



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

**Meeting Date:** June 20, 2017

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

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

**Subject:** Special Events Policy

**Background:** The city council decided a Special Events committee should be formed and composed of key persons who are capable of ensuring the success of an event outlined in Chapter 26, Article II of the Belle Isle Municipal Code. The Special Events Committee is designated by the City Council with members selected at-large with the responsibility for reviewing and approving special events within the City. An effective committee should include people who are active and involved.

**Staff Recommendation:** To approve the Special Events Committee policy and to direct the City Manager to look for candidates for the Committee.

**Suggested Motion:** I move that we approve the Special Events Committee policy and to direct the City Manager to look for candidates for the Committee.

**Alternatives:** Do not approve the policy and continue to hold special events as done in the past.

**Fiscal Impact:** None to form the Committee. Council has allocated \$8,000 in the FY 2016-17 Budget for Special Events

**Attachments:** Special Events Committee Policy  
BIMC Section 2-54 (Advisory Committees)  
BIMC Chapter 26, Article II (Special Events)



## **City of Belle Isle Special Event Committee**

**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.

• **Sec. 2-54. - Advisory committees.**

(a)

*Establishing advisory committees.* The city council has the power to create any advisory committee which is not identified within the city Charter. Any advisory committee established by the council shall adhere to the regulations listed in this section. The term "advisory committee" shall mean any committee established by the council, not identified in the city Charter, and advisory in nature to the council. The council shall identify the duties and purpose of the advisory committee.

(b)

*Membership.*

(1)

*Composition, nomination and approval.* Advisory committees shall consist of at least three but not more than seven members as determined by the council. Each member of a committee shall be nominated by the member's commissioner and approved by the entire council. Each commissioner shall have the right to serve on the committee or may choose a resident of the commissioner's district to serve on the committee.

(2)

*Chair and vice-chair.* The members of an advisory committee shall elect a chair and vice-chair from among its membership. The chair and vice-chair shall each be elected for a one-year term. Each year thereafter, an election for a chair and vice-chair will be held during the anniversary month.

(3)

*Mayor.*

a.

The mayor may, if nominated, serve as a voting member of an advisory committee for the district in which the mayor lives.

b.

The mayor shall serve as a nonvoting ex officio member of any advisory committee on which the mayor is not a voting member.

c.

The city manager shall be responsible for informing the committee of its duties and purpose as identified by the council.

d.

It shall be the city manager's duty to ensure that any and all information, equipment and manpower necessary to accomplish the committee's duties and achieve its purpose are provided.

(4)

*Terms.* The terms of the individual members of an advisory committee shall be determined by the council. At the time the committee is established, the council shall set the term length and decide on the method of reappointment.

(5)

*Vacancies.*

a.

Should any seat on an advisory committee become vacant, the council shall nominate and approve the member in the same method described in subsection (b)(1) of this section.

b.

Should the chair no longer be able to serve or that seat become vacant, the vice-chair shall become chair.

c.

~~Should the vice-chair no longer be able to serve or that seat become vacant, the advisory committee shall elect a new vice-chair from its members.~~

(c)

*Abolishing an advisory committee.* The council has the power to abolish an advisory committee or restructure the advisory committee in accordance with the city's goals, objectives and policies.

- **ARTICLE II. - SPECIAL EVENTS**

- **Sec. 26-20. - Definitions.**

The following terms when used in this chapter shall have the meanings subscribed to them in this section, except where the context clearly indicates a different meaning:

*Special event* means any public or private event held within the city, in which it can be reasonably expected that services, such as additional police services, traffic control, crowd control, fire and/or emergency medical services, street closures, garbage cleanup, will be necessary to service the event beyond those that are regularly provided by the city or in which it can be anticipated that parking for the event is likely to impede the passage of emergency vehicles. Special events may include public or private events that involve the use of amplified sound, high intensity lighting, erection of temporary structures or displays, or other activities of such a nature that impinge upon any adjacent public, business or residential area. By way of example and without limitation, special events may include athletic events, contests, carnivals, concerts, religious events, walk-a-thons, competitions, festivals, block parties, street dances, parades, car shows, art/craft shows, bazaars, lake events, fireworks displays, motion and still photography productions or other similar activities which meet the definition provided herein.

*Sidewalk* means any area or way set aside or open to the general public for purposes of pedestrian traffic, whether or not it is improved.

*Street* means any place or way set aside or open to the general public for purposes of vehicular traffic, including any perm or shoulder parkway, right-of-way, or median strip thereof.

(Ord. No. 13-06, § 1, 4-2-2013)

- **Sec. 26-21. - Permit required.**

No person, corporation, partnership or other organization shall advertise, conduct, maintain, or sell or furnish tickets for any special event within the boundaries of the City of Belle Isle unless and until that person or entity has obtained a special event permit from the City of Belle Isle to conduct such event.

(Ord. No. 13-06, § 1, 4-2-2013)

- **Sec. 26-22. - Permit application.**

(a)

An application shall be made on a special event application form, provided by the City of Belle Isle. A completed special event application, together with descriptive plans for all arrangements and the applicable fee, if any, must be submitted at least 14 days prior to the scheduled commencement of the event.

(b)

The application for the special event permit shall set forth the following information, and such other information as may, from time-to-time, be reasonably required:

(1)

The name, mailing address and telephone number of the person or entity seeking to conduct the special event.

(2)

The name, mailing address and telephone number of the individual person who will be responsible for the conduct of the special event.

(3)

The date(s) the special event is to be conducted.

(4)

A description of the special event and of any activities that will occur during the event.

(5)

The times the special event will start and terminate.

(6)

A description of any and all recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices which will be utilized in connection with the special event.

(7)

The location(s) at which the special event will be conducted.

(8)

A site plan which shows, as applicable, the location of ingress and egress, on- and off-premises parking, fire lanes, aisle widths, all temporary structures to be erected, sanitation facilities and other physical features of the proposed site. The site plan does not need to be drawn to scale or certified by an engineer.

(9)

A designation of any public facilities or equipment proposed to be utilized.

(10)

A good faith and reasonable estimate of the number of people who are calculated or expected to attend and participate in the special event.

(Ord. No. 13-06, § 1, 4-2-2013)

• **Sec. 26-23. - Standards for issuance of permit.**

The city manager shall issue a permit as provided for hereunder when, from a consideration of the application and from other information as may otherwise be obtained, it appears that:

(1)

The conduct of the special event will not interrupt substantially the safe and orderly movement of other pedestrian or vehicular traffic in or contiguous to the location of the special event.

(2)

The concentration of persons, animals or vehicles (including, if applicable, watercraft) at the special event will not interfere unduly with the proper fire and police protection, or ambulance service to, areas contiguous to the area of the special event or other areas of the city.

(3)

Adequate sanitation and other required health facilities are or will be made available in or adjacent to the special event area.

(4)

There are sufficient parking places near the site of the special event to accommodate the approximate number of automobiles reasonably expected to be driven to the special event.



Within seven business days after receipt of a completed special event permit application, the city manager shall either approve the application or notify the applicant in writing that the application has been refused and the reasons for the denial of the special event permit shall be stated.

(Ord. No. 13-06, § 1, 4-2-2013)

- **Sec. 26-24. - Appeal procedure.**

Any applicant shall have the right to appeal a denial of a special event permit to the city council. The appeal to city council shall be made by filing a written notice with the city clerk who shall schedule the appeal for the next regularly scheduled meeting following receipt of the notice of appeal.

(Ord. No. 13-06, § 1, 4-2-2013)

- **Sec. 26-25. - Duties of permittee.**

(a)

All permittees are responsible for returning any public property to its original condition.

(b)

All litter, temporary structures, and ancillary equipment must be collected and removed from the special event area within 24 hours of the event's end. If the special event is held for more than one day, litter shall be collected and removed immediately following the closing of each day's activities.

(Ord. No. 13-06, § 1, 4-2-2013)

- **Sec. 26-26. - Insurance and bond.**

(a)

The applicant shall obtain adequate liability and property insurance for the event based upon and subject to periodic revisions.

(b)

A certificate of insurance shall be included with the application and the City of Belle Isle shall be named as "additional insured" on the certificate.

(c)

At its discretion, the City of Belle Isle may require an indemnity or performance security bond for the special event with the amount of the bond to be set by the city manager. The bond shall be with a corporate bonding company authorized to do business in the State of Florida, or a cash bond in the form of a cashier's check payable to the City of Belle Isle.

(d)

The bond shall be sufficient to indemnify the City of Belle Isle, its agents or employees against any and all claims arising out the preparations, conduct or aftermath of the event, including if necessary the cost of cleaning trash and debris from the special event site if the applicant fails to clean up the site as provided in section 26-25 above.

(Ord. No. 13-06, § 1, 4-2-2013)

- **Sec. 26-27. - Fees.**

A non-refundable fee to cover the administrative costs of processing the permit shall be paid to the City of Belle Isle at the time of filing the application. The permit fee shall be based upon estimated attendance and whether alcohol is served or consumed on any waterways, street, sidewalk or right-of-way pursuant to a fee schedule to be adopted from time to time by the city council.

(Ord. No. 13-06, § 1, 4-2-2013)

- **Sec. 26-28. - Police protection.**

The Belle Isle Chief of Police shall determine whether and to what extent additional police protection will be necessary for the special event for purposes of traffic control and public safety. The chief of police shall base this decision on the size, location, duration, time and date of the event, the expected sale or service of alcoholic beverages, the number of streets and intersections to be blocked and the need to detour or pre-empt ordinary citizen travel and use of the streets and sidewalks. If possible, without the disruption of ordinary police services or compromised public safety, the event will be policed by regularly scheduled on-duty personnel. If additional police protection or lake patrol for the special event is deemed necessary by the chief of police, the applicant shall be so informed and the applicant shall then have the duty to secure the police protection deemed necessary by the chief of police at the applicant's sole expense.

(Ord. No. 13-06, § 1, 4-2-2013)

- **Sec. 26-29. - Penalties; legal or equitable relief.**

(a)

Special events which are subject to this article and are being held without having obtained a permit as provided in this article are prohibited. Any violation shall be punished as provided by law.

(b)

The City of Belle Isle may seek legal or equitable relief against any person or entity violating the provisions of this article. To the extent not inconsistent with Florida Law, a violation of this article may be subject to an injunction, temporary or permanent, without the necessity of showing an actual irreparable harm.

(Ord. No. 13-06, § 1, 4-2-2013)

- **Sec. 26-30. - Exemption.**

A special event permit shall not be required for events sponsored by any federal, state or local governmental entity, including, without limitation, public schools.