



SAP-18-109

APPLICATION SPECIAL EVENTS ASSISTANCE PROGRAM



Date Received – Date Stamp

CITY OF NORTH PORT
RECEIVED
MAY 14 2018

Events Where City Costs are Funded

The City Commission shall on a quarterly basis approve a list of events for which some of the costs of City fees and/or resources are funded through a specially funded account. To be considered as a recipient for fund allocation, the event must be held in the City of North Port and meet the guidelines/criteria as outlined in City Special Events Assistance Program Guidelines.

Guidelines

The entity/organization shall submit for consideration before the North Port City Commission, an application for the Special Events Assistance Program and an approved Special Events Permit with all supporting documents as requested on page three (3) of this application for their event during the quarterly application period.

Any application submitted after the quarterly deadline will not be accepted. (Refer to the Special Event Assistance Program Guidelines for submission time periods).

I am applying for the (check one) ☐ 1st Quarter ☒ 2nd quarter ☐ 3rd Quarter ☐ 4th Quarter

Primary Purpose/Mission of your organization:

To provide safe fun events for children & families

Submission Checklist

1. Approved Special Event Permit attached? ☒ Yes ☐ No (*an approved special event permit must be attached to qualify*)
2. Site plan attached? ☒ Yes ☐ No (*site plan must match the plan submitted with the special event permit and include locations of garbage/recycling receptacles*)
3. Parking plan attached? ☒ Yes ☐ No (*parking plan must match the plan submitted with the special event permit*)
4. Event budget attached? ☒ Yes ☐ No (*an event budget must be attached to qualify*)
5. *Is the event open to the public? ☒ Yes ☐ No Admission charged? ☐ Yes ☒ No

*(If the event is not open to the public and/or admission charged, the event does not qualify for the program)

Affidavit of Applicant:

I certify that the information contained in this Special Events Assistance Program application is true and correct to the best of my knowledge, that I have read and understand that if the grant is approved I agree to abide by the guidelines and procedures governing this program.

Applicant: (print) Elaine Allen - Emrich
Early Bird Kiwanis / North Port For the Children

Title: Past president Board member

Signature of Applicant: Elaine Allen - Emrich

Date of Application: 4/14/18

General Information

Applicant: Egely Bird Kiwanis Club Indiv. ☐ Corp. ☐ 501c3 ☒

Contact: Elaine Allen-Enrich Other: ☐

Address: 5662 Gabo Road

City/State/Zip: North Port FL 34287

Telephone: Business: 941-223-7120 Home: _____

Cell: _____ Email Address: callenrich@gmail.com

Event Name: Children's Fishing Tournament; Clinic

Location Address: 5500 TreKell Street (McKibben Park)

Date(s) of Event: June 16, 2018 Hours: 7:00am - 1:00pm Expected Attendance: 300

Start & End

Financial Need: ☒ Yes ☐ No Will this event occur without financial assistance? ☒ Yes ☐ No

Event is (check one): ☐ One-time event ☒ Annual event

If annual event, how many years has your organization been holding this event? 32

Prior funding from City: ☐ Yes ☒ No If yes, amount received: \$ _____

Description of Event: 32nd free Children's Fishing Tournament

and Clinic

Sherry Willette

From: Peter Lear
Sent: Thursday, May 10, 2018 9:44 PM
To: Elaine Allen-Emrich
Cc: vanessa carusone; Sherry Willette
Subject: RE: Kiwanis question

Good evening Elaine,

I am copying Sherry Willette on this so that she can help you with the requirements.

Thanks,
Pete

From: Elaine Allen-Emrich <eallenemrich@gmail.com>
Sent: Wednesday, May 9, 2018 10:19 AM
To: Peter Lear <plear@cityofnorthport.com>
Cc: vanessa carusone <vcnp21@gmail.com>
Subject: Kiwanis question

Good morning, the Early Bird Kiwanis Club is renting McKibben Park for the 32nd free children's fishing tournament the day before Father's Day.

The club is asking for a refund on the rental of the park as well as the rental of 20 tables and 25 chairs that would be supplied by the city.

We do not believe an off-duty officer is warranted. However we would love for any officers who are around the area to come say hello as they have in the past.

This event is completely free for children who will receive a t-shirt, certificate, fishing rod, tackle box and the chance at a free bicycle.

Colonna's estimates the cost of the rentals at about \$400.

My question is do we have to fill out a special events waiver permit and take it before the commission or can you waive those fees and have the city issue a refund for the park.

We also would welcome any City Department that wanted to come to our event and hand out information or teach parents or children about recycling or water safety. After all, the city used to partner with us for about 17 years.

I know in the recent past, Commissioners named Kiwanis as a group similar to people for trees, that should automatically get waivers because they do free events at city-owned parks annually.

However I don't know what the process is these days.

All I know is I have to get a move on, especially if this needs to go before Commissioners, I will need to be at that meeting to answer any questions if necessary.

Thank you very much for your time.

ELAINE ALLEN-EMRICH

Past president and board member of the Early Bird Kiwanis Club.

E-mail messages sent or received by City of North Port officials and employees in connection with official City business are public records subject to disclosure under the Florida Public Records Act.

FACILITY SALES RECEIPT

Receipt # 289312
Payment Date: 05/15/18
Household: 8703

Morgan Family Center
6207 West Price Blvd.
North Port FL 34291
Phone: (941)429-7275
Visit us on the Web at: www.cityofnorthport.com

Kiwanis Early Bird
P.O. Box 7185
North Port FL 34290

Hm Ph: (941)740-1987

Reservation Details: McKibben Park, McKibben Pavillion

Address: 5500 Trekell Street, North Port, FL, 34287
Reserv. Contact: Kiwanis Early Bird
Phone Number: (941)740-1987
Reserv. Number: 7416
Status: Firm
Purpose: Early Bird Kiwanis Fishing Clinic
Anticipated Count: 50
Facility Features: Grill, Picnic Tables, Restrooms

| | New Fees | Total Fees | New Paid | Total Paid | Amount Due |
|----------|----------|------------|----------|------------|------------|
| | 70.00 | 70.00 | 70.00 | 70.00 | 0.00 |
| Deposit: | 25.00 | 25.00 | 25.00 | 25.00 | 0.00 |

Date(s): Sat @ 7:00am - 2:00pm: 6/16

Facility Comments: If you require electricity (available at Highland, Blue Ridge and Dallas White Park ONLY), a key must be picked up at least 36 hours prior to your rental.

Bounce house/inflatables require submittal of certificate of insurance 14 days prior to rental, and must be approved by Risk Management. No water attractions allowed.

Special Questions:

If your reserved location is occupied at the permitted time of your reservation and the occupants do not vacate, please call the non-emergency City of North Port Police Department at (941)429-7300

Maintenance Comment Code:

Reservation Comment Code:

Event Type:

Print Opt:

Site Type:

Link to Reservation #: 7416

Display Reservation on WebTrac: No

Web Event: No

Are you having a tent larger than 10X10? No

Are you having a bounce house? No

Is this event catered? No

Will alcohol be served at this event? No

Will you need electricity? No

Processed on 05/15/18 @ 12:52pm by MIndlay

| | |
|------------------------|--------------|
| Total New Deposit Fees | 25.00 |
| Total New Fees | 70.00 |
| Discount Applied | 0.00 |
| Total New Taxes | 0.00 |
| Total Due | 95.00 |

| | |
|-------------------------|--------------|
| Total Deposit Fees Paid | 25.00 |
| Total Fees Paid | 70.00 |
| Total Taxes Paid | 0.00 |
| Total Paid | 95.00 |

FACILITY SALES RECEIPT

Receipt # 289312
Payment Date: 05/15/2018
Household: 8703

Household Balance Information

| | |
|--|------|
| Overall Household Credit Balance Available | 0.00 |
| Overall Household Balance Due | 0.00 |

Payment of: 95.00 Made By: Check With Reference: 1033



City of North Port
DEPARTMENT OF PUBLIC WORKS
Solid Waste Division
Office: 941.240.8050
Fax: 941.240.8063



Event Date: June 16, 2018
Children's Fishing Tournament Clinic
Organization/Event:
Elaine Emrich 941-223-7120 or Dawn Jones 941-769-2332
Contact Name/Number

The above organization is renting the listed Solid Waste Containers.

| Container Type | Quantity | Rental Fees |
|----------------------------------|----------|-------------|
| Garbage Totes \$3.00/container | 3 | \$ 9.00 |
| Event Recycling \$2.00/container | 3 | \$ 6.00 |
| Container Delivery \$25.00/trip | 2 | \$50.00 |
| TOTAL | | \$65.00 |

Please apply payments to account number 120-0000-343-40-10

| Delivery Date: | Pick-up Date | Return Date: |
|----------------|--------------|--------------|
| 6/15/18 | 6/18/18 | |

Delivery Instructions: Please deliver to Mckibben Park located at 5500 Trekell St

Container List:

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

In the event the containers are not returned, are returned damaged beyond repair, or are returned dirty, the following fees will be charged per container:

| | <u>Lost/Damaged</u> | <u>Dirty</u> |
|-------------------|---------------------|--------------|
| Recycling Bins | \$10 | \$2.50 |
| Event Recycling | \$100 | \$2.50 |
| Automated Garbage | \$100 | \$10.00 |

Signed _____

Print Name _____

From: [Marcia Rubin](#)
To: [Kimberly Gehrke](#); [Jana White](#)
Cc: [Sherry Willette](#)
Subject: FW: *Review due tomorrow* SPE-18-110 Children's Fishing Tournament: Clinic
Date: Tuesday, May 22, 2018 8:13:41 AM
Attachments: [image001.png](#)
[Application.pdf](#)

Please see Jana's questions below. Also, they are requesting tables and chairs which requires Property Maintenance to provide services for the event. The fee is \$30 per person for 2 staff at 9 hours each = \$540. Please let us know as soon as possible as the we have to have all work assigned 14 days prior to the event at the latest.

Thanks,

Marcia Rubin, CFM

City of North Port
Property Maintenance Manager
Neighborhood Development Services Department
5455 Pan American Blvd.
North Port, FL 34287
941-429-3590 Office
941-628-1093 Cell
941-423-2570 Fax
mrubin@cityofnorthport.com
www.cityofnorthport.com

A City where you can "Achieve Anything"

E-mail messages sent or received by City of North Port officials and employees in connection with official City business are public records subject to disclosure under the Florida Public Records Act.

From: Jana White
Sent: Monday, May 21, 2018 1:20 PM
To: Marcia Rubin <mrubin@cityofnorthport.com>
Subject: FW: *Review due tomorrow* SPE-18-110 Children's Fishing Tournament: Clinic

My notes:

Do they want 3 or 4 tents? One section they said 3 and another its 4.
Are we setting up and breaking down? If so, we will need a layout for chairs, tables and tents.

Thanks,

Jana White
Planner/Scheduler

City of North Port
Property Maintenance Division
5455 Pan American Blvd
North Port, FL 34287
Office (941) 429-3591
Mobile (941) 628-2735
Fax (941) 423-2570
jwhite@cityofnorthport.com
www.cityofnorthport.com

A City where you can "Achieve Anything"

E-mail messages sent or received by City of North Port officials and employees in connection with official City business are public records subject to disclosure under the Florida Public Records Act.

From: Kimberly Gehrke
Sent: Monday, May 21, 2018 1:12 PM
To: Marcia Rubin <mrubin@cityofnorthport.com>; Jana White <jwhite@cityofnorthport.com>; Jane Harry <jharry@cityofnorthport.com>; Diane Martin <dmartin@cityofnorthport.com>; Frank Lama <flama@cityofnorthport.com>; Risk Services <riskservices@cityofnorthport.com>; Tricia Wisner <twisner@cityofnorthport.com>; Scott Spagnoli <sspagnoli@cityofnorthport.com>
Cc: Sherry Willette <swillette@cityofnorthport.com>; Carol Kozabo <ckozabo@cityofnorthport.com>; Darrell Smith <dsmith@cityofnorthport.com>; Peter Marietti III <pmarietti@cityofnorthport.com>; Joseph Fussell <jfussell@northportpd.com>
Subject: *Review due tomorrow* SPE-18-110 Children's Fishing Tournament: Clinic

Good afternoon,

Just a reminder the review for this Special Event is time sensitive due to Application for Financial Assistance it will be going before Commission.
Need Department approval and if any fees are required by no later than noon tomorrow 5/22/2018.
For those that have already responded please disregard.

Thank you-

Kimberly Gehrke
Development Tech I

Neighborhood Development Services Department
Planning Division
4970 City Hall Blvd.
North Port, FL 34286
Office: 941.429.7018
Fax: 941.429.7164
kgehrke@cityofnorthport.com
www.cityofnorthport.com



From: Kimberly Gehrke

Sent: Thursday, May 17, 2018 5:00 PM

To: Sherry Willette <swillette@cityofnorthport.com>; Carol Kozabo <ckozabo@cityofnorthport.com>; Scott King <sking@northportpd.com>; Bobby Platt <bplatt@northportpd.com>; Jason Richter <jrichter@northportpd.com>; Marcia Rubin <mrubin@cityofnorthport.com>; Jana White <jwhite@cityofnorthport.com>; Jane Harry <jharry@cityofnorthport.com>; Frank <flama@cityofnorthport.com>; Diane Martin <dmartin@cityofnorthport.com>; Peter <pmarietti@cityofnorthport.com>; Risk Services <riskservices@cityofnorthport.com>; Darrell Smith <dsmith@cityofnorthport.com>; Scott Spagnoli <sspagnoli@cityofnorthport.com>; Jason Selzer <jselzer@northportpd.com>; Joseph Fussell <jfussell@northportpd.com>; Tricia Wisner <twisner@cityofnorthport.com>
Cc: Jonathan Wheatley <jwheatley@cityofnorthport.com>; Dorothy St. Pierre <dstpierre@cityofnorthport.com>

Subject: SPE-18-110 Children's Fishing Tournament: Clinic

Good afternoon,

Please see attached Special Event Application for SPE-18-110 Children's Fishing Tournament: Clinic. Applicant: Early Bird Kiwanis/North Port For The Children is applying for financial assistance through the Special Event Assistance Program therefore the review due date is on or before 5/25/2018. Insurance information is forthcoming.

Thank you-

Kimberly Gehrke

Development Tech I

Neighborhood Development Services Department

Planning Division

4970 City Hall Blvd.

North Port, FL 34286

Office: 941.429.7018

Fax: 941.429.7164

kgehrke@cityofnorthport.com

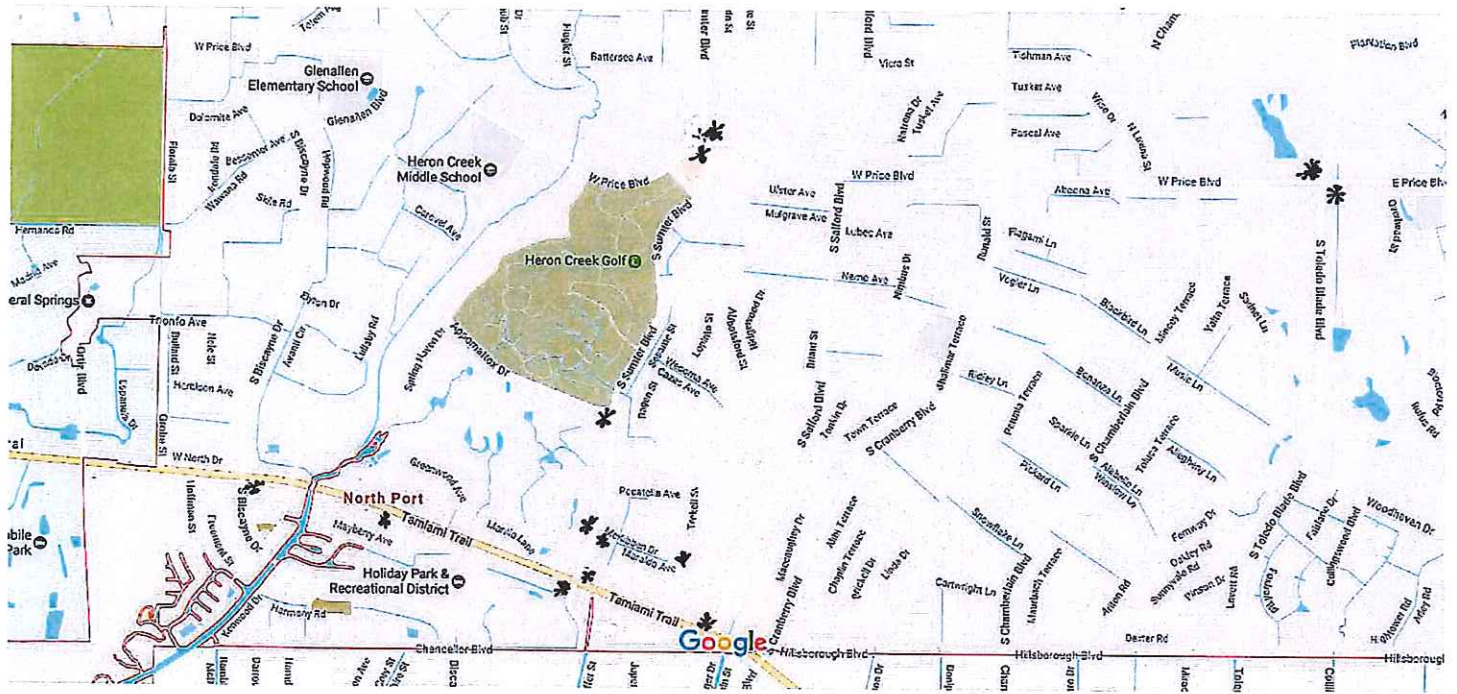
www.cityofnorthport.com



E-mail messages sent or received by City of North Port officials and employees in connection with

Google Maps North Port

Sign Locations for 32ND Annual Fishing Tournament



Change to 13 Signs being posted – day of event only

1. 2 signs at corners on Toledo Blade and Price
2. 2 signs at corners on Price & Sumter
3. 2 signs at corners on Sumter & Tamiami Trail (41)
4. 1 sign at corner of So Biscayne & Tamiami Trail (41)
5. 1 sign at corner of No Port Blvd & Tamiami Trail (41)
6. 1 sign at corner of So Salford & Tamiami Trail (41)
7. 1 sign at So. Sumter & Appomattox
8. 2 signs at So. Sumter & McKibben
9. 1 sign at McKibben Park

32nd ANNUAL EARLY BIRD KIWANIS FISHING TOURNAMENT & CLINIC

being held on SATURDAY, JUNE 16th, 2018

The 32nd Annual Early Bird Kiwanis Children's Fishing Tournament and Fishing Clinic will be held at McKibben Park in North Port on Saturday, June 16, 2018 starting at 8AM. An estimated 200 children plus their parents show up to spend a fun, free morning by the lake.

Presented by Early Bird Kiwanis and sponsored by North Port for The Children, Inc. the 32nd Annual Children's Fishing Tournament & Fishing Clinic is open to youth age 12 and under. Kids will learn the basics of environmental stewardship, fishing ethics, angling skills and safety. The Kiwanis hope to again have a Pro Angler – Professional Fisherman at the event to help with the clinics and talk with the children. The first 200 children will receive a free fishing pole and tackle box courtesy of Fish Florida. The lake banks will be filled with children and families trying to catch the "big one".

More activities will include free hotdog lunches, snow cones, t-shirts, posters for the children to color in for Father's Day, pictures taken with the "land shark", fish tattoos and a chance to win one of four bicycles that are given away. In the past, North Port Police Department Civilian Volunteers also came out and fitted bicycle helmets for any child needing one. These were also a free give away.

We also are looking forward to having the North Port Home Depot out to "build a toy" with the kids.

This event is 100% totally free to participants coming out. North Port Early Bird Kiwanis and North Port for The Children, Inc. pay all city park fees to rent the park and pay for all the food, t-shirts and bike give-a-ways.

We also get volunteers from the North Port High School Key Club out that day to help us. Key Club is sponsored by the Early Bird Kiwanis.

MCKIBBEN PARK

WATER

WATER

WATER

Trash & Recycle

Trash & Recycle

Trash & Recycle

Trash & Recycle

Grill

FISHING
POLES

T-SHIRTS

BAIT &
TACKLE
FISH
MEASURED
PRIZES

PLAYGROUND
AREA

CASTING, SAFETY
ANGELING TECHNIQUES

COOKING
&
FOOD

ENVIRONMENTAL
ETHICS

FISHING
ETHICS

TIE
KNOTS

ACTIVITIES

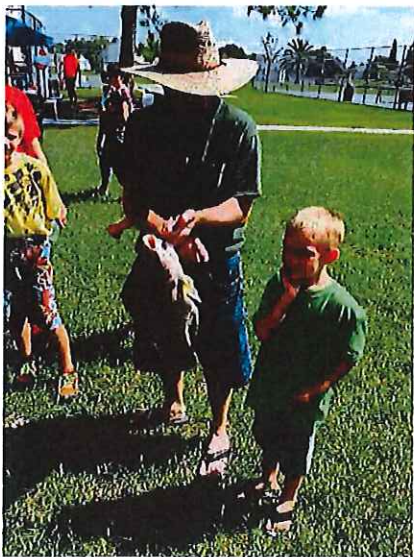
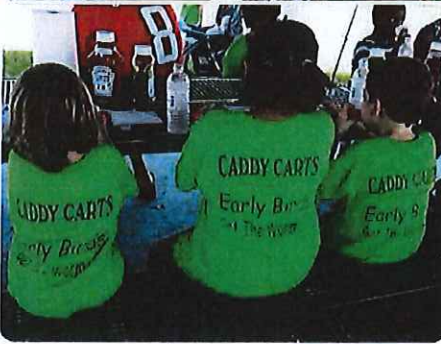
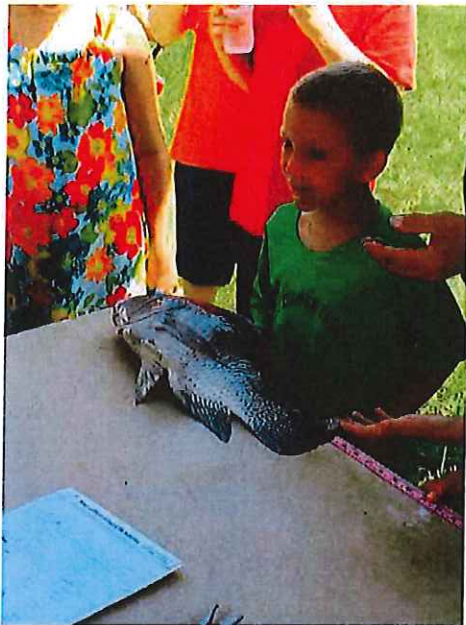
SNOW CONES

BIKES

NPPD
HELMETS

PARKING LOT







City of North Port
NEIGHBORHOOD DEVELOPMENT SERVICES
4970 City Hall Boulevard, North Port, FL 34286
Office: 941.429.7156
Fax: 941.429.7164



SPECIAL EVENT PERMIT

DATE ISSUED: May 23, 2018
PERMIT NUMBER: SPE-18-110
DESCRIPTION: CHILDREN'S FISHING TOURNAMENT: CLINIC
EXPIRATION DATE: June 17, 2018

The Special Event Permit for the CHILDREN'S FISHING TOURNAMENT: CLINIC event to be held on **June 16, 2018 at the McKibben Park, 5500 Trekell Street** has been approved with the following conditions:

Fire/Rescue Department

- 1) Access for emergency vehicles must be maintained at all times. Vehicles cannot be used as barricades, as barricades must be able to be quickly & easily moved.

Planning & Zoning Division

- 1) **Special Event Permit shall be visibly displayed at the main entrance of the business or in another prominent location for the duration of the event.**
- 2) Permit number and expiration date shall be placed on the lower right-hand side of each sign. **If permit number and expiration date is not on signs, city officials will remove the signs.**
- 3) **Sign shall be placed 10 ft. from the roadway and shall not be in any median.**
- 4) Signs shall not impede free ingress and egress or cause a negative visual impact to pedestrians or vehicles. Signs shall maintain the required 10 ft. setback and shall maintain a distance of 50' between each sign and shall not exceed 16 sq. ft. in size. Signs are permitted in the locations specified according to submitted sign plan. **However, signs may be placed no earlier than two weeks before and must be removed no later than 24 hours after the event, which is 24 hours after the end of the event.**
- 5) It is the responsibility of the applicant to contact FPL/Verizon to verify location of underground wires, optics, services etc. before signs are placed. Any damage sustained to underground equipment is at the sole risk and responsibility of the applicant.
- 6) This the event shall adhere to the provisions of the City of North Port Administrative Code Chapter 46 pertaining to noise.
- 7) Food vendor's license shall be displayed in a prominent location.
- 8) Garbage and recycling receptacles shall be placed in convenient locations.
- 9) Restroom facilities shall be available for public use.
- 10) Primary parking shall be contained to the property of event location parking lot.
- 11) Alcohol Consumption or sales is **not permitted** for this event.
- 12) If the amount of funding request for the cost of City fees/resources through the special event assistance program is not approved by the City Commission, then it shall be the responsibility of the applicant to pay any and all associated City fees for this event.

SPE-18-110 CHILDREN'S FISHING TOURNAMENT: CLINIC

Property Standards

- 1) Signs must be removed no later than the expiration date of the permit.

Public Works

- 1) Please remove signs in the right of way after the event.

Risk

- 1) If proof of liability insurance with the City of North listed as additional insured is not provided at least 48 hours before the event, then this special event permit shall be void.

Sherry A. Willette-Grondin
Approved by (Planning Administration)

May 23, 2018
Date

Budget information

From: [Elaine Allen-Emrich](#)
To: [Sherry Willette](#)
Subject: Re: One more thing
Date: Wednesday, May 23, 2018 12:08:46 PM
Attachments: [image001.png](#)

Budget for the event
Rental of the park \$98
Garbage and recycle totes \$69
Table/chair rentals/ city maintenance staff \$550
food \$250
T-shirts \$900
Bait \$200
Sno cone supplies \$30
Certificates \$20
Other Misc. items supplies \$50
Pop up tents \$300
Flyers \$75

On Wed, May 23, 2018 at 11:42 AM, Sherry Willette <swillette@cityofnorthport.com> wrote:

Can you email a copy of your budget for the event?

Sherry A. Willette-Grondin

Zoning Coordinator

Neighborhood Development Services Department

Planning Division

[4970 City Hall Boulevard](#)

[North Port, FL 34286](#)

O 941.429.7229

M 941.218.3563



www.cityofnorthport.com "Achieve Anything"