

**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.*

## **AGENDA**

### **CITY OF PALATKA**

February 27, 2014

#### **CALL TO ORDER:**

- a. **Invocation** – The Reverend John Jacobs, Pastor; St. Peter's Anglican Church
- b. **Pledge of Allegiance**
- c. **Roll Call**

#### **APPROVAL OF MINUTES – 2/13/14**

#### **1. PUBLIC RECOGNITION/PRESENTATIONS:**

- a. **PROCLAMATION** – Azalea Days – March 1 & 2, 2014 – Sam Deputy, Azalea Festival Chair
- b. **STUDENT OF THE MONTH** – February, 2014 - Mayor Myers & Commissioner Kitchens

Lane Singleton	Browning-Pearce Elementary
Taylor Murrow	C. L. Overturf, Jr. 6 <sup>th</sup> Grade Center
Delia Marshall	Children's Reading Center Charter School
Kee'Nila Mckinzie	E. H. Miller School
Hannah Parrish	James A. Long Elementary School
Haley Beldon	Jenkins Middle School
Jozie Reyes	Kelley Smith Elementary School
Caleb Bryan	Mellon Elementary School
Hannah Gall	Moseley Elementary School
Arneishia Grant	Palatka High School
Laynie McKinnon	Peniel Baptist Academy
Zuma Brown	Putnam Academy of Arts & Sciences
Ryan Bosely	Putnam EDGE High School

#### **2. PUBLIC COMMENTS (Speakers limited to three minutes – no action taken on items)**

#### **3. CONSENT AGENDA:**

- \*a. **Adopt Resolution No. 2014-10-43** authorizing the execution of a renewal agreement with Dr. Vanessa Townsend & Associates, PA for administration of the City of Palatka Employee Assistance Program (EAP) for the calendar year 2014
- \*b. **Adopt Resolution No. 2014-10-44** authorizing the execution of Change Order #1 with Miner's Marine Construction, Inc. for Derelict Vessel Removal in the amount of \$11,000, for a total contract amount of \$36,250.00
- \*c. **Adopt Resolution No. 2014-10-45** awarding the bid for the WWTP 3/4 Ton Utility Truck to Beck Ford of Palatka in the amount of \$28,733.00.
- \*d. **Adopt Resolution No. 2014-10-46** authorizing the issuance of Special Events Permit #14-19 for the 68<sup>th</sup> Annual Azalea Festival, setting forth provisions of the permit, authorizing the closure of certain streets to vehicular traffic during Festival events, and setting advance and other permit fees – Downtown Palatka, Inc., applicant
- \*e. **Grant Permission to exceed allowable noise levels** set by Chapter 30, Article V of the Municipal Code for Special Events Permit #14-21, The Azalea Festival Mayor's Reception, February 28, 2014, 6:00 – 8:00 p.m. – City of Palatka, Applicant

**201 N. 2ND STREET • PALATKA, FLORIDA 32177**

**PHONE: (386) 329-0100**

**www.palatka-fl.gov**

**FAX: (386) 329-0106**

**AGENDA - CITY OF PALATKA**  
**February 27, 2014**  
**Page 2**

**3. CONSENT AGENDA (Continued)**

- \*f. **Grant Special Request Items for Special Events Permit No. 14-09**, Putnam County Chamber of Commerce "B.A.S.S. BassMaster Elite Series Tournament" as follows:
  - 1. Allow sales/consumption of alcoholic beverages on closed-off section of St. Johns Ave. & Memorial Drive, as well as the northern part of the Riverfront Park as shown on site plan for the BassMaster Elite Series Tournament, March 21 – 23, 2014 from 1:00 p.m. to 7:00 p.m.
  - 2. Approve request to exceed allowable noise levels on March 20 – 23, 2014 from 6:00 a.m. to 9:00 p.m.
  - 3. Approve request to place temporary banners throughout the City as noted on application
- \*g. **Grant permission for sale and consumption of alcoholic beverages on public r/w** for Special Events permit No.14-18, Palatka Main Street "Beer & Wine Sales" (associated with already approved 4<sup>th</sup> Saturday Downtown Palatka Cruise-In Special Event) – March 22, 2014
- \*h. **Appoint Roger W. Sandoz** to the Palatka Tree Committee to serve at the pleasure of the Commission
- \*i. **Recommend to Putnam County BOCC the appointment of Patricia C. Sheffield** to the Putnam County Library Board for the remainder of a three-year term to expire June 30, 2014 and reappointment for a full three-year term to begin July 1, 2014

- \* 4. **RESOLUTION No. 2014-10-47** setting City of Palatka Goals/Priorities for 2014/2015 and directing the City Manager to focus the City's resources to accomplish the stated goals - Adopt
- \* 5. **FAIR HOUSING WORKSHOP – CDBG FY 2013 Application Cycle.**

**PUBLIC HEARINGS:**

- \* 6. **CDBG FFY 2013 Commercial Revitalization Category Application for Riverfront Park Improvements – 2<sup>nd</sup> Public Hearing**
  - \*a. **RESOLUTION** authorizing submission of a Small Cities CDBG Application and committing \$125,000 leverage funding for the project – Adopt
  - \*b. **RESOLUTION** authorizing the implementation of Community Development long and short term objectives - Adopt
- \* 7. **CDBG FFY 2013 Neighborhood Revitalization Category Application for Water Lines Replacement – 2<sup>nd</sup> Public Hearing**
  - \*a. **RESOLUTION** authorizing submission of a Small Cities CDBG Application – Adopt
  - \*b. **RESOLUTION** authorizing the implementation of Community Development long and short term objectives - Adopt

**8. CITY MANAGER & ADMINISTRATIVE REPORTS**

**9. COMMISSIONER COMMENTS**

**10. 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:**

Feb. 28 – Azalea Festival Mayor's Reception  
March 1 & 2 – Florida Azalea Festival  
Apr. 1 – FLC Legislative Action Day – Tallahassee  
Apr. 12 – MOD Walk for Babies  
May 23 – 26 – Blue Crab Festival  
May 26 – City offices closed to observe Memorial Day  
July 4 – City Offices closed to observe Independence Day

**Board Openings:**

Fire Pension Board – 1 vacancy (Commission appointee)  
Tree Committee – 1 vacancy

# Agenda Item

3a



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2014-10-43** authorizing the execution of a Renewal Agreement with Dr. Townsend and Associates, PA for administration of the City of Palatka Employee Assistance Program for the calendar year 2014

**SUMMARY:**

Dr. Vanessa Townsend has offered to renew the City's Agreement with her office for the administration of the City of Palatka Employee Assistance Program, which expired 12/31/13. The cost to renew this contract is \$2,982; there is no increase in cost from 2012 or 2013 and this cost is lower than prior years due to the decrease in the number of full-time employees. This represents a cost of \$21.00 per full-time employee. This benefit has been offered to City of Palatka employees as part of its Safety Program since 2004. The renewal of this Agreement has been endorsed by your Safety Committee each year. At its February 18, 2014 meeting your Safety Committee again unanimously endorsed the renewal of this program. It is a valuable benefit and utilized by employees for self-referral for counseling services. Department Heads can also utilize this program by referring employees experiencing problems for treatment before they become performance problems.

This is a valuable and timely benefit, as the City will be instituting a Wellness Program with a cessation of tobacco use component. One of the services offered through this Agreement is counseling for cessation of tobacco use.

**RECOMMENDED ACTION:**

**Adopt the resolution authorizing the execution of a Renewal Agreement with Dr. Vanessa Townsend and Associates, PA for administration of the City of Palatka Employee Assistance Program (EAP) for the calendar year 2014**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> <a href="#">Resolution</a>	Resolution Letter
<input type="checkbox"/> <a href="#">EAP Contract</a>	Backup Material

**RESOLUTION No. 2014-10-xx**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AUTHORIZING THE CITY MANAGER AND CITY CLERK TO  
EXECUTE AND ATTEST AN EMPLOYEE ASSISTANCE  
PROGRAM ADMINISTRATION AGREEMENT WITH DR.  
TOWNSEND & ASSOCIATES, PA FOR THE CALENDAR YEAR  
2014**

**WHEREAS**, the Palatka City Commission wishes to make certain valuable benefits available to its employees as part of its employee benefit package; and

**WHEREAS**, as part of its Employee Safety Program, the City of Palatka has provided Employee Assistance Program (EAP) benefits for outpatient psychological services to its full-time employees free of charge since 2004 through an EAP Administration Agreement with Dr. Vanessa Townsend & Associates, PA (formerly Dr. Stephen Dingfelder & Associates); and

**WHEREAS**, Dr. Townsend has proposed a renewal Agreement to administer the City of Palatka Employee Assistance Program for a flat annual fee of # \$2,982.00, or \$21.00 per full-time employee, which represents no increase in cost to the City for this service; and

**WHEREAS**, during its February 18, 2014 meeting, the City of Palatka Safety Committee voted unanimously to recommend renewal of this contract for the calendar year 2014.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka, Florida, that the City Manager and City Clerk are hereby authorized to execute and attest the Employee Assistance Program (EAP) Agreement with Dr. Townsend & Associates, PA in the amount of \$2,982.00 for EAP program administration services through December 31, 2014.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 27<sup>th</sup> day of February, 2014.

**CITY OF PALATKA**

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

**ATTEST:**

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

**DR. TOWNSEND & ASSOCIATES, P.A.**

January 31, 2014

Ms. Betsy Driggers  
City of Palatka  
201 North 2<sup>nd</sup> Street  
Palatka, FL 32177

Dear Ms. Driggers:

Please find enclosed the EAP Contract for January 1, 2014 through December 31, 2014 for the City of Palatka. I apologize for our oversight in not providing this to your prior to January 1, 2014. Please note that there continues to be NO increase to cost, based on the assumption that your employee number remains the same. I would appreciate it if you would provide the Contract to the City Manager for his signature.

We have enjoyed providing an Employee Assistance Program for the City of Palatka Employees and look forward to continuing our relationship. As always, please feel free to give me a call should you need to discuss any difficult employee matters that you feel I could help you or your staff with. I hope this letter finds you, your staff and family doing well.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vanessa Townsend, Psy.D.', with a stylized flourish.

Vanessa Townsend, Psy.D.  
Licensed Psychologist

VT/eh

9 St. Johns Medical Park Dr. St. Augustine, FL 32086 (904) 797-2705  
6910 Old Wolf Bay Rd., Palatka, FL 32177 (386) 328-4955

## DR. TOWNSEND & ASSOCIATES, PA

### AGREEMENT

This Agreement is made and entered into this 1st day of January, 2014 between the City of Palatka and Dr. Townsend & Associates, P.A..

Whereas the City of Palatka wishes to provide outpatient psychological services to its full-time employees or family members. Whereas, the Provider wishes to provide EAP services for all full-time employees or family members of the City of Palatka.

Now therefore, the Provider and the City of Palatka do hereby mutually agree to the following:

#### THE PROVIDER:

Will administer the EAP to the City of Palatka full-time employees or family members who have personal problems. These problems include, but are not limited to alcohol and drug misuse, marital problems, excessive stress, anxiety/panic disorder, and parenting issues.

Will provide the following specific services on behalf of the City of Palatka :

- A. Help in the development and implementation of an EAP policy and procedure.
- B. Assist those employees or families who are self-referred, as well as those who are performance/supervisory referred. Referrals will be assisted in identifying their problem(s) and providing them with short-term intervention (three (3) free visits per employee) or referring them to an appropriate outside agency for assistance.
- C. Offer those individuals who need additional counseling beyond their initial free visits the option of utilizing their insurance benefits. Each employee will be responsible for their co-payment and annual deductible. Exceptions to this can be made by the City of Palatka as it sees fit.

9 St. Johns Medical Park Dr. St. Augustine, FL 32086 (904) 797-2705  
6910 Old Wolf Bay Rd., Palatka, FL 32177 (386) 328-4955

- D. Provide consultation services for supervisory level management within the City of Palatka.
- E. Assure reasonable measures of confidentiality regarding the treatment of the City of Palatka employees via the EAP.
- F. Provide necessary follow-up of the employee or their family.
- G. Visit with the City of Palatka Director of Human Resources/Labor Relations as requested.
- H. Provide follow-up refresher training for supervisors at least once each year, as requested.
- I. Provide an appropriately qualified/licensed therapist to work in the diagnosis, evaluation, treatment, and if necessary, the referral of employees and/or their families.
- J. Provide monthly reports and a summary annual report of the progress of the services provided to the City of Palatka.

**THE CITY OF PALATKA WILL:**

- A. Assist the Provider in delivering the EAP services to its employees.
- B. Provide on at least a once a year basis a letter to employees and their families indicating the existence of and support for the EAP. This letter shall be sent to the employees' home address.
- C. Provide all materials, supplies and clerical staff for the preparation and distribution of pre-program and ongoing program publicity.
- D. Assemble its supervisors/managers and provide a training area which has the necessary audio/visual equipment for the training programs that are to be offered through this Contract.
- E. Assure each employee that this program will maintain his/her confidentiality.
- F. Provide agreed upon reimbursement to Provider.

**COMPENSATION:**

The services and assistance offered through this Contract will be provided to The City of Palatka for a fee of \$2,982.00 per Contract year (based on 142 full-time employees at \$21.00 each). This Contract shall remain in force for a period of one year from January 1, 2014 to December 31, 2014. This Contract may be canceled by either party with 60 days written notice.

The above is agreed to by:

\_\_\_\_\_  
City Manager  
The City of Palatka

  
\_\_\_\_\_  
Vanessa Townsend, Psy.D.  
Dr. Townsend & Associates, P.A.

\_\_\_\_\_  
Date

1-31-14  
\_\_\_\_\_  
Date

*Agenda  
Item*

*3b*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2014-10-44** authorizing the execution of Change Order #1 with Miner's Marine Construction, Inc. for Derelict Vessel Removal in the amount of \$11,000, for a total contract amount of \$36,250.

**SUMMARY:**

Following the award of the Contract to Miner's Marine Construction FWC Lieutenant Dan Dickson brought it to the City's attention that two other derelict vessels are present in the St. Johns River. One is located near Crystal Cove and the other is located near Fort Gates Ferry. The vessels being similar in length to two previously bid vessels, Miner's Marine confirmed they would honor their bid prices for the two previously bid vessels for the similar to the two new vessels. Putnam County has agreed to reimburse the City for the two additional vessels.

**RECOMMENDED ACTION:**

**Adopt Resolution No. 2014-10-** approving Change Order #1 with Miner's Marine Construction, Inc. for Derelict Vessel Removal in the amount of \$11,000, for a total contract amount of \$36,250.

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> <u>Resolution</u>	Resolution Letter
<input type="checkbox"/> <u>Change Order No 1</u>	Backup Material

**RESOLUTION No. 2014-10-**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AUTHORIZING THE CITY MANAGER AND CITY CLERK TO  
EXECUTE AND ATTEST MINER'S MARINE CONSTRUCTION,  
INC. CHANGE ORDER NO. 1 IN AN AMOUNT NOT TO EXCEED  
\$11,000 FOR THE REMOVAL OF DERELICT VESSELS**

WHEREAS, on February 13, 2014 the Palatka City Commission (the City) awarded the Bid in the amount of \$25,250, (the Project), and

WHEREAS, Miner's Marine Construction, Inc. has proposed to remove two additional vessels for an amount not to exceed \$11,000; and

WHEREAS, the Putnam County Board of County Commissioners is funding the Project; and

WHEREAS, the City of Palatka deems it reasonable and necessary to amend the FY 2013-2014 budget; and

WHEREAS, the City deems it reasonable and necessary to authorize Change Order No. 1 for the removal of two additional vessels.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida:

1. That the City Manager and City Clerk are hereby authorized to execute and attest Change order No. 4 in an amount not to exceed \$11,000, for a new total contract amount of \$36,250 for derelict vessel removal.
2. That the revenues of the City of Palatka Better Place Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

<b>REVENUES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<u>Revenue Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
101-00-337-3-0001	DERELICT VESSEL REMOVAL	\$ 25,250	\$ 11,000	\$ 36,250
<b>TOTAL REVENUES AMENDED:</b>		<b>\$ 25,250</b>	<b>\$ 11,000</b>	<b>\$ 36,250</b>

3. That the expenditures of the City of Palatka Better Place Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

<b>EXPENDITURES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<u>Expenditure Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
101-18-519-8-8923	DERELICT VESSEL REMOVAL	\$ 25,250	\$ 11,000	\$ 36,250
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ 25,250</b>	<b>\$ 11,000</b>	<b>\$ 36,250</b>

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida  
this 27<sup>th</sup> day of February, 2013.

**CITY OF PALATKA**

---

**By: Its MAYOR**

**ATTEST:**

---

**CITY CLERK**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

---

**CITY ATTORNEY**



*Agenda  
Item*

*3c*



CITY of *Palatka*  
FLORIDA

**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2014-10-45** awarding the bid for the WWTP 3/4 Ton Utility Truck to Beck Ford of Palatka in the amount of \$28,733.00.

**SUMMARY:**

On February 18 2014 the City accepted bids for a 3/4 ton Utility truck. Three bids were received. Beck Ford of Palatka was the lowest qualified bidder with a bid of \$28,700.00.

**RECOMMENDED ACTION:**

**Adopt the Resolution awarding a bid to Beck Ford of Palatka in the amount of \$28,700.00 for the purchase of a 3/4 Ton Utility truck.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> <u>Resolution awarding WWTP Utility Truck Bid</u>	Resolution Letter
<input type="checkbox"/> <u>3/4 Ton truck Bids</u>	Cover Memo

**RESOLUTION No. 2014-10-**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA  
AWARDING A BID TO BECK FORD OF PALATKA, IN THE  
AMOUNT OF \$28,733.00 FOR A WWTP ¾ TON UTILITY  
TRUCK AND TO AMEND THE FY 2013-14 BUDGET  
ACCORDINGLY.**

**WHEREAS,** the City of Palatka (the city) issued an invitation to submit bids for a WWTP ¾ Ton Utility truck; and,

**WHEREAS,** on February 18, 2014 the city received and opened bids for said truck and the apparent low bidder was Beck Ford of Palatka, who submitted a bid in the amount of \$28,733.00; and

**WHEREAS,** the City deems it reasonable to award the bid for the purchase of a ¾ ton utility truck to Beck Ford of Palatka in the amount of \$28,733.00; and

**WHEREAS,** the City therefore finds it necessary to amend the FY 2013-14 budget to facilitate the purchase of the ¾ ton truck.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka, Florida, as follows:

1. That the Palatka City Commission awards the ¾ Ton Utility Truck bid to Beck Ford of Palatka in the amount of \$28,733.00; and
2. That the budget of the City of Palatka WWTP be amended as follows:

	Account Number	Line item description	Amount
FROM	041-12-535-3-4320	ELECTRICITY	\$3733.00
TO	041-12-535-6-6400	CAPITAL OUTLAY	\$3733.00

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 27<sup>th</sup> day of February, 2014.

**CITY OF PALATKA**

\_\_\_\_\_  
By: Its MAYOR

**ATTEST:**

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

City of Palatka  
 Bid Opening

Date Feb. 18, 2014

Project WWTP 4 x 2 P/U Truck

Opened by:

Cheri Young

Department WWTP - Brian McCann

Read by:

Cheri Young

Bidder name	No Addenda	Base Bid Amount	Alternative Add On	Alternative Add On
1. Bebe Dodge Chrysler Palatka, FL	X	\$ 39090.00	—	—
2. Beak David Palatka FL	X	\$ 28,733.00	—	—
3. Stupo Daytona Beach, FL	X	\$ 32,564.25	—	—
4.		\$	\$	\$
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$

Witnesses:

Christy Williams

Cheri Young



# beck



Jeep

Beck Auto Sales is pleased to offer a 2014 Dodge 2500 Reg Cab 4X2 that meets or exceeds all specifications requested. This bid is with the crane mounted in bed.

\$29090.00

A handwritten signature in cursive script that reads "Chuck Boner".

Chuck Boner

Fleet Sales Director

2/13/14

**Quote Submittal Form:**

**This quote is for the City of Palatka Waste Water Treatment Plant for the following vehicle:**

**3/4 Ton Heavy Duty Pickup Truck with the following specifications:**

- Engine: gasoline engine, V8, 5.7L with heavy duty alternator and battery
- Transmission: 6 speed automatic
- Axles: Standard axle ratio for specified engine / transmission combination
- Performance Item: Standard instrumentation, power steering
- Comfort Items: Air-conditioning, all glass tinted, AM/FM radio
- Safety Items: 4 wheel anti-lock brake system, dual outside mirrors, interior dome light, airbags - driver and passenger
- Heavy duty towing package, oil cooler, transmission cooler, class IV hitch receiver **Standard 8' Knapheid service body (Stahl equivalent)**
- Liftmoore truck crane, Model L21W with variable height jack stand.
- Chassis, Frame, Cab: Minimum 8800 lbs. GVWR, 3700 lbs (nominal) payload, minimum 133.0 inch wheelbase, service body, minimum 96" OAL, with recessed tread plate bumper.
- Color: White

**Options:**

- A. Vent Visors - \$80.00
- B. Spray on bed liner (rhino or linex) to cover top of boxes: \$200.00, If entire bed is done and top pf boxes \$700.00

**Truck equipped with equipment per above specifications (Delivered) without options: \$32564.25**

**Please contact Charles Lupo at Daytona Dodge for any questions or to plac the order: Ph: 386-274-0571 Extention 2110 or 410-961-7124 (cell)  
1450 N. Tomoka Farms Road, Daytona Beach, FL 32124  
Email: clupo@daytonadodge.com**

*Agenda  
Item*

*3d*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2014-10-46** authorizing the issuance of Special Events Permit #14-19 for the 68th Annual Azalea Festival, setting forth provisions of the permit, authorizing the closure of certain streets to vehicular traffic during Festival events, and setting advance and other permit fees.

**SUMMARY:**

Downtown Palatka Inc. has made application for a Class A Special Events Permit for the 68th Annual Azalea Festival scheduled for March 1-2,2014. The Special Events Committee has met with the organizers.

The 2014 permit include the following provisions:

1. Grant permission to exceed allowable noise levels on March 1, 2014 from 10 am until 5 pm and on March 2, 2014 from 1 pm until 5 pm.
2. Approve Street Closures as Noted on application (Memorial Parkway, 2nd & St Johns Ave through 6th & St. Johns Ave)

Other terms and conditions are as listed on the Resolution which follows this Summary.

The Estimated Festival Permit fee is **\$5,040.00** (\$600 Class A fee; \$2,300.00 for police security; \$736.00 for fire personnel services; \$1,104.00 for Public Works Personnel; \$300.00 for green roll-outs garbage containers)

- 1.

**RECOMMENDED ACTION:**

**Adopt the resolution authorizing the issuance of Special Events Permit # 14-19 for the 68th Annual Azalea Festival; setting forth terms and conditions of the Permit including the closure of certain streets to vehicular traffic during Festival events and setting advance and other permit fees.**

**ATTACHMENTS:**

	Description	Type
<input type="checkbox"/>	<u>Resolution</u>	Resolution Letter
<input type="checkbox"/>	<u>Special Events Application</u>	Backup Material



APPLICATION # 14-19

(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

RECEIVED  
JAN 29 2014

BY: .....

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. Downtown Palatka, Inc - Azalea Festival  
b. CONTACT PERSON Sam Deputy TELEPHONE 328-4021  
c. FAX # 328-9842

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 Azalea Festival

4. \_\_\_\_\_  
5. DATE & HOURS OF DESIRED USE March 1 & 2 - 8-5pm. possible Feb 29 - March 2nd  
6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.) Riverfront Park. For Carnival Rides

7. ROAD CLOSURES: St Johns, Memorial, Andy Short Leach

8. REQUEST FOR NOISE VARIANCE(Dates and Times). Yes

9. REQUEST FOR ALCOHOL VARIANCE(Dates, Times, Location): no

10. ESTIMATE OF ANTICIPATED ATTENDANCE 25,000

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT \_\_\_\_\_

12. 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)

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, invitees 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.

1/25/14 \_\_\_\_\_  
 DATE SIGNATURE OF APPLICANT

**APPROVED:**  
 Phil Crowe 2/13/14  
 SPECIAL EVENTS COORDINATOR DATE

Greg S. Hill 2/12/14  
 CHIEF OF POLICE DATE

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

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



No map on web site

1

## CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 2-10-14 Special Events Coordinator: Thad Crave

<input type="checkbox"/>	Site Sketch Provided	Event Classification:	<input checked="" 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: 68th Florida Azalea Festival

Type of Event: 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)

Arts/Crafts - music - Races - music - Bike rides - Outdoor show - Pets - Parade

Location of Event: Downtown Palatka - See Map

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

	Date	Day	Begin	End	
Event Day 1	<u>Feb 28 26</u>	<u>Friday</u>	<u>Setup</u>	<u>After 5:00 p.m.</u>	AM/PM
Event Day 2	<u>Sat - 1</u>	<u>Saturday</u>	<u>9 -</u>	<u>5</u>	AM/PM
Event Day 3	<u>Sun. 2</u>	<u>Sunday</u>	<u>9</u>	<u>5</u>	AM/PM
Event Day 4					AM/PM

Possible Carnival on South Riverfront Park - Wed - Sunday -

Set up for event will begin on (Date) Friday, Feb 25 28 at (time) 5:00

Break down will be completed by (Date) Monday, March 9 at (time) 12 noon  
- Tent.

Revised: 1/22/01

Page 1

Event Sponsor/Organization Downtown Palatka Inc.

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 \$ 300 Per day X 2 Days \$ 600.00

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X \_\_\_\_\_ Officers X 100 Hours \$ 2,300.00

Fire Personnel \$ 23.00 Per hour X 2 Officers X 32 Hours \$ 736.00

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

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

Public Works Personnel # Personnel 2 X 48 Hours @ \$23/hour \$ 1,104.00

Sanitation Equipment Fee  
# Green Roll-Out Containers 20 X \$15.00 Per Container \$ 300.00

Additional Charges (List)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL SPECIAL EVENT FEES (Sponsor/Promoter)** \$ 5,040.00

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

**APPLICANT INFORMATION:**

Name: Sam Deputy  
Telephone: 925-4021 Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Address: 623 St Johns Ave.

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 15,000 Day 2 15,000 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: 1/1/1 St John

Inspection(s)- Date and time requested: Saturday 8:00 AM  
Special Test - Friday evening

Emergency medical services: Ambulance Locations(s) (note on site map): no map on web site

Number of EMS Personnel required: \_\_\_\_\_

Number and proposed location for portable toilets: (note location on site map) no map on web site

- Carnival location (if any) (note location on site map) South Park
- Number of sanitation roll-out containers required \_\_\_\_\_
- Location of parking/transportation services, if any: \_\_\_\_\_
- Type Transport Vehicles (Van, Buses, etc.) \_\_\_\_\_
- Location of security and emergency vehicle parking on site: Old County Commission
- Public street barricades/street closures/detours: (note locations on site map) No map on <sup>web</sup> SAC
- Temporary Parking, directional Signage needed: \_\_\_\_\_
- Main emergency vehicle access to site (location-also note on site map): 6th Street
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): No map on web site
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) St Johns Ave, Memorial, First
- Number and location of static/mobile displays (note on site map): \_\_\_\_\_
- Location of event staff management (headquarters): Old County Chambers
- Staff Uniform Identification: Name Tags
- Main sound system location: Coast House
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): \_\_\_\_\_

Will send my map - (6 feet) when rec'd  
Long

- Number and location of temporary signs/banners: Street Corners
- Number and location of promotional visual effects: \_\_\_\_\_
- Watercraft: Canoes, Kayak
- Aircraft: \_\_\_\_\_
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): \_\_\_\_\_
- Date(s) and times of setup/ breakdown: Friday - Feb: 29 28  
Monday, March 3
- Name(s) and Type of Musical Bands to Perform (dates & times of performance): List when ready  
will be given
- Noise Abatement Requirements: Sat 10-5 Sund 1-5
- Adjoining Properties Impacted (Notification needed?): will be given
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: \_\_\_\_\_
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc): \_\_\_\_\_
- Handicapped Accessibility: \_\_\_\_\_

**Items Outstanding:**

- Outstanding Fees: \$ \_\_\_\_\_
- Site Plan Sketch
- 501(C) (3) Certificate of Exemption on file

Revised: 1/22/01

Page 5

- Nonprofit Articles of Incorporation, Charter and Mission Statement *on file*
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabrics, etc.)
- Schedule Fire, Building/Electrical Inspections
- Schedule Pre/Post Sanitation Inspections
- Example of Special Event vendor permits provided *— Same as last year —*
- Special Event Certificate of Insurance- City as "Additional Insured"  
(if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)  
List Certificates required, Car & Home

---

- Required Permits (federal, state, local): \_\_\_\_\_
- Alcohol License (copy)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**PRE-PLANNING MEETING**

Name of Special Event: \_\_\_\_\_ Date: \_\_\_\_\_

**Persons Attending Planning Meeting:**

Name	Representing	Position	Phone #



# CERTIFICATE OF LIABILITY INSURANCE

MOROTEM-01 EDENFIELDA

DATE (MM/DD/YYYY)

1/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Insurance Office of America-JAX  
1 Seiman Parkway, Suite 130  
Jacksonville, FL 32216

CONTACT NAME:  
PHONE (A/C No Ext): (904) 448-9777  
E-MAIL  
ADDRESS:

FAX (A/C No): (904) 448-9788

INSURED  
  
Morocco Temple Association, Inc.  
3800 St. Johns Bluff Road So.  
Jacksonville, FL 32224

INSURER(S) AFFORDING COVERAGE  
INSURER A: QBE Specialty Insurance Company NAIC # 11515  
INSURER B: Praetorian Insurance Company 37257  
INSURER C: FCCI Insurance Group  
INSURER D:  
INSURER E:  
INSURER F:

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR		TSM0000004-03	1/1/2014	1/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER X POLICY PRO-LOC JEC					
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS X HIRED AUTOS X SCHEDULED AUTOS NON-OWNED AUTOS		H982000130-07	1/1/2014	1/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE PER ACCIDENT \$
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION \$ 10,000		H983000043-07	1/1/2014	1/1/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	001-WC13A-65995	1/1/2014	1/1/2015	X WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
March 3, 2012 Azalea Festival City of Palatka

City of Palatka is additional insured under the General Liability.

### CERTIFICATE HOLDER

City of Palatka  
201 North 2nd St.  
Palatka, FL 32177

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.



# INVOICE

## PALATKA POLICE DEPARTMENT

Operations Division

DATE: FEBRUARY 10, 2014

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

BILL TO Downtown Palatka Inc.

COMMENTS

Permit Number: Florida Azalea Festival

DATE	DESCRIPTION	AMOUNT	BALANCE		
02/28/2014 - 03/02/2014	Security for event (100 hrs @ \$23 per hour) 2/28 - 3/02	\$2300.00	\$2300.00		
<b>CURRENT</b>	<b>1-30 DAYS PAST DUE</b>	<b>31-60 DAYS PAST DUE</b>	<b>61-90 DAYS PAST DUE</b>	<b>OVER 90 DAYS PAST DUE</b>	<b>AMOUNT DUE</b>
\$2,300.00	0.00	0.00	0.00	0.00	\$2,300.00

REMITTANCE	
Date Due	Upon Receipt
Amount Due	\$2,300.00
Amount Paid	

THANK YOU FOR YOUR BUSINESS!

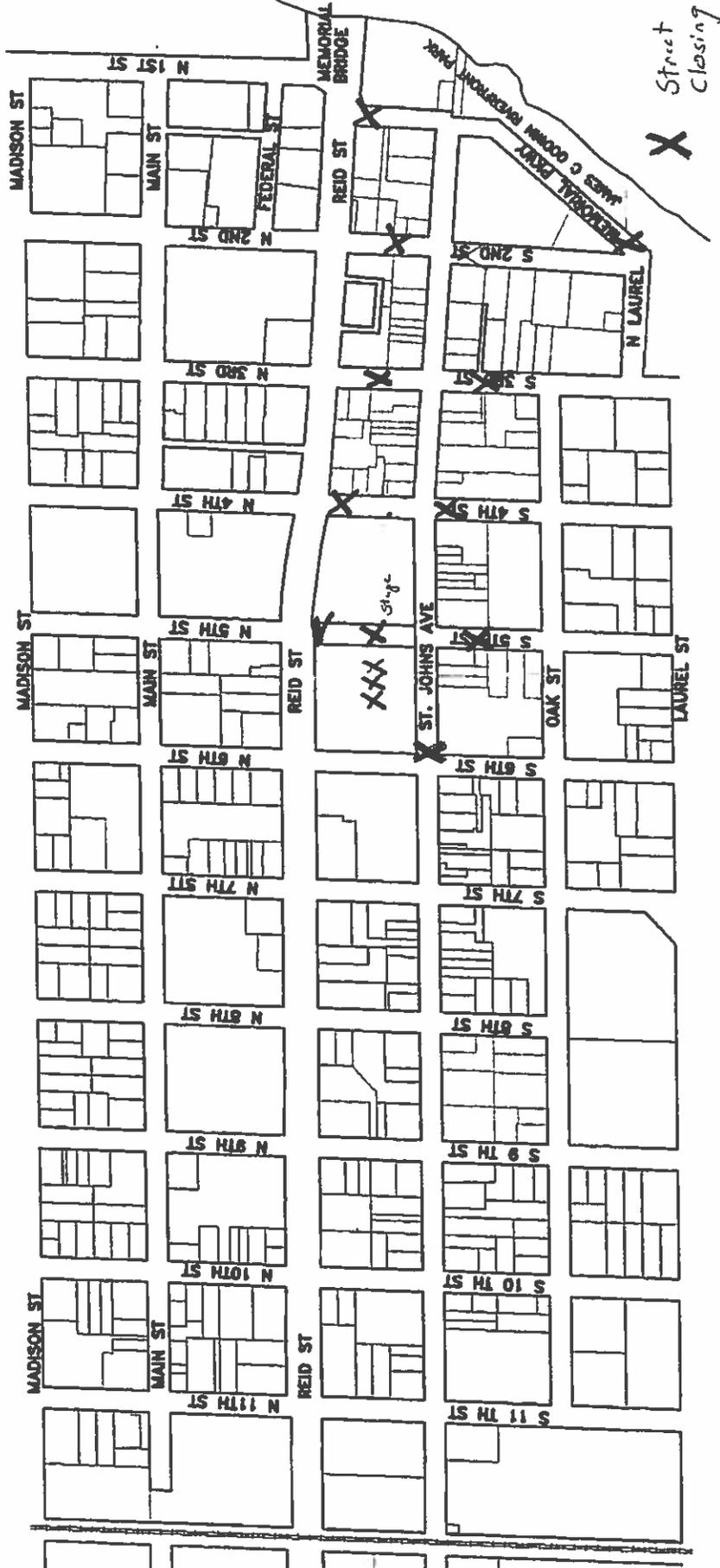
## KeOndra Wright

---

**From:** Ed Chandler  
**Sent:** Thursday, February 13, 2014 3:05 PM  
**To:** Thad Crowe  
**Cc:** KeOndra Wright  
**Subject:** Azalea Festival/ Bass Tournament

Good afternoon, this year for the Azalea Festival i will have (3) employees working eight hours each on 3/1/14 & 3/2/14, \$23.00hr \$1104.00, (20) green cans \$15.00 each \$300.00. The Bass Tournament i will have (2) employees working a total of (6) hours \$23.00hr. \$276.00, (10) green cans \$15.00 each \$150.00.

# Downtown Palatka



# *Agenda Item*

*3e*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Grant permission to exceed allowable noise levels set by Chapter 30, Article V of the Municipal Code for Special Events Permit #14-21, The Azalea Festival Mayor's Reception, February 28, 2014, 6:00 - 8 :00 p.m. - City of Palatka, Applicant**

**SUMMARY:**

This is a request for permission to exceed allowable noise levels set by Chapter 30, Article IV of the Palatka Municipal Code. The City of Palatka has applied for a Special Events Permit to host the Mayor's Reception at the Bronson-Mulholland House, on Friday February 28, 2014. The event begins at 6:00 pm and ends at 8:00 pm. This is to allow for an amplified acoustic band to perform outside of the building.

**RECOMMENDED ACTION:**

**Grant permission to exceed allowable noise levels for Special Events Permit # 14-21, Azalea Festival Mayor's Reception, February 28, 2014, 6:00 - 8:00 p.m.**

**ATTACHMENTS:**

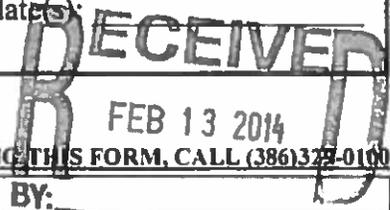
Description	Type
<input type="checkbox"/> <a href="#">Special Events Application</a>	Backup Material

14-21

# City of Palatka Special Events Application

Date Received: \_\_\_\_\_

Event date(s): \_\_\_\_\_



This application must be typed or printed in black ink and submitted with all required attachments to:

City of Palatka Special Events Coordinator  
201 N 2<sup>nd</sup> Street  
Palatka, FL 32177

FOR INFORMATION REGARDING THIS FORM, CALL (386)329-0100

## TO BE COMPLETED BY APPLICANT BY: \_\_\_\_\_

Applicant Name: City of Palatka

Address: 201 N. 2nd St.  
Palatka FL 32177

Phone Number: 386-329-0100 Email Address bdrigger@palatka-fl.gov

**Site Requested:**  
 Entire Riverfront Park  
 Amphitheater  
 Gazebo dock  
 Other area (describe)  
Brown Mulholland House & grounds

Block (describe)  
 Lefty Turner Park  
 Block (describe)

**Type of proposed event:**  
 Festival  
 Block Party  
 Parade  
 Fishing Tournament  
 Car Show  
 Dance  
 Car show  
 Athletic event  
 Other  
Mayor's Reception

**Attachments:**  
 Driver's License  
 Food Handler's License } caterer has  
 Alcohol License } licenses  
 Attach statement describing event and how attendance was calculated historical  
 Site Plan experience

**Attendance anticipated:**  
 More than 1,000 per day (Class A)  
 Less than 1,000 per day (Class B)  
 Other - does not exceed capacity of facility, parking or services (Class C)

**Description of event:** Attach separate sheet if necessary  
Mayor's reception - public event with catered food, band, alcohol service @ no charge

**Check if applicable:**  
 Stages (Number \_\_\_\_\_)  
 Amplified Sound (Number of Sources 1)  
 Food/beverages to be sold  
 Merchandise to be sold  
 Electricity requested

Tents (Number and Size) \* (1)  
 Security provided by applicant palatka PD  
 Police personnel requested (fee)  
 First Aid/Medical facilities or personnel provided by applicant palatka FD

### Names and contact information for onsite representatives: Attach list if necessary

Name: Betsy Driggers Phone 386-546-2993

Name: Jonathan Griffith Phone 386-329-0103

This application submitted by:

Signature of applicant(s): Betsy J. Driggers

Print applicant(s) names(s): Betsy J. Driggers

STATE OF Florida

County of Putnam

Before me this day personally appeared Betsy Driggers who executed the foregoing application and acknowledged to and before me that she executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 13 day of February A.D. 2014.



Vicki W. Young  
Notary Public

My commission expires: 10/30/17

State of Florida at Large

Approved by: \_\_\_\_\_  
Special Events Coordinator

\_\_\_\_\_  
City Manager

FOR OFFICIAL USE ONLY				
Date Submitted	Received By:	Classification of event <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C	Noise Variance <input type="checkbox"/> Yes <input type="checkbox"/> No	Alcohol Variance <input type="checkbox"/> Yes <input type="checkbox"/> No
Electricity required <input type="checkbox"/> Yes <input type="checkbox"/> Not	Commission Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	City manager signature <input type="checkbox"/> Yes <input type="checkbox"/> No	Submittals: <input type="checkbox"/> Site Plan <input type="checkbox"/> Fees <input type="checkbox"/> Description of Event	
Special Events Committee Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Police Ops Plan Received:		



*The Florida Azalea Festival Mayor's Reception. . . . .*

*One of Palatka's Premier Events. . . . .*

*. . . . . This could be YOU*

*The Honorable Vernon Myers, Mayor  
City of Palatka*

*Requests the honor of your presence at*

*The Florida Azalea Festival*

*Mayor's Reception*

*Friday, March 1, 2013  
6:00 p.m. – 8:00 p.m.*

*The Bronson-Mulholland House  
100 Madison Street*

---

*Hors d'Oeuvres & Entertainment  
"Appropriate Attire Requested"*

*Presented by The Florida Azalea Festival*

*Hosted by The City of Palatka*

*Sponsored by*



The Florida Azalea Festival, Florida's oldest festival, is held in Palatka, Florida the first weekend of March. This kicks off the festival season in Putnam County. It is a time-honored two-day festival featuring events in and around Palatka's Historic Downtown located on the majestic St. Johns River. Complete with car shows, boating events, vendors, BBQ cook-offs, juried art shows and beauty queens, it's well-worth the drive. In fact, thousands of area visitors think so, and return every year for the festivities. It's a celebration of everything we like about the South!

The Azalea Festival Mayor's Reception, held the Friday night prior to the opening day of the Festival, serves as a gala kick-off to Florida's oldest festival. Moonlight and magnolias, and of course azaleas serve as a southern traditional backdrop to the Bronson-Mulholland House, a historic antebellum home built in 1854 by Judge Issac Bronson before the Civil War in the midst of an orange grove on the banks of the St. Johns River. The home saw the civil war, the steamship era, and the earliest automobiles and industrial revolution. It's stood through Indian attacks, battles, fires, droughts, and redevelopment. Now owned by the City, it has been restored and is the "crown jewel" of the North Historic District. It also serves as the location of the Florida Azalea Festival Mayor's Reception.

The City of Palatka is seeking a sponsor for this gala event. We learned yesterday that last year's sponsor is unable to sponsor again this year. The event includes live entertainment, outstanding catering with tray-pass service, historic figures roaming the grounds (provided by the Florida School of the Arts), and of course, Azalea Queens. Invitations are sent out to local citizens & business persons, NE Florida officials and dignitaries alike. The event, which begins at 6 pm, is well attended; afterwards, people talk about it for weeks. Although the invitation states it concludes at 8 pm, it's not unusual to find lingering attendees there enjoying the moonlight and music until around 9 pm. In recent years a beer & wine tent was added. Food is served buffet-style inside the house in the historic dining room as well as outside on the lawn, in addition to the tray-pass service. "Azalea Girls" serve punch from old-fashioned punch bowls. Party-goers enjoy the historic flavor of the event, which includes the fare – peel-n-eat shrimp, carved pig, gator tail, she-crab soup, scallops, fruits, cheeses and various pastries remind one of parties held when there was no such thing as automobiles. Sit at a table on the lawn and relax, or stand and chat with friends, neighbors or people you've just met. Roam through the House, which contains original furniture from its past. You'll leave with a smile on your face, and will look forward to the rest of the festival, which begins at 10:00 a.m. the next morning.

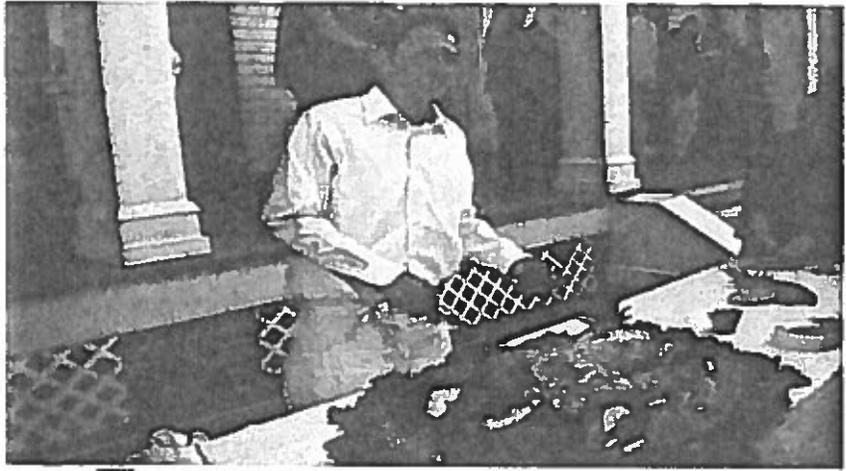
Everyone who's anyone in Putnam County will be there. It's a must-attend event!

We'd be proud to call Waste Pro our event sponsor. Waste Pro logos would adorn the banner, the invitation, napkins or anything else you'd like to provide that we can advertise your logo on. Waste Pro representatives are encouraged to be introduced and speak during announcements and acknowledgements, which take place on the front porch overlooking the lawn and tables. We will use Waste Pro Blue and Green in our decorating theme (in addition to the azaleas).

Last year, event expenses (outside of services and costs covered in-kind by the City) were just under \$5,000.00. Last year our sponsor contributed \$4,000.00. In prior years, our sponsor contributed \$3,500.00, but the addition of the "beer & wine tent" increased our catering expense.

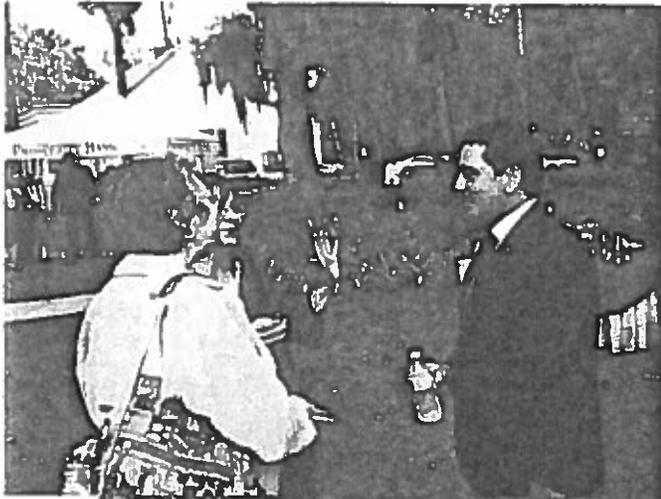
*Thank you for your consideration!*

*Please enjoy some scenes from past Mayor's Receptions, on the following pages.*















## KeOndra Wright

---

**From:** Thad Crowe  
**Sent:** Thursday, February 13, 2014 1:10 PM  
**To:** KeOndra Wright  
**Subject:** RE: Mayor's Reception

For the Novus File

**From:** Betsy Driggers  
**Sent:** Thursday, February 13, 2014 1:07 PM  
**To:** Thad Crowe  
**Subject:** Re: Mayor's Reception

The invitations say 6 - 8 pm. People start arriving at 5:30 and linger. Set up begins the day before. We try to be cleaned up and out of there by 9 pm. Band done at 8. To my knowledge I am only salaried employee staffing. What employees that are there helping out do so on a voluntary basis. I can't speak for police or parks. We have a couple of employees from parks come in after reception is over to help us move items inside that can't be left out overnight.

You have a description and photos of the outside and inside activities. People can sit or mingle outside. Beverage tent, three serving stations on lawn. One for roast pig, one for punch and one for shrimp. Band loc east corner of porch. Tables and chairs set up on lawn.

Food, punch and coffee service set up inside in the dining room and schoolroom. People come in and out of the house.

Caterer brings his trailer in and parks it behind the house and some of his wait staff shares the kitchen area with my volunteers to stage. Caterer also staffs beverage tent, provides staff for tray pass service and carver for roasted pig station outside. Inside food is strictly buffet style.

Re alcohol variance, see code Sec 10-6. Alcohol consumption/ service is specifically NOT prohibited at Bronson Mulholland House. To my knowledge We are in compliance with beverage laws. Alcohol is not being sold and caterer is specifically licensed to serve it and his employees are the only ones serving it.

Everyone on your committee has attended this reception. They all know the layout. If you need me to draw it up please forward me a diagram of the house and grounds and I will draw you a picture.

Thanks.

Sent from my iPhone

On Feb 13, 2014, at 10:03 AM, "Thad Crowe" <[tcrowe@palatka-fl.gov](mailto:tcrowe@palatka-fl.gov)> wrote:

Betsy - some clarification needed:

- The event is limited to 6 to 8 PM March 7.
- Time needed for setup & breakdown
- Number of non-salaried city employees staffing the event
- Any variances needed (alcohol, noise, etc.)
- Outside activities or all inside? If outside, need site plan and specific description of activities.

Thad

## **Thad Crowe**

---

**To:** Thad Crowe  
**Subject:** RE: Mayor's Reception

Confirmed with Betsy by phone:

10 X 12 tent  
Beer & wine service  
Band in front yard – acoustic band  
Food service inside and out  
Setup on Thursday  
Estimated 100 attendants

Thad

Thad Crowe, AICP  
Planning Director  
City of Palatka

# *Agenda Item*

*3<sub>f</sub>*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Grant Special Request Items for Special Events Permit No. 14-09, Putnam County Chamber of Commerce "B.A.S.S. BassMaster Elite Series Tournament" as follows:**

1. Allow sales/consumption of alcoholic beverages on closed-off sections of St. Johns Ave and Memorial Dr. as well as the northern part of the Riverfront Park (as shown on the site plan) for the "B.A.S.S. BassMaster Elite Series Tournament" on March 21 - 23, 2014 from 1:00 pm-7:00 pm.
2. Approve request to exceed allowable noise levels on March 20- 23, 2014 from 6:00 am until 9:00 pm.
3. Approve request to place temporary banners throughout the City of Palatka as noted on application

**SUMMARY:**

This is a request to allow public consumption of alcohol and for permission to exceed allowable noise levels set by Chapter 30, Article IV of the Palatka Municipal Code. Putnam County Chamber of Commerce has applied for a Special Events Permit to host the "B.A.S.S. BassMaster Elite Series Tournament" at the City of Palatka Riverfront Park, on Thursday March 20 - 23, 2014. They will begin selling beer and wine at 1:00 pm. This request covers the area shown on the map including closed-off sections of St. Johns Ave and Memorial Dr. as well as the northern part of the Riverfront Park, as shown on the site plan.

Putnam County Chamber of Commerce has also requested permission to exceed allowable noise levels for the "B.A.S.S. BassMaster Elite Series Tournament" on March 20 - 23, 2014 from 6:00 am until 9:00 pm, and to place banners advertising the event throughout the City.

**RECOMMENDED ACTION:**

**Approve special request items for Special Events Permit #14-09, B.A.S.S BassMaster Elite Series Tournament" March 20 - 23, 2014 - Putnam County Chamber of Commerce, Applicant**

1. Allow sales/consumption of alcoholic beverages on closed-off sections of St. Johns Ave and Memorial Dr. as well as the northern part of the Riverfront Park (as shown on the site plan) for the "B.A.S.S. BassMaster Elite Series Tournament" on March 21 - 23, 2014 from 1:00 pm-7:00 pm.
2. Approve request to exceed allowable noise levels on March 20- 23, 2014 from 6:00 am until 9:00 pm.
3. Approve request to place temporary banners throughout the City of Palatka as noted on application

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> <u>Special Events Application</u>	Backup Material

APPLICATION # 14-09

(circle one below)  
CLASS A PERMIT - Filing Deadline: 60 days prior to event  
CLASS B PERMIT - Filing Deadline: 30 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. Putnam County Chamber of Commerce
- b. CONTACT PERSON Dana Jones TELEPHONE 386-328-1503
- c. Julie Linton Email julie@pcccl.org FAX # 386-328-7076

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 B A S.S. BassMaster Elite Series Tournament

4 a nationally televised bass tournament

5 DATE & HOURS OF DESIRED USE: March 17 - 23, 2014 (6 am - 9 pm)

6 PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)  
riverfront park, city dock & parking lots, amphitheatre area, gazebo, clock tower, all areas in 100 block, parking lots, Memorial Parkway, lot behind church - basically all.

7 ROAD CLOSURES. 2nd street, Memorial Parkway, Short Laurel, River Street & Laurel at dock entrance, 2nd & St Johns

8. REQUEST FOR NOISE VARIANCE(Dates and Times): March 20 - 23, 2014, 6:00 am - 9:00 pm

9. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): ~~March 20-23, 2014~~, 1:00 pm - 7:00 pm March 21-23, 2014

10. ESTIMATE OF ANTICIPATED ATTENDANCE (See page 5)

JL

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT tents, stage truck, camera trucks,  
20, 3, 1

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A \_\_\_\_\_ \$150.00- up to 10,000 in attendance per day
- \_\_\_\_\_ \$225.00- 10,000 - 40,000 in attendance per day
- \_\_\_\_\_ \$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)

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 auxillary 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.  
~~A 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.**

1/18/14  
 DATE

Cecilia Gines, Pres. Palatka Chamber  
 SIGNATURE OF APPLICANT

**APPROVED:**  
Thad Crowe 2/13/14  
 SPECIAL EVENTS COORDINATOR DATE

Jan S G etchell 2/13/14  
 CHIEF OF POLICE DATE

**RETURN TO:**  
**THAD CROWE**  
**SPECIAL EVENTS COORDINATOR**  
 205 N. 2<sup>nd</sup> Street  
 Palatka, FL 32177  
 (FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)  
 Revised: 2/28/13



**CITY OF PALATKA  
PLANNING MEETING  
PRE-EVENT ASSESSMENT LIST**

To be completed by Special Events Coordinator:

Meeting Date: 2/16/2014 Special Events Coordinator: Thad Crowe

- |   |                       |                                     |
|---|-----------------------|-------------------------------------|
| <input type="checkbox"/> Site Sketch Provided         | Event Classification: | <input type="checkbox"/>            |
| <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: Bassmaster Elite Series Tournament

Type of Event: Bass Tournament & 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)  
televised bass tournament, daily weigh-ins, displays, demonstrations, food, alcohol (bourbon tastings & beer tent), awards ceremony, kids zone, various activities, music, vendors

Location of Event: Riverfront

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

	Date	Day	Begin	End
Event Day 1	3/20/14	Thursday	6:00AM	9:00PM
Event Day 2	3/21/14	Friday	6:00AM	9:00PM
Event Day 3	3/22/14	Saturday	6:00AM	9:00PM
Event Day 4	3/23/14	Sunday	6:00AM	6:00PM

Set-up for event will begin on (Date) 3/17/14 at (time) 8:30 am

Break down will be completed by (Date) 3/24/14 at (time) 5:00 pm

Event Sponsor/Organization Pitman County Chamber of Commerce

Name of Promoter: \_\_\_\_\_ Tax Exempt No.: \_\_\_\_\_

**Fee Worksheet (to be completed by Special Events Coordinator)**

<b>"Class A" Event</b> Daily Fees (see fee schedule) Security Fees @ \$23/hr/Officer Green Container Fees @ \$15/container Refundable Deposit \$500.00	<b>"Class B" Event</b> 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)	<b>"Class C" Event</b> Daily Fees \$50/day Security Fees @ \$23/hr/Officer Green Container Fee @ \$15/container
--	---	--

Special Events Permit Fees \$ 100 Per day X 4 Days \$ 400<sup>00</sup>

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X \_\_\_\_\_ Officers X 95 Hours \$ 2,185<sup>00</sup>

Fire Personnel \$ 23.00 Per hour X 2 Officers X 12 Hours \$ 276<sup>00</sup>

Building Inspector \$ 23.00 Per hour X 12 Hours \$ 276<sup>00</sup>

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

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

Sanitation Equipment Fee

# Green Roll-Out Containers 10 X \$15.00 Per Container \$ 150<sup>00</sup>

Additional Charges (List)

- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL SPECIAL EVENT FEES (Sponsor/Promoter)** \$ 3,287<sup>00</sup>

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

**APPLICANT INFORMATION:**

Name: Putnam County Chamber of Commerce (Putnam County Tourist Development Council)  
Telephone: 386-3328-1503 Fax: 386-328-7076 Cellular:  
Address: 1100 Reid Street, Palatka, FL 32177

Name: Dana Jones  
Telephone: 386-328-1503 Fax: 386-328-7076 Cellular: 386-546-6303  
Address: 1100 Reid Street, Palatka, FL 32177

**Other Contacts/ Key Holders:**

Name: Julie Linton  
Telephone: 386-328-1503 Fax: 386-328-7076 Cellular: 386-546-6650

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_

Estimated Peak Number of Participants (each day of event): Day 1 500  
Day 2 700 Day 3 1,000 Day 4 1,000 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: parking lot at St. Johns & 2nd Street  
\_\_\_\_\_  
\_\_\_\_\_

Inspection(s)- Date and time requested: 8:00 am Saturday 3/22/14

Emergency medical services: Ambulance Locations(s) (note on site map): parking lot at St. Johns & 2nd Street  
\_\_\_\_\_  
\_\_\_\_\_

Number of EMS Personnel required: \_\_\_\_\_

Number and proposed location for portable toilets: (note location on site map) placement not confirmed  
*Clock Tower parking lot 4 portable toilets, St. Johns Ave. 4 portable toilets  
3 Stand alone + 1 hand washing station*

- Carnival location (if any) (note location on site map) kids zone in 100 block or lot behind Church
- Number of sanitation roll-out containers required 10 rollouts, 2 dumpsters
- Location of parking/transportation services, if any: \_\_\_\_\_
- Type Transport Vehicles (Van, Buses, etc.) \_\_\_\_\_
- Location of security and emergency vehicle parking on site: between 2nd and Memorial
- 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): 2nd or Reid  
*Emergency parking*
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): clock tower area, parking lot, Memorial Parkway, lot behind Church
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) clock tower area & 100 block *1 Food Vendor*
- Number and location of static/mobile displays (note on site map): *N/A*
- Location of event staff management (headquarters): clock tower area *on memorial parkway*  
*under a tent*
- Staff Uniform Identification: *Bright Shirts*
- Main sound system location: clock tower area
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): city dock, parking lots (all), 100 block, lot behind church, clock tower area, all riverfront park

- Number and location of temporary signs/banners: Many temporary signs on all entryways to City and County and around venue
- Number and location of promotional visual effects: TBA

---

- Watercraft: bass boats, 2 catch & release pontoon boats  
*(120)*
- Aircraft: media helicopters
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): possibly all listed above

---

- Date(s) and times of setup/ breakdown: set-up 3/17-3/19 (8:30 am) Breakdown 3/23 & 3/24

---

- Name(s) and Type of Musical Bands to Perform (dates & times of performance): \_\_\_\_\_

---

- Noise Abatement Requirements: \_\_\_\_\_

---

- Adjoining Properties Impacted (Notification needed?): First Presbyterian Church, Bingo Palace  
*YLS*

---

- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: Riverfront Park area  
*March 28-23, 2014 MARCH 21-23, 1pm-7pm JL*

---

- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc): 3/20-3/23, 2014  
*MARCH 21-23, 2014*

---

- Handicapped Accessibility: yes \_\_\_\_\_

---

**Items Outstanding:**

- Outstanding Fees: \$ \_\_\_\_\_
- Site Plan Sketch
- 501(C) (3) Certificate of Exemption

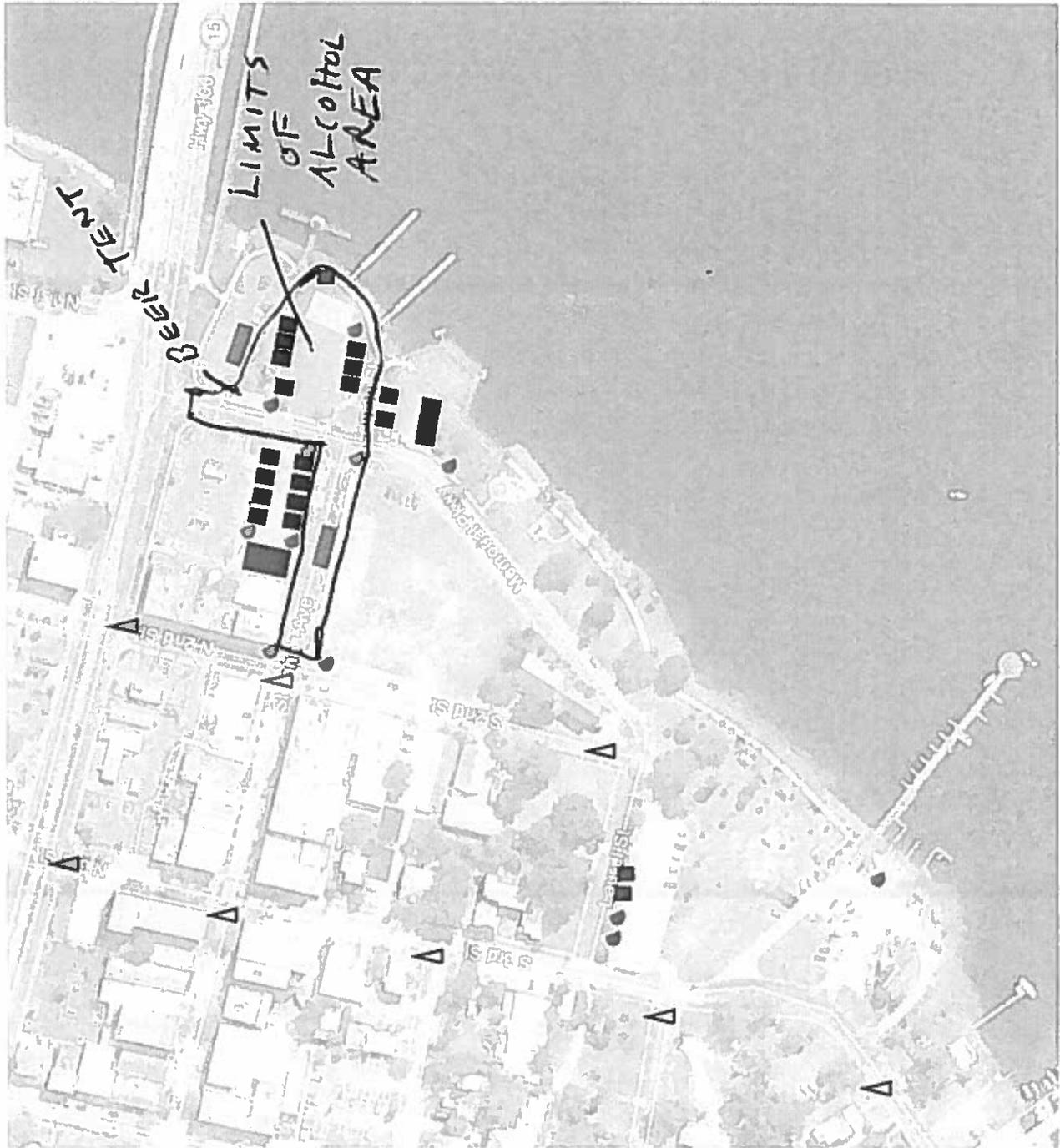
- Nonprofit Articles of Incorporation, Charter and Mission Statement
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabrics, etc.)
- Schedule Fire, Building/Electrical Inspections
- Schedule Pre/Post Sanitation Inspections
- Example of Special Event vendor permits provided
- Special Event Certificate of Insurance- City as "Additional Insured"  
(if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)  
List Certificates required, \_\_\_\_\_  
\_\_\_\_\_
- Required Permits (federal, state, local): \_\_\_\_\_
- Alcohol License (copy)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**PRE-PLANNING MEETING**

Name of Special Event: \_\_\_\_\_ Date \_\_\_\_\_

Persons Attending Planning Meeting:

Name	Representing	Position	Phone #



■ B.A.S.S Tents  
(20 12x12)

■ Our Tents  
(2 20x40 1 20x30 3 10x10)

■ Kids Zone  
(Bounce, slide, bungee, walkers)

■ Cornhole Contest

■ Restroom Trailers  
(2)

■ Portable restrooms  
(1 std., 1 hc, 1 wash)

● Roll offs  
(10)

■ Dumpsters  
(2)

▲ Permanent Cones

▲ Temporary Cones  
(Only up for launch)

(Will need a detour sign on river st.)

Stage

**Layout based on  
2012 setup. Subject  
to change.**

## KeOndra Wright

---

**From:** Ed Chandler  
**Sent:** Thursday, February 13, 2014 3:05 PM  
**To:** Thad Crowe  
**Cc:** KeOndra Wright  
**Subject:** Azalea Festival/ Bass Tournament

Good afternoon, this year for the Azalea Festival i will have (3) employees working eight hours each on 3/1/14 & 3/2/14, \$23.00hr \$1104.00, (20) green cans \$15.00 each \$300.00. The Bass Tournament i will have (2) employees working a total of (6) hours \$23.00hr. \$276.00, (10) green cans \$15.00 each \$150.00.



# INVOICE

## PALATKA POLICE DEPARTMENT

DATE: FEBRUARY 10, 2014

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

**BILL TO** Putnam County Chamber of Commerce  
 1100 Reid Street  
 Palatka, Florida 32177

**COMMENTS**

DATE	DESCRIPTION	AMOUNT	BALANCE		
3/18/2014- 3/23/2014	Security for 2014 BASS Master Elite Series Tournament (95 hours @ \$23.00 per hour)	\$2,185.00	\$2,185.00		
<b>CURRENT</b>	<b>1-30 DAYS PAST DUE</b>	<b>31-60 DAYS PAST DUE</b>	<b>61-90 DAYS PAST DUE</b>	<b>OVER 90 DAYS PAST DUE</b>	<b>AMOUNT DUE</b>
\$2,185.00	0.00	0.00	0.00	0.00	\$2,185.00

REMITTANCE	
<i>Date Due</i>	Upon Receipt
<i>Amount Due</i>	\$2,185.00
<i>Amount Paid</i>	

**THANK YOU FOR YOUR BUSINESS!**



# *Agenda Item*

*3g*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Grant permission for sale and consumption of alcoholic beverages on public r/w for Special Events Permit No. 14-18, Palatka Main Street "Beer & Wine Sales" (associated with already-approved 4th Saturday Downtown Palatka Cruise-In Special Event) - March 22, 2104.**

**SUMMARY:**

This is a request to allow public consumption of alcohol set by Chapter 10, Article VI of the Palatka Municipal Code. Palatka Main Street has applied for a Special Events Permit to allow the sales and consumption of alcoholic beverages during the Downtown Palatka 4th Saturday Cruise-In on Saturday March 22, 2014 from 5:00 pm to 9:00 pm. This request covers the 700 & 800 block of St. Johns Ave.

Palatka Main Street's Downtown Palatka 4th Saturday Cruise-In noise variance was approved by the City of Palatka City Commission on January 23, 2014.

**RECOMMENDED ACTION:**

**Grant permission to Palatka Main Street to allow sales/consumption of alcoholic beverages on public r/w on the 700 & 800 block of St. Johns Avenue for the Downtown Palatka 4th Saturday Cruise-In on March 22, 2014 from 5:00 pm to 9:00 pm**

**ATTACHMENTS:**

Description	Type
D <a href="#">Special Events Application</a>	Backup Material

APPLICATION # 14-18

(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. Palatka Main Street

b. CONTACT PERSON Charles Rudd TELEPHONE 386-329-0100 Ext. 333

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 Beer & Wine Sales at "Downtown Palatka 4<sup>th</sup> Saturday Cruise In"

4. Adding alcohol sales and public consumption to an already approved event

5. DATE & HOURS OF DESIRED USE: March 22, 2014 from 5:00p until 9:00pm

6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)  
700 – 800 Block of St. Johns Ave.

7. ROAD CLOSURES: \_\_\_\_\_

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

9. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): March 22, 2014 from 5:00pm until 9:00pm: 700-800 Block of St. Johns Ave.

10. ESTIMATE OF ANTICIPATED ATTENDANCE 200

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT \_\_\_\_\_

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

a. CLASS A: \_\_\_\_\_ \$300.00- 40,000 – 80,000 in attendance per day

b. CLASS B: X \$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.

DATE

SIGNATURE OF APPLICANT

**APPROVED:**

SPECIAL EVENTS COORDINATOR

DATE

CHIEF OF POLICE

DATE

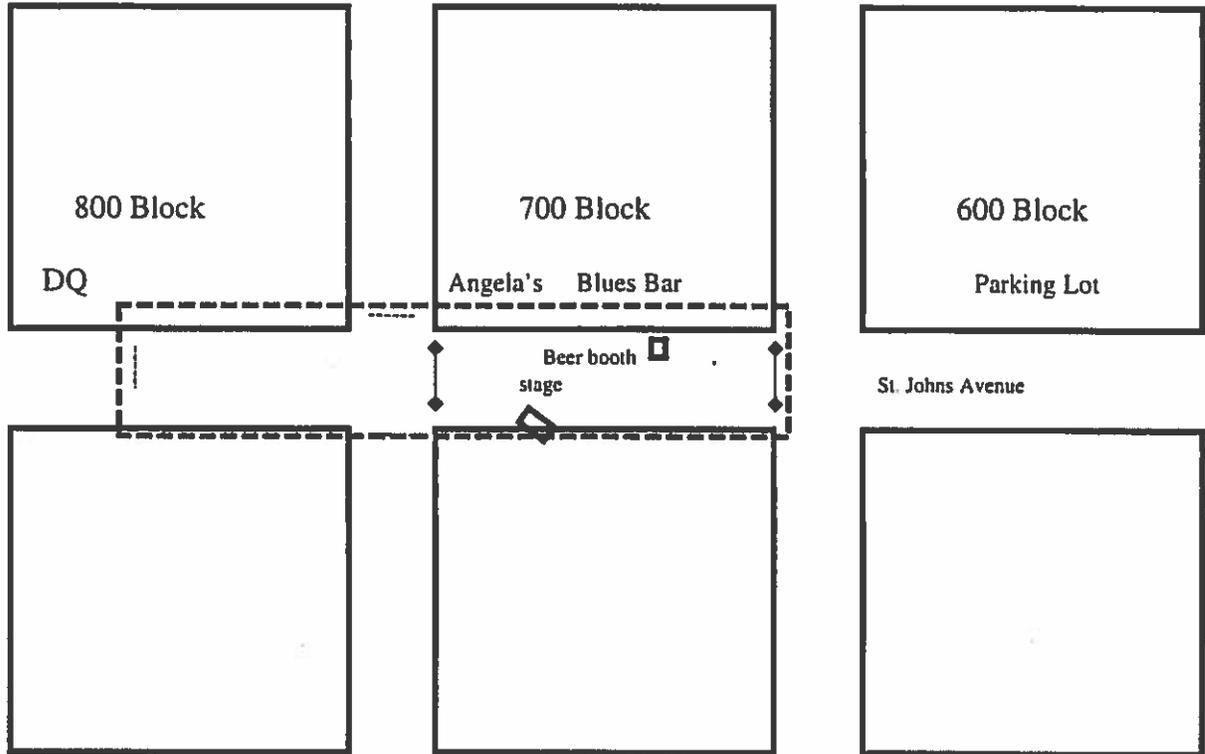
RETURN TO:  
THAD CROWE  
SPECIAL EVENTS COORDINATOR  
205 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

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

# Event Map

Downtown Cruise-in Alcohol Sales area for March 22, 2014

Reid/US17



*Agenda  
Item*

*3h*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Appoint Roger W. Sandoz to the Palatka Tree Committee** to serve at the pleasure of the City Commission (no set terms)

**SUMMARY:**

The City of Palatka currently has two openings on its Tree Committee. An application for appointment to the Tree Committee has been received from Roger W. Sandoz, Jr., who resides in the City of Palatka. Mr. Sandoz is qualified to serve on this Board and attended the February 10 meeting of the Tree Committee. He has been apprised of the duties, responsibilities and attendance requirements and states he can meet them. His application follows this summary.

Members of the Tree Committee have no set terms and serve at the pleasure of the City Commission.

**RECOMMENDED ACTION:**

**Appoint Roger W. Sandoz to the Palatka Tree Committee to serve at the pleasure of the Commission.**

**ATTACHMENTS:**

Description	Type
□ <u>Application - R. Sandoz for Tree Committee</u>	Exhibit

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 The Committee Board.  
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Royce W Sandoz Jr (Must be at least 18 yrs. old)  
Residence 204 Husson Ave Palatka Phone: (386) 546-7482  
(911 Address) 204 Husson Ave 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: above

E-mail: putnam.eco@yahoo.com Daytime Phone: \_\_\_\_\_

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

FL Park Service 3 yrs  
Keep Putnam Beautif Board member  
Water Work Environmental Education center volunteer

#### 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.

Royce W Sandoz Jr Feb 10, 2014  
SIGNATURE OF APPLICANT DATE

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

# Agenda Item

3 i



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Recommend to Putnam County BOCC the Appointment of Patricia C. Sheffield to the Putnam County Library Board** for the remainder of a three-year term to expire June 30, 2014 and reappointment for a full three-year term to begin July 1, 2014

**SUMMARY:**

Per the terms of an Interlocal Agreement regarding the transfer of the Library System from City of Palatka to Putnam County, the City of Palatka will "submit nominations for four members of the Library Board to the County Commission for their approval and appointment." One of those members, Adam Bujak, has resigned, leaving a vacancy for his term, which expires June 30, 2014.

One application for this appointment has been received from Patricia Sheffield. Mrs. Sheffield lives within the City Limits and is otherwise qualified for appointment to this Board. She has been apprised of the duties and responsibilities as well as attendance requirements.

This partial term expires in a few months. Should Mrs. Sheffield be appointed to this position, we would be notifying her in April of her upcoming term renewal; therefore it is Staff's recommendation to send a the BOCC a recommendation to appoint her for the remainder of this expiring term, together with a recommendation to appoint her to a full term commencing July Putnam County administration has confirmed that this is acceptable since this reappointment will be taking place within the next couple of months.

**RECOMMENDED ACTION:**

**Recommend to Putnam County BOCC the Appointment of Patricia C. Sheffield to the Putnam County Library Board for the remainder of a three-year term to expire June 30, 2014 and reappointment for a full three-year term to begin July 1, 2014.**

**ATTACHMENTS:**

Description	Type
D <a href="#">Application - Patricia Sheffield for Library Board</a>	Backup Material

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 Palatka City Library Board Board.  
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Patricia C. Sheffield (Must be at least 18 yrs. old)  
Residence 720 S. 19th St Phone: 328-2442  
(911 Address) 720 S. 19th St Fax:   
Business Name 7701 St. Johns Ave Phone: 3289990  
& Address 7701 St. Johns Ave 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: Home

E-mail: Shef9865@bellsouth.net Daytime Phone: 3289990

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)  
Math Coach Children's Reading Center Charter School  
5th 6th Grade Classroom Teacher - Dunker for Palatka NW Center  
Initiated the Cities In School Program  
Wear-out Prevention Coordinator for Putnam County  
Chamber of Commerce (part-time)

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.

Patricia C. Sheffield 2-12-14  
SIGNATURE OF APPLICANT DATE

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

# *Agenda Item*

*4*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**RESOLUTION No. 2014-10-47** Setting City of Palatka Goals/Priorities for 2014/2015 and Directing the City Manager to Focus the City's Resources to Accomplish the Stated Goals - Adopt

**SUMMARY:**

An important responsibility of the Mayor and City Commissioners is to annually set goals and priorities to improve the quality of life in the community they serve. The City Commissioners, City Manager and Department Heads recently undertook this exercise and produced a series of goals/priorities for the community. The goals/priorities were tabulated and ranked. The top 3 goals were approved at the February 13 meeting; however, there were 5 goals that received two votes each. These were sent back to the City Commissioners to pick two priorities from this list. The revised Resolution that follows contains the newly prioritized list.

**RECOMMENDED ACTION:**

**Adopt the Resolution Setting City of Palatka Goals and Priorities for 2014/2015.**

**ATTACHMENTS:**

	Description	Type
<input type="checkbox"/>	<u>Resolution</u>	Resolution Letter
<input type="checkbox"/>	<u>Potential Priorities/Goals</u>	Backup Material

**RESOLUTION No. 2014 – 10 –**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SETTING GOALS/PRIORITIES FOR 2014 AND 2015 AND DIRECTING THE CITY MANAGER TO FOCUS THE CITY'S RESOURCES TO ACCOMPLISH THE STATED GOALS/PRIORITIES**

**WHEREAS**, the Palatka City Commission understands the importance of annually reviewing the current challenges and opportunities impacting the community; and

**WHEREAS**, the City Commission, after analyzing and understanding those challenges and opportunities, asked the City Manager to present a list of potential goals/priorities to address these matters and improve quality of life for all citizens in the community; and

**WHEREAS**, the City Manager presented and discussed a list of fifteen goals/priorities which the Palatka City Commission reviewed and have individually ranked their top goals/priorities; and

**WHEREAS**, the City Manager has compiled and tabulated the results of the City Commissioner's rankings.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka, Florida:

1. The City Commission accepts and adopts the 2014 and 2015 Goals/Priorities to be as follows:
  - a. Continue to Improve the City's Overall Financial Position
  - b. Address Water System Infrastructure Deficiencies
  - c. Complete Economic Revitalization/Redevelopment of the Riverfront
  - d. Explore Opportunities for Intergovernmental Cooperation between the City and County and other forms of Government to Enhance Service Delivery
  - e. Develop a Technology Master Plan to Provide Enhanced Level of Service at a Lower Overall Cost
2. The City Manager is directed to dedicate the necessary staff and resources to attempt to accomplish the stated and approved goals/priorities.
3. The City Manager will provide periodic progress reports, at his discretion, to the City Commission on the status of accomplishing the stated goals/priorities.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 23<sup>rd</sup> day of February, 2014.

**CITY OF PALATKA**

\_\_\_\_\_  
By: It's MAYOR

**ATTEST:**

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

Top Choices	2014 Potential Priorities/Goals
X	Develop and Implement Growth and Expansion Plan for the City
XXX	Explore Opportunities for Intergovernmental Cooperation Between City and County and other forms of Government to Enhance Service Delivery
XX	Cultivate new Partnerships to Promote Economic Redevelopment of all areas of the City
XXX	Develop Technology Master Plan to Provide Enhanced Level of Service at a Lower Overall Cost
X	Develop Public Safety Management Plan to Deal with Changing Demands for Service, Economic Redevelopment, and the Changing and Growing Population of the City

# *Agenda Item*

5



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**FAIR HOUSING WORKSHOP - CDBG FY 2013 Application Cycle**

**SUMMARY:**

This City of Palatka will hold a Fair Housing Workshop to explain the Fair Housing Ordinance for all of the protected classes (race, color, familial status, handicap, national origin, religion and sex). The public is invited to attend.

The City of Palatka is a Fair Housing Advocate.

**RECOMMENDED ACTION:**

**n/a - this is a public workshop.**

## FAIR HOUSING WORKSHOP

The City of Palatka is a fair housing advocate. The City is holding a workshop to explain the Fair Housing Ordinance for all of the protected classes (race, color, familial status, handicap, national origin, religion and sex). The public is invited to attend.

The workshop is scheduled for Thursday, February 27, 2014 at 6:15 p.m., or as soon thereafter as possible at the City of Palatka City Hall at 201 North 2nd Street, Palatka, Florida.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop is asked to advise the agency at least 48 hours before the workshop by contacting: Betsy Driggers, City Clerk, City of Palatka, at (386) 329-0100 or by e-mail at [bdriggers@palatka-fl.gov](mailto:bdriggers@palatka-fl.gov). If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

6159-96  
www  
2-20-14

# *Agenda Item*

6



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**CDBG FFY 2013 Commercial Revitalization Category application for Riverfront Park Improvements - 2nd Public Hearing**

- a. **RESOLUTION** authorizing submission of a Small Cities CDBG Application and committing \$125,000 as leverage match for the grant - Adopt
- b. **RESOLUTION** authorizing the implementation of Community Development long and short term objectives - Adopt

**SUMMARY:**

The City of Palatka is applying to the Florida Department of Economic Opportunity (DEO) for a grant under the Commercial Revitalization category in the amount of \$750,000.00 under the FFY 2013 Small Cities Community Development Block Grant (CDBG) program. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons. The activities, dollar amounts and estimated percentage benefit to low and moderate income persons for which the City of Palatka is applying are:

<u>Activity Number and Name</u>	<u>Budget</u>	<u>LMI% Benefit</u>
03L – Sidewalks and Pedestrian Malls	\$205,000.00	At Least 51%
03G – Parking Facilities	\$450,000.00	At Least 51%
21A – Administration	\$ 60,000.00	N/A
21B – Engineering	<u>\$ 35,000.00</u>	N/A
Total	\$750,000.00	

The project will undertake park improvements to include parking facilities to the City of Palatka’s Riverfront Park.

**RECOMMENDED ACTION:**

**Adopt Resolutions authorizing the following:**

- **The submission of an application for the Small Cities Community Development Block Grant to the Florida Department of Economic Opportunity for Federal Fiscal Year 2013 in the Commercial Revitalization category, and committing \$125,000.00 in leverage/match funding; and**
- **The implementation of Community Development Plan long term goals and objectives**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> <u>Resolution authorizing application and match funding</u>	Resolution Letter
<input type="checkbox"/> <u>Resolution implemeneting long &amp; short-term goals</u>	Resolution Letter

**RESOLUTION NO. 2014-10-**

**A RESOLUTION OF THE CITY OF PALATKA  
AUTHORIZING THE IMPLEMENTATION OF  
THE LONG TERM AND SHORT TERM  
OBJECTIVES OF THE CITY OF PALATKA  
COMMUNITY DEVELOPMENT PLAN**

**WHEREAS**, the City of Palatka is located in Putnam County. Based on the 2010 U.S. Census, the City's population is 10,558. Of the 10,558 residents, 4,287 or 40.6% are below the poverty level.

**NOW THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka shall implement the following objectives:

**LONG TERM OBJECTIVES:**

1. To improve the physical environment of the community to make it more functional, safe, and efficient and to preserve the integrity of the neighborhood.
2. To promote the public interest.
3. To inject long range considerations into the determination of short range decisions.
4. To bring professional and technical knowledge to bear on issues concerning social, economical, or physical development.
5. To facilitate effective cooperation and coordination between all concerned with community development.
6. To identify all available resources for major opportunities and to improve the way of life for all in the community.

**SHORT TERM OBJECTIVES:**

1. To apply for Community Development Block Grant funds in the Commercial Revitalization category to make park improvements to include parking facilities at the City of Palatka's Riverfront Park.
2. To explore other possible resources for the purpose of improving the way of life for all citizen's, especially those who live in deteriorated housing and neighborhoods.

**DULY PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida at a regular meeting on this 27<sup>th</sup> day of February, 2014

**CITY OF PALATKA**

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

**RESOLUTION NO. 2014-10-48**

**A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT IN THE COMMERCIAL REVITALIZATION CATEGORY TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR FEDERAL FISCAL YEAR 2013, AND AUTHORIZING THE USE OF ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000.00) FOR LEVERAGE FUNDING FOR SAID GRANT**

**WHEREAS**, the City of Palatka desires to submit an application to the Florida Department of Economic Opportunity for a Small Cities Community Development Block Grant to benefit persons of low and moderate income; and

**WHEREAS**, the City of Palatka (the "City") desires to show evidence of its commitment to provide a specific amount of leverage funding to be used in carrying out the Small Cities Commercial Revitalization Community Development Block Grant Application.

**NOW THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka as follows:

1. That the City of Palatka hereby authorizes the filing of an application for a Commercial Revitalization Community Development Block Grant, and
2. That the Mayor of the City of Palatka is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on March 12, 2014.
3. That the City hereby commits to providing a minimum of One Hundred Twenty-five Thousand Dollars (\$125,000.00) as leverage for a Community Development Block Grant application in the Commercial Revitalization category; and
4. That Fifty Thousand Dollars (\$50,000.00) of the leverage funding shall come from the City's Community Redevelopment Area Tax Increment Funds and Better Place Funds for Sidewalks and Pedestrian Malls and Seventy-five Thousand Dollars (\$75,000.00) of the leverage funding shall come from the City's Community Redevelopment Area Tax Increment Funds and Better Place Funds for Parking Facilities.
5. That the City understands these funds will be expended, following approval of the Community Development Block Grant, after the Department of Economic Opportunity's site visit for the project, but prior to the City submitting the administrative closeout for the project to the Florida Department of Economic Opportunity.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 27<sup>th</sup> day of February, 2014.

**CITY OF PALATKA**

---

## SECOND PUBLIC HEARING NOTICE

The City of Palatka is applying to the Florida Department of Economic Opportunity (DEO) for a grant under the Commercial Revitalization category in the amount of \$750,000.00 under the FFY 2013 Small Cities Community Development Block Grant (CDBG) program. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons. The activities, dollar amounts and estimated percentage benefit to low and moderate income persons for which the City of Palatka is applying are:

Activity Number and Name	Budget	LMI% Benefit
03F – Opened Space, Parks, Playgrounds	\$205,000.00	At Least 51%
03G – Parking Facilities	\$450,000.00	At Least 51%
21A – Administration	\$ 60,000.00	N/A
21B – Engineering	\$ 35,000.00	N/A
Total	\$750,000.00	

The project will undertake park improvements to include parking facilities to the City of Palatka's Riverfront Park.

The City of Palatka plans to minimize displacement of persons as a result of planned CDBG funded activities; if any persons are displaced as a result of these planned activities, the City of Palatka will assist with relocation payments based on uniform act requirements.

A public hearing to provide citizens an opportunity to comment on the application will be held on Thursday, February 27, 2014 at 6:05 p.m. or as soon thereafter as possible at the City of Palatka City Hall located at 201 North 2nd Street, Palatka, Florida. A draft copy of the application will be available for review at that time. A final copy of the application will be made available at the City of Palatka, Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m. no more than five (5) working days after March 12, 2014. The application will be submitted to DEO on or before March 12, 2014. To obtain additional information concerning the application and the public hearing, contact Ms. Betsy Driggers, City Clerk, City of Palatka, 201 North 2nd Street, Palatka, Florida 32177, (386) 329-0100.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop is asked to advise the agency at least 48 hours before the workshop by contacting: Ms. Driggers at (386) 329-0100 or by e-mail at bdriggers@palatka-fl.gov. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice).

Pursuant to Section 102 of the HUD Reform Act of 1989, the following disclosures will be submitted to DEO with the application. The disclosures will be made available by the City of Palatka and DEO for public inspection upon request. These disclosures will be available on and after the date of submission of the application and shall continue to remain available for a minimum period of six years.

1. Other Government (federal, state, and local) assistance to the project in the form of a gift, grant, loan, guarantee, insurance payment, rebate, subsidy, credit, tax, benefit or any other form of direct or indirect benefits by source and amount;
2. The identities and pecuniary interests of all developers, contractors, or consultants involved in the application for assistance or in the planning or development of the project or activity;
3. The identities and pecuniary interests of any other persons with a pecuniary interest in the project that can reasonably be expected to exceed \$50,000.00 or 10% of the grant request (whichever is lower);
4. For those developers, contractors, consultants, property owners, or others listed in two (2) or three (3) above which are corporations, or other entities, the identification and pecuniary interest by corporation or entity of each officer, director, principal stockholder, or other official of the entity;
5. The expected sources of all funds to be provided to the project by each of the providers of those funds and the amount provided; and
6. The expected uses of all funds by activities and amount.

*1/29/14*

*2-20-*

# *Agenda Item*

7



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**CDBG FFY 2013 Neighborhood Revitalization Category application for Water Lines Replacement - 2nd Public Hearing**

- a. **RESOLUTION** authorizing the submission of a Small Cities CDBG Application - Adopt
- b. **RESOLUTION** authorizing the implementation of Community Development long and short term objectives- Adopt

**SUMMARY:**

The City of Palatka is applying to the Florida Department of Economic Opportunity (DEO) for a grant under the Neighborhood Revitalization category in the amount of \$750,000.00 under the FFY 2013 Small Cities Community Development Block Grant (CDBG) program. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons. The activities, dollar amounts and estimated percentage benefit to low and moderate income persons for which the City of Palatka is applying are:

<u>Activity Number and Name</u>	<u>Budget</u>	<u>LMI% Benefit</u>
03J – Water Line Replacement	\$600,000.00	At Least 51%
21A – Administration	\$ 60,000.00	N/A
21B – Engineering	<u>\$ 90,000.00</u>	N/A
<b>Total</b>	<b>\$750,000.00</b>	

The project will undertake replacement of water lines in certain areas of the City of Palatka.

**RECOMMENDED ACTION:**

**Adopt Resolutions authorizing the following:**

- **The submission of an application for the Small Cities Community Development Block Grant to the Florida Department of Economic Opportunity for Federal Fiscal Year 2013 in the Commercial Revitalization category; and**
- **The implementation of Community Development Plan long and short term goals**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
<b>D</b> <u>Resolution to submit NR Water Line Appl</u>	Resolution Letter
<b>D</b> <u>Resolution adopting NR long - short term objectives</u>	Resolution Letter

**RESOLUTION NO. 2014-10-**

**A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT IN THE NEIGHBORHOOD REDEVELOPMENT CATEGORY TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR FEDERAL FISCAL YEAR 2013.**

**WHEREAS**, the City of Palatka desires to submit an application to the Florida Department of Economic Opportunity for a Small Cities Community Development Block Grant to benefit persons of low and moderate income.

**NOW THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka as follows:

1. That the City of Palatka hereby authorizes the filing of an application for a Neighborhood Redevelopment Community Development Block Grant, and
2. That the Mayor of the City of Palatka is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on March 12, 2014.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 27<sup>th</sup> day of February, 2014.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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

**RESOLUTION NO. 2014-10-**

**A RESOLUTION OF THE CITY OF PALATKA  
AUTHORIZING THE IMPLEMENTATION OF  
THE LONG TERM AND SHORT TERM  
OBJECTIVES OF THE CITY OF PALATKA  
COMMUNITY DEVELOPMENT PLAN**

**WHEREAS**, the City of Palatka is located in Putnam County. Based on the 2010 U.S. Census, the City's population is 10,558. Of the 10,558 residents, 4,287 or 40.6% are below the poverty level.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF PALATKA, FLORIDA, THAT:** the City shall implement the following objectives:

**LONG TERM OBJECTIVES:**

1. To improve the physical environment of the community to make it more functional, safe, and efficient and to preserve the integrity of the neighborhood.
2. To promote the public interest.
3. To inject long range considerations into the determination of short range decisions.
4. To bring professional and technical knowledge to bear on issues concerning social, economical, or physical development.
5. To facilitate effective cooperation and coordination between all concerned with community development.
6. To identify all available resources for major opportunities and to improve the way of life for all in the community.

**SHORT TERM OBJECTIVES:**

1. To apply for Community Development Block Grant funds in the Neighborhood Revitalization category to replace water lines in certain areas of the City of Palatka.
2. To explore other possible resources for the purpose of improving the way of life for all citizen's, especially those who live in deteriorated housing and neighborhoods.

**DULY PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida at a regular meeting on this 27<sup>th</sup> day of February, 2014

**CITY OF PALATKA**

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

**ATTEST:**

---

**CITY CLERK**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

---

**CITY ATTORNEY**

## SECOND PUBLIC HEARING NOTICE

The City of Palatka is applying to the Florida Department of Economic Opportunity (DEO) for a grant under the Neighborhood Revitalization category in the amount of \$750,000.00 under the FFY 2013 Small Cities Community Development Block Grant (CDBG) program. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons. The activities, dollar amounts and estimated percentage benefit to low and moderate income persons for which the City of Palatka is applying are:

Activity Number and Name	Budget	LMI% Benefit
03J - Water Line Replacement	\$600,000.00	At Least 51%
21A - Administration	\$ 60,000.00	N/A
21B - Engineering	\$ 90,000.00	N/A
<b>Total</b>	<b>\$750,000.00</b>	

The project will undertake replacement of water lines in certain areas of the City of Palatka.

The City of Palatka plans to minimize displacement of persons as a result of planned CDBG funded activities; if any persons are displaced as a result of these planned activities, the City of Palatka will assist with relocation payments based on uniform act requirements.

A public hearing to provide citizens an opportunity to comment on the application will be held on Thursday, February 27, 2014 at 6:00 p.m. or as soon thereafter as possible at the City of Palatka City Hall located at 201 North 2nd Street, Palatka, Florida. A draft copy of the application will be available for review at that time. A final copy of the application will be made available at the City of Palatka, Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m. no more than five (5) working days after March 12, 2014. The application will be submitted to DEO on or before March 12, 2014. To obtain additional information concerning the application and the public hearing, contact Ms. Betsy Driggers, City Clerk, City of Palatka, 201 North 2nd Street, Palatka, Florida 32177, (386) 329-0100.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop is asked to advise the agency at least 48 hours before the workshop by contacting: Ms. Driggers at (386) 329-0100 or by e-mail at [bdriggers@palatka-fl.gov](mailto:bdriggers@palatka-fl.gov). If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice).

Pursuant to Section 102 of the HUD Reform Act of 1989, the following disclosures will be submitted to DEO with the application. The disclosures will be made available by the City of Palatka and DEO for public inspection upon request. These disclosures will be available on and after the date of submission of the application and shall continue to remain available for a minimum period of six years.

1. Other Government (federal, state, and local) assistance to the project in the form of a gift, grant, loan, guarantee, insurance payment, rebate, subsidy, credit, tax, benefit or any other form of direct or indirect benefits by source and amount;
2. The identities and pecuniary interests of all developers, contractors, or consultants involved in the application for assistance or in the planning or development of the project or activity;
3. The identities and pecuniary interests of any other persons with a pecuniary interest in the project that can reasonably be expected to exceed \$50,000.00 or 10% of the grant request (whichever is lower);
4. For those developers, contractors, consultants, property owners, or others listed in two (2) or three (3) above which are corporations, or other entities, the identification and pecuniary interest by corporation or entity of each officer, director, principal stockholder, or other official of the entity;
5. The expected sources of all funds to be provided to the project by each of the providers of those funds and the amount provided; and
6. The expected uses of all funds by activities and amount.

469-88  
2-20-14