Approved

Edward Silva, Village Manager

3/27/19

Date

VILLAGE OF PALMETTO BAY
9705 E. HIBISCUS STREET
PALMETTO BAY, FLORIDA 33157
(305) 259-1234 Fax: (305) 259-1290

REQUEST FOR PUBLIC RECORDS

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 3-5-19

NAME: Eugene Flinn

COMPANY: ______

ADDRESS: ______

PHONE: 305-302-3713 FAX: ______

EMAIL: eugeneflinn@bellsouth.net

REQUEST (Attach additional page, if necessary): Copies of the following documents:

* Please see attached on-line request.

* *

FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2019-083

DATE FORWARDED: 3-5-19

ASSIGNED DEPT: Administration

DATE REQUEST FILLED: ______

NUMBER OF COPIES: ______

ESTIMATED TIME (IF APPLICABLE): ______

ESTIMATED COST: ______

HOW WAS REQUEST FILLED? ______

IF NOT FILLED, REASON: ______

BY: ______

Melissa Dodge

From: noreply@civicplus.com
Sent: Tuesday, March 05, 2019 3:01 PM
To: Missy Arocha; Melissa Dodge
Subject: Online Form Submittal: Public Records Requests

Public Records Requests

PUBLIC RECORDS REQUEST FORM	Public Records Policy
Date	3/5/2019
Name	Eugene Flinn
Company	*Field not completed.*
Phone Number	3053023713
Email Address	eugeneflinn@bellsouth.net
Address	8261 SW 162nd Street
Preferred Delivery Method	Electronic (via email- email address required)
Are you a member of the media?	No
Public Record Request(s):	I am requesting permit information relating to the red shed used by the Village for the Santa's Workshop (December 2018) located near the main entryway door of Village Hall, 9705 East Hibiscus Street, Palmetto Bay, FL 33157. This information should include original permit application as well as inspection records. Also sought are documents relating to expected date of removal of this shed as well as any receipt for permit fee or documenting fee waiver (if applicable).

Thank You
Please note that there may be a fee associated with your request depending on the extent of the information being requested. If so, the Office of the Village Clerk will contact you about any associated fees. If you have any further questions, please email Village Clerk Arocha at marocha@palmettobay-fl.gov

Email not displaying correctly? View it in your browser.

VILLAGE OF PALMETTO BAY
SPECIAL EVENT PERMIT APPLICATION
FOR PRIVATE PROPERTIES

RECEIVED
NOV 06 2018
By KM

APPLICANT INFORMATION

Date: 11/2/18

Name of Applicant: Fanny Carmona, Parks & Recreation Director

Name of Owner, *if other than applicant* (as applicable): Village of Palmetto Bay

Address: 9705 East Hibiscus Street, Palmetto Bay, FL 33157

Telephone: 305-259-1234 Fax: _____

*Contact Person: Fanny Carmona Mobile No.: 305-720-7584

Email Address: fcarmona@palmettobay-fl.gov

**Must be available for the duration of the event, including overnight if applicable*

EVENT INFORMATION

Title of Event: "Light up Your Holidays" Purpose of the Event: Celebration of Holiday Season & Light up Tree

Location of Event: 9705 East Hibiscus Street

Date(s) of Event: 12/1/18 Time(s) of Event: 5:00pm to 9:00pm

Anticipated Peak Hour(s) of Attendance: 5:00pm - 9:00pm

Anticipated Attendance (including event crew & participants): 2,000

Set- up Date: 11/30/18 Clean-up Date: 12/1/18

EVENT LOGISTICS

*No. & size of tents requested: 20 - 10 X 10 Tents and Santa House(Parks & Rec tents, Vendors provide their own)

*No. & size of temporary signs/ banners requested: 1 3X 10 Banner

Tents and temporary signs/ banners may require building permits. For information, please contact the Building & Permitting Division at 305-259-1250, before submitting your permit application. No special events permits will be approved until all applicable building permits have been issued.

Event equipment to be used *(include dimensions, staging/platforms, canopies, booths, vehicles, etc...)*:
20 x 16 stage

Check all applicable and provide a description of each item in the space provided:
Music X Fireworks _____ Food X

Describe sound equipment to be used (*ie PA systems, microphone speakers, band, DJ, etc...*):

Will alcohol be served? (Please check one) Yes _____ No X

Applicants are responsible for obtaining a liquor permit as required by statutory regulations. To determine whether a liquor license is required for your event, please contact the Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco Application, 850-487-1395.

Please include any printed material on the event with your completed application.

Notice to Applicants:

This permit application may be denied or revoked by the Village Manager based on endangerment of the health, safety or welfare of the community. The Village Manager may impose reasonable conditions on the permitted activities as deemed necessary. Events are only approved for thirty calendar days.

Signature of Property Owner — *Date* 11/2/18

APPROVAL- FOR OFFICE USE

Police: Approved ☑ Denied ☐ Reason: _____
Signature: _____ Date: 11/7/18

Zoning: Approved ☑ Denied ☐ Reason: _____
Signature: _____ Date: 11/9/18

Permitting: Approved ☑ Denied ☐ Reason: _____
Signature: _____ Date: 11/9/18

Public Works: Approved ☑ Denied ☐ Reason: _____
Signature: _____ Date: 11-16-18

Village Manager: _____ Signature — 11-16-18 Date

LEGEND

- Pictures with Santa
- Kids Craft Area
- Craft Vendors
- Stage
- Snow Flurries
- Food Vendors
- Kids Game Area
- DJ & Sound
- Light Displays
- Tower Lights
- Portable Restrooms
- Rides/Inflatables
- First Aid @FireStation
- Parks Barricades
- RoadSafe Barricades
- Picnic Tables
- Face/Glitter Painters
- Perf. Staging Area
- Palmetto Station (Sponsor)

APPROVED

OCT 29 2018

BY: _____

Rides/Inflatables

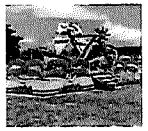
1 Mechanical Swings

2 3 N 1 Castle Bouncer

3 3 N 1 Strawberry Land

4 Carnival Inflatable Slide

5 Mega Slide

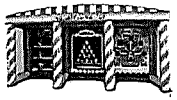


6 Pirate Ship

Food Vendors

1. Frankie's Pizza
2. Flip's Kettle Corn
3. Crepe Maker
4. Kona Ice
5. Candy Bistro

Kids Game Area



Carnival Games

Hoops

Craft Vendors

1. Laura's Creations

To: Edward Silva, Village Manager

Date: October 29, 2018

From: Fanny Carmona, CPRP
Parks & Recreation Director

Re: "Light up your Holidays"

The Village of Palmetto Bay would like to propose hosting the Village's "Light up your Holidays" celebration event for Saturday, Dec. 1st from 5pm to 9pm.

The holidays are a great time to gather families and communities. For seven consecutive years now, we estimate that thousands of residents and neighbors have been able to enjoy this signature holiday event. The great turnout was also aided by the willingness of so many local schools participating in the holiday performances.

We would also like to continue with the tradition of creating a safe and fun environment that promotes good holiday cheer, with special appearances by Santa Claus, a giant Christmas tree, and Holiday Light Displays. Other activities include letters to Santa with mailbox for the North Pole, crafts booths and special performances from local area schools and other groups. What a way to create some great memories for this holiday season! To complement the event, we would like to include the following: mechanical rides for kids, vendor booths to sell arts and crafts, carnival food vendors, local school performances, and perhaps even the unusual forecast of SNOW, if possible.

We will generate revenue through vendor fees for those wishing to set up a booth to sell crafts or food at a fee of $25 plus tax per craft booth and $75 for food vendors. The cost of renting mechanical rides, stage, shuttle service to and from parking lot (Holy Rosary Church) sound, DJ, Crafts and decoration will be approximately $24,000. Please note that the Master List as approved via resolution No. 2018-101, at the September 12, 2018 Council meeting had an estimated $24,000 total budget for this event, with an overall approved Special Events Budget for FY 18'-19' of $175,000. In addition, we will actively seek sponsorships to offset the cost of this event. Please see attached sponsorship form, flyer, proposed site plan and budget for your review and approval.

At this time, we are seeking your approval to move forward with logistics and promotion, along with the cooperation of our communications department, to coordinate pre-and post-event promotion via website, social media, local news media, e-newsletter marketing, and WBAY and assistance from Greg Martinez for the design of the event flyer and banner. In addition, we would like approval to reach out to Holy Rosary Church

to request the use of their lot as overflow parking for the event. We respectfully request your approval to secure vendors and all items to make this event another great success.

Department:	Parks & Recreation
Account Name:	Special Events
Account Number:	0001-572-12-30-48005000
Amount of Request:	$24,000
Amount Budgeted:	$175,000.00
Balance in Budget *(after expense being requested)*:	$151,000

Budget Approval:

Desmond Chin, Finance Director

10/29/18
Date

Expenditure and Event Approval:

Edward Silva, Village Manager

11/2/2018
Date