

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

November 4, 2016

TO CRA MEMBERS:

MARY LAWSON BROWN, JAMES NORWOOD, Jr.,
RUFUS BOROM, JUSTIN CAMPBELL, SAM DEPUTY
AND KARL N. FLAGG:

You are hereby notified that a special called meeting of the Palatka Community Redevelopment Agency (CRA) has been called to be held on Thursday, November 10, 2016, at the regular meeting place at City Hall, City Commission Chambers, 201 N. 2nd Street, Palatka, FL. The meeting is called to commence at 5:00 p.m.

The purpose of the meeting is to consider a request for TIF funding for the South Historic Neighborhood Association's special event, Porchfest Palatka Music Festival, planned for 12/10/16 from 1:00 pm until 5:00 pm, brought by Vito Russo, President, SNHA.

Please govern yourselves accordingly.

/s/ Terrill L. Hill

Terrill L. Hill, MAYOR/Chairman

We hereby acknowledge receipt of a copy of the foregoing Notice of Called Meeting of the Community Redevelopment Agency on the 4th day of November, 2016.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Rufus Borom
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Justin Campbell
COMMISSIONER

/s/ Sam Deputy
REPRESENTATIVE
DOWNTOWN PALATKA, Inc.

/s/ Karl N. Flagg
PUTNAM COUNTY BOCC
DISTRICT 3 COMMISSIONER

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

PHONE: (386) 329-0100

201 N. 2ND STREET • PALATKA, FLORIDA 32177
www.palatka-fl.gov

FAX: (386) 329-0106

PUBLIC NOTICE

NOTICE is hereby given that the City of Palatka Community Redevelopment Agency (CRA) will hold a special called meeting on November 10, 2016 commencing at 5:00 p.m. at City Hall, 201 N. 2nd Street, Palatka, FL. An agenda package will be published prior to the meeting and can be viewed at City Hall, Office of the City Clerk, or on the City website at www.palatka-fl.gov. Items to be heard include a request to fund the South Historic District Porch Fest.

Any person wishing to appeal any decision made by the Palatka CRA with respect to any matter discussed at this 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 includes the testimony and evidence upon which the appeal is to be based, per FS 286.105. Those requiring accommodations in order to attend this meeting should contact the Clerk's Office at 386-329-0100 at least 24 hours in advance to request such accommodations.

This notice is given in accordance with F.S. 189.417.

**P L E A S E G O V E R N
Y O U R S E L V E S A C C O R D -
I N G L Y .**

**/s/ BETSY J. DRIGGERS
CITY CLERK**

**11/3/16
Legal No. 00046680**



**COMMUNITY REDEVELOPMENT
AGENCY AGENDA ITEM**

SUBJECT:

**REQUEST FOR TIF FUNDING - \$10,045.00 for South Historic District Neighborhood Association
Porchfest Event - December 10, 2016 - Vito Russo, President SHNA**

SUMMARY:

Vito Russo has made a request for TIF funding in the amount of \$10,045 for expenses on the South Historic Neighborhood Associations Porchfest Event, which is planned for December 10, 2016 from 1 pm to 5 pm.

The Special Events Permit is up for approval at the 11/10/16 City Commission meeting, which follows this meeting. The permit request is separate from the funding request.

An itemized budget, minutes of the -SNHA meeting where this request was voted upon, and a copy of the Special Events permit application follows this summary.

RECOMMENDED ACTION:

**Consider request for TIF funds in the amount of \$10,045.00 for expenses related to SHNA
Porchfest Event, planned for December 10, 2016.**

ATTACHMENTS:

Description	Type
☐ Porchfest Permit Application	Attachment
☐ Porchfest PPD OPS Plan	Attachment

PorchFest Palatka 2016 Music Festival Budget Estimates

Category	Est. Cost	Details
City Services		
Police Department	\$ 650	4 Police Officers
Public Works Department	\$ 150	Green Rollouts
<i>city services subtotal</i>	\$ 800	
Promotion		
Social Media	\$ 120	Website Hosting/ Buying Domain
Newspaper Ads	\$ 300	Palatka Daily News
Banners	\$ 290	3 Banners; 1 - 6x10, 2 - 2x8
Posters	\$ 200	200 Posters (11x17)
Post Cards	\$ 85	500 Post Cards
A-Frame Street Chalk Signs	\$ 1,000	One in Front of Each Home
T-Shirts for Staff	\$ 500	Used to identify staff for the public
<i>promotion subtotal</i>	\$ 2,495	
Misc.		
Flyers	\$ 50	Map with Festival Information
Florist	\$ 200	Holiday Bows - Porches/Street Signs
<i>misc. subtotal</i>	\$ 250	
Liability Insurance		
Liability Insurance	\$ 500	1 Day Event
Music		
Musicians	\$ 4,000	18 Musical Acts
Refreshments		
Beer/Wine	\$ 2,000	Burkhardts/ Royal Manor Winery
Total Estimated Cost	\$ 10,045	

Request is for \$10,045.00

Southside Historical Neighborhood Association Minutes

Monday, October 17, 2016 Meeting

Page 2

Action Taken/Needed:

June will continue to work on finalizing the details.

Hammock Hall

Booking/Renting/Lease

Agreement

President Russo led a discussion to charge \$50 per hour, for rental of Hammock Hall, along with a new rental policy. He, then, discussed the letter written to Justin Campbell, Commissioner, which discussed Hammock Hall and SHNA's role as "care-taker".

Action Taken/Needed:

President Russo will provide an update at the November meeting.

NEW BUSINESS:

Porch Fest 2016 – Saturday, December 10th

President Russo informed the membership that he had requested funding from the CRA, at their October meeting; however, had not received a response. Currently, 14 porches will participate in the event. The membership discussed the particulars needed to organize (i.e., advertising, musicians, permits, vendors, etc.). Vice-President June Thompson shared the prototype poster, which she designed for Porch Fest 2016. The SHNA members

were impressed and pleased with her work. Pamela Garris requested help putting Christmas bows on stop signs, throughout the South Historic Neighborhood, as well as help decorating SHNA signs. A motion was made, by Michele Kiriloff, seconded, by Pat Wilson, and approved by the membership to ask the CRA for \$10,000 to fund the event.

Action Taken/Needed:

Minutes will be provided to Betsy Driggers, City of Palatka.

Nominations of 2017 SHNA Officers

All current interim officers were nominated (President – Vito Russo, V.P. – June Thompson, Treasurer – Rex Hand, Secretary – Lucy Visnaw). A motion was made, by Marilu Clark, seconded, by Michele Kiriloff, and approved.

Action Taken/Needed:

No action needed.

Committee to Review Duck Realty TIF/Commercial Rehab. Application

A committee was formed, comprised of the following individuals: Linda Crider, Cookie Durst, Rex Hand,

Patti Vogt, and Pat Wilson.

They will meet with Tina Duck, Duck Realty and Mandy Tucker, City of Palatka, to review Duck's application for a grant. Mandy Tucker passed out several packets for Duck property at 623 and 625 Laurel Street, Palatka, FL. The committee will make a recommendation to the CRA, who, in turn, will make the final decision.

Action Taken/Needed:

A meeting date needs to be scheduled for discussion and review.

Adjournment: A motion was made, seconded, and approved at 8 p.m.

Lucy Visnaw

SHNA Secretary

Our next meeting is scheduled for Monday, November 21st, at 6:30 p.m., at Hammock Hall.

Southside Historical Neighborhood Association Minutes

Monday, October 17, 2016 Meeting

President Vito Russo called the meeting to order, at 6:40 p.m., at Hammock Hall.

Secretary's Minutes:

Pamela Garris (fill-in for Secretary Lucy Visnaw) read the minutes from the September 19th meeting.

The minutes were approved, as read, with no corrections.

A motion was made, by Linda Crider, seconded, by Michele Kiriloff, and approved by the membership.

Treasurer's Report:

No report given.

OLD BUSINESS:

Revision of SHNA's Bylaws

Patricia Walker was not present; therefore, no update was provided.

Action Taken/Needed:

Patricia will provide an update at the November meeting.

SHNA's 501 (c) (3)

Classification

Patricia Walker was not present; therefore, no update was provided.

Action Taken/Needed:

Patricia will provide an update at the November meeting.

SHNA Web-Page

Revision/Update

Rebecca Tessaro reported that she was still working on updating our web-page.

Action Taken/Needed:

Rebecca will continue to work toward finalization. She will provide an update at the November meeting.

SHNA Bank Account

The treasurer, president, and vice-president will meet with Lucille Estes (former treasurer) on Thursday, October 20th at the bank. At that time, the current officers' names will be officially listed on the SHNA bank account.

Action Taken/Needed:

Rex Hand will update at the November meeting.

Update on Allocation of TIF Monies

At the October CRA Meeting, President Russo requested the CRA increase the monies designated for landscaping to \$15,000 (presently \$10,000 allocated). The amount was approved.

Action Taken/Needed:

Need volunteers who can meet on an on-going basis to make decisions on landscaping (i.e., planting locations, plants used, etc.).

Please call (386) 916-9633

TO VOLUNTEER.

Traffic Calming on River Street

A discussion was held as to the use of 25 mph speed limit signs being posted on River Street, at a cost of \$3,500. Michael Pivco expressed concern that only warnings are being given, for speeders, rather than actual tickets.

Action Taken/Needed:

President Russo will meet with Captain Williams, Palatka Police Department, on Thursday, October 20th to discuss.

Use of TIF Monies to Finance Capital Work Projects/Storm

Water Sewer Project

President Russo announced that late this afternoon, he was informed by Jonathan Griffith, Public Works Director, City of Palatka, that the scheduled Guest Speaker for tonight's meeting, Ayres Engineering, had cancelled.

Action Taken/Needed:

No action needed, at this time.

SHNA House Banner

Vice-President, June Thompson, presented her progress on the SHNA banner which she designed, to be displayed on members' homes.

APPLICATION # 110-49

(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. SOUTH HISTORIC NEIGHBORHOOD ASSOC. PO BOX 2507 PALATKA FL 32178
- b. CONTACT PERSON VITO RUSSO TELEPHONE/CELL 386 336 0609
- c. EMAIL VBI23@YAHOO.COM FAX # NA

2. ADDITIONAL CONTACT

- a. CONTACT PERSON REX HAND TELEPHONE/CELL 954 235 0196
- b. EMAIL REXHAND@JUNO.COM FAX # NA

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY PORCHFEST PALATKA MUSIC FESTIVAL

4. DATE & HOURS OF DESIRED USE: SATURDAY DECEMBER 10th 2016 12 PM - 6 PM

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

6. ROAD CLOSURES: SEE MAP

7. REQUEST FOR NOISE VARIANCE(Dates and Times): DEC 10th 2016 1 AM - 5 AM

8. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): DEC 10th 2016 1 PM - 5 PM

9. ESTIMATE OF ANTICIPATED ATTENDANCE 500 PEOPLE

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT NA

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.

Oct 19th 2014
DATE

Vito Russo President SHVA
SIGNATURE OF APPLICANT

APPROVED:

K. Wright for Thad Crowe 10/19/14
SPECIAL EVENTS COORDINATOR DATE

[Signature]
CHIEF OF POLICE DATE

RETURN TO:
KE'ONDRA WRIGHT, SPECIAL EVENTS COORDINATOR
THAD CROWE, PLANNING DIRECTOR
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: 10/26/16 Special Events Coordinator: Thad Crowe

<input checked="" type="checkbox"/> Site Sketch Provided <input type="checkbox"/> Tentative Schedule of Events	Event Classification: Class A <input type="checkbox"/> Class B <input checked="" type="checkbox"/> Class C <input type="checkbox"/>
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To be completed by applicant with typewriter or print legibly in dark ink.

Name of Special Event/ Production: POCCAFEST PALATKA

Type of Event: MUSIC FESTIVAL

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)
MUSICIANS PLAYING ON POCCAS THROUGHOUT
THE SOUTH HISTORIC NEIGHBORHOOD

Location of Event: SOUTH HISTORIC NEIGHBORHOOD

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

	Date	Day	Begin	End
Event Day 1	<u>DEC 10th</u>	<u>SAT</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) DEC 10th 2016 at (time) 10 Am

Break down will be completed by (Date) DEC 10th at (time) 8 PM

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

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X 4 Officers X 8 Hours \$ 736⁻

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 10 X \$15.00 Per Container \$ 150⁻

Additional Charges (List)

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 886⁻

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 1 500
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

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

r Number and location of fire protection services: NA

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

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

r Emergency medical services: ambulance locations(s) (note on site plan): NA

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

(r) Number and location for portable toilets: (note location on site plan) 10 PORTA POTTIES
SEE MAP FOR LOCATIONS

r Carnival location (if any) (note location on site map) NA

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

(r) Location of parking/transportation services, if any: SEE MAP

(r) Temporary parking, directional signage needed: SEE MAP

r Type transport vehicles (van, buses, etc.) NA

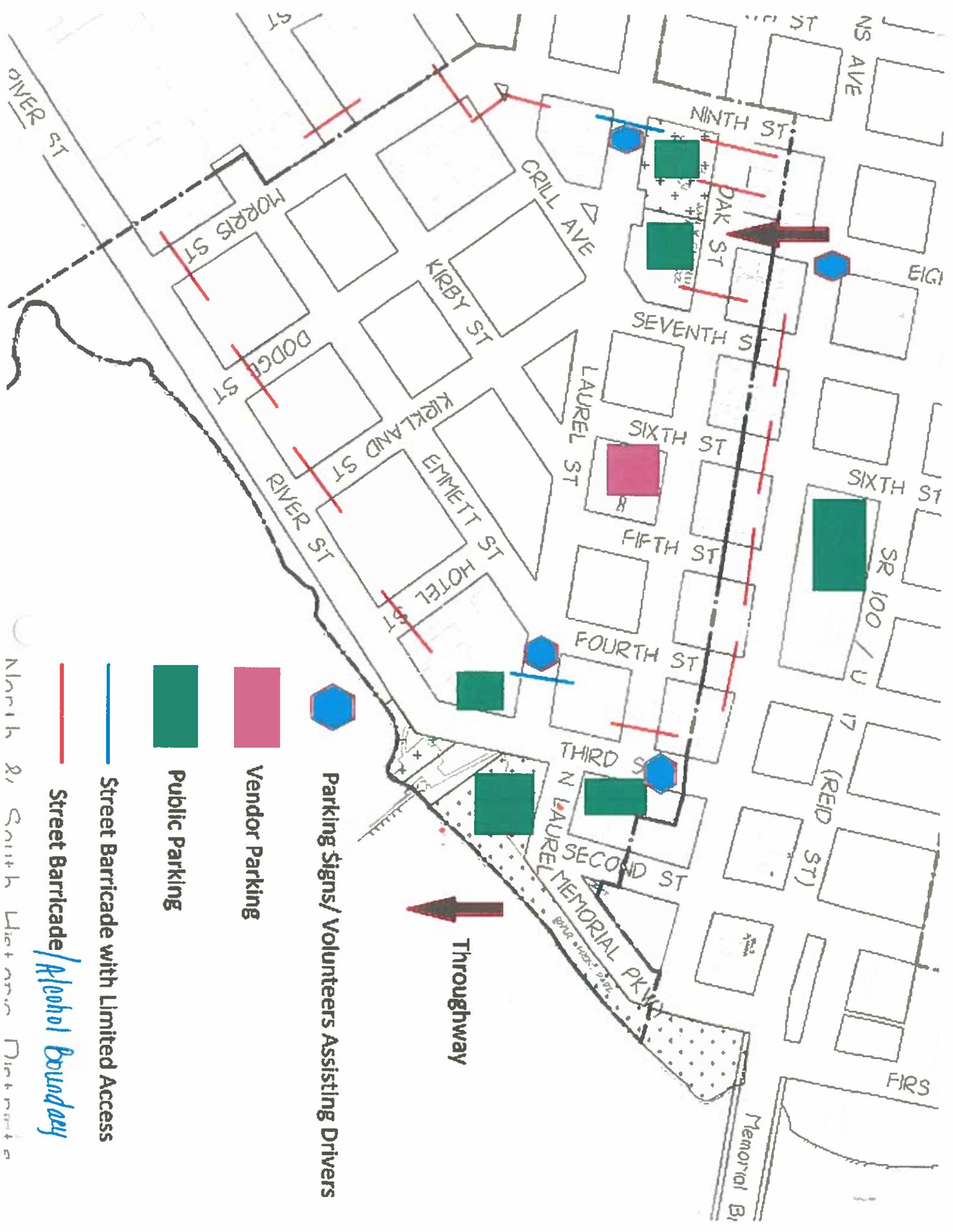
r Location of security and emergency vehicle parking on site: NA

(r) Public street barricades/street closures/detours: (note locations on site plan) SEE MAP

- r Main emergency vehicle access to site (location-also note on site plan): SEE MAP
- r Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): NA
- r Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) HAMMOCK HALL / ADJACENT LOT
- r Number and location of food vendors (note on site plan): HAMMOCK HALL / ADJACENT LOT
- (r) Staff/ volunteer uniform identification: NA
- r Sound system(s) location: 15 PORCHES THROUGHOUT SOUTHSIDE NEIGHBORHOOD
- r Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): HAMMOCK HALL / ADJACENT LOT
AZALEA CITY CHILDREN'S & HUMANE SOCIETY
- (r) Number and location of temporary signs/banners: SEE MAP
- r Number and location of promotional visual effects: _____
- r Watercraft: NA
- r Aircraft: NA
- r Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.):
TRAIN VIADUCT ON CRILL AVE AT 12TH STREET
100 BLOCK BUILDING FACING TREND STREET

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)



Parking Signs/ Volunteers Assisting Drivers

Vendor Parking

Public Parking

Street Barricade with Limited Access

Street Barricade / Alcohol Boundary

North & South Districts

**Palatka Police Department
Operations Plan
2016 Porch Fest**

OIC: Captain Brad Forsythe

Dates: December 10, 2016

Event Times: 12:00pm – 6:00pm

Police Detail Times: Four Officers from 11:00am – 7:00pm

Command Post: Mobile

Agency Contacts:

Palatka Police Department – Capt. Brad Forsythe (386) 937-6680

Central Dispatch - Dispatch Supervisor on Duty (386) 329-0801

Event Contact- Vito Russo (386) 336-0609

If rescue or other agency assistance is needed they will be called and dispatched through the Putnam County Sheriff's Office. If the Officers working the detail have any issues that require additional officers, the on-duty patrol supervisor will be contacted.

Event Information:

Event volunteers and officers will set up for the event on December 10, 2016 at 11:00am. The event is scheduled to start at 1:00pm and conclude at 6:00pm. Based the nature of the event, several road closures are required. Officers and volunteers will begin closing roads at 11:30am. Please see attached map for listed road closures. The event will feature music, food, car show and alcohol. The Event is estimated to have more than 500 participants in attendance. There are approximately 8 different bands scheduled to perform at different times and locations throughout the Southside Historic District.

Hammock Hall is the site for all food vendors and alcohol sales. Individuals participating in the consumption of alcohol will be required to show ID at Hammock Hall. ID's will be checked by event staff. Plastic cups will be provided to individuals consuming alcohol along with a wrist band.

Communications:

Officers working the event will utilize PD Primary and PD Talk around for radio communications.

Communication with event staff will be done in person or by cell phone.

Traffic Control / Maps:

Please refer to attached map for road closures.

Assignments

Two marked police vehicles will be utilized as a visual alert in addition to barricades and cones. A marked unit will be placed at Crill Avenue and Morris Street. A second marked unit will be placed at 3rd and Oak Street. Also golf cart and/or Gem car will be utilized to patrol the streets throughout the inner parameter of the event. Two officers will be required to monitor all barricades and cones to ensure they maintain in place. Two officers will be required to monitor the consumption of alcoholic beverages. Alcohol may only be consumed within the inter perimeter of the event. Alcohol may only be consumed from a plastic cup provided by the event and individuals must have a wristband. In the event subjects are located consuming alcohol from other containers or without a wristband, they will be asked to leave

the event. There have been designated parking areas, which will be located at Campbell Building, Courthouse and Riverfront Park. Vendor parking will be First Baptist Church. Due to the vast area that will be closed, officers will assist motorists trying to come from or return to residences located within the event. All parking areas will also be patrolled. The event will conclude at 6:00pm, officers will be responsible for removing the cones and barricades and opening the roadways.

Compensation / Reimbursement: Security Fee Total

Four officers will work from 11:00am-7:00pm, a total of 8 hours each.

Security fee - \$23.00 x 8 hours = \$184.00 per Officer

Total - \$736.00

Security:

Event personnel will report any issues pertaining to security or law enforcement through officers working the detail. Four (4) Palatka Police Department uniformed officers will be utilized during the event.

Equipment Needed:

The uniform for officers working the event will be Class B.

Portable radios will be used.

Transportation:

Marked patrol vehicles/ Golf carts

Briefing:

Officers working this detail will need to meet at the Palatka Police Department at 11:00am for briefing and additional information.

Post occurrence duties:

All equipment and Police Department property will be accounted for.

After Action Report:

Action Report will be forwarded to the Chief Shaw.



INVOICE

PALATKA POLICE DEPARTMENT

Operations Division

DATE: NOVEMBER 1, 2016

110 North 11th Street, Palatka, FL 32177
Phone (386) 329-0115 Fax (386) 329-0159
canderson@palatka-fl.gov

BILL TO South Historic Neighborhood Association
Attn: Vito Russo

COMMENTS

Permit #16-49 Porch-Fest Palatka Music Festival

DATE	DESCRIPTION	AMOUNT	BALANCE		
12/10/2016	Police security 4 Officers (8 hours each @ \$18 per hour)	\$576.00	\$576.00		
	Admin fees (32 total hours @ \$5 per hour)	\$160.00	\$736.00		
Please make check payable to the Palatka Police Department					
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
\$736.00	0.00	0.00	0.00	0.00	\$736.00

REMITTANCE	
Date Due	Upon Receipt
Amount Due	\$736.00
Amount Paid	

THANK YOU FOR YOUR BUSINESS!