110 NW 1st Avenue
High Springs, Florida 32643

Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: www.highsprings.us

CITY COMMISSION MEETING
AGENDA
City Hall
110 N.W. 1st Avenue

MARCH 10, 2016 **6:30 PM**

CALL TO ORDER:	MAYOR BYRAN D. WILLIAMS
INVOCATION:	PASTOR TERRY HULL, HIGH SPRINGS CHURCH OF GOD
PLEDGE OF ALLEGIANCE:	MAYOR BYRAN D. WILLIAMS
ROLL CALL:	JENNY L. PARHAM, CITY CLERK
APPROVAL OF AGENDA	
APPROVAL OF MINUTES:	FEBRUARY 18, 2016 WORKSHOP FEBRUARY 25, 2016 COMMISSION

CONTINUED BUSINESS

1. **DISCUSS CHANGING NW 231ST STREET BACK TO MARTIN LUTHER KING, JR.**

2. **CONSIDER RESOLUTION 2016-D**, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA, RENAMING WEST U.S. HIGHWAY 27 TO NW JUNCTION AVENUE IN THE CITY OF HIGH SPRINGS, FLORIDA; REPEALING ALL RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.

CITIZEN REQUESTS AND COMMENTS – FOR ISSUES NOT ON AGENDA (PLEASE STATE NAME FOR THE RECORD – **LIMIT COMMENTS TO 5 MINUTES)**

NEW BUSINESS

1. **REVIEW AND CONSIDER APPROVAL OF LEASE AGREEMENT WITH THE HIGH SPRINGS HISTORICAL MUSEUM.**

2. **CONSIDER ORDINANCE 2016-02,** AN ORDINANCE OF THE CITY OF HIGH SPRINGS ADOPTING A CITIZEN PETITION FORM; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION

   A. DISCUSSION AND CONSIDERATION IN PASSAGE OF ORDINANCE 2016-02 ON FIRST READING.

3. **CONSIDER A REQUEST BY ALLEN CHAPEL A.M.E. CHURCH TO PLACE DIRECTIONAL SIGNS ON US HWY 27 AND 441 AT N.W. 231ST ST.**

4. **APPOINT MEMBERS TO THE CHARTER REVIEW BOARD.**

5. **CONSIDER ADVERTISEMENT IN THE FARM TO FAMILY FULL MOON CONCERT BROCHURE.**

CITY ATTORNEY REPORT/UPDATE

CITY MANAGER REPORT/UPDATE

1. **DEPARTMENT REPORTS.**

COMMENTS AND CONCERNS:

1. **COMMISSIONERS**
2. **MAYOR**

MOTION TO ADJOURN

PLEASE NOTE: PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE IN CITY COMMISSION MEETINGS, SHOULD CONTACT THE OFFICE OF THE CITY CLERK, 110 N.W. 1ST AVENUE, HIGH SPRINGS, FLORIDA 32643, TELEPHONE (386)454-1416.

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CITY COMMISSION WORKSHOP
MINUTES
FEBRUARY 18, 2016

Mayor Williams called the meeting to order at 6:21 p.m.

Invocation by Vice Mayor James.

Roll Call:	Mayor Byran Williams – Present Vice Mayor Gloria James – Present Commissioner Jason Evans – Present Commissioner Scott Jamison –Present Commissioner Sue Weller – Present
Staff Present:	Ed Booth, City Manager Jenny L. Parham, City Clerk Angela Stone, Assistant City Clerk Amanda Rodriquez, CRA Executive Director Jennifer Stull, Finance Director David Benton, Public Works Director Joel Decoursey, Police Chief Antoine Sheppard, Police Lieutenant Scott Thomason, Building Official

DISCUSSION ON CURRENT AND FUTURE GOALS.

Staff Goals

Mr. Booth stated that we would like to work with the engineer and grant writer to put together a plan and apply for grants to complete the High Springs wastewater system.

Commissioner Evans asked if we could apply to switch the grinder pumps to gravity. Mr. Booth stated we are stuck with them, as we are bonded out and they have different piping systems.

He stated in the new budget year he would like a small economic development budget. Spoke of the need to get broadband to our city. Commissioner Weller stated that getting broadband access to our businesses here in High Springs is essential, for businesses to come. She suggested going to the legislature or the grant writer to see if we can find funding to apply for to bring in broadband. Mr.

Booth stated we have contacted Cox Communications and showed them around. He would like to go to other companies to see if they want to come in somewhere Cox could come in.

Mr. Booth stated that we are getting information for large lots that are available, for Economic Development. He states that we would like to have a hotel come in.

Mr. Booth stated that he would like a community improvement budget, and this would be for dilapidated properties to be clean up and sell. He states we wants to buy properties that need to be cleaned up, we clean them up and sell them; this will help to clean up our city. He speaks of seeing how the City of Perry had cleaned up their town.

Mr. Booth stated he would like to implement on-line access to water accounts for those wishing to pay on-line. Commissioner Weller stated since it is modal to buy we would need to budget that.

Mr. Booth stated that he would like to request additional funding from Alachua County for Fire Services. He states that our department does a lot of calls for the County.

Mr. Booth stated the funds have gone up in the Building Department, and the funds collected have to stay within that department and we would like additional clerical position for them. He states that the Building Official is becoming overwhelmed. Commissioner Jamison asked if this would be in the upcoming budget. Mr. Booth advised it would be.

Mr. Booth states that he spoke to John Power, the Alachua County Tax Collector, and Mr. Powers stated that we will be getting additional funding, and that we do a great job. He states that we would like to open a window for just water bills or city business.

Mr. Booth stated that we are doing a flushing program, and now the hydrants need to be painted.

Commission Goals

Commissioner Jamison asked about the CDBG Grant. Mr. Booth stated that we have taken the second bidder, as the first one dropped out.

Commissioner Jamison asked about the playground equipment grant. Mr. Booth stated we are moving forward, and the third should be awarded very soon. Mr. Booth stated we should be moving forward in the next 30 days on the first grant project.

Commissioner Jamison stated he would like to see the city perusing funding for a sewer expansion and future water line replacement.

Commissioner Jamison asked about the water tower, at what point in time do we look into another for sufficient pressure to the subdivisions not in the core of the city. Mr. Booth spoke of other alternatives to increasing pressure.

Commissioner Jamison states that if we cannot supply the appropriate infrastructure then development does no good.

Commissioner Weller stated she wants professional job description done, so they are legally sufficient. She states that we cannot do this in house, we need a company. If funds are available, she would like to see in next year's budget.

Mr. Booth stated that he thinks we need a master plan for all the parks.

Mayor Williams asked if the park by the cemetery is used regularly. Commissioner Evans stated they use it for softball, soccer, and hopefully football this year. Mayor Williams spoke of leagues always looking for places to practice and play.

Commissioner Evans stated he would like to see us expand Memorial Park, maybe like Alachua, with indoor gym for volleyball and basketball.

Mayor Williams stated he would like to see economic development, encourage and support social equality for all High Springs citizens and working on a program to help reduce crime in our community for safer neighborhoods.

Commissioner Weller spoke of the need to find the man power to clean up the properties; even if we purchase they need to be cleaned up.

Mayor Williams would like to have well cleaned sidewalks and streets.

Mayor Williams stated we need unity and to work with other organizations; we need to come together as a community.

Vice Mayor James stated that her big thing is, and has been, the dilapidated houses. She stated that there should also have a place for kids that do not play sports to come together. She talks of coming together as a community.

Motion Commissioner Weller to adjourn.
Second Member Evans.
Mayor Williams adjourned the meeting at 7:11 p.m.

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CITY COMMISSION MEETING
MINUTES
FEBRUARY 25, 2016

Mayor Williams called the meeting to order at 6:31 p.m.

Invocation by James Mc Daniel, Allen Chapel.

Pledge of Allegiance.

Roll Call:

Mayor Byran Williams – Present
Vice Mayor Gloria James – Present
Commissioner Jason Evans – Present
Commissioner Scott Jamison –Present
Commissioner Sue Weller – Present

Staff Present:

Ed Booth, City Manager
Jenny L. Parham, City Clerk
Angela Stone, Assistant City Clerk
Scott Walker, City Attorney
Courtney Johnson, Assistant City Attorney
Joel Decoursey, Police Chief
Antoine Sheppard, Police Lieutenant
David Benton, Public Works Director
Amanda Rodriguez, CRA Executive Director

APPROVAL OF AGENDA:

Motion Commissioner Evans to approve the agenda as presented.
Second Commissioner Weller.
Motion carried 5-0.

APPROVAL OF MINUTES:

Motion Commissioner Weller to approve the minutes of January 28, 2016 and February 11, 2016 Commission Meeting.

Second Commissioner Evans.
Motion Carried 5 -0.

POLICE CHIEF JOEL DECOURSEY SWEARS IN JESSICA HALL AND DEREK LAMBERT AS POLICE CHAPLAINS.

Chief Decoursey gave a background on how this came about.

Chief Decoursey read the oath of office to Jessica Hall and Derek Lambert. The families of Ms. Hall and Mr. Lambert came forward to pin them as Chaplain of the High Springs Police Department.

Chaplin Hall thanked everyone for the opportunity to serve the community.

Chaplin Lambert thanked everyone for this opportunity to serve the community. He stated that he is blessed and humbled by this opportunity.

Officer Joy thanked Chaplin Hall and Chaplin Lambert for stepping up for this task.

Chief Decoursey thanked the commission for this opportunity and thanked the new Chaplains again.

PROCLAMATION DECLARING MARCH 2016 AS "BELIEVING IN GIRLS" MONTH.

Mayor Williams read the proclamation declaring March 2016 as "Believing in Girls" Month.

CONTINUED BUSINESS

DISCUSS CHANGING NW 231ST STREET BACK TO MARTIN LUTHER KING, JR.

Mr. Booth stated that we have found that the State has declared US HWYY 441 in High Springs and Alachua as Martin Luther King. Jr. Blvd. He suggested that we could put a brown sign in honor, for NW 231st Street.

Mr. Booth stated that he knows that in the past the street had this name, but it needed to be changed.

Mayor Williams stated US HWY 441 he thought that it was an honorary road. He stated that the businesses use US HWY441 not MLK Blvd.

Mayor Williams stated that there are specific guidelines for honorary streets.

Commissioner Evans asked if there will be a conflict having a named road and honorary road named the same.

Commissioner Weller states that the people that live on that street could not use the Martin Luther King as their street name, they would need to use the 911 address.

Motion Commissioner Jamison to have the City Attorney draft a Resolution designating NW 231st Street as an Honorary Road, Martin Luther King.

Second Commissioner Weller.

Yvonne Andrews spoke of other areas having Blvd. and Drives for Martin Luther King in the same area.

Commissioner Jamison spoke of how he feels that an Honorary Road is a little higher recognition.

Commissioner Jamison resended his Motion.
Second Commissioner Weller.

Consensus to have staff come back with more information in two weeks.

UNFINISHED BUSINESS

CONSIDER RESOLUTION 2016-D, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA, RENAMING WEST U.S. HIGHWAY 27 TO NW JUNCTION AVENUE IN THE CITY OF HIGH SPRINGS, FLORIDA; REPEALING ALL RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.

Attorney Johnson read Resolution 2016-D by title only.

Motion Commissioner Weller to approve Resolution 2016-D.
Second Commissioner Jamison.

Commissioner Evans stated since this has come up there has been a lot of negative feedback. He spoke of it not going all the way down to the bridge.

David Benton stated he met with E911 staff and they showed him where Junction Avenue would be, that it cannot go all the way to the bridge due to some property being in the city and some being in the county. He states it would stop where Graceworks is located.

Attorney Johnson stated that the resolution will need to be changed to reflect that this would not go all the way through.

Vice Mayor James stated that there have been some objections since we started talking about this change.

Attorney Walker stated it may be beneficial to have discussion with the County since there is additional city property. He recommended tabling for the County to be able to come and explain.

David Benton stated that just past the industrial park there is county property, and down by the Lions Club there is county property.

Johnny Sheppard asked why we want to change this; he states that in the past it was US HWY 27.

Commissioner Weller resended the Motion made and tabled this item to the next meeting with the understanding that there will be an explanation from the county on why we cannot extend the

name being proposed all the way out to the river, and to have staff see if the county could be present.
Second Commissioner Jamison.
Motion carried 5-0.

CITIZEN REQUESTS AND COMMENTS – ***FOR ISSUES NOT ON AGENDA*** *(PLEASE STATE NAME FOR THE RECORD –* ***LIMIT COMMENTS TO 5 MINUTES)***

Doris Wright states they feed the hungry at the Civic Center on Wednesdays and she would like to have a second mop to clean with. She spoke of debris on abandoned homes. She speaks of barking dogs on 180th. She spoke about Patricia Gardens and the need for it to be cleaned up.

Yvonne Andrews asked about having the pot holes fixed behind the Civic Center.

Bridgett Young spoke of speeding and traffic and traffic running the stop sign on what use to be SE 5th Street and also Railroad Avenue and would like speed bumps out there. She has sat outside her home and flagged to slow people down and have them stop at the stop sign. She is asking for the city's help. She states it is worse at night. She spoke of Lt. Sheppard stopping a person who ran this stop sign. Mr. Booth stated the Chief of Police will look into this.

Curtis Wade spoke of the road 266th off CR 340 and how bad the road is, would like to see something done about this. Spoke of burglaries at the farms out in this area, requested some street lighting for safety. Mr. Booth advised that this would need to be handled by the county and we will make sure to forward this information to them.

Mr. Barcia spoke of needing guidance on when his rezoning and when it will be on the agenda. Mr. Booth stated that the Attorney will have for the next agenda.

NEW BUSINESS

CONSIDER AWARDING BID FOR TREE REMOVAL.

Mr. Booth advised that the lowest bid was from Daughtry Tree Service, LLC for $6,900.00, which is well within the budgeted amount.

Motion Commissioner Evans to accept the bid from Daughtry Tree Service, LLC for Tree Removal.
Second Commissioner Jamison.
Motion carried. 5-0.

CONSIDER RESOLUTION 2016-B, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA, DETERMINING AND DECLARING CERTAIN REAL PROPERTY AS SURPLUS LOCATED IN THE CITY OF HIGH SPRINGS, FLORIDA; AND AUTHORIZINGTHE CITY MANAGER TO DISPOSE OF SAID PROPERTY THROUGH A SEALED BID COMPETITIVE PROCESS; REPEALING ALL

RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.

Attorney Johnson read Resolution 2016-B by title only.

Motion Commissioner Weller to approve Resolution 2016-B as read into the record. Second Vice Mayor James.

Commissioner Weller asked if we will be sending a letter to adjacent property owners. Mr. Booth advised that he will knock on their door. Commissioner Weller asked what if there was no one home. Mr. Booth stated he will have a letter for them.

Roll Call:

Commissioner Weller-yes
Mayor Williams-yes
Vice Mayor James-yes
Commissioner Evans-yes
Commissioner Jamison-yes

Motion carried 5-0.

CONSIDER RESOLUTION 2016-C, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA, DETERMINING AND DECLARING CERTAIN PROPERTY AS SURPLUS OWNED BY THE CITY OF HIGH SPRINGS, FLORIDA; AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF SAID PROPERTY THROUGH A COMPETITIVE PROCESS; REPEALING ALL RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE. (BUCKET TRUCK)

Attorney Johnson read Resolution 2016-C by title only.

Motion Vice Mayor James to approve Resolution 2016-C. Second Commissioner Weller.

Roll Call:

Commissioner Weller-yes
Mayor Williams-yes
Vice Mayor James-yes
Commissioner Evans-yes
Commissioner Jamison-yes

Motion carried 5-0.

UPDATE ON FARMER'S MARKET PAVILION

Mr. Booth advised that Monday they met with Rural Development. They agreed that the city will be getting a new architect. We are now aware of issues with the old plans and we will proceed. He states that the money is going to expire.

Mrs. Stull stated the new architect can be paid for by the grant since the original architect was not paid for by the grant.

REVIEW OF JANUARY 2016 FINANCIAL STATEMENTS.

Mr. Booth stated that we are right in line; he sees nothing with issues. Mr. Booth stated we are looking for additional funding for Fire Services from the county.

CITY ATTORNEY REPORT/UPDATE

Attorney Johnson stated she attended an Employment Law Conference this week.

Attorney Johnson advised that she will have the Tree Ordinance at next meeting.

CITY MANAGER REPORT/UPDATE

Gave an update on Rails to Trails project.

Advised that he and the Mayor will go and lobby for Springs Protection.

Advised of a water line project of getting city water to the Alachua County Recue 20 Station. He stated that staff will meet with County staff to discuss this project. He states that much of the costs will be incurred by the county.

Advised that the Water Line Replacement Project has gone to contract; which has gone to the State for approval. He states that we are right in line.

Advised that we are in the process of reducing the Chlorine in our water system. We are doing this slowly and testing on a weekly basis. He states that we are making sure it meets all the requirements.

Advised there is a sign in the old 60 N. Main Building that says El Patio Restaurant, they have not contacted the city as of yet.

Advised that we will have our first Code Board Meeting on March 1st.

COMMENTS AND CONCERNS:

COMMISSIONERS

Commissioner Evans stated the High Springs Community School had a bomb threat today. He stated the response was impressive and thanked our city staff and school staff. He stated that it went without a hitch.

Commissioner Jamison asked about the Playground Equipment. Mr. Booth stated it should be fixed within thirty days. Mrs. Stull stated it is single source and on State Contract so it will go quickly.

Commissioner Weller- Nothing at this time.

Vice Mayor James- Nothing at this time.

MAYOR

Mayor- Nothing at this time.

Motion Vice Mayor James to adjourn.
Second Commissioner Weller.
Mayor Williams adjourned the meeting at 7: 52 p.m.

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **FEBRUARY 25, 2016**

SUBJECT: **DISCUSS CHANGING NW 231ST STREET BACK TO MARTIN LUTHER KING, JR.**

AGENDA SECTION: **CONTINUED BUSINESS**

DEPARTMENT:

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION:

Summary

THIS ITEM WAS CONTINUED FROM THE FEBRUARY 25TH MEETING.

ATTACHMENTS:

REVIEWED BY CITY MANAGER: _____

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **MARCH 10, 2016**

SUBJECT: **CONSIDER RESOLUTION 2016-D, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA, RENAMING WEST U.S. HIGHWAY 27 TO NW JUNCTION AVENUE IN THE CITY OF HIGH SPRINGS, FLORIDA; REPEALING ALL RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.**

AGENDA SECTION: **CONTINUED BUSINESS**

DEPARTMENT:

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION:

Summary

DUE TO RE-ADDRESSING, FIRST AVENUE WAS RE-NAMED TO US HWY 27. THE CITY COMMISSION HELD A WORKSHOP ON JANUARY 12TH TO DISCUSS THE POSSIBILITY OF CHANGING HWY 27 TO A NAMED STREET. THE COMMISSION WILL NOW CONSIDER IF IT WILL REMAIN HWY 27 OR AN ASSIGNED NAME. THIS ITEM WAS CONTINUED FROM THE FEBRUARY 25TH MEETING.

ATTACHMENTS: **RESOLUTION 2016-D**

REVIEWED BY CITY MANAGER: _____

RESOLUTION NO 2016-D
CITY OF HIGH SPRINGS, FLORIDA

A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA, RENAMING WEST U.S. HIGHWAY 27 TO NW JUNCTION AVENUE IN THE CITY OF HIGH SPRINGS, FLORIDA; REPEALING ALL RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of High Springs is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166 of the Florida Statutes; and

WHEREAS, the City of High Springs passed Ordinance 2011-03 amending Chapter 66 of the High Springs Code of Ordinances establishing the procedure to rename streets located within the City of High Springs; and

WHEREAS, when the City ceased dispatch operations, it contracted with Alachua County for 911 services; and

WHEREAS, said contract required the renaming of certain streets within the City;

WHEREAS, the City Commission finds the street designation West U.S. Highway 27 to be a source of confusion in the City and desires to rename the street;

WHEREAS, the City Commission desires to rename West U.S. Highway 27 to NW Junction Avenue to celebrate the City's history of the railroad; and

WHEREAS, the City Commission finds it is in the best interest of the City of High Springs to rename West U.S. Highway 27 to NW Junction Avenue; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS, FLORIDA AS FOLLOWS:

SECTION ONE: The City has followed all of the guidelines enumerated in Ordinance 2011-03 for renaming a public street.

SECTION TWO: Henceforth, West U.S. Highway 27 shall be known as NW Junction Avenue.

SECTION THREE: The City Manager is hereby directed to forward a copy of this Resolution to Alachua County for entry into its 911 system.

SECTION FOUR: If any word, phrase, clause, paragraph, section or provision of this Resolution or the application hereof to any person or circumstances is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of the resolution which can be given

without the valid or unconstitutional provisions or application, and to this end the provisions of this Resolution are declared severable.

SECTION FIVE: All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION SIX: This Resolution shall become effective immediately upon final adoption.

ADOPTED, by an affirmative vote of a majority of a quorum present of the City Commission of the City of High Springs, Florida, at a regular meeting, this 10th day of March, 2016.

BY THE MAYOR OF THE CITY OF HIGH SPRINGS, FLORIDA:

Byran Williams, Mayor

ATTEST, BY THE CLERK OF THE
CITY COMMISSION OF THE CITY OF
HIGH SPRINGS, FLORIDA:

Jenny Parham, City Clerk

APPROVED AS TO FORM AND
LEGALITY:

S. Scott Walker, City Attorney

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **MARCH 10, 2016**

SUBJECT: **REVIEW AND CONSIDER APPROVAL OF LEASE AGREEMENT WITH THE HIGH SPRINGS HISTORICAL MUSEUM.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT:

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION:

Summary

THE CITY COMMISSION WILL CONSIDER APPROVAL OF A LEASE AGREEMENT WITH THE HIGH SPRINGS HISTORICAL MUSEUM TO LEASE THE GINNIE SPRINGS ROOM OF THE OLD HIGH SPRINGS ELEMENTARY SCHOOL AND COMMUNITY CENTER.

ATTACHMENTS: **LEASE AGREEMENT**

REVIEWED BY CITY MANAGER: _____

LEASE AGREEMENT

THIS LEASE AGREEMENT, dated this _____ day of _____, 2016, by and between the CITY OF HIGH SPRINGS, 110 NW 1st Avenue, a municipal corporation chartered under the laws of the State of Florida, hereinafter called "**CITY**" and the High Springs Historical Museum, hereinafter called "**LESSEE.**"

WITNESSETH:

1. **DESCRIPTION OF PREMISES:** That for an in consideration of the covenants and agreements herein contained and the rents reserved and to be paid by the Lessee to the City, the City has leased, let and rented, and by these presents does lease, let and rent unto the Lessees the following described property in High Springs, Alachua County, Florida, to-wit:

   Ginnie Springs Room located inside the Old High Springs Elementary School at address 23760 NW 187th Avenue.

2. **TERM:**

   A. **Initial Term:** The Lessee shall have the right to have and to hold the above described premises for a term of one (1) year (consisting of twelve (12) calendar months) commencing the _____day of _____, 2016 hereinafter referred to as the Initial Term, subject to the parties' rights to renew this lease upon the same terms and conditions as set forth herein and subject to earlier termination as herein provided.

   B. **Extension Option:** This lease shall automatically renew from year to year, unless either party gives written notice at least thirty (30) days prior to the then-current Expiration Date. Such cancellation and termination shall be without penalty to either party and shall be effective within thirty (30) days after one party gives written notice of termination to the other. However, the giving of such notice shall not release either the CITY or Lessee from full and faithful performance of all covenants of this Lease during the period between the giving of notice and the effective date of cancellation and termination.

3. **USE AND POSSESSION:** Lessee shall use the leased premises for the purposes for use as a museum. The Lessee agrees that the leased premises shall at no time be used for any unlawful purpose. CITY may at any reasonable time enter upon the leased premises by its agent for the purpose of inspecting the same. The CITY shall provide the Lessee with keys to the front door of the Old Elementary School and the Ginnie Springs Room. The Lessee shall have access to the premises during the hours of 10:00 am and 4:00 pm. The Lessee shall not lock the front door if any other individuals or groups are using the premises.

4. **RENTAL:** Lessee hereby covenant and agree to pay to the CITY, a yearly rent of Ten Dollars ($10.00), beginning on the commencement date of this Lease and continuing

continuing on the first day of each calendar year thereafter. Rent shall be paid to the CITY at the above listed address.

5. **UTILITIES:** CITY shall pay one hundred percent (100%) of the utilities and other services furnished to the premises for the term of this Lease, including but not limited to electricity, gas, water, garbage, sewage, and security monitoring.

6. **NOTICES:** For purpose of notice or demand, the respective parties shall be served by certified or registered mail, return receipt requested, addressed to the Lessee at their principal office address as set forth herein, and to the CITY at its principal office address as set forth herein.

7. **ALTERATIONS AND MAINTENANCE:** Lessee by occupancy hereunder, accepts the leased premises as being in good repair and condition and shall maintain the property in a clean and organized manner. This includes the restroom facilities and other common areas during times outside of regular City business hours, i.e. on Fridays, Saturdays, Sundays, and holidays. However, should any damage occur to any portion of the buildings by reason of the negligence of Lessee, its agents, servants, customers or employees, such damage shall be promptly repaired by Lessee at its expense. Lessee shall keep clean of all trash and litter of any kind on the inside of said premises and the grounds immediately surrounding the building. The Lessee shall not make any modifications to the premises without prior written approval from the City Manager. Any and all flowers, trees, and/or plants planted by the Lessee shall be maintained by the Lessee at its own expense.

8. **COMMON AREAS:** In using the premises, Lessee shall have limited access to the common areas. All decorations (i.e. posters on doors) in common areas, including the front lawn, shall be approved by the CITY prior to use by the Lessee. The Lessee, its agents, representatives, guests, visitors, invitees, and successors are prohibited from parking on the grass and shall ensure that guests of the Lessee shall park only in designated parking spaces. The Lessee shall not use or move any property belonging to the CITY without approval from appropriate CITY staff.

9. **TENANTS' INSURANCE REQUIREMENTS:** Lessee shall indemnify and hold harmless the CITY from and against all loss, damage, or claim of loss or damages suffered, sustained, incurred or claimed by any person, firm, or corporation because of damage to person or property sustained or alleged to have sustained while in, on, or about such premises, or as the result of Lessee use or occupation thereof. In addition, Lessee shall maintain liability insurance on all personnel. The Lessee at their own expense shall insure the improvements on the leased premises to the full insurable value thereof against fire and hazards covered by an extended coverage endorsement for the benefit of the CITY and the Lessee, each of whom shall be named in the policy or polices of insurance. Such insurance shall be written by a

company to be approved by the CITY, and the CITY shall be furnished with a copy of all insurance policies and with documentary evidence that the premiums on such policies are currently paid. In the event the improvements on the leased premises are damaged or destroyed by fire or other casualty, all of the proceeds of the insurance policies provided for above shall be used to immediately replace the improvements or repair the same.

10. **ASSIGNMENT AND SUBLEASE:** Lessee covenants and agrees not to encumber or assign this Lease or sublet all or any part of the leased premises without the written consent of the CITY.

11. **RELATIONSHIP WITH CITY:** Lessee, nor any of its representatives are considered a CITY employee or representative of the CITY, and shall not hold itself out as such. The Lessee does not have authority to approve use of the premises for other groups, organizations or individuals, without CITY approval. Any and all special events held or organized by the Lessee shall require the applicable special event permit from the CITY.

12. **TAXES:** The Lessee shall not be obligated to pay any taxes assessed against the leased premises during the term of this lease.

13. **CONSTRUCTION OF LANGUAGE:** The terms Lease, lease agreement or agreement shall be inclusive of each other, also to include renewals, extensions or modifications of the Lease. Words of any gender used in this Lease shall be held to include any other gender, and words in the singular shall be held to include the plural and the plural to include the singular, when the tense requires. The paragraph headings and title are not a part of this Lease and shall have no effect upon the construction or interpretation of any part hereof.

14. **SURRENDER OF PREMISES:** Lessee agree to surrender the premises at the end of the lease term to the CITY in good condition, allowing for reasonable use and wear and tear.

15. **TERMINATION:** In the event the Lessee shall fail to pay said rental, or any part thereof within ten (10) days after the same becomes due, or fail to perform and keep any of the covenants or obligations contained in this lease, or if the Lessee shall be adjudicated bankrupt or insolvent according to law, or shall make an assignment for the benefit of creditors, then and in any of said events, the CITY, after first giving the Lessee five (5) days written notice of its intention so to do, may at its continuing

option cancel this lease and forthwith lawfully enter upon the leased premises and possess the same and expel the Lessee and those claiming by, through or under the Lessee without being deemed guilty of any manner of trespass and without prejudice to any remedies which the CITY might otherwise have and the Lessee covenant that in the event of any such action by the CITY that the Lessee shall indemnify and save harmless the CITY from any loss, cost, damage, liability or expense incurred by the CITY by reason of any such action.

16. **SUCCESSORS AND ASSIGNS:** This Lease shall bind and insure to the benefit of the successors, assigns, heirs, executors, administrators and legal representatives of the parties hereto. The Lessee shall provide the CITY will a complete list of all board members of the Lessee with contact information.

17. **INFORMATION REPORTING:** The Lessee has a continuing duty to keep the City updated with information on board members of Lessee and the number of visitors to the Museum on a monthly basis.

18. **NON-WAIVER:** No waiver of any covenant or condition of this Lease by either party shall be deemed to imply or constitute a further waiver of the same covenant or condition of any other covenant or condition of this Lease.

19. **SPECIAL PROVISIONS:** In the event the CITY sells the demised premises, the purchaser shall take ownership of the property subject to the lease. In the event of sale, Lessee may cancel this lease upon consent of both parties.

20. **GOVERNING LAW:** This Lease is made in the State of Florida for property located in Florida, therefore it is agreed by the parties hereto that the Lease will be construed using the laws of the State of Florida.

21. **BINDING EFFECT:** This instrument is binding upon the CITY, and the Lessee, its heirs, successors, and permitted assigns.

22. **ATTORNEY FEES:** In the event of any action or proceeding brought by either party against the other under this Lease, the prevailing party shall be entitled to recover all costs and expenses including reasonable fees of its attorney's and such other actions or proceeding in such amount as the court may judge reasonable under the laws of the State of Florida.

IN WITNESS WHEREOF, the CITY OF HIGH SPRINGS and LESSEE have caused this instrument to be executed as of the date first above written by their respective officers or parties thereunto duly authorized.

Signed, Sealed and delivered
in our presence as witnesses:

_____
.....

_____
.....
As to Lessor

(Corporate Seal)

LESSOR:
CITY OF HIGH SPRINGS

By_____
Byran Williams, Mayor

ATTEST:

_____
Jenny Parham, City Clerk

High Springs Historical Museum

By: _____
....., President

_____
.....
_____
.....
As to Museum

ATTEST:

_____
.....Secretary

(Corporate Seal)

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **MARCH 10, 2016**

SUBJECT: **CONSIDER ORDINANCE 2016-02, AN ORDINANCE OF THE CITY OF HIGH SPRINGS ADOPTING A CITIZEN PETITION FORM; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT: **CITY CLERK**

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION: **ADOPTION OF ORDINANCE 2016-02 ON FIRST READING.**

Summary

THE CITY CHARTER GIVES ELECTORS THE RIGHT TO INITIATE CITY ORDINANCES IN ORDER TO ESTABLISH NEW ORDINANCES AND TO AMEND OR REPEAL EXISTING ORDINANCE BY PETITION. THE PETITION FORM MUST BE APPROVED BY ORDINANCE. ORDINANCE 2016-02 WILL APPROVE THE CITIZEN PETITION FORM.

ATTACHMENTS: **ORDINANCE 2016-02**

REVIEWED BY CITY MANAGER: _____

ORDINANCE NO. 2016-02

AN ORDINANCE OF THE CITY OF HIGH SPRINGS ADOPTING A CITIZEN PETITION FORM; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION

WHEREAS, Section 5.06 of the Charter of the High Springs allows electors of the City to initiate City ordinances in order to establish new ordinances and to amend or repeal existing ordinances upon petition by a number of electors qualified to vote equal to ten (10) percent of their total number in the City as a whole in the preceding general election; and

WHEREAS, the sponsor of the initiative ordinance shall submit the text of the proposed ordinance to the City Clerk, with the form on which signatures will be affixed, and shall obtain the approval of the City Clerk of such form; and

WHEREAS, the style and requirements of said form shall be specified by ordinance; and

WHEREAS, the City Commission desires to adopt such a Citizen Petition Form via ordinance; and

WHEREAS, the City Commission recognizes the importance of citizen participation in local government.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS:

Section 1: The Citizen Petition Form attached hereto and incorporated herein by referenced as **Exhibit A** is adopted as the Citizen Petition Form for the City of High Springs pursuant to Section 5.06 of the Charter of the City of High Springs.

Section 2: Any elector petitioning the City Commission shall complete the attached form and return to the City Clerk. The elector shall follow the procedure as outline in Section 5.06 of the Charter of the City of High Springs.

Section 3: EFFECTIVE DATE. This Ordinance shall take effect upon its passage at second and final reading.

Section 4: INCLUSION IN THE CODE, SCRIVENER'S ERROR. It is the intention of the City Commission of the City of High Springs, Florida, and it is hereby provided that the provisions of this Ordinance shall become and made part of the Code of Ordinances of the City of High Springs, Florida; that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "ordinance" may be changed to "section," "article," or other appropriate designation. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Manager or designee without public hearing, by filing a corrected or re-codified copy of the same with the City.

Section 5: CONFLICT. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6: SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the material adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

First reading was held on the _____ day of _____2016.

DONE THE SECOND READING, AND ADOPTED ON FINAL PASSAGE, by an affirmative vote of a majority of a quorum present of the City Commission of the City of High Springs, Florida, at a regular meeting, this _____ day of _____, 2016.

BY THE MAYOR OF THE CITY OF HIGH SPRINGS, FLORIDA

_____
Bryan Williams, Mayor

ATTEST, BY THE CLERK OF THE
CITY COMMISSION OF THE CITY OF
HIGH SPRINGS, FLORIDA:

_____
Jenny L. Parham, City Clerk

APPROVED AS TO FORM AND
LEGALITY:

_____
S. Scott Walker, City Attorney

CITY OF HIGH SPRINGS
CITIZEN PETITION FORM

Note:
**** All information on this form becomes a public record upon receipt by City Clerk.***
**** Per Florida law it is a first-degree misdemeanor, punishable as provided in s. 775.082 or 775.083, FS, to knowingly sign more than one petition for an issue.***
**** If all requested information on this form is not completed, the form will not be valid.***

I, _____, the undersigned, a registered voter
(Print name as it appears on your voter information card)

of the State of Florida and the City of High Springs, hereby petition to have the following item placed on the ballot for the _____, 20_____ election.

ORDINANCE TITLE:

ORDINANCE SUMMARY:

Registered Voter's Signature: _____ Date: _____

Voter's Date of Birth or Voter Registration Number: _____

Voter's Address: _____

SEE BACK OF FORM FOR SECTION 5.06 OF THE CITY CHARTER

COHS ELE16-01

Section 5.06 Citizens' Petition Initiative - Ordinances.

(a) Initiative. The electors of the City of High Springs shall have the right to initiate City ordinances in order to establish new ordinances and to amend or repeal existing ordinances upon petition by a number of electors qualified to vote equal to ten (10) percent of their total number in the City as a whole in the preceding general election.

(b) The sponsor of an initiative ordinance shall, prior to obtaining any signatures, submit the text of the proposed ordinance to the City Clerk, with the form on which signatures will be affixed, and shall obtain the approval of the City Clerk of such form. The style and requirements of such form shall be specified by ordinance. The beginning date of any petition drive shall commence upon the date of approval by the City Clerk of the form on which signatures will be affixed, and said drive shall terminate one hundred eighty (180) days after that date. In the event sufficient signatures are not acquired and submitted to the supervisor of elections during that one hundred eighty (180) day period, the petition initiative shall be rendered null and void and none of the signatures may be carried over onto another identical or similar petition. The sponsor shall submit signed and dated forms to the supervisor of elections and upon submission shall pay all fees as required by general law. The supervisor of elections shall within forty-five (45) days verify the signatures thereon.

(c) Within sixty (60) days after the requisite number of names have been verified by the supervisor of elections and reported to the City Commission, the City Commission shall notice and hold a public hearing on the proposed ordinance according to law and vote on it. If the City Commission fails to adopt the proposed ordinance, it shall, by resolution, call a referendum on the question of the adoption of the proposed ordinance to be held at the next general election occurring at least forty-five (45) days after the adoption of such resolution. If the question of the adoption of the proposed ordinance is approved by a majority of those registered electors voting on the question, the proposed ordinance shall be declared by resolution of the City Commission to be enacted and shall become effective on the date specified in the ordinance, or, if not so specified, on January 1 of the succeeding year. The City Commission shall not amend or repeal an ordinance adopted by initiative for a period of three (3) years after the effective date of such ordinance; except that during the second through third years, such an ordinance may be amended or repealed by the City Commission by an affirmative vote of at least four (4) of the five (5) City Commissioners.

(d) The right to initiate City ordinances shall not include ordinances establishing, amending or repealing the City budget, existing debt obligations, the comprehensive plan of the City, or the zoning or re-zoning of land.

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **MARCH 10, 2016**

SUBJECT: **CONSIDER A REQUEST BY ALLEN CHAPEL A.M.E. CHURCH TO PLACE DIRECTIONAL SIGNS ON US HWY 27 AND 441 AT N.W. 231ST ST.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT:

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION:

Summary

THE CITY COMMISSION WILL CONSIDER ALLOWING PLACEMENT OF OFF SITE DIRECTIONAL SIGNS AS REQUESTED BY ALLEN CHAPEL AME CHURCH.

ATTACHMENTS: **REQUEST**
PORTION OF LDC CONCERNING SIGNS

REVIEWED BY CITY MANAGER: _____

Allen Chapel A.M.E. Church

Post Office Box 1335
10 SE ML King Drive
High Springs, Florida 32655
386-454-3574 ph/386 454 0449fax
E-mail: allenchapelamec@aol.com
Bishop Adam J. Richardson, Presiding Prelate
Dr. Connie Speights Richardson, Episcopal Supervisor
Rev. Elizabeth Yates, Presiding Elder
Rev. James McDaniel, Senior Pastor

February 29, 2016

We are requesting authorization to place directional signs on Hwy 27 and Hwy 441 at 231 Street for our guests so they will know where to turn off to come to Allen Chapel Church. GPS and Google still says turn at Martin Luther King Drive. We would like to be able to tell them to look for the directional sign pointing to the church as they enter into High Springs.

Please allow us to place a directional sign at each of the locations cited above. Thank you.

Top of Form

Bottom of Form

18" x 24" Custom Time Frame (arrow symbol)

Choose your sign mounting system, accessories, and place your order

Choose a mounting system or accessories below. For help, click on the ? button. Add to Cart when you're done.

Allen Chapel
A.M.E. Church
High Springs

Order details

Product	Unit	Price	Quantity	Amount
Reflective Aluminum Sign	1 Sign	$30.95	4 Signs	$123.80
+ Sign set-up charge ?		$0.00		$0.00

SmartShield™ POF Laminate	? Unit	Price	Quantity	
Protect your sign against Vandalism and Graffiti				
SmartShield™ POF Laminate for 18" x 24" Sign - Protects your sign against Fading, Vandalism and Graffiti ?	1 Laminate	$16.95	4 Laminates	$67.80

Posts and Post Installers	? Unit	Price	Quantity
Mount your sign[s] onto one of these posts.			

ARTICLE VIII:

SIGNS

Article 8.00

SIGNS

08.01 PERMIT REQUIRED

Unless specifically exempt in accordance with Section 23.04 of this LDC, all signs must have a permit prior to construction or installation. Most signs will also require a building permit.

1) When a sign permit and building permits are both required, the building permit will serves as both.

2) All sign permit applications will be free of charge, unless they are also building permits, in which case standard building permit fees will apply.

08.02 DEFINITIONS

Advertising Balloon – an advertising balloon is any balloon, inflatable structure, or object of any size, containing a display or advertising, or used to direct attention to a place of business. See Figure 23.1

Bedpost Sign – a sign constructed so that the main body of the sign is suspended between two posts, with a gap not more then 24 inches between the bottom of the sign face and the ground. The sign may be single or double faced, with no separation between the two faces. See figure 23.2

Ground Mounted Sign – a sign that is constructed so that there no more than a 24 inch gap between the sign face and the ground. See figure 23.3

Ground Mounted Hanging Sign – a sign that is suspended from a single projecting arm, with no more than 24 inches between the bottom of the sign face and the ground. See Figure 23.4

Monument Sign – a sign constructed so that the base of the sign is at a minimum 10% larger then the Face of the sign, and has no gap between the sign face and the base, or between the base and the ground. See Figure 23.5

Pole Sign – a pole sign is a sign that is constructed so that the sign face is attached to a pole or poles, suspended above the ground. See Figure 23.6

Sandwich Sign – a sign composed of two halves, attached at the top, which form an "A" shape, and are self-supporting, or free standing, and are not attached to the ground or any other building or device. See Figure 23.7

Snipe Sign – a temporary sign, placed along a road or in front of a building, which is not specifically exempted in this code. These signs are typically constructed of lightweight, non-durable material, and affixed to the ground via wire frames implanted in the soil. These signs do not meet wind loading, and are not permanently affixed. See Figure 23.8

08.03 MEASUREMENT DETERMINATIONS

1) Distance between signs shall be measured along street rights of way from the closest parts of any two signs.

2) Facade area shall be measured by determining the area within a two dimensional geometric figure coinciding with the edges of the walls, windows, doors, parapets, marquees, and roof slopes of greater than 45 degrees that form a side of a building or unit.

   a) The area of a sign shall be the area within the smallest geometric figure, the sides of which touch the extreme points or edges of the sign face.

   b) Where a sign is composed of letters or pictures attached directly to the facade, window, door or marquee, and the letters or pictures are not enclosed by a border or trimming, the sign area shall be the area within the smallest geometric figure, the sides of which touch the extreme points of the letters or pictures.

   c) Where two sign faces of identical size and shape are placed back to back on a single sign structure, and the faces are at no point more than three feet apart, the area of the sign shall be counted as the area of one of the faces and shall be counted as one sign.

   d) Where a sign has four faces arranged in a square, rectangle or diamond, the area of the sign shall be the area of the two largest faces and shall be counted as two signs.

   e) Where a sign is in the form of a three dimensional object, the area shall be determined by drawing a geometric figure, the sides of which touch the extreme points or edges of the projected image of the sign, and multiplying that area by two. The projected image is that image created by tracing the largest possible two-dimensional outline of the sign.

3) Sign height shall be the vertical distance from the finished grade at the base of the supporting structure to the top of the sign, or its frame or supporting structure, whichever is higher.

08.04 EXEMPT SIGNS

The following signs are exempt from the operation of this LDC provided they are not placed or constructed to cause a hazard of any kind:

1) One Sandwich or snipe signs of six square feet or less, and signs that include no letters, symbols, logos or designs in excess of three inches in vertical or horizontal dimension, provided that such sign does not constitute a prohibited sign under Section 23.05 of this LDC. In addition to other lawful display, exempt signs defined in this subsection may be displayed from open of business to close of business, in a portable fashion on a public sidewalk or in front of the main entrance, or lawn of the business establishment advertised on the sign. The size of all such sidewalk signs shall be further governed by Section 23.02 2) c) above.

2) Signs erected on public property with the approval of the appropriate public agency owning or administering the property.

3) Signs not visible from the street or adjoining property.

4) Legal notices and official instruments.

5) Signs for governmental purposes.

6) Flags or insignias of governmental, religious, charitable, fraternal or other nonprofit organizations provided that the flag shall be in relation to the height of the flagpole and the maximum width of any flag shall be twenty percent of the total height of the flagpole. Flags Erected or authorized by the Municipality attached to governmental light fixtures, secured with appropriate devices. All Governmental or International flags must follow US Government Flag Regulations, or the appropriate International Flag regulations with regards to raising, lowering, and care.

7) Holiday lights and decorations that do not constitute advertising.

8) Merchandise displays behind storefront windows, provided no part of the display contains flashing lights.

9) Memorial signs or tablets, names of buildings, and dates of erection when cut into any masonry surface or when constructed of bronze or other incombustible materials and attached to the surface of the building.

10) Signs incorporated into machinery or equipment by a manufacturer or distributor, which identify or advertise only the product or services dispensed by the machine or equipment, such as would be customarily affixed to vending machines, newspaper racks, telephone booths and gasoline pumps.

11) Advertising and identifying signs attached or adhered to taxi cabs, buses, trailers, trucks or vehicle bumpers, excluding parked vehicles whose primary purpose is advertising.

12) Public warning signs to indicate the dangers of trespassing, swimming, animals or similar hazards.

13) Works of art that do not constitute advertising.

14) Signs carried by a person so long as the sign's message does not constitute advertising.

15) Temporary Campaign Signs.

16) Vehicle Tow-Away signs pursuant to Florida Statutes 715.07

17 "Open" signs, so long as they are 4 sq. ft. or less, and are of a steady illumination and do not flash, blink, move, or appear to be animated and so long as they are clearly designed to show the establishment is open, and constitute no other form of advertising. These signs may be illuminates from the open of business, to the close of business.

18) Open Flags, so long as these flags are attached to an appropriately weighted base, and are displayed from the open of business, to the close of business, in a portable fashion on a public sidewalk in front of the main entrance, or in front of the main entrance, or lawn of the business establishment, are clearly designed to show the establishment is open, constitute no other form of advertising, and do not interfere with the use of the sidewalk or impede pedestrian or any form of vehicular traffic.

08.05 PROHIBITED SIGNS

1) It shall be unlawful to erect or maintain any sign not expressly authorized by or exempted from this LDC.

2) The following signs are expressly prohibited unless exempted by Section 23.04 of this LDC or expressly authorized in Section 23.06 and 23.07 of this LDC:

   a) Off site signs except as specifically permitted herein;

   b) Signs that move, revolve, are animated or appear to move, revolve or be animated, without limiting the foregoing: streamers, animated display boards, pennants, propellers spinners, and advertising balloons;

   c) Electronic display or projection signs that change their message more than one time every 30 min.

   d) Signs using light other than illuminated signs specifically permitted in this LDC (Section 23.09);

   e) Signs that emit noise, odor, smoke or steam;

   f) Portable signs;

   g) Snipe signs unless otherwise permitted in this LDC;

   h) Signs displaying copy harmful to minors;

   i) Signs which obstruct or impair vision of motorists, cyclists, or pedestrians, or which interfere with entrances, exits or safety equipment;

   k) Signs that project beyond the parapet of a roof line, or above the horizontal line of a flat roof;

   l) Banners except as permitted in section 23.06.

08.06 PERMITTED TEMPORARY SIGNS

1) Temporary signs shall be generally permitted in all of those locations where permanent signs are permitted, but no temporary signs shall be permitted for a period of more than 60 days unless otherwise stated herein.

2) Temporary signs may be used for the following types of advertisement:

   a) To indicate that an owner, either personally or through an agent, is actively attempting to sell, rent or lease the property on which the sign is located. There shall be no time limit for the temporary sign as long as the owner is actively attempting to sell, rent or lease the property.

   b) To indicate the grand opening of a business. The temporary sign may be erected for a period not exceeding. 30 days in total, both before and after grand opening, within the first 60 days of issuance of the business license.

c) To identify construction in progress. The signs shall not be erected earlier than 60 days before commencement of construction, and shall be removed no later than 60 days after construction is completed or discontinued.

d) To announce or advertise temporary uses such as fairs, carnivals, circuses, revivals, sporting events, etc. Such temporary signs shall be placed not more than ten days before such event and shall be removed within five days after the event.

e) One Snipe Sign may be displayed by each commercial business to announce a sale, new items, specials, or similar such events from open of business to close of business. These signs must be displayed on site, and may not be placed in any City or State Right-of-Way.

3) Banner signs shall require a banner permit, shall be no larger then 32 sq. ft., shall be constructed of a flexible sturdy material and attached to a building or other permanent structure with one quarter inch or more in diameter cord or rope, and shall be used to advertise the following activities only:

a) To indicate the grand opening of a business. The banner sign may be erected for a period not exceeding 30 days in total, both before and after grand opening, within the first 60 days of issuance of the business license.

b) For special events held by a religious or not for profit entity not to exceed 30 days before the even begins, and 5 days after the event has passed. Each not-for profit organization or entity shall be limited to a total of 70 days of banner sign display per calendar year.

c) For the advertisement of businesses that sponsor sporting events as long as those banners face into the field of play. These signs would be exempt from the time limitations stated in section 23.06 1) of this LDC, and would be permitted for a period not to exceed 6 month.

4) Garage Sale Signs, of six sq. ft. or less, not attached in anyway to any streetlamp, street sign, telephone pole, fire hydrant, shade tree, railway, bridge, pavement, sidewalk, crosswalk, public building or property. Signs may not be posted more than 24 hours before the event, and must be removed 24 hours after the event. Signs must contain the address of the property hosting the garage sale. These signs would be exempt from section 23.01, and would not require a permit.

08.07 PERMITTED PERMANENT SIGNS

Ground Signs & Building signs. The area, spacing and height of accessory signs for each occupant shall be determined according to the following:

1) Free Standing Signs:

I) Downtown Sign District

a) Signs are limited to 48 sq. ft. and a maximum height of 6 ft.

b) Signs are limited to the following types:

i) Monument signs

ii) Bedpost signs

iii) Ground Mounted sign

iiii) Ground Mounted Hanging sign

II) Neighborhood Commercial Areas

a) Signs are limited to 48 sq. ft. and a maximum height of 6 ft.

b) Signs are limited to the following types:

i) Monument signs

ii) Bedpost signs

iii) Ground Mounted signs

iiii) Ground Mounted Hanging signs

III) Highway Sign District/ Designated Industrial Parks

a) Signs are limited to 80 sq. ft. and a maximum height of 10 ft. for ground signs and 18 ft. for pole type signs (measured from the top of the sign)

b) Signs are limited to the following types:

i) Monument signs

ii) Bedpost signs

iii) Ground Mounted signs

iv) <u>Ground Mounted Hanging Signs</u>

v) <u>Pole Signs</u>

IV) Number of Free Standing Signs

a) Each property with 300 ft. of road frontage or more along a single street may have an additional free standing sign, which will be limited to the standards listed above.

b) Properties with more than one road frontage may not combine the frontages to achieve the 300 ft length required for 2 signs on the same road frontage.

c) Properties with multiple road frontages may have one sign per frontage

Building signs: If a building has frontage on two or more streets, each frontage shall separately be considered for the purpose of determining compliance with the provisions of these regulations, and the permitted sign area for one frontage may not be combined with that permitted for another frontage to increase the permitted sign area on one frontage.

2) Building signs.

a) Subject to the design criteria of this LDC, no building sign shall project beyond the parapet of a roof line, or above the horizontal line of a flat roof. A building sign may be attached flat to a sloped roof, as long as such sign has met the State of Florida Building Code requirements.

b) Each multiple occupancy complex may display one permanent building sign on each side of the principal building or buildings on which the complex is located, not to exceed a sign area of up to ten percent of the facade area of each building side, or one hundred square feet, whichever is smaller.

c) Each occupant of a multiple occupancy complex may display two permanent building signs on any exterior portion of a complex that is part of the occupant's unit, not to exceed a combined sign area of 15 percent of the facade area of such exterior portion or one hundred square feet, whichever is smaller.

d) Building signs for multiple occupancy complexes constructed or remodeled after the effective date of this LDC shall conform to an approved sign format. The sign format shall be included as a submittal for authorization to erect such a sign and shall be maintained on file with the Zoning Administrator. The format shall be presented in a plan or sketch, together with written specifications in sufficient detail to enable the authorization of signs based on the specifications. At a minimum, the sign format shall specify the types of signs and dimensions that will be permitted for each occupant within the complex. The sign format shall also be of common design elements such as placement, color, shape or style of lettering, which lend unified appearance to the signs of the occupants within the complex. The sign format may only be modified with the approval of the Zoning Administrator upon submission of a revised plan and specifications detailing the revised format. The Sign Submittal must also include all necessary documentation as required for a Building Permit.

e) Each occupant not located in a multiple occupancy complex may display two permanent building signs on each side of the principal building on which the occupancy is located, not to exceed a total combined sign area for each building side of ten percent of the facade area of the building side or one hundred square feet, whichever is smaller.

f) For signs in the Downtown Sign District, internally illuminated signs shall be limited to 48 sq. ft. for each stand alone building or each occupant in a multiple occupancy complex not required to have an approved sign format pursuant to paragraph d) above.

3) Time, temperature, date signs are permitted as permanent signs on commercially developed parcels notwithstanding the general prohibition on changing signs. These signs may only display numerical information in an easy comprehensible way and shall be kept accurate. They may be ground or building signs, are subject to the regulations applicable to such signs, and shall be counted as part of the establishment's allowable sign area.

4) Directional signs limited in area to four square feet giving directions to motorists regarding the location of parking areas and access drives shall be permitted as permanent accessory signs on all parcels and shall not be counted as part of an establishment's allowable area.

5) Signs at entrances to residential developments, farms, and ranches:

a) One sign is permitted at each entrance to the development, farm or ranch from each abutting street. The sign may be a single sign with two faces of equal size or may be two single-faced signs of equal size located on each side of the entrance. No face of the sign shall exceed 32 square feet in size and, if illuminated, shall be by a steady light only.

b) Such signs shall be maintained perpetually by the developer, the owner of the sign, or a permanent homeowners association legally accountable under a maintenance arrangement approved by the Zoning Administrator. If no person or entity accepts, and continues responsibility to maintain the signs, and no other provision has been made for the maintenance of such signs, the signs shall be removed by the City.

c) Public utility signs which identify the location of underground utility lines and facilities, high voltage lines and facilities, and other utility facilities and appurtenances are permitted as long as the sign and sign structure meet the following limitations:

1) The maximum height shall be three feet;

2) The sign face shall not exceed one half square foot;

3) Signs identifying the same facility shall be spaced at least two hundred feet apart;

4) The sign face shall not exceed the width of the sign structure;

5) Signs shall not be clustered at street corners unless required because of directional change to underground utility lines.

08.08 COMPLIANCE WITH BUILDING AND ELECTRICAL CODES REQUIRED, MINIMUM MAINTENANCE REQUIRED

1) All permanent signs and the illumination thereof, shall be designed, constructed and maintained in conformity with applicable provisions of the building and electrical codes adopted by the City.

1) All nonconforming signs, for businesses that are closed for a period of more than 6 months, must be removed by the property owner.

2) All signs are required to be maintained in a safe and presentable manner, and are the responsibility of the property owner to maintain signs so that they are not detraction from the commercial district. Signs that are neglected to the point where safety may be a concern, the City shall have the ability to remove signs that are deemed unsafe.

3) Enforcement of this section shall be by Codes Enforcement Process.

08.09 ILLUMINATION STANDARDS

1) Sign lighting may not be designed or located to cause confusion with traffic lights, or to shine directly onto an adjoining property or into the eyes of motorists or pedestrians using or entering public streets. Illuminated signs must have a steady illumination and may not flash, blink, mover, or appear to be animated.

08.10 PLACEMENT & SIZE STANDARDS

1) No sign may be located within the vision triangle as specified in the High Springs Manual of Design and Development Standards, except those for official or governmental purposes.

2) No signs or sign structures shall be placed in or upon a public right of way or public easement, except under the terms of the lease between the owner of the easement and the owner of the sign.

3) For pole signs, the following design conditions must be met:

   a) The bottom of the sign must be at least eight (8) feet above the highest crown of any adjacent street.

   b) The sign must be supported by not more than two structures that do not exceed eight (8) inches each in diameter.

08.11 CLEARANCE STANDARDS

1) All signs over pedestrian ways shall provide a minimum of 7 feet 6 inches of clearance.

2) All signs over vehicular ways shall provide a minimum of 13 feet 6 inches of clearance.

08.12 RELATIONSHIP TO BUILDING FEATURES

A building sign shall not extend beyond any edge of the surface to which it is attached, nor disrupt a major architectural feature of the building.

08.13 MAXIMUM WINDOW COVERAGE

The combined area of permanent and temporary signs placed on or behind windows shall not exceed 25 percent of the total window area at the same floor level on the side of the building or unit upon which the sign is displayed.

08.15 SIGN PERMITS

Sign permitting shall be governed by the requirements of Section 27.04 16) of this LDC.

08.16 NONCONFORMING SIGNS

For Nonconforming Signs, see Section 3.04 1) d) of this LDC.

08.17 SIGNS WITH HISTORIC SIGNIFICANCE

For Signs with Historic Significance, see Section 18.02 of this LDC.

Figure 23.1
Advertising Balloon

Figure 23.2
Bedpost Sign

Figure 23.3
Ground Sign

Figure 23.4
Ground Mounted Hanging Sign

FIGURE 23.7
Sandwich Sign

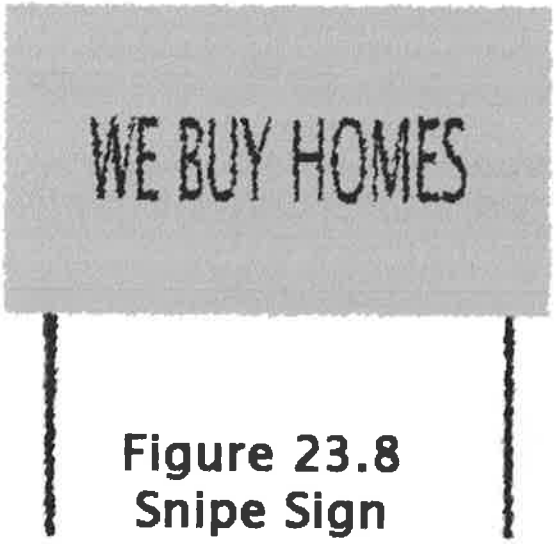
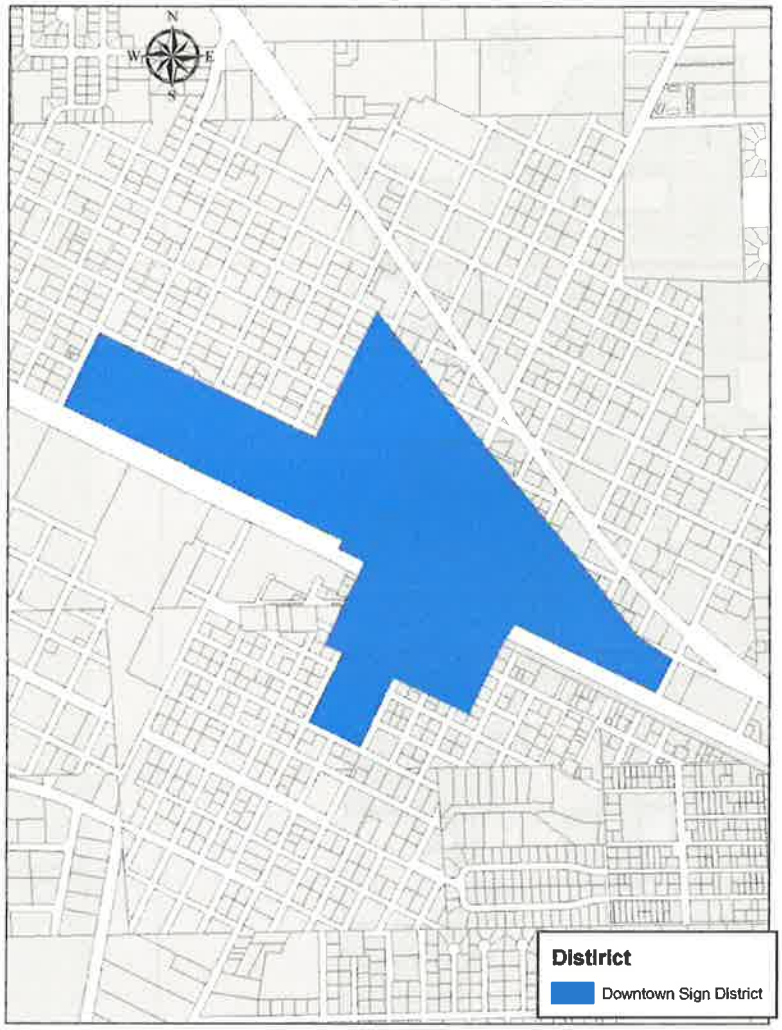


Figure 23.8
Snipe Sign

Downtown Sign District



Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **MARCH 10, 2016**

SUBJECT: **APPOINT MEMBERS TO THE CHARTER REVIEW BOARD.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT:

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION:

Summary

THE CITY CHARTER REQUIRES THE APPOINTMENT OF A FIVE MEMBER CHARTER REVIEW BOARD IN MARCH OF THIS YEAR AND EVERY EIGHT YEARS THEREAFTER. THE PURPOSE OF THE BOARD IS TO REVIEW THE CHARTER AND MAKE RECOMMENDATIONS TO THE CITY COMMISSION ON ANY REVISIONS OR AMENDMENTS THEY FEEL ARE NEEDED. THE COMMISSION SHALL CONSIDER THE RECOMMENDATIONS AND PLACE THOSE THEY DEEM APPROPRIATE ON THE BALLOT FOR THE NOVEMBER 8TH ELECTION.

ATTACHMENTS: **AD**

REVIEWED BY CITY MANAGER: _____

CITY OF HIGH SPRINGS
HIGH SPRINGS CHARTER REVIEW BOARD

The City of High Springs is currently accepting applications for the appointment of five members to the High Springs Charter Review Board. The purpose of the Board will be to review the City Charter and make recommendations to the City Commission of any alterations, revisions and amendments to the Charter .

Applications may be obtained Monday through Thursday: 7:30 - 6:00, from City Hall, 110 NW 1st Avenue, High Springs, Florida 32643 or on our website www.highsprings.us. Applications accepted through March 1, 2016. Members will be appointed by the City Commission at the March 10, 2016 City Commission meeting.

Publish: Display Ad
Alachua Today – February 11 & 18, 2016

TIMELINE: ADVERTISE FOR MEMBERS IN FEBRUARY
APPOINT MEMBERS FIRST MEETING IN MARCH
BOARD MAKES RECOMMENDATIONS BY JUNE 8TH
MEMBER'S TERM EXPIRES JUNE 18TH

Section 5.01 Charter Amendments and Charter Review.

This Charter may be amended in accordance with the provisions for Charter Amendments as specified in the Municipal Home Rule Powers Act, Chapter 166, Florida Statutes, or its successor. The form, content, and certification of any petition to amend shall be established by ordinance.

In March 2016, and at least every eight (8) years thereafter, the Commission shall appoint a charter review board consisting of five (5) electors of the City holding no other office, appointment or employment in the government of the City of High Springs except on advisory bodies of the City. Such board shall review the Charter, and within ninety (90) days after such appointment, recommend to the Commission such alterations, revisions, and amendments, if any, to this Charter, as in its judgment are desirable. The City Commission shall review the recommended alterations, revisions and amendments, and shall submit such amendments as it deems appropriate to the electorate at the next general election or special election set by the Commission. The term of a member's appointment to the Charter review board shall expire ten (10) days after the recommended alterations, revisions, and amendments are submitted to the City Commission. The members appointed to said board shall serve without compensation.

About Farm to Family Music Festivals

The Farm to Family Full Moon Music Festival is a four-day event that is held each summer and fall during the full moon. The Farm to Family Festival's home is at All-Tech Raceway Park, a beautiful venue that is near I-75 and is convenient to Gainesville, Lake City, and High Springs. The park can accommodate day attendees and campers and also offers RV spaces.

Farm to Family Festivals feature original music from a variety of genres, so there's something for everyone: bluegrass, reggae, rock-n-roll, folk and a late night Bill Monroe Shrine! The show has become established as a destination for a wide selection of music lovers who come from Gainesville, all of Alachua, Columbia and Gilchrist Counties, as well as satellite communities. Ticket sales typically include Jacksonville, Tallahassee, Orlando and Tampa, but the core group of attendees are North Central Florida residents.

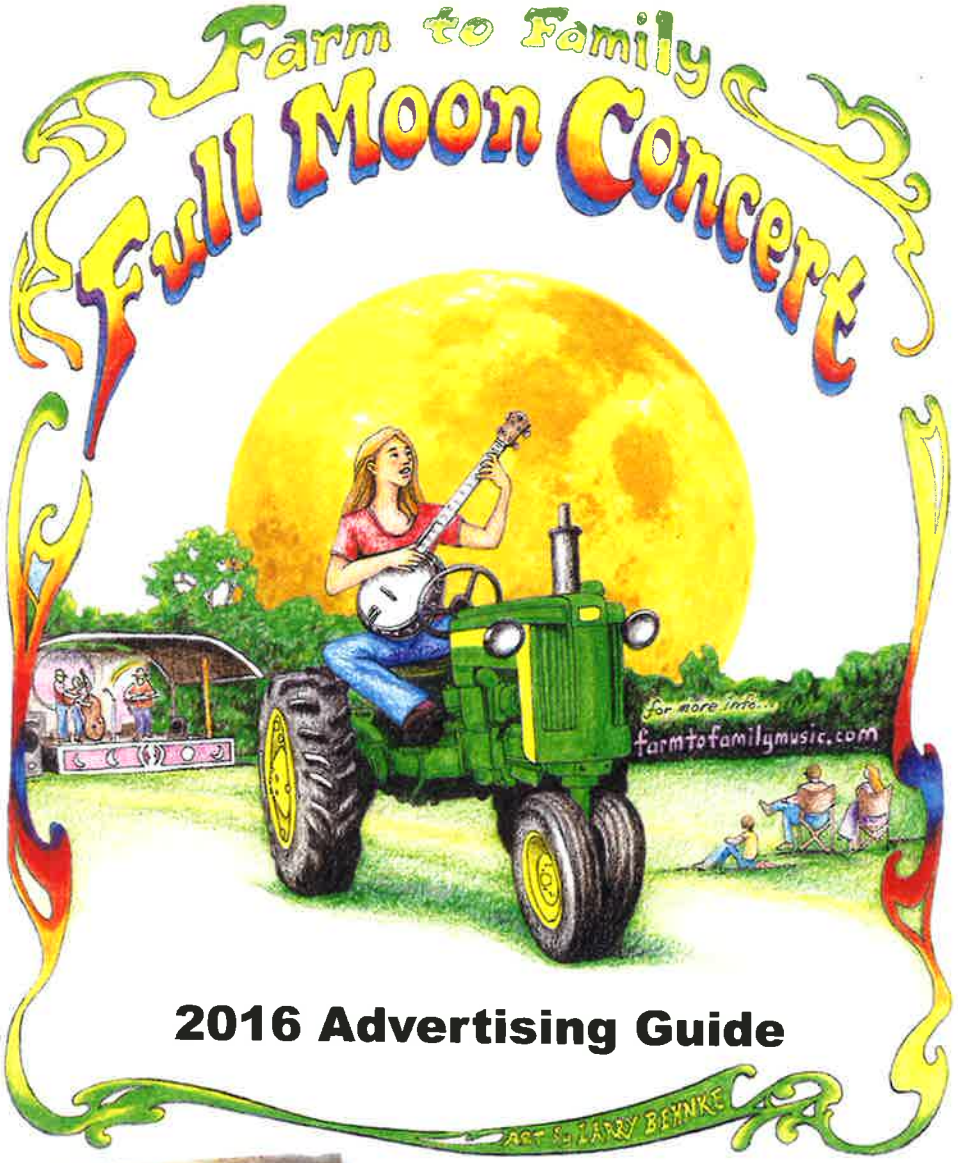
Advertising in the Farm to Family event program is a wonderful way to reach festival-goers from near and far to get their attention while they're here for the show and by including your website and facebook info for future contact. Featuring color front, back and inside covers, with grayscale inside pages, this booklet is a guide for the complete four day event and a keepsake for attendees to revisit great memories. Each Farm to Family event program will have a minimum of 500 printed booklets and includes the event map, lineup, food vendors, as well as band and musician write-ups and featured stories about our area by local writers. The actual number of programs printed depends entirely on advertising sales, so your support is imperative for us to continue to provide this resource and souvenir for our festival-goers.

Our Spring Show in April 2015 had excellent attendance. Charitable donations from ticket sales will benefit ***Our Santa Fe River***. With steadily increasing attendance and the promise of growth, the Farm to Family festivals have a loyal audience. The F2F event program reaches a diverse group of North Central Florida residents. Approximately 25% of ticket sales were from guests who traveled more than 50 miles to the event. The 18-35 year old demographic and their families account for about half of concert-goers, with the remainder of the music lovers in the 36 and over group This is a great opportunity to reach your new customers at our next festival *and* to show your support for a beloved local event.

To Advertise, Please Call:

Daniel Hime, Account Executive	352.226.1689
Chris Newman, Account Executive	352.231.6890
Raven Smith, Account Executive	386.454.2548
Moe Erickson, Account Executive	352.215.3856
Linda Heyl, Account Executive	321.223.8267
Cindy Oatman, Account Executive	352.812.4655
Andrea Davis, Account Executive	352.949.2066
Althea Thomas, Account Executive	813.422.1853
Lynne Ellison, Account Executive	352.472.5333
Theresa White Field, Account Executive	386.853.1005
Sanna Saare, Advertising Manager, Graphic Artist	386.454.9890
Don Appelbaum, Event Organizer	386.462.1701

FarmToFamily.com



2016 Advertising Guide

Our gratitude to the anonymous artist(s) who left this for us

Inside:
Advertising Guide
Ad sizes & costs
Artwork Requirements

Insert:
Advertising Contract

On the Back:
About Farm to Family Festivals
Advertising Contact/Phone list

Advertiser Contact Info

Name: _____

Primary Contact: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Phone: ( ) _____

Email: _____

PLEASE PRINT CLEARLY

Ad Sizes - Grayscale *(Black & White)*	Artwork by *(Circle One)*
____ Eighth page (2.44"W x 1.9"H) **$44**	Advertiser or F2F
____ Business card *(see requirements on back)* **$55**	Advertiser or F2F
____ Quarter page (2.44"W x 3.88"H) **$77**	Advertiser or F2F
____ Vertical (1.375"W x 8"H) **$95**	Advertiser or F2F
____ Half page (5"W x 3.88"H) **$133**	Advertiser or F2F
____ Full page (5"W x 8"H) **$270**	Advertiser or F2F

Ad Sizes - Color

____ Full page (5"W x 8"H) **$322**
IFC, IBC, Back Cover - ***Full Color*** — Advertiser or F2F

Total: _____

Please make checks payable to Farm to Family

Advertiser Signature

_____

Artwork Due Dates

Two ways to create your ad: 1) You provide the artwork (see art requirements in the advertising guide) or 2) Farm to Family Advertising Team will create your ad for *no additional charge*. Renewals and Camera Ready Art (provided by the advertiser) must be in no later than April 11, 2016 To have the Farm to Family Advertising Team create your ad, all text and logos must be received by April 9, 2016. This will allow our graphic artist the time to create your ad and make revisions, as well as provide proofs in time for the print deadline. Advertiser provides text, logo and other art files via CD, jump drive or email to sannagraphics@yahoo.com. Questions? Call your Account Executive

Full Page Ad - 5" x 8"

PLACEMENT

Back Cover, IFC, IBC (*Full Color*): $322

Art Requirements:

Camera Ready Art for Back Cover, IFC, IBC:
Full Color, CMYK,
5" x 8" vector or 300 dpi

Half Page Ad - $133
5" x 3.88"

Art Requirements

Camera Ready Art:
Grayscale, 5" x 3.88"
vector or 300 dpi

Quarter Page Ad - $77
2.44" x 3.88"

Art Requirements

Camera Ready Art:
Grayscale, 2.44" x 3.88"
vector or 300 dpi

Eighth Page Ad - $44
2.44" x 1.9"

Art Requirements

Camera Ready Art:
Grayscale, 2.44" x 1.9"
vector or 300 dpi

Please make checks payable to

Farm to Family
26034 NW 157th Street
Alachua, FL 32615