

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



CITY of Palatka FLORIDA

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

TERRY K. SUGGS
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

JASON L. SHAW, SR.
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

AGENDA CITY OF PALATKA March 24, 2016

CALL TO ORDER:

- a. Invocation – The Reverend Don Hanna, Pastor; St. James United Methodist Church
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 2/24/16; 3/10/16

1. PUBLIC RECOGNITION/PRESENTATIONS

- a. **INTRODUCTIONS** – 2016 Miss Florida Scholarship Pageant Winners and Azalea Pageant Queens
Angela Murtagh and Marsha Tracy, Pageant Director
- b. **SPONSOR RECOGNITION** – Florida Power & Light – 2016 Azalea Festival Mayor's Reception
- c. **PROCLAMATION** – Aviation Appreciation Month, April, 2016 – John Youell, Airport Manager
- d. **PROCLAMATION** – Water Conservation Month – April, 2016 – St. Johns Water Mgmt District
- e. **PROCLAMATION** – Mayor's Day of Recognition – Apr. 5, 2016 – Lisa Valukevitch, CIS
- f. **PROCLAMATION** – U-Turn Anti-Drug & Alcohol Week – Apr. 10 – 16, 2016 – Casey Caison
- g. **PROCLAMATION** – Garden Club 75th Anniversary Day – Apr. 2, 2016 – Palatka Garden Club

2. PUBLIC COMMENTS – (limited to 3 minutes – no action will be taken on topics of discussion)

3. CONSENT AGENDA

- *a. **Adopt Resolution No. 2016-12-24** authorizing the Mayor and City Clerk to execute and attest Change Order No. 9 with Scherer Construction of North Florida, LLC in the amount of \$1,496.00 to modify cane bolt access height for hangar improvements at the Palatka Municipal Airport (100% grant funded)
- *b. **Recommend appointment of Richard B. Stackpole, Jr. to Putnam County Library Board** for the remainder of a three-year term expiring 6/2016 and an additional three-year term expiring 6/30/2019
- *c. **Code Enforcement Board Appointments:**
 1. **Accept Andrew Kiley's resignation** from Code Enforcement Board as member with Real Estate Experience (appointed to Gas Authority Board 1/2016).
 2. **Appoint Butch Puryear** as Regular Member with Real Estate Experience to the Palatka Code Enforcement Board for the remainder of a term expiring 9/2016 and an additional 3 year term to expire 9/2019 (currently serves as Alternate #2)
- *d. **Grant permission to exceed allowable noise levels and close S. 14th Street between Crill Ave & Diana Drive for Special Events Permit No. 16-21** - Easter Egg Hunt, March 27, 2016 from 12 noon - 6 pm - One Direction Car Wash/Gregory Napier, Applicant
- *e. **Grant permission to exceed allowable noise levels for Special Events Permit No. 16-27** - Greater Palatka Ministerial Association Easter Sunrise Service, March 27, 2016 from 6:00 am to 8:00 am - Greater Palatka Ministerial Association/Rev. Don Hanna, Applicant
- f. **Grant permission to exceed allowable noise levels for Special Events Permit No. 16-24**, Florida Bass Federation Bass Tournament Saturday, April 9, 2016 and Sunday, April 10, 2016 from 5:00 am until 4:00 pm - Florida Bass Federation Joseph Nickol, Applicant.
- *g. **Grant permission to exceed allowable noise levels for Special Events Permit No. 16-22** - U-Turn Community Outreach, April 16, 2016 from 11 am to 4 pm to be held at the Putnam County John Theobald Sports Complex (Triangle Park) - Southside Baptist Church, Applicant; Casey Caison, Agent

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.palatka-fl.gov

FAX: (386) 329-0106

AGENDA - CITY OF PALATKA
March 24, 2016
Page 2

3. CONSENT AGENDA (continued)

- *h. **Grant permission for the consumption of alcoholic beverages within the City of Palatka Riverfront Park for Special Events Permit No. 16-19, Annual Mug Race Party, May 6, 2016 from 7 am to 11:59 pm - alcohol consumption area is identified as the Riverfront Park, 301 River St. (as shown on the site plan) - Palatka Yacht Club; David Girardin, Applicant**
- *i. **Authorize closure of certain streets to vehicular traffic for Special Events Permit No. 16-20 - 5K Fun Run, May 7, 2016 from 6 am to 11 am - Putnam County School District; Nikki Hawthorne, Applicant.**
- *j. **Approve request items for Special Events Permit No. 16-23 - Wolfson Children's Bass Tournament - Thursday, May 19, 2016 to Saturday, May 21, 2016 from 4:00 am until 7:00 pm - Paul Hamilton, Applicant;**
 - 1. Grant permission to close boat ramp from 5:00 pm Friday, 5/20/16 to 7:00 am. Sat. 5/21/16
 - 2. Grant permission to exceed allowable noise levels 4:00 a.m. to 7:00 p.m. May 19 – 21, 2016
 - 3. Grant permission to close Memorial Parkway from Reid Street to S. 2nd Street on Saturday 5/21/16 from 4 am to 7 pm

* 4. **RESOLUTION** concurring on the reorganization of the Palatka Police Department – Adopt

* 5. **DISCUSSION** - Martin-Mency, LLC Contract for Bus Stop Benches - Patrick Mency

* 6. **DISCUSSION/DIRECTION** – Cemetery Benches and Rules

7. CITY MANAGER & ADMINISTRATIVE REPORTS

8. COMMISSIONER COMMENTS

9. ADJOURN

*Attachment **Separate Cover

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION 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 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.

Upcoming Events:

April 9 – MOD Walk for Babies
May 27 – 30 – Blue Crab Festival
May 30 – City offices closed to observe Memorial Day
July 4 – City offices closed for 4th of July Holiday
Aug. 18 – 20 – FLC Annual Conference – Hollywood FL
Sept. 5 – City Offices closed to observe Labor Day

Board Openings:

Tree Committee – 1 Vacancy (at large)
Gas Authority Board – 1 Vacancy (at large)
Code Enforcement Board – 1 vacancy (alternate)
Board of Zoning Appeals – 1 vacancy (at-large)
Planning Board – 1 Vacancy (at large)



CITY COMMISSION AGENDA ITEM

SUBJECT:

- a. **INTRODUCTION** of 2016 Miss Florida Azalea Scholarship Pageant Winners and Azalea Pageant Queens - Angela Murtagh & Marsha Tracy, Pageant Coordinator
- b. **SPONSOR RECOGNITION** - 2016 Mayor's Reception - Florida Power & Light
- c. **PROCLAMATION** - Aviation Appreciation Month - April, 2016 - John Youell, Airport Manager
- d. **PROCLAMATION** - Water Conservation Month - April, 2016 - SJRWMD
- e. **PROCLAMATION** - Mayor's Day of Recognition - April 5, 2016 – Lisa Valukevitch, CIS
- f. **PROCLAMATION** - U-Turn Anti-Drug & Alcohol Week – April 10 – 16, 2016 – Casey Caison
- g. **PROCLAMATION** - Garden Club 75th Anniversary Day - April 2, 2016 - Garden Club of Palatka

SUMMARY:

Florida Azalea Scholarship Pageant Miss Azalea 2016: Jasmine Martin

Florida Azalea Scholarship Pageant Miss Outstanding Teen 2016: Olivia Foster

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ Proclamation - Aviation Appreciation Month	Presentation
▢ Proclamation - Water Conservation Month	Presentation
▢ Proclamation - U Turn Week	Presentation
▢ Proclamation - Day of Recognition	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	3/18/2016 - 12:18 PM

CITY OF PALATKA



Proclamation

WHEREAS, aviation plays a critical role in the lives of our citizens, as well as in the operation of our business, agriculture and tourism industries; and

WHEREAS, Florida has a significant interest in the continued vitality of aviation, aircraft and aerospace manufacturing, commercial service and community airports, and aviation education. With 20 commercial service airports and 108 general aviation airports, Florida continues to meet the growing demand for air service in support of the state's tourist industry, as more than half of Florida's visitors arrive each year by air; and

WHEREAS, more than 8.5 percent of Florida Gross State Product results from businesses dependent upon aviation, and Florida's commercial airports accommodate more than 149.3 million passengers annually, ranking Florida third in the nation. International airports in Florida accommodate more than 30.4 million international passengers annually, which is 20.4 percent of the total international passengers in the nation; and

WHEREAS, Florida's general aviation/community airports accommodate more than 9 million visitors and business travelers annually. Air cargo operations account for more than \$10.3 billion in annual economic activity to Florida. In total, aviation represents more than \$10.3 billion in annual economic activity in Florida; and

WHEREAS, Florida ranks #1 nationally in certificates in students, sport, airline transport pilot and light instructor certificates. Organizations like the Florida Airports Council, Florida Aviation Business Associations, Florida Aviation Aerospace Alliance, the Alliance for Aviation Across American, national Business Aviation Association, national Association of State Aviation Officials, Aircraft Owner's and Pilot's Association and National Air Transportation Association recognize and promote the interests and importance of aviation in Florida.

NOW, THEREFORE, I, Terill L. Hill, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, hereby endorse and proclaim April 2016 as

AVIATION APPRECIATION MONTH

In the City of Palatka, and we call upon its citizens to observe this month with appropriate programs, ceremonies, and activities that honor the history, accomplishments, and contributions of aviation, as well as the contributions the members of the Palatka Airport Advisory Board make all year to the viability of the Palatka Municipal Airport.

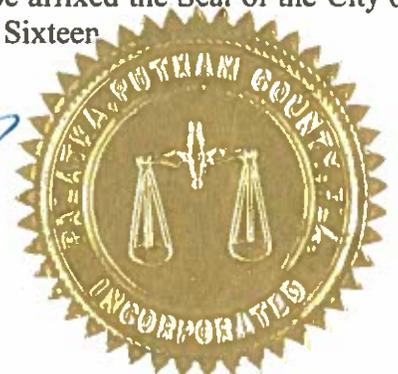
IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 24th day of March, in the Year of Our Lord Two Thousand Sixteen

Commissioners:
Mary Lawson Brown
Rufus Borom
Justin Campbell
James Norwood, Jr.

PALATKA CITY COMMISSION



Terrill L. Hill, MAYOR



CITY OF PALATKA



Proclamation

WHEREAS, water is a basic and essential need of every living creature; clean and sustainable water resources are vital to Florida's environment, economy and quality of life. More than 90 percent of Florida's drinking water is supplied by underlying aquifers, and our quality of life and the economy depend upon a reliable, clean and available supply of water and a healthy environment; and

WHEREAS, the St. Johns River Water Management District (SJRWMD) is working with the state of Florida, other water management districts, local governments and water supply utilities to increase awareness about the importance of water conservation and to increase efforts to conserve water; and

WHEREAS, the City of Palatka has joined SJRWMD in encouraging and supporting water conservation through its water supply planning processes, coordination of educational programs and special events, cooperative funding programs, technical assistance and regulatory programs; and

WHEREAS, all water users including residential, commercial, industrial, agricultural, institutional, hospitality, private citizens and others can make positive contributions to reduce water use and protect Florida's water resources;

WHEREAS, the St. Johns River Water Management, City of Palatka and other local governments, utilities, businesses, agriculture, environmental organizations and other parties with an interest in water use are developing a comprehensive and long-term water conservation program to instill a lasting culture of conservation in our communities; and

WHEREAS, the Governor and Cabinet of the State of Florida are designating April as Florida's Water Conservation Month to encourage Floridians to conserve the state's precious water resources; and

NOW, THEREFORE, I, Terrill L. Hill, Mayor of the City of Palatka, together with the members of the Palatka City Commission hereby proclaim the month of April 2016 as

WATER CONSERVATION MONTH

In the City of Palatka, and I call upon each resident, visitor and business to protect our precious resource by practicing water conservation measures and becoming more aware of the need to conserve water.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 24th day of March, in the Year of Our Lord Two Thousand Sixteen.

Commissioners:
Mary Lawson Brown
Rufus Borom
Justin Campbell
James Norwood, Jr.

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR

CITY OF PALATKA



Proclamation

WHEREAS, Palatka and Putnam County have a high instance of crime, which is intimately related to the rate of drug and alcohol addiction amongst its citizens, which is related to poverty levels. Deaths caused by accidental drug overdoses of prescription drugs, which are easily obtainable, are increasing every year. The problem has grown to epidemic proportions among children and adults in Palatka and Putnam County; and

WHEREAS, nearly every family has been adversely affected by the drug and/or alcohol abuse addiction of a family member, whether a parent, child, grandparent, aunt, uncle or cousin; and

WHEREAS, substance use and mental disorders are serious public health problems. 23.1 million people aged 12 or older, or 9.1% of all Americans, need treatment for illicit substance or alcohol abuse or dependence, and that number increases every year. 9% of Americans needing treatment for substance abuse are receiving it, leaving 20.5 million people still in need. We must continue to reach the millions more who need help; treatment and recovery improve the community's welfare and provide a renewed outlook on life for those who struggle with substance use disorders and their family and friends; and

WHEREAS, it is not the sole responsibility of law enforcement to combat Putnam County's drug and alcohol addiction problem and resulting violent crime. Resources exist online and in our community to increase people's awareness of society's issues, and education is essential to overcoming misconceptions about treatment and how substance abuse affects children, families and our society; and

WHEREAS, Southside Baptist Church will host the U-Turn Anti-Drug and Alcohol Dependence Community Outreach on Saturday, April 16, 2016. The purpose of this event is to call together our community, citizens, families, church leaders & congregations, local government leaders, local, county and city law enforcement, mental health and drug coalitions who have been affected either personally or professionally by any facet of drug and alcohol addiction issues mentally, spiritually and/or physically.

NOW THEREFORE, I, Terill L. Hill, Mayor of the City of Palatka, together with the members of the Palatka City Commission, do hereby proclaim the week of April 10 through 16, 2016 as

U-TURN ANTI-DRUG AND ALCOHOL DEPENDENCE COMMUNITY OUTREACH WEEK

in the City of Palatka, and encourage all citizens to get involved and support this community-wide initiative, and to educate themselves and one another about the issues surrounding addiction, treatment and recovery, and how it helps improve the lives of family, friends, and the community as a whole.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Palatka, Florida on this 24th day of March, in the Year of Our Lord Two Thousand and Sixteen.

Commissioners:
Mary Lawson Brown
Rufus Borom
Justin Campbell
James Norwood, Jr.

PALATKA CITY COMMISSION

By: Terill L. Hill, MAYOR



CITY OF PALATKA



Proclamation

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges, and the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and,

WHEREAS, AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, national service participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and,

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and,

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with mayors across the country to support the Mayors Day of Recognition for National Service on April 5, 2016.

NOW, THEREFORE, I, Terill L. Hill, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby endorse and proclaim April 5, 2016, as

MAYOR'S DAY OF RECOGNITION FOR NATIONAL SERVICE

in the City of Palatka, and encourage residents to recognize the positive impact of national service in our city, to thank those who serve; and to find ways to give back to their communities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 24th day of March, in the Year of Our Lord Two Thousand Sixteen.

Commissioners:
Mary Lawson Brown
Rufus Borom
Justin Campbell
James Norwood, Jr.

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR





CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-24 authorizing the Mayor and City Clerk to execute and attest Change Order No. 9 with Scherer Construction of North Florida, LLC in the amount of \$1,496.00 to modify cane bolt access for East side two unit hangar for the hangar improvements at the Palatka Municipal Airport (100% grant funded)

SUMMARY:

The City awarded a base contract to Scherer Construction of North Florida, LLC to construct an eight (8) unit T-Hangar Building, two (2) unit T-Hangar addition, widen the Hangar apron pavement and one (1) box hangar addition with future toilet room utilities. The proposed project is 100% funded by the Florida Department of Transportation.

The proposed change order is to modify the cane bolt access height on the east two-unit hangar. The \$1,496.00 price brings the total Scherer contract price to \$909,940.28. The total project cost is now \$1,528,800.03. Total available grants funds are \$1,528,303.40.

RECOMMENDED ACTION:

Adopt a resolution authorizing the Mayor and City Clerk to execute and attest Change Order No. 9 with Scherer Construction of North Florida, LLC in the amount of \$1,496.00 to modify cane bolt access height on a two-hangar door for hangar improvements project at the Palatka Municipal Airport (100% grant funded)

ATTACHMENTS:

Description	Type
▢ Resolution	Resolution
▢ Scherer CO #9	Backup Material

RESOLUTION No. 2016-12-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE
AND ATTEST CHANGE ORDER NO. 9 WITH SCHERER
CONSTRUCTION OF NORTH FLORIDA, LLC IN THE AMOUNT
OF \$1,496.00 TO MODIFY CANE BOLT ACCESS HEIGHT ON THE
EAST SIDE TWO UNIT T-HANGAR ASSOCIATED WITH
HANGAR IMPROVEMENTS AT THE PALATKA MUNICIPAL
AIRPORT**

WHEREAS, on December 18, 2014 the **City** received and opened bids for construction of Palatka Municipal Airport Hangar Improvement Project, which is 100% funded by FDOT; and

WHEREAS, the apparent lowest and best bid for said project, in the opinion of Passero Associates, its airport engineers, was submitted by Scherer Construction of North Florida, LLC in the amount of \$2,817,036.76; and

WHEREAS, on January 22, 2015 the **City** awarded a contract to Scherer Construction of North Florida, LLC in the amount of \$1,219,966.66, and

WHEREAS, City Staff and Airport Engineers have negotiated terms of a contract change order with Scherer Construction to modify cane bolt access height on the East side two unit T-Hangar for said **Project**; and

WHEREAS, the current contract price is \$908,477.28 and the new total contract price with Scherer Construction shall be \$9.943.28 for said **Project**; and

WHEREAS, the **City** deems it reasonable and necessary to authorize Change Order #9 in the amount of \$1,496.00 with Scherer Construction of North Florida, LLC for said **Project**.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida that the Mayor and City Clerk are hereby authorized to execute and attest the Scherer Construction of North Florida, LLC Change Order #9 in an amount not to exceed \$1,496.00.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 24th day of March 2016.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK



2504 NW 71 Place
Gainesville, FL 32653
Tel: 352-371-1417
Fax: 352-338-1018
License No. CGC057622
www.schererconstruction.com

Change Order Proposal #09

March 11, 2016

City of Palatka
201 N. Second Street
Palatka, Florida 32177

Subject: Change Order Proposal #09
Misc. Scope Changes, Palatka Municipal Airport
FDOT Project # 434748-1 & 434749-1

Please accept this cost proposal to add the following work changes:

- 1.) Modify cane bolt access height on the East side two unit T-Hangar as follows: Raise access door up to 48" +/- . Increase length of cane bolt and add handle catch. This is done on both door leafs so two bolts total. West side unit with man door to remain as is. Includes patching panel where old access door openings are left.

No additional time is required for this change.

The total cost of the work is: \$1,496

Sincerely,
Scherer Construction of NF, LLC

Jeff Godman
Project Manager

APPROVED BY:	
City of Palatka	

Authorized By	

Date	
Passero Associates, LLC	

Authorized By	
3/11/2016	

Date	



CITY COMMISSION AGENDA ITEM

SUBJECT:

Recommend appointment of Richard B. Stackpole, Jr. to Putnam County Library Board for the remainder of a three-year term expiring 6/2016 and an additional three-year term expiring 6/30/2019

SUMMARY:

Ruth Benjamin has resigned from the Putnam County Library Board effective January 27, 2016. Hers is one of four seats appointed to this Putnam County Board at the recommendation of the Palatka City Commission.

Richard Stackpole Jr. has made application for appointment as one of the City of Palatka representatives to the Putnam County Library Board. He lives inside the City limits and previously served on the Crescent City Library Board. He is the sole applicant.

RECOMMENDED ACTION:

Recommend the Putnam County Board of County Commissioners appoint Richard Stackpole, Jr. to the Putnam County Library Board for the remainder of a term to expire 6/30/16 and an additional full three year term to expire 6/30/19.

ATTACHMENTS:

Description	Type
▫ R. Stackpole Application & R. Benjamin Resignation	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	3/14/2016 - 10:41 AM
City Clerk	Driggers, Betsy	Approved	3/14/2016 - 10:42 AM
City Manager	Suggs, Terry	Approved	3/15/2016 - 3:27 PM

- TERRILL L HILL
CITY COMMISSIONER
- MARY LAWSON BROWN
CITY COMMISSIONER
- RUPUS J BOROM
CITY COMMISSIONER
- JUSTIN R CAMPBELL
CITY COMMISSIONER
- JAMES NORWOOD, JR
CITY COMMISSIONER



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

- TERRY K SUGGS
CITY MANAGER
- BETSY JORDAN DRIGGERS
CITY CLERK
- MATTHEW D REYNOLDS
FINANCE DIRECTOR
- JASON L SHAW SR
CHIEF OF POLICE
- MICHAEL LAMBERT
CITY ENGINEER
- DONALD E HOLMES
CITY ATTORNEY

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the Putnam Co. Library Board Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: RICHARD B STACKPOLE SR (Must be at least 18 yrs. old)
 Residence Phone: 386 308 6591
 (911 Address) 3421 ST JOHN'S AVE #902 PALATKA Fax: _____
 Business Name Phone: _____
 & Address Fax: _____

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: _____

E-mail: RICKSTAKO@GMAIL.COM Daytime Phone: 386 308 6591

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)

PREVIOUS MEMBER CRESCENT CITY LIBRARY BOARD

RETIRED - CONSTRUCTION BACKGROUND

OTHER COMMENTS OR INFORMATION:

I VOLUNTEER AT THE FOOD PANTRY AND HELP OUT WITH HABITAT FOR HUMANITY. BUT I HAVE SOME EXTRA TIME AND WOULD BE INTERESTED IN HELPING OUT WITH THE CITY.

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

R.B. Stackpole 3/10/16
 SIGNATURE OF APPLICANT DATE

Applicants will be interviewed by the Palatka City Commission during regular public meetings.

301 N. GARD STREET, PALATKA, FLORIDA 32909

FAX 386-329-0106

Betsy Driggers

From: stephen crowley [stephen.crowley@putnam-fl.com]
Sent: Wednesday, January 27, 2016 12:57 PM
To: scfrazier321@gmail.com; Betsy Driggers
Subject: FW: Library Board Resignation

Hi Susan and Betsy

I am passing this on for your information. I received it yesterday evening.

STEVE

Stephen J. Crowley, MSL, Director
Putnam County Library System

From: Ruth Benjamin [rebenjay2003@yahoo.com]
Sent: Tuesday, January 26, 2016 6:38 PM
To: stephen crowley
Subject: Library Board Resignation

Hello Steve,

I trust the new year is off to a great start for you. I should have written to you much earlier, however time just slipped by. I am resigning my seat on the Library Board; my schedule has been so hectic and it's not getting any better for the upcoming year. I've enjoyed working with this Board and will miss the meetings. Please express my regrets to the Board.

Sincerely,

Ruth E. Benjamin

"With God all things are possible."



CITY COMMISSION AGENDA ITEM

SUBJECT:

Code Enforcement Board Appointments:

- 1. Accept Andrew Kiley's resignation** from Code Enforcement Board as member with Real Estate Experience (appointed to Gas Authority Board 1/2016).
- 2. Appoint Butch Puryear** as Regular Member with Real Estate Experience to the Palatka Code Enforcement Board for the remainder of a term expiring 9/2016 and an additional 3 year term to expire 9/2019 (currently serves as Alternate #2)

SUMMARY:

1. Andrew Kiley resigned from the Code Enforcement Board effective 1/28/16, which was the date of his appointment to the Palatka Gas Authority Board. His resignation follows this summary. This created an opening for a member with Real Estate Experience. This term expires September, 2016.

2. Butch Puryear is currently an alternate serving on the Code Enforcement Board. He is also a licensed real estate agent. Staff recommends appointing him as the member with Real Estate experience to serve the remainder of Andrew Kiley's term, which expires September, 2016. Since it is six months until the term expires, it is also Staff's recommendation to appoint him to a successive 3 year term to expire September, 2019.

RECOMMENDED ACTION:

- 1. Accept Andrew Kiley's resignation from the Code Enforcement Board as member with Real Estate Experience;**
- 2. Appoint Butch Puryear as Member with Real Estate Experience to the Code Enforcement Board for the remainder of a 3-year term expiring 9/2016 and a successive full 3-year term to expire 9/2019.**

ATTACHMENTS:

Description	Type
▢ Andrew Kiley Resignation	Backup Material
▢ Butch Puryear Application	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	3/8/2016 - 5:01 PM
City Clerk	Driggers, Betsy	Approved	3/8/2016 - 5:01 PM
City Manager	Suggs, Terry	Approved	3/15/2016 - 3:27 PM

Andrew M. Kiley
115 Dodge Street
Palatka, Florida 32177
1+ (386) 585-3532
eldiademuerto@bellsouth.net

January 28, 2016

The Honorable Mayor Terrill L. Hill
Mayor, City of Palatka, Florida
201 N. 2nd Street
Palatka Florida 32177

Reference: Resignation from the Palatka Code Enforcement Board

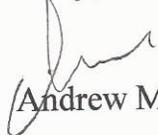
Dear Mayor Terrill L. Hill:

I regret to inform you that I must tender my resignation from the City of Palatka Code Enforcement Board. As you may be aware, I was being considered for the position of Board Member for the Palatka Gas Authority. Now hearing I have been chosen to serve in this role, I am no longer able to fulfill my duties on the Code Enforcement Board.

With this resignation, I have regrets for not being able to continue in that important role. I now look forward to serving the City of Palatka in this new role. The Palatka Gas Authority is progressive; the management dedicated and provides strong leadership; and the board's solid commitment to procedural and legal correctness is a strong advantage.

It has been a pleasure serving on the Palatka Code Enforcement Board. I wish the other board members the very best for the future.

Truly,


Andrew M. Kiley

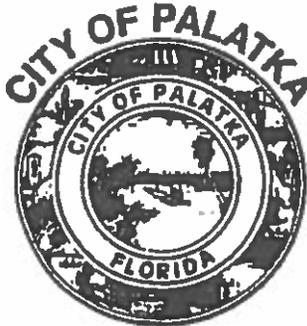
VERNON MYERS
MAYOR - COMMISSIONER

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.

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the Code Enforcement Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Butch M Puryear (Must be at least 18 yrs. old)
Residence Phone: 386-983-0886
(911 Address) 6006 E 4th Manor Fax: _____
Business Name Phone: _____
& Address Fax: _____

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: 6006 E 4th Manor Palatka, FL 32177

E-mail: Butch.Puryear@gmail.com Daytime Phone: 386-983-0886

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)
Real Estate Agent, Office manager @ law office.

OTHER COMMENTS OR INFORMATION:

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

[Signature] 8/21/14
SIGNATURE OF APPLICANT DATE

Applicants will be interviewed by the Palatka City Commission during regular public meetings.



CITY COMMISSION AGENDA ITEM

SUBJECT:

Grant permission to exceed allowable noise levels and close S. 14th Street between Crill Ave & Diana Drive for Special Events Permit No. 16-21 - Easter Egg Hunt, March 27, 2016 from 12 noon - 6 pm - One Direction Car Wash/Gregory Napier, Applicant

SUMMARY:

Gregory Napier has made application for the March 27, 2016 Easter Egg Hunt at Hank Bryan Park. Although Class B special events can be approved by the Special Events Coordinator, this application contains special requests that must receive City Commission approval. The noise level waiver is for announcements and music associated with the basketball tournament. The street closure is requested for the safety of participants and spectators who will be walking between the basketball courts and the park.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels, and permission to close S. 14th St. between Crill Ave. and Diana Dr. during the event (Sunday, March 27, 2016 from 12 noon to 6 pm).

ATTACHMENTS:

Description	Type
▫ Special Event Permit No 16-21	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	3/11/2016 - 11:23 AM
City Clerk	Driggers, Betsy	Approved	3/14/2016 - 9:44 AM
City Manager	Suggs, Terry	Approved	3/15/2016 - 3:28 PM

APPLICATION # 16-21

(circle one below)

CLASS A PERMIT - Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

CLASS C PERMIT - Filing Deadline: 30 days prior to event

CITY OF PALATKA
APPLICATION FOR SPECIAL EVENT

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. One Direction Car Wash

b. CONTACT PERSON Gregory Napier TELEPHONE/CELL 443-513-1178

c. EMAIL napiergregory@gmail.com FAX # _____

2. ADDITIONAL CONTACT

a. CONTACT PERSON _____ TELEPHONE/CELL _____

b. EMAIL _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY

Easter Egg Hunt

4. DATE & HOURS OF DESIRED USE:

March 27, 2016 12 to 6 p.m.

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)

Hank Bryan Park

6. ROAD CLOSURES:

S. 14th Street between Crill Ave and Diana Dr.

7. REQUEST FOR NOISE VARIANCE (Dates and Times):

March 27, 2016 12 to 6pm

8. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location):

9. ESTIMATE OF ANTICIPATED ATTENDANCE

100 people

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: _____ \$300.00- 40,000 - 80,000 in attendance per day
- b. CLASS B: \$100.00 per day Up to 1,000 persons per day
- c. CLASS C: _____ \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats and etc.
- d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

Applications will not be processed and events dates cannot be secured without accompanying application fee.

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.

13. ATTACHED ITEMS:

- Site Plan (To Include: Parking, Vendor Location, Street Closures, Garbage Containers, Parade/ March Route, Sound System(s) Location, Event Headquarters, and etc.)
- Certificate of Insurance SEC 50-222 (See Attached Requirements)

14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Building & Zoning Department office at 386-329-0103 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

10. CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

2/5/16

DATE

SIGNATURE OF APPLICANT

APPROVED:

SPECIAL EVENTS COORDINATOR DATE

CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 2/25/14 Special Events Coordinator: Thad Crowe / Keondra Wright

- | | | |
|--|-----------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Site Sketch Provided | Event Classification: | <input type="checkbox"/> |
| <input type="checkbox"/> Tentative Schedule of Events | Class A | <input checked="" type="checkbox"/> |
| | Class B | <input type="checkbox"/> |
| | Class C | <input type="checkbox"/> |

To be completed by applicant with typewriter or print legibly in dark ink.

Name of Special Event/ Production: _____

Type of Event: Easter Egg Hunt

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. - attach separate listing if necessary)

Easter egg Hunt & Basketball game

Location of Event: Hank Bryan Park

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>3/27/14</u>	<u>Sunday</u>	<u>12</u> AM/PM	<u>6</u> AM/PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) Sunday 3/27/14 at (time) 8am

Break down will be completed by (Date) Sunday 3/27/14 at (time) 7pm

Event Sponsor/Organization _____

Name of Promoter: _____ Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

“Class A” Event Daily Fees (see fee schedule) Security Fees @ \$23/hr/Officer Green Container Fees @ \$15/container Refundable Deposit \$500.00	“Class B” Event Daily Fees \$100.00/day Security Fees @ \$23/hr/Officer Green Container Fees @ \$15/container Public Works Employees @ \$14.00/hr (no charge during normal working hours)	“Class C” Event Daily Fees \$50/day Security Fees @ \$23/hr/Officer Green Container Fee @ \$15/container
--	---	--

Special Events Permit Fees \$ 100 Per day X 1 Days \$ 100

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X _____ Officers X _____ Hours \$ _____

Fire Personnel \$ 23.00 Per hour X _____ Hours \$ _____

Building Inspector \$ 23.00 Per hour X _____ Hours \$ _____

Public Works Services (only-no charge during regular working hours)

Public Works Personnel # Personnel _____ X _____ Hours @ \$23/hour \$ _____

Electrician Services (only-no charge during regular working hours)

Electrician Personnel \$ 23.00 Per hour X _____ Hours \$ _____

Sanitation Equipment Fee

Green Roll-Out Containers 4 X \$15.00 Per Container \$ 60

Additional Charges (List)

Parks / Facility department 1 @ \$23/hour for 3 hrs \$ 69

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 169

To be completed and submitted by applicant prior to meeting with city staff.
City staff will amend checklist as necessary.

Estimated peak number of participants (each day of event): Day 1 100
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: N/A

Number and location of fire protection services: _____

Inspection(s)- date and time requested: (\$23/hour) _____

Electrician services- date and time requested: (\$23/hour) N/A

Emergency medical services: ambulance locations(s) (note on site plan): N/A

Number of EMS personnel required: (\$23/hour) N/A

Number and location for portable toilets: (note location on site plan) _____

Carnival location (if any) (note location on site map) N/A

Number of sanitation roll-out containers required (\$15/ container) 4

Location of parking/transportation services, if any: Park, surrounding parking lots, such as Red Cross building, Matthews moving storage

Temporary parking, directional signage needed: _____

Type transport vehicles (van, buses, etc.) N/A

Location of security and emergency vehicle parking on site: _____

Public street barricades/street closures/detours: (note locations on site plan) N/A

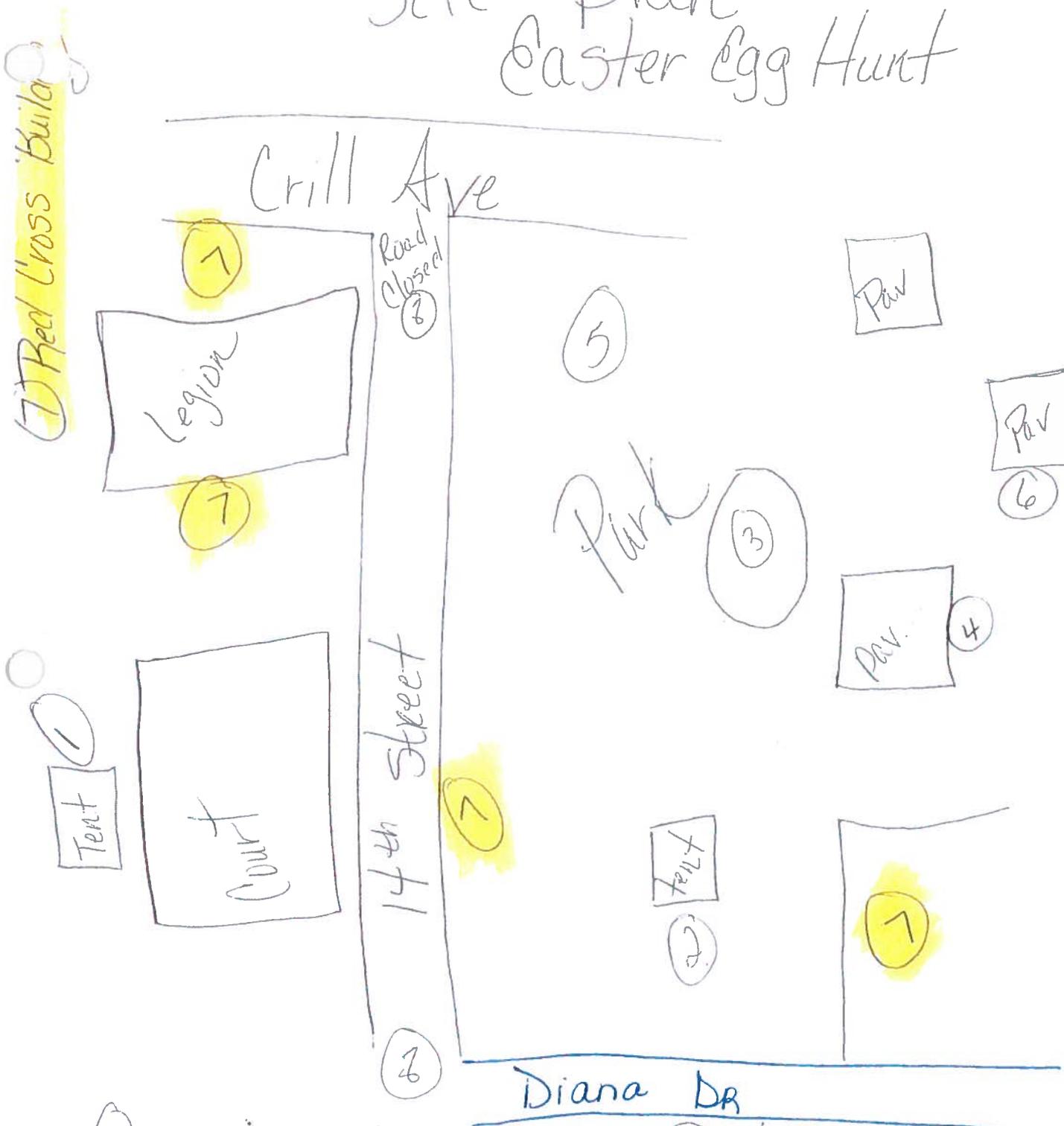
- Main emergency vehicle access to site (location-also note on site plan): _____
- Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): 10x10 tents
- Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) N/A
- Number and location of food vendors (note on site plan): on site plan
- Staff/ volunteer uniform identification: T-shirts
- Sound system(s) location: on site plan
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): N/A
- Number and location of temporary signs/banners: _____
- Number and location of promotional visual effects: N/A
- Watercraft: N/A
- Aircraft: N/A
- Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.): _____

Items Outstanding:

- Site plan
- 501(C) (3) certificate of exemption
- Nonprofit articles of incorporation, charter and mission statement
- Consent letter (event property): property owners on which special event location is held (if not held on city property)

Site Plan Easter Egg Hunt

March 27th



- ① D. J. (Music)
- ② Food
- ③ 3yrs and younger egg hunt
- ④ coloring comp
- ⑤ 4yrs and older egg hunt
- ⑥ face painting
- ⑦ Parking
- ⑧ Road Closed



CITY COMMISSION AGENDA ITEM

SUBJECT:

Grant permission to exceed allowable noise levels for Special Events Permit No. 16-27 - Greater Palatka Ministerial Association Easter Sunrise Service, March 27, 2016 from 6:00 am to 8:00 am - Greater Palatka Ministerial Association/Rev. Don Hanna, Applicant

SUMMARY:

Rev. Don Hanna has made application for the March 27, 2016 Easter Sunrise Service event. Although Class B special events can be approved by the Special Events Coordinator, this application contains a requested noise variance (for amplified preaching and music) that must go before the City Commission for approval.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels during the Easter Sunrise Service (Sunday March 27, 2016 from 6:00 am to 8:00 am).

ATTACHMENTS:

Description	Type
▫ Special Events Permit No 1627	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	3/11/2016 - 11:23 AM
City Clerk	Driggers, Betsy	Approved	3/14/2016 - 9:40 AM
City Manager	Suggs, Terry	Approved	3/15/2016 - 3:28 PM

APPLICATION # 16-27

- (circle one below)
- CLASS A PERMIT - Filing Deadline: 60 days prior to event
- CLASS B PERMIT - Filing Deadline: 60 days prior to event
- CLASS C PERMIT - Filing Deadline: 30 days prior to event

CITY OF PALATKA
APPLICATION FOR SPECIAL EVENT

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER
 - a. Greater Palatka Ministerial Assn.
 - b. CONTACT PERSON Rev. Don ANNA TELEPHONE/CELL 386-983-1420
 - c. EMAIL dphanna@aol.com FAX # —
2. ADDITIONAL CONTACT
 - a. CONTACT PERSON Chad Perry TELEPHONE/CELL 386-546-2430
 - b. EMAIL — FAX # —
3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Easter Sunrise
4. DATE & HOURS OF DESIRED USE: 6-10 am 3/29/14
5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.) —
6. ROAD CLOSURES: no
7. REQUEST FOR NOISE VARIANCE(Dates and Times): 6:30 - 7:30
8. REQUEST FOR ALCOHOL VARIANCE(Dates, Times, Location): —
9. ESTIMATE OF ANTICIPATED ATTENDANCE 150-220
10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT —
11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
 - a. CLASS A: — \$300.00- 40,000 - 80,000 in attendance per day
 - b. CLASS B: \$100.00 per day Up to 1,000 persons per day
 - c. CLASS C: — \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats and etc.
 - d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

Applications will not be processed and events dates cannot be secured without accompanying application fee.

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.
13. ATTACHED ITEMS:
 - Site Plan (To Include: Parking, Vendor Location, Street Closures, Garbage Containers, Parade/ March Route, Sound System(s) Location, Event Headquarters, and etc.)
 - Certificate of Insurance SEC 50-222 (See Attached Requirements)
14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Building & Zoning Department office at 386-329-0103 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

10. CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

3/11/16
DATE

Anna Hanna
SIGNATURE OF APPLICANT

[Signature]
APPROVED:

SPECIAL EVENTS COORDINATOR

DATE

CHIEF OF POLICE

DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



CITY COMMISSION AGENDA ITEM

SUBJECT:

Grant permission to exceed allowable noise levels for Special Events Permit No. 16-24, Florida Bass Federation Bass Tournament Saturday, April 9, 2016 and Sunday, April 10, 2016 from 5:00 am until 4:00 pm - Florida Bass Federation Joseph Nickol, Applicant.

SUMMARY:

While Class B special events can be approved by the Special Events Coordinator, this application contains a request to exceed allowable noise levels (for amplified announcements) that must go before the City Commission for approval.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels throughout the Florida Bass Federation Bass Tournament on Saturday, April 9, 2016 and Sunday, April 10, 2016 from 5:00 am until 4:00 pm.

ATTACHMENTS:

Description	Type
▫ Special Events Permit No 16-24	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	3/11/2016 - 11:23 AM
City Clerk	Driggers, Betsy	Approved	3/14/2016 - 9:39 AM
City Manager	Suggs, Terry	Approved	3/15/2016 - 3:28 PM

APPLICATION # 110-24

(circle one below)

CLASS A PERMIT - Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

CLASS C PERMIT - Filing Deadline: 30 days prior to event

CITY OF PALATKA
APPLICATION FOR SPECIAL EVENT

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. FLORIDA BASS FEDERATION, INC

b. CONTACT PERSON JOSEPH NICKOL TELEPHONE/CELL 386-546-8726

c. EMAIL JOSEPHNICKOL@BELLSOUTH.NET FAX # _____

2. ADDITIONAL CONTACT

a. CONTACT PERSON MIKE SLOAN TELEPHONE/CELL 904-705-2430

b. EMAIL LM.SLOAN@BELLSOUTH.NET FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY BASS TOURNAMENT

4. DATE & HOURS OF DESIRED USE: 4-9/10-2016

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)

CITY DOCK

6. ROAD CLOSURES: NONE

7. REQUEST FOR NOISE VARIANCE (Dates and Times): PA SYSTEM

8. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): NONE

9. ESTIMATE OF ANTICIPATED ATTENDANCE 100

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT 8'x14' TRAILER

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: \$300.00- 40,000 - 80,000 in attendance per day
- b. CLASS B: \$100.00 per day Up to 1,000 persons per day
- c. CLASS C: \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats and etc.
- d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

Applications will not be processed and events dates cannot be secured without accompanying application fee.

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.

13. ATTACHED ITEMS: Site Plan (To Include: Parking, Vendor Location, Street Closures, Garbage Containers, Parade/ March Route, Sound System(s) Location, Event Headquarters, and etc.)

Certificate of Insurance SEC 50-222 (See Attached Requirements)

14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City Palatka Building & Zoning Department office at 386-329-0103 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surround neighborhood may result in revoking permission for use of City property for this activity.

10. CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

2-5-2016
DATE


SIGNATURE OF APPLICANT

APPROVED:

SPECIAL EVENTS COORDINATOR DATE 3/11/16

CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 3/10/16 Special Events Coordinator: Thad Crowe / Theodora Wright

- Event Classification:
- Site Sketch Provided
 - Tentative Schedule of Events
 - Class A
 - Class B
 - Class C

To be completed by applicant with typewriter or print legibly in dark ink.

Name of Special Event/ Production: FLORIDA BASS FEDERATION

Type of Event: BASS TOURNAMENT

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)
FISHING TOURNAMENT

Location of Event: PALATKA CITY DOCK

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>4-9-16</u>		<u>5</u> AM/PM	<u>4</u> AM/PM
Event Day 2	<u>4-10-16</u>		<u>5</u> AM/PM	<u>4</u> AM/PM
Event Day 3			AM/PM	AM/PM
Event Day 4			AM/PM	AM/PM

Set-up for event will begin on (Date) 4-9-16 at (time) 5 AM

Break down will be completed by (Date) 4-10-16 at (time) 5 PM

To be completed and submitted by applicant prior to meeting with city staff.
City staff will amend checklist as necessary.

- Estimated peak number of participants (each day of event):
Day 1 100
Day 2 100 Day 3 _____ Day 4 _____ Day 5 _____
- Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: NONE
- Number and location of fire protection services: NONE
- Inspection(s)- date and time requested: (\$23/hour) NONE
- Electrician services- date and time requested: (\$23/hour) NONE
- Emergency medical services: ambulance locations(s) (note on site plan): NONE
- Number of EMS personnel required: (\$23/hour) NONE
- Number and location for portable toilets: (note location on site plan) 2
- Carnival location (if any) (note location on site map) NONE
- Number of sanitation roll-out containers required (\$15/ container) NONE
- Location of parking/transportation services, if any: PARKING @ DOCK AREA
- Temporary parking, directional signage needed: NONE
- Type transport vehicles (van, buses, etc.) NONE
- Location of security and emergency vehicle parking on site: NONE
- Public street barricades/street closures/detours: (note locations on site plan) NONE

Markers

Location Search

My Card

Route Sharing

Help Card

Markers



Markers in View Sorted by Name

- 1. Palatka Riverfront Park Boat Ramp
Boat ramp Center: Details

A. Ponte Patti
B: Traylor
PA

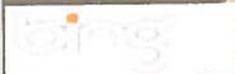
- Find Marina
- Settings



29°38.661'N
081°37.849'W



1 - Palatka Riverfront Park Bo





CITY COMMISSION AGENDA ITEM

SUBJECT:

Grant permission to exceed allowable noise levels for Special Events Permit No. 16-22 - U-Turn Community Outreach, April 16, 2016 from 11 am to 4 pm to be held at the Putnam County John Theobold Sports Complex (Triangle Park) - Southside Baptist Church, Applicant; Casey Caison, Agent

SUMMARY:

Mr. Caison has made application for the April 26, 2016 U-Turn Community Outreach event. Although Class B special events can be approved by the Special Events Coordinator, this application contains request items that must go before the City Commission for approval, in this case allowing the event to exceed allowable noise levels throughout the duration of event.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels at the Theobold Sports Complex during the U-Turn Community Outreach on Saturday April 16, 2016 from 11 am to 4 pm.

ATTACHMENTS:

Description	Type
▫ Special Events Permit No 16-22	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	3/11/2016 - 11:22 AM
City Clerk	Driggers, Betsy	Approved	3/14/2016 - 9:35 AM
City Manager	Suggs, Terry	Approved	3/15/2016 - 3:27 PM

APPLICATION # 10-22

(circle one below)

CLASS A PERMIT – Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

CLASS C PERMIT - Filing Deadline: 30 days prior to event

CITY OF PALATKA
APPLICATION FOR USE OF PARKS, RECREATIONAL AREAS,
RIVERFRONT PARK AND OTHER AREAS WITHIN THE CITY LIMITS

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. U-TURN COMMUNITY OUTREACH INC.

b. CONTACT PERSON Ceseg Carson TELEPHONE (386) 937-5597

c. _____ FAX # _____

2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE

a. CONTACT PERSON _____ TELEPHONE _____

b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY COMMUNITY OUTREACH

4. (ANTI-DRUG & ALCOHOL ADDICTION OUTREACH)

5. DATE & HOURS OF DESIRED USE: APRIL 16, 2016 11:00AM - 4:00PM

6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)

JOHN THEOBOLD SPORTS COMPLEX 120 CARTER RD. PALATKA
(COUNTY OWNED PROPERTY)

7. ROAD CLOSURES: _____

8. REQUEST FOR NOISE VARIANCE(Dates and Times): APRIL 16, 2016 11:00AM - 4:00PM

9. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): NONE

10. ESTIMATE OF ANTICIPATED ATTENDANCE 1000

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

a. CLASS A: _____ \$300.00- 1,001 to 80,000 in attendance per day

b. CLASS B: \$100.00 per day Up to 1,000 persons per day

c. CLASS C: _____ \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.

d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

13. OTHER COSTS : Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.

14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City of Palatka Building & Zoning Department office at 386-329-0103 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

10. CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

2/12/2016
DATE

Casey Cannon
SIGNATURE OF APPLICANT

APPROVED:

[Signature]
SPECIAL EVENTS COORDINATOR DATE

[Signature] 3/4/16
CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 2/23/16 Special Events Coordinator: Thad Crowe / Hebronrea Wright

- | | |
|--|---|
| <input checked="" type="checkbox"/> Site Sketch Provided | Event Classification: |
| <input type="checkbox"/> Tentative Schedule of Events | Class A <input type="checkbox"/> |
| | Class B <input checked="" type="checkbox"/> |
| | Class C <input type="checkbox"/> |

To be completed by applicant with typewriter or print legibly in dark ink.

Name of Special Event/ Production: 4-TURN COMMUNITY OUTREACH TRIP

Type of Event: ANTI-DRUG & ALCOHOL ADDICTION COMMUNITY OUTREACH

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)

BAND/MUSIC DRAMAS, SKITS, TESTIMONIES, SPEAKERS, ROCK CLIMBING WALL, INFLATABLES, TRACKLESS TRAIN, ETC.

Location of Event: JOHN THEOBOLD SPORTS COMPLEX 120 CARTER RD, PALATKA

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>4/16/2016</u>	<u>1</u>	<u>11</u> AM/PM	<u>4</u> AM/PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) 4/13/2016 at (time) 9:00AM

Break down will be completed by (Date) 4/20/2016 at (time) 5:00 PM

Event Sponsor/Organization U-Turn Community Outreach Inc.
 Name of Promoter: U-Turn Community Outreach Inc. Tax Exempt No.: DLN 26653434002736
 FEIN 81-0033551

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event	"Class B" Event	"Class C" Event
Daily Fees (see fee schedule)	Daily Fees \$100.00/day	Daily Fees \$50/day
Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer
Green Container Fees @ \$15/container	Green Container Fees @ \$15/container	Green Container Fee @ \$15/container
Refundable Deposit \$500.00	Public Works Employees @ \$14.00/hr (no charge during normal working hours)	

Special Events Permit Fees \$ _____ Per day X _____ Days \$ _____

Law Enforcement (City)
 Police Officer(s) \$ 23.00 Per hour X _____ Officers X _____ Hours \$ _____

Fire Personnel \$ 23.00 Per hour X _____ Hours \$ _____

Building Inspector \$ 23.00 Per hour X _____ Hours \$ _____

Public Works Services (Class B only-no charge during regular working hours)

Parks Personnel # Personnel _____ X _____ Hours @ \$14/hour \$ _____

Sanitation Personnel # Personnel _____ X _____ Hours @ \$14/hour \$ _____

Utilities Personnel # Personnel _____ X _____ Hours @ \$14/hour \$ _____

Sanitation Equipment Fee

Green Roll-Out Containers _____ X \$15.00 Per Container \$ _____

Additional Charges (List)

\$50 deposit (Refundable) for electrical pedestal \$ 50-

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter)

\$ 50-

To be completed and submitted by applicant prior to meeting with city staff.
City staff will amend checklist as necessary.

APPLICANT INFORMATION:

Name: Casey Caisan C/O U-TURN COMMUNITY OUTREACH INC
Telephone: (306) 937-5597 Fax: _____ Cellular: _____
Address: P.O. Box 1568, PALATKA, FL 32178-1568

Name: _____
Telephone: _____ Fax: _____ Cellular: _____
Address: _____

Other Contacts/ Key Holders:

Name: _____
Telephone: _____ Fax: _____ Cellular: _____

Name: _____
Telephone: _____ Fax: _____ Cellular: _____

Estimated Peak Number of Participants (each day of event):
Day 1 1000
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: NONE

Number and proposed location of fire protection services: AS NEEDED
(LOANED BY LIGHTFOOT FIRE EXTINGUISHER)

Inspection(s)- Date and time requested: APRIL 15, 2016 FRIDAY AFTERNOON

Electrician Services- Date and time requested: WE HAVE ONE (PRESTON ELLOTT)

Emergency medical services: Ambulance Locations(s) (note on site map): _____

Number of EMS Personnel required: _____

Number and proposed location for portable toilets: (note location on site map) ON SITE MAP

- Carnival location (if any) (note location on site map) ON SITE MAP
- Number of sanitation roll-out containers required HANDLED BY COUNTY STAFF
- Location of parking/transportation services, if any: _____
- Type Transport Vehicles (Van, Buses, etc.) _____
- Location of security and emergency vehicle parking on site: _____
- Public street barricades/street closures/detours: (note locations on site map) _____
- Temporary Parking, directional Signage needed: _____
- Main emergency vehicle access to site (location-also note on site map): _____
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): _____
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) _____
- Number and location of static/mobile displays (note on site map): _____
- Location of event staff management (headquarters): ON SITE
- Staff Uniform Identification: _____
- Main sound system location: MAIN TENT
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): _____

Number and location of temporary signs/banners: _____

Number and location of promotional visual effects: _____

Watercraft: _____

Aircraft: _____

Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): _____

Date(s) and times of setup/ breakdown: SEE PRE-EVENT ASSESSMENT LIST PAGE 3

Name(s) and Type of Musical Bands to Perform (dates & times of performance): 1 CHRISTIAN BAND FOR DURATION OF EVENT

Noise Abatement Requirements: _____

Adjoining Properties Impacted (Notification needed?): _____

Location, Dates and Times for Alcohol Ordinance Open Container Waiver: NONE ALLOWED

Alcohol Sale Requirements (Temporary license, commercial establishment license, etc): _____

Handicapped Accessibility: _____

Items Outstanding:

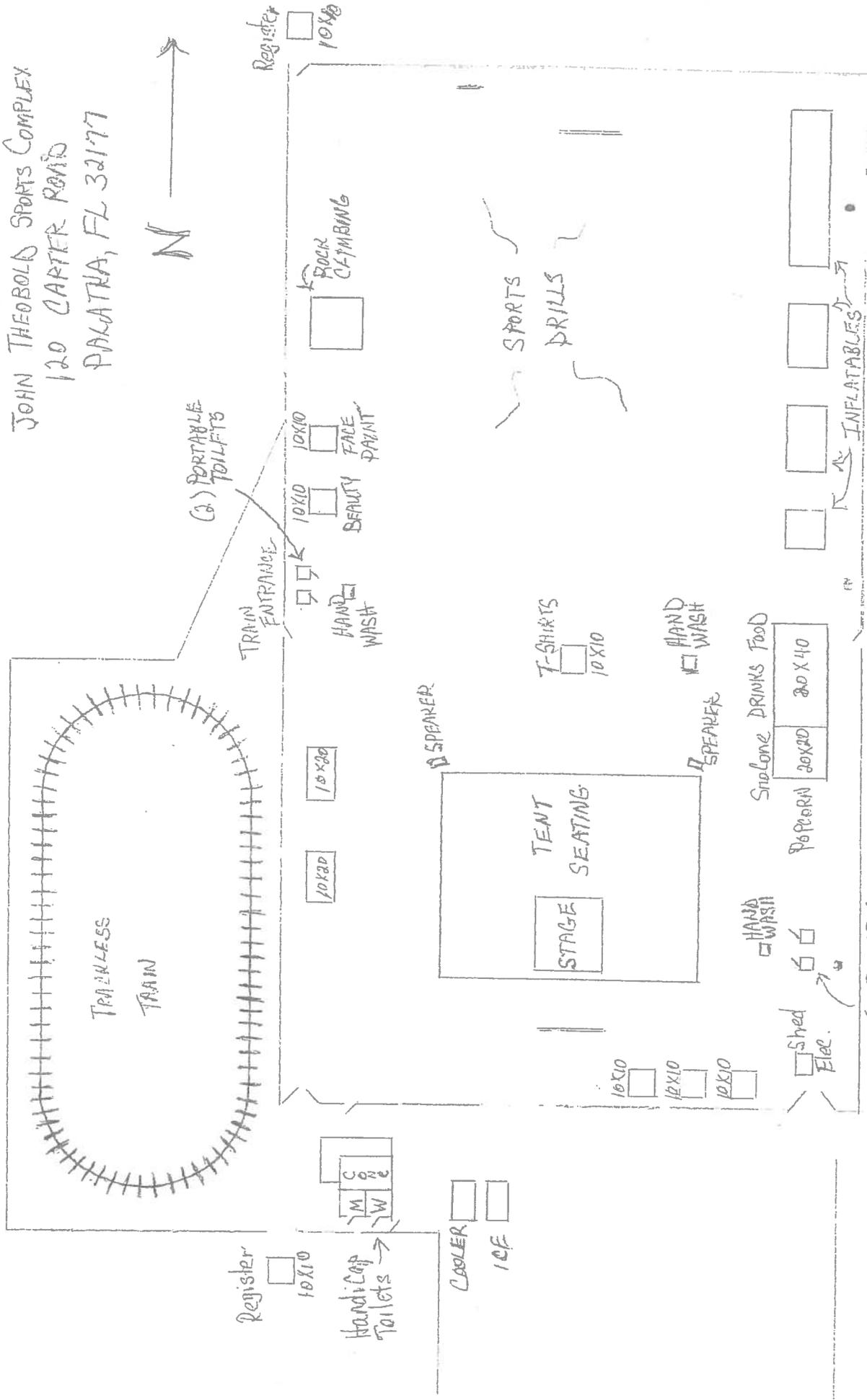
Outstanding Fees: \$ _____

Site Plan Sketch

501(C) (3) Certificate of Exemption

U-Turn 2016

JOHN THEOBOLD SPORTS COMPLEX
120 CARTER ROAD
PALATKA, FL 32177



SCALE 1" = 50'



CITY COMMISSION AGENDA ITEM

SUBJECT:

Grant permission for the consumption of alcoholic beverages within the City of Palatka Riverfront Park for Special Events Permit No. 16-19, Annual Mug Race Party, May 6, 2016 from 7 am to 11:59 pm - alcohol consumption area is identified as the Riverfront Park, 301 River St. (as shown on the site plan) - Palatka Yacht Club; David Girardin, Applicant

SUMMARY:

David Girardin has made application for the Mug Race at the Riverfront Park. Although Class B special events can be approved by the Special Events Coordinator, this application contains a request to allow public consumption of alcohol on public property that must receive City Commission approval. This request applies to the entirety of the Riverfront Park.

RECOMMENDED ACTION:

Grant permission to allow public consumption of alcoholic beverages within the Riverfront Park during the event (Friday, May 6, 2016 from 7 am until 11:59 pm)

ATTACHMENTS:

Description	Type
▫ Special Events Permit No 16-19	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	3/11/2016 - 11:23 AM
City Clerk	Driggers, Betsy	Approved	3/14/2016 - 9:41 AM
City Manager	Suggs, Terry	Approved	3/15/2016 - 3:28 PM

APPLICATION # 16-19

(circle one below)
CLASS A PERMIT - Filing Deadline: 60 days prior to event
CLASS B PERMIT - Filing Deadline: 60 days prior to event
CLASS C PERMIT - Filing Deadline: 30 days prior to event

CITY OF PALATKA
APPLICATION FOR SPECIAL EVENT

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER
 - a. Palatka Yacht Club
 - b. CONTACT PERSON David Givardini TELEPHONE/CELL 386-937-1566
 - c. EMAIL DLBG75@yahoo.com FAX # _____
2. ADDITIONAL CONTACT
 - a. CONTACT PERSON _____ TELEPHONE/CELL _____
 - b. EMAIL _____ FAX # _____
3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Annual Mug Race
4. DATE & HOURS OF DESIRED USE: Friday May 6, 2016 All day
5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
City River Park
6. ROAD CLOSURES: None
7. REQUEST FOR NOISE VARIANCE(Dates and Times): None
8. REQUEST FOR ALCOHOL VARIANCE(Dates, Times, Location): Friday May 6, 2016 All day
9. ESTIMATE OF ANTICIPATED ATTENDANCE 200
10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT 0

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
 - a. CLASS A: _____ \$300.00- 40,000 - 80,000 in attendance per day
 - b. CLASS B: \$100.00 per day Up to 1,000 persons per day
 - c. CLASS C: _____ \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats and etc.
 - d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

Applications will not be processed and events dates cannot be secured without accompanying application fee.

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.
13. ATTACHED ITEMS:
 - Site Plan (To Include: Parking, Vendor Location, Street Closures, Garbage Containers, Parade/ March Route, Sound System(s) Location, Event Headquarters, and etc.)
 - Certificate of Insurance SEC 50-222 (See Attached Requirements)
14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required to contact the City of Palatka Building & Zoning Department office at 386-329-0103 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.**

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

10. CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

Jan, 25, 2016
DATE

David P. Guandin
SIGNATURE OF APPLICANT

APPROVED:
[Signature] 3/11/16
SPECIAL EVENTS COORDINATOR DATE

CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)

IMPORTANT INFORMATION

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Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

10. CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

Jan, 25, 2016
DATE

David P. Guadini
SIGNATURE OF APPLICANT

[Signature] **APPROVED:** 3/11/16
SPECIAL EVENTS COORDINATOR DATE

[Signature] 03/03/16
CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 2/25/14 Special Events Coordinator: Thad Crowe / Keondra Wright

- | | | |
|--|-----------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Site Sketch Provided | Event Classification: | <input type="checkbox"/> |
| <input type="checkbox"/> Tentative Schedule of Events | Class A | <input checked="" type="checkbox"/> |
| | Class B | <input type="checkbox"/> |
| | Class C | <input type="checkbox"/> |

To be completed by applicant with typewriter or print legibly in dark ink.

Name of Special Event/ Production: Annual Mug Race

Type of Event: Sailboat Race from Palatka to Jacksonville

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)
None

Location of Event: Riverfront Palatka

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>05-06-16</u>	<u>Friday</u>	<u>7:00</u> AM/PM	<u>11:59</u> AM/PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) 05-06-16 at (time) 10:00 Am

Break down will be completed by (Date) 05-08-16 at (time) 10:00 Am

Event Sponsor/Organization Palatka Yacht Club

Name of Promoter: _____ Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

“Class A” Event	“Class B” Event	“Class C” Event
Daily Fees (see fee schedule)	Daily Fees \$100.00/day	Daily Fees \$50/day
Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer
Green Container Fees @ \$15/container	Green Container Fees @ \$15/container	Green Container Fee @ \$15/container
Refundable Deposit \$500.00	Public Works Employees @ \$14.00/hr (no charge during normal working hours)	

Special Events Permit Fees \$ 100 Per day X 1 Days \$ 100

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X 1 Officers X 7 Hours \$ 161

Fire Personnel \$ 23.00 Per hour X _____ Hours \$ _____

Building Inspector \$ 23.00 Per hour X _____ Hours \$ _____

Public Works Services (only-no charge during regular working hours)

Public Works Personnel # Personnel _____ X _____ Hours @ \$23/hour \$ _____

Electrician Services (only-no charge during regular working hours)

Electrician Personnel \$ 23.00 Per hour X _____ Hours \$ _____

Sanitation Equipment Fee

Green Roll-Out Containers _____ X \$15.00 Per Container \$ _____

Additional Charges (List)

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 261-

To be completed and submitted by applicant prior to meeting with city staff.
City staff will amend checklist as necessary.

Estimated peak number of participants (each day of event): Day 1 200
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: None

Number and location of fire protection services: None

Inspection(s)- date and time requested: (\$23/hour) None

Electrician services- date and time requested: (\$23/hour) None

Emergency medical services: ambulance locations(s) (note on site plan): None

Number of EMS personnel required: (\$23/hour) None

Number and location for portable toilets: (note location on site plan) 2 - On street at Amphitheater

Carnival location (if any) (note location on site map) None

Number of sanitation roll-out containers required (\$15/ container) None

Location of parking/transportation services, if any: None

Temporary parking, directional signage needed: None

Type transport vehicles (van, buses, etc.) None

Location of security and emergency vehicle parking on site: None

Public street barricades/street closures/detours: (note locations on site plan) None

- Main emergency vehicle access to site (location-also note on site plan): All roads will be open to Traffic
- Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): One tent on grass at Amp. theater
- Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) None
- Number and location of food vendors (note on site plan): None
- Staff/ volunteer uniform identification: ~~None~~ Palatka Yacht Club T-shirts
- Sound system(s) location: None
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): Boat Launch Ramp & Docks.
- Number and location of temporary signs/banners: None
- Number and location of promotional visual effects: None
- Watercraft: About 100 Sailboats
- Aircraft: None
- Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.): None

Items Outstanding:

- Site plan
- 501(C) (3) certificate of exemption
- Nonprofit articles of incorporation, charter and mission statement
- Consent letter (event property): property owners on which special event location is held (if not held on city property)



PVC Tent
Port-a-lets

© 2015 Google

Imagery Date: 5/16/2014 29:59:43.48" N 81:57:19.91" W Elev: 11 ft

Google



CITY COMMISSION AGENDA ITEM

SUBJECT:

Authorize closure of certain streets to vehicular traffic for Special Events Permit No. 16-20 - 5K Fun Run, May 7, 2016 from 6 am to 11 am - Putnam County School District; Nikki Hawthorne, Applicant.

SUMMARY:

Putnam County School District has made application for a 5K Fun Run, scheduled for May 7, 2016. The Applicant has requested permission to close certain streets within the downtown, South Historic District, and adjacent areas to vehicular traffic as noted on attached site plan. Streets will not be closed during the entirety of this time frame, but only when the majority of the runners proceed through the area. Barricades will be placed and removed as the race proceeds.

RECOMMENDED ACTION:

Grant permission to close certain streets for the 5K Fun Run between 6 am and 11 am within the downtown, South Historic District, and adjacent areas to vehicular traffic as noted on attached site plan.

ATTACHMENTS:

Description	Type
▫ Special Events Permit No 16-20	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	3/11/2016 - 11:22 AM
City Clerk	Driggers, Betsy	Approved	3/14/2016 - 9:37 AM
City Manager	Suggs, Terry	Approved	3/15/2016 - 3:28 PM

APPLICATION # 16-20

(circle one below)

CLASS A PERMIT - Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

CLASS C PERMIT - Filing Deadline: 30 days prior to event

CITY OF PALATKA
APPLICATION FOR USE OF PARKS, RECREATIONAL AREAS,
RIVERFRONT PARK AND OTHER AREAS WITHIN THE CITY LIMITS

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. NIKKI HAWTHORNE

b. CONTACT PERSON NIKKI HAWTHORNE TELEPHONE 386 329 0524

c. _____ FAX # cell 864-609-7748

2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE

a. CONTACT PERSON _____ TELEPHONE _____

b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 5K/FUN Run

4. Feed the need / Backpack program

5. DATE & HOURS OF DESIRED USE: May 7th 2016 - 6:00am - 11:00am

6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
Riverfront park area beside gazebo

7. ROAD CLOSURES: if possible

8. REQUEST FOR NOISE VARIANCE(Dates and Times): Ø

9. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): Ø

10. ESTIMATE OF ANTICIPATED ATTENDANCE ~250

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: \$300.00- 1,001 to 80,000 in attendance per day
- b. CLASS B: \$100.00 per day Up to 1,000 persons per day
- c. CLASS C: \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
- d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

13. OTHER COSTS : Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.

14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 2/23/10 Special Events Coordinator: Thad Crowe / Keiondra Wright

<input checked="" type="checkbox"/>	Site Sketch Provided	Event Classification:	
<input type="checkbox"/>	Tentative Schedule of Events	Class A	<input type="checkbox"/>
		Class B	<input checked="" type="checkbox"/>
		Class C	<input type="checkbox"/>

To be completed by applicant with typewriter or print legibly in dark ink.

Name of Special Event/ Production: Sprint for Students - Feed the Need

Type of Event: 5K Race + Fun Run

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)

Race / Fun Run Walk

Location of Event: Downtown Riverfront / Park area by the clock

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>May</u>	<u>7th</u>	<u>6:00</u> AM/PM	<u>10:30-11:00</u> AM/PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) May 7th at (time) 6:00 am

Break down will be completed by (Date) May 7th at (time) 10:30 am

Event Sponsor/Organization _____

Name of Promoter: _____ Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

“Class A” Event Daily Fees (see fee schedule) Security Fees @ \$23/hr/Officer Green Container Fees @ \$15/container Refundable Deposit \$500.00	“Class B” Event Daily Fees \$100.00/day Security Fees @ \$23/hr/Officer Green Container Fees @ \$15/container Public Works Employees @ \$14.00/hr (no charge during normal working hours)	“Class C” Event Daily Fees \$50/day Security Fees @ \$23/hr/Officer Green Container Fee@\$15/container
--	---	--

Special Events Permit Fees \$ 100 Per day X 1 Days \$ 100

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X 2 Officers X 4 Hours \$ 184

Fire Personnel \$ 23.00 Per hour X _____ Hours \$ _____

Building Inspector \$ 23.00 Per hour X _____ Hours \$ _____

Public Works Services (Class B only-no charge during regular working hours)

Parks Personnel # Personnel _____ X _____ Hours @ \$14/hour \$ _____

Sanitation Personnel # Personnel _____ X _____ Hours @ \$14/hour \$ _____

Utilities Personnel # Personnel _____ X _____ Hours @ \$14/hour \$ _____

Sanitation Equipment Fee

Green Roll-Out Containers _____ X \$15.00 Per Container \$ _____

Additional Charges (List)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter)

\$ 284

To be completed and submitted by applicant prior to meeting with city staff.
City staff will amend checklist as necessary.

APPLICANT INFORMATION:

Name: NIKKI HAWTHORNE
Telephone: 384-329-0524 Fax: _____ Cellular: _____
Address: 200 Third Street

Name: _____
Telephone: _____ Fax: _____ Cellular: _____
Address: _____

Other Contacts/ Key Holders:

Name: _____
Telephone: _____ Fax: _____ Cellular: _____

Name: _____
Telephone: _____ Fax: _____ Cellular: _____

ρ Estimated Peak Number of Participants (each day of event):
Day 1 250
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

ρ Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: 0

ρ Number and proposed location of fire protection services: 0

ρ Inspection(s)- Date and time requested: 0

ρ Emergency medical services: Ambulance Locations(s) (note on site map): volunteer

Number of EMS Personnel required: _____

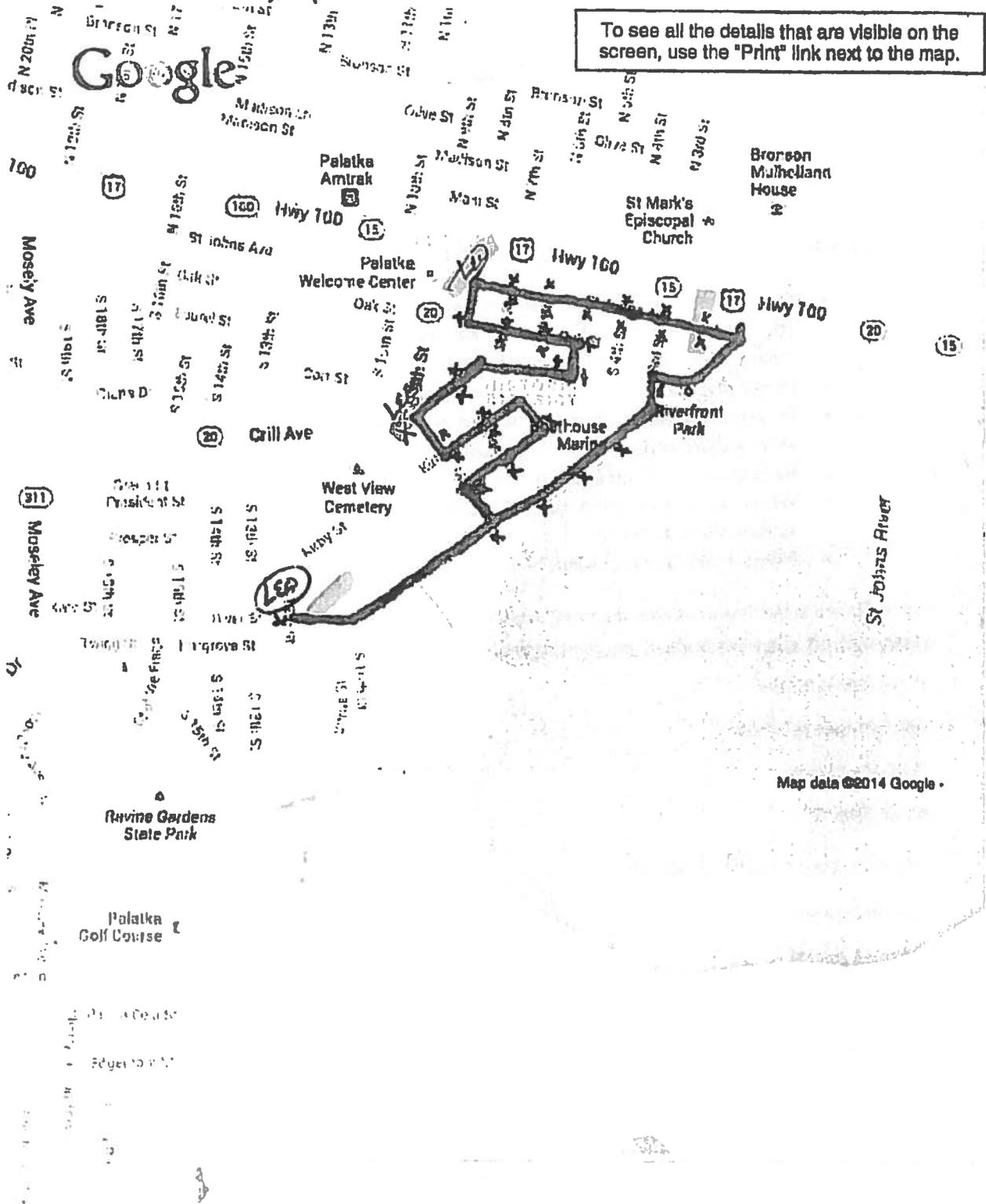
ρ Number and proposed location for portable toilets: (note location on site map) 2-4 on site

- ρ Carnival location (if any) (note location on site map) Ø
- ρ Number of sanitation roll-out containers required _____
- ρ Location of parking/transportation services, if any: _____
- ρ Type Transport Vehicles (Van, Buses, etc.) Ø
- ρ Location of security and emergency vehicle parking on site: _____
- ρ Public street barricades/street closures/detours: (note locations on site map) map attached
- ρ Temporary Parking, directional Signage needed: Ø
- ρ Main emergency vehicle access to site (location-also note on site map): _____
- ρ Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): _____
- ρ Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) Ø
- ρ Number and location of static/mobile displays (note on site map): _____
- ρ Location of event staff management (headquarters): school district offices
- ρ Staff Uniform Identification: _____
- ρ Main sound system location: park area PA system
- ρ Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): Ø

BACKPACK 5K

LEO - POLICE
X - PERSON

To see all the details that are visible on the screen, use the "Print" link next to the map.



Map data ©2014 Google

May 7th 2016

5K SPRINT FOR STUDENTS-SATURDAY ~~MAY 10TH, 2014~~

RACE BEGINS AT 8:00AM

PLEASE CHECK IN AT 7:30AM AND REPORT TO THE ASSIGNED INTERSECTION.

SRO 1- RIVER STREET AND JUST PASSED 10TH STREET RIGHT BEFORE THE RAILROAD

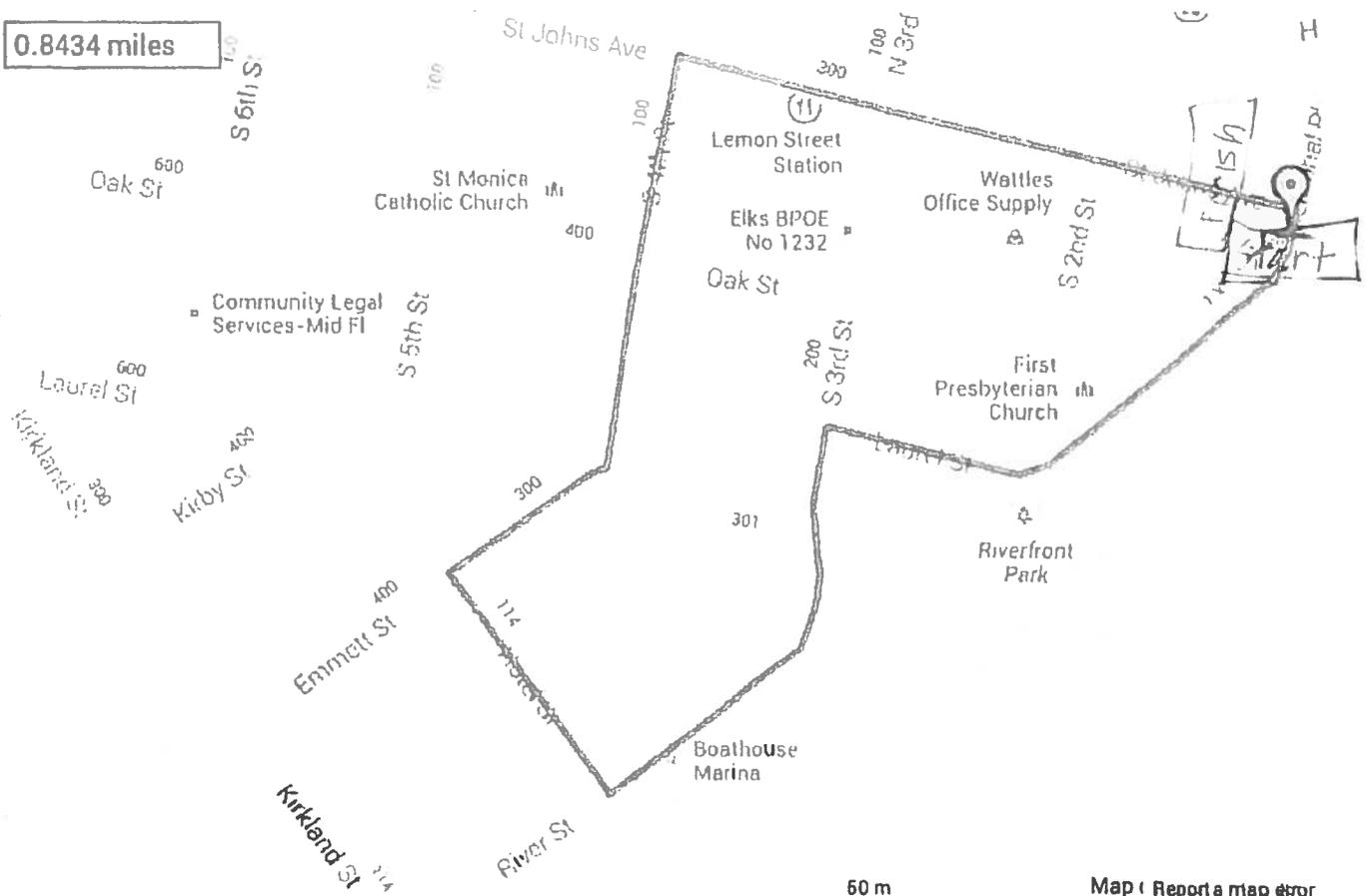
SRO 2-MORRIS STREET AND CRILL AVE

SRO 3- S 8TH AND ST JOHNS

SRO 4- S 2nd and St. Johns (park and finish line area)

Contact: Nikki Hawthorne 864.609.7742

0.8434 miles



Copyright © 2009-2014 by Map Pedometer (www.MapPedometer.com). Use route and elevation information at your own risk. Use caution when following route. Route may be dangerous or may be impassible. Walking directions are in beta. Use caution – This route may be missing sidewalks or pedestrian paths.

Fun Run
1 mile @ 9:00am



CITY COMMISSION AGENDA ITEM

SUBJECT:

Approve request items for Special Events Permit No. 16-23 - Wolfson Children's Bass Tournament - Thursday, May 19, 2016 - Saturday, May 21, 2016 from 4:00 am until 7:00 pm - Paul Hamilton, Applicant;

1. Grant permission to close the boat ramp between 5:00 pm Friday, May 20, 2016 through 7:00 am, Saturday, May 21, 2016.
2. Grant permission to exceed allowable noise levels on Thursday, May 19, 2016 - Saturday, May 21, 2016 from 4:00 am until 7:00 pm.
3. Grant permission to close Memorial Parkway from Reid Street to S. 2nd Street on Saturday, May 21, 2016 from 4:00 am until 7:00 pm.

SUMMARY:

Paul Hamilton has made application for the 2016 Annual Wolfson Children's Hospital Bass Tournament at the City of Palatka Riverfront Park. Although Class B special events can be approved by the Special Events Coordinator, this application contains special requests for the City Commission for approval. Permission to exceed allowable noise levels is required for announcements and amplified music, the City must also approve closing the boat ramp is required (for boat launch and weigh - in activities), and the City must also approve the closure of Memorial Parkway from Reid Street to S. 2nd Street.

RECOMMENDED ACTION:

Grant permission for the closure of the boat ramp, grant permission to exceed allowable noise levels, and grant permission to close Memorial Parkway from Reid Street to S. 2nd Street during the Wolfson Children's Hospital Bass Tournament on Thursday, May 19, 2016 through Saturday, May 21, 2016 from 4:00 am until 7:00 pm.

ATTACHMENTS:

Description	Type
▫ Special Events Permit No 16-23	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	3/11/2016 - 11:24 AM
City Clerk	Driggers, Betsy	Approved	3/14/2016 - 9:45 AM
City Manager	Suggs, Terry	Approved	3/15/2016 - 3:29 PM

APPLICATION # 16-28

(circle one below)

- CLASS A PERMIT - Filing Deadline: 60 days prior to event
- CLASS B PERMIT - Filing Deadline: 60 days prior to event
- CLASS C PERMIT - Filing Deadline: 30 days prior to event

CITY OF PALATKA
APPLICATION FOR SPECIAL EVENT

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER
 - a. Paul Hamilton
 - b. CONTACT PERSON Paul Hamilton TELEPHONE/CELL 912-258-8212
 - c. EMAIL phamil6@sghs.org FAX # 912-466-3213
2. ADDITIONAL CONTACT
 - a. CONTACT PERSON Ken Van Gundy TELEPHONE/CELL 904-728-9615
 - b. EMAIL kenneth.vangundy@bmcjax.com FAX # 904-391-5474
3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Open Boat Bass Tournaments
4. DATE & HOURS OF DESIRED USE: 24 hours per day May 18-21, 2016
5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
Entire park- city docks, amphitheater and gazebo
6. ROAD CLOSURES: 5/21 only Memorial Parkway from St. Johns Ave. to US 17
7. REQUEST FOR NOISE VARIANCE(Dates and Times): May 19, 2016 - May 21, 2016 4am-7pm
8. REQUEST FOR ALCOHOL VARIANCE(Dates, Times, Location): None
9. ESTIMATE OF ANTICIPATED ATTENDANCE 2000-3000 Sat. May 21, 2016
10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT One weigh-in trailer and 400-500 trucks and bass boat trailers (Saturday only)
11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
 - a. CLASS A: \$300.00- 40,000 - 80,000 in attendance per day
 - b. CLASS B: \$100.00 per day Up to 1,000 persons per day
 - c. CLASS C: \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
 - d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

Applications will not be processed and events dates cannot be secured without accompanying application fee.

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.
13. ATTACHED ITEMS:
 - Site Plan (To Include: Parking, Vendor Location, Street Closures, Garbage Containers, Parade/ March Route, Sound System(s) Location, Event Headquarters, and etc.)
 - Certificate of Insurance SEC 50-222 (See Attached Requirements)
14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City of Palatka Building & Zoning Department office at 386-329-0103 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

10. CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

1-20-2016

DATE

Paul R. Hamilton

SIGNATURE OF APPLICANT

APPROVED:

[Signature]
SPECIAL EVENTS COORDINATOR

3/11/16
DATE

CHIEF OF POLICE

DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 2/24/16 Special Events Coordinator: Thad Crowe/Keondea Wright

<input checked="" type="checkbox"/>	Site Sketch Provided	Event Classification:	
<input type="checkbox"/>	Tentative Schedule of Events	Class A	<input type="checkbox"/>
		Class B	<input checked="" type="checkbox"/>
		Class C	<input type="checkbox"/>

To be completed by applicant with typewriter or print legibly in dark ink.

Name of Special Event/ Production: Wolfson Children's Hospital Bass Tournament

Type of Event: Open Boat Bass Tournament

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)

Tournament Launches and Weigh-ins

Location of Event: Palatka City Docks, entire waterfront

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>5/19/16</u>	<u>Thursday</u>	<u>4:00 AM/PM</u>	<u>6:00 AMPM</u>
Event Day 2	<u>5/20/16</u>	<u>Friday</u>	<u>4:00 AM/PM</u>	<u>6:00 AMPM</u>
Event Day 3	<u>5/21/16</u>	<u>Saturday</u>	<u>4:00 AM/PM</u>	<u>7:00 AMPM</u>
Event Day 4	_____	_____	_____AM/PM	_____AM/PM

Set-up for event will begin on (Date) 5/18/16 at (time) 8:00am

Break down will be completed by (Date) 5/21/16 at (time) 9:00pm

Event Sponsor/Organization Wolfson Children's Hospital

Name of Promoter: _____ Tax Exempt No.: 59-2487135

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event	"Class B" Event	"Class C" Event
Daily Fees (see fee schedule)	Daily Fees \$100.00/day	Daily Fees \$50/day
Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer
Green Container Fees @ \$15/container	Green Container Fees @ \$15/container	Green Container Fee @ \$15/container
Refundable Deposit \$500.00	Public Works Employees @ \$14.00/hr (no charge during normal working hours)	

Special Events Permit Fees \$ 100 Per day X 3 Days \$ 300

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X _____ Officers X _____ Hours \$ TBD

Fire Personnel \$ 23.00 Per hour X 10 Hours \$ 230

Building Inspector \$ 23.00 Per hour X _____ Hours \$ _____

Public Works Services (only-no charge during regular working hours)

Public Works Personnel # Personnel _____ X _____ Hours @ \$23/hour \$ _____

Electrician Services (only-no charge during regular working hours)

Electrician Personnel \$ 23.00 Per hour X _____ Hours \$ _____

Sanitation Equipment Fee

Green Roll-Out Containers 15 X \$15.00 Per Container \$ 225

Additional Charges (List)

Parks/Facility Department \$23/hour for 6 hrs \$ 138

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ TBD

To be completed and submitted by applicant prior to meeting with city staff.
City staff will amend checklist as necessary.

r Estimated peak number of participants (each day of event): Day 1 200
Day 2 200 Day 3 1000 Day 4 _____ Day 5 _____

r Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: N/A

r Number and location of fire protection services: N/A

r Inspection(s)- date and time requested: (\$23/hour) _____

r Electrician services- date and time requested: (\$23/hour) _____

r Emergency medical services: ambulance locations(s) (note on site plan): N/A

Number of EMS personnel required: (\$23/hour) _____

r Number and location for portable toilets: (note location on site plan) _____
20 plus 1 handicap accessible -various locations around park

r Carnival location (if any) (note location on site map) N/A

r Number of sanitation roll-out containers required (\$15/ container) Same as previous years (15)

r Location of parking/transportation services, if any: Various lots around town

r Temporary parking, directional signage needed: N/A

r Type transport vehicles (van, buses, etc.) N/A

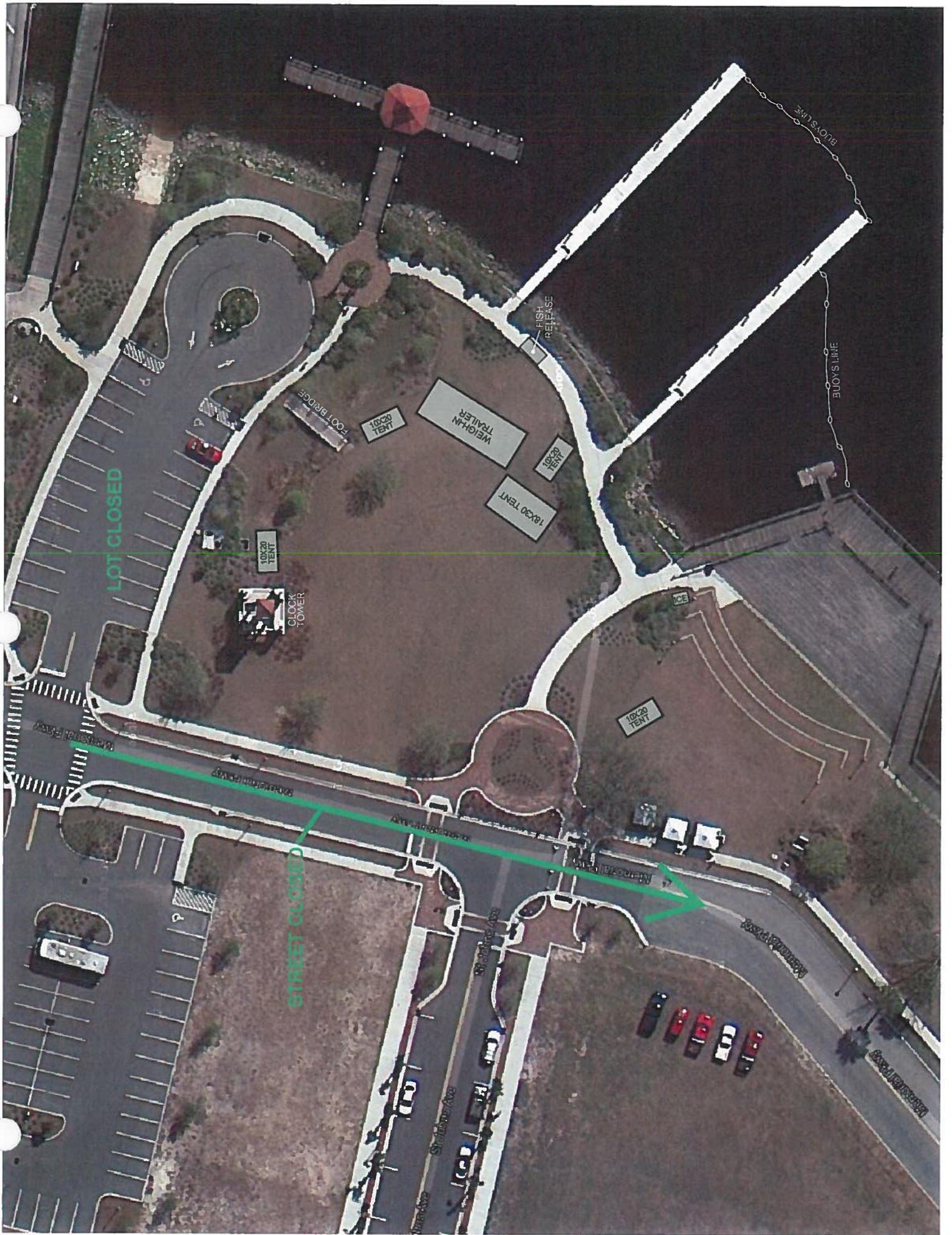
r Location of security and emergency vehicle parking on site: N/A

r Public street barricades/street closures/detours: (note locations on site plan) _____
same as last year

- r Main emergency vehicle access to site (location-also note on site plan): _____
- r Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): Gazebo/Picnic area closest to boat ramps, Grassy area at clock tower, boat ramp area mornings and afternoons
- r Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) 5+ various locations around park
- r Number and location of food vendors (note on site plan): 5+ food vendors around park
- r Staff/ volunteer uniform identification: _____
- r Sound system(s) location: Boat ramp area and clock tower area
- r Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): launches at ramp and weigh-ins at clock tower area
- r Number and location of temporary signs/banners: sponser banners around park
- r Number and location of promotional visual effects: weigh-in trailer
- r Watercraft: Participants boats and two check-in boats
- r Aircraft: None
- r Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.): Banners in various locations around park

Items Outstanding:

- r Site plan
- r 501(C) (3) certificate of exemption
- r Nonprofit articles of incorporation, charter and mission statement
- r Consent letter (event property): property owners on which special event location is held (if not held on city property)



LOT CLOSED

STREET CLOSED

CLOCK TOWER

10x20 TENT

10x20 TENT

WEIGHN TRAILER

10x20 TENT

18x30 TENT

FISH RELEASE

FOOT BRIDGE

10x20 TENT

BUOY LINE

SHUT SMOKE

Memorial Hwy





CITY COMMISSION AGENDA ITEM

SUBJECT:

RESOLUTION concurring on the reorganization of the Palatka Police Department - Adopt

SUMMARY:

Due to the growing needs of the department and city we conducted an open promotional process for appointment to Captain. This process allows us to evaluate the readiness and ability of each officer who applies. This method also insures we promote only those officers who meet or exceed the minimum educational and developmental requirements for the position.

With the appointment of two Captains, we were able to achieve a unilateral command. This allowed for the re-structuring of our supervisory patrol officers; whereby the sergeants were moved into a lieutenant's position and the corporals were moved into the sergeant's positions. These were unilateral transfers with no impact on the budget. This will bring our department in line with the ranking structure of area agencies while working in the field.

Additional benefits to re-organizing the department are it enhances officer deployment during peak periods which also aids in reducing crime and allows for monthly training of all officers each month. This will also help us achieve our accreditation goals. Most importantly, rather than increasing the budget, this re-organization allows for an overall savings to the budget.

At this time, I am pleased to announce the promotion of Sgt. Toby Williams and Sgt. Brad Forsythe to Captain. Captain Williams will oversee Patrol Operation Division and Captain Forsythe will oversee Special Operations Division. We are also seeking concurrence from the Commission on the re-organization of the Department based on our presentation to the Commission on March 11, 2016.

RECOMMENDED ACTION:

Adopt a resolution concurring on the reorganization of the Palatka Police Department to allow for a unilateral command by appointing two captains and renaming the patrol supervisor positions.

ATTACHMENTS:

Description	Type
▫ Resolution	Resolution
▫ PPD Reorganization	Exhibit

REVIEWERS:

Department

Police

City Clerk

Reviewer

Shaw, Jason

Driggers, Betsy

Action

Approved

Approved

Date

3/15/2016 - 1:40 PM

3/16/2016 - 11:26
AM

RESOLUTION No. 2016-12-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
CONCURRING ON THE RE-ORGANIZATION OF THE POLICE
DEPARTMENT TO ALLOW FOR A UNILATERAL COMMAND BY
APPOINTING TWO CAPTAINS AND RENAMING THE PATROL
SUPERVISOR POSITIONS.**

WHEREAS, the City of Palatka Police Department acknowledges the growing needs of the City and the Department; and

WHEREAS, in response to this need, an open promotional process for appointment to Captain was conducted; and

WHEREAS, the need to provide for a unilateral command is great; and

WHEREAS, the supervisory patrol positions will be renamed to Lieutenants and Sergeants rather than Sergeants and Corporals; and

WHEREAS, the re-organization of the Department will allow for an overall savings to the budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA, that it concurs on the Palatka Police Department to allow for unilateral command by appointing two captains and renaming the patrol supervisor positions to lieutenants and sergeants which will allow for an overall savings to their budget.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 24th day of March, 2016.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

Palatka Police Department



Re-organization

Benefits

1. Accreditation
2. Officer Deployment
3. Training
4. Crime Reduction
5. Overall Savings

Appendix -1 (Example of 11 hour work schedule). Lower Block shows 24 Block shift coverage

Alpha (A) Day **Alpha (A) Night**

Shift			T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	
Day																															
Sgt	0600	1700																													
Cpl	0500	1600																													
1-Ofc	0600	1700																													
2-Ofc	0900	2000																													
3-Ofc	1100	2100																													
Night																															
Sgt	1800	0500																													
Cpl	1700	0400																													
1-Ofc	1700	0400																													
2-Ofc	1600	0300																													
3-Ofc	1900	0600																													
4-Ofc	1900	0600																													

Shift	6a	7a	8a	9a	10a	11a	12p	13p	14p	15p	16p	17p	18p	19p	20p	21p	22p	23p	00a	01a	02a	03a	04a	05a	
Cpl					Hughes																				
Ofc					Reinhold																				
Sgt					Hale																				
Ofc							Tipton																		
									Open																
Ofc												Yeoman													
Ofc																Knowles									
Cpl																Davis									
Sgt																	Hawkins								
Ofc																	Getchell								
Ofc																	LaFrance								
Det							Johnson																		
**	3	3	4	5	5	6	6	6	6	6	6	8	7	8	7	7	6	6	6	6	6	6	5	3	3

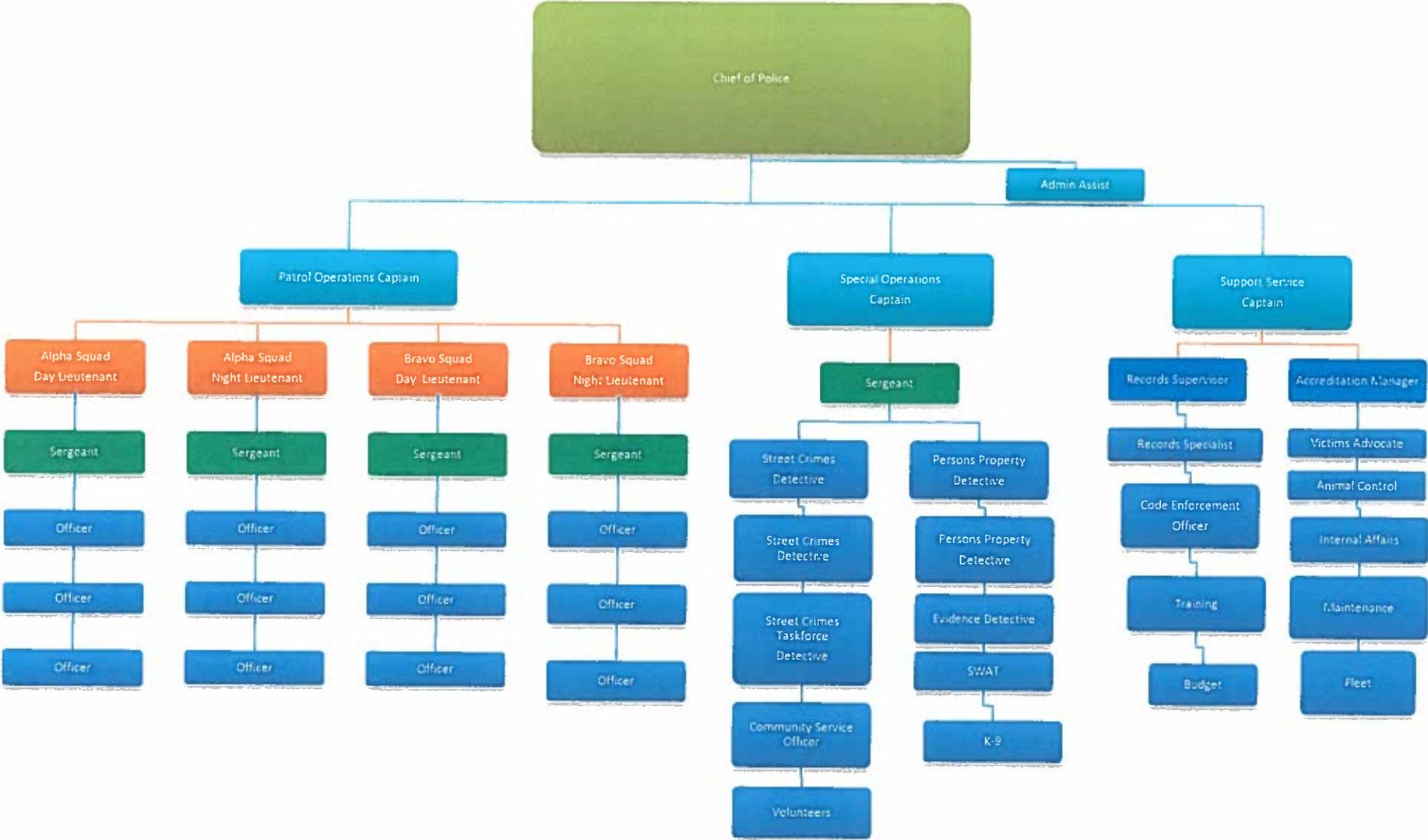
Appendix -1 (Example of 11 hour work schedule). Lower block shows 24 Hour shift coverage

Bravo (B) Day **Bravo (B) Night**

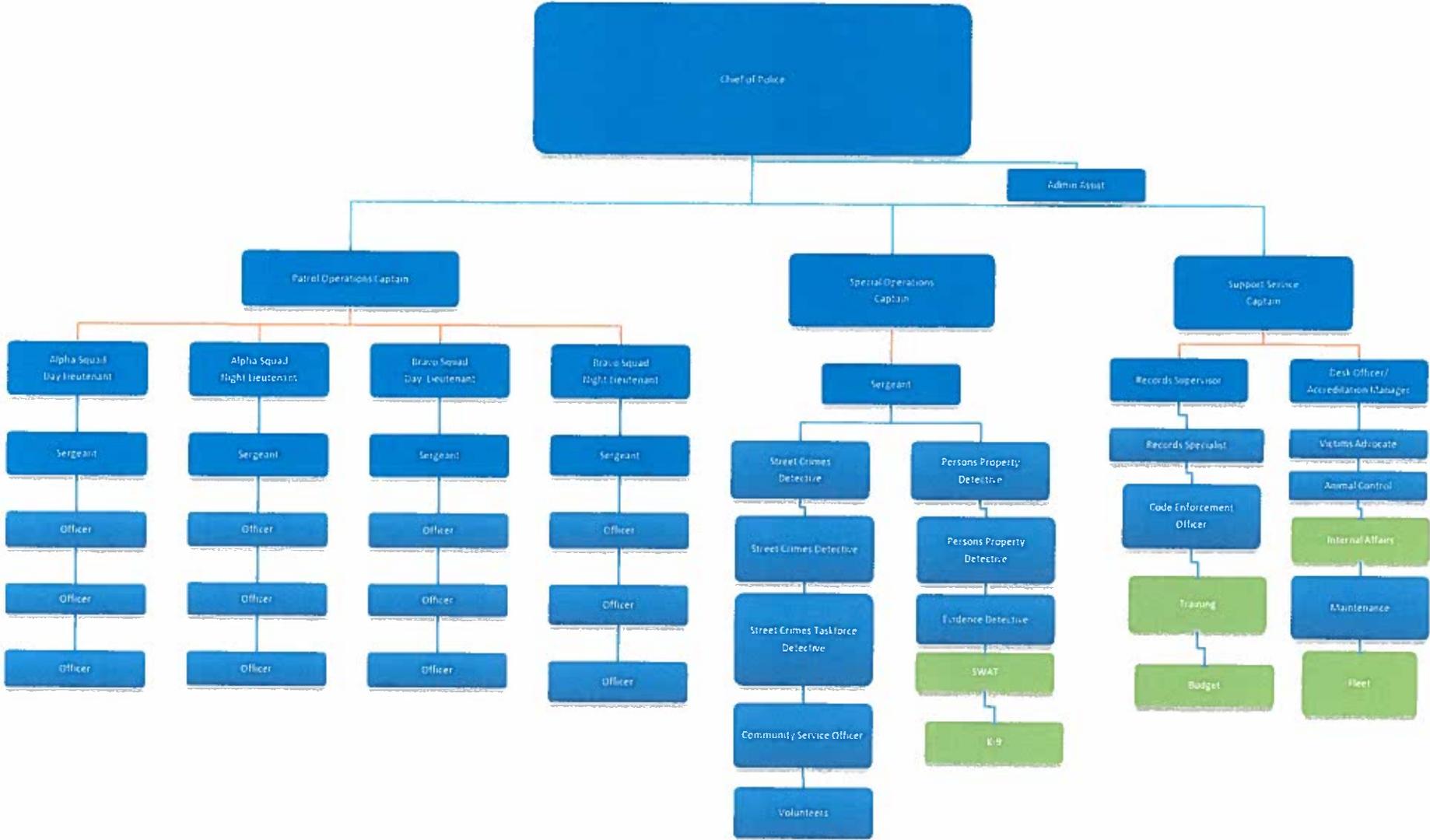
Shift			T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
Day			[Yellow/Blue shaded area]																											
Sgt	0600	1700																												
Cpl	0800	1900																												
1-Ofc	0600	1700																												
2-Ofc	0600	1700																												
3-Ofc	1000	2100																												
Night			[Blue shaded area]																											
Sgt	1700	0400																												
Cpl	1900	0600																												
1-Ofc	1700	0400																												
2-Ofc	1900	0600																												
3-Ofc	1900	0600																												
4-Ofc	1500	0200																												

Shift	6a	7a	8a	9a	10a	11a	12p	13p	14p	15p	16p	17p	18p	19p	20p	21p	22p	23p	00a	01a	02a	03a	04a	05a	
Sgt					Brown																				
Ofc					Harmon																				
Ofc					Reeves																				
Cpl					Bryant																				
Ofc					Cassidy																				
												OPEN													
Sgt																Forsythe									
Ofc																Stephens									
Cpl																	Mast								
Ofc																	Meredith								
Ofc																	Scott								
Det					Johnson																				
**	3	3	4	5	6	6	6	6	6	7	7	6	6	8	6	6	7	6	6	6	5	5	3	3	

Palatka Police Department

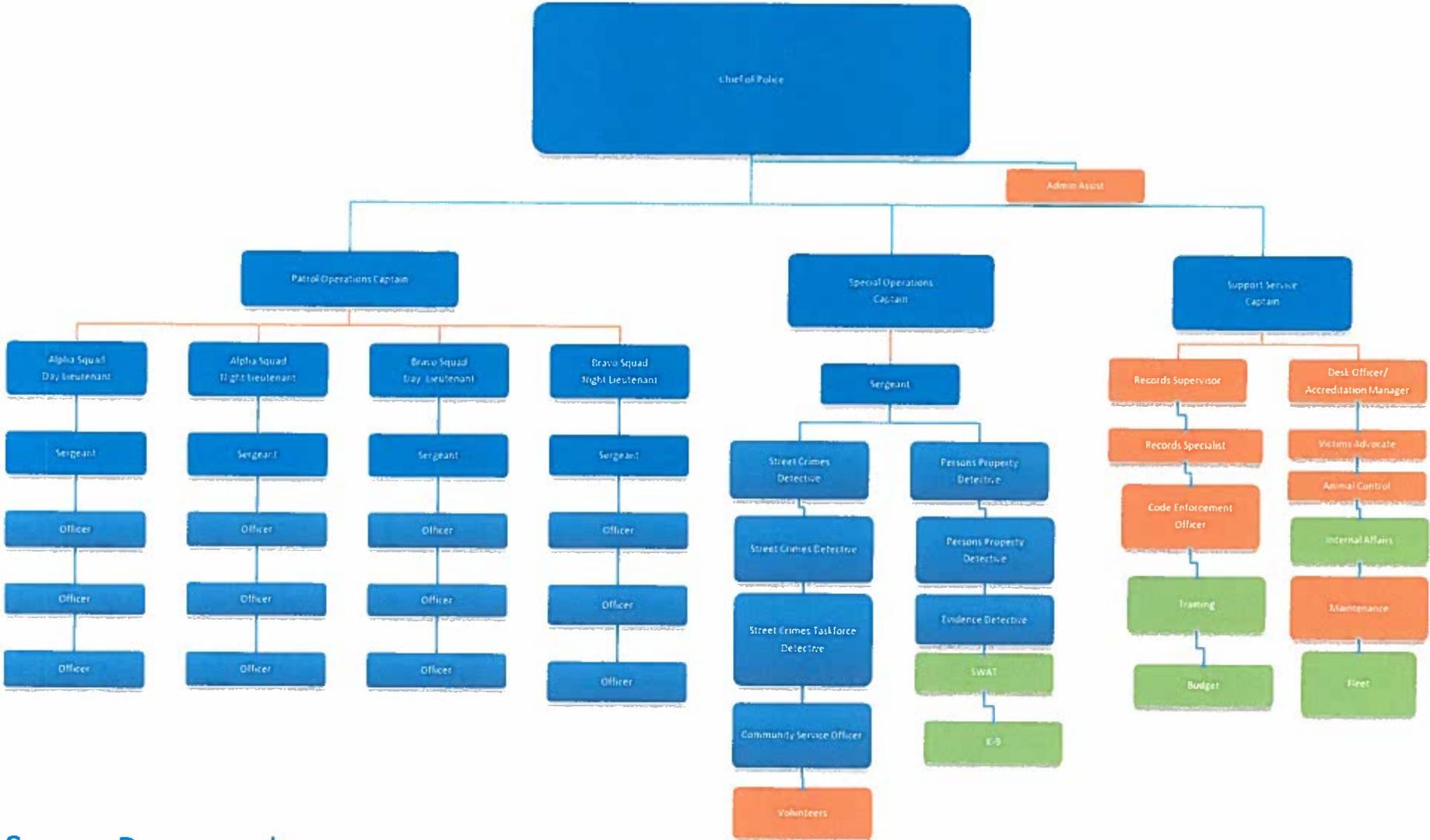


Palatka Police Department



Personnel
Units of Responsibility

Palatka Police Department



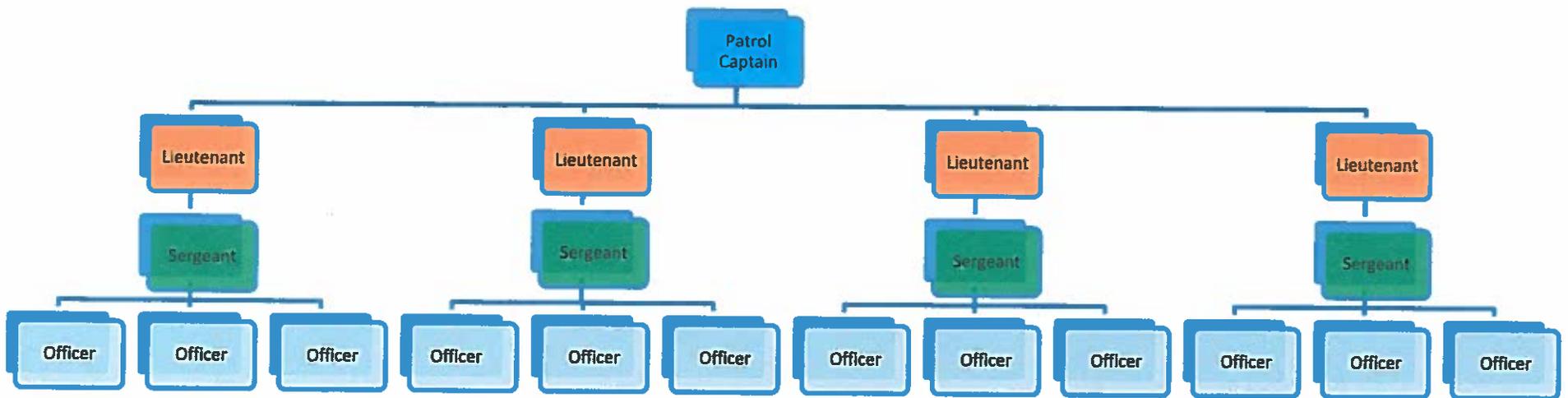
Sworn Personnel

Civilian Personnel

Units of Responsibility

Palatka Police Department

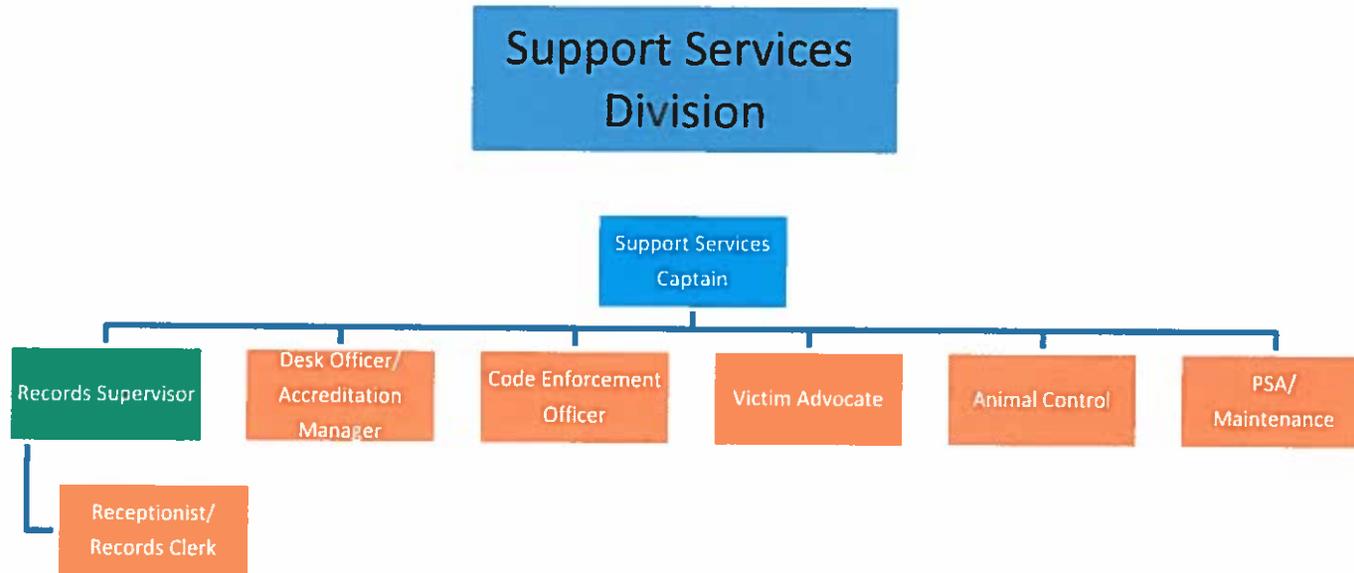
Patrol Division



Palatka Police Department



Palatka Police Department



In Summary

1. Accreditation
2. Officer Deployment
3. Training
4. Crime Reduction
5. Overall Savings



CITY COMMISSION AGENDA ITEM

SUBJECT:

DISCUSSION - Martin-Mency, LLC Contract for Bus Stop Benches - Patrick Mency

SUMMARY:

Patrick Mency has requested to appear before the Commission to revisit his contract with the City to place advertising bus stop benches in the City of Palatka. The following is a recap of event surrounding that contract agreement:

In September, 2009, Martin Southeast Media, LLC approached the City with a proposal to provide bus stop benches at no cost to the City. Martin proposed to solicit advertising from various businesses to pay for the services at no cost with a potential for 6% gross revenue return to the City. This was approved in concept by the City Commission in December, 2009 and the City Manager and City Attorney were authorized to negotiate a contract. See the December 2009 Agenda Item, which follows this summary.

The City Attorney and City Manager negotiated a contract with Martin-Mency. A copy of the executed contract follows this Summary. The contract contains specific requirements for bench placement and permissions required for placement, and gives the City the right of prior approval of the size, shape, configuration and location of each bench and transit shelter. The benches were proposed to be of metal construction.

The benches that were placed were not the benches that were approved and were considered un-permitted. They were concrete and wood benches. The City was told that these were "temporary" benches. Complaints came in on the style, safety and placement of benches. See Mr. Boynton's 3/11/2010 memo and the Chief Building Official's 3/25/2010 memorandums, which also follow this summary.

On September 26, 2010 the Commission terminated the contract with Martin-Mency, LLC. Mr. Mency was given until September 30, 2010 to remove his benches. The city eventually removed them and stored them at the City Lot for Mr. Mency's retrieval. The supporting documentation from the 9/26/2010 agenda package follows this summary. The minutes of the 6/6/2010 Planning Board meeting referenced in Mr. Boynton's 8/20/2010 also follows this summary.

RECOMMENDED ACTION:

Discussion and direction on negotiating a new contract for benches at Patrick Mency's request.

ATTACHMENTS:

Description	Type
▫ 12/9/2009 Bus Stop Bench Proposal	Discussion
▫ 2/5/2010 Martin-Mency LLC Agreement	Discussion
▫ 3/10/2010 City Mgr Memo and 3/25/2010 CBO Memo	Discussion
▫ 8/26/2010 Termination of Martin-Mincy LLC Contract - Agenda, attachments & minutes	Discussion
▫ 6/6/2010 Planning Board Minutes	Discussion

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	3/17/2016 - 2:27 PM
City Clerk	Driggers, Betsy	Approved	3/17/2016 - 2:27 PM

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: Mayor Flagg, Commissioners

From: Woody Boynton, City Manager

Date: December 6, 2009

RE: Bus Stop Bench Advertising

Attached is a proposal from Martin Southeast Media LLC to provide street furniture products, most notably street benches at no cost to the City. Martin Southeast would solicit advertising from various businesses to pay for the services. This program is being offered to the City at no cost with the potential for a 6% gross revenue return.

A sample Agreement is provided for your review. We are asking for your approval to move forward with this program. If this program is agreeable to the Commission, I would ask that the City Attorney be authorized to negotiate a final Agreement and the Mayor be authorized to sign said Agreement. We expect that some negotiations and/or discussions would need to occur with Ride Solutions to ensure that the benches/shelters are conveniently placed. It is also expect that these benches could be placed along our riverfront as well as our downtown area. Final locations are at the discretion of the City.

Should you be interested in what type of furniture is available please see Christeen in City Hall. She has a catalogue with various types of configurations.

As always should you have any questions, please do not hesitate to call.

Auth. via consent
12-10-09



Martin-Southeast Media, LLC
151 NE 166th Street
Miami, Florida 33162

Phone: 904-537-0322

Fax: 305-655-9949

www.martinoutdoormedia.com

September 24, 2009

Prepared for: City of Palatka

Prepared by: Patrick Mency
President

Description

The City of Palatka ("City") is an outstanding city that seeks to provide its citizens the best services and an environment that allows both its businesses and citizenry to prosper. Currently, the City has identified a need for additional revenue. In addition, the City also needs places for people to sit safely while using the public transit system. Martin-Southeast Media can help the City accomplish both goals and more. Martin-Southeast Media can provide street furniture at no cost to the City, provide additional revenue, connect communities, and keep businesses in the "green."

Introduction

Martin-Southeast Media, LLC will provide the City of Palatka with street furniture at no cost to the city. The founders of Martin-Southeast Media have over 25 years of experience working with cities to provide education to communities and cities on street furniture and transit advertising. We understand how the transit operates and the best placement locations. Martin-Southeast Media understands the difference between county, state and city roads. We also have a background in ADA requirements regarding the right of way and other issues concerning the right of way.

This program has absolutely no cost to the city and will provide an annual income. Martin-Southeast Media's street furniture is fully insured and we hold the city harmless for any damages or unforeseen incidents in connection with our products.

We will show the City of Palatka:

- How to increase their income at no cost to the city
- How to save the expense from maintenance and trash pickup
- Increase transit ridership to its maximum capacity
- How to disseminate information for public messages

Martin-Southeast Media has a wide range of street furniture products that we offer for the city's benefit that were designed with ADA requirements in mind. Safety is our number one concern. Our products meet and exceed all hurricane and wind requirements. We understand that each city's needs are different and we design products to meet the cities décor, aesthetics and can even be custom tailored to meet any cities unique charm. All street furniture will be maintained by Martin-Southeast Media to keep their original appearance.

We understand the homeless and trash issues that cities face and our products are specially designed make it impossible to sleeping on our furniture. Martin-Southeast Media maintains all of our products including trash and liter pickup. We have experience in waste management such as size of trash receptacles needed for each location and how often to empty the receptacle on a daily basis where necessary because each individual location is unique to itself. We will also provide monthly reports to the city.

The benefits of the program will be long term by providing the city with an annual income, increasing job security and saving time. Job security will be increased through local advertisers gaining more exposure and making more money thus being able to expand their businesses and provide new jobs. Martin-Southeast Media will also be hiring all local people for maintenance, installation and sales of our products. The city will save time and money from having to hire multiple employees to write proposals for grants and to install and maintain the products. Hiring just one new employee costs approximately 30 percent of their starting salary. We will help build the local economy by increasing local businesses revenue through local advertising.

The City of Palatka has a responsibility to its citizens and organizations which rely on its assistance to continue to make Palatka a strong city. A current need for the city is street furniture. In 2007, Americans took 10.3 billion trips on public transportation which was the highest ridership level in 50 years. The current state of our economy is driving people to use public transportation. Transit use is on the rise and the citizens need a place to sit and protection from variable weather conditions. As gas prices continue to rise more and more citizens will be using public transportation. We will give the city an asset that they will not have to maintain.

We look forward to working with the City of Palatka's staff and its community.

Best,

Patrick Mency, President

The program

"I know that this program will be a great benefit to the City of Palatka, FL because it will help combat the recent loss in the city budget. This program will add not only new revenue but it will help keep the community in Palatka strong," said Senator Daryl Jones.

Martin-Southeast Media proposes to place street furniture throughout the City of Palatka for several purposes. The street furniture will:

1. Be sponsored by local merchants advertising on them. No liquor, beer, tobacco, and other age related or illegal substances, and no obscene, immoral, pornographic advertising of any kind shall be permitted.
2. Help the public in determine the designated bus stop areas along the bus routes throughout the city;
3. Greatly benefit senior citizens, disabled persons, families with young children, shoppers, and pedestrians by providing a safe place to sit; and
4. Meet all ADA accessibility requirements

Martin-Southeast Media will:

1. Provide street furniture that are aesthetically appealing;
2. Pay the City of Palatka 6 percent gross revenue received per year for each bus bench and transit shelter approved by the city;
3. Offer the City 10 percent of all street furniture placed in the city to advertise city activities, public service announcements, etc.;
4. Offer local Transit free use of the first board seat of the bus bench and space inside the transit shelters both of which are visible to pedestrians, e.g., Transit could provide information such as "The bus stops here hourly" or "The bus stops here each half hour.";
5. File a certificate of insurance with the City of Palatka which provides proof of liability coverage in the amount of one million dollars;
6. Be responsible for any liability in connection with the street furniture and agrees to hold the city harmless;
7. Help create new business for merchants who want to advertise;
8. Place all street furniture in a manner that does not restrict or interfere with the flow or view of traffic;
9. Maintain all street furniture including mowing, liter pickup and keeping the benches clean;
10. Provide monthly reports to the City;

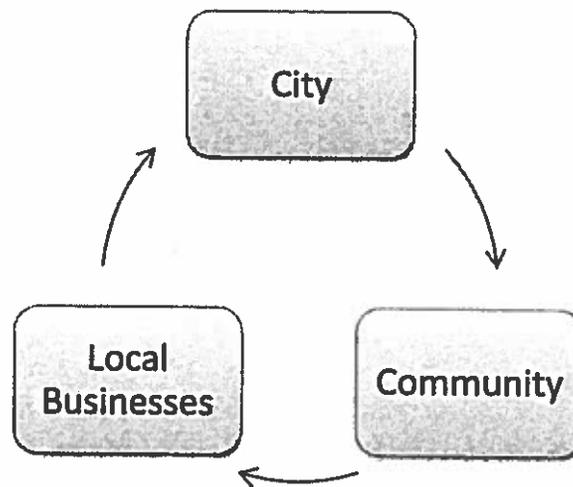
11. Physically inspect each bus bench and transit shelter on a regular basis, and make repairs immediately (the City can assist by reporting the need for any such maintenance or repair);
12. Stain all hardwood bus bench seats annually; and
13. Provide the City at its option, with free counseling based on our years of experience educating transits, transit riders and cities on how to best: expand transit systems, implement new routes, and keep the public informed of various changes, etc.

The City of Palatka will:

1. Approve all bench and shelter locations, designs, and can choose decorative features for benches and shelters.

“Upon investigation and inquiry, the city commission has determined and finds, as a matter of fact, that the placement and construction of bus benches and bus shelters shall enhance the quality of life in the city; shall aid in the conservation of energy; and shall serve to protect the health, safety and welfare of those persons seeking the various public transportation systems operating within the city,” said Code of Ordinances, City of Deltona, FL, Sec. 102-228. Bus benches and shelters.

Circle of Success



Here at MSM we provide a WIN-WIN-WIN solution for our three customers: the City, Community and Local Businesses. Our Circle of Success shows our continuous dedication to each of our customers. The Circle of Success also connects our customers together. In a city, you can't function without businesses or residents so each customer really is reliant upon the other to have a successful, desirable place to live. With our Streetscape Enhancement Program we will identify what is best for each customer while working to promote a connected environment.

AGREEMENT

THIS IS AN AGREEMENT, made and entered into this 5th day of February 2010, by and between:

The City of Palatka, a municipal corporation in Putnam County in the State of Florida, Hereinafter referred to as "City",

AND

Martin-Mency, LLC, a Florida Limited Liability Company, hereinafter referred to as "MMA".

In Consideration of the Mutual Promises, Covenants and Agreements, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. PURPOSE AND USE

MMA shall have the exclusive right to use the right-of-way or the road system within the City for the purpose of constructing, installing, or erecting, and maintaining bus benches and transit shelters with advertising for the use of the public. MMA shall bear all costs associated therewith and the City shall have no liability for any such costs.

The potential locations shall include public bus stops, parks, shopping centers, business zones, school bus stops and in other similar areas needed for pedestrian convenience and for the accommodation of the public.

2. INSTALLATION, CONSTRUCTION, AND DESIGN

MMA shall obtain permission from the City prior to the installation of any bus benches or transit shelters on public property. MMA shall obtain all necessary permits at its sole cost and expense. Bus bench and transit shelter installations must adhere to all federal, state and local laws, ordinances and regulations. This Agreement provides for a minimum number of: **bus benches with signs at Fifty (50) locations.**

MMA shall design, provide plans and specifications for, and erect the bus benches and transit shelters. The size, shape, configuration, and location of each and every bench and transit shelter are subject to prior approval by the City. All benches and transit shelters shall meet or exceed hurricane wind resistance building code requirements. All benches and transit shelters shall be erected in public rights-of-way along the street frontage, other public locations for pedestrian convenience, and any other location the City deems appropriate.

Notwithstanding the above, MMA may locate benches and transit shelters on private property

provided however, that MMA shall secure, at its own expense, written leases, authorizations, or grants of easements from the owners of such property as may be necessary, and provided further that such benches and transit shelters shall be subject to compliance with the provisions of this Agreement. Construction materials, techniques, design, and lighting are subject to prior approval by the City. Also, MMA shall locate and design the benches and transit shelters so that access for utilities and cable TV is not substantially impaired and will coordinate with such utilities and cable TV companies. MMA agrees to use solar powered products to light its shelters. Light sources shall be shielded so as to not be directly visible from adjacent vehicles, streets, or nearby buildings. Lighting shall not interfere with the night vision of drivers. No exposed neon tubing is permitted.

No bench, unless otherwise authorized, may be placed so that the angle of its long diversion in relation to the curb line is greater than forty-five degrees (45), and no bench, unless otherwise authorized, may be placed so that it is closer than eighteen inches (18) to the face of the curb.

The Parties acknowledge that certain sections of the City have unique charm and character and MMA may propose the location and use of a different bench and/or shelter design, type and construction more compatible to those areas. MMA shall make all requests for approval to deviate from the standard bus bench and transit shelter construction and design to the City Manager or designee who will approve or reject such deviation in whole or in part at his or her sole discretion, provided, however, that the City Manager may refer any request to the City Council for its formal approval.

3. BUS BENCH AND SHELTER MAINTENANCE

MMA shall, at his sole cost and expense, maintain all bus benches and shelters in good and serviceable condition during the entire term of this Agreement. MMA shall routinely monitor and inspect each bench and shelter receptacle location to remove any trash, weeds or unsightly vegetative growth found on or around the surrounding grounds within five feet of each end of the bench or shelter but limited to the public-right-of-way area of the bus bench or shelter. MMA shall repair, recondition or replace each bench or shelter found damaged or in disrepair. Graffiti and/or acts of vandalism shall be removed or repaired within forty-eight (48) hours of notification so as to restore the bench or transit shelter to an aesthetically pleasing appearance consistent with its condition as originally installed. MMA shall maintain records of the inspections it provides, and will make these records available for review by the appropriate City personnel.

MMA shall have during working hours, sufficient personnel to answer the phone for citizens, who wish to call concerning benches or shelters, a log of complaints about bus benches

and/or shelters, including the subject of the complaint and the action taken. MMA shall make these records available to the City upon request.

The City reserves the right to inspect such bus benches and shelters to determine their condition. MMA shall replace or recondition, to the satisfaction of the City Manager or designee, any bus benches or shelters which the City determines are no longer in good or stable or serviceable condition. The style and construction of any replacement bus bench or shelter shall be the same as the bus bench or shelter replaced, unless prior City approval is received as provided in Section 2 of this Agreement. In the event the City determines that a bus bench or shelter requires repair, replacement, or removal for noncompliance with this Agreement, MMA shall repair, replace or remove the same within ten (10) working days of receipt of such notice.

In the event the City Manager or designee determines that a bench or shelter constitutes a hazard to persons or property or disrupts the public right of way, MMA shall remove the bench or shelter no later than forty-eight (48) hours of receipt of such notice. In the event, MMA fails to repair, replace or remove the same within the above-specified period, the City shall have the right to move or remove said bus bench or shelter at the expense of MMA.

4. ADVERTISING

MMA is authorized to sell advertising to be placed upon the benches and shelters only in the manner provided herein.

Advertising of brand liquor, cigarettes, firearms, massage parlors, adult bookstores, adult theaters, adult escort services, and nude, pornographic, erotic, obscene or objectionable matters are prohibited. No defamatory, religious, ethnic, racial, discriminatory or politically offensive advertising, nor acts of violence, criminal activity or derogatory statements against the governments of the United States, State of Florida or local government or law enforcement agencies is permitted. The determination of objectionable matter shall be at the sole discretion of the City Council whose decisions are final.

The advertising panel for transit shelters shall not exceed a maximum size of seventy-two (72) by fifty (50) inches. The advertising panel for bus benches shall not exceed a maximum size of twenty-four (24) inches by seventy-two (72) inches and be constructed of plywood or other suitable materials approved by the City. Coroplex (plastic) ads will be placed over the wood ad panel. All advertising including any illustrations, design, arrows, characters, numbers, letters and similar markings shall appear only on the back panel of the bench and not on any other part of the bench. An artificially lighted bus bench-advertising panel is expressly prohibited. MMA shall make all requests to deviate from the standard advertising panel design

and construction to the City Commission which may approve or reject such deviation in whole or in part at its sole discretion.

MMA shall provide up to **10 percent** of its advertising panels, for **public service advertising for the City**. MMA shall provide the bench at no cost to the City with the cost of panel production paid for by the City. No fees or revenue calculation shall apply to these benches. The advertisement copy shall be provided by the City to MMA with no more than one panel change per public location per year. MMA and the City shall mutually agree upon the location of the public service benches. These benches are reserved solely for programs that are under the direction of and are funded by or through the City. Non-Profits do not qualify under this section. A reduced rate is provided for such organizations.

5. ORIGINAL TERM AND RENEWAL

MMA shall have 90 days to begin marketing the product. The contract shall commence for revenue calculation on **May 1, 2010** through **April 30, 2015**. The original contract period is for an initial **Five (5)** years and renews for additional **Five (5) year** periods upon the same terms and conditions. The Parties acknowledge they will work together and ultimately agree upon the design of the bus benches and transit shelters. MMA will subsequently place the order for the agreed upon bus benches and transit shelters. During the interim period City will permit MMA to place bus benches from its current stock and begin placing advertising. MMA expects that it will begin installing the agreed upon bus benches within 6 months of placing the order for new stock on behalf of the City.

It is expressly understood and agreed that the rights and obligations created by the acceptance of this proposal by the City shall remain in full force and effect for each period from and after the inception of such agreement and, thereafter, such rights and obligations shall self-extend and renew for like periods without restrictions in number upon the same terms, covenants and conditions.

The parties acknowledge and agree that the payments as proposed and accepted by the city shall be firm for the initial Agreement term. The payments for subsequent terms shall be subject to negotiation between the parties for each extension, and shall reflect the current economic conditions in the City, the number of bus benches proposed, and anticipated revenues from said bus benches. MMA shall submit to the City its proposed adjustments to the payments at least ninety (90) days prior to the expiration of the contract term then in effect.

The City may, after examination, refuse to accept the proposed adjustments if they are not properly documented, increases are considered insufficient, or decreases are considered excessive. In the event the City does not wish to accept the adjusted annual payments, and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel

the Agreement upon giving thirty (30) days advance written notice to MMA. After the elapse of such thirty (30) day period, the Agreement shall terminate and MMA shall have a twelve (12) month period in which to remove all existing bus benches, during which time MMA will pay the City \$5.00 per month per bench until each respective bench is removed.

6. REVENUE PAYMENTS TO CITY

MMA shall pay to the City SIX percent (6%) of the gross rental/advertising revenue collected by MMA. This license fee shall be due on January 31st of each year for the prior year, and shall be adjusted proportionately if the prior year is less than a full year. MMA agrees to provide copies of MMA's Monthly sales tax reports to the Department of Revenue and/or allow a representative of the City to audit the books and records of MMA at the request of the City.

All payments required to be made by this Agreement will be sent or personally delivered to the following address:

City Manager
City of Palatka
201 North 2nd Street
Palatka, Florida 32177

7. RECORDS, ACCOUNTS, AND STATEMENTS

MMA shall keep at a location within Miami-Dade County, Florida, approved by the City, true, accurate, and complete records and accounts of all advertising sales, expenses, and other business transacted under this Agreement throughout the term of the Agreement, including any option terms, and for five (5) years following the expiration or cancellation of this Agreement.

MMA agrees to and shall give City or City's representative access to examine and audit its applicable records and accounts during reasonable business hours upon seven (7) business days notice. MMA shall maintain such records pursuant to generally accepted accounting and auditing standards.

Within sixty (60) days after each fiscal year, MMA shall deliver to the City a written annual financial statement pertaining to their operations under this Agreement. Said statement shall be prepared in accordance with generally accepted accounting and auditing standards and shall be certified as true, accurate and complete by MMA, by and through an authorized independent Certified Public Accountant.

8. REPORTS

MMA shall submit to the City a Quarterly report within (15) business days after the end of each quarterly period of the Agreement. Each report shall contain the following:

- (a) The location and date of installation of bus benches and shelters installed during the prior period.
- (b) The Location and date of removal of bus benches removed during the prior period.
- (c) A listing of all bus benches and shelters located within the City, including identifying numbers and locations at the end of prior quarter.
- (d) Application for permission to install bus benches or shelters during the upcoming quarter. The form of the application to be approved by the City.

All reports and maps, including the annual financial statement, shall be sent to the City's Contract Administrator. The form of the report to be developed by MMA is subject to the prior approval of the City or City's Contract Administrator.

9. INSURANCE AND PERFORMANCE

At all times during the term of this Agreement, MMA, at its sole cost and expense, shall maintain in full force and effect, public liability insurance with coverage as follows:

- (a) Not less than one million dollars (\$1,000,000) with one million dollars (\$1,000,000) aggregate for death of or injury to, any one person in any one occurrence.
- (b) Not less than one million dollars (\$1,000,000) with one million dollars (\$1,000,000) aggregate for death of, or injury to, two or more persons in any one occurrence.
- (c) Not less than one million dollars (\$1,000,000) with one million dollars (\$1,000,000) aggregate property damage in any one occurrence.

Certificates of such insurance shall be delivered to City prior to the beginning of any operations under the Agreement; such policies shall name the City as additional insured and shall provide that City's Risk Manager be given at least thirty (30) days advance written notice of cancellation or material modification.

10. INDEMNIFICATION

MMA covenants and agrees to indemnify and hold the City harmless for any death of or injury to persons or damage to or loss of property, which may occur as a result of MMA's performance under this Agreement. MMA also specifically agrees to defend the City in the event any claim is made against the City as a result of any such death, injury or damage, and to pay all costs, judgments and fees, including attorney's fees, which may be incurred by the City as a result of such a claim. If called upon by City, MMA shall assume and defend not only itself but also City in connection with any suit or cause of action in connection with such claim, and such defense shall be at no cost or expense whatsoever to City.

11. SUPERVISION OF MMA PERFORMANCE

The City Manager shall administer the Agreement for the City. The City Manager may delegate to other City staff all or part of the supervision of MMA's performance under this Agreement.

12. INDEPENDENT CONTRACTOR

MMA is an independent contractor under this Agreement. Personal services provided by MMA shall be by employees of MMA or Independent Contractors subject to supervision by MMA, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to goods and services rendered under this Agreement shall be those of MMA. It is the intent of the parties that MMA's principles or senior management personnel will be available for the entire initial contract term. Personnel of equal or higher qualifications may replace such personnel, subject to prior City Manager or designee approval, which shall not be unreasonably withheld. The City acknowledges that MMA may subcontract all or part of its obligations under this Agreement. Substitution of subcontractors shall be done only with the prior written approval of the City Manager, which approval shall not be unreasonably withheld.

13. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and MMA will be excused from the performance of their respective obligations under this Agreement when and to the extent their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, acts of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from the public utility needed for their performance, provided that:

- (a) The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- (b) The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- (c) No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure;

- (d) The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused for a period in excess of two (2) months, however, provided extenuating circumstances, the City may excuse performance for a longer term.
- (e) Economic hardship of MMA will not constitute Force Majeure. The term of the Agreement shall be extended by a period equal to that during which either party's performance is suspended under this provision of the Agreement.

14. ASSIGNMENT

In the event MMA assigns its rights and obligations under this Agreement, including through acquisition by or merger with another entity, the City may determine in good faith whether a conflict of interest exists, or that the resulting assets have substantially decreased, or that any new shareholder, officer, director, or agent has been debarred by the City within the three years prior to the acquisition or merger.

15. PERMITS

MMA shall have the sole responsibility, at its sole cost and expense, to secure all necessary City, County, State and Federal licenses and permits for the installation of the benches and shelters that may be required. There will be no permit charge by the City.

16. CONFORMITY TO LAW

MMA shall comply with all applicable laws, ordinances, regulations, and orders of Federal, State, County and municipal authorities pertaining to MMA's performance under this Agreement. MMA covenants and agrees that there will be no discrimination as to race, color, creed or national origin in MMA's performance of the Agreement.

17. NOTICES

All notices required by law and by this Agreement to be given by one party to the other shall be in writing and sent by certified mail, return receipt requested to the parties at the following addresses:

City: City Manager
 City of Palatka
 201 North 2nd Street
 Palatka, Florida 32177

MMA: Martin-Mency, LLC

151 NE 166th Street
Miami, Florida 33162

or to such other addresses as the parties may by writing to the other designate.

18. DEFAULTS

In the event of the breach of any of the covenants of the Agreement by MMA, and such breach is not cured or corrected or appropriate actions undertaken within thirty (30) days after receipt of written notice of the breach, then the City shall have the right to terminate this Agreement at the expiration of the Thirty (30) day notice.

19. FINAL REPOSITORY

The parties mutually represent and warrant to each other that this Agreement, consisting of sections 1 through 23, inclusive, constitutes the final repository of the parties on this subject matter and may not be changed, modified, discharged or extended except by written instrument duly executed by the parties. The parties agree that no previous representations or warranties shall be binding upon either party nor has the execution of this Agreement been induced on the part of any party except as expressed in writing in this Agreement.

20. INTEREST

All delinquent payments to the City shall bear interest at the rate equivalent to the periodic composite of current annual interest rates on five (5) year United States Government agency issues in effect as of the date of delinquency, but not less than ten per cent (10%) per annum. Such interest shall be calculated from the due date, exclusive of any grace period, to the date of payment, on a daily basis, and will be due and payable when billed.

21. NON-WAIVER

Failure of the City to insist upon the strict performance of any of the covenants conditions and agreements of this Agreement in any one or more instances, shall not be construed as a waiver or relinquishment in the future of any such covenants, conditions and agreements.

22. INDEMNITY AGAINST COSTS AND CHARGES

In the event of any litigation concerning this Agreement, the prevailing party shall be entitled to recover from the losing party all reasonable cost and attorneys' fees through all appeals.

23. LITIGATION VENUE

The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Putnam County, Florida, and that all litigation between them in the Federal Courts shall take place in the Middle District in and for the State of Florida.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seal the day and year first written above.

Signed, sealed and delivered in the presence of:

City of Palatka, Florida

By: Karl N. Flagg
Karl N. Flagg, Mayor

By: Patrick Mency
Patrick Mency, President

ATTEST: Betsy J. Briggers
Betsy Briggers, City Clerk

Approved as to legal form:

By: Donald E. Holmes
Donald E. Holmes, City Attorney

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

Files

City of Palatka
Office of the City Manager

To: City Commission, Mayor Flagg
From: Woody Boynton, City Manager
Date: March 11, 2010
RE: Bus Benches located throughout City limits

We have received several calls regarding the bus benches that appeared on SR19, SR20 and SR100 two weeks ago. As you know the City entered into a contract with MMA LLC. on February 5th, 2010 to provide bus benches throughout the City. In return the City would be afforded a percentage of the advertising fee that was to be placed on the benches. The benches that are in place are only temporary and have not been permitted. We have requested that MMA provide the necessary paperwork for insurance and information necessary to determine if the benches meet applicable code requirements for placement of the benches. In addition, we have asked them to move the benches to locations that have been determined to be bus stop locations. It was the City's understanding that the bus benches would supplement benches for the bus stops and that this would be coordinated with Boyd Thompson of Ride Solutions. We are expecting that all required paperwork and movement of the benches will be completed by March 12, 2010.

Should you have further questions, both myself and the building department are looking to ensure these benches are safely placed and placed in locations that are appropriate.



City of Palatka
Building & Zoning
201 N. 2nd Street
Palatka, Florida 32177
386-329-0103 • Fax 386-329-0172



Memorandum

March 25, 2010

To: City Manager

Fm: CBO

Subj: Advertising Benches

Woody:

Last week Mr. Martin Mercy of Martin/ Mercy Advertising and I rode around the city and looked at the present temporary and possible permanent locations for the benches. I noted that many of the benches did not conform to public safety and or terms of his agreement with the city. Those benches were to be removed. Final locations will be reviewed to ensure that all safety, DOT and contract requirements are met and approved by the permitting process.

Mr. Mercy was informed that a conditional use will be required for all locations and was given the necessary forms. He also mentioned that his firm expected to and is very willing to pay a permit fee for each bench. I informed him that he was exempt from fees by his contract with the city but he insisted that proper fees be paid.

Mr. Mercy has been very cooperative and is in the process of moving forward with the necessary application process.

AGENDA - CITY OF PALATKA
August 26, 2010
Page 2

3. **CONSENT AGENDA (Continued)**
- *j. **Appoint Rufus Borom to the Board of Zoning Appeals** for a 5-year term to expire July 30, 2015 (sole applicant – at-large position)
 - *k. **Appoint Alex Sharp to the Palatka Code Enforcement Board** to serve as Alternate #1 for a three-year term to expire September, 2013 (sole applicant)
 - *l. **Reappoint Michael Gagnon and Pat A. Wilson to the Palatka Code Enforcement Board** for a three year term to expire September, 2013 (incumbents – sole applicants)
 - *m. **Declare as surplus:**
 - 1. Police Dept. electronic office equipment as listed for disposal
 - 2. Police Dept. 2000 GMC Yukon VIN#30592 – Forfeiture – for auction
 - *n. **Concur on Code Enforcement Board recommendation** to move forward with foreclosure proceedings on 1406 Ocean Street (CE#05-471) due to failure to pay reduced fine – M. Shelton Construction Co., Owner
 - *o. **Concur with City Manager's proposal to terminate Bus Stop Bench Contract with Martin Mency, LLC**
 - **p. **Authorize purchase and financing of Golf Course equipment – per City Manager recommendation**
- ** 4. **COMMUNITY REDEVELOPMENT AGENCY BUSINESS:**
- a. **PUBLIC HEARING - MAIN STREET FAÇADE GRANT AWARDS – 2010 Application Cycle** 6/1/10 through 8/1/10 – Bob Taylor, Main Street Design Committee
 - b. **ACCEPT CRA RECOMMENDATIONS** as follows (CRA meeting held 8/26/10):
 - 1. Authorize use of CBD-TIF Funds in the amount of \$39,489.05 to fund additional appropriation for FY 2010 BIG Program
 - 2. Award Building Improvement Grants (BIG Program) per BIG Committee Recommendation
- * 5. **REQUEST TO MODIFY DEVELOPER AGREEMENT** for 100 Blocks – Andrew Ham, Agent for CDP, Inc.
 - a. Amend Schedule of Development
 - b. Extend presentation of property transfer agreement to October 28, 2010
- * 6. **REQUEST TO WAIVE COST OF PROSECUTION – 808 Main Street (CE #10-39) – Code Enforcement Board Recommendation** to waive Costs of Prosecution in the amount of \$200.54 (or 251.62 if a lien order is required) – Kenneth Pompei, Roger H. Walker & Charlie Y. Currie, owners/petitioners
- * 7. **HISTORIC PRESERVATION BOARD REQUEST FOR CONCURRENCE** on the following recommendations:
 - a. Adopt the City of St. Augustine's historic paint color chart for use as a template by the Historic Preservation Board to revise the approved Historic District home exterior paint color chart
 - b. Authorize staff to draft an ordinance amending the Code to provide for the expiration of a Certificate of Appropriateness
- */**8. **REQUEST TO APPROVE AND ACCEPT THE FINAL SUBDIVISION PLAT for Parcel #37-09-26-0000-0060-0082**, consisting of 9.99 acres of property at the northeast corner of Comfort Rd and Crystal Cove Drive east of US Hwy 17 – Environmental Consulting & Design, Agent for Thirty-Ninth Avenue Professional Center, Inc., owner/petitioner - Planning Board Recommendation to Approve and Accept
- * 9. **RESOLUTION** authorizing the Mayor and City Clerk to execute and attest an FDOT Joint Participation Agreement in the amount of \$240,000 to purchase property south of CR216 near the Palatka Municipal Airport - adopt

Aug. 26, 2010

- n. Concur on Code Enforcement Board recommendation to move forward with foreclosure proceedings on 1406 Ocean Street (CE#05-471) due to failure to pay reduced fine – M. Shelton Construction Co., Owner
- o. Concur with City Manager's proposal to terminate Bus Stop Bench Contract with Martin Mency, LLC
- p. Authorize purchase and financing of Golf Course equipment – per City Manager recommendation

Commissioner Myers said he has some questions concerning Item 3(a). Commissioner Norwood requested Item 3(n) be pulled for discussion. Commissioner Kitchens moved to pass all remaining items on Consent, Items 3 (b) through (m), (o) and (p) as presented and recommended. Commissioner Norwood seconded the motion, which passed unopposed.

3(a). Authorize renewal of contract with Carr, Riggs & Ingram (formerly Davis Monk & Co.) for audit services for years ended September 30, 2010, 2011 and 2012 for a fee not to exceed \$67,500, \$68,500 and \$69,500 respectively. Commissioner Myers noted they apparently approve this contract renewal at three-year intervals and the cost goes up \$1,000 per year. Mr. Reynolds, Finance Manger, said they have done this at each renewal. The yearly cost adjustment contains Cost of Living adjustments for employees as well as adjustments for new GASBY regulations. Commissioner Myers asked if the City goes out for competitive bid for these services. Mr. Reynolds said they last took bids for audit services in early 2000. In order to go out for bids they are required to form an audit selection committee. Under Florida Statute, the City can legally renew the contract without going through the bid process. Commissioner Meyers said they look at possibly taking this out for bids at the next renewal. Commissioner Myers moved to approve Consent Item 3(a) as recommended. Commissioner Kitchens seconded the motion, which passed unopposed. Commissioner Brown said in the past the City had out-of-town auditors and the citizens asked they look at hiring local auditors. Commissioner Myers said he is not being critical of the auditing firm.

3(n). Concur on Code Enforcement Board recommendation to move forward with foreclosure proceedings on 1406 Ocean Street (CE#05-471) due to failure to pay the reduced fine – M. Shelton Construction Co., Owner – Commissioner Norwood asked if there is a plan to put these properties back on the tax roll once the City takes ownership of them. Mayor Flagg there should be a progressive plan; in the past they have donated City-owned residential property for work force housing, and there was discussion regarding selling them to City employees for housing. His recommendation is to look at the inventory and have the City Manager make a recommendation as to their disposal. Commissioner Brown said they should look at employees who need homes and can qualify to purchase them for a reasonable price. Commissioner Norwood said they need to put a plan in place and make sure it is a legal plan that will stand up in court. Mr. Holmes, City Attorney, said they don't want to use foreclosed properties as housing for employees as there is a certain inherent conflict in doing so. They can perhaps do that with property the City inherits in another way.

McArthur Shelton, owner of the home/property, said he was given the impression by his attorney that they were working out an installment payment plan on this fine. He wants to keep the property but does not have the money to pay it in a lump sum. This property needs a lot of work. He was not aware a foreclosure had gone through. He asked if he can pay this fine. Mr. Holmes said the lawsuit was filed some time ago. As they were in the final stages of the lawsuit, Mr. Shelton's attorney asked the City to hold the lawsuit in abeyance to ask for a fine reduction. The Commission voluntarily did so to give him a chance to ask for a fine reduction. He did, and the fine was reduced conditioned upon the reduced fine being paid within a certain amount of time. It was reduced to \$15,000 from \$59,600. That \$15,000 was never paid, after the lawsuit was held in abeyance for a year. He was never contacted about a payment plan. The foreclosure suit is now subject to dismissal, which would mean they would have to file all over again. This item seeks direction from the Commission as to whether

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: City Commission, Mayor Flagg

From: Woody Boynton, City Manager

Date: August 20, 2010

RE: Termination of Contract with Martin-Mency

Attached is the City's final proposal to Martin-Mency as it relates to the "bench issue". You will note this proposal requires the benches to be removed by September 30, 2010. I believe this proposal best supports the intent of the Planning Board's decision of July 6, 2010 and effectively terminates the Contract signed by the City with Martin-Mency on February 5, 2010. This proposal is the result of conversations with Martin-Mency as well as correspondence received from Martin-Mency. I have involved the City Attorney during each step of the negotiations and he concurs with the recommendations of the proposal.

I am requesting concurrence by the City Commission of the proposal presented. I believe the proposal presented to be a fair and timely resolution to this issue. Should you have any questions please call.

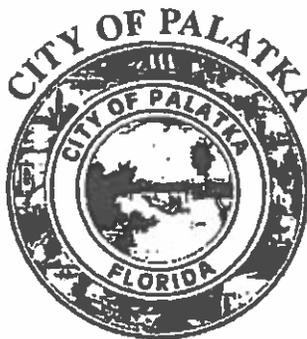
KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
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.

August 18, 2010

Mr. Patrick Mency
151 NE 166th St.
Miami, FL 33162

RE: City of Palatka - "Bench Issue"

Dear Mr. Mency,

I am receipt of your August 12, 2010 letter presenting a counter-proposal as it relates to a resolution to the bench issue. With regard to the terms of resolution proposed within your letter of August 12, 2010, I believe we have consensus on the first three items and will recommend to the City Commission that:

- 1) The City refund to your company all permitting fees previously paid in connection with this matter;
- 2) Your company be relieved of any responsibility for paying any percentage of earnings generated through the benches at issue to the City of Palatka; and
- 3) The City furnish a letter of reference stating that the dissolution of the contract at issue was not the fault of Martin-Mency and that Martin-Mency complied with the essential terms of the contract.

The next two items (Nos. 4 and 5) requested indicate that you would like the City to refund all fees Martin-Mency paid to the Putnam County Chamber of Commerce and to refund all business license fees paid by Martin-Mency. I cannot recommend that these fees be reimbursed. First of all we do not want to set a precedent in refunding fees paid to other agencies and secondly, payment of these fees was not a requirement of the Contract. As for request No. 6 related to Martin-Mency being allowed to approve the reference letter, I believe that this is covered by Item 3 above and do not believe approval by Martin-Mency is required to validate the reference.

Regarding the last item requested (No.7); I will recommend that Martin-Mency be given until September 30, 2010 to remove all benches from City property. Therefore the terms of the agreement which the City is prepared to accept in resolution of this matter are as follows:

- 1) The City refund to your company all permitting fees previously paid in connection with this matter;
- 2) Your company be relieved of any responsibility for paying any percentage of earnings generated through the benches at issue to the City of Palatka; and
- 3) The City furnish a letter of reference stating that the dissolution of the contract at issue was not the fault of Martin-Mency and that Martin-Mency complied with the essential terms of the contract.
- 4) The City will allow Martin-Mency until September 30, 2010 to remove all benches from City property

As previously indicated, the City of Palatka is sincerely interested in resolving this matter in an amicable fashion. Please let me emphasize that the terms of any agreement reached in this matter must be approved by the City Commission before the City will be bound by them. I believe the above terms are fair and will be taking these terms to the City Commission on August 26, 2010 for their concurrence.

In the event you have any questions concerning this letter, please feel free to contact me at your convenience.

Sincerely,



Edwin C. (Woody) Boynton
City Manager, City of Palatka

CC: Karl Flagg, Mayor
Debbie Banks, Director of Building & Zoning
Don Holmes, City Attorney

Case 10-20 – continued.

Mr. Holmes pointed out that there has been talk and or print about the relationship between what the Board is to consider and the contract with the City, however the contract is not relevant to what the Board is to consider today, that their consideration is of a land use consideration. He advised that if the Board does not feel that a location is appropriate it is irrelevant to the contract. He stated that nothing he says is meant to be critical of anyone's opinion, that without a court ruling you can have differing opinions, it is the Board's job to decide the merits of the request based on their interpretation and the logic of the argument – a judge may disagree with everyone before it is over. He added that it is important to him that the Board not start the process with a goal in mind of either allowing or not allowing for the benches, and interpret the ordinances to accomplish whatever your goal is, that in his opinion would not be an appropriate method interpretation of an ordinance or law. He referred to the definitions of chapter 62-1; signs, for billboard and commercial advertising, bus stop benches.

Discussion continued regarding the different possible classifications.

Mr. Braddy stated that he believed we have had a conflict of code.

Mr. Holmes advised that he agreed there are sufficient vagrancies of the code so that he does not feel comfortable in saying that it has to be one type of sign versus another (i.e. billboard, commercial sign etc.)

Mr. Stewart asked Mr. Holmes if he would feel comfortable arguing a case that they are bus stop benches.

Mr. Holmes stated that he did not know, because it would have been very simple to put one sentence under that to make it clear, such as; bus stop benches shall be considered any bench located on a designated route for public transportation then he would know what a bus stop bench is.

Mr. Venables referred to Sec. 94-195 of the Municipal Code for school bus shelters and stated that he believes that the language there is very clear and speaks for itself, as the words bus stop bench are repeated four times in one paragraph and that the intent was for benches being placed where buses stop.

Phil Leary agreed that we need to update the code.

Angela Murtagh stated that she moved to Palatka about seven years ago from South Florida and away from the overcrowding, the clutter and filth and all the off-site signage. She stated that might be the only opportunity to stop this madness. She thinks this is the wrong direction for the City, and believes the image that we are trying a cleaner image and believes that is extremely important.

Sam Deputy agreed with Ms. Murtagh and stated that he has lived in big cities and knows these types of off-site signage attract litter.

Tom Pellican, 607 S. Moody Rd. 18E, formerly of Scenic America and currently representing Scenic Florida, spoke in opposition to this request stating that there is no doubt that these are "billboard type advertisements" by definition, they are off premises, outdoor advertising signs, and yes they might fit under the definition for commercial signage, but it is still a billboard regardless of size.

Case 10-20 – continued.

Boyd Thompson, 1220 Kirby St., representing Ride Solutions stated that several years ago, they received money from the State of Florida to put up bus stop benches throughout Putnam County with nine or ten in the City. He worked with several City staff and community citizens to develop an acceptable style of bus stop shelters and safe locations which was a lengthy process. He added that they had previously met with Mr. Mency to discuss putting shelters at some of their bus stops but they were not in agreement with the style because they were a commercial looking shelter. He stated that they were terribly disappointed and concerned about the placement of these benches in areas that are clearly not safe, and would request that these types of benches be placed at established bus stop locations.

Stephanie Motos, 3801 St. Johns Ave concurred with the previous statements made and added that South Florida is starting to do away with them, that Dade County just turned down a request, it is a turn backwards, and a lot of communities are starting to turn away from them. She is opposed to an advertising bench being placed in front of her business and her own sign that she is paying for.

Diane Woject, 156 Cinnamon Dr., Interlachen, questioned whether Martin Mency, LLC had City or County approval for the placement of the benches, if they had a City or County business license to collect revenue, if the benches are on City right-of-way and wanted to know how the City can justify placing these off site advertisements all over the City and yet remove local business owner's off site signs.

Mr. Stewart stated that he cannot justify that.

Mr. Leary stated that you cannot put signs in the State right-of-way without City or County approval.

Ms. Banks answered that this Board had not approved any locations. That they do not have a City business license and that the majority of the benches are located in the state right-of-way, but there are some that are located in City or County rights-of-way within the City limits.

Joe Aldridge spoke in opposition to the request and stated that these benches are just a medium for billboard (off site) advertising and he believes that they will be inviting trouble and trash to these locations.

Patrick Mency from Martin-Mency, LLC stated that they will maintain the area around the benches and that once a week someone will come and pick up trash and cut weeds. He stated that this type of advertising helps out local businesses. He has not lost any contracts because they do what they say they will do.

Angela Murtagh, business owner, said the citizens are the ones who make up the community and elect the Commission and she believes that the citizens should at least have had some notice of something so vital to the community.

Discussion continued regarding the contract language, locations descriptions.

Mr. Aldridge asked about right of way property and what safeguards do business owners have against competitors advertising out in front of their businesses.

Planning Board meeting
Minutes and proceedings
July 6, 2010

Case 10-20 – continued.

Ms. Banks stated for the record she received 4 written letters against the request (Clint Snyder, Robert Webb, and an unnamed writer sent 2 letters).

(Regular Meeting)

Motion made by Randy Braddy and seconded by Ken Venables to consider 401 N. 15th St. to qualify for the conditional use. All members present voted with 1 in opposition, motion carried.

Motion made by Randy Braddy and seconded by Ken Venables to approve the 401 N. 15th St. location with conditions and safeguards as set forth in the staff comment of the staff report. All members present voted with 1 in opposition, motion carried.

With no further business, meeting adjourned at 7:45 pm.



CITY COMMISSION AGENDA ITEM

SUBJECT:

DISCUSSION/DIRECTION - Cemetery Benches and Rules

SUMMARY:

On March 10 the Commission held a discussion concerning non-conforming cemetery benches at the cemeteries. The Commission placed a moratorium on the placement of any new items on cemetery lots, except for headstones, pending a review of the cemetery rules. The primary discussion concerned the type and placement of benches.

To recap the history, benches have been permitted to be placed on cemetery lots at West View Cemetery and Oak Hill East since they opened. The first burials at Oak Hill West occurred in the early 1800s. "Family Plots" which could accommodate more than one casket were sold in West View until the new section was opened, and individual 5 x 10 "cemetery lots" are sold in the new section now. Oak Hill East was platted and opened in 1928 and was laid out in individual 5 x 10 cemetery lots. In both of those cemeteries, marble or granite benches as well as monuments were permitted to be erected at the head or foot of the 5 x 10 lot.

Oak Hill West was platted and opened in 1987. It was platted in keeping with more modern cemeteries in mostly 5 x 10 regular cemetery lots, with a section of 5 x 5 lots for infants, another section of 5x5 lots for cremains, and a section dedicated for mausoleums. There is a section in front where no upright headstones are allowed. When that cemetery was platted and opened, benches were only allowed to be placed at the head of the lot. A separate lot could be purchased for a bench placement at the head of the lot, or a combination headstone/bench could be installed on the single cemetery lot. This was done to make the cemetery look more uniform and for maintenance purposes, so that mowers and other landscaping equipment could mow the cemetery lots without having to maneuver around benches and other items. This would also help avoid mower and equipment damage to benches and monuments.

In all instances benches and other monuments are to be constructed of marble or granite, for uniformity and durability. Granite and marble don't rust, bend or dissolve unless treated with chemicals. Cemeteries and monuments are standing long after family members are departed. The materials used must be durable enough to last for centuries.

A copy of the cemetery rules as they are, and a copy of proposed amended rules, as well as Municipal Code pertaining to cemeteries follows this summary. Also following this

summary is a strike-through underline version of modified rules. The biggest modification to these rules is to remove the stipulation that benches in Oak Hill West are to be placed at the head of the cemetery lot in place of a headstone. This will allow them to be placed anywhere on a cemetery lot.

RECOMMENDED ACTION:

Discuss and provide direction to staff regarding cemetery rules, especially regarding benches.

ATTACHMENTS:

Description	Type
▫ Cemetery Rules & Regulations (current)	Discussion
▫ Cemetery Rules & Regulations (proposed)	Discussion
▫ Chapter 22 Code of Ordinances (Cemeteries)	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Meeting Minutes	Driggers, Betsy	Approved	3/18/2016 - 12:19 PM
City Clerk	Driggers, Betsy	Approved	3/18/2016 - 12:19 PM

CITY OF PALATKA CEMETERY RULES AND REGULATIONS

1. GRAVESITES SHALL BE MARKED; MONUMENTS, SLABS, COPING, ETC.

- a. With the exception of indigent burial sites, ***all gravesites shall be marked*** with a durable weather-resistant marker immediately following interment, to include the name of the deceased, date of birth, and date of death. Temporary markers are not intended to be permanent markers and the City is not responsible for their care or replacement.
- b. All corners, coping, monuments, and slabs for gravesites shall be marble or granite, and shall be installed at ground level. Due to ground settling, no slab or monument shall be installed less than 30 days after interment. Homemade monuments are not permitted. If monuments sink or become unlevelled for any reason, the monument supplier will be contacted for resetting. **The City of Palatka is not responsible for setting Veteran monuments**
- c. Marble or granite benches are permitted in all City of Palatka cemeteries, to be placed only on the plot, with the exception of benches in Oak Hill West Cemetery, which shall be set only in place of a headstone, and/or may be placed on a separately purchased plot.
- d. A permit shall be obtained by the monument supplier prior to the setting of any monument, slab, corner coping, or bench. Monument suppliers shall contact the City of Palatka Cemetery office at (386) 329-0175 to obtain a permit. The cemetery personnel shall clearly mark the allowable area of installation prior to the delivery of markers, etc. **MONUMENT DELIVERY PERSONS ARE TO REPORT TO THE OAKHILL WEST CEMETERY OFFICE BEFORE PLACING A HEADSTONE/SLAB/MONUMENT.**
- e. **The cemetery assumes NO responsibility or liability for maintenance, repair, upkeep, or damage to permanent memorials installed on a lot.**
- f. Light materials, including but not limited to, stones, gravel, pebbles, mulch, Cremains, or granite dust, are strictly **prohibited** for use as gravesite covering.
- a. **VEHICLES:** All vehicles, including vault and monument trucks, are limited to the roadway only. No vehicles shall be driven over or across gravesites, with the exception of equipment operated by the City of Palatka personnel.

2. TREES, SHRUBS, PLANTS, ETC.

- a. **No plants, shrubs, trees, gravel, mulch, border grass, brick, landscaping tile, or fencing on or around trees, graves, or family plots is allowed. Planting of trees and shrubs on or around gravesite is prohibited.**
- b. Memorial trees may be planted along roadways and in a location approved by cemetery management with a permit.

3. FUNERAL FLORAL ARRANGEMENTS

- a. **Floral arrangements and floral wreath stands are permitted for a seven day period after interment, and are not permitted at any other occasion.**
- b. All post-interment flowers, ornaments, or other decorations shall be placed in the monument area only in a permanent, affixed vase or harness. Nothing shall be hung or placed in any tree or shrub in any cemetery. **Plastic flowers are not permitted. Floral arrangements will be removed when they become unsightly or wilted.**
- c. Seasonal flowers are permitted for a period of fourteen days prior to and fourteen days after the holiday.
- d. **NO objects such as balloons, toys, personal effects, wind chimes, alcoholic beverage containers, bird feeders, solar lights, statuettes, stepping stones, or any other objects shall be placed on a grave. The cemetery staff will remove any of the above named items and place them at the cemetery office located at Oak Hill West for a period of 30 days prior to disposal. The City is NOT responsible for any ornament or statute that is not permanently affixed to the monument slab.**
- e. **Alcoholic beverages are not permitted on the City of Palatka cemeteries property.**

4. **FLAGS :** Memorial flags/holders intended to honor service to the citizens of the United States of America shall be permitted at either end of the headstone/monument. Such flag holders may commemorate the American Flag, service in the military, military organizations, and service to the public at large (police officers, firefighters, etc.). Such flags will be allowed to remain at the gravesite throughout the year, and shall be required to be maintained in good condition by the person or organization placing the flag/holder. Flags 12" by 18" or smaller are allowed.

5. **DOGS OR OTHER ANIMALS:** ***Cemeteries are NOT dog parks.*** Pets, except those under control of a leash by the owner and accompanying the owner on official cemetery business, are not permitted in our cemeteries. Any excreta is required to be picked up & disposed of by the pet owner. Owners will not permit pets to urinate on gravesites.

6. A violation of these sections is a Class V offense and punishable by up to a \$500 fine (Palatka Code Sec. 14-16/14-8) *Office hours: 8:30am-4:00pm Monday-Friday (unless otherwise posted). (386) 329-0175. The City of Palatka is not responsible for any items left near or on the cemetery lots and/or monuments. Cemeteries are closed at dusk. Anyone found in cemeteries at night will be considered trespassing. Lot owner/next of kin is solely responsible for notifying the City of any change of address for notice purposes.*

CITY OF PALATKA CEMETERY RULES AND REGULATIONS

1. GRAVESITES SHALL BE MARKED; MONUMENTS, SLABS, COPING, ETC.

- a. With the exception of indigent burial sites, all gravesites shall be marked with a durable weather-resistant marker immediately following interment, to include the name of the deceased, date of birth, and date of death. Temporary markers are not intended to be permanent markers and the City is not responsible for their care or replacement.
- b. All corners, coping, monuments, and slabs for gravesites shall be marble or granite, and shall be installed at ground level. Due to ground settling, no slab or monument shall be installed less than 30 days after interment. Homemade monuments are not permitted. If monuments sink or become unlevelled for any reason, the monument supplier will be contacted for resetting. The City of Palatka is not responsible for setting Veteran monuments
- c. Marble or granite benches are permitted in all City of Palatka cemeteries, to be placed only on the plot, ~~with the exception of benches in Oak Hill West Cemetery, which shall be set only in place of a headstone, and/or may be placed on a separately purchased plot.~~
- d. A permit shall be obtained by the monument supplier prior to the setting of any monument, slab, corner coping, or bench. Monument suppliers shall contact the City of Palatka Cemetery office at (386) 329-0175 to obtain a permit and approval of location. The cemetery personnel shall clearly mark the allowable area of installation prior to the delivery or markers, etc. MONUMENT DELIVERY PERSONS ARE TO REPORT TO THE OAKHILL WEST SCHEDULE AN APPOINTMENT WITH THE CEMETERY PUBLIC WORKS DEPARTMENT OFFICE BEFORE PLACING A HEADSTONE/SLAB/MONUMENT/BENCH.
- e. The ~~cemetery~~ City assumes NO responsibility or liability for maintenance, repair, upkeep, or damage to permanent memorials installed on a lot.
- f. ~~Light materials, including but not limited to, stones, gravel, pebbles, mulch, Cremains, or granite dust, are strictly **prohibited** for use as gravesite covering.~~

2. VEHICLES: ~~All vehicles, including vault and monument trucks, are limited to the roadway only. No vehicles or equipment of any type shall be driven over or across gravesites., with the exception of equipment operated by the City of Palatka personnel.~~

3. TREES, SHRUBS, PLANTS, LANDSCAPING, ETC.

- a. Planting of trees and shrubs on or around gravesite is prohibited.
- b. ~~Memorial trees may be planted along roadways and in a location approved by cemetery management with a permit.~~ Plants, shrubs, trees, gravel, mulch, other light materials including but not limited to stones, pebbles, cremains, or granite dust, or any landscaping items including but not limited to border grass, brick, landscaping tile, or fencing on or around trees, graves, or family plots is strictly prohibited.

4. FUNERAL FLORAL ARRANGEMENTS

- a. Floral arrangements and floral wreath stands are permitted must be removed within 7 days after interment. **for a seven day period after interment, and are not permitted at any other occasion.**
- b. All post-interment flowers, ornaments, or other decorations shall be placed in ~~the monument area only~~ in a permanent, affixed vase or harness which is permanently affixed to the monument.. ~~Nothing shall be hung or placed in any tree or shrub in any cemetery. **Plastic flowers are not permitted.**~~ Floral arrangements will be removed when they become unsightly or wilted.
- e. ~~Seasonal flowers are permitted for a period of fourteen days prior to and fourteen days after the holiday.~~
- d. **Items not expressly addressed in these rules and regulations are strictly prohibited. NO objects such as balloons, toys, personal effects, wind chimes, alcoholic beverage containers, bird feeders, solar lights, statuettes, stepping stones, or any other objects shall be placed on a grave. The cemetery staff will remove any of the above named items and place them at the cemetery office located at Oak Hill West for a period of 30 days prior to disposal.**
- e. ~~Prohibited objects will be removed by Cemetery staff.~~
- f. ~~The City is NOT responsible for any ornament or statute that is not permanently affixed to the monument slab.~~

5. ALCOHOLIC BEVERAGES are not permitted on the City of Palatka cemeteries property.

6. **FLAGS :** Memorial flags/holders intended to honor service to the citizens of the United States of America shall be permitted at either end of the headstone/monument. Such flag holders may commemorate the American Flag, service in the military, military organizations, and service to the public at large (police officers, firefighters, etc.). Such flags will be allowed to remain at the gravesite throughout the year, and shall be required to be maintained in good condition by the person or organization placing the flag/holder. Flags 12” by 18” or smaller are allowed.
7. **DOGS OR OTHER ANIMALS:** *Cemeteries are NOT dog parks.* Pets, except those under control of a leash by the owner and accompanying the owner on official cemetery business, are not permitted in our cemeteries. Any excreta is required to be picked up & disposed of by the pet owner. Owners will not permit pets to urinate on gravesites.
8. A violation of these sections is a Class V offense and punishable by up to a \$500 fine (Palatka Code Sec. 14–16/14-8) *Office hours: 8:30am-4:00pm Monday-Friday (unless otherwise posted). (386) 329-0175. The City of Palatka is not responsible for any items left near or on the cemetery lots and/or monuments. Cemeteries are closed at dusk. Anyone found in cemeteries at night will be considered trespassing. Lot owner/next of kin is solely responsible for notifying the City of any change of address for notice purposes.*

Sec. 22-3. - Grave markers, fences, coverings and vaults in city

cemeteries. Modified



- (a) All corner markers, copings, slabs, fences or railings for grave lots or spaces in city cemeteries shall be of marble or granite and shall be installed at ground level. In addition, no stones, gravel, pebbles or other light material shall be used as grave coverings on any graves in the cemeteries.
- (b) Except for indigent burials, no person or undertaker or funeral director shall bury or cause to be buried a human being in any City of Palatka cemetery without providing a steel or concrete block vault which said vault dimensions shall follow the dimensions of the gravesite, and said vault shall be inspected by the city prior to its use or the funeral director shall provide a certificate of compliance to the satisfaction of the city.
- (c) Except for burials in the historic "black" section of West View Cemetery platted prior to 1928 and mausoleums, all vaults and outside containers used in City of Palatka cemeteries must be covered completely with a minimum of 18 inches of earth. No vault covers are to be left exposed above the ground except as noted herein.
- (d) Vaults are not required for cremain urns interred in standard or cremains in-ground interment sites; however, all cremain urns must be covered by a minimum of ten inches of soil.
- (e) Mausoleums and niches for urns to be located in any City of Palatka cemetery shall not exceed five feet in height.

(Code 1981, § 7-3; Ord. No. 15-38, § I, 10-22-2015, eff. 11-1-2015)

Sec. 22-4. - Prices for lots in city cemeteries. Modified



- (a) *Adult lots.* The price of city cemetery lots per single adult grave space shall be as set out in appendix A to this Code, as amended from time to time. All lots, except those designated as infant lots and those designated as cremains-only lots, will be considered adult lots.
- (b) *Infant and cremains-only lots.* The price of cemetery lots per single infant grave space, and per double-urn cremains-only grave space, shall be as set out in appendix A to this Code, as amended from time to time. Lots 8 through 20, 28 through 40, 48 through 60, and 68 through 80, in Block 118 of Oak Hill Cemetery (also known as Oak Hill East Cemetery), and Sheets 3 and 4, Blocks A and AA of Oak Hill West Cemetery, are hereby designated as infant lots. Cremains-only lots, which are designated and set aside for that purpose, are as shown on the Plat of Oak Hill West Cemetery.

(Code 1981, § 7-4; Ord. No. 14-17, § 1, 7-10-2014; Ord. No. 15-38, § II, 10-22-2015, eff. 11-1-2015)

Editor's note— Ord. No. 15-38, § II, adopted Oct. 22, 2015, retitled § 22-4 from "Prices for lots and services in city cemeteries" to read as herein set out.

Sec. 22-5. - Deeds for lots in city cemeteries.



Deeds for city cemetery lots shall be automatically issued by the city manager's office upon the receipt of the purchase price for the lot, and shall be signed in the name of the city by the mayor,

and be attested by the city clerk, who shall affix the seal of the city thereto.

(Code 1981, § 7-5)

Sec. 22-6. - Records and maps of city cemeteries; correct mailing address of lot owners. Modified

□□□□□

The cemeteries department shall be responsible for maintaining the records and maps of the cemetery system of the city and for ensuring that the records and maps are kept current.

Each lot owner shall have the duty to keep the city informed as to his or her correct mailing address. Such information may be provided to the city at 201 N. 2nd Street, Palatka, FL 32177. Any notice mailed to a lot owner at the last address on file with the city shall be equivalent to actual delivery of the notice.

(Code 1981, § 7-6; Ord. No. 15-38, § III, 10-22-2015, eff. 11-1-2015)

Editor's note— Ord. No. 15-38, § III, adopted Oct. 22, 2015, retitled § 22-6 from "Records and maps of city cemeteries" to read as herein set out.

Sec. 22-7. - Setbacks.

□□□□□

All cemeteries within the city shall have minimum yards of five feet on the front, sides and rear. Additionally, actual burial sites shall not be within 50 feet of any private potable water well.

(Code 1981, § 7-7)

Sec. 22-8. - Opening and closing of gravesites; permit for burial required; fees. Modified

□□□□□

Gravesites shall be opened and closed solely under the direction of a licensed funeral director and after having obtained a burial permit from the City of Palatka Cemeteries Department. Burial permit fees shall be as set forth in appendix A, fee schedule. No person or undertaker shall bury or cause to be buried a human being in any City of Palatka cemetery, without first obtaining a permit from the city. Permits shall be obtained by making written application to the cemeteries department during regular business hours upon such forms as are prescribed and by paying the appropriate permit fee. No permit for interment or disinterment shall be issued unless the owner of the cemetery lot, or his/her representative has signed the application for permit. Should a funeral director fail to obtain a burial permit prior to interment, the city may refuse to allow any further interment services to be performed by said funeral director until such time as all permits are obtained and all fees are paid in full. The city shall locate and mark the corners of the site before the grave is opened. The sod shall be removed and replaced by the person opening and closing the grave. The funeral director responsible for the interment shall be responsible for properly filling in the grave and for restoring the gravesite to the level of the surrounding lands for a period of 90 days after the grave is filled and closed. In the event that settling of the soil on the grave shall cause any depression at the gravesite,

the funeral director and the funeral home or business employing the funeral director shall refill the grave to eliminate any depression. If the city shall give the funeral director and funeral home notice of the needed maintenance and filling and the funeral director or funeral home fails to properly restore the gravesite within 72 hours thereafter, the city may refuse to allow any further interment services to be performed by said funeral director or funeral home until such time the gravesite is properly restored.

(Ord. No. 15-38, § IV, 10-22-2015, eff. 11-1-2015)

Sec. 22-9. - Regulations for interments and disinterments. Added



- (a) All interments and disinterments shall be made subject to state law, city ordinances, and operating rules and regulations of the cemetery.
- (b) Interments shall be permitted seven days a week.
- (c) Upon the death of the owner of any lot, ownership of the lot shall be determined as with any other property under the laws of the State of Florida. In the event of a dispute regarding ownership of the lot of a deceased owner, the city reserves the right to deny any burial permit regarding the lot until ownership of the lot has been agreed upon by all parties or determined by a court of appropriate jurisdiction.
- (d) All disinterments shall be done under the supervision of the City of Palatka Cemeteries Department.
- (e) When a lot cannot be opened where specified, the city may offer a space in another location, so as not to delay the funeral.
- (f) There may be four cremains or, alternatively, one full burial and two cremains interred or inurned in a single adult or infant lot. Two cremains may be inurned in a single cremains-only lot.
- (g) No interment of any body or the cremated remains of any body, other than that of a human being, shall be permitted.
- (h) The vault company or contractor (gravedigger) shall remove all excess dirt from adjacent gravemarkers, monuments, etc., as he completes interment. Surplus dirt shall be hauled to the spoil site as designated by the sexton or other designated city official.
- (i) Hedges, ditches, etc., shall not be allowed around any in-ground interment sites. Earth mounds will not be permitted.
- (j) The vault company and/or contractor (gravedigger) shall exercise care to protect all gravemarkers, monuments, sprinklers, etc., and shall be held liable for any damage incurred.

(Ord. No. 15-38, § IV, 10-22-2015, eff. 11-1-2015)

Sec. 22-10. - Restrictions, permits other than burial permits, preservation standards, and hours of business operation. Added



- (a) West View, Oak Hill (also known as Oak Hill East) and Oak Hill West Cemeteries will be opened daily to the public during the hours of 7:30 a.m. to dusk. Any person found in a city-owned cemetery between the hours of dusk and 7:30 a.m. shall be deemed to be trespassing and will

be prosecuted for trespass and subject to fines and penalties per F.S. § 810.09.

- (b) All vehicles, including vault and monument trucks used for delivery and installation of vaults and monuments within the cemetery, are permitted to drive only on the designated roadways within the cemetery, and are prohibited from driving outside of the designated existing roadways.
- (c) Permits for the installation of markers must be obtained from the City of Palatka Cemeteries Department before a marker can be set.
- (d) Vaults and monuments may only be delivered and installed by licensed monument establishments in the cemetery during regular business hours, from 8:30 a.m. to 4:00 p.m., Monday through Friday, except legal holidays.
- (e) With the exception of indigent burial sites, all gravesites shall be marked with a durable weather-resistant marker immediately following the interment service. Such marker shall include the name of the deceased, date of birth, and date of death.
- (f) The city hereby adopts the standards set forth by the National Park Service National Center for Preservation Technology and Training, entitled "Best Practice Recommendations for Cleaning Government issued Headstones," as its standard for cleaning headstones or any marble, granite or other type of stone grave marking. For maintenance of grave markers done by persons other than heirs or owners of such markers, no bleach or bleach-like products, products containing strong acids or bases, or harsh mechanical devices such as sand blasters or drills equipped with wire brushes are permitted to be used. No pressure washing shall be allowed with a machine in excess of 500 psi, nor at a distance of closer than 12 inches from the surface to be cleaned, and only provided a test patch done on a small, unobtrusive area on the headstone is done prior to pressure washing which shows no adverse affects to the stone.
- (g) All persons performing any headstone or gravesite marker cleaning service on behalf of the owner of such headstone, or as a goodwill service on any historic, abandoned or non-owned headstone, shall first obtain a permit from the Palatka Cemeteries Department prior to the performance of any such work.
- (h) No vegetation, tree or shrub shall be allowed to be planted on or around any gravesite by anyone. Any vegetation planted on city-owned right-of-way at any cemetery shall be done only by permit issued by and in a location approved by the city cemeteries supervisor or designee. Any vegetation, tree or shrub planted on city right-of-way or property located in any cemetery shall become the property of the city.
- (i) Permits for the planting of any vegetation, tree or shrub in any cemetery by members of the public must be obtained from the Palatka Cemeteries Department before such planting can occur.
- (j) No nonpermanent items shall be allowed to be placed at any gravesite. Flowers may be placed at the headstone in a permanent vase attached to the base of the headstone or otherwise permanently installed on the side of the headstone, or attached by bracket to the top of the headstone. No ornamental items may be hung from or tied to any pole, bracket, tree or shrub. The city will not be responsible for the maintenance or care of any unsecured flowers or ornaments placed on or around gravesites. City personnel will remove any flowers or ornamental items from gravesites when the presence of such items is deemed a hazard or hindrance to public works, cemetery or maintenance personnel in the performance of his/her job duties.
- (k) The city is not responsible for theft or damage to anything placed on any interment site.

- (l) No dogs or other pets are permitted within the cemetery, except for "service animals" (as defined by F.S. § 413.08(1)(d)) which are accompanying an individual with a disability who is attending a funeral, on cemetery business or visiting a gravesite.
- (m) A violation of this section shall constitute a class 1 violation as set forth in section 2-314 of this Code.

(Ord. No. 99-26, § 1, 10-14-1999; Ord. No. 14-17, § 2, 7-10-2014; Ord. No. 15-23, § 1, 9-10-2015; Ord. No. 15-38, §§ V, VI, 10-22-2015, eff. 11-1-2015)

Editor's note— Ord. No. 15-23, § 1, adopted Sept. 10, 2015, retitled § 22-8 from "Restrictions, permits, and hours of business operation" to "Restrictions, permits, preservation standards, decorum and hours of business operation." Subsequently, Ord. No. 15-38, § V, adopted Oct. 22, 2015, renumbered said section to § 22-10, and § VI of same ordinance retitled the section again to read as herein set out.

Sec. 22-11. - Violation by funeral director. Added



In the event a funeral director violates any provision of this chapter and fails to correct the violation within 30 days after being notified in writing of the violation, the city shall refuse to allow the funeral director to bury, or cause to be buried, any person in any city cemetery until the violation has been corrected.

(Ord. No. 15-38, § VIII, 10-22-2015, eff. 11-1-2015)