VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

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

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

AGENDA
CITY OF PALATKA
April 12, 2012

CALL TO ORDER:
a. Invocation – The Reverend Tim Rudd, Co-Pastor, Victory Christian Fellowship Church
b. Pledge of Allegiance
c. Roll Call

APPROVAL OF MINUTES – 3/22/12 Workshop; 3/22/12 Regular Meeting

1. **PUBLIC RECOGNITION/PRESENTATIONS:**
   a. **PROCLAMATION:** Safe Digging Month – April, 2012
   b. **POLICE DEPARTMENT PROMOTION** – Cpl. Tobby Williams promoted to Sergeant
   c. **RETIREMENT RECOGNITION** – Larry Brown, Streets Department – 26 Years of Service

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

3. **CONSENT AGENDA:**

***a. Issue Festival Permit for 2012 Blue Crab Festival Kick-off Party** (see staff recommendations)
1. **Issue Special Event Permit #12-21** – Friday, May 25, 2012 5:00 p.m. – 12:00 Midnight
2. **Approve Alcohol Ordinance Variance** – 5:30 p.m. – 12:00 midnight. – Staff Recommendation same as 2011- Festival – Beer & Entertainment Tents, Hospitality Tent and buffer zones.
3. **Approve Noise Ordinance Variance** - 5:30 p.m. – 12:00 midnight.
4. **Set Fees** – Class A Permit Fee (1 day @ $150.00/day) and police security fees @ $23.00/hour. Estimated fees to be determined and paid prior to festival; actual fees to be calculated after close of festival.
5. **Approve street closures as noted.**

***b. Issue Festival Permit for 2012 Blue Crab Festival** (see staff recom. & appl. attached) as follows:
1. **Issue Special Event Permit #12-22** May 26, 27 & 28, 2012
2. **Approve Noise Ordinance Variance** May 26, 2012, 10:00 a.m. – 12:00 midnight
   May 27, 2012, 1:00 p.m. – 12:00 midnight
   May 28, 2012, 10:00 a.m. – 5:00 p.m.
3. **Approve Alcohol Ordinance Variance** – Staff recommendation same as for 2012 – times to coincide with noise ordinance waiver. Sales/Consumption area to include Beer & Entertainment Tents, Hospitality Tent and geographical area as outlined. 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 19th Street (east/west)
6. **Close boat ramp to public** beginning at 5:00 p.m. Friday through Saturday & Sunday, and reopen at 5:00 p.m. on Monday.

201 N. 2ND STREET • PALATKA, FLORIDA 32177
PHONE: (386) 329-0100 www.palatka-fl.gov FAX: (386) 329-0106

3. **CONSENT AGENDA (continued):**
   7. **Approve street closures as noted up to 8th Street.**
   8. **Set Fees** – Class A Permit Fees (3 days @ $300.00/day); Police Security Fees @$23.00/hr. per officer for both required and requested security, Green roll-out bins @ $15.00, Deodorizer @ $15.00/gallon, and festival to pay all Putnam County Tipping Fees. Estimated fees to be determined and paid prior to festival. Actual fees to be calculated after close of Festival.

   STAFF RECOMMENDS APPROVAL OF ALL ITEMS AS SUBMITTED

   ***c. Authorize execution of addition to Change Order #2 to Robert Taylor's Contract for 2010 Energy Conservation Project in the amount of $1,027.99** for 10% construction compensation fee per City Manager's Recommendation

   ***d. Authorize execution of Change Order #2 to Base 3LLC d/b/a Gibson Electric contract in the amount of $2,810.54, for a new total contract amount of $50,435.84,** to adjust scope of work for Larimer Arts Center and Main Fire Station for Energy Efficiency Lighting Retrofit Project, per City Manager's Recommendation

   ***e. Authorize execution of Change Order #1 to Brandes Design-Build, Inc. Contract in the amount of $10,383.49,** for a new total contract amount of $753,883.49 for modifications to the scope of work for the WWTP 2010 Energy Conservation Project, per engineers' and City Manager's recommendation

   ***f. Declare as Surplus** City Hall Computer Equipment for disposition @ auction.

   ***g. Reappoint Marshall Fulgham to the Palatka Housing Authority Board** for a four-year term to expire April 12, 2016 (incumbent – sole applicant)

** 4. **COMMUNITY REDEVELOPMENT AGENCY BUSINESS** – Accept CRA Recommendations as follows (CRA meeting held 4/12/12)
   a. **CBD - Approve Recruitment Fund** – Charles Rudd, Main Street Manager
   b. **CBD - Allocate up to $55,000** for renovations to Old McCrory's Building (BIG Grant) – Ruth Burk
   c. **CBD - Allocate up to $12,000** for Riverfront MMA Event – T.J. Smith
   d. **SHD - Allocate up to $5,000** for Hammock Hall Kitchen Remodel – Michael Gagnon, Pres., SHNA

5. **PRESENTATIONS:**
   a. **PALATKA GOLF CLUB UPDATE – Bobby Weed, BWMG
   *b. **WATER RATE STRUCTURE STUDY** – Burton & Associates
   *c. **BRANDING STUDY** – Charles Rudd, Main Street Manager

** 6. **LOCAL PREFERENCE POLICY** for qualified bidders

8. **ADMINISTRATIVE REPORTS**

9. **COMMISSIONER COMMENTS**

10. **ADJOURN**

*Attachment **Separate Cover

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

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

Upcoming Events:
April 21, 2012 – MOD March for Babies
May 25 – 28, 2012 – Blue Crab Festival
May 28, 2012 – City Offices closed to observe Memorial Day
July 4, 2012 – City Offices closed to observe Independence Day
Sept. 3, 2012 – City Offices closed to observe Labor Day

Board Openings:

Code Enforcement Board:	2 Vacancies (Architect. & Alt.)
Tree Committee	1 Vacancy
Historic Preservation Board:	1 alternate

CITY OF PALATKA

Proclamation

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 896 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, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim the month of April, 2012 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 12th day of April, in the Year of Our Lord Two Thousand Twelve.

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

PALATKA CITY COMMISSION

_____

By: Vernon Myers, MAYOR

REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. This request form, together with any attachments or backup material that that would help the Commission to better consider your request, should be submitted to the City Clerk's office ***no later than 5:00 p.m. on the Wednesday, a week prior to the next regularly scheduled Thursday City Commission meeting.*** Meeting dates are subject to change. Please verify the closing date for agenda items with the Clerk's office.

Name of Individual, Organization or Group making presentation or request:

Chief Gary Getchell / Palatka Police Department

Name of Individual making presentation or request, if different:

Chief Gary Getchell

Address: Palatka Police Department

Daytime Phone 329-0115 Home ph._____ Fax_____

Requested meeting date for Agenda Item: April 12, 2012

_Request for Commission Action or __X__ Presentation Only; no action required

Subject Matter you wish to address:

Recognition of Cpl. Tobby William's promotion to Sergeant

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.

Agenda Item

3a

MEMORANDUM

To: City Commission

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: April 3, 2012

Re: 2012 Blue Crab Friday Nite Kick Off Party

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

1. Class A Special Event Permit Fees established at: $150.00
2. Will work with the police department to provide police & security & traffic control for Friday, May 25,2012 Police Fees ware established at TBD man-hours X $23/hour =____.
3. Request Street Closures: St. Johns Avenue from 8th Street to Memorial Drive, Short Laurel Street 2nd, 3rd, 4th, 5th, 6th, 7th, & 8th 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 25th, 2012 from 5:30 p.m. to 12:00 a.m.
6. Alcohol waiver for: Friday, May 25th, 2012 from 5:30 p.m. to 12:00 a.m. Designated Area: From 2nd Street to St. Johns Avenue to Riverfront from Southwest portion of the bridge to the end of Memorial Parkway (see attached map).
7. Sanitation: 75 green roll out containers already will be there for the Blue Crab Festival.

8. Total Special Event Permit fees will be: $ TBD

FRI

APPLICATION # 12-21
(circle one below)
CLASS A PERMIT - Filing Deadline: 90 days prior to event
CLASS B PERMIT - Filing Deadline: 30 days prior to event
CLASS C PERMIT - Filing deadline: 14 days prior to event

RECEIVED
MAR 06 2012

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 - PO BOX 1351 - PALATKA, FL 32178
CONTACT PERSON CARLA J. MORRIS TELEPHONE 386-326-0100 H
937-6263 CELL FAX #

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 FESTIVAL -
2012 BLUE CRAB FESTIVAL - FRIDAY NITE KICK-OFF

4. **DATE & HOURS** OF DESIRED USE: 5pm - MIDNIGHT MAY 25, 2012

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
MEMORIAL DRIVE, RIVERFRONT PARK - CORNER OF MEMORIAL & ST JOHNS

6. REQUEST FOR ROAD CLOSURES(Specify): YES - SEE MAP

7. REQUEST FOR NOISE VARIANCE(Dates and Times): 5pm - MIDNIGHT

8. REQUEST FOR ALCOHOL VARIANCE(Dates and Times): 5pm - MIDNIGHT

9. ESTIMATE OF ANTICIPATED ATTENDANCE(Per Day): 5,000-10,000 MORE OR LESS

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT: SAME AS PREVIOUS YEARS

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
CLASS A: ✓ $150.00- up to 10,000 in attendance per day
_ $2250.00- **10,000 – 40,000** in attendance per day
_ $300.00 – **40,000 – 80,000** in attendance per day
CLASS B: _ $100.00 per day Less than 1,000 Patrons
CLASS C: _ $50.00 per day (Limited impact on traffic, parking etc.) Events such as: Weddings, Fishing Tournaments with less than 40 boats. Etc.
Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)
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.

CITY OF PALATKA
PLANNING MEETING
PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

☐ Site Sketch Provided
☐ Tentative Schedule of Events

Event Classification:
Class A ☐
Class B ☐
Class C ☐

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

Name of Special Event/Production: BLUE CRAB FESTIVAL

Type of Event: FESTIVAL - 24th ANNUAL

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. – attach separate listing if necessary) FOOD AND DISPLAY VENDORS, CONCERTS, CARNIVAL, BEAUTY PAGEANT, PARADE, DUCK RACE

Location of Event: ST. JOHNS AVE, MEMORIAL DRIVE, RIVERFRONT PARK, CITY DOCK AREA, AMPITHEATER,

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

	Date	Day	Begin	End
Event Day 1	MAY 25th	FRIDAY	5 AM/PM	12 AM/PM MIDNIGHT
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) MONDAY 5-21 at (time) 8-9 pm

Break down will be completed by (Date) MONDAY 5-28 at (time) 9-10 pm

Revised: 1/22/01

EVENT_____ EVENT SPONSOR/ORGANIZATION_____

Name of Promoter_____ Tax Exempt No.:_____

Fee Worksheet (To be completed by Special Events Coordinator or Designee)

Special Event Permit fees $ 150 Per Day x 1 Days = $ 150

Law Enforcement (City Police) $23.00 per hour x _____Officer(s) x _____Hours = $_____

Fire Personnel $23.00 per hour x _____Personnel x _____Hours = $_____

Building Inspector $23.00 per hour x _____ x_____ Hours = $_____

Sanitation Equipment fee

Of Green Roll Out Containers _____ x $ 15.00 per container = $_____

Additional Charges (List)

_____ = $_____

_____ = $_____

_____ = $_____

Refundable Deposit $500.00 required (circle one) Yes No $_____

Total Estimated Fees $_____

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Parks Department office at 386-329-0100 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

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

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

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

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

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

Carla Jayne Morris

DATE SIGNATURE OF APPLICANT

APPROVED:

3/06/2012

SPECIAL EVENTS COORDINATOR DATE

CHIEF OF POLICE DATE

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

COPIES TO:
Parks Dept.
Police Dept.
Fire Dept.
Sanitation Dept.
City Clerk
Downtown Palatka, Inc.
Keep Putnam Beautiful
Chamber of Commerce
Palatka Daily News

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

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 - CARLA JAYNE MORRIS - CHAIRWOMAN
Telephone: 326-0100 HOME Fax: 325-9806 Cellular: 937-6263
Address: PO BOX 1351 PALATKA FL 32178
TEMP OFFICE: 326 ST. JOHNS AVE. PALATKA
BLUE CRAB PHONE: 325-4406

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

Other contacts/Keyholders:

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

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

☐ Estimated Peak Number of Participants (each day of event): Day 1 5,000-10,000 MORE OR LESS
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

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

☐ Number and proposed location of fire protection services: NA

☐ Inspection(s) – Date and time requested: SOUTH CORNER OF MEMORIAL AND ST. JOHNS AVE 2pm - 5-25-

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

Number of EMS Personnel required: to be determined

☐ Number and proposed location of portable toilets: (note location on site map)
TO BE DETERMINED

- ☐ Carnival location (if any) (note location on site map) GRASS AREA between entrance to city dock and short LAUREL PARKING AREA
- ☐ Number of sanitation roll-out containers required: to be determined
- ☐ Location of parking/transportation services, if any: handicapped at city hall, motorcycles at Zeiers oil
- ☐ Type Transport Vehicles (Van, buses, etc.): n/A
- ☐ Location of security and emergency vehicle parking on site: TO BE DETERMINED
- ☐ Public street barricades/street closures/detours: (note locations on site map)
- ☐ Temporary Parking, directional Signage needed: none
- ☐ Main emergency vehicle access to site (location – also note on site map): ALL ENTRANCES ACCESSABLE
- ☐ 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): none
- ☐ Location of event staff management (headquarters): 326 St. Johns Ave
- ☐ Staff Uniform Identification: SAFETY YELLOW SHIRT
- ☐ Main sound system location: SOUTH CORNER - ST JOHNS MEMORIAL
- ☐ Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): MAP TO BE PROVIDED WHEN FINALIZED

- ☐ Number and location of temporary signs/banners: 4 - TRIANGLE PARK, OVERPASS HWY 100 REID ST.
- ☐ Number and location of promotional visual effects: NONE
- ☐ Watercraft: NONE
- ☐ Aircraft: HELICOPTER RIDES
- ☐ Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): FESTIVAL SITE
- ☐ Date(s) and times of setup/breakdown: SET UP STARTS MON MAY 21st - 8AM TILL WE ARE FINISHED / BREAKDOWN STARTS MON 28th AT 5, UNTIL WE ARE DONE - APROX 9-10PM
- ☐ Name(s) and Type of Musical Bands to Perform (dates & times of performances): TO BE PROVIDED WHEN COMPLETED
- ☐ Noise Abatement Requirements: FRIDAY MAY 25th, 5p-MIDNITE
- ☐ Adjoining Properties Impacted (Notification needed?): WILL PERSONALLY SPEAK TO ALL MERCHANTS IMPACTED OR PROVIDE LETTER OF INTENT
- ☐ Location, Dates and Times for Alcohol Ordinance Open Container Waiver: 5-MIDNITE BEER TENT, ENTERTAINMENT TENT - WILL ASK COUNCIL FOR ADJOINING AREAS
- ☐ Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): 1 DAY SPECIAL EVENT PERMIT COPY WILL BE PROVIDED
- ☐ Handicapped Accessibility: TO ALL AREAS - PARKING AT CITY HALL

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) DNA
- ☐ Fire resistive rating certificates (tents, fabric, etc.) PROVIDED BY VENDORS IF NEEDED
- ☐ Schedule Fire, Building/Electrical Inspections
- ☐ Schedule Pre/Post Sanitation Inspections

TO BE DETERMINED BY CITY

- ☐ Example of Special Event vendor permits provided DNA
- ☐ 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

Agenda Item

3b

MEMORANDUM

To: City Commission

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: April 3, 2012

Re: 2012 Blue Crab Festival

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

1. Class A Special Event Permit Fees established at $900.00
2. Request: to close boat ramp at the Riverfront Park from 5:00 p.m. Friday, May 25th, 2012 to 5:00 p.m. Monday, May 28h, 2012.
3. Will work with the police department to provide police & security & traffic control for Saturday, May 26th, 2012 to Monday, May 28th, 2012. Police Fees have been established at TBD man-hours X $23/hour = TBD.
4. Request Street Closures: St. Johns Avenue from 8th Street to Memorial Drive, Short Laurel Street 2nd, 3rd, 4th, 5th, 6th, 7th, & 8th 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 26th, 2012 from 10 a.m. to 12:00am; Sunday, May 27th, 2012 from 1:00pm to 12:00am; Monday, May 28th, 2012 from 10 a.m. to 5:00 p.m.
7. Alcohol waiver for: Saturday May 26th, 2012 from 10 a.m. to 12:00 a.m.; Sunday May 27th, 2012 from 1pm to 12:00 a.m.; Monday May 28th, 2012 from 10 a.m. to 5:00 p.m. Designated Area: From 2nd Street to St. Johns Avenue to Riverfront from Southwest portion of the bridge to the end of Memorial Parkway (see attached map).
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: (To Be Determined)

SAT - SUN - MON

APPLICATION # 12-22

(circle one below)

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

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER
   a. BLUE CRAB FESTIVAL, INC PO BOX 1351 PALATKA -
   b. CONTACT PERSON CARLA J. MORRIS TELEPHONE 386-326-0100
   c. cell 386-937-6263 FAX # _____
2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE
   SAME - TEMP OFFICE: 326 St. JOHNS AVE
   a. CONTACT PERSON SAME TELEPHONE OFFICE: 325-4406
   b. _____ FAX # SAME AS OFFICE
3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 2012 BLUE CRAB FESTIVAL
4. _____
5. **DATE & HOURS** OF DESIRED USE: MAY 26: 7-10-MIDNITE; MAY 28-10-5
6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
   MEMORIAL DRIVE, ST JOHNS AVE, RIVERFRONT PARK
7. ROAD CLOSURES: yes -
8. REQUEST FOR NOISE VARIANCE(Dates and Times): SAT MAY 26: 10-12 SUN 27 10-MIDNITE MON 28th 10-5
9. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): SAME AS NOISE, except SUNDAY 27th 1-12
10. ESTIMATE OF ANTICIPATED ATTENDANCE 200,000 OVER 3 DAYS, APROX
11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT SAME AS last year
12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
    a. CLASS A: ___ **$150.00- up to 10,000 in attendance per day**
       ___ **$225.00- 10,000 – 40,000 in attendance per day**
       ✓ **$300.00- 40,000 – 80,000 in attendance per day**
    b. CLASS B: ___ **$100.00 per day Up to 1,000 persons per day**
    c. CLASS C: ___ **$50.00 per day** (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
    d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)
13. OTHER COSTS : Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.
14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Parks Department office at 386-329-0100 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

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

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

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

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

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

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

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

DATE

Carla Jayne Morris, Chairwoman
SIGNATURE OF APPLICANT

APPROVED:

3/04/2012
SPECIAL EVENTS COORDINATOR DATE

CHIEF OF POLICE DATE

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

COPIES TO:
Parks Dept.
Police Dept.
Fire Dept.
Sanitation Dept.
City Clerk
Downtown Palatka, Inc.
Keep Putnam Beautiful
Chamber of Commerce
Palatka Daily News

CITY OF PALATKA
PLANNING MEETING
PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

☐ Site Sketch Provided
☐ Tentative Schedule of Events

Event Classification:
Class A ☐
Class B ☐
Class C ☐

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

Name of Special Event/Production: 2012 BLUE CRAB FESTIVAL

Type of Event: FESTIVAL

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. – attach separate listing if necessary) ARTS & CRAFTS, FOOD COMMERCIAL DISPLAY AND RESALE, CARNIVAL, PETTING ZOO, PARADE, BEAUTY PAGEANT

Location of Event: ST JOHNS AVE, MEMORIAL DRIVE, AMPITHEATER, CITY DOCK AND SURROUNDING PARK AREA, RIVERFRONT PARK, ST. JOHNS AVE WEST

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

	Date	Day	Begin	End
Event Day 1	MAY 26	SAT	10 AM/PM	12 MIDNIGHT AM/PM
Event Day 2	MAY 27	SUN	10 AM/PM	12 AM/PM
Event Day 3	MAY 28	MON	10 AM/PM	5 AM/PM
Event Day 4			AM/PM	AM/PM

Set-up for event will begin on (Date) MONDAY MAY 21 at (time) 8AM

Break down will be completed by (Date) MONDAY MAY 28 at (time) 9-10PM

Revised: 1/22/01

EVENT 2012 BLUE CRAB FESTIVAL EVENT SPONSOR/ORGANIZATION SAME

Name of Promoter SAME Tax Exempt No.: _____

Fee Worksheet (To be completed by Special Events Coordinator or Designee)

Special Event Permit fees	$ 300 Per Day x 3 Days =	$ 900.00
Law Enforcement (City Police)	$23.00 per hour x _____ Officer(s) x _____ Hours = $	_____
Fire Personnel	$23.00 per hour x _____ Personnel x _____ Hours = $	_____
Building Inspector	$23.00 per hour x _____ x _____ Hours = $	_____
Sanitation Equipment fee		
# Of Green Roll Out Containers	75.00 x $ 15.00 per container =	$ 1,125.00

Additional Charges (List)

Deodorizer Fee: 2 gallons @ $15/ea.	=	$ 30.00
_____	=	$ _____
_____	=	$ _____

Refundable Deposit $500.00 required (circle one) Yes No

Total Estimated Fees $ _____

$ _____

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 - CARLA JAYNE MORRIS CHAIRWOMAN
Telephone: 326-0100 Fax: 325-4406 Cellular: 937-6263
Address: PO BOX 1351, PALATKA, FL 32178
TEMP OFFICE: 326 ST JOHNS AV. PALATKA

Name:
Telephone: Fax: Cellular:
Address:

Other contacts/Keyholders: NONE AT THIS TIME

Name:
Cellular: Telephone:
Fax:

Name:
Cellular: Telephone:
Fax:

☐ Estimated Peak Number of Participants (each day of event):
Day 1 40,000 Day 2 30,000 Day 3 20,000 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: NA

☐ Inspection(s) – Date and time requested: SAT, MAY 26 - TIME TO BE DETERMINED

☐ Emergency medical services: Ambulance Location(s) (note on site map): TO BE DETERMINED

Number of EMS Personnel required:

☐ Number and proposed location of portable toilets: (note location on site map)
TO BE DETERMINED

- ☐ Carnival location (if any) (note location on site map) GRASS AREA between City hall ENTRANCE AND SHORT LAUREL PARKING
- ☐ Number of sanitation roll-out containers required: TO BE DETERMINED
- ☐ Location of parking/transportation services, if any: HANDICAPPED AT CITY HALL, MOTORCYCLES AT ROZIER'S OIL
- ☐ Type Transport Vehicles (Van, buses, etc.): NONE
- ☐ Location of security and emergency vehicle parking on site: TO BE DETERMINED
- ☐ Public street barricades/street closures/detours: (note locations on site map) SEE MAP
- ☐ Temporary Parking, directional Signage needed: HANDICAPPED AT CITY HALL MOTORCYCLES AT ROZIER'S OIL
- ☐ Main emergency vehicle access to site (location – also note on site map): ALL ENTRANCES ACCESSABLE
- ☐ Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) ENTERTAINMENT, BEER TENT ON SOUTH CORNER OF ST. JOHNS AND MEMORIAL, TENT OVER PART OF AMPHITHEATER
- ☐ 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): N/A
- ☐ Location of event staff management (headquarters): 326 ST. JOHNS AVE.
- ☐ Staff Uniform Identification: YELLOW SHIRTS
- ☐ Main sound system location: ENTERTAINMENT TENT. SOUTH CORNER ST JOHNS & MEMORIAL
- ☐ Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): SEE MAP

- ☐ Number and location of temporary signs/banners: 4 BANNERS REID ST., OVERPASS, TRIANGLE PARK, HWY 100
- ☐ Number and location of promotional visual effects: N/A
- ☐ Watercraft: N/A
- ☐ Aircraft: HELICOPTER RIDES
- ☐ Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): FESTIVAL AREA
- ☐ Date(s) and times of setup/breakdown: SETUP STARTS MONDAY 5-21 AT 8AM - FRIDAY 25TH TILL WE ARE READY / BREAKDOWN: MON 28TH AT 5 TILL 9-10 UNTIL COMPLETED
- ☐ Name(s) and Type of Musical Bands to Perform (dates & times of performances): WILL SUPPLY ENTERTAINMENT LIST WHEN COMPLETED
- ☐ Noise Abatement Requirements: SAT 26TH 10-MIDNITE, SUN 27TH 1-MIDNITE, MONDAY 28TH 10-5
- ☐ Adjoining Properties Impacted (Notification needed?): YES - WILL PERSONALLY PROVIDE LETTER AND SPEAK TO ALL IMPACTED
- ☐ Location, Dates and Times for Alcohol Ordinance Open Container Waiver: DATES AND TIME SAME AS FOR NOISE LOCATIONS: BEER TENT, ENTERTAINMENT TENT, AND WILL ASK COUNCIL FOR ADJOINING AREAS -
- ☐ Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): 3 DAY SPECIAL EVENTS LICENCE - WILL PROVIDE COPY
- ☐ Handicapped Accessibility: TO ALL AREAS - PARKING AT CITY HALL

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

REQUEST PERMISSION TO USE CITY PARKING BESIDE WATTLES - BETWEEN CHURCH HALL AND HONEYBAKED HAM FOR BACKSTAGE AND ENTERTAINMENT LOAD IN AND OUT, AND PARKING FOR ENTERTAINMENT TRANSPORT.

ALLOW ACCESS TO BANK AND CHURCH PARKING FROM OAK TO ST JOHNS, TO ELKSLODGE, THEN BLOCK STREETS

BLOCK SHORT LAUREL

MEMORIAL & REID

POLICE DEPT. DETERMINES LOCATIONS

BLOCK ST. JOHNS WEST OF 8TH TO ALLOW PARKING FOR 700 BLOCK

Agenda Item

3c

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

City of Palatka

Office of the City Manager

To: **Mayor Myers, Commissioners**

From: Woody Boynton, City Manager

Date: April 5, 2012

RE: 2010 Energy Conservation Project – Robert Taylor Architect – Change Order #2

Attached for your review is a copy of change order #2 for the 2010 Energy Conservation Project Energy Efficiency Upgrade project. This change order reflects a minor increase in the architect's contract due to an increase in the contractor's scope of the work noted in change order #2 that was issued to the contractor on February 23, 2012. With this change order all work items associated with this project are complete.

The cost increase will be funded by the City as we have currently maxed out the grant award. The money will be appropriated from the General Fund and/or the Better Place Fund. We are recommending approval of this change order.

Should you have any questions, please call.

Robert E. Taylor
AIA Architect PA
710 St. Johns Ave
PO Box 267
Palatka, Florida 32177

Robert E. Taylor, Architect
FL Corp Registration No. AAC000589
GA Registration No. RA007674
NCARB No. 40804

7 March 2012

Mr. E. C. "Woody" Boynton, Jr., City Manager
City of Palatka
201 North Second Street
Palatka, Florida 32177

SUBJECT: City of Palatka 2010 Energy Conservation Project
City of Palatka
201 North Second Street
Palatka, FL 32177
Architect's Project. No. 1102

Dear Woody:

I respectfully request additional compensation for Change Order No. 2 in the amount of $1,027.99. This fee was calculated using the percentage of construction cost of 10% ($10,279.88 x 10% = $1,027.99.

If the above is satisfactory please sign both copies, retain one for your records and return one to our office.

If you have any questions or need additional information, please call.

Sincerely

Robert E Taylor, A.I.A.

RET/th

_____
Mr. Woody Boynton, City Manager

_____
Date

Phone 386 325-7341
Fax 386-325-0608
Web Address www.ret-tbd.com
E-mail taylor ret-tbd.com

Agenda Item

3d

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

City of Palatka

Office of the City Manager

To: **Mayor Myers, Commissioners**

From: Woody Boynton, City Manager

Date: April 5, 2012

RE: 2010 Energy Conservation Project – Lighting Upgrades – Change Order #2

Attached for your review is a copy of change order #2 for the 2010 Energy Conservation Project City Buildings Energy Efficiency Retrofit Project. This change order reflects various minor electrical changes in the contract. The cost associated with each work item is appropriate. We concur with the recommendation of the engineer and recommend approval of change order no. 2 in the amount of $2,810.54. This is the final change order and all work associated with this project is essentially complete.

The cost increase will be funded by the City as we have currently maxed out the grant award. The money will be appropriated from the General Fund and/or Better Place Fund.

Should you have any questions, please call.

AIA® Document G701™ – 2001

Change Order

PROJECT *(Name and address)*: 1120 Lighting Retrofit City of Palatka Various Locations	**CHANGE ORDER NUMBER:** 002 **DATE:** 19 March 2012	OWNER: ☐ ARCHITECT: ☐
TO CONTRACTOR *(Name and address)*: Base 3 LLC, a Florida Limited Liability Company, doing business as Gibson Electric 707 SW 20th Street Ocala, FL 34471	**ARCHITECT'S PROJECT NUMBER:** 1120 **CONTRACT DATE:** 23 November 2011 **CONTRACT FOR:** General Construction	CONTRACTOR: ☐ FIELD: ☐ OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

See Attached Breakdown with Contractor's proposals.

The original Contract Sum was	$	45,960.00
The net change by previously authorized Change Orders	$	1,665.30
The Contract Sum prior to this Change Order was	$	47,625.30
The Contract Sum will be increased by this Change Order in the amount of	$	2,810.54
The new Contract Sum including this Change Order will be	$	50,435.84

The Contract Time will be increased by Five (5) days.
The date of Substantial Completion as of the date of this Change Order therefore is 23 March 2012

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Robert E. Taylor, A. I. A., Architect, P. A.	Base 3 LLC, a Florida Limited Liability Company, doing business as Gibson Electric	City of Palatka
ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
P.O. Box 267, Palatka, Florida 32178	707 SW 20th Street, Ocala, FL 34471	201 North Second Street, Palatka, FL 32177
ADDRESS	**ADDRESS**	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*	**BY** *(Signature)*
Mr. Robert E. Taylor, A. I. A.	Mr. Louie F Wise III	Mr. E.C. 'Woody' Boynton, Jr.
(Typed name)	*(Typed name)*	*(Typed name)*
20 MARCH 12	3-21-12	
DATE	**DATE**	**DATE**

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User Notes:

(1211583319)

CHANGE ORDER NO. 2

Project:	**City of Palatka Lighting Retrofit**	**Project No. 1120**
Architect:	**Robert E. Taylor, A. I. A., Architect, P. A.**	
Modified:	**19 March 2012**	
Contractor:	**Base 3 LLC, d.b.a. Gibson Electric**	**Page 2 of 3**

CPR No. 1 **Location of new Lights in Building 3 Larimer Arts Center Ground Floor and Repair Lights in Building 7, Building and Zoning Office .**

Description 12 Jan 2012 - Adjust new light locations to accommodate Restroom work which may, or may not, occur during this Construction. Relocate one fluorescent fixture in Restroom area 118 into Room 106 to obtain more uniform distribution of light.

Wiring for approximately eight fluorescent fixtures in the Building and Zoning Office had to be rewired to provide for one ballast in each fixture.

21 Feb 2012 - Mr. Davis will summarize costs for minor changes and the relocation of this fixture. He will include some additional work accomplished in the Building and Zoning Office.

Cost 12 Mar 2012 - Gibson Electric proposal cited a cost of $333.81

Action 16 Mar 2012 - Approved by Mr. Boynton

CPR No. 2 **Revise Switches and Motion Sensors in Building 5 Fire Department Main Station Vehicle Bay.**

Description 12 Jan 2012 - Fire Chief Lambert to advise on location and number of new switches, type and model of motion detectors

21 Feb 2012 - The Architect agreed to meet with Chief Lambert to discuss exactly what he wants and will provide this information to the Contractor. Switching in Room 104 will also be discussed since there are dual uses for this room.

27 Feb 2012 - Architect met w/ Chief Lambert and Nick Moreno to discuss switching.

- There is an existing switch inside Watch Room 102 which controls lights in the Vehicle Bay. That switch is to be relocated/ surface mounted to the outside of door leading from Hall 105 to the Vehicle Bay.
- New four way switch from Hall 123 to the Vehicle Bay is to be deleted.
- Existing timer switch at the north side of the Vehicle Bay is to remain and new four way switch is to be deleted.
- Wiring and conduits called for to accommodate separate lighting for four fixtures is to be deleted.
- New motion switch is to be installed in the Entry 112 on the east wall to control Entry Lights. Power to this switch is to be provided by routing conduit and wiring from the Equip. Room 114 to Mech Closet 113. It appears conduit can be run concealed within Equipment Room and Mechanical Closet.
- Switching in Dining Room 104 is to remain as is. New motion switch is not to be installed.

Cost 15 Mar 2012 - Gibson Electric proposal cited a credit of $(311.50)

Action 16 Mar 2012 - Approved by Mr. Boynton

CPR No. 5 Fixtures and Switches slightly different than has been understood to be the Scope of Work

Description 21 Feb 2012 - Mr. Moreno informed there were some fixtures and switches which were not shown accurately (according to what is in the field) or were specified slightly differently as has been understood to be the "Scope of Work,"specifically:

Police Department

- Closet 137 - Two 2'-0" long fluorescent fixtures were scheduled to have tubes and ballasts replaced, but were scheduled as 96" long fixtures. The Architect suggested these fixtures be replaced with one 48" long 2 tube fixture with wrap around lense.
- Room 137 - One existing 4'-0" fixture is damaged and should be repaired or replaced with like kind. The Contractor will figure repairing or replacing it at the lowest cost.
- Room 106 - Ten down lights in this room do not put out much light partially because of the black baffle reflectors. The Contractor will try to locate some silver reflective baffles for replacement.
- Room 125 - One return air grille is actually a 2' x 2' "U" tube fixture. The Contractor will figure replacing the existing tubes and ballasts in this fixture with T-8 fluorescent tubes and appropriate energy saving ballast.

Kay Larkin Fire Department

- First Floor - Rooms 117, 118 & 119 each show 4'-0" florescent fixtures when in actuality there are two 8'-0" two tube fluorescent fixtures. The Contractor will figure replacing tubes and ballasts for the 8'-0" fixtures on the First Floor and one on the Second Floor (no room number.)
- First Floor - Room 113, Closet - One existing 4'-0" fixture was not scheduled to have tubes and ballasts replaced, but should have been. The Contractor will figure replacing tubes and ballasts for the 4'-0" fixture.
- First Floor - Kitchen 107 - Two 4'-0" long recessed fluorescent fixtures were not scheduled to have tubes and ballasts replaced, but should have been. The Contractor will figure replacing tubes and ballasts for both 4'-0" fixtures.
- First Floor - Restrooms 105 & 106 - Bracket mount fluorescent fixtures were scheduled to have tubes replaced, but not ballasts. The Contractor will figure replacing ballasts for both fixtures.
- Second Floor - Men's and Women's Restrooms - Bracket mounted fixtures (above mirrors) were not scheduled to have tubes and ballasts replaced but should have been. The Contractor will figure replacing tubes and ballasts for all bracket mounted fixtures.

Cost 9 Mar 2012 - Gibson Electric proposal cited a cost of $2,788.23 and Five (5) additional days moving Substantial Completion date to 23 March 2012.

Action 16 Mar 2012 - Approved by Mr. Boynton

TOTAL INCREASE IN CONTRACT SUM ..... $ 2,810.54

TOTAL INCREASE IN CONTRACT TIME ..... 5 Calendar Days

GIBSON ELECTRIC

Controlling Power For Over 40 Years

Gibson Change Order 4

Architect's CPR #1

707 SW 20th Street
Ocala, FL 34471

(352) 351-0145
FAX (352) 351-0219

SUBMITTED TO		PHONE	FAX	DATE
City of Palatka				03/12/12
STREET		JOB NAME		
201 N Second ST		Palatka Lighting		
CITY, STATE AND ZIP CODE		JOB LOCATION		
Palatka, FL 32177		Police Dept. & Kay Larkin Fire Stn.		
ARCHITECT	DATE OF PLANS			JOB PHONE
Robert E. Taylor		CPR #1		

We hereby submit a proposal for the scope of work defined below:

Inclusions:

Wiring in Building & Zoning room #102 so each fixture would have its own ballast instead of slave units that were existing.

RELOCATE FROM RESTROOM 118 RELOCATED

~~Add~~ fixture to Larimar Arts room 106. Modify existing conduits and wiring for ~~additional~~ light. Fixture used was originally set to be installed in restroom 118.

Labor - 4.8hr x $45 = $216.00
Material - $66.02
Tax - 6% = $3.96

15% OH & P = $42.90
Bond 1.5% = $4.93

Total : $333.81

The Original Contract Sum	
Net Change by previously authorized changes	
The contract sum prior to this change	
Amount of this change	$333.81
New contract sum including this change order	$333.81

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

SIGNATURE _____

DATE: _____

SIGNATURE _____

GIBSON ELECTRIC

Generating Power for Over 40 Years

Gibson Change Order 5

Architect's CPR #2

707 SW 20th Street
Ocala, FL 34471

(352) 351-0145
FAX (352) 351-0219

SUBMITTED TO		PHONE	FAX	DATE
City of Palatka				03/15/12
STREET		JOB NAME		
201 N Second ST		Palatka Lighting		
CITY, STATE AND ZIP CODE		JOB LOCATION		
Palatka, FL 32177		Police Dept. & Kay Larkin Fire Stn.		
ARCHITECT	DATE OF PLANS			JOB PHONE
Robert E. Taylor		CPR #2		

We hereby submit a proposal for the scope of work defined below:

Inclusions:

Make changes to wiring, switch locations etc. per CPR #2 list shown in meeting minutes dated 3-13-12.

Labor: -4.4hr x $45 = $198.00
Material: -$65.45
Tax - 6% = -$3.93

15% OH & P = -$40.11
Bond 1.5% = $4.01

Total : $311.50

The Original Contract Sum	
Net Change by previously authorized changes	
The contract sum prior to this change	
Amount of this change	-$311.50
New contract sum including this change order	

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

SIGNATURE _____

DATE: _____

SIGNATURE _____

GIBSON ELECTRIC

Controlling Power for Over 40 Years

Gibson Change Order 3

Architect's CPR #5

707 SW 20th Street
Ocala, FL 34471

(352) 351-0145
FAX (352) 351-0219

SUBMITTED TO		PHONE	FAX	DATE
City of Palatka				**03/09/12**
STREET		JOB NAME		
201 N Second ST		**Palatka Lighting**		
CITY, STATE AND ZIP CODE		JOB LOCATION		
Palatka, FL 32177		**Police Dept. & Kay Larkin Fire Stn.**		
ARCHITECT	DATE OF PLANS			JOB PHONE
Robert E. Taylor		**CPR #5**		

We hereby submit a proposal for the scope of work defined below:

Inclusions:

Provide additional lamps, ballasts, trims and fixtures per list in monthly meeting memo dated 2-21-12.

Request 5 additional work days for completion of change #3 work, moving substantial completion date to 3-23-12.

Labor - 29.11hr x $45 = $1,310.00
Material - $1,017.65
Tax - 6% = $61.06

15% OH & P = $358.31
Bond 1.5% = $41.21

Total : $2,788.23

The Original Contract Sum	
Net Change by previously authorized changes	
The contract sum prior to this change	
Amount of this change	$2,788.23
New contract sum including this change order	$2,788.23

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

SIGNATURE _____

DATE: _____

SIGNATURE _____

Agenda Item

3e

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

City of Palatka

Office of the City Manager

To: **Mayor Myers, Commissioners**

From: Woody Boynton, City Manager

Date: April 5, 2012

RE: 2010 Energy Conservation Project – WWTP Aeration System Improvements – Change Order #1

Attached for your review is a copy of change order #1 for the 2010 Energy Conservation Project WWTP Aeration System Improvements project. This change order reflects an increase in the work that is mainly related to electrical and mechanical enhancements that were necessary for the overall successful completion of the project. With this change order all work items associated with this project are complete. We are very pleased with the project; we are expecting a significant decrease in energy consumption and better treatment of the overall waste stream.

The cost increase will be funded by the City as we have currently maxed out the grant award. The money will be appropriated from the General Fund and/or the Better Place Fund. We are recommending approval of this change order.

Should you have any questions, please call.

AYRES ASSOCIATES

April 3, 2012

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

Re: 2010 Energy Conservation Project
Wastewater Treatment Plant
Aeration System Improvements

Subject: Contract Change Order #1

Dear Mr. Boynton:

Enclosed is change order #1 for the above referenced project. This change order is for the costs associated with the cleaning of aeration basin #1, additional electrical breakers, modifications to the blower piping based on field conditions, and for a new segment of handrail on the northwest end of the aeration basin walkway.

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

Sincerely,

Ayres Associates Inc

Daryl R. Myers, PE
Project Leader I

Enclosure

cc: P. Drew (City) w/enclosure
File

File: I:\67-0190.00\05 project data\construction\ltr.boynton.co1.docx Project: 67-0190.00

CITY OF PALATKA, FLORIDA
PUBLIC WORKS DEPARTMENT
CHANGE ORDER

PROJECT: 2010 Energy Conservation Project
Wastewater Treatment Plant
Aeration System Improvements

DATED: November 18, 2011

CHANGE ORDER NO: 1

DATED: April 3, 2012

CONTRACTOR: Brandes Design-Build, Inc.
2151 NE Coachman Road
Clearwater, FL 33756

JUSTIFICATION: This change order represents changes associated with cleaning of the sand/grit in aeration basin #1, additional electrical breakers, modifications to the piping between the blowers and the aeration basins due for unforeseen conditions, and installing a new safety handrail on the northwest side of the aeration basin walkway.

CURRENT CONTRACT AMOUNT: $743,500.00

INCREASE IN CONTRACT AMOUNT: $10,383.49

NEW CONTRACT AMOUNT: $753,883.49

CURRENT CONTRACT COMPLETION DATE: April 27, 2012

INCREASE IN CONTRACT TIME: 0 Days

NEW CONTRACT COMPLETION DATE: April 27, 2012

ORDERED BY CITY OF PALATKA BY: _____
Elwin C. Boynton, Jr.
City Manager

ACCEPTED BY:

_____
CONTRACTOR

Brandes Design-Build, Inc.

City of Palatka WWTP
Aeration Addition

Change Orders

1/	Florida Pipe Tech invoice for tank cleaning	$1,588.12
2/	Additional Breakers for Blowers not shown	$6,010.72
3/	Modifications and additional materials for Blower piping	$2,533.65
4/	Additional handrail at the northwest corner Of the main aeration basin	$250.00
	Total including overhead/ profit and taxes where Applicable	$10,383.49

Please see all invoices attached for verification of pricing

Regards

Steve Robertson
Project Manager

Brandes Design-Build, Inc.

April 2, 2012

Daryl R Myers
Ayres Associates Inc
5220 Shad Rd, Suite 200-3
Jacksonville, Fl 32257

Re: 2010 Energy Conservation Project
Wastewater Treatment Plant
Aeration System Improvements

Subject: Change Order

Dear Mr. Myers

In reference to the above mentioned project, Brandes Design-Build, Inc. had to make some design changes to stainless steel piping between the blower building and the aeration tanks to avoid several unforeseen conflicts that were only discovered when the first tank was drained which led to us having to provide additional materials and to better facilitate the connection to the new diffuser system piping.

Should you have any comments please feel free to contact me

Regards

S. Robertson
Project Manager

FL PIPE TEC INC

PO BOX 1812
1046 AIR PARK ROAD
GREEN COVE SPRINGS, FL 32043

RECEIVED
JAN 17 2012
BY: .....

Invoice

Date	Invoice #
1/11/2012	13771-A

Bill To
BRANDES DESIGN-BUILD, INC. 2151 NE COACHMAN RD. CLEARWATER, FL. 33765

POSTED

P.O. No.	Terms	Project
		PUTNAM COUNTY W...

Quantity	Description	Rate	Amount
	PER CONTRACT	0.00	0.00
16.5	HYD CLEANING OF 45 X 60 X 20 TANK	175.00	2,887.50
			+ o/p

304
02522

PAID

THANK YOU FOR YOUR BUSINESS

Total $2,887.50

Southern Industrial Electric
2151 NE Coachman Rd Clearwater, FL 33765

City of Palatka Panel H1 Breaker Change

Scope: Install (3) 150A breakers into Panel H1 for the Blowers

Cost for breakers:	$5,350.00
Tax:	$374.50
~~10%~~ 5 Profit:	~~$572.45~~ 286.23

Total: ~~$6,296.95~~ 286.23 $ 6,010.72

ELECTRIC SUPPLY INCORPORATED

CONTRACTOR & INDUSTRIAL TEAM
813.872.1894 f 813.874.1680

DATA COMMUNICATIONS TEAM
813.877.3282 f 813.874.3282

INTERNATIONAL TEAM
813.739.2319 f 813.354.8909

UTILITY TEAM
813.879.0049 f 813.879.0318

P.O. BOX 151657
TAMPA, FL 33684-1657
www.electricsupplyinc.com

November 9 ,2011

To: Brandes Engineering

Attn: Jeremiah Jones

Re: City of Palatka WWTP Revision

Jeremiah,

Please use this letter as our bid for adding the following to Panel H1:

(3) HFD3150 breakers as well as the associated mounting hardware and deadfronts.

Your price is $5,350.00 for the above breakers.

Thank you,

John Sommer
ESI Quotations Department

THE POWER OF: EXPECT MORE.

MCDADE WATERWORKS INC
PO BOX 16039
TAMPA, FL 33687-6039

Voice: (813) 740-1144
Fax: (813) 627-9387

INVOICE

Invoice Number: **72371**
Invoice Date: Mar 8, 2012
Page: 1

Bill To:	Ship to:
BRANDES DESIGN-BUILD, INC. 2151 NE COACHMAN ROAD CLEARWATER, FL 33765	BRANDES DESIGN-BUILD, INC. @ CITY OF PALATKA WWTP 3010 BROWNS LANDING RD PALATKA, FL 32177

Customer ID	Customer PO	Payment Terms	
BRANDES	11-304-9	Net 30 Days	
Sales Rep ID	**Shipping Method**	**Ship Date**	**Due Date**
WES BUNN	BESTWAY TRSPT/FFA	3/8/12	4/7/12

Quantity	Item	Description	Backorder Qty	Unit Price	Amount
0.60		LUMP SUM FOR FABRICATED 304SS SCH10 DOMESTIC PIPE & FITTINGS (INCLUDES $2413 IN ADDITIONAL MATERIALS THAT WERE AGREED UPON)		17,517.83	10,510.70

Subtotal	10,510.70
Sales Tax	735.75
Freight	550.00
Total Invoice Amount	11,796.45
Payment/Credit Applied	
TOTAL	**11,796.45**

Steve Robertson

From: Wesley Bunn <wgbunn@mcdadewaterworks.com>
Sent: Friday, March 16, 2012 8:56 AM
To: Steve Robertson
Subject: FW: Palatka

Steve - here is the email to match the additional charges on the invoice.

Thank you,

Wesley G. Bunn

Vice President Sales
wgbunn@mcdadewaterworks.com
Phone: (813) 740-1144
Fax: (813) 627-9387
Web: www.mcdadewaterworks.com

From: Wesley Bunn [mailto:wgbunn@mcdadewaterworks.com]
Sent: Thursday, February 02, 2012 10:44 AM
To: 'Steve Robertson'
Cc: 'Bryan Barelos'
Subject: Palatka

Steve -

Attached is the revised quote for additional work based on our discussion.

6 ea. 8" 304SS 150# Flange, Domestic $124.00/ea = 496.00
4.5 hrs Additional Welding Labor @ $88/hr $396.00/total

4 ea. 8" 304SS LR 90 Bend, Domestic $116.25 X 4 = $465.00
12 hrs Additional Welding Labor @ $88/hr $1,056.00

Total Adds: $2413.00 total
10% 241.30
2654.30

2413.00
5% 120.65
2,533.65

Thank you,

Wesley G. Bunn

Vice President Sales
wgbunn@mcdadewaterworks.com
Phone: (813) 740-1144

Agenda Item

3f

Surplus Property Request

City of Palatka

Memo

To: City Commission

From: Matt Reynolds

Department: City Hall

CC: Matthew Reynolds, Finance Director

Date: 3/21/2012

Re: Surplus Property Request

Please declare the following property surplus:

	Item/Description	Quantity	Inventory Control No.
1.	Dell Optiplex GX520	1	10986
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Recommended Disposition:

Agenda Item

3g

CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0106
e-mail: bdriggers@palatka-fl.gov

Memorandum

To: City Commission & Staff

From: Betsy Driggers, City Clerk

Date: 4/5/2012

Re: Palatka Housing Authority Board Appointment

Marshall Fulgham's term on the Palatka Housing Authority Board will expired on April 12, 2012. He has returned his application indicating his desire and willingness to serve another 4-year term in this capacity. John Nelson, Executive Director of the PHA, has endorsed his reappointment.

Mr. Fulgham's application for reappointment, which includes Mr. Nelson's recommendation to reappoint him, is attached.

Per the Statute, the Mayor is authorized to appoint members of this Board. ***Mayor Myers is requesting concurrence from the Commission on the re-appointment of Marshall Fulgham to the Palatka Housing Authority Board as an at-large member to a serve four-year term, to expire on April 12, 2016.***

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

CITY OF PALATKA

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

CITY OF PALATKA
BOARD REAPPOINTMENT REQUEST

I wish to apply for reappointment to the PALATKA HOUSING AUTHORITY **Board.**
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: MARSHALL FULGHUM **# of years' prior service:**
Residence P.O. BOX 1012 **Phone:** 386-937-7904
(911 Address) PALATKA, FLORIDA 32178-1012 **Fax:**
Business Name REMEDY STAFFING **Phone:** 386-312-9804
& Address 312 ST. JOHNS AVENUE PALATKA, FLORIDA 32177 **Fax:**
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)
Preferred Mailing Address: 312 ST. JOHNS AVENUE PALATKA, FLORIDA 32177

E-mail: MFULGHUM@LIVE.COM **Daytime Phone:** 386-312-9804

AGREEMENT: By filing this document, I am indicating my desire to be reappointed to the advisory board upon which I currently serve. I also agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections each year covering my term of appointment.

03/28/2012

SIGNATURE OF APPLICANT **DATE**

Chairman/Director:: *Please return this form,* ***together with a copy of this member's attendance record,*** *to Betsy Driggers, City Clerk, 201 N. 2nd Street, Palatka, Florida.*

CHAIRMAN/DIRECTOR'S COMMENTS (if any) Commissioner Fulghum has served on our Board of Commissioners since 2006; including 2 years as Board Chairman. I heartily endorse his reappointment to our Board. He provides valuable input to our organization and is committed to our community and residents.

Chairman's/Director's Signature

2009

	1/15/2009	2/4/09 (S)	3/19/2009	4/16/2009	5/26/2009S	6/23/09s	7/23/2009
Annie Spell		X	X	X	X	X	X
Gilbert Evans		X			X		
Marshall Fulghum	X	X	X	X	X	X	X
Stephanie Allen	X	X	X	Not resident eff. 7/22/09 - not eligible			C. Bold
Emily Blevins	X	X		X	X	X	X

Sept 09 Meeting Canc

2010

	1/27/2010	3/18/2010	4/8/2010	5/27/2010r	7/8/2010	9/9/2010	10/14/10 s
Annie Spell							
Gilbert Evans	X		X		X	X	
Marshall Fulghum	X	X	X	X	X	X	X
Christine Bolden	X	X	X	X	X	X	X
Emily Blevins	X	X	X	X	X		X

2011

	1/13/2011	3/10/2011	4/14/2011	5/31/11R	7/27/11R	9/14/2011	11/10/2011
Annie Spell							
Gilbert Evans		X	X		X	X	X
Marshall Fulghum	X	X	X	X	X	X	
Christine Bolden	X	X	X	X	X	X	X
Emily Blevins	X	X		X	X		X

2012

	2/6/2012r	3/8/2012	4/12/2012	5/10/2012	7/12/2012	9/13/2012	11/8/2012
Annie Spell							
Gilbert Evans	X						
Marshall Fulghum	X						
Christine Bolden	X						
Emily Blevins							

11/19/2009	
X	
X	
en appointed 12/09-Exp 4/12/11	
X	

11/17/2010	
X	
X	
X	

Agenda Item 4

Separate Attachment - See CRA Agenda Pkg.

Agenda Item

5b

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

City of Palatka

Office of the City Manager

To: **Mayor Myers, Commissioners**

From: Woody Boynton, City Manager

Date: April 5, 2011

RE: Water Rate Structure Analysis

During our budget hearings in July/August 2011, it was discussed that the rate structure for water and sewer was not consistent with how other cities and utilities bill their customers. We authorized Burton & Associates and Applied Technology & Management to conduct analysis of the City's existing water and sewer rate structure and if necessary propose a new rate structure.

We currently bill for a minimum usage of 4,000 gpd and then bill per 1,000 gallons used above the 4,000 minimum for both water and sewer use. One of the major flaws with this billing procedure is that each 1,000 gallons used above the 4,000 minimum is billed at the same rate regardless of whether 1,000 gallons is used or 100,000 gallons is used. Most cities or utilities structure their rates such that the cost per 1,000 increases the more water that is used.

Specifically, the scope of the analysis requested of the consultant included:

1 development of recommended modifications to the City's current water and sewer rates based upon conformance with industry and local practice that would enhance water conservation and affordability,

2 preparation of a comparative rate survey of residential and commercial monthly water and sewer bills at various usage levels under both the existing and recommended rates, and

3 identification of customer impacts for residential and commercial customer classes within the City from the recommended rate structure modifications.

We believe Burton & Associates have accomplished this very difficult scope and have provided the City with a detailed review of the City's current water and sewer rate structures as well as other utilities throughout northeast Florida. In addition, they have proposed a rate structure that does not appear to be onerous on any one group whether residential or commercial and will meet the financial needs of the City for the next year. In fact our customers who are low-end users will see a modest decrease in their bills.

At this time, I have asked Burton & Associates to make a presentation and have not publicized this as a rate structure change. The reason for this is that I thought it was appropriate to hear the presentation and if necessary modify the rate structure to possibly accommodate any concerns or comments you as a commission or the public may have. This could possibly require a second presentation. In addition, this being a rate structure change, I wanted to ensure that the public had ample opportunity to weigh-in on the proposal. Depending on the comments received, it is expected that the rate structure change will be brought back before the Commission at the next scheduled meeting and implementation could be immediate or at the start of the next fiscal year.

We are however, in agreement with the proposed rate structure changes and are recommending approval of the proposal in front of you tonight. Should you have any questions, please call.

BURTON & ASSOCIATES

April 3, 2012

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

RE: Water & Sewer Rate Structure Analysis

Dear Mr. Boynton:

The attached presentation presents the results of the Water & Sewer Rate Structure Analysis conducted by Burton & Associates for the City of Palatka ("City") water and sewer system ("System"). In the summer of 2011, Burton & Associates and Applied Technology & Management prepared a Financial Management Plan and Capital Needs Assessment ("Assessment") which included a comprehensive multi-year projection of revenues, operating expenses, capital requirements, reserves, and debt service coverage for the System. This Assessment also included the performance of a diagnostic rate structure evaluation of the City's current water and sewer rates and the preparation of a local rate survey.

Based upon the findings of the Assessment, the City initiated an analysis of its existing water and sewer rate structure. Specifically, the scope of the analysis was to include the 1) development of recommended modifications to the City's current water and sewer rates based upon conformance with industry and local practice that would enhance water conservation and affordability, 2) preparation of a comparative rate survey of residential and commercial monthly water and sewer bills at various usage levels under both the existing and recommended rates, and 3) identification of customer impacts for residential and commercial customer classes within the City from the recommended rate structure modifications.

The results and recommendations of the rate structure analysis are summarized within the attached presentation that will be presenting to the City Commission on April 12, 2012 for consideration.

Very truly yours,

Andrew J. Burnham
Senior Vice President

BURTON & ASSOCIATES
200 Business Park Circle, Suite 101 • St. Augustine, Florida 32095 • Phone (904) 247-0787 • Fax (904) 241-7708
E-mail: *aburnham@burtonandassociates.com*

City of Palatka

Water & Sewer Rate Structure Analysis

CITY COMMISSION WORKSHOP

April 12, 2012

- Presented by:

BURTON & ASSOCIATES

ATM APPLIED TECHNOLOGY & MANAGEMENT

- *Andrew Burnham, Sr. Vice President – Burton & Associates*
- *Angela Bryan, P.E., Senior Environmental Engineer – Applied Technology & Management*

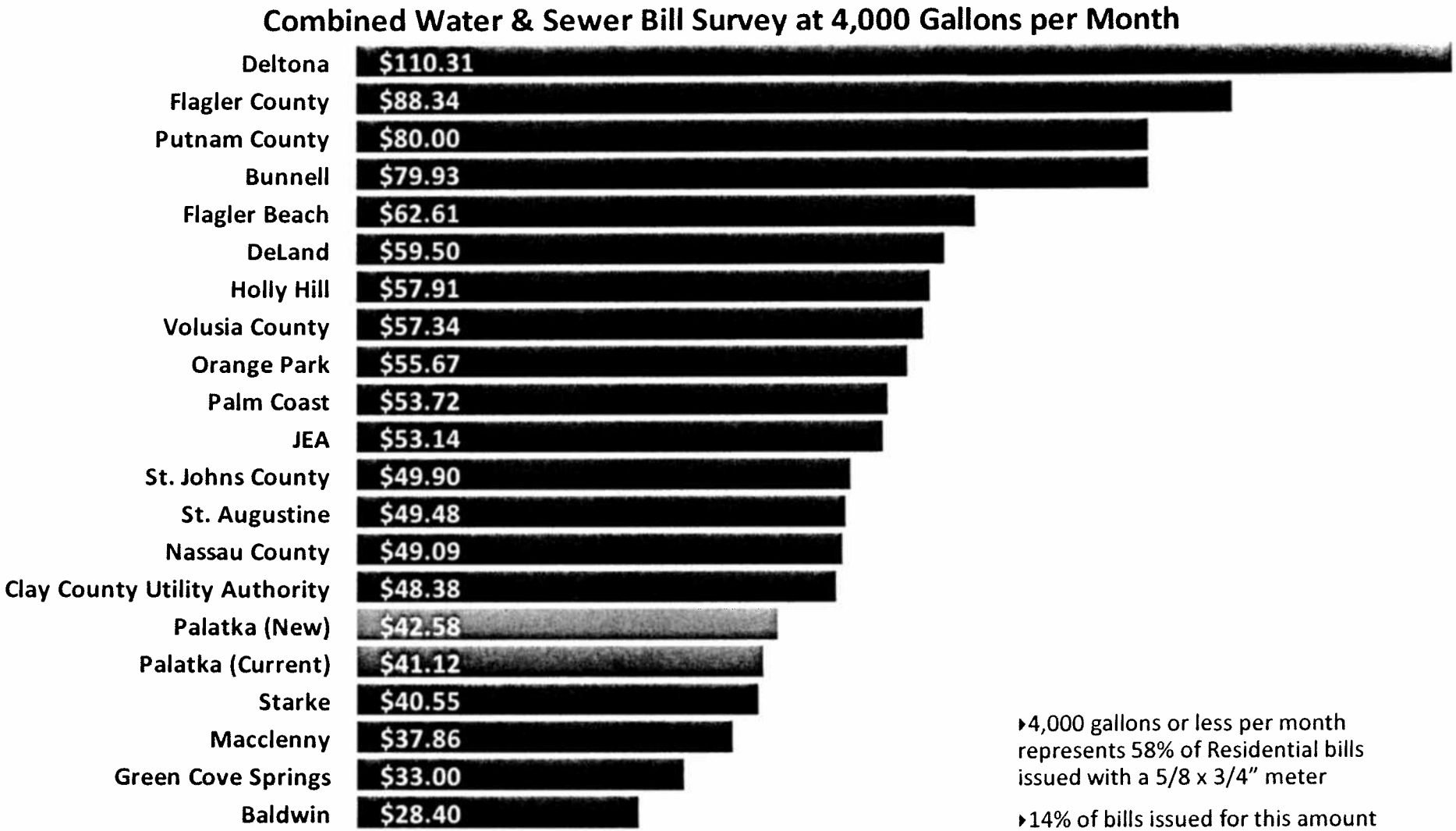
Background

- Burton & Associates Firm Background
  - Multi-year financial planning and rate services to local governments since 1988
    - Emphasis in water resources financial planning & rates
- ATM Firm Background
  - Municipal engineers since 1985
    - Utilities, infrastructure, waterfront
- Prepared a Financial Management Plan and Capital Needs Assessment for City's Utility in Summer of 2011
  - Comprehensive multi-year projection of revenues, operating expenses, capital requirements, reserves, debt service coverage, etc.
  - Included diagnostic review of existing rate structure and local survey
    - Based upon findings, the City requested an in-depth analysis of its existing water and sewer rate structure

Scope of Study

- Review existing water and sewer rate structure and develop modifications as appropriate to:
  - Enhance affordability for low volume users
  - Provide greater cost allocation and price incentive for conservation to larger volume users
  - Fairly apportion costs between customer classes
  - Conform to accepted industry and local practice
- Prepare comparative FY 2012 rate survey
  - Residential and commercial monthly water and sewer bill comparisons
    - Various usage levels with current and new recommended rates

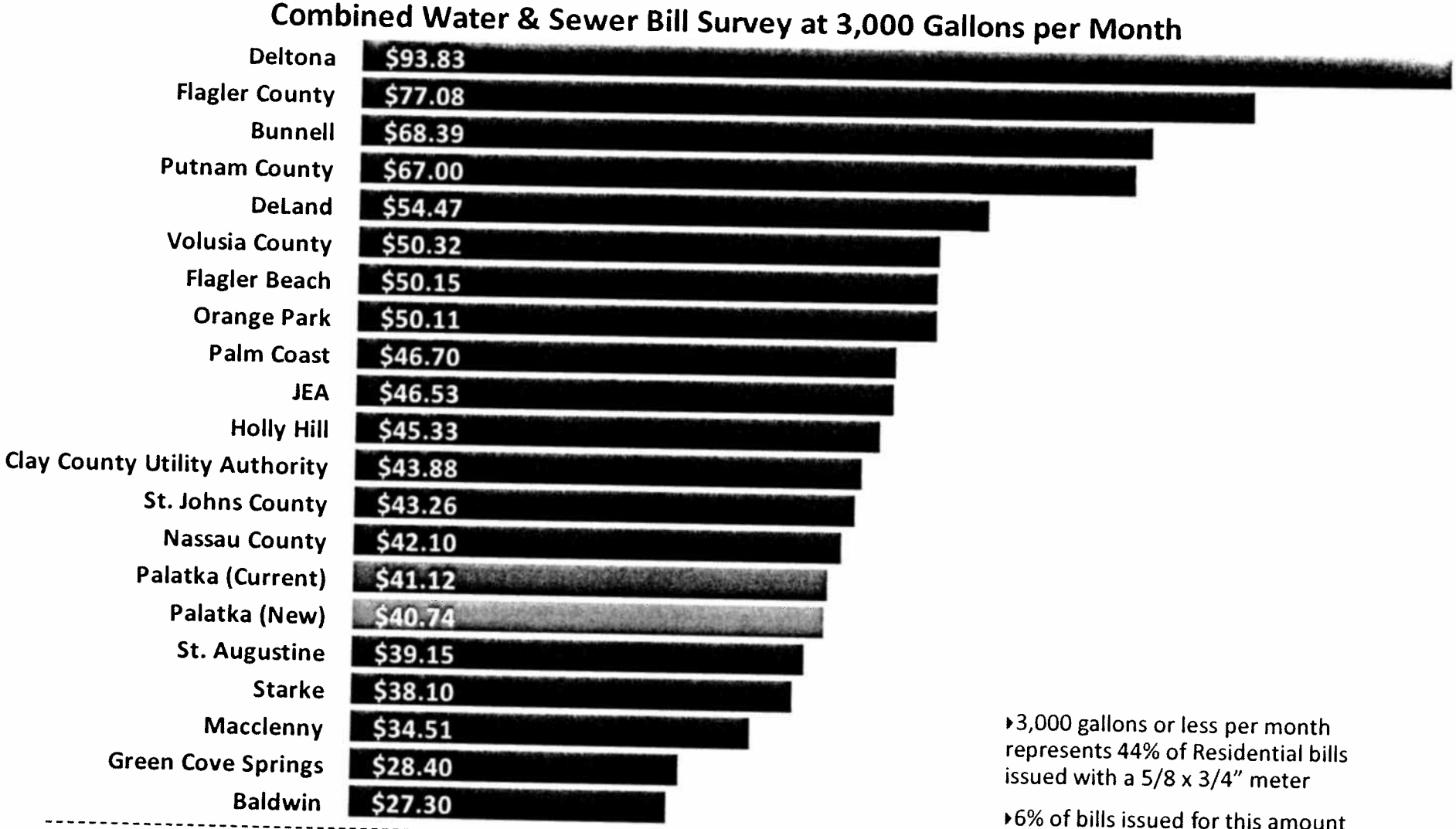
FY 12 Residential Water & Sewer Bill Comparison: 4,000 Gallons



- 4,000 gallons or less per month represents 58% of Residential bills issued with a 5/8 x 3/4" meter
- 14% of bills issued for this amount

BURTON & ASSOCIATES ATM

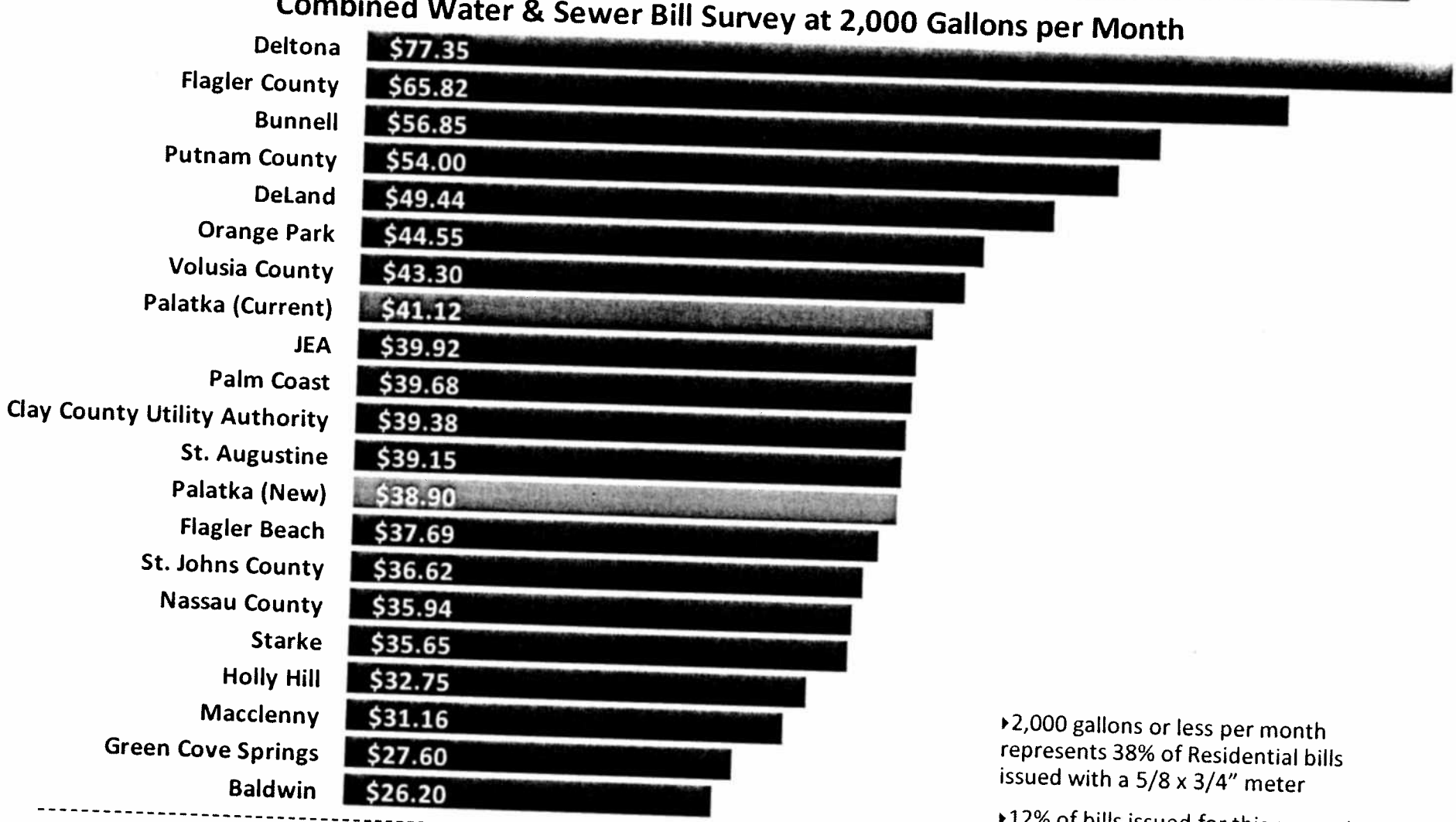
FY 12 Residential Water & Sewer Bill Comparison: 3,000 Gallons



- 3,000 gallons or less per month represents 44% of Residential bills issued with a 5/8 x 3/4" meter
- 6% of bills issued for this amount

BURTON & ASSOCIATES ATM

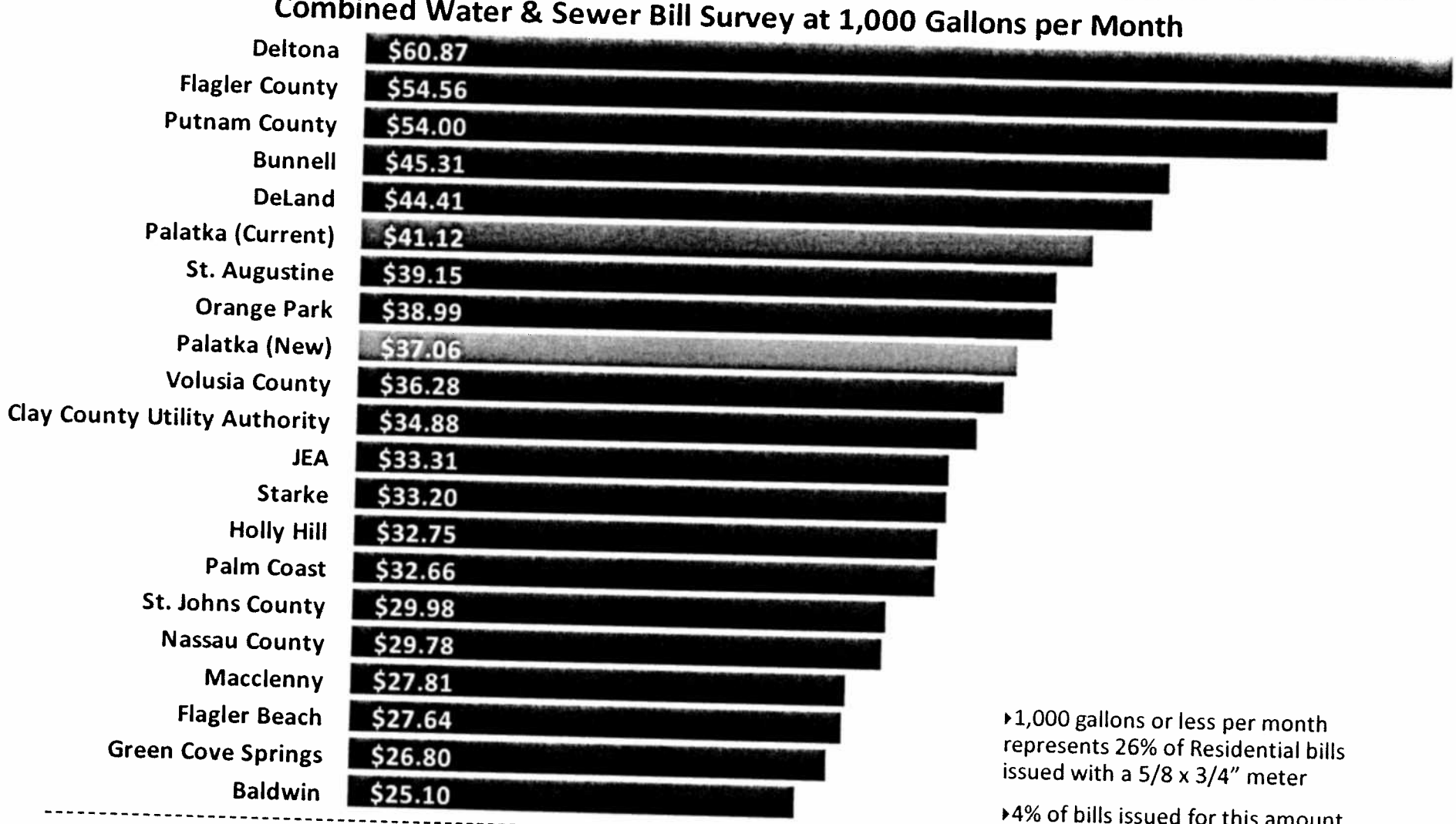
FY 12 Residential Water & Sewer Bill Comparison: 2,000 Gallons



- 2,000 gallons or less per month represents 38% of Residential bills issued with a 5/8 x 3/4" meter
- 12% of bills issued for this amount

BURTON & ASSOCIATES ATM

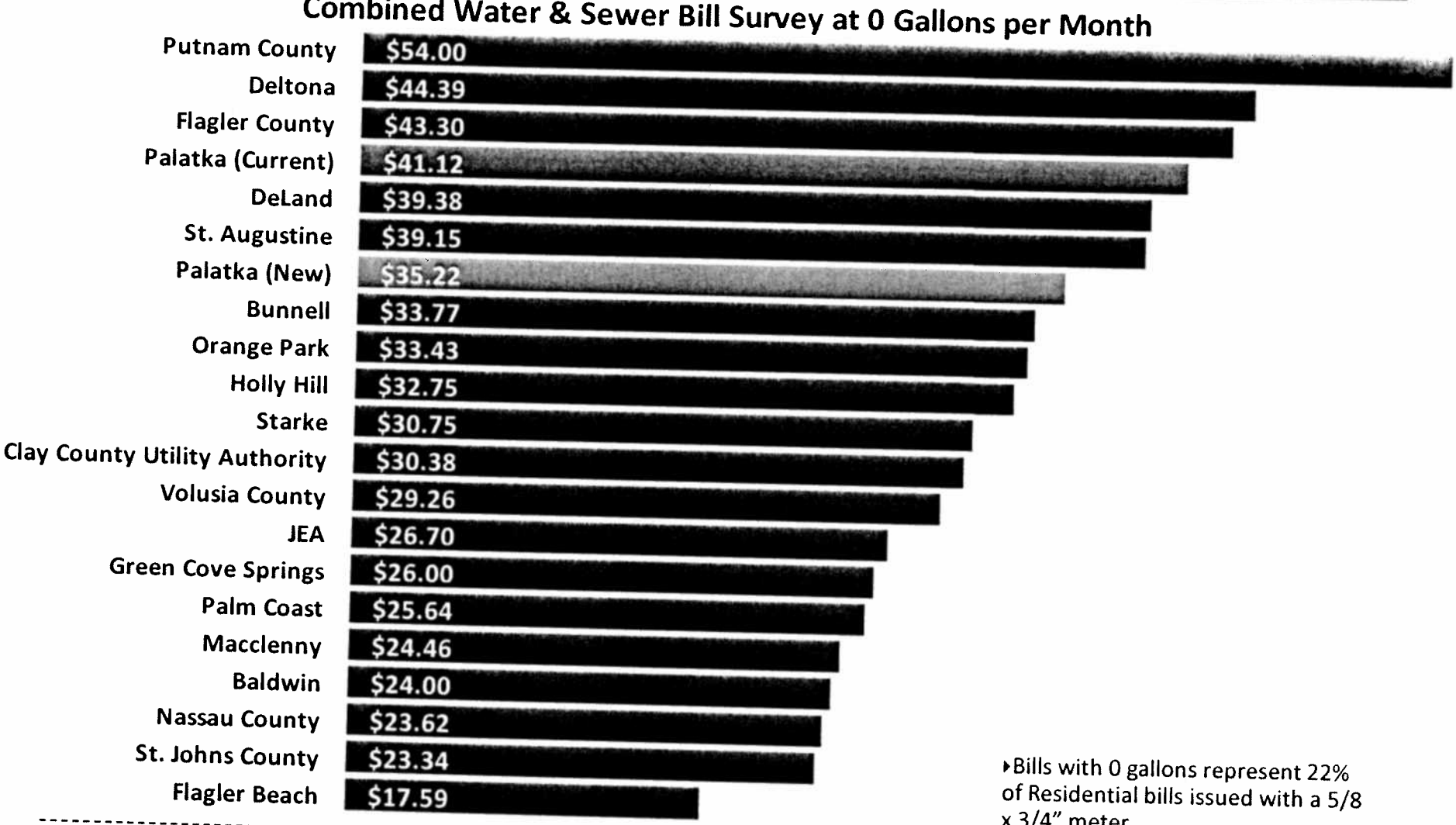
FY 12 Residential Water & Sewer Bill Comparison: 1,000 Gallons



- 1,000 gallons or less per month represents 26% of Residential bills issued with a 5/8 x 3/4" meter
- 4% of bills issued for this amount

BURTON & ASSOCIATES ATM

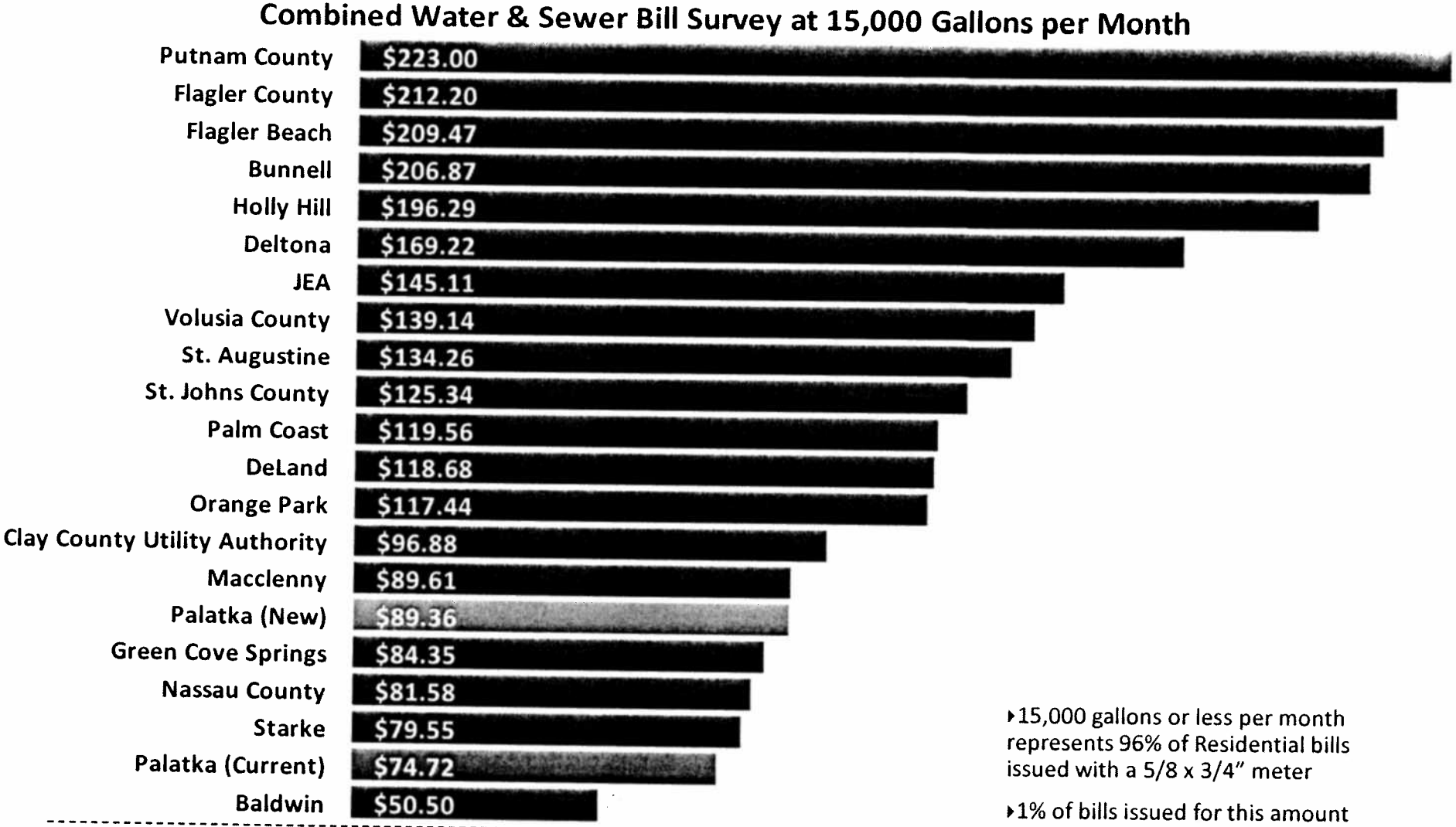
FY 12 Residential Water & Sewer Bill Comparison: 0 Gallons



- Bills with 0 gallons represent 22% of Residential bills issued with a 5/8 x 3/4" meter

BURTON & ASSOCIATES ATM

FY 12 Residential Water & Sewer Bill Comparison: 15,000 Gallons



- 15,000 gallons or less per month represents 96% of Residential bills issued with a 5/8 x 3/4" meter
- 1% of bills issued for this amount

BURTON & ASSOCIATES ATM

Results of Local Rate Comparisons

- City's cost to a typical residential user is very comparable
- However cost to low volume users is comparably high
- And cost to high volume users is comparably low

- 3 key changes based on local practice that would:
  - Enhance affordability for low volume users
  - Provide greater cost allocations and price incentives to large volume users

- 1) Remove minimum allowance of 4,000 gallons to enhance affordability
  - Survey = 16/19 do not have any usage included in fixed charge
- 2) Reduce level of fixed monthly charges
  - City = $41; Survey Average = $32
- 3) Implement an inclining block rate structure with an affordability rate for essential domestic use
  - City = Uniform Rate
  - Survey = 15 / 19 w/Inclining Block Rates

Summary of All Proposed Rate Structure Adjustments

- Remove allowance from water and sewer fixed monthly charges
- Reduce single family fixed monthly charges to a level comparable to neighboring communities
- Establish a four-tier inclining block rate structure for residential accounts
  - Low rate for first 4,000 gallons per month per dwelling unit to protect essential use
  - Gradually higher rates provide greater cost allocation & price incentive to large users
- Reduce monthly residential sewer cap from 14,000 to 12,000 gallons
- Establish a two-tier rate structure for separate irrigation meters
  - Equal to consumption and rates for highest two tiers of the residential rate structure
- Non-residential rate structure adjustments
  - Set monthly charges based on ratio of average use to single-family residential users
    - Consider additional adjustments in future consistent with industry practice (see next slide)
  - Update uniform water usage rate based on current revenue requirements
- Reduce the monthly fixed charge per dwelling unit for multifamily accounts based upon average use per unit compared to single-family

Additional Future Consideration: Meter Equivalency Scaling by Meter Size

- Non-residential base charges scaled by AWWA meter equivalency factors

Industry Practice
Full AWWA Meter Equivalents

Meter Size	AWWA
5/8"	1.00
3/4"	1.00
1"	2.50
2"	8.00
3"	16.00
4"	25.00
6"	50.00
8"	80.00

Current Practice
W = Set at 1.08 for all Meter Sizes
S = Set at 1.22 for all Meter Sizes

Meter Size	Factor
5/8"	1.08 / 1.22
3/4"	1.08 / 1.22
1"	1.08 / 1.22
2"	1.08 / 1.22
3"	1.08 / 1.22
4"	1.08 / 1.22
6"	1.08 / 1.22
8"	1.08 / 1.22

Recommendation
Set at 1.60 for all Meter Sizes

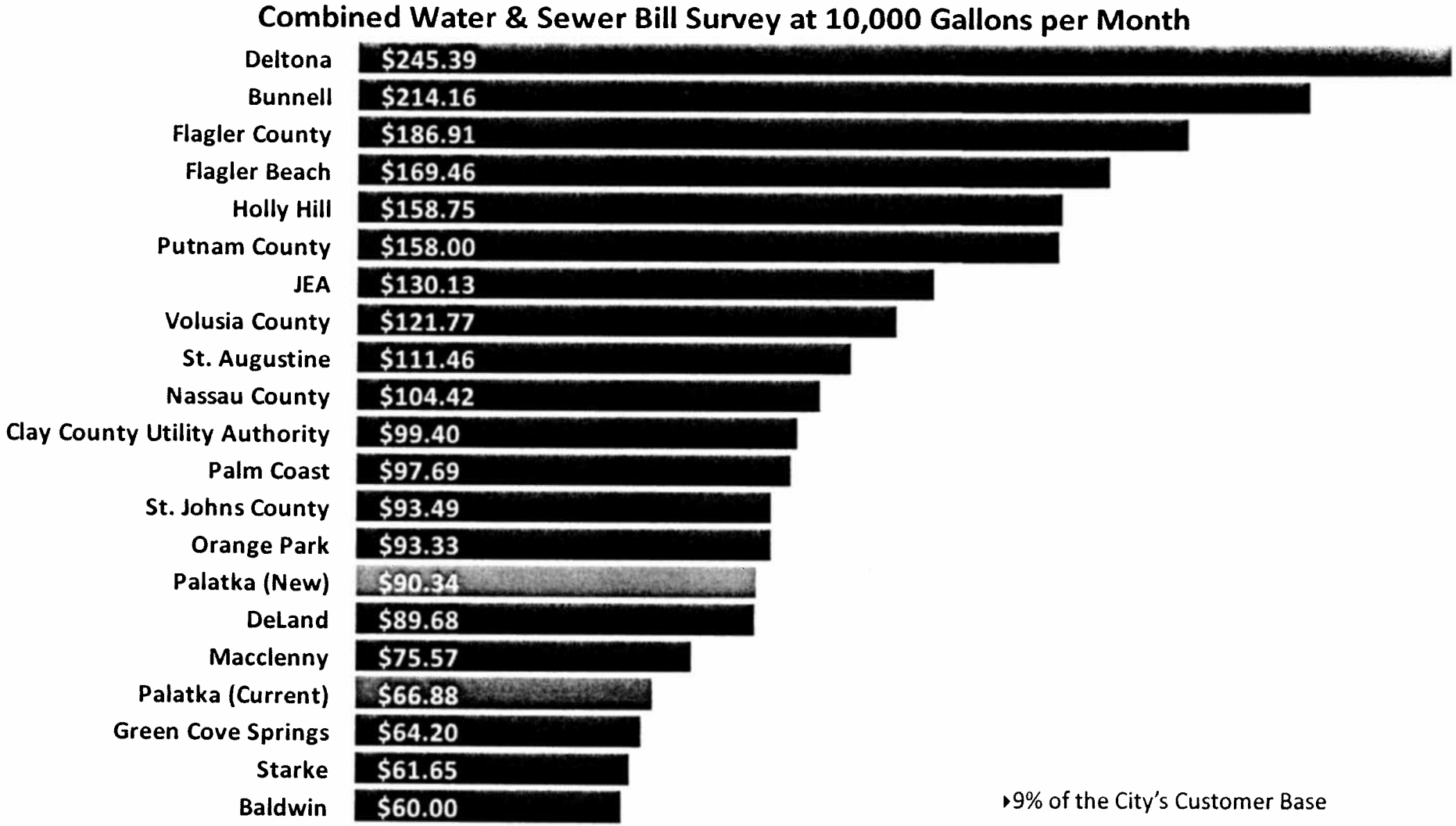
Meter Size	Factor
5/8"	1.60
3/4"	1.60
1"	1.60
2"	1.60
3"	1.60
4"	1.60
6"	1.60
8"	1.60

Single-Family Residential Impacts

Single Family 3/4" Meter Monthly Water & Sewer Bill Calculations										
(Gallons)	% of Bills	Agg. %		Current (FY 12)		Proposed (FY 12)		$ Chg		% Chg
-	21.6%	21.6%	$	41.12	$	35.22	$	(5.90)		-14.3%
1,000	4.4%	26.0%	$	41.12	$	37.06	$	(4.06)		-9.9%
2,000	11.5%	37.4%	$	41.12	$	38.90	$	(2.22)		-5.4%
3,000	6.3%	43.7%	$	41.12	$	40.74	$	(0.38)		-0.9%
4,000	13.9%	57.7%	$	41.12	$	42.58	$	1.46		3.6%
5,000	9.8%	67.5%	$	44.32	$	45.66	$	1.34		3.0%
6,000	7.4%	74.9%	$	47.52	$	48.74	$	1.22		2.6%
7,000	5.5%	80.4%	$	50.72	$	51.82	$	1.10		2.2%
8,000	4.1%	84.5%	$	53.92	$	54.90	$	0.98		1.8%
9,000	3.1%	87.6%	$	57.12	$	59.36	$	2.24		3.9%
10,000	2.3%	89.9%	$	60.32	$	63.82	$	3.50		5.8%
11,000	1.7%	91.6%	$	63.52	$	68.28	$	4.76		7.5%
12,000	1.5%	93.2%	$	66.72	$	72.74	$	6.02		9.0%
13,000	1.2%	94.4%	$	69.92	$	78.28	$	8.36		12.0%
14,000	0.9%	95.3%	$	73.12	$	83.82	$	10.70		14.6%
15,000	0.8%	96.1%	$	74.72	$	89.36	$	14.64		19.6%
16,000	0.5%	96.6%	$	76.32	$	94.90	$	18.58		24.3%
17,000	0.4%	97.0%	$	77.92	$	100.44	$	22.52		28.9%
18,000	0.3%	97.3%	$	79.52	$	105.98	$	26.46		33.3%
19,000	0.3%	97.6%	$	81.12	$	111.52	$	30.40		37.5%
20,000	0.3%	97.9%	$	82.72	$	117.06	$	34.34		41.5%

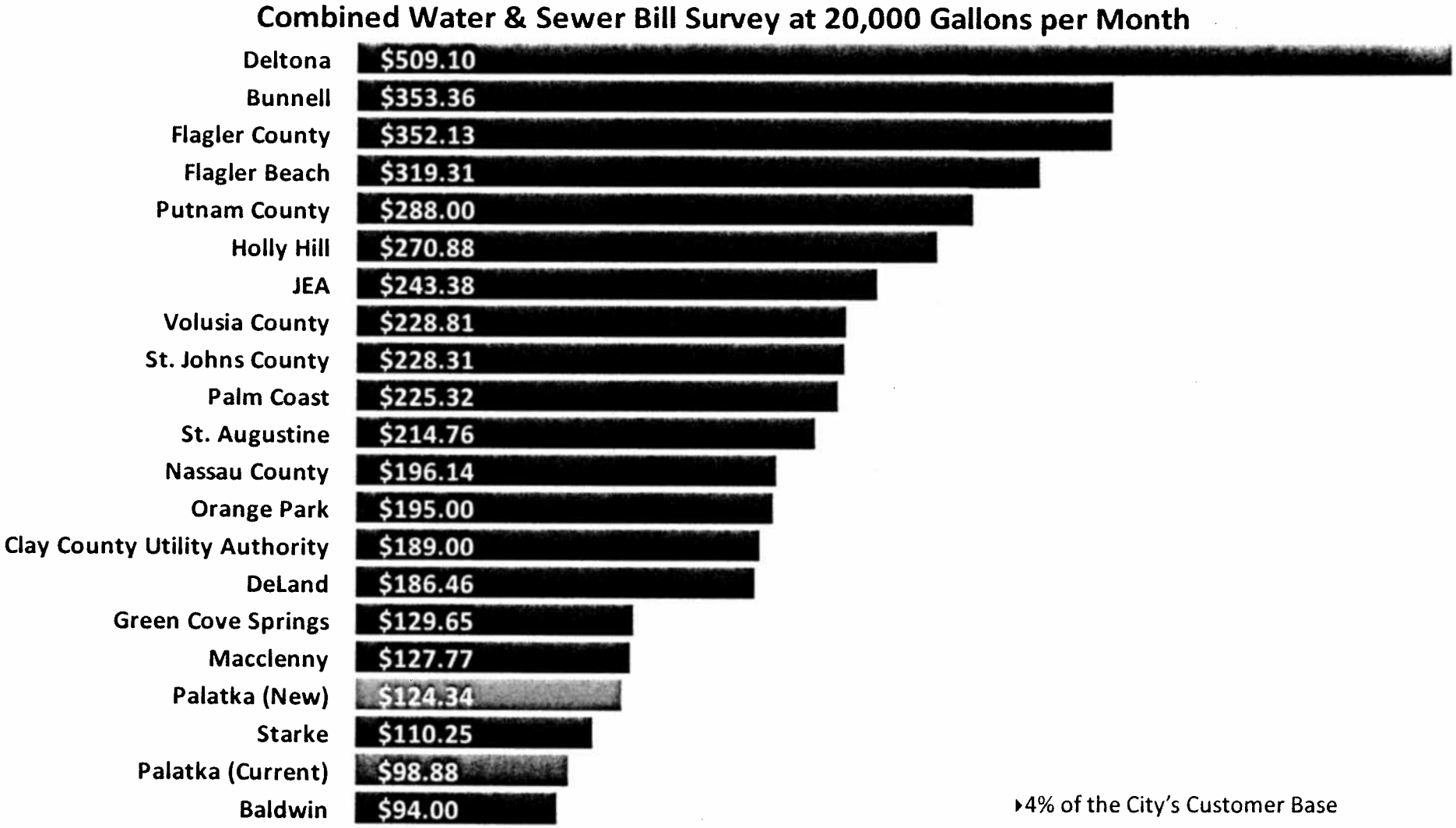
▸Represents 80% of customer base

FY 12 Commercial Water & Sewer Bill Comparison: 3/4" Meter



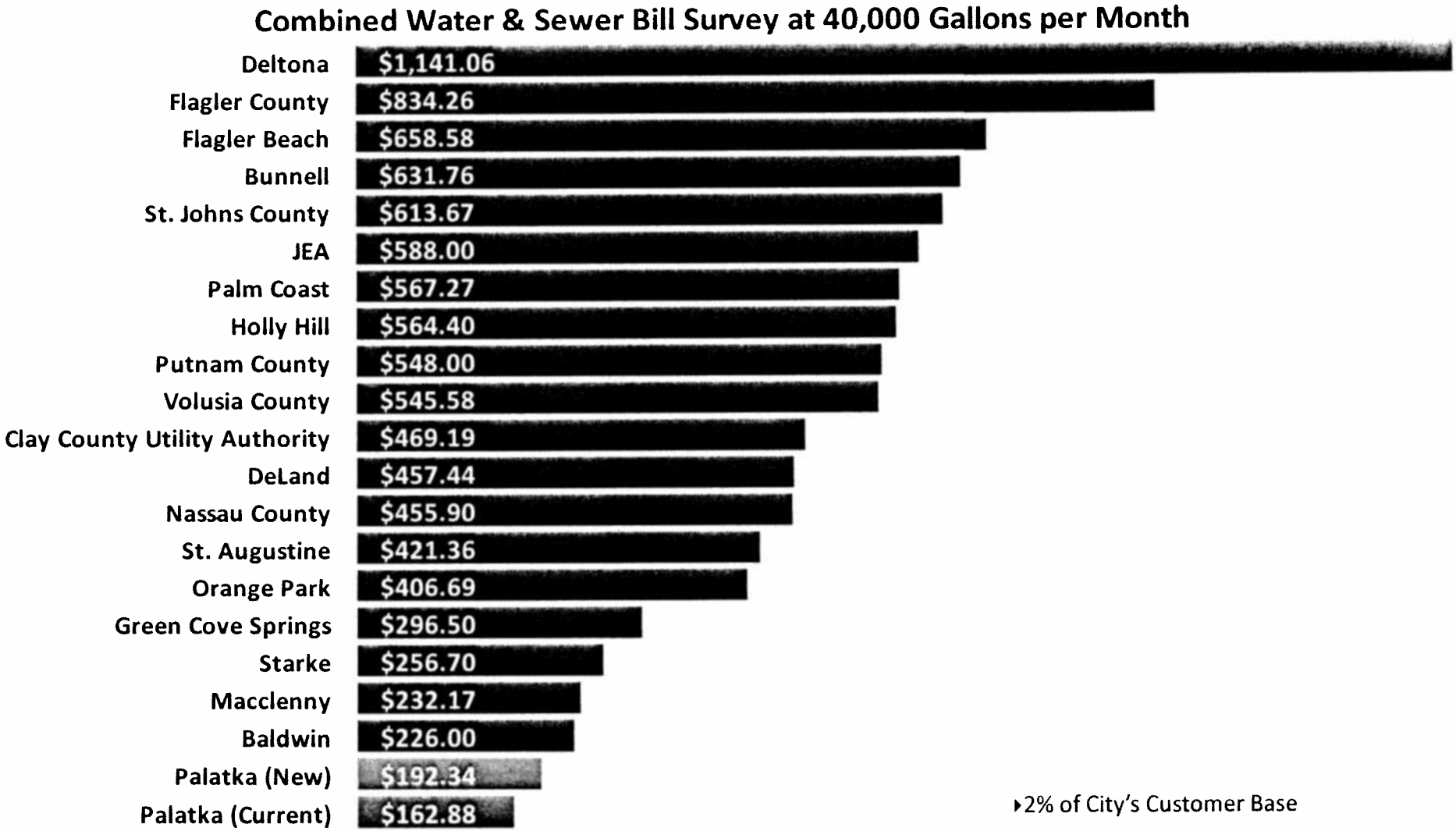
- 9% of the City's Customer Base

FY 12 Commercial Water & Sewer Bill Comparison: 1" Meter



- 4% of the City's Customer Base

FY 12 Commercial Water & Sewer Bill Comparison: 2" Meter



- 2% of City's Customer Base

Non-Residential Impacts

Non-Residential Monthly Water & Sewer Bill Calculations										
(Gallons)	% of Bills	Agg. %	Current (FY 12)		Proposed (FY 12)		$ Chg		% Chg
-	23.2%	23.2%	$	47.68	$	56.34	$	8.66	18.2%
1,000	8.9%	32.1%	$	47.68	$	59.74	$	12.06	25.3%
2,000	12.1%	44.2%	$	47.68	$	63.14	$	15.46	32.4%
3,000	3.5%	47.7%	$	47.68	$	66.54	$	18.86	39.6%
4,000	4.9%	52.6%	$	47.68	$	69.94	$	22.26	46.7%
5,000	4.1%	56.6%	$	50.88	$	73.34	$	22.46	44.1%
6,000	4.1%	60.7%	$	54.08	$	76.74	$	22.66	41.9%
7,000	2.3%	63.0%	$	57.28	$	80.14	$	22.86	39.9%
8,000	2.5%	65.5%	$	60.48	$	83.54	$	23.06	38.1%
9,000	2.0%	67.5%	$	63.68	$	86.94	$	23.26	36.5%
10,000	1.7%	69.2%	$	66.88	$	90.34	$	23.46	35.1%
20,000	0.5%	81.4%	$	98.88	$	124.34	$	25.46	25.7%
30,000	0.2%	84.4%	$	130.88	$	158.34	$	27.46	21.0%
40,000	0.2%	86.0%	$	162.88	$	192.34	$	29.46	18.1%
50,000	0.1%	87.4%	$	194.88	$	226.34	$	31.46	16.1%
100,000	0.1%	89.6%	$	354.88	$	396.34	$	41.46	11.7%
150,000	0.0%	90.0%	$	514.88	$	566.34	$	51.46	10.0%
200,000	0.0%	90.1%	$	674.88	$	736.34	$	61.46	9.1%
300,000	0.0%	90.5%	$	994.88	$	1,076.34	$	81.46	8.2%
400,000	0.0%	90.7%	$	1,314.88	$	1,416.34	$	101.46	7.7%
500,000	0.0%	90.7%	$	1,634.88	$	1,756.34	$	121.46	7.4%

▸Represents 19% of customer base

Discussion & Next Steps

Comparative Rate Schedule

NEW WATER RATES						CURRENT FY 11/12 WATER RATES				
Monthly Chg.	$ 14.62	$ 23.39	$ 13.16	$ 23.39	$ 23.39	$ 18.49	$ 19.96	$ 18.49	$ 18.49	$ 19.96
Plus additional Volume Charges per 1,000 gallons:										
		Customer Class					*Customer Class*			
Blk	SFR/MFR	SFR	COM	MFR	RES IRR	COM IRR	SF	COM	MULTI	RES IRR	COM IRR
1	4,000	$ 0.83	$ 1.71	$ 0.83	$ 2.77	$ 2.77					
2	8,000	$ 1.39		$ 1.39	$ 5.54	$ 5.54	1.60	1.60	1.60	1.60	1.60
3	12,000	$ 2.77		$ 2.77							
4	999,000	$ 5.54		$ 5.54							
5											

NEW SEWER RATES						CURRENT FY 11/12 SEWER RATES				
Monthly Chg.	$ 20.60	$ 32.95	$ 18.54			$ 22.63	$ 27.72	$ 22.63		
Plus additional Volume Charges per 1,000 gallons:										
		Customer Class					*Customer Class*			
Blk	SFR/MFR	SFR	COM	MFR	N/A	N/A	SF	COM	MULTI	N/A	N/A
1	4,000	$ 1.01	$ 1.69	$ 1.01							
2	12,000	$ 1.69		$ 1.69			1.60	1.60	1.60		
3	999,000										
4											
5											

Agenda Item

5c

MAIN STREET
Palatka

TO: Palatka Mayor and City Commission

FROM: Charles Rudd, Main Street Manager

DATE: April 5, 2012

RE: Branding for Palatka

As we continue to move forward with the redevelopment of downtown and the revitalization of Palatka, it is an exciting time to be working in this community. New projects are getting underway, new businesses are opening in the Central Business District and established businesses are moving downtown to be where the action is. As an extension of this effort and new-found energy, we have been formulating a brand identity for Palatka, downtown and for the Main Street program. As you know, we worked with a consulting firm to capture the essence of what our promise is to our residents and visitors. The results have been very exciting. We will review the results of the branding exercise with you and ask for your support by adopting the brand elements. This will enable us to move forward with our marketing efforts and reaching out to our residents, surrounding communities, and seasonal visitors alike to see and experience what makes us so great.

Our branding statement summarizes our message and is attached.

We are Palatka, Florida

We are a place of striking natural beauty, where the majestic St. Johns River serves as our lifeblood. We are a community of natural riches and our sunrises paint a silhouette of sailboats resting on the glistening water, framed by a canopy of live oaks and Spanish moss waving in the breeze. This beauty is also evident in the lush native vegetation that grows throughout our community. Images of lily pads blanketing a bright green pond, with a backdrop of ferns and palm trees complement those of brilliant azaleas blooming along our bricked streets and historic homes. We are the gem of Old Florida, a humble community with a nature to shine.

It's our nature to tell our stories. Our history is unique and our native Floridian roots run deep. The narrowing of the St. Johns provided a strategic location for the Timucua and later Seminole people to settle. The same was true for those who founded what is now known as Palatka, who established the River's southernmost port giving access to central Florida and beyond. The unrest of the mid 1800's brought Indian clashes and Civil War skirmishes, but the community was reborn as a significant tourist destination. By 1880, Palatka had thousands of hotel rooms, and steamboats carried travelers seeking a haven from harsh winters and northern cities. Through the years, visitors were entertained by Annie Oakley, learned baseball from the great Babe Ruth, and saw hall of famers Lefty Turner and Pop Lloyd, considered by Ruth to be the best baseballer of all time.

It's our nature to be classic. Today, our rich past can be experienced as one navigates our exquisite historic neighborhoods from their stately riverfront homes, to their timeless bungalows. With the architectural backdrop of our downtown storefronts, churches, and residences, one can still imagine the riverboats arriving on the banks of the St. Johns, and carriages carrying the likes of presidents, statesmen, and entertainers.

It's our nature to be active. Whether on land or water, there is always something to see and do. From bass boats to sailboats, and cast nets to crab pots, the River is always alive, providing recreation as well as sustenance. On the land, our downtown is reinventing itself as a center of activity. Vibrant events bring thousands to our town to celebrate our native Blue Crab and Azaleas. All the while, locals and visitors alike can enjoy the distinctive shops, have a meal at the oldest diner in Florida, or eat at a relaxing table opening out to the great St. Johns. We are building a foundation for redevelopment, where St. Johns Avenue welcomes young entrepreneurs and seasoned shop owners, and the construction of Lemon Street Plaza will unveil the splendor of the riverfront.

It's our nature to be creative. Our surroundings inspire our imagination and the Arts are alive in our city. The nationally renowned Florida School of the Arts brings young minds to our community to create, while our locals enjoy the events at the Larimer, or learn about our African American Cultural Arts. Our creativity is displayed in galleries, painted on brick walls, and seen and heard in our black box theater.

It's our nature to respect the land. Our ecological resources are unrivaled, and while we are known for our bass, our community also serves as habitat for bald eagles to alligators, river otters to gopher turtles. We are dedicated to the preservation of our natural resources. As Bartram

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Palatka

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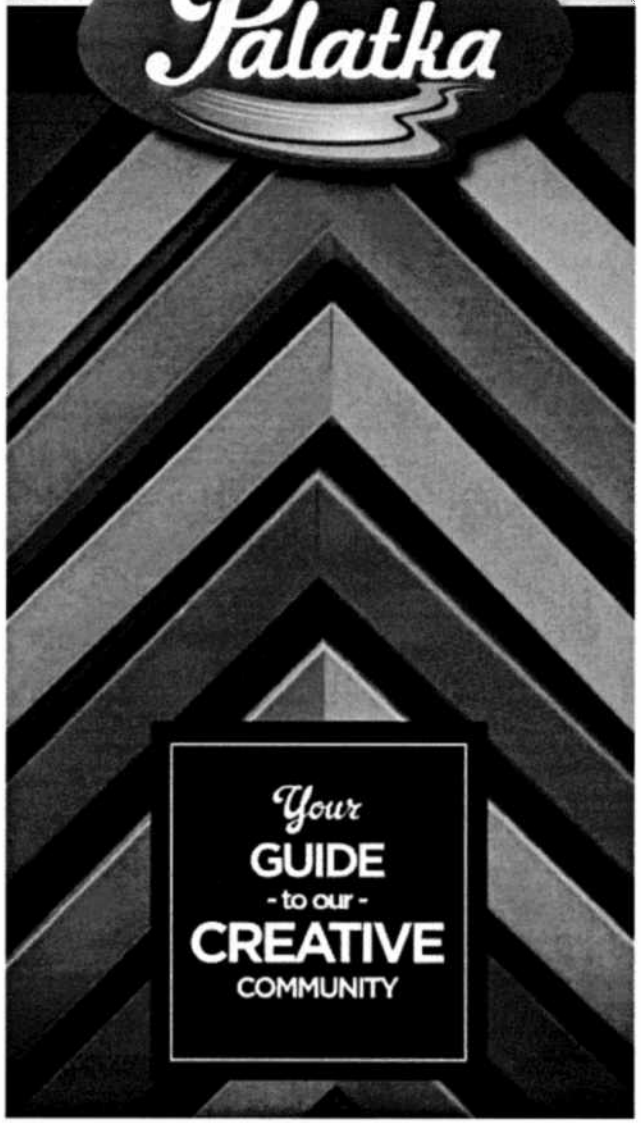
Our branding statement summarizes our message and is attached.

THE ARTS

IT'S OUR NATURE

Palatka



Your

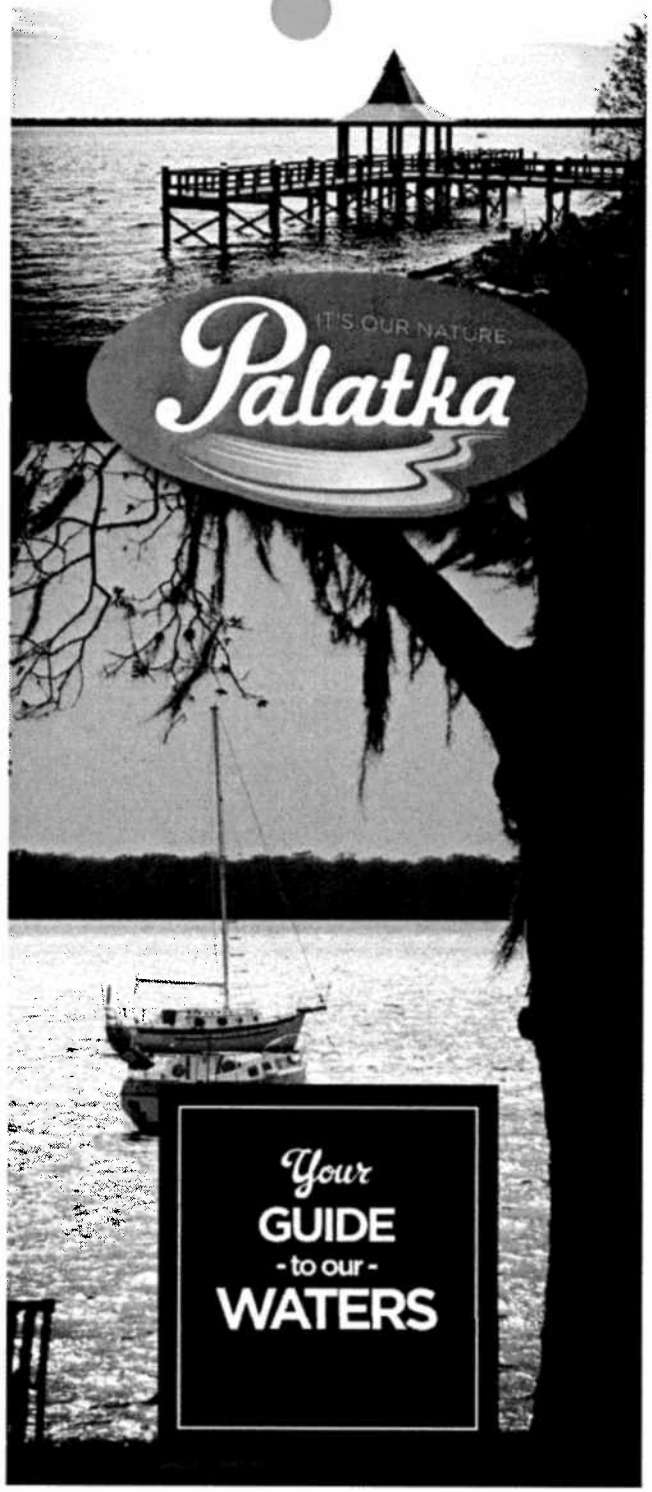
GUIDE

- to our -

CREATIVE

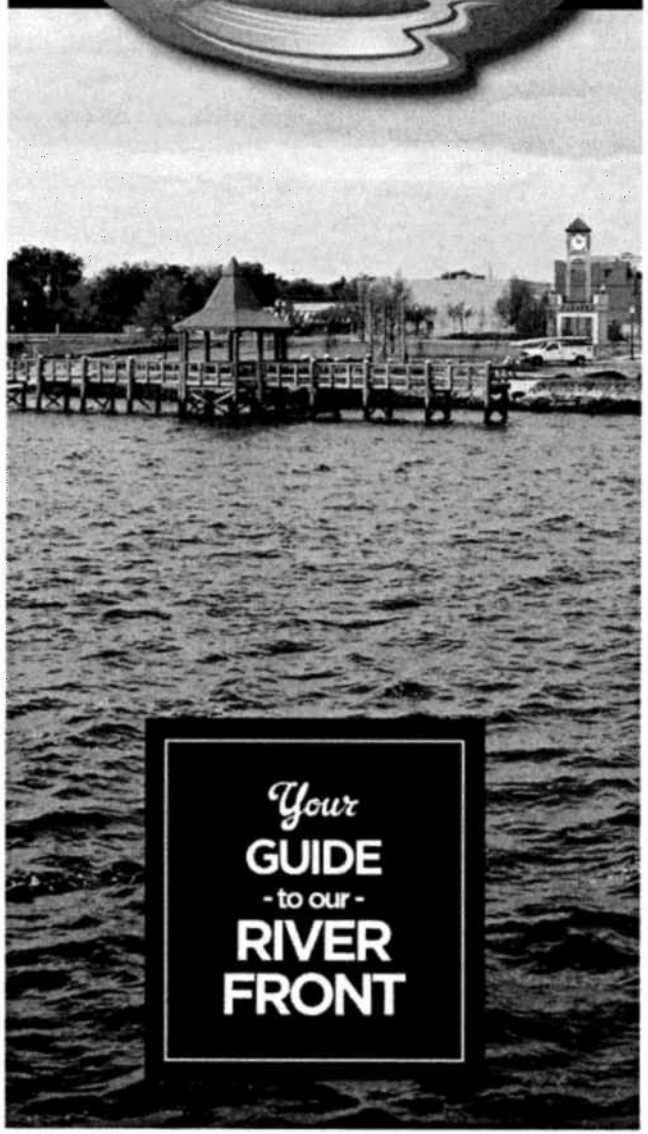
COMMUNITY

Your GUIDE - to our - NATIVE COMMUNITY


IT'S OUR NATURE.
Palatka
Your
GUIDE
- to our -
WATERS

IT'S OUR NATURE:

Palatka

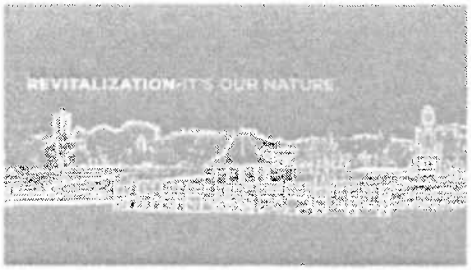


Your GUIDE - to our - RIVER FRONT

IT'S OUR NATURE
Palatka
Your
GUIDE
- to our -
TRAILS

Your GUIDE - to our - SHOPPING & DINING

Palatka
MAIN STREET
REVITALIZATION-IT'S OUR NATURE



Palatka
MAIN STREET

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201 North Georgia Street
Palatka, FL 32177
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Fax
386.329.0106

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MAIN STREET

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Palatka

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Fax:
386.329.0106

IT'S OUR NATURE.

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VISION Palatka

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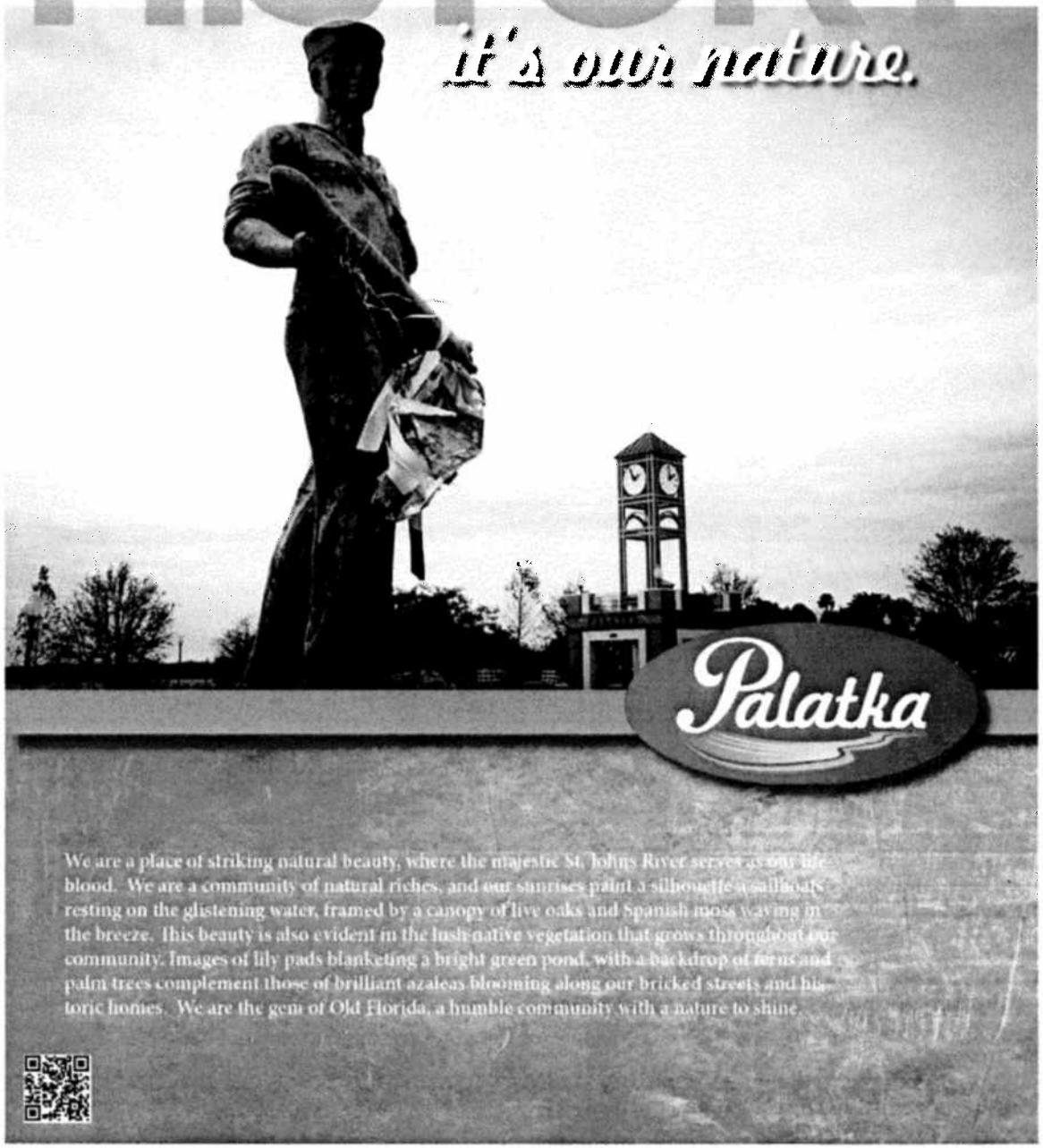
explore
Palatka
MAIN
STREET
welcome
-to-
Palatka
PALATKA
FLORIDA
BLUE CRAB
Festival
LEMO
PALATKA
Palatka


HISTORY
it's our nature.
Palatka
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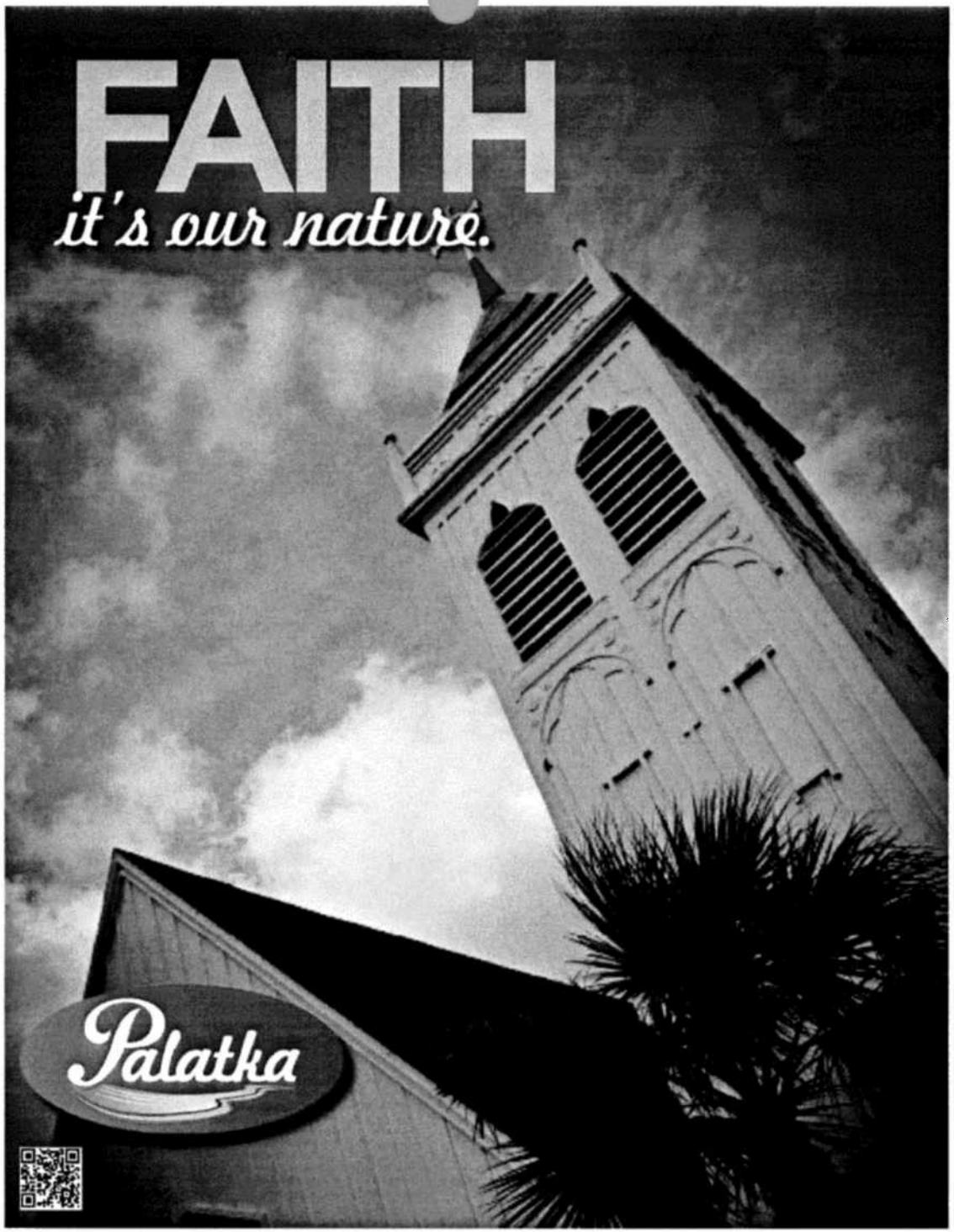
BIKING
it's our nature.
Palatka


FAITH
it's our nature.
Palatka

FISHING
Palatka
it's our nature
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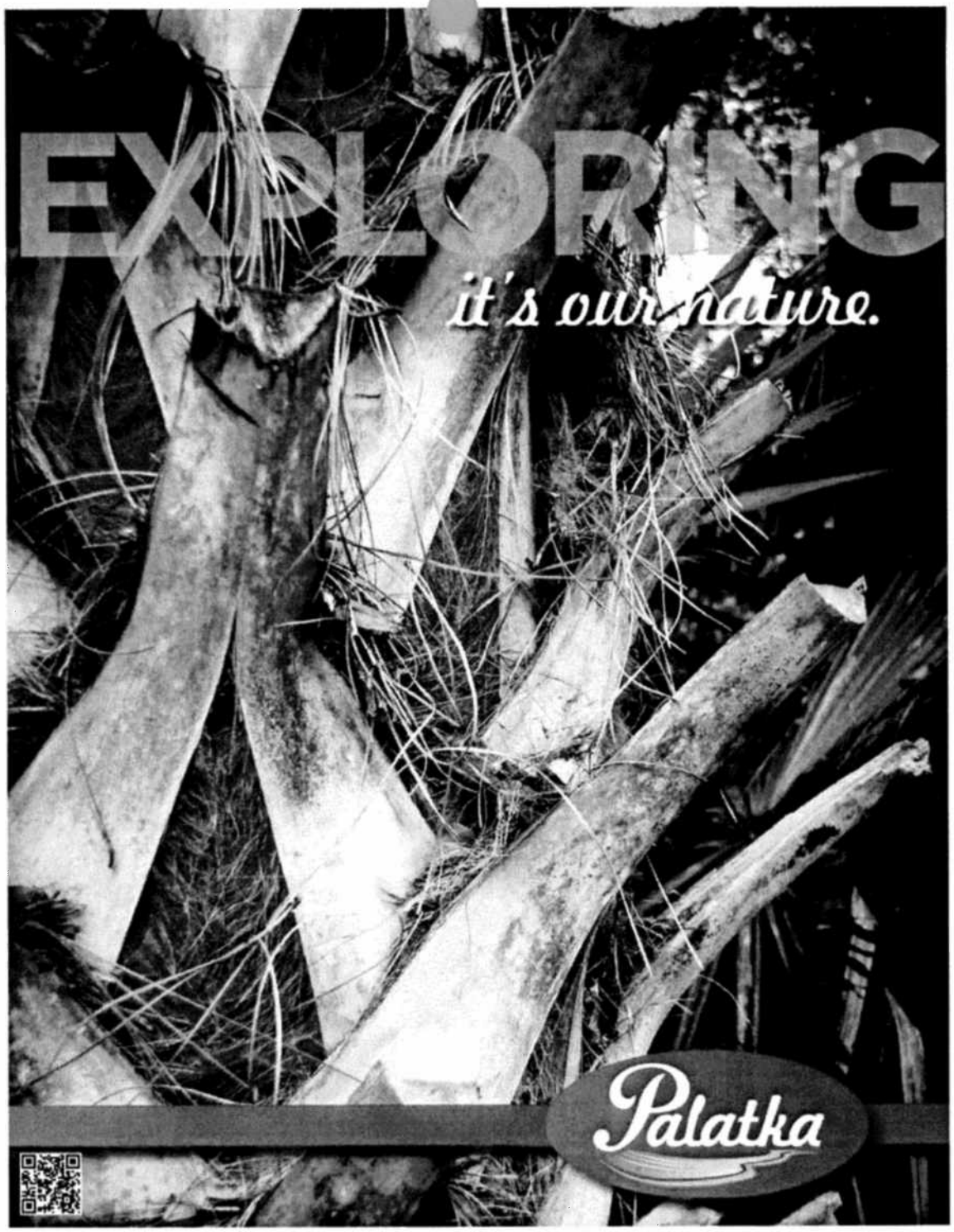
EXPLORING
it's our nature.
Palatka

ARTS
it's our nature.
Palatka

HIKING
it's our nature.
Palatka
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PADDLING
it's our nature.
Caviness
Palatka

INVITING

it's our nature.

Palatka

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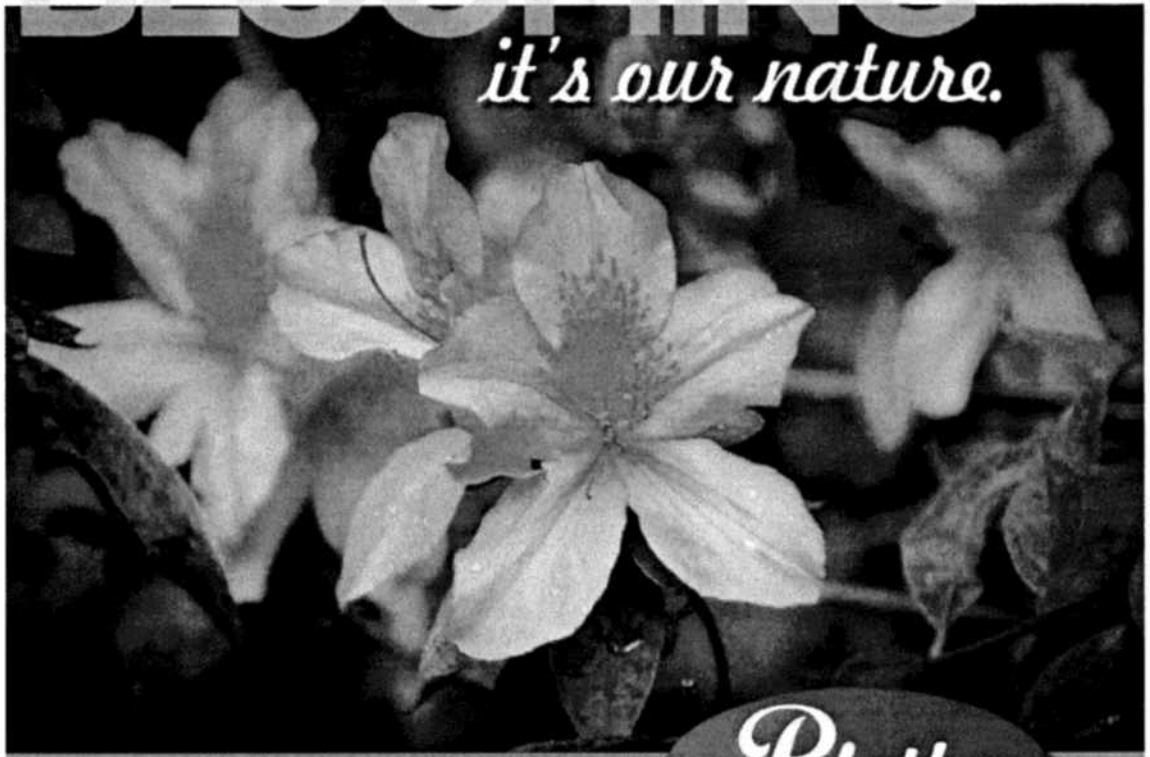
BLOOMING

it's our nature.



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EXPLORATION

Palatka

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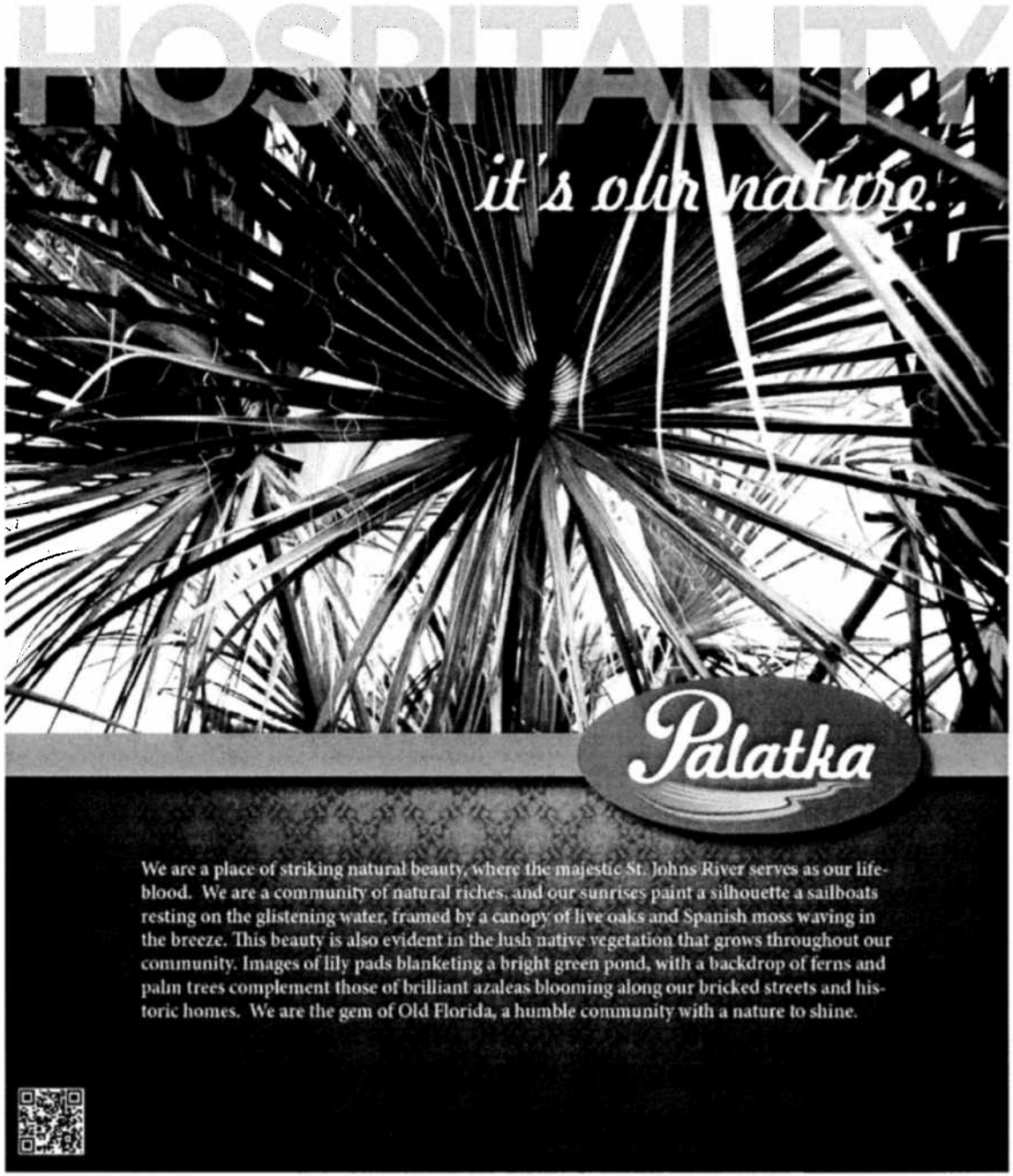
HOSPITALITY
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Palatka
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CONNECTED

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Palatka

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TAKE FLIGHT
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Palatka
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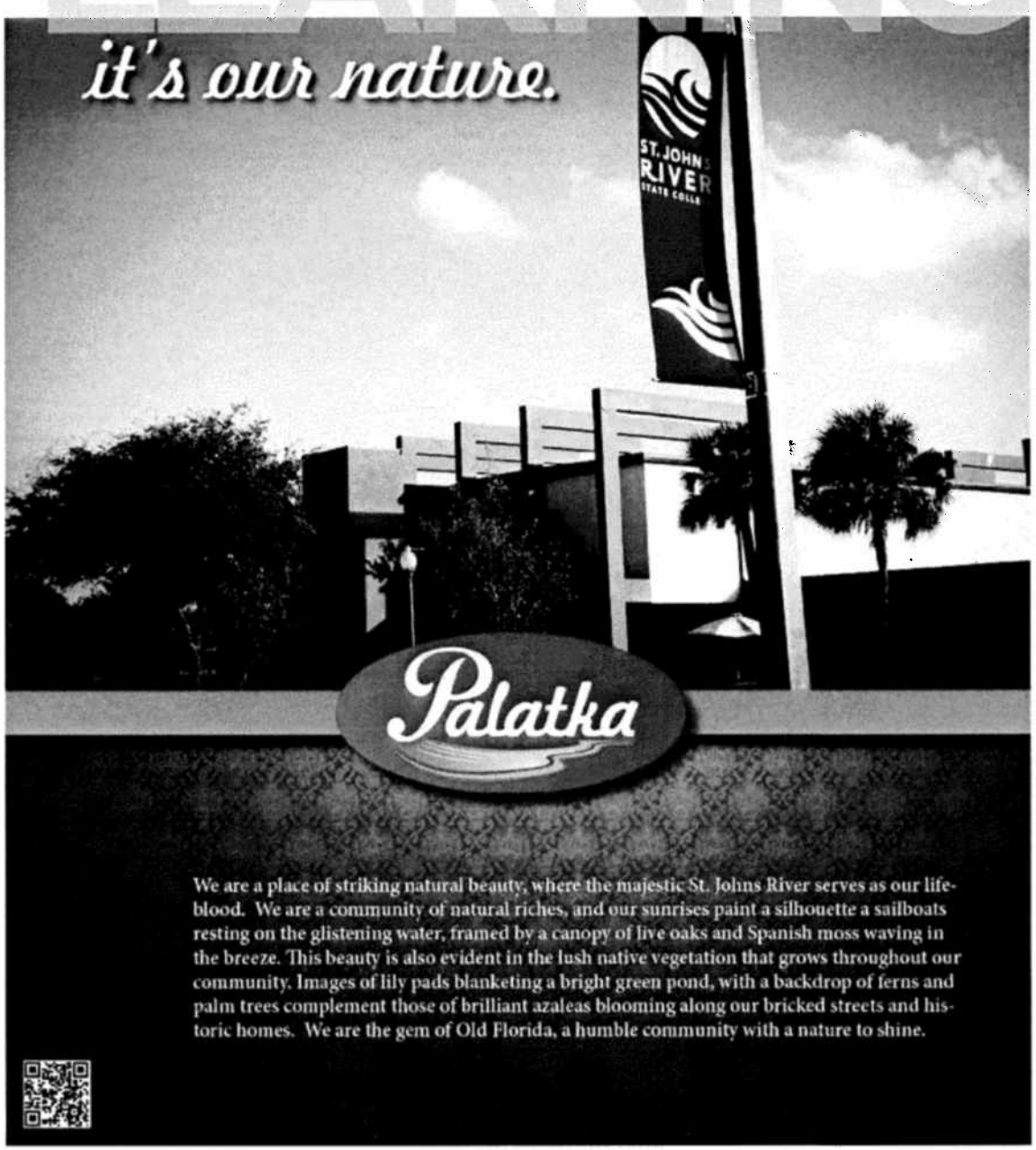

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Agenda Item

6

Separate Attachment