

KARL N. FLAGG  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS  
COMMISSIONER

VERNON MYERS  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



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

BETSY JORDAN DRIGGERS  
CITY CLERK

RUBY M. WILLIAMS  
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 April 9, 2009

### CALL TO ORDER:

- a. Invocation – The Reverend Dr. Keith Altman, Chaplin, Palatka Police Dept.
- b. Pledge of Allegiance
- c. Roll Call

### APPROVAL OF MINUTES – 3-26-09

### 1. PUBLIC RECOGNITION

- a. **PROCLAMATION** – National Health Care Decisions Day – April 16, 2009
- b. **PROCLAMATION** – A Day of Service – April 25, 2009
- c. **PROCLAMATION** – Brighten Your World Volunteer Month – April, 2009
- d. **PROCLAMATION** – Safe Digging Month – April, 2009
- e. **PRESENTATION** – Palatka Housing Authority - John Nelson, Executive Director

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

### 3. CONSENT AGENDA:

#### \*a. Issue Festival Permit for 2009 Blue Crab Festival Kick-off Party (see staff recommendations)

1. **Issue Special Event Permit #09- 12** – Friday, May 22, 2009 5:00 p.m. – 11:00 p.m..
2. **Approve Alcohol Ordinance Variance** – 5:30 p.m. – 11:00 p.m. – Staff Recommendation same as 2009 Festival – Beer & Entertainment Tents, Hospitality Tent and buffer zones.
3. **Approve Noise Ordinance Variance** - 5:30 p.m. – 11:00 p.m.
4. **Set Fees – \$532.00** – Class A Permit Fee (1 day @ \$100.00/day) and police security fees (24 hrs. @\$18.00/hour = \$432.00)
5. **Approve street closures as noted.**

#### \*b. Issue Festival Permit for 2009 Blue Crab Festival (see staff recommendation & application attached) with the following stipulations:

1. **Issue Special Event Permit #09-13** May 23, 24 & 25, 2009
2. **Approve Noise Ordinance Variance** May 23, 2009, 10:00 a.m. – 11:30 p.m.  
May 24, 2009, 12:30 p.m. – 11:00 p.m.  
May 25, 2009, 10:00 a.m. – 5:30 p.m.
3. **Approve Alcohol Ordinance Variance** – Staff recommendation same as for 2008 – times to coincide with noise ordinance waiver. Sales/Consumption area to include Beer & Entertainment Tents, Hospitality Tent and buffer zones. Applicant to provide signage clearly warning people not to take alcoholic beverages outside of approved area, and will enforce. **No Alcohol sales on Sunday before 1:00 p.m.**
4. **Designate City Hall & Annex parking lot** for handicapped parking
5. **Issue Festival Control of all vendors and activities** falling between Main Street & Oak Street (north/south) and between the St. Johns River and 19<sup>th</sup> Street (east/west)

## AGENDA - CITY OF PALATKA

April 9, 2009

Page 2

### CONSENT AGENDA (continued)

6. **Close boat ramp to public** beginning at 5:00 p.m. Friday through Saturday & Sunday, and reopen at 5:30 p.m. on Monday.
  7. **Set Fees – \$4,977.00** – Class A Permit Fees (3 days @ \$200.00/day); police Security Fees (142 hrs. @ \$18.00/hr.), Overnight Police Security Contract Fees (36 hrs @ \$18.00/hr) Green roll-out bins (75 @ \$15.00), Deodorizer (2 gal. @ \$15.00); festival to pay all Putnam County Tipping Fees. Waive \$500 refundable damage deposit.  
**STAFF RECOMMENDS APPROVAL OF ALL REQUEST ITEMS FOR SPECIAL EVENT PERMIT Nos. 09-12 and 09-13 for May 22 - 26, 2009 Blue Crab Kick-off Party and Festival.**
  - \*c. **Issue and Approve special request items for Class B Special Events Permit #09-15, 2009 Wolfson's Children's Bass Tournament, May 13 – 16, 2009, per staff recommendation:**
    1. **Approve Noise Ordinance variance** for Saturday, May 16 from 6:00 a.m. to 7:00 a.m.
    2. **Close boat ramp to public** from 6:00 p.m. Friday, May 15 until 6:00 p.m. Saturday, May 16
  - \*d. **Award bid for Riverfront Planning & Architectural Services to Michael Redd Associates** per results of RFQ and ranking interview committee recommendation.
  - \*e. **Award bid in the amount of \$24,000.00 to Fred Fox Enterprises, Inc.** for General Administration of CDBG #09DB-T3-04-64-02-E08, Putnam Lanes Water & Sewer Lines per results of RFP and Sole Source Authorization from DCA, and authorize execution of contract document for same.
  - \*f. **Authorize execution of contract with Kimley-Horn & Associates, Inc. in the amount of \$23,000**, to develop a CRA Plan for the North Historic and South Historic TIF Districts, contract amount payment to be split evenly between the North and South Historic District TIF funds, or \$11,500 from each fund, per recommendation of City Manager and concurrence of North Historic District Neighborhood Association and South Historic District Neighborhood Associations, concurrent upon recommendation by CRA.
  - \*g. **Authorize renewal of Florida Dept. of Corrections Contract No. WS396** for Inmate Work Squad – October 1, 2009 through September 30, 2010 - \$112,934.00/yr (2 squads – Parks & Streets 3<sup>rd</sup> paid squad)
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- \* 4. **PUBLIC HEARING – ORDINANCE** amending the Downtown Business and Downtown Riverfront zoning districts to include additional permitted uses and reduced parking standards – 1<sup>st</sup> reading
  - \* 5. **CODE ENFORCEMENT BOARD RECOMMENDATIONS:**
    - a. **CE Case No. 06-36 - 501 Kirby Street – Recommendation to reduce daily fine/lien from \$10,025 to \$2,506.25**, plus cost of prosecution of \$349.32 if paid within 30 days (\$399.96 if not paid within 30 days of action) – McEwen/Conzales, owners/petitioners
    - b. **CE Case No. 8-83 – 2016 Twigg Street – Recommendation to reduce daily fine/lien from \$6,125.00 to \$1,531.25**, plus cost of prosecution of \$300.32 if paid within 30 days (\$350.96 if not paid within 30 days of action) - M. Oliver, owner
  - \* 6. **PRESENTATION – City of Palatka Water Taxi Service** - Approve current Water Taxi Service Business Plan, contingent upon successful negotiations with FDOT to resolve issued cited in Philip Worth's memorandum dated 2/19/09 – Jeff Norton, Parks Supt. And Woody Boynton, City Manager
  7. **ADMINISTRATIVE REPORTS**
    - \*a. City Manager Boynton – SJRWMD Water Supply Public Workshops – April 6 and April 13, 2009

**AGENDA - CITY OF PALATKA**  
**April 9, 2009**  
**Page 3**

**8. COMMISSIONER COMMENTS**

**9. ADJOURN**

\*Attachment

\*\*Separate Cover

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

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

**Upcoming Events:**

May 22 – 25, 2009 – Blue Crab Festival

May 25, 2009 – City Offices closed in observance of Memorial Day

July 3, 2009 – City Offices closed in observance of Independence Day

August 13 – 15, 2009 – FLC Annual Conference, Orlando, FL

November 19 – 20, 2009 – FLC Annual Legislative Conference, Orlando, FL

**WHEREAS**, *Healthcare Decisions Day* is designed to raise public awareness of the need to plan ahead for health care decisions, related to end of life care and medical decision-making whenever patients are unable to speak for themselves and to encourage the specific use of advance directives to communicate these important health care decisions; and

**WHEREAS**, in Florida, the Florida Health Care Decisions Act provides the specifics of our advance directives law and offers a model form for patient use; and

**WHEREAS**, it is estimated that only about 20 percent of people in Florida have executed an advance directive. Moreover, it is estimated that less than 50 percent of severely or terminally ill patients have an advance directive; and

**WHEREAS**, is likely that a significant reason for these low percentages is that there is both a lack of knowledge and considerable confusion in the public about Advance Directives; and

**WHEREAS**; one of the principal goals of *Healthcare decisions Day* is to encourage hospitals, nursing homes, assisted living facilities, continuing care retirement communities, and hospices to participate in a State-wide effort to provide clear and consistent information to the public about advance directives, as well as the encourage medical professionals and lawyers to volunteer their time and efforts to improve public knowledge and increase the number of Florida citizens with advance directives and

**WHEREAS**, the Palatka Haven Hospice and other organizations throughout Florida have endorsed this event and are committed to educating the public about the importance of discussing health care choices and executing advance directives; and

**WHEREAS**, as a result of April 16, 2009, being recognized as *Healthcare Decisions Day* in Florida, more citizens will have conversations about their health care decisions; more citizens will execute Advance Directives to make their wishes known; and fewer families and health care providers will have to struggle with making difficult health care decisions in the absence of guidance from the patient.

**NOW THEREFORE**, I, Karl Flagg, Mayor of the City of Palatka, together with the members of the Palatka City Commission, do hereby proclaim April 16, 2009 as

### **NATIONAL HEALTHCARE DECISIONS DAY**

in the City of Palatka, and call this observance to the attention of all our citizens.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 16<sup>th</sup> day of April, in the Year of Our Lord Two Thousand Nine.

Commissioners:  
Mary Lawson Brown  
Allegra Kitchens  
Vernon Myers  
James Norwood, Jr.

PALATKA CITY COMMISSION

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By: Karl N. Flagg, MAYOR

**WHEREAS**, the City of Palatka esteems service to be an integral part of exceptional community living and highly values the linking arms of community organizations in service; and

**WHEREAS**, the City of Palatka recognizes that unselfish service provides benefits to both the giver and the receiver; and

**WHEREAS**, unselfish service unites citizens while assuaging the distress of community members and brings hope to all; and

**WHEREAS**, the Northeast Florida Chapter of the American Red Cross and the Church of Jesus Christ of Latter-day Saints have partnered to distribute preparedness and disaster services materials to approximately 40,000 homes in five counties in Northeast Florida, of which the City of Palatka is a part, on Saturday, April 25, 2009.

**NOW, THEREFORE**, I Karl N. Flagg, Mayor of the City of Palatka, Florida, together with the members of the City Commission, do hereby proclaim Saturday, April 25, 2009 as

**A DAY OF SERVICE – HELPING HANDS AND LINKING ARMS**

In the City of Palatka, and commend this worthwhile observance and encourage our citizens to become educated in disaster preparedness.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 9<sup>th</sup> day of April, in the Year of Our Lord Two Thousand Nine.

**PALATKA CITY COMMISSION**

**Commissioners:**  
**Mary Lawson Brown**  
**Allegra Kitchens**  
**Vernon Myers**  
**James Norwood, Jr.**

\_\_\_\_\_  
**By: Karl N. Flagg, MAYOR**



Brighten Your World  
**VOLUNTEER!**  
April is Florida Volunteer Month!

**FLORIDA VOLUNTEER MONTH**  
City of Palatka Proclamation

**WHEREAS**, Governor Charlie Crist and the Florida Cabinet have proclaimed April to be Florida Volunteer Month, and National Volunteer Week was established in April as the official time to recognize and celebrate the efforts of volunteers at the local, state and national levels; and

**WHEREAS**, volunteerism strengthens communities, improves social problems and enhances the overall quality of life for all citizens, including children, seniors, those who are disabled, impoverished, imprisoned, homeless, physically or mentally ill, or otherwise in need of assistance; and

**WHEREAS**, volunteering changes the lives of volunteers in a positive way by: increasing self confidence, self-esteem and physical wellbeing; offering the chance to make new friends; and providing opportunities to learn new skills and abilities; and

**WHEREAS**, volunteerism is proven to have a positive influence on businesses that are socially responsible by increasing employee morale, loyalty and teamwork, and building goodwill toward the company; and



**WHEREAS**, nonprofits, charities, community and faith-based groups, schools, local volunteer centers and national service programs in the City of Palatka have joined together with state and local governments in celebration and praise of volunteers who have given tirelessly and selflessly to the service of others; and

**NOW, THEREFORE, I Mayor Karl Flagg**, by virtue of the authority vested in me by the laws of the United States of America and the state of Florida, do hereby proclaim the month of April to be

**CITY of PALATKA VOLUNTEER MONTH**

And call upon the people of the City of Palatka to promote the spirit of volunteerism; to observe the month with appropriate activities, programs and ceremonies supporting volunteerism; and to participate and engage others in volunteer activities now and for as long as they are able.

**IN WITNESS WHEREOF,**

**I, Karl Flagg**

-serving as Mayor, have hereunto set my hand this 9<sup>th</sup> day of April, in the year of our Lord two thousand and nine.



**WHEREAS**, each year, Florida's underground vital utility infrastructure is jeopardized by unintentional damage by those who fail to call 811 to have underground lines located prior to digging. Undesired consequences such as service interruption, damage to the environment, personal injury and even death are the potential results; and

**WHEREAS**, Sunshine State One-Call of Florida and its 863 members encourage citizens to use the call-before-you-dig number, 811, to help prevent unintentional damages. Designated by the FCC in 2005, the 811 service provides excavators and homeowners a simple, toll-free number to call and request utility line locations at the intended dig site; and

**WHEREAS**, through education on safe digging practices, excavators and homeowners can save time and money and prevent serious injury to themselves and others by calling 811 before beginning any digging project; waiting two full business days for locate marks; protecting the marks so they remain visible throughout the project; and finally digging with care around the marks; and

**WHEREAS**, in addition to saving time and money, the one-call system helps excavators comply with the safety rules and regulations of the construction industry; and

**WHEREAS**, all parties agree that safe digging is a shared responsibility. To know what is below call 811 before you dig.

**NOW, THEREFORE, I**, Karl N. Flagg, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim the month of April, 2009 as

### **SAFE DIGGING MONTH**

in the City of Palatka, and urge all citizens and contractors to use the "Call Sunshine" one-call center to locate underground facilities before beginning excavations or demolitions, in addition to all other appropriate safety precautions.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 9<sup>th</sup> day of April, in the Year of Our Lord Two Thousand Nine.

**Commissioners:**  
**Mary Lawson Brown**  
**Allegra Kitchens**  
**Vernon Myers**  
**James Norwood, Jr.**

**PALATKA CITY COMMISSION**

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**By: Karl N. Flagg, MAYOR**

# Agenda Item

3a

## MEMORANDUM

To: City Commission

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: April 2, 2009

Re: 2009 Blue Crab Friday Nite Party May 22<sup>nd</sup>, 2009

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

1. Special Event Permit Fees established at \$100.00; Class A event.
2. Will work with the police department to provide police & security & traffic control for Friday, May 23, 2009 Police Fees were established at 24 man-hours X \$18/hour = 432.00.
3. Request Street Closures: St. Johns Avenue from 6<sup>th</sup> Street to Memorial Drive, Short Laurel Street 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> Streets from Oak Street to Reid Street.
4. Blue crab Committee will notify all within 1500 feet in regards to this event.
5. Noise ordinance waiver for: Friday, May 22<sup>nd</sup>, 2009 from 5:30 p.m. to 11:00 p.m.
6. Alcohol waiver for: Friday, May 22<sup>nd</sup>, 2009 from 5:30 p.m. to 11:00 p.m.
7. Sanitation: 75 green roll out containers already will be there for the Blue Crab Festival.
  
8. Total Special Event Permit fees will be: \$532.00

Special Events Minutes for 3/11/09

Present: Ke'Ondra Wright- Parks, Jeff Norton- Parks, Mark Lynady- Fire Department, Debbie Banks- Building & Zoning, Betsy Driggers- City Hall, Sam Deputy- Downtown Palatka Inc., Scott Reinhold- PPD, Marshall Fulghum- Blue Crab Festival, Denise Aiken- Arts Council, Gregg McGilloway- Rudder Club, Larry Starling- Wolfson's Children Hospital Bass Tourna., Randy Porter- Fire Department

Special Events Minutes:

**Rudder Club 56<sup>th</sup> Annual Mug Race Permit # 09-04**

- ❖ No changes form last year (2008)
- ❖ Police to park decoy cars at the riverfront and will also schedule extra patrol the area.

**St. Patrick's Day Parade/Downtown Palatka Inc Permit # 09-22:**

- ❖ Security in the front and at the end of the parade
- ❖ 2 officers assigned to the parade and also PSA will be at the major intersections
- ❖ 6 cones at each intersection. (2<sup>nd</sup> Street to 10<sup>th</sup> Street)

**Wolfson Children Hospital Bass Tournament Permit # 09-15**

- ❖ Inspections will be Wednesday May 13 at 2pm. Meeting at the concession stand.
- ❖ Officer Scott Reinhold will be getting the OPS Plan together and submit to Ke'Ondra Wright Parks Dept. when finished.
- ❖ Barricades for the closing of the City Dock.
- ❖ Noise variance from the City Commission

**Blue Crab Friday Nite Party & Festival Permit # 09-12; 09-13**

- ❖ No Fireworks at the Friday Nite Party
- ❖ Friday Nite Party is the same as last year's (2008)
- ❖ Marshall will get a map and the name of vendors prior to the walk through
- ❖ The OPS Plan will be done at the end of March no later than the beginning of April. Officer Scott Reinhold
- ❖ Parade will be on Monday May 25, 2009 at 10am.
- ❖ City Boat Ramp will be closed on Friday at 5pm until Monday at 5pm.

APPLICATION # 09-12

(circle one below)

CLASS A PERMIT - Filing Deadline: 90 days prior to event

CLASS B 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

BLUE CRAB FESTIVAL OF PALATKA, LLC. P.O. Box 1351 Palatka, FL 32178

CONTACT PERSON Marshall Fulghum TELEPHONE 325-8816

(386) 325-4406

FAX # (386) 312-9806

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

Same as above

CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_

\_\_\_\_\_ FAX # \_\_\_\_\_

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 2009 Blue Crab Festival  
Friday Nite Party

DATE & HOURS OF DESIRED USE: May 22, 2009 5:00 pm - 12:00 am

PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, Road Closure etc.)  
City Dock, Memorial Parkway, Amphitheater, 100 Block

6. ESTIMATE OF ANTICIPATED ATTENDANCE 5,000 - 10,000 =/-

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT Same as previous year

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

CLASS A:	<input checked="" type="checkbox"/>	\$100.00 up to 10,000 in attendance per day (plus tax in not a non-profit at current Fla rate)
	<input type="checkbox"/>	\$150.00 10,000 - 40,000 in attendance per day (plus tax in not a non-profit at current Fla rate)
CLASS B:	<input type="checkbox"/>	\$200.00 - 40,000 - 80,000 in attendance per day (plus tax in not a non-profit at current Fla rate )
	<input type="checkbox"/>	\$75.00 per day (plus tax in not a non-profit at current Fla rate)

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 1 Fee Required (Yes/No) \_\_\_\_\_ Check Enclosed? \_\_\_\_\_

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 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 USE OF PUBLIC PROPERTY COVERED BY PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS ONLY MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO OCCUPY OR CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the 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.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and 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.

January 26, 2009  
DATE

*[Signature]*  
SIGNATURE OF APPLICANT

**APPROVED:**

ALLEN R. BUSH  
CITY MANAGER

DATE

CHIEF OF POLICE

DATE

\*\* If you want to use the concession stand, please contact Len Freeman of Downtown Palatka, Inc. at 386-328-8688.

RETURN TO:  
City of Palatka  
Parks Department  
601 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

COPIES TO:  
Police Department  
Fire Department  
Sanitation Department  
Downtown Palatka, Inc.

City Clerk  
Chamber of Commerce  
Keep Putnam Beautiful  
Palatka Daily News  
Mary Murphy, WebMaster

FOR ADDITIONAL INFORMATION PLEASE CALL THE PARKS DEPARTMENT AT 386-329-0100  
(revised 10/09/06)

KARL N. FLAGG  
MAYOR-COMMISSIONER

RY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

AMES NORWOOD, JR.  
COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER



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

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

BETSY JORDAN DRIGGERS  
CITY CLERK

RUBY M. WILLIAMS  
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MICHAEL LAMBERT  
CHIEF FIRE DEPT.

DONALD E. HOLMES  
CITY ATTORNEY

## Special Events Vendor Requirements

- 1. A 12ft clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles.**
- 2. Temporary vendor tents and/or canopies of 200sf or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guy ropes, etc will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap.**
- 3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70**
- 4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch. 11.**
- 5. Generators will be located to the rear of a vendor space, have a fire extinguisher and be sound deadened.**

### Food Vendors

- 1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company. (Tag showing inspection within 1 year of event date.)**
- 2. Vendor deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company.**
- 3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1,**
- 4. Concession trailers that are cooking food that produces grease**

laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96.

5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event Staff will coordinate the overall inspection time.

**Exceptions:**

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemption Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged.

**Vender RV Camping**

1. Temporary camping with motor homes, 5<sup>th</sup> wheels and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except in to a proper disposal facility (At this time the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will be only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.



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

Name of Special Event/Production: 2009 Blue Crab Festival

Type of Event: Friday Nite Party

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

Location of Event: 100 Block, Riverfront Park & City Dock

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

	Date	Day	Begin	End
Event Day 1	<u>05/22</u>	<u>Friday</u>	<u>5:00 PM</u> AM/PM	<u>12:00 AM</u> AM/PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) Thursday 05/21 at (time) 12:00 pm

Break down will be completed by (Date) N/A at (time) \_\_\_\_\_

Event Sponsor/Organization Blue Crab Festival of Palatka, LLC.

Name of Promoter: Blue Crab Festival Tax Exempt No.: \_\_\_\_\_

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

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

Special Event Permit Fees \$ 100 Per day x 1 days \$ 100.00

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 \_\_\_\_\_ x \$ 15.00 per container \$ \_\_\_\_\_

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: Blue Crab Festival  
Telephone: 325-4406 Fax: 312-9806 Cellular: \_\_\_\_\_  
Address: PO Box 1551 Panama FL

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

**Other contacts/Keyholders:**

Name: Marshall Falyhun Telephone: 325-8816  
Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Name: CJ Morris Telephone: 326-0100  
Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Estimated Peak Number of Participants (each day of event):  
Day 1 5000 - 10000  
Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_ Day 5 \_\_\_\_\_

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

Number and proposed location of fire protection services: \_\_\_\_\_  
\_\_\_\_\_

Inspection(s) - Date and time requested: \_\_\_\_\_  
\_\_\_\_\_

Emergency medical services: Ambulance Location(s) (note on site map): \_\_\_\_\_  
\_\_\_\_\_

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

Number and proposed location of portable toilets: (note location on site map)  
\_\_\_\_\_

- Carnival location (if any) (note location on site map) \_\_\_\_\_
- 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: \_\_\_\_\_  
\_\_\_\_\_
- Public street barricades/street closures/detours: (note locations on site map) \_\_\_\_\_  
\_\_\_\_\_
- Temporary Parking, directional Signage needed: \_\_\_\_\_  
\_\_\_\_\_
- Main emergency vehicle access to site (location – also note on site map): \_\_\_\_\_  
\_\_\_\_\_
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) \_\_\_\_\_  
\_\_\_\_\_
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): \_\_\_\_\_  
\_\_\_\_\_
- Number and location of static/mobile displays (note on site map): \_\_\_\_\_  
\_\_\_\_\_
- Location of event staff management (headquarters): \_\_\_\_\_  
\_\_\_\_\_
- Staff Uniform Identification: \_\_\_\_\_
- Main sound system location: \_\_\_\_\_
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): \_\_\_\_\_  
\_\_\_\_\_

- Number and location of temporary signs/banners: \_\_\_\_\_
- Number and location of promotional visual effects: \_\_\_\_\_
- Watercraft: \_\_\_\_\_
- Aircraft: \_\_\_\_\_
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): \_\_\_\_\_
- Date(s) and times of setup/breakdown: \_\_\_\_\_
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): \_\_\_\_\_
- Noise Abatement Requirements: \_\_\_\_\_
- Adjoining Properties Impacted (Notification needed?): \_\_\_\_\_
- 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,

- 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**

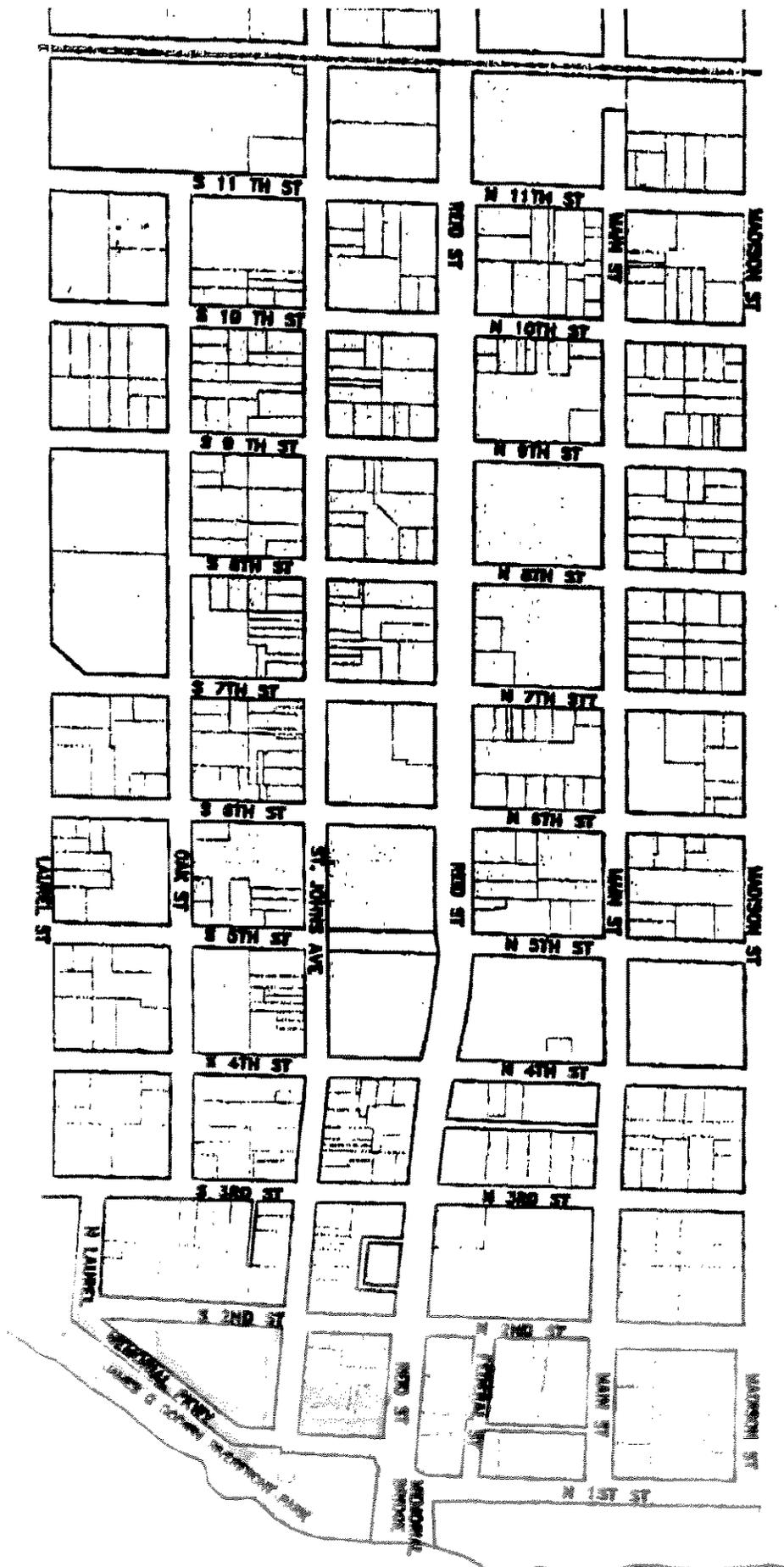
Name of Special Event/Production: \_\_\_\_\_ Date \_\_\_\_\_

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#



# Downtown Palatka



# Palatka Police Department

Gary S. Getchell

Chief of Police



*"Together we can make a difference"*

## 2009 Blue Crab Festival Operations Plan

**Type of Event:** Festival

**Date:** May 22, 2009 through May 25, 2009. The festival officially opens Friday, May 22, 2009 at 1700 hours and closes Monday, May 25, 2009 at 1800 hours.

**Location:** 100 through the 600 block of St. Johns Avenue to include Memorial Parkway.

### **Operations:**

Sgt. Reinhold will be the Incident Commander and will be responsible for all operations during the festival. Sgt. Hawkins will assume command during the hours of 1800 – 0600 hours if Sgt. Reinhold is not available.

The Palatka Police Department will provide security and law enforcement needs from Friday, May 22<sup>nd</sup> (1700 hours) through Monday, May 25<sup>th</sup> (1800 hours). There will be a minimum of 6 law enforcement officers at the festival at all times. The officers will be assigned to designated areas to assure proper police presence. The officer's assigned areas are as follows:

#### **1000-1800 hours**

- 1 officer – 200 through 600 block of St. Johns Avenue
- 1 officer – 100 through 200 block of St. Johns Avenue
- 1 officer – Memorial Parkway and City Dock
- 3 officers – Rove throughout the festival

#### **1800-0000 hours**

- 1 officer – 200 through 600 block of St. Johns Avenue
- 3 officers – 100 through 200 block of St. Johns Avenue
- 1 officer – Memorial Parkway and City Dock
- 2 officers – Rove throughout the festival

Sergeant Scott Reinhold

Page 1 of 4

# Palatka Police Department

Gary S. Getchell

Chief of Police



*"Together we can make a difference"*

Two officers will be assigned to perform night time security from 0000 hours through 0600 hours. Sgt. Hawkins will be OIC of night time security. All criminal investigations will be conducted by officers working at the festival. An incident report will be completed regarding all reported crimes or suspected crimes that occur at the festival. **Any person arrested at the festival will be immediately escorted to the command post and processed at that location.**

There will be two briefings a day for all officers assigned to the festival. The briefing times are 1000 hours and 1800 hours and the briefings will take place at the command post located on South 2<sup>nd</sup> Street.

**Communications:** All officers working the festival will communicate on sheriffs net. The mobile command center will be operational and will be located in the 100 block of South 2<sup>nd</sup> Street. The command center will be staffed with one officer from the Palatka Police Department. The command center will maintain communication with the Blue Crab Officials during the festival. The officers working the festival are **required** to report to the command center at the start and completion of their tour of duty.

**Missing Children/Persons Plan:** In the event that a child is reported missing while at the Blue Crab Festival the following procedures will be followed:

- (a) An officer will respond and meet with the person reporting the missing child.
- (b) The officer will obtain a detailed description of the missing child and then broadcast that information to all officers working at the festival.
- (c) The Incident Commander will be notified of the missing child.
- (d) All officers working the festival will search the area of the festival in an attempt to locate the missing child.
- (e) The initial responding officer will remain with the person reporting the missing child until the child is recovered.
- (f) If the child is not located after the area of the festival is searched, the investigation will be expanded and the department policy regarding missing children/person will be followed.

Sergeant Scott Reinhold

Page 2 of 4

110 N. 11<sup>th</sup> Street, Palatka, Florida 32177 • Phone: 386/329-0110 • Suncom: 360-0110 • Fax: 386/329-0160  
Email: [ops@palatka.fl.gov](mailto:ops@palatka.fl.gov)

PPD Form 0094  
Revised 0903

# Palatka Police Department

Gary S. Getchell

Chief of Police



*"Together we can make a difference"*

## Special Events:

(a) **Fireworks:** No fireworks are scheduled.

(b) **Memorial Day Parade:** The parade is scheduled for Monday, May 25<sup>th</sup> at 1000 hours. The parade route will be from 1100 St. Johns Avenue to 600 St. Johns Avenue. The officers assigned to work the parade will provide traffic control on St. Johns Avenue. The following are the assignments for the officers working the parade:

- 1 officer – 11<sup>th</sup> and St. Johns Avenue
- 1 officer – 9<sup>th</sup> and St. Johns Avenue
- 1 officer – 8<sup>th</sup> and St. Johns Avenue
- 1 officer – 7<sup>th</sup> and St. Johns Avenue
- 1 officer – 6<sup>th</sup> and St. Johns Avenue
- 1 officer – Leading the Parade

**Alcohol Enforcement:** The consumption of alcoholic beverages is permitted at the Blue Crab Festival. The area of consumption is limited to the "beer tent area", which is located in the 100 block of St. Johns Avenue. The "beer tent area" includes inside the beer and entertainment tents and the side walk that is just outside of the tents. Any visitor, who is consuming an alcoholic beverage outside of the designated area, but in the 100 block of St. Johns Avenue, will be warned of the violation and be requested to go to the designated area or dispose of their alcoholic drink. If the visitor is warned of the violation and continues to consuming the alcoholic beverage in public he/she will be subject to criminal charges as defined in Palatka's City Ordinance.

The officer assigned to the 100 block of St. Johns Avenue will strictly enforce the above mentioned issue. Any visitor who is outside of the 100 block of St. Johns Avenue and is in possession of an open alcoholic beverage will be requested to dispose of the beverage. If he/she continues to consume the alcoholic beverage he/she will be subject to criminal charges as defined in Palatka's City Ordinance. **Only alcoholic beverages sold at the festival will be permitted to be consumed in the designated area.**

Sergeant Scott Reinhold

Page 3 of 4

# Palatka Police Department

Gary S. Getchell

Chief of Police



*"Together we can make a difference."*

**Unusual Occurrences:** The Palatka Police Department's policy regarding unusual occurrences will be followed in the event that any such incident occurs. The command center located in the Frank George Apartments parking lot will be the primary staging area for any such incident. In the event that the parking lot of the Frank George Apartments can not be used as a staging area the OIC will designate an alternate location. The incident commander (Sgt. Reinhold/Sgt. Hawkins) at the Blue Crab Festival will assume command of any type of unusual occurrence that occurs at the festival.

**Additional Information:**

Putnam County EMS will be on-site during the duration of the festival.

The Putnam County Sheriff's Office has committed two deputy sheriffs to the festival during all times of operation. The two deputies are included in the police department's staffing.

The designated landing zone for a medical helicopter is the grassy area near the boat ramp.

Four-wheelers and bicycles will be used by police for transportation during the festival. No four-wheelers will be driven on St. Johns Avenue, First Street or Memorial Parkway. Class B uniform will be worn by all officers unless the officer is riding a bicycle. The City of Palatka Streets Department is responsible for providing cones and barricades for the festival.

The following roads will be closed during the festival:

**100-600 St. Johns Avenue**

**1<sup>st</sup> through 6<sup>th</sup> (St. Johns Avenue) from Reid Street to Oak Street**

**Memorial Parkway**

**200 block of Laurel Street**

**City boat ramp and parking lot**

An after action report will be completed and forwarded to Commander Fells at the completion of the festival.

Sergeant Scott Reinhold

Page 4 of 4

Palatka Police Department  
110 North 11<sup>th</sup> Street

**Memorandum**

Date: March 17, 2009  
To: Commander Fells  
From: Sergeant Scott Reinhold  
Subject: Blue Crab Festival Security Fee

---

Friday May 22, 2009

4 PPD officers 1800-0000 hours – 24 hours x \$18.00 per hour = \$432.00  
2 PCSO Deputies 1800-0000 hours

Saturday May 23, 2009

2 PPD officers 0000-0600 hours – 12 hours (Night Security)  
4 PPD officers 1000-1800 hours – 32 hours  
2 PCSO Deputies 1000-1800 hours  
5 PPD officers 1800-0000 hours – 30 hours  
2 PCSO Deputies 1800-0000 hours

Sunday May 24, 2009

2 PPD officers 0000-0600 hours – 12 hours (Night Security)  
4 PPD officers 1200-1800 hours – 24 hours  
2 PCSO Deputies 1200-1800 hours  
5 PPD officers 1800-0000 hours – 30 hours  
2 PCSO Deputies 1800-0000 hours

Monday May 25, 2009

2 PPD officers 0000-0600 hours – 12 hours (Night Security)  
3 PPD officers 0900-1800 hours – 27 hours  
2 PCSO Deputies 0900-1800 hours

Sergeant Scott Reinhold

Page 1 of 2

Palatka Police Department Security Fee

203 hours X \$18.00 per hours = \$3654.00

The above list is the minimum staffing that the police department will provide during the festival. Additional officers may be assigned to the festival if needed.

Sergeant Scott Reinhold

Page 2 of 2

Cc;

*Agenda  
Item*

*3b*

## MEMORANDUM

To: City Commission

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: April 2, 2009

Re: 2009 Blue Crab Festival; May 23<sup>rd</sup>-25<sup>th</sup>, 2009

---

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

1. Special Event Permit Fees established at \$600.00 a Class A event.
2. Request: to close boat ramp at the Riverfront Park from 5:00 p.m. Friday, May 22 to 5:30 p.m. Monday, May 225.
3. Will work with the police department to provide police & security & traffic control for Saturday, May 24 to Monday, May 26. Police Fees have been established at 179 man-hours X \$18/hour = \$3,222.00.
4. Request Street Closures: St. Johns Avenue from 6<sup>th</sup> Street to Memorial Drive, Short Laurel Street 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> Streets from Oak Street to Reid Street.
5. Blue crab Committee will notify all within 1500 feet in regards to this event.
6. Noise ordinance waiver for: Saturday, May 23 from 10 a.m. to 11:30p.m.; Sunday, May 24 from 12:30pm to 11 p.m.; Monday, May 25 from 10 a.m. to 5:30 p.m.
7. Alcohol waiver for: Saturday from 12p.m. to 11p.m.; Sunday from 1pm to 11p.m.; Monday from 12p.m. to 5:30 p.m.
8. Sanitation: 75 green roll out containers X \$15.00 per container = \$1,125.00
9. Deodorizer Fee: 2 gallons @ \$15.00/ea. = 30.00
  
10. Total Special Event Permit fees will be: 4,977.00

Special Events Minutes for 3/11/09

Present: Ke'Ondra Wright- Parks, Jeff Norton- Parks, Mark Lynady- Fire Department, Debbie Banks- Building & Zoning, Betsy Driggers- City Hall, Sam Deputy- Downtown Palatka Inc., Scott Reinhold- PPD, Marshall Fulghum- Blue Crab Festival, Denise Aiken- Arts Council, Gregg McGilloway- Rudder Club, Larry Starling- Wolfson's Children Hospital Bass Tourna., Randy Porter- Fire Department

Special Events Minutes:

**Rudder Club 56<sup>th</sup> Annual Mug Race Permit # 09-04**

- ❖ No changes form last year (2008)
- ❖ Police to park decoy cars at the riverfront and will also schedule extra patrol the area.

**St. Patrick's Day Parade/Downtown Palatka Inc Permit # 09-22:**

- ❖ Security in the front and at the end of the parade
- ❖ 2 officers assigned to the parade and also PSA will be at the major intersections
- ❖ 6 cones at each intersection. (2<sup>nd</sup> Street to 10<sup>th</sup> Street)

**Wolfson Children Hospital Bass Tournament Permit # 09-15**

- ❖ Inspections will be Wednesday May 13 at 2pm. Meeting at the concession stand.
- ❖ Officer Scott Reinhold will be getting the OPS Plan together and submit to Ke'Ondra Wright Parks Dept. when finished.
- ❖ Barricades for the closing of the City Dock.
- ❖ Noise variance from the City Commission

**Blue Crab Friday Nite Party & Festival Permit # 09-12; 09-13**

- ❖ No Fireworks at the Friday Nite Party
- ❖ Friday Nite Party is the same as last year's (2008)
- ❖ Marshall will get a map and the name of vendors prior to the walk through
- ❖ The OPS Plan will be done at the end of March no later than the beginning of April. Officer Scott Reinhold
- ❖ Parade will be on Monday May 25, 2009 at 10am.
- ❖ City Boat Ramp will be closed on Friday at 5pm until Monday at 5pm.

APPLICATION # 09-13

(circle one below)

CLASS A PERMIT - Filing Deadline: 90 days prior to event

CLASS B 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

BLUE CRAB FESTIVAL OF PALATKA, LLC. P.O. Box 1351 Palatka, FL 32178

CONTACT PERSON Marshall Fulghum TELEPHONE 325-8816

(386) 325-4406 FAX # (386) 312-9806

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

Same as above

CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_

FAX # \_\_\_\_\_

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 2009 Blue Crab Festival

DATE & HOURS OF DESIRED USE: May 23-25th 2009 6:00 am - 5:00 pm

PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, Road Closure etc.)  
City Dock, Amphitheater, 100 Block, Memorial Parkway,

Riverfront Park

6. ESTIMATE OF ANTICIPATED ATTENDANCE 200,000 +/- ( over 3 days )

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT Same as last year.

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

CLASS A: \_\_\_\_\_ \$100.00 up to 10,000 in attendance per day (plus tax in not a non-profit at current Fla rate)

\_\_\_\_\_ \$150.00 10,000 - 40,000 in attendance per day (plus tax in not a non-profit at current Fla rate)

X \$200.00 - 40,000 - 80,000 in attendance per day (plus tax in not a non-profit at current Fla rate )

CLASS B: \_\_\_\_\_ \$75.00 per day (plus tax in not a non-profit at current Fla rate)

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 3 Fee Required (Yes/No) \_\_\_\_\_ Check Enclosed? \_\_\_\_\_

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 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 USE DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVER 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 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.

**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.**

January 26, 2009

DATE



SIGNATURE OF APPLICANT

**APPROVED:**

ALLEN R. BUSH  
CITY MANAGER

DATE

CHIEF OF POLICE

DATE

**\*\* If you want to use the concession stand, please contact Len Freeman of Downtown Palatka, Inc. at 386-328-8688.**

**RETURN TO:**

City of Palatka  
Parks Department  
201 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

**COPIES TO:**

Police Department  
Fire Department  
Sanitation Department  
Downtown Palatka, Inc.

**City Clerk**

Chamber of Commerce  
Keep Putnam Beautiful  
Palatka Daily News  
Mary Murphy, WebMaster

FOR ADDITIONAL INFORMATION PLEASE CALL THE PARKS DEPARTMENT AT 386-329-0100

KARL N. FLAGG  
MAYOR-COMMISSIONER

Y LAWSON BROWN  
CITY MAYOR - COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER



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

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

BETSY JORDAN DRIGGERS  
CITY CLERK

RUBY M. WILLIAMS  
FINANCE DIRECTOR

GARY S. GETCHELL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT.

DONALD E. HOLMES  
CITY ATTORNEY

## Special Events Vendor Requirements

- 1. A 12ft clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles.**
- 2. Temporary vendor tents and/or canopies of 200sf or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guy ropes, etc will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap.**
- 3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFCI protected. NFPA 70**
- 4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch. 11.**
- 5. Generators will be located to the rear of a vendor space, have a fire extinguisher and be sound deadened.**

### Food Vendors

- 1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company. (Tag showing inspection within 1 year of event date.)**
- 2. Vendor deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company.**
- 3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1,**
- 4. Concession trailers that are cooking food that produces grease**

laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96.

5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event Staff will coordinate the overall inspection time.

**Exceptions:**

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemption Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged.

**Vendor RV Camping**

1. Temporary camping with motor homes, 5<sup>th</sup> wheels and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except in to a proper disposal facility (At this time the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will be only be authorized by event staff.
6. A placard issued by the event staff will identify vendor RVs.



**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: 2009 Blue Crab Festival

Type of Event: 21st Annual Blue Crab 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, Concerts, food & commercial display vendors  
carbival, antique show, beauty contest.

Location of Event: St. Johns Avenue, Memorial Parkway, 100 Block  
Amphetheater, City Dock, Riverfront Park

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

	Date	Day	Begin	End
Event Day 1	<u>05/23</u>	<u>Saturday</u>	<u>6:30 AM/PM</u>	<u>12:00 AM/PM</u>
Event Day 2	<u>05/24</u>	<u>Sunday</u>	<u>11:00 AM/PM</u>	<u>11:00 AM/PM</u>
Event Day 3	<u>05/25</u>	<u>Monday</u>	<u>11:00 AM/PM</u>	<u>5:00 PM/PM</u>
Event Day 4	_____	_____	_____AM/PM	_____AM/PM

Set-up for event will begin on (Date) Monday 05/18 at (time) 9:00 AM

Break down will be completed by (Date) Monday 05/25 at (time) 6:30 PM

Event Sponsor/Organization Blue Crab Festival of Palatka, LLC.

Name of Promoter: Blue Crab Festival 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 \$ 200 Per day x 3 days \$ 600.00

Law Enforcement (City) Police Officer(s) \$ 18.00 per hour x 179 hours \$ 3,222.00

# of personnel \_\_\_\_\_ Total # of hours \_\_\_\_\_

Public Works Services (Class B only - no charge during regular working hours) *incl. 36 hrs. overnight security requested*

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 75 x \$ 15.00 per container \$ 1,125.00

Additional Charges (list) Deodorizer Fee: 2 gallons @ 15.00 each \$ 30.00

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: Blue Crab Festival  
Telephone: 325-4406 Fax: 312-9806 Cellular: \_\_\_\_\_  
Address: P.O. Box 1351 Panama, FL.

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

**Other contacts/Keyholders:**

Name: Marshall Fulghum Telephone: 325-8816  
Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Name: C.J. Mom's Telephone: 324-0100  
Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Estimated Peak Number of Participants (each day of event): Day 1 50,000  
Day 2 50,000 Day 3 50,000 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: short

Inspection(s) - Date and time requested: Friday 05/22/09

Emergency medical services: Ambulance Location(s) (note on site map): \_\_\_\_\_

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

Number and proposed location of portable toilets: (note location on site map)  
various

- Carnival location (if any) (note location on site map) Riverfront Park
- Number of sanitation roll-out containers required: Memorial Drive + Reid Street
- Location of parking/transportation services, if any: Short Laurel + Memorial Dr.
- Type Transport Vehicles (Van, buses, etc.): \_\_\_\_\_
- Location of security and emergency vehicle parking on site: Short Laurel + Memorial Dr.
- Public street barricades/street closures/detours: (note locations on site map) 16th Street - Memorial Drive, 2nd, 3rd, 4th, 5th, 10th to Oak Street
- Temporary Parking, directional Signage needed: \_\_\_\_\_
- Main emergency vehicle access to site (location - also note on site map): Short Laurel + Memorial Drive
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) 1st + Memorial Drive Amphitheater
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): St. Johns Avenue
- Number and location of static/mobile displays (note on site map): N/A
- Location of event staff management (headquarters): \_\_\_\_\_
- Staff Uniform Identification: Staff Shirts w/ Logo
- Main sound system location: Entertainment tent - 2nd + Memorial Drive
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): Riverfront Park Area

- Number and location of temporary signs/banners: Various
- Number and location of promotional visual effects: N/A
- Watercraft: N/A
- Aircraft: City Dock Area
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): Various - Riverfront Park
- Date(s) and times of setup/breakdown: Friday, May 22nd noon - Monday, May 25th 10:00 pm
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): Various
- Noise Abatement Requirements: Yes
- Adjoining Properties Impacted (Notification needed?): N/A
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: 2nd - Memorial Drive  
Friday, May 22nd, 2009 5:30 - 11:00
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): State of Florida
- 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: \_\_\_\_\_ Date \_\_\_\_\_

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#

Lined area for notes or additional information.

**NOTES**

Lined area for notes or additional information.

**POST-EVENT CHECKLIST (Class A Events Only)**

- Report listing income/expenses of event, showing amount of gross revenues, payments, net proceeds, and distribution of net proceeds.
- Affidavit listing main suppliers (advertising, t-shirts, alcohol and/or soft drink concessions, paid entertainment) who have provided goods or services in connection with the event, stating they have been paid in full, or if not, a listing of those suppliers with the amount they are owed.



# Palatka Police Department

Gary S. Getchell

Chief of Police



*"Together we can make a difference"*

## 2009 Blue Crab Festival Operations Plan

**Type of Event:** Festival

**Date:** May 22, 2009 through May 25, 2009. The festival officially opens Friday, May 22, 2009 at 1700 hours and closes Monday, May 25, 2009 at 1800 hours.

**Location:** 100 through the 600 block of St. Johns Avenue to include Memorial Parkway.

**Operations:**

Sgt. Reinhold will be the Incident Commander and will be responsible for all operations during the festival. Sgt. Hawkins will assume command during the hours of 1800 – 0600 hours if Sgt. Reinhold is not available.

The Palatka Police Department will provide security and law enforcement needs from Friday, May 22<sup>nd</sup> (1700 hours) through Monday, May 25<sup>th</sup> (1800 hours). There will be a minimum of 6 law enforcement officers at the festival at all times. The officers will be assigned to designated areas to assure proper police presence. The officer's assigned areas are as follows:

**1000-1800 hours**

- 1 officer – 200 through 600 block of St. Johns Avenue
- 1 officer – 100 through 200 block of St. Johns Avenue
- 1 officer – Memorial Parkway and City Dock
- 3 officers – Rove throughout the festival

**1800-0000 hours**

- 1 officer – 200 through 600 block of St. Johns Avenue
- 3 officers – 100 through 200 block of St. Johns Avenue
- 1 officer – Memorial Parkway and City Dock
- 2 officers – Rove throughout the festival

Sergeant Scott Reinhold

Page 1 of 4

# Palatka Police Department

Gary S. Getchell

Chief of Police



*"Together we can make a difference"*

Two officers will be assigned to perform night time security from 0000 hours through 0600 hours. Sgt. Hawkins will be OIC of night time security. All criminal investigations will be conducted by officers working at the festival. An incident report will be completed regarding all reported crimes or suspected crimes that occur at the festival. **Any person arrested at the festival will be immediately escorted to the command post and processed at that location.**

There will be two briefings a day for all officers assigned to the festival. The briefing times are 1000 hours and 1800 hours and the briefings will take place at the command post located on South 2<sup>nd</sup> Street.

**Communications:** All officers working the festival will communicate on sheriffs net. The mobile command center will be operational and will be located in the 100 block of South 2<sup>nd</sup> Street. The command center will be staffed with one officer from the Palatka Police Department. The command center will maintain communication with the Blue Crab Officials during the festival. The officers working the festival are **required** to report to the command center at the start and completion of their tour of duty.

**Missing Children/Persons Plan:** In the event that a child is reported missing while at the Blue Crab Festival the following procedures will be followed:

- (a) An officer will respond and meet with the person reporting the missing child.
- (b) The officer will obtain a detailed description of the missing child and then broadcast that information to all officers working at the festival.
- (c) The Incident Commander will be notified of the missing child.
- (d) All officers working the festival will search the area of the festival in an attempt to locate the missing child.
- (e) The initial responding officer will remain with the person reporting the missing child until the child is recovered.
- (f) If the child is not located after the area of the festival is searched, the investigation will be expanded and the department policy regarding missing children/person will be followed.

Sergeant Scott Reinhold

Page 2 of 4

110 N. 11<sup>th</sup> Street, Palatka, Florida 32917 • Phone: (863)29-0110 • Fax: (863)29-0110  
Email: [ops@palatkafla.net](mailto:ops@palatkafla.net)

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# Palatka Police Department

Gary S. Getchell

Chief of Police



*"Together we can make a difference"*

## **Special Events:**

(a) **Fireworks:** No fireworks are scheduled.

(b) **Memorial Day Parade:** The parade is scheduled for Monday, May 25<sup>th</sup> at 1000 hours. The parade route will be from 1100 St. Johns Avenue to 600 St. Johns Avenue. The officers assigned to work the parade will provide traffic control on St. Johns Avenue. The following are the assignments for the officers working the parade:

- 1 officer – 11<sup>th</sup> and St. Johns Avenue
- 1 officer – 9<sup>th</sup> and St. Johns Avenue
- 1 officer – 8<sup>th</sup> and St. Johns Avenue
- 1 officer - 7<sup>th</sup> and St. Johns Avenue
- 1 officer – 6<sup>th</sup> and St. Johns Avenue
- 1 officer – Leading the Parade

**Alcohol Enforcement:** The consumption of alcoholic beverages is permitted at the Blue Crab Festival. The area of consumption is limited to the "beer tent area", which is located in the 100 block of St. Johns Avenue. The "beer tent area" includes inside the beer and entertainment tents and the side walk that is just outside of the tents. Any visitor, who is consuming an alcoholic beverage outside of the designated area, but in the 100 block of St. Johns Avenue, will be warned of the violation and be requested to go to the designated area or dispose of their alcoholic drink. If the visitor is warned of the violation and continues to consuming the alcoholic beverage in public he/she will be subject to criminal charges as defined in Palatka's City Ordinance.

The officer assigned to the 100 block of St. Johns Avenue will strictly enforce the above mentioned issue. Any visitor who is outside of the 100 block of St. Johns Avenue and is in possession of an open alcoholic beverage will be requested to dispose of the beverage. If he/she continues to consume the alcoholic beverage he/she will be subject to criminal charges as defined in Palatka's City Ordinance. **Only alcoholic beverages sold at the festival will be permitted to be consumed in the designated area.**

Sergeant Scott Reinhold

Page 3 of 4

# Palatka Police Department

Gary S. Getchell

Chief of Police



*"Together we can make a difference"*

**Unusual Occurrences:** The Palatka Police Department's policy regarding unusual occurrences will be followed in the event that any such incident occurs. The command center located in the Frank George Apartments parking lot will be the primary staging area for any such incident. In the event that the parking lot of the Frank George Apartments can not be used as a staging area the OIC will designate an alternate location. The incident commander (Sgt. Reinhold/Sgt. Hawkins) at the Blue Crab Festival will assume command of any type of unusual occurrence that occurs at the festival.

**Additional Information:**

Putnam County EMS will be on-site during the duration of the festival.

The Putnam County Sheriff's Office has committed two deputy sheriffs to the festival during all times of operation. The two deputies are included in the police department's staffing.

The designated landing zone for a medical helicopter is the grassy area near the boat ramp.

Four-wheelers and bicycles will be used by police for transportation during the festival.

No four-wheelers will be driven on St. Johns Avenue, First Street or Memorial Parkway. Class B uniform will be worn by all officers unless the officer is riding a bicycle.

The City of Palatka Streets Department is responsible for providing cones and barricades for the festival.

The following roads will be closed during the festival:

**100-600 St. Johns Avenue**

**1<sup>st</sup> through 6<sup>th</sup> (St. Johns Avenue) from Reid Street to Oak Street**

**Memorial Parkway**

**200 block of Laurel Street**

**City boat ramp and parking lot**

An after action report will be completed and forwarded to Commander Fells at the completion of the festival.

Sergeant Scott Reinhold

Page 4 of 4

Palatka Police Department  
110 North 11<sup>th</sup> Street

**Memorandum**

Date: March 17, 2009  
To: Commander Fells  
From: Sergeant Scott Reinhold  
Subject: Blue Crab Festival Security Fee

---

**Friday May 22, 2009**

4 PPD officers 1800-0000 hours – 24 hours  
2 PCSO Deputies 1800-0000 hours

**Saturday May 23, 2009**

2 PPD officers 0000-0600 hours – 12 hours (Night Security)  
4 PPD officers 1000-1800 hours – 32 hours  
2 PCSO Deputies 1000-1800 hours  
5 PPD officers 1800-0000 hours – 30 hours  
2 PCSO Deputies 1800-0000 hours

**Sunday May 24, 2009**

2 PPD officers 0000-0600 hours – 12 hours (Night Security)  
4 PPD officers 1200-1800 hours – 24 hours  
2 PCSO Deputies 1200-1800 hours  
5 PPD officers 1800-0000 hours – 30 hours  
2 PCSO Deputies 1800-0000 hours

**Monday May 25, 2009**

2 PPD officers 0000-0600 hours – 12 hours (Night Security)  
3 PPD officers 0900-1800 hours – 27 hours  
2 PCSO Deputies 0900-1800 hours

Sergeant Scott Reinhold

Page 1 of 2

Palatka Police Department Security Fee

203 hours X \$18.00 per hours = \$3654.00

The above list is the minimum staffing that the police department will provide during the festival. Additional officers may be assigned to the festival if needed.

Sergeant Scott Reinhold

Page 2 of 2

Saturday, 5-23-09

Sunday, 5-24-09

Monday, 5-25-09

179 hours x \$18.00 / hour  
= \$3,222.00

# *Agenda Item*

*3c*

## **MEMORANDUM**

To: City Commission

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: April 2, 2009

Re: 2009 Wolfson Children's Hospital Bass Tournament; May 13<sup>th</sup> thru May 16<sup>th</sup>, 2009

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

1. Riverfront Fees established at \$200.00
2. Request to close boat ramp at the Riverfront Park from Friday, May 15<sup>th</sup>, 6:00p.m. to 6:00 p.m. Saturday May 16<sup>th</sup>, 2009.
3. Will work with police department to provide police & security & traffic control for Saturday, May 16<sup>th</sup>, 2009. Police fees have been established at 83 man-hours X \$18/hour = \$1,494.00.
4. Mr. Larry Starling will notify the Church in regard to this event.
5. Noise ordinance waiver for: Saturday May 16<sup>th</sup>, 2009 from 6:00 a.m. to 7:00 a.m.
6. Total Special Event Permit fees will be: \$1,694.00

Special Events Minutes for 3/11/09

Present: Ke'Ondra Wright- Parks, Jeff Norton- Parks, Mark Lynady- Fire Department, Debbie Banks- Building & Zoning, Betsy Driggers- City Hall, Sam Deputy- Downtown Palatka Inc., Scott Reinhold- PPD, Marshall Fulghum- Blue Crab Festival, Denise Aiken- Arts Council, Gregg McGilloyay- Rudder Club, Larry Starling- Wolfson's Children Hospital Bass Tourna., Randy Porter- Fire Department

Special Events Minutes:

**Rudder Club 56<sup>th</sup> Annual Mug Race Permit # 09-04**

- ❖ No changes form last year (2008)
- ❖ Police to park decoy cars at the riverfront and will also schedule extra patrol the area.

**St. Patrick's Day Parade/Downtown Palatka Inc Permit # 09-22:**

- ❖ Security in the front and at the end of the parade
- ❖ 2 officers assigned to the parade and also PSA will be at the major intersections
- ❖ 6 cones at each intersection. (2<sup>nd</sup> Street to 10<sup>th</sup> Street)

**Wolfson Children Hospital Bass Tournament Permit # 09-15**

- ❖ Inspections will be Wednesday May 13 at 2pm. Meeting at the concession stand.
- ❖ Officer Scott Reinhold will be getting the OPS Plan together and submit to Ke'Ondra Wright Parks Dept. when finished.
- ❖ Barricades for the closing of the City Dock.
- ❖ Noise variance from the City Commission

**Blue Crab Friday Nite Party & Festival Permit # 09-12; 09-13**

- ❖ No Fireworks at the Friday Nite Party
- ❖ Friday Nite Party is the same as last year's (2008)
- ❖ Marshall will get a map and the name of vendors prior to the walk through
- ❖ The OPS Plan will be done at the end of March no later than the beginning of April. Officer Scott Reinhold
- ❖ Parade will be on Monday May 25, 2009 at 10am.
- ❖ City Boat Ramp will be closed on Friday at 5pm until Monday at 5pm.

**CLASS A PERMIT - Filing Deadline: 90 days prior to event**  
**CLASS B 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**  
Wolfson Children's Hospital Bass Tournaments  
Larry or Linda Starling, 3230 Callie Lane, Green Cove Spgs, FL 32043  
**CONTACT PERSON** Larry or Linda Starling **TELEPHONE** (904) 291-0833  
P. O. Box 5964, Jax., FL 32247 **FAX #** (904) 398-9856

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

Same

**CONTACT PERSON** Same **TELEPHONE** \_\_\_\_\_

**FAX #** \_\_\_\_\_

3. **DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY** Open Boat Bass Tournaments

**DATE & HOURS OF DESIRED USE:** May 13, 2009 thru May 16, 2009 (24 hrs.per day)

**PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, Road Closure etc.)**  
Entire Park (City Docks, Amphitheater, Gazebo, Concession Stand)

6. **ESTIMATE OF ANTICIPATED ATTENDANCE** 2000-3000 on Saturday, May 16, 2009

7. **NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT** 1 Weigh-in Trailer  
400-500 Trucks & Bass Boat Trailers (Sat.only)

8. **ARTICLE IV SPECIAL EVENT ORDINANCE: FEES**

**CLASS A:** \_\_\_\_\_ \$100.00 up to 10,000 in attendance per day (plus tax in not a non-profit at current Fla rate)  
\_\_\_\_\_ \$150.00 10,000 - 40,000 in attendance per day (plus tax in not a non-profit at current Fla rate)  
\_\_\_\_\_ \$200.00 - 40,000 - 80,000 in attendance per day (plus tax in not a non-profit at current Fla rate)  
**CLASS B:** \_\_\_\_\_ \$75.00 per day (plus tax in not a non-profit at current Fla rate)  
\_\_\_\_\_  \_\_\_\_\_

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 \_\_\_\_\_ Fee Required (Yes,No) \_\_\_\_\_ Check Enclosed? \_\_\_\_\_

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 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 USE; DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERING 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 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.

**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.**

February 5, 2009  
DATE

*Linda N. Stalling*  
SIGNATURE OF APPLICANT

**APPROVED:**

ALLEN R. BUSH  
CITY MANAGER

DATE

CHIEF OF POLICE

DATE

**\*\* If you want to use the concession stand, please contact Len Freeman of Downtown Palatka, Inc. at 386-328-8688.**

**RETURN TO:**  
City of Palatka  
Parks Department  
201 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

**COPIES TO:**  
Police Department  
Fire Department  
Sanitation Department  
Downtown Palatka, Inc.

City Clerk  
Chamber of Commerce  
Keep Putnam Beautiful  
Palatka Daily News  
Mary Murphy, WebMaster

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

MARLEN FLAGG  
MAYOR-COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER

LEGRA KITCHENS  
COMMISSIONER



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

BETSY JORDAN DRIGGERS  
CITY CLERK

RUBY M. WILLIAMS  
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.*

## Special Events Vendor Requirements

- 1. A 12ft clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles.**
- 2. Temporary vendor tents and/or canopies of 200sf or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guy ropes, etc will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap.**
- 3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70**
- 4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch. 11.**
- 5. Generators will be located to the rear of a vendor space, have a fire extinguisher and be sound deadened.**

### Food Vendors

- 1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company. (Tag showing inspection within 1 year of event date.)**
- 2. Vendor deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company.**
- 3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1,**
- 4. Concession trailers that are cooking food that produces grease**



# 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 <input type="checkbox"/> Tentative Schedule of Events	<b>Event Classification:</b> 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: The Twentieth Annual Wolfson Children's Hospital Bass Tournament

Type of Event: Open Boat Bass Tournament

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. – attach separate listing if necessary) \_\_\_\_\_  
Tournament Launches and Weigh-ins

Location of Event: Palatka City Docks, entire waterfront park

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

	Date	Day	Begin	End
Event Day 1	<u>5/14/09</u>	<u>Thursday</u>	4:00 <u>AM/PM</u>	4:00 <u>AM/PM</u>
Event Day 2	<u>5/15/09</u>	<u>Friday</u>	4:00 <u>AM/PM</u>	4:00 <u>AM/PM</u>
Event Day 3	<u>5/16/09</u>	<u>Saturday</u>	2:00 <u>AM/PM</u>	7:00 <u>AM/PM</u>
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) Wed., May 13, 2009 at (time) 8:00 a.m.

Break down will be completed by (Date) Sat., May 16, 2009 at (time) 8:30 p.m.

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 \$ 200 Per day x 1 days \$ 200.00

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 \_\_\_\_\_ x \$ 15.00 per container \$ \_\_\_\_\_

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: Larry L. Starling, Chairman, Wolfson Children's Hosp. Bass Tournam  
Telephone: (904) 626-8976 Fax: (904) 398-9856 Cellular: (904) 626-8976  
Address: P. O. Box 5964, Jax., FL 32247 or 3230 Callie Ln, GCS, FL 3204

Name: Linda W. Starling, Sect/Treas Wolfson Children's Hosp. Bass Tournam  
Telephone: (904) 291-0833 Fax: (904) 398-9856 Cellular: (904) 860-1854  
Address: P.O. Box 5964, Jax., FL 32247 or 3230 Callie Ln, GCS, FL 32043

**Other contacts/Keyholders:**

Name: N/A Telephone: \_\_\_\_\_  
Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Estimated Peak Number of Participants (each day of event): Day 1 200  
Day 2 160 Day 3 1000 Day 4 \_\_\_\_\_ Day 5 \_\_\_\_\_

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

Number and proposed location of fire protection services: \_\_\_\_\_  
N/A

Inspection(s) – Date and time requested: \_\_\_\_\_

Emergency medical services: Ambulance Location(s) (note on site map): \_\_\_\_\_

Number of EMS Personnel required: None

Number and proposed location of portable toilets: (note location on site map)  
20 plus 1 Handicapped-various locations around park

- Carnival location (if any) (note location on site map) N/A
- Number of sanitation roll-out containers required: we will supply trash boxes
- Location of parking/transportation services, if any: various lots around town
- Type Transport Vehicles (Van, buses, etc.): Trucks with Boats/Trailers and One Shuttle Van
- Location of security and emergency vehicle parking on site: \_\_\_\_\_
- Public street barricades/street closures/detours: (note locations on site map) Same as previous years
- Temporary Parking, directional Signage needed: Same as previous years
- Main emergency vehicle access to site (location – also note on site map): N/A
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) We need concession stand for registration, Amphitheater Area for weigh-ins, Same as previous years-ramp area mornings and afternoons
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): Five or so food vendors @ Amphitheater Area
- Number and location of static/mobile displays (note on site map): None
- Location of event staff management (headquarters): Quality Inn & Suites (Riverfront)
- Staff Uniform Identification: N/A
- Main sound system location: Amphitheater Area in Afternoon and Ramp area in the mornings
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): Launches at Ramp Area and Weigh-in at Amphitheater

- Number and location of temporary signs/banners: Sponsors Banners around Park
- Number and location of promotional visual effects: Weigh-In Trailer-Amphitheater
- Watercraft: Participants Boats and 2 Check Boats
- Aircraft: None
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): Banners-Various locations around park
- Date(s) and times of setup/breakdown: Set-Up: Wed, May 13, 2009 8:00a.m.  
Breakdown: Saturday, May 16, 2009 following weigh-in
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): N/A
- Noise Abatement Requirements: \_\_\_\_\_
- Adjoining Properties Impacted (Notification needed?): Various parking lots in area for anglers and spectators
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: n/a
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): n/a
- Handicapped Accessibility: Just those already on site

**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: \_\_\_\_\_ Date \_\_\_\_\_

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#



# Palatka Police Department

## Operations Plan Wolfson Bass Tournament 2009

**OIC:** Sergeant Hawkins

**Date:** May 13, 2006 Thru May 16, 2009

**Event Times:** Early morning hours until late afternoon hours each day.

**Police Detail Times:**

May 16, 2009

0000 hours – 0800 hours -	2 Officers for traffic = 16 hours (Officers will help keep ramp clear until 0200) 1 Supervisor / incident commander = 8 hours
0200 hours – 0800 hours -	2 Officers for traffic = 12 hours 1 Officer for security = 6 hours
1400 hours – 1900 hours -	4 Officers for traffic = 20 hours 1 Officer for security = 5 hours 1 Detective for voice stress = 5 hours 1 Supervisor / incident commander = 5 hours

**Command Post:** 3<sup>rd</sup> and Laurel Street

**Agency Contacts:**

Palatka Police Department -	Sergeant Hawkins (Incident Commander at Event)
Central Dispatch -	Dispatch Supervisor on duty
Wolfson -	Larry or Linda Starling

If rescue or other agency assistance is needed they will be called and dispatched through the Sheriff's Office.

**Event Information:**

The event is scheduled for set up on May 13<sup>th</sup>.

The event will have some displays and exhibits at various locations at the riverfront and city dock.

On May 14<sup>th</sup> and 15<sup>th</sup> bass tournaments are scheduled, but are smaller and don't require police assistance. Decoy police vehicles will be used during the event as a crime deterrent and extra patrol will be done by on duty personnel. One decoy vehicle will be placed near the boat ramp and the other decoy vehicle near the clock tower.

The main bass tournament that will require police assistance will be on May 16<sup>th</sup> and the times are listed above under police detail times. The event will have approximately 500 to 600 vehicles with trailers that will need to be parked. The Police Officers assigned to the detail will be directing the vehicles so they can be parked in various locations near the boat ramp.

See attached sheet for personnel positions and duties at the event.

**Communications:**

All Officers working the detail will use a radio channel designated by the OIC. The OIC will get with the communications supervisor before the event to establish what radio channel will be used. Communication with Wolfson staff will be done by word of mouth or cell phone.

**Traffic Control / Maps:**

A map of the area will be provided indicating where decoy vehicles will be parked. The map will also indicate where Officers will be assigned, road closures and parking areas.

**Compensation / Reimbursement:**

The event and overtime hours have been approved through City Hall. The organization will be reimbursing the city for overtime costs.

**Security:**

Parking areas, display areas, decoy vehicles, and routine patrols.

**Outside Support:**

If anyone from another agency or organization is utilized for any security or traffic control they will be directed through the Incident Commander and fall under the Incident Command System. In past events Police Service Aids and or Police Explorers have responded to assist. These resources will be given assignments by the Incident Commander.

**Equipment Needed:**

The uniform will be the authorized special detail uniform.  
Traffic vests will be worn.  
Flash lights will be utilized.  
Portable radios will be used.  
The Incident Commander will make contact with the Streets Department before the event to make sure the barricades will be delivered before the event takes place.  
Decoy police vehicles will be used during the event as a crime deterrent.

**Arrests:**

No arrests are expected, if an arrest is made the on duty zone officer will be used to transport and assist.

**Medical:**

If an incident occurs and rescue is needed they will be dispatched through communications.

**Transportation:**

Marked patrol vehicles.  
Golf carts.

**Briefing:**

Will be held at the command post at the start of the detail (3<sup>rd</sup> and Laurel).

**Post occurrence duties:**

Officers working the detail will be given assignments by the OIC to open roads and take down barricades.

All equipment and Police Department property will be accounted for.

**Debrief:**

Will be held at the command post after post occurrence duties are completed.

All officers working the detail will attend the debriefing along with a representative for the Wolfson tournament. If a representative from the tournament is unable to attend the debriefing the OIC will make contact with that person and document any concerns.

The following Monday at the supervisors meeting a debriefing will be held with the command staff and supervisors.

**After Action Report:**

The OIC will complete an after action report listing any problems or changes that need to be made to the operations plan.

The report will be submitted to the patrol commander.

# Palatka Police Department

Gary S. Getchell

Chief of Police



*"Together we can make a difference"*

To: Commander Fells

From: Sergeant Hawkins

Date: 03-17-2009

Reference: Security Fee for Wolfson's Bass Tournament

Saturday May 16<sup>th</sup> 2009

Early morning detail (when boats are put into the water)

5 Officers for traffic including OIC = 42 hours

1 Officer for security = 6 hours

Afternoon detail (when boats exit the water and fish are weighed in)

5 Officers for traffic including OIC = 25 hours

1 Officer for security = 5 hours

1 Detective for voice stress = 5 hours

Total hours – 83 x \$18.00 = \$1494.00 Security Fee

Sergeant Brian Hawkins

Page 1 of 1

# *Agenda Item*

*3d*

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

*City of Palatka*  
*Office of the City Manager*

**To:** Mayor Flagg, Commissioners  
**From:** Woody Boynton, City Manager   
**Date:** April 6, 2009  
**RE:** Riverfront Planning and Architectural Services

---

On February 20, 2009, seventeen proposals were received from engineering, architectural and planning companies for the City of Palatka Riverfront Park and City Pier Improvements project. A review committee consisting of Allegra Kitchens (City Commissioner), Jeff Norton (City Parks Director), Susan Loosberg (Downtown Inc. representative), John Browning (Main Street representative) and I were appointed to review the proposals and select one firm for presentation to the City Commission.

A proposal from each firm and a detailed ranking sheet was provided to each committee member. On March 6<sup>th</sup>, this committee met to rank the various firms. From this process, five firms were selected to be interviewed (no particular order): IBI Group, Michael Redd & Associates, Bergman Associates, Moffatt & Nichol, and McLaren Engineering Group. Interviews with each of the firms were held on March 23<sup>rd</sup> and March 24<sup>th</sup>. Each firm had approximately one-hour to make their presentation.

At the end of the interview process, the committee was asked to rank their top three firms. From this process Michael Redd and Associates was ranked as the number 1 firm. The following is the actual ranking of each firm after the interview process: Michael Redd & Associates, Bergman Associates, McLaren Engineering Group, Moffit & Nichol and IBI Group.

It is the recommendation of the review committee to award the contract to Michael Redd & Associates and authorize the City Manager to begin negotiations on a contract for Riverfront Planning and Architectural Services.

All meetings held were advertised and open to the public. Copies of all proposals in addition to the material provided during the interview process can review at the City Manager's office. As always should you have any questions, please do hesitate to ask.

March 24, 2009

Results of Interviews per Board

1. Redd
2. Bergman
3. McLaren
4. Miff. H
5. IBI

Ally Kitchen

Jeffery

Seaworth

Handwritten signatures of Ally Kitchen and Jeffery Seaworth. The signature for Ally Kitchen is written over the signature for Jeffery Seaworth.

## LEGAL ADVERTISEMENT

### **Request for Proposals (RFP) for Architectural, Engineering, Surveying Geotechnical & Bathymetric Services for City of Palatka Riverfront Park and City Pier Improvements**

The City of Palatka is requesting Proposals from professional Architectural and/or Engineering Firms licensed in the State of Florida for services related to design, construction document preparation and permitting for Public Dock Facilities at the City of Palatka's Riverfront Park. The City desires to improve about 1,300 linear feet of riverfront property to provide additional boat launching facilities in a heavily used area of the St. Johns River, in order to provide the only public overnight mooring facilities along the St. Johns River between Jacksonville and Lake George. The successful respondent shall also be required to provide master planning of the City's riverfront green space.

The Property is located east of Memorial Parkway, Palatka, Florida 32177. The firm selected shall provide all phases of Architectural, Engineering, Surveying, Geotechnical & Bathymetric services including, but not limited to architectural, structural, mechanical, plumbing, electrical, surveying, geotechnical & bathymetric services for preparation of Design, Construction Documents and Permitting. In addition, Master Planning of Green Space shall be required.

A Pre-Proposal Conference will be held Thursday, February 5, 2009 at 2:00 p.m. at the Palatka City Commission Meeting Room, 201 N. Second Street, Palatka, Florida. Attendance by Proposers who desire to submit on this Project is recommended, but not mandatory.

Submittal guidelines may be obtained in person from the City of Palatka, 201 North Second Street Palatka, Florida 32177, or requested by fax at 386-329-0199 or by email at [wboynton@palatka-fl.gov](mailto:wboynton@palatka-fl.gov), or may be viewed and printed from the City's website at [www.cityofpalatka.com](http://www.cityofpalatka.com).

Deadline for receipt of sealed proposals at Palatka City Hall has been set for Friday, February 20, 2009 at 2:00 p.m. Sealed Proposals containing one (1) original, four (4) copies and one (1) electronic copy may be sent or delivered in person to the attention of Mr. Woody Boynton, City Manager, City of Palatka, 201 North Second Street, Palatka, Florida 32177. Proposals shall remain in effect for a period of 60 days after the date set for their receipt. Sealed proposals must be marked "PROPOSAL FOR PALATKA RIVERFRONT PARK/CITY PIER IMPROVEMENTS" in BOLD lettering on outside of envelope.

The City of Palatka complies with all Federal Statues relating to non-discrimination. The City of Palatka is an Equal Opportunity Employer. The Palatka City Commission reserves the right to accept or reject any and all proposals and to waive all informalities.

Publish: 1/24/09

/s/ E. C. "Woody" Boynton, City Manager

**RUN DATE: 1/24/09 If possible**

**PROOF OF PUBLICATION REQUESTED**

Please fax editing proof and cost of advertisement to the attention of Betsy Driggers at 386-329-0199 or e-mail to [bdriggers@palatka-fl.gov](mailto:bdriggers@palatka-fl.gov)

City of Palatka

201 N. 2<sup>nd</sup> Street, Palatka, FL 32177

386-329-0100 ext 211

**Request for Proposals (RFP) for  
Architectural, Engineering, Surveying, Geotechnical & Bathymetric Services  
City of Palatka Riverfront Park/City Pier Improvements  
January 24, 2009**

**SUBMITTAL GUIDELINES**

**Project Description:**

The City of Palatka is requesting proposals from professional Architectural and/or Engineering Firms licensed in the State of Florida for services related to design, construction document preparation and permitting for Public Dock Facilities at the City of Palatka's Riverfront Park. The City desires to improve about 1,300 linear feet of riverfront to provide additional boat launching facilities in a heavily used area of the St. Johns River, in order to provide the only public overnight mooring facilities along the St. Johns River between Jacksonville and Lake George. **In addition and as important**, the successful applicant shall also be required to provide master planning of the City's riverfront greenspace. The City maintains approximately 10.0 acres of greenspace and paved parking. All areas are to be considered for master planning purposes.

The Property is located east of Memorial Parkway in Palatka, Florida 32177. The firm selected shall provide all phases of Architectural, Engineering, Surveying, Geotechnical and Bathymetric services including, but not limited to architectural, structural, mechanical, plumbing, electrical, surveying, geotechnical and bathymetric services for preparation of Design, Construction Documents and Permitting as it relates to the Public Dock Facilities. In addition, the respondents shall provide master planning, civil services and landscape architectural services for the development of a short and long-term vision for the riverfront greenspace.

The following is a brief Summary of Services required, but not limited to:

- A. At south end of site, design new floating docks to be used as mooring facilities.
  - Access to be from existing City Pier.
  - Structures to be floating piers.
- B. Parallel to the Riverfront, design new floating docks to be used for mooring small boats.
  - Floating docks to run parallel to riverbank with walkways leading from floating docks to uplands areas as required for access.
  - Floating docks to be located in central section of Riverfront Park.
  - New bulkhead to be designed parallel to river front with back fill behind bulkhead to level terrain.
  - Wetlands impact to be determined.
- C. Third boat launch and boarding dock to be at southeast corner of City property.
  - New ramp to be cast in place concrete and be adjacent to existing ramps.
  - Upgrade lighting at existing boat launch facilities and install new lighting at new boat launch and mooring facilities.
  - Provide electrical weather resistant GFI outlets and potable water outlets at new mooring facilities.
  - Construct a Kiosk (Sign) adjacent to boat launch facilities.
- D. Renovate Existing Restroom Area
  - Construct Restroom Addition and Shower Facility.
  - Renovate existing Restroom Building at south side of existing parking lot to accommodate handicapped accessibility.

**Request for Proposals - City of Palatka Riverfront Park/City Pier Improvements  
Architectural, Engineering, Surveying, Geotechnical & Bathymetric Services**

January 24, 2009

Page 2

- E. Develop Master Plan for Riverfront Greenspace
- Hold citizen workshops to identify critical needs.
  - Develop and present conceptual site plans to City Commission.
  - Develop short term and long term goals with cost estimates and implementation schedules.
  - Evaluate traffic circulation and parking options.

These improvements are being funded through a Florida Boating and Improvement Program Grant for Boating and Access Facilities. *A Copy of the Grant Agreement is attached to this Project Description.* The successful Proposer shall conform to and comply with all requirements of the Grant.

**This project requires completion of the following tasks:**

**Task 1 -Design**

- A. **Complete** a Boundary and Topographical Survey of Subject Property.
- B. **Complete** a Bathymetric Survey of contiguous underwater areas and affected shoreline.
- C. **Conduct** Geotechnical borings and exploration of contiguous underwater areas and affected shoreline.
- D. **Develop** a Preliminary Design of the proposed facilities including, but not limited to:
1. **Conduct** Three Public Meetings as follows:
    - Meeting #1: Conduct a "Town Hall" Meeting*
      - 1) Encourage Public participation to draw / list desired development.
      - 2) Create existing Site Plan "templates" for distribution.
      - 3) Suggest conceptual development of Waterfront and Green Space between the River and Memorial Drive.
      - 4) Promote interaction with Community via distribution and collection of bulleted survey.
      - 5) Assimilate and incorporate results
      - 6) Schedule Meeting #2.
    - Meeting #2: Meet with City Commissioners and Public*
      - 1) Present Conceptual Drawings at Public Forum.
      - 2) Incorporate feedback and refine Design.
    - Meeting #3 Final Presentation to City Commission*
      - 1) Incorporate all aspects of Design, including Bulkhead, Floating Piers, Floating Walkway, Boat Launch Area and Renovated/Added to Restrooms.
- E. **Complete** Final Design and Construction Documents of Proposed Facilities and Improvements.
- F. **Complete** a Conceptual Design of Green Space Components not required to be developed beyond Conceptual Design.

**Task 2 - Permits**

Apply for all permits required to construct the Project.

**Task 3 - Acknowledgment**

Upon completion of Phase 1, the construction phase, erect a permanent sign, not less than four (4) feet by six (6) feet in size, displaying the Florida Wildlife Commission's official logo identifying them as the funding source for this Project.

*A copy of the Schematic Site Plan with approximate locations of new Floating Piers, Floating Walkway, Boat Launch Area and Renovated/Added to Restrooms is attached to this Project Description.*

**SUBMITTAL GUIDELINES (Continued)**

**A. SUBMITTAL REQUIREMENTS**

Respondents shall submit one (1) original and a minimum of four (4) additional copies, plus one electronic copy, of the submittal package. Identify original submittal as "ORIGINAL". In order to assist the review process, responses shall be submitted in a three ring binder or other bound format with a tabbed divider for each of the Criteria identified in the Evaluation Criteria. (i.e. Tab 1 - Company/firm qualifications and capabilities, Tab 2 - Qualifications and abilities, etc.). If bound in other than a three-ring binder, please submit one (1) additional unbound copy.

Standard brochures and specifications may be submitted as additional material, but shall not be submitted as primary qualification data.

**B. DELIVERY OF PROPOSALS**

All Responses shall be submitted to attention of Mr. Woody Boynton, City Manager, City of Palatka, 201 North Second Street, Palatka, FL 32177, in sealed envelopes or boxes clearly marked "PROPOSAL FOR PALATKA RIVERFRONT PARK/CITY PIER IMPROVEMENTS" in **BOLD** and/or colored lettering on outside of packaging.

**C. PUBLIC ENTITY CRIMES STATEMENT**

All Respondents shall attach a signed, notarized Public Entity Crime Statement with their Submittal, acknowledging that:

In accordance with Section 287.133(2)(a), Fla. Stat., any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not, for a period of 36 months from the date of placement on the convicted vendor list:

- (a) Submit a Proposal on a contract to provide any goods or services to the City;
- (b) Submit a Proposal on a contract with the District for the construction or repair of a public building or public work;
- (c) Submit proposals on leases of real property to the City;
- (d) Be awarded or perform work as a contractor, supplier, subcontractor, or sub-consultant under a contract with the City;
- (e) Transact business with the District in excess of the threshold amount provided in section 287.017, Fla. Stat., for Category two.

A copy of the Public Entity Crime Statement is included with these guidelines.

**D. EVALUATION AND AWARD PROCEDURES**

Proposals will be evaluated by the City Manager and a four-member review committee. Should it be necessary, the top three to five ranked firms may be requested to make a formal presentation to the review committee. Based upon the recommendation of the review committee, the City Manager will then present the findings to the City Commission. Following approval of the top-selected Respondent, contractual negotiations will commence with the top-ranked firm.

**Request for Proposals - City of Palatka Riverfront Park/City Pier Improvements  
Architectural, Engineering, Surveying, Geotechnical & Bathymetric Services**

January 24, 2009

Page 4

**E. EVALUATION CRITERIA**

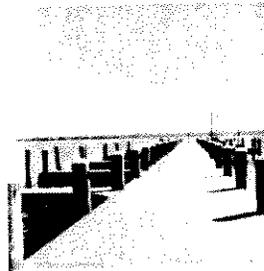
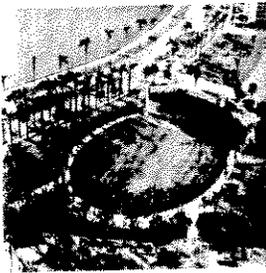
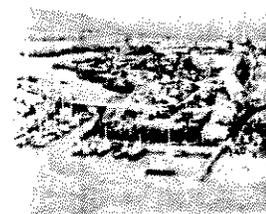
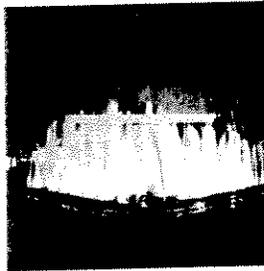
Respondents shall include information or documentation regarding, and will be evaluated using, the following evaluation criteria:

- 1. Company/firm qualifications and capabilities** **10 points**
  - a) How many years has this firm been providing Architectural/Engineering (A/E) services of this type?
  - b) Overview of organizational structure and proposed project management.
  - c) Provide a list of the firm's current and projected workload for 2008 and 2009.
  - d) Within the previous five years, has this firm or its predecessor(s) firm ever been involved in any litigation? If so, provide location, nature of litigation and case status/final determination.
  
- 2. Qualifications and abilities of professional personnel** **30 points**
  - a) Names and functions of all key personnel who will be part of the design team for this project and organizational setup.
  - b) List all Consultants included as part of the design team.
  - c) Provide resumes that specifically outline qualifications and work histories of key personnel (firm personnel and Consultants).
  - d) Provide documentation of current professional registrations as required for execution of this work.
  
- 3. Past and present firm experience on projects of this type** **20 points**
  - a) Provide information on at least three (3) similar Projects. Provide the actual cost of the Project. What was the total A/E design fee percentage based on final A/E design cost (including construction administrative services, if provided) per completed Project.
  
- 4. Past Performance** **20 points**
  - a) For each of the above three (3) referenced projects, provide the Owner's contact person, title, and telephone number and the contractor's project manager and telephone number.
  - b) Provide letters of reference from at least two (2) of the Owner's for the above listed projects.
  - c) Describe how your firm handled completed project call back issues for two (2) of the above listed projects.
  
- 5. Willingness to meet time and budget requirements** **20 points**
  - a) Were the A/E's estimate of the probable construction cost within +/-5% of the initial construction contract low bid (or negotiated) award for each of the above three (3) referenced projects? How does your firm prepare project estimates (format)?
  - b) Did the A/E provide 100% complete construction bid documents within the allowed design period? What was the design period associated with each of the above projects?

**F. INQUIRIES**

Further questions regarding this request for proposals shall be directed to Mr. Woody Boynton by fax @ 386-325-0199 or email at [wboynton@palatka-fl.gov](mailto:wboynton@palatka-fl.gov).

Michael Redd & Associates



Qualifications to Design Riverfront Park and City Pier Improvements

City of Palatka

March 2009

# MICHAEL REDD & ASSOCIATES, P.A.

*Michael T. Redd, President  
Frank G. Baynham, Vice President  
Nelson Caceres, Vice President*

## PARTIAL LIST OF GOVERNMENTAL CLIENTS

### SOVERIGN RULERS:

H.H. Sheikh Sultan Bin Khalifa Bin Zayed Al Nahyan  
United Arab Emirates

### SOVERIGN NATIONS:

Abu Dhabi	China	Croatia	Czech Republic
Dominican Republic	Egypt	France	Montserrat
Peru	Spain	Switzerland	

### STATES:

Delaware	Florida	Georgia	Maine
Michigan	South Carolina	Texas	Virginia

### COUNTIES:

Brevard (FL)	Broward (FL)	Chambers (TX)	Chatham(GA)
Collier (FL)	Lee (FL)	Monroe (FL)	Palm Beach (FL)
Volusia (FL)			

### CITIES:

Benton Harbor (MI)	Bonita Springs (FL)	Boynton Beach (FL)
Bryan/College Station (TX)	Cape Coral (FL)	Deerfield Beach (FL)
Ft. Myers (FL)	Gulfport (FL)	Lake Worth (FL)
Marco Island (FL)	Naples (FL)	North Key Largo (FL)
North Palm Beach (FL)	Ocean Ridge (FL)	Palm Beach Gardens (FL)
Pompano Beach (FL)	St. Joseph (MI)	Savannah (GA)
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E-mail: [design@reddplan.com](mailto:design@reddplan.com)

# LOCAL & BUSINESS



**Mom speaks:** Woman tells of sorrow at losing only daughter in the turnpike slayings. **Story, 2B**



**Workers wanted:** A Boca company says it needs to fill 134 jobs. **Business, 4B**

# Pier reshapes West Palm waterfront

*A series of docks opening soon will give boaters and pedestrians new access.*

By TONY DORIS  
Palm Beach Post Staff Writer

**WEST PALM BEACH** — A plan to put the beach back in West Palm Beach comes closer to reality in the next few weeks, when a 444-foot-long pier opens along the city's downtown waterfront.

The \$8 million pier project, the first piece of a waterfront redesign 16 years in the making, is expected to open to the public between the end of the Palm Beach International Boat Show, which runs March 26-29, and the start of the city's annual SunFest concert series on April 29.

Visitors walking to the end of the floating pier will enjoy views of the downtown skyline, the Intracoastal Waterway and its bridges, and the Palm Beach mansions across the way.

West Palm Beach's new beach will

sprawl at the foot of the pier, next to the sea wall. It won't be for swimming, but it will have sand, beach grasses and other dune plants, a deck and a trellis for shade.

City officials say the beach and the rest of the Waterfront Commons project should be finished by the end of this year. The project includes razing the main library, shifting Flagler Drive a few dozen feet westward and building other amenities leading to Clematis.

The city's aim is to link down-

See PIER, 6B ▶



From the eastern end of one of the docks, tourists and lunching downtown workers will be able to gaze back upon West Palm Beach's skyline.

BRUCE R. BENNETT  
Staff Photographer

## Workers and tourists can enjoy pier

▶ PIER from 1B

town's business and entertainment districts to the waterfront while attracting commerce from boaters. The makeover includes new docks just north and south of a 30-foot-wide central pier, which will give visitors a sensory transition from urban to waterfront to water, said project manager Joan Goldberg.

"We are a waterfront community," she said. "We are one of few places in the county where a boater can come, tie up and enjoy the amenities ... whether it's shopping, dining or entertainment."

The northern dock, opposite North Clematis Street, and the southern one, opposite the Meyer Amphitheatre near Evernia Street, will be open only to boaters.

But the central pier, off South Clematis, is made for strolling, its floating wooden

### Refurbished waterfront

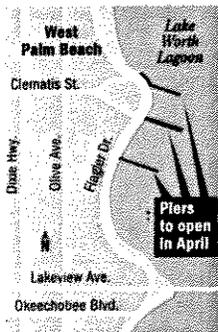
Tell us, are you likely to visit the new downtown pier and beach? [PalmBeachPost.com/yourpost](http://PalmBeachPost.com/yourpost)

deck rises and falls imperceptibly with the tides. It features central planters with native flora, and an oyster bed lined with meshing that allows small tropical fish to swim through from the Intracoastal. Curving benches provide a place for downtown workers or tourists to bring lunch.

No docking is allowed along the 75 feet of pier closest to land. That will allow coast-hugging manatees unimpeded passage below.

Each of the three docks has state permits that allow 11 boats of any size to dock at a time. The city hopes to win permission eventually for 15 or 16 boats at each dock.

The docks are not de-



BRENNAN KING/STAFF PHOTO

signed to be all things to all boaters.

There are no facilities for overnight docking, for one thing. And the docks' design, with pilings outside the decking, is more suited to boats from 25 to 60 feet than for mega-yachts, some ships'

captains from across the way in Palm Beach note.

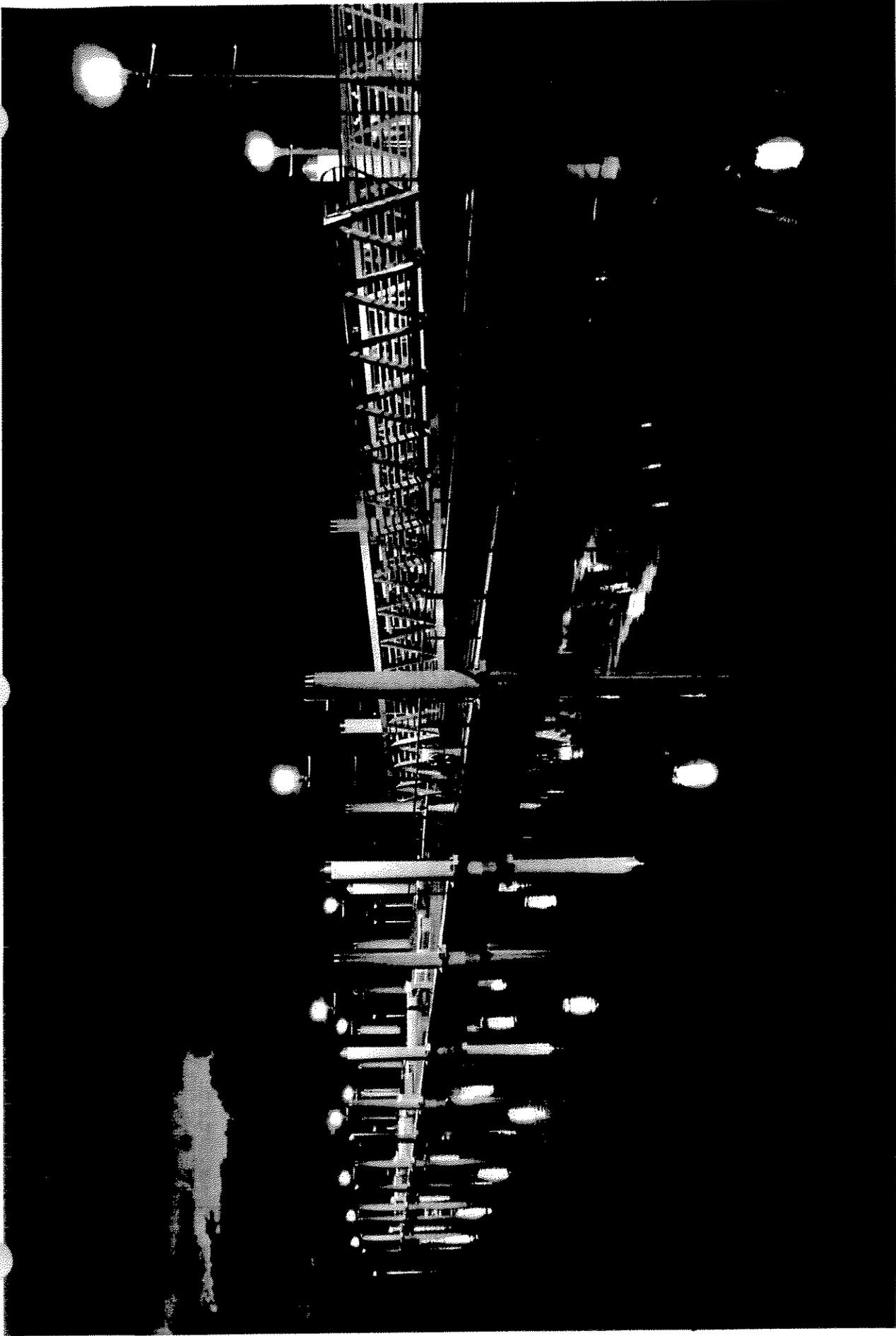
Goldberg says mega-yachts can tie up at the private Palm Harbor Marina to the north. "We are not building a marina that is for multimillionaires exclusively," she said.

On the other hand, many multimillion-dollar yachts will make appearances at this month's boat show. Boat show visitors will get a sneak preview of the city's new piers, which will help anchor the temporary docks being installed for the show.

Dennis Grady, president and chief executive of the Chamber of Commerce of the Palm Beaches, said he hopes the docks will lure customers to shops and restaurants.

Boaters will see the docks as a destination for lunch, and motorists on Flagler Drive will be tempted to stop, he said.

© tony\_doris@pbpost.com

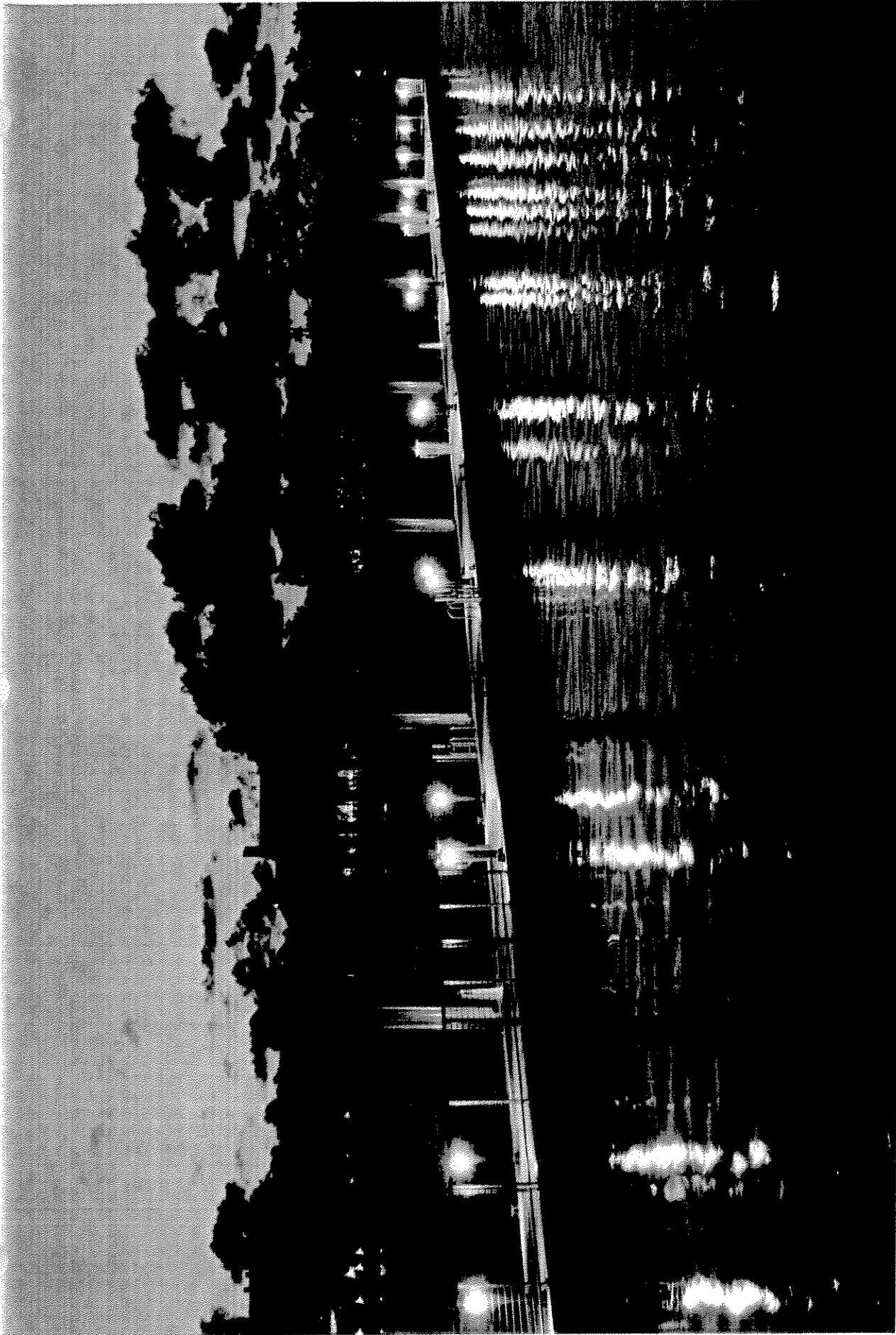


TAYLOR ENGINEERING, INC.

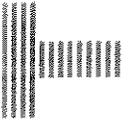


WATERFRONT COMMONS  
WEST PALM BEACH, FL

MICHAEL REDD  
ASSOCIATES, P.A.  
PLANNING, LANDSCAPE ARCHITECTURE, INTERIOR DESIGN, AND  
CONSTRUCTION MANAGEMENT SERVICES

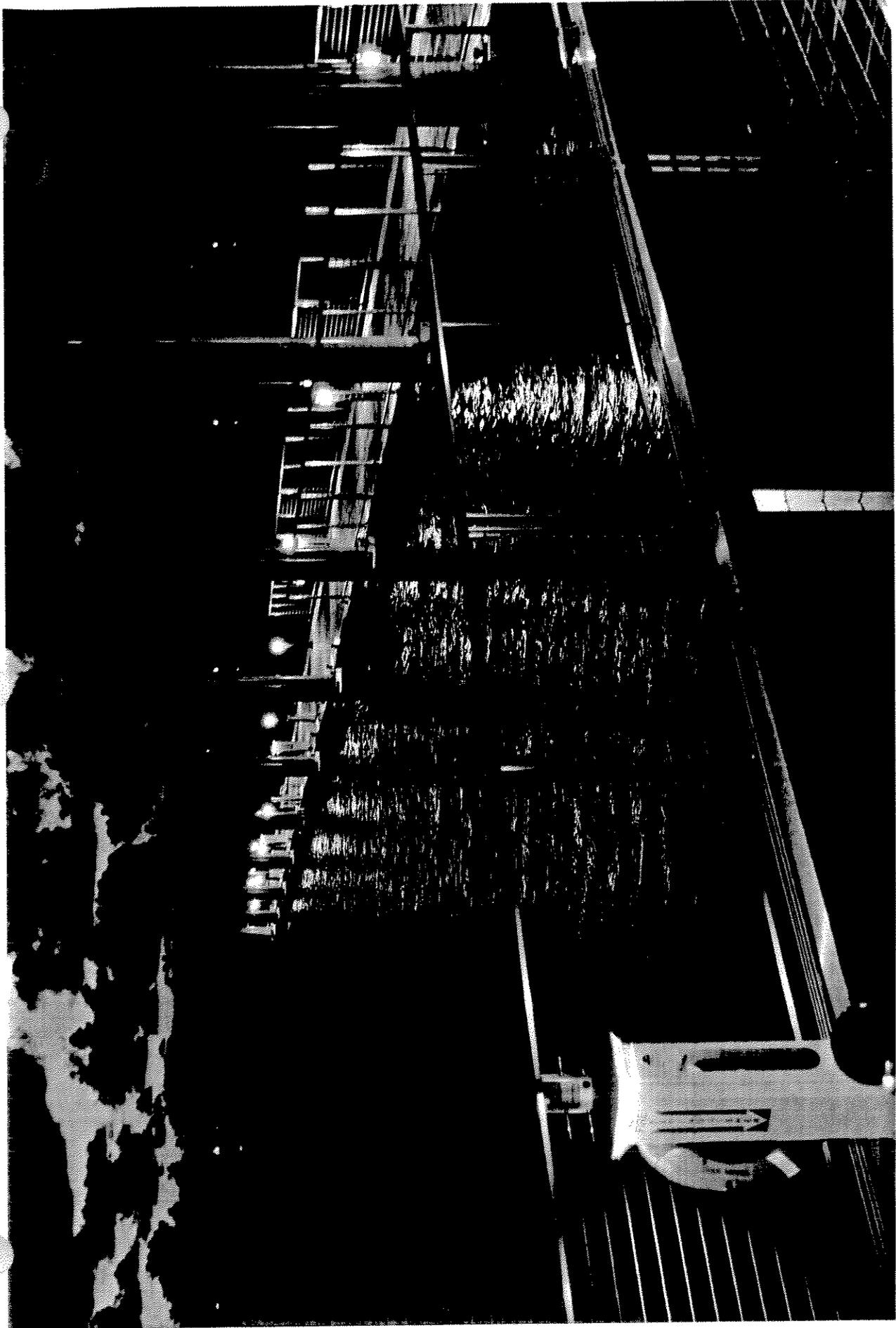


TAYLOR ENGINEERING, INC.



WATERFRONT COMMONS  
WEST PALM BEACH, FL

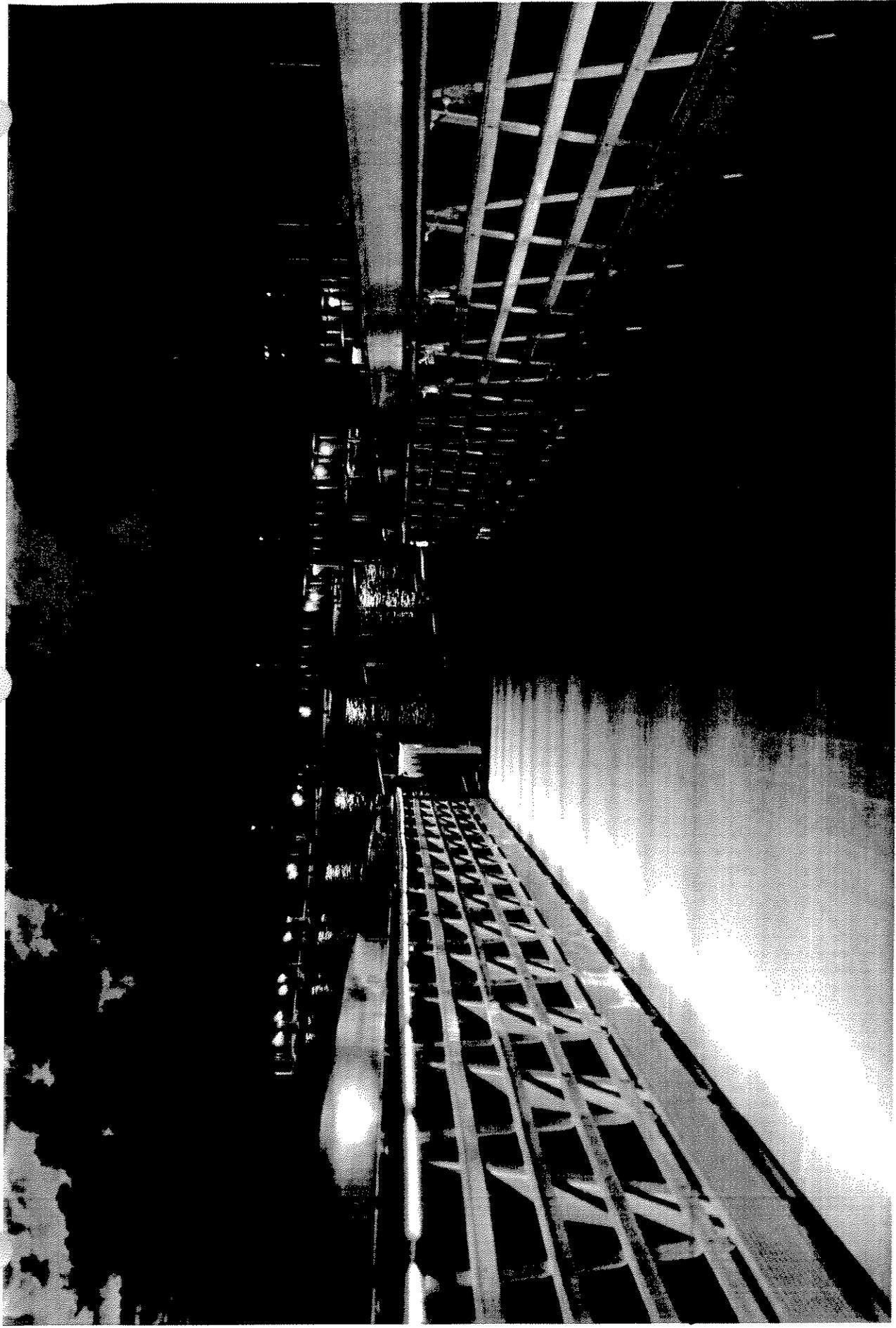
MICHAEL REDD  
ASSOCIATES, P.A.  
PLANNING ARCHITECTURE INTERIOR  
DESIGN LANDSCAPE ARCHITECTURE



TAYLOR ENGINEERING, INC.  
ARCHITECTS  
ENGINEERS  
PLANNERS  
LANDSCAPE ARCHITECTS  
INTERIORS

WATERFRONT COMMONS  
WEST PALM BEACH, FL

MICHAEL REDD  
ASSOCIATES, PA  
PLANNING LANDSCAPE ARCHITECTURE INTERIORS  
1000 PALM BEACH AVENUE, SUITE 200  
WEST PALM BEACH, FL 33411



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WATERFRONT COMMONS  
WEST PALM BEACH, FL

MICHAEL REDD  
ASSOCIATES, P.A.  
PLANNING ENGINEERS ARCHITECTS INTERIORS  
1000 WEST PALM BEACH BOULEVARD  
SUITE 1000 WEST PALM BEACH, FL 33411  
TEL: 561-832-1100 FAX: 561-832-1101  
WWW.MICHAELREDD.COM



TAYLOR ENGINEERING, INC.

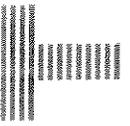


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1000 WEST PALM BEACH AVENUE, SUITE 200  
WEST PALM BEACH, FL 33411  
TEL: 561.833.1100  
WWW.MICHAELREDD.COM

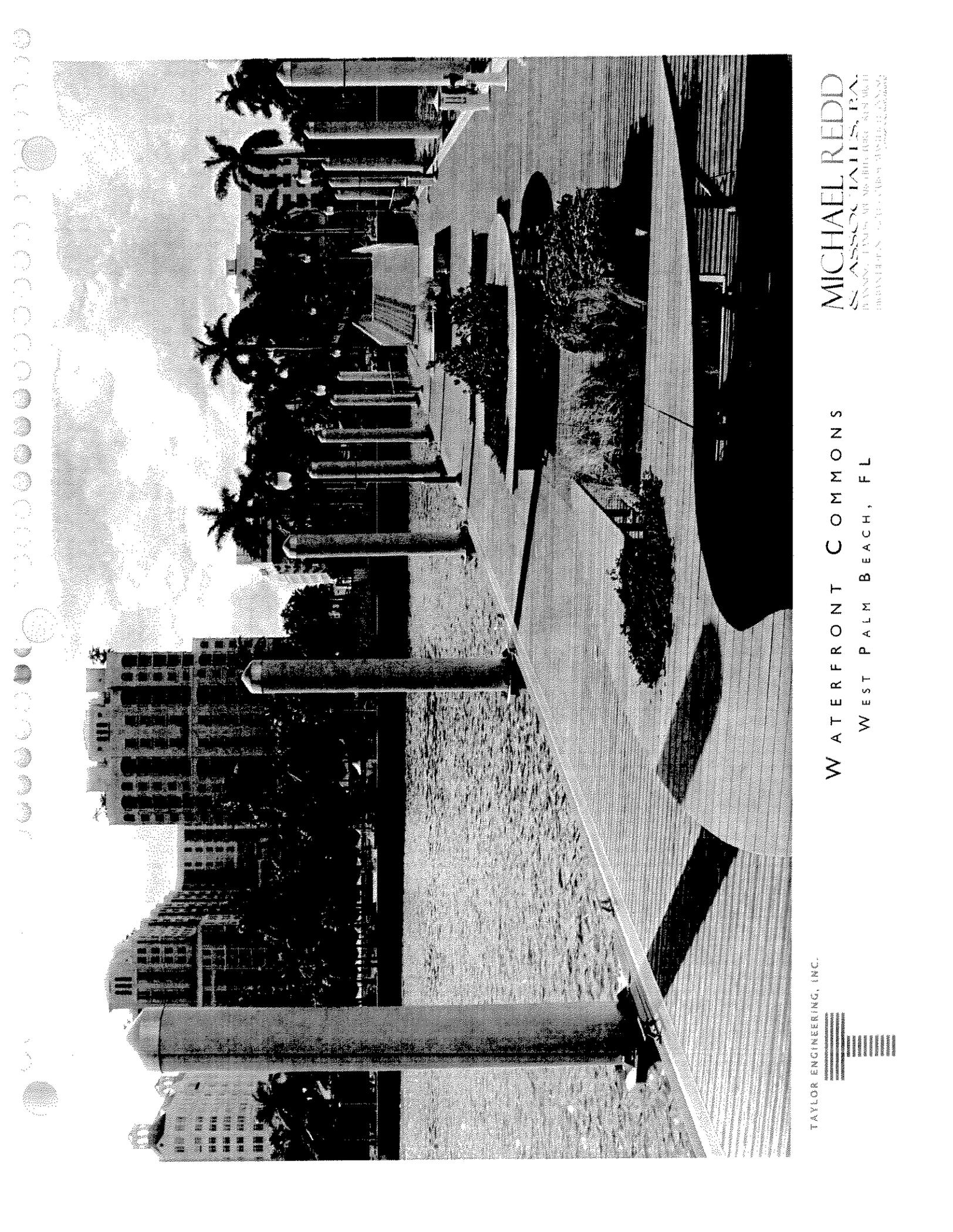


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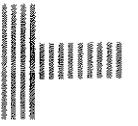


WATERFRONT COMMONS  
WEST PALM BEACH, FL

MICHAEL REDD  
ASSOCIATES, P.A.  
PLANNING, DESIGN, ARCHITECTURE, INTERIOR DESIGN, CONSTRUCTION MANAGEMENT



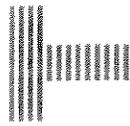
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WATERFRONT COMMONS  
WEST PALM BEACH, FL

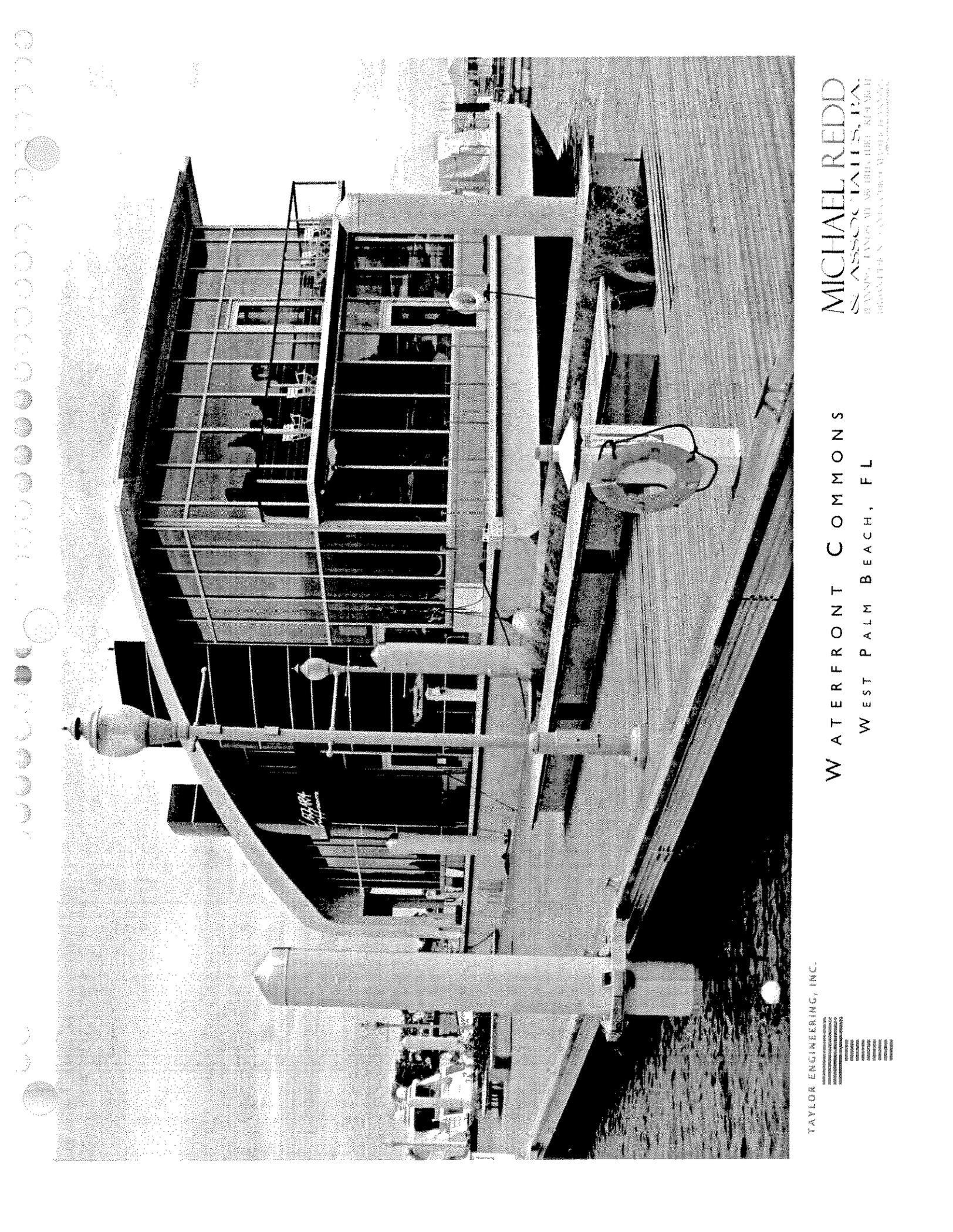
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CORPORATION 1000 COLLEEN DRIVE SUITE 200  
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CONSTRUCTION MANAGEMENT

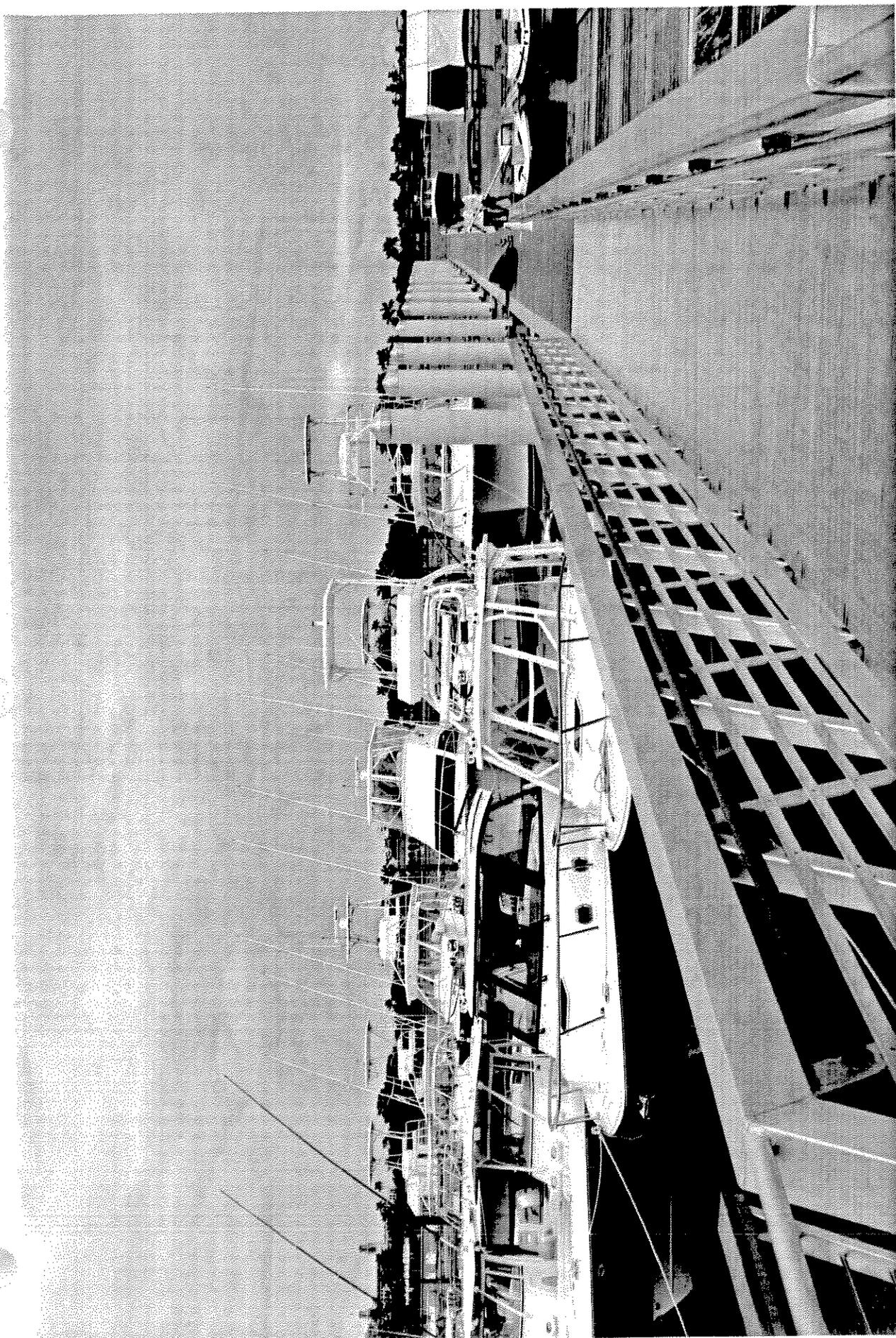


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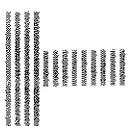


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1100 AVENUE S. SUITE 1000 WEST PALM BEACH, FL 33411  
TEL: 561.833.1100 FAX: 561.833.1101

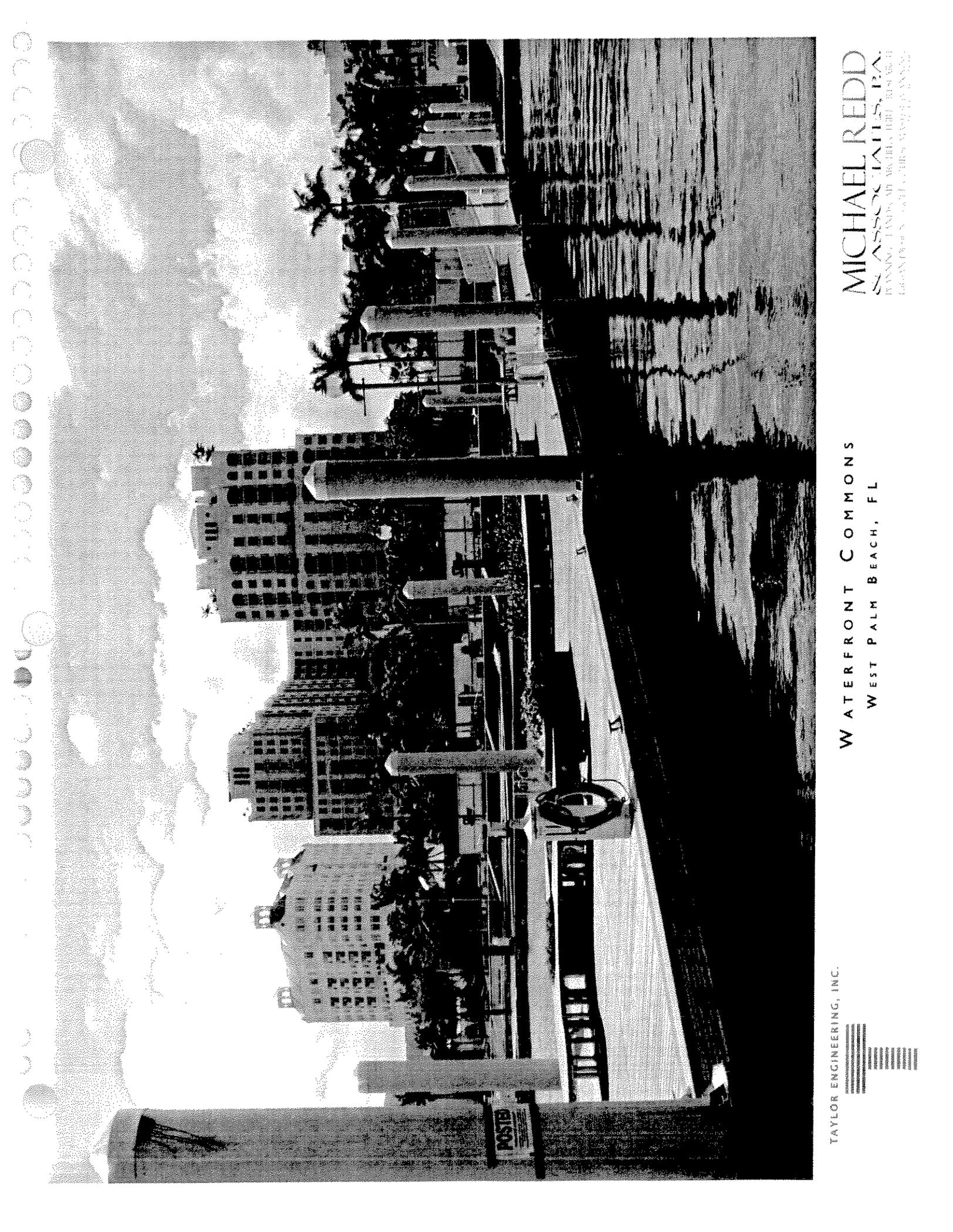


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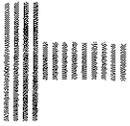
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WEST PALM BEACH, FL

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ASSOCIATES, P.A.  
PLANNING DESIGN ARCHITECTURE INTERIOR DESIGN  
1000 PINEAPPLE AVENUE, SUITE 1000 WEST PALM BEACH, FL 33411



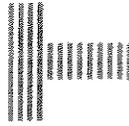
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WATERFRONT COMMONS  
WEST PALM BEACH, FL

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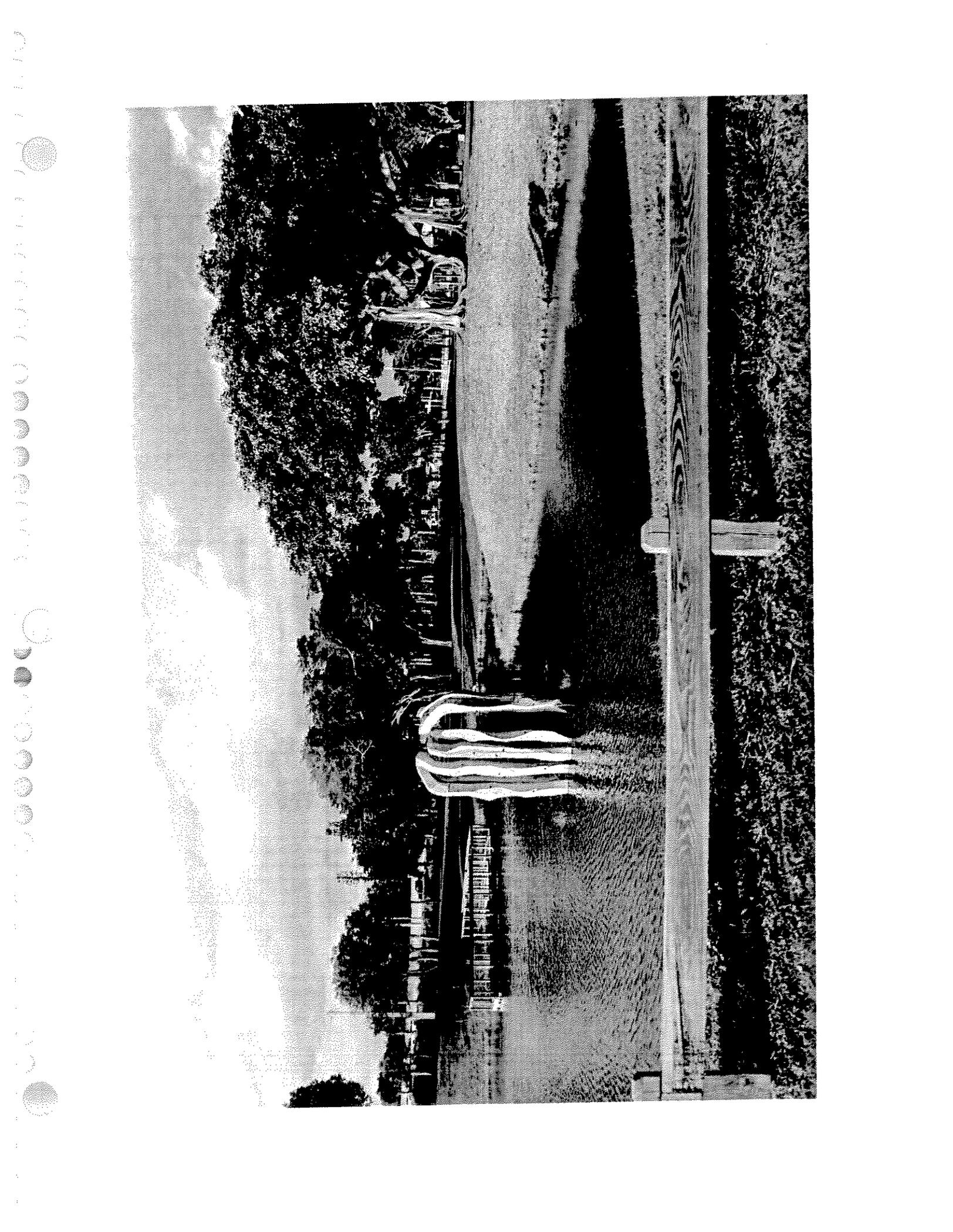
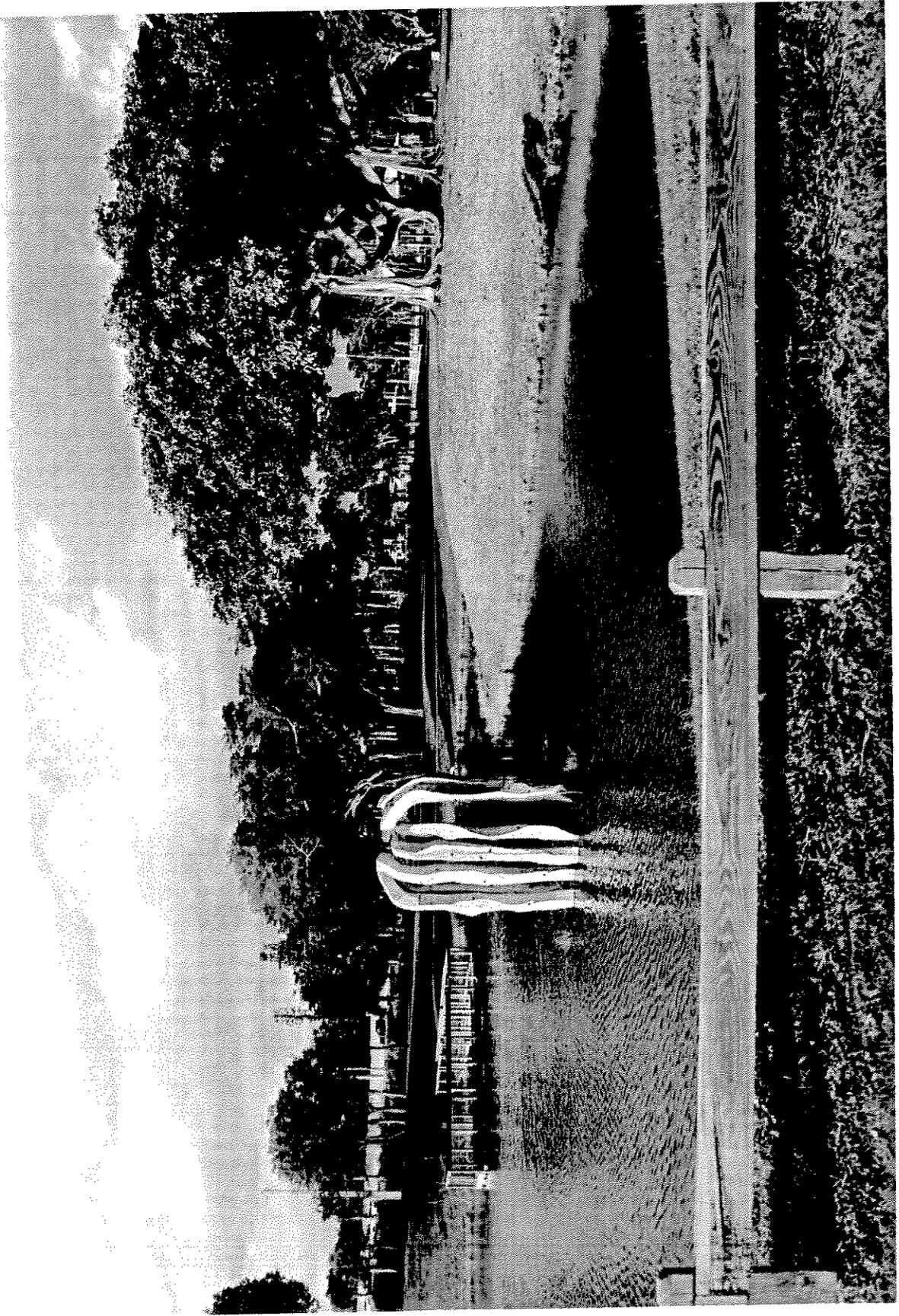


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WATERFRONT COMMONS  
WEST PALM BEACH, FL

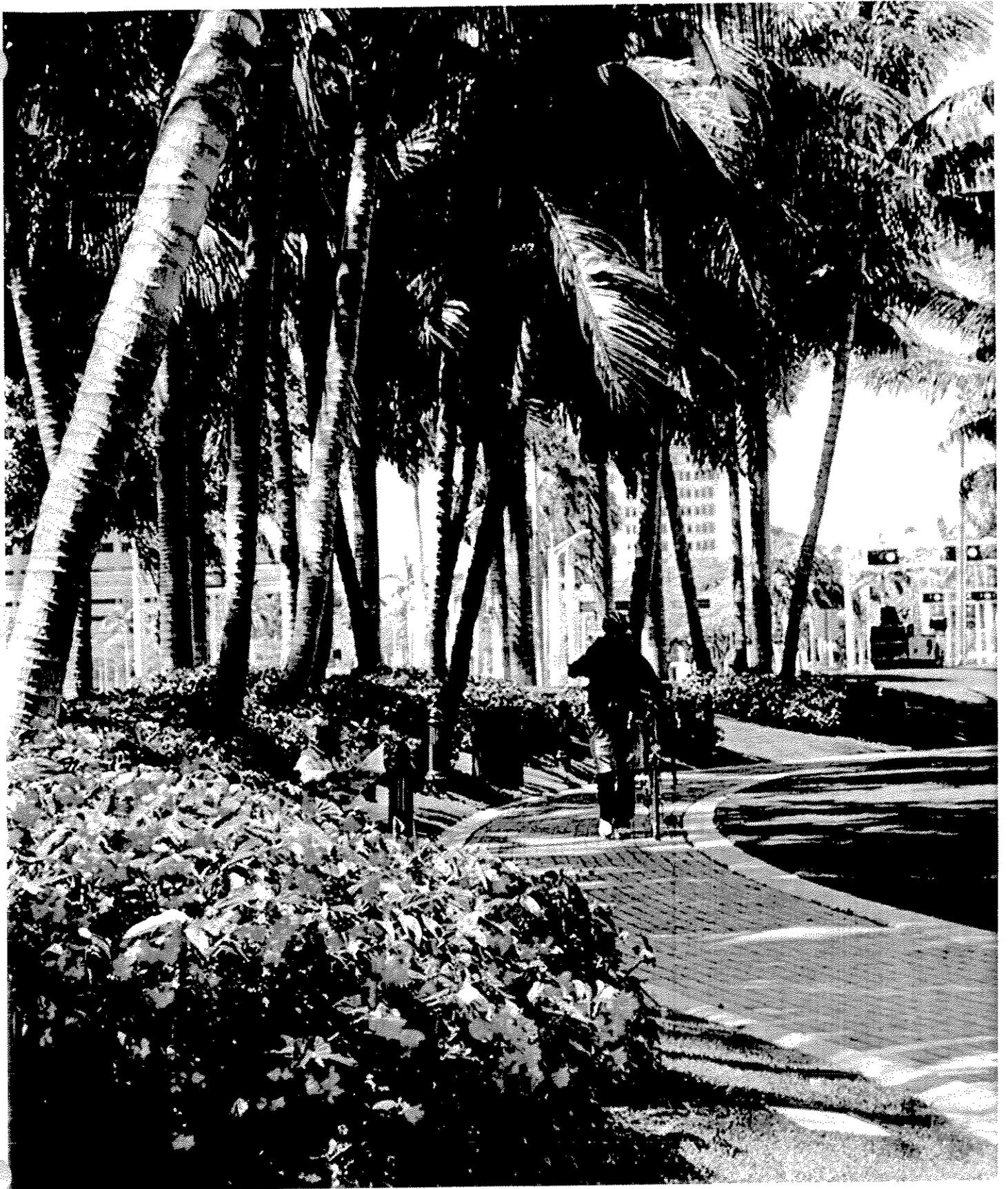
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PLANNING AND ARCHITECTURE  
CORPORATE CENTER, SUITE 2000, WEST PALM BEACH, FL 33411

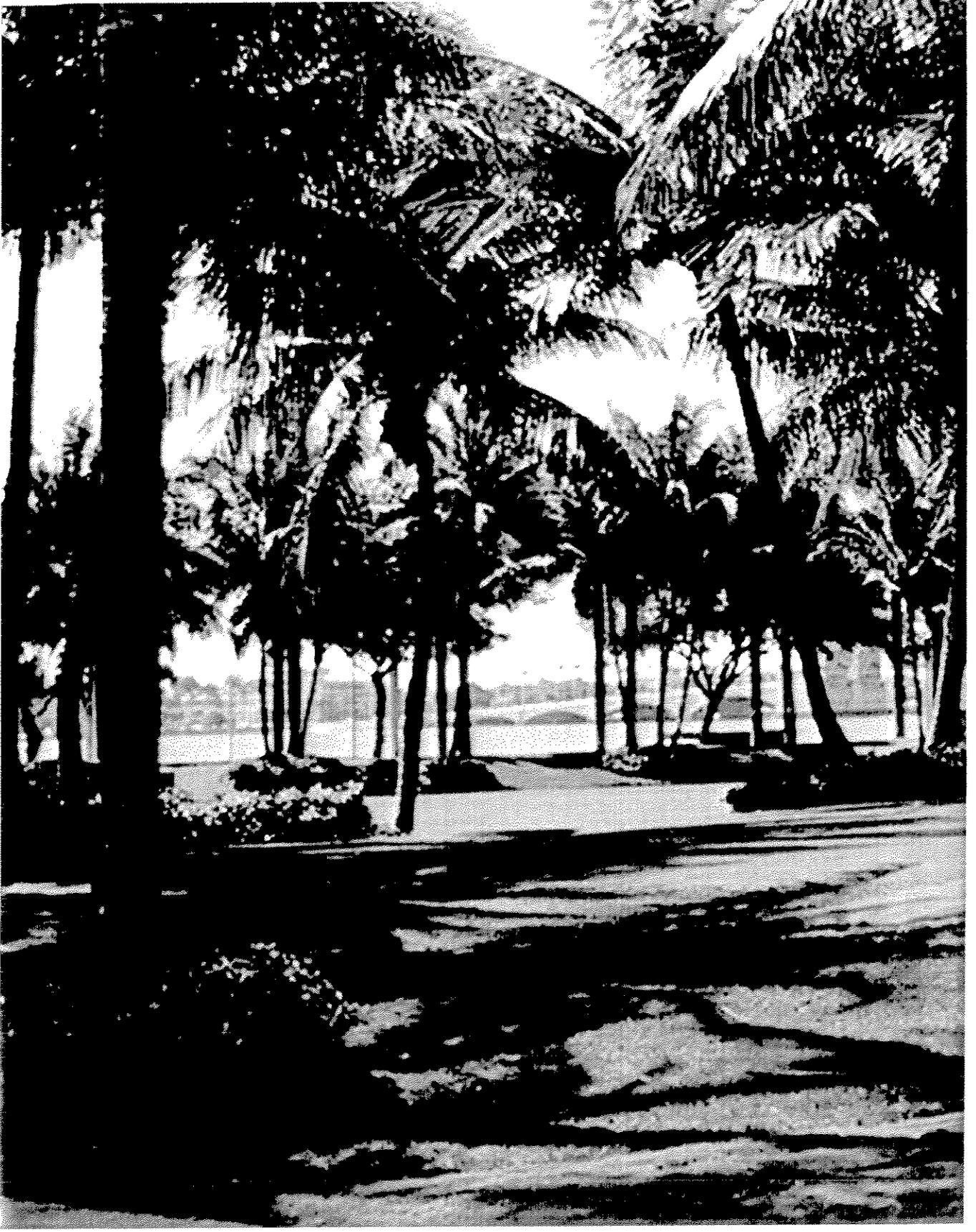






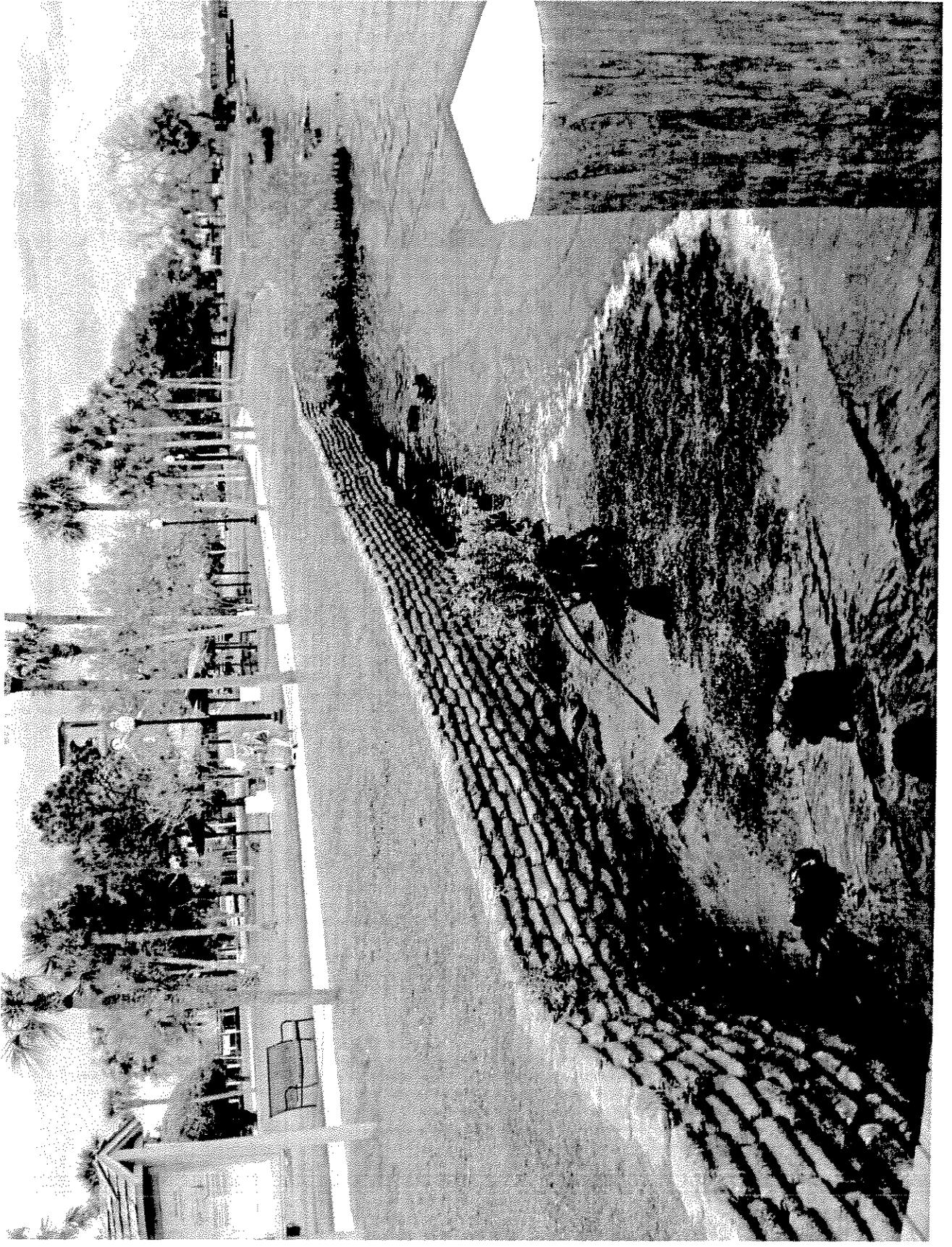


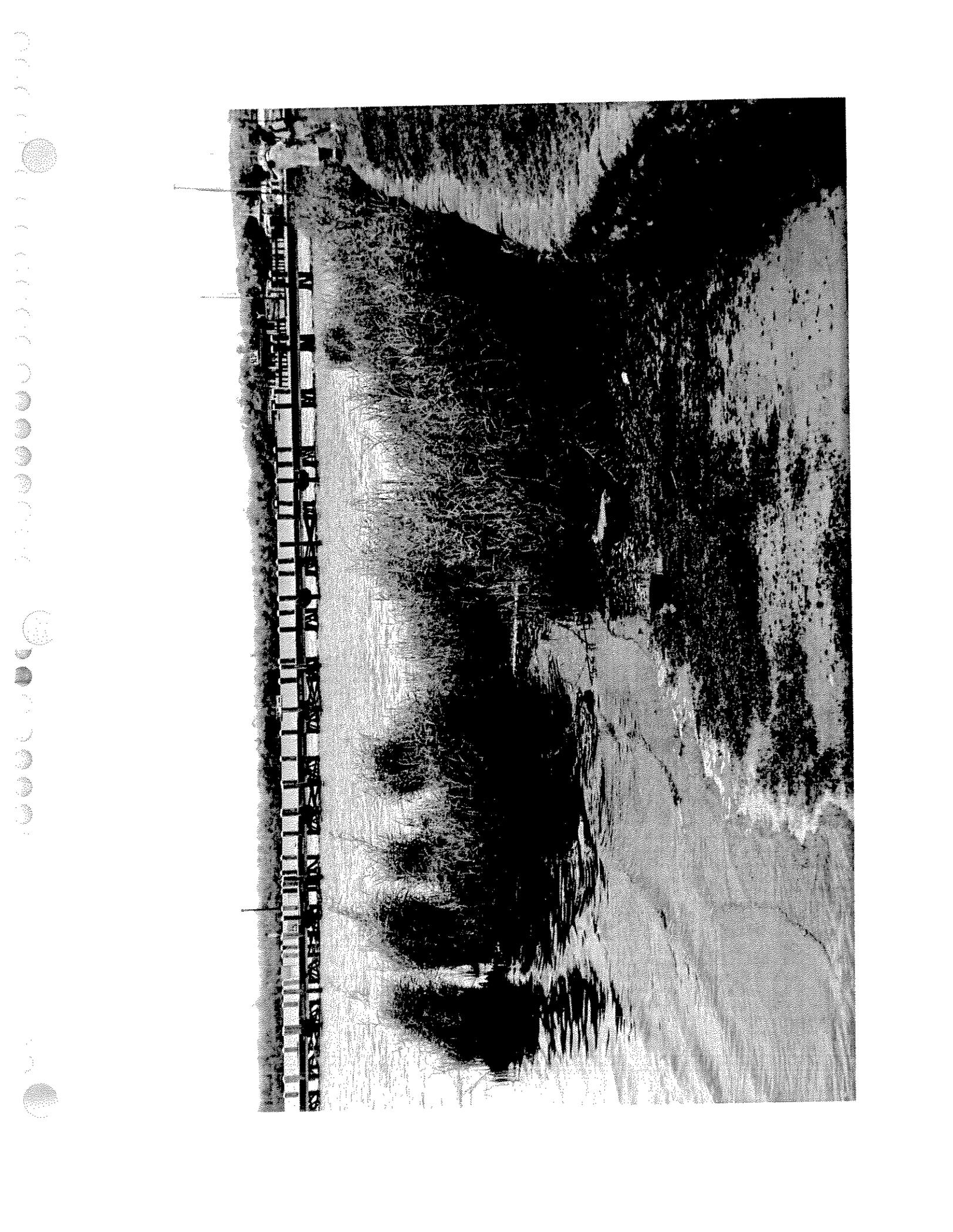




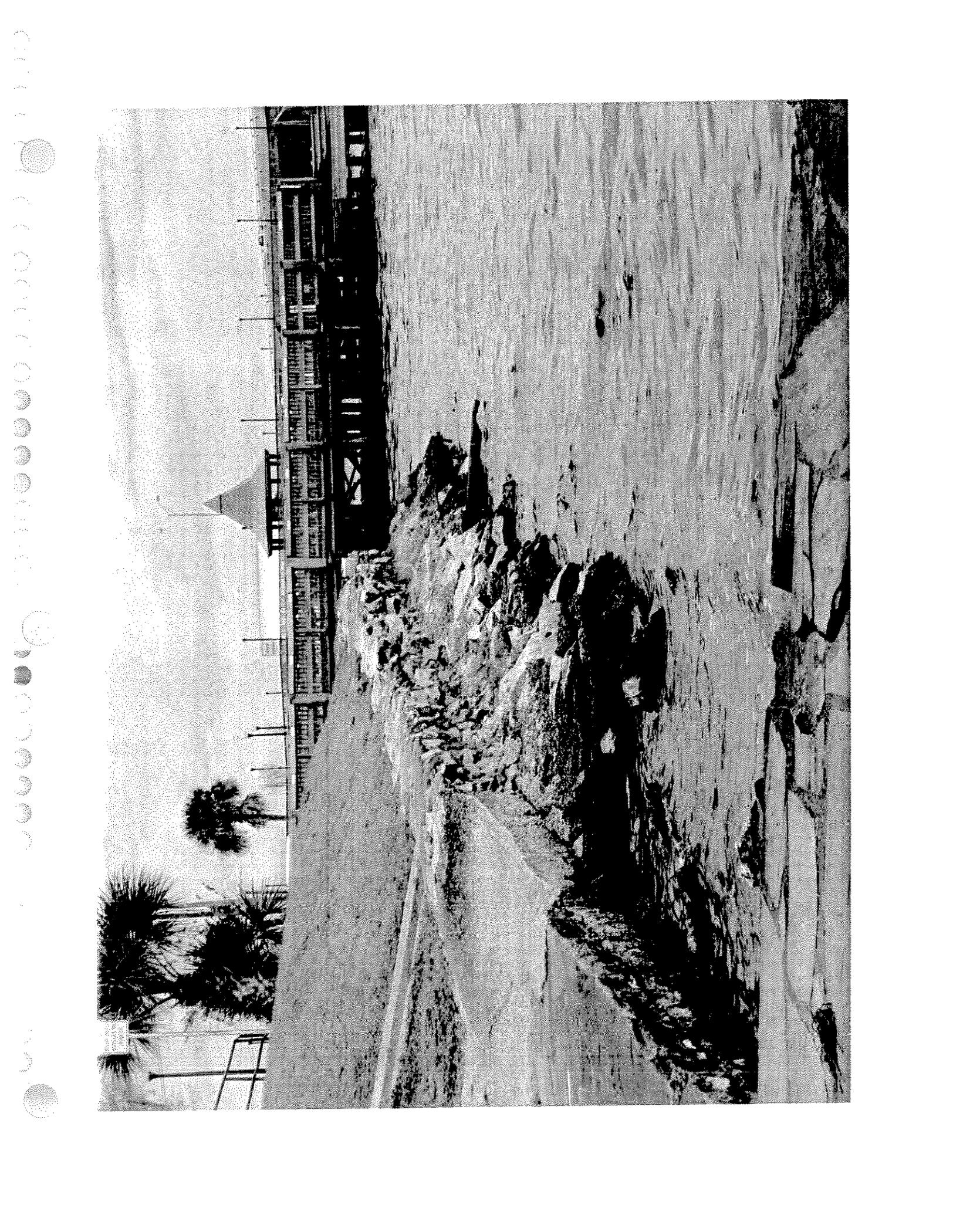
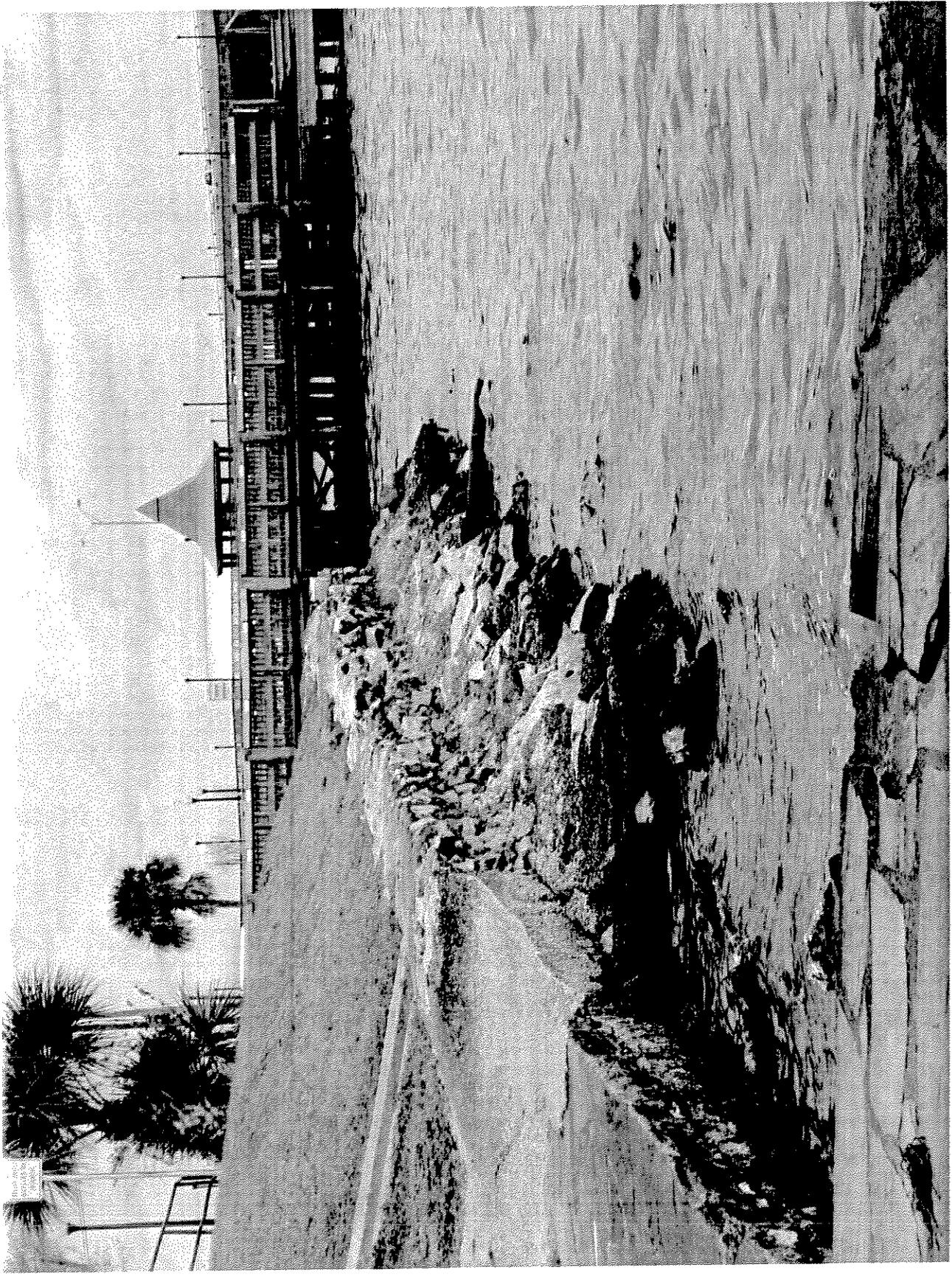


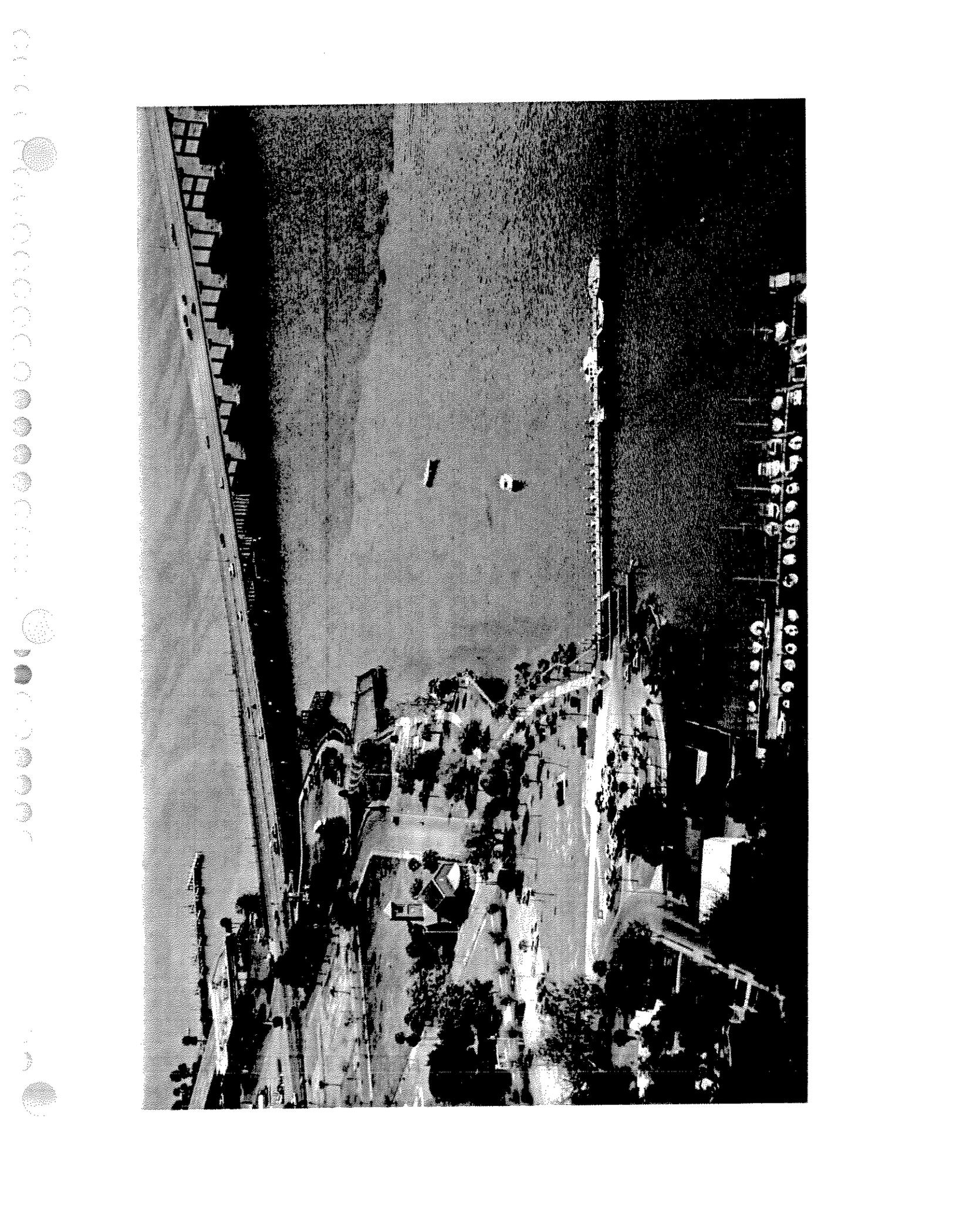
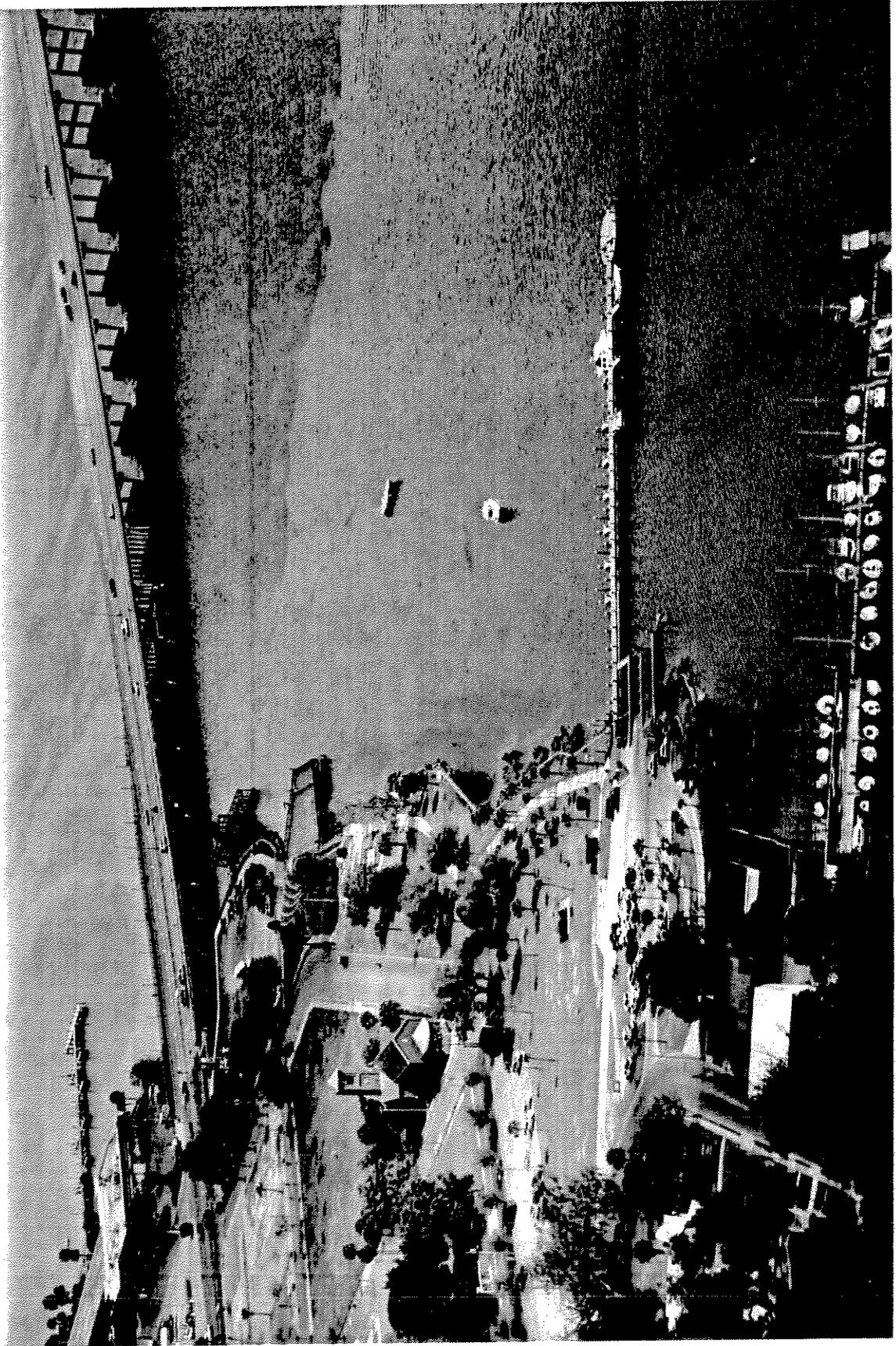


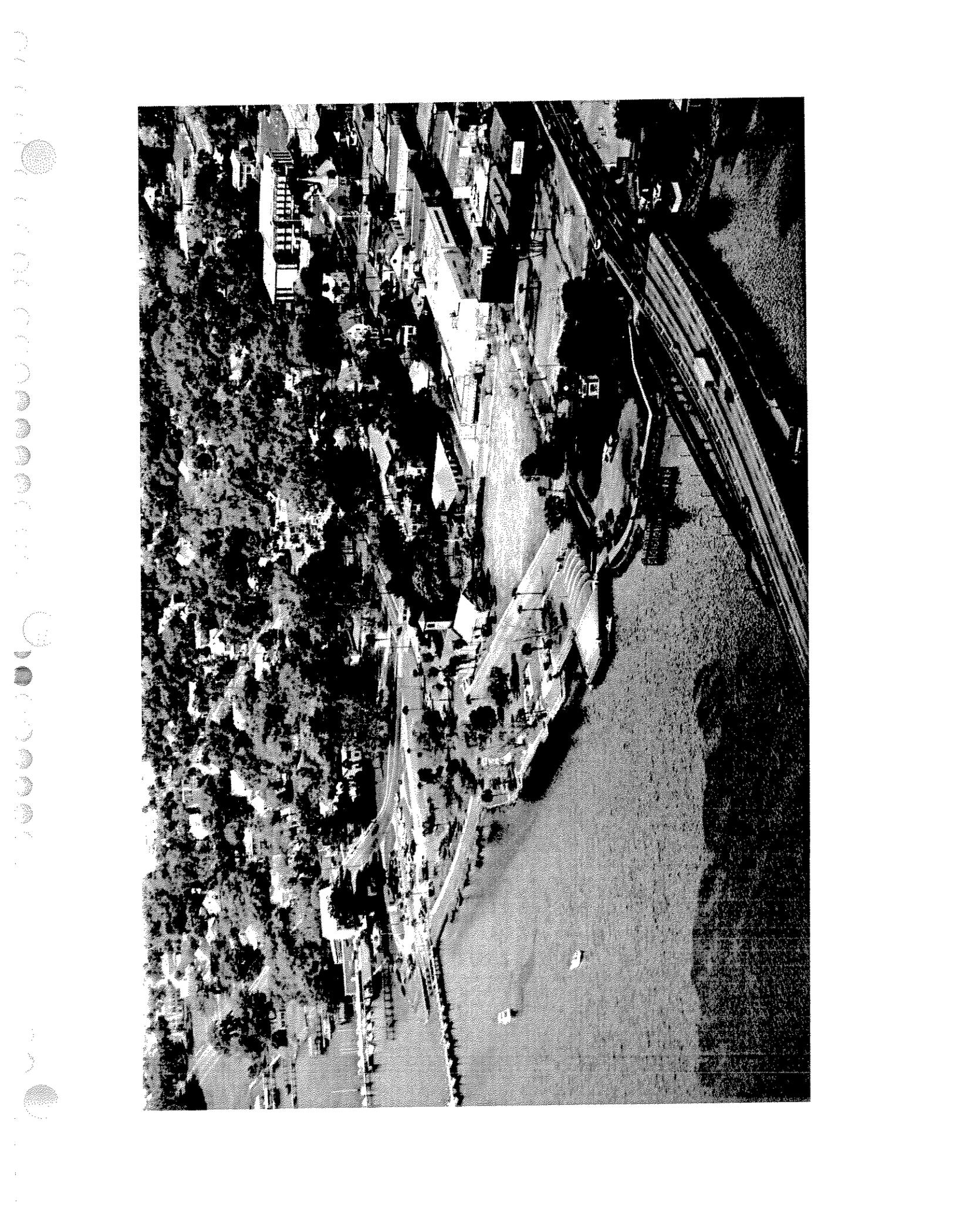
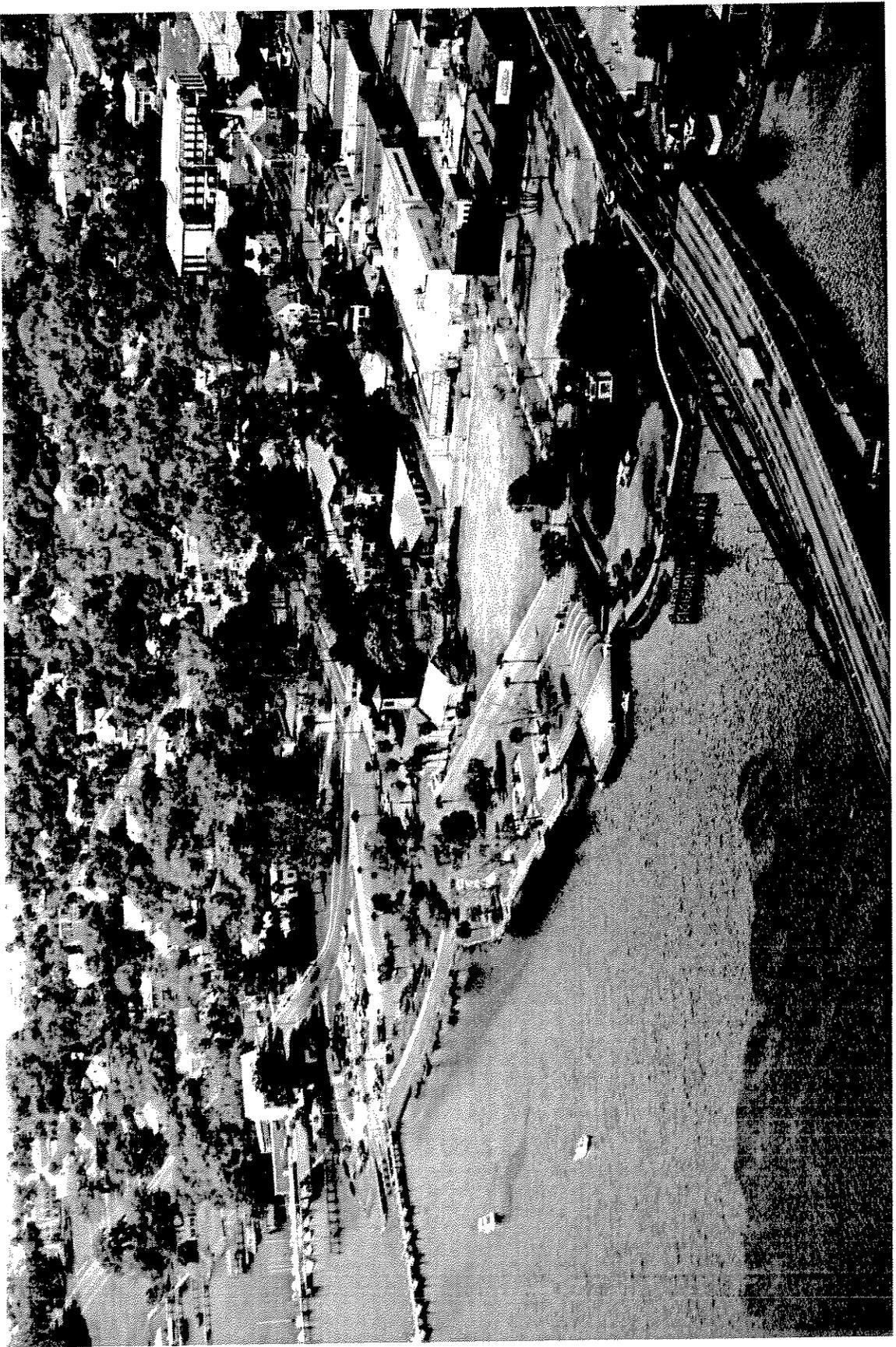


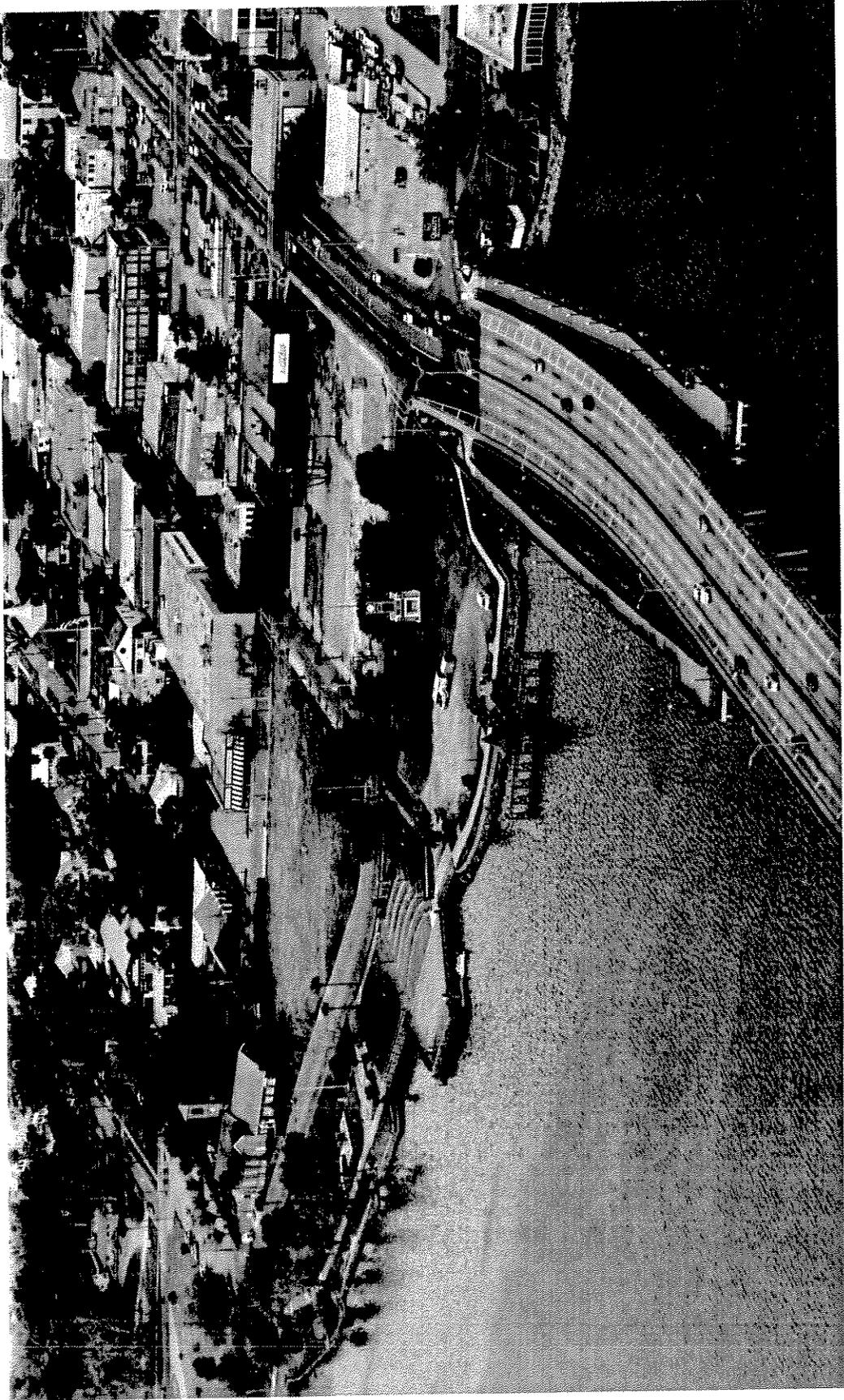


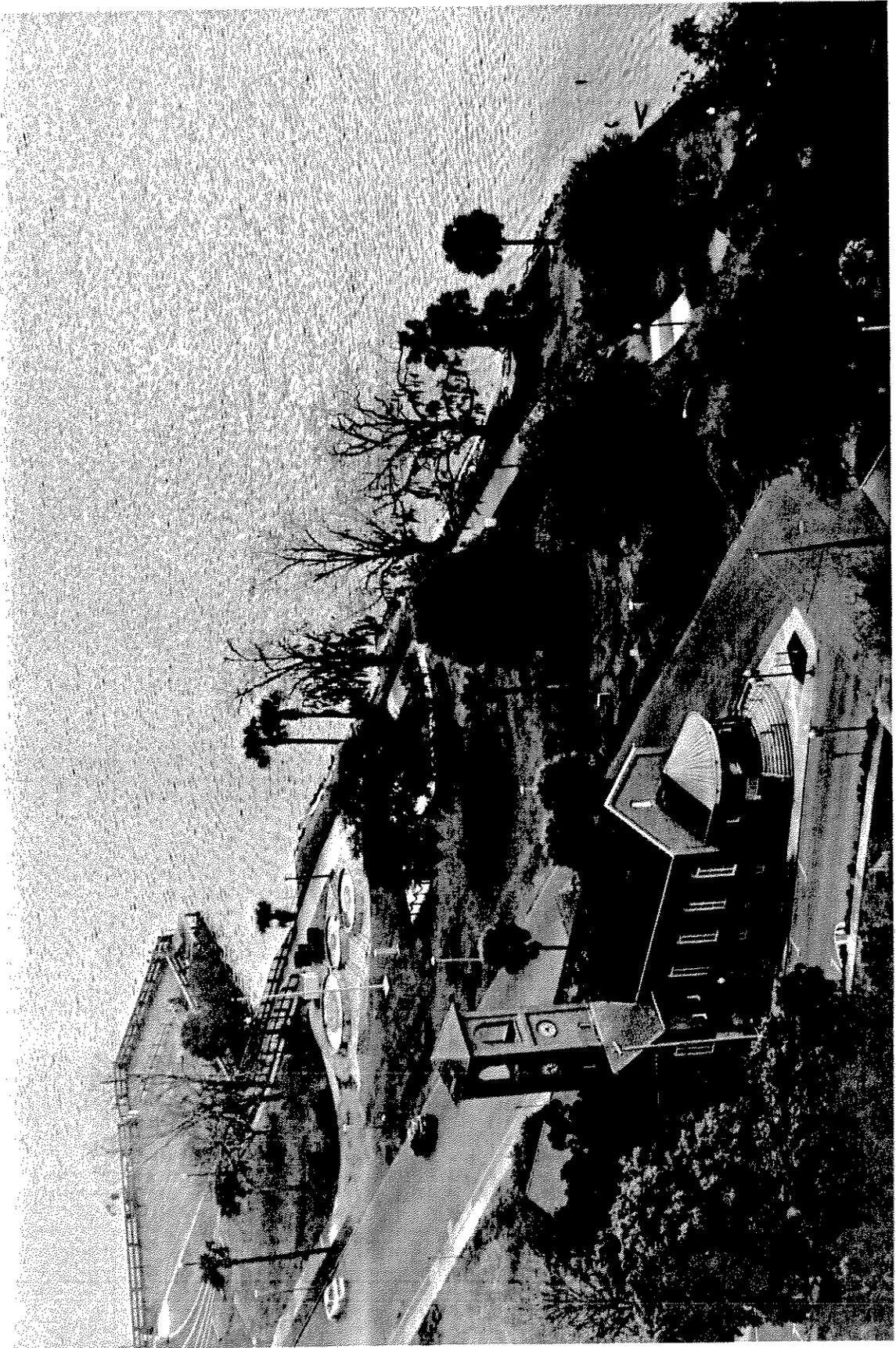










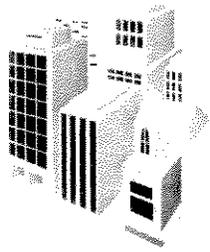




Michael Redd & Associates  
631 US Highway One, Suite 300  
North Palm Beach, FL 33408  
561.863.2500  
[www.reddplan.com](http://www.reddplan.com)

# *Agenda Item*

*3e*



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

# Memorandum

**To:** Palatka City Commission & Staff

**From:** Betsy J. Driggers, City Clerk

**Date:** April 3, 2009

**Re:** CDBG 09DB-T3-04-64-02-E08 Putnam Lanes – Administrative Services RFQ

---

The City requested proposals from qualified individuals or firms to provide administration services for the Putnam Lanes Community Development Block Grant. One proposal was received from Fred Fox Enterprises, Inc. As only one proposal was received, the City sought permission to award the contract to a sole-source provider, per State of Florida procurement requirements.

The City has received permission from DCA to award the contract to Fred Fox Enterprises, a single proposer. You will find that letter of authorization attached.

Please consent to award the bid and contract to Fred Fox Enterprises, Inc., in the amount of \$24,000.00 for administrative services for CDBG Contract #09DB-T3-04-64-02-E08, per results of the Request for Proposals dated February 7, 2009 and authorization from Fla. Dept. of Community Affairs.

Attachments: DCA Letter of Concurrence on Sole-Source Procurement  
Coty's Letter of Request for sole-source procurement w/RFP Advertisements  
Administrative Contract – Fred Fox Enterprises  
Fred Fox Enterprises - Response to Request for Proposals



STATE OF FLORIDA

# DEPARTMENT OF COMMUNITY AFFAIRS

*"Dedicated to making Florida a better place to call home"*

CHARLIE CRIST  
Governor

THOMAS G. PELHAM  
Secretary

March 24, 2009

The Honorable Karl N. Flagg  
Mayor, City of Palatka  
201 North Second Street  
Palatka, Florida 32177

Re: Florida Small Cities CDBG Grant # 09DB-T3-04-64-02-E08  
Non-Competitive Procurement

Dear Mayor Flagg:

The Department has reviewed the single source request regarding procurement of grant administration services for this project. The City received only one response to the request for proposals and desires to award a contract to the single proposer for administration services. Procurement for engineering services was reviewed separately and approved on January 14, 2009.

As required by Rule 9B-43.005 (8) (a), any procurement requiring public notice must be advertised in a daily newspaper of general circulation in a nearby OMB designated metropolitan statistical area (MSA) or you must receive at least three responsible and responsive bids. Since the newspaper advertisement met the first procedure, the single bid is acceptable.

Please ensure that your procurement files document compliance with other procurement requirements, such as cost analysis and negotiation of profit as a separate part of the contract price. This information will be reviewed by me during a future desk monitoring.

Please call me at 850-922-1880 if you have any questions regarding this procurement.

Sincerely yours,

Tony Morgan, Financial Specialist  
Small Cities CDBG Program

cc: Mr. Woody Boynton, City of Palatka ✓  
Fred Fox Enterprises, Inc.

2555 SHUMARD OAK BOULEVARD ♦ TALLAHASSEE, FL 32399-2100  
850-488-8466 (p) ♦ 850-921-0781 (f) ♦ Website: [www.dca.state.fl.us](http://www.dca.state.fl.us)

♦ COMMUNITY PLANNING 850-488-2356 (p) 850-488-3309 (f) ♦ FLORIDA COMMUNITIES TRUST 850-922-2207 (p) 850-921-1747 (f) ♦  
♦ HOUSING AND COMMUNITY DEVELOPMENT 850-488-7956 (p) 850-922-5623 (f) ♦

KARL N. FLAGG  
MAYOR-COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER

MILECRA KITCHENS  
COMMISSIONER



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

BETSY JORDAN DRIGGERS  
CITY CLERK

RUBY M. WILLIAMS  
FINANCE DIRECTOR

GARY S. GETCHEL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT.

DONALD E. HOLMES  
CITY ATTORNEY

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

March 20, 2009

Mr. Tony Morgan, Program Specialist  
Department of Community Affairs  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

RE: Request for Sole Source Waiver  
City of Palatka CDBG #09DB-T3-04-64-02-E08

Dear Mr. Morgan:

On February 7, 2009, the City of Palatka advertised in the Daytona Beach News Journal, a regional daily newspaper, requesting proposals for Administrative services for the above referenced Community Development Block Grant project. A proof of publication is attached for your review. Proposals were due at the City Hall on Friday, March 13, 2009.

The City received only one (1) proposal for Administration, which was from Fred Fox Enterprises, Inc. In that we feel the City of Palatka utilized sufficient sources in requesting proposals and repeating the same process would only prove a waste of time and money, we are requesting approval of the competitive bidding process used for the Administrative services.

If you have any questions please feel free to contact either myself or Mr. Woody Boynton, City Manager at (386) 329-0100.

Sincerely,

  
Karl N. Flagg  
Mayor

KNE.mnf  
Enclosure

# The News-Journal

Published Daily and Sunday  
Daytona Beach, Volusia County, Florida

**State of Florida,  
County of Volusia:**

Before the undersigned authority personally appeared

Stacy W. Montoya

who, on oath says that she is  
Classified Advertising Manager  
of The News-Journal, a daily and Sunday newspaper,  
published at Daytona Beach in Volusia County, Florida,  
the attached copy of advertisement, being a

## REQUEST FOR PROPOSALS

In the matter of L788657  
in the Court  
was published in said newspaper in the issues  
February 7, 2009

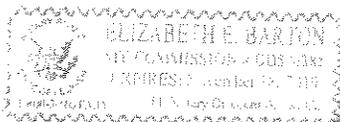
Affiant further says that The News-Journal is a newspaper published at Daytona Beach, in said Volusia County, Florida, and that the said newspaper has heretofore been continuously published in said Volusia County, Florida, each day and Sunday and has been entered as second-class mail matter at the post office in Daytona Beach, in said Volusia County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

*Stacy W. Montoya*

Sworn to and subscribed before me

this 9<sup>TH</sup> day of February  
A.D. 2009

*Elizabeth E. Barton*



## REQUEST FOR PROPOSALS FOR CDBG GRANT ADMINISTRATION CITY OF PALATKA FOR FFY 2009

The City of Palatka hereby requests proposals from qualified individuals or firms to provide Administration services for a Florida Small Cities Community Development Block Grant (CDBG) in the Economic Development category. The City has been awarded CDBG grant #09DB-1A-04-64-02-E08 in the amount of \$349,800.00 for the FY 2007 funding cycle; therefore, procurement and contracting will follow CDBG regulations. Administration services will include complete management and reporting for the project, with separate tracking for each funding source. A scope of work outlining the tasks to be performed and a proposed cost must be included in the proposal.

The evaluation criteria that will be utilized in the selection of a grant administrator are as follows:

1. The staff's number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant program. 20 pts.
2. The number of years of experience of the firm's management group with the State of Florida Small Cities Community Development Block Grant program. 20 pts.
3. Proposed approach to administration of the grant (requires an outline of the proposed tasks to be performed). 20 pts.
4. Number of the client references provided from other communities. 20 pts.
5. The quality of the response from the client references provided from other communities. 15 pts.
6. Fee or proposed fee basis. 5 pts.

In the event of a tie, if one of the businesses involved in the tie is minority or female owned, they shall be ranked above the other firm or firms involved in the tie. Proposals for CDBG Administration Services should include a fee for the services and an explanation of a basis for the fees proposed. Fees shall be uniform for CDBG services.

Respondents are required to submit an original and six (6) copies in a sealed envelope marked "SEALED PROPOSAL FOR CDBG SERVICES." Proposals must be received by 4:00 p.m. on Friday, February 26, 2009, at Palatka City Hall, attention Ms. Betsy Driggers, City Clerk. The mailing address is: 101 North 2nd Street, Palatka, Florida 32177-3705.

The City of Palatka reserves the right to reject any and all proposals, to waive any informatics or irregularities in the proposed process and to award the contract(s) in the best interest of the City.

Administration Services contracts awarded may be subject to grant/loan award and release of funds by the funding agency.

THE CITY OF PALATKA SUPPORTS "EQUAL OPPORTUNITY EMPLOYMENT, FAIR HOUSING AND PROVIDING HANDICAP ACCESS".

L788657, February 7, 2009 J.L.

# The News-Journal

Published Daily and Sunday  
Daytona Beach, Volusia County, Florida

State of Florida,  
County of Volusia:

Before the undersigned authority personally appeared

Stacy W. Montoya

who, on oath says that she is

Classified Advertising Manager  
of The News-Journal, a daily and Sunday newspaper,  
published at Daytona Beach in Volusia County, Florida,  
the attached copy of advertisement, being a

## CORRECTIVE AD NOTICE

In the matter of L793020  
in the \_\_\_\_\_ Court  
was published in said newspaper in the issues  
FEBRUARY 27, 2009

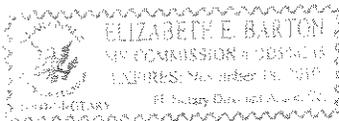
Affiant further says that The News-Journal is a newspaper published at Daytona Beach, in said Volusia County, Florida, and that the said newspaper has heretofore been continuously published in said Volusia County, Florida, each day and Sunday and has been entered as second-class mail matter at the post office in Daytona Beach, in said Volusia County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

*Stacy W. Montoya*

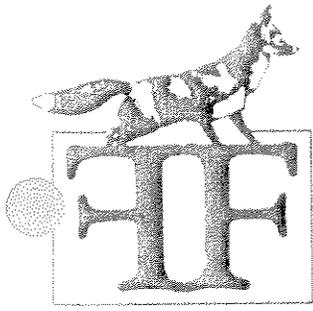
Sworn to and subscribed before me

this 27<sup>th</sup> day of FEBRUARY  
A.D. 2009

*Elizabeth E. Barton*



CITY OF PALATKA  
CORRECTIVE AD NOTICE TO  
THE REQUEST FOR  
PROPOSALS FOR CDBG  
GRANT ADMINISTRATION  
CITY OF PALATKA FFY 2009  
Please be advised that the City  
of Palatka's Request for Propo-  
sals for CDBG grant administra-  
tion for FFY 2009 deadline on  
Friday, February 27, 2009 has  
been extended to Friday, March  
13, 2009. If you have any ques-  
tions, please contact Ms. Betsy  
Driggers, City Clerk, City of  
Palatka at 386-239-0100.  
THE CITY OF PALATKA SUP-  
PORTS EQUAL OPPORTUNITY  
EMPLOYMENT, FAIR HOUSING  
AND PROVIDING HANDICAP  
ACCESS.  
Legal NT793020, February 27,  
2009, It.



**FRED FOX  
ENTERPRISES, INC**

*Providing Grant Writing and Administration Services*

March 27, 2009

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

RE: CDBG #09DB-T3-04-64-02-E08  
General Administration Contract

Dear Ms. Driggers

Please find enclosed two (2) sets of a General Administration Contract for the City's Community Development Block Grant (CDBG) Economic Development project. Please review; if acceptable, have the Mayor execute where indicated and return one (1) set to us.

If you have any questions regarding this, please feel free to contact me.

Sincerely,

*Fred D. Fox*

Fred D. Fox  
Administrator

FDF/mnf  
Enclosure

## GENERAL ADMINISTRATION CONTRACT

This General Administration Contract entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2009, by and between Fred Fox Enterprises, Incorporated, hereinafter referred to as the Administrator and the City of Palatka hereinafter referred to as the Local Government.

WITNESSETH THIS RECITAL:

WHEREAS, the Local Government has been awarded a Community Development Block Grant (CDBG) in the Economic Development category, grant # 09DB-T3-04-64-02-E08, hereinafter referred to as the "Project", and the local Government desires to implement that Project; and,

WHEREAS, the Administrator is now available, willing, and qualified to perform professional services in connection with the Project. To serve the Local Government to which this contract applies, and to give consultation, advice, and direction for such Project, and

WHEREAS, the Local Government being desirous that the Administrator perform such services regarding the Project does now engage Administrator to perform such services noted above on the DCA CDBG Economic Development Program and Administrator agrees to perform such services.

To provide technical assistance in various program areas, and

To serve the local government as its professional representative and coordinator in all phases of the Project to which this General Administration Contract applies, and

To develop and draft a Relocation Policy for the Project, if required, and

To disseminate information to the general public regarding the Project, and to provide

adequate administrative plans regarding the acquisition of properties as may be required, and

To coordinate, monitor, and evaluate the Project, and

To provide, at a minimum, monthly or quarterly updates to the Local Government, and

To establish and maintain bookkeeping and financial management aspects of the Project and submit financial status reports to the Local Government on a monthly basis.

NOW THEREFORE, the parties hereto agree as follows:

## **ARTICLE 1**

### **A. GENERAL ADMINISTRATION**

#### **SCOPE OF THE SERVICES OF THE ADMINISTRATOR**

The Administrator shall provide the following services for the general administration aspects of this project:

1. Coordinate, monitor, and evaluate the direct costs of the overall program, including but not limited to the multiple activities outlined in the subsections of the contract below.
2. Develop, plan, implement, and assess the citizen's participation to all community organizations, including but not limited to providing program information, technical assistance to citizens, publishing applicable notices, and conducting applicable hearings.
3. Respond to all citizen's questions and complaints concerning the project in a timely manner.
4. Disseminate to the public, including all community organizations, information on the program that involve citizen's participation, including but not limited to providing

program information, technical assistance to community groups, and dissemination of materials.

5. Establish and maintain general and related files as required by the Department of Community Affairs (DCA).
6. Prepare the Environmental Review including the Public Notices and the "Request for Release of Funds".
7. Establish procedures relating to the procurement and implementation of services all pursuant to Department of Housing and Urban Development (HUD) and Department of Community Affairs (DCA) requirements and regulations.
8. Review and determine if professional services contracts are consistent with all OMB Circular A-102 ordinances.
9. Provide technical assistance to the Local Government in procuring professional service contracts.
10. Establish and maintain bookkeeping systems that are acceptable to both The Florida Department of Community Affairs and The Auditor General's Office.
11. Monitor the various subsections of the Project in regard to all HUD and DCA regulations and prepare all necessary and all requested responses to inquiries from Local, State, and Federal governmental units.
12. Evaluate the various subsections of the Project according to HUD and DCA regulations and prepare all final reports to the Departments.
13. Establish adequate advertising regarding all aspects of the Project to ensure active citizen participation, including but not limited to the environmental aspects of the project.

14. This contract is to complete the work as outlined in the Community Development Block Grant # 09DB-T3-04-64-02-E08 or as the contract may be amended. Provide monthly progress report to the local government in sufficient detail to indicate accomplishments and tasks completed.
15. The Consultant shall attend all meetings related to implementation of the CDBG Economic Development, including but not limited to, public hearings, staff meetings, public informational meetings, etc.
16. Provide monthly progress report to the local government in sufficient detail to indicate accomplishments and tasks completed.
17. Provide additional progress reports to the local government if requested.
18. Provide all reports relating to the project as required by the Florida Department of Community Affairs.
19. Prepare all required or requested program amendments including the preparation of advertisements, conducting required public hearings and updating Environmental Reviews.

## **B. PUBLIC FACILITIES**

### **SCOPE OF SERVICES OF THE ADMINISTRATOR**

The Administrator shall provide the following services for the public facilities unit of this project:

1. Coordinate, monitor, and evaluate the direct costs of such facilities within the target area.
2. Establish and maintain adequate bookkeeping systems for this subsection of the project.

3. Evaluate this subsection according to HUD and DCA regulations and prepare all reports to the Department.
4. Establish and maintain construction contract files.
5. Establish procedures relating to the procurement and implementation of contractual services, all pursuant to HUD and DCA requirements and regulations.
6. Review and determine if professional service contracts are consistent with OMB Circular A-102 Attachment O and any other regulations from any other agencies as may be required.
7. Provide technical assistance to the Local Government in procuring professional service contracts.
8. Review all bid packages for DCA and HUD contract compliance.
9. Evaluate bids received for inclusion of all required information.
10. Establish and maintain labor standards compliance files for the Local Government.
11. Obtain wage decision from the Department of Labor (DOL) and/or the Department of Housing and Urban Development (HUD) and/or Department of Community Affairs (DCA) and submit same to the Local Government.
12. Schedule and coordinate pre-construction conferences.
13. Review the contractor's weekly payrolls for compliance with Davis/Bacon and other Federal contract requirements.
14. Establish and maintain the Local Government's equal opportunity files for the Project.
15. Establish architect/engineer community development terms and conditions for incorporation in the bid package.

16. Obtain for the Local Government DOL/HUD/DCA clearances of contractor.
17. Prepare Notice of Award to DOL, HUD, or DCA as required.
18. Prepare and send notice on behalf of the Local Government to DOL and HUD or DCA that the construction has commenced.
19. Approve all payment requests to insure the payments are appropriate and the proper documentation is included.
20. Be present at all HUD and DCA monitorings and prepare the Local Government's response(s) to HUD and DCA monitoring letters.
21. Complete and maintain files pertaining to the public facilities subsection of the project for use by the Local Government and interested citizens.
22. Represent the Local Government before any State or Federal boards or meetings regarding the public facilities subsection of the Project.
23. Perform all closeout activities, including the submission of reports as well as responding to requests for follow up information.
24. Provide monthly and occasional progress report as requested by the City or required by the Department of Community Affairs.
25. Attend all public meetings with the local government related to this grant.
26. Present all bids to the City Commissioners for approval.
27. Provide reports to be distributed in public meetings explaining the projects and their progress.

**ARTICLE 2**

**A. GENERAL ADMINISTRATION**

**LOCAL GOVERNMENT'S RESPONSIBILITY**

The Local Government's responsibility in regard to the subsection GENERAL ADMINISTRATION shall be:

1. To instruct the personnel of the Local Government to cooperate and assist the Administrator in the execution of the necessary financial data and procedures in order to comply with all HUD and/or DCA requirements.
2. To provide assistance in implementation of contractual services necessary to the Project per the requirements of any and all HUD or DCA requirements.
3. Establish and maintain rapport with individual citizens and community groups regarding the Project.
4. Assist the Administrator in negotiations necessary for all subsections of the Project.
5. Review and implement all contracts necessary to ensure efficient progress of the Project.

**B. PUBLIC FACILITIES**

**LOCAL GOVERNMENT'S RESPONSIBILITY**

The Local Government's responsibility in regard to the subsection PUBLIC FACILITIES shall be:

1. To assist the Administrator in placing at its disposal all available information pertinent to the sites of the Project including previous reports and any other data relative to design

and construction of the Project.

2. To furnish the Administrator, when available, reports regarding property, boundary, right-of way, topographic surveys, laboratory tests, core borings, probings and sub-surface explorations, hydrographic surveys, and inspection of sample and materials with the Administrator may rely on in performing its services.
3. Assist the Administrator in obtaining right-of entry and release of liability of property owners.
4. Designate a member of the Local Government who will act as a contact person with the Administrator as to facilitate and transmit instructions, receive information, and generally assist as may be necessary and submit each person's name to the Administrator within ten (10) days of the signing of the contract.
5. Give prompt notice to the Administrator whenever the Local Government observes or otherwise becomes aware of any defects or problems with the Project.
6. Inform the Administrator of all meetings involving personal service contracts with architects and/or engineers regarding this Project.

### **ARTICLE 3**

#### **PERIOD OF PERFORMANCE**

The period of performance under this Project shall begin upon the signing of this contract and shall be completed upon final completion of the City's Florida Community Development Block Grant Economic Development Projects and the issuance of a "Notice of Administrative Closeout" for the project by the Florida Department of Community Affairs.

**ARTICLE 4**  
**COMPENSATION**

The Local Government agrees to pay, from the funding set forth in Article Sixteen (16) herein, the Administrator and it's associates in the following manner:

Compensation for the Administrator shall be the total sum of Twenty-four Thousand Dollars and 00/100 Dollars (\$24,000.00), Twenty-Four (24) equal monthly payments of One Thousand and No/100 Dollars (\$1,000.00). If extension of the grant is requested and approved by The Florida Department of Community Affairs monthly payment will be reduced accordingly to correspond with the remaining portion of the contract. Payments will commence thirty (30) days after the effective date of the contract between the Florida Department of Community Affairs (DCA) and the Local Government.

At the end of the twelfth month of this contract, the Local Government and the Administrator shall review the progress of the project to determine if the project is proceeding on schedule. If the project is determined not to be progressing on schedule, a revised payment schedule shall be developed that is acceptable to both parties.

If the grant contract obligations are met and the grant closes out prior to the twenty-four month ending date the administrator can be paid the sum remaining in the contract upon issuance of a "Notice of Administrative Closeout" for the project by the Florida Department of Community Affairs.

All requests for payment shall be submitted by the Administrator in detail sufficient for a proper pre-audit and post-audit review.

**ARTICLE 5**

## **CITIZENS PARTICIPATION**

It is understood between the parties that both the local Government and the Administrator shall encourage continuous participation in the Project by the citizens of the area. It is further understood that both the Local Government and the Administrator shall be responsible for adequate advertising of the Project. It is understood that funds for such advertising shall be paid from grant funds.

## **ARTICLE 6**

### **LOCAL GOVERNMENT CONTACT PERSON**

The contact person who will represent the local Government in all matters pertaining to the Project shall be Mr. Woody Boynton, City Manager, or his designee.

## **ARTICLE 7**

### **EXCLUSIVE REPRESENTATION**

It is understood between the parties that a representative of the Local Government and a representative of Fred Fox Enterprises, Incorporated, will represent this Project before any and all DCA or HUD meetings.

## **ARTICLE 8**

### **CONFLICT OF INTEREST**

The Local Government having being so advised by the Administrator does hereby recognize that the Administrator has provided similar area services in the past to Local Governments and to area governmental bodies and may be so engaged in a similar Project at this time or in the future and the parties agree that administration of these Projects by the Administrator do not constitute a conflict of interest with the Project.

**ARTICLE 9**

**SOCIAL SECURITY**

The Local Government is not liable for Social Security contributions pursuant to Section 481, 42 U.S. Code, relative to the compensation of the Administrator or any other participants during the period of this contract.

**ARTICLE 10**

**CONTRACT AMENDMENT**

The terms and conditions of this contract may be changed at any time by mutual agreement of the parties hereto. All such changes shall be incorporated as written amendments to this contract.

**ARTICLE 11**

**TERMINATION**

Termination (cause and/or Convenience)

**(a)** This contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other to fulfill its obligations under this contract provided that no termination may be effected unless the other party is given (1) not less than ten (10) calendar days written notice (delivered by hand or by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party during said 10 day period prior to termination.

**(b)** This contract may be terminated in whole or in part in writing by the local government for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in 1(a) above.

**(c)** If termination for default is effected by the local government, an equitable adjustment in the price for this contract shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment due to the Administrator at the time of termination may be adjusted to cover any additional costs to the local government because of the Administrator's default.

If termination for convenience is effected by the local government, the equitable adjustment shall provide for payment to the Administrator for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, in addition to termination settlement costs reasonably incurred by the Administrator relating to commitments (e.g., suppliers, subcontractors) which had become firm prior to receipt of the notice of intent to terminate, if any, and upon proper documentation submittal.

**(d)** Upon receipt of a termination action under paragraphs (a) or (b) above, the Administrator shall (1) promptly discontinue all affected work (unless the notice directs otherwise) and (2) deliver or other wise make available to the local government all data, drawings, reports specifications, summaries and other such information, as may have been accumulated by the Administrator in performing this contract, whether completed or in process.

**(e)** Upon termination, the local government may take over the work and award another party a contract to complete the work described in this contract.

**(f)** If, after termination for failure of the Administrator to fulfill contractual obligations, it is determined that the Administrator had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the local government. In

such event, adjustment of the contract price shall be made as provided in paragraph (c) above.

## **ARTICLE 12**

### **EQUAL OPPORTUNITY**

The Administrator warrant that there shall be no discrimination against employees, applicants for employment, those to whom services are rendered, and applicants for such services under this contract because of race, color, age, sex, religion, national origin, place of birth, ancestry, handicap, or familial status.

During the performance of the function described herein, the Administrator agree to the following conditions pertaining to the recognition and protection of the civil rights of employees, applicants for employment, those to whom services are rendered, and applicants for such services:

1. The Administrator will comply with the provisions of Title VI of the Civil Rights Act of 1964, P.L. 88-352, as amended, and rules and regulations published pursuant thereto, all of which are made a part hereof as if fully incorporated herein;
2. The Administrator will comply with the provisions of Presidential Executive Order Number 11246 of September 24, 1965, as amended, Title 3, Code of Federal Regulations, Chapter 4, which is made a part hereof as if fully incorporated herein, the provisions of Section 204 of which executive order must be set forth verbatim, to wit: During the performance of this contract, the Administrator agree as follows: The Administrator will not discriminate against any employee or applicant for employment because of race, color, age, sex,

religion, national origin, place of birth, ancestry, handicap, or familial status. Such action shall include, but not limited to the following: employment, upgrading, demotion, transfer, recruitment, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Administrator agrees to post in conspicuous place, available to employees and applicants for employment, notice to be provided by the contracting officer setting for the provisions of the non-discrimination clause.

3. The Administrator will, in all solicitations or advertisements for employees placed by or on behalf of the Administrator, state that all qualified applicants will receive consideration for employment without regard to race, color, age, sex, religion, national origin, place of birth, ancestry, handicap, or familial status.
4. The Administrator will send to each labor union or representative or workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under Section 204 of Executive Order Number 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The Administrator will comply with all provisions of Executive Order Number 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

6. The Administrator will furnish all information and reports required by Executive Order Number 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
7. In the event of the Administrator non-compliance with the non-discrimination clauses of this contract or with such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order Number 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order Number 11246, of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. The Administrator will include the provisions of paragraphs one (1) through seven (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the secretary of Labor issued to Section 204 of Executive Order Number 11246 of September 24, 1965, so that such provisions will be binding upon subcontractors or vendors. The Administrator will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance; provided however, that in the event the Administrator

become involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Administrator may request the United States to enter into such litigation to protect the interest of the United States.

9. The Administrator shall not discriminate in solicitations or advertisements for employees placed by and on behalf of the contractor or against any employee or applicant for employment because of race, color, age, sex, religion, national origin, place of birth, ancestry, handicap, or familial status.

### **ARTICLE 13**

#### **HUD/DCA AUDITS**

If HUD or DCA finds that any sums received by the Administrator are unreasonable, then those sums shall be refunded by the Administrator to the Local Government as required by 24 C.F.R., Section 570.200. Administrator agree to reimburse to the Local Government any funds expended for transactions approved by the Administrator which are disallowed by the Florida Community Development Agency (F.C.D.A.), due to the malfeasance, misfeasance, or nonfeasance of the administrator. All records will be made available to the Local Government auditors at their request as pre-audit and post-audit requirements.

### **ARTICLE 14**

#### **ADMINISTRATOR'S NOTICE**

#### **REGARDING ENGINEER OR ARCHITECT**

It is understood between the Local Government and the Administrator that the

Administrator will not be responsible for any Federal, State, or Local requirements that must be completed and supervised by the engineer and/or architect.

**ARTICLE 15**

**ADMINISTRATORS NOTICE**

**REGARDING LEGAL FEES AND AUDITS**

It is understood between the Local Government's and the Administrator that the Administrator will not be responsible for legal or audit costs associated with this project.

**ARTICLE 16**

**SOURCE OF FUNDING**

The sole source of payment for this contract is the funding received through the CDBG program and/or portion of any other funding grants leveraged from it.

**ARTICLE 17**

**REMEDIES**

Unless otherwise provided in this contract, all claims, counter claims, disputes and other matters in question between the local government and the contractor, arising out of or relating to this contract, or the breach of it, will be decided by the appropriate court in Jackson County, Florida.

**ARTICLE 18**

**ACCESS TO RECORDS**

The local government, the Florida Department of Community Affairs, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, and any of their duly authorized representatives, shall have access to any books, documents, papers, and

records of the Administrator which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

**ARTICLE 19**

**RETENTION OF RECORDS**

The Administrator shall retain all records relating to this contract for five (5) years after the local government makes final payment and all other pending matters are closed.

**ARTICLE 20**

**ENVIRONMENTAL COMPLIANCE**

Whereas this contract exceeds \$100,000, the Administrator shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and U.S. Environmental Protection Agency regulations (40 C.F.R. Part 15). The Administrator shall include this clause in any subcontracts over \$100,000.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals:

LOCAL GOVERNMENT:

ADMINISTRATOR:

\_\_\_\_\_  
Karl N. Flagg, Mayor  
City of Palatka

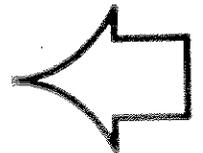
\_\_\_\_\_  
*Fred D. Fox*  
Fred D. Fox, President  
Fred Fox Enterprises, Inc.

ATTESTED BY:

ATTESTED BY:

\_\_\_\_\_  
Betsy Driggers, City Clerk  
City of Palatka

\_\_\_\_\_  
*Melissa N. Fox*  
Melissa N. Fox, Grants Compliance Specialist  
Fred Fox Enterprises, Inc.



DATE

SWORN STATEMENT UNDER SECTION 287.133(3)(a)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with the Enterprises General Administration Agreement for Fred Fox, Inc., and the City of Palatka.
2. This sworn statement is submitted by Fred Fox Enterprises, Inc. whose business address is 26 Spanish Street, St. Augustine, Florida 32084, and (if applicable) its Federal Employer Identification Number (FEIN) is 59-2443697.
3. My name is Fred D. Fox, and my relationship to the entity named above is President of the Corporation.
4. I understand that a "Public Entity Crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among person when not for fair market value under

an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

XX Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Fred D. Fox  
Fred D. Fox (Signature)

Date: 3/27/2009

STATE OF FLORIDA

COUNTY OF ST. JOHNS

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Fred D. Fox, who, after first being sworn

by me, affixed his signature in the space provided above on this 27th day of March, 2009.

Marcia L. Willis  
NOTARY PUBLIC

My Commission Expires: 8-17-2011



MARCIA L. WILLIS  
NOTARY PUBLIC - STATE OF FLORIDA  
COMMISSION # 007051200  
EXPIRES 8/17/2011  
FONDED THRU 1-866-NOTARY1

**COST SUMMARY FOR NEGOTIATED CONTRACTS**

GRANTEE: City of Palatka

GRANT NUMBER: #09DB-T3-04-64-02-E08

NAME AND ADDRESS: Fred Fox Enterprises, Inc.

OF CONTRACTOR: 26 Spanish Street  
P. O. Box 1047  
St. Augustine, Florida 32085-1047

DATE OF PROPOSAL:

TYPE OF SERVICE TO  
BE FURNISHED: CDBG Grant Administration

**COST SUMMARY:**

DIRECT LABOR: Estimated hrs x hrly rate = estimated cost

<u>Consultant/Director</u>	<u>52 hrs x \$100. = \$ 5,200.00</u>
<u>Project Manager</u>	<u>60 hrs x \$75. = \$ 4,500.00</u>
<u>Grants Compliance Manager</u>	<u>70 hrs x \$50. = \$ 3,500.00</u>
<u>Grants Compliance Asst/ Review Specialist</u>	<u>32 hrs x \$40. = \$ 1,280.00</u>
<u>Environmental Specialist</u>	<u>20 hrs x \$40. = \$ 800.00</u>
<u>Clerical Support</u>	<u>35 hrs x \$30. = \$ 1,050.00</u>
<b>DIRECT LABOR TOTAL:</b>	<b><u>\$ 16,330.00</u></b>

INDIRECT COSTS: Fringes, G & A, etc., rate x base = cost  
Fringes 35% x 16,330.00 = \$5,715.50

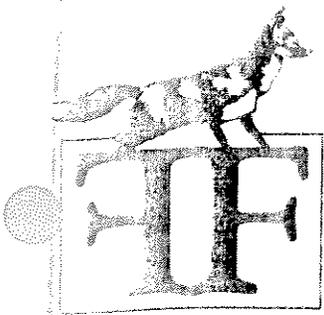
**INDIRECT COST TOTAL: \$5,715.50**

OTHER INDIRECT COST: describe

N/A

**OTHER INDIRECT COST: \$ .00**

<b>TOTAL ESTIMATED COST:</b>	<u>\$ 22,045.50</u>
<b>PROFIT:</b>	<u>\$ 1,954.50</u>
<b>TOTAL PRICE:</b>	<u>\$ 24,000.00</u>



# FRED FOX ENTERPRISES, INC

*Providing Grant Writing and Administration Services*

February 23, 2009

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

**RE: REQUEST FOR PROPOSALS FOR PROGRAM  
ADMINISTRATION SERVICES IN THE ECONOMIC  
DEVELOPMENT CATEGORY**

Dear Ms. Driggers:

Please let this serve as my firm's response to the City's Request for Proposals for the administration of the City of Palatka's Community Development Block Grant in the Economic Development category. It is my understanding the City has received an executed contract for the project from the Florida Department of Community Affairs (DCA).

Since our firm's inception in 1983, we have secured and administered HUD funded CDBG projects for our client communities in the following categories:

- Eighty-eight (88) Small Cities Neighborhood Revitalization projects;
- Sixty-three (63) Small Cities Housing Rehabilitation projects;
- Thirty-one (31) Small Cities Commercial Revitalization projects;
- Thirty-five (35) Small Cities Economic Development projects;
- Twelve (12) Disaster Recovery Initiative projects;

Nineteen (19) of these have been for the City of Palatka. My firm's approach to managing the City of Palatka's CDBG Economic Development project would be as follows:

**CITY OF PALATKA  
ECONOMIC DEVELOPMENT PROJECT  
MANAGEMENT APPROACH**

The work items and time line that would be utilized to carry out the City of Palatka's CDBG Economic Development project are as follows:

<b>WORK ITEM</b>	<b>DATE OF COMPLETION</b>
1. City receives CDBG contract from DCA for completion and execution.	Complete
2. City selects project engineer	Complete
3. Environmental Review Process is begun.	Complete
4. Administrator provides City with draft of "Participating Party Agreement," which has been reviewed and approved by DCA.	Complete
5. City completes engineering desktop monitoring packages and submits it to DCA for approval.	Complete
6. The "Participating Party Agreement" language is agreed upon. The agreement is executed by the Participating Party and the City. The executed agreement is then forwarded to DCA.	Complete
7. The "Participating Party" provides DCA evidence that the financing required to complete the construction of the Palatka Bowling Alley has been obtained.	Complete
8. City returns completed contract with attachments to DCA for execution by the state.	Complete
9. The City obtains approval for the engineer selection process as well as the contract from DCA.	Complete
10. City solicits for and selects project administrator	March 15, 2009
11. City completes administrator desktop monitoring packages and submits it to DCA for approval.	March 21, 2009

12. The City obtains approval for the administrator selection process as well as the administrative contract from DCA. April 1, 2009
13. The Environmental Review process is completed. Complete
14. The City receives a fully executed contract from DCA. Complete
15. The City receives "Release of Funds" notification from DCA. Complete
16. The engineer is provided formal "Notice to Proceed" with the design of the project. Complete
17. The "Developer's Agreement between the City and the Participating Party is agreed to, executed and recorded. March 15, 2009
18. The engineer completes the plans and specifications for the project. April 1, 2009
19. The Plans and Specifications for the project are sent to DCA for review and approval. April 5, 2009
20. DCA approves the plans and specifications. April 15, 2009
21. The project is bid out. June 15, 2009
22. The City awards the bids and obtains DCA approval of the contractor. July 1, 2009
23. The City holds the Pre-construction conferences and issues the "Notice to Proceed" to the contractor. July 15, 2009
24. The Contractor begins construction of the project. July 21, 2009
25. The Contractor completes construction of the project. November 1, 2009
26. The Participating Party's Job Creation and expenditures are documented. March 1, 2010
27. The administrator prepares close-out documents for the project and the City submits them to DCA. April 1, 2010

The team that would be in charge of the administration of the City of Palatka's CDBG Economic Development Project would be as follow:

**1. Fred D. Fox – Project Manager**

Mr. Fox would work with the City's Citizen Advisory Task Force (CATF), City Commission and City Staff to coordinate the general operation of the project including, but not limited to:

- Work with the City to develop engineering and administrative contracts that are acceptable to the State;
- Provide the project engineer with an acceptable contract document guide;
- Work with the City and the project engineer to coordinate the bidding, construction, contract award and pre-construction meeting for the project;
- Insure that Davis Bacon and other federal employee tracking requirements are met;
- Conduct contractor and subcontractor employee interviews;
- Insure all record-keeping and reporting procedures are followed;
- Attend all State and Federal monitoring meetings regarding the project;
- Conduct Citizens Advisory Task Force (CATF) meetings as well as attend all City Commission meetings where grant items are to be discussed.
- Coordinate the documentation of the job creation and expenditures by the Participating Party.

**2. Melissa Fox – Grants Compliance/Bookkeeping Specialist**

Ms. Fox would coordinate the financial administration of the program with the City including, but not limited to the following:

- Coordinate the establishment of the bookkeeping system required for the project with City staff;
- Prepare "Request for Funds" for the project;
- Review and approve all requests for payments from the contractors including obtaining appropriate Release of Liens;
- Prepare samples of required correspondence to DCA and draft responses to DCA correspondence for City review and execution;
- Provide ongoing coordination of all required record-keeping for the project;
- Review all payrolls and employee interview forms for Davis Bacon and other Federal compliance.

## PRICE/FEE SCHEDULE

The fee schedule for the management of the City of Palatka's CDBG Economic Development Project would be as follows:

SERVICE	AMOUNT
<b>1. <u>Prepare the Environmental Review</u></b> <ul style="list-style-type: none"><li>• Prepare the Environmental Review including all required mail-outs.</li><li>• Prepare the required advertising.</li></ul>	Complete
<b>2. <u>Attendance at the DCA Site Visit and Project Monitoring Visits as well as the Completion of all Required Reports</u></b> <ul style="list-style-type: none"><li>• Prepare Project Amendments (Estimate - 2).</li><li>• Prepare all required advertisements.</li><li>• Participate in the DCA site visit.</li><li>• Participate in all DCA Monitoring visits (Estimate - 2).</li><li>• Prepare the Preliminary Contract and Final close-out documents for the project.</li></ul>	\$ 4,000.00
<b>3. <u>Project Administration/Financial Supervisor</u></b> <ul style="list-style-type: none"><li>• Create and maintain an independent set of financial records for the project.</li><li>• Prepare all Request for Funds for the project.</li><li>• Coordinate 504 (handicapped accessibility) requirements with the City.</li><li>• Hold required Fair Housing Workshops.</li><li>• Coordinate with DCA on any new program requirements.</li></ul>	\$ 6,000.00
<b>4. <u>Coordination with the Engineer and Contractor</u></b> <ul style="list-style-type: none"><li>• Coordinate with the engineer on all Federal and State requirements associated with the project.</li><li>• Provide the engineer with a set of standard specifications for the project.</li><li>• Review the specifications and plans for grant compliance.</li><li>• Coordinate with DCA on the Department's plan review and approval.</li><li>• Participate in the Pre-bid conference for the project.</li><li>• Obtain the contractor approval from DCA.</li><li>• Coordinate the Pre-construction conference with the engineer.</li><li>• Review contractor package for grant information completion.</li></ul>	

- Insure Notice To Proceed is issued to the contractor.
- Conduct required Employee Interviews.
- Review and approve contractor payroll requests along with the engineer.
- Review and recommend approval of all change orders as they relate to DCA contract compliance.
- Insure all Release of Liens are obtained and all
- Federal requirements are met prior to approval of any payment requests. \$ 6,000.00

5. **Community Coordination**

- Meet with the Citizen's Advisory Task Force to keep them updated on the progress of the project.
- Meet with the City Commission and City Staff on a regular basis to keep them updated on the progress of the project. \$ 1,500.00

6. **Coordination with the Developer**

- Work with the Bowling Alley developer to obtain proof of required expenditures.
- Work with the Bowling Alley developer to obtain and review new employee income verification forms. \$ 5,000.00

7. **Coordination with DCA Staff**

- Maintain continuous telephone and written coordination with DCA staff to insure a smooth flow of the project through the state system.
- Walk any required amendments and approvals through DCA to insure a quick approval. \$ 1,500.00

GRAND TOTAL ----- \$24,000.00

We would propose to provide all management services associated with the administration of the City's CDBG Economic Development project for the lump sum of **Twenty-Four Thousand Dollars and No/100 (\$24,000.00)**. If you have any questions concerning this proposal, please do not hesitate to contact our office at (904) 810-5183.

Sincerely,



Fred D. Fox  
President

## WORK EXPERIENCE AND CLIENT CONTACT INFORMATION

In the past twenty-five (25) years, our firm has been in business, we have provided grant application preparation and grant administration services for the following CDBG projects totaling \$160,554,008.99, the largest of any firm in the State of Florida.

### FFY 2008

As part of the 2008 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications for the following communities:

1. City of Bunnell – Neighborhood Revitalization, \$650,000.00  
Contact Person: Ronya Johnson, City Clerk, (386) 437-7500
2. City of Crestview – Commercial Revitalization, \$750,000.00  
Contact Person: Mike Wing, Director of Leisure Services, (850) 682-1091
3. City of Dade City – Neighborhood Revitalization, \$700,000.00  
Contact Person: Jose Gil, Director of Public Works, (352) 523-5050
4. City of Leesburg – Neighborhood Revitalization, \$750,000.00  
Contact person: Ken Thomas, Dir. of Housing and Community Development, (352) 728-9700
5. Town of Noma – Planning, \$70,000.00  
Contact Person: Robert Skipper, Mayor, (850) 263-3449
6. City of Palatka – Neighborhood Revitalization, \$750,000.00  
Contact Person: Woody Boynton, City Manager, (386) 329-0100
7. City of Sebring – Commercial Revitalization, \$750,000.00  
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104
8. City of St. Augustine – Commercial Revitalization, \$750,000.00  
Contact Person: Tim Fleming, Deputy Director of General Services, (904) 825-1051
9. City of Umatilla – Neighborhood Revitalization, \$650,000.00  
Contact Person: Karen Howard, City Clerk, (352) 669-3125
10. City of Vernon – Neighborhood Revitalization, \$600,000.00  
Contact Person: Sherry Cobb, City Clerk, (850)535-2444
11. Town of Wausau – Neighborhood Revitalization, \$600,000.00  
Contact Person: Margaret Riley, Town Clerk, (850) 638-1781

### FFY 2007

As part of the 2007 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. has received funding for and is providing project management for the following communities:

1. Town of Caryville – Neighborhood Revitalization, \$600,000.00  
Contact Person: Jewette Tadlock, Town Clerk, (850) 548-5571
2. City of Haines City – Commercial Revitalization, \$750,000.00  
Contact Person: Ken Sauer, Assistant City Manager, (863) 421-3650
3. City of Homestead – Commercial Revitalization, \$750,000.00  
Contact Person: Dan Wicks, CRA Director, (305) 224-4484
4. City of St. Marks – Neighborhood Revitalization, \$483,900.00  
Contact person: Zoe A Mansfield, City Manager, (850) 925-6224
5. City of Vero Beach – Neighborhood Revitalization, \$750,000.00  
Contact Person: Monte Fall, Public Works Director, (772) 978-5151
6. Town of Westville – Neighborhood Revitalization, \$600,000.00  
Contact Person: Donna Gillis, Town Clerk, (850) 548-5858
7. City of Palatka – Economic Development, \$349,900.00  
Contact Person: Woody Boynton, City Manager, (386) 329-0100
8. City of Graceville – Economic Development, \$650,000.00  
Contact Person: Eugene Adams, City Manager, (850) 263-3250

#### **FFY 2006**

As part of the 2006 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. has received funding for and is providing project management for the following communities:

1. City of Bowling Green – Neighborhood Revitalization, \$700,000.00  
Contact Person: David Elbertson, City Manager, (863) 375-2255
2. City of Bristol – Neighborhood Revitalization, \$575,900.00  
Contact Person: Robin Hatcher, City Clerk, (850) 643-2261
3. City of Bristol – Economic Development, \$600,000.00  
Contact Person: Robin Hatcher, City Clerk, (850) 643-2261
4. City of Carrabelle – Economic Development, \$650,000.00  
Contact Person: John McInnis, City Administrator, (850) 687-2727
5. City of Chipley – Neighborhood Revitalization, \$700,000.00  
Contact Person: Patrice Yates, City Clerk, (850) 638-6350
6. City of Clermont – Neighborhood Revitalization, \$750,000.00  
Contact Person: Wayne Saunders, City Manager, (352) 394-4081
7. City of Dunnellon – Neighborhood Revitalization, \$70,000.00  
Contact person: Dawn M. Boone, City Clerk, (352) 465-8500
8. City of Graceville – Neighborhood Revitalization, \$70,000.00  
Contact Person: Eugene Adams, City Manager, (850) 263-3250

9. City of Graceville – Economic Development, \$650,000.00  
Contact Person: Eugene Adams, City Manager, (850) 263-3250
10. City of Haines City – Economic Development, \$750,000.00  
Contact Person: Ken Sauer, Assistant City Manager, (863) 421-3650
11. Martin County – Neighborhood Revitalization, \$750,000.00  
Contact Person: Eric Brent, Planner, (772) 288-5495
12. City of Trenton – Neighborhood Revitalization, \$70,000.00  
Contact Person: Jered Ottenwess, City Manager, (352) 463-4000
13. City of Umatilla – Neighborhood Revitalization, \$650,000.00  
Contact Person: Karen Howard, City Clerk, (352) 669-3125

### **FFY 2005**

As part of the 2005 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. has received funding for and is providing project management for the following communities:

1. City of Sebring – Commercial Revitalization, \$750,000.00  
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104
2. Town of Lake Placid – Neighborhood Revitalization, \$650,000.00  
Contact Person: Arlene Tuck, Town Clerk, (863) 699-3747
3. City of Williston – Neighborhood Revitalization, \$650,000.00  
Contact Person: Barbara Henson, City Clerk, (352) 528-3060
4. Town of Interlachen – Neighborhood Revitalization, \$650,000.00  
Contact Person: Pamela S. Wilburn, Town Clerk, (386) 684-3811
5. City of Palatka – Neighborhood Revitalization, \$750,000.00  
Contact Person: Allen Bush, City Manager, (386) 329-0100
6. Town of Grand Ridge – Neighborhood Revitalization, \$600,000.00  
Contact person: J. R. Moneyham, City Manager, (850) 592-4621
7. City of Crestview – Neighborhood Revitalization, \$750,000.00  
Contact Person: Mike Wing, Administrative Assistant to Council, (850) 689-1618
8. Gulf County – Neighborhood Revitalization, \$638,500.00  
Contact Person: Donald Butler, Chief Administrator, (850) 229-6106
9. City of Belle Isle – Economic Development, \$650,000.00  
Contact Person: Larry Williams, City Manger, (407) 851-7730
10. City of Palm Coast - Economic Development, \$450,000.00  
Contact Person: Ira Corliss, Special Projects Manager, (386) 986-3717
11. City of Crystal River – Economic Development, \$650,000.00  
Contact Person: Roger Goettelmann, AIBD Director (352) 795-4216

12. City of Sebring – Economic Development, \$750,000.00  
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104

### **FFY 2005**

As part of the special 2005 **Disaster Recovery Initiative** Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. is providing project management for the following communities:

1. City of Belle Isle – Storm Drainage Improvements, \$1,093,750.00  
Contact Person: Larry Williams, City Manager, (407) 851-7730
2. City of Bowling Green – Water plant improvements, sewer plant improvements, lift station refurbishment, sanitary sewer line replacement, storm drainage improvements, street improvements, \$2,250,000.00  
Contact Person: David Elbertson, City Manager, (863) 375-2255
3. Town of Eatonville – Sanitary sewer lift station renovations, installation of emergency generators at lift stations, drainage improvements, \$1,093,750.00  
Contact Person: Roger Dixon, Public Works Director, (407) 623-1313
4. Hardee County – New sanitary sewer lines, water line replacement, \$2,250,000.00  
Contact Person: Janet Gilliard, Director, (863) 773-6349
5. City of Haines City – Neighborhood center renovation, fire station renovation, \$634,273.50  
Contact Person: Donald Carter, Finance Director, (863) 421-9901
6. Indian River County – Fire station reconstruction, water line extensions including hook-ups, vacuum sanitary sewer construction, construction of storm surge/flood protection project, \$7,500,000.00  
Contact Person: Sasan Rohani, Chief of Long Range Planning, (772) 567-8000 Ext. 1250
7. City of Kissimmee – Storm drainage improvements, road reconstruction, \$1,458,333.33  
Contact person: Caroline Bell, Community Development Program Coordinator, (407) 518-2155
8. Martin County – Installation of emergency generators at existing lift stations, replacement of existing traffic signalization with mast arms systems, \$2,187,500.00  
Contact Person: Ronald Siegwald, Project Coordinator, (772) 223-7907
9. City of New Smyrna Beach – Drainage improvements including the acquisition of property and the construction of a retention pond, \$625,000.00  
Contact Person: R. Lynne Kunkle, C.E.P., Code Enforcement Supervisor, (386) 424-2137
10. City of Oak Hill – Installation of an emergency generator at the City's Emergency operations Center, drainage improvements, \$625,000.00  
Contact Person: Kim Terwilliger, City Clerk, (407) 343-3177
11. Polk County – Storm drainage projects, park renovation, building renovation, building demolition, emergency generator installation, sewer line replacement, sewer line "Insituform" installation, retention pond restoration, \$2,606,453.00  
Contact Person: Nancy Hurley, Grants Manager (863) 534-5252

12. City of St. Cloud – Fire Station Replacement, \$1,458,333.33  
Contact Person: John Pham, PE Project Manager. (407) 957-8421

#### FFY 2004

As part of the 2004 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. has received funding for and has provided project management for the following communities:

1. Town of Alford – Neighborhood Revitalization, \$600,000.00  
Contact Person: George Gay, Mayor, (850)579-4684
2. City of Cottondale – Neighborhood Revitalization, \$600,000.00  
Contact Person: Judy Powell, City Clerk, (850) 352-4361
3. City of Dade City – Neighborhood Revitalization, \$700,000.00  
Contact Person: Laura Beagles, Assistant to City Manager, (352) 523-5050
4. City of Haines City – Economic Development, \$750,000.00  
Contact Person: Richard Greenwood, Planning Dir., (863) 429-3229
5. City of Leesburg – Neighborhood Revitalization, \$750,000.00  
Contact Person: Kenneth Thomas, Dir. of Housing and Econ. Dev, (352) 728-9708
6. City of Sebring – Economic Development, \$750,000.00  
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104
7. City of St. Augustine – Commercial Revitalization, \$750,000.00  
Contact person: Tim Fleming, Grants Coordinator, (904) 825-1010
8. Town of Welaka – Neighborhood Revitalization, \$600,000.00  
Contact Person: Gordon Sands, Mayor, (386) 467-9800
9. City of Wewahitchka – Neighborhood Revitalization, \$650,000.00  
Contact Person: Don Minchew, City Manager, (850) 639-2605
10. City of Zephyrhills – Commercial Revitalization, \$750,000.00  
Contact Person: Todd Vande Berg, Director of Development, (813) 780-0006
11. Gulf County – Economic Development, \$700,000.00  
Contact Person: Don Butler, Chief Administrator, (850) 229-6106
12. City of Bunnell – Economic Development, \$650,000.00  
Contact Person: Richard Diamond, City Manager (386) 437-7500

#### FFY 2003

As part of the 2003 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. has received funding for and provided project management for the following communities:

1. City of Chipley – Neighborhood Revitalization, \$700,000.00  
Contact Person: Jim Morris, City Administrator, (850) 638-6350
2. City of Graceville – Neighborhood Revitalization, \$700,000.00  
Contact Person: Eugene Adams, City Manager, (850) 263-3250
3. Town of Grand Ridge – Neighborhood Revitalization, \$433,670.83  
Contact Person: J R Moneyham, Town Manager, (850) 592-4621
4. Town of Noma – Neighborhood Revitalization, \$600,000.00  
Contact Person: Robert Skipper, Mayor, (850) 263-3449
5. City of Haines City – Commercial Revitalization, \$750,000.00  
Contact Person: Richard Greenwood, (863) 421-3600
6. Town of Yankeetown – Neighborhood Revitalization, \$600,000.00  
Contact Person: Debra Stines, Town Clerk, (352) 447-2511
7. Town of Wausau – Neighborhood Revitalization, \$600,000.00  
Contact Person: Margaret Riley, Town Clerk, (850) 638-1781
8. City of Williston – Economic Development, \$600,000.00  
Contact Person: James F. Coleman, City Manager, (352) 528-3060

#### **FFY 2002**

As part of the 2002 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. has received funding for and provided project management for the following communities:

1. City of Leesburg – Commercial Revitalization Application, \$750,000.00  
Contact Person: Ken Thomas, Dir. Of Housing & Econ. Dev., (352) 728-9700
2. City of Sebring – Commercial Revitalization Application, \$700,000.00  
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5014
3. City of Crestview – Commercial Revitalization Application, \$750,000.00  
Contact Person: Don Morrison, Administrative Assistant, (850) 689-1618
4. Indian River County – Housing Rehabilitation Application, \$750,000.00  
Contact Person: Gale Carmoney, Senior Planner, (772) 567-8000
5. City of Flagler Beach – Commercial Revitalization Application, \$648,202.00  
Contact Person: Libby Kania, Assistant to City Manager, (386) 517-2000
6. Martin County – Neighborhood Revitalization Application, \$750,000.00  
Contact Person: Eric Brent, Planner, (561) 288-5495

#### **FFY 2001**

As part of the 2001 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. has received funding for and provided project management for the following communities:

1. Town of Interlachen – Neighborhood Revitalization Application, \$500,000.00  
Contact Person: Pamela Wilburn, Town Clerk, (386) 684-3811
2. City of Dade City – Neighborhood Revitalization Application, \$600,000.00  
Contact Person: Laura Beagles, Assistant City Manager, (352) 523-5050
3. City of Bowling Green – Neighborhood Revitalization Application, \$550,000.00  
Contact Person: David Elbertson, City Manager, (863) 375-2255
4. City of Crescent City – Neighborhood Revitalization Application, \$436,597.00  
Contact Person: Marcus Collins, City Manager, (386) 698-2525
5. City of Palatka – Neighborhood Revitalization Application, \$750,000.00  
Contact Person: Allen Bush, City Manager, (386) 329-0100
6. City of Cottondale – Neighborhood Revitalization Application, \$497,282.00  
Contact Person: Judy Powell, City Clerk, (850) 352-4361
7. Town of Lake Placid – Neighborhood Revitalization Application, \$550,000.00  
Contact Person: Arlene Tuck, Town Clerk, (863) 699-3747
8. City of Crystal River – Commercial Revitalization Application, \$600,000.00  
Contact Person: Roger Goettelmann, CRA Manager, (352) 795-4216

#### **FFY 2000**

As part of the 2000 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. has received funding for and provided project management for the following communities:

1. City of Archer – Neighborhood Revitalization Application, \$550,000.00  
Contact Person: Doug Drymon, City Manager, (352) 495-2880
2. Clay County – Housing Revitalization Application, \$750,000.00  
Contact Person: Barbara Taylor, SHIP Coordinator, (904) 284-6376
3. City of Clermont – Commercial Revitalization Application, \$600,000.00  
Contact Person: Wayne Saunders, City Manager, (352) 394-4081
4. City of Green Cove Springs – Neighborhood Revitalization Application, \$600,000.00  
Contact Person: Karen Ingle, Planning, (904) 529-2200
5. City of Williston – Neighborhood Revitalization Application, \$550,000.00  
Contact Person: James F. Coleman, City Manager, (352) 825-1005
6. City of Zephyrhills – Commercial Revitalization Application, \$600,000.00  
Contact Person: Todd Vande Berg, Director of Development, (813) 788-2313
7. City of Kissimmee – Commercial Application, \$750,000.00  
Contact: Gail Hamilton, Main Street Director, (407) 931-1370
8. City of St. Cloud – Economic Development Application, \$750,000.00  
Contact Person: Mr. Robert MacKichan, Dir. of Gen. Services, (407) 957-7301

9. Highlands County – Economic Development Application, \$750,000.00  
Contact Person: Jim Polatty, Director of Development Services, (863) 386-6653

### FFY 1999

As part of the 1999 Small Cities Economic Development cycle, Fred Fox Enterprises, Inc. has prepared applications for six (6) of the twelve (12) applications that have been submitted to the State and have funds reserved thus far this cycle. These six (6) projects are as follows:

1. Highlands County – Economic Development Application, \$750,000.00  
Contact Person: Jim Polatty, Development Director, (941) 385-2581
2. City of Palatka – Economic Development Application, \$750,000.00  
Contact: Allen Bush, City Manager, (904) 329-0100
3. City of St. Augustine – Economic Development Application, \$700,000.00  
Contact Person: Wm B. Harriss, City Manager, (904) 825-1005
4. Town of Welaka – Economic Development Application, \$500,000.00  
Contact: Gordon Sands, Mayor, (904) 467-9800
5. City of Williston – Economic Development Application, \$550,000.00  
Contact: James F. Coleman, City Manager, (352) 528-3060
6. City of Crystal River – Economic Development Application, \$600,000.00  
Contact: Roger Goettelmann, CR Manager (352) 795-4216

During the round of applications for the El Nino DR-1195 Disaster Relief for Federal Fiscal Year 1999, Fred Fox Enterprises, Inc., prepared the application for the following two (2) communities; both applications were funded.

1. City of Center Hill – Housing Elevation and Drainage Improvement Application, \$500,000.00  
Contact Person: Diane Lamb, City Clerk, (352) 793-4431
2. Town of Welaka – Drainage Improvements Application, \$500,000.00  
Contact: Gordon Sands, Mayor, (904) 467-9800

During the round of applications for Federal Fiscal Year 1999, Fred Fox Enterprises, Inc. prepared the applications for the following funded communities:

1. City of Avon Park – Neighborhood Revitalization and Commercial Revitalization Application, \$600,000.00 (each)  
Contact Person: C. B. Shirey, City Manager, (941) 452-4400
2. City of Bushnell – Neighborhood Revitalization Application, \$500,000.00  
Contact Person: Vincente Ruano, City Manager, (352) 793-2591

3. City of Center Hill – Neighborhood Revitalization Application, \$500,000.00  
Contact Person: Diane Lamb, City Clerk, (352) 793-4431
4. City of Chiefland – Neighborhood Revitalization Application, \$550,000.00  
Contact Person: Bill Hammond Jr., City Manager, (352) 493-6711
5. City of Crestview – Commercial Revitalization Application, \$750,000.00  
Contact Person: Don Morrison, Admin Assistant, (850) 682-1618
6. Town of Oakland – Neighborhood Revitalization Application, \$500,000.00  
Contact Person: Jay Evans, Town Manager, (407) 656-1117
7. Town of Welaka – Housing Application, \$500,000.00  
Contact: Gordon Sands, Mayor, (904) 467-9800

### **FFY 1998**

During the round of applications for Federal Fiscal Year 1998, Fred Fox Enterprises, Inc. prepared the applications for the following funded communities:

1. Town of Bowling Green – Neighborhood Application, \$550,000.00  
Contact: David Elbertson, City Manager, (941) 375-3362
2. City of Graceville – Neighborhood Application, \$600,000.00  
Contact: Eugene Adams, City Manager, (904) 263-3250
3. Town of Grand Ridge – Neighborhood Application, \$500,000.00  
Contact: Clyde Moneyham, Jr., City Manager, (904) 592-4621
4. Town of Interlachen – Neighborhood Application, \$500,000.00  
Contact: Pamela S. Wilburn, Clerk, (904) 684-3811
5. City of Palatka – Neighborhood Application, \$750,000.00  
Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Sebring – Commercial Application, \$600,000.00  
Contact: Pete Pollard, CRA Director, (813) 471-5138
7. City of Williston – Economic Development Application, \$550,000.00  
Contact: James F. Coleman, City Manager, (352) 528-3060
8. City of Zephyrhills – Commercial Application, \$600,000.00  
Contact: Todd Vande Berg, Director of Development, (813) 788-2313

During the round of applications for the El Nino DR-1195 Disaster Relief for Federal Fiscal Year 1998, Fred Fox Enterprises, Inc. prepared the applications for the following three communities. All three applications were funded.

1. City of Archer – Housing Buy Out Application, \$200,000.00  
Contact Person: Bruce Pagel, City Manager, (904) 495-2880

2. City of Crystal River – Housing Buy Out Application, \$350,000.00  
Contact: Roger Goettlemann, Main Street Manager, (352) 795-4216
3. City of Tarpon Springs – Housing Buyout Application, \$350,000.00  
Contact: Kathy Monahan, Grants Coordinator, (813) 938-3711

### FFY 1997

During the round of applications for Federal Fiscal Year 1997, Fred Fox Enterprises, Inc. prepared the applications for and will be administering the project for the following communities.

1. Osceola County – Housing Application, \$750,000.00  
Contact: Anna Pinellas, Housing/Grants Admin., (407) 847-1297
2. Town of Welaka – Housing Application, \$500,000.00  
Contact: Gordon Sands, Mayor, (904) 467-9800
3. City of Chiefland – Neighborhood Application, \$550,000.00  
Contact: Bill Hammond Jr., City Manager, (352) 493-6711
4. City of Crescent City – Commercial Application, \$550,000.00  
Contact: Carl Tankersley, Admin. Supervisor, (904) 698-2525
5. Town of Lake Placid – Neighborhood Application, \$550,000.00  
Contact: Arlene Tuck, City Clerk, (941) 699-3747
6. City of Tarpon Springs – Commercial Application, \$750,000.00  
Contact: Kathy Monahan, Grants Coordinator, (813) 938-3711
7. City of Tarpon Springs - Economic Development Application, \$337,000.00  
Contact: Kathy Monahan, Grants Coordinator
8. City of Crystal River – Commercial Application, \$600,000.00  
Contact: Roger Goettlemann, Main Street Manager, (352) 795-4216
9. City of Kissimmee – Commercial Application, \$750,000.00  
Contact: Gail Hamilton, Main Street Director, (407) 931-1370
10. City of Palatka – Economic Development Application, \$750,000.00  
Contact: Allen Bush, City Manager, (904) 329-0100

### FFY 1996

During the round of applications for Federal Fiscal Year 1996, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Palatka – Neighborhood Application, \$700,000.00  
Contact: Allen Bush, City Manager, (904) 329-0100

2. Town of Grand Ridge – Neighborhood Application, \$500,000.00  
Contact: Clyde Moneyham, Jr., City Manager, (850) 592-4621
3. Town of Interlachen – Neighborhood Application, \$500,000.00  
Contact: Pamela S. Wilburn, Clerk, (904) 684-3811
4. Town of Otter Creek – Neighborhood Application, \$500,000.00  
Contact: Jeannie Welch, Clerk, (352) 486-1102
5. Town of Eatonville – Neighborhood Application, \$600,000.00  
Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
6. City of Fellsmere – Neighborhood Application, \$500,000.00  
Contact: Deborah C. Krages, City Clerk, (407) 571-1616
7. Martin County – Neighborhood Application, \$750,000.00  
Contact: Hank Woollard, (561) 288-5459
8. City of Crestview – Commercial Application, \$700,000.00  
Contact: Don Morrison, Admin. Assistant, (850) 682-1618
9. Martin County – Emergency Set-Aside Application, \$750,000.00  
Contact: Hank Woollard, (561) 288-5459

#### **FFY 1995**

During the round of applications for Federal Fiscal Year 1995, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Sebring - Commercial Application, \$600,000.00  
Contact Person: Pete Pollard, CRA Director, (941) 471-5140
2. City of Bushnell - Commercial Application, \$500,000.00  
Contact Person: Vincente Ruano, City Manager, (352) 793-2591
3. City of Keystone Heights - Neighborhood Application, \$500,000.00  
Contact Person: Karen N. McGill, City Clerk, (352) 473-4807
4. City of Starke - Neighborhood Application, \$600,000.00  
Contact Person: Linda Johns, City Clerk, (904) 964-5027
5. Highlands County – Neighborhood Application, \$750,000.00  
Contact Person: Jim Polatty, Development Director, (941) 385-2481
6. City of Lynn Haven – Neighborhood Application, \$600,000.00  
Contact Person: Ricky Horst, City Manager, (850) 265-2121
7. Clay County – Neighborhood Application, \$750,000.00  
Contact Person: Robert Wilson, County Administrator, (904) 284-6376
8. Gov. of Cedar Grove – Neighborhood Application, \$500,000.00  
Contact Person: Nadine Kolmetz, City Clerk, (904) 763-2911

9. City of Williston – Neighborhood Application, \$500,000.00  
Contact Person: James F. Coleman, City Manager, (352) 528-3060
10. City of St. Augustine – Neighborhood Application, \$700,000.00  
Contact Person: Wm B. Harriss, Asst. City Manager, (904) 825-1005
11. City of Clermont – Housing Application, \$600,000.00  
Contact Person: Wayne Saunders, City Manager, (352) 394-4081
12. City of Archer – Housing Application, \$500,000.00  
Contact Person: Bruce Pagel, City Manager, (904) 495-2880

#### **FFY 1994**

During the round of applications for Federal Fiscal Year 1994, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Avon Park – Housing Application, \$575,000.00  
Contact: C. B. Shirey, City Manager, (941) 452-4400
2. City of Center Hill – Neighborhood Application, \$375,000.00  
Contact: Diane Lamb, City Clerk, (352) 793-4431
3. City of Chiefland – Neighborhood Application, \$500,000.00  
Contact: Bill Hammond Jr., City Manager, (352) 493-4433
4. City of Crescent City – Housing Application, \$500,000.00  
Contact: Carl Tankersley, Administrative Supervisor, (904) 698-2525
5. Town of Cross City – Housing Application, \$500,000.00  
Contact: Gary Poore, Town Manager, (352) 498-3306
6. City of High Springs – Neighborhood Application, \$500,000.00  
Contact: Leonard Withey, City Manager, (904) 454-1416
7. City of Kissimmee – Housing Application, \$650,000.00  
Contact: Gail Hamilton, Main Street Director, (407) 847-2821
8. City of Okeechobee – Commercial Application, \$575,000.00  
Contact: John Drago, City Administrator, (941) 763-3372
9. City of Sebring – Economic Development Application, \$575,000.00  
Contact: Pete Pollard, CRA Director, (941) 471-5138

#### **FFY 1993**

During the round of applications for Federal Fiscal Year 1993, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Crestview – Housing Application, \$575,000.00  
Contact: Don Morrison, Administrative Assistant, (850) 682-6131
2. City of Monticello – Neighborhood Application, \$500,000.00  
Contact: Betty Bullock, City Clerk, (904) 997-3312
3. Osceola County – Housing Application, \$650,000.00  
Contact: Anna Pinellas, Grants Housing, (407) 847-1297
4. City of Palatka – Commercial Application, \$575,000.00  
Contact: Allen Bush, City Manager, (904) 329-0100
5. Town of Yankeetown – Neighborhood Application, \$375,000.00  
Contact: Debra Stines, Town Clerk, (352) 447-2511

### **FFY 1992**

During the round of applications for Federal Fiscal Year 1992, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Archer – Housing Application, \$375,000.00  
Contact: Bruce Pagel, City Manager, (352) 495-2880
2. Town of Eatonville – Housing Application, \$500,000.00  
Contact: Joe Stiso, Grants Coordinator, (407) 647-0061
3. Town of Grand Ridge – Neighborhood Application, \$375,000.00  
Contact: J. R. Moneyham, Town Manager, (850) 592-4621
4. Town of Hastings - Housing Application, \$375,000.00  
Contact: Shelby Jack, Town Manager, (904) 692-1420
5. Town of Hilliard – Neighborhood Application, \$500,000.00  
Contact: Jeanine Orender, Town Clerk, (904) 846-3555
6. City of Homestead – Neighborhood Application, \$650,000.00  
Contact: Tammy Reed, (305) 247-1801
7. Madison County – Neighborhood Application, \$575,000.00  
Contact: Cohen Bond, County Coordinator, (904) 973-3179
8. City of Palatka – Economic Development Application, \$108,000.00  
Contact: Allen Bush, City Manager, (904) 329-0100
9. City of Sebring – Commercial Application, \$575,000.00  
Contact: Pete Pollard, Grants Coordinator, (941) 471-5104
10. Town of Welaka - Neighborhood Application, \$375,000.00  
Contact: Gordon Sands, Mayor, (904) 467-9800

## FFY 1991

During the round of applications for Federal Fiscal Year 1991, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Arcadia – Housing Application, \$575,000.00  
Contact: Margaret Way, City Clerk, (941) 494-4114
2. City of Bushnell – Housing Application, \$375,000.00  
Contact: Vincente Ruano, City Manager, (352) 793-2591
3. City of Cedar Key – Neighborhood Application, \$375,000.00  
Contact: Frances Hodges, City Clerk, (352) 543-5132
4. City of Chiefland – Housing Application, \$500,000.00  
Contact: Bill Hammond Jr, City Manager, (352) 493-4433
5. City of Clermont – Housing Application, \$575,000.00  
Contact: Wayne Saunders, City Manager, (352) 394-4081
6. Flagler County – Economic Development Application, \$516,000.00  
Contact: Ken Koch, (904) 437-2170
7. Gilchrist County – Housing Application, \$575,000.00  
Contact: Sheree Pitzarell, Deputy Clerk, (352) 463-2345
8. Hendry County – Neighborhood Application, \$650,000.00  
Contact: Christine Pratt, Clerk of Court, (813) 675-5217
9. City of High Springs – Commercial Application, \$500,000.00  
Contact: Leonard Withey, City Clerk, (904) 454-1415
10. City of Okeechobee – Neighborhood Application, \$575,000.00  
Contact: John Drago, City Administrator, (941) 769-3372
11. Town of Otter Creek – Neighborhood Application, \$375,000.00  
Contact: Jeannie Welch, Clerk, (904) 486-4460
12. City of Starke – Commercial Application, \$575,000.00  
Contact: Linda Johns, City Clerk, (904) 964-5027
13. Sumter County – Housing Application, \$650,000.00  
Contact: Bernard Dew, County Administrator, (352) 793-0200
14. City of Trenton – Housing Application, \$375,000.00  
Contact: Kathryn Deen, City Clerk, (352) 463-2222
15. City of Williston – Housing Application, \$500,000.00  
Contact: James F. Coleman, City Manager, (352) 528-3060

## FFY 1990

During the round of applications for Federal Fiscal Year 1990, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Alachua – Housing Application, \$575,000.00  
Contact: Mark Duchon, City Manager, (352) 461-1231
2. City of Avon Park – Housing Application, \$575,000.00  
Contact: C. B. Shirey, City Manager, (941) 452-4400
3. Town of Cross City – Neighborhood Application, \$500,000.00  
Contact: Gary Poore, Town Manager, (352) 498-3306
4. Town of Eatonville – Neighborhood Revitalization Application, \$500,000.00  
Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
5. City of Palatka – Neighborhood Application, \$575,000.00  
Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Webster – Housing Application, \$425,000.00  
Contact: Grace Croft, City Clerk, (904) 793-2073
7. Town of Welaka – Neighborhood Revitalization, \$350,000.00  
Contact: Gordon Sands, Mayor, (904) 467-9800
8. City of Palatka – Commercial Revitalization, \$493,478.00  
Contact: Allen Bush, City Manager, (904) 329-0100

## FFY 1989

During the round of applications for Federal Fiscal Year 1989, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Archer – Housing Application, \$425,000.00  
Contact: Bruce Pagel, City Manager, (352) 495-2880
2. City of Bunnell – Neighborhood Revitalization, \$500,000.00  
Contact: Thomas Hutson, City Manager, (904) 437-2417
3. Town of Caryville – Housing Application, \$425,000.00  
Contact: Ethel Lawrence, Town Clerk, (850) 548-5701
4. City of Crestview – Neighborhood Revitalization, \$575,000.00  
Contact: Don Morrison, Administrative Assistant, (850) 682-6131
5. Town of Interlachen – Housing Application, \$425,000.00  
Contact: Pamela Wilburn, Town Clerk, (904) 684-3811
6. Marion County – Housing Application, \$650,000.00  
Contact: Brian Graff, Grants Official, (352) 622-0224

7. Town of Micanopy – Housing Application, \$425,000.00  
Contact: Mary Sanders, Town Clerk, (352) 466-3121
8. City of Sebring – Housing Application, \$575,000.00  
Contact: Pete Pollard, CRA Director, (941) 385-0549
9. Town of Zolfo Springs - Housing Application, \$500,000.00  
Contact: Delena Rivers, Town Clerk, (813) 735-0405

### **FFY 1988**

During the round of applications for Federal Fiscal Year 1988, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Alachua – Neighborhood Revitalization Application, \$500,000.00  
Contact: Mark Duchon, City Manager, (352) 462-1231
2. City of Avon Park – Housing Application, \$575,000.00  
Contact: C. B. Shirey, City Manager, (941) 452-2221
3. Town of Cross City – Housing Application, \$500,000.00  
Contact: Gary Poore, Town Manager, (352) 498-3306
4. Town of Eatonville – Neighborhood Application, \$500,000.00  
Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
5. City of Palatka – Commercial Application, \$575,000.00  
Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Trenton – Neighborhood Application, \$425,000.00  
Contact: Kathryn Deen, City Manager, (352) 463-2222
7. Town of Wausau – Neighborhood Application, \$350,000.00  
Contact: Margaret Riley, Town Clerk, (904) 638-1781
8. City of Webster - Housing Application, \$425,000.00  
Contact: Grace Croft, City Clerk, (904) 793-2073
9. Town of Welaka – Neighborhood Application, \$350,000.00  
Contact: Gordon Sands, Mayor, (904) 467-9800

### **FFY 1987**

During the Federal Fiscal Year 1987, Fred Fox Enterprises submitted, received funding for, and administered the following commercial revitalization projects listed below:

1. City of Palatka - Commercial Revitalization, \$575,000.00  
Contact: Allen Bush, City Manager, (386) 329-0100

2. City of Webster – Commercial Revitalization, \$425,000.00  
Contact: Grace Croft, City Clerk, (352) 793-2073

During the Federal Fiscal Year 1987, Fred Fox Enterprises submitted, received funding for, and administered the following project listed below:

1. Town of Mayo – Economic Development, \$353,880.00  
Contact: Mayor Taylor McGrew, (352) 294-2431

During the round of applications for Federal Fiscal Year 1987, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Arcadia – Housing Application, \$575,000.00  
Contact: Edward Strube, City Administrator, (941) 494-2880
2. City of Bunnell – Housing Application, \$500,000.00  
Contact: Thomas Hutson, City Manager, (386) 437-2417
3. Town of Caryville – Housing Application, \$362,136.00  
Contact: Ethel Lawrence, Town Clerk, (850) 538-5571
4. City of Sebring – Housing Application, \$575,000.00  
Contact: Pete Pollard, Grants Coordinator, (941) 471-5104
5. City of Sebring – Commercial Application, \$575,000.00  
Contact: Pete Pollard, Grants Coordinator, (941) 471-5104

### **FFY 1986**

During the round of applications for Federal Fiscal Year 1986, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Alachua – Housing Application, \$575,000.00  
Contact: Mark Duchon, City Manager, (352) 462-1231
2. City of Arcadia – Housing Application, \$575,000.00  
Contact: Edward Strube, City Administrator, (941) 494-4114
3. Town of Baldwin – Housing Application, \$500,000.00  
Contact: Lula Hill, Town Clerk, (904) 266-4221
4. City of Bunnell – Housing Application, \$500,000.00  
Contact: Thomas Hutson, City Manager, (386) 437-2417
5. Clay County – Neighborhood Application, \$485,000.00  
Contact: Tom Price, SHIP Coordinator, (904) 384-8772
6. Town of Hastings – Housing Application, \$500,000.00  
Contact: Shelby Beck, Town Clerk, (904) 692-1420

7. Town of Interlachen – Neighborhood Revitalization, \$500,000.00  
Contact: Pamela Wilburn, Town Clerk, (386) 684-3811
8. St. Johns County – Housing Application., \$650,000.00  
Contact: Bud Markel, County Clerk, (904) 824-8131
9. City of Sebring – Housing Application, \$575,000.00  
Contact: Pete Pollard, Grants Coordinator, (941) 471-5404
10. City of Sebring – Commercial Application, \$575,000.00  
Contact: Pete Pollard, Grants Coordinator, (941) 385-0549
11. City of Webster – Housing Application, \$500,000.00  
Contact: Grace Croft, City Clerk, (352) 793-2073
12. Town of Welaka – Housing Application, \$500,000.00  
Contact: Gordon Sands, Mayor, (904) 467-9800

### FFY 1985

During the round of applications for Federal Fiscal Year 1985, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. Town of Baldwin – Housing Application, \$496,450.00  
Contact: Lula Hill, Town Clerk, (904) 266-4221
2. City of Crescent City – Housing Application, \$500,000.00  
Contact: Carl Tankersley Administrative Assistant, (386) 698-2525
3. Marion County – Neighborhood and Commercial Applications, \$650,000.00  
Contact: Brian Graff, Grants Official, (904) 622-0224
4. Marion County – Housing Application, \$644,920.00  
Contact: Brian Graff, Grants Official, (904) 622-0224
5. St. Johns County – Housing Application, \$645,800.00  
Contact: Bud Markel, County Clerk, (904) 824-8131

### FFY 1984

During the round of applications for Federal Fiscal Year 1984, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Avon Park – Housing Application, \$575,000.00  
(Administration Only) Contact: C. B. Shirey, City Manager, (941) 452-4400
2. City of Avon Park – Neighborhood and Commercial Applications, \$575,000.00  
Contact: C. B. Shirey, City Manager, (941) 452-4400
3. City of Crescent City – Housing Application, \$500,000.00  
Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525

4. City of Crescent City – Jobs Bill Program, \$750,000.00  
Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525
5. City of Crescent City – Neighborhood Application, \$260,000.00  
Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525
6. City of St. Augustine – Housing Application, \$750,000.00  
Contact Person: Jason Sheffield, Grants Coordinator, (904) 825-1005



## COMPANY INFORMATION AND QUALIFICATIONS

Due to changes in the administration of the Small Cities Community Development Block Grant Program between the Federal and State government in 1984, local governments found it difficult to secure and manage federal grants in the midst of changing program reforms and regulations.

Fred Fox Enterprises, (FFE), was incorporated in March of 1983 as a firm specializing in public/private partnerships and is the oldest established firm in the State of Florida in writing and managing Community Development Block Grants. Our firm has had the highest successful funding percentage in both the short term (last four years) and the long term (since 1983) of any firm preparing CDBG applications in the State of Florida. During our firm's twenty-five (25) year history, Fred Fox Enterprises has been successful in obtaining funding for and carrying out a significant number of both state and federal grant projects including over two hundred and ten (210) Florida Small Cities Community Development Block Grant (CDBG) projects in all four funding categories (Neighborhood Revitalization, Commercial Revitalization, Housing Rehabilitation and Economic Development) as well as projects in special cycle categories (El Nino, Disaster Recovery Initiative, Hazard Mitigation and Flood Mitigation). To date we have obtained funding for eighty-eight (88) CDBG Neighborhood Revitalization projects; sixty-three (63) CDBG Housing Rehabilitation projects; thirty-one (31) CDBG Commercial Revitalization projects and thirty-five (35) CDBG Economic Development projects

It has no parent or subsidiary organization. Fred Fox Enterprises currently has six (6) employees who combined have over One Hundred (100) years experience. For those communities contracting with Fred Fox Enterprises, Inc. for grant writing and administrative services, our firm has been able to successfully obtain project funding and provide the management expertise necessary to administer the grants in accordance with Federal, State, and Local regulations.

Fred Fox Enterprises, Inc. has also been successful in obtaining funding for and administering numerous projects which were funded through a myriad of other state and federal agencies, including but not limited to the following:

- The Florida Department of Environmental Protection (DEP) Florida Recreation Development Assistance Program (FRDAP). In the past five years, our firm has made applications and received funding for over One Hundred (100) Florida Recreation Development Assistance Program (FRDAP) grants totaling over Seventeen Million Dollars (\$17,000,000.00).
- The Department of Environmental Protection State Revolving Fund (SRF) wastewater treatment plant construction, sewer plant construction, sanitary sewer system expansion and storm drainage projects throughout the State of Florida.
- The Economic Development Administration's Economic Development

Grant Program

- The Economic Development Transportation Fund (EDTF) program through Enterprise Florida
- USDA Rural Business Enterprise Grants
- USDA Water and Sewer Facilities Loans and Grants
- DEP- Florida Recreation Development Assistance Program (FRDAP) Grants
- Florida Communities Trust - Florida Forever recreational property acquisition grants
- HUD 108 Loan Program
- Florida Housing Finance Corporation - Home Again program
- Department of State – Historic Preservation Grants
- Department of State - Historic Preservation - Special Category Grants
- Florida Legislature – Special Appropriations
- Federal Emergency Management Administration (FEMA) – Hazard Mitigation Grant Program (HMGP)

Fred Fox Enterprises has been an active Florida Corporation since 1983. While no licenses are required, Mr. Fred Fox holds an active Florida Brokers license as well as an active Florida State Certified Class "B" Building Contractor license.

# *Agenda Item*

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

*City of Palatka*  
*Office of the City Manager*

**To:** Mayor Flagg, Commissioners

**From:** Woody Boynton, City Manager

**Date:** April 6, 2009

**RE:** CRA Plan for the North and South Historic Districts

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Attached is a proposal from Kimley-Horn & Associates to provide the North and South Historic Districts with a CRA Plan. As it currently stands neither District has an active plan. In reviewing the CRA guidelines it became obvious that an overall plan for each District needed to be developed to be in compliance. It is no longer acceptable to have a year to year plan. The CRA Board and the City Commission authorized approval of the 2008-2009 annual plans with the condition that an overall plan be identified or developed. This proposal will fulfill that requirement.

Kimley-Horn was selected as they are currently working on the Central Business District CRA Plan and has a firm understanding of the task at hand. Their proposal meets the guidelines of the City's procurement policies for professional services.

In addition, we have attached the minutes from both the North and South Historic Districts' authorizing that this work be completed. Should you have any questions, please do not hesitate to call.

PALATKA HISTORIC NORTH SIDE  
NEIGHBORHOOD ASSOCIATION  
MEETING MINUTES

20 MARCH 2009

THE MEETING WAS CALLED TO ORDER AT 5:45PM

FOLLOWING THE ROLL CALL, THE TREASURER PRESENTED HIS REPORT. THE ASSOCIATION HAS \$1,836.00 IN BANKED FUNDS.

THE SECRETARY READ THE MINUTES OF THE FEBRUARY MEMBERSHIP MEETING AND THEY WERE APPROVED BY UNANIMOUS VOTE OF THE MEMBERSHIP.

OLD BUSINESS:

Members were apprised of the pending approval of Tax Increment Fund disbursal.

NEW BUSINESS:

The President and Vice-President gave the membership a detailed explanation of the necessity to contract with Kimberly Horn & Associates. Following a comprehensive question and answer session, the membership unanimously approved this decision. Furthermore, the membership and board agreed on the cost of \$11,500.00 for said CRA plan update. It was noted that this amount will not come from the coffers of the Association.

APRIL MEETING DATE: TO BE ANNOUNCED

SEEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED.

President & Acting Treasurer; John Vogt

Vice-President; Elizabeth van Rensburg

Secretary; Ted Blalock

At Large; Anthony Harwell

# Southside Historical Neighborhood Association Minutes

## March 16, 2009, Volume 3

**Call to Order:** The meeting was called to order by President Christy Sanford.

**Secretary's Minutes:** Secretary Barbara Wayne read the February minutes, which were approved.

**Treasurer's Report:** Lucille Estes read the Treasurer's report. We now have \$3,000 in a CD Aside: Lucille also puts out the newsletter. Members with news were asked to give her a call.

### Old TIF Business

**Grant Program:** Robbi Correa reported the first house (114 Dodge St.) has been approved for painting, and the job is well underway. The group expressed thanks to Robbi Correa, Michael Gagnon, Pat Wilson and Ted MacGibbon. Robbi is trying to figure out a way to respectfully recognize with signage the houses for which we have committed funds.

**Possible Roundabout:** Linda Crider told the group the survey of River Street residents has been completed, and the roundabout proposal for River Street and Kirkland will be presented to the County Commission March 24. Again, this is in the planning stage, and there is not yet a proposal for the commitment of TIF funds.

**Historical Marker:** Christy Sanford reported the Historical Marker is still in the planning phase.

This concluded Old TIF Business.

### New TIF Business:

**Southside TIF Plan:** The group was informed by President Sanford that Woody Boynton, City Manager, has requested SHNA work with Lara Dietrich of Kimley-Horn, to develop a plan for our remaining TIF years. Ms. Dietrich worked with the Downtown TIF committee in their study group, which evolved into a planning group. The consultation fee, not to exceed \$11,300, was negotiated by Mr. Boynton and will be paid from the Southside TIF. North and South district plans will be accomplished at the same time.

DNA members voted unanimously to approve the process and direction. Members also agreed the subjects of the plan are open to discussion. For further information, contact the members of the planning group or the group as a whole for approval.

This concluded the new TIF business.

**Old Business Palatka Art League:** The group has not responded to the invitation to show work at Hammock Hall during the Crab Festival. PAL is using our building for classes. They will be reminded by Jan Petit to turn the thermostat down. Recent bills have been high.

**Old Business Murals:** After Judy Rothschild's presentation last month about mural possibilities, Michael Gagnon stepped forward to say he would like to research and help plan the mural. Others were encouraged to join Michael. Jan and Barbara have been collecting images from the Putnam Country Library archives.

**Old Business Labyrinth:** Linda Crider discussed the progress and mentioned it was becoming expensive. She noted the City has donated mulch, and several stores have given her things, such as tiles. The group voted to allocate as much as \$700 to complete the project. Pat Wilson said she would donate two concrete benches.

**New Business Signs:** The group was asked by the President if it would like to allocate any money for azaleas to be placed around the existing neighborhood signs on Crill and on Laurel. The group voted to have the signs corrected by John Hodge. After the signs are spruced up, we will plan the landscaping.

**Meeting Adjournment:** Hearing no more new business, the meeting was adjourned.

Everyone was invited to stay for coffee and cookies or cheese and crackers. We celebrated resident Ted Haengel's honor of being chosen Teacher of the Year.

  
\_\_\_\_\_  
Barbara Wayne  
Secretary, Southside Historical Neighborhood Association  
March 20, 2009



Kimley-Horn  
and Associates, Inc.

March 16, 2009

Mr. Woody Boynton  
City Manager  
City of Palatka  
201 North 2<sup>nd</sup> Street  
Palatka, FL 31227

Suite 300  
3687 Baypine Road  
Jacksonville, Florida  
32256

**Re: Letter Agreement for Professional Planning Services  
CRA Plan Update – North and South Historic Districts  
City of Palatka, Florida**

Dear Mr. Boynton:

Kimley-Horn and Associates, Inc. (the “Consultant” or “KHA”) is pleased to submit this letter agreement (the “Agreement”) to the City of Palatka (the “Client”) for providing professional planning services for the City’s Community Redevelopment Area (CRA) North Historic District (NHD) and South Historic District (SHD) located within the city limits. Our planning services will be conducted in accordance with the terms and conditions set forth herein. Our Project Understanding, Scope of Services, Schedule, and Fee are as follows:

**PROJECT UNDERSTANDING**

The scope of services and fees described herein are based upon our understanding of the project and assumptions as follows:

1. The CRA District is divided into three Tax Increment Finance (TIF) Districts: North Historic, South Historic and Central Business.
2. This Agreement will consider only those parcels located in the NHD and the SHD of the CRA described in City of Palatka Ordinance 84-4, amending Chapter 14, Article III, to add Section 14-61 to amend the boundaries.
3. This Agreement does not include the Central Business District (CBD).
4. The Client desires to establish a framework of critical elements, recommendations and goals to serve as a CRA Plan Update.
5. The services provided as part of this Agreement will be a collaborative effort for both the North and South Historic Districts and will culminate with separate documents serving as CRA Plan Updates.

**SCOPE OF SERVICES**

*Task 1 - Meetings, Support, and Project Coordination*

1  
2  
3



KHA will facilitate and attend the following meetings:

- a. KHA will facilitate up to four (4) public meetings, not to exceed two (2) hours each. Two for the NHD and two for the SHD.
- b. KHA will attend up to two (2) meetings with city staff (committee chairs may be in attendance).
- c. KHA will attend two (2) public hearings to present the final CRA Plan Updates (i.e. Community Redevelopment Agency and City Commission).

### ***Task 2 – Exhibits***

KHA will prepare the following exhibits:

1. One (1) overall color aerial exhibit (24" x 36") for each district which delineates the boundaries of the City of Palatka's NHD and SHD.
2. One (1) exhibit for each district which identifies the parcels that constitutes the NHD and SHD.

### ***Task 3 – Planning Services***

Based on the results of the meetings conducted in Task 1, KHA will prepare an update to the CRA Plan for the City of Palatka. KHA will submit the draft CRA Plan Update to city staff and the HD Committees for review and comment. KHA will prepare a final draft of the Plan Update based on one (1) round of Staff and Committee comments and will submit to the Client up to twenty (20) hard copies as well as a digital copy.

## **ADDITIONAL SERVICES**

The following Additional Services are not included in the scope of work outlined in this agreement. KHA will remain available to provide additional services at the request of the Client. These additional services may include but are not limited to:

1. Extended and/or additional public workshops meetings.
2. Continued CRA District development.
3. Master Planning services.
4. Charette facilitation.
5. Graphic renderings for potential improvements.
6. Providing representation at public hearings and/or meetings beyond those described above.
7. Design development (i.e. civil design, landscape and streetscape design, trails, traffic transportation planning, etc.)
8. Phase I and II environmental assessments.



A more detailed description of each of the services along with their respective costs can be provided at the Client's request.

**INFORMATION SUPPLIED BY THE CLIENT**

The following information items, upon which the Consultant may rely, will be provided to KHA by the Client or its representatives:

1. Existing CRA HD boundaries.
2. Meeting room for the four (4) public workshops.

**SCHEDULE**

We will provide our services in an expeditious and orderly manner to meet the schedule mutually developed by the Client and Consultant for the various elements of the project. We can begin our services upon execution of this Agreement.

**FEE AND BILLING**

KHA will perform Tasks 1 through 3 of the Scope of Services for a lump sum fee of \$23,000.

Fees will be invoiced monthly based upon the percentage of services performed as of the invoice date. Payment will be due within 25 days of your receipt of the invoice.

**CLOSURE**

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, the term "the Consultant" shall refer to Kimley-Horn and Associates, Inc., and the term "the Client" shall refer to the City of Palatka.

KHA, in an effort to expedite invoices and reduce paper waste, offers its clients the option to receive electronic invoices. These invoices come via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please select a billing method from the choices below:

..... Please email all invoices to \_\_\_\_\_.

..... Please email invoices to \_\_\_\_\_ AND provide a hard copy to the address listed above (please note below if it should be to someone else's attention or an alternative address).



\_\_\_\_ Please ONLY provide a hardcopy invoice to the address listed above (please note below if it should be to someone else's attention or an alternative address).

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**

Lara K. Diettrich  
Project Manager

Joseph P. Mecca, P.E.  
Vice President

Attachments: Standard Provisions

**CITY OF PALATKA**  
**A Municipality**

By:

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

\_\_\_\_\_  
(Print or Type Name)

\_\_\_\_\_  
(Email Address)

Attest:

\_\_\_\_\_, Witness

\_\_\_\_\_  
(Print or Type Name)

Official Seal:

**KIMLEY-HORN AND ASSOCIATES, INC.**  
**STANDARD PROVISIONS**

(1) **Consultant's Scope of Services and Additional Services.** The Consultant's undertaking to perform professional services extends only to the services specifically described in this Agreement. However, if requested by the Client and agreed to by the Consultant, the Consultant will perform additional services ("Additional Services"), and such Additional Services shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for the performance of any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including in-house duplicating, local mileage, telephone calls, postage, and word processing. Other direct expenses will be billed at 1.15 times cost. Technical use of computers for design, analysis, GIS, and graphics, etc., will be billed at \$25.00 per hour.

(2) **Client's Responsibilities.** In addition to other responsibilities described herein or imposed by law, the Client shall:

(a) Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.

(b) Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project including all numerical criteria that are to be met and all standards of development, design, or construction.

(c) Provide to the Consultant all previous studies, plans, or other documents pertaining to the project and all new data reasonably necessary in the Consultant's opinion, such as site survey and engineering data, environmental impact assessments or statements, zoning or other land use regulations, etc., upon all of which the Consultant may rely.

(d) Arrange for access to the site and other private or public property as required for the Consultant to provide its services.

(e) Review all documents or oral reports presented by the Consultant and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Consultant.

(f) Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary for completion of the Consultant's services.

(g) Cause to be provided such independent accounting, legal, insurance, cost estimating and overall feasibility services as the Client may require or the Consultant may reasonably request in furtherance of the project development.

(h) Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the scope and timing of the Consultant's services or any defect or noncompliance in any aspect of the project.

(i) Bear all costs incident to the responsibilities of the Client.

(3) **Period of Services.** Unless otherwise stated herein, the Consultant will begin work timely after receipt of an executed copy of this Agreement and will complete the services in a reasonable time. This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months (cumulatively), Consultant's compensation shall be renegotiated.

(4) **Method of Payment.** Compensation shall be paid to the Consultant in accordance with the following provisions:

(a) Invoices will be submitted periodically, via regular mail or email, for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant for the duration of the project and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due the Consultant under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultant may, after giving notice to the Client, suspend services until all amounts due are paid in full.

(b) If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days

of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing.

(c) The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

(5) **Use of Documents.** All documents, including but not limited to drawings, specifications, reports, and data or programs stored electronically, prepared by the Consultant are related exclusively to the services described in this Agreement, and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use, partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client to any of the Consultant's documents, or any use, partial use or reuse of the documents without written authorization or adaptation by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Any authorization or adaptation will entitle the Consultant to further compensation at rates to be agreed upon by the Client and the Consultant. Any electronic files not containing an electronic seal are provided only for the convenience of the Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern. Only printed copies of documents conveyed by the Consultant may be relied upon. Because data stored in electronic media format can deteriorate or be modified without the Consultant's authorization, the Client has 60 days to perform acceptance tests, after which it shall be deemed to have accepted the data.

(6) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

(7) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, or upon thirty days' written notice for the convenience of the terminating party. If any change occurs in the ownership of the Client, the Consultant shall have the right to immediately terminate this Agreement. In the event of any termination, the Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination. If the Consultant's compensation is a fixed fee, the amount payable for services will be a proportional amount of the total fee based on the ratio of the amount of the services performed, as reasonably determined by the Consultant, to the total amount of services which were to have been performed.

(8) **Insurance.** The Consultant carries Workers' Compensation insurance, professional liability insurance, and general liability insurance. If the Client directs the Consultant to obtain increased insurance coverage, the Consultant will take out such additional insurance, if obtainable, at the Client's expense.

(9) **Standard of Care.** In performing its professional services, the Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's undertaking herein or its performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

(10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent of the law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. Under no circumstances shall the Consultant be liable to the Client or those claiming by or through the Client for lost profits or consequential damages, for extra costs or other consequences due to changed conditions, or for costs related to the failure of contractors to perform work in accordance with the plans and specifications. This Section 10 is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section 10 shall require the Client to indemnify the Consultant.

(11) **Certifications.** The Consultant shall not be required to execute certifications or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

(12) **Dispute Resolution.** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(13) **Hazardous Substances and Conditions.**

(a) Services related to determinations involving hazardous substances or conditions, as defined by federal or state law, are limited to those tasks expressly stated in the scope of services. In any event, Consultant shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to professional analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation.

(b) The Consultant shall notify the Client of hazardous substances or conditions not contemplated in the scope of services of which the Consultant actually becomes aware. Upon such notice by the Consultant, the Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated. The parties shall decide if Consultant is to proceed with its services and if Consultant is to conduct testing and evaluations, and the parties may enter into further agreements as to the additional scope, fee, and terms for such services.

(14) **Construction Phase Services.**

(a) If the Consultant's services include the preparation of documents to be used for construction and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.

(b) If the Consultant provides construction phase services, the Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

(c) The Consultant is not responsible for any duties assigned to the design professional in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and

methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

(15) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

(16) **Confidentiality.** The Client consents to the use and dissemination by the Consultant of photographs of the project and to the use by the Consultant of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

(17) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State of Florida. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Provided, however, that any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

# *Agenda Item*

*3g*



FLORIDA  
DEPARTMENT of  
CORRECTIONS

Governor  
**CHARLIE CRIST**

Secretary  
**WALTER A. MCNEIL**

*An Equal Opportunity Employer*

2601 Blair Stone Road • Tallahassee, FL 32399-2500

<http://www.dc.state.fl.us>

April 1, 2009

Elwin C. "Woody" Boynton, City Manager  
City of Palatka  
201 North 2<sup>nd</sup> Street  
Palatka, Florida 32177

RE: WS396 – City of Palatka

Dear Mr. Boynton:

Contract WS396 between the Department of Corrections and the City of Palatka will expire on September 30, 2009. Accordingly, I am attaching a draft Contract and an Addendum A for your review and a Contract Expiration Notification (CEN) form relative to the replacement of this contract.

Please review the draft Contract and Addendum A, and print and complete the CEN and return it to my attention no later than Friday, May 1, 2009. Please note that we need to include in the new contract the name and contact information of the individual to whom invoices should be sent. I would therefore appreciate inclusion of the requested information when the CEN is returned.

If you have any questions, please feel free to contact me at (850) 410-4573.

Sincerely,

Emily M. Phelps  
Correctional Services Consultant

/emp  
Attachments

*Parks & Streets Squad*

**DEPARTMENT OF CORRECTIONS  
BUREAU OF PROCUREMENT & SUPPLY  
CONTRACT EXPIRATION NOTIFICATION**

**DATE:** April 1, 2009  
**TO:** Elwin C. "Woody" Boynton, City Manager  
**FROM:** Emily Phelps, Correctional Services Consultant  
**RE:** **Contract WS396: Putnam CI – City of Palatka**  
**Two (2) Work Squads of 1 Correctional Officer and 5 Inmates each**  
**Expires: September 30, 2009**

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**NOTE: The above-referenced contract will expire on the above listed date.**

Please indicate your preference:

- Do not renew. **Note:** Contract will expire on date specified.  
 Process new contract.

**CONTRACTOR PERFORMANCE**

Based on monitoring performed during the contract period, please answer the questions below:

1. Did the Work Squad provide services (according to the entire scope of service) outlined in the above-referenced contract:
  - a. were necessary reports provided in the required timeframe?  Yes  No  N/A
  - b. were invoices submitted in the required timeframe?  Yes  No  N/A
  - c. were services delivered in accordance with the terms & conditions?  Yes  No

2. Please explain any "negative" responses and attach documentation, if applicable. \

3. Rate the overall performance of service as outlined in the Scope of Service under the contract identified above:

\_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unacceptable  
90% or better compliance 89%-75% compliance 74%-60% compliance 59% or below

**If Unacceptable is checked, you are requested to provide an explanation.**

SIGNED: \_\_\_\_\_ (Date) \_\_\_\_\_  
Agency Representative

If you have any questions, please contact Emily Phelps at (850) 410-4573.

*PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO:*

*Emily Phelps, Bureau of Institutional Support  
2601 Blair Stone Road  
Tallahassee, Florida 32399-2500*

**CONTRACT BETWEEN  
THE FLORIDA DEPARTMENT OF CORRECTIONS**

**AND**

**CITY OF PALATKA**

This Contract is between the Florida Department of Corrections ("Department") and City of Palatka ("Agency") which are the parties hereto.

**WITNESSETH**

WHEREAS, Section 944.10(7) and Section 946.40, Florida Statutes and Rules 33-601.201 and 33-601.202, Florida Administrative Code, provide for the use of inmate labor in work programs;

WHEREAS, inmate labor will be used for the purposes of providing services and performing work under the supervision of the Department's staff;

WHEREAS, City of Palatka is a qualified and willing participant with the Department to contract for an inmate work squad(s); and

WHEREAS, the parties hereto find it to be in their best interests to enter into this Contract, and in recognition of the mutual benefits and considerations set forth, the parties hereto covenant and agree as follows:

**I. CONTRACT TERM/RENEWAL**

**A. Contract Term**

This Contract shall begin on October 1, 2009 or the last date of signature by all parties, whichever is later.

This Contract shall end at midnight one (1) year from the last date of signature by all parties or September 30, 2010, whichever is later. In the event this Contract is signed by the parties on different dates, the latter date shall control.

**B. Contract Renewal**

This Contract may be renewed, at the option of the Agency, for one (1) additional one (1) year period after the initial Contract period upon the same terms and conditions contained herein. The Contract renewal is at the Agency's initiative with the concurrence of the Department. The Agency, if it desires to renew this Contract, shall exercise its option no later than sixty (60) days prior to the Contract expiration.

**II. SCOPE OF CONTRACT**

A. Administrative Functions

1. Each party shall cooperate with the other in any litigation or claims against the other party as a result of unlawful acts committed by an inmate performing services under this Contract between the parties.
2. Each party will retain responsibility for its personnel, and its fiscal and general administrative services to support this Contract.
3. Through their designated representatives, the parties shall collaborate on the development of policies and operational procedures for the effective management and operation of this Contract.

B. Description of Services

1. Responsibilities of the Department

- a. Pursuant to Chapter 33-601.202(2)(a), F.A.C., supervision of the work squad(s) will be provided by the Department. The Department shall provide two (2) Correctional Work Squad Officer position(s) to supervise an inmate work squad(s). This Contract provides for two (2) Work Squad(s) of up to five (5) inmates.
- b. The Department shall ensure the availability of the work squad(s) except: when weather conditions are such that to check the squad(s) out would breach good security practices; when the absence of the Correctional Work Squad Officer is necessary for reasons of required participation in training or approved use of leave; when the officer's presence is required at the institution to assist with an emergency situation; when the officer is ill; or when the Correctional Work Squad Officer position is vacant. In the event a position becomes vacant, the Department shall make every effort to fill the position(s) within five (5) working days.
- c. For security and other reasons, the Department shall keep physical custody of the vehicles, trailers, and all tools, equipment, supplies, materials and personal work items (gloves, boots, hard hats, etc.) furnished by the Agency. (The Department shall maintain an inventory of all property, expendable and non-expendable, provided by the Agency, which is in the care, custody, and control of the Department.) A hand receipt shall be signed by the Department's Work Squad Supervisor upon the issuance and return of non-expendable items.
- d. In the event of damage to property as a result of an accident charged to a Department employee or blatant acts of vandalism by inmates, or loss of tools and equipment, the Agency may request that the Department replace or repair to previous condition the damaged or lost property.
- e. The Department shall be reimbursed by the Agency for the Department's costs associated with this Contract in accordance with Addendum A. Once the Agency reimburses the Department for the costs reflected on Addendum A, Section IV., these items will be placed on the Department's property records, as appropriate, and upon the end or termination of this Contract such items will be transferred to the Agency.

- f. The Department shall, to the maximum extent possible, maintain stability in the inmate work force assigned to the work squad on a day-to-day basis in order to maximize the effectiveness of the work squad.
- g. The Department shall provide food and drinks for inmates' lunches.
- h. The Department shall be responsible for the apprehension of an escapee and handling of problem inmates. The Department shall provide transportation from the work site to the correctional facility for inmates who refuse to work, become unable to work, or cause a disruption in the work schedule.
- i. The Department shall be responsible for administering all disciplinary action taken against an inmate for infractions committed while performing work under this Contract.
- j. The Department shall provide for medical treatment of ill or injured inmates and transportation of such inmates.
- k. The Department shall provide inmates with all personal items of clothing appropriate for the season of the year.
- l. The Department shall be responsible for driving the Correctional Work Squad Officer and the inmates to and from the work site.
- m. Both parties agree that the Department is making no representations of the level of skills of the work squad.

2. Responsibilities of the Agency

- a. The Agency shall periodically provide the Department's Contract Manager with a schedule of work to be accomplished under the terms of this Contract. Deviation from the established schedule shall be reported to, and coordinated with, the Department.
- b. If required, the Agency shall obtain licenses or permits for the work to be performed. The Agency shall provide supervision and guidance for projects that require a permit or which require technical assistance to complete the project.
- c. The Agency shall ensure that all projects utilizing inmates are authorized projects of the municipality, city, county, governmental Agency, or non-profit organization and that private contractors employed by the Agency do not use inmates as any part of their labor force.
- d. The Agency shall retain ownership of any vehicles or equipment provided by the Agency for the work squad. The Agency shall maintain its own inventory of transportation, tools and equipment belonging to the Agency.
- e. The Agency shall provide vehicles for transportation of the work squads.

3. Communications Equipment

It is the intent of this Contract that the Work Squad have and maintain communication with the institution at all times. A method of communication (radios, cellular phone, etc.), shall be provided at no cost to the Department. The Agency shall provide a primary method of communication that shall be approved by the Contract Manager in writing prior to assignment of the work squad. Dependent upon the method of communication provided, the Contract Manager may require a secondary or back-up method of communication.

All radio communication equipment owned or purchased by the Agency that is programmed to the Department's radio frequency and used by the work squad(s), whether purchased by the Department or the Agency, shall be IMMEDIATELY deprogrammed by the Department at no cost to the Agency upon the end or termination of this Contract. Under no circumstances shall the Agency accept the return of radio communications equipment provided to the Department under this Contract until such time as the radio communications equipment has been deprogrammed by the Department.

At the end or termination of this Contract, the Department's Contract Manager will contact the Department's Utility Systems/Communications Engineer in the Bureau of Field Support Services, Central Office, to effect the deprogramming of radio communications equipment provided by the Agency.

a. Vehicle Mounted Radios:

Vehicles provided by the Agency that are or that will be equipped with a mobile/vehicle mounted radio programmed to the Department's radio frequency(ies) will be retained by the Department to ensure security of the communication equipment except for short durations dictated by the need for vehicle and/or communications equipment maintenance and/or repair. The use of these vehicle(s) during the period covered by this Contract shall not be for any purpose other than as indicated in this Contract.

b. Hand Held Radios:

Hand held radios provided by the Agency that are or that will be programmed to the Department's radio frequency(ies) will be retained by the Department to ensure security of the communication equipment except for short durations dictated by the need for maintenance and/or repair. The use of any hand held radio(s) provided by the Agency that is programmed to a Department radio frequency utilized by the Agency during the period covered by this Contract shall not be for any purpose other than as indicated in this Contract.

c. Cellular Phones:

Cellular phones may be utilized by the work squad officer as either a primary or secondary means of communication as approved by the Contract Manager. The Contract Manager shall designate whether the usage of a cellular phone is required on Addendum A. The cellular phone will be retained by the Department and upon the end or termination of this Contract, returned to the Agency. The use of the cellular phone is not authorized for any purposes other than as indicated in this Contract.

4. Other Equipment

The Contract Manager shall determine if an enclosed trailer is required for the work squad to transport tools and equipment utilized in the performance of this Contract and shall notify the Agency when a trailer is necessary. The Contract Manager shall designate whether the usage of an enclosed trailer is required on Addendum A.

If a trailer for the work squad is provided by the Agency at no cost to the Department, and the Department maintains the trailer when the squad is not working, the Agency shall provide an enclosed trailer that can be secured when not in use. All tools and equipment utilized by the work squad shall be secured in the trailer. Upon the end or termination of this Contract, the trailer will be returned to the Agency.

**III. COMPENSATION**

A. Payment to the Department

1. **Total Operating Capital To Be Advanced By Agency**, as delineated in Section V., of Addendum A, shall be due and payable upon execution of the Contract. The Department will not proceed with the purchase until payment, in full, has been received and processed by the Department's Bureau of Finance and Accounting. Delays in receipt of these funds may result in start-up postponement or interruption of the services provided by the Work Squad.
2. **Total Costs To Be Billed To Agency By Contract**, as delineated in Section VI., of Addendum A, will be made quarterly, in advance, with the first payment equaling one-fourth of the total amount, due within two (2) weeks after the effective date of the Contract. The second quarterly payment is due no later than the 20<sup>th</sup> day of the last month of the first Contract quarter. Payment for subsequent consecutive quarters shall be received no later than the 20<sup>th</sup> day of the last month of the preceding Contract quarter.
3. In the event the Correctional Work Squad Officer position becomes vacant and remains vacant for a period of more than five (5) working days, the next or subsequent billing will be adjusted by the Department for services not provided.
4. The Agency shall insure any vehicles owned by the Agency used under this Contract.
5. The rate of compensation shall remain in effect through the term of the Contract or subsequent to legislative change. In the event there is an increase/decrease in costs identified in Addendum A, this Contract shall be amended to adjust to such new rates.

B. Official Payee

The name and address of the Department's official payee to whom payment shall be made is as follows:

Department of Corrections  
 Bureau of Finance and Accounting  
 Attn: Professional Accountant Supervisor  
 Centerville Station  
 Call Box 13600  
 Tallahassee, Florida 32317-3600

C. Submission of Invoice(s)

The name, address and phone number of the Agency's official representative to whom invoices shall be submitted to is as follows:

[INSERT NAME, TITLE] **(PLEASE PROVIDE THIS INFORMATION)**  
 [INSERT AGENCY NAME]  
 [ADDRESS]  
 [CITY, FL, ZIP]  
 [FAX]  
 [E-MAIL]

**IV. CONTRACT MANAGEMENT**

The Department will be responsible for the project management of this Contract. The Department has assigned the following named individuals, address and phone number as indicated, as Contract Manager and Contract Administrator for the Project.

A. Department's Contract Manager

The Warden of the Correctional Institution represented in this Contract is designated Contract Manager for the Department and is responsible for enforcing performance of the Contract terms and conditions and shall serve as a liaison with the Agency. The position, address and telephone number of the Department's Contract Manager for this Contract is:

Warden  
 Putnam Correctional Institution  
 128 Yelvington Road  
 East Palatka, Florida 32131  
 Telephone: (386) 326-6805

B. Department's Contract Administrator

The Chief, Bureau of Procurement and Supply is designated Contract Administrator for the Department and is responsible for maintaining a Contract file on this Contract service and will serve as a liaison with the Contract Manager for the Department. The name, address and telephone number of the Department's Contract Administrator for this Contract is:

Robert E. Staney, Chief  
 Bureau of Procurement and Supply  
 Florida Department of Corrections  
 2601 Blair Stone Road  
 Tallahassee, Florida 32399-2500  
 Telephone: (850) 410-4091  
 Fax: (850) 922-8897  
 E-mail: [staney.bob@mail.dc.state.fl.us](mailto:staney.bob@mail.dc.state.fl.us)

C. Agency's Representative

The name, address and telephone number of the representative of the Agency is:

Woody Boyton, City Manager **(PLEASE VERIFY AGENCY INFORMATION)**  
 City of Palatka  
 201 North 2<sup>nd</sup> Street

Palatka, Florida 32177  
 Telephone: (386) 329-0100

D. Changes to Designees

In the event that different representatives are designated by either party after execution of this Contract, notice of the name and address of the new representatives will be rendered in writing to the other party and said notification attached to originals of this Contract.

V. **CONTRACT MODIFICATIONS**

Modifications to provisions of this Contract shall only be valid when they have been rendered in writing and duly signed by both parties. The parties agree to renegotiate this Contract if stated revisions of any applicable laws, regulations or increases/decreases in allocations make changes to this Contract necessary.

VI. **TERMINATION/CANCELLATION**

Termination at Will

This Contract may be terminated by the Agency upon no less than sixty (60) calendar days notice and upon no less than thirty (30) calendar days by the Department, without cause, unless time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. In the event of termination, the Department will be paid for all costs incurred and hours worked up to the time of termination. The Department shall reimburse the Agency any advance payments, prorated as of the last day worked.

VII. **CONDITIONS**

A. Records

The Department and the Agency agree to maintain books, records and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices.

The Department and the Agency agree to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119 of the Florida Statutes, and made or received by the Agency in conjunction with this Contract. It is expressly understood that substantial evidence of either the Department's or the Agency's refusal to comply with this provision shall constitute a breach of Contract.

B. Annual Appropriation

The Department's performance under this Contract is contingent upon an annual appropriation by the legislature. It is also contingent upon receipt of cash payments as outlined in Addendum A and in Section III, COMPENSATION.

C. Disputes

Any dispute concerning performance of the Contract shall be resolved informally by the Contract Manager. Any dispute that can not be resolved informally shall be reduced to writing and delivered to the Assistant Secretary of Institutions. The Assistant Secretary of Institutions, shall decide the dispute, reduce the decision to writing, and deliver a copy to the Agency with a copy to the Contract Administrator and Contract Manager.

D. Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption of performance resulting directly or indirectly from acts of God, civil, or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, strikes, labor disputes, shortages of suitable parts, materials, labor, or transportation to the extent such events are beyond the reasonable control of the party claiming excuse from liability resulting therefrom.

E. Severability

The invalidity or unenforceability of any particular provision of this Contract shall not affect the other provisions hereof and this Contract shall be construed in all respects as if such invalid or unenforceable provision was omitted.

F. Verbal Instructions

No negotiations, decisions, or actions shall be initiated or executed by the Agency as a result of any discussions with any Department employee. Only those communications which are in writing from the Department's administrative or project staff identified in Section IV, CONTRACT MANAGEMENT, of this Contract shall be considered as a duly authorized expression on behalf of the Department. Only communications from the Agency that are signed and in writing will be recognized by the Department as duly authorized expressions on behalf of the Agency.

G. No Third Party Beneficiaries

Except as otherwise expressly provided herein, neither this Contract, nor any amendment, addendum or exhibit attached hereto, nor term, provision or clause contained therein, shall be construed as being for the benefit of, or providing a benefit to, any party not a signatory hereto.

Waiver of breach of any provision of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract.

This Contract will be governed by and construed in accordance with the laws of the State of Florida. Any action hereon or in connection herewith shall be brought in Leon County, Florida.

This Contract and Addendum A contain all of the terms and conditions agreed upon by the parties.

IN WITNESS THEREOF, the parties hereto have caused this Contract to be executed by their undersigned officials as duly authorized.

AGENCY: CITY OF PALATKA

SIGNED BY: DRAFT - DO NOT SIGN

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

FEID #: \_\_\_\_\_

**DEPARTMENT OF CORRECTIONS**

**Approved as to form and legality,  
subject to execution.**

SIGNED BY: \_\_\_\_\_

NAME: **Richard D. Davison**

TITLE: **Deputy Secretary  
Department of Corrections**

DATE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

NAME: **Kathleen Von Hoene**

TITLE: **General Counsel  
Department of Corrections**

DATE: \_\_\_\_\_

**Addendum A**

**Inmate Work Squad Detail of Costs for the City of Palatka  
Interagency Contract Number WS(Pending #) Effective October 1, 2009  
\*\*\*ENTER MULTIPLIERS IN SHADED BOXES ONLY IF TO BE INVOICED TO AGENCY\*\*\***

**I. CORRECTIONAL WORK SQUAD OFFICER SALARIES AND POSITION RELATED-EXPENSES  
TO BE REIMBURSED BY THE AGENCY:**

	Officers Salary	# Officer: Multiplier	Per Officer Annual Cost	Total Annual Cost
Salary Incentive Payment	\$ 52,729.00	2	** #####	#####
Repair and Maintenance	\$ 1,128.00		\$ 2,256.00	\$ 2,256.00
State Personnel Assessment	\$ 121.00		\$ 242.00	\$ 242.00
Training/Criminal Justice Standards	\$ 398.00		\$ 796.00	\$ 796.00
Uniform Purchase	\$ 200.00		\$ 400.00	\$ 400.00
Uniform Maintenance	\$ 400.00		\$ 800.00	\$ 800.00
Training/Criminal Justice Standards *	\$ 350.00		\$ 700.00	\$ 700.00
Technology Fee	\$ 1,500.00		\$ 3,000.00	\$ 3,000.00
<b>TOTAL - To Be Billed By Contract To Agency</b>	<b>\$ 57,217.00</b>		<b>#####</b>	<b>#####</b>

\*Cost limited to first year of contract as this is not a recurring personnel/position cost.

\*\* Annual cost does not include overtime pay.

IA. **The Overtime Hourly Rate of Compensation for this Contract is \$32.51, if applicable.** (The Overtime Hourly Rate of Compensation shall include the average hourly rate of pay for a Correctional Officer and the average benefit package provided by the department, represented as time and one half for purposes of this Contract.)

**II. ADMINISTRATIVE COSTS TO BE REIMBURSED BY THE AGENCY:**

Costs include but may not be limited to the following:

- Rain coats, staff high visibility safety vest, inmate high visibility safety vest, fire extinguisher, first aid kit, personal protection kit, flex cuffs, warning signs, handcuffs, Igloo coolers, portable toilets, insect repellants, masks, vaccinations, and other administrative expenses.

**TOTAL - To Be Billed By Contract To Agency**

Number Squads	Total Annual Cost
2	\$ 1,500.00
	\$ 1,500.00

**III. ADDITIONAL AGENCY EXPENSES:**

Tools, equipment, materials and supplies not listed in Section II above are to be provided by the Agency.

CELLULAR PHONE WITH SERVICE REQUIRED: YES  NO

ENCLOSED TRAILER REQUIRED: YES  NO

**Addendum A**

**Inmate Work Squad Detail of Costs for the City of Palatka  
Interagency Contract Number WS(Pending #) Effective October 1, 2009**

**IV. OPERATING CAPITAL TO BE ADVANCED BY AGENCY:**

Hand Held Radio           MACOM \$4,318.00  
Vehicle Mounted Radio    MACOM \$4,414.00

Per Unit Cost	Number of Units
	2
	0

Total Cost
\$ -
\$ -
\$ -

Bill To Agency	Provided By Agency	Already Exists
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TOTAL Operating Capital To Be Advanced By Agency**

**V. TOTAL COSTS TO BE ADVANCED BY AGENCY:**

- Operating Capital - from Section IV.
- Grand Total - To Be Advanced By Agency At Contract Signing:**

Total Cost
\$0.00
\$0.00

**VI. TOTAL COSTS TO BE BILLED TO AGENCY BY CONTRACT:**

- Correctional Officer Salaries and Position-Related Expenses - from Section I.
- Other Related Expenses and Security Supplies - from Section II.
- Grand Total - To Be Billed To Agency By Contract:**

Total Cost
\$111,434.00
\$1,500.00
\$112,934.00

**VII. TOTAL OF ALL COSTS ASSOCIATED WITH CONTRACT:  
(Total of Sections V. and VI.)**

\$112,934.00
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**VIII. OVERTIME COSTS:**

If the contracting Agency requests overtime for the work squad which is approved by the Department, the contracting Agency agrees to pay such costs and will be billed separately by the Department for the cost of overtime.

**Addendum A - INSTRUCTIONS**  
**Inmate Work Squad Detail of Costs for the City of Palatka**  
**Interagency Contract Number WS(Pending #) Effective October 1, 2009**

- Section I.** Costs in this section are determined each fiscal year by the Budget and Management Evaluation Bureau and are fixed. By entering the number of Officers required for this contract, the spreadsheet will automatically calculate the "Total Annual Cost" column. If this Work Squad is beyond the first year of existence, enter a zero (0) in the "Total Annual Cost" column for "Training/Criminal Justice Standards" **after** you have entered the "# Officers Multiplier".
- Section II.** Safety and environmental health procedures require safety measures such as the use of safety signs, vests, and clothing. The Department's procedure for Outside Work Squads requires that all Work Squad Officers be responsible for ensuring their squad is equipped with a first aid kit and a personal protection equipment (PPE) kit. Section II identifies such required equipment. A new squad must be sufficiently equipped and an on-going squad must be re-supplied when needed. Type in the number of squads used for this contract and the spreadsheet will automatically calculate the fixed annual expense of \$750.00 per squad and place the total in Section VI.
- Section III.** Check "Yes" or "No" to indicate whether a Cellular Phone with Service and/or an Enclosed Trailer is required by the Contract Manager.
- Section IV.** The Department's procedure for Outside Work Squads requires that they have at least one (1) primary means of direct communication with the Institution's Control Room. Communication via radio and/or cellular phone is appropriate. It is preferred that a backup, secondary means of communication also be available. It is the Agency's responsibility to provide them. If the Department purchases a radio(s), the Agency must fund the purchase at the time the Contract is signed. Check the box for the type of radio and fill in the Per Unit Cost for the type of radio, Number of Units, and Total Cost columns. Leave the Total Cost column blank if a radio(s) is not being purchased at this time. Check applicable boxes ("Bill to Agency", "Provided by Agency" and "Already Exists") for each radio.  
**NOTE:** All radio communication equipment owned or purchased by the Agency that is programmed to the Department's radio frequency and used by the work squad(s), whether purchased by the Department or the Agency, shall be IMMEDIATELY deprogrammed by the Department at no cost to the Agency upon the end or termination of this Contract.
- Section V.** The total funds the Agency must provide at the time the contract is signed will be displayed here when the form is properly filled out.
- Section VI.** The total funds the Agency will owe contractually, and pay in equal quarterly payments, will be displayed here.
- Section VII.** The total funds associated with the Contract, to be paid by the Agency as indicated in Sections V. and VI., will be displayed here.
- Section VIII.** Any agreement in this area will be billed separately as charges are incurred.

# *Agenda Item*

**4**

**CITY OF PALATKA CITY COMMISSION  
AGENDA ITEM**

**ITEM:** Public hearing to amend the Downtown Business (DB) and Downtown Riverfront (DR) zoning districts to include additional permitted uses, conditional uses, and a reduction in parking standards. First reading.

**DEPARTMENT:** Building & Zoning

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**AGENDA SECTION:** Public hearing item

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**ATTACHMENTS:**

1. Draft zoning changes
2. March 3, 2009 Planning Board Minutes
3. Ordinance
4. Letter received March 3, 2009 from Downtown Palatka, Inc in support of the proposed changes.

**DATE:** April 9, 2009

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**SUMMARY HIGHLIGHTS:**

In October of 2008, a group of property and business owners approached Woody Boynton about what the City could do to help make downtown more "business friendly." Staff was asked to attend that meeting and consequently directed to work with the group to review zoning and parking concerns.

The group looked at the downtown zoning of several cities either similar in size to Palatka or with successful occupancy patterns, and consulted with staff to review types of uses they would like to see added to our downtown. The majority of the new uses are from the successful model in Deland. Julie Sorenson volunteered to provide a final document for presentation to the Planning Board and has spent many hours working with staff and the group. Angela Murtagh presented this information to the Planning Board on March 3, 2009 with support from other downtown business owners. It is anticipated that a member of this group will make this presentation to the City Commission.

The Planning Board made a motion to recommend the City Commission approve the zoning modifications at their March 3<sup>rd</sup> meeting.

The document before you includes additional permitted and conditional uses to the Downtown Business (DB) and Downtown Riverfront (DR) zoning districts and removing the parking standard of 1 space for each 1000 square feet of gross floor area. Two public hearings before the City Commission are required for these zoning changes and the second public hearing is scheduled for April 23, 2009.

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**RECOMMENDED ACTION:**

Approval of the attached ordinance to amend the Downtown Business (DB) and Downtown Riverfront (DR) zoning districts and related parking standards.

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**AGENDA ITEM NUMBER:**

**AGENDA PAGE NUMBER:**

This instrument prepared by:  
Jim Lee  
201 N 2<sup>nd</sup> Street  
Palatka, Florida 32177

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA  
AMENDING THE OFFICIAL ZONING REGULATIONS OF THE CITY  
OF PALATKA, FLORIDA, BY AMENDING SECTION 94-161 DOWNTOWN  
RIVERFRONT DISTRICT AND SECTION 94-162 DOWNTOWN BUSINESS  
DISTRICT TO ALLOW ADDITIONAL PERMITTED PRINCIPAL USES,  
ACTIVITIES, AND STRUCTURES, PERMITTED ACCESSORY USES,  
ACTIVITIES, AND STRUCTURES, CONDITIONAL USES,  
ACTIVITIES, OR STRUCTURES, CONDITIONAL ACCESSORY USES,  
ACTIVITIES OR STRUCTURES, AND OFF-STREET PARKING AND  
LOADING, AND AMENDING SECTION 94-262 REQUIRED NUMBER OF  
PARKING SPACES, PROVIDING FOR SEVERABILITY, AND  
PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the City Commission of the City of Palatka, Florida, is authorized by Chapter 166, Florida Statutes, to adopt ordinances and resolutions necessary for the exercise of its powers to protect the health, safety, and general welfare of its citizens and to prescribe fines and penalties for the violations of ordinances in accordance with law, and

**WHEREAS**, the City Commission has recognized the need to revise the zoning regulations in the downtown area of the City of Palatka, and

**WHEREAS**, the City Commission desires to provide a stimulus to downtown by increasing the uses allowed in the two downtown zoning districts, and

**WHEREAS**, the Planning Board conducted a duly advertised public hearing on March 3, 2009, and recommended approval of the amendments to the uses allowed in the Downtown Riverfront and Downtown Business zoning districts and parking requirements to the City Commission, and

**WHEREAS**, the City Commission conducted duly advertised public hearings on April 9, 2009, and April 23, 2009, and

NOW THEREFORE BE IT ENACTED BY THE CITY OF PALATKA, FLORIDA, THAT:

Section 1. Section 94-161 Downtown Riverfront District

**(b) Permitted principal uses, activities, and structures.**

Unless otherwise expressed herein, uses not specifically listed as permitted shall be prohibited. Sale, display preparation, and repair incidental to sales and storage shall be conducted on private property only. Permitted principal uses, activities, and structures in the Downtown Riverfront District are as follows:

**(1) General retail establishments which include:**

- a. Antiques and collectibles.
- b. Appliances.
- c. Arcades.
- d. Art.
- e. Arts and crafts.
- f. Auction houses.
- g. Bakeries(retail).
- h. Bait and tackle shops.
- i. Bicycle shops.
- j. Billiard parlors and indoor recreation and amusement facilities.
- k. Books and periodicals.
- l. Cameras (including incidental repair) and photographic supplies.
- m. Candy and confectionary shops.
- n. Convenience stores without gas pumps.
- o. Delicatessens.
- p. Department and discount stores.
- q. Electronics and appliances(including incidental repairs).
- r. Flowers and gifts.
- s. Fish and seafood shops(retail).
- t. Furniture stores.
- u. Gifts.
- v. Gourmet shops.
- w. Grocery stores.
- x. Hardware stores.
- y. Health food shops.
- z. Hobby shops.
- aa. Jewelers (including incidental repair).
- bb. Leather goods and luggage.
- cc. Marine hardware and supplies shops.
- dd. Mobile food vendors and push carts.
- ee. Musical instruments and supplies.
- ff. Office equipment and furniture and supplies.
- gg. Pet stores.
- hh. Pharmaceuticals.
- ii. Plant shops.
- jj. Specialty foods.
- kk. Sporting goods.
- ll. Sundries and notions.
- mm. Wearing apparel.

nn. Any retail establishment which incorporates any of the above.

**(2) General service establishments shall include:**

- a. Aquariums.
- b. Barbershops and beauty shops.
- c. Bars, nightclubs, or taverns(See Chapter 10).
- d. Coffee shops.
- e. Copy, mailbox, or shipping shops.
- f. Dance studios.
- g. Fitness centers.
- h. Fraternal organizations.
- i. Health spas.
- j. Interior designer studios.
- k. Job printing.
- l. Martial arts or comparable physical activities studios.
- m. Museums and galleries.
- n. Package liquor stores without drive-through facilities.  
(See Chapter 10)
- o. Photographic studios.
- p. Restaurants with or without drive-in facilities, but without drive-through facilities.
- q. Shoe Repair shops.
- r. Tailor shops.
- s. Travel agencies.
- t. Trophy and awards sales and assembly.
- u. Upholstery and reupholstery shops.

**(3) Professional establishments shall include:**

- a. Architectural and related services.
- b. Attorney offices.
- c. Business offices.
- d. Dental offices.
- e. Financial offices without drive-through facilities.
- f. General professional services.
- g. Investment offices.
- h. Medical offices.
- i. Real estate offices and related services.
- j. Surveyors offices.

**(4) Houses of worship and accessory facilities.**

**(5) Residential uses shall be as follows:**

- a. Residential dwellings existing prior to May 1, 2003.
- b. New (after May 1, 2003) residential dwelling units consisting of two or less units located above the first floor of a commercial use.
- c. New (after May 1, 2003) residential dwelling units consisting of three or more units located above the first floor of a commercial use allowed as a conditional use only. (See also subsection (e) of this section)

**(6) Government uses, activities, and structures.**

**(c) Permitted accessory uses, activities, and structures.**

Permitted accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted accessory uses, activities, and structures are as follows:

- (1) Appurtenant structures (i.e. garages, sheds, swimming pools, decks, boat houses) as an accessory to existing residential dwellings.
- (2) Boat repair and sales as an integral part of a marina
- (3) Laundry facilities as an integral part of a hotel or marina.
- (4) Outside sale and display of goods at city approved functions and events.
- (5) Warehousing and/or storage completely enclosed within the principal building.

**(d) Prohibited uses, activities, and structures.** In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not specifically listed shall be prohibited. Prohibited uses, activities, and structures are as follows:

- (1) Adult entertainment establishments, uses, and activities (as defined and regulated by chapter 3 of the Municipal Code).
- (2) Communication towers.
- (3) Drive-through facilities.
- (4) Manufacturing, fabrication, and assembly activities, except as a conditional accessory use.
- (5) Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.
- (6) Residential dwellings on the first floor constructed or converted after May 1, 2003.
- (7) Roadside vending.
- (8) Rooming and boarding houses.
- (9) Warehousing and/or storage, except as an accessory use.

**(e) Conditional uses, activities, or structures.** Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited conditional uses, activities, or structures are as follows:

- (1) Car wash facilities.
- (2) Colleges, vocational schools and preschools.
- (3) Community production or movie theaters.
- (4) Convention facilities.

- (5) Dry cleaning and laundry retail service and self service establishments.
- (6) Dwelling, one family or single family, excluding parcels abutting St. Johns Avenue.
- (7) Farmers Market.
- (8) Hotels and motels.
- (9) Marinas, with or without fuel dispensing facilities.
- (10) Multi-level parking facilities and commercial parking lots.
- (11) Outdoor recreational activities (i.e.: watercraft rentals; rental of bicycles; rental of mopeds or scooters with a motor rated not in excess of two brake horsepower and displacement not to exceed 50 cubic centimeters; trolleys or carriages for hire).
- (12) Outdoor amphitheaters and parks.
- (13) Residential dwellings consisting of three or more units located above the first floor of a commercial use.
- (14) The expansion or reconstruction of any use which existed within the district on the effective date of the establishment of the district which is not otherwise permitted or permissible.

**(f) Conditional accessory uses, activities, or structures.**

Permitted conditional accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted conditional accessory uses, activities, and structures are as follows:

- (1) Child care facilities.
- (2) Making of goods for sale at retail on the premises.
- (3) Manufacturing, fabrication, and assembly activities.
- (4) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
- (5) Wall graphics.

**(g) Development standards.** Architectural and aesthetic appearance shall be maintained and compatible with the unique historic character downtown.

- (1) For commercial uses:
  - a. Maximum density: Not applicable.
  - b. Minimum lot area: Unrestricted.
  - c. Minimum lot width: 25 feet.
  - d. Minimum lot coverage: Not applicable.
  - e. Maximum building or structure height: 60 feet
    1. Front: 0 feet.
    2. Side: 0 feet.

3. Rear: 0 feet.

**(2) For residential uses:** All new (after May 1, 2003) residential uses shall be above the first floor as secondary to a permitted use and shall be complete residential dwelling units as defined by the Florida Building Code and shall be regulated as to size by the following:

- a. Efficiency/one bedroom: 500 total square feet.
- b. Two bedroom: 650 total square feet.
- c. Three bedroom: 800 total square feet.
- d. Each additional bedroom: add 150 total square feet.
- e. Maximum building or structure height: 60 feet.
- f. Maximum Density: Unrestricted.

**(i) Off-street parking and loading.** (See also section 94-262 of article V.) Parking requirements are as follows:

- (1) Residential: One space per dwelling unit.

**Section 2.** Section 94-162 Downtown Business District

**(b) Permitted principal uses, activities, and structures.**

Unless otherwise expressed herein, uses not specifically listed as permitted shall be prohibited. Sale, display preparation, and repair incidental to sales and storage shall be conducted on private property only. Permitted principal uses and structures in the Downtown Business (DB) District are as follows:

**(1) General retail establishments which include the sale of:**

- a. Antiques and collectibles.
- b. Appliances and electronics.
- c. Arcades.
- d. Art.
- e. Arts and crafts.
- f. Auction houses.
- g. Automotive parts(excluding repair and/or installation)
- h. Bakeries(retail).
- i. Bait and tackle shops.
- j. Bicycle shop.
- k. Billiards parlor and indoor recreation and amusement facilities.
- l. Books and periodicals.
- m. Cameras (including incidental repairs) and photographic supplies.
- n. Candy and confectionary shops.
- o. Convenience stores without gas pumps.
- p. Delicatessens.
- q. Department and discount stores.
- r. Electronics and appliances(including incidental repairs).
- s. Fish and seafood markets(retail).
- t. Flowers and gifts.
- u. Furniture and home furnishings(new and used).
- v. Gifts.
- w. Gourmet Shops.

- x. Grocery stores.
- y. Hardware.
- z. Health food shops.
- aa. Hobby shops.
- bb. Jewelry (including incidental repair).
- cc. Leather goods and luggage.
- dd. Marine hardware and supplies.
- ee. Mobile food vendors and pushcarts.
- ff. Musical instruments including instruction.
- gg. Office equipment, furniture, and supplies.
- hh. Pet stores.
- ii. Plant shops.
- jj. Pharmaceuticals.
- kk. Specialty and gourmet foods.
- ll. Sporting goods.
- mm. Sundries and notions.
- nn. Toys.
- oo. Wearing apparel.
- pp. Any retail establishment which incorporates any of the above.

**(2) General service establishments shall include:**

- a. Aquariums.
- b. Barbershops and beauty shops.
- c. Bars, nightclubs, or taverns. (See Chapter 10)
- d. Coffee shops.
- e. Copy shops, mailbox and shipping stores.
- f. Dance and music studios.
- g. Fitness centers.
- h. Funeral homes.
- i. Health spas.
- j. Interior designers and decorators.
- k. Job printing.
- l. Martial arts or comparable physical activities.
- m. Museums and galleries
- n. Package liquor stores without drive-through facilities.
- o. Pet grooming without overnight boarding.
- p. Photographic studios.
- q. Restaurants with or without drive-in facilities, but without drive-through facilities.
- r. Shoe repair shops.
- s. Tailor shops.
- t. Travel agencies.
- u. Trophy and awards sales and assembly.
- v. Upholstery and reupholstery shops.

**(3) Professional establishments shall include:**

- a. Architects and related services.
- b. Attorney offices.
- c. Business offices.
- d. Dental offices.
- e. Financial offices without drive-through facilities.
- f. General professional services.

- g. Investment Offices.
- h. Medical offices.
- i. Real estate offices and related services.
- j. Surveyors offices.

**(4) Houses of worship and accessory facilities.**

**(5) Residential uses shall be as follows:**

- a. Residential dwellings existing prior to May 1, 2003.
- b. New (after May 1, 2003) residential dwelling units consisting of two or less units located above the first floor of a commercial use.
- c. New (after May 1, 2003) residential dwelling units consisting of three or more units located above the first floor of a commercial use allowed as a conditional use only (See also subsection (e) of this section).
- d. Owner or employee occupied residence located on the first floor and accessible through a rear entrance or through the main entrance of the permitted principal use as a conditional accessory use only.

**(6) Government uses, activities, and structures.**

**(c) Permitted accessory uses, activities, and structures.**

Permitted accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted accessory uses, activities, and structures are as follows:

- (1) Appurtenant structures (i.e. garages, sheds, swimming pools, decks, boat houses) as an accessory to existing residential dwellings.
- (2) Laundry and dry cleaning facilities.
- (3) Making of goods as a course of instruction.
- (4) Outside sale and display of goods at city approved functions and events.
- (5) Warehousing and/or storage completely enclosed within the principal building.

**(d) Prohibited uses, activities, and structures.**

In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not listed are not permitted. Prohibited uses, activities, and structures are as follows:

- (1) Adult entertainment establishments, uses, and activities (as defined and regulated by chapter 3 of the Municipal Code).
- (2) Communication towers.

- (3) Manufacturing, fabrication, and assembly activities, except as a conditional accessory use.
- (4) Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.
- (5) Residential dwellings on the first floor constructed or converted after May 1, 2003.
- (6) Roadside vending.
- (7) Rooming and boarding houses.
- (8) Warehousing and/or storage, except as an accessory use.

**(e) Conditional uses, activities, or structures.**

Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited. Conditional uses, activities, or structures are as follows:

- (1) Car wash facilities.
- (2) Colleges, vocational schools and preschools
- (3) Community production or movie theaters.
- (4) Convention facilities.
- (5) Dwelling, one-family or single-family, excluding parcels abutting St. Johns Avenue
- (6) Farmers Markets.
- (7) Fraternal organizations.
- (8) Hotels and motels.
- (9) Multi-level parking facilities and commercial parking lots.
- (10) Pawn shops.
- (11) Residential dwellings consisting of three or more units located above the first floor of a commercial use.
- (12) The expansion or reconstruction of any use which existed within the district on the effective date of the establishment of the district which is not otherwise permitted or permissible.

**(f) Conditional accessory uses, activities, or structures.**

Permitted conditional accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted conditional accessory uses, activities, and structures are as follows:

- (1) Child care facilities.
- (2) Drive-through facilities.
- (3) Making of goods for sale at retail on the premises.
- (4) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
- (5) Owner or employee occupied residence located on the first

floor and accessible through a rear entrance or through the main entrance of the permitted principal use as a conditional accessory use only.

(6) Wall graphics.

**(g) Development standards.** Architectural and aesthetic appearance shall be maintained and compatible with the historic character downtown.

**(1) For commercial uses:**

- a. Maximum density: Not applicable.
- b. Minimum lot area: Unrestricted.
- c. Minimum lot width: 25 feet.
- d. Minimum lot coverage: Not applicable.
- e. Maximum building or structure height: 60 feet
- f. Minimum yards.
  1. Front: 0 feet.
  2. Side: 0 feet.
  3. Rear: 0 feet.

**(2) For residential uses:** All new (after May 1, 2003) residential uses shall be above the first floor as secondary to a permitted use and shall be complete residential dwelling units as defined by the Florida Building Code and shall be regulated as to size by the following:

- a. Efficiency/one bedroom: 500 total square feet.
- b. Two bedroom: 650 total square feet.
- c. Three bedroom: 800 total square feet.
- d. Each additional bedroom: add 150 total square feet.
- e. Maximum building or structure height: 60 feet
- f. Maximum Density: Unrestricted.

**(i) Off-street parking and loading.** (See also section 94-262 of article V.) Parking requirements are as follows:

- (1) Residential: One space per dwelling unit. .

### Section 3.

#### **Sec. 94-262. Required number of parking spaces.**

- (a) For all districts except DB and DR, off-street parking requirements are as follows:
  - (1) Residential: One space per dwelling unit.
- (b) For uses in the DB and DR districts, off-street parking requirements are as follows:
  - (1) Residential dwellings: One space per dwelling unit.

**Section 4.** Should any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision and shall not affect the validity of the remaining portion.

**Section 5.** This Ordinance shall become effective upon passage

as provided by law.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 23rd day of April, 2009.

**CITY OF PALATKA**

**BY:** \_\_\_\_\_  
                    **Its Mayor**

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

\_\_\_\_\_  
City Attorney

# DRAFT

Additions in RED, deletions in ~~strike through~~, information in *italics*

## **Sec. 94-161. DR downtown riverfront district.**

**(a) *Intent and purpose.*** The Downtown Riverfront (DR) District is established for the purpose of providing a pedestrian oriented, retail/entertainment area that has historically been downtown and its waterfront area. The boundaries of this district extend from the St. Johns River west along Reid Street, St. Johns Avenue and Laurel Street to South 4th Street including portions of its intersecting streets and along the riverfront from Madison Street southward to the end of the city park (see attached map). It is further intended that this district would become an area of unique character with balanced commercial, residential, and public and other places in which people feel safe and comfortable. It is also intended that this district discourage uses that are likely to create friction with pedestrian movement and the primary activities for which the district is intended.

**(b) *Permitted principal uses, activities, and structures.*** Unless otherwise expressed herein, uses not specifically listed as permitted shall be prohibited. Sale, display preparation, and repair incidental to sales and storage shall be conducted on private property only. Permitted principal uses, activities, and structures in the Downtown Riverfront District are as follows:

### **(1) *General retail establishments which include ~~the sale of:~~***

- a. Antiques and collectibles
- b. Appliances.
- c. Arcades.
- d. Art.
- e. Arts and crafts.
- f. Auction houses.
- g. Bakeries(retail).
- h. Bait and tackle shops.
- i. Bicycle shops.
- j. Billiard parlors and indoor recreation and amusement facilities.
- k. Books and periodicals.
- l. Cameras (including incidental repair) and photographic supplies.
- m. Candy and confectionary shops.
- n. Convenience stores without gas pumps.
- o. Delicatessens.
- p. Department and discount stores.
- q. **Electronics** and appliances (including incidental repairs).
- r. ~~Florists~~ Flowers and gifts.
- s. Fish and seafood shops (retail).
- t. Furniture stores.
- u. Gifts.
- v. Gourmet shops.
- w. Grocery stores.
- x. Hardware stores.
- y. Health food shops.
- z. ~~Hobby items~~ shops.
- aa. ~~Jewelry~~ Jewelers (including incidental repair).
- bb. Leather goods and luggage.

## DRAFT

Additions in RED, deletions in ~~strikethrough~~, information in *italics*

- cc. Marine hardware and supplies shops.
- dd. Mobile food vendors and push carts.
- ee. Musical instruments and supplies.
- ff. Office equipment and furniture and supplies.
- gg. Pet stores.
- hh. Pharmaceuticals.
- ii. Plant shops.
- jj. Specialty ~~and gourmet~~ foods.
- kk. Sporting goods.
- ll. Sundries and notions.
- mm. Wearing apparel.
- nn. Any retail establishment which incorporates any of the above.

### **(2) General service establishments shall include:**

- a. Aquariums
- b. Barbershops and beauty shops.
- c. Bars, nightclubs, or taverns\* ~~for on-premise consumption of alcoholic beverages.~~ (See Chapter 10)
- d. Coffee shops.
- e. Copy, mailbox, or shipping shops.
- f. Dance studios.
- g. Fitness centers.
- h. Fraternal organizations.
- i. Health spas.
- j. Interior ~~decorators.~~—Designer studios.
- k. Job printing.
- l. Martial arts or comparable physical activities studios.
- m. Museums and galleries
- n. Package liquor stores without drive-through facilities. (See Chapter 10)
- o. Photographic studios.
- p. Restaurants with or without drive-in facilities, but without drive-through facilities.
- q. Shoe Repair shops.
- r. Tailor shops.
- s. Travel agencies.
- t. Trophy and awards sales and assembly.
- u. Upholstery and reupholstery shops.

### **(3) Professional establishments shall include:**

- a. Architectural and related services.
- b. Attorney offices.
- c. Business offices.
- d. Dental offices.
- e. Financial offices without drive-through facilities.
- f. General professional services.
- g. Investment offices.
- h. Medical offices.

# DRAFT

Additions in RED, deletions in ~~strike through~~, information in *italics*

i. Real estate offices and related services.

j. Surveyor offices.

**(4) Houses of worship and accessory facilities.**

**(5) Residential uses shall be as follows:**

a. Residential dwellings existing prior to May 1, 2003.

b. New (after May 1, 2003) residential dwelling units consisting of two or less units located above the first floor of a commercial use.

c. New (after May 1, 2003) residential dwelling units consisting of three or more units located above the first floor of a commercial use allowed as a conditional use only. (See also subsection (e) of this section.)

**(6) Government uses, activities, and structures** ~~existing prior to May 1, 2003.~~

**(c) Permitted accessory uses, activities, and structures.** Permitted accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted accessory uses, activities, and structures are as follows:

(1) Appurtenant structures (i.e. garages, sheds, swimming pools, decks, boat houses) as an accessory to existing residential dwellings.

~~(2) Bait and tackle shops, marine hardware and supplies, (moved to permitted uses)~~

(2) Boat repair and sales as an integral part of a marina.

~~(3) Billiard tables and coin-operated games. (moved to permitted uses)~~

(3) Laundry facilities as an integral part of a hotel or marina.

(4) Outside sale and display of goods at city approved functions and events.

(5) Warehousing and/or storage completely enclosed within the principal building.

**(d) Prohibited uses, activities, and structures.** In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not specifically listed shall be prohibited. Prohibited uses, activities, and structures are as follows:

(1) Adult entertainment establishments, uses, and activities (as defined and regulated by chapter 3 of the Municipal Code).

(2) Communication towers.

(3) Drive-through facilities.

(4) Manufacturing, fabrication, and assembly activities, except as a conditional accessory use.

(5) Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.

(6) Residential dwellings on the first floor constructed or converted after May 1, 2003.

(7) Roadside vending.

(8) Rooming and boarding houses.

(9) Warehousing and/or storage, except as an accessory use.

**(e) Conditional uses, activities, or structures.** Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited conditional uses, activities, or structures are as follows:

# DRAFT

Additions in RED, deletions in ~~strikethrough~~, information in *italics*

- ~~(1) Action galleries—moved to permitted~~
- ~~(2) Billiard parlors, game rooms and arcades. Moved to permitted~~
- ~~(4) Buildings and structures over 60 feet in height.~~
- (1) Car wash facilities
- (2) Colleges, vocational schools and preschools.
- (3) Community production or movie theaters.
- (4) Convention facilities.
- (5) Dry cleaning and laundry retail service and self service establishments.
- (6) Dwelling, one-family or single family, excluding parcels abutting St. Johns Avenue.
- (7) Farmers Market
- (8) Hotels and motels.
- (9) Marinas, with or without fuel dispensing facilities.
- (10) Multi-level parking facilities and commercial parking lots.
- (11) Outdoor recreational activities (i.e.: watercraft rentals; rental of bicycles; rental of mopeds or scooters with a motor rated not in excess of two brake horsepower and displacement not to exceed 50 cubic centimeters; trolleys or carriages for hire).
- (12) Outdoor amphitheaters and parks.
- (13) Residential dwellings consisting of three or more units located above the first floor of a commercial use.
- (14) The expansion or reconstruction of any use which existed within the district on the effective date of the establishment of the district which is not otherwise permitted or permissible.

**(f) Conditional accessory uses, activities, or structures.** Permitted conditional accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted conditional accessory uses, activities, and structures are as follows:

- (1) Child care facilities.
- ~~(2) Fitness centers, health spas, multi-purpose recreational facilities, and swimming pools. Moved to permitted uses.~~
- (2) Making of goods for sale at retail on the premises.
- (3) Manufacturing, fabrication, and assembly activities.
- (4) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
- ~~(6) Schools and pre-schools—Moved to conditional uses.~~
- (5) Wall graphics.

**(g) Development standards.** Architectural and aesthetic appearance shall be maintained and compatible with the unique historic character downtown.

- (1) For commercial uses:
  - a. Maximum density: Not applicable.
  - b. Minimum lot area: Unrestricted.
  - c. Minimum lot width: 25 feet.
  - d. Minimum lot coverage: Not applicable.

# DRAFT

Additions in RED, deletions in ~~strikethrough~~, information in *italics*

- e. Maximum building or structure height: ~~85 feet~~ 60 feet (~~conditional use approval required for buildings and structures over 60 feet in height~~).
- f. Minimum yards.
  - 1. Front: 0 feet.
  - 2. Side: 0 feet.
  - 3. Rear: 0 feet.
- (2) For residential uses:** All new (after May 1, 2003) residential uses shall be above the first floor as secondary to a permitted use and shall be complete residential dwelling units as defined by the Florida Building Code and shall be regulated as to size by the following:
  - a. Efficiency/one bedroom: 500 total square feet.
  - b. Two bedroom: 650 total square feet.
  - c. Three bedroom: 800 total square feet.
  - d. Each additional bedroom: add 150 total square feet.
  - e. Maximum building or structure height: ~~85 feet~~ 60 feet (~~conditional use approval required for buildings and structures over 85 feet in height~~).
  - f. Maximum Density: Unrestricted.
- (h) Marquees, banners, flags, canopies, and fixed awnings.** All marquees, banners, flags, canopies, and fixed awnings shall have at least eight feet of vertical clearance, between the lowest point or projection and a sidewalk immediately below.
- (i) Off-street parking and loading.** (See also section 94-262 of article V.) Parking requirements are as follows:
  - (1) Residential: One space per dwelling unit.
  - ~~(2) All other uses: One space for each 1,000 square feet of gross floor area.~~
- (j) Permitted signs.** In addition to the requirements of chapter 62 -- signs, this district also allows one A-frame, sandwich sign, or menu board per building front placed on a public sidewalk provided that such sign shall be a uniform size of two feet in width and three feet in height, as measured by any single face, and that such signs are placed on the sidewalk in such a manner so as to maintain a minimum of 48 inches of clear area on the adjacent sidewalk. These signs are to be of rigid, weather resistant material such as wood, metal, or plastic.  
(Ord. No. 03-11, § 1, 4-24-2003)

## Sec. 94-162. DB downtown business district.

- (a) Intent and purpose.** The Downtown Business (DB) District is established for the purpose of providing a transitional buffer between the Downtown Riverfront (DR) District and the more intensive uses which would be inconsistent with the intent of the Downtown Riverfront (DR) District. This district would provide a broader range of activities and uses that would support development within the Downtown Riverfront (DR) District. The boundaries of this district extend along St. Johns Avenue and Reid Street from 4th Street to the railroad tracks and Oak Street and Laurel Street from 4th Street to the railroad tracks (see attached map).
- (b) Permitted principal uses, activities, and structures.** Unless otherwise expressed herein, uses not specifically listed as permitted shall be prohibited. Sale, display preparation, and repair incidental to sales and storage shall be conducted on private property only. Permitted principal uses and structures in the Downtown Business (DB) District are as follows:

# DRAFT

Additions in RED, deletions in ~~strike through~~, information in *italics*

## **(1) General retail establishments which include ~~the sale of~~:**

- a. Antiques and collectibles.
- b. Appliances
- c. Arcades
- d. Art
- e. Arts and crafts
- f. Auction houses
- g. Automotive parts (excluding repair and/or installation)
- h. Bakeries (retail)
- i. Bait and tackle shops
- j. Bicycle shop.
- k. Billiards parlor and indoor recreation and amusement facilities
- l. Books and periodicals.
- m. Cameras (including incidental repairs) and photographic supplies.
- n. Candy and confectionary shops
- o. Convenience stores without gas pumps
- p. Delicatessens
- q. Department and discount stores
- r. **Electronics** and appliances (including incidental repairs)
- s. Fish and seafood markets (retail)
- t. ~~Florists.~~ Flowers and gifts
- u. Furniture and home furnishings (new and used)
- v. **Gifts.**
- w. Gourmet Shops
- x. Grocery stores
- y. **Hardware.**
- z. Health food shops
- aa. Hobby shops
- l. ~~Home furnishings.~~ *(Covered under Furniture)*
- bb. Jewelry (including incidental repair).
- cc. Leather goods and luggage.
- dd. Marine hardware and supplies
- ee. Mobile food vendors and pushcarts
- ff. Musical instruments including instruction.
- gg. Office equipment, furniture, and supplies.
- hh. Pet stores
- ii. Plant shops
- jj. Pharmaceuticals.
- kk. Specialty and gourmet foods.
- ll. Sporting goods.
- mm. Sundries and notions.
- nn. ~~Televisions and appliances (including incidental repair).~~ *included under Electronics*
- oo. Toys.
- pp. Wearing apparel.
- qq. Any retail establishment which incorporates any of the above.

# DRAFT

Additions in RED, deletions in ~~strike through~~, information in *italics*

## **(2) General service establishments shall include:**

- a. Aquariums
- b. Barbershops and beauty shops.
- c. Bars, nightclubs, or taverns ~~for on-premise consumption of alcoholic beverages.~~ (See Chapter 10)
- d. Coffee shops.
- e. Copy shops, mailbox and shipping stores.
- f. Dance and music studios.
- g. Fitness centers
- h. Funeral homes.
- i. Health spas
- j. ~~Interior decorators,~~ designers and decorators
- k. Job printing.
- l. Martial arts or comparable physical activities.
- m. Museums and galleries
- n. Package liquor stores without drive-through facilities.
- o. Pet grooming without overnight boarding.
- p. Photographic studios.  
~~Postal and shipping facilities.~~ *Covered under Copy shops.*
- q. Restaurants with or without drive-in facilities, but without drive-through facilities.
- r. Shoe repair shops.
- s. Tailor shops
- t. Travel agencies.
- u. Trophy and awards sales and assembly
- v. Upholstery and reupholstery shops

## **(3) Professional establishments shall include:**

- a. Architects and related services
- b. Attorneys offices
- c. Business offices.
- d. Dental offices
- e. Financial offices without drive-through facilities.
- f. General professional services
- g. Investment Offices
- h. Medical offices.
- i. Real estate offices and related services
- j. Surveyors offices.

## **(4) Houses of worship and accessory facilities.**

## **(5) Residential uses shall be as follows:**

- a. Residential dwellings existing prior to May 1, 2003.
- b. New (after May 1, 2003) residential dwelling units consisting of two or less units located above the first floor of a commercial use.
- c. New (after May 1, 2003) residential dwelling units consisting of three or more units located above the first floor of a commercial use allowed as a conditional use only. (See also subsection (e) of this section.)

# DRAFT

Additions in RED, deletions in ~~striketrough~~, information in *italics*

d. Owner or employee occupied residence located on the first floor and accessible through a rear entrance or through the main entrance of the permitted principal use as a conditional accessory use only.

**(6) Government uses, activities, and structures.**

**(c) *Permitted accessory uses, activities, and structures.*** Permitted accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted accessory uses, activities, and structures are as follows:

(1) Appurtenant structures (i.e. garages, sheds, swimming pools, decks, boat houses) as an accessory to existing residential dwellings.

~~(2) Billiard tables and coin-operated games.~~ *Moved to permitted uses*

(2) Laundry and dry cleaning facilities

(3) Making of goods as a course of instruction.

(4) Outside sale and display of goods at city approved functions and events.

(5) Warehousing and/or storage completely enclosed within the principal building.

**(d) *Prohibited uses, activities, and structures.*** In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not listed are not permitted. Prohibited uses, activities, and structures are as follows:

(1) Adult entertainment establishments, uses, and activities (as defined and regulated by chapter 3 of the Municipal Code).

(2) Communication towers.

(3) Manufacturing, fabrication, and assembly activities, except as a conditional accessory use.

(4) Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.

(5) Residential dwellings on the first floor constructed or converted after May 1, 2003.

(6) Roadside vending.

(7) Rooming and boarding houses.

(8) Warehousing and/or storage, except as an accessory use.

**(e) *Conditional uses, activities, or structures.*** Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited. Conditional uses, activities, or structures are as follows:

~~(1) Auction galleries.~~ *Moved to permitted uses*

~~(2) Billiard parlors, game rooms, arcades, and other indoor recreational activities.~~ *Moved to permitted uses.*

~~(1) Buildings and structures over 85 feet in height.~~

(1) Car wash facilities

(2) Colleges, vocational schools and preschools

(3) Community production or movie theaters.

(4) Convention facilities.

~~(6) Fitness centers, health spas, multi-purpose recreational facilities, and swimming pools.~~ *Moved to permitted uses*

# DRAFT

Additions in RED, deletions in ~~striketrough~~, information in *italics*

- (4) Dwelling, one-family or single-family, excluding parcels abutting St. Johns Avenue.
- (5) Farmers Markets
- (6) Fraternal organizations.
- (7) Hotels and motels.
- (8) Multi-level parking facilities and commercial parking lots.
- (9) Pawn shops.
- (10) Residential dwellings consisting of three or more units located above the first floor of a commercial use.
- (11) The expansion or reconstruction of any use which existed within the district on the effective date of the establishment of the district which is not otherwise permitted or permissible.

**(f) Conditional accessory uses, activities, or structures.** Permitted conditional accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted conditional accessory uses, activities, and structures are as follows:

- (1) Child care facilities.
- (2) Drive-through facilities.
- (3) Making of goods for sale at retail on the premises.
- (4) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
- (5) Owner or employee occupied residence located on the first floor and accessible through a rear entrance or through the main entrance of the permitted principal use as a conditional accessory use only.

~~(6) Schools and pre-schools. Moved to conditional uses~~

- (7) Wall graphics.

**(g) Development standards.** Architectural and aesthetic appearance shall be maintained and compatible with the historic character downtown.

**(1) For commercial uses:**

- a. Maximum density: Not applicable.
- b. Minimum lot area: Unrestricted.
- c. Minimum lot width: 25 feet.
- d. Minimum lot coverage: Not applicable.
- e. Maximum building or structure height: ~~85 feet~~ 60 feet (conditional use approval required for height of 61 feet and above).
- f. Minimum yards.
  1. Front: 0 feet.
  2. Side: 0 feet.
  3. Rear: 0 feet.

**(2) For residential uses:** All new (after May 1, 2003) residential uses shall be above the first floor as secondary to a permitted use and shall be complete residential dwelling units as defined by the Florida Building Code and shall be regulated as to size by the following:

- a. Efficiency/one bedroom: 500 total square feet.

**DRAFT**

Additions in **RED**, deletions in ~~striketrough~~, information in *italics*

- b. Two bedroom: 650 total square feet.
- c. Three bedroom: 800 total square feet.
- d. Each additional bedroom: add 150 total square feet.
- e. Maximum building or structure height: ~~85 feet~~ 60 feet (~~Conditional use approval required for height of 61 feet and above~~).
- f. Maximum Density: Unrestricted.
- (h) *Marquees, banners, flags, canopies, and fixed awnings.*** All marquees, banners, flags, canopies, and fixed awnings shall have at least eight feet of vertical clearance, between the lowest point or projection and a sidewalk immediately below.
- (i) *Off-street parking and loading.*** (See also section 94-262 of article V.) Parking requirements are as follows:
  - (1) Residential: One space per dwelling unit.
  - ~~(2) All other uses: One space for each 1,000 square feet of gross floor area.~~
  - (j) *Permitted signs.* In addition to the requirements of chapter 62 -- signs, this district also allows one A-frame, sandwich sign, or menu board per building front placed on a public sidewalk provided that such sign shall be a uniform size of two feet in width and three feet in height, as measured by any single face, and that such signs are placed on the sidewalk in such a manner so as to maintain a minimum of 48 inches of clear area on the adjacent sidewalk. These signs are to be of rigid, weather resistant material such as wood, metal, or plastic.  
(Ord. No. 03-11, § 2, 4-24-2003)
- Editor's note:** Map is not set out herein but is on file and available for inspection in the office of the city clerk.  
Secs. 94-163--94-181. Reserved.

## Planning Board Minutes & Proceedings

March 3, 2009

Page 1 of 3

Meeting called to order by Chairman Carl Stewart at 4:00PM. **Members present:** Sue Roskosh, Zachary Landis, Phil Leary and Anthony Harwell. **Members absent:** Randy Braddy Ezekiel Johnson, Earl Wallace, and Clem Saccareccia. Also present: City Attorney, Donald Holmes; Planning Director, Jim Lee; Assistant Planning Director, Debbie Banks and Recording Secretary, Pam Sprouse.

**Motion** made by Sue Roskosh to approve the minutes of the February 3, 2009 meeting. Seconded by Anthony Harwell. All members present voted affirmative. Motion carried.

Jim Lee read "To Appeal Any Decision."

Mr. Stewart requested that any Ex Parte Communication be disclosed prior to each case.

### NEW BUSINESS

**Case PB 09-01**      **Address:** Downtown Riverfront/Downtown Business Zoning Districts  
**Applicant:** Property & Business Owners group from the districts

**Request:** To amend the uses in Sections 94-161 and 94-162 pertaining to zoning and to Section 94-262 pertaining to required number of parking spaces.

### (Public Hearing)

Mr. Lee advised that in October of last year a group of business and property owners came to the City Manager with a request to expand the uses in the Downtown Business and Riverfront zoning districts. A group of business owners and Ms. Julie Sorenson did the legwork of looking at other zoning districts, and that most of the proposed changes to the two zoning districts came from a successful model of Deland. He added that this is more geared toward business as an economic stimulus offering greater opportunities to business community in the downtown area.

Ms. Angel Murtagh, a downtown business (Angela's of Palatka, Inc.) and property owner, commented that these are rough economic times and we need to think outside the box. She added that there is a lot of history, and long time family-owned businesses downtown. There have been a lot of businesses that have tried to come into the downtown area that could not come to light, as the current zoning would not allow for the use, such as a grocer or pet store, which is needed to accommodate those that come by boat, or are staying in a hotel that may not allow pets or even second story residents in this area. She mentioned that parking requirements were also a problem for some business to locate downtown, that when most of these buildings were built, there were no parking requirements, adding that the requirements need to be relaxed for downtown to thrive again. She ended by saying that she believed that the Deland model was a good tool that proved to be successful, as their downtown area once looked a lot like ours does. She thanked Ms. Sorenson for her time and efforts in making this proposal possible.

Mr. Lee stated that he and Ms. Banks have been involved throughout this process and recommend approval of the request, advising that the proposed changes are in red, and the reduction of parking space requirements was for commercial uses.

Ms. Murtagh also commented that our downtown area was thriving in the 70's and if Deland can do it, we can do it.

**PLANNING BOARD  
Minutes & Proceedings  
Page 2 of 3**

✓ **Case PB 09-01** Downtown Riverfront/Downtown Business Zoning Districts - continued

Sam Deputy, 623 St. Johns Ave. advised that Downtown Palatka Inc., met in January and voted to recommend this passage and move it forward. He reiterated, that they are struggling downtown and of the existing businesses there, a lot of them are long-time family owned. He ended by saying that this change needs to come about versus having any more empty buildings.

Normand J. Jutras, 412 Mulholland Park, spoke in favor of the request and stated he believed that this was a good step in the right direction and that most historic districts, take into affect the requirements of the times of older buildings.

**(Regular Meeting)**

**Motion** made by Phil Leary to recommend approval to the City Commission of these modifications to the ordinance as submitted. Seconded by Sue Roskosh. All members present voted affirmative. Motion carried.

**Case PB 07-36      Address:** 722 River Street (42-10-27-6850-0500-0022)  
**Applicant:** Cypress Mills L.L.C.

**Request:** To amend the Future Land Use Map from Industrial to Medium Density Residential.

**(Public Hearing)**

Mr. Lee gave a brief overview of the request, explaining that the intent of this request is to remove the current industrial designation to Medium Density Residential Future Land Use, which will then be consistent to the two sides of the approved Planned Unit Development. If approved by the City Commission, it will be forwarded to the Department of Community Affairs as a small-scale amendment. He recommended approval of the request.

Norman J. Jutras, 412 Mulholland Park, advised that this is the last remaining parcel of the Florida Furniture site that was labeled industrial and it needs to be converted.

Mr. Landis asked Mr. Jurtras if this request were approved, would that help move his project forward.

Mr. Jutras advised that this is part of what is needed, that they have been working with several State Departments, including the Department of Environmental Protection, the Water Management District and the Governor's Council. That working with the state is a long process. He further advised that they recently submitted an application for a \$500,000.00 grant, to work along with the City and the State, to clean and treat the water from the 400-acre basin (basin #16) before the water goes into the St. Johns River.

**(Regular Meeting)**

**Motion** made by Zachary Landis to approve the request to amend the Future Land Use Map from Industrial to Medium Density Residential. Seconded by Phil Leary. All present voted affirmative. Motion carried.

Rec'd Mar. 3, 2007  
RJB

**Downtown Palatka Inc.  
A Business and Professional Association**

**TO: City of Palatka Planning and Zoning Board  
From: Downtown Palatka Inc.**

During the regular January meeting of the Downtown Palatka Inc. on January 26, 2009 the attached changes to the current zoning code were discussed.

After a lengthy discussion it was moved, "that we recommend all the changes and additions to the code as presented be accepted into the official code of the City of Palatka." The motion was then seconded and passed with a unanimous vote.



**Jean Nagel-Deputy**

**Secretary**

*Agenda  
Item*

*5a*

**CITY OF PALATKA CITY COMMISSION  
AGENDA ITEM**

**ITEM: Request for Release of Lien:**

Case 06-36 501 Kirby Street  
Daily Fine of \$25 per day x 401 days = \$10,025  
Costs of Prosecution \$349.32 or \$399.96 if costs  
are paid within 30 days and lien has to be  
recorded.

**DEPARTMENT:**

Code Enforcement

---

**AGENDA SECTION:** Consent agenda requiring Commission action

**ATTACHMENTS:**

1. March 25, 2009 Code Enforcement Board hearing minutes
2. Findings of Fact and Conclusions of Law and Order recorded in the official records BK 1123 PG 1953 on 11/08/96 @ 13:39.

**DATE:** April 9, 2009

---

**SUMMARY HIGHLIGHTS:**

At their March 25, 2009 hearing, the Code Enforcement Board made a motion to recommend the City Commission reduce the lien on the above parcel down to 25% if be paid within 30 days and assess the costs of prosecution since the property is now in compliance. Costs of prosecution were not paid as of April 1, 2009.

A 25% reduction equates to a reduced fine of \$2,506.25.

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**RECOMMENDED ACTION:**

Approval of the Code Enforcement's Board recommendation to reduce the daily fine.

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**AGENDA ITEM NUMBER:**

**AGENDA PAGE NUMBER:**

Meeting called to order at 4:00 p.m. by Chairman Kenny Downs. **Members present:** Terrill Hill, LaSandra Williams, Douglas Webb, John Lyon and Pat Wilson. **Members absent:** Ronald Becker. **Also present:** Planning Director, Jim Lee; Code Enforcement Supervisor, Debbie Banks; Code Enforcement Officer, Elizabeth Hearn; and Recording Secretary, Pam Sprouse.

**Motion** by Pat Wilson and seconded by LaSandra Williams to approve the minutes of the February 25, 2009 meeting. All voting members were in favor. Motion carried.

Kenny Downs read "To Appeal Any Decision" and swore in all City staff testifying at the hearing.

### **OLD BUSINESS**

#### **Case 07-420 608 Oak Street**

Owner: Tri-Couver LLC  
Section 54-80 Historic District Property Maintenance/Repair  
Costs of Prosecution \$315.21 or \$365.85

Don Holmes not present - No update, tabled until April 22, 2009 meeting.

#### **Case 08-83 2016 Twigg Street**

Owner: Mildred Oliver  
Section 94-183 Swimming Pools  
Daily Fine of \$25 per day x 245 days - \$6,125.00  
Costs of Prosecution \$300.32 or \$350.96

Ms. Hearn updated the board, advising that the daily fine ran for 245 days for a total daily fine of \$6,125.00. She recommended assessing the fine and the costs of prosecution.

**Motion** made by Pat Wilson and seconded by John Lyon to accept staff's recommendation to assess the daily fine and costs of prosecution in the amount of \$300.32 or \$350.96 if a lien order is required. All voting members were in favor, motion carried.

#### **Case 06-36 501 Kirby Street**

Owner: Robert C. McEwen and Kenneth Gonzales  
Section 30-32 Weeds, Debris, Prohibited Conditions  
Daily Fine of \$25 per day x 401 days - \$10,025.00  
Costs of Prosecution \$349.32 or \$399.96

Ms. Hearn testified as to the dates and action taken on this case, advising that the property has been brought into compliance. She recommended assessing the daily fine and costs of prosecution.

Robert C. McEwen, 4985 Westview Lake Dr., was present and advised that he inherited the property since his father's passing in April of 2008. He stated that when his father received the

**Case 06-36 501 Kirby Street** – continued

first letter about trash in the yard, he came up to help his dad get it cleaned up and put up a fence. He added that, he and his father believed that the problem was gone. Once he became aware of the situation during the transfer of ownership, he worked as quickly as possible to correct the list of items given to him by Ms. Hearn, coming up every third weekend from South Florida to bring the property into compliance.

Ms. Banks advised that she would be able to get this request on the City Commission agenda for the April 23, 2009 meeting date at 6:00 pm.

**Motion** made by Pat Wilson and seconded by LaSandra Williams to make recommendation to the City Commission to reduce the daily fine to 25% if paid within 30 days, and assess costs of prosecution in the amount of \$349.32 or \$399.96 if a lien order is required. All voting members were in favor, motion carried.

**Case 98-133 1207 Short Street**

Owner: Soggy Bottom Land Company  
Request to address the Board – Kenneth Schwing

Kenneth Schwing 126 Elderberry Lane, Palatka, was present and advised that they are in the process of trying to sell this vacant property to a construction company to build a new home, that he believes this will be a great improvement to the area. He added that he was not aware of the lien prior to purchasing the property. He asked that there be some forgiveness of the lien amount.

Ms. Hearn gave an overview, advising that the total lien amount is \$ 3,412.42, which includes the costs of abatement, and was recorded as a lien in 2003.

**Motion** made by John Lyon and seconded by LaSandra Williams to make a recommendation to the City Commission not to reduce the amount of the lien. All voting members were in favor. Motion carried.

**Case 08-197 302 South 13<sup>th</sup> Street**

Owner: Culin Investments Incorporated  
Section 30-32 Weeds, Debris, Prohibited Conditions  
Section 30-166 Minimum Maintenance Standards

Ben Bates, 3400 Crill Ave., agent for the owner, requested an extension until June 30, 2009 meeting to ensure total compliance.

Ms. Hearn was amenable to that request.

**Motion** made by Terrill Hill and seconded by Pat Wilson to accept staff recommendation to table the request until the July 22, 2009 meeting at 4:00pm. All voting members were in favor. Motion carried.

CODE ENFORCEMENT BOARD OF THE  
CITY OF PALATKA, FLORIDA

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 06-36

vs

Howard Charles McEwen, Jr., respondent(s)

\* OFFICIAL RECORDS \*  
BK 1123 PG 1953

**FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER**

**THIS CAUSE** came before the Board for costs of prosecution assessment on April 26, 2006 and the Board having been presented with supporting evidence and inspection reports there-upon issues its Findings of Fact, Conclusions of Law and Order as follows:

**I. FINDINGS OF FACT:**

1. The Respondent(s) is the owner of property described as 501 Kirby Street, parcel number 42-10-27-6850-0440-0012 of the City of Palatka, Putnam County, Florida.
2. The Respondent was properly notified that the above-described property needed to be brought into compliance within a given time, and has failed to remove the old appliances, lumber, fence posts, wheels, old screen doors, crates, bricks, logs removed from the yard; has failed to have the porch cleared of the lumber piled against the wall and failed to complete the painting of the house.

**II. CONCLUSIONS OF LAW:**

1. The Respondent was in violation of Section 30-32 Weeds, Debris, Prohibited Conditions; Section 54-80 Historic Property Maintenance/Repair

**III. ORDER**

1. A \$25.00 per day fine is hereby levied on the above-described property effective May 23, 2006 and shall continue until the violation is remedied.
2. Administrative costs will be assessed against the property at a later date.

**DONE AND ORDERED** this 26<sup>th</sup> day of April, 2006, at Palatka, Putnam County, Florida.

CODE ENFORCEMENT BOARD OF THE CITY OF  
PALATKA FLORIDA

BY Kenneth Downs  
Kenneth Downs, Its Chairman



**I HEREBY CERTIFY** that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by Certified mail to the Respondent and/or authorized counsel, ~~Lisa M. & Lawrence Brown~~, 900 South 14<sup>th</sup> Street, Palatka, FL, FL 32177, this 26<sup>th</sup> day of April 2006. 501 Kirby St.

Prepared by:  
Jeanne Chandler  
City of Palatka  
201 N 2<sup>nd</sup> Street  
Palatka, FL 32177

Jeanne Chandler  
Jeanne Chandler, Secretary to the Code Enforcement  
Board

FILE #: 0000602153

Page 1 of 1

TIM SMITH, PUTNAM CO. CLERK OF COURT  
RCD: 11/08/2006 @ 13:39

*Agenda  
Item*

*5b*

**CITY OF PALATKA CITY COMMISSION  
AGENDA ITEM**

**ITEM: Request for Release of Lien:**

Case 8-83 2016 Twigg Street  
Daily Fine of \$25 per day x 245 days = \$6,125.00  
Costs of Prosecution \$300.32 or \$350.96 if costs  
are paid within 90 days and lien has to be  
recorded.

**DEPARTMENT:**

Code Enforcement

---

**AGENDA SECTION:** Consent agenda requiring Commission action

**ATTACHMENTS:**

1. March 25, 2009 Code Enforcement Board hearing minutes
2. Findings of Fact and Conclusions of Law Inst. 200854654396 dated 7-18-2008 at 10:42AM
3. Notification letter with return receipt

**DATE:** April 9, 2009

---

**SUMMARY HIGHLIGHTS:**

At their March 25, 2009 hearing, the Code Enforcement Board made a motion to recommend the City Commission reduce the lien on the above parcel down to 25% to be paid within 90 days and assess the costs of prosecution since the property is now in compliance. Costs of prosecution were not paid as of April 1, 2009.

A 25% reduction equates to a reduced fine of \$1,531.25.

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**RECOMMENDED ACTION:**

Approval of the Code Enforcement's Board recommendation to reduce the daily fine.

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**AGENDA ITEM NUMBER:**

**AGENDA PAGE NUMBER:**

**Case 05-417 1406 Ocean Street - continued**

Mr. Tran, attorney for the property owner, requested this case be tabled for 30 days to allow for the work to be completed and then a proper inspection can be done.

Ms. Hearn advised that they were working on the roof last week and was amenable to an extension.

**Motion** made by Terrill Hill and seconded by Pat Wilson to table this request until the April 22, 2009 meeting at 4:00 pm. All voting members were in favor. Motion carried.

**Case 08-83 2016 Twigg Street**

Owner: Mildred Oliver  
Section 94-183 Swimming Pools  
Daily Fine of \$25 per day x 245 days - \$6,125.00  
Costs of Prosecution \$300.32 or \$350.96 – Hearn

Ms. Oliver requested a reduction of the fines assessed, explaining that she became the owner in June of 2008 and that she moved the vehicle, but as she was alone, she had difficulty getting people to help her put up a fence and bring the property into compliance. She stated that she was unaware of the lien when she purchased the house.

**Motion** made by Terrill Hill to reduce the fine down to \$200.00 and assess the costs of prosecution. Motion died for a lack of second.

Discussion ensued regarding compliance and being cognizant of economic times, as well as, the posture of the Board.

Ms. Hearn advised that she originally sent the notice of violation to the tenant and the property owner, and then, the intent to lien was sent certified to Ms. Oliver on June 27, 2008, which Ms. Oliver had signed for.

**Motion** made by John Lyon and seconded by Pat Wilson to make a recommendation to the City Commission to reduce the fine amount down to 25% and assess the costs of prosecution. All members present voted, resulting in 4 yeas and 1 nay.

**Motion amended** by John Lyon and seconded by Pat Wilson to make a recommendation to the City Commission to reduce the fine amount down to 25% and assess the costs of prosecution to be paid within 90 days. All voting members were in favor. Motion carried.

**NEW BUSINESS**

**Case 08-230 622 River Street**

Owner: Virginia McColm  
Section 54-80 Historic District Property Maintenance/Repair  
Section 30-32 Weeds, Debris, Prohibited Conditions

CODE ENFORCEMENT BOARD OF THE  
CITY OF PALATKA, FLORIDA

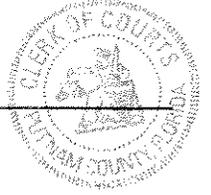
CITY OF PALATKA, Petitioner,

COMPLAINT NO. 08-83

VS

Inst:200854654396 Date:7/18/2008 Time:10:42 AM  
~~XDS~~ DC.Tim Smith,Putnam County Page 1 of 1

Mildred J. Oliver, Respondent(s)



**FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER**

**THIS CAUSE** having come before the Board for public hearing on May 28, 2008, after due notice to the Respondent; and, the Board having received sworn testimony and evidence at said hearing; it is now,

**DETERMINED THAT:**

**I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:**

- a) The Respondent(s) is the owner of property described as 2016 Twigg Street, Putnam County Tax parcel number 12-10-26-1370-0060-0210, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constitute violations of Section 94-189 Swimming Pools; Section 94-261(6) Off-Street Parking, of the Palatka Municipal Code.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

**IT IS ACCORDINGLY ORDERED THAT:**

**II. ORDER:**

- a) The Respondent(s) shall correct the conditions which constitute the code violations described above on or before the 25<sup>th</sup> day of June, 2008, or if said conditions are not corrected, a fine in the amount of \$25.00 per day is hereby assessed and levied on the above-described property, effective on the 25<sup>th</sup> day of June, 2008, to continue until the conditions are corrected.
- b) Administrative costs will be assessed after the property is brought into compliance.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

**DONE AND ORDERED** this 28<sup>th</sup> day of May, 2008, at Palatka, Putnam County, Florida.

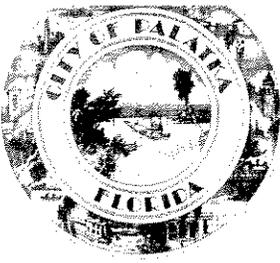
CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA FLORIDA

BY Kenneth Downs  
Kenneth Downs, Its Chairman

**I HEREBY CERTIFY** that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by  Certified mail,  Regular mail, to the Respondent and/or authorized representative at 2016 Twigg Street, Palatka FL, 32177, this 18<sup>th</sup> day of July, 2008.

Prepared by:  
Elizabeth A. Heam, City of Palatka  
201 N 2<sup>nd</sup> Street, Palatka, FL 32177

Elizabeth A. Heam  
Elizabeth A. Heam, Code Enforcement Officer



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

July 18, 2008

Mildred J. Oliver  
 2016 Twigg Street  
 Palatka FL 32177

Re: Case # 08-83, 2016 Twigg Street

Dear Property Owner,

Please find enclosed a copy of the recorded **Finding of Fact, Conclusions of Law and Order** for the lien assessed against your property. Your property was not brought into compliance, therefore the \$25.00 per day fine was levied.

When you bring this property into compliance, please call in order for an inspection to be made and the fine stopped.

Please call me with any questions you may have.

Sincerely,

Elizabeth Hearn  
 Code Enforcement Officer

Enc.

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>		A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee	
1. Article Addressed to:		B. Received by (Printed Name)	C. Date of Delivery
MILDRED J. OLIVER 2016 TWIGG ST PALATKA FL 32177		Mildred Oliver	7-28-08
2. Article Number		D. Is delivery address different from item 1? If YES, enter delivery address below:	
7007 1490 0000 9458 5825		<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Transfer from service label)		3. Service Type	
		<input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Registered <input type="checkbox"/> Insured Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> C.O.D.	
		4. Restricted Delivery? (Extra Fee)	
		<input type="checkbox"/> Yes	

# *Agenda Item*

*6*

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

*City of Palatka*  
*Office of the City Manager*

**To:** Mayor Flagg, Commissioners  
**From:** Woody Boynton, City Manager   
**Date:** April 6, 2009  
**RE:** City of Palatka Water Taxi Service Business Plan

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Attached you will find a copy of the current Business Plan that was submitted to the FDOT in January 2009 as well as comments received from Philip Worth of the FDOT regarding the same. In reviewing Mr. Worth's comments and then discussing them with him at length, it does not appear that the current business plan will need significant changes to meet the minimum guidelines. We are requesting that the authorization be given to the City Manager to continue to negotiate with the FDOT on an acceptable business plan and that the Commission provide approval of the plan contingent upon these successful negotiations.

Typically, we would have agreed upon an acceptable business plan prior to seeking commission approval. However, recent months have not been typical for both the FDOT and the City of Palatka. The Federal stimulus package and the State's budget woes have taken an inordinate amount of Philip Worth's time these past two months and our schedules have not been such that a meeting could take place to go over the business plan line by line. In addition, Jeff Norton who has been responsible for the progress to date on the business plan has had medical issues that have kept him from being active participant.

Although we have been working on this project for several years, time has become of the essence as the State and Federal governments are looking for monies to be reassigned. We believe we can have an acceptable business plan in place by the end of the month. However with Commission Brown not being present at the second meeting in April 2009, we would need to postpone the presentation until May 2009.

When the business plan is approved, a copy of the accepted plan will be made available to each commissioner and any changes made noted in a cover letter. Any significant departures from the current version will be brought back before the entire commission for discussion. Please note that once the business plan is accepted there are still several other actions that need to be taken before any monies are spent. The next step is for the City to solicit proposals from vendors to provide a water taxi service on the St. Johns River. It would only be at this point would the City know if there are vendors interested in this endeavor and fully understand the long-term financial commitments they would be making.

It is also possible once the business plan is approved the City could choose to move forward with the renovations of the boats recently acquired from Broward County. This decision would be presented to the commission only after the FDOT has acknowledged with a Joint Participation Agreement (JPA) that the money is available to be expended for these activities.

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## MEMORANDUM

TO: Philip Worth, FDOT

FROM: Jeff Norton, City of Palatka

DATE: January 20, 2009

CC: Wiley Deck, Congressman Mica's Office  
Corrine Brown  
Steven Mahaven, BDC

**SUBJECT:** Palatka Ferry/Water Taxi Initiative - Response to questions you raised as to the business plan

Phil:

Thanks for your assistance and observations regarding the Palatka Ferry/Water Taxi Business Plan. In order to bring clarity to the situation, I will answer all of your previous questions in the same chronological sequence as you asked them. It was certainly not my intent to respond selectively or in a piecemeal manner. I will attempt in this memorandum to address all of the points you brought to my attention. Also, I have revised the business plan to reflect the changes. As you are aware, I have enlisted the help of Steven Mahaven of the NEFRC to review the same. Hopefully the answers provided as well as the revised business plan, will give clarification and allow us to move forward as expeditiously as possible.

### QUESTION:

1. Introduction Page - This page expresses that 3 water taxi vessels have been found which were previously purchased by others through FBD funds which could presently be transferred to Palatka as relinquished federal assets. If I understand your proposal correctly, you intend to acquire 2 previously owned 49 passenger water taxis as transferred assets from Broward County, and then bid-out construction for a new 149 passenger vessel. Be advised, when federal assets are "transferred" there may be a request from Broward County to have their local share (local dollars spent on initially acquiring the vessel) be reimbursed. Please confer with Broward County to see if they have expectations on getting back a portion of their local investment. If so, I believe these

would have to be covered with local funds. On the matter of bidding out a vessel, remember that this would necessitate the City fronting the money to accommodate construction since all federal funds occur on a reimbursable basis. This was a previous drawback to the City when they contemplated building a larger vessel. The same problem still would apply here even though the cost of the vessel being contemplated is less expensive. The 149 passenger vessel may also require a larger crew to meet Coast Guard requirements. Please review these requirements to verify that the larger vessel considered doesn't factor up the crew requirements, and correspondingly the operating cost.

**RESPONSE:**

**The proposal calls for the purchase or construction of three vessels. Two of the vessels will be utilized as (49 passenger water taxis) by the City of Palatka (City). City has acquired three vessels from the County of Broward (County). The third vessel acquired from the County was in poor condition and will be used by the builder for parts and spare parts for the other two vessels. The County has indicated to the City that the City will not have to provide the County with any remuneration of their local share. Construction – repair period: City will arrange with a local community bank to provide for a construction or bridge loan to the builder - City to repair the two smaller vessels and construct the larger vessel. All vessels require one captain and one mate per Coast Guard requirements. City has allowed for this provision in the RFP for services from a private operator. The larger vessel could also be utilized as a back up service to the smaller vessels in the event of need.**

**QUESTION:**

2. The last paragraph of the introduction page mentions that the water taxi service will be an "on-demand" service each day. Can this be successfully done in light of the fact that travel distance between any of the intended locations becomes a time factor? How much lead time is required to call-up a water taxi? Absent a set schedule, will dedicated reservationists be required to let walk up patrons or callers know when service could be available based upon the present location of the water taxi at the time?

**RESPONSE:**

**City has addressed the issue in the revised business plan in establishing daily route schedules for the two (taxis) vessels. None of the vessels and the ferry boat will provide for services either on call or on a demand basis.**

QUESTION:

3. Given the intended use of the 49 passenger vessels and the speed of these vessels, does the timetable noted under the "Hours of Operation" sync in with the service speed of the watercraft? Can the water taxis meet the intended schedule based upon the speed of the vessel and the distance between stops? Under the "Hours of Operation" table, I can't determine what the significance is of the darkened areas of the schedule. Please explain this. I also can't make sense of the Palatka columns of the timetable which begin with an arrival time rather than a departure time. I thought all service originated each morning from Palatka (i.e. will depart from Palatka at xx time/arrive at Welaka at yy time for example). If that is the case, I can't follow the destination schedules as some of the service would have arrival times in advance of when the trip is even scheduled to depart from Palatka (i.e. I note arrival times of 8:45 a.m. for Welaka, but see departure times for Palatka for 10:00 a.m.). The table is confusing to read as is, and it can't be determined which trips will actually occur by the schedule, versus trips which may not occur at all due to an "on-demand" status.

**RESPONSE: City has addressed the confusion in the business plan and corrected the schedule – time table. In your email of January 8, 2009 (below) you indicated that you now felt the schedule was understandable. With reference to your question of “back-up” in the same email, the third larger vessel would act as “back-up” when required.**

*From: Worth, Phil [mailto:Phil.Worth@cityofpalatka.com]  
Sent: Thursday, January 8, 2009 5:59 PM  
To: Jeff Norton  
Cc: Mahaven, Steven  
Subject: RE: Updated Water Taxi Schedules - Palatka Ferry Project*

*Jeff, hello. I've taken a look at your revised water taxi schedule and your timetable is now understandable, which is an improvement over the previous schedules submitted for review. One thing I would want to point out to you is that you have both water taxis operating on nearly concurrent schedules on the days of Wednesday and Friday. If I understood your operating concept correctly, you intend to deploy two water taxi vessels in service. Without a third vessel and crew standing by, this means that if you experienced a mechanical breakdown on vessel "A" on Wednesday or Friday, you have no back-up vessel to retrieve stranded patrons as the other vessel is also in service at the same time. This potential problem is most problematic on Wednesday, more so than Friday. Just want to make sure you have an alternative back up plan that would address this scenario.*

QUESTION:

4. With regard to the docking locations implicit in the schedule, the Business Plan should state whether firm agreements will be in place with intended docking locations so that

permits or permission will not become obstacles for boarding or alighting fee paying customers at these locations. It would also be appropriate to know whether the vendor ultimately operating the water taxi service to these various locations will be expected to provide liability coverage as an umbrella to all docking locations served by the water taxi. The issue of insurance coverage to non-owner controlled docking facilities can be significant. The previously submitted Business Plan did not provide any assessments concerning suitability of some of the locations for safely docking and boarding passengers. This should be reviewed as mooring improvements may be needed at various docking locations. If so, this must become a factor in estimating the overall expenses.

**RESPONSE: All docking locations shown in the schedule have been approved by the relative authorities. Some minor additional modifications will be made before the vessels are put into service. Letters from the entities involved showing their support will be included in the business plan or furnished under separate cover. Vendor RFP will carry the insurance requirements to levels required to protect all parties. Cost of the insurance coverage will be reviewed by the City with the vendor.**

QUESTION:

5. Under the paragraph entitled "Local Vendor," since the source of funding is federal, some caution is suggested with regard to structuring any RFP that may give preference to local (Palatka) or Putnam County vendors over others for performance of the water taxi contract. We recommend you consult with FHWA directly on the federal requirements relating to competitive procurement before issuing your RFP for a water taxi vendor.

**RESPONSE: City will consult with FHWA to review terms of RFP to assure there is not a conflict in the bid and award process.**

QUESTION:

6. On your line item project budgets proposed by the City for the project, I noted that there was \$500,000 allocated for "Support Facilities." Half a million dollars is a significant budget being lumped into a rather generic Description. I believe FHWA will seek clarification as to how you intend to apply funds in this area.

**RESPONSE: The following is estimated budget for the award: transfer and retrofitting to bring the two water taxi vessels acquired from Brevard County to code \$350,000. This includes repowering each of the vessels with two 315hp inboard Yanmar Diesels, complete renovation and updating, and all U.S. Coast Guard safety equipment. The vessels will be capable of carrying forty nine passengers and cruising between 15 and 20 knots. New construction of the third larger vessel will**

cost \$500,000. This vessel will have the capability of carrying one hundred (+) passengers. It will be used for larger groups and as back-up for the smaller taxis. The vessel will be powered by two 200 HP outboards. All three of these vessels will be available to the City in the event of water or other emergencies. Support and infrastructure: \$350,000 funds will be utilized for the construction of a terminal building to be located at the docks at James C. Godwin Riverfront Park in Palatka. This building will accommodate a ticket office, gift shop, restrooms, and other required offices. Also, these funds will be used for capital improvements to docks and structures needed at taxi stops for safety and ADA compliance.

QUESTION:

7. I want to reiterate the points I expressed previously as comments "e", "f", and "g" (as referenced below). I do feel it is important to establish and document the probable cost of the proposed water taxi service not only for benefit of the elected officials who must concur with the Business Plan, but also to document the cost assumptions made by the City in estimating the overall cost for the water taxi service. This approach can be very beneficial as it also allows any prospective vendor to review the City's cost assumptions and determine if the City failed to account for some expenses in its estimates. I also think that it is prudent to realistically estimate the expected patronage for the service as this will have a definite bearing on the taxi fees to be charged by the vendor. If the fare is set too low, the vendor won't recover his expenses which will jeopardize his interest in continuing the service. If set too high, the service won't see the patronage that it was counting on to provide the revenue stream needed to sustain the operation.

e) The Business Plan falls short in establishing whether the service can actually be implemented in that it is fully dependent upon finding a vendor who is willing to accept the financial risk of absorbing the operating cost of the service. To date, only letters of interest have been expressed establishing that prospective vendors are willing to discuss details, but no commitments have been secured. Implementing the water taxi concept is highly dependent upon obtaining a commitment from a vendor to operate the service without local subsidization. That said it would seem more prudent to advertise for a competitive RFP to gain such a commitment from a qualified vendor first, before committing any of the FBD funds on water taxis. If you rush to use the FBD funds to acquire the water taxis initially and subsequently fail to obtain a qualified operator, you'll be in a difficult predicament.

f) There is no information provided that establishes the annual cost of the water taxi operation. This should be known and should be discussed with any prospective vendor to be certain that the vendor's perspective on costs relating to the operation is in sync with your perspective, so no inappropriate cost assumptions are made by the vendor. This would include setting passenger fares/charges as that will be a factor which can affect patronage and interest in the service.

g) The City of Palatka should formally adopt the Business Plan to signify its

concurrence on the approach, plan elements, and cost sharing relating to staffing, dockage, utilities, ticketing, and other potential costs. Ultimately, the City would be party to the agreement with a qualified vendor over the conditions under which the vendor would agree to operate the water taxi and hold the City harmless from liabilities.

**RESPONSE:** To comment "E", The City of Palatka has been planning and working on proposed water taxi service for a number of years. Support for this venture by elected officials, interested parties and the general public has grown increasingly each year. Palatka is a waterfront city. The St. John's River is one of Florida's most important and well traveled waterways; commerce of all kinds is active on the river. The destinations scheduled are "real" and "viable". The response and the support is overwhelming! Palatka's proposed ferry/water taxi service is as natural as apple pie with ice cream; of course the service can be implemented! Similar successful operations exist all over Florida. Jacksonville's taxi service, The City of New Smyrna Beach, Fort Myers, Sarasota, Tavares, and Mount Dora just to mention a few. The interest shown by qualified vendors has been tremendous. The letters of interest were followed by meetings with the qualified operators present. Operators are ready and willing to put their bid in once they know the service they must perform and what they are working with. Every imitative needs a vision, nothing is ever accomplished without an idea, and nothing would ever happen without the courage and conviction to move forward. The implementation of this service is nothing short of necessary for the development of this area. In order to gain commitment from a qualified vendor the boats and related infrastructure must be in place. In short, the operator must know what he has to work with. The City has absolutely no doubt at this point that it can obtain a qualified operator.

To comment "F", the City is working with several professionals to establish the cost of the ferry/water taxi service. A multitude of factors affect successful operation of the same. Each vendor or operator brings a distinctively different approach to the service. Ultimately, the vendor will have the responsibility of balancing his or her budget. The City and Pride of Palatka will work in conjunction with the vendor to improve the services provided. The City will require the prospective vendors to supply a business plan which contemplates the costs and revenues. This would include settings fares, fuel costs, maintenance, personnel, and other. Obviously this can be finalized only once the vessels person capacity, fuel consumption, operating schedules, and related operational costs are identified and in place. Projections can be made, but in reality, the success and popularity of the service will depend largely on "the experience". This, combined with marketing, oversight and guidance from the group which constitutes Pride or Palatka, hard work on the part of the operators and the sheer desire of the people of Palatka and their elected officials as well as the surrounding communities will make the ferry/water taxi service a success

To comment "G", the City and all interested parties will provide information required to show formal support to the proposal. This will be included in the revised business plan or sent under separate cover. As you are aware, many years

of planning have gone into this initiative. It is an integral part and factors directly into the downtown riverfront development project. The City is prepared and ready to negotiate and include all those elements of cost sharing necessary to bring the ferry/water taxi service to fruition. The City will assure through contract language, that the City is held harmless and that the vendor has sufficient insurance coverage, with the City named as additional insured or named as determined by the City legal council. The water taxis' acquired through letter of transfer from Broward County have been in dry dock storage since October 22, 2008. Three months have passed. It is imperative that funding begin to complete the repair and construction of the vessels.

**QUESTION:**

8. On the page entitled "The Water Taxi and Ferry Service," the first paragraph conditions any subsequent actions by the City of Palatka as being dependent upon delivery of a JPA from the Department. The most critical factor underlying the entire water taxi concept is that the City is wholly dependent upon acquiring a qualified vendor willing to accept the financial risk of the operations without any subsidy from the City. Absent a willing and qualified vendor, the City's water taxi concept would not be viable. For this reason, it is the Department's preference to defer execution of our agreement with the City for FBD funds until the first, the Business Plan has been approved by FHWA and Congressman Mica. Secondly, that a qualified vendor who is willing to absorb the liability of the operation has been identified through a competitive selection process from an advertised RFP.

**RESPONSE:** City will seek a qualified vendor through competitive – advertised - RFP to operate the services required of the venture. City will not subsidize the operations of the venture. City, as indicated, has several qualified parties indicating an interest in bidding for the operation of the venture.

**SUMMATION:** Business Plan has required the purchase and retro fitting or construction of vessels to operate the services required of the venture and infrastructure required of the venture on behalf of the applicant the City of Palatka. The plan indicates the vessels will be operated by a "qualified" operator that will provide for non City subsidized services to the City population. Vendor will be required to establish fees and rates for services to the passenger. Vendor will be required to provide for the responsible number of qualified vessel operators (Coast Guard approved individuals) to provide for services. Vendor will be required to provide for adequate insurance coverage and assure that City and other interested parties are protected. Vessels may be made available to the City for water and other qualified emergencies.

Furthermore the venture is expected to create an initial estimated minimum of fifteen to twenty employment positions to Palatka residents. Palatka has one of the highest unemployment rates in the State of Florida. The ferry/water taxi service will provide primary transportation means to Murphy's Island and Welaka. Additional service will include Dunn's Creek State Park, Buckman Locks and Crescent City. The venture will remove vehicular traffic from the county roads and provide for economical transportation for its residents between points served by the vessels. The venture is expected to generate tourism to the City Of Palatka and surrounding communities. There is no existing public service available to Murphy's Island, Buckman Locks or Dunn's Creek State Park. Patrons of the ferry/water taxi service will enjoy economic, scheduled access to these areas which offer a multitude of activities. It is expected that visitors and tourists will shop and spend money in the local hotels, restaurants, shops and other businesses during their travels and during their stay in the local area. The venture will enhance the planned economic development of the downtown riverfront area and insure the revitalization of Palatka's future. The traffic created by visitors and tourists will be taken off the local community roads through utilization of the Palatka ferry/water taxi service. The ability to acquire, though letter of transfer, and refurbish the Broward County vessels and construct the larger ferry so economically, presents a unique moment in time. The opportunity is now and we must move forward!

Phil: I hope I have answered all of your questions and addressed your observations. The City and I understand your concerns. The fact is, that the Palatka ferry/water taxi service, as you know, has been years in the planning; a dream which needs to become a reality for our citizens. A venture which will help put Palatka back on the map and provide much needed transportation service between points. Destinations such as Murphy's Island are now virtually inaccessible without the use of a private boat. The citizens of Palatka, Putnam County and the surrounding communities deserve this service. They need this service and they desire this service. Please assist us in making this dream a reality.....

Thanks,

Jeff

## Betsy Driggers

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**From:** Woody Boynton  
**Sent:** Monday, April 06, 2009 9:26 AM  
**To:** Betsy Driggers  
**Subject:** FW: Palatka Business Plan - FDOT comments on document rec'd 1-27-09

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**From:** Worth, Phil [mailto:Phil.Worth@dot.state.fl.us]  
**Sent:** Tuesday, February 24, 2009 12:42 PM  
**To:** Jeff Norton  
**Cc:** Woody Boynton; Bennett, James; Mahaven, Steven  
**Subject:** Palatka Business Plan - FDOT comments on document rec'd 1-27-09

Jeff, in the interest of time, I'm forwarding you my comments on your last Business Plan document received on 1/27/09. Please let me know if you'd like to meet and discuss these comments. Thanks. PW

*FDOT Comments – Palatka Business Plan for “Pride of Palatka” – January, 2009 version*

*Attached below are my comments for the City of Palatka’s Business Plan for the “Pride of Palatka” ferry/water taxi operation as received by the Department on Jan. 27, 2009. I’d like to express appreciation to the contributors of the most recently updated plan for presenting a more comprehensive document and particularly the effort that was given in responding to comments previously submitted by the Department.*

*I have classed my comments into several categories below, which hopefully will help you better understand the purpose of my remarks :*

- ***Comments intended to assist you in avoiding disallowed expenses/costs, and better understanding of ineligible in-kind service : FDOT Responses: 1,2,3,8,12,26***
- ***Comments relating to noted inconsistencies present in the Palatka Business Plan : FDOT Responses: 2, 5,7,19,20,21***
- ***Comments relating to additional clarity needed to improve understanding of intended roles, responsibilities, or costs to avert subsequent contractual disputes : FDOT Responses: 3,4,10,11,13,14,16, 18,19,21,22,23***
- ***Comments intended to assist you in obtaining a more responsive RFP : FDOT Responses: 10, 19-26***
- ***General comments offered for your consideration : FDOT Responses: 6,9,15,17***

*FDOT Responses :*

- 1) Page 5, last paragraph referencing funding sources : At this juncture where the City is finalizing its Business Plan, there needs to be real clarity as to how federal and local match are expected to occur. To avoid any misconception over funding, it would be appropriate to correct this reference to note that there is a local match requirement that pertains. Per the original application filed by Palatka, this initiative is to be funded at 80% federal funds; 20% local funds. In-kind services can be used to satisfy the local match requirements, *however*, FHWA must concur in the manner in which local services are proposed as a substitute for cash match. This is not a new requirement . These requirements have been longstanding in this program area. The total FBD federal allocations to Palatka are \$1.2M, which represents 80% of the project. In order to capitalize on the full amount of the federal funding available, Palatka will need to demonstrate that they either have \$300,000 in cash match or can contribute that amount in in-kind match toward the capital expenses. If you know how the \$300,000 in-kind match is to be achieved, it would be beneficial to state how this is expected

to occur. As a reminder, all expenditures are to be front-end funded by the local government, and eligible expenses are reimbursed through an invoice process.

- 2) On page 6, the Business Plan documents that the City will provide docking, utilities, and office/ticket facility. However, this is in direct contrast to information presented on page 13 which also shows part of the \$1.2M in funding being allocated toward docking facilities and the passenger terminal structure which includes the office/ticket facility.

As to in-kind services being used as match, this would be addressed more specifically by FHWA but in-kind match is typically approved based upon tangible market analysis (fair market rates relating to labor charges, lease rates, etc). You'll have to think through how this plays out in the invoicing process. For example, to purchase a new \$500,000 vessel, you would need to present a bill to FDOT reflecting expenses of \$625,000... \$500,000 in vessel construction costs (80%) and \$125,000 in in-kind services (20%). I believe your 20% in-kind share could be constituted from fair market rates for wharfing the vessel on a monthly basis, fair market lease rates for designated parking areas for ferry passengers, and so forth. There are specific rules that apply to using in-kind match. I've attached some federal documentation that covers this generally, but I encourage you to have direct discussion with FHWA *prior* to making procurements to insure a good understanding of what is and what is not allowable as in-kind match. This becomes critical to you in order to avoid disallowed costs due to inadequate or inappropriate in-kind services. I have been advised by FHWA that *operational costs such as utilities cannot be used as in-kind match against federal capital dollars.*

- 3) Page 8, *Marketing Plan* : Although the information presented conveys a good picture of what might be possible to support the market needs of the intended ferry operation, the information does not establish whose responsibility it will be to fund the website, create billboards, posters, ads, postcards, print brochures, and 30-60 second TV spots. Are these

services already pledged to you or are you summarizing what *might* be possible? I can't determine.

- 4) Pg. 13, under *Water Taxi Main Terminal Construction* : suggest rewording "Dockside Improvements" to "New Dock Construction" so it is clear that this particular element involves new construction, not "improvements" to an existing facility as might be implied based upon the present wording. Under the *Water Taxi Boats and Equipment*, you could clarify the expenses as "Two renovated 49 passenger water taxis @\$175,000 ea." and " One new 149 passenger vessel @\$500,000."
  
- 5) Pg. 14, under *Boat Specifications and Procurement Costs* : Based upon previous comments, I understood the two used vessels to be acquired from Broward County were to be federally transferred assets. Your text however mentions "*procurement* and renovation of the two water taxis...". You may wish to amend this if no procurement costs pertain to the transferred assets. On the 149 passenger vessel you are proposing at a cost of \$500,000, I understand your interest in a larger craft... more visible... more tourist-appeal, but I must confess that the Business Plan offers little to substantiate a need for the larger more expensive vessel. The fact that your proposed trip schedules function on the basis of smaller 49 passenger watercraft probably puts forth a more valid case that your operation could be efficiently served by three 49 passenger vessels. Not trying to dissuade your interest in the larger vessel, just pointing out that you haven't made a compelling case for its need.
  
- 6) Pg. 14, under *Boat Specifications and Procurement Costs*: Reference is made to increasing the speed of the vessels that are being contemplated for acquisition. We encourage a review of the hull strength of these used vessels to verify that they can safely operate at higher speeds in an environment where impacts from floating debris such as logs are potentially possible.
  
- 7) Exhibit "A" on pg. 15 presents the general specifications relating to the 50 passenger water taxis, but the specifications on page 17 actually reflect passenger seating for 70 passengers. Some of the text material within the Business Plan discusses a 49 passenger vessel. Please review these numbers and establish a consistent reference to the expected number of passengers the vessel is intended to serve. Is the difference in the passenger numbers from 70 to 49 attributable to the addition of rest rooms which reduces available seating? Following renovation, the water taxis should be ADA compliant in all respects.

- 8) Pg. 22, letter from Poseidone, LLC – Trident Pontoons : Please be advised, that any expenses incurred prior to execution of a contract with the Department are non-reimbursable, and are not eligible for use as local match.
- 9) Pg. 25, *Pontoon Boat Specifications*: Specifications call for new vessel construction to seat 100+ passengers. The Palatka Business Plan, however, doesn't provide documentation to support the need for this size vessel intended to seat up to 149 passengers. We have previously commented on the need to evaluate the water taxi service with respect to fees that might be charged and the corresponding patronage that would be expected. Without this information, the feds could regard your interest in a larger vessel to be superfluous to your needs, especially in the absence of documentation. Again, not trying to dissuade your interest in the larger vessel, just being candid in noting that you haven't made a compelling case for its need. In any event, any vessel renovations or new vessel construction would need to be accomplished through an open and competitive bid process.
- 10) Pg. 28, under the paragraph entitled *Personnel* : we previously commented that any RFP process must comply with federal procurement standards. I believe it would be appropriate to state in this paragraph that Palatka will comply with all applicable federal procurement standards and that your process will include consultation with FHWA representatives in advance of issuing any public notice concerning your RFP.
- 11) Pg. 30, under sections entitled "*New Hires*" and "*Uniforms*," these paragraphs both indicate that the POP *may* pay for pre-employment drug screening as well as uniforms. We encourage these decisions be made in advance of setting your RFP so that any prospective vendor has clarity on what his costs are likely to involve should he propose on these services.
- 12) Pg. 36, *Schedule of Operations for Vessels "A", "B", and "C"* : The intent of your notation on this page stating that "all schedules will be modified when needed to meet the needs of consumer traffic" requires some explanation. As you know, federal funding granted to Palatka is based upon the service you indicated you would provide as stated in your funding application to FHWA. You cannot arbitrarily modify the service you committed to, unless FHWA concurs with that action. If your intent for this clause was to reserve the right to add *additional* service beyond what was expressed in your federal application, then that would

not be a problem. If the phrase was intended to provide the caveat by which service could be reduced or revert to "on-demand," this would be a concern to FHWA.

13) Pgs 37, 38, and 39 : These pages address the water taxi schedules. Noting that vessels "A" and "B" are being concurrently operated on Wednesday and for a partial day on Friday , there will be a need to have a third crew in-reserve available for call up should either one of the water taxis sustain a mechanical failure. You'll need to advise any prospective vendor interested in bidding on the water taxi service of this crew requirement so that it is accounted for when he bids to operate this service. The text is not clear as to whether vessels "A" and "B" are the two 49 passenger vessels and vessel "C" is the 149 passenger vessel. This needs to be clarified.

14) Pg. 39 : This page indicates that vessel "C" is to be placed in daily operation to Dunn's Creek on Mondays and Thursdays and will also be operating concurrently during the same time period in which vessel "A" is operating. The schedule also calls for vessels "B" and "C" to be operating concurrently for at least part of the day on Sunday. This will necessitate that a third crew be in-reserve and available for call-up should either one of the vessels sustain a mechanical failure. Assuming vessel "C" is the 149 passenger vessel, will adequate dockage be available at the Dunn's Creek , Welaka, Murphy Is., and Crescent City to accommodate the size of this vessel? Is there sufficient draft available at these locations for this vessel?

15) Pg. 40 : under *Fee Schedule and Structure* : The table presented provides a summation of the revenue that could be collected based upon varying numbers of passengers and an assumed fare level. Establishing a realistic picture of what patronage can be expected from the operation is conspicuously absent from your plan. We support the idea of making the most informed decisions possible on initiatives such as this. The absence of this kind of information however can hamper informed decision making.

16) Pg. 40, under *Miscellaneous* : The closing paragraph at the bottom of the page cites that the vessel [singular] is compliant with ADA. All vessels would be expected to be ADA compliant in all respects. This paragraph also expresses that not all docks will be ADA compliant. I believe, however, that the reader would interpret differently the cost information presented in the table on pg. 13 and think the cost reflected is intended to make all of the docking facilities ADA compliant. A footnote is needed to clarify your intent here. Beyond that, we will defer to

FHWA to comment as to the acceptability of some, but not all, of the docking sites to be improved to meet ADA standards. As a general comment, because of the frequent rainstorms we encounter in Florida, we encourage consideration be given to erecting suitable shelter at the docking facilities, particularly due to the long wait times that could occur between a.m. arrival periods and p.m. departure periods at these sites.

17) Pg. 41, under *Fee Structure* : At the bottom of the page, there is reference to “feasibility study” which would help set the pricing structure. When would this be accomplished? Would it be more appropriate to conduct this kind of study first before any financial investments are made to verify that this initiative can generate sufficient profit to sustain it beyond a startup period?

18) Pg. 42, under *Capital and Operating Budgets* : This paragraph commits the City [Palatka]to provide “docking” to the successful vendor for the water taxi service. There are multiple docking locations not owned by the City of Palatka. Previously we questioned whether any agreements needed to be executed at these various locations to allow for docking privileges. The Business Plan noted that these commitments were being assembled under separate cover. Has this been satisfied? Are there any impediments to docking at any of the intended locations?

19) Pg. 2 of the RFP, *Ferry/Water Taxi Transit System* : The source of funding for this initiative is not Florida DOT ferry boat funds, but rather ferry boat funding (FBD) from the Federal Highway Administration which is why federal requirements apply. This incorrect reference exists in several locations and will need to be corrected.

Under the roles established between the City of Palatka and the Pride of Palatka, it must be understood that the City of Palatka will be the grantee for any federal funds conveyed. It , therefore, would continue to have responsibility for the execution, management, monitoring, fiscal accounting, and accounting of all assets relating to this contract. With *prior* approval by FHWA and the Department, it may be possible to sub-contract out some of these responsibilities to the “Pride of Palatka,” but the City cannot absolve itself of being ultimately responsible for all activities which would occur under this grant. You may wish to clarify your comments in your text to make that point better understood by any prospective vendors.



Within the last paragraph of this page, this paragraph mentions that the vendor must carry insurance for liability, indemnify the City, etc., but the paragraph does not mention a specific level of insurance coverage nor specify what types of coverage are required. The insurance question also resurfaces on page 57, with the text expressing that "...acceptable levels of insurance coverage will be required..." Without a specific threshold being specified, how would a prospective vendor know what the insurance costs are? Without that knowledge, how could he determine if he can afford to bid on this service? Also, as we previously mentioned in our prior comments, it is most appropriate to provide clarity on these points within the RFP so that prospective vendors are clear that the City is holding the vendor responsible to provide insurance coverage for *all* docking locations as well as for any watercraft in use.



In looking over the format of this page, I believe it would be appropriate to separately list the roles and responsibilities intended for the vendor/operator of the water taxi services to better focus what his roles and responsibilities are intended to be under the contract. I note that some of his responsibilities are now found under the "*Role of the City of Palatka*" text (last paragraph on pg.2) as well as under point 3 of the *Goals* (which actually should be a contract requirement under the vendor). Likewise, what is reflected as point #2 under the *B. Objectives* on pg. 4 should actually be listed as a responsibility of the "Pride of Palatka" under the "*Role of the Pride of Palatka*" on pg. 2. Under this same section *B. Objectives*, point # 3 should be reflected as a responsibility under the "*Role of the City of Palatka*" (pg. 2) since the ferry/water taxi schedules are tied to the City's original FBD application and can only be adjusted by the City with FHWA concurrence.

20) Pg. 3 of the RFP under *Statement of Purpose* : The last paragraph of this section needs to be rewritten, as I can't determine what is intended by the statement "...the provision of these services shall be for a period of five years...subject to successfully response to the Request For Waiver from the Department of Transportation..." This statement also appears in conflict with the sentence that follows which reads "...Both parties may renew contracts on a yearly basis..." Did you mean instead that the City prefers to have a yearly contract annually renewable for a maximum of five years?

21) Pg. 3 of the RFP under *Request for Proposal Specifications-Goals* : The last paragraph of this page makes reference to 4 vessels being provided. This could leave an impression that 4 vessels are available for operation. In actuality only 3 vessels are intended to operate. The 4<sup>th</sup> vessel was previously identified as a "parts" vessel intended to provide parts support for the two 49 passenger vessels that would be placed in operation. The remaining points 1 through 7 presented under the "Goals" are a mixture of what the RFP is intended to deliver, but it muddles areas of responsibilities by co-mingling the City's responsibilities with the vendor's responsibilities. For example, under point #2, this point declares what the City is intending to provide (vessels, dockage, office space, etc.) which is followed by points 3-7, which apparently address what the vendor is expected to provide. On point #1, I can't determine if the paragraph is intended as a general summation of what the City is intending, or if this point intending to define for the Vendor what his responsibilities will be. Clarity is therefore recommended in this area. Likewise, under the *Objectives* section on this page, I assume points 1, 2, and 3 are a general summation of what the City intends to deliver. Should any of the points listed under the *Objectives* section, however, be intended to further define what is expected from the vendor, then this should be clarified.

22) Pg. 4 of the RFP at the top of the page generalizes the vendor's responsibility as ..."providing any and all services ...required to operate a Water Taxi/Ferry Service.." Any prospective vendor, however, needs be given a reasonably detailed accounting of what the City believes this is expected to include. The City will set the ferry/water taxi schedules to comply with its federal application. To allow vendors to better understand their responsibilities and manpower requirements should they be selected, the RFP should be clear that the service they are to provide is as presented in Schedules "A", "B", and "C"(Pgs. 37-39). The RFP is not presently clear on this point.

23) Pg. 4, first sentence at the top of the page : I see "maintenance" is listed among the items that a vendor would be responsible for, but I think this would be interpreted as normal daily or routine maintenance. What about the periodic substantive maintenance when the vessel



would require repainting, engine overhaul, refurbishing. Is it the intent of the City to obligate the vendor to be responsible for maintenance costs that exceed the realm of "routine." If so, you need to state such. If not, I would clarify that the City will be responsible for these kinds of expenses.

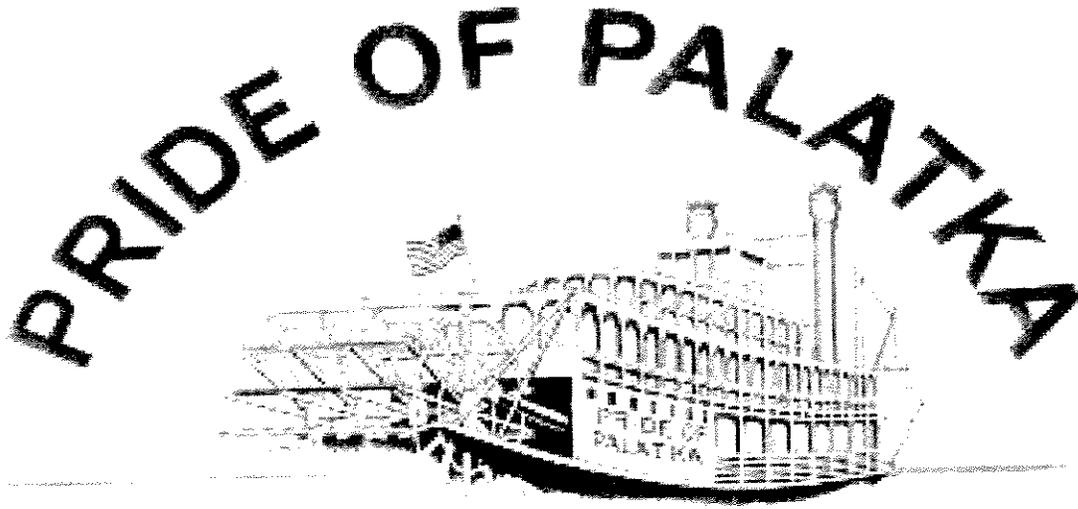
24) Pg. 4 of the RFP under *Organizational Management* : Point #2 should obligate prospective vendors to provide specific examples of their past experience including the duration of any prior service(s) and the size vessels that were operated. It should also include any references received attesting to the quality of the service performed under any prior contracts.

25) Pg. 4 of the RFP under *Approved Budget* : There is no mention of any intent to have vendors provide information concerning their financial stability. If you select a vendor for performance of this water taxi service and by third quarter of the year the vendor determines that he can't make it financially, is there a back-up plan particularly if he claims he's headed to bankruptcy?



26) Pg. 9 of the RFP, *Contract Terms and Conditions*: Since the source of the FBD funds is federal, and any vessels acquired as transferred assets are still regarded as federal assets, specific language may need to be incorporated into the RFP to insure these assets are properly maintained. FHWA should be consulted prior to any RFP going out to be certain that the RFP includes any appropriate federal text that is needed to satisfy federal requirements.

**CITY OF PALATKA**  
**BUSINESS PLAN**  
**FOR**  
**PRIDE OF PALATKA, INC.**  
**WATER TAXI SERVICE**



**ON THE BEAUTIFUL ST. JOHNS RIVER**

Revised  
01/20/2009

# PRIDE OF PALATKA

## Table of Contents

Statement of Purpose .....	2
History – Palatka, A Riverfront City .....	3
Introduction.....	4
The Mission.....	5
Water Taxi and Ferry Service Plan.....	6
Map of Proposed Routes of Service.....	7
Marketing .....	8
The Experience and Ancillary Utilization .....	10
Proposed Pier and Docking Layout .....	11
List of Capital Improvements and Equipment Costs .....	13
Boat Specifications and Procurement .....	14
Personnel – Pride of Palatka, Inc .....	28
Policy and Procedures .....	29
Schedule of Operations .....	36
Fee Structure .....	40
Capital and Operating Budgets .....	42
Request for Proposal .....	43
Letter of Interest from Operators .....	53
Insurance Requirements.....	57
Letters of Support from Civic Officials .....	58
Minority or Disadvantaged Business Certification.....	59
Disadvantaged Enterprise Statement .....	60
Non Discrimination Agreement.....	61
Summation .....	62

## STATEMENT OF PURPOSE

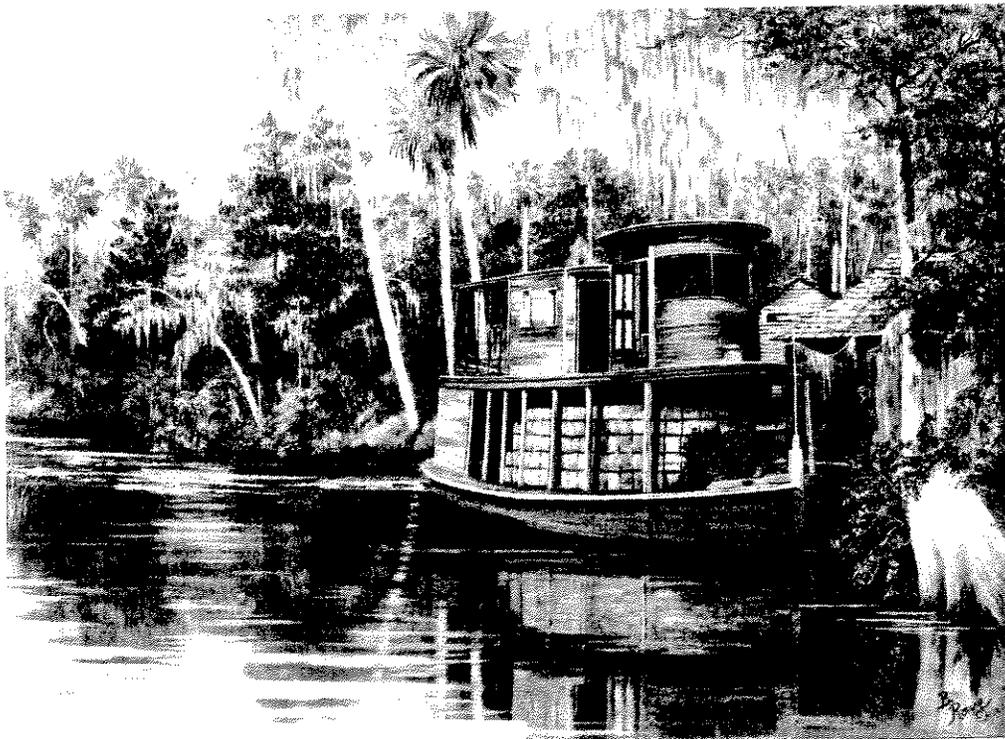
The intended purpose of this document is to communicate the vision of a viable ferry/ water taxi service for the City of Palatka. We believe that a ferry/water taxi service based on this general concept can contribute to the economic development and public perceptions of our city, it should be understood that all of the suggestions presented here are subject to change as negotiations are entered into with any party making a contribution to this effort and as we learn more about the needs and desires of our community

## HISTORY

Throughout its history, Palatka and Putnam County have been closely linked to the prosperity of the St. Johns River. The first settlers came to the area via the river to trade with the Indians, develop rice fields, cultivate citrus groves and log the abundant forest in the immediate vicinity. Hand in hand with industry and agriculture flourishing, tourist trade developed as well. Prior to the Civil War, Hubbard Hart had established a steamboat service, which operated out of Palatka and provided tourists with a trip that took them as far as Silver Springs via the St. Johns and Ocklawaha Rivers. Steamboats also provided transportation between Palatka, Welaka, and Crescent City as well as Jacksonville and points of north. The heyday of steamships lasted for about six decades.

In his personal papers, Robert E. Lee wrote of the vacation he and his daughter took on the St. John's River with Palatka as one of his destinations.

With such a rich and varied history joining Palatka and Putnam County to riverboat travel on the St. Johns River, it is inconceivable that any plan for the revitalization of the Palatka Riverfront and downtown economy could be considered without the inclusion of Riverboats.



"EUREKA"

Oil by Betty Rowe

It is to this end that The Pride of Palatka, Inc. a non-profit Corporation which was chartered with the sole purpose of making riverboats/water taxis a vital part of the redevelopment and future prosperity of Palatka and Putnam County. The service to Murphy's Island, Welaka, Dunns Creek State Park, Crescent City and Buckman Locks will offer a much needed connector. Murphy's Island is inaccessible by land to the public.

## INTRODUCTION

The City of Palatka has devoted it's time and efforts in determining the best means to provide a water taxi service that would meet the requirements as set forth by the Florida Department of Transportation.

Recognition of these efforts by United States Representatives Corrine Brown and John Mica led to the designation of the City of Palatka as a recipient of the allocation of funds from the FHWA Ferry Boat Discretionary Program.

The water taxi service will consist of

1. two 49 passenger vessels
2. 149 passenger paddle wheel ferry boat.

The City of Palatka has received three water taxi vessels by means of a transfer from Broward County. These vessels were purchased by Broward County with funds made available through the Ferry Boat Discretionary Program.

Broward county has surplused these vessels, giving the City of Palatka the opportunity to acquire them through a transfer of property. Two of the vessels will be renovated to meet the ADA requirements and to meet the needs of the water taxi service for the City of Palatka.

The City of Palatka's water taxi service will provide a primary means of transportation to Murphy's Island and Welaka. Additional service will include Dunn's Creek State Park, Crescent City, and Buckman Locks.

## THE MISSION

The Pride of Palatka, Inc. is a non-profit corporation founded exclusively for public, civic, charitable, recreational, and educational purposes.

The City of Palatka in keeping with the specifications of the JPA under the FHWA Ferry Boat Discretionary Program will oversee operations of the water taxi and ferry boat service and will receive quarterly reports from the qualified firm or individual that is awarded the contract to fully operate and maintain the water taxi service.

The 149 passenger vessel will be utilized as follows:

1. Boarding and debarkation center at the James C. Godwin Riverfront Park located in Palatka.

The 49 passenger vessels will provide water taxi service to the following:

1. Daily service to Murphy's Island and Welaka, weekly service to Dunn's Creek State Park, Buckman Locks and Crescent City.

See Attachment for operation schedule of Vessel's "A", "B" and "C"

**\*In the event that either vessel experiences mechanical difficulties during the scheduled services, the third operating vessel will be directed to accommodate the remaining schedule of services until repairs are made.**

The funding source will be FHWA Ferry Boat Discretionary Program:

1. \$350,000 for transfer and renovations of water taxis acquired from Broward County
2. \$500,000 for acquisition of a 149 passenger pontoon vessel. (Description attached)
3. \$350,000 infrastructure for ferry water taxis. (see capital improvements and investment costs page 13.)

## THE WATER TAXI AND FERRY SERVICE

A viable water taxi and ferry boat service for the City of Palatka, which operates from an attractive facility, will successfully combine scheduled local daily services from the Main terminal to Welaka and Murphy's Island and weekly runs to Crescent City, Dunns Creek and the Buckman Locks.

A successful water taxi service which becomes known as a fun way to see and travel the area can be a welcome contributor to the economy of Putnam County while removing congestion from the roadways and giving an alternative method of travel. It is the intention of the City of Palatka and The Pride of Palatka, Inc. to provide a water taxi and a ferry boat service to the citizens of Palatka and Putnam County and to those visiting as well.

The services provided will be fully operated and maintained by a qualified individual or firm with the understanding that the City of Palatka and The Pride of Palatka will not subsidize any operational costs.

The City will provide the following:

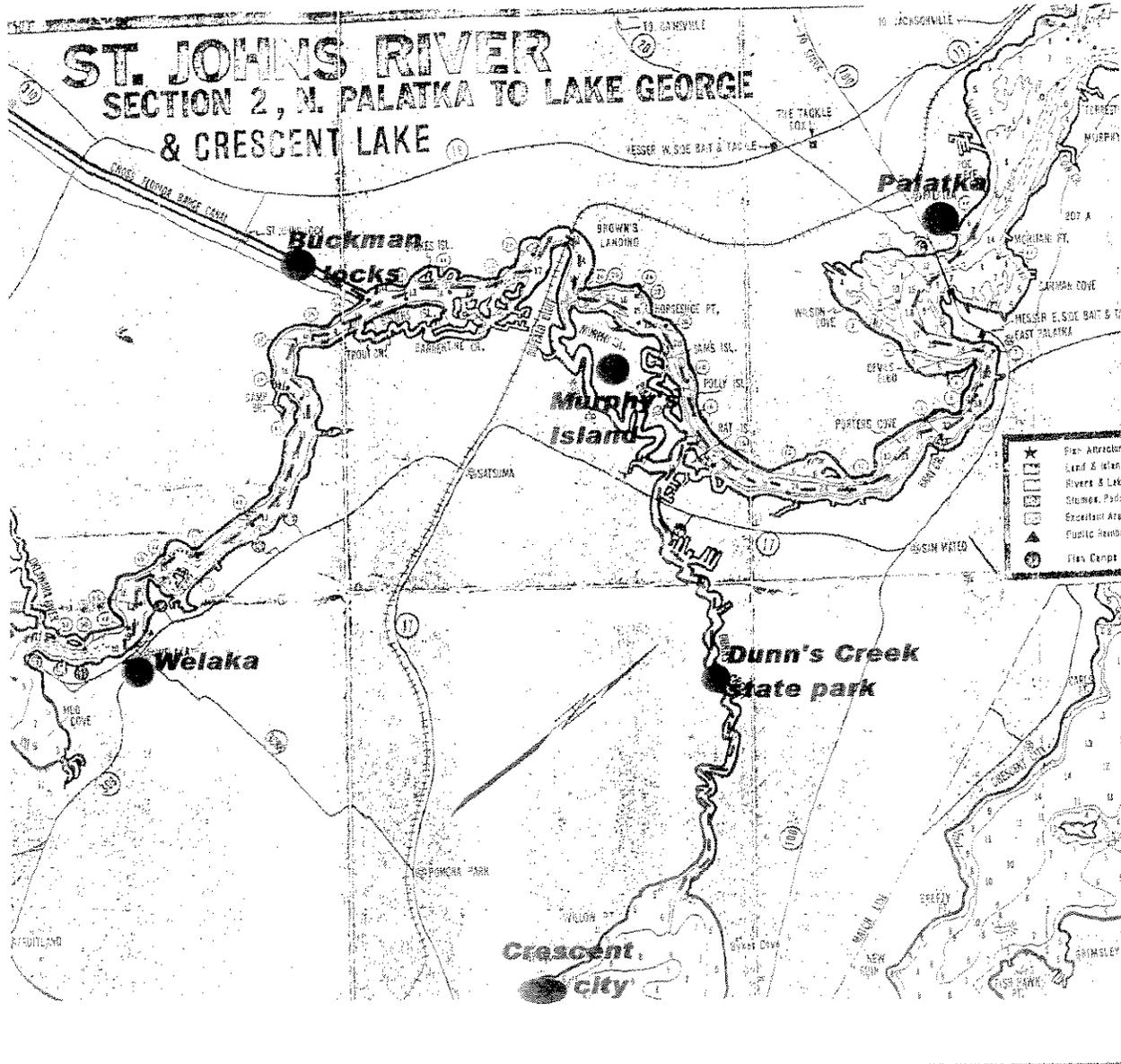
1. Dockage
2. Utilities
3. Office/ticket facility

The Pride of Palatka, Inc. will assist in the following:

1. Marketing and advertisement funding programs
2. Scheduling of events and local trade

In the event of a disaster the water taxi will serve as supplemental evacuation.

# MAP OF PROPOSED ROUTES



## Marketing Plan

As a result of years of planning and discussion, the Pride of Palatka, Inc. has created an awareness of the efforts and the need to secure and implement a riverboat ferry/water taxi service for Palatka. The citizens of Palatka, and the surrounding riverfront communities realize the importance of this unique connector and the service it will provide. Over the years this group has cultivated the goodwill and energized the citizens of this area to support this important initiative. Pride of Palatka has mobilized a formidable word-of-mouth network campaign which will compliment and enhance the marketing plan of the ferry/water taxi service. The combined efforts and support of the citizens and their elected officials from Palatka, Welaka and Crescent City guarantee the success of the service.

The marketing plan for the ferry/water taxi service will communicate to the residents and visitors of Northeast Florida a unique and fun way to travel to the destinations scheduled. Travel on the water will provide a great way to see the area.

The nature of the promotional messages will be light and fun, encouraging residents and visitors to travel by water and enjoy offerings of the "ports of call." Shopping, dining and stress free travel to destinations which offer a host of local attractions.

### Objectives:

1. To create awareness of the ferry/water taxi service among residents and visitors to Palatka, Putnam County and the surrounding areas.
2. To establish a brand positioning for the services as a fun, economical and scenic mode of transportation to destinations advertised.
3. To create awareness to business visitors and tourists planning to visit the area.

### Strategies:

1. Establish a colorful and fanciful logo image for the ferry/water taxi service.
2. Develop a strategy which emphasizes a message of fun travel on the water, and the traffic benefits of riding the ferry/water taxi service.
3. Communicate the message throughout Central and Northeast Florida's media outlets.
4. Create and maintain a website which will communicate the message strategy, routes, schedules and to sell tickets and concessions online
5. Coordinate marketing efforts with the tourism board, local chambers of commerce and visit the "real" Florida campaigns.
6. Host a grand opening for the inauguration of the ferry/water taxi vessels and service.
7. Conduct an aggressive public relations campaign with both local and national media.

### Media Plan:

1. Post a billboard campaign in strategic areas one month before the initiation of the service advertising the same
2. Place poster advertisements on busses and trains
3. Place ads on available outdoor signage infrastructure

### Print Collateral:

1. Print and distribute 100,000 four color promotional route schedule brochures .
2. Print and distribute 25,000 four color promotional post cards.
3. Print 250,000 promotional posters to be distributed for display by area merchants.

## Marketing Continued

### Radio and TV

1. Produce promotional 30 second and 60 second spots to run as public service announcements on local radio and TV stations one month prior to initiation of service.

\*Pride of Palatka will establish a marketing budget for the first, second, and third year of operation of the ferry/water taxi service.

There is great potential to work with the Palatka community and the interests of Welaka and Crescent City to create opportunities for groups to use the ferry – be it for exposure to Florida history and nature, to go biking, kayaking, camping, canoeing or to explore the offerings of Palatka, with Ravine Gardens, its museums and murals. Welaka offers its maritime museum, Welaka National Fish Hatchery and the State Forest. Crescent City has the potential of not only Old Florida charm, but also is a jumping off point for a scenic trip to Dunn’s Creek State Park.

CITY	MILES
ALACHUA	58
BRANDON	144
DAYTONA BEACH	53
DELTONA	68
GAINESVILLE	55
JACKSONVILLE	53
JACKSONVILLE BEACH	58
LAKE CITY	76
LAKELAND	128
MELBOURNE	137
MIAMI	307
OCALA	54
ORLANDO	91
PALM COAST	35
ST. AUGUSTINE	29
ST. PETERSBURG	167
TALLAHASSEE	180
TAMPA	148
WINTERHAVEN	128
LEESBURG	73

The table at left utilizes the official mileage designations of the Florida Department of Transportation, reflects distances from representative cities throughout the state with significant seasonal tourist populations. Over a period of time with effective marketing it can be expected that the water taxi service, as part of a larger presentation of the several historical and ecological areas of interest in and around Palatka, coupled with the increasing national interest in these areas, can be expected to attract Florida visitors for whom these cities are the home base of their stay.

Additionally, by virtue of its location roughly equidistant between the major inbound visitor routes of I-95 to the east and I-75 to the west, current FDOT and visit Florida studies suggest that upwards of 14,400,000 Florida visitors pass within 50 miles of Palatka each year.

An additional market segment, that will become more significant as the River Ferry service matures and Palatka’s reputation as a destination becomes entrenched, will be those who come to the community for meetings and small conventions. Effective marketing on the community’s part will create a larger potential market, adding to approximately 14,200 who now can be identified as spending time in the area while attending business, church, educational, sporting, reunion or similar events. Festivals and large scale sporting events are factored into the mix and this significantly increases the possible use of the ferry as a promotional tool.

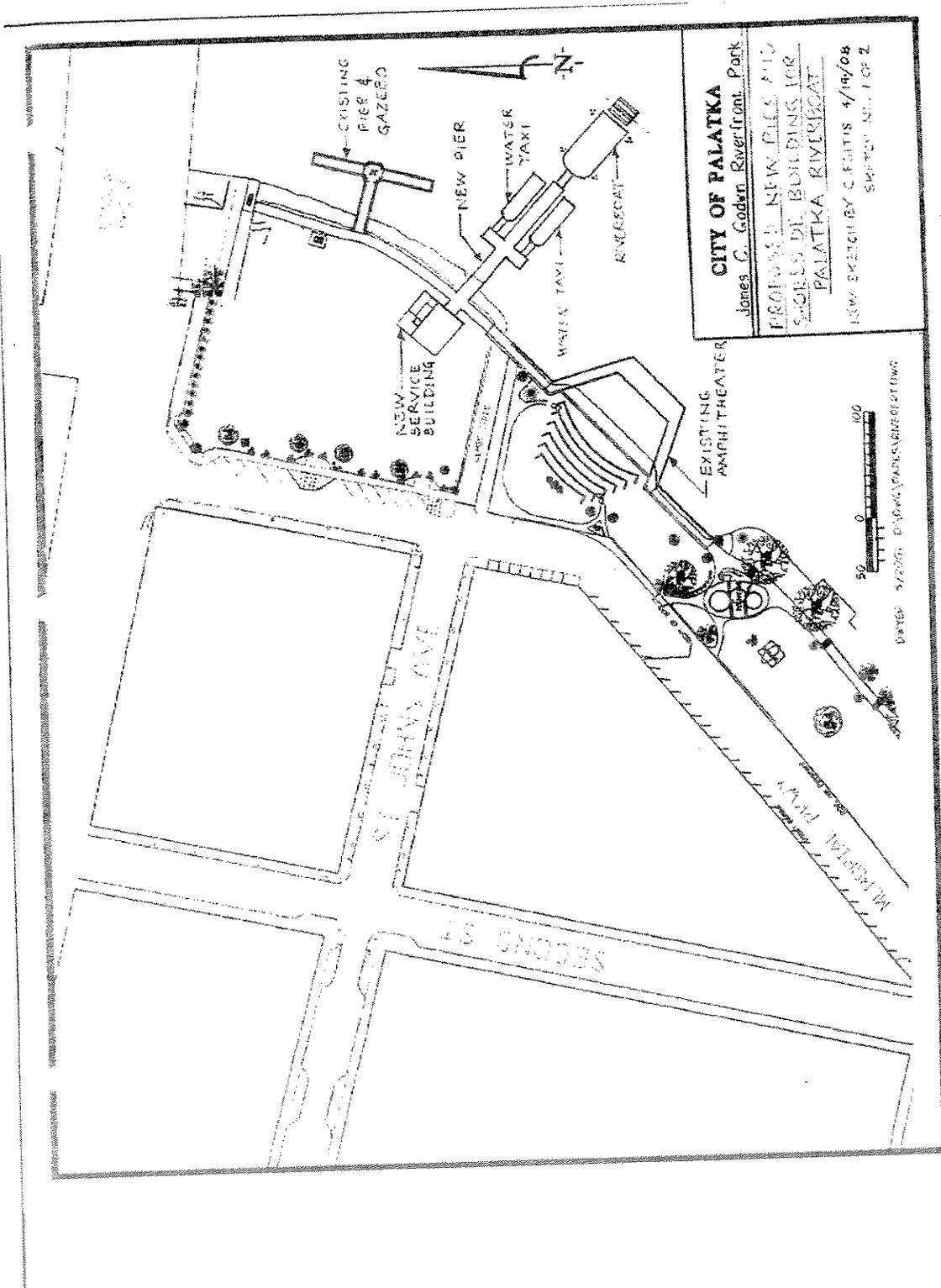
## THE EXPERIENCE & ANCILLIARY UTILIZATION

Passengers will board at a facility with ample parking adjacent to Palatka's Godwin Riverfront Park using modifications made for this purpose to the dock portion of the Griffin-Rotary Club Amphitheater. Tickets will be available through advance reservation and/or at an operations office located adjacent to the dock for that purpose. This office will also house the administrative and marketing offices of The Pride of Palatka, Inc. Passengers boarding at other locations on the river may make advance reservations for pick-up and payment for passage on the boat. The docking facility offers minimal interference with scheduled activities at the amphitheater and enables docking to take place under varying wind factors.

In conjunction with the Nature Conservancy, St. Johns River Water Management District and Florida Wildlife Commission, many of the scheduled taxi fares will be able to feature representatives of these organizations or presentations by Pride of Palatka personnel or trained student interns offering information that literally brings the woods and waters to life for those aboard. The ferry should, early in its service, be designated as one of the official sites for the Great Florida Birding Trail, which now includes the Caravelle Ranch Wildlife Management Area, Welaka State Forest and Welaka National Fish Hatchery & Aquarium in Putnam County among its more than 135 sites.

The vessels will offer full rest rooms and be climate controlled. Information on Murphy's Island and Dunn's Creek State Park and the river area through which the vessels pass will be provided to passengers.

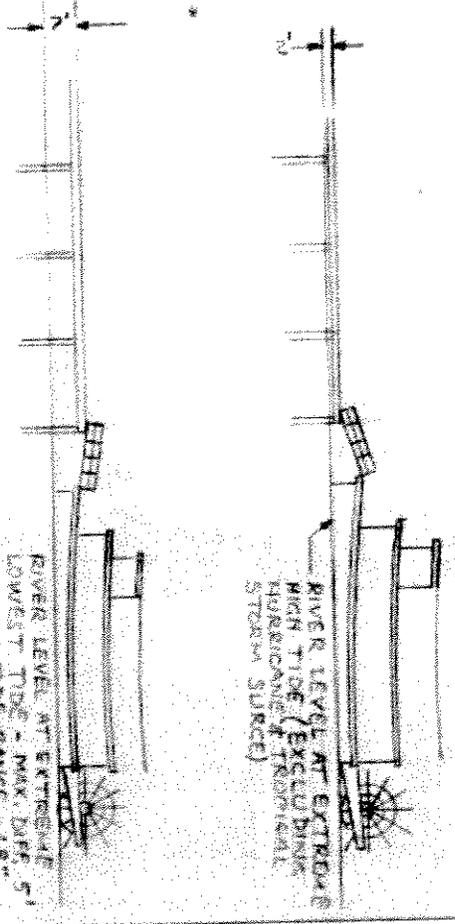
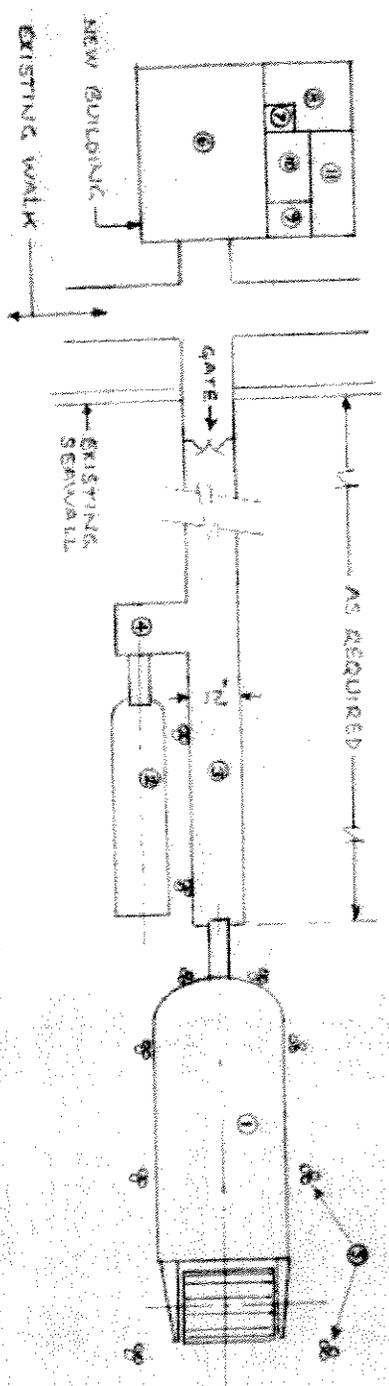
# PROPOSED PIER AND DOCKING LAYOUT



KEY:

1. RIVERBOAT 'PARI DE PALATKA'
2. WATER TAXI
3. PIER, WOOD OR CONCRETE
4. PLATFORM
5. MOORING DOCKING S
6. PASSENGER LOUNGE, 28' x 40' \*
7. TICKET BOOTH 6' x 6' \*
8. OFFICE 16' x 20' LESS TICKET BOOTH \*
9. MEN'S ROOM, 8' x 10' \*
10. LADIES' ROOM, 10' x 16' \*
11. STORAGE & UTILITIES, 10' x 24' \*

\* THICKNESS ALLOWANCE FOR STRUCTURE & INSULATION SHOULD BE DEDUCTED FROM SIZES SHOWN



PROPOSED NEW PIER AND SHORESIDE BUILDING FOR PALATKA RIVERBOAT  
 DRAWN BY: C. FOLTS 2/19/68 SCALE: 1/32" = 1'-0"  
 SKETCH NO. 1 OF 2

## List of Capital Improvements, Equipment and Costs

### **Water Taxi Main Terminal Construction**

Operations and passenger terminal structure .....	\$170,000.00
Dockside improvements.....	\$65,000.00
Grounds improvements, landscaping and safety equipment.....	\$20,000.00

### **Water Taxi Boats and Equipment**

Three boats built to spec and equipped for commercial service .....	\$850,000.00
---	--------------

### **Docks and Other Improvements**

Capital improvements to docks and structures at proposed taxi stops for safety and ADA compliance.....	\$95,000.00
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<b>Total Capital Equipment and Construction.....</b>	<b>\$1,200,000.00</b>
--	-----------------------

## Boat Specifications and Procurement Costs

The City of Palatka has been fortunate to receive three water taxi vessels by means of transfer from Broward County. The vessels in question were constructed by Canal Boats, Inc. Specifications are attached. It is necessary to increase the speed of the vessels by installing larger diesel motors in place of the electric ones that are currently on the boats. Two of the vessels will be completely renovated using the third as parts and spare parts. Description and specifications of the proposed diesel motors are included. Procurement and renovation of the two water taxis is \$350,000.00. The third larger paddle wheel style pontoon boat will be of new construction; certification for up to 149 passengers and crew. The vessel will be powered by two 200hp outboards. Description of the vessel is attached. All three vessels will be U.S. Coast Guard certified, ADA accessible and operated by an independent contractor through agreement with the City.

# WATER TAXIS

Exhibit A



**Canal Boats, Inc.**  
651 Seabreeze Blvd  
Fort Lauderdale, FL 33316  
954-467-0008 / fax 954-728-8417

**Patent Pending**

## Standard Equipment

### Dimensions:

- Length: 42'      Draft (loaded): 3'      Beam: 11'6" overall

### Capacity:

- Passengers 50, Crew - 1-2

### Hull & Deck:

- Solid reinforced fiberglass hull
- Gel coated exterior surfaces and high-gloss urethane enamel
- Vinylester resin for blister protection
- Scantlings meet ABS & USCG passenger vessel requirements
- Four full length stringers to ABS & USCG requirements
- Non-skid decks, fiberglass with Nidicore composite
- 5 Bilge and machinery access hatches, molded with drains
- Heavy duty 3" D rub rail bolted through reinforced gunwale
- Heavy duty push knees with internal braces
- Six 10" cleats bolted through gunwale
- Unique passenger loading fixtures on bow
- Enclosed head and wash basin with 55 gallon holding tank
- 55 gallon fresh water tank
- 12V Fresh Water pressure system

- Enclosed passenger area, 400 square feet
- Anti-fouling bottom paint and boot stripe
- Full keel for propeller and rudder protection
- Prop protecting skegs

#### Mechanical:

- Fuel System: 190 Gallon 1/2" marine grade Aluminum fuel tank  
Racor fuel filter  
Aeroquip fuel hoses
- Electrical: 240V AC 60 Hz 3 phase with electrical dist. and protection panels  
120V AC 60 Hz 1 phase with electrical dist. and protection panels  
240V DC nominal  
12V DC ship service with 2 (12VDC battery for gen start & 12 VDC battery for house)  
20 Marine batteries; heavy duty deep cycle  
Non-corrosive platform  
Vapor proof switches  
Distribution panel  
Marine cabling  
2 Zivan 240V/240V battery chargers  
2 20 amp 120V duplex, GFI outlets.
- Lighting: Navigation  
Anchor  
Deck  
Spot  
Loading  
Overhead indirect  
Machinery space lighting
- Operator Station: Molded console with storage and operator gauges.
- Motor Controls: Single lever controls, electronic, mounted on single base
- Steering: Stainless steel wheel and hydraulic actuators for dual rudders, Capilano type rudder parts with packing glands
- Bilge Pump: (1) 12V DC with automatic switch and panel. Rule 2000 gph  
240V AC emergency pump  
Manifold system with valves
- Climate Control: (2) Five ton direct expansion A/C units  
Electronic controls  
4 air handlers  
Opening windows for natural ventilation
- Bilge Ventilation: Passive and positive

#### Seating:

- Operator helm seat
- Individual chair seating for 70 passengers, aluminum framed, powder coated with closed cell molded cushions
- 2 Wheel chair positions with tie downs

#### Cabin & Railings:

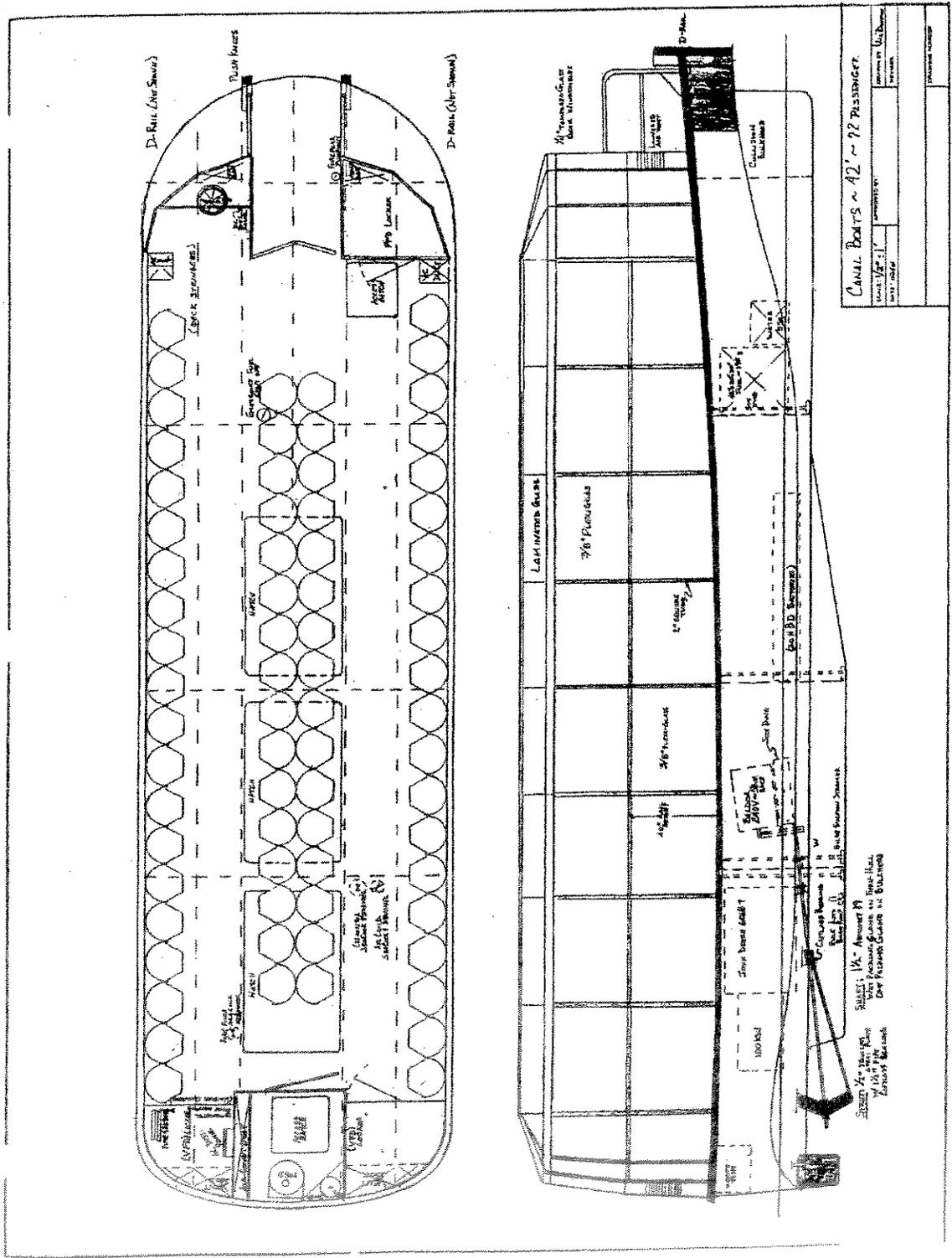
- Welded marine aluminum frame, powder coated, bolted thru-deck
- Molded FRP panels on centerline with air conditioning duct overhead
- Tempered glass and plexi roof panels for view—(tinted)
- Opening windows—3/8" tinted plexi glass
- All windows and panels UV treated

#### Features:

- ADA accessible boarding and seating
- ADA lash down stations (2)
- Propulsion system sound insulation, in generator space, motor room, and VFD areas
- Low silhouette design for restricted bridge clearances
- Bio-diesel capable
- Internal P.A. System
- VHF marine communications radio and antenna
- Private business radio system
- Vibration Dampeners on major equipment
- Stereo music system
- Low fuel consumption from constant RPM, constant load generator.
- Low exhaust emissions due to bio-diesel usage at low consumption rate
- Low wash/wake design by high length to beam ratio, "cane transom", wide forward chines and aft rocker
- Shcal draft design for operation in shallow areas along ICW and canals

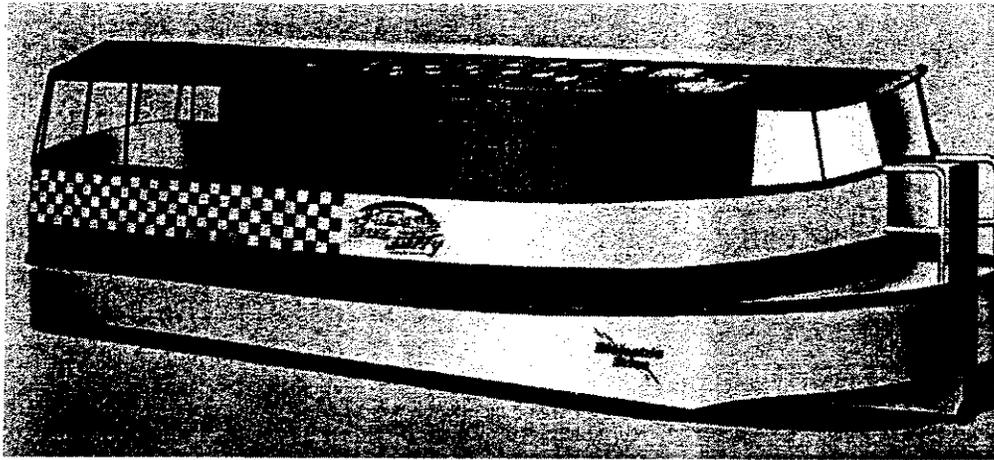
#### USCG Certification:

Complete certification and safety equipment under Subchapter T as a passenger vessel on an inland route.



CANAL BOATS ~ 42' ~ 72 PASSENGER.

DATE	DESIGNED BY	DESIGNED BY
1911	W. H. H. H.	W. H. H. H.

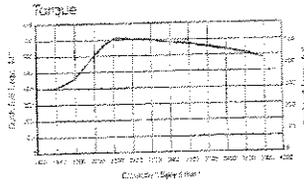
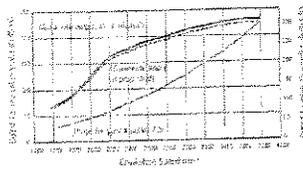


file://C:\WINDOWS\TEMP\Boat%20#5.jpg

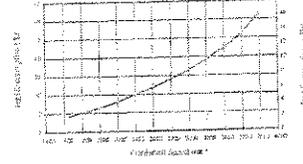
04/25/2001



Performance Curves (Example) 30 HP/22 kW



Fuel Consumption



Marine gear (example) \*\*\*

Code	10-4534	2753
Type	6" diam inboard	6" diam outboard
Dry weight	40 kg (88 lbs)	44 kg (97 lbs)
Rated output (horsepower)	2,400 (1.8)	2,400 (1.8)
Rated output (kilowatts)	1,764	1,764
Shaft rotation (rev. per min.) - front	Reverse (clockwise)	Forward (counter-clockwise)
Shaft rotation (rev. per min.) - stern	Forward (counter-clockwise)	Reverse (clockwise)
Oil weight (engine oil) per liter	1.100 (1.1) kg (2.43 lbs)	1.100 (1.1) kg (2.43 lbs)
Oil weight (engine oil) per gallon	1.100 (1.1) kg (2.43 lbs)	1.100 (1.1) kg (2.43 lbs)

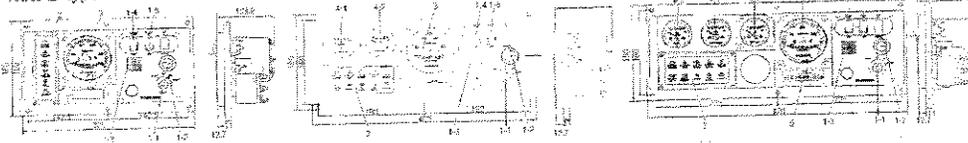
\*\*\* Check your installation. 2753 (Peak) is based on shaft 1.51 & 1.52. 2753 (24-cv) is based on shaft 1.53, 1.56 & 2.50. \*\* Other marine gear and configurations available upon request. Contact your local distributor for more information.

Instrument Panels

New B-type Panel

New C-type Panel

New D-type Panel



Function	New B-type Panel	New C-type Panel	New D-type Panel
1. Switch unit			
1-1 Key switch for GLOW/OFF/ON/START (4-position switch)	○	○	○
1-2 Engine stop switch	○	○	○
1-3 Alarm buzzer (C.W. Temp., L.O. Pressure)	○	○	○
1-4 Alarm buzzer stop switch	○	○	○
1-5 Illumination switch for meters	○	○	○
2. Alarm lamp unit			
Battery not charging	○	○	○
C.W. high temperature	○	○	○
L.O. low pressure	○	○	○
R.O. drain separator (water level)	○	○	○
Sea water flow	○	○	○
C.W. flow for fresh water tank	○	○	○
Boost pressure high	○	○	○
3. Tachometer with hour meter			
3-1 Sub meter unit	○	○	○
4-1 L.O. pressure meter	X	○	○
4-2 C.W. Temperature meter	X	○	○
4-3 Boost pressure meter	X	○	○
4-5 Quartz clock	X	X	○

Note: ○ = Equipped on panel; X = Not equipped on panel

Accessories

Standard Package

- Sensor for various panels
- Exhaust/water mixing elbow (L-type)
- Cooling water hoses
- Alternator 12 V - 80 A

Optional

- Flexible mounts
- Water separator
- Exhaust mixing elbow, L-type (high rise)
- Analog (New B-type, New C-type and New D-type) instrument panels
- Dual station Y harness
- Sensor for VDO instrument panels
- Control heads
- Lub oil evacuation pump
- Dipstick for opposite side
- Air venting device for cooling water tank
- VDO instrument panel for main panel and fly bridge

Yanmar is a registered trademark of Yanmar Diesel Engine Co., Ltd. All other trademarks are the property of their respective owners.

www.yanmartmarine.com

YANMAR



# Poseidone, LLC – Trident Pontoons

3801 S.R. 19, Tavares, Florida 32778

Phone (352) 253-1400/1401 Fax (352) 253-1402

Mr. Jeff Norton  
City of Palatka  
201 North Second Street  
Palatka, FL 32177

January 16, 2009

**Reference: Water Taxes**

Dear Jeff:

The Broward County Water Taxes have been at our facility since October 22, 2008. Our company anticipated commencement of the repairs starting November 11, 2008. Nearly three months have passed since the arrival of the vessels in our yard. We have expended considerable time, energy and money preparing these vessels for renovation, not to mention the space they occupy in our yard. Please let me know as soon as possible when you feel we can begin work.

With Kind Regards,

Robbie Cunningham  
Poseidone, LLC – Trident Pontoons

p.s – Attached are photos of the vessels in our yard

---

**“EXPORT AND SALE OF PONTOON WORKBOATS WORLDWIDE”**

**ABYC** Member of The American Boat and Yacht Council

[WWW.TRIDENTPONTOONS.COM](http://WWW.TRIDENTPONTOONS.COM)





## Pontoon Boat Specifications

### PONTOON BOAT

A Pontoon Boat is to be purchased for use by City of Palatka utilizing a Department of Transportation federal loan Grant Number \_\_\_\_\_. The vessel will be used for programs to enhance the tourism of the City, also to provide transportation, education, and outreach for various groups and the general public focusing on Palatka and the St. Johns River. The Pontoon Boat will be 65 feet in length and 16 feet in width, supported (floatation) by three pontoons of heavy aluminum. There will be an upper passenger second deck, twin electric starting 4 stroke motors of 200 hp each, ADA approved enclosed head (toilet), and seating to accommodate 100+ passengers. The vessel will be U.S. Coast Guard certified for 100+ passengers, fully operational, and delivered on site to the City of Palatka. The vessel will meet or exceed the more detailed specifications outlined below, Quotes will be for the basic boat with additional prices stated for alternate features.

Fully operational trimaran pontoon vessel will meet or exceed the following criteria:

1. 65' total length
2. 16' total width
3. Minimum 0.125" 5052 marine grade aluminum pontoons with 46" diameter and fully welded keel 'M' brackets
4. Pontoons shall have airtight chambers every 5'
5. Each 5-foot airtight section of the pontoon shall be provided with a 3-inch inspection port sealed with a removable expansion cap and through hull inspection plate.
6. Each 5-foot section will include the required U.S. Coast Guard air pressure test points.
7. 2" x 4" 6063 marine grade aluminum structural cross members of 170" thickness shall be used to join pontoons to fully welded deck 'M' brackets.
8. Deck underlayment shall be composed of 3/4 inch 7 ply Douglas Fir .40 CCA Pressure Treated plywood.
9. Deck underlayment shall be surfaced with marine grade vinyl.
10. Deck shall be bolted or screwed to structure components.
11. All fastening hardware including bolts, nuts, washers, and associated deck hardware shall be of the highest marine grade aluminum and/or stainless steel fasteners.
12. Transom motor mounts shall be constructed of 3/16" welded aluminum and will be self bailing.
13. A fully welded 4x4" structural angle grid system shall be employed to secure the pontoon, the 'M' brackets, and the deck, forming a continuous fully welded grid.
14. Fencing/railing shall be USCG certified 39.5" high constructed of 1.5" x 1.5" square tubing, or appropriate round tubing, 4" on center.

15. Boat shall be U.S. Coast Guard certified for up to 100+ passengers plus 2 crew members.
16. Boat shall have ADA compliant, naturally ventilated, privacy Head complete with vanity, sink holding tank, and flushing system. Holding tank will be of sufficient capacity for six cruises lasting four hours each. Fresh water holding tank shall be fifty gallons or greater.
17. Minimum one year warranty on all materials and workmanship.
18. Boat shall have approximately a 38' canopy top on the upper deck.
19. The upper canopy construction will consist of a fully welded frame with steel stitch Weblon fabric with a 4" rise such that height at center of boat is approximately 80".
20. Boat shall have antifouling bottom paint using the Interlux 5 step process
21. Running lights
22. Docking lights
23. Zinc anodes
24. Bench style aluminum seating for 100 passengers with life jacket storage and snap on/off padded marine grade fade resistant cushions.
25. Pontoon nose cones beaching shields
26. Six heavy duty aluminum deck cleats forward midships, aft, port, and starboard with stainless steel bolts.

#### Power Package

1. Twin \_\_\_\_\_ four stroke 200 hp outboard engines (or equivalent) with props
2. Helm - Hydraulic steering with dual stainless steel tie-bar and hardware
  - Each outboard shall have
    - a. Ignition switch and harness
    - b. Dual battery switches
    - c. Trim and tilt gauges
    - d. Tachometer
    - e. Voltmeter
    - f. Fuel gauge
    - g. Two cigarette lighter type operating electrical outlets
3. Two 50 gallon fuel tanks with fill cap assembly
4. Two cranking batteries with engine wiring connections

Option 1 - 10' long by 36" wide boarding ramp

Option 2 - Ornamental gingerbread, signs and graphics

Option 3 - Sound and PA system with 6 speakers and wireless microphone

Option 4 - 96 linear feet of transparent side curtains

Option 5 -

Watertight flashlight (2)

First aid kit

Personal floatation (100 Adult, plus 2 Crew, and 10 Child)

Ring buoy with float rope  
Emergency beacon  
Anchor, chain, and rope adequate for anchoring depth of 20'  
Boat hook  
Galvanized fire buckets (3)  
Horn signal  
Fire extinguishers (3)  
Flare kit  
Hand pump with 10' hose  
Stowable "Sav-A-Life" ladder and brackets

Delivery

Boat will be delivered turn-key complete with U.S. Coast Guard certification to  
City of Palatka  
201 N. 2<sup>nd</sup> Street  
Palatka, Florida 32177

Configuration

Floor plan design and rendering is to be submitted with pontoon boat specifications to the City of Palatka representative to finalize floor plan details.

## Personnel

The Pride of Palatka, Inc. and other designated members will serve as Board of Directors and meet monthly with management to discuss policies and review progress.

The Business Plan is based on the award of a contract to those qualified to fully operate and maintain the water taxi and ferry boat service for the City of Palatka. A list of personnel and responsibilities will be provided during the RFP process. Any additional personnel shall be recruited first from the Palatka/Putnam County area, including but not limited to licensed and qualified captains, crew members, marketing director, reservation and office staff.

# **Pride of Palatka**

## **Policy and Procedures**

### **Water Operations**

#### **Ferry/Water Taxi Service**

### **Introduction**

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The Pride of Palatka (POP) Water Ops Policy and Procedures document is a work in progress; comments and suggestions are solicited and encouraged. POP reserves the right to change these policy statements without notice.

### **Crew Policy**

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POP utilizes paid Crew in its operations. Captains, Mates and Narrators, etc. are subject to this Crew Policy. POP is a Drug free and Alcohol free workplace. We work with children, families and the general public and must present a good community image. We share our facility with the City of Palatka, FL. POP may have different events on site including education, eco-tours and in-water eco education and we must share facilities.

#### **General**

The captain is responsible for all aspects of the operation including managing mates, handing passengers, docking, monies, USCG, Federal, State, and Local regulations, safe and proper vessel operation, basic maintenance (oil, fuel, and water), POP operations, required documents, charts, etc. Any items on the vessel not in working order shall be tagged and logged

#### **Physical Activity**

Our Mission requires strenuous and difficult activities. Crew must be able to pass a physical dexterity test consistent with their assignment.

#### **Drug Free Workplace**

All Crew shall comply with the POP Drug Free Workplace Policy. Failure to abide with the policy shall result in immediate termination.

#### **Alcohol**

POP Crew shall not consume any alcoholic beverages while on POP premises, or within 8 hours of any vessel movement. Failure to abide with the policy shall result in immediate termination.

#### **Status**

All crew are employees of POP. Crew shall abide by all POP policies

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### **Pay Recording**

Crew are paid via W-4 (W2) or via W-9 (1099). All Crew must have a current POP Employment Application on file with POP.

### **Crew**

All Crew must enroll in a mandatory random drug testing consortium. Certain Crew members may be required to undergo a detailed background check. Crew shall be in good health and must be able to perform strenuous activities related to docking and securing our vessels and handling passengers of all ages including handicapped.

### **Captains**

All Captains shall be USCG licensed as required for the COI of the vessel. Captains shall maintain their personal documents at all times including Original License, Drug Consortium Certificate, First Aid Certificate, etc.

### **New Hires**

All newly hired Crew shall consent to a pre-employment drug screening. POP may pay any fees associated with this requirement. If paid by POP, the amount shall be deducted from the hourly pay at \$1.00 per hour.

### **Pay Periods**

Crew is normally paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month for the period worked the previous period. (e.g. 1<sup>st</sup> through 15<sup>th</sup> paid on 30<sup>th</sup>, 16<sup>th</sup> through 30<sup>th</sup> paid on 15<sup>th</sup>.)

### **Rate of Pay**

Captains	Base Rate	\$15.00 hr
	After 200 hours of POP duty	\$16.00 hr
	After 500 hours	\$17.00 hr
	After 1,000 hours	\$18.00 hr
	After 2,000 hours	\$20.00 hr

Pay is for real time underway.

Mates	Base Rate	\$8.00 hr
	After 500 hours	\$9.00 hr
	After 1,000 hours	\$10.00 hr

### **Additional compensation for Mates**

First Aid and CPR	\$0.50 hr
FL Master Naturalist	\$1.00 hr (only while narrating)

Pay is for real time underway.

Other pay Maintenance, boat prep, etc. paid at normal rate, not added to hours

### **Uniforms**

All Crew shall wear appropriate Uniforms as determined by Management. POP may supply shirts of a standard design. Crew shall wear shorts or slacks that are in good shape and match the

shirts; denim and nylon are not allowed. All clothing shall be clean, pressed as necessary and spotless. Additional shirts may be purchased at cost. Foulies, hats and shoes should be in good shape and consistent with the image of POP. The POP Fleet Captain is the sole arbiter of dress.

### **Appearance**

All POP activities are in the public and Crew shall maintain a clean, neat and professional appearance. The Fleet Captain is the sole arbiter of dress

### **Cash Handling**

The Captain is responsible for all cash, credit cards tickets, receipts and tokens used by passengers aboard POP vessels. All cash boxes must be given to office staff at the end of each shift. Any shortfall is the responsibility of the Captain. See the Fares Policy below.

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## **Fares Policy**

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### **General**

Fares for Eco-tours and Ferry/Taxi passengers are determined by management. Deviations from any service fare must be approved by POP managers. Deviation from Taxi fare must be approved by POP managers AND the City Manager.

Fares are posted in the POP office, on the web and in many brochures. They are not included in this document and fares are subject to change without notice.

### **POP Water Taxis and Ferry Boat**

Most fares will be collected aboard the taxi/ferry. Daily, weekly and annual passes may be purchased at the POP ticket office.

All day riders will be given color-coded writs bands which must be affixed to their body.

One way riders are given nothing

Weekly and annual pass holders are given a card which they must present at each boarding.

Weekly and annual passes are not transferable. Lost passes may be replaced at the POP ticket office.

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## **Banking**

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POP office staff shall reconcile all cash, credit cards, and other payments and prepare deposits in a timely manner. As it related to the ferry/water taxi, deposits shall be made daily into the designated accounts.

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## **Cash Handling Procedures**

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### **General**

Fares collected on the vessels are the responsibility of the Captain. The Captain must manage crew to properly account for all fares. Fares paid at the POP office are the responsibility of the POP Office Manager.

### **Cash Box**

Before reporting to an assigned vessel, each Captain shall get a cash box at the POP office. The Captain shall ascertain that the cash in the box is as detailed on the fare work-up sheet included. A change bank shall be provided. Credit card slips, tickets, passes, and wrist bands shall also be provided.

At the end of each shift, the Captain shall return the cash box to the POP office with an updated fare worksheet.

If the office is closed at the end of a shift, the Captain must arrange to bring the cash box to the office before 10AM the following day.

### **Fare Worksheet**

The fare worksheet shall contain the information below as updated by the Captain. The information required may change from time to time.

#### **Initial cash bank (for change making)**

Wrist bands	Quantity	Serial Number Start	Serial Number End
One way tickets	Quantity	Serial Number Start	Serial Number End
Weekly passes	Quantity	Serial Number Start	Serial Number End
Cash received			
Credit card payments received (tentative)			
Cash as the end of shift			

POP Office Manager shall reconcile each cash box and fare worksheet no later than noon of the day following activity; weekend activity may be held until Monday.

## **Vessel Operations Policy**

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### **General**

POP vessels must be operated in a safe, professional manner with the safety of the passengers and vessel foremost. Care must be taken to dock in such a manner as to not damage the vessel or cause the passengers distress.

### **Schedules**

The POP timetable and schedule shall be adhered to at all times. The water taxi and ferry especially is a public service and passengers should not be kept waiting.

### **Communications**

Normal communications between Crew and the office will be by cell phone. VHF on a designated channel may be used as well.

### **Weather**

The Captain shall consult available weather sources including NOAA Radio, web weather and local TV weather to determine if it is unsafe to proceed with any voyage. Tornado warnings, hurricane watch and warnings, severe thunderstorm activity, etc. may be cause for delaying or canceling voyage. Cold, rain and wind shall not constitute sufficient reason to cancel a trip. In all cases, the Captain is the final authority.

### **Safety Announcements**

Crew shall make required safety announcements as per USCG regulations.

### **Training and Drills**

POP shall perform safety drills and man overboard drills as required by USCG regulations.

### **Emergencies**

Emergency procedures are to be determined based upon the vessel's location, destination, and the type of emergency.

Medical:       Cell phones to 911 dispatch is the first action  
                  Cell phone or VHF to POP is the second action

MOB                               Institute MOB procedure  
                                      Mark on GPS  
                                      Announce securite on VHF channel 16  
                                      Cell phone to POP after recovery  
                                      Report to POP for de-briefing

Vessel Problem, e.g. fire, sinking       Announce mayday on VHF 16  
  Contact USCG (Jacksonville station.)  
  Begin abandon ship procedure  
  The captain shall follow best practices and procedures

### **Collision or Allision**

In the event of any action causing damage, injury or death, the Captain shall report to POP and return to the base as soon as possible, considering the safety of the passengers and vessel. The Captain and Crew shall report to drug test center immediately.

### **Mechanical Issues**

If the vessel is thought to be unreliable or if certain systems are not functioning, the Captain may terminate the voyage and seek whatever assistance necessary. In all cases, the Captain is the final authority.

### **ADA Compliance**

All POP vessels are intended for use of Americans with Disabilities. The Captain shall make every effort to see the comfort of all passengers with disabilities. In all cases, the Captain is the final authority. Crew shall assist any and all passengers in embarking and disembarking as necessary.

### **Bicycles**

Standard bicycles may be brought aboard at the discretion of the Captain. In all cases, the Captain is the final authority.

### **Kayaks**

Kayaks may be brought on board space permitting. In all cases, the Captain is the final authority.

### **Motorized Vehicles**

Scooters, motorcycles, mo-peds, etc., are prohibited

### **No smoking or alcoholic beverages**

All POP vessels are smoke free environments. Any passenger that insists on smoking shall be deemed unruly and removed from the vessel

Open bottles or drinks shall not be allowed on POP vessels except those provided by POP. In all cases, the Captain is the final authority.

### **Unruly Passengers**

The Captain shall keep all passengers safe and if any passengers pose a threat to the safety of other passengers or Crew, the Captain shall stop at the first suitable dock and escort any unruly passengers off the vessel. In all cases, the Captain is the final authority.

## **Vessel Operation**

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The Captain shall operate the vessels with care and concern for the public and for the vessel. Engine speeds and boat speeds will be determined by management. In all circumstances, wakes shall be minimized to prevent damage to other vessels and docks.

Best seamanship practices shall be used as covered in common publications such as Chapman's and others.

Dock lines and cleats shall be used on the proper fashion.

## **Laws and Regulations**

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Crew shall follow all Federal, State, County, and City laws, statutes, regulations, and policies.

### **Manatee Zones**

Our area includes several "Manatee Zones" including idle speed, slow speed and no wake zones. Captains are responsible for any fines from violating any of these Manatee Zones. Violators are subject to immediate termination.

### **POP**

Our vessels are equipped with proper Marine Sanitation Device (MSD's). Captains are responsible for the proper functioning of these MSDs. Further, emptying MSDs may be required at any time. The Crew must ascertain the level in the holding tank at each stop to be sure there is no overflow of effluent.

## **Vessel Maintenance**

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POP Boat Operations is responsible for the normal maintenance of all vessels. It is the Captain's responsibility to ascertain that normal maintenance has been performed and that all systems are working as intended. , e.g. nav. lights, house lights, radios, instruments, etc.

### **Fuel and Oil**

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The Captain shall ascertain that any vessel has adequate fuel for the voyage intended. The Captain shall check the ships log to verify that the oil levels are proper.

## **Hurricane Plan**

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In the event of a named storm forecast, watch or warning, operation shall cease and all vessels shall be secured per the POP Hurricane Plan.

### **Basics**

All Crew preparing for a Hurricane shall wear work vests at all times

All vessel documentation must be removed to a secure location.

All loose equipment must be placed in storage, including PFDs

Fire extinguishers must remain on board but secured in a fashion to keep them from coming adrift, BUT still be able to be used.

All curtains and windows shall be opened to reduce windage; enclosed helm stations should be left closed.

Chain line must be used at all tie-downs to reduce chafing

Top up all fuel tanks

Set all batteries to OFF

Remove all items from docks including hoses, power cords, steps, etc.

### **Vessel Movement**

Vessels must be moved to a secure location to be determined.

# Schedule of Operations for

## Vessels “A” “B” & “C”

All schedules will be modified when needed to meet  
the needs of consumer traffic

Vessel "A"

**MONDAY THROUGH FRIDAY DAILY SCHEDULES OF OPERATION**

Departs Palatka at _____	8:00 a.m.
Arrives Murphy's Island at _____	9:00 a.m.
Departs Murphy's Island at _____	9:30 a.m.
Arrives Welaka at _____	11:00a.m.
Departs Welaka at _____	1:00 p.m.
Arrives Murphy's Island at _____	2:30 p.m.
Departs Murphy's Island at _____	3:00 p.m.
Arrives at Palatka at _____	4:00 p.m.

\*In the event that any vessel experiences mechanical difficulties during the scheduled services, the operating vessel will be directed to accommodate the remaining schedule of services until repairs are made.

**Vessel "B"**

**WEDNESDAY SCHEDULE TIMES OF OPERATION**

Departs Palatka at \_\_\_\_\_ 8:30 a.m.  
Arrives Dunn's Creek State Park \_\_\_\_\_ 9:30 a.m.

Departs Dunn's Creek State Park at \_\_\_\_\_ 9:45 a.m.  
Arrives Crescent City at \_\_\_\_\_ 11:15a.m.

Departs Crescent City \_\_\_\_\_ 1:30 p.m.  
Arrives Dunn's Creek State Park at \_\_\_\_\_ 3:00 p.m.

Departs Dunn's Creek State Park at \_\_\_\_\_ 3:15 p.m.  
Arrives at Palatka at \_\_\_\_\_ 4:15 p.m.

**FRIDAY AND SUNDAY SCHEDULE TIMES OF OPERATION**

Departs Palatka at \_\_\_\_\_ 8:30 a.m.  
Arrives Buckman Locks \_\_\_\_\_ 9:30 a.m.

Departs Buckman Locks at \_\_\_\_\_ 11:00 a.m.  
Arrives Palatka at \_\_\_\_\_ 12:00 a.m.

\*In the event that any vessel experiences mechanical difficulties during the scheduled services, the operating vessel will be directed to accommodate the remaining schedule of services until repairs are made.

Vessel "C"

**SATURDAY AND SUNDAY SCHEDULED TIMES OF OPERATION**

Departs Palatka at _____	8:00 a.m.
Arrives Murphy's Island at _____	9:00 a.m.
Departs Murphy's Island at _____	9:30 a.m.
Arrives Welaka at _____	11:00a.m.
Departs Welaka at _____	1:00 p.m.
Arrives Murphy's Island at _____	2:30 p.m.
Departs Murphy's Island at _____	3:00 p.m.
Arrives at Palatka at _____	4:00 p.m.

**MONDAY AND THURSDAY SCHEDULED TIMES OF OPERATION**

Departs Palatka at _____	8:30 a.m.
Arrives Dunn's Creek State Park _____	9:30 a.m.
Departs Dunn's Creek State Park at _____	9:45 a.m.
Arrives Crescent City at _____	11:15a.m.
Departs Crescent City _____	1:30 p.m.
Arrives Dunn's Creek State Park at _____	3:00 p.m.
Departs Dunn's Creek State Park at _____	3:15 p.m.
Arrives at Palatka at _____	4:15 p.m.

\*In the event that any vessel experiences mechanical difficulties during the scheduled services, the operating vessel will be directed to accommodate the remaining schedule of services until repairs are made.

## Fee Schedule and Structure

There are no comparable unsubsidized water taxi services on which to base fare comparisons, however fares shown are competitive to low in comparison to numerous tour boat charges elsewhere in the northern to mid sections of Florida.

General revenue at various fee levels is shown in this chart.

#PSNGR	\$15	\$25	\$30	\$35	\$40	\$45	\$50
20	300	500	600	700	800	900	1000
25	375	625	750	875	1000	1125	1250
30	450	750	900	1050	1200	1350	1500
35	525	875	1050	1225	1400	1575	1750
40	600	1000	1200	1400	1600	1800	2000
45	675	1125	1350	1575	1800	2025	2250

### Fare Descriptions

Day fare permits unlimited re-boarding all day. A color coded wrist band will be used for identification of day passengers. Each passenger must display their wristband.

1-way fare does not allow re-boardings. A passenger may ride between various stops until the vessel crosses \_\_\_\_\_; passenger must disembark upon crossing \_\_\_\_\_.

Week fare allows unlimited boardings for a week. The week is for 7 days, however, IF a pass is purchased on Friday, Saturday or Sunday, it may be used through the following Sunday. Week fares will be given a serialized ID card indicating the individual or family name. A photo ID must be presented to crew for boarding.

- Annual fares are available at the POP office.
- Adult fare is for anyone 13 and older.
- Child fare is for anyone 4 to 12 with adult. Children under four are free.
- Family fare is for 1 or 2 adults and up to 3 children 4 to 18.
- Seniors do not receive any discounts.
- Children traveling alone must be 13 or older and pay the adult fare.

## Miscellaneous Items

### Handicapped Access

The vessel is ADA compliant and includes an ADA toilet. Not all docks are compliant and Crew may assist passengers embarking and disembarking. The City and POP are working to secure appropriate docks for the comfort and safety of all passengers. Large motorized chairs may be too heavy for crew to handle. Call for information.

## Fee Structure

### A Three-tier Ticket Pricing Plan

Our ticket pricing plan takes into consideration the potential for local area residents to purchase annual passes allowing for unlimited access to the water taxi service, one-way or single ride ticket pricing, and all-day tickets for those who wish round-trip privileges.

Annual passes will encourage local residents to use the Palatka ferry/water taxi boats to travel from point to point along the routes and to make the service an activity to share with out-of-town visitors. Pricing for an annual pass will be per person.

One-way or single ride tickets will be priced at \_\_\_\_\_. Our initial assumption is that these will account for one-third of single ticket sales.

All-day/round trip tickets will be priced at \_\_\_\_\_. We have based our business plan on the assumption that two-thirds of single ticket sales will be all-day tickets.

Feasibility study findings will enable us to adjust these assumptions and pricing.

## Capital and Operating Budgets

The City of Palatka will receive applications from qualified organizations, firms and/or persons to provide management and daily operations of the ferry/water taxi service for the City. The applicants will be responsible for providing capital and operating budgets. This will be delineated in the RFP distributed for that purpose. Although it will be the responsibility of the awarded applicant to balance his or her budget, the City will provide the vessels, docking and ticket facilities and utilities. Pride of Palatka, Inc. will assist in the marketing, advertisement and funding programs as well as scheduling events and local trade. The City will require the operator to provide the capital and operating budget necessary for the implementation



**PRIDE OF PALATKA**

**2009**

**FERRY/WATER TAXI  
TRANSIT SYSTEM**

**Request For Proposal**

# REQUEST FOR PROPOSAL

## TABLE OF CONTENTS

Section	Title	Page
<b>I</b>	<b>Introduction</b>	
A	Background Information	3
B	The Role of The Pride of Palatka, Inc.	3
C	The of Role of the City of Palatka	3
D	Statement of Need for Ferry Transit System	4
E	Statement of Purpose	4
<b>II</b>	<b>Request for Proposal Specifications</b>	<b>4</b>
A	Goals	4
B	Objectives	5
C	Quality Assurance	5
D	Reporting Requirements	5
E	Staffing	5
<b>III</b>	<b>General Information</b>	<b>6</b>
A	Contact Person	6
B	Funding Source	6
C	Allowable Costs and Cost Limitations	6
D	Approved Budget	6
E	Budget Narrative	6
G	Proposal Deadlines	6
H	Notice of Intent to Submit a Proposal	7
I	Bidder's Conference	7
J	Inquiries	8
K	Acceptance of Proposals	8
L	Number of Copies Required & Format for Presentation	8
M	Proposal Evaluation	9
N	Notice of Contract Award	9
O	Cost of Preparation of Proposal	9
P	Trade Secrets	9
Q	Reports	9
<b>IV</b>	<b>Contract Terms and Condition</b>	<b>10</b>
A	Model Contracts	10
B	Application Package	10
C	Contract Renewal	10
D	Annual Financial and Compliance Audit	10

## **I. INTRODUCTION**

### **A. Background Information**

THE CITY OF PALATKA will provide a Water Taxi service made possible through allocated funds supplied by the Florida Department of Transportation Ferryboat Discretionary Program.

### **B. The Role of The Pride of Palatka, Inc.**

- To act as an intermediary agent between THE CITY OF PALATKA and the Ferry transit operator.
- To monitor the operation of the ferry service, On Board the Vessels, On the Dock System, and in the Facility used by the ferry service customers. The purpose being to assure the highest standards of safety, security, and sanitation.
- To note, assess and expedite remediation of any breach or lowering of any of the above mentioned.
- To periodically review the need for expanding or modifying services or practices of the Ferry Boat operations and to make any recommendations.
- To develop or support those initiatives that will enhance the Economic, Educational, Recreational, and Cultural objectives of the Ferry Boat System.
- The development of strategies or action plans which state objectives and detail activities for accomplishing objectives
- The identification and analysis of obstacles which impede accomplishment of objectives.
- The periodic review of need for services in light of changes in needs analyses.
- The establishment of procedures which provide for utilization of information obtained through public hearings, and public and private agencies in the State.
- The selection of appropriate Sub-Grantees.
- The performance of contract and grants management functions.
- The monitoring and assessment of projects.

### **C. The Role of the City of Palatka**

- The CITY OF PALATKA shall take title of any and all Vessels purchased through funding from the Florida Department of Transportation for the Ferry Transit System project.
- The CITY OF PALATKA shall provide said Vessels based on the award of the Request for Proposal.
- The Grantee of this Request for Proposal must carry insurance that will fully indemnify THE CITY OF PALATKA and THE PRIDE OF PALATKA, INC. from any liability. In addition, this entity must carry insurance for damages to the Vessels, the Docking System, and any of the Support Facilities; such insurance

must name THE CITY OF PALATKA and THE PRIDE OF PALATKA, INC. as the "Loss Payee".

- o The CITY OF PALATKA shall monitor the operation of the Vessels through any contracted resource to ensure compliance with all FDOT requirements.

In the event of a disaster the Water Taxi will service as a supplemental evacuation route.

#### **D. Statement of Need for Ferry Transit System**

The Water Taxi will provide a service from Palatka to various locations including Murphy's Island, Crescent City, Welaka, Dunns Creek State Park, Buckman Locks and a regular schedule link for Amtrak and Greyhound passengers to the Cross Florida Greenways Trail.

In the event of a disaster the water taxi will serve as supplemental evacuation route.

#### **E. Statement of Purpose**

The purpose of this Request for Proposal is to solicit applications from qualified organizations, firms and/or persons interested in providing services.

Services Must:

- o Be performed by organizations qualified in Water Taxi/Ferry System operations and be able to demonstrate technical expertise and experience.
- o Be responsive to the needs addressed in the Statement of Need.
- o Be delivered in compliance with the Florida Department of Transportation and all applicable Local, State, and Federal regulations.
- o Provide a Business Plan accompanied with a Financial Statement.

All awards are subject to availability of funds from the State of Florida Department of Transportation. Projects of available resources are used to allocate financial awards. If the actual amount of funding made available to THE CITY OF PALATKA is less than originally projected, a reconsideration of awards will be made with the likelihood of reductions or cancellations of awards being made.

The provision of these services shall be for a period of FIVE years, (exact dates are not yet available, subject to successfully response to the Request For Waiver from Florida Department of Transportation). Both parties may renew contracts on a yearly basis contingent upon the availability of funds and satisfactory performance evaluations as determined by the THE CITY OF PALATKA upon mutual agreement by both parties.

## **II. REQUEST FOR PROPOSAL SPECIFICATIONS**

### **A. Goals**

THE CITY OF PALATKA shall, through Florida Department of Transportation funds provide four (4) Vessels to accomplish this primary goal. The first three (3) of these Vessels shall have a maximum capacity of 49 passengers each. The last Vessel shall be a Vessel designed to resemble a historic paddlewheel Vessel accommodating up to a maximum of 149 passengers (See Attachment "A").

- 1) To provide any and all Services, Staff, Management, Fuel, Maintenance, etc. required to operate a Water Taxi/Ferry Service utilizing the Vessel(s) provided through the use of Florida Department of Transportation funds.
- 2) THE CITY OF PALATKA shall provide the selected applicant with the Passenger Vessels, Dockage, Utilities and Office Space.
- 3) The applicant shall, in exchange for the above considerations, pay to THE CITY OF PALATKA on the Fifth business day of each month, a sum of 10% of the previous months Gross Revenues or a minimum of \$1,000 (Whichever sum is greater).
- 4) To provide such services without any financial support from THE CITY OF PALATKA.
- 5) To provide all services in compliance with any and all Coast Guard regulations.
- 6) To provide excellent customer service to all passengers.
- 7) To provide support and assist THE PRIDE OF PALATKA, INC. in the stated Tourism and Economic Development Goals.

**B. Objectives**

- 1) Provide operational services in a fiscally responsible manner.
- 2) Produce a Marketing Plan to promote the availability and attraction of the Water Taxi/Ferry Service.
- 3) Produce a Water Taxi/Ferry Service Schedule including times/days and destinations.

***Every applicant is required to demonstrate performance goals related to the objectives of this solicitation.***

**C. Organizational Management**

- 1) An Organizational Chart of the responding entity must be included.
- 2) Appropriate operational experience shall be provided with specific references to the stated Goals of this Request for Proposal.
- 3) Knowledge of Coast Guard Regulations and Florida Department of Transportation Requirements must be demonstrated.

**D. Quality Assurance**

A Quality Assurance plan must accompany this Request for Proposal.

**E. Quality**

All reports shall be submitted to the Board of Directors of THE PRIDE OF PALATKA, INC. on the last Friday of the Month.

**F. Reporting Requirements**

All reports shall be submitted to the Board of Directors of the Pride of Palatka, Inc. on the last Friday of the Month.

## **G. Staffing**

The provider must submit an explanation outlining staff proposed to provide service(s), staff service qualifications, job descriptions and salary ranges.

## **III. GENERAL INFORMATION**

### **A. Contact Person**

The person and office responsible for this project is as follows:

Jeff Norton  
201 North Second Street  
Palatka, FL 32177  
(386) 329-0100 extension 4

### **B. Funding Source**

This project is funded through the Florida Department of Transportation (Federal Funds).

All awards are subject to the availability of funds by THE CITY OF PALATKA. If the final actual funds made available to THE CITY OF PALATKA are less/more than originally projected, the amount awarded to the successful bidder will be adjusted, by contract, in proportion to the final amount allocated by the Florida Department of Transportation to THE CITY OF PALATKA.

### **C. Allowable Costs and Cost Limitations**

To be allowable, costs must meet the following general criteria.

- 1) Revenue generated from all services must be used only for the provision of services.
- 2) Costs shall be accorded consistent treatment.
- 3) Costs shall be adequately documented.
- 4) Overhead and General & Administrative Costs must be identified in detail.

### **D. Approved Budget**

The approved budget will become a part of the Contract and the Provider will receive payment based on the amount of the Contract. It will be the responsibility of the successful bidder to monitor service provisions and spending rates to assure that Contracted Services are delivered throughout the Contract Year.

### **E. Budget Narrative**

Each applicant will submit a Budget Narrative that ties projected expenditures to the Goals contained in this application. The narrative should detail any additional funds that the provider will use to enhance the services provided under this contract.

### **F. Proposal Deadlines**

The deadlines governing this request for proposal are as follows:

- 1) The Request for Proposal advertised, released and available to potential bidders. Bid packets may be picked up at THE CITY OF PALATKA office located at 201 North Second Street, Palatka, FL 32177 beginning \_\_\_\_/\_\_\_\_/\_\_\_\_.
- 2) Bidder's conference to be held on \_\_\_\_/\_\_\_\_/\_\_\_\_ at 9:00 am at the City Hall.
- 3) Deadline for written Notice of Intent to be submit a Proposal will be \_\_\_\_/\_\_\_\_/\_\_\_\_ at 5:00 pm. Written Notice of Intent to Submit a Proposal should be submitted to the Contact Person designated in Section III A.
- 4) Deadline for the submittal of Written Inquiries for clarification of information or questions related to the Request for Proposal will be \_\_\_\_/\_\_\_\_/\_\_\_\_ at 4:00 pm. Only **written** requests will be accepted. **NO VERBAL, TELEPHONE OR FACSIMILE REQUESTS WILL BE ACCEPTED.** All inquiries must be addressed to the **Contact Person** who is identified in Section III A of this Request for Proposal.
- 5) Deadline for submission of Bid Application must be received at THE CITY OF PALATKA no later than **Noon** on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**THE CITY OF PALATKA will not be responsible for the late arrival of proposals due to misrouting, oversights or errors made by mail or courier services.**

Proposals not received at either the specified place, or by the specified date and time, or both, will be rejected.

- 6) Proposals will be opened at **2:00 pm** \_\_\_\_/\_\_\_\_/\_\_\_\_ in THE CITY OF PALATKA, CITY HALL, COMMISSIONERS CHAMBERS. All interested parties are welcome to attend the bid opening; however, no decisions relative to bid award(s) will be made at this time.
- 7) Anticipated completion date of review and evaluation of proposals will be \_\_\_\_/\_\_\_\_/\_\_\_\_.

Notice of Bid Award will be sent to all bidders and entities who submitted a Notice of Intent to Bid and will be posted in THE CITY OF PALATKA office and on THE CITY OF PALATKA website.

**G. Notice of Intent to Submit a Proposal**

Information regarding any addenda to the Request for Proposal and copies of any written THE CITY OF PALATKA response(s) to inquiries, clarifications or addenda to the Response for Proposal will only be sent to those bidders submitting a Notice of Intent to Submit a proposal or those who have submitted a bid.

**However, failure to submit a Notice of Intent to Submit a proposal, a written request for the Request for Proposal, or other related information does not preclude any individual or organization from submitting a response to the Request for Proposal.**

**H. Bidder's Conference**

A Bidder's Conference will be held at 9:00 am (EST), on \_\_\_\_/\_\_\_\_/\_\_\_\_ at THE CITY OF PALATKA office.

- 1) Prospective applicants should bring written questions to the Bidders Conference where they will be answered orally or in writing subsequent to the conference, if adequate information is not readily available.
- 2) All forms, manuals and other reference materials not included in the Request for Proposal may be reviewed at THE CITY OF PALATKA office immediately after the

Bidder's Conference on weekdays by appointment from 9:00am to 4:00pm (EST). Potential applicants wishing to review these materials must make an appointment through the **Contact Person**.

- 3) No documents shall leave the premises of THE CITY OF PALATKA. If copies are desired, the applicant will be charged at the going commercial rate.
- 4) Certified Minority Business Enterprises are encouraged to participate.
- 5) Attendance at the Bidder's conference is not a prerequisite for acceptance of proposals from individuals/firms.

#### **I. Inquiries**

All inquiries must be **written**. **NO VERBAL, TELEPHONE OR FACSIMILE REQUESTS WILL BE ACCEPTED.** Inquiries must be submitted by 4:00pm on \_\_\_\_/\_\_\_\_/\_\_\_\_. Copies of responses to written inquiries will be mailed to those persons or firms who submitted, **in writing** a Notice of Intent to Submit a Proposal.

#### **J. Acceptance of Proposals**

In order to be considered valid and responsive, the following minimum requirements must be met:

- 1) The proposal is to be submitted to THE CITY OF PALATKA no later than 12:00 Noon on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- 2) The Acceptance of Contract Terms and Conditions is signed and included.
- 3) **Five (5) copies** and CD or disk copy of the complete proposal must be submitted, with original signatures on one printed copy and so labeled. Spreadsheets must be in MS Excel on a separate CD or disk.
- 4) Audit/Financial Statement and Management letter are included.
- 5) Completed Service Provider Application Checklist with page number references is included.

Proposals which do not meet all of the requirements specified in Sub-Section II A. will be disqualified from any further review **UNLESS THE PROPOSAL IS THE ONLY ONE** submitted.

If a proposal is the only applicant THE CITY OF PALATKA reserves the right to negotiate with the applicant in order to upgrade the proposal to an acceptable level for review and evaluation.

THE CITY OF PALATKA reserves the right to reject any or all proposals or waive minor irregularities when to do so would be in the best interest of THE CITY OF PALATKA. Minor irregularities are those which will not have a significant adverse effect on overall competition, cost or performance.

THE CITY OF PALATKA will not be responsible for incomplete or illegible Proposals.

THE CITY OF PALATKA reserves the right to request modifications and written clarification of any unclear or confusing material submitted. This includes all fiscal and program sections of the Request for Proposal that have qualitative or quantitative deficiencies unacceptable to THE CITY OF PALATKA.

**K. Number of Copies Required and Format Presentation**

- 1) THE CITY OF PALATKA requires **Five (5)** complete copies of the proposal and one CD or disk copy to be submitted in a sealed container (e.g. box, envelope). At least **One (1)** printed copy of the proposal submitted must contain an original signature of an official of the potential provider agency who is authorized to bind the provider to the agency's proposal and the copy must be so labeled. Spreadsheets must be submitted in MS Excel on a separate CD or disk.
- 2) Bidder must submit the Proposal in loose leafed, three ringed hardback notebooks.
- 3) Bidder must number all pages of the Proposal, sequentially.
- 4) Bidder must follow prescribed Service Provider Application Table of contents.

**L. Proposal Evaluation**

Proposals will be evaluated by the Review Committee appointed by THE CITY OF PALATKA.

**M. Notice of Contract Award**

The Contract shall be award to the Bidder whose Proposal ranks highest using the evaluation methodology in the Request for Proposal whose proposal presents the best offer for the services sought.

Notice of intended Contract award and rejection of some or all of the bids received will be posed in THE CITY OF PALATKA office Conference Room, mailed to all bidders who submitted in writing, the Notice of Intent Submit a Proposal.

A formal written protest must be accompanied by a bond, cashier's check or money order payable to THE PRIDE OF PALATKA, INC. in the amount of \$5,000 or 1% of THE CITY OF PALATKA's estimate of the total value of the proposed contract, whichever is less.

**N. Cost of Preparation of Proposal:**

Neither THE CITY OF PALATKA, THE PRIDE OF PALATKA, INC. nor the Florida Department of Transportation is liable for any cost incurred by any Applicant in responding to this Request for Proposal.

**O. Trade Secrets:**

The State of Florida is unable to assure confidentiality of information fitting the definition or "Trade Secrets" pursuant to Section 812.081, Florida Statutes, due to lack of protection of "Trade Secrets" in Chapter 119, Florida Statues.

THE CITY OF PALATKA AND THE PRIDE OF PALATKA, INC. assumes no liability for disclosure or use of unmarked material containing trade secrets or other confidential material and may consider that the Proposal was not submitted in confidence and, therefore, is a public record pursuant to Chapter 119, Florida Statutes.

**P. Reports:**

All contracted agencies and subcontractors will comply with the THE CITY OF PALATKA and the Florida Department of Transportation requirements.

## **IV. CONTRACT TERMS AND CONDITIONS**

### **A. Model Contracts:**

Recipients of funds must agree to comply with the Terms and Conditions of the Master Agreement as well as any additional or revised conditions mandated by the Florida Department of Transportation and THE CITY OF PALATKA subsequent to the issuance of this Request for Proposal.

### **B. Application Package:**

The Application Package is the complete proposal with Appendices. The Application shall become part of the Contract to be executed after final negotiations between the recipient and THE CITY OF PALATKA.

### **C. Contract Renewal:**

THE CITY OF PALATKA may, at its sole discretion, following consideration of recipient's compliance with the contract, program/fiscal monitoring of recipient, and availability of funds, enter into negotiations with providers for renewal of services subsequent to their selection under the Request for Proposal process. Each renewal shall be confirmed in writing and shall be subject to the Terms and Conditions set forth in the initial Contract.

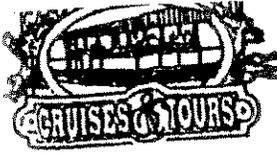
### **D. Annual financial and Compliance Audit:**

The recipient agrees to have an annual financial and compliance audit performed by independent auditors in accordance with the current government Auditing Standards issued by the Comptroller General of the United States.

**LETTERS OF INTEREST**

**FROM**

**OPERATORS**



P.O. BOX 521673  
LONGWOOD, FLORIDA 32752-1673  
(407) 330-1612 .. FAX: (407) 260-8813  
E-Mail : SJRivercruises@cs.com

July 28, 2008

Mr. Jeff Norton  
City of Palatka  
201 North Second Street  
Palatka, Florida 32177

RE: Letter of Interest

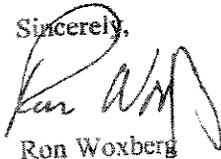
I am submitting a letter of interest for the full operation of a "Water Taxi Service" based at the James C. Goodwin Riverfront Park. I am aware that this letter of interest does not commit my company or me personally to this project.

Discover Florida Excursions currently owns and operates two USCG inspected passenger vessels at Blue Spring State Park in the eco tour area. St. Johns River Cruises, a wholly owned subsidiary, provides custom charters and tours outside of the park service. We have been in operation for the past seven years and have experienced significant growth in a very difficult market since the events of 911. After a lot of time and effort, our operation is ADA compliant. We have one of the highest service levels in the park service (loss days due to mechanical / maintenance issues) losing only one day in the last three years.

My corporate background in sales and marketing as a regional sales / business manager has allowed us to meet expected performance. I currently hold a USCG 100Ton Coastal Masters license with a assistance towing endorsement. We are a Visit Florida Partner and I sit on the Nature Based Tourism Committee.

Any questions or further clarifications, please call me at 407-417-1952 cell

Sincerely,



Ron Woxberg

SEE THE REAL FLORIDA.....Naturally!™

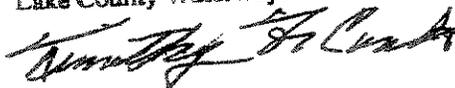
City of Palatka  
201 North Second Street  
Palatka, Florida 32177

Dear Jeff,

I received your letter in regards to running the full operations and maintenance of a "Water Taxi Service" based at the James C. Godwin Riverfront Park located at 301 River Street, Palatka, Florida 32177. This letter is my intent to let you know that I would be interested in running your operation when all details have been worked out. Please keep me in mind when this time comes. You can reach me at my cell number 352-988-4019 or you can fax me at 352-253-1402.

Kind regards,

Tim Coates  
Lake County Waterways



PHONE: (386) 329-0100

201 N. 2ND STREET - PALATKA, FLORIDA 32177  
[www.cityofpalatka.com](http://www.cityofpalatka.com)

FAX: (386) 329-0100

**BANANA BAY TOUR COMPANY  
P. O. BOX 2970, WASHINGTON AVENUE  
LABELLE, FLORIDA 33975**

TEL: 239-728-8687

FAX: 863-675-0830

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July 22, 2008

Mr. Jeff Norton  
City of Palatka  
201 North Second Street  
Palatka, Florida 32177

Dear Mr. Norton,

My name is Fred Trepper and I currently Operate Banana Bay Tour Company. I am in receipt of the fax notice dated July 21<sup>st</sup> stating that the City of Palatka is seeking out interested qualified individuals and or Tour Boat Operators to run the full operations and maintenance of the City's "Water Taxi Services"

I am interested and would like to be considered to run the "Water Taxi" Operations. Banana Bay Tour Company currently runs six vessels that are Coast Guard certified, enclosed with this letter please find one of our sightseeing brochures.

I would like to set up with you a date to meet and discuss your proposal.

I can be reached on my cell: 863-608-5067  
Or by fax at 863-675-0830  
Or E-mail at [fredtrepper@earthlink.net](mailto:fredtrepper@earthlink.net)

Thanking you in advance for the chance to participate.

Sincerely,



Fred Trepper

## Insurance Requirements

Acceptable levels of insurance coverage will be required by the operator who is awarded the contract to run the ferry/water taxi service for the City. Commercial General Liability Policy, inspected vessel coverage, and property damage liability. The City will require the operator through contract language to insure that the City is held harmless and that the City is named additional insured.

## LETTERS OF SUPPORT FROM CIVIC OFFICERS

The City of Palatka and Pride of Palatka, Inc. have requested letters of support for the ferry/water taxi service from the cities of Welaka and Crescent City. Letters of support will also be issued by elected officials of Palatka and the surrounding areas. Letters have also been requested of entities having ancillary involvement in the ferry/water taxi service. This information (letters) will be forwarded under separate cover, but are to be considered an integral part of the business plan.

**PROOF OF MINORITY OR DISADVANTAGED BUSINESS  
ENTERPRISE CERTIFICATION**

Pride of Palatka, Inc. is a non-profit organization and is not a minority or disadvantaged business enterprise

## NON DISCRIMINATION AGREEMENT

Pride of Palatka, Inc. agrees that while carrying out any management or operations of the water taxi project we will not discriminate on the basis of race, color, national origin, or sex. POP also agrees to comply with all requirements imposed by Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the regulations of the Federal Department of Transportation, and the Americans with Disabilities Act of 1990.

## SUMMATION

After many years of planning, countless meetings, and the endless search for vessels which would meet the requirements of the Palatka ferry/water taxi service, the City of Palatka and the Pride of Palatka are pleased to present the foregoing business plan. The ferry/water taxi service is a vehicle which will provide a much needed connector and the only public access to Murphy's Island. It will play a significant role in opening the largely inaccessible Dunn's Creek State Park to public use and contribute a significant part in Palatka's downtown riverfront redevelopment program. The service will include the only scheduled link to Amtrak and Greyhound passengers to cross the Florida Greenway and enable the extension of that entity to Florida's East Coast. It will also provide residents and visitors with the only means of public travel on this portion of the St. John's River (a designated heritage river.) The service will link Palatka with Welaka and Crescent City by water and offer a significant contribution toward the betterment of these communities. The City of Palatka and Pride of Palatka, Inc. are elated to bring this vision to fruition. The citizens of Palatka, Putnam County and the surrounding communities deserve this service. They need this service and they desire this service. The planning for implementation of the Palatka ferry/water taxi service has been a long dedicated ongoing process for which many citizens and contributors have expended countless hours and inexhaustible energy. With the acquisition of the Broward County water taxis and present attainable prices on the new ferry boat, the time to act is now!

# *Agenda Item*

**7**



# St. Johns River Water Management District

Kirby B. Green III, Executive Director • David W. Fisk, Assistant Executive Director

4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • (386) 329-4500  
On the Internet at [www.sjrwmd.com](http://www.sjrwmd.com).

## PUBLIC WORKSHOP NOTICE

DATE: March 18, 2009

TO: Interested Persons

FROM: Harold A. Wilkening III, P.E., Director  
Department of Resource Management 

RE: Public Workshop on April 6, 2009 — proposed Fourth Addendum to the 2005 District Water Supply Plan (**This meeting is not related to the letter you recently received regarding the draft 2008 Water Supply Assessment and the 2010 water supply planning process. This meeting is about an addendum to the current water supply plan.**)

A public workshop will be held from 10 a.m. to noon on Monday, April 6, 2009, to present proposed amendments to the St. Johns River Water Management District's 2005 Water Supply Plan (DWSP 2005). The workshop will be held at District headquarters, Governing Board room, 4049 Reid St. (Highway 100 West), Palatka.

The District approved DWSP 2005 on February 7, 2006. The plan was amended on October 10, 2006 (First Addendum), to incorporate additional potential alternative water supply project options to help meet future water supply needs. The plan again was amended on December 11, 2007 (Second Addendum), to increase the quantity of production and cost of construction of a brackish groundwater project in Ormond Beach. The plan was amended for the third time on May 13, 2008 (Third Addendum), to add new potential alternative water supply projects to the project options list.

The proposed Fourth Addendum will remove four potential alternative water supply projects from the project options list; add statements concerning the effect of water conservation and the use of reclaimed water on District priorities for funding alternative water supply development projects; correct the multijurisdictional or single-entity nature of some projects; update the status, quantities, and costs of some projects; update the reference list; and add detailed descriptions of water supply development projects identified in the plan.

The draft Fourth Addendum will be available on the District's Web site at [www.sjrwmd.com/dwsp.html](http://www.sjrwmd.com/dwsp.html) by Wednesday, March 25, 2009. To obtain a CD copy, contact Dina Hutchens at (386) 329-4239 or [dhutchens@sjrwmd.com](mailto:dhutchens@sjrwmd.com).

Comments on the draft Fourth Addendum should be submitted by e-mail to David Hornsby at [dhornsby@sjrwmd.com](mailto:dhornsby@sjrwmd.com). Written comments can be mailed to David Hornsby at St. Johns River Water Management District, Division of Water Supply Management, 4049 Reid St., P.O. Box 1429, Palatka, FL 32178-1429. Comments must be received by 5 p.m. on April 20, 2009, if they are to be considered in the final draft document, which is scheduled for Governing Board consideration on May 12, 2009.

**Please Note:** If more than one elected official from the same governing body attends this meeting, that governing body is responsible for providing adequate public notice to comply with Florida Sunshine Law requirements.

### GOVERNING BOARD

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PONTE VEDRA

W. Leonard Wood, VICE CHAIRMAN  
FERNANDINA BEACH

Hershey "Herky" Huffman, SECRETARY  
ENTERPRISE

Hans G. Tanzler III, TREASURER  
JACKSONVILLE

Douglas C. Bournique  
VERO BEACH

Michael Ertel  
OVIDEO

David G. Graham  
JACKSONVILLE

Arlen N. Jumper  
FORT MCCOY

Ann T. Moore  
BUNNELL



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On the Internet at [www.sjrwmd.com](http://www.sjrwmd.com).

## Important Water Supply Information

**DATE:** January 26, 2009  
**TO:** Elected officials, city/county managers, water supply utilities, other interested persons  
**FROM:** Jeff Cole, Director, Office of Communications and Governmental Affairs  
**SUBJECT:** Draft Water Supply Assessment 2008

The purpose of this letter is to inform you of important information concerning the St. Johns River Water Management District's draft Water Supply Assessment (WSA) 2008 and the upcoming water supply planning process for the development of the 2010 District Water Supply Plan.

The draft WSA 2008 projects water use through the year 2030 and identifies areas where current and anticipated sources of water and conservation efforts will not be adequate to meet projected needs and sustain the water resources and related natural systems. These areas are called priority water resource caution areas (PWRCA's). The draft WSA 2008 also identifies potential PWRCA's, which are areas of concern that will undergo further evaluation.

Approximately 97 percent of the District's 18-county region has been identified in the draft WSA 2008 as PWRCA's or potential PWRCA's. One of the new areas identified as a potential PWRCA includes all of northeast Florida, including Alachua, Baker, Bradford, Clay, Duval, Nassau, Putnam and St. Johns counties. The northeast Florida area will be further evaluated during the 2010 planning process but may be identified as a PWRCA following the additional evaluation. As you may know, implications for local governments within PWRCA's include the need to identify future sources of water to meet increasing demands and the completion of additional comprehensive planning activities.

Enclosed is a fact sheet that summarizes the draft WSA 2008, and the entire document is available on the District's Web site at [sjrwmd.com/dwsp](http://sjrwmd.com/dwsp).

The District welcomes your input and comments on the draft WSA 2008, and also welcomes your participation in the upcoming water supply planning process, which begins in June 2009. The first meeting will be held June 18 in Gainesville, and meeting notices will be sent prior to the first meeting.

For more information, or to schedule a meeting or presentation on the draft WSA 2008, please contact Geoff Sample, District intergovernmental coordinator, at (904) 448-7904 or [gsample@sjrwmd.com](mailto:gsample@sjrwmd.com).

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Douglas C. Bournique VERO BEACH	Michael Ertel OMIEDO	David G. Graham JACKSONVILLE	Arlen N. Jumper FORT MCCOY
			Ann T. Moore BUNNELL



# Draft Water Supply Assessment 2008

Planning for northeast Florida's water supply needs through 2030

## Background

In 1997, the Florida Legislature began requiring the development of water supply assessments and water supply plans on five-year recurring schedules.

Since 1998, the St. Johns River Water Management District has performed districtwide water supply assessments every five years for the purpose of:

- Identifying future water supply needs for a 20-year planning horizon
- Identifying areas where projected uses cannot be sustained by proposed water sources without unacceptable impacts to water resources and related natural systems. These areas are called priority water resource caution areas, or PWRCA's.

The current draft Water Supply Assessment (WSA) 2008 is based on a planning period that extends through 2030. It is the second five-year update to WSA 1998.

1995 represents the base year of WSA 1998, WSA 2003 and draft WSA 2008. Natural systems and groundwater quality are impacted by the cumulative long-term change in water levels, thus the base year for assessment projections will continue to be 1995.

These assessments have traditionally been the foundation on which the District's water supply plans are built. The first District Water Supply Plan was approved in 2000 and was updated in 2005.

The upcoming 2010 District Water Supply Plan will focus on identifying strategies to assure that adequate and sustainable water supply is available to meet projected future water needs through 2030 without causing unacceptable impacts.

In the draft 2008 WSA, the northeast Florida area is identified as a potential PWRCA, which means the area may not be able to meet all future water demands without unacceptable impacts to water resources and related natural systems.

The WSA 2008 will remain in draft form until the completion of the water supply planning process, which will allow an opportunity for additional evaluations and local input.

## Draft WSA 2008

The District has projected water use needs to the 2030 planning horizon based on population projections provided by the Bureau of Economic and Business Research at the University of Florida, which have been reviewed and generally agreed to by public water supply utilities throughout the District. Groundwater flow models are used to predict the changes in Floridan aquifer system water levels from 1995 to 2030 as the result of the projected changes in water withdrawals.

These predicted changes in water levels are used to determine if unacceptable impacts to water resources are likely to occur.

## Summary of districtwide water use and population projections

Districtwide, population is projected to increase by 106 percent between 1995 and 2030. Total water use is projected to increase by 29 percent, from 1.35 billion gallons per day in 1995 to 1.74 billion gallons per day in 2030.

Representing the most significant increase in water use categories, public supply water use is projected to increase by 118 percent.

## Summary of northeast Florida water use and population projections

County	1995 Population	2030 Population	% Change 1995-2030	1995 Total Water Use (mgd)	2030 Total Water Use (mgd)	% Change 1995-2030	1995 Public Supply Population	2030 Public Supply Population	%Change 1995-2030	1995 Public Supply Water Use (mgd)	2030 Public Supply Water Use (mgd)	%Change 1995-2030
Alachua	153,696	243,000	58	30.59	43.15	43	137,441	224,700	64	20.18	33.23	65
Baker	19,020	37,000	95	4.67	9.25	98	3,786	7,500	34	0.65	1.30	50
Bradford	1,031	1,461	44	0.42	0.43	17	0	0	400	0.04	0.09	125
Clay	123,400	301,999	145	27.48	60.89	122	55,863	251,700	314	11.83	69.36	233
Duval	725,925	1,200,250	65	162.04	238.44	47	633,716	1,116,250	76	106.73	174.74	64
Nassau	50,802	122,051	140	44.28	70.76	59	23,642	57,290	142	4.82	12.42	157
Putnam	67,747	93,612	38	83.15	54.07	-34	11,503	20,687	134	3.32	5.30	62
St. Johns	103,482	418,596	305	53.98	80.27	49	42,474	385,505	808	7.94	55.57	600
<b>TOTAL</b>	<b>1,246,103</b>	<b>2,418,004</b>	<b>94</b>	<b>406.61</b>	<b>558.02</b>	<b>37</b>	<b>908,425</b>	<b>2,047,300</b>	<b>125</b>	<b>155.51</b>	<b>321.77</b>	<b>107</b>

All water use in million gallons per day (mgd). Totals and percentages shown may not be exact due to rounding.



In northeast Florida, the county with the greatest projected population is Duval County, with 1.2 million people. However, St. Johns County is projected to have the greatest percentage of population increase, at 305 percent. Total population for the District's portion of eight counties – Alachua, Baker, Bradford, Clay, Duval, Nassau, Putnam and St. Johns – is projected to increase by 94 percent.

Total water use for these eight counties is projected to increase by 37 percent, with the greatest quantity in 2030 projected for Duval County and the greatest percentage increase projected for Clay County. Putnam County is projected to experience a 34 percent decrease, largely due to significant reductions in groundwater withdrawals at the Georgia-Pacific mill.

Public supply water use for the eight-county area is projected to increase by 107 percent by 2030. Duval County public water suppliers will need 175 million gallons per day, which represents more than half of the projected 2030 public supply water use in the eight counties. The greatest projected percentage increase by county is for St. Johns County, with 600 percent.

### **Projected changes in the Floridan aquifer**

Based on the draft assessment's findings, widespread water level declines are projected for northeast Florida as a result of numerous projected increases in groundwater withdrawals in the area. The declines create a cone of depression in the pressure of water, known as potentiometric pressure, in the Floridan aquifer.

The map in Figure 1 shows several cones of depression that merge together in the Floridan aquifer. This indicates that the cumulative impacts, not just impacts caused by individual water suppliers, must be considered. In addition, the declines represent water use changes within the St. Johns District's boundaries only. Additional declines are expected to occur as a result of projected water use increases in neighboring Suwannee River Water Management District. However, the magnitude of these water use increases cannot be quantified at this time.

The draft assessment also finds that surficial aquifer water levels are projected to decline in some areas of northeast Florida in response to withdrawals from the underlying Floridan aquifer. The affected areas are those that supply the greatest recharge to the Floridan aquifer – areas in Alachua, Bradford, Clay and Putnam counties.

All of the counties in northeast Florida would experience or contribute to projections of impacts, including impacts to native vegetation, lakes, springs and lakes with established minimum flows and levels.

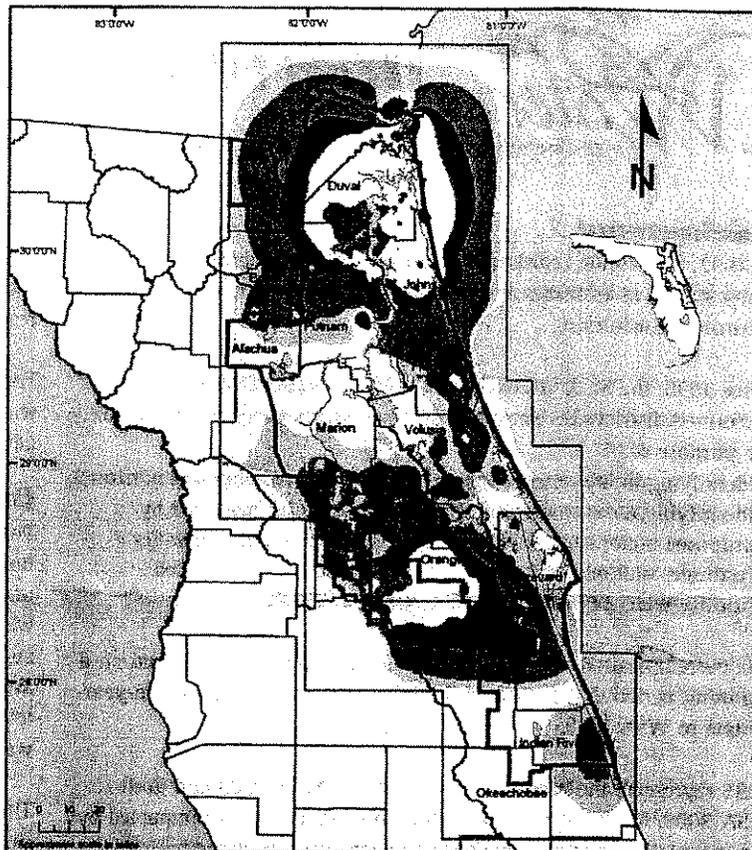
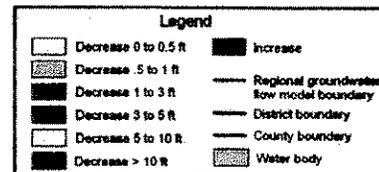


Figure 1. Projected changes in the elevation of the potentiometric surface of the Floridan aquifer system in response to projected increases in groundwater withdrawals, 1985-2030



Note: This map is a composite of the results of simulations of five regional groundwater flow models. In areas where the boundaries of these models overlap, professional judgment was applied to determine the extent of potentiometric surface changes.

### **2010 District Water Supply Planning Process**

The District's northern area planning process for the 2010 District Water Supply Plan will launch June 18, 2009, at a comprehensive meeting in Gainesville. Subsequent meetings will be held at various locations. The process will concentrate on a 10-county area including the eight St. Johns District counties in northeast Florida, as well as portions of Columbia and Union counties in the Suwannee River Water Management District. Alachua, Bradford and Baker counties span both water management districts. The process will be coordinated with the Suwannee District and will be an open public process involving local governments, water supply utilities, self suppliers, other governments and other interested parties.

District objectives for the process are to allow review and further evaluation of projected water resource impacts; finalize identification of PWRCAs for the 2010 plan; complete WSA 2008 and include it as an appendix in the 2010 plan; and identify strategies to prevent unacceptable impacts and incorporate these strategies into the 2010 plan.

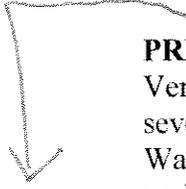


12-11-08 Min.

- g. **Authorize submission of Historic Grant Application for Larimer Arts Center** to construct secondary ADA approved access to basement of building – City Manager’s recommendation
- h. **Introduce and Adopt into Record the 11/06/08, 11/07/08, 11/14/08 & 11/17/08 Report of the Canvassing Board** for the 11/04/08 General election
- i. **Authorize execution of Rural Area of Critical Economic Concern MOA Renewal with the Governor’s Office of Tourism, Trade and Economic Development (OTTED)** to expire June 11, 2013
- j. **Award bid to DB Custom Golf Carts in the amount of \$9,559.00** for a 2008 six-passenger gasoline operated golf cart, per results of RFQ dated 10/8/08 – Jeff Norton, Parks & Cemeteries

Commissioner Brown moved to approve the consent agenda as presented. Commissioner Kitchens seconded the motion, which passed unopposed.

**LIBRARY BOARD APPOINTMENT** to fill (1) vacancy for the remainder of a three-year term to expire June, 2010 – Applicants interviewed 11/13/08: Ruth E. Benjamin and Sara D. Pines - Commissioner Norwood moved to appoint Ruth E. Benjamin to the Library Board for a term to expire June, 2010. Commissioner Brown seconded the motion, which passed unopposed.

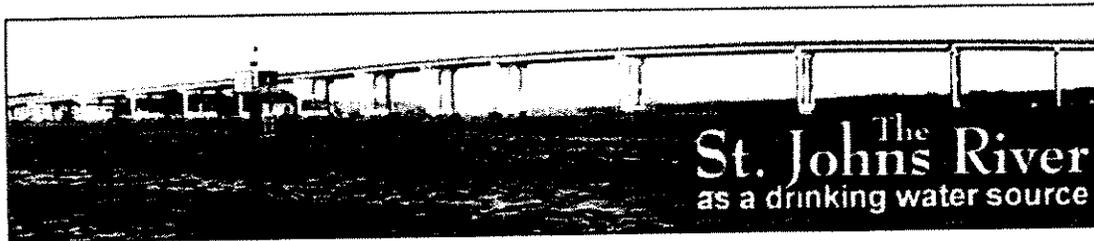


**PRESENTATION** – Putnam County Water Supply Plan Briefing – Barbara Vergera, SJRWMD – Melvin Register, WTP Superintendent, said for the last several years the City of Palatka has worked in cooperation with SJRWMD on a Water Supply Plan for Putnam County. This was developed with the assistance of various agencies in Putnam County. Ms. Vergera said the Water Supply Plan begun in 2007 is complete, published and available to the public. All government agencies in Putnam County participated in this process. They met regularly beginning in early 2007 until a few months ago. Most of the cost for this was born by the District; the only cost to local government was for the staff that worked with them. They finalized the Plan on Oct. 24 and presented it to the Putnam County LOGIC group. The purpose of the plan was to determine if adequate water supply is available to meet projected need in Putnam County until 2030. If a shortfall of water was identified, the purpose was to identify alternative water supply sources other than fresh water from the Florida aquifer. They learned population is projected to increase by 26% between 2005 and 2030, and water needs will increase from 11.58 million gallons per day (mgd) in 2005 to 15.09 mgd in 2030, and 18.06 mgd by 2050. The resulting water use increases, if implemented, will result in widespread unacceptable impact to lakes in Putnam County. There will be problems and difficulty in obtaining permits. These impacts are not the result of brown water withdrawals in Putnam County, although that is a contributing factor. Largely this is a result of water withdrawal in other counties in Central Florida. SJRWMD will recommend Putnam County and other impacted counties be designated as a “priority water resource caution area” (PWRCA) in the 2008 District Water Supply Assessment. Based on this, recommended future actions will be identified. One project they identified will

serve the City of Palatka with 3mgpd of untreated water withdrawn from the Lower Ocklawaha River Basin. There is no current plan to move forward with this project, but this project will get rolled into the present water supply plan so that money will be allocated for it. There is a series of recommendations in the Plan that focus on the need to practice aggressive water conservation. They also recommend that all the Putnam County government entities participate actively in the upcoming regional water supply conference, with a goal to encourage alternate water supply usage. She left copies of the executive summary with the Clerk and noted this is available on the District's website. She recognized her co-worker, Malissa Dillon, who worked hard on this project with her.

Mayor Flagg said he is pleased with the collaborative effort made by SJRWMD, and how inclusive this project is. This took a lot of work, and they are pleased with how this has progressed under her leadership. Commissioner Brown asked how the reuse project affects this; Ms. Vergera said it impacts it positively and is an efficient use of water. Commissioner Brown said Mrs. Vergera can lend her endorsement to this project when the City next applies for a grant to fund future phases. Commissioner Kitchens stated she was pleased that they will speak with adjoining counties about their depleting Putnam's water resources. Per Commissioner Myers' question, Ms. Vergera said the suggested projects identified withdrawal from the Lower Ocklawaha River Basin, which is a tributary of the St. Johns River. The withdrawal point is not significant, but is on the north side of the Rodman Reservoir. Commissioner Myers asked what constitutes public water consumption. She said that is water provided by public utilities such as Palatka's. There are many of those, as well as privately owned utilities. Per Commissioner Norwood's question, she said salt-water desalination technology is currently available, and she suggests they pay close attention to the Coquina Pipeline project, which is in the planning phase now. It will probably be constructed in 2017. The cost of this will come down as the technology improves. The disadvantage to Palatka is the long distance from the seawater. Palm Coast is a leader in this project. Regarding not using the St. Johns River to supply water for Palatka, Commissioner Kitchens asked if any adjoining county would use the River as their source. Ms. Vergera said there are several cities that may make a decision to use the St. Johns River. Marion County may decide to go to the Lower Ocklawaha River Basin. At this time, no one has made a firm decision to withdraw from the St. Johns. As to a model on what this will do to the ecosystems, Mrs. Vergera said there has been a lot of work done on that and more on the way. They have identified how much water can be withdrawn collectively at best to provide adequate protection. There are many questions being raised by communities along the River. She feels confident that by the time all this work is done, any decisions made by governments regarding use of the St. Johns River will be well-founded.

**PRESENTATION & REQUEST FOR DIRECTION – PPD Red Light Enforcement Program** – Police Chief Gary Getchell said this will be presented in three stages – introduction, presentation by company representative with



## Frequently asked questions (FAQs)

**Q:** *Why are there proposals to take limited quantities of water from the St. Johns and Ocklawaha rivers to supply central Florida's growth?*

**A:** The District is committed to protecting water resources within its boundaries and in Florida. As a result, the District's regional water supply plan has established that additional groundwater withdrawals must be limited so that lakes, wetlands and springs are protected and continue to remain healthy. Some areas of the District will reach their sustainable groundwater limits very soon. About 200 million gallons of water per day of alternative water supplies will likely be needed by 2025 and, in some areas, as early as 2013. District studies indicate that limited quantities of water can be withdrawn from the St. Johns and Lower Ocklawaha rivers without causing harm to the water resources of these areas.

**Q:** *What do you mean by taking only "limited quantities of water?"*

**A:** Adopted minimum flows and levels (MFLs) limit both the quantity and timing of water withdrawals. The quantity of water available for withdrawal is a small portion of the river flow. For instance, the series of MFLs on the St. Johns River at DeLand are estimated to allow for a cumulative development of about 155 million gallons per day (mgd), which is about 7.8 percent of the average flow of the St. Johns River near DeLand and 2.9 percent of the average flow near Jacksonville. The quantities of water withdrawn may be further limited by constraints that MFLs will place on the periods when water can be safely withdrawn. During lower flow periods, water availability will be reduced or curtailed entirely if required by the MFL.

**Q:** *How can the District stop water utilities from taking water during periods when it is not available?*

**A:** Water supply withdrawal schedules proposed by an individual utility will be tested for MFLs compliance considering not only the individual proposed withdrawal but also for all other permitted withdrawals. MFLs compliance must be demonstrated before a proposed withdrawal schedule is approved. If required for MFLs compliance, utilities can design significant storage through reservoirs and other means so that water is available when withdrawals from the river cannot occur. In addition, any water supplies developed from the river will only be one of at least three sources typically available for use by utilities (groundwater, reclaimed water and surface water). Utilities are planning for "conjunctive use" of these supplies, which means that during periods when surface water is limited or not available, they will use more groundwater, or they may use surface water that has been stored during times of higher availability.

**Q:** *How can the District ensure that such a strategy of only using water when available can be implemented?*

**A:** When issuing a consumptive use permit, the District limits the withdrawal of surface water to

periods when it is available and protective of MFLs. For instance, the District routinely issues permits to golf courses and agriculture to use storm water and surface water from lakes when available, with the proviso to use groundwater supplies when surface water cannot safely be withdrawn. In the case of public supply utilities, the District has issued consumptive use permits to two public supply utilities that use surface water when available. For many years, the city of Melbourne has been permitted to withdraw water from Lake Washington (one of the lakes on the St. Johns River in Brevard County). Melbourne uses both surface water and brackish groundwater so that its supply is reliable even in the event that surface water is not available from Lake Washington. Similarly, the city of Cocoa has been permitted to use surface water from Taylor Creek Reservoir, a tributary of the St. Johns River. Cocoa uses surface water when available to meet demands and treats and stores additional amounts underground for use when surface water is not available.

**Q:** *What about environmental impacts to the river, such as increased salt levels and effects on the river's animal and plant life and wetlands, at the location of the withdrawal and downstream?*

**A:** Work is under way in several programs to ensure that river withdrawals do not harm the river. These include the District's consumptive use permitting program as well as its work to establish MFLs. Establishing MFLs is an important step in the District's work of planning for adequate water supplies for today and for future generations, while also protecting our water resources from harm. MFLs are the minimum water levels and/or flows adopted by the District's Governing Board as necessary to prevent harm to the water resources or ecology of an area resulting from water withdrawals permitted by the District. The District has been evaluating and setting MFLs for nearly 20 years and has currently adopted more than 100 MFLs in lakes, wetlands, springs and rivers. These MFLs have already been used to limit withdrawals to safe and sustainable levels at many locations throughout the District's 18-county service area.

**Q:** *Is water from the St. Johns River or the Ocklawaha River going to be piped to south Florida or other distant locations?*

**A:** No. There are no proposals to transport water from the St. Johns River or Ocklawaha River to south Florida or any other distant location. The District has identified a number of alternative source project options from these rivers for those areas in the immediate region where existing groundwater sources will not be sufficient to meet all additional water demands in the future. Because the development of alternative water sources is expensive, utilities that need to develop new sources of water have begun discussions and investigations among themselves to determine if it would be cost-effective to build joint projects to meet their collective water demands. This would require them to interconnect their water systems and to share in the production of the new water supply. Ultimately, the utilities themselves will have to decide if those types of projects are cost-effective and will provide additional water needs in their areas, not the District.

**Q:** *What about "local sources first?"*

**A:** State law includes additional permitting criteria for the consumptive use permitting program that must be met by an applicant before the District can permit the transfer of water from one county to another county. These additional permitting criteria are commonly known as "local sources first," because it essentially requires that available water sources within a county must be evaluated and determined not to be feasible for use before water sources outside of that county may be considered for use. In addition, it must be determined that the county from which water would be transferred can meet their reasonably anticipated demands for water, before such a transfer of water is authorized.

This important provision in the state law highlights the importance of regional water supply planning, where cities and counties work together to best meet their collective water supply needs. The District anticipates that inter-county transfer of water will likely only occur when the transfer is part of a regional project with utility interconnections, using alternative water supply sources designed to meet the water needs of counties where the source is located, as well as the other adjacent counties participating in the project.

**Q:** *What effect will proposed withdrawals have on the salt level (salinity) of the St. Johns River system?*

**A:** In developing MFLs for the river, the District investigated what, if any, harm could be caused downstream by allowing surface water withdrawals from the river's upper and middle basins, those areas between Sanford and Indian River County.

The study, which was prepared by an environmental consultant, concluded that small increases in salinity in the river's lower basin (between Welaka and Mayport), would occur as a result of surface water withdrawals. However, these small salinity increases are not expected to adversely impact plants and animals of the river. The study also found that the proposed withdrawals would not adversely impact dissolved oxygen concentrations in the river. The study concluded that a maximum cumulative withdrawal of 155 million gallons per day, which could include potential withdrawals near Lake Monroe and the St. Johns River near DeLand, would not harm estuarine resources.

The District is conducting additional work to ensure protection of the river and its environment. District engineers and scientists are gathering additional information and developing more detailed river flow models to further assess potential cumulative impacts. This work will analyze a wide range of factors, including salinity changes that could result from water withdrawals and related impacts to the river water quality and habitat. The results of this work will be used in both setting new MFLs and updating current MFLs.

**Q:** *Why spend millions to withdraw water from rivers when utilities could withdraw seawater from the Atlantic Ocean and use desalination?*

**A:** The District's water supply plan identifies seawater desalination as one of the primary water supply sources for the future. The District has already completed a significant amount of work to plan for the ultimate utilization of this resource. Additional work is under way by the District, the Florida Department of Environmental Protection (FDEP) and water utilities to ensure an environmentally responsible approach to seawater desalination. Currently, it is less expensive to treat and transport nearby river water than distant seawater treated through desalination. The cost differential results from the additional costs for treatment energy and management of the concentrate generated from the desalination process. Long-distance transmission to make water available at inland locations also adds to costs. Even so, desalination is an alternative that some utilities are currently exploring for the future, since surface water, like fresh groundwater, is limited and will not meet all future needs. A group of utilities in Flagler County is investigating the feasibility of an ocean desalination facility in the near future. This project will likely pave the way for larger projects in the future. It is expected that over the longer term, many utilities will use a combination of groundwater, reclaimed water, surface water, and desalinated seawater. Desalination, or demineralization, is a treatment process that removes salt and other minerals from brackish water and seawater to produce high-quality drinking water. As with all alternative sources, seawater desalination has technical issues that present new challenges to utilities and water managers.

**Q:** *What would happen if the District allowed utilities to use groundwater to meet all of their future water supply needs?*

**A:** In many areas of Florida, traditional water supply sources, namely the Floridan aquifer system, are not sufficient to meet all of the future needs of the state's growing population and the needs of the environment, agriculture and industry.

Relying on groundwater alone would over pump the aquifer, resulting in unacceptable impacts to the water resources and to related natural systems, including drying of wetlands, springs and lakes, and saltwater intrusion. The District's regulatory program would not allow these adverse impacts to occur. Accordingly, alternative sources of supplies have been identified as a means to supplement the use of groundwater in meeting future water supply needs in a sustainable manner.

**Q:** *Why does the water management district issue permits for bottling water?*

**A:** Each permit application, including those requesting use for bottled water, is fact-specific and must be evaluated on its own merits. Water use for bottling has been allocated in some cases in the past because it was found to meet the District's permitting criteria for use that is