular meeting date and time are set by resolution of the City Commission. The CRA's meeting date and time was last amended by the City Commission in 2012, to be effective with the December 2012 meeting. A copy of that Resolution follows this Summary.

Currently the CRA is set to meet every other month beginning in February on the 2nd Thursday of the month (which coincides with the date of the regular City Commission meeting) at 5:00 p.m., for a total of six times per year. When conflicts exist, as they sometimes do, or if more time is needed to meet, the meeting time and/or date is changed and legal notice per FS 189.015 is provided to the members, press and public seven (7) days in advance. The annual meeting schedule is published in the Palatka Daily News annually each January, per the requirements of FS 189.015.

**RECOMMENDED ACTION:**  
**For discussion and possible action to make a recommendation to the City Commission to amend the Regular CRA meeting schedule.**

**ATTACHMENTS:**

Description	Type
Resolution adopted 10-25-12 setting CRA meeting date/time	Discussion

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/4/2014 - 10:48 AM
City Clerk	Driggers, Betsy	Approved	12/4/2014 - 10:49 AM
City Manager	Czymbor, Michael	Approved	12/4/2014 - 4:08 PM
Finance	Reynolds, Matt	Approved	12/5/2014 - 10:00 AM
City Clerk	Driggers, Betsy	Approved	12/5/2014 - 10:21 AM

**RESOLUTION NO. 9 - 48**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AMENDING THE TIME OF THE REGULAR MEETING OF THE  
CITY OF PALATKA COMMUNITY REDEVELOPMENT  
AGENCY (CRA), AND PROVIDING A COMMENCEMENT DATE**

**WHEREAS**, the Palatka City Commission adopted Resolution #4 – 7 on September 8, 1983 which declared a portion of Downtown Palatka as an area suitable for redevelopment and finding the need for rehabilitation, conservation or redevelopment of such area; and

**WHEREAS**, the Palatka City Commission adopted Resolution #4-11 on November 10, 1983 which found a need to create a Downtown Redevelopment Agency (DRA), also known as the Community Redevelopment Agency (CRA) to carry out the Community Redevelopment Purposes of Chapter 163, Part III, FS in the Community Redevelopment Area; and

**WHEREAS**, the Palatka City Commission adopted Resolution No. 8-63 on December 15, 2009 setting the regular meeting date of the CRA on the 2<sup>nd</sup> Thursday of each even month at 4:00 p.m.; and

**WHEREAS**, during regular session on October 11, 2012, the Palatka CRA recommended amending the time of the regular meeting to 5:00 p.m.

**NOW THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka that commencing in December, 2012, the regular meetings of the Community Redevelopment Agency (CRA) shall generally be held at 5:00 p.m. on the 2<sup>nd</sup> Thursday of each even month (February, April, June, August, October and December), unless otherwise noticed, in compliance with F.S. 187.417.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 25<sup>th</sup> day of October, 2012.

**CITY OF PALATKA**

By: \_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**CITY ATTORNEY**

# *Agenda Item*

*4*



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:**  
**VACANT SPACE INCENTIVE PROGRAM UPDATE - Jonathan Griffith**

**SUMMARY:**  
The Vacant Space Incentive Program was advertised on November 4, 2014. To date staff has attempted to reach property owners by email, mail and phone. Three (3) property owners have submitted letters of interest. Twelve (12) properties are enlisted. After the deadline staff will verify that each property is eligible. City staff will then work with the property owner to determine those improvements that are necessary to bring the building to a tenant ready state. The CRA board would then prioritize and shortlist property's for development negotiations. City staff would then work with the property owner(s) to develop a funding package that may include a combination of CRA grants, tax increment incentives, administrative assistance and/or third party financing. Contingent upon funding availability, the CRA would then include those shortlisted projects in the next fiscal year's budget for development.

**RECOMMENDED ACTION:**  
**No Action required -- Update Only**

**ATTACHMENTS:**

Description	Type
D Vacant Space Program DRAFT	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	12/3/2014 - 1:05 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 1:08 PM
City Manager	Czymbor, Michael	Approved	12/3/2014 - 3:26 PM
Finance	Reynolds, Matt	Approved	12/3/2014 - 4:20 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 5:51 PM



## Request for Letters of Interest (LOI)

### Vacant Space Incentive Program

The City of Palatka and the Community Redevelopment Agency (hereinafter referred to as “the City”) hereby request Letters of Interest (LOI) from interested property owners for vacant spaces (buildings and property) located within the CRA's three (3) districts. The purpose of the Vacant Space Incentive Program is to create space fit for occupancy.

At a minimum this document fully filled out and signed by the property owner shall suffice as the LOI. The City requests that respondents include a separate LOI in addition to this fully completed and executed document describing their property and their intentions for it. The City reserves the right to waive any irregularities submitted, reject any and/or all submittals, accept any submittals deemed to be in the best interest of the City, request additional information, amend the program documents without notice, display and advertise properties receiving incentives and use this program for projects already initiated by the City.

- A. Letters of Interest must be received prior to 3:00 pm on December 4, 2014. Proposals will be received at City Clerk's office located at:

City of Palatka  
201 North Second Street  
Palatka, FL 32177  
Attention: Betsy Driggers, City Clerk

To obtain additional information please view the City of Palatka website at [www.palatka-fl.gov](http://www.palatka-fl.gov) or contact Jonathan Griffith, Project Manager/Grants Administrator at 386 329 0103 or [jcgriffith@palatka-fl.gov](mailto:jcgriffith@palatka-fl.gov).

## I. Program Description

The Vacant Space Program is intended to take space not fit for occupancy and improve it to the condition to where a certificate of occupancy can be issued. To be eligible for consideration projects must be located within one of the three CRA districts, vacant for at least six (6) months advance the goals outlined in the CRA plan and meet other minimum eligibility criteria.

## II. Eligibility

For a project to be eligible it must:

- be located within a CRA district;

Approved:

- vacant for at least six (6) months prior to the deadline;
- submit an LOI by the deadline; and
- submit a certification and acceptance of program terms.

### III. Application Process and Key Dates

November 4, 2014	Request for LOI advertisement
December 4, 2014	Deadline for Letter of Interest
TBD	Execution of MOU and Hold Harmless
TBD	Inspection of property to determine voluntary and compulsory improvements needed
TBD	Quotes developed for work
TBD	Staff review and recommendation to CRA board
TBD	CRA Board Evaluation of projects to determine priority and shortlist those for negotiations
TBD	Negotiation of redevelopment incentive package (i.e. grant, loan, increment rebate) and contract terms.
TBD	Presentation of projects and funding strategy to CRA and City Commission for approval
TBD (Prior to FY 14-15)	Contract approval at CRA and City Commission

The City reserves the right to present projects for input to the CRA district advisory groups, prior to consideration at a CRA board meeting. Properties deemed to be ineligible will not be presented to the CRA for evaluation.

Appeals must be filed with the City of Palatka City Clerk at 201 North Second Street, Palatka, FL 32177 and will be considered at the next regularly scheduled meeting.

### IV. Selection Criteria

The CRA board shall shortlist properties based upon the following criteria:

- financial and practical feasibility (cost for compulsory repairs / usable square footage)/ = # (lower the cost per s.f. greater the score));
- furtherance of the goals and objectives in the CRA plan;
- availability of funds;
- the degree to which the applicant leverages additional private funds or resources; and
- the projects ability to strengthen the character and/or integrity of the CRA districts.

The City reserves the right to modify the scoring criteria at any time without notice.

## V. Other Considerations and Program Requirements

Upon approval of a grant, the applicant and any affected contractor(s) will be required to sign a Development Agreement and a Release and Hold Harmless Agreement with the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.

## VI. Required Information and Certification

Proposed Vacant Property(s) for consideration \_\_\_\_\_  
Street Address  
\_\_\_\_\_ parcel #  
\_\_\_\_\_ date of last known occupancy

If you are submitting and LOI for multiple properties, please attach a separate sheet with the street address and parcel # for each and include the date of last known occupancy.

Property Owner: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone #:( \_\_\_\_\_ ) - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

The below-signed respondent hereby acknowledges that they are the owner of the above stated property and agree to allow City staff and/or its contractors, consultants and representatives to enter the property for the purpose of inspection, assessment and marketing and that the and acknowledge that they have read, understand and agree to the terms of this document.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

Approved:

# *Agenda Item*

5



**COMMUNITY REDEVELOPMENT  
AGENCY AGENDA ITEM**

**SUBJECT:  
2015 BLUE CRAB FESTIVAL STATUS UPDATE - Staff**

**SUMMARY:**

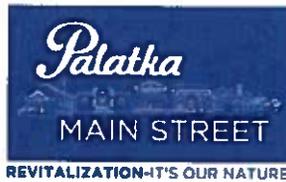
**RECOMMENDED ACTION:**

**ATTACHMENTS:**

Description	Type
☐ Memo - Blue Crab Festival	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	12/4/2014 - 9 51 AM
City Clerk	Driggers, Betsy	Approved	12/4/2014 - 10 29 AM



**TO:** Palatka CRA Board  
**FROM:** Charles Rudd, Main Street Manager  
**DATE:** 12/4/14  
**RE:** Blue Crab Status Update

Since the last CRA meeting at which Palatka Main Street, Inc. was requesting financial support to conduct a new Palatka Blue Crab Festival to replace the Blue Crab Festival which had announced their move to the Putnam County Fairgrounds, Blue Crab Festival, Inc. has applied for a special events permit to conduct the 2015 Blue Crab Festival on the Riverfront in downtown Palatka. While their application is incomplete and does not contain a site plan, they have paid the permit fees of \$1,500. We have met with the new head of the organization and he confirmed that the Blue Crab Festival would remain on the riverfront. Palatka Main Street has subsequently withdrawn our application for the same weekend. The goal has always been to have a blue crab festival on the riverfront Memorial Day weekend. If they are willing to stay, then we have achieved our goal. However, given the significant investment the City has made in the festival in the past and will potentially make in the future, it is my recommendation that the City formalize its relationship with Blue Crab Festival, Inc. as an official "Partner" in the event. "Partner" will be defined as:

- 1) A financial commitment which includes absorbing approximately half the cost to the City of assisting with the event. A report compiled in 2013 showed that the total cost to the City was \$24,205.05. Blue Crab Festival was billed \$8,087.50; the City donated an additional \$16,117.55 in resources. The City Commission directed that in the future, the City recover at least half the cost to the City. In 2014, the festival was billed a little more than \$12,000 and the city donation was the same as 2013.
- 2) The City as a "Partner" would also contribute the monthly rent of warehouse space on City property valued at \$4.00 per square foot per year equals \$3,456 annually (it would likely be more than this based on having to find a larger unit than needed due to limited availability). The City has donated this rent for approximately fourteen (14) years.
- 3) It would also include a voice in the decision making for the festival. This includes a seat on the Board of Directors for the City Manager or his designee, as well as attendance at all festival planning meetings.
- 4) Blue Crab Festival, Inc. would also allow the City Manager full access to financial reports from the Blue Crab Festival, Inc. treasurer. I believe this is necessary due to the financial history of Blue Crab Festival, Inc. Given the size of the financial investment as well as time, personnel and equipment contributed by the City into this event, this is not

unreasonable to protect the investment; an investment not made for any other event. The Special Events Ordinance now requires a financial report from organizations conducting events but to date, the reports have been very general, at best, and not shown the true outcome of the event. Here is a snapshot of the recent financial results that were available to me.

<u>Year</u>	<u>Income</u>	<u>Expense</u>	<u>Result</u>	<u>Help</u>
2006	\$195,795.68	\$205,589.09	-\$9,793.41	\$10,000 loan
2007	\$213,427.01	\$218,034.84	-\$4,607.83	
2008	\$215,244.50	\$212,751.39	+\$2,493.11	
2009	\$154,061.81	\$200,509.81	-\$46,448.00	\$47,000.00 City
2010	\$160,794.56	\$174,121.55	-\$13,326.99	\$39,977.13 City
2011	unavailable			
2012	unavailable			
2013	\$158,047.77	\$181,123.12	-\$23,075.35	
2014	\$185,872.00	\$156,923.00*	+\$28,949.00	

(2014 started with \$1,000 in the bank and \$6,000 in unpaid bills)

None of these losses were reported in the annual “Financial Report” the festival chair gave to the City Commission (other than the need for money in 2009 and 2010 reported when it was time to begin festival preparations). In 2014, the City Manager was involved and contributed actively on the festival committee and during the event. Full financial disclosure and input on decisions was provided. The results speak for themselves.

- 5) Blue Crab Festival, Inc. agrees to keep the festival on the riverfront in downtown Palatka.

If it is the desire of the Blue Crab Festival, Inc. Board of Directors to continue with “don’t call us, we’ll call you,” and “it is none of the City’s business what we do” and keep the City out of the process, the planning and the finances, then the City should consider full compensation for services and staff provided as well as rent for City property used just as they would for any other event application in which the City is not a partner. If the Blue Crab Festival, Inc. Board is not willing or able to put on a festival under these conditions, Palatka Main Street, Inc. is prepared to fully partner with the City to produce and bring this important component of our redevelopment effort and local flavor to the community, the region and the state.

CR:s

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT

**DONALD E. HOLMES**  
CITY ATTORNEY

## City of Palatka

### “After Action” Report for the 2013 Blue Crab Festival

Various City departments and employees worked in preparation for, during and after the 2013 Blue Crab Festival. Some employees work “on the clock” and are paid through regular payroll for their services, whether they worked regular or overtime hours. Some employees volunteer their time, for which they receive no remuneration or compensatory time. Some departments are required to expend employee time and materials and/or services which are not billed to the Festival. Some departments’ time and/or materials & services are billed to the Blue Crab Festival. What follows is a re-cap of the City’s involvement in the 2013 Blue Crab Festival, broken down by department:

#### WATER TREATMENT PLANT – Melvin Register, Superintendent

The Water Plant’s involvement in the festival was limited to the loan of one of our 60kw Auxiliary Generators to provide power for some of the vendors. The WTP Mechanic delivered the generator to the 100 Block on Thursday May 23rd and retrieved it on Tuesday May 28<sup>th</sup> during his normal working hours. Equipment rental companies rent out 60 kw generators like ours for \$285/day, \$715/wk or \$2145/mo. *This in-kind donation has a value of \$715.00*

Upon returning to the Plant with the generator, it was discovered that the generator’s connector plug was still connected to the jumper cable used to wire into the electrical box at the festival location. The mechanic found that the two halves of the electrical connector were welded together. In the process of separating the two halves, the jumper cable connector was damaged. The generator connector was not damaged and is still serviceable.

The jumper cable was supplied by Preston Electric prior to the 2012 Blue Crab Festival and was stored at the Water Plant with the generator. I do not know if the City purchased it or if the Blue Crab folks did. I will look into having the connector repaired or replaced. *The cost to replace the connector on the pigtail is right at \$400.00. This is being billed to Blue Crab Festival.*

**CITY MANAGER'S OFFICE** – Michael J. Czymbor, City Manager, attended all Blue Crab Festival Committee meetings from January through May, 2013 and volunteered at the City's "Century Block" booth during the festival for a total of 20 hours. **\$1,060.00 In-Kind Donation**

**PARKS DEPARTMENT** – Jeff Norton, Superintendent, Parks & Cemeteries Dept.

**Tues. 5/21/13** 8:30am to 2:30pm: Inmate Work Squad 46 installed the entertainment tent next to the Presbyterian Church. Total man-hours: 33 (27.5 laborers; 5.5 supv)

**Wed. 5/22/13** 9am-2pm Inmate Squad (stage set up); Total man-hours: 30 (25 laborers; 5 supv)

**Thurs. 5/23/13** 9 am- 2 pm Inmate Squad (fencing); Total man-hours: 30 (25 laborers; 5 supv)

**Fri. 5/24 through Mon. 5/27:**

6am-9am – Inmate Squad - cleaned festival, tent, St. Johns Avenue: 72 hrs (60 laborer; 12 supv)

One parks employee supervised & assisted in the grounds clean up and removal of trash.

8 hrs regular pay = \$162.66; 13 hrs overtime pay = \$381.69

One parks employee maintained the riverfront restroom facilities throughout the day

25 hrs regular pay = \$295.75

**Wed. 5/29/13** 9 am to 2:30 pm: Inmate Squad 46 assisted in removing all tents from the vacant lot on 2nd and St. Johns Avenue; Total man-hours: 33 (27.5 laborers; 5.5 supv)

<b>Total Inmate Squad Laborer Hours @\$13.95/hr:</b>	<b>165 = \$2,301.75</b>	<b>In-kind</b>
<b>Total Inmate Squad Supervisor Hrs @\$22.75/hr:</b>	<b>33 = \$ 750.75</b>	<b>In-kind</b>
<b>Total Parks Dept Regular Hours</b>	<b>33 = \$ 458.41</b>	<b>Actual</b>
<b>Total Parks Dept. Overtime Hours:</b>	<b>13 = \$ 381.69</b>	<b>Actual</b>
<b><u>TOTAL ACTUAL &amp; IN-KIND</u></b>	<b><u>\$3,892.60</u></b>	
<b><u>TOTAL BILLED TO FESTIVAL</u></b>	<b><u>-0-</u></b>	

*NOTE: Inmate Squad 46 consists of one Corrections Officer Crew Guard and five prisoners. Figures for this Squad are shown as in-kind hours donated at regular day-laborer/crew supervisor contract hire rates of \$13.95/hr for laborers and \$22.75/hr for supervisor*

**INCIDENTS:**

On Friday May 23, 2013 a truck associated with the rides for the blue crab fest had hit the decorative light located on the east side of the concession stand. A police report has not been provided as of this date. CJ Morris, Blue Crab Festival Chairperson, was notified of the incident. Ms. Morris stated she will contact the Carnival company to request a copy of their insurance.

On Sunday May 25, 2013 the east portion of the amphitheater stage area collapsed; there were no injuries. Parks staff secured the area, including some planks that had lifted slightly. The Memorial services were held Monday morning May 26, 2013 under the tent area due to the heat. The collapse of the stage area had no bearing to the relocation of the services.

**FIRE DEPARTMENT** – Mike Lambert, Fire Chief

Thursday, May 23 - Set up command post.

Friday, May 24

- Fire Marshal participated in the inspection of the festival for safety concerns. This included 24 food vendors, the main tent and stage, the beer tent, all electrical boxes associated with the festival, and several food vendors with the carnival, who were not associated with the festival. There were several issues with extinguishers which were corrected immediately.
- PFD staff assisted with fire extinguisher inspections and a vehicle vs. pedestrian (x2) incident; both pedestrians were transported to the hospital.

Saturday, May 25

- Assisted patrons of the festival who were having heat issues; cool fan or rag.
- Assisted in looking for a lost and disoriented elderly female.
- Answered many “general information questions” and gave lots of directions, e.g. location of ATM and restrooms.

Sunday, May 26

- Assisted several bystanders with Band-Aids for minor abrasions.
- Assisted EMS crew with SOB call.
- Assisted EMS crew on 4 calls, included a complaint of gas odors; used meter and sensors, nothing detected.

Monday, May 27

- One 911 call at 7th and St. Johns; injury called in by PPD.
- E23 and T21 participated in parade.
- Assisted several patrons of the festival with heat issues by giving them cool towels.
- Three (3) requests for Band-Aids.
- After being advised of structural damage at amphitheater, the area was closed and barricaded

Total Personnel Engaged: 26 @ 149 total man-hours

**Approximate Personnel Cost: \$3,725.00**

**Total billed to Festival: -0-**

**BUILDING & ZONING** – Thad Crowe, Planning Director

The Building Official's hours/activities, which were not billed to the festival, are listed below:

Friday, 5/24/13 inspections: 12:00 noon. to 3:00 p.m. = 3 hours **\$69.00**

- Inspection of two large tents and all electrical services and outlets
- Inspection of all food vender tents and electrical connections
- Inspection of carnival generators and electrical distribution boxes
- Inspection of safety hazards

Saturday, 5/25/13 inspections: 7:00 a.m. to 11:30 a.m. w/ 30 min. break = 4 hrs. **\$92.00**

- Re-inspection of corrections noted on Friday afternoon May 14, 2013
- Inspection of late arrival food vendors
- Inspection of all vendors along St. Johns Ave, all electrical connections
- Inspection of safety hazards

It was noted some electrical outlet repairs are needed along St. Johns Ave. Some of these outlets could be repaired on-site, but the City should strongly consider replacing these with new weatherproof planter-style outlets ASAP. This will heighten safety during this and other festivals and events and will save money associated with repair of damaged outlets over the long term

Volunteer hours: Mr. Crowe reports that he volunteered his time on Sunday afternoon from 1 PM to 5 PM and assisted with public information occurring at the City's "Century Block" Booth. Jonathan Griffith, Grants/projects Manager, reports he worked over the weekend at the City/CRA's "Century Block" Booth for a total of 7 hours.

**Total Billable Hours (Inspections) 7 Hours @ \$23.00/hr = \$161.00 (not billed)**

**Total employee volunteered Hours (T. Crowe, J. Griffith) 11 hours (volunteer)**

**STREETS & SANITATION DEPARTMENT** – Ed Chandler, Supervisor

Refuse Truck Operator: 8 reg. hrs = \$ 207.67; 16 OT Hrs = \$572.16; **Total \$779.83 not billable**

Two 8-yard dumpsters were donated for four days, representing an in-kind value of \$872.00 (\$336.00 drop-off fee; \$75.00 prorated daily charge; \$25.00 cleaning fee = \$436 per dumpster) There were no problems with Sanitation services. Volunteers transported containers to the truck.

Materials: The Festival requested thirty roll-out containers at a cost of \$15.00 per container for pick-up, deliver and cleaning; all were returned. *The Festival was charged for this service.*

All total, 42 barricades & 75 traffic cones were used to block off streets and define traffic patterns, and all were returned. **Estimated value of the rental, drop off and pick-up of these items is \$250.00 + tax = \$265.00. The Festival was not charged for this service.**

**PALATKA MAIN STREET** - Charles Rudd, Main Street Manager.

Main Street Manager's est. hours (includes organizational meetings): **100 hrs = \$3,000.00**

The Main Street Manager is an independent contractor and working with and facilitating community events held in the downtown falls under his scope of service.

**COMMENTS:** After months of preparation, the Blue Crab Festival seemed to be executed with very few problems. What impressed me the most is the tremendous number of folks that volunteer and dedicate considerable time and effort to this event. The core committee is actually very small but the organizational build out that occurs for the event dates is phenomenal. In addition to the organizing committee, there is a Production Crew, a Sound Crew, a Security Crew, a First Aid Crew, and a Hospitality Crew. This is in addition to the Police, Fire/EMS and electrical personnel present at the event. The City crews and personnel assisting were very helpful and much appreciated. The Inmate Crew cleaning up each morning was also a tremendous help and made a huge difference in keeping the site clean. The CRA booth was a great idea and illustrates the opportunity the festival provides to showcase our community and our efforts.

**INCIDENTS:** There was one incidence in which a carnival truck knocked over a light pole near the boat ramp.

**RECOMMENDATIONS:** I recommend putting the garbage truck in a less prominent location. It was located next to Angels at 3rd and Reid Street. In the future, we will need to redistribute the power and water along Memorial Drive, the 100 block of St. Johns and in the South end of the park to facilitate this and other special events.

This event is a signature event for Palatka and an important component of the redevelopment strategy. The economic impact on the community is huge! In addition to the hotel rooms, restaurants and fuel providers making money off vendors and visitors, local merchants report increased sales during and after the event. Also, local non-profits make money to achieve their missions. The Lions Club, The Pilot Club, and the FFA are just three examples of groups that profit from their direct involvement with the Festival. I have a neighbor who volunteers with the Boy Scout troop at a local church. He reported, unofficially, that they made over \$1,000 parking cars. It is their biggest fundraiser of the year. *I believe that it is very important to facilitate and retain the festival on the riverfront downtown.* We are fortunate to have this festival and even more fortunate to have a group willing to dedicate hours, days, weeks and months to putting it together. Just ask the folks organizing any of the other festivals in town about how important that is. We have a valuable partnership that we can foster and improve each year. Creating a festival site, on the river, that can accommodate the needs of this signature event is in the best interest of Palatka and the area.

**PALATKA POLICE DEPARTMENT** – Gary Getchell, Police Chief  
Date(s): May 24-27, 2013 Sgt. Scott Reinhold, Incident commander

**Number of personnel utilized: 18; Total Hours: 277.5; Actual cost: \$9,234.62**

**Billed to Festival: \$6,382.5 (277.5 hours @ \$23.00/hr per Special Events Fee Schedule)**

**Difference: \$2,852.12 not billed to Festival**

**Incidents of Interest:**

13-01633-Theft-Vender Booth-Vender reported approximately \$400.00 worth of merchandise stolen sometime Saturday night. (Jewelry)

13-01619-Traffic Crash-200 Reid Street- Saturday Morning at about 0100 hours. Two pedestrians were struck by a vehicle. The patrol division investigated the crash and was not able to determine fault. According to the report the driver had been drinking but successfully passed the FST's.

Several subjects were escorted out of the festival for causing disturbances.

Received a report of possible structural damage to the dock in front of the amphitheater. It appeared that the dock shifted and several wooden boards became loose. The dock was closed and Ed Chandler was notified.

All city property is accounted for and no damage was reported to any city property.

Arrests: None

Injuries: None

Problems recognized and needs for future incidents or events of this nature:

- 1) Need to properly notify motorists that St. Johns Avenue will be closed (100-600 block) and there will be no parking after 5pm the day the festival starts. Currently there is no notification or signs.
- 2) Need to properly notify boaters that the city dock will be closed after 5pm the day the festival starts. Currently there is no notification or signs.

**CITY CLERK'S DEPARTMENT** – Betsy Driggers, City Clerk

**NARRATIVE:** I am one of the many Festival Volunteers; I manage the Beverage Tent (or more commonly known as the “beer tent”) located next to the Entertainment Tent. I enlist and coordinate all the volunteers, oversee token sales, set up work schedules, and designate “shift supervisors” when necessary. I work with the gentlemen from the beverage distributor and Festival security personnel, and report directly to C.J. Morris. I don’t set policy, I just follow it, but I do have the discretion to manage as necessary within policy guidelines. I alternate working between the token booth (where tokens for alcoholic beverages are sold) and the Oasis (where alcoholic beverages are served). I have been a Festival Volunteer since 2002.

On Friday, Sunday and Monday I staff the token booth and Oasis with civic club members. The clubs use this as a fund-raiser and the tips that are collected fund their various service projects. The tip jars always reflect the civic club and project for whatever club is working at the time. On Saturday, which is the busiest day, I enlist a steady group of regular volunteers, most of whom have been working Saturday Blue Crab Beverage Tent for many years. Even when a civic club staffs, I or another trusted volunteer work in and/or oversee the token booth, which is where we collect and make change for large amounts of money. This money is discreetly collected from the token booth by Blue Crab “Brinks” officials at various intervals during the day and evening.

Although I do not work at the Festival in any official City capacity, as an appointed City official I represent the City 24/7, and everyone knows I work for the City of Palatka. I am considered a “go to” person who can usually make a phone call and get information concerning a City matter. When there are issues, many times Blue Crab Officials report those to me. When this happens, I contact the appropriate City department and pass those issues along. For example, when the amphitheater dock issue occurred on Sunday I contacted Parks & Cemeteries Superintendent Jeff Norton and left him a message. In addition I walked over to the City’s booth and notified Jonathan Griffith, who was volunteering, who then went to make an inspection.

My volunteer hours shown below are in addition to the time I spend in preparation for the event (lining up volunteers, putting together schedules and gathering materials). They are also in addition to my normal working hours. I customarily take a personal vacation day the Tuesday following the Festival.

Friday, 5/24/13 – 4:00 p.m. to midnight	8 hours
Saturday, 5/25/13 – 9:45 a.m. to 1:00 a.m.	15 hours
Sunday, 5/26/13 – 1:00 p.m. to 5:00 p.m.	4 hours
Monday, 5/27/13 – 10:00 a.m. to 6:00 p.m.	<u>8 hours</u>
<b>Total</b>	<b>35 hours (Volunteer)</b>

**When we were cleaning up and breaking down operations after the Festival’s end on Monday evening, C. J. Morris said it was the most successful Festival they’d had in its 25 year history.**

**OBSERVATIONS:** I understand the importance of making sure ID's are checked and people are "banded" – as we 'live and die' by those wristbands, and are constantly checking to be sure that whomever is purchasing tokens and/or alcoholic beverages has a wristband on (and on the correct arm). Security should consider making it a practice to wristband an individual who has not brought his/her ID, but is obviously over 40 years of age. I do know that State beverage agents send undercover minors (I'll call them "moles") in to try to purchase beverages at Blue Crab and other festivals and events, and I have had first-hand experience with these "moles," but those "moles" are always under 21 years of age. If someone is obviously over 40 or 50 years old, I think it is safe to give that person the benefit of the doubt and put a wristband on him/her. What's important is that you ask for ID. If someone looks under 35 or 40 years of age, he/she should expect to be ID'd when purchasing alcoholic beverages. I know this is not the City's policy to set, and I don't set Festival security policy, I just follow it. I am not an expert on beverage laws, but I can't remember the last time I walked into a restaurant and was asked for an ID before I was served an alcoholic beverage. I am obviously not a minor.

There are times when a patron simply refuses to show an ID, and is refused a wristband. Generally that person takes a few minutes to reflect on the issue, shows the ID, and then gets a wristband. We may hear a little grumbling, but then the matter is over.

The crowds on the whole are very well-behaved and cooperative. Blue Crab Security personnel are very good about handling people who are being aggressive, rude or crude to the volunteers or other patrons. This doesn't happen often. We rarely have incidents in the Beverage Tent. It's a very tight operation. Everyone with any authority knows their job and has been doing it for a long time. I have been working with the same Security supervisors and volunteers for many years and am glad to see the same faces return year after year. It is comforting to have experienced security personnel working in the beverage tent area.

It's a pleasure to be a Blue Crab Festival volunteer.

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## CONCLUSION

This concludes the 2013 Blue Crab Festival After-Action Report.

The following page summarizes all participation by all departments, actual costs born by the City, and the value of in-kind labor, materials and services donated to the Festival by the City.

Also shown are the items and amounts that are charged to and/or reimbursed to the City by the Blue Crab Festival (the "Permit Fees").

**CITY OF PALATKA IN-KIND CONTRIBUTION OF LABOR & MATERIALS TO BCF:**

<u>Department</u>	<u># On-Duty hours</u>	<u>Value</u>	<u>Billed</u>	<u>Donated</u>	<u>Volunteer Hrs</u>
City Manager	20	\$1,060.00	-0-	\$1,060.00	20
City Clerk	0	n/a	n/a	n/a	35
Parks	46	\$ 840.10	-0-	\$ 840.10	-0-
Fire	149	\$3,725.00	-0-	\$3,725.00	-0-
B&Z	7	\$ 161.00	-0-	\$ 161.00	11
Streets/Sanitation	24	\$ 779.83	-0-	\$ 779.83	-0-
Main Street Manager	100	\$3,000.00	-0-	\$3,000.00	n/a
Police	<u>277.5</u>	<u>\$9,234.62</u>	<u>(\$6,382.50)</u>	<u>\$2,852.12</u>	<u>-0-</u>
<b>Total</b>	<b>616.50</b>	<b>\$18,800.55</b>	<b>(\$6,382.50)</b>	<b>\$12,418.05</b>	<b>66*</b>

**Total Actual Payroll Not billed to Blue Crab Festival: \$12,418.05**

**Total Actual Payroll Billed to Blue Crab Festival: 6,382.50**

**\$18,800.55**

**OTHER IN-KIND MATERIALS, LABOR & SERVICES (Comp. Value)**

Generator Rental	\$ 715.00
2 Dumpsters (drop off/pick up & rental)	872.00
Bldg 2 Parking Lot Rental	500.00
Inmate Squad Labor	3,052.50
Barricades/Cones rental value	<u>265.00</u>
<b>Total</b>	<b>\$5,404.50</b>

**\$ 5,404.50**

**Total In-Kind and Actual Expense incurred on behalf of Blue Crab Festival: \$24,205.05**

\* Note: there is no value shown for "Volunteered Hours"

**FEES AND CHARGES PAID BY THE BLUE CRAB FESTIVAL:**

Total Daily Permit fee (Class A Event)	\$ 825.00	
Total materials, goods & services:	\$ 480.00	
Total Special Duty Personnel Fees:	\$6,382.50	
Charge for damaged generator equipment:	<u>\$ 400.00</u>	
<b>TOTAL BILLED TO BLUE CRAB FESTIVAL</b>	<b>\$8,087.50</b>	<b>(\$ 8,087.50)</b>

**Total Actual Expenses Incurred less Total Billed: \$10,713.05**

**Plus: Total In-Kind Materials, Labor, Services: 5,404.50**

**TOTAL VALUE OF DONATION: \$16,117.55**

**\$16,117.55**