MEMORANDUM

TOWN OF PONCE INLET - PLANNING AND DEVELOPMENT DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Jeaneen Witt, Town Manager

From: Amy Zengotita, Parks/Rec & Museum Manager

Date: November 9, 2016

Subject: *REQUEST FOR CO-SPONSORSHIP OF THE 6th ANNUAL HISTORIC NORTH TURN LEGENDS BEACH PARADE - FEBRUARY 18, 2017*

MEETING DATE: November 17, 2016

Staff met with Rhonda Glasnak of Racing's North Turn regarding Town co-sponsorship of the upcoming parade celebrating beach racing parade in Ponce Inlet, scheduled for February 18, 2017. Event set-up will begin at 7:00 a.m., with the parade beginning at 10:00 a.m. The parade is expected to be completed by 11:30 a.m. and the event will continue at Racing's North Turn with guest speakers until 1:30 p.m.

As in previous years, plans are to have trailer parking at Town Hall. The event sponsor will provide two individuals to help with parking and is requesting one Town employee to assist with this task as well. The parade will follow last year's course running from Racing's North Turn south on Atlantic Avenue to the Beach Street ramp, entering onto the beach, and proceeding north back to Racing's North Turn. The number of vehicles participating is unknown at this time, although numerous car clubs have been invited to participate. Volusia County will issue an environmental permit to allow vehicle access to the beach.

Volusia County is once again sponsoring the event. VOTRAN will be providing shuttle service between Toronita Park and Inlet Harbor Road, along Atlantic Avenue from 8:00 a.m. until 2:00 p.m. Volusia County will be providing beach patrol and support staff; bleachers for spectators and media; waiving all Special Events fees; and providing insurance at no additional charge. Additionally, the County will manage all press releases and advertising.

The event sponsor is requesting the Town to:

1. Allow the parking of car trailers at Town Hall on the day of the event and provide one staff member to assist;
2. Provide 5 off-duty Police Officers at Harbour Village Boulevard, Inlet Harbor Road and Beach Street, with the possibility of additional officers if the Beach Patrol is not available to assist;
3. Provide "Event Parking" signs for off-site parking;
4. Provide advertising on Town's website and water bill;
5. Be covered by the Town's insurance policy, in addition to the County's insurance;
6. Waive fees for two Public Works staff members required for the duration of the event;
7. Waive fees for the five Police Officers required for the duration of the event;
8. Waive fees for one staff member to assist with parking;
9. Waive fees for the Special Event application;

10. Use of Town's means of advertising to include publication on the Town's Facebook, website, & water bills.

If Council chooses to co-sponsor this event on the terms that the organizer is requesting, the following fees would be waived:

Department	No of employees	No. of hours each	Cost/hour/ employee	Total Cost
Public Works (in addition to on-duty staff)	2	3	$25	$150.00
Police (off-duty)	5	4	$35 + 3% service charge	$721.00
Staff to assist with trailer parking at town hall	1	3	Approx. $30	$90.00
Special Event permit fees	n/a	n/a	n/a	$200.00
Total Costs Absorbed by the Town				***$1,161.00***

Organizers will solicit volunteers from the Town's clubs and Citizen Watch member for assistance.

For Council's consideration, the policy adopted by the Town in 2009 is that the organizers of co-sponsored events are responsible for the payment of all overtime costs incurred by the Town for their events. The Town has co-sponsored events only for the purpose of waiving the Town's Special Event permitting fees, use of advertising methods, and insurance (if the Town's policy covered it without additional cost). The first year this event was held, it was a Town-sponsored and funded event. In 2013, the Town co-sponsored the event and following the 2009 policy, did not absorb the overtime costs. In 2014; however, Council decided to absorb all overtime costs, and did allow the use of advertising and insurance.

SUMMARY:
Request for co-sponsorship of the *Historic North Turn Legends Beach Parade* scheduled for February 18, 2017; their co-sponsorship request is for the use of Town Hall for car trailer parking and staff member to assist with parking; use of two Public Works staff to drop-off and pick-up barricades and cones at each intersection before and after the event; use of five off-duty Police Officers; use of "Event Parking" signs for off-site parking; the use of the Town's means of advertising to include publication on the Town's website and on the water bills; coverage by the Town's insurance policy, in addition to the County's insurance; waiver of all staff member fees; waiver of the special event permit fee and amplified sound permit fee ($200).

Amy Zengotita, Parks/Rec & Museum Manager

November 9, 2016
Date

Attachments:
1. Letter from Rhonda Glasnak, dated November 7, 2016 requesting co-sponsorship

November 07, 2016

Dear Town Council,

First of all, I would like to thank council for the full support all of you, the staff and the town residents has given the past four years. The parade has been a true treasure for the Town of Ponce Inlet and the County of Volusia. Our Town Manager, Police Chief, Fire Chief and all the other town staff and volunteers have been tremendous in their support. Last year's parade went off like clockwork with the help we had.

I would like to again request our town co- sponsor the 6th Annual Historic North Turn Legends Beach/Road Course Parade on February 18, 2017. The first planning meeting for the event was held in September. The county of Volusia will bring in beach safety services, Votran for transportation, and support staff, waiving the special event fee and insurance and press releases and advertising. Town co-sponsorship would be for the purpose of exemption from the special event permit fee, use of the Town's on duty staff, the cost of overtime to be waived, use of Town's means of advertising, as well as, be covered under the Town's insurance policy at no additional cost to the Town.

Thank you again,

Rhonda Glasnak

Racing's North Turn