

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

AGENDA

CITY OF PALATKA

February 24, 2011

CALL TO ORDER:

- a. Invocation – The Reverend Ben Tippet, Founding Pastor, Victory Christian Fellowship
- a. Pledge of Allegiance
- b. Roll Call

APPROVAL OF MINUTES – 02/10/11

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **PROCLAMATION:** Azalea Days – March 3 – 6, 2011
- b. **BLACK HISTORY AND HERITAGE RECOGNITION:** Abe Alexander, 2011 Recipient
- c. **STUDENT OF THE MONTH – February, 2011 – Mayor Myers & Commissioner Brown**

Alberto Jara	Beasley Middle School
Charlotte Walton	Browning Pearce Elementary School
Daija Shaw	Children's Reading Center Charter School
Erica Lauren Smith	E.H. Miller School
Cameryn Tucker	James A. Long Elementary School
Savannah Ross	Jenkins Middle School
Jacob Rodgers	Kelley Smith Elementary School
Luis Gomex	Mellon Elementary School
Dar'Nesha Leonard	Moseley Elementary School
Ira Robertson	Palatka High School
Elizabeth Evans	Peniel Baptist Academy

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

3. CONSENT AGENDA:

- *a. **Authorize execution of Contract Change Order #1 with Futch's Landscaping in the amount of \$4,350 for the WWTP Reuse System Ph IV to install an additional 6" tap and lines to form a continuous loop to allow for future expansion, per Engineer's/City Manager's Recommendation**
- *b. **Authorize Execution of Contract Change Order #2 (Final) with Carter Excavating, Inc. in the amount of \$4,497.00, for a total contract amount of \$97,259.03, for Crill & Moseley Drainage Improvements to disconnect and reconnect power for the Stormwater Pump Station, per engineer's and City Manager's recommendation**
- *c. **Accept Sam Deputy's resignation from the Community Redevelopment Agency (CRA) effective immediately and appoint Angela Murtagh, Downtown Palatka, Inc. President, to the CRA as an additional member for the remainder of a two-year term to expire 12/31/11:**

AGENDA - CITY OF PALATKA
February 24, 2011
Page 2

3. CONSENT AGENDA (Continued):

***d. Approve special request items for Class B Special Events Permit #11-15, ESPN Bass Master Elite Citrus Slam Tournament, March 16 – 20, 2011, per staff recommendation:**

- 1. Grant permission to serve alcohol** in 100 Block of Reid for the following dates and times:
Thursday, 3/17 thru Saturday, 3/19 12:00 noon to 1:00 p.m. and 2:00 p.m. – 3:00 p.m.
Sunday, 3/20 from 2:00 p.m. – 3:00 p.m.
- 2. Grant permission to exceed allowable noise levels** for the following dates and times:
Thursday, 3/17 thru Saturday, 3/19 from 10:00 a.m. – 9:00 p.m.
Sunday, 3/20 from 1:00 p.m. – 6:00 p.m.
- 3. Close boat ramp to public** from March 16 through March 20, 2011

4. ADMINISTRATIVE REPORTS

5. COMMISSIONER COMMENTS

6. 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 206.105

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:

February, 2011 – Black History Month
February 24, 2011 – Black History Month Recognitions
March, 2011 – Women's History Month
March 4, 5 & 6, 2011 – Florida Azalea Festival
March 22, 2011 – Legislative Action Day, Tallahassee
March 24, 2011 – Women's History Month Recognitions
March 26, 2011 – Fire Prevention Golf Tournament
April 9, 2011 – March of Dimes March for Babies
May 28 – 31, 2011 – Blue Crab Festival

Board Openings:

Code Enforcement Board	1 Vacancy (Sub-Contractor)
Historic Preservation Board:	1 alternate
Fire Pension Board	1 Vacancy ("5 th member")

WHEREAS, on March 22, 1936, the Palatka Floral Committee held a local flower and plant show at the Ravine Gardens, which they named "The Azalea Festival" at the suggestion of Miss Susie Walton, a member of the Committee. Also on March 22, 1936, thousands of Shriners from all over the Southeastern United States participated in the first annual "All Florida Shrine Day" also held at the Palatka Ravine Gardens. This event as such a huge success, it returned to the Ravine Gardens the following year, and was held in conjunction with the Junior Chamber of Commerce's "Jaycees Day" and Southeastern Conference, also held at the Ravine Gardens; and

WHEREAS, in 1938, the Jaycees changed the name of their event to The Azalea Festival, again held at the Gardens in conjunction with "All Florida Shrine Day." The event included a beauty pageant, and on February 20, 1938, Miss Geraldine Meyer of St. Petersburg was chosen from a field of 10 contestants and crowned as the first Azalea Queen; and

WHEREAS, throughout the years, Fifty-Seven women have been crowned Azalea Queen or Miss Azalea, as the title was come to be known. The pageant has seen two of its queens crowned as Miss Florida, and one, Miss Tara Dawn Holland, was also crowned as Miss America in 1997; and

WHEREAS, throughout the years, the Jaycees Azalea Festival, always held in early March in conjunction with Shrine Day and the Azalea Queen pageant, grew and changed, and was held annually except for 3 years during WWII, and 6 years during the 1950's, until the Palatka Jaycees was disbanded, after the 1996 Azalea Festival. Throughout the years, many events were added, such as a parade, ski shows, the Azalea Ball, a golf tournament, a baseball tournament, a bass tournament, fireworks, a juried art show and sale, and boat races and regatta; and

WHEREAS, In 1997, the Putnam County Scholarship Foundation took over sponsorship of the Festival, and kept the tradition of the festival through the 2003 festival season, and in 2005 the Palatka Main Street Board of Directors trademarked the name and organized the 59th Palatka Azalea Festival. The 2011 Palatka Azalea Festival marks the 65th Festival held, which makes it one of the oldest Festivals in Florida.

NOW, THEREFORE, I, Vernon Myers, together with the members of the Palatka City Commission, do hereby proclaim March 4th through March 6, 2011 as

65th ANNUAL FLORIDA AZALEA FESTIVAL DAYS

in the City of Palatka, and urge all citizens to take part in the planned events, fun and festivities of this, one of Florida's oldest and most time-honored festivals, and to thank its organizers, both past and present, for their hard work and contribution to our community's history and heritage.

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

Commissioners:
Mary Lawson Brown
Allegra Kitchens
Phil Leary
James Norwood, Jr.

PALATKA CITY COMMISSION

By: Vernon Myers, MAYOR

*Agenda
Item*

3a

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

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners
From: Woody Boynton, City Manager
Date: February 17, 2011
RE: Airport Irrigation Change Order No.1

Attached is Change Order No. 1 from the contractor who is completing the work associated with installing the irrigation system at the airport. This change order is to authorize the contractor to install an additional 6-inch tap and connect to the proposed irrigation system at a second location. This will allow the irrigation system to operate more efficiently. The cost increase associated with these changes will be reimbursed by the SJRWMD at 50-percent. The City of Palatka will fund the other 50-percent through its water fund. We are recommending approval of this change order.

Installation of the irrigation system at the airport is the final phase of the City's reuse project associated with providing irrigation to large land areas. With the completion of this project we will have installed over 32,000 LF of main line distribution piping and 25,000 LF of irrigation piping. In addition to the airport we have connected several large recreational areas, the East and West Oakhill Cemetery, the Ravine Gardens, the St. Johns River State College and the SJRWMD to the reuse system for irrigation.

The final phase of the project will be constructed in 2011 will consist of upgrading the treatment capacity of the WWTP to fully filter and treat the 3.5 mgd design capacity of the WWTP.

Should you have any questions, please call.

February 9, 2011

Mr. Elwin C. "Woody" Boynton, PE
City Manager
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

Re: Reuse System Extension
Airport Irrigation System
Ayres Associates Project No. 30-1602.04

Subject: Contract Change Order

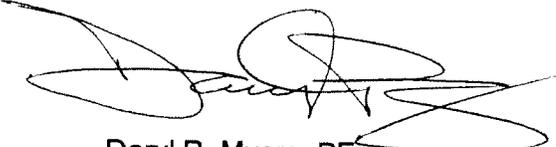
Dear Mr. Boynton:

Attached is change order for the referenced project. This change order is for the costs associated with installing an additional 6-inch tap to the existing reclaimed water transmission line that traverses the airport. This additional tap will connect to the existing 3-inch irrigation header which effectively loops the system. This loop will also allow for future expansion of the irrigation system.

Ayres Associates recommends approval of this change order. Please feel free to contact me should you have any questions.

Sincerely,

Ayres Associates Inc



Daryl R. Myers, PE
Project Manager

Enclosure

cc: File



PROPOSAL

Date	Proposal #
1/21/2011	4227

FUTCH'S

LANDSCAPING

DESIGN • INSTALLATION

P.O. Box 725
PALATKA, FL. 32178-0725

Name / Address	
CITY OF PALATKA RE-USE WATER IRRIGATION SYSTEM 201 N. 2ND ST PALATKA, FL 32177-3735	
Project	JOB LOCATION
FLC-10-018 (PALATKA AIRPO...	

Qty	Description	Cost	Total
1	AIRPORT RE-USE IRRIGATION SYSTEM INSTALL ADDITIONAL 6" TAP TO EXISTING RE-USE LINE AND INSTALL 6" MAINLINE TO CURRENT 3" IRRIGATION MAINLINE TO FORM CONTINUOUS LOOP FROM MAINLINE VALVE TO MAINLINE VALVE	4,350.00	4,350.00
IF YOU HAVE ANY QUESTIONS, PLEASE CALL DARYLL FUTCH @ 904-669-0138.		Total	\$4,350.00

*Agenda
Item*

3b

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

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: February 17, 2011

RE: Crill Avenue/Moseley Avenue Drainage Improvements Change Order No.2.

Attached is Change Order No. 2 from the contractor who constructed the work on the Crill Avenue/Moseley Avenue Drainage Improvements project. This change order is for costs associated with modifying the existing stormwater pump station for ease of excess as well as reconciliation of final quantities. The cost increase associated with these changes will be reimbursed by FEMA at 75% and by the City 25% (Better Place Funds). We are recommending approval of this change order.

All work associated with this project is complete. If this change order is approved, a final pay request from the contractor will be requested and a request to close-out the project will be submitted to FEMA. We are monitoring the grass growth on the slopes of the project to ensure adequate grass growth. If grass growth does not occur, the contractor will be required to return and re-sod the slopes. Should you have any questions, please call.



February 4, 2011

Mr. Elwin C. "Woody" Boynton, PE
City Manager
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

Re: Crill Avenue / Moseley Avenue Drainage Improvements
Ayres Associates Project No. 30-1605.01

Subject: Contract Change Order #2

Dear Mr. Boynton:

Attached is change order #2 for the referenced project. This change order is for the costs associated disconnecting and reconnecting the power to a stormwater pump station that is associated with this project. The wetwell lid was replaced with an accessible cover for maintenance staff and required a licensed electrician. This change order also shows a final reconciliation of quantities that were unused and/or overrun during construction.

Ayres Associates recommends approval of this change order. Please feel free to contact me should you have any questions.

Sincerely,

Ayres Associates Inc

Daryl R. Myers, PE
Project Manager

Enclosure

cc: D. Kemp, PE (Ayres) w/enclosure
File

**CITY OF PALATKA, FLORIDA
PUBLIC WORKS DEPARTMENT
CHANGE ORDER**

PROJECT: Crill Ave / Moseley Ave
Drainage Improvements

DATED: October 21, 2010

CHANGE ORDER NO: 2

DATED: February 4, 2011

CONTRACTOR: Carter Excavating, Inc.
3799 SW CR 341
Bell, Florida 32619

JUSTIFICATION: This change order is for a licensed electrician to disconnect and then reconnect the power for the stormwater pump station that received a new accessible top slab. This is also the final change order that reconciles the final quantities of this project.

CURRENT CONTRACT AMOUNT: \$86,762.03

INCREASE IN CONTRACT AMOUNT: \$ 4,497.00

NEW CONTRACT AMOUNT: \$91,259.03

CURRENT CONTRACT COMPLETION DATE: February 17, 2011

INCREASE IN CONTRACT TIME: 0 Days

NEW CONTRACT COMPLETION DATE: February 17, 2011

ORDERED BY CITY OF PALATKA

BY:

Elwin C. "Woody" Boynton Jr.
City Manager

ACCEPTED BY:

CONTRACTOR



*Agenda
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3c



Downtown Palatka Inc.
A Business and Professional Association

To: Palatka City Commission
City of Palatka CRA

It has been my joy to serve these past few years as the representative of Downtown Palatka Inc on the City of Palatka Community Redevelopment Agency. There has been much to celebrate as Palatka has moved forward with many exciting projects. I firmly believe that a new "golden" era is arriving.

It is with mixed emotion that I relinquish my seat upon the City of Palatka Community Redevelopment Agency. After serving three years as President of Downtown Palatka Inc. it is time for some new leadership. I will be taking a new leadership role within the organization.



Ms. Angela Murtaugh of Angela's Boutique has been elected at President of Downtown Palatka Inc . and will be taking that position upon the CRA. It is with great respect and honor that we put Angela forth as our representative.

Sam Deputy





CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdriqqers@palatka-fl.gov

Memorandum

To: Palatka City Commission and Staff
From: Betsy J. Driggers, City Clerk
Date: February 18, 2010
Re: CRA Appointments

The resolution creating the Community Redevelopment Agency states that one of the "additional members" shall be the President of Downtown Palatka, Inc. The resolution also states that once the appointed member ceases to hold that position, he/she will cease to qualify for membership to serve on this board, shall therefore cease to be a member of this Board, and their successor shall be appointed.

I have attached the minutes of the 12/27/10 Downtown Palatka, Inc. meeting showing that Angela Murtagh was duly elected President of that organization. Therefore, please take the following action:

1. Accept Sam Deputy's resignation from the CRA effective immediately; and
2. Appoint Angela Murtagh as a member of the CRA to serve the remainder of a term to expire 12/31/11.



MINUTES DOWNTOWN PALATKA, INC.

12/27/2010
6:14 PM to 6:30 PM
Tax Deeds Office, South 6th St.

Call to Order: President Deputy called the meeting to order at 6:14 pm.

Nomination of Officers for Year 2011:

S. Deputy turned the meeting over to Mr. W. Riddle to hear the report for nominations for Officers for the Year 2011.

W. Riddle gave the report and went over the nominations for each office. W. Riddle then handed out ballots with the list of nominations and gave instruction for the voting process. He then opened the floor for additional nominations. There were no new nominations from the floor. He closed the nominations.

S. Deputy then asked for a motion. Mrs. Jean Deputy moved that the slate of officers be approved. The motion was seconded by Billy Ennis. The vote was called and the motion passed.

S. Deputy congratulated the new officers for the Year 2011 and thanked everyone for their continued participation and support during his Presidency.

The Officers for the Year 2011 are as follows; President Angela Murtagh, Vice President Laura Schoenberger, Treasurer Susan Loosberg, Secretary Billy Ennis, Past President, Activities & Events Sam Deputy, Past President/Historian & Nomination Committee Chair Walt Riddle.

A. Murtagh spoke to the group about the upcoming Florida Azalea Festival.

Meeting Adjourned at 6:30 pm

Next Meeting: Monday, January 24, 2011 at 6:00 pm

Recorder: Sam Deputy

*Agenda
Item*

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MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Director

Date: February 17th, 2011

Re: Bass Master Elite Citrus Slam

Attached please find the Special Events Permit Application for the above referenced event. Staff's recommendations are as follows:

1. Class B Permit for Riverfront/ Festival Area: March 17th, 2011 6am-9pm
March 18th, 2011 6am-9pm
March 19th, 2011 6am-9pm
March 20th, 2011 6am-6pm
2. Grant Noise Ordinance Variance during festival hours:
March 17th, 2011 10:00am-9pm
March 18th, 2011 10:00am -9pm
March 19th, 2011 10:00am -9pm
March 20th, 2011 1:00pm-6pm
3. (The requested Noise Variance is for the following: Opening of the Bass Tournament, Announcements, and a concert held at the Amphitheater on Friday Night March 18th, 2011 at 5pm until 9pm)
4. Alcohol Variance:
March 17th, 2011 12noon-1pm; 2pm-3pm
March 18th, 2011 12noon-1pm; 2pm-3pm
March 19th, 2011 12noon-1pm; 2pm-3pm
March 20th, 2011 2pm-3pm

(The Alcohol will be under the Evan Williams Bourbon Tent on the 100 block.)

5. Close: 1st and Reid Street; 2nd & St Johns Avenue thru Memorial Parkway during Bass Master Elite Citrus Slam hours to parking and vehicular traffic.
6. Grant Permission to Close the City of Palatka Boat Ramp for the following hours:
March 17th, 2011 6am-9pm
March 18th, 2011 6am-9pm
March 19th, 2011 6am-9pm
March 20th, 2011 6am-5pm

Note:

The Bass Tournament will be held Thursday, Friday and Saturday from 6am-5pm.

Vendors will open Thursday, Friday and Saturday from 10am -6pm

The Concert will be held Friday at the Amphitheater from 5pm -9pm

March 20th the vendors will open at Noon with the Event ending at 5pm

APPLICATION # 11-15

(circle one below)
CLASS A PERMIT - Filing Deadline: 90 days prior to event
CLASS B PERMIT - Filing Deadline: 30 days prior to event
CLASS C PERMIT - Filing Deadline: 14 days prior to event

RECEIVED
FEB 02 2011

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

Chamber of Commerce 1100 Reid Street, Palatka, FL 32177

CONTACT PERSON Dana Jones / Julie Linton TELEPHONE (386) 328-1503
FAX # (386) 328-7072

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

CONTACT PERSON _____ TELEPHONE _____
FAX # _____

3. PLEASE CHECK ONE: NON-PROFIT FOR PROFIT

4. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Power pole Citrus Slam -
Boat Tournament

4. DATE & HOURS OF DESIRED USE: 3-13-11 to 3-21-11 Tam - 9pm

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
James C. Godwin Riverfront Park and Palatka city dock

6. REQUEST FOR ROAD CLOSURES: 2nd + Memorial Parkway; 2nd + St Johns; 1st + Reid

7. REQUEST FOR NOISE VARIANCE (Dates and Times): 3/17-3/19/2011 5:30pm-9:pm; 3/20/11 1pm-6pm

8. REQUEST FOR ALCOHOL VARIANCE: 3/17-3/20/2011

9. ESTIMATE OF ANTICIPATED ATTENDANCE _____

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

CLASS A:	_____ \$100.00 up to 10,000 in attendance per day	CLASS B:	_____ \$75.00 per day
	_____ \$150.00 10,000 - 40,000 in attendance per day	CLASS C:	_____ \$25.00 per day
	_____ \$200.00 - 40,000 - 80,000 in attendance per day		PLUS 7 % Sales Tax

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.

Number of Days 4 Fee Required (Yes/No) YES Check Enclosed? NO

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

10. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 +

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 Parks Department office at 386-329-0100 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.

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 2/2/2011

Dana Kree
SIGNATURE OF APPLICANT

APPROVED:

[Signature] 2/17/2011
SPECIAL EVENTS COORDINATOR DATE

[Signature] 2/17/11
CHIEF OF POLICE DATE

RETURN TO:
JEFF NORTON
SPECIAL EVENTS COORDINATOR
201 N. 2nd Street
Palatka, FL 32177

COPIES TO:
Parks Dept.
Police Dept.
Fire Dept.
Sanitation Dept.
City Clerk

Downtown Palatka, Inc.
Keep Putnam Beautiful
Chamber of Commerce
Palatka Daily News

(FOR ADDITIONAL INFORMATION PLEASE CALL THE PARKS DEPARTMENT OFFICE AT 386-329-0100.)



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

<input type="checkbox"/> Site Sketch Provided	Event Classification:
<input type="checkbox"/> Tentative Schedule of Events	Class A <input 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: Bass Master Elite Citrus Slam

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, awards ceremony, concert, kids zone, various activities and vendors.

Location of Event: James C. Godwin Riverfront Park, Palatka City Dock
3rd Street Riverfront, Palatka, FL 32177

Requested dates and times of events (not including set-up and tear down):

	Date	Day	Begin	End
Event Day 1	<u>3-17-11</u>	<u>Thursday</u>	<u>10</u> <u>AM/PM</u>	<u>9</u> <u>AM/PM</u>
Event Day 2	<u>3-18-11</u>	<u>Friday</u>	<u>10</u> <u>AM/PM</u>	<u>9</u> <u>AM/PM</u>
Event Day 3	<u>3-19-11</u>	<u>Saturday</u>	<u>10</u> <u>AM/PM</u>	<u>9</u> <u>AM/PM</u>
Event Day 4	<u>3-20-11</u>	<u>Sunday</u>	<u>10</u> <u>AM/PM</u>	<u>10</u> <u>AM/PM</u>

Set-up for event will begin on (Date) March 13th 2011 at (time) 8 AM

Break down will be completed by (Date) March 21st 2011 at (time) 5 pm

Event Sponsor/Organization _____

Name of Promoter: _____ Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event	"Class B" Event
Daily Fees (see fee schedule) \$ _____	Daily Fees \$75.00/day
Security Fees @ \$18.00/hr/officer	Security Fees @ \$18.00/hr/officer
Green Container Fees @ 15.00/container	Green Container Fees @ \$15.00/container
Refundable Deposit \$500.00	Public Works Employees @ \$10.00/hr (no charge during normal working hours)

Special Event Permit Fees \$ 75 Per day x 4 days \$ 300⁰⁰

Law Enforcement (City) Police Officer(s) \$ 18.00 per hour x _____ hours \$ _____
of personnel _____ Total # of hours _____

Public Works Services (Class B only - no charge during regular working hours)
Parks Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ _____
Sanitation Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ _____
Utilities Dist. Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ _____

Sanitation Equipment Fee # green roll-out containers of containers 10 x \$ 15.00 per container \$ 150⁰⁰

Additional Charges (list) _____ \$ _____
_____ \$ _____

Refundable Deposit \$500.00 Required? (circle one) Yes No \$ _____

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

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
Telephone: (386) 328-1503 Fax: (386) 328-7070 Cellular: _____
Address: 1100 Reid Street Palatka Fl. 32177

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

Other contacts/Keyholders:

Name: Anna Jones Telephone: (386) 328-1503
Cellular: (386) 546-6303 Fax: (386) 328-7072

Name: Julie Linton Telephone: (386) 328-1503
Cellular: (386) 546-6450 Fax: (386) 328-7072

- Estimated Peak Number of Participants (each day of event):
Day 2 500 Day 3 1000 Day 4 1000 Day 1 500 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-Bingo Parking Lot
- Inspection(s) – Date and time requested: 8am March 19, 2011 Saturday
- Emergency medical services: Ambulance Location(s) (note on site map): 1-Bingo Parking Lot
Number of EMS Personnel required: _____
- Number and proposed location of portable toilets: (note location on site map)
We (placement) not confirmed

- Carnival location (if any) (note location on site map) Kids Zone Saturday + Sunday
(Highrise Parking Lot or 100 Block)
- Number of sanitation roll-out containers required: 10 Rollouts and 1 large Dumpster
- Location of parking/transportation services, if any: Riverfront, Highrise Parking Lot
- Type Transport Vehicles (Van, buses, etc.): None
- Location of security and emergency vehicle parking on site: between 2nd + Memorial
- Public street barricades/street closures/detours: (note locations on site map) Noted on map
- Temporary Parking, directional Signage needed: None
- Main emergency vehicle access to site (location – also note on site map): 2nd Street
or Reid Street
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) clock tower
area, 100 Block, Highrise, Parking Lot
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): clock tower and 100 Block
- Number and location of static/mobile displays (note on site map): _____
- Location of event staff management (headquarters): 100 Block
- Staff Uniform Identification: _____
- Main sound system location: Clock tower area and Amphitheater 7am-3pm,
Friday Night Concert at Amphitheater 5pm-9pm
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): Clock tower,
Amphitheater, highrise area, memorial Dr, Riverfront, St. Johns
Avenue

Number and location of temporary signs/banners: Highway 19, Reid Street, Crill Avenue - Street Banners

Number and location of promotional visual effects: _____

Watercraft: Bass Boats, 2 - Catch/Release Boats (Pontoon)

Aircraft: Media Helicopters - Espn 2

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

Date(s) and times of setup/breakdown: Setup March 13th, 2011 8am
Breakdown March 20-21st by 5pm

Name(s) and Type of Musical Bands to Perform (dates & times of performances): TBA
Saturday, March 19, 2011 5:30 - 9:00pm

Noise Abatement Requirements: yes

Adjoining Properties Impacted (Notification needed?): Church, Bingo Palace

Location, Dates and Times for Alcohol Ordinance Open Container Waiver: _____

Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): March 17-20 hours Alcohol Variance

Handicapped Accessibility: yes

Items Outstanding:

Outstanding Fees: \$ _____

Site Plan Sketch

501(c)(3) Certificate of Exemption,

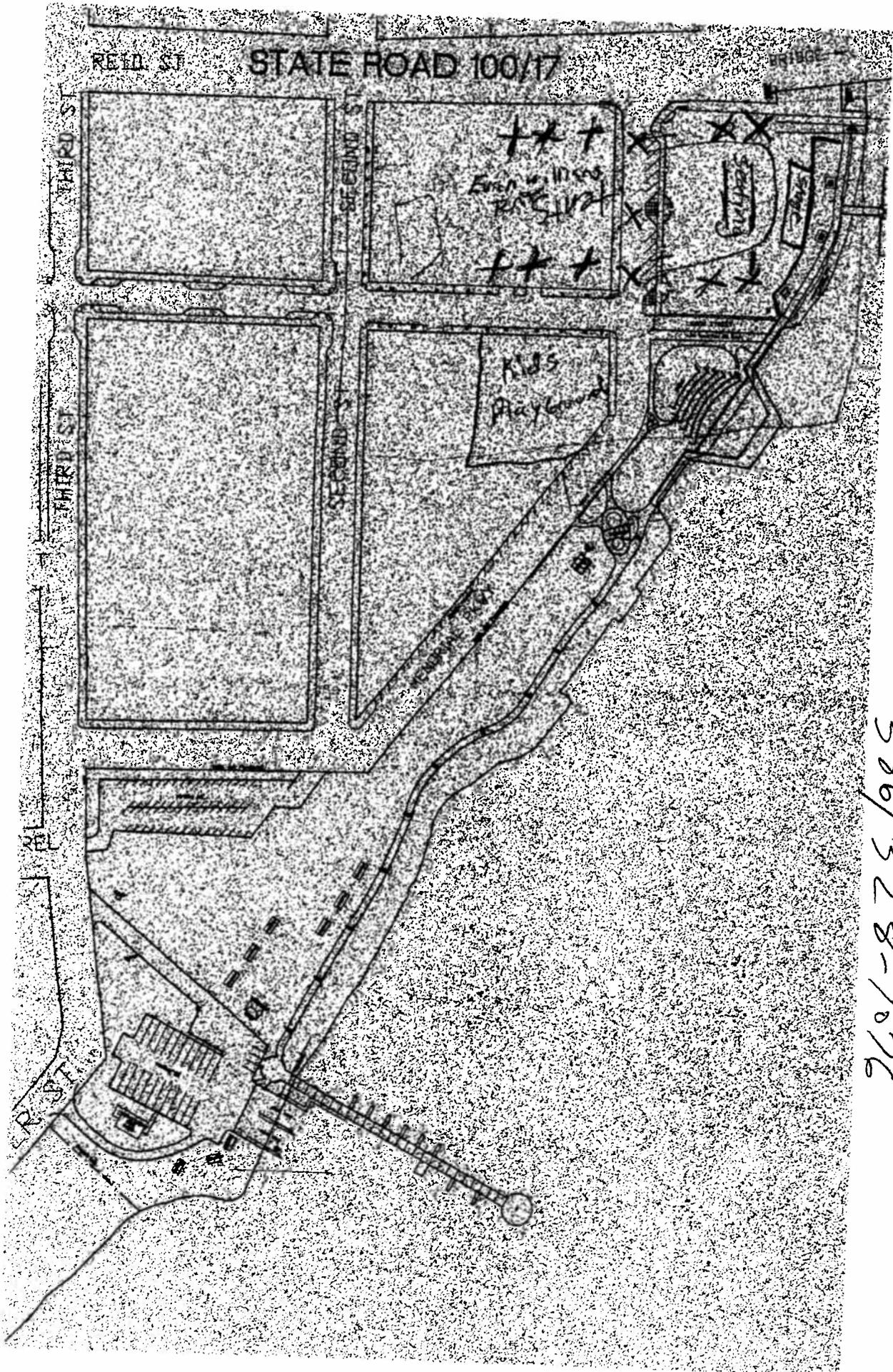
- Nonprofit Articles of Incorporation AND Charter AND Mission Statement
- Financial Statement (last audit period)
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabric, etc.)
- Schedule 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)
- Additional Meeting Required (Adjacent Properties, Special Events Committee, others)
- Musical Band Names/Times
- _____
- _____
- _____

PRE-PLANNING MEETING

Name of Special Event/Production: Powerpole/Citrus Slam Date 3-13-11 - 3-21-11

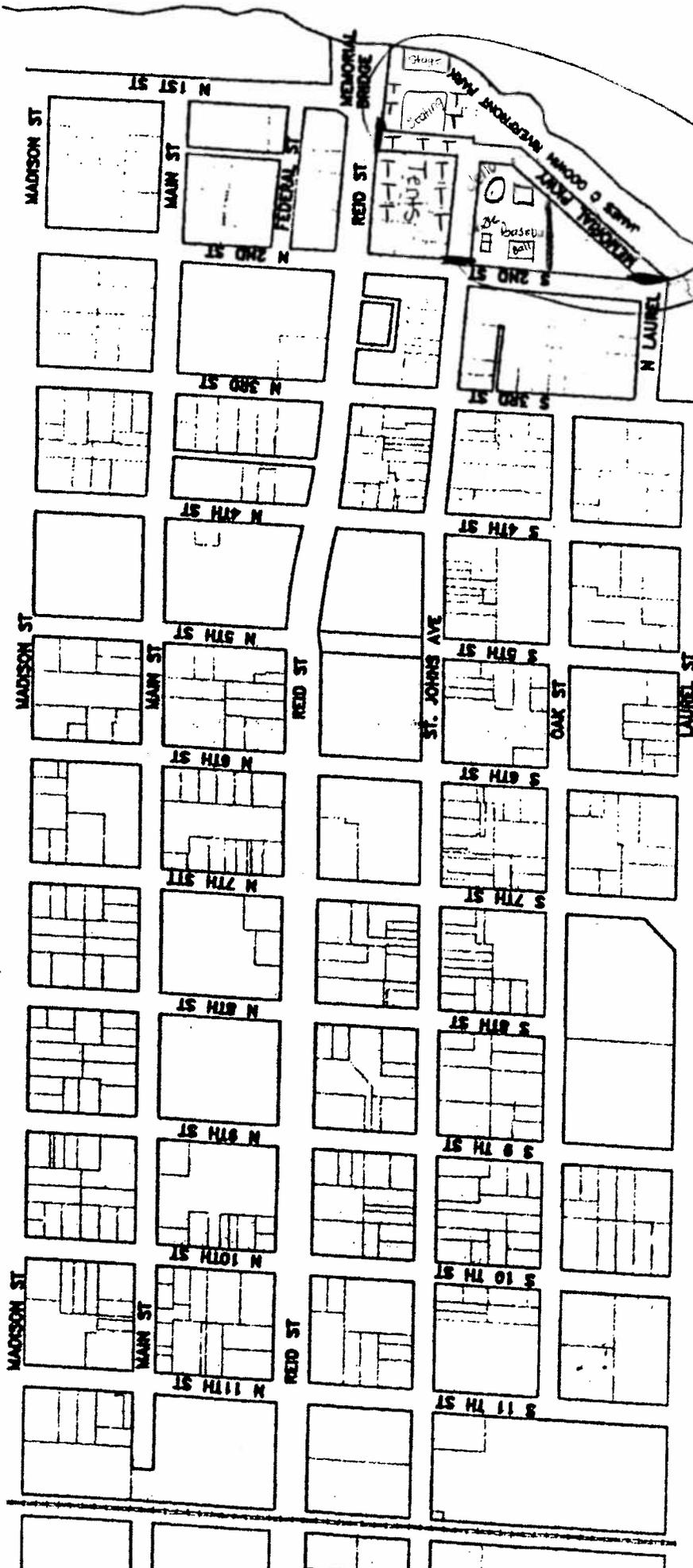
Persons Attending Planning Meeting:

Name	Representing	Position	Phone#
<u>Dana Jones</u>	<u>Chamber of Commerce</u>	<u>President</u>	<u>(386) 328-1503</u>
<u>Julie Linton</u>	<u>Chamber of Commerce</u>	<u>Vice President</u>	<u>(386) 328-1503</u>
		<u>Tourism</u>	



DANA JONES
386/328-7076

Downtown Palatka



Street Closing