

SPECIAL EVENTS - STAFF TIME/EQUIPMENT

EVENT: SNOWDAY

		Reg Hrs	OT Hrs	Pay Rate	Reg Benefit %	Regular Total	OT Benefit %	OT Total	TOTAL	
<i>Staff Time</i>	Bob Francis	3	0	59.0000	27.86%	\$ 226.31	7.65%	\$ -	\$ 226.31	
	Yolanda Quiceno	3	0	30.3361	42.71%	\$ 129.88	7.65%	\$ -	\$ 129.88	
	Laura Houston	3	0	44.5200	25.93%	\$ 168.19	7.65%	\$ -	\$ 168.19	
	Travis Grimm	3	0	32.2605	27.04%	\$ 122.95	7.65%	\$ -	\$ 122.95	
	Dwayne Bennett	6	0	23.7210	29.85%	\$ 184.81	7.65%	\$ -	\$ 184.81	
	Ramchand Arjune	3	3	12.4800	58.13%	\$ 59.20	7.65%	\$ 60.46	\$ 119.66	
	Henry Cox	3	3	12.4800	59.01%	\$ 59.53	7.65%	\$ 60.46	\$ 119.99	
									\$ 1,071.79	
<i>Equipment</i>	Lights from Sunbelt 4 hours								\$ 155.00	Donation
	Fuel to run generator for lights								\$ 11.50	
										\$ 166.50
									\$ 1,238.29 Total	

EVENT: SANTA RIDE

		Reg Hrs	OT Hrs	Pay Rate	Reg Benefit %	Regular Total	OT Benefit %	OT Total	TOTAL	
<i>Staff Time</i>	Laura Houston	3	0	44.5200	25.93%	\$ 168.19	7.65%	\$ -	\$ 168.19	
	Travis Grimm	3	0	32.2605	27.04%	\$ 122.95	7.65%	\$ -	\$ 122.95	
	Officer Lugo	3	0	19.8750	47.68%	\$ 88.05	7.65%	\$ -	\$ 88.05	
									\$ 379.20	
<i>Equipment</i>		Hours	Rate							
	Patrol Car	3	15.69							\$ 47.07
	Patrol Car	3	15.69							\$ 47.07
									\$ 94.14	
									\$ 473.34 Total	

EVENT: TOY DRIVE

<i>Equipment</i>	City Hall Chambers (3 days @ \$75/day)	\$ 225.00 Total
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EVENT: EASTER EGG HUNT

		Reg Hrs	OT Hrs	Pay Rate	Reg Benefit %	Regular Total	OT Benefit %	OT Total	TOTAL	
<i>Staff Time</i>	Laura Houston	2	0	44.5200	25.93%	\$ 112.13	7.65%	\$ -	\$ 112.13	
	Officer Lugo	2	0	19.8750	47.68%	\$ 58.70	7.65%	\$ -	\$ 58.70	
	Dwayne Bennett	1	0	23.7210	29.85%	\$ 30.80	7.65%	\$ -	\$ 30.80	
	Ramchand Arjune	1	0	12.4800	58.13%	\$ 19.73	107.65%	\$ -	\$ 19.73	
	Henry Cox	1	0	12.4800	59.01%	\$ 19.84	207.65%	\$ -	\$ 19.84	
									\$ 241.21	
<i>Equipment</i>	(4) bags Ortho Fire Ant Killer (\$16.97/ea)								\$ 67.88	
									\$ 309.09 Total	



CITY OF BELLE ISLE, FL

1600 NELA AVENUE, BELLE ISLE, FL 32809 * TEL 407-851-7730

MEMORANDUM

From the Desk of Bob Francis, City Manager

**To: Special Events Committee
City Council**
Date: December 28, 2017
Re: After Action Report on Santa's Ride

INTRODUCTION

The City conducted a special event called "Santa's Ride" on December 21, 2017. This event was approved by the Special Events Committee and the City Council. The event included Santa being driven around town and toys thrown to children along the route.

AFTER ACTION REPORT OVERVIEW

This report is a compilation of information from the different individuals and staff who participated in the event and also comments that were received during and after the event. I will make note that I did not attend this event; however, I spoke with those who participated for their opinions.

The recommendations in this AAR should be viewed with considerable attention to the needs for a successful and safe event. In some cases, the Special Events Committee, City Council and/or staff may determine that the benefits of implementation are insufficient to outweigh cost. In other cases, they may identify alternative solutions that are more effective. However, they should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues addressed in this AAR are being requested to be reviewed and thoroughly examined for the appropriation of needed resources to ensure the functions of event are efficient and effective.

Event Overview:

The event was a drive through in town with Santa and the Mayor riding the back of a truck throwing toys out to children along the route. There was a police escort for the vehicle. The event was publicized on the City website with a route map and a “Santa Tracker” for residents to know where Santa may be.

Duration:

The event started at 5:30 PM and ended approximately at 8:45 PM.

Sponsor:

The City of Belle Isle was the event sponsor.

Funding Source:

See the attached budget for the event.

Participating Organizations:

City of Belle Isle

STRENGTHS

- Residents enjoyed it
- Well-advertised through social media
- Donation of vehicle
- Police
- Completed early

AREAS OF IMPROVEMENT

- Map and route
- Communication
- Space of Truck

RECOMMENDATIONS

- Start planning earlier. Events need to start being planned 3-4 months in advance to allow for enough time to get permits from Orange County if needed and to get vehicles if they are not city vehicles.
- The map of the route was published, however there were no street names published on the map. This led to problems with the vehicles staying on the published route. It also caused some confusion for residents who expected to see Santa, but didn't because the vehicles did not follow the published route.

- Ensure that Santa Tracker and working properly. Some residents were late coming out because Santa Tracker lagged behind the actual location.
- As an alternate plan to a drive through, the Committee should strongly consider having predesignated areas throughout the City (maybe 2 per District) where families could gather and wait for Santa to show at the area. The area could be decorated by volunteers days before Santa's ride, so families know where to go. Santa would arrive and hand out toys and spend some time (maybe 15-20 minutes) per stop and then move to the next stop. This would eliminate the need to change the route. Santa could ride on a designated route between stops so families could line the route. There should be no deviations from the route once published.
- As Santa rides between destinations, more "helper elves" should be able to ride with Santa. Santa should be waving to the crowd and the elves could throw out the toys in between stops. In order to do this, a minimum of toys should be on the truck with Santa. Those could be on another sleigh (truck) behind Santa's sleigh. When there are road closures, a permit should be completed even though it's a city event.
- Santa's elves could be other elected officials. Having other officials on the ride would not be a violation of the Sunshine laws as no city business, or decisions, would be discussed.
- Santa's sleigh should be a "float" pulled by another vehicle. The float would have rails for safety of those riding. The Special Events Committee need to include the Police Chief in this discussion on how best to accomplish this.
- Although the event concluded close to the time listed, the Committee should consider this as a two-night event. It would give Santa more time to meet with children. One night Santa could go through Districts 3, 4, and 5 and the next night go through Districts 1, 2, 6, and 7. This will also give families who may have missed the event, the opportunity to make one of the two nights.

CONCLUSION AND NEXT STEPS

This event has potential to be one of the best events that City sponsors. The Special Events Committee needs to start the planning soon to develop a budget early (by June) for inclusion in the City's Annual Operating Budget. The Committee should also consider whether this will continue as it is or change as recommended and also start the conversation early with the Police chief on how to best accomplish Santa's ride. If the event stays as it is, then a map with street names should be published and there should be no deviations from the published route. I believe it would be fairly easy to recruit volunteers to decorate the "Santa stops" and to decorate a float for Santa's sleigh.

IMPROVEMENT PLANNING MATRIX

IMPROVEMENT PLANNING MATRIX

This is an example of the improvement planning matrix that should be completed by the Special Events Committee.

<u>Area of Improvement</u>	<u>Improvement Action</u>	<u>Responsible Party/Areas</u>	<u>Targeted Completion Date</u>	<u>Status</u>
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CITY OF BELLE ISLE, FL
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MEMORANDUM

From the Desk of Bob Francis, City Manager

To: Special Events Committee
City Council
Date: December 28, 2017
Re: After Action Report on Snow Day

INTRODUCTION

The City conducted a special event called "Snow Day and tree Lighting" on December 5, 2017 from 5:30 PM to approximately 8:30 PM. This event was approved by the Special Events Committee and the City Council. The event included manufactured snow, food cart, Santa, tree lighting and music.

AFTER ACTION REPORT OVERVIEW

This report is a compilation of information from the different individuals and staff who participated in the event and also comments that were received during and after the event. I attended this event.

The recommendations in this AAR should be viewed with considerable attention to the needs for a successful and safe event. In some cases, the Special Events Committee, City Council and/or staff may determine that the benefits of implementation are insufficient to outweigh cost. In other cases, they may identify alternative solutions that are more effective. However, they should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues addressed in this AAR are being requested to be reviewed and thoroughly examined for the appropriation of needed resources to ensure the functions of event are efficient and effective.

Event Overview:

The event was held at the Cornerstone Charter Academy, both on campus and off campus. The on-campus area was a fenced-in area (drainage swale) that provided security and a safe, contained area where small children could play in “snow” in a controlled environment. Santa’s area was setup in the fire lane on Fairlane Street. The street was blocked off by Belle Isle Police. A food truck was also parked in the fire lane of the blocked off street. A small table was setup to provide cookies and soft drinks to visitors. The events were to have music, remarks by City officials, followed by the tree lighting, and snow. If not playing in the snow, children could visit with Santa.

Duration:

The event started at 5:30 PM and ended approximately at 7:30 PM, followed by the staff cleaning up until approximately 8:30 PM.

Sponsor:

The City of Belle Isle was the event sponsor.

Funding Source:

See the attached budget for the event.

Participating Organizations:

City of Belle Isle Staff; Cornerstone Band and Chorus, City Special Events Committee

STRENGTHS

- Venue
- Well Advertised
- Well Attended
- Staff Setup/Cleanup
- Police
- Children had fun
- Some Equipment donated
- Council attended
- No reported injuries

AREAS OF IMPROVEMENT

- Venue layout
- Food Vendor
- PA System
- Administration
- Lack of Volunteers
- Length of the Event

RECOMMENDATIONS

- Start planning earlier. Events need to start being planned 3-4 months in advance to allow participants to list it on their calendar, especially vendors. The Special Events Committee was recently formed, so this should not be a problem for future events.
- The layout of the venue should be changed, or change the venue completely. Although the swale provides a contained environment that allows children to play, there is little or no room for spectators. Santa should be more visible by being on a decorated platform. The use of a generator for lighting should not be a generator running next to Santa's area. Not only is it difficult to hear over the running generator, it is a safety hazard to have a generator running next to children. A site plan should be submitted showing closures, parking, vendor locations, etc.
- When there are road closures, a permit should be completed even though it's a city event.
- Although there were no reported injuries, the "snow" did sting people and some others complained about being hit with ice. One person had his glasses knocked off from a snowball being thrown. There is no recommendation at this time for a replacement for this snow, but the Committee and/or City should consider the risk for this. Although it has been stated that the police will watch for this and warnings are given not to make and throw snowballs (ice balls) there is no way to monitor or control this. Police should not be snow monitors.
- As part of the venue, the PA system needs to be moved to a place where music and people speaking could be easily heard. This could be difficult considering the noise that enthusiastic children are making, but if placed in a different area, it could be more effective.
- There was only one food vendor there. The only other option was the cookies and soft drink being given out by the city. Vendors need to be contacted early to determine if they will commit to this event. The event planners should consider charging food carts a nominal fee to setup at the event. They are making money at the event so they should pay to be there.
- The City staff works a full day at their regular positions and then setup the event; stay through the event in case of logistical problems; and then they remain to cleanup. This is usually a 14-hour day. The event planners should recruit volunteers to setup and/or cleanup after the event. Volunteers need to have specific responsibilities such as setup, cleanup, man barricades, and man gates.
- Administration of the event needs to capture the actual cost of the event. Some city time was not recorded as an expense to the event, nor was the donation of items such as the generator recorded as revenue. Without this being done, a true cost of the event cannot be determined.

- The event was scheduled to be 3 hours. At the end of the second hour, the majority of the crowd had left. The staff was not released. The Committee should consider this as a two hour event. If it stays at 3 hours, then volunteers should be there for the last hour and the staff released.

CONCLUSION AND NEXT STEPS

This event has potential to be a better event if the venue is properly setup, the time adjusted, and managed by committee. The Special Events Committee needs to start the planning soon to develop a budget early (by June) for inclusion in the City's Annual Operating Budget. The Committee should be responsible for getting donations for this event and finding vendors. The Committee and the City Council also need to evaluate the risk of serious injury to those attending the event. The Committee could investigate what other communities and organizations do when they advertise "snow" events, or conduct activities for children that are successful in other cities. Planning needs to be started early and decisions made on vendors, venue setup, and recruiting volunteer who will assist in setup and cleanup, and other responsibilities during the event. If the City is going to give away cookies and soft drinks, then maybe not recruit food carts, or if there are food carts, then not give away cookies. Vendors are there to make money and if they know that there are free refreshments, they may not want to participate.

IMPROVEMENT PLANNING MATRIX

IMPROVEMENT PLANNING MATRIX

This is an example of the improvement planning matrix that should be completed by the Special Events Committee.

	<u>Area of Improvement</u>	<u>Improvement Action</u>	<u>Responsible Party/Areas</u>	<u>Targeted Completion Date</u>	<u>Status</u>
1)	Venue	Better plan for setup or move venue	Special Events	June 30, 2018	Ongoing
2)	Vendors	Yes or No. If yes, what type	Special Events	June 18, 2018	
3)	Event Risk	Make Event safer or risk injury	City Council	March	
4)	Volunteers	Recruit more	Special Events		
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MEMORANDUM

From the Desk of Bob Francis, City Manager

To: Special Events Committee
City Council
Date: December 28, 2017
Re: After Action Report on Toy Drive

INTRODUCTION

The Mayor conducted a toy drive in December. This event was approved by the Special Events Committee and the City Council. The event was to collect donations of toys, sundries, clothes, and food to distribute to those who needed help.

AFTER ACTION REPORT OVERVIEW

This report is a compilation of observations made by me and the staff as the donations were collected, wrapped, and distributed at City Hall.

The recommendations in this AAR should be viewed with considerable attention to the needs for a successful event. In some cases, the Special Events Committee, City Council and/or staff may determine that the benefits of implementation are insufficient to outweigh cost. In other cases, they may identify alternative solutions that are more effective. However, they should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues addressed in this AAR are being requested to be reviewed and thoroughly examined for the appropriation of needed resources to ensure the functions of event are efficient and effective.

Event Overview:

The event was to collect, wrap and distribute donations of toys, food, sundries, and clothes to those who needed help in the Community. City Hall was the collection center.

Duration:

The event started about December 15 at and ended Christmas Day.

Sponsor:

The City of Belle Isle was the event sponsor.

Funding Source:

See the attached budget for the event.

Participating Organizations:

City of Belle Isle (Mayor)

STRENGTHS

- Well-advertised on social media
- Residents were very generous
- Volunteers came to wrap donations

AREAS OF IMPROVEMENT

- Space
- Cleanup
- Disposition of remaining items

RECOMMENDATIONS

- The Committee should investigate finding a new location for this event. City Hall is too small to hold the donations, separate them, wrap them, and then tag them for distribution.
- When City Hall opened for business after Christmas, there was an enormous amount of donated items left. If City Hall will still be the collection center, the area (Council Chambers) needs to be cleaned before the next business day. Having remaining items, trash, and shelves in the Council Chambers is not acceptable. There is no place to conduct city business if the Council Chambers is needed.
- The disposition of the remaining donated items is unclear. If this event has the City's name attached to it, then the City should have some accountability in the disposition of those remaining items. The City should not be held accountable when asked about the disposition of donations by the public if the City has no say in where they go or how this

event is run. If role of the City is strictly operating as a donation drop-off center and nothing more, then the Committee should consider renting a storage container to collect or hold items until they are distributed.

CONCLUSION AND NEXT STEPS

A written plan developed for this event that outlines how those families receiving donations are determined; if donations are only to help those families in Belle Isle and if not, what is the extent of the donations, and most importantly, what the disposition is of those remaining donated items. If this is a Special Events Committee or City sponsored event, a written plan needs to be developed to address these issues.

IMPROVEMENT PLANNING MATRIX

IMPROVEMENT PLANNING MATRIX

This is an example of the improvement planning matrix that should be completed by the Special Events Committee.

<u>Area of Improvement</u>	<u>Improvement Action</u>	<u>Responsible Party/Areas</u>	<u>Targeted Completion Date</u>	<u>Status</u>
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