



**CITY OF BELLE ISLE, FLORIDA  
CITY COUNCIL AGENDA ITEM COVER SHEET**

**Meeting Date:** July 18, 2017

**To:** Honorable Mayor and City Council Members

**From:** B. Francis, City Manager

**Subject:** Special Events Committee

**Background:** The City Council created a Special Events Committee and directed the City staff to advertise for members. The City did this twice. A total of six people expressed interest, and the City received four applications (Holly Bobrowski, Cindy Lance, Lora Brannan, and Renee Guadalupe). Since Mayor Pisano has experience in coordinating special events, it is recommended she be appointed to the Committee.

**Staff Recommendation:** The requirement for initial terms is to appoint 4 members to 3-year terms and 3 members to 2-year terms. Council should appoint the applicants for the following terms:

Mayor Pisano	3 year term
Renee Guadalupe	3 year term
Lora Brannan	3 year term
Holly Bobrowski	2 year term
Cindy Lance	2 year term

**Suggested Motion:** I move that we appoint the following members to the Special Events Committee for the following terms:

Mayor Pisano	3 year term
Renee Guadalupe	3 year term
Lora Brannan	3 year term
Holly Bobrowski	2 year term
Cindy Lance	2 year term

**Alternatives:** Do not appoint any or all of the applicants and continue to seek others on the Committee.

**Fiscal Impact:** The City has budgeted \$8,000 to the Special Events line item in the Budget.

**Attachments:** Special Events Committee policy, applications of Holly Bobrowski, Cindy Lance, Lora Brannan, and Renee Guadalupe



# special events committee

## CITY OF BELLE ISLE SPECIAL EVENTS COMMITTEE MEMBERSHIP APPLICATION

The Special Events Committee's purpose is to organize, plan and prepare for "special events" that the City can either host or attend. If you are interested in becoming part of this committee, please email Yolanda Quiceno, City Clerk a completed application at [yquiceno@belleislefl.gov](mailto:yquiceno@belleislefl.gov).

Name: Renee Guadalupe

Home Address: 5010 Gramont Ave. Belle Isle, FL 32812

Home Phone: \_\_\_\_\_ Cell Phone: 407-230-1004

Email: rguad08@gmail.com Fax: \_\_\_\_\_

- Will you have time to fulfill the duties of this committee?  Yes  No
- Are you able to attend the necessary meetings?  Yes  No
- Describe your community involvement experience and or any special expertise you have which would be applicable to this committee.

I have years of corporate experience in marketing. I have planned and executed grand opening events, kick-off meetings and rallies. I have a bachelors degree in Business. I'm very organized and I enjoy working with people.

- Describe why you are interested in serving on the Special Events Committee:  
My family has lived in Belle Isle for a few years now and we love the community and the people. I would very much like to be contribute to the events that help bring this community together and make it an enjoyable place to live.

By signing below, you are affirming to the best of your knowledge that the information you have provided on this form is true and complete.

Signature: Renee Guadalupe

Date: 6/28/17



# special events committee

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Name: Cynthia G. Lance  
Home Address: 3401 Trentwood Blvd.  
Home Phone: 407-855-8616 Cell Phone: 321-388-7075  
Email: icglance@bellsouth.net Fax: \_\_\_\_\_

1. Will you have time to fulfill the duties of this committee?  Yes  No
2. Are you able to attend the necessary meetings?  Yes  No
3. Describe your community involvement experience and or any special expertise you have which would be applicable to this committee.

Attendance at most City events & meetings  
Administrator of "Belle Isle, Conway, Edgewood, Pine Castle  
Calendar of Local Events" Facebook page  
(Alternate) President of Pine Castle Woman's Club, member of  
Pine Castle Historical Society

4. Describe why you are interested in serving on the Special Events Committee:  
I love community involvement & want to help  
organize events that will bring the community  
together for activities that encourage socialization.  
Also, I want to be involved in events that offer  
help & support for community members in need i.e.  
elderly, special needs & economically challenged.

By signing below, you are affirming to the best of your knowledge that the information you have provided on this form is true and complete.

Signature: Cynthia G. Lance Date: 7/12/17



# special events committee

## CITY OF BELLE ISLE

### SPECIAL EVENTS COMMITTEE MEMBERSHIP APPLICATION

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Name: Lora Brannan

Home Address: 7414 Lake Drive, Orlando, 32809

Home Phone: \_\_\_\_\_ Cell Phone: 407.484.2882

Email: lorastev@aol.com Fax: \_\_\_\_\_

1. Will you have time to fulfill the duties of this committee?  Yes  No
2. Are you able to attend the necessary meetings?  Yes  No
3. Describe your community involvement experience and or any special expertise you have which would be applicable to this committee.

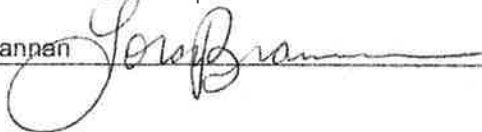
As a public high school teacher I have had to reach out to the community with information regarding academic concerns, and as a track coach I had to reach out to the community for support.

I understand that there are many conflicting concerns and opinions involved so I do my best to remain impartial and focus on what is best for the goals established.

4. Describe why you are interested in serving on the Special Events Committee:

I believe Belle Isle is a great place to live and raise my two boys. I want to be a part of connecting the community through special events; however, I do want to see more than events. I would like to see events become part of the culture and shared Belle Isle experience. For example, when we drive by the park on Matchett my boys remind me about the Easter Egg hunt they participated in this past April. They will remember this experience for years to come.

By signing below, you are affirming to the best of your knowledge that the information you have provided on this form is true and complete.

Signature: Lora Brannan 

Date: 7.7.2017



# special events committee

## CITY OF BELLE ISLE SPECIAL EVENTS COMMITTEE MEMBERSHIP APPLICATION

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Name: HOLLY BOBROWSKI  
Home Address: 2400 HOFFNER AVE BELLE ISLE 32809  
Home Phone: 407-826-3536 Cell Phone: 407-340-9131  
Email: hbobrowski@aol.com Fax: \_\_\_\_\_

1. Will you have time to fulfill the duties of this committee?  Yes  No
2. Are you able to attend the necessary meetings?  Yes  No
3. Describe your community involvement experience and or any special expertise you have which would be applicable to this committee.

CHAIRMAN - Belle ISLE TREE BOARD  
Belle ISLE Toy DRIVE - 6 YEARS.  
PAST STATE CONVENTION CHAIRMAN - TEENAGE REPUBLICANS  
AUCTION ORGANIZER FOR VARIOUS CHARITIES.

Describe why you are interested in serving on the Special Events Committee:  
THIS WOULD BE ONE MORE WAY FOR ME TO  
GIVE BACK TO MY COMMUNITY. AND PROMOTE  
CITIZEN INVOLVEMENT.

By signing below, you are affirming to the best of your knowledge that the information you have provided on this form is true and complete.

Signature: Holly A Bobrowski Date: 6/29/2017



# special events committee

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## CITY OF BELLE ISLE SPECIAL EVENTS COMMITTEE POLICY

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**INTRODUCTION:** The purpose of this document is establish a Special Events Committee to outline the procedures required to hold a City of Belle Isle sponsored festival or special event on City property and to insure the events are carried out in accordance with the provision in Chapter 26, Article II of the Belle Isle Municipal Code.

**COMMITTEE MEMBERS:** The Special Events Committee is formed by the City Council under Section 2-54 of the Belle Isle Municipal Code. The Committee shall consist of a Chair, Vice-Chair, and 5 other members who will be appointed by the City Council. Members appointed by the Council may be at-large appointments. Members will serve three-year terms with the exception that the first appointments will be four 3-year terms and 3 2-year terms to provide for staggered terms and allow for continuity of membership.

**PURPOSE:** The Special Events Committee's purpose is to organize, plan and prepare for "special events" that the City can either host or attend. It should be emphasized that memberships on an Advisory Committee does not carry any administrative powers. The Advisory Committee cannot implement their recommendations without formal approval from the City Council. All expenditure of funds as well as legislative decisions are only made by the City Council (by motion or Resolution) prior to implementation.

### **SCOPE OF WORK:**

1. Solicit input from citizens regarding their wants and requirements for public events and assist the City Council in evaluating the public's expectations for City sponsored events and participation in other events in the City of Belle Isle.
2. Develop short and long term goals, objectives and projects
3. Identify sources of financing/grants that will aid in achieving goals/objectives
4. Work with other community members or committees in developing plans that will further enhance the quality of life.
5. Work in conjunction with the City Manager in budgeting costs associated with Special Events issues and proposed programs for the Belle Isle Community

6. Coordinate with City Manager for the provision of government services for special events
7. Explore opportunities to enhance community involvement and accomplish committee goals in the City of Belle Isle.
8. Develop resolutions or motions for presentation, and provide presentations on events to the City Council in Regular Council Meetings for approval and funding.
9. Provide information and photos of completed projects for the City website and local media.
10. Work with other appointed committees to provide/obtain information necessary to achieve goals.
11. Discuss any other topic that the committee would like to bring before the City Council.

**MEETING SCHEDULE:** The Special Events Committee will meet on at a place and time convenient for the Committee to establish a quorum and for the public to attend. The Special Events Committee meeting cannot conflict with other regularly scheduled City Committee meetings. At no time should a quorum of the City Council present at any committee meeting deliberate a matter that will come before the Council at a later date.

The Special Events Committee Meetings will be considered by the City Council as Open & Public Meetings. "Special Meetings" can be called by the Chair, under the same guidelines as the City Council. Notices for "Special Meetings" must be posted in the same manner as City Council Special Meetings.

If the regularly scheduled monthly committee meeting date falls on a recognized National holiday, the monthly meeting can be cancelled or re-scheduled by the Chair at his/her discretion. The Chair is responsible for communicating with committee members if there are any changes in the meeting schedule as well as with the City Clerk to ensure that the website calendar is updated and a Special Meetings Notice is adequately posted.

The Special Events Committee Chair will designate a recording secretary. In the recording secretary's absence, the Chair will appoint a temporary replacement. The Committee Chair will prepare a meeting agenda which will be presented at the beginning of each meeting.

Committee members will submit agenda topics to the Chair at least 1 week in advance of the monthly meeting. The Committee Chair will be responsible for forwarding a copy of the Final Meeting Agenda to the City Clerk prior to the scheduled committee meeting.

The Committee Chair (with assistance from the recording secretary) will be responsible for forwarding a copy of the “approved” meeting minutes to the City Clerk along with an agenda copy for the same meeting. Public Comment Forms are public record and must be submitted along with the approved committee meeting minutes.

**Meeting Structure:**

1. Call to Order
2. Roll Call
3. Approval of the minutes of the previous meeting
4. Public Comments
5. Presentations, guest speakers
6. Agenda Topic Discussions by Committee Members
7. Other business that might come before the meeting
9. Adjourn

**Project Request** – The Committee will request approval of events by submitting a report with a letter recommending the event to the City Council. When a project scope has been completed, a report and corresponding recommendation letter will be presented to the City Council for approval. The Chair of the Special Events Committee will be responsible for generating the report and recommendation letter (within a Committee Meeting) and scheduling it with the City Clerk to appear on the Regular Council Meeting agendas. The report will contain the following minimum information:

1. Name of Project
2. Purpose of Project
3. Specific project information
4. Estimated timeline: Start Date and Completion Date
5. Preliminary sketch of project - before/after
6. Photos of project site
7. Cost estimates for materials and labor
8. Estimate of number of volunteers needed (detailed)
9. Source of funding for project
10. Estimate of continued maintenance costs (yearly or monthly) and funding sources

**Committee Goal** - It is the goal of the Special Events Committee, as implemented through related adopted policies and procedures, to recognize the substantial community benefits that result from special events. These events provide cultural enrichment, promote economic vitality, enhance community identity and pride, and provide opportunities for fundraising for the community’s nonprofit agencies.