



CITY OF BELLE ISLE, FL
SPECIAL EVENTS COMMITTEE MEETING

Held in City Hall Chambers 1600 Nela Avenue
Held the 3rd Wednesday of Every Month
Wednesday, May 10, 2023 * 6:00 PM

AGENDA

Special Events Committee Members

Betty Lynn DeJarnette | Craig Huff | Holly Bobrowski | Kathy McCoy
Lora Brannan | Maggie Buedette | Nicholas Fouraker

Welcome to the City of Belle Isle Special Events Committee meeting. Agendas and all backup material supporting each agenda item are available in the City Clerk's office or on the city's website at www.belleislefl.gov.

1. **Call to Order and Confirmation of Quorum**
2. **Public Comments**
3. **New Business**
4. **Next Meeting Schedule**
5. **Adjournment**

- a. Special Events Candidates for Consideration: D. DeYoung, F. Voltaggio, K. VanVelzen, and J. Tremblay
- b. Review of the Special Events Policy dated 2017

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voltaggiof@seminolestate.edu

Overview

Experienced adult, career, and technical education professional with more than 45 years of demonstrated effectiveness in school-based administration, career education, business technology education, human resources administration, and college-level program development at the state, district, and school levels. Florida DOE qualified and certified in the areas of Local Vocational Director, Business Education, and Occupational Placement Specialist. Completed the OCPS School-Based Administrator Pool Process and the Preparing New Principals Program. Skilled in the use of Word, Access, Excel, PowerPoint, Publisher and MS Project, and PeopleSoft. Proficient in developing and implementing college course instruction using Canvas LMS.

Education

- ♦ University of Central Florida, August 1996, M.Ed., Vocational Administration
- ♦ Florida Southern College, April 1995, Bachelor of Science, Business Administration

Experience

Seminole State College of Florida, September 2012 - Present

Program Developer/Career Pathways Facilitator, School of Business, Health and Public Safety Programs

- ♦ Research and develop new PSAV, Associate of Science, and Bachelor of Science degree programs based on regional and state market demand. Identify any gaps between employment opportunities and the graduate pool of students.
- ♦ Prepare proposals for new degree programs for submission to the Florida Division of Colleges.
- ♦ Assist in developing curriculum and course sequencing, educational plans, faculty credentials, search for qualified teaching applicants, and facilitate new program start-up.
- ♦ Work with deans, program managers, and other personnel in developing new catalog copy and webpage design. Assist with the development and submission of reaffirmation of accreditation documents.
- ♦ Conduct industry certification research and update certification list for each program area; communicate with associate deans to collect student data for industry certification performance funding report to DOE.
- ♦ Prepare updates to the SSC Articulation Agreements for submission to DOE and placement on the college website.
- ♦ Assist in developing marketing programs and promotion of programs and communication with counselors and advisors regarding the program information.
- ♦ Manage the facilitation of the SSC Career Pathways Program for Seminole, Orange, and Osceola counties. Work with district and school-based personnel and SSC college personnel to provide high school students with college credit via assessment through high school onsite testing.
- ♦ Collect and analyze Career Pathways data annually based on assessment results to determine the addition or deletion of Programs of Study based on high school credit course offerings.

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- ♦ Completed the Project Management College Credit Certificate program (15 credit hours). Completed the Instructional Design College Credit Certificate program (15 credit hours). Completed an additional 15 credit hours of college coursework in MS Publisher, Intro to Exceptional Education, Computer & Internet Literacy, Office Applications, and Business Communications. Provide instruction to individuals who want to become Florida-certified K-12 teachers in the Seminole State College Educator Preparation Institute Certificate of Achievement Program for teachers in Orange, Osceola, and Seminole counties.
- ♦ Adjunct Professor teaching Computer and Internet Literacy, Office Applications, and Educator Preparation Institute Certificate of Achievement Program for teachers seeking Florida Educator Certification in Orange, Osceola, and Seminole counties.

Retired from Orange County Public Schools January 2011 – September 2012

Orange County Public Schools, April 1978 – December 2010

Senior Director/Principal, Orlando Tech, 2005 - 2010

- ♦ Managed all operations and functions of Orlando Tech consistent with district policies and priorities. Established visibility in the school community and served as an educational leader responsible for effective teaching, student achievement, and positive collaboration with students, teachers, and families. Assured the provision of a safe and healthy environment.
- ♦ Provided overall supervision of approximately 150 full-time and part-time instructional and non-instructional personnel.
- ♦ **Established and maintained relationships with business and industry personnel to ensure continuous program development** and any necessary curriculum modifications relative to the employment needs of the community.
- ♦ Developed and implemented new technical education programs to provide current and potential students with workforce training related to the employment needs of the region, state, and country.
- ♦ Developed and implemented school-wide professional development activities with the goal of advancing student achievement.
- ♦ Developed, implemented, and analyzed employee surveys to ascertain staff development needs; developed a school professional development plan each year that reflected the staff development needs of the institution and the employees.
- ♦ Followed the district’s policies and procedures as related to all HRMD guidelines, executive limitations end policies, and the district’s instructional initiatives.
- ♦ Developed and managed the school’s \$7.5 million budget.
- ♦ Ensured cost-effectiveness by reviewing cost versus income (FTE/tuition/performances) monthly. Adjusted school budget and personnel to maintain cost-effectiveness.
- ♦ Responsible for approximately \$1 million in Federal Financial Aid for students.
- ♦ Identified and managed state and national grant applications to secure funding for new training programs or revisions to existing programs. Supervised staff responsible for grant implementation.
- ♦ Participated in technical center strategic planning.
- ♦ Developed leadership in subordinates.
- ♦ Assumed responsibility for school and program accreditation, self-studies, and site visits. Achieved an outstanding rating in the Orlando Tech SACS/COE reaffirmation in September 2010 with no recommendations, no suggestions, and only positive commendations.
- ♦ Managed the 350,000-square-foot facility, all fixed assets, financial aid programs, student management systems, and enrollment marketing strategies to maintain continuous growth and student success.

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- ♦ Kept up to date on current research, trends, and best practices relevant to technical education and employment trends.
- ♦ Participated in all program advisory committees and provided leadership for the School Advisory Council; developed the annual school improvement plan based on district initiatives.

Orange County Public Schools

Community School Administrator

2001 – 2005

- ♦ Responsible for developing and managing two ACE school budgets totaling approximately \$900,000 for the adult and community education programs in six high schools, one technical center and community feeder sites. Managed both district and school internal accounts for the Adult and Community Education centers in the West and North learning communities.
- ♦ Planned, developed, and implemented adult and community education programs including adult basic education, adult high school credit, GED, Adult English Literacy, continuing workforce education programs, personal enrichment, and technical courses to meet the unique needs of each community within the West and North areas.
- ♦ Recruited and hired appropriately certified instructional personnel for Adult General Education, ESOL, high school credit, technical programs, and personal enrichment positions.
- ♦ Facilitated the process of building and delivering educational programs within the community by working closely with business leaders and school principals
- ♦ Researched, developed, and delivered instructional staff development training sessions to improve the teaching/learning process.
- ♦ Directly responsible for the management of community school office sites located at Dr. Phillips HS, Ocoee HS, Olympia HS, Apopka HS, Evans HS, and Westside Tech. Managed satellite sites at community agency locations and elementary and middle schools.
- ♦ Directed and evaluated the activities of 12 full-time instructional personnel, approximately 200 part-time instructional personnel, and 13 non-instructional personnel at 18 sites in Orange County.
- ♦ Managed the delivery of the Adults with Disabilities federal grant program, supervising nine instructional staff members and four paraprofessionals located at four sites in Orange County.
- ♦ Managed the delivery of the federal Farmworkers’ Jobs and Education grant program, supervising instructional and non-instructional personnel serving farmworker students in Orange, Lake, and Seminole counties.
- ♦ Analyzed the student performance in each program within the ACE sites using Access, Excel and Crystal Reports identifying disparities in the teaching/learning process. Used data to improve instructional delivery.
- ♦ Served on the Westside Tech administrative team, providing instructional and operational leadership as assigned by the district and school director. Served as the Council on Occupational Education and SACS Evaluation and Planning Standard and the Student Services Standard chairperson for reaffirmation of accreditation (two reaffirmations.)

Orange County Public Schools

Assistant Director, Westside Tech

2000 – 2001

- ♦ Assisted the senior director in managing programs, activities, and functions consistent with district policies and procedures. Directly responsible for the oversight of the school master schedule and FTE accounting.
- ♦ Responsible for the planning, developing, and implementation of assigned adult and vocational programs to achieve technical center and district priorities.

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- ♦ Identified, planned, and delivered staff development activities designed to provide professional growth opportunities for school staff. Worked with staff to identify specific areas of growth needed to function effectively within the organization.
- ♦ Analyzed assigned programs, functions, and activities to eradicate any discrepancies related to goals and priorities.
- ♦ Reviewed and analyzed employment trends in the community to plan workforce education program offerings designed to meet identified regional employment needs. Developed new technical programs, Massage Therapy, Pharmacy Technician, Insurance Agent, and Veterinary Assistant, to add to the Westside Tech program offerings.
- ♦ Recruited and supervised 22 full-time instructional personnel and 18 classified staff members located on and off campus.
- ♦ Worked closely with apprenticeship programs and staff to deliver on-campus classes.
- ♦ Reviewed performances of students within assigned areas of responsibility to ensure success in achieving occupational and/or literacy completion points.
- ♦ Worked with area high school personnel to analyze secondary student interests to determine workforce education offerings available to meet student needs.
- ♦ Assumed responsibility for the total operation of the school in the absence of the school director.

**Orange County Public Schools
Dean of Students, Westside Tech
1996 - 2000**

- ♦ Administered and executed due process procedures for dual-enrolled high school students, ACEPT program students, and adult students enrolled in technical education and adult education programs.
- ♦ Conducted parent/teacher conferences related to student issues.
- ♦ Worked cooperatively with administrators to coordinate day and evening programs.
- ♦ Responsible for facilities and maintenance including property inventory of assets, procurement of equipment and materials, the FISH report, and coordination of acquisitions and donations.
- ♦ Responded to and handled accidents, injuries, and medical emergencies in accordance with school board policies and procedures. Responsible for all emergency evacuations, school crisis operations, and campus security.
- ♦ Developed and maintained an Access database on discipline to provide monthly reports on student discipline records.
- ♦ Worked closely with counselors to deliver career education workshops to all dual-enrolled students. Developed a database to identify dual enrollment student test scores and program completions.
- ♦ Taught Business Education courses (MS Office) as an adjunct instructor to postsecondary students enrolled in MS Office Open Lab environment.

**Orange County Public Schools
Business Technology Instructor, Edgewater High School
1995 – 1996**

- ♦ Served as Director of RealCo, a pilot model office program providing concurrent instruction to advanced business education students in nine courses each period in a simulated office environment.
- ♦ Developed competency-based, individualized, self-paced curriculum delivered through computer-based programs. Administered the school-wide Novell network/file server.
- ♦ Hosted visitors from the state and southeastern region, aiding in developing simulated office programs in their respective schools/districts.
- ♦ Received Best Practices award for innovative program delivery,

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- ◆ During the school year, we changed computer systems from DOS-based programs to Windows-based programs, necessitating the redesign of all curricula, using new textbooks and software. The program modules used for instructional delivery had to be rewritten for all nine courses while teaching the new software.

**Orange County Public Schools
Occupational Placement Specialist & Student Services Department Chair
Mid Florida Tech**

1985 – 1995

- ◆ Facilitated counseling and student registration processes, mandated state testing program, career assessment program, and data entry and storage of more than 150,000 student records annually.
- ◆ Coordinated marketing and public relations activities to include community presentations, international and national on-campus tours and visitations, media advertisements, and community involvement. Wrote, edited, and provided art direction for award-winning school catalogs and brochures, student handbooks, videos, and slide presentations used to promote program offerings at Mid Florida Tech.
- ◆ Wrote grants for the school resulting in the award of more than \$1,000,000. These included the MFT Retrofit Grant, Center of Emphasis in Commercial Vehicle Driving, Center of Emphasis in Computer Electronics, Center of Emphasis in Electronic Technology, and the Gerber Commercial Art Award.
- ◆ Provided postsecondary education opportunities information to students, parents, and community groups throughout Central Florida.
- ◆ Served as editor and comptroller for \$1.2 million Quick Response Training Project. Edited computer-based training programs in cooperation with consultants and Lockheed Martin personnel.
- ◆ Developed database programs designed to maintain, update and report student information for performance-based funding information and analysis. Completed annual placement and follow-up activities and reports.
- ◆ Designed and implemented a new method of student orientation, registration, and counseling assignments which resulted in a more effective, efficient method of serving students enrolled in day and evening programs.
- ◆ Supervised 17 classified employees and facilitated the activities of eight guidance counselors, four vocational evaluators, and two testing instructional personnel.
- ◆ Prepared school reports including the annual Council on Occupational Education reports and site surveys, IPEDS reports, local and state program reviews, student placement and follow-up reports and performance-based funding reports.

**Orange County Public Schools
Occupational Placement Specialist, Colonial High School**

1983 – 1985

- ◆ Coordinated the career guidance program activities for approximately 3,000 high school students to include teaching employability skills in the classroom.
- ◆ Coordinated public relations activities for the school including parent nights, open house, career fairs, and job fairs.
- ◆ Conducted job placement activities for all students, assisting with part-time and full-time job placement for students and graduates.
- ◆ Responsible for vocational student follow-up reporting, graduate surveys, dropout surveys, and senior exit surveys.
- ◆ Served as the faculty sponsor for the Colonial HS Dance Team.

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Orange County Public Schools Supervisor, Personnel Management Systems, Human Resources Department 1978 – 1983

- ♦ Administered personnel allocations for all schools and the district office.
- ♦ Developed and implemented an online personnel budget control process.
- ♦ Supervised an office staff of seven personnel responsible for classified, instructional, and administrative personnel reappointment, personnel evaluation and assessment, wage and salary, online entry of all personnel for payroll and insurance benefits, annual issuance of contracts for instructional and administrative personnel, and maintenance of all personnel records.
- ♦ Worked closely with the Employee Relations Department, school principals, and work location supervisors in communicating instructional and classified employee contract interpretation and implementation.
- ♦ Worked closely with the Associate Superintendent for Business Services to develop the district’s annual personnel budget.

Florida Department of Education, Region III Office of Compensatory Education, Staff Assistant, Migrant, and Title I Programs 1976 – 1978

- ♦ Managed Title I and Migrant Education grant application process and budgets for 13 counties in Florida. Provided districts with grant application project development.
- ♦ Served as a fiscal auditor for Title I schools in 13 counties, reviewing budget expenditures and student enrollments as required by Federal Title I guidelines. Conducted site visitations to all Title I schools.
- ♦ Managed Migrant Education grants to include home visitations and monitoring instructional activities in the field.
- ♦ Supervised an office staff of 15 personnel.

Professional Consultant Experience

- ♦ Served as Grant Evaluator for Seminole State College’s five-year Tech Prep Grant, providing statistical and evaluative reports on the performances accomplished over a five-year period for submission to Florida DOE and USDOE for the end of grant final report.
- ♦ Served as a consultant to the U.S. Army, Washington, D.C., to develop and implement the “Planning for Life” national career guidance program recognizing exemplary career counseling programs grades K-postsecondary.
- ♦ Served as a consultant to Career, Education, and Training Associates located at The Ohio State University, Columbus, Ohio, writing career guidance publications for national dissemination.
- ♦ Served as consultant to AmidEast, Washington, D.C., developing educational tours for foreign Fulbright scholars visiting the U.S.
- ♦ Served as consultant to the National Consortium of State Career Guidance Supervisors, assisting in the development of national career guidance policy.
- ♦ Worked as a career counseling consultant at Laurel Oaks Hospital, providing career guidance sessions to adolescents residing in emotionally handicapped, adolescent psychiatric, and chemically dependent youth hospital units.
- ♦ Served as a consultant to the Florida Department of Education developing test items and the study guide for the State Occupational Specialist Subject Area exam for teacher certification. Served on the committee to score performance portions of individual examinees’ tests.
- ♦ Served as consultant to Education Associates, State of Louisiana, developing vocational program curriculum for high school subjects.

Ferol Lynne Voltaggio

Professional Association Leadership

- ♦ Orange County Career and Technical Education Association, serving as President in 2008-09, 2000-01, and 1997-98. Awarded “Outstanding Administrator” in 2000.
- ♦ Orange County Association of School Administrators, Treasurer, 2005-06.
- ♦ Orange County Association of Secondary School Administrators, President, President-Elect, and Board Representative, 2002-2005.
- ♦ American Career and Technical Education Association, Guidance Division. Served on the board as National Chair for the School-to-Work interest section and the AVA Guidance Division Chair for the National Conference held in Orlando in 1989.
- ♦ Florida Career and Technical Education Association, Vice President, 1987-88.
- ♦ Occupational Specialist and Guidance Association, State President, President-Elect, Past President, and board member over a six-year period.
- ♦ Adult Secondary Education Task Force, 2003-05.
- ♦ Orange County Counseling Association, “Outstanding Occupational Specialist”, 1994.
- ♦ Member of the following: Florida Literacy Coalition, Florida Career, and Technical Education Association, American Career and Technical Education Association, Orange County Career, and Technical Education Association.

References

- ♦ Dr. Susan Moxley, Superintendent (Retired), Lake County Schools, 201 West Burleigh Blvd., Tavares, FL 32778
Main Phone: 352.253.6500; email: moxleys@lake.k12.fl.us.
- ♦ Dr. Janice Pratt, OCPS Deputy Superintendent (Retired), 703 Tuscarora Trail, Maitland, FL 32751
- ♦ Dr. Diane Culpepper, Senior Director, Lake Tech, 2001 Kurt Street, Eustis, FL 32726
Phone: 352.589.2250; email: culpepperd@lake.k12.fl.us.
- ♦ Dr. Bonnie Marmor, Florida DOE, Vice Chancellor (Retired), 1775 Cassatt Dr., Tallahassee, FL 32371
- ♦ Mr. Robert J. Clark, OCPS Senior Director (Retired), 1301 Radcliffe Road, Orlando, FL 32804
- ♦ Mr. Walton J. Cobb, Jr., OCPS Senior Director (Retired), 5892 Patriot Pass, Groveland, FL 34736
- ♦ Mr. Joe McCoy, OCPS Senior Director (Retired), 2696 Ashville St., Orlando, FL 32726
- ♦ Dr. Angela Kersenbrock, Associate Vice President (retired), Seminole State College of Florida (Retired), 100 Weldon Blvd., Sanford, FL 32773
Dr. Cheryl Cicotti, Associate Vice President (Retired), Seminole State College of Florida, 100 Weldon Blvd., Sanford, FL 32773.

KYLE SUE VANVELZEN

✉ kylievanvelzen@gmail.com 407.963.4489

I am writing to express my interest in the Special events committee for the City of Belle Isle. As a homeowner and a local business owner in the City of Belle Isle, I believe my skills and knowledge make me an excellent fit for the position.

I am incredibly passionate about Community involvement and have a strong understanding of events, volunteering, culture and can bring some innovative solutions to the table. I have a sharp eye for detail and a creative approach to problem-solving as well as being a highly motivated individual who is eager to contribute to the success of events for the City of Belle Isle.

The City of Belle Isle is a great community and I would love to contribute.

Best Regards

Kyle Sue VanVelzen

Ferol L. Voltaggio
5104 Dorian Avenue
Belle Isle, FL 32823

April 19, 2023

Ms. Yolanda Quiceno
City Clerk, Belle Isle
1600 Nela Avenue
Belle Isle, FL 32809

Dear Ms. Quiceno:

This letter is written to express my interest in serving on the Special Events Committee for the Belle Isle Centennial Event in 2024. I have attached my Curriculum Vitae for your review. I have a BSBA from Florida Southern College in Lakeland and an M.Ed. from the University of Central Florida.

My family built our home on Dorian Avenue in 1963 after my father retired from the Air Force. I grew up in Lake Conway Estates, so I know the community very well. I purchased the home in 1998 after my mother passed away.

After I retired from Orange County Public Schools, where I worked as a teacher, administrator, and school principal, I began work as a professional employee at Seminole State College of Florida. I began employment there in 2012 and I am still employed full-time. I have worked primarily from home since COVID-19.

I am skilled in the use of computer software and have developed many marketing materials including school catalogs, brochures, flyers, posters, and other printed materials. I consider myself an “out of the box” thinker and doer with a reputation as a creative problem solver. I ask questions, keep an open mind, remain current professionally, and I am enthusiastic and energetic.

If you need any additional information, I can be reached via email at voltaggiof@seminolestate.edu or by phone at 407-855-6609 (home) or 407-484-7841 (cell).

Best Regards,

Ferol Lynne Voltaggio



John Tremblay

Experience

As an unlicensed, part time *Doctor of fun*, I have some experience to bring to the table. I have *Operated* and ran the Christmas bike and golf cart parade since I started it 5 years ago. *Surgically* worked with the BIPD and Cornerstone Charter on a number of different events throughout the year. I have worked with Holly on a number of her events such as the Santa ride and Easter events, both being the *life blood* of Belle Isle fun festivities.

Education

University of Central Florida

- PHD in Phantasmal Clinical Conviviality
- Bachelor of Science with Business Minor

Summary

Having a hand in many of the existing events in Belle Isle already, I feel I could be helpful to the events committee. Having connections with many vendors, Cornerstone staff, and BI residence should prove useful in the upcoming planning for the centennial celebration



1730 Fulmer Rd



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Theoldrealtor@gmail.com



special events committee

CITY OF BELLE ISLE SPECIAL EVENTS COMMITTEE POLICY

INTRODUCTION: The purpose of this document is to 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.