



# THE CITY OF CRESCEENT CITY FLORIDA

## Commission Regular/CRA Meeting

October 15, 2024, 6:00 p.m.

### AGENDA

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This meeting will be conducted in person and in a virtual environment. Please see the included procedures for participating in this meeting. All written comments submitted to the City Commission at [PublicComments@crescentcity-fl.com](mailto:PublicComments@crescentcity-fl.com) will be distributed to each Commissioner and be included with the public record but will not be read aloud during the meeting. Anyone wishing to speak will be allowed to do so during the Public Comment sections of the agenda in person.

- 1. Roll Call**
- 2. Invocation**
- 3. Pledge to the Flag**
- 4. Announcements**
- 5. Approval of Minutes**
  - **September 12, 2024, Regular Meeting**
  - **September 12, 2024, CRA**

- 6. Public Comments**

Topics not already listed on the agenda will be heard at this time. Comments regarding public hearing topics will be heard during "Public Hearings." Comments regarding Business Items will be heard during "Business Items." Speakers are limited to 3 minutes. **If you wish to speak during public comment, please fill out a card at the entrance and provide it to the clerk.** Your name will be called when that item comes up. Please speak into the microphone and address the Commissioners, not the audience. Speakers shall address the City Commission as a whole and refrain from addressing individual members of the City Commission, City staff, Consultants, or other speakers. Speakers shall afford the utmost courtesy to the City Commission, City employees, Consultants, and the public and shall always refrain from rude and derogatory remarks, reflections on integrity, abusive comments, and statements about motives and personalities. Speakers shall have only one opportunity to speak and shall not be entitled to a second opportunity during Public Comment or a rebuttal. It is not reasonable to expect that the Commission will debate or deliberate about matters brought up during Public Comment on issues about which the Commission has received no prior information. If a speaker is declared out of order, he/she will be requested to leave the podium and will be subject to physical removal from the Commission Chamber.

- 7. Sheriff's Office**
  - Report
  - Setting Trick or Treat Time

## **8. CRA**

- Pam's Kitchen, Request for payment

## **9. Business Items**

- Approval of Street Closure for Yappy Hour and Pet Pawrade
- Special Event Veterans Day Parade
- Obligating remaining American Rescue Plan Act Funds
- Consideration for Janitorial Service
- Consideration of Pink Out Putnam Request
- Considerations of priorities for Legislative Appropriation request
- Discussion on a new Marquee.
- Appointing two members to the BRC (Blue Ribbon Committee)
- Discussion on putting the reserves into an interest-bearing account
- Discussion on holding a workshop with the City Attorney regarding legislation on banning people from sleeping in public spaces.

## **10. Code Enforcement**

- Code Liens
- Direct City Attorney for foreclosure on identified properties

## **11. Additional Reports and Comments**

- **City Manager**
- **City Attorney**
- **City Commission**

### **Adjourn**

People with disabilities or languages requiring special accommodations to participate in this meeting should contact City Hall at 386.698.2525 at least 24 hours before requesting such accommodations.

#### **MEETING CONNECTION INFORMATION:**

You may view the meeting live on the City's YouTube channel. Go to [www.crescentcity-fl.com](http://www.crescentcity-fl.com) and click on the YouTube link or go to  
[https://www.youtube.com/channel/UCak1\\_v7UFM8nqIviX53nzaA](https://www.youtube.com/channel/UCak1_v7UFM8nqIviX53nzaA)



# THE CITY OF CRES(ENT CITY FLORIDA

## Commission Regular Meeting Minutes September 12, 2024, 6:00 p.m.

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The City Commission Regular Meeting was held on September 12, 2024, at City Hall. Mayor Michele Myers, Commissioner Harry Banks, Commissioner Cynthia Burton, Commissioner Lisa Kane DeVitto, Commissioner William Laurie, City Manager Charles Rudd, City Clerk Karen Hayes, MMC, Finance Director Stephen Conklin, Putnam County Sheriff's Office Shannon Depew, and Captain David Ussery, and City Attorney Donald Holmes were present. Mayor Myers called the meeting to order at 6:02 p.m.

**Motion:** Commissioner Laurie moved to keep the Agenda as advertised. Commissioner Burton seconded the motion, which passed with all ayes.

### Announcements

**Mayor Myers** made some announcements for the City of Crescent City.

### Approval of Minutes

July 15, 2024, CIP, BP Workshop

July 16, 2024, Market Square Workshop

July 29, 2024, CRA/General Fund Workshop

August 8, 2024, Regular Meeting minutes

August 8, 2024, CRA Minutes

**Vote:** Commissioner Banks moved to approve the minutes with the necessary corrections. Commissioner Laurie seconded the motion. The motion passed all ayes.

### Presentations/Proclamation

Fannie Lou Hamer Play at the Auditorium and Kiosk Update - Angel Duke  
Angel Duke spoke on the Kiosk and the play.

### Presentation for City Manager Search Process-Jim Hanson

Jim Hanson spoke about the search for the City Manager. He explained the steps involved in the search. Jim Hanson asked the commission to fill out the questionnaire he provided to help in the search. October 31 is the recommended date for city managers' resumes to be due. November 13 should be the time frame for the selection. Mid-December for a strong pick. Then, in December, negotiations for the contract will start.

**Vote:** Commissioner Burton moved to approve the contract with Jim Hanson. Commissioner Banks seconded the motion. A roll call was taken. Commissioner DeVitto, aye; Commissioner Laurie, aye; Commissioner Banks, aye; Commissioner Burton, aye; and Mayor Myers, aye. The motion passed 5-0.

### **Presentation of Report on the New Moon Lodge**

Dr. Brian Laura, Senior Project Manager for REG Architects, presented the results of the study of the New Moon Lodge and the conceptual design for its restoration. This presentation can be found on the Crescent City website.

Commissioner DeVitto discussed the history of this building and explained that it was one of the oldest buildings in the African American Community. Commissioner Burton stated that the city's next step is looking for grants. Charles Rudd noted that the city has an application for a small matching grant from the state of \$50,000. The commission doesn't have to take any action tonight. However, the next step is to complete the construction documents. The City does have a proposal from REG. So, the City would have to spend \$10,000 from the Better Place Fund. This will get the Commission shovel ready to apply for those special category grants. Commissioner Banks stated it would mean so much to the Community to redo the New Moon Lodge and requested to keep the ball rolling on the project.

### **Commissioner Laurie – BRC Report and request for extension and title work expenses.**

Commissioner Laurie gave his report from the BRC and explained what was needed from the Commissioner.

#### **Extend the deadline for the BRC, Remove Vera Green**

**Vote:** Commissioner DeVitto moved to extend the date for the BRC to December 31, 2024, and to remove Vera Green from the Committee. Commissioner Burton seconded the motion. Roll call was taken. Commissioner Burton; aye, Commissioner Banks; aye, Commissioner Laurie; aye, Commissioner DeVitto; aye, Mayor Myers; aye. The motion passed 5-0.

### **Public Comment**

**Lloyd Reeves** spoke about engineering and consulting firms.

**Craig Oates** spoke about the Facebook post on the 32112 page and how they lied about him.

**Kenny Evans Jr.** thanked Charles Rudd for the superb job he has done for the City.

**Glen Swiger** spoke about the City and the four-wheelers running up and down the road. He also talked about the homeless people tearing up the town. He would like the Commission and the Sheriff's Office to work on a solution for homeless people.

### **Sheriff's Report**

Captain Ussery gave the Sheriff's Report to the Commission.

### **Business Items**

#### **Interim City Manager interview (8:00 p.m.)**

**Vote:** Commissioner Banks moved to hire Michael Brillhart as interim city manager, subject to a background check, with the city manager's recommendation of \$7500 plus \$2,000 for housing, and authorized the mayor to sign the contract. Commissioner Laurie seconded the motion. A roll call was taken. Commissioner DeVitto, aye; Commissioner Laurie, aye; Commissioner Banks, aye; Commissioner Burton, aye; Mayor Myers, aye. The motion passed 5-0

**Mayor Myer suspended the regularly scheduled meeting at 8:15 p.m. and opened the CRA meeting.**

**Mayor Myers reconvened the regular meeting at 8:35 p.m.**

**Approval of Contract for Law Enforcement Services**

**Vote:** Commissioner Burton moved to approve the written law enforcement contract. Commissioner Banks seconded the motion. Roll call was taken. Commissioner Burton, aye; Commissioner Banks, aye; Commissioner Laurie, aye; Commissioner DeVitto, aye; Mayor Myers, aye. The motion passed 5-0.

**Obligating remaining American Rescue Plan Act Funds**

**Vote:** Commissioner Burton moved to table this item until September 26, 2024. Commissioner DeVitto seconded the motion. The motion passed 4-1, with Commissioner Laurie dissenting.

**Adoption of the Annual Tree Plan**

**Vote:** Commissioner DeVitto moved to table this item. Commissioner Banks seconded the motion. After a short discussion, Commissioner DeVitto and Commissioner Banks withdrew their first and second motion.

Commissioner DeVitto moved to adopt the 2024-2025 Tree Plan with the corrections. Commissioner Laurie seconded the motion. A Roll Call was taken. Commissioner DeVitto, aye; Commissioner Laurie, aye; Commissioner Banks, aye; Commissioner Burton, aye; and Mayor Myers, aye. The motion passed 5-0.

**Approval to purchase two trucks**

**Vote:** Commissioner Banks moved to approve the purchase of the two trucks from the Better Place Plan Fund. Commissioner Burton seconded the motion. Roll call was taken. Commissioner Burton, aye; Commissioner Banks, aye; Commissioner Laurie, aye; Commissioner DeVitto, aye; and Mayor Myers, aye. The motion passed 5-0.

**Approval of a generator for Water Plant-Water Expansion Fund**

**Vote:** Commissioner Laurie moved to approve the use of Black Creek Electrical Services to purchase a new generator for the water plant and to pay for it from the water repair and replacement fund. Commissioner Burton seconded the motion. Roll Call was taken. Commissioner DeVitto, aye; Commissioner Laurie, aye; Commissioner Banks, aye; Commissioner Burton, aye; and Mayor Myers, aye. The motion passed 5-0.

**Request for Dia de los Muertos- alcohol**

**Vote:** Commissioner Laurie moved to approve Dia de los Muertos for alcohol use. Commissioner Banks seconded the motion. Roll call was taken. Commissioner Burton, aye; Commissioner Banks, aye; Commissioner Laurie, aye; Commissioner DeVitto, nay; and Mayor Myers, aye. The motion passed 4-1.

**Approval of Striping bid.**

**Vote:** Commissioner Laurie moved to approve Sunstate Pavements for the restriping speed humps and stop bars. Commissioner Burton seconded the motion. Roll call was taken. Commissioner DeVitto, aye; Commissioner Laurie, aye; Commissioner Banks, aye; Commissioner Burton, aye; Mayor Myers, aye. The motion passed 5-0.

## **Public Hearing**

**First Reading of Ordinance 2024-11 Adopting a small-scale comprehensive Plan amendment**  
AN ORDINANCE OF THE CITY OF CRESCENT CITY, FLORIDA, ADOPTING A SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT IN ACCORDANCE WITH SECTION 163.3187, FLORIDA STATUTES; AMENDING THE FUTURE LAND USE MAP DESIGNATION FOR A PROPERTY TOTALING APPROXIMATELY 3.38± ACRES LOCATED AT THE SOUTHEAST QUADRANT OF THE INTERSECTION OF HUNTINGTON ROAD/CR 308 & CHERRY STREET; PROVIDING FOR A CHANGE IN THE FUTURE LAND USE MAP DESIGNATION FROM COMMERCIAL AND AGRICULTURAL TO RESIDENTIAL-LOW DENSITY; PROVIDING FOR IMPLEMENTING ADMINISTRATIVE ACTION; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**Vote:** Commissioner Laurie moved to approve Ordinance 2024-11, a small-scale Comprehensive Plan Amendment. Commissioner Burton seconded the motion. Roll call was taken. Commissioner Burton, aye; Commissioner Banks, aye; Commissioner Laurie, aye; Commissioner DeVitto, aye; Mayor Myers, aye. The motion passed 5-0.

## **First Reading of Ordinance 2024-12 Amending the Official Zoning Map.**

AN ORDINANCE OF THE CITY OF CRESCENT CITY, FLORIDA AMENDING THE OFFICIAL ZONING MAP FOR PROPERTY TOTALING 3.38± ACRES LOCATED AT THE SOUTHEAST QUADRANT OF THE INTERSECTION OF HUNTINGTON ROAD/CR 308 & CHERRY STREET FROM THE GC-1, GENERAL COMMERCIAL AND THE AG, AGRICULTURAL ZONING DISTRICTS TO THE SR-1 SINGLE-FAMILY ZONING DISTRICT; PROVIDING FOR IMPLEMENTING ADMINISTRATIVE ACTIONS; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**Vote:** Commissioner Laurie moved to approve Ordinance 2024-12, amending the official Zoning Map. Commissioner Banks seconded the motion. Roll call was taken. Commissioner DeVitto, aye; Commissioner Laurie, aye; Commissioner Banks, aye; Commissioner Burton, aye; Mayor Myers, aye. The motion passed 5-0.

## **First Reading of Ordinance 2024-14 Adopting the New Land Development Code.**

AN ORDINANCE OF THE CITY OF CRESCENT CITY, FLORIDA, ADOPTING A NEW LAND DEVELOPMENT CODE; PROVIDING FOR IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

**Vote:** Commissioner Laurie moved to approve Ordinance 2024-14, the new Land Development Code, with the changes. Commissioner Burton seconded the motion. Roll call was taken. Commissioner Burton, aye; Commissioner Banks, aye; Commissioner Laurie, aye; Commissioner DeVitto, aye; Mayor Myers, aye. The motion passed 5-0.

## **First Reading of Ordinance 2024-15 Amending the Schedule Fees.**

AN ORDINANCE OF THE CITY OF CRESCENT CITY, FLORIDA, AMENDING THE SCHEDULE FEES TO BE CHARGED BY THE CITY OF CRESCENT CITY FOR NOISE, NATURAL GAS, GENERAL REPRODUCTION SERVICES, BUSINESS TAX RECEIPTS, PLANNING AND ZONING,

SPECIAL EVENTS, PARKS, CODE ENFORCEMENT, WATER, WASTEWATER; PROVIDING FOR REPEAL OF PRIOR FEE ORDINANCES AND RESOLUTIONS IN CONFLICT, SEVERABILITY AND AN EFFECTIVE DATE:

**Vote:** Commissioner Laurie moved to approve Ordinance 2024-15, amending the scheduled fees with the additional changes. Commissioner Banks seconded the motion. Roll call was taken. Commissioner DeVitto, aye; Commissioner Laurie, aye; Commissioner Banks, aye; Commissioner Burton, aye; and Mayor Myers, aye. The motion passed 5-0.

**Resolution 2024-08 Adopting the Millage Rate**

A RESOLUTION OF THE COMMISSION OF THE CITY OF CRESCENT CITY, FLORIDA, ADOPTING MILLAGE FOR THE TAX YEAR 2025.

**Vote:** Commissioner Laurie moved to approve Resolution 2024-08 for the fiscal year 2024-2025, setting the operating mileage rate at 8.4340, representing a 0% increase over the 8.4340 rollback rate. Commissioner Banks seconded the motion. A roll call was taken. Commissioner Burton, aye; Commissioner Banks, aye; Commissioner Laurie, aye; Commissioner DeVitto, aye; and Mayor Myers, aye. The motion passed 5-0.

**First Reading of Ordinance 2024-13 Approving and Fixing the Budget.**

AN ORDINANCE PROVIDING FOR, APPROVING, AND FIXING THE BUDGET; SETTING THE MILLAGE LEVY AT 8.5914; ALLOWING FOR GENERAL OPERATIONS OF THE CITY AND ITS VARIOUS DEPARTMENTS; APPROVING AND FIXING BUDGETS FOR SPECIAL FUNDS AND DEBT SERVICE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025.

**Vote:** Commissioner Laurie moved to approve the fiscal year 2024-2025 budget for all funds with a total levy at the Rollback Rate of 8.4340 mils and a total levy of \$9,138,710. Commissioner Banks seconded the motion. A roll call was taken. Commissioner DeVitto, aye; Commissioner Laurie, aye; Commissioner Banks, aye; Commissioner Burton, aye; and Mayor Myers, aye. The motion passed 5-0.

**Commissioner Laurie moved to extend the meeting to 10:30 p.m. Commissioner DeVitto seconded the motion. The motion passed 4-1, with Commissioner Burton dissenting.**

**Additional Reports and Comments**

**City Manager**

There was a discussion about cameras for the parks and how to fund the City Manager's search for plane tickets and hotel stays.

**City Attorney**

Don Holmes gave an update on the case Peterson vs. The City of Crescent City and Mayor Michele Myers. He explained the order was sent to him and provided a copy. The order notes 16 counts in the complaint pending before the court; four counts have been dismissed. Those four counts were against the sheriff, and of the remaining accounts, the court, in this order, granted a dismissal of an additional five counts, leaving a total of seven counts still pending. The order directed that a settlement conference be held under the court's direction. Mayor Myers stated there was a court hearing on Tuesday, September 10, 2024, and the defamation case against her was dismissed.

## **City Commission**

Commissioner DeVitto asked about the tree roots on Prospect Street and questioned coverage for each tree's whole dripline. Charles Rudd felt it wouldn't cover the entire dripline because it would be impossible to get the job done. Commissioner DeVitto stated there were supposed to be signs with the orange fencing stating this is a protected area.

## **Adjourn**

Commissioner Laurie moved to adjourn the meeting. Commissioner Banks seconded the motion. The motion passed all ayes.

Mayor Myers adjourned the meeting at 10:25 p.m.

***APPROVED*** on the 10<sup>th</sup> day of September 2024.

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Michael Brillhart, Interim City Manager

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Michele Myers, Mayor

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[https://www.youtube.com/channel/UCak1\\_v7UFM8nqIviX53nzaA](https://www.youtube.com/channel/UCak1_v7UFM8nqIviX53nzaA)



# THE CITY OF CRESCEENT CITY FLORIDA

## Crescent City Community Redevelopment Agency (CRA) Meeting Minutes September 12, 2024

The CRA Meeting was held at City Hall on September 12, 2024. Mayor Michele Myers, Commissioner Harry Banks, Commissioner Cynthia Burton, Commissioner Lisa Kane DeVitto, Commissioner William Laurie, City Manager Charles Rudd, City Clerk Karen Hayes, MMC, Finance Director Stephen Conklin, Putnam County Sheriff's Office Shannon Depew, and Captain David Ussery, and City Attorney Donald Holmes were present. Mayor Myers called the meeting to order at 8:15 p.m.

### **Approval of MOU (Memorandum of Understanding) with CCDP (Crescent City Downtown Partnership)**

**Vote:** Commissioner Burton moved to approve the Memorandum of Understanding with the Crescent City Downtown Partnership. Commissioner Laurie seconded the motion. Roll call was taken. Commissioner Burton, aye; Commissioner Banks, aye; Commissioner Laurie, aye; Commissioner DeVitto, aye; and Mayor Myers, aye. The motion passed 5-0.

### **Approval of the CRA Budget**

**Vote:** Commissioner Laurie moved to approve the CRA budget and recommended adoption to the City Commission. Commissioner Banks seconded the motion. Roll call was taken Commissioner DeVitto, aye; Commissioner Laurie, aye; Commissioner Banks, aye; Commissioner Burton, aye; Mayor Myers, aye. The motion passed 5-0.

**The CRA meeting was adjourned at 8:35**

### **MEETING CONNECTION INFORMATION:**

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[https://www.youtube.com/channel/UCak1\\_v7UFM8nqIviX53nzaA](https://www.youtube.com/channel/UCak1_v7UFM8nqIviX53nzaA)

**APPROVED** on the 10<sup>th</sup> day of October 2024.

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Michael Brillhart, Interim City Manager

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Michele Myers, Mayor

# *Law Enforcement Update*

## *City of Crescent City*





## Sept. 2024 Briefing



- PCSO24OFF03404 – Retail Theft (Closed by Arrest)

Deputies were summoned to 519 N. Summit Street where contact was made with Stephen Hall. Hall was subsequently arrested for stealing a bottle of water from the business.



## Aug. 2024 Traffic Crash Data



- PCSO24OFF03664 – **Summit and Grove**

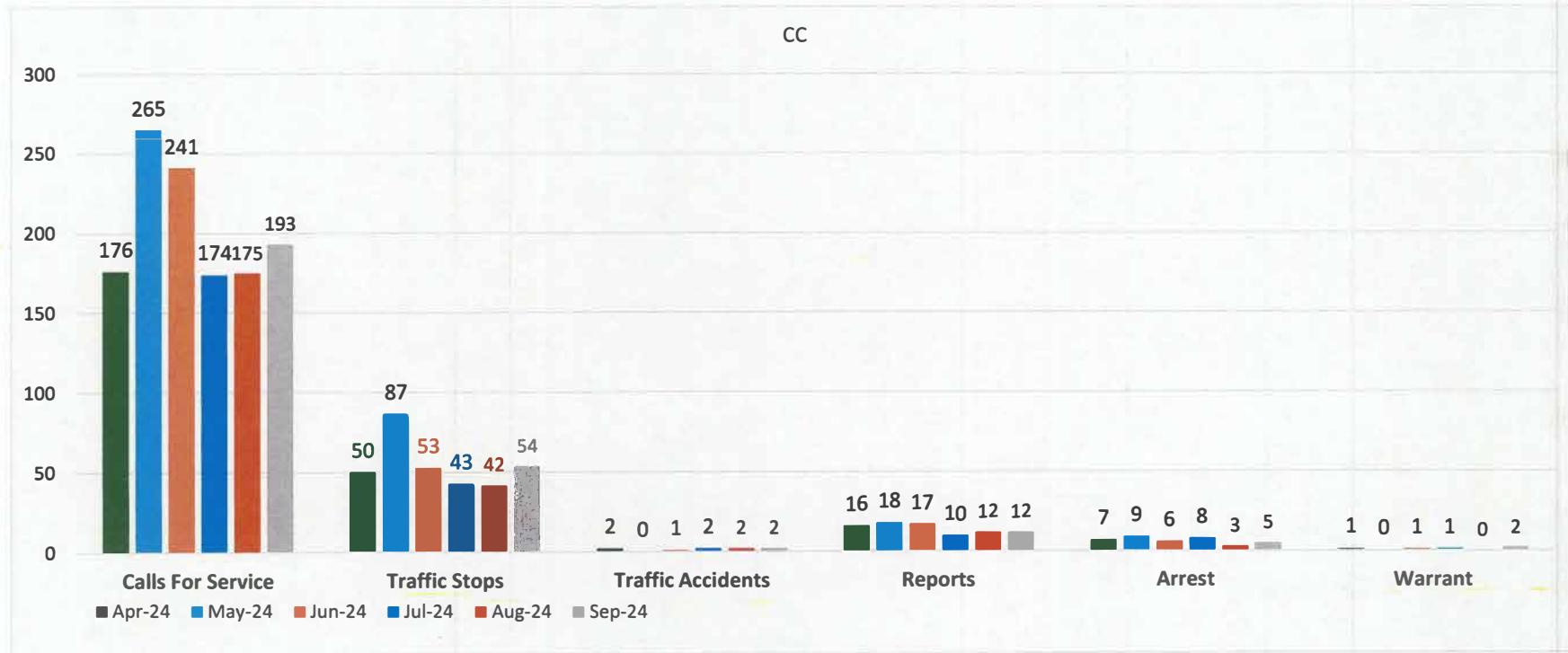
Vehicle was making a left turn on Grove. A motorcycle attempted to pass the turning vehicle on the left and collided. The motorcycle fled the scene. Minor damage and no injuries.

- PCSO24OFF03046 – **CR308 and Lime St.**

Driver fell asleep at the wheel, left the roadway, struck a power pole, a second vehicle, and residence. Minor damage no injuries.

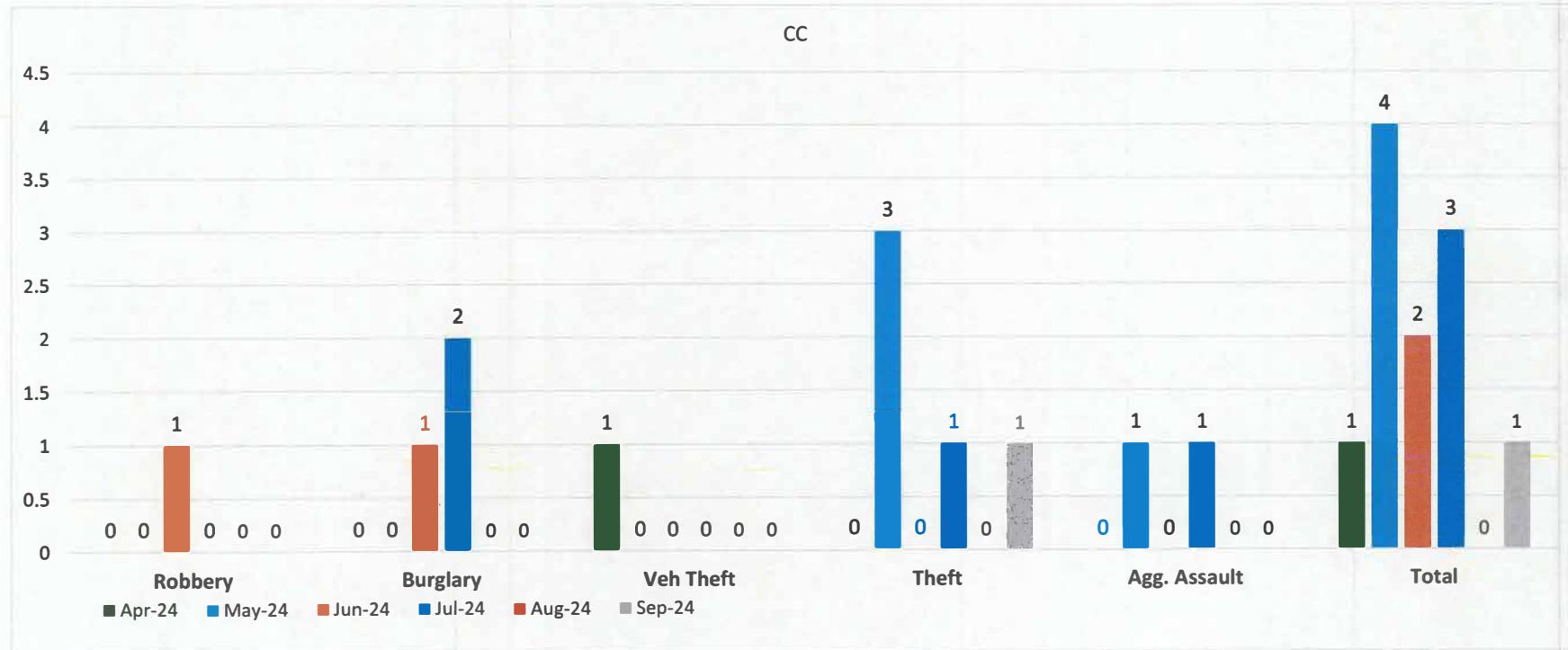


# General Activities





# Six Month Crime Comparison



*One Team - One Mission*



## MEMORANDUM

October 3, 2024

TO: CRA BOARD

FROM: Christina Marie, CRA & Florida Main Street Manager

Re: Grant Applicant/ Pam's Kitchen / Request for Payment

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Dear CRA Board,

Please see the following request for payment of the previously awarded CRA Grant for Pam's Kitchen from the Applicant. Staff recommends expediting payment as per their request detailed below.

### Project Overview

Pam's Kitchen is designed to be more than just a food preparation area; it will serve as a multifunctional outdoor space that hosts cooking classes, community events, and pop-up markets. Our goal is to foster community engagement, promote local produce, and provide educational opportunities in culinary arts.

### Payment Structure

To ensure that the project progresses efficiently and remains within budget, **we kindly request an initial payment of 50% of the total grant amount, amounting to \$9,750, upfront**. The remaining balance will be requested upon the successful completion of the project. This phased payment approach serves several critical purposes:

- **Effective Cost Management:** Upfront funding allows us to secure materials and initiate project activities without delays, ensuring we stay on track.
- **Mitigation of Budget Overruns:** By having immediate access to funds, we can lock in current pricing and avoid unexpected cost increases, particularly for materials.
- **Controlled Timeline:** This structure enables us to mobilize resources quickly and adhere to our proposed project schedule, thereby enhancing accountability and transparency.

### Project Timeline

We aim to complete the project no later than December 15, 2024, contingent upon receiving funding by October 15, 2024. This timeline will allow us to execute all phases of the project effectively, ensuring that we can finalize installations before the end of the year, allowing the community to benefit from Pam's Kitchen in the upcoming season.

## Detailed Cost Breakdown

Below is a detailed breakdown of the project components, including costs and explanatory notes:

Item	Cost	Notes
Pavers	\$11,950	The cost for pavers has come in lower than our initial estimate, providing us with greater flexibility to allocate funds to other areas of the project if necessary. These pavers will be durable and aesthetically pleasing, ensuring a long-lasting and visually appealing surface.
Fencing	\$1,100	This cost includes the installation of sturdy perimeter fencing designed to enhance site security and delineate the boundaries of Pam's Kitchen. The fencing will be constructed from high-quality materials that complement the overall design of the space, ensuring both safety and visual appeal.
Lighting	\$1,500	The installation of energy-efficient outdoor lighting will greatly improve safety and visibility during evening events, while also enhancing the overall ambiance of the space. The plan includes strategically placed LED fixtures that will provide adequate illumination while minimizing energy consumption and operational costs.
Pergolas	\$4,950	This figure encompasses both materials and labor for constructing outdoor pergolas. These structures will provide necessary shade and a comfortable environment for activities held under them. We will use high-quality materials that are both durable and in harmony with the landscape.
<b>Total</b>	<b>\$19,500</b>	

## Project Execution Strategy

Upon receiving your approval, we will implement a strategic approach to managing the purchasing and installation process that maximizes cost efficiency. After conducting a thorough cost analysis, we have determined the following:

- **Direct Payments for Pavers:** By handling payments for the pavers directly, we can benefit from bulk purchasing discounts and favorable supplier terms, thus reducing overall costs.
- **In-House Installations:** Our skilled team will perform all installations in-house. This allows us to maintain strict quality control, ensure that all components meet our high standards, and keep labor costs manageable.

- **Phased Project Management:** We will break the project into clearly defined phases, allowing for regular assessments and adjustments as needed. This will ensure that we stay aligned with our timeline and budget throughout the project lifecycle.

### **Conclusion**

By executing the project using the outlined strategies, we are confident that we will meet all agreed-upon objectives without exceeding the approved budget. We aim to deliver a high-quality outcome that not only meets but exceeds community expectations.

Enclosure/ Invoice

# Blueprint Ventures LLC

225 Lincoln Ave Lake Wales, FL 33853 Tel: 813-770-0183

Email: derrickGblue@gmail.com

## Invoice

**Invoice To:**

City of Crescent City  
3 N Summit St.  
Crescent City, FL 32112  
Tel: (386) 698-2525

**Invoice Number:** 100124

**Invoice Date:** 10/1/2024

**Description of Services**

Item	Cost	Notes
Pavers	\$11,950	The cost for pavers has come in lower than our initial estimate, providing us with greater flexibility to allocate funds to other areas of the project if necessary. These pavers will be durable and aesthetically pleasing, ensuring a long-lasting and visually appealing surface.
Fencing	\$1,100	This cost includes the installation of sturdy perimeter fencing designed to enhance site security and delineate the boundaries of Pam's Kitchen. The fencing will be constructed from high-quality materials that complement the overall design of the space, ensuring both safety and visual appeal.
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Pergolas	\$4,950	This figure encompasses both materials and labor for constructing outdoor pergolas. These structures will provide necessary shade and a comfortable environment for activities held under them. We will use high-quality materials that are both durable and in harmony with the landscape.

**Total Amount Due:** \$19,500

**Amount Due Now (50%):** \$9,750



Date Received: \_\_\_\_\_

Permit Classification: \_\_\_\_\_

## APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Christine Marie

Address: 19 N Summit St

Email:

CCeconomicvitality@gmail.com

Phone:

386-698-2525

2. Secondary Contact: Michele Myers

Address: 304 S. Prospect St

Email: michelekmeyers@gmail.com

Crescent City, FL 32112

Phone: 850-974-5115

3. Event Sponsor/Organization: Downtown Partnership

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Yappy Hour at Howloween Parade

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts

displays, still motion picture production, etc.): Dressed up dogs

Dog Parade and vendors

6. Event Location (911 Address): Park Ave at Central close to Lake and

7. Road Closures: ex. Central Ave to Prospect Street

Central &  
Central

in front of 3 Bananas

from Dantes to Lake St

from Lake St south to 12 front of 3 Bananas

from \_\_\_\_\_ to \_\_\_\_\_

4:00

7:00

Christina Marie

8. Onsite representatives during the event:

Name: Anna with 3 Bananas

Name: Michelle Myers

386-861-7391

904-655-6361

Cell Phone: 850-974-5115

9. Please fill in below for each day with the event:

Date(s) of Event:

Hours:

Amplified Sound:

Alcohol:

Attendance

Setup:

10/25/24 4:1 to 9

∅

∅

30 people

Event:

10/25/24 4:1 to 7

microPHONE  
amplified  
PAN

∅

50 people

∅ to ∅

∅ to ∅

∅ to ∅

∅

∅ to ∅

∅ to ∅

∅ to ∅

∅

∅ to ∅

∅ to ∅

∅ to ∅

∅

∅ to ∅

∅ to ∅

∅ to ∅

∅

Breakdown:

10/25/24 7 to 8

∅

∅

∅

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

50 people

11. Number and type of auxiliary vehicles/ equipment:

Watercraft

Aircraft

N/A

Utility Vehicles

Golf Carts

2

Other:

∅

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

N/A

Include date and time:

∅ to ∅

N/A

13. Will transport vehicles be utilized? If so, please describe.

N/A

14. Number of staff/ volunteer:

7

Uniform identification: unseen at this time

## REQUIRED ATTACHMENTS

Site Plan (see checklist)

Parking  
Number and location of food vendors  
Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands  
Street Closures/Barricades/Detours  
Garbage Containers  
Parade/Marching Route  
Event Headquarters  
Number and location of temporary signs/banners  
Sound system(s) location  
Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths etc  
Main emergency vehicle access to site  
Location of security and emergency vehicle parking on site  
Carnival location (if any)  
Number/location of portable toilets

Tentative Schedule of Events

501(C) (3) Certificate of Exemption # REDACTED

Nonprofit articles of incorporation, charter and mission statement

Consent letter (event property): property owners on which special event location is held if not city owned

Fire resistive rating certificates (tents, fabrics, etc.)

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: \_\_\_\_\_

Alcohol liability certificate of insurance- city as "additional insured"

Alcohol license (copy)

Signed Conditions and Agreement Form

## SPECIAL EVENTS FEES

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### 15 ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

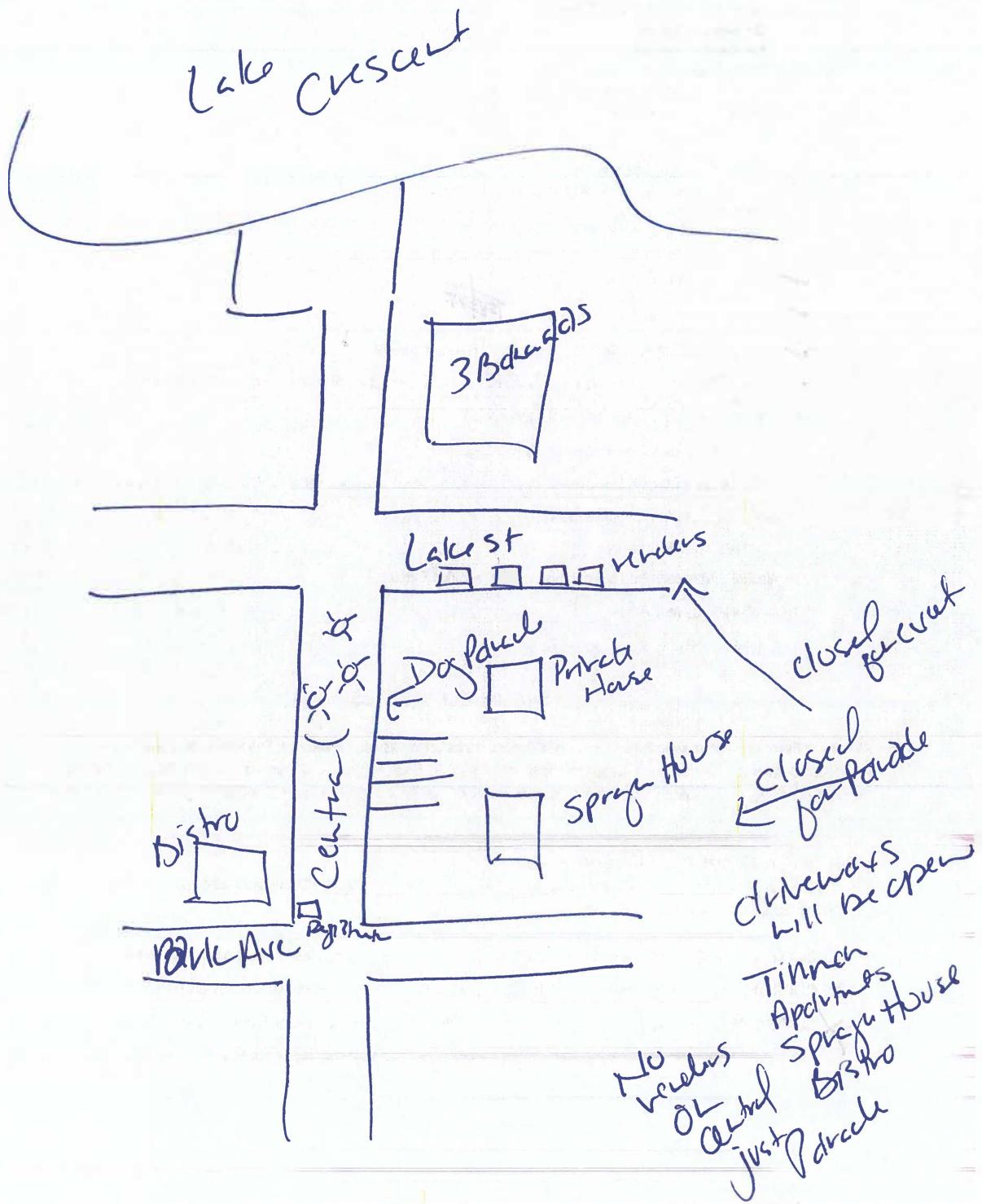
Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

CLASS A: \$300.00 per day (attendance: 1 001 and up per day) Permit Filing Deadline: 60 days prior to event

CLASS B: \$100.00 per day (attendance: 101 - 1,000 per day) Permit Filing Deadline: 60 days prior to event

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Fishing tournaments with less than 40 boats, etc.) Permit Filing Deadline: 30 days prior to event



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.

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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 Crescent City as an additional insured, is required prior to public events. Event liability insurance naming the City of Crescent City 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.

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  - (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 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 on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.

(d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

(Ord. No. 10-34, I(Exh. 1), 12-9-2010)

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**CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF CRESCENT CITY 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.**

Signature of Applicant

Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me, or who has/have produced \_\_\_\_\_ as identification.

**NOTARY SEAL**

Signature of Notary Public, State of \_\_\_\_\_

**APPLICATION APPROVED**

Special Events Coordinator

Date

Sheriff's Department

Date

## Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools etc
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes
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4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source

### Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC they must have a K class. No K, no frying.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. Check fire retardant label on the tent and on the side curtains.
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

#### Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate issued in the name of the vendor on site.
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1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
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4. Campers will be locked when not occupied.
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**City of Crescent City  
Indemnification & Hold Harmless Agreement**

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

---

Signature of Applicant

---

Name of Facility being used

---

Print Name of Applicant

---

Date of Use

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me, or who has/have produced \_\_\_\_\_ as identification.

**NOTARY SEAL**

---

Signature of Notary Public, State of \_\_\_\_\_



## EMERGENCY SERVICES SPECIAL EVENTS / FIRE WATCH

Company or Organization:	Downtown Partnership		
911 Address of Event:	Central Ave. & Lake St		
Contact Person:	Christine Moore	Michelle Myers	Phone: 386-867-7391 / 850-974-5115
Email Address:	CCeconomicvitality@gmail.com		
Start Date of Event:	10-25-24	End Date of Event:	10-25-24
Start Time of Event:	5:00 PM	+ 1 hr Travel	End Time of Event: 7:00 PM + 1 hr Travel
Owner of Property:	City of Gainesville		Signature/Date:  10/19/24
Our crew that works this event will be contacting this person on-site, please make sure this is the person who will be at the event.			
Contact Person:	Phone:		

Description	Actual & Travel Time	Min. Fee	Total Fee
Special Event Ambulance (2 people) Non-Fire, ALS medical, Transport capable		\$105.00 per hour (minimum 2 hours)	
Special Event Fire Truck (2 people) Non-Medical BLS medical, No Transport capability		\$105.00 per hour (minimum 2 hours)	
Special Event Utility truck (1 Person) Non-Fire, ALS medical, No Transport Capability		\$80.00 per hour (minimum 2 hours)	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICIAL USE ONLY			
APPROVED _____	REJECTED _____	Special Event # _____	Total Fee: _____
Fee Paid: _____	Sent to Scheduling: _____		
Signature of Reviewer		Date	

(Revised 01/22)

## SPECIAL EVENTS AGREEMENT

The Special Events / Fire Watch form will be completed at least 10 days prior to the event. An estimate of the cost will be made based upon the number of the hours of the event. Once the estimated hours are determined, including the one hour prior to the event and one hour after the event, payment should be made at least 7 days prior to the event.

**NOTE:** The Final Cost will be based upon the actual number of hours in which the unit was committed. Any balances due will be billed to the sponsor. Any overpayments will be refunded based upon current policy or credited to the future events based up the request of the sponsor.

\*\* A minimum of two (2) hours will be billed for all special events. Events must be cancelled at least eight (8) hours prior to the event or minimum hours will be billed.

I have read and understand this agreement and wish to schedule Emergency Services Coverage for my event.

---

Signature of Person Requesting Coverage

Date

**Billing Information if Different from the Front of this document:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



Date Received: 11-11-24

Permit Classification: \_\_\_\_\_

## APPLICATION FOR SPECIAL EVENT

1. Primary Contact: TEUR KENWORTN Y  
Address: 1 MAGNOLIA AVE Email: \_\_\_\_\_  
Phone: 352-266-4643

2. Secondary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

3. Event Sponsor/Organization: Veterans Parade Attach a certificate of Tax Exemption if applicable. SOUTH SIDE Roofing

4. Name of Event: Veterans Parade

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):  
\_\_\_\_\_

6. Event Location (911 Address):  
7. Road Closures: ex. Central Ave to Prospect Street  
Hwy 17 from Hwy 308 to EPA Lyons Park  
from \_\_\_\_\_ to \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_

8. Onsite representatives during the event:

Name: STUKE KENWORTHY

Cell Phone: 352-266-4643

Name: TIM SHERIDAN

Cell Phone: \_\_\_\_\_

9. Please fill in below for each day within the event

Date(s) of Event:

Hours:

Amplified Sound:

Alcohol:

Attendance

Setup:

11/11 24 10 AM

12 NOON

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

Event:

\_\_\_\_\_ to \_\_\_\_\_

Breakdown:

\_\_\_\_\_ to \_\_\_\_\_

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

11. Number and type of auxiliary vehicles/ equipment:

Watercraft  Aircraft  Utility Vehicles/Golf Carts  Other: \_\_\_\_\_

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons incendiary devices)? If yes, please describe and list contractor contact information.

Include date and time:

\_\_\_\_\_ to \_\_\_\_\_

13. Will transport vehicles be utilized? If so, please describe.

14. Number of staff/ volunteer: \_\_\_\_\_ Uniform identification: \_\_\_\_\_

## REQUIRED ATTACHMENTS

Site Plan (see checklist)

Parking

Number and location of food vendors

Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands

Street Closures/Barricades/Detours

Garbage Containers

Parade/Marching Route

Event Headquarters

Number and location of temporary signs/banners

Sound system(s) location

Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths etc

Main emergency vehicle access to site

Location of security and emergency vehicle parking on site

Carnival location (if any)

Number/location of portable toilets

Tentative Schedule of Events

501(C) (3) Certificate of Exemption # \_\_\_\_\_

Nonprofit articles of incorporation, charter and mission statement

Consent letter (event property): property owners on which special event location is held if not city owned

Fire resistive rating certificates (tents, fabrics, etc.)

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: \_\_\_\_\_

Alcohol liability certificate of insurance- city as "additional insured"

Alcohol license (copy)

Signed Conditions and Agreement Form

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Stephen Kenworthy

Signature of Applicant

Eva Lyons

Name of Facility being used

Stephen Kenworthy

Print Name of Applicant

11-11-24

Date of Use

State of FL

County of Putnam

The foregoing application is acknowledged before me this 7th day of October, 2024, by  
Steve Kenworthy, who is personally known to me, or who has/have produced  
as identification.

**NOTARY SEAL**



Karen Hayes, mmc  
Signature of Notary Public, State of FL



## EMERGENCY SERVICES SPECIAL EVENTS / FIRE WATCH

Company or Organization: \_\_\_\_\_

911 Address of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Start Date of Event: \_\_\_\_\_ End Date of Event: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ + 1 hr Travel End Time of Event: \_\_\_\_\_ + 1 hr Travel

Owner of Property: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

*Our crew that works this event will be contacting this person on-site, please make sure this is the person who will be at the event.*

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Description	Actual & Travel Time	Min. Fee	Total Fee
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Comments: \_\_\_\_\_

### OFFICIAL USE ONLY

APPROVED \_\_\_\_\_ REJECTED \_\_\_\_\_ Special Event # \_\_\_\_\_ Total Fee: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Sent to Scheduling: \_\_\_\_\_

Signature of Reviewer

Date

(Revised 01/22)

## SPECIAL EVENTS AGREEMENT

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

(Ord. No. 10-34, I(Exh. 1), 12-9-2010)

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

**CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF CRESCENT CITY 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.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me, or who has/have produced \_\_\_\_\_ as identification.

**NOTARY SEAL**

\_\_\_\_\_  
Signature of Notary Public, State of \_\_\_\_\_

**APPLICATION APPROVED**

*Nick Ballou*  
Special Events Coordinator

*10-14-2024*  
Date

\_\_\_\_\_  
Sheriff's Department

\_\_\_\_\_  
Date

**ARPA FUNDS EXPENDITURES****American Recue Plan Act [ARPA]** **\$768,810.00****Projects**

Prospect St. Water Main Replacement	\$204,632.80
South Main St. Water Main Replacement	\$99,276.12
Fire Hydrants - Purchases, Refurbishment and Parts	\$55,287.85
Roof Work on 111 N. Summit St.	\$27,087.50
3 Bananas Parking Lot Grading/Milling	\$5,000.00
Feasibility Study for New Ambulance Building	\$12,500.00
Design Survey for Crescent City Fire Dept.	\$6,300.00
Masonic Lodge Project	\$40,000.00
Middle School Feasibility Study	\$120,000.00 Approved at Sept. 30, 2024 Commission Meeting
Middle School Title Search	\$3,000.00 Approved at Sept. 30, 2024 Commission Meeting
<b>Project Expenditures</b>	<b>\$573,084.27</b>

**Remaining ARPA Balance** **\$195,725.73****Potential ARPA Fund Projects**

North Tower Water Main Improvements Design	\$88,100.00
Grove/Lake Argenta/2nd Ave Water Main Improvements Design	\$31,100.00
Cherry St. Sewer Extension Design	\$43,300.00
<b>Total Potential ARPA Fund Projects</b>	<b>\$162,500.00</b>

**Remaining ARPA Balance After Potential Projects** **\$33,225.73**



**MITTAUER**  
**& ASSOCIATES, INC.**  
CONSULTING ENGINEERS &  
PROJECT FUNDING SPECIALISTS



August 29, 2024

580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
PHONE: (904) 278-0030  
FAX: (904) 278-0840  
[WWW.MITTAUER.COM](http://WWW.MITTAUER.COM)

Mr. Charles Rudd, City Manager  
City of Crescent City  
3 N. Summit Street  
Crescent City, FL 32112

RE: Engineering Services Agreement  
Cherry Street Sewer Extensions  
City of Crescent City, Florida  
Mittauer & Associates, Inc. Project No. 9318-00-0

Dear Mr. Rudd:

We are pleased to present the following proposal for Engineering Services to prepare construction drawings and support the City during the design and permitting phases of the subject project. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the City of Crescent City, Florida, the Client, for the fees stipulated hereafter.

#### SCOPE OF SERVICES

The scope of work generally includes a single 8-inch sewer system extension from the City's existing wastewater collection system to include:

- a) 1,700 lineal feet of gravity sewer improvements along Cherry Street from CR 308.

The design intent is to construct gravity sewer piping along these limits from the City's existing collection system along CR 308. The City could coordinate with existing parcel owners that have onsite sewage disposal systems (i.e., septic tanks and drainfields) and include connections as part of the project, or require them to connect within a specified amount of time as prescribed in Florida Statute 381.00655. Based on recent bid pricing, a planning-level value of \$400 per lineal foot of gravity-sewer piping with associated roadway restoration results in a construction budget of approximately \$680,000.

Budgeting does not currently include on-site sewer hook-ups with associated septic tank abandonment.

The engineering scope of work is more specifically outlined in the following subsections.

**A1. BASIC ENGINEERING SERVICES - DESIGN SERVICES**

1. Complete preliminary engineering analysis following topographic surveying with associated summary technical memorandum outlining the proposed improvement approach.
2. Preparation of plans and specifications for the following:
  - A. Construction of sewer improvements along the limits outlined in the Scope of Services. The proposed improvements will include construction of new gravity sewer system with new service laterals to existing and future customers within the project corridor. All parcels will be stubbed at least one service, and additional services may be planned. The existing water main and water services would remain.
2. Preparation of an Engineer's Opinion of Probable Construction Cost.
3. Provide the Client with three (3) copies of final plans and specifications.

**A2. BASIC ENGINEERING SERVICES - BIDDING SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall assist the Client in advertising the project for construction bids, based upon award to a single contractor, by preparing an advertisement for bids; selling bid documents to prospective bidders; maintaining a record of prospective bidders to whom Bidding Documents have been issued; issuing addenda as appropriate to clarify, correct, or change the bid documents; and preparing a tabulation of bids.

**A3. BASIC ENGINEERING SERVICES - CONSTRUCTION ADMINISTRATION SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall provide standard Engineering Construction Administration Services, including the preparation of construction contract documents; attending a preconstruction conference; reviewing the Contractor's material shop drawings; making periodic visits to the site to observe the progress of the various aspects of the Contractor's work; review and approval of the Contractor's applications for payment; processing change orders, if required; reviewing the Contractor's completion documents and as-built drawings; and performing a final inspection of the work.

**B. PART-TIME PROJECT REPRESENTATIVE SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall provide the services of a part-time Resident Project Representative (RPR) by making weekly on-site visits during the construction of the project to monitor progress, review construction activities, and coordinate with the general contractor and Client.

**C. ADDITIONAL ENGINEERING SERVICES**

1. Provide on-site, above-ground field topographic survey information at the immediate area of improvements as necessary for the preparation of construction drawings and preparation of the permit applications. As it relates to subsurface utilities, the Engineer shall perform a Quality Level C Investigation in accordance with ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.
2. It is the Engineer's understanding that a developer and/or private property owner is coordinating the improvements with the City. The Engineer will work with the private property owner's to obtain boundary surveying information for their parcels.
3. Regulatory permitting assistance to include:
  - a. Preparation of a Florida Department of Environmental Protection (FDEP) Notification/Application for Constructing a Domestic Wastewater Collection/Transmission System.
4. The Engineer shall obtain geotechnical soil data consisting of soil borings along the project's gravity sewer piping routing and submersible pump station location. This work does not include specialized field investigations such as ground penetrating radar (GPR) or specialized studies.

**ITEMS FURNISHED BY CLIENT AT NO EXPENSE TO THE ENGINEER**

The Client shall provide copies of all available Client records as may be required for the Engineer to complete these services. The Client shall provide all regulatory agency permit application fees. Should land acquisition or easements be required for this project, the Client shall provide services that may be required such as property appraisals, legal surveys, easements, title searches, zoning changes, attorney fees, and recording fees.

## EXCLUSIONS

The Engineer's scope of services does not include advertising cost, the preparation of landscape plans, traffic studies, fire pump design, fire flow testing, zoning related tasks, wetlands surveys, wetlands permitting and/or wetland mitigation, flood plain permitting and/or flood plain mitigation, tree surveys, easement surveys, or value engineering.

**PURSUANT TO FLORIDA STATUTES, SECTION 558.0035,  
AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE  
HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

## SCHEDULE OF FEES

The Engineer shall be paid the following lump sum fees:

Item	Description	Fee
A1	Basic Engineering Services - Design Services	\$25,000
A2	Basic Engineering Services - Bidding Services	Not Included <sup>^</sup>
A3	Basic Engineering Services - Construction Administration	Not Included <sup>^</sup>
B	Part-time Project Representative Services	Not Included <sup>^</sup>
C	Additional Engineering Services	
1	Topographic Surveying	\$7,800
2	Boundary Surveying	Not Included
3	Regulatory Permitting Assistance	\$3,000
4	Geotechnical Investigation	\$7,500
	<b>TOTAL</b>	<b>\$43,300</b>

<sup>^</sup> Separate authorization will be addressed when funding is known and project is approved for bidding and contractor procurement.

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client's projects. The fees listed above do not include state sales tax, federal sales tax or value added tax (VAT), should they be required by law.

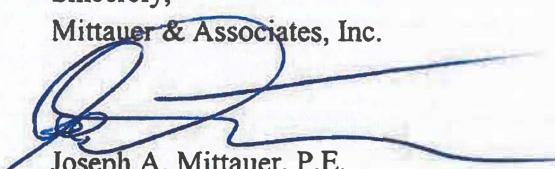
City of Crescent City, Florida  
Engineering Services Agreement  
August 29, 2024  
Page 5

### ACCEPTANCE

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of this proposal returned to the Engineer shall serve as Notice-to-Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Thank you for giving us the opportunity to serve the City of Crescent City.

Sincerely,  
Mittauer & Associates, Inc.



Joseph A. Mittauer, P.E.  
President

JAM/JRS/pj

Accepted by:  
City of Crescent City, Florida

By: \_\_\_\_\_  
Charles Rudd, City Manager

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



August 29, 2024

580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
PHONE: (904) 278-0030  
FAX: (904) 278-0840  
[WWW.MITTAUER.COM](http://WWW.MITTAUER.COM)

Mr. Charles Rudd, City Manager  
City of Crescent City  
3 N. Summit Street  
Crescent City, FL 32112

RE: Engineering Services Agreement  
North Tower Water Main Improvements  
City of Crescent City, Florida  
Mittauer & Associates, Inc. Project No. 9318-00-0

Dear Mr. Rudd:

We are pleased to present the following proposal for Engineering Services to prepare construction drawings and support the City during the design and permitting phases of the subject project. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the City of Crescent City, Florida, the Client, for the fees stipulated hereafter.

### SCOPE OF SERVICES

The scope of work generally includes the replacement or extensions of water mains from the City's existing water distribution system include:

- a) 12-inch water main along Walnut Street from the North Water Tower to Oakwood Street. The design intent is to develop a 12-inch backbone along Walnut street to eventually loop east and west to the City's other water main improvements to enhance fire flow delivery capabilities.
- b) 8-inch water main along Oakwood Street from Walnut Street to Citron Avenue.

The design intent is to extend water mains along these limits, connect all parcels along the route to the new water main, and abandon the existing system in place. The total project length is approximately 2,800 lineal feet. Based on recent bid pricing for the City's water main improvement projects, a planning-level value of \$325 per lineal foot of piping results in a construction budget of approximately \$910,000.

The engineering scope of work is more specifically outlined in the following subsections.

**A1. BASIC ENGINEERING SERVICES - DESIGN SERVICES**

1. Update the City's system-wide hydraulic planning model for the proposed improvements with associated summary technical memorandum.
2. Preparation of plans and specifications for the following:
  - A. Construction of water main improvements along the limits outlined in the Scope of Services. The proposed improvements will include construction of new water mains to replace the existing system, with new water services to existing customers within the project corridor. The existing water main and water services will be abandoned in place.
2. Preparation of an Engineer's Opinion of Probable Construction Cost.
3. Provide the Client with three (3) copies of final plans and specifications.

**A2. BASIC ENGINEERING SERVICES - BIDDING SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall assist the Client in advertising the project for construction bids, based upon award to a single contractor, by preparing an advertisement for bids; selling bid documents to prospective bidders; maintaining a record of prospective bidders to whom Bidding Documents have been issued; issuing addenda as appropriate to clarify, correct, or change the bid documents; and preparing a tabulation of bids.

**A3. BASIC ENGINEERING SERVICES - CONSTRUCTION ADMINISTRATION SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall provide standard Engineering Construction Administration Services, including the preparation of construction contract documents; attending a preconstruction conference; reviewing the Contractor's material shop drawings; making periodic visits to the site to observe the progress of the various aspects of the Contractor's work; review and approval of the Contractor's applications for payment; processing change orders, if required; reviewing the Contractor's completion documents and as-built drawings; and performing a final inspection of the work.

**B. PART-TIME PROJECT REPRESENTATIVE SERVICES [NOT INCLUDED]**  
*To be addressed as part of construction funding requests.*

1. The Engineer shall provide the services of a part-time Resident Project Representative (RPR) by making weekly on-site visits during the construction of the project to monitor progress, review construction activities, and coordinate with the general contractor and Client.

**C. ADDITIONAL ENGINEERING SERVICES**

1. Provide on-site, above-ground field topographic survey information at the immediate area of improvements as necessary for the preparation of construction drawings and preparation of the permit applications. As it relates to subsurface utilities, the Engineer shall perform a Quality Level C Investigation in accordance with ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.
2. Regulatory permitting assistance to include:
  - a. Preparation of a Florida Department of Environmental Protection (FDEP) Application for a Specific Permit to Construct PWS Components.
3. The Engineer shall obtain limited geotechnical soil data consisting of soil borings within the limits for the main routing of the project. This work does not include specialized field investigations such as ground penetrating radar (GPR) or specialized studies.

**ITEMS FURNISHED BY CLIENT AT NO EXPENSE TO THE ENGINEER**

The Client shall provide copies of all available Client records as may be required for the Engineer to complete these services. The Client shall provide all regulatory agency permit application fees. Should land acquisition or easements be required for this project, the Client shall provide services that may be required such as property appraisals, legal surveys, easements, title searches, zoning changes, attorney fees, and recording fees.

**EXCLUSIONS**

The Engineer's scope of services does not include advertising cost, the preparation of landscape plans, traffic studies, fire pump design, fire flow testing, zoning related tasks, wetlands surveys, wetlands permitting and/or wetland mitigation, flood plain permitting and/or flood plain mitigation, tree surveys, boundary or easement surveys, or value engineering.

**PURSUANT TO FLORIDA STATUTES, SECTION 558.0035,  
AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE  
HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

**SCHEDULE OF FEES**

The Engineer shall be paid the following lump sum fees:

<b>Item</b>	<b>Description</b>	<b>Fee</b>
A1	Basic Engineering Services - Design Services	\$65,000
A2	Basic Engineering Services - Bidding Services	Not Included <sup>^</sup>
A3	Basic Engineering Services - Construction Administration	Not Included <sup>^</sup>
B	Part-time Project Representative Services	Not Included <sup>^</sup>
C	Additional Engineering Services	
1	Topographic Surveying	\$12,600
2	Regulatory Permitting Assistance	\$3,000
3	Geotechnical Investigation	\$7,500
	<b>TOTAL</b>	<b>\$88,100</b>

<sup>^</sup> *Separate authorization will be addressed when funding is known and project is approved for bidding and contractor procurement.*

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client's projects. The fees listed above do not include state sales tax, federal sales tax or value added tax (VAT), should they be required by law.

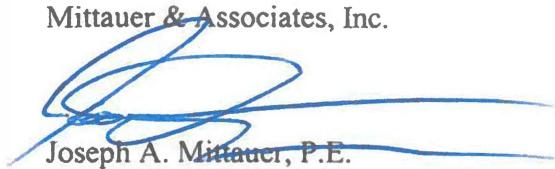
City of Crescent City, Florida  
Engineering Services Agreement  
August 29, 2024  
Page 5

### ACCEPTANCE

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of this proposal returned to the Engineer shall serve as Notice-to-Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Thank you for giving us the opportunity to serve the City of Crescent City.

Sincerely,  
Mittauer & Associates, Inc.



Joseph A. Mittauer, P.E.  
President

JAM/JRS/pj

Accepted by:  
City of Crescent City, Florida

By: \_\_\_\_\_  
Charles Rudd, City Manager

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



August 29, 2024

580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
PHONE: (904) 278-0030  
FAX: (904) 278-0840  
[WWW.MITTAUER.COM](http://WWW.MITTAUER.COM)

Mr. Charles Rudd, City Manager  
City of Crescent City  
3 N. Summit Street  
Crescent City, FL 32112

RE: Engineering Services Agreement  
Lake Argenta Water Main Improvements  
City of Crescent City, Florida  
Mittauer & Associates, Inc. Project No. 9318-00-0

Dear Mr. Rudd:

We are pleased to present the following proposal for Engineering Services to prepare construction drawings and support the City during the design and permitting phases of the subject project. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the City of Crescent City, Florida, the Client, for the fees stipulated hereafter.

#### SCOPE OF SERVICES

The scope of work generally includes the replacement or extensions of water mains from the City's existing water distribution system include:

- a) 6-inch water main along 2<sup>nd</sup> Avenue from Center Street to Lake Argenta Drive.
- b) 4-inch water main along Lake Argenta Drive from 2<sup>nd</sup> Avenue to Grove Avenue.
- c) 6-inch water main along Grove Avenue from Lake Argenta Drive to Center Street.

The design intent is to extend water mains along these limits, connect all parcels along the route to the new water main, and abandon the existing system in place. The total project length is approximately 1,800 lineal feet. Due to the limited development in the right of way, a planning-level value of \$150 per lineal foot of piping results in a construction budget of approximately \$270,000. This budget does not include full-depth pavement construction through the construction limits. Additional funding should be budgeted if asphalt paving replacement is desired.

The engineering scope of work is more specifically outlined in the following subsections.

**A1. BASIC ENGINEERING SERVICES - DESIGN SERVICES**

1. Update the City's system-wide hydraulic planning model for the proposed improvements with associated summary technical memorandum.
2. Preparation of plans and specifications for the following:
  - A. Construction of water main improvements along the limits outlined in the Scope of Services. The proposed improvements will include construction of new water mains to replace the existing system, with new water services to existing customers within the project corridor. The existing water main and water services will be abandoned in place.
2. Preparation of an Engineer's Opinion of Probable Construction Cost.
3. Provide the Client with three (3) copies of final plans and specifications.

**A2. BASIC ENGINEERING SERVICES - BIDDING SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall assist the Client in advertising the project for construction bids, based upon award to a single contractor, by preparing an advertisement for bids; selling bid documents to prospective bidders; maintaining a record of prospective bidders to whom Bidding Documents have been issued; issuing addenda as appropriate to clarify, correct, or change the bid documents; and preparing a tabulation of bids.

**A3. BASIC ENGINEERING SERVICES - CONSTRUCTION ADMINISTRATION SERVICES [NOT INCLUDED]**

---

*To be addressed as part of construction funding requests.*

1. The Engineer shall provide standard Engineering Construction Administration Services, including the preparation of construction contract documents; attending a preconstruction conference; reviewing the Contractor's material shop drawings; making periodic visits to the site to observe the progress of the various aspects of the Contractor's work; review and approval of the Contractor's applications for payment; processing change orders, if required; reviewing the Contractor's completion documents and as-built drawings; and performing a final inspection of the work.

**B. PART-TIME PROJECT REPRESENTATIVE SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall provide the services of a part-time Resident Project Representative (RPR) by making weekly on-site visits during the construction of the project to monitor progress, review construction activities, and coordinate with the general contractor and Client.

**C. ADDITIONAL ENGINEERING SERVICES**

1. Provide on-site, above-ground field topographic survey information at the immediate area of improvements as necessary for the preparation of construction drawings and preparation of the permit applications. As it relates to subsurface utilities, the Engineer shall perform a Quality Level C Investigation in accordance with ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.
2. Regulatory permitting assistance to include:
  - a. Preparation of a Florida Department of Environmental Protection (FDEP) Application for a Specific Permit to Construct PWS Components.

**ITEMS FURNISHED BY CLIENT AT NO EXPENSE TO THE ENGINEER**

The Client shall provide copies of all available Client records as may be required for the Engineer to complete these services. The Client shall provide all regulatory agency permit application fees. Should land acquisition or easements be required for this project, the Client shall provide services that may be required such as property appraisals, legal surveys, easements, title searches, zoning changes, attorney fees, and recording fees.

**EXCLUSIONS**

The Engineer's scope of services does not include: geotechnical investigations, advertising cost, the preparation of landscape plans, traffic studies, fire pump design, fire flow testing, zoning related tasks, wetlands surveys, wetlands permitting and/or wetland mitigation, flood plain permitting and/or flood plain mitigation, tree surveys, boundary or easement surveys, or value engineering.

PURSUANT TO FLORIDA STATUTES, SECTION 558.0035,  
AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE  
HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

#### SCHEDULE OF FEES

The Engineer shall be paid the following lump sum fees:

Item	Description	Fee
A1	Basic Engineering Services - Design Services	\$20,000
A2	Basic Engineering Services - Bidding Services	Not Included <sup>^</sup>
A3	Basic Engineering Services - Construction Administration	Not Included <sup>^</sup>
B	Part-time Project Representative Services	Not Included <sup>^</sup>
C	Additional Engineering Services	
1	Topographic Surveying	\$8,100
2	Regulatory Permitting Assistance	\$3,000
3	Geotechnical Investigation	Not Included
	<b>TOTAL</b>	<b>\$31,100</b>

<sup>^</sup> Separate authorization will be addressed when funding is known and project is approved for bidding and contractor procurement.

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client's projects. The fees listed above do not include state sales tax, federal sales tax or value added tax (VAT), should they be required by law.

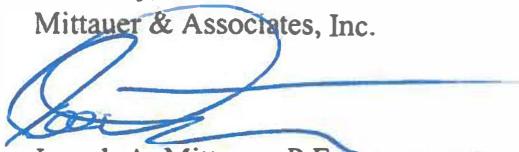
City of Crescent City, Florida  
Engineering Services Agreement  
August 29, 2024  
Page 5

#### ACCEPTANCE

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of this proposal returned to the Engineer shall serve as Notice-to-Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Thank you for giving us the opportunity to serve the City of Crescent City.

Sincerely,  
Mittauer & Associates, Inc.



Joseph A. Mittauer, P.E.  
President

JAM/JRS/pj

Accepted by:  
City of Crescent City, Florida

By: \_\_\_\_\_  
Charles Rudd, City Manager

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



September 23, 2024

580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
PHONE: (904) 278-0030  
FAX: (904) 278-0840  
[WWW.MITTAUER.COM](http://WWW.MITTAUER.COM)

Mr. Charles Rudd, City Manager  
City of Crescent City  
3 N. Summit Street  
Crescent City, FL 32112

RE: Engineering Services Agreement  
Lake Street Water Main Improvements  
City of Crescent City, Florida  
Mittauer & Associates, Inc. Project No. 9318-00-0

Dear Mr. Rudd:

We are pleased to present the following proposal for Engineering Services to prepare construction drawings and support the City during the design and permitting phases of the subject project. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the City of Crescent City, Florida, the Client, for the fees stipulated hereafter.

#### SCOPE OF SERVICES

The scope of work generally includes the replacement or extensions of water mains from the City's existing water distribution system include:

- a) 8-inch water main along Lake Street from Palm Avenue to Central Avenue.
- b) 8-inch water main along Palm Avenue to Park Street or Prospect Street.

The design intent is to extend water mains along these limits, connect all parcels along the route to the new water main, and abandon the existing system in place. The total project length is approximately 4,700 lineal feet. Based on recent bid pricing for the City's water main improvement projects, a planning-level value of \$325 per lineal foot of piping results in a construction budget of approximately \$1,530,000.

The engineering scope of work is more specifically outlined in the following subsections.

**A1. BASIC ENGINEERING SERVICES - DESIGN SERVICES**

1. Update the City's system-wide hydraulic planning model for the proposed improvements with associated summary technical memorandum.
2. Preparation of plans and specifications for the following:
  - A. Construction of water main improvements along the limits outlined in the Scope of Services. The proposed improvements will include construction of new water mains to replace the existing system, with new water services to existing customers within the project corridor. The existing water main and water services will be abandoned in place.

**A2. BASIC ENGINEERING SERVICES - BIDDING SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall assist the Client in advertising the project for construction bids, based upon award to a single contractor, by preparing an advertisement for bids; selling bid documents to prospective bidders; maintaining a record of prospective bidders to whom Bidding Documents have been issued; issuing addenda as appropriate to clarify, correct, or change the bid documents; and preparing a tabulation of bids.

**A3. BASIC ENGINEERING SERVICES - CONSTRUCTION ADMINISTRATION SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall provide standard Engineering Construction Administration Services, including the preparation of construction contract documents; attending a preconstruction conference; reviewing the Contractor's material shop drawings; making periodic visits to the site to observe the progress of the various aspects of the Contractor's work; review and approval of the Contractor's applications for payment; processing change orders, if required; reviewing the Contractor's completion documents and as-built drawings; and performing a final inspection of the work.

**B. PART-TIME PROJECT REPRESENTATIVE SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall provide the services of a part-time Resident Project Representative (RPR) by making weekly on-site visits during the construction of the project to monitor progress, review construction activities, and coordinate with the general contractor and Client.

**C. ADDITIONAL ENGINEERING SERVICES**

1. Provide on-site, above-ground field topographic survey information at the immediate area of improvements as necessary for the preparation of construction drawings and preparation of the permit applications. As it relates to subsurface utilities, the Engineer shall perform a Quality Level C Investigation in accordance with ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.
2. Regulatory permitting assistance to include:
  - a. Preparation of a Florida Department of Environmental Protection (FDEP) Application for a Specific Permit to Construct PWS Components.
3. The Engineer shall obtain limited geotechnical soil data consisting of soil borings within the limits for the main routing of the project. This work does not include specialized field investigations such as ground penetrating radar (GPR) or specialized studies.

**ITEMS FURNISHED BY CLIENT AT NO EXPENSE TO THE ENGINEER**

The Client shall provide copies of all available Client records as may be required for the Engineer to complete these services. The Client shall provide all regulatory agency permit application fees. Should land acquisition or easements be required for this project, the Client shall provide services that may be required such as property appraisals, legal surveys, easements, title searches, zoning changes, attorney fees, and recording fees.

**EXCLUSIONS**

The Engineer's scope of services does not include advertising cost, the preparation of landscape plans, traffic studies, fire pump design, fire flow testing, zoning related tasks, wetlands surveys, wetlands permitting and/or wetland mitigation, flood plain permitting and/or flood plain mitigation, tree surveys, boundary or easement surveys, or value engineering.

**PURSUANT TO FLORIDA STATUTES, SECTION 558.0035,  
AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE  
HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

#### **SCHEDULE OF FEES**

The Engineer shall be paid the following lump sum fees:

<b>Item</b>	<b>Description</b>	<b>Fee</b>
A1	Basic Engineering Services - Design Services	\$104,000
A2	Basic Engineering Services - Bidding Services	Not Included^
A3	Basic Engineering Services - Construction Administration	Not Included^
B	Part-time Project Representative Services	Not Included^
C	Additional Engineering Services	
1	Topographic Surveying	\$21,000
2	Regulatory Permitting Assistance	\$3,000
3	Geotechnical Investigation	\$7,500
	<b>TOTAL</b>	<b>\$135,500</b>

<sup>^</sup> *Separate authorization will be addressed when funding is known and project is approved for bidding and contractor procurement.*

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client's projects. The fees listed above do not include state sales tax, federal sales tax or value added tax (VAT), should they be required by law.

City of Crescent City, Florida  
Engineering Services Agreement  
September 23, 2024  
Page 5

#### ACCEPTANCE

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of this proposal returned to the Engineer shall serve as Notice-to-Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Thank you for giving us the opportunity to serve the City of Crescent City.

Sincerely,  
Mittauer & Associates, Inc.



Joseph A. Mittauer, P.E.  
President

JAM/JRS/pj

Accepted by:  
City of Crescent City, Florida

By: \_\_\_\_\_  
Charles Rudd, City Manager

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



September 23, 2024

580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
PHONE: (904) 278-0030  
FAX: (904) 278-0840  
[WWW.MITTAUER.COM](http://WWW.MITTAUER.COM)

Mr. Charles Rudd, City Manager  
City of Crescent City  
3 N. Summit Street  
Crescent City, FL 32112

RE: Engineering Services Agreement  
South Water Tower Water Main Improvements  
City of Crescent City, Florida  
Mittauer & Associates, Inc. Project No. 9318-00-0

Dear Mr. Rudd:

We are pleased to present the following proposal for Engineering Services to prepare construction drawings and support the City during the design and permitting phases of the subject project. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the City of Crescent City, Florida, the Client, for the fees stipulated hereafter.

#### SCOPE OF SERVICES

The scope of work generally includes the replacement or extensions of water mains from the City's existing water distribution system include:

- a) 8-inch water main along Lake Street from Central Avenue to Cypress Avenue.
- b) 8-inch water main along Cypress Avenue from Lake Street to Park Street.
- c) 8-inch water main along Park Street from Cypress Avenue to Florida Avenue.

The design intent is to extend water mains along these limits, connect all parcels along the route to the new water main, and abandon the existing system in place. The total project length is approximately 1,600 lineal feet. Based on recent bid pricing for the City's water main improvement projects, a planning-level value of \$325 per lineal foot of piping results in a construction budget of approximately \$520,000.

The engineering scope of work is more specifically outlined in the following subsections.

**A1. BASIC ENGINEERING SERVICES - DESIGN SERVICES**

1. Update the City's system-wide hydraulic planning model for the proposed improvements with associated summary technical memorandum.
2. Preparation of plans and specifications for the following:
  - A. Construction of water main improvements along the limits outlined in the Scope of Services. The proposed improvements will include construction of new water mains to replace the existing system, with new water services to existing customers within the project corridor. The existing water main and water services will be abandoned in place.
2. Preparation of an Engineer's Opinion of Probable Construction Cost.
3. Provide the Client with three (3) copies of final plans and specifications.

**A2. BASIC ENGINEERING SERVICES - BIDDING SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall assist the Client in advertising the project for construction bids, based upon award to a single contractor, by preparing an advertisement for bids; selling bid documents to prospective bidders; maintaining a record of prospective bidders to whom Bidding Documents have been issued; issuing addenda as appropriate to clarify, correct, or change the bid documents; and preparing a tabulation of bids.

**A3. BASIC ENGINEERING SERVICES - CONSTRUCTION ADMINISTRATION SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall provide standard Engineering Construction Administration Services, including the preparation of construction contract documents; attending a preconstruction conference; reviewing the Contractor's material shop drawings; making periodic visits to the site to observe the progress of the various aspects of the Contractor's work; review and approval of the Contractor's applications for payment; processing change orders, if required; reviewing the Contractor's completion documents and as-built drawings; and performing a final inspection of the work.

**B. PART-TIME PROJECT REPRESENTATIVE SERVICES [NOT INCLUDED]**

*To be addressed as part of construction funding requests.*

1. The Engineer shall provide the services of a part-time Resident Project Representative (RPR) by making weekly on-site visits during the construction of the project to monitor progress, review construction activities, and coordinate with the general contractor and Client.

**C. ADDITIONAL ENGINEERING SERVICES**

1. Provide on-site, above-ground field topographic survey information at the immediate area of improvements as necessary for the preparation of construction drawings and preparation of the permit applications. As it relates to subsurface utilities, the Engineer shall perform a Quality Level C Investigation in accordance with ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.
2. Regulatory permitting assistance to include:
  - a. Preparation of a Florida Department of Environmental Protection (FDEP) Application for a Specific Permit to Construct PWS Components.
3. The Engineer shall obtain limited geotechnical soil data consisting of soil borings within the limits for the main routing of the project. This work does not include specialized field investigations such as ground penetrating radar (GPR) or specialized studies.

**ITEMS FURNISHED BY CLIENT AT NO EXPENSE TO THE ENGINEER**

The Client shall provide copies of all available Client records as may be required for the Engineer to complete these services. The Client shall provide all regulatory agency permit application fees. Should land acquisition or easements be required for this project, the Client shall provide services that may be required such as property appraisals, legal surveys, easements, title searches, zoning changes, attorney fees, and recording fees.

**EXCLUSIONS**

The Engineer's scope of services does not include advertising cost, the preparation of landscape plans, traffic studies, fire pump design, fire flow testing, zoning related tasks, wetlands surveys, wetlands permitting and/or wetland mitigation, flood plain permitting and/or flood plain mitigation, tree surveys, boundary or easement surveys, or value engineering.

**PURSUANT TO FLORIDA STATUTES, SECTION 558.0035,  
AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE  
HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

**SCHEDULE OF FEES**

The Engineer shall be paid the following lump sum fees:

<b>Item</b>	<b>Description</b>	<b>Fee</b>
A1	Basic Engineering Services - Design Services	\$41,300
A2	Basic Engineering Services - Bidding Services	Not Included^
A3	Basic Engineering Services - Construction Administration	Not Included^
B	Part-time Project Representative Services	Not Included^
C	Additional Engineering Services	
1	Topographic Surveying	\$7,200
2	Regulatory Permitting Assistance	\$3,000
3	Geotechnical Investigation	\$4,000
	<b>TOTAL</b>	<b>\$55,500</b>

<sup>^</sup> *Separate authorization will be addressed when funding is known and project is approved for bidding and contractor procurement.*

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client's projects. The fees listed above do not include state sales tax, federal sales tax or value added tax (VAT), should they be required by law.

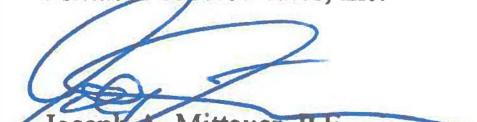
City of Crescent City, Florida  
Engineering Services Agreement  
September 23, 2024  
Page 5

#### ACCEPTANCE

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of this proposal returned to the Engineer shall serve as Notice-to-Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Thank you for giving us the opportunity to serve the City of Crescent City.

Sincerely,  
Mittauer & Associates, Inc.



Joseph A. Mittauer, P.E.  
President

JAM/JRS/pj

Accepted by:  
City of Crescent City, Florida

By: \_\_\_\_\_  
Charles Rudd, City Manager

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



THE CITY OF  
**CRESCEENT**  
**CITY** FLORIDA

TO: City Commission

FROM: Karen Hayes, MMC, City Clerk

DATE: October 3, 2024,

RE: Janitorial Service

Beth Wheeler used to work in our Utility Billing department and took on the cleaning project when we had issues. She has since given her notice and is no longer cleaning City Hall or the Annex building.

Sarah Schriver has her own business, and she lives right here in Crescent City.

Staff recommends approval.

## Clerk

---

**From:** Sarah Schriver <SarahsSuds@outlook.com>  
**Sent:** Saturday, September 21, 2024 9:39 PM  
**To:** Clerk  
**Subject:** Cleaning Estimate

You don't often get email from [sarahssuds@outlook.com](mailto:sarahssuds@outlook.com). [Learn why this is important](#)

Hi Karen,

Thank you for your time walking me around City Hall to show me the cleaning responsibilities. I am still interested and happy to help at 8:30am on Saturday mornings for \$180 a week considering the size of the two buildings I'd be cleaning, including two kitchens, multiple bathrooms, vacuuming / mopping, dusting any cobwebs, and I can include glass cleaning. That is if the position is still available.

I look forward to hearing from you.

Thank you,  
Sarah Schriver

[Get Outlook for iOS](#)

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)					
	Sarah A Schriver					
	2 Business name/disregarded entity name, if different from above.					
	Sarah's Super Suds LLC					
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.					
	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <b>S</b> Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.					
	<input type="checkbox"/> Other (see instructions)					
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See <i>Instructions</i> <input type="checkbox"/>						
5 Address (number, street, and apt. or suite no.). See <i>Instructions</i> . 202 S Prospect St						
6 City, state, and ZIP code Crescent City, FL 32112						
7 List account number(s) here (optional)						
Requester's name and address (optional)						

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the *Instructions* for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the *Instructions* for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
or									
Employer identification number									
9	3	-	4	0	0	6	1	4	8

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the *Instructions* for Part II, later.

Sign  
Here

Signature of  
U.S. person

*Sarah A. Schriver*

Date

*10/2/24*

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the *Partnership Instructions for Schedules K-2 and K-3 (Form 1065)*.

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form, you:**

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and

5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441-1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example:** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "By signing the filled-out form" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) ...	THEN check the box for ...
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for ...	THEN the payment is exempt for ...
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(9).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

#### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

#### Line 6

Enter your city, state, and ZIP code.

#### Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The actual owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A)) <sup>**</sup>	The owner <sup>3</sup>
	The grantor

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1089 (see Regulations section 1.671-4(b)(2)(i)(B)) <sup>**</sup>	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

<sup>\*\*</sup> For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

### To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3408, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



## A Guide To Your General Liability Policy

The following is a guide to your General Liability policy. We have identified several key coverage items along with the limits and deductibles you have selected. To make it easier, we have also added a brief explanation of those items.

We want you to feel confident about your new policy. If any of the information below is incorrect or if you have any questions, please contact one of our advisors at 844-357-0840 (Mon-Fri, 7am-10pm ET) or manage your policy at: [www.hiscox.com/manage-your-policy](http://www.hiscox.com/manage-your-policy).

### Your business details

Name:	Sarah Schriver
Business Name:	Sarah's Super Suds LLC
Address:	202 S Prospect St
City:	Crescent City
State:	FL
Zip code:	32112
Occupation:	Janitorial/cleaning services
Telephone number:	240-440-0454
Email address:	SarahsSuds@outlook.com

### Your General Liability Policy

Policy number:	P103.893.592.1
Policy effective dates:	From: September 16, 2024 To: September 16, 2025
This determines the time period during which your coverage applies.	
Form of business:	Limited Liability Company
This identifies the legal structure of your business and determines who is insured under your policy.	
Business Property and Equipment Coverage:	Rejected
Optional terrorism coverage:	Included
Total cost of policy:	\$ 757.50

### Your coverage and limits

Each occurrence limit	\$ 300,000
The most we will pay for all damages due to bodily injury and property damage, and medical expenses that arise out of any one occurrence.	
Defense costs we incur, in the defense of a lawsuit filed against you, will not reduce this limit.	

<b>General aggregate limit</b> The most we will pay for all damages and medical expenses for the entire policy. Defense costs we incur, in the defense of a lawsuit filed against you, will not reduce this limit.	\$ 300,000
<b>Medical expenses</b> The most we will pay for all medical expenses sustained by any one person.	\$ 5,000 any one person
<b>Deductible for General Liability Coverage</b> However, a \$1,000 per occurrence deductible does apply to properties managed by you, premises listed by you or shown by you for sale or rental.	No deductible

## Other policy information

### Notice of claim

If you have a claim, please call us at 866-424-8508. You may also e-mail us at [reportaclaim@hiscox.com](mailto:reportaclaim@hiscox.com)

### What does my General Liability Policy cover?

For a summary showing examples of what you are and are not covered for, please read the Coverage Summary document.

This guide does not modify the terms and conditions of your policy, which are contained in your policy documents, nor does it imply any claim is covered or not covered. We recommend that you read your policy documents to learn the details of your coverage.



Reinventing Small Business Insurance®

## General Liability Insurance Janitorial and Cleaning Service Professionals

We want you to understand the Hiscox General Liability coverage. This summary explains the main areas of coverage and exclusions.

If you have any questions about your coverage, please contact one of our advisors at 844-357-0840 (Mon-Fri 7am-10pm ET). Or, you can **manage your policy** by visiting <https://www.hiscox.com/manage-your-policy>.

### This policy does cover

#### **Bodily injury or property damage**

To the extent you are legally liable, we cover damages or claims expenses if you injure a third-party or damage someone else's property (including damage due to a fire at a premise you rent, unless you work from home).

#### **Medical payments**

We will make medical payments as a result of bodily injury that occurs in the course of your business operations, regardless of fault.

#### **Defense costs**

If you're sued, even if you're not at fault, we will appoint an attorney to defend you, even if the lawsuit is groundless. We will pay these defense costs on your behalf.

#### **Personal and advertising injury**

We cover claims of libel and slander that are not part of your professional services. We also protect you if your advertisement unintentionally uses a third-party's advertising idea or infringes upon another's copyright.

#### **Worldwide insurance coverage**

We cover damage that occurs in the United States, its territories and Canada. We also offer some coverage for instances outside these areas while you're away on short periods of travel.

#### **Employees or temporary staff**

Hiscox will cover claims against you arising from your employees' or temporary staff's actions if they were performed on behalf of your business.

#### **Supplemental payments**

Your Hiscox policy covers the following expenses, should they be incurred, without reducing your limit of liability:

- all expenses we incur, including the defense of lawsuits
- up to \$250 a day for reasonable expenses (including loss of earnings) you incur as a result of assisting us in the defense of a claim or lawsuit
- interest on damage awards

#### **Automatic status for additional insureds**

Any person(s) or organization(s) for whom you are performing operations or leasing a premises when you and such person(s) or organization(s) have agreed in writing in a contract or agreement that such person(s) or organization(s) be added as an additional insured on your policy. This automatic status ends when your operations or lease agreement for that additional insured are completed.

## This policy does not cover

### **Intent to injure**

We won't cover you for any act that occurs with the intent to injure. This includes personal and advertising injuries if you knew your actions were false or violated the rights of others.

### **Outside the policy period**

We won't cover claims for bodily injury, property damage, or personal and advertising injury that do not occur during the policy period.

### **Known claims and circumstances**

We won't cover your business for any claim or circumstance that could result in a claim you knew about prior to the start of your first Hiscox policy.

### **Personally identifiable information**

We won't cover your failure to protect any personally identifiable information that is in your care.

### **Professional services**

We won't cover any professional services performed by you.

### **Vehicles, boats and aircrafts**

We won't cover any claims arising out of the ownership or use of an automobile, watercraft or aircraft.

### **Workers' compensation**

We won't cover any obligation you may have under a workers' compensation claim or similar law.

### **Your property**

We won't cover claims for damage to property you own or have in your care, custody or control.

## Common claims examples

**Bodily injury** — A customer trips over your cleaning supplies while you are cleaning their home and you are legally liable for the injury. We will cover the subsequent claim and related medical expenses up to your limits of liability.

**Property damage** — One of your employees breaks a client's lamp while cleaning their office space. We will cover the subsequent claim up to your limits of liability.

**Personal injury** — One of your employees is at lunch. He talks to the owner of the shop about one of your clients in a false and unflattering way. The client learns of this discussion and sues for slander. We will cover the subsequent claim, up to your limits of liability, and pay for an attorney to defend you if necessary.

Coverage summaries, descriptions, and claims examples are provided for illustrative purposes only and are subject to the applicable policy limits, deductibles, exclusions, terms, and conditions. Not all insurance products and services are available in all states. Hiscox recommends you read the policy documents to learn the full details of coverage.

Underwritten by Hiscox Insurance Company Inc., 104 South Michigan Avenue, Suite 600, Chicago, IL 60603, as administered by Hiscox Inc., a licensed insurance provider in all states and DC.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## PRODUCER

Hiscox Inc.  
5 Concourse Parkway  
Suite 2150  
Atlanta GA, 30328

CONTACT NAME:	
PHONE (A/C. No. Ext.)	(888) 202-3007
E-MAIL ADDRESS:	contact@hiscox.com
INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hiscox Insurance Company Inc	10200

## INSURED

Sarah's Super Suds LLC  
202 S Prospect St  
Crescent City, FL 32112

INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

## COVERAGEs

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					EACH OCCURRENCE	\$ 300,000
A			P103.893.592.1	09/16/2024	09/16/2025	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:  X POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC					MED EXP (Any one person)	\$ 5,000
	OTHER:					PERSONAL & ADV INJURY	\$ 300,000
	AUTOMOBILE LIABILITY  ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					GENERAL AGGREGATE	\$ 300,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESSLIAB <input type="checkbox"/> CLAIMS-MADE					PRODUCTS - COMP/OP AGG	\$ S/T Gen. Agg.
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE	OTHEr
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THE CITY OF  
**CRESCEENT**  
**CITY** FLORIDA

TO: City Commission

FROM: Karen Hayes, MMC, City Clerk

DATE: October 3, 2024,

RE: Pink Out Putnam

Every year the Woman's Club decorates all the businesses pink for Breast Cancer Awareness in October. They are asking for a \$100 donation.

Staff recommends approval.



August 2024

October is almost here, and we are planning our Annual Breast Cancer Awareness Fundraiser for "Pink Out Putnam".

"Pink out Putnam", otherwise known as **POP**, is a month-long event in October to promote breast cancer awareness in Putnam County. Pinking out the area with **Pink Flamingos, Sponsor Support Signs, Large Door Emblems and Streamers** at your request by The GFWC Woman's Clubs of Welaka, Palatka and Crescent City.

**Please make a generous donation.** We want to give you an awesome **Pink Out** experience for your business or home as described above.

We will advertise your business in the Palatka Daily News along with a thank you letter letting you know our final donation to the Putnam First Cancer Fund.

Visit our Facebook page: **Pink Out Putnam Community**

*To Celebrate our 8<sup>th</sup> anniversary this year, we are excited to announce Jeannie Blaylock, Channel 12 News Anchor, is coming to our Woman's Club of Welaka for our October 7<sup>th</sup> meeting. To highlight our efforts for "Pink Out Putnam".* Welaka Woman's Club started Pink out Welaka two years prior, so we are happy to announce this is our 10<sup>th</sup> year of celebration of Pink out.

Make your donation check payable to **Pink Out Putnam**, for at least \$100 with your instructions and mail to Dee Craft at P.O. Box 224 Georgetown, FL 32139. Please advise quickly with your sponsorships, so we will be prepared to **Pink Out** your business according to your request before or by October 1<sup>st</sup>.

*All money raised will be donated to the Putnam First Cancer Fund to assist residents of Putnam County who have been diagnosed with cancer or who may need diagnostic testing to determine the presence of cancer. Your donation stays in Putnam County. We are proud of our community; we were able to donate to The Putnam First Cancer Center \$20,000 last year, 2023, because of your support. With your help we can do this again.*

*Thanking you in advance for your support,*

**POP COMMITTEE:** Mindy Estep, Dee Craft, Kay Register, Lucy May, Debbie Johnson, Carol Horner, Heather Carlson, RuthE Haper.

**Dee Craft, Treasurer of Pink Out Putnam, 386-546-2754**

**PINK OUT PUTNAM - P.O. Box 224. Georgetown, FL 32139**



THE CITY OF  
**CRESCE**  
**CITY** FLORIDA

TO: City Commission

FROM: Interim City Manager

DATE: **Revised** - October 14, 2024

SUBJECT: Staff recommendations on 2025 Legislative Appropriations Requests

Recommended legislative appropriation requests for submittal to the State of Florida Legislature in November of 2024.

<u>Project</u>	<u>Amount Requested</u>
1. New Fire/EMS station on Summit Street	\$ 1,000,000 \$2,000,000
2. Construct new water and sewer lines:	
a. North Tower water main	\$ 910,000
b. Lake Argenta water main	\$ 270,000
c. Lake Street water main	\$ 1,530,000
d. South Tower water loop	\$ 520,000
	\$ 4,230,000 \$5,230,000



THE CITY OF  
**CRESCEENT**  
**CITY** FLORIDA

TO: City Commission

FROM: Karen Hayes, MMC, City Clerk

DATE: October 3, 2024,

RE: BRC Applications

The BRC is looking for two people to complete their board. We had 2 applications come in.

- Nancy Taylor
- Dr. Kevin Jordan



THE CITY OF  
**CRESCEENT**  
**CITY** FLORIDA

**City Board Application**  
**Selection of School Acquisition Committee**

Name: NANCY TAYLOR

Address: 101 Oakwood Lane, Crescent City

Phone Number: 386-698-1982

Email: NNSquared@yahoo.com

Please list previous boards and committees on which you have served in the past.

Library Board - Putnam Co  
PAL - Putnam Library cooperative

Briefly describe your educational background.

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We are looking for people with educational backgrounds in areas such as:

<input type="checkbox"/> Land Planning	<input type="checkbox"/> Business Management	<input type="checkbox"/> Financial Management
<input type="checkbox"/> Appraisals	<input type="checkbox"/> Commercial Real Estate	<input type="checkbox"/> Architecture
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Contractor/Construction Management	



THE CITY OF  
**CRESCEENT**  
**CITY** FLORIDA

**City Board Application**  
**Selection of School Acquisition Committee**

Name: Dr. Kevin Jordan

Address: 37 S. Main St, Crescent City, FL

Phone Number: (386) 872-0674

Email: Conymon54@gmail.com

for Blue Ribbon Committee (Miller School)

Please list previous boards and committees on which you have served in the past.

Daytona State College Faculty Senate - President

CC Trees and Gardens - Chairman

St. Johns Regional Audubon Society - Board of Directors

CC Yacht Club - Commodore

Southwest Volusia Humane Society - Board of Directors

Briefly describe your educational background.

Ph.D. Zoology, UF  
M.S. Fisheries and Wildlife Sciences, Virginia Tech.  
B.A. Biology, Cornell University

We are looking for people with educational backgrounds in areas such as:

Land Planning

Business Management

Financial Management

Appraisals

Commercial Real Estate

Architecture

Civil Engineering

Contractor/Construction Management

# MEMORANDUM

Date: October 3, 2024  
To: City Commission Members  
CC: Michael Brilhart, Interim City Manager  
From: Pamela Taylor, Code Enforcement Officer *PAT*  
Subject: Code Enforcement Liens

## Case Summary:

There are numerous Code Enforcement liens on property in Crescent City.

After much research I have complied a list of properties that require a Release of Lien to be filed with the Clerk to the Court in Putnam County.

Code Enforcement Liens from 2004 to 2009

From January 1, 2004, to December 31, 2007, there were 29 Code Enforcement liens filed with the Clerk of the Court.

4 liens expired in 2024, of the 4 liens 3 are in compliance and one property is not in compliance. The City of Crescent City has a current lien on that property as of 10/12/2021, location is 1136 Huntington Rd.

19 of the 29 have been Released or Satisfied.

Case # 04-22 1132 Huntington Rd. The original fine/lien was filed with the Clerk of the Court on 10/01/2004, Code Enforcement refilled the original lien on 02/03/2006. The property is currently in compliance. The original property owner was Heirs of Dwyla Burroughs, and the current property owner is Phil Shaffer.

Case # 05-15 The original lien was filed with the Clerk to the Court on 09/28.2005, Code Enforcement re-filled the original lien on 09/09.2008. The property is currently in compliance. The original property owner was Etra Enterprises Inc., and the current property owner is the City of Crescent City. Central & S Prospect.

Case # 05-21 The original lien was filed with the Clerk to the Court on 11/29/2005, Code Enforcement re-filled the original lien on 09/09.2008. The property is currently in compliance. The original property owner was Saadedine Aldick. and the current property owner is the City of Crescent City. Central & S Prospect.

Cases # 05-15 & 05-21 were seized by the Federal Marshall's office.

## Page 2 Code Enforcement Liens

Case # 06-05 The original lien was filed with the Clerk to the Court on 01/05/2007. The property is currently in compliance. The original property owner was Felice Knots. and the current property owner is the Putnam County District School Board. 201 S Prospect.

Case # 06-12-03 The original lien was filed with the Clerk to the Court on 03/08/2007. The property is currently in compliance. The original property owner was Naomi Gautier. and the current property owner is BAUER NANCY + NEIL S NORRIS (TIC). Cedar St near Florida Ave.

These five cases need a Release of Lien, the current owner is different from the original property owner and all the properties are in compliance.

Case # 06-11-01 currently not in compliance 100 Lake Shore Dr.

Total 29 liens 2004 to 2007

Code Enforcement Liens from 2008-2009

There were 11 liens file between 2008 and 2009

6 have been Released or Satisfied.

2 liens were from 2005 Cases # 05-15 & 05-21

3 cases are not in compliance.

Code Enforcement Liens from 2010 to 2017

2010 there were 3 liens filed with the Clerk to the Court

2 cases have been Released.

Case # 09-09-10-0916 412 N. Park Street, this property was abated by Crescent City in 2009. There is not a Release of Lien filed with the Clerk to the Court.

2011 there were 6 liens filed with the Clerk to the Court

5 have been Released

Case # 11-03-280-285 309 N Summit Street. The lien was filed June 28, 2011, and is currently owned by someone other than the original lien holder. The code violations were corrected in 2011.

### Page 3 Code Enforcement Liens

#### Code Enforcement Liens for 2012

2012 there were 15 liens filed with the Clerk to the Court

12 cases have been Released.

1 case is still in violation

Case # 12-01-220065 736 Cherry Street. The lien was filed on August 8, 2012, and is currently owned by someone other than the original lien holder. The violations have been corrected.

Case # 12-03-07-0206 801 Randolph Street. The lien was filed on August 8, 2012, and is still owned by the same person that owned it in 2012. The violations have been corrected.

#### Code Enforcement Liens for 2013

2013 there were 6 liens filed with the Clerk to the Court

4 cases have been Released.

2 cases need a Release

Case # 09-08-05 515 Williams Ave. The lien was filed on April 26, 2013, and is currently owned by someone other than the original lien holder. The violations have been corrected.

Case# 13-06-110596 412 N Park St. The lien was filed on December 5, 2013 Valerie Brown was the property owner and is the current owner of the property. The violations have been corrected.

#### Code Enforcement Liens for 2014

2014 there were 8 liens filed with the Clerk to the Court

6 cases have been released

2 cases are still in violation

#### Code Enforcement Liens for 2015

2015 there were 10 liens filed with the Clerk to the Court

6 cases have been released, 1 partial release

1 still in violation and 2 need more research

Page 4 Code Enforcement Liens

No liens filed in 2016 and 2017

End of report

Pamela Taylor  
Code Enforcement Officer  
October 3, 2024



THE CITY OF  
**CRESCEENT**  
**CITY** FLORIDA

# Code Enforcement Cases to consider for foreclosure



## Code Enforcement Cases for foreclosure

515 S Prospect

Case number 19-029-CEB

ID # 30-12-28-0000-0150-0040

This property has been  
abandoned for many years.

It was sold in a tax deed sale  
and now belongs to William and  
Alesia M Mudgett as of 01/25/24  
Code Enforcement Board hearing  
was on July 27, 2021





714 Bay Street

Case number 22-070-CEB

ID # 19-12-28-1530-0000-0091

This property has been abandoned for  
many years.

Code Enforcement Board

Hearing was on February 28, 2023

Current owner is Heirs of Willie Roy  
Floyd C/O Princeton Commercial  
Holdings

## Code Enforcement Cases for foreclosure



Photo taken on 10/01/2024 by Pamela Taylor



615 Florida Ave

Case number 17-061-CEB

ID # 30-12-28-1750-0420-0015

This property has been  
abandoned for many years.

Original owner was James Allen,  
American Premier Homes LLC  
acquired the property in a tax deed  
sale on 01/16/2019

Code Enforcement Board hearing  
was on 11/28/2017

## Code Enforcement Cases for foreclosure





1005 S summit St

Case number 11-04-300428

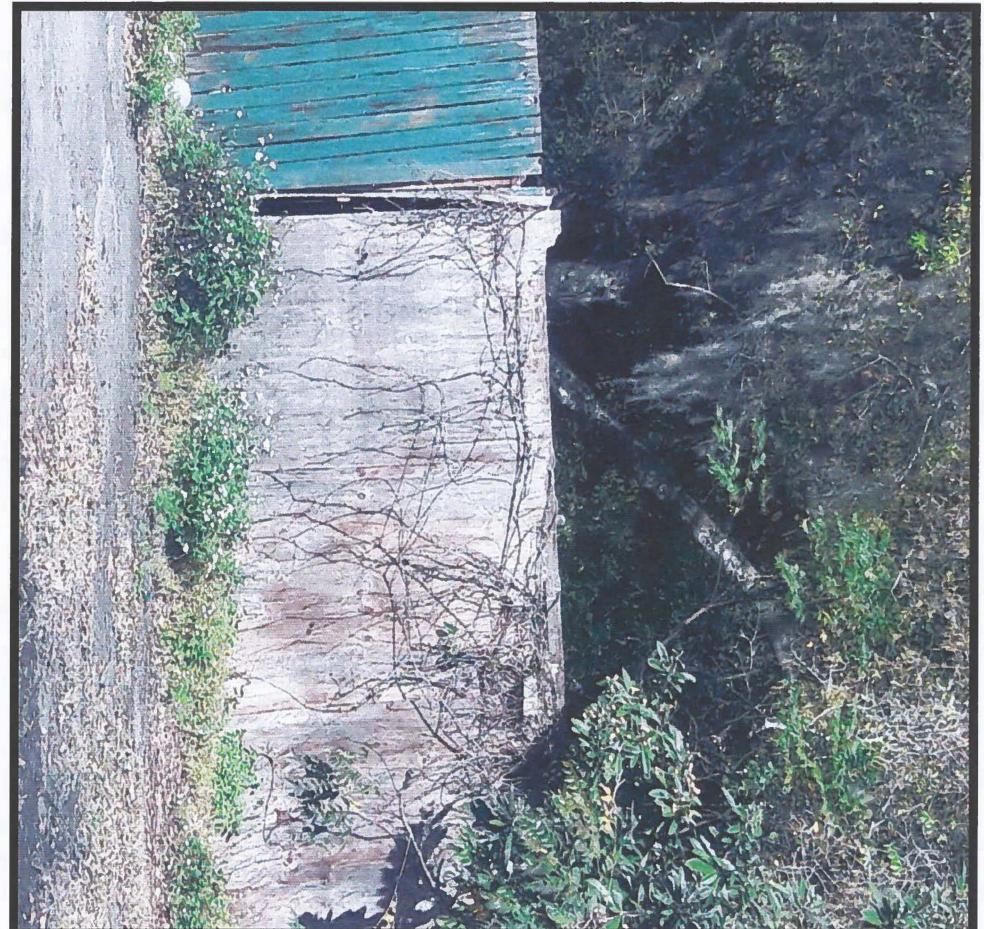
ID # 19-12-28-7250-0020-0220

This property has been in violation for  
many years.

The property owner has owned the  
property since 06/16/2004

Code Enforcement Board hearing  
was on 02/16/2004

## Code Enforcement Cases for foreclosure





## Code Enforcement Cases for foreclosure

## Notes



**October 10, 2024,  
City Commission Meeting  
City Manager's Report**

## **Administration**

### **Audits**

The annual audit for Fiscal Year 2022 – 23 is anticipated to be completed by the end of October. The IRS audit of the employee pension plan has been completed and we are waiting for the report.

### **Gullet Title Moving Date**

Gullet Title has been notified that they will need to complete the renovations in their new office and relocate from the current office location within 60 days. This will allow the Sheriff's Office to move into the building. Gullet Title has been on a month-to-month lease arrangement with the city.

### **Cameras in Our Parks**

In order to install cameras in our parks, in an effort to thwart the ongoing vandalism, we would need to have internet service at each park. We have priced the cost to be \$72/month/park. If we include Eva Lyon, Colbert, Harry Banks, and Dexter Beach parks, the total each month would be approximately \$288/month or \$3,456/yr. Sunrise Park can utilize the internet at the Water Plant for cameras at this location. There will be some initial costs of installing weather resistant boxes to house the modems as well as the monthly cost of the camera subscription service.

## **Finance Department**

- Worked on 2022 – 2023 audit tasks and answering auditor comments with Julieann Klein, CPA.
- Completed month end revenue entries.
- Completed Pooled Cash bank-reconciliation.
- Finance Director has communicated with the Joint Legislative Auditing Committee

## **Code Enforcement Department**

Address	Code/Violation	Status
107 N Main St	Chapter 6 Section 6.7 sign	Closed
310 S Prospect St	Chapter 9 Section 9.9 tree debris	Open
206 Oleander	Chapter 10 Section 10-20 Property maintenance	Open
30 S. Lake Street	Chapter 10 Section 10-20 Property maintenance	Closed

230 Central Ave.	Chapter 10 Section 10-20 Property maintenance	Open
423 S. Main Street	Chapter 10 Section 10-20 Property maintenance	Open
525 Palmetto	Chapter 10 Section 10-20 Property maintenance	Open
521 Williams Ave	Chapter 10 Section 10-20 Property maintenance	Open
Highway 17 & Florida	Chapter 12 Section 12.2 Business Tax Receipt required	Open

Open	Closed	Total
38	56	94
5	1	September

Researched liens from 2004 to 2017

### **Community Redevelopment Agency**

#### **MAIN STREET**

- Coordinated Arts & Farmers Market in its entirety.
- Filed Florida Main St. Quarterly Report.
- Filed Florida Salex Tax quarterly
- Attended all meetings including Board and committee meetings.
- Continued social media posts promoting events, etc.
- Booking vendors, etc. for fall fest.
- Updates to website.
- Met and conferred with accountant. Dropped off and picked up documents in Pierson.
- Meetings with executive committee.
- Paid outstanding bills.
- Coordinating port-a-lets for event.
- Continuous communication and planning with volunteers re: upcoming meetings, events etc.

#### **CRA**

- Telephone conferences with Kenny re: Pam's Kitchen.
- Received and reviewed email re: Pam's Kitchen.
- Conference with code enforcement re: status of Chinese Restaurant and TD Bank.
- Coordinate with public works for delivery of benches, cones etc.
- Drafted memo to Board re: Request for Payment on Pam's Kitchen Grant.
- Calls and emails to owner of corner property re: weeding it.

### **Gas Department**

1. Service calls Herman, Logan, Brandon & JT
2. Line locates from the 811 Call Sunshine system / emergency locates - JT
3. Gas leak calls inside / outside
4. Cut gas service lines.

5. Bad bill turn offs / turn on from bad bill's
6. CCNG installed one new gas services this month.
7. CCNG has one new service deposits
8. I sent a certified letter to the property owners of the Lake Como Post Office with concerns about two large water oaks. One of the trees is growing over our Lake Como Regulator Station. The tree canopy could prevent the regulator station's relief valve from working correctly and possibly causing a fire during an emergency. PSC made note of it in a yearly inspection. Property owners are in York, Maine. I received the certified mail confirmation back in the mail and as of today, I have not been contacted about the trees. No word yet from Postmaster and FPL said we would have to pay for tree work, due to line not being a primary power line.
9. CCNG has received notice from PHMSA regarding our \$7,680,000 Pipeline Restoration Grant application that we have been awarded part of the Grant. On May 6<sup>th</sup>, PHMSA will announce which part and how much money we were awarded. I have been working on the project paperwork for the last two weeks so the engineering group can start drawing up the plans with no delays!
  - Update: Grant money has not been released as of October 3rd.
10. FPL is getting ready to install streetlights down Hwy 17 in Crescent City between Vernon Ave and Old Hwy 17 / Light pole installation has stopped construction?
11. I asked JT to post our new O&M Manual on our city server for in field access. JT is still working on this.
12. I asked JT to post the current PSC 25 rule book on our city server for in field access. JT is still working on this.
13. In October of 2023, the PSC conducted CCNG's yearly safety evaluation. One of the PSC violations was inactive gas service's for more than 10 years. PSC rule requires that any gas service that has been inactive for 10 or more years must be terminated as close to the service tap as possible. Service kills are still ongoing.
14. Crescent City water main project on Prospect Street has started. New water main is being installed within two feet of our gas main. Still on going and will be moving to South Main Street.
15. Saint John's Rehab buildings to use natural gas and has asked CCNG to reroute gas main on north side of property due to new construction.
16. Moonshine Campground to use natural gas. Still has not broken ground as of the end of September.
17. A new gas service will be going into the old south end Circle K store on Hwy 17, CC. They will be using gas fryers for cooking. No activity in September.
18. I have been working on a cost estimate for the 13 new homes to be built on Cherry Street. Gas main 1,000', 13 new services and labor \$14,000. Meeting with contractor on October 8<sup>th</sup>.

19. A new dual feed farm tap has been built and ready to be installed at our Coleman location on CR 309. This will require a new taller farm tap barricade. The barricade is being sanded and painted at gas shop. Should be install second week of October.
20. I have been talking with Taylor Morgan with FGU about developing a Facebook page for CCNG with FGU's links to multiple natural gas information along with our individual information.
21. CCNG conducted our yearly inventory count the last week of September. All numbers were sent to Steve in Finance.
22. The city council approved the purchase of a new 2024 Dodge Ram 1500 truck for me and was delivered September 30<sup>th</sup>.
23. Logan and Brandon are conducting our yearly PSC system wide valve survey for 2024.

CCNG needs to complete the following work

1. CCNG still has about 3/4 of a mile of trees that need to be cleared from over the high pressure gas main along Hwy 17 in the Lake Crescent Estates area.
2. Welaka Regulator Station leak repair still ongoing / Grant \$ to replace station.
3. PSC violation of inactive gas service accounts is still ongoing / 69 still to kill
4. Replace all seats in our regulators in 27 farm taps / 54 seats.
5. All farm taps need to be wire brushed of corrosion and primed / painted.
6. All farm tap barricades need to be wire brushed, painted, numbered & striped.
7. All farm taps stations need to be weeded around due to rain.
8. High pressure gas main (28 miles) needs more yellow Warning post installed.
9. All low-pressure gas system mains (100 miles) need more yellow Warning post.
10. CCNG needs to redo Drug & Alcohol Employee Plan per PHMSA / PSC rule.

## Fire Department

- In August, the Fire Department responded to 911 calls for service, with 65 being medical in nature and 26 fire related. 46 medical calls in the city, 9 fire calls in the city, 19 medical calls outside of the city, and 17 fire calls outside of the city. 21 calls were covered by the county.
- For the month of August, the volunteers logged 669 hours. They signed up for 69 shifts of which would equal 276 hours. This identifies the volunteers worked 393 more hours than the minimum required for the shifts.
- New radios placed in service and testing is underway. New antenna on order to fix issue.
- Computer-based hydrant tracking and testing log is now available for us from the county. Waiting for the water projects to complete and will implement the new system.
- Waiting to see if the extrication quote is approved by the county. \$25,000
- Working on the Fire/ambulance project.
- Squad out of service and limits our boat response. Severe oil leak.

- Vehicle maintenance costs continue to rise, and we will need to address the budget lines for these expenditures for next year.
- We have continued general building and apparatus maintenance as is done each month.
- See the website for further information.
- Our new website is [www.crescentcityfire.us](http://www.crescentcityfire.us) Our website has a fillable burn permit application as well as a submittal option. Please refer anyone looking for information to seek it there. We have fire prevention, wildland, weather, classes, burn permitting and any other information they may want.

## Public Works

- US17 Highway Lighting - Power poles are currently being installed for each light from Vernon to the northern city limit.
- Fire Hydrant Repair/Replace Project - Replacement phase is underway.
- CDBG Grant for water main on N. Main Street – In environmental review.
- Prospect St. water line projects – Prospect Street started on June 17<sup>th</sup>. Progressing well, boring crew is moving down S. Prospect.
- Working on estimates for Cherry Street for sewer.
- Working on quotes for storm drain repair on Main and Central.
- Hired new employee
- Had broken water line at Eden cemetery.
- Had a meeting with FPL about moving the power line at the side of the fire station. It would be expensive and we would have to pay.
- We will be starting at sunrise park replacing boards at boat ramp soon.

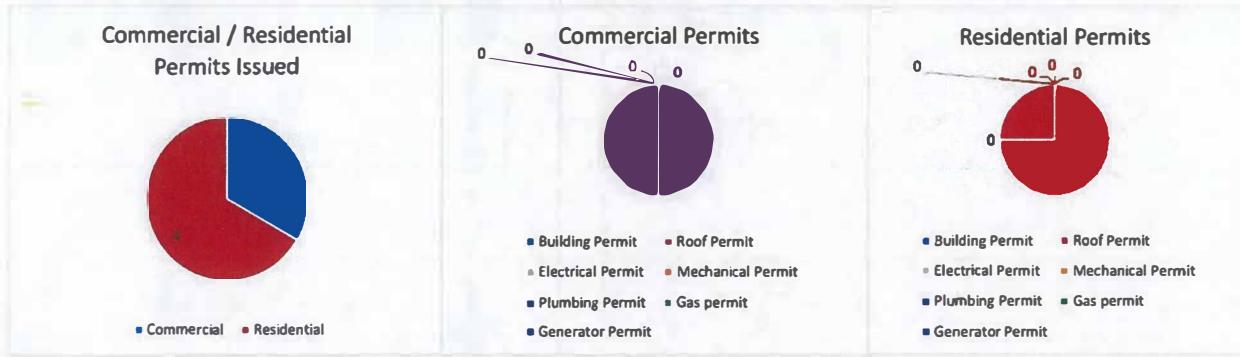
## Planning & Zoning

- Land Development Code Update
  - The approval of the final draft is scheduled for September.
- McDonalds
  - Plans approved. Site cleared. Awaiting copies of FDOT, FDEP and SJWMD permits.
- Moonshine Acres
  - They have been approved to proceed with construction.
- Lochside Restaurant
  - Waiting for them to resubmit their site plan for review.
- St. Johns Rehabilitation Center
  - PUD approved.
  - Site plan is anticipated to appear at the P&Z Commission in September.
- Windstream
  - Plans approved. Awaiting SJWMD permit.
- New School Site
  - Annexation, comp plan amendment and rezoning approved. Construction to begin soon.
- Cherry Street Housing
  - Property being replatted.
  - Request for rezoning and comp plan amendment approved in September.
- Market Square
  - Drafting a PD Agreement.

## Building Department

### Crescent City Permit Applications September 2024

File#	Permit#	Permit Type	Subtype	Address	Parcel#	Issue Date
24-005645	B24-001379	Building Permit	Commercial	1002 CLEMONS LN	24-12-27-3350-0960-0050	09/17/2024
24-005804	M24-000357	Mechanical Permit	Residential	101 N LAKE ST	30-12-28-1750-0110-0020	09/23/2024
24-005595	RF24-000727	Roof Permit	Commercial	201 S SUMMIT ST	30-12-28-1750-0060-0043	09/06/2024
24-005599	RF24-000728	Roof Permit	Residential	114 EUCALYPTUS	30-12-28-1750-0100-0021	09/11/2024
24-005626	RF24-000741	Roof Permit	Residential	20 N PARK ST	30-12-28-1750-0120-0012	09/20/2024
24-005936	RF24-000760	Roof Permit	Residential	927 CENTER ST	24-12-27-2720-0030-0270	09/20/2024



## IT

- Assisted various staff members with desktop PC and application questions.
- Maintained desktop PC hardware and software by installing latest Dell and Microsoft updates as needed.