

6-H



MEMORANDUM

TOWN OF PONCE INLET, TOWN MANAGER 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 Educator

Date: September 9, 2016

Subject: *REQUEST FOR CO-SPONSORSHIP OF OPERATION CHANGING LIVES 5K*

MEETING DATE: September 22, 2016

BACKGROUND:

Ms. Cherise Wintz, organizer of *Operation Changing Lives 5K*, met with the Special Events Committee on September 7, 2016, to review and discuss plans for this year's 5K. The event is scheduled to take place on Saturday, November 19, 2016. *Operation Changing Lives 5K* has been held in Ponce Inlet since 2010. Proceeds from this event are used to fund worldwide reconstructive surgeries for children and adults with facial deformities. In addition, this event provides funding and gifts for Christmas parties held at various elementary schools in Volusia and Flagler Counties.

Ms. Wintz is requesting Town Council's support and co-sponsorship of this event in the form of waiving fees, the use of the Town's means of adverting to include publication on the Town's water bills and website, and the placement of signs at the pre-approved locations at Town Hall on Atlantic Avenue and Peninsula Drive. The Town Council has supported and approved co-sponsorship of this event since its inception.

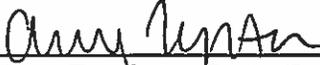
Organizers expect 400 runners this year. Critter Fleet and the Ponce Inlet Lighthouse have granted exclusive use of its parking lot and 24 volunteers will cover the intersections along the race route. S. Peninsula Drive will be closed to vehicular traffic at 7:00am on the day of the event. The organizers have also agreed to provide four Port-o-lets throughout town.

Organizers are requesting the assistance of Public Works and Police Department staff and have agreed to pay those costs as follows:

Department	# of employees	# of hours each	Total	Cost per hour	Total Cost
Public Works	2	4	8	\$25.00	\$200.00
Police (off-duty)	5	4	20	\$35.00	\$700.00
Service Charge (PD)				3%	\$21.00
Total Amount Due:					\$921.00

SUMMARY:

Request for co-sponsorship of *Operation Changing Lives 5K* scheduled for November 19, 2016; their co-sponsorship request is for the use of the Town's means of advertising to include publication on the Town's website and water bills; the placement of signs on the Town Hall property; waiver of the special event permit fee (\$150); waiver of the amplified sound permit fee (\$50); and waiver of the Davies Lighthouse Park pavilion rental fee (\$35). Event organizers will be responsible for the cost of off-duty Public Works and Police services as stated above and must provide proof of insurance.



Amy Zengotita, Parks/Rec & Museum Educator

September 9, 2016

Date

Attachments:

1. Operation Changing Lives 5K Application Packet 8/24/16



Town of Ponce Inlet
 Planning & Development Dept.
 4300 S Atlantic Avenue
 Ponce Inlet, FL 32127
 Phone: 386-236-2181
 Fax: 386-236-2190

**AMPLIFIED SOUND LICENSE
 APPLICATION**
 Pursuant to Section 34-92 of the Code of Ordinances

All information must be completed in order for this application to be accepted

License Number Assigned: _____ Type of License: ● New ● Renewal

Town of Ponce Inlet Business Tax Receipt number: _____ Valid? ● Yes ● Expired

***Issuance of this License does not waive enforcement of the Ponce Inlet Code of Ordinances, §34-93.
 License valid *only* between the hours of 11am and 11pm; with sound not to exceed 65 db after 10pm.**

If this License request is in conjunction with a *Special Event*, please provide name and date of event:

Name of Event Operation Changing Lives Date of Event Nov 19-2016

Name of applicant: Cherise Wintz Phone: 386-383-2686

Applicant's street address: 92 JANA DR. PONCE INLET

Business Name: _____ Phone: _____

Business Address: _____

Contact person: _____ Phone: _____

Type of Business: _____

Description of equipment to be used (ie. stereo, band, etc.)

DJ. Will be in parking lot of
 Hidden Treasures

Location of equipment (ie. deck, parking lot, inside stage, outdoor stage, etc.)



Town of Ponce Inlet
 4300 S. Atlantic Avenue
 Ponce Inlet, FL 32127
 386-236-2163 (voice)

SPECIAL EVENT PERMIT APPLICATION
 Pursuant to Chapter 51 of the Code of Ordinances

Submission Date: _____

386-322-6717 (fax)

Application #: _____

FEE PAID: _____

APPLICATIONS MAY BE SUBMITTED UP TO 9 MONTHS IN ADVANCE OF THE EVENT, BUT NO LESS THAN 45 DAYS PRIOR TO EVENT DATE. Please submit the following information with your application:

- * A site plan of the event area(s) with all applicable information.
- * If event is on town property, a certificate of insurance showing the town as additional insured in the amount of \$ _____ is required.
- * A completed application for permit for each itinerant merchant (if applicable).

SECTION 1: EVENT INFORMATION		
Event Location <u>Lighthouse Park</u>		
Event Name <u>OPERATION CHANGING LIVES 5K</u>		
Date of Event (Including rain date) <u>NOV 19</u>	Start Time: <u>6 AM</u> AM/PM	End Time: <u>9:30 AM</u> AM/PM
Brief Description of Event <u>5K</u>		
Reservation fee amount paid (if Town-owned property):	Deposit fee amount paid (if Town-owned property):	
SECTION 2: APPLICANT INFORMATION		
Event Organizer <u>Cherise Wintz</u>		
Mailing Address <u>3612 S. ATL. OBS. FLA.</u>		
Contact Person <u>Cherise Wintz</u>	Email Address <u>cherises39@yahoo.com</u>	
Phone Number	Fax Number	
SECTION 3: ADDITIONAL INFORMATION (Provide on a separate sheet if needed)		
Is traffic control required? <input checked="" type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, list locations and provide clear map/plan	Is Amplified sound to be used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be holding a parade? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If yes, provide a clear map of the parade, including all streets to be closed.		
Will you be using non-contiguous off-site parking? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If Yes, provide location and agreement with property owner(s) <u>CRITTER FLEET Lighthouse upper & lower</u>		
Will you be providing shuttles to transport? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If Yes, provide location and route		
Will you be using a private security firm? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If yes, provide name of firm:	Will you require additional Police Department assistance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No *If yes, list type of help needed:	

Names of Vendors – PLEASE NOTE: Each vendor must submit a completed Application for Itinerant Merchant Vendor Permit.

Will fireworks be used? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If Yes, a permit must be obtained from the Police Department		Serving alcohol? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If yes, provide liquor license number	
Serving food? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, mark location clearly on site plan	Will food be prepared on-site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Portable grill being used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Includes all portable cooking devices)	
Will you need additional assistance from the Fire Dept? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If yes, list type of assistance needed:			
Will you require any of the following?			
Public Works Staff? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricades? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Additional trash receptacle? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Portable restrooms? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How do you plan to remove trash and litter during and after the event?		Volunteers to pick up	
Will you be placing temporary signs or banners within the Town limits? <input checked="" type="checkbox"/> Yes* <input type="checkbox"/> No *If Yes, a sign permit must be obtained. See Resolution 2011-03 for regulations. To prevent signs from interfering with public utilities, call Sunshine State One call at 1-800-561-6720 prior to digging for sign installation.			
Will you be using tents or other temporary structures? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No *If yes, a building permit may be required and a site plan clearly showing the number, location(s), and size(s) must be attached to this application.			
Please explain what tent(s) or temporary structure(s) will be used for.			

I hereby state that the above information is true and accurate to the best of my knowledge. I further understand and agree to any and all conditions and costs of the required permits. I understand that the Town of Ponce Inlet assumes no liability for this event. I hereby agree to defend, hold harmless, and indemnify the Town, at the Town's option, from any and all demands, claims, suits, actions and legal proceedings brought against the Town in connection with this event, whether threatened or otherwise, to the full extent as permitted by the law of the State of Florida. This provision shall survive the term of the Agreement and shall remain in full force and effect until the expiration of the time for the institution of any action at law or equity or administrative action against the Town under either federal law or the laws of Florida.

Cherise Wing
Signature of Applicant

Aug 8-2016
Date Signed



Town of Ponce Inlet
Planning & Development
4300 S. Atlantic Avenue
Ponce Inlet, FL 32127
386-236-2181 (voice)
386-236-2190 (fax)

TEMPORARY SIGN ON RIGHT-OF-WAY PERMIT APPLICATION

Pursuant to Article 3, Section 3.30 of the
Land Use and Development Code and Resolution 2012-03

Submittal Receipt # and Date:

Application #:

FEE PAID:

Authority to erect temporary signs in the right-of-way is regulated pursuant to Section 3 of the Land Use and Development Code and Resolution 2012-03.

SECTION 1: PROPERTY INFORMATION			
Address of Adjacent Property: <u>4300 S. ATL</u>			
Frontage of lot:			
Written permission of property owner if not applicant?			
SECTION 2: PROPERTY OWNER INFORMATION			
Applicant Name: <u>Cherise Wintz</u>		Mailing Address	
Phone		Fax	
Agent Name/Title		Mailing Address	
Phone		Fax	
Owner's authorization for agent to apply attached: <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION 3: SIGN DESCRIPTION			
Please provide a description of the proposed sign, including: Dimensions of Sign (Maximum of 16 square feet or as otherwise noted in Section 5.6.10): _____ Maximum Sign Height from grade: _____ Minimum Sign Height from grade: _____ Location of Sign (provide two copies of a survey or site plan with location marked, including distance from sidewalk, roadway, building and other signs): <u>ATL AV @ PENINSULA DR</u> Type of material used to construct sign: _____ <u>TOWN HALL / P.D.</u> Date to be posted: _____ Date of removal _____			

Please Note: Failure to *fully complete* all the applicable items will result in the application being deemed incomplete and no further action will be taken.

September 6, 2016

Attention City Council Members,

On November 19, 2016 I am hosting Operation Changing Lives 7th Annual 5K. Last year we had over 400 runners that attended and raised over \$10,000. Operation Changing Lives was able to provide Christmas for over 2,500 children in our community. I was hoping that you would continue supporting this cause and co-sponsor this event. I am writing you in hopes that you will consider waiving all permit fees; allow advertising on your website, water bills, and social media; and placement of signs in the pre-approved right of way locations.

Operation Changing Lives is a non-profit 501C (3) medical service organization based in Daytona Beach, Florida, USA. Founded in 2008, OCL's primary purpose is to perform life-altering maxillofacial surgeries on disadvantaged patients with severe facial deformities, both in the United States and abroad.

Thank you,

Cherise Wintz

Cherise Wintz

