



CITY OF BELLE ISLE, FL CITY COUNCIL MEETING

Held in City Hall Chambers 1600 Nela Avenue
Held the 1st and 3rd Tuesday of Every Month
Wednesday, July 13, 2022 * 6:30 PM

AGENDA

City Council Commissioners

Nicholas Fouraker, Mayor

Vice-Mayor – Jim Partin, District 7

District 1 Commissioner – Ed Gold | District 2 Commissioner – Anthony Carugno | District 3 Commissioner – Karl Shuck | District 4 Commissioner – Randy Holihan | District 5 Commissioner – Beth Lowell | District 6 Commissioner – Stan Smith

Welcome

Welcome to the City of Belle Isle City Council meeting. Agendas and all backup material supporting each agenda item are available in the City Clerk's office or website at www.belleislefl.gov. If you are not on the agenda, please complete the yellow "Request to Speak" form to be handed to the City Clerk. The Council is pleased to hear relevant comments and has set a three-minute limit. Rosenberg's Rules of Order guide the conduct of the meeting. Order and decorum will be preserved at all meetings. Personal, impertinent, or slanderous remarks are not permitted. Please silence all technology during the session. Thank you for participating in your City Government.

1. Call to Order and Confirmation of Quorum

2. Invocation and Pledge to Flag - Vice Mayor Jim Partin

3. Presentations

a. Bill Cowles - Orange County Supervisor of Elections

4. Consent Items - These items are considered routine and have been previously discussed by the Council. One motion will adopt them unless a Council member requests before the vote on the motion to have an item removed from the consent agenda and considered separately. Any item removed from the Consent Agenda would be considered for consideration following the remainder of the Consent Agenda.

a. Resolution 22-18 - Approving Solid Waste Non-Ad Valorem Rate Increase

b. Resolution 22-19 - Approving Stormwater Non-Ad Valorem Rate Increase

c. June Monthly Reports

5. Citizen's Comments - Persons desiring to address the Council must complete and provide the City Clerk a yellow "Request to Speak" form. When the Mayor recognizes you, state your name and address and direct all remarks to the Council as a body and not individual council members, staff, or audience. Citizen comments and each section of the agenda where public comment is allowed are limited to three (3) minutes. Questions will be referred to staff and should be answered by staff within a reasonable period following the meeting date.

6. Unfinished Business

a. CCA Board request to demolish the Lancaster House

b. ORDINANCE 22-07 - First Reading and Consideration: AN ORDINANCE OF THE CITY OF BELLE ISLE, FLORIDA, AMENDING CHAPTER 26, ARTICLE I TO CREATE NEW SECTIONS RELATED SIDEWALK INSTALLATION AND MAINTENANCE AND REQUIRING CERTAIN SIDEWALKS WITHIN THE RIGHT-OF-WAY TO BE MAINTAINED BY ADJACENT PROPERTY OWNERS AND CREATING ENFORCEMENT MECHANISM FOR THE SAME; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

7. New Business

a. Approval to add Lieutenant to Police Pay Plan

b. Approval of Budget Committee Recommendations

c. Resolution 22-20: A RESOLUTION DECLARING SURPLUS OF CERTAIN PERSONAL PROPERTY AND DIRECTING THE CITY MANAGER TO DISPOSE OF THE PROPERTY.

d. Review of Welcome Packet for New Residents

e. Review of Communication Style Guide

8. Attorney's Report

9. City Manager's Report

"If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may 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."(F. S. 286.0105). "Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-851-7730) at least 48 hours in advance of the meeting." –Page 1 of 2

- a. CM Report
 - b. Chief's Report
 - c. Public Works Report
10. Mayor's Report
 11. Items from Council
 12. Adjournment



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

Meeting Date: July 13, 2022

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Presentations

Background: The following presentations will be made to the Council:

- a. Bill Cowles, OC Supervisor of Elections, will present changes to election law
- b. John Evertsen will present information on the proposed kayak/paddleboard trail around the lake and the proposed changes to the Sandbar by adding a vessel and swim exclusion zone. (This presentation is tentative pending Nav Board approval at the Nav Board’s July 12, 2022 meeting.)

Staff Recommendation: Review attached materials and website.

Suggested Motion: None

Alternatives: None

Fiscal Impact: None

Attachments: Proposal for Kayak trail and vessel/swim exclusion zones



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

Meeting Date: July 13, 2022

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Resolution 22-18, Approve Solid Waste Non-Ad Valorem Rate Increase
Resolution 22-19, Approve Stormwater Non-Ad-Valorem Rate Increase

Background: JJ’s Waste and Recycling requested a rate increase due to rising costs of fuel, insurance, landfill fees. The City Council approved the rate increase in June 2022.

The Stormwater increase was approved by the Council as part of the Stormwater CIP which was approved in 2019.

Staff Recommendation: Approve Resolutions 22-18 and 22-19..

Suggested Motion: I move we approve Resolutions 22-18 and 22-19 for increases in Solid Waste Collection and Stormwater Assessments

Alternatives: None

Fiscal Impact: a. Increase in Non-Ad Valorem Assessment for Residential Collection from \$21.70 to \$23.50 (+\$1.80) monthly or from \$260.40 to \$282.00 (+\$21.60) annually.

b. Increase in Non-Ad Valorem Assessment for Stormwater from \$125/year to \$130/year.

Attachments: Resolutions 22-18 and 22-19

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RESOLUTION NO. 22-18

A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA AUTHORIZING AN INCREASE IN THE ANNUAL NON-AD VALOREM SOLID WASTE COLLECTION ASSESSMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Belle Isle, Florida, provides solid waste collection services to residential properties within the corporate boundaries of the City by contract with private waste management companies; and

WHEREAS, the City has by Ordinance 09-15 levied an annual non-ad valorem solid waste collection assessment against all residential developed real property located within the City boundaries; and

WHEREAS, Chapter 28, Article V, Section 28-202 of the Belle Isle Code of Ordinances provides that the amount of the solid waste service assessment in any fiscal year shall be determined by the rates, fees and charges established by the City solid waste agreement; and

WHEREAS, the City has by Ordinance 19-06 entered into a contract for waste collection and recycling services with JJ's Waste and Recycling; and

WHEREAS, the City has by Resolution 22-17 approved a 8.3% rate adjustment for the fiscal year 2022-2023; and

WHEREAS, the annual rate per property will increase from \$260.40 to \$282.00; and

WHEREAS, the City desires to set the rates in order to enable the Orange County Tax Collector to include and collect the same on the annual property tax bills.

1 Now, therefore, the City Council of the City of Belle Isle, Florida
2 hereby resolves:

3 Section 1. The annual non-ad valorem solid waste collection assessment
4 for each developed residential property is \$282.00 per residence, to be
5 effective beginning with and included on the 2022 property tax bills.

6 Section 2. The new assessment amount supersedes any previous assessment
7 amount established by the City of Belle Isle, Florida.

8 Section 3. This Resolution shall be effective immediately upon
9 adoption.

10
11 Adopted by the City Council on this _____ day of _____, 2022.

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13 _____
14 NICHOLAS FOURAKER, MAYOR

15 Attest: _____
16 Yolanda Quiceno, CMC-City Clerk

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18 _____
19 Approved as to form and legality
20 City Attorney

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1 STATE OF FLORIDA

2 COUNTY OF ORANGE

3 I, YOLANDA QUICENO, CITY CLERK OF THE CITY OF BELLE ISLE, FLORIDA, do
4 hereby certify that the above and foregoing Resolution No. 22-18 was duly and
5 legally passed and adopted by the Belle Isle City Council in session
6 assembled, at which session a quorum of its members were present on the
7 _____ day of _____ 2022.

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10 Yolanda Quiceno, CMC-City Clerk

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RESOLUTION NO. 22-19

A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA AUTHORIZING AN INCREASE IN THE ANNUAL NON-AD VALOREM STORMWATER ASSESSMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City has by Ordinance 05-14 established a stormwater management system benefit area, which encompasses all real property located within the City boundaries as those boundaries may exist from time to time; and

WHEREAS, the City has by Ordinance 05-14 levied an annual non-ad valorem stormwater assessment against all developed real property located within the City boundaries; and

WHEREAS, the City Council has authorized the City Manager to develop and recommend a stormwater utility fee rate schedule for the assessment of fees, for the use of and discharge to the City's stormwater management system; and

WHEREAS, the City Manager submitted a Stormwater Capital Improvement Program (CIP) to City Council; and

WHEREAS, the City Council approved the Stormwater Capital Improvement Program on June 16, 2020; and

WHEREAS, the Stormwater Capital Improvement Program included an annual \$5 increase per ERU beginning in FY 2022; and

WHEREAS, the annual rate per ERU will increase from \$125.00 to \$130.00; and

1 WHEREAS, the City desires to set the rates in order to enable the
2 Orange County Tax Collector to include and collect the same on the annual
3 property tax bills.

4
5 Now, therefore, the City Council of the City of Belle Isle, Florida
6 hereby resolves:

7 Section 1. The annual non-ad valorem stormwater assessment for each
8 applicable property is \$130.00 per ERU, to be effective beginning with and
9 included on the 2022 property tax bills.

10 Section 2. The new assessment amount supersedes any previous assessment
11 amount established by the City of Belle Isle, Florida.

12 Section 3. This Resolution shall be effective immediately upon
13 adoption.

14
15 Adopted by the City Council on this _____ day of _____, 2022.

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17 _____
18 NICHOLAS FOURAKER, MAYOR

19 Attest: _____
20 Yolanda Quiceno, CMC-City Clerk

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22 _____
23 Approved as to form and legality
24 City Attorney

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1 STATE OF FLORIDA

2 COUNTY OF ORANGE

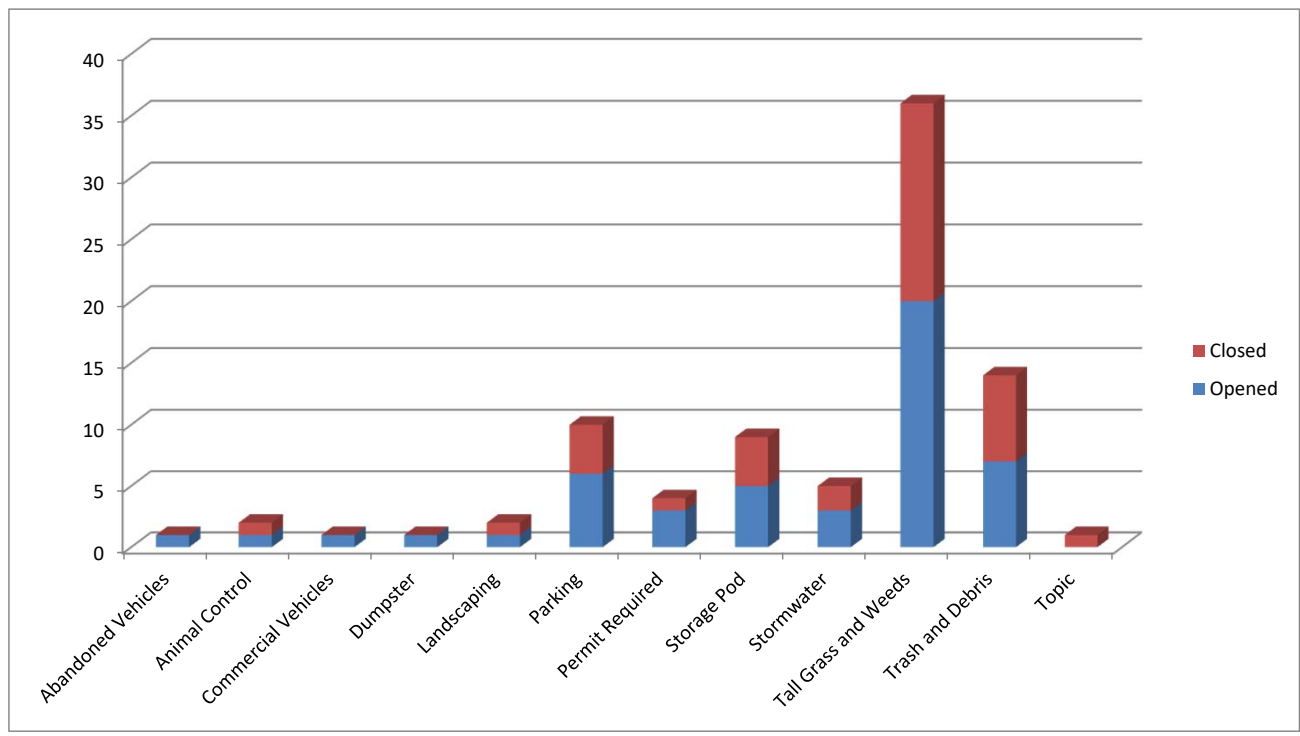
3 I, YOLANDA QUICENO, CITY CLERK OF THE CITY OF BELLE ISLE, FLORIDA, do
4 hereby certify that the above and foregoing Resolution No. 22-19 was duly and
5 legally passed and adopted by the Belle Isle City Council in session
6 assembled, at which session a quorum of its members were present on the
7 _____ day of _____ 2022.

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10 Yolanda Quiceno, CMC-City Clerk

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Department	Opened	Closed
Abandoned Vehicles	1	0
Animal Control	1	1
Commercial Vehicles	1	0
Dumpster	1	0
Landscaping	1	1
Parking	6	4
Permit Required	3	1
Storage Pod	5	4
Stormwater	3	2
Tall Grass and Weeds	20	16
Trash and Debris	7	7
Topic	0	1





Orange County Fire Rescue Unit Activity in Belle Isle for June 2022

c.

BELLE ISLE INCIDENT TOTAL	85
Total OCFR Units Used	158
Total OCFR Transports	36

	EMS	Fire Service	Vehicle Accident
Total	57	23	5

Alarm #	Units	Date	Total Time	Call Type	Sta	Jurisdiction	Transport	REP DIST	LOCATION
OF220058826	R73	6/1/22	0:58:12	EMDA	73	Belle Isle	YES	73777B	2621 TRENTWOOD BLVD, E
OF220058831	E70	6/1/22	0:24:16	AFA	73	Belle Isle		73777B	2323 MCCOY RD, BI
OF220059011	E72	6/1/22	0:15:20	PUBASST	72	Belle Isle		72733B	5130 CONWAY RD, BI
OF220059093	R73	6/1/22	0:35:10	EMDA	73	Belle Isle	YES	73777B	2635 MCCOY RD, BI
OF220059279	E72	6/2/22	0:07:45	AMA	72	Belle Isle		72732B	4341 PLAYA CT, BI
	R71	6/2/22	0:07:36	AMA	72	Belle Isle		72732B	4341 PLAYA CT, BI
OF220059620	E70	6/3/22	0:03:34	EMDD	70	Belle Isle		70737B	1407 NEVADA AV, BI
	R70	6/3/22	0:58:08	EMDD	70	Belle Isle	YES	70737B	1407 NEVADA AV, BI
OF220059783	E70	6/3/22	0:01:56	EMDD	73	Belle Isle		73777B	1934 MCCOY RD, BI
	R70	6/3/22	0:50:21	EMDD	73	Belle Isle	YES	73777B	1934 MCCOY RD, BI
OF220060135	E72	6/4/22	0:11:19	AA	72	Belle Isle		72733B	4426 HOFFNER AV, BI
	R72	6/4/22	0:11:13	AA	72	Belle Isle		72733B	4426 HOFFNER AV, BI
OF220060259	AL1	6/4/22	1:33:49	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
	B4	6/4/22	3:00:48	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
	CPT4	6/4/22	2:02:53	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
	E70	6/4/22	2:33:37	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
	E71	6/4/22	1:31:02	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
	E72	6/4/22	3:12:56	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
	E73	6/4/22	1:45:48	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
	R70	6/4/22	2:22:29	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
	R73	6/4/22	1:57:18	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
	REHAB1	6/4/22	2:58:24	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
	TR51	6/4/22	2:51:34	HOUSEW	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
OF220060315	E52	6/5/22	1:08:11	FIRWTCH	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
OF220060334	E70	6/5/22	1:13:09	FIRWTCH	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,
OF220060351									

Alarm #	Units	Date	Total Time	Call Type	Sta	Jurisdiction	Transport	REP DIST	LOCATION	c.
	E72	6/5/22	1:21:19	FIRWTCH	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,	
OF220060370	TR51	6/5/22	0:52:21	FIRWTCH	72	Belle Isle		72732B	3634 COUNTRY LAKES DR,	
OF220060437	E72	6/5/22	0:18:40	EMDA	72	Belle Isle		72732B	4245 BELL TOWER CT, BI	
	R72	6/5/22	1:03:14	EMDA	72	Belle Isle	YES	72732B	4245 BELL TOWER CT, BI	
OF220060630	E70	6/5/22	0:30:06	EMDD	73	Belle Isle		73777B	3545 BRIGHTON PARK CIR,	
	R73	6/5/22	0:30:06	EMDD	73	Belle Isle		73777B	3545 BRIGHTON PARK CIR,	
OF220060632	E73	6/5/22	0:22:12	EMDA	73	Belle Isle		73777B	1934 MCCOY RD, BI	
	R53	6/5/22	0:22:12	EMDA	73	Belle Isle		73777B	1934 MCCOY RD, BI	
OF220061208	E72	6/7/22	0:16:20	EMDA	72	Belle Isle		72734B	5225 DRISCOLL CT, BI	
	R70	6/7/22	0:45:16	EMDA	72	Belle Isle	YES	72734B	5225 DRISCOLL CT, BI	
OF220061333	E70	6/7/22	0:06:00	AFAWF	70	Belle Isle		70736B	906 WALTHAM AV, BI	
OF220061441	E70	6/7/22	0:05:03	EMDA	70	Belle Isle		70735B	1413 CONWAY ISLE CIR, BI	
	R70	6/7/22	0:54:46	EMDA	70	Belle Isle	YES	70735B	1413 CONWAY ISLE CIR, BI	
	R73	6/7/22	0:03:52	EMDA	70	Belle Isle		70735B	1413 CONWAY ISLE CIR, BI	
OF220061796	E73	6/8/22	0:18:56	EMDA	73	Belle Isle		73777B	2323 MCCOY RD, BI	
	R73	6/8/22	0:19:03	EMDA	73	Belle Isle		73777B	2323 MCCOY RD, BI	
OF220061853	E72	6/8/22	0:27:01	EMDD	72	Belle Isle		72733B	5373 JADE CIR, BI	
	R71	6/8/22	2:04:22	EMDD	72	Belle Isle	YES	72733B	5373 JADE CIR, BI	
OF220061952	E72	6/8/22	0:17:48	EMDD	72	Belle Isle		72733B	5202 JADE CIR, BI	
	R72	6/8/22	0:17:52	EMDD	72	Belle Isle		72733B	5202 JADE CIR, BI	
OF220062023	E70	6/9/22	0:17:15	AFA	73	Belle Isle		73777B	7830 HOLIDAY ISLE DR, BI	
OF220062035	E73	6/9/22	0:11:52	EMDD	73	Belle Isle		73777B	3815 BRIGHTON PARK CIR,	
	R70	6/9/22	0:11:52	EMDD	73	Belle Isle		73777B	3815 BRIGHTON PARK CIR,	
OF220062109	E51	6/9/22	0:10:12	AFA	70	Belle Isle		70736B	731 FAIRLANE AV, BI	
OF220062493	E70	6/10/22	0:02:08	EMDA	73	Belle Isle		73777B	1934 MCCOY RD, BI	
	R70	6/10/22	1:14:05	EMDA	73	Belle Isle	YES	73777B	1934 MCCOY RD, BI	
OF220062503	E70	6/10/22	0:11:16	AA	70	Belle Isle		70736B	E OAK RIDGE RD/S ORANG	
	M5	6/10/22	0:20:10	AA	70	Belle Isle		70736B	E OAK RIDGE RD/S ORANG	
OF220062516	E73	6/10/22	0:17:27	EMDC	70	Belle Isle		70773B	1765 PAM CIR, BI	
	R50	6/10/22	0:56:52	EMDC	70	Belle Isle	YES	70773B	1765 PAM CIR, BI	
OF220062648	E73	6/10/22	0:28:40	EMDA	73	Belle Isle		73777B	2323 MCCOY RD, BI	
	R51	6/10/22	1:27:09	EMDA	73	Belle Isle	YES	73777B	2323 MCCOY RD, BI	
OF220062759	R70	6/10/22	1:16:13	EMDA	72	Belle Isle	YES	72734B	3224 CULLEN LAKE SHORE	
OF220062761	E70	6/10/22	0:17:32	EMDD	70	Belle Isle		70773B	1777 MCCOY RD, BI	
	R73	6/10/22	0:32:03	EMDD	70	Belle Isle		70773B	1777 MCCOY RD, BI	

Alarm #	Units	Date	Total Time	Call Type	Sta	Jurisdiction	Transport	REP DIST	LOCATION
OF220062877									
	E73	6/11/22	0:15:34	EMDD	73	Belle Isle		73777B	1900 JETPORT DR, BI
	R73	6/11/22	0:15:46	EMDD	73	Belle Isle		73777B	1900 JETPORT DR, BI
OF220062879									
	E70	6/11/22	0:01:47	EMDA	70	Belle Isle		70773B	1701 PERKINS RD, BI
	R70	6/11/22	0:58:50	EMDA	70	Belle Isle	YES	70773B	1701 PERKINS RD, BI
OF220062886									
	E70	6/11/22	0:13:15	AA	73	Belle Isle		73777B	MCCOY RD/LINDOS ST
	R73	6/11/22	0:13:15	AA	73	Belle Isle		73777B	MCCOY RD/LINDOS ST
OF220062948									
	E51	6/11/22	0:02:26	EMDD	70	Belle Isle		70736B	6115 MATCHETT RD, BI
	E70	6/11/22	0:20:08	EMDD	70	Belle Isle		70736B	6115 MATCHETT RD, BI
	R70	6/11/22	0:22:26	EMDD	70	Belle Isle		70736B	6115 MATCHETT RD, BI
OF220063422									
	E73	6/12/22	0:27:16	EMDD	73	Belle Isle		73777B	1934 MCCOY RD, BI
	R73	6/12/22	1:10:57	EMDD	73	Belle Isle	YES	73777B	1934 MCCOY RD, BI
OF220063793									
	E71	6/13/22	0:07:05	EMDD	72	Belle Isle		72732B	CONWAY RD/COVE DR
	R71	6/13/22	0:06:56	EMDD	72	Belle Isle		72732B	CONWAY RD/COVE DR
OF220063859									
	E72	6/13/22	0:27:31	EMDC	70	Belle Isle		70735B	2046 HOFFNER AV, BI
	R72	6/13/22	1:31:59	EMDC	70	Belle Isle	YES	70735B	2046 HOFFNER AV, BI
OF220063907									
	E73	6/13/22	0:24:49	EMDE	72	Belle Isle		72732B	6615 FRANCONIA DR, BI
	R72	6/13/22	1:39:39	EMDE	72	Belle Isle	YES	72732B	6615 FRANCONIA DR, BI
OF220064089									
	R72	6/14/22	0:36:51	EMDA	72	Belle Isle	YES	72734B	5111 BELLEVILLE AV, BI
OF220064312									
	E73	6/14/22	0:24:03	EMDA	70	Belle Isle		70773B	1609 PERKINS RD, BI
	R73	6/14/22	1:21:11	EMDA	70	Belle Isle	YES	70773B	1609 PERKINS RD, BI
OF220064399									
	E70	6/14/22	0:46:53	TREEDWT	70	Belle Isle		70735B	HOFFNER AV/AVOCADO LN
OF220064498									
	E70	6/15/22	0:22:43	EMDD	70	Belle Isle		70773B	1765 PAM CIR, BI
	R70	6/15/22	0:55:29	EMDD	70	Belle Isle	YES	70773B	1765 PAM CIR, BI
	R73	6/15/22	0:04:09	EMDD	70	Belle Isle		70773B	1765 PAM CIR, BI
OF220064680									
	E72	6/15/22	0:07:37	EMDB	72	Belle Isle		72733B	CONWAY RD/HOFFNER AV
	R72	6/15/22	0:07:18	EMDB	72	Belle Isle		72733B	CONWAY RD/HOFFNER AV
OF220064698									
	R72	6/15/22	1:35:44	EMDA	72	Belle Isle	YES	72732B	6518 FRANCONIA DR, BI
OF220064783									
	E70	6/15/22	0:37:11	EMDA	73	Belle Isle		73777B	7824 HOLIDAY ISLE DR, BI
	R70	6/15/22	1:23:14	EMDA	73	Belle Isle	YES	73777B	7824 HOLIDAY ISLE DR, BI
OF220065105									
	R73	6/16/22	0:15:27	EMDB	73	Belle Isle		73777B	2621 TRENTWOOD BLVD, E
OF220065408									
	R70	6/17/22	0:25:41	EMDB	72	Belle Isle		72733B	5262 JADE CIR, BI
OF220065554									
	E70	6/17/22	0:17:19	EMDB	70	Belle Isle		70773B	1825 STAFFORD DR, BI
	R70	6/17/22	1:40:13	EMDB	70	Belle Isle	YES	70773B	1825 STAFFORD DR, BI
OF220065726									
	E70	6/18/22	0:19:36	EMDD	73	Belle Isle		73777B	1934 MCCOY RD, BI
	R72	6/18/22	0:55:43	EMDD	73	Belle Isle	YES	73777B	1934 MCCOY RD, BI

c.

c.

<u>Alarm #</u>	<u>Units</u>	<u>Date</u>	<u>Total Time</u>	<u>Call Type</u>	<u>Sta</u>	<u>Jurisdiction</u>	<u>Transport</u>	<u>REP DIST</u>	<u>LOCATION</u>
OF220065749	E70	6/18/22	0:18:27	EMDD	70	Belle Isle		70773B	2121 MCCOY RD, BI
	R70	6/18/22	0:54:10	EMDD	70	Belle Isle	YES	70773B	2121 MCCOY RD, BI
OF220066100	E51	6/18/22	0:01:28	EMDA	70	Belle Isle		70735B	1916 HOFFNER AV, BI
	E70	6/18/22	0:16:57	EMDA	70	Belle Isle		70735B	1916 HOFFNER AV, BI
	R70	6/18/22	1:19:48	EMDA	70	Belle Isle	YES	70735B	1916 HOFFNER AV, BI
OF220066199	E72	6/19/22	0:25:02	EMDA	72	Belle Isle		72732B	3610 COUNTRY LAKES DR,
	R72	6/19/22	0:25:25	EMDA	72	Belle Isle		72732B	3610 COUNTRY LAKES DR,
OF220066324	E72	6/19/22	0:18:06	EMDA	72	Belle Isle		72733B	5262 JADE CIR, BI
	R72	6/19/22	1:00:45	EMDA	72	Belle Isle	YES	72733B	5262 JADE CIR, BI
OF220066394	E70	6/19/22	0:17:40	AA	70	Belle Isle		70736B	S ORANGE AV/E OAK RIDG
	R70	6/19/22	0:18:45	AA	70	Belle Isle		70736B	S ORANGE AV/E OAK RIDG
OF220066718	E72	6/20/22	0:09:41	AFA	70	Belle Isle		70769B	7204 SEMINOLE DR, BI
OF220066778	E70	6/20/22	0:24:16	EMDD	73	Belle Isle		73777B	2323 MCCOY RD, BI
	R70	6/20/22	1:36:50	EMDD	73	Belle Isle	YES	73777B	2323 MCCOY RD, BI
OF220067125	E73	6/21/22	0:11:58	AFA	73	Belle Isle		73777B	2323 MCCOY RD, BI
OF220067297	E72	6/22/22	0:21:49	EMDB	72	Belle Isle		72733B	HOFFNER AV/ST MICHAEL.
	R71	6/22/22	1:31:10	EMDB	72	Belle Isle	YES	72733B	HOFFNER AV/ST MICHAEL.
OF220067390	E70	6/22/22	0:23:48	EMDC	70	Belle Isle		70769B	2613 NELA AV, BI
	R70	6/22/22	0:26:20	EMDC	70	Belle Isle		70769B	2613 NELA AV, BI
OF220067715	E73	6/23/22	0:12:47	PUBASST	70	Belle Isle		70773B	1951 MCCOY RD, BI
OF220067812	E70	6/23/22	0:25:09	EMDA	70	Belle Isle		70773B	1724 COLLEEN DR, BI
	R70	6/23/22	0:22:53	EMDA	70	Belle Isle		70773B	1724 COLLEEN DR, BI
OF220067890	E73	6/23/22	0:10:17	AFAWF	70	Belle Isle		70773B	1951 MCCOY RD, BI
OF220068202	E72	6/24/22	0:07:49	AFA	72	Belle Isle		72733B	5066 CONWAY RD, BI
OF220068304	E70	6/24/22	0:49:45	ELECK	70	Belle Isle		70769B	NELA AV/SEMINOLE DR
OF220068309	E72	6/24/22	0:19:26	EMDD	72	Belle Isle		72733B	3624 ROTHBURY DR, BI
	R51	6/24/22	0:19:29	EMDD	72	Belle Isle		72733B	3624 ROTHBURY DR, BI
OF220068413	E72	6/24/22	0:18:07	EMDD	72	Belle Isle		72733B	3714 ST MORITZ ST, BI
	R72	6/24/22	0:59:12	EMDD	72	Belle Isle	YES	72733B	3714 ST MORITZ ST, BI
OF220068432	E70	6/24/22	0:13:26	AA	70	Belle Isle		70736B	E OAK RIDGE RD/S ORANG
	M5	6/24/22	0:16:53	AA	70	Belle Isle		70736B	E OAK RIDGE RD/S ORANG
OF220068438	E72	6/24/22	0:25:36	ELECK	72	Belle Isle		72733B	5224 CHISWICK CIR, BI
OF220068457	E72	6/24/22	0:13:27	PUBASST	72	Belle Isle		72732B	3740 QUANDO CIR, BI
OF220068745									

c.

<u>Alarm #</u>	<u>Units</u>	<u>Date</u>	<u>Total Time</u>	<u>Call Type</u>	<u>Sta</u>	<u>Jurisdiction</u>	<u>Transport</u>	<u>REP DIST</u>	<u>LOCATION</u>
	E72	6/25/22	0:17:19	EMDC	72	Belle Isle		72733B	5190 CONWAY RD, BI
	R72	6/25/22	0:15:17	EMDC	72	Belle Isle		72733B	5190 CONWAY RD, BI
	REHAB1	6/25/22	0:10:53	EMDC	72	Belle Isle		72733B	5190 CONWAY RD, BI
OF220068928									
	E70	6/26/22	0:27:02	EMDD	70	Belle Isle		70735B	1916 HOFFNER AV, BI
	R70	6/26/22	1:17:06	EMDD	70	Belle Isle	YES	70735B	1916 HOFFNER AV, BI
OF220068933									
	E73	6/26/22	0:40:03	EMDA	70	Belle Isle		70773B	2121 MCCOY RD, BI
	R72	6/26/22	1:24:41	EMDA	70	Belle Isle	YES	70773B	2121 MCCOY RD, BI
OF220069078									
	E70	6/26/22	0:10:24	AFA	70	Belle Isle		70769B	7012 BARBY LN, BI
OF220069113									
	E72	6/26/22	0:13:30	EMDB	72	Belle Isle		72733B	5250 CONWAY RD, BI
	R72	6/26/22	0:13:30	EMDB	72	Belle Isle		72733B	5250 CONWAY RD, BI
OF220069706									
	E73	6/28/22	0:28:27	EMDD	73	Belle Isle		73777B	2300 JETPORT DR, BI
	R73	6/28/22	0:31:30	EMDD	73	Belle Isle		73777B	2300 JETPORT DR, BI
OF220069828									
	E72	6/28/22	0:12:05	PUBASST	72	Belle Isle		72732B	3740 QUANDO CIR, BI
	R72	6/28/22	0:01:12	PUBASST	72	Belle Isle		72732B	3740 QUANDO CIR, BI
OF220069877									
	B4	6/28/22	0:14:01	EMDC	73	Belle Isle		73777B	2621 TRENTWOOD BLVD, E
	E73	6/28/22	0:00:12	EMDC	73	Belle Isle		73777B	2621 TRENTWOOD BLVD, E
	R73	6/28/22	1:28:25	EMDC	73	Belle Isle	YES	73777B	2621 TRENTWOOD BLVD, E
OF220069936									
	E72	6/28/22	0:09:41	SMOKINV	72	Belle Isle		72733B	5024 DARDEN AV, BI
OF220070086									
	E57	6/29/22	0:03:10	EMDB	73	Belle Isle		73777B	2601 MCCOY RD, BI
	R53	6/29/22	0:03:10	EMDB	73	Belle Isle		73777B	2601 MCCOY RD, BI
OF220070089									
	E72	6/29/22	0:35:49	LOCKOUT	73	Belle Isle		73777B	2601 MCCOY RD, BI
OF220070156									
	E72	6/29/22	0:15:41	EMDD	72	Belle Isle		72733B	3714 ST MORITZ ST, BI
	R72	6/29/22	0:49:30	EMDD	72	Belle Isle	YES	72733B	3714 ST MORITZ ST, BI
OF220070210									
	E72	6/29/22	0:15:09	EMDD	72	Belle Isle		72733B	4416 HOFFNER AV, BI
	R72	6/29/22	0:59:19	EMDD	72	Belle Isle	YES	72733B	4416 HOFFNER AV, BI
OF220070324									
	E70	6/29/22	0:19:30	EMDB	70	Belle Isle		70769B	3406 WARREN PARK RD, B
	R70	6/29/22	0:58:02	EMDB	70	Belle Isle	YES	70769B	3406 WARREN PARK RD, B
OF220070689									
	E73	6/30/22	0:18:04	EMDA	73	Belle Isle		73777B	1934 MCCOY RD, BI
	R70	6/30/22	0:59:23	EMDA	73	Belle Isle	YES	73777B	1934 MCCOY RD, BI

Alarm # Units Date Total Call
Time Type Sta Jurisdiction Transport REP DIST LOCATION

c.

SERVICE AREA INCIDENT TOTAL 85
Total OCFR Units Used 158
Total OCFR Transports 36

	EMS	Fire Service	Vehicle Accident
Total	57	23	5



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

Meeting Date: July 13, 2022

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Request of CCA Board to Demolish the Lancaster House

Background: The CCA Board again discussed the disposition of the Lancaster House at the Board’s June meeting. The City sent numerous requests to the Board with recommendations for saving the house, leasing the house to Pioneer Days organization, and to move the house. The Board took all the recommendations under consideration and after discussion, the Board unanimously voted to send a formal request to demolish the Lancaster House to the City of Belle Isle as outlined in the City-CCA Agreement. The Board also approved to give 30 days to any third party that may want to remove any items from the house prior to its demolition. Interested parties need to coordinate this with the CCA staff. The Board made this decision as it is in the best interest of CCA and the students. According to the lease agreement, *“Tenant may make Improvements or demolish existing structures on the Leased Premises, at Tenant’s sole cost and expense, with the prior approval of Landlord, which approval will not be reasonably withheld.”*

Staff Recommendation: Approve the request.

Suggested Motion: I move we approve the request of the CCA Board to demolish the Lancaster House as stated in the CCA Letter dated June 24, 2022.

Alternatives: None

Fiscal Impact: None to the City

Attachments: CCA Letter



June 24, 2022

Mr. Bob Francis, City Manager
City of Belle Isle
5903 Randolph Avenue
Belle Isle, Florida 32809
Via E-mail to: bfrancis@belleislefl.gov

Re: Lancaster House, 5903 Randolph Avenue

Dear Mr. Francis,

Pursuant to your May 4, 2022 letter, on June 22, 2022 the Board of Directors of Cornerstone Charter Academy, Inc. (CCA) unanimously approved a motion to formally request that the structure known as the "Lancaster House" be demolished at the expense of CCA with all necessary permits to be issued by the City and all personal property as may be desired by any third party to be removed within thirty days of this request.

As the property is City owned, we do not believe CCA is required to make the application for permits, but if needed let me know as soon as possible.

Please advise as soon as all necessary permits are issued, if any are needed. CCA plans to utilize the city's existing procurement of the low bid contractor for the work.

Thank you for your time and attention to this matter.

Sincerely,


Gayle A. Owens.



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

Meeting Date: July 213, 2022

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Sidewalk Ordinance

Background: The City Council directed that an ordinance be drafted to provide that the City repairs and replaces sidewalks with no cost incurred by the residents and/or business. Residents would be responsible to keep sidewalks clean and without obstructions.

The City Attorney drafted an ordinance that provides for both City and resident responsibilities.

If the ordinance is adopted by the Council, the City staff will develop a policy that outlines inspections, priorities, and notification.

Staff Recommendation: Review and make any changes to the ordinance.

Suggested Motion: I move that we read the Ordinance 22-07 for the second time at the August 2, 2022 meeting.

Alternatives: Make changes to the ordinance

Fiscal Impact: TBD

Attachments: Ordinance 22-07

ORDINANCE NO. 22-07

AN ORDINANCE OF THE CITY OF BELLE ISLE, FLORIDA, AMENDING CHAPTER 26, ARTICLE I TO CREATE NEW SECTIONS RELATED SIDEWALK INSTALLATION AND MAINTENANCE AND REQUIRING CERTAIN SIDEWALKS WITHIN THE RIGHT-OF-WAY TO BE MAINTAINED BY ADJACENT PROPERTY OWNERS AND CREATING ENFORCEMENT MECHANISM FOR THE SAME; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the City acknowledges that property owners, lessees, and other occupants have affirmative duties relating to the maintenance of sidewalks and unpaved right-of-ways adjoining their properties between the property boundary line and the street as may be required under Florida law and under existing provisions of the City Code of the City of Belle Isle; and

WHEREAS, the City has determined that additional maintenance obligations of adjoining property owners are desirable in the interests of the public health, safety, and welfare for pedestrians and others who traverse sidewalks within the jurisdictional limits of the City; and

WHEREAS, the City Council of the City of Belle Isle hereby finds that it is in the best interests of the public welfare, health, and safety that the City’s Code of Ordinances be amended as provided herein.

NOW, THEREFORE, BE IT ENACTED BY THE CITY OF BELLE ISLE, FLORIDA, AS FOLLOWS:

SECTION 1. Recitals. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

SECTION 2. City Code Amendment, Chapter 26, Article I. Chapter 26, Article I of the City Code of Ordinances is hereby amended as follows (words that are ~~stricken out~~ are deletions; words that are underlined are additions; provisions not referenced are not being modified):

ARTICLE I. – IN GENERAL

Sec. 26-2. - Unpaved right-of-way and sidewalk maintenance.

(a) Unless exempt pursuant to Section 26-3, property owners, lessees, or occupants of a property developed with a building or buildings shall maintain sidewalks and unpaved portions of rights-of-way adjoining their properties between the property boundary line and the street in a safe and clean condition and at a minimum shall comply with the following:

- (i) It is unlawful for any person to obstruct or cause obstruction of a sidewalk, or to permit a sidewalk bordering upon real property owned by that person to be obstructed. For the purposes of this section, obstruction means the prevention or impairment of passage on the sidewalk by pedestrians or wheelchairs and may include, but not limited to, refuse, waste, litter, debris, excess vegetation, weeds building material, tree limbs and branches growing over the sidewalk from the adjacent property, dirt, sand, excavated material, wood, rubbish, any article or other

substance or merchandise to be dropped, delivered, piled or placed in any way above or upon any sidewalk or pathway so as to obstruct the sidewalk or pathway except by special permission of the City. Such does not include barriers or fencing erected by the City or contractors during the performance of right-of-way or sidewalk maintenance or repair work; and

(ii) Regularly mow or otherwise maintain unpaved areas in a neat and attractive condition; and

(iii) Regularly scrub, pressure wash, clean, treat, or otherwise maintain sidewalks in a condition that is free of mold, mildew, or other deleterious conditions, which is free from discoloration and poses a reduced risk of slipping, skidding, or sliding to a reasonable person of ordinary sensibilities; and

(iv) Prohibit and not cause new irrigation systems (supply lines or irrigation heads), trees, bushes or shrubs to be placed, planted or grown on sidewalks or in unpaved rights-of-way without the city's prior written consent, which may be in the form of a right-of-way maintenance agreement with terms acceptable to the city. It shall be a violation of this section for any person to install unauthorized irrigation systems, trees, bushes, shrubs and other landscaping within public rights-of-way without the city's prior written consent, and such items are subject to immediate removal without notice or compensation. Water distribution patterns for irrigation systems should not encroach into sidewalks or other pavement areas; and

(v) Any landscaping or irrigation installed by a developer, homeowner's association or property owner within the right-of-way with the city's written consent, shall be maintained in a neat and attractive manner, so as not to impede or interfere with right-of-way improvements and the city's or public's use thereof, and otherwise maintained consistent with the terms and conditions of the city's written consent or applicable right-of-way maintenance agreement.

(vi) If an entity or person having jurisdiction or responsibility over a road or public right-of-way performs any routine maintenance or road improvement within any such right-of-way (for the purposes of this article, the term "right-of-way" shall have the same meaning as the definition therefore contained in F.S. § 334.03), the property owner, agent, custodian, lessee, or occupant of the property adjoining the right-of-way shall be responsible for removing and/or relocating mailboxes, flag poles and/or any other personal items and installations located within that portion of the adjoining rights-of-way located between the property and the street, including any existing irrigation system components or other property, or he/she/it will otherwise bear the cost for any loss or repair of such items and installations. The city is not responsible for replacement, repair, or reimbursement of such installations or items.

(b) The requirements of subsection (a) are a condition of the adjacent property's driveway connection to the adjacent public road and use of the unpaved right-of-way for a mailbox serving the adjacent property. Moreover, the requirements of subsection (a) are reasonable because sidewalks are required adjacent to buildings due to ADA accessibility reasons and the sidewalk provides a pedestrian access point to such buildings.

Sec. 26-3. - Exemption: unpaved right-of-way, city maintained.

(a) The following table is a comprehensive inventory of unpaved right-of-ways, or parts thereof, which are maintained by the City of Belle Isle:

1) Hoffner Avenue N Side Right of Way	Hoffner Bridge east to Conway Road	
2) Hoffner Avenue S Side Right of Way	Hoffner Bridge east to Conway Road	
3) Gondola Avenue E Side Right of Way	McCoy Road north to Fulmer Road	
4) Overlook Road N Side Right of Way	Along wall to Matchett Road	
5) Perkins Boat Ramp	Entire property	

6)	<u>E. Wallace Street N Side Right of Way</u>	<u>Wallace Field to Fire Station 70</u>	
7)	<u>E. Wallace Street N Side Right of Way</u>	<u>Randolph to Hansel</u>	
8)	<u>Daetwyler Drive E Side Right of Way</u>	<u>Warren Park Road to Judge Road</u>	
9)	<u>Judge Road N Side Right of Way</u>	<u>Daetwyler Drive to Conway Road</u>	
10)	<u>Police Department</u>	<u>1521 Nela Avenue</u>	
11)	<u>Gilbert Park</u>	<u>Entire property*</u>	
12)	<u>Cove Drive Right of Way</u>	<u>Between Conway Road and Corner</u>	
13)	<u>Swann Beach Park</u>	<u>Entire property*</u>	
14)	<u>Cross Lake Beach</u>	<u>Entire property*</u>	
15)	<u>Conway Circle Park</u>	<u>Entire property*</u>	
16)	<u>Labelle Beach</u>	<u>Entire property*</u>	
17)	<u>Holloway Park</u>	<u>Entire property*</u>	
18)	<u>Lesser Park</u>	<u>Entire property*</u>	
19)	<u>Peninsular Park</u>	<u>Entire property*</u>	
20)	<u>Dewayne Drive</u>	<u>Retention Pond*</u>	
21)	<u>Regal Park</u>	<u>Entire property*</u>	
22)	<u>Gene Polk Park</u>	<u>Entire property*</u>	
23)	<u>Trimble Park</u>	<u>Entire property*</u>	
24)	<u>Nela Avenue Bridge</u>	<u>Overlook Road to Homewood Drive</u>	
25)	<u>Trentwood Blvd</u>	<u>Intersection of Daetwyler</u>	
* Note: Entire Property means the ROW and the sidewalks within the park if applicable			

- (b) The inventory of city maintained unpaved right-of-ways identified in subsection (a) and the table above shall periodically be reviewed and may be amended as needed by resolution of the City Council.
- (c) The above table and map of the locations identified is filed in the office of the city clerk.
- (d) Adjacent property owners are not responsible for the maintenance of sidewalks and unpaved portions of rights-of-way pursuant to Section 26-2 for rights-of-way listed in subsection (a) above.
- (e) Adjacent property owners are not responsible for repair and replacement of buckled, uneven, cracked or damaged sidewalk segments needing concrete work unless such damage was caused by the adjacent property owner, occupants, tenants and/or their respective contractors, vendors, guests, invitees or agents. However, this subsection does not prohibit the City from adopting, enforcing and collecting assessments against property owners to offset the cost of sidewalk repair and replacement.
- (f) Property owners, lessees, and occupants of a property with a driveway connection to a public road are responsible, at their expense, for the maintenance, repair and replacement of their respective driveway connections and aprons within the right-of-way, including the repair and replacement of buckled, uneven, cracked and damaged driveway and drive aprons.

Sec. 26-4. - Responsibility for noncompliance.

The owner, lessee, and/or occupant of property upon which a violation of this article occurs, along with any agent responsible for the upkeep thereof, may be held jointly and severally liable for failure to comply with this article.

Sec. 26-5. - Enforcement; correction of violation.

(a) Whenever a code enforcement officer finds that there appears to be a violation of this article, the code enforcement officer may initiate a notice of violation to be served upon the property owner, and, if applicable, the lessee or occupant, directing such owner, and, if applicable, the lessee or occupant, to correct and abate the violation within fifteen (15) calendar days of the date such notice is received. For purposes of this article, notice is deemed received on the earliest of: (a) the day the notice is hand delivered to the property owner; (b) the date the notice is posted at the property; or five days after the notice is mailed to the property owner, postage prepaid. The code enforcement officer shall, within five days of the date the notice is mailed, cause a sign (placard) to be placed upon the property in a conspicuous and easily visible location. The copy area of the sign shall measure at least 8 inches by 12 inches in size and shall include the following information:

- (1) A sufficient description by address and/or legal description to identify the property upon which the violation exists;
- (2) A description of the violation to be corrected and abated;
- (3) A statement that if the described violation is not corrected and abated within fifteen (15) calendar days after notice is received the city will cause the violation to be corrected and abated;
- (4) That a special assessment lien will be imposed upon the property for the actual cost of such corrective action and abatement, plus administrative expenses; and
- (5) A preliminary nonbinding, minimum estimate of the cost of corrective action and abatement.
- (6) The notice of violation shall further state in bold and conspicuous letters that if such violation, within the ten-day period prescribed by subsection (a) of this section:
 - i. Has not been corrected and abated; or
 - ii. Has not been timely appealed in accordance with section 26-6; or
 - iii. Has been timely appealed but the appeal process proves unsuccessful, then the code enforcement officer with approval from the city manager will cause the violation to be corrected and abated, and the actual cost of such corrective action and abatement, plus administrative fees, shall constitute a special assessment lien on the property in accordance with section 26-7.

(b) Imminent health threat (first and subsequent violations). In a case involving a condition which poses an imminent public health threat, the code enforcement officer with approval of the city manager may, without prior notice, authorize the immediate correction and abatement of the condition.

(c) After the fact notice. Whenever the code enforcement officer proceeds pursuant to subsection (b) herein, an after-the-fact notice shall be provided not later than five days after the corrective action or abatement of the condition, which notice shall include the following:

- (1) A description of the conditions that were corrected and abated;
- (2) Whether the conditions were corrected and abated without prior notice due to subsection (b), herein;
- (3) The actual cost of the corrective action and abatement, together with administrative fees, is due to be paid within ten days of the notice;
- (4) That the failure to pay the actual costs and administrative fees when due will result in imposition of a special assessment lien against the property; and

- (5) That the property owner may file a notice appeal to show that the property did not contain such violation within ten days of the notice, as provided by section 26-6.
- (d) Terminated and abated. If the owner or other person in control of any property fails to abate the nuisance within ten (10) days after the notice described in subsection 26-5 (a) is delivered, the code enforcement officer shall cause such nuisance to be terminated and abated. The city manager, or city manager designee, may hire and enter into contracts with independent contractors to take corrective action and/or abate the nuisance.

Sec. 26-6. - Appeals.

- (a) Within the ten-day period prescribed by subsection 26-5 after notice is received, an aggrieved party may appeal the code enforcement officer's determination that a notice of violation is warranted for the property in question pursuant to subsection 26-5(a), or that the property did not contain a condition authorizing immediate corrective action and abatement, pursuant to subsection 26-5 (b).
- (b) An appeal by an aggrieved party shall:
 - (1) Be accompanied by a filing fee as determined by resolution of the City Council; and
 - (2) Be addressed to the city manager; and
 - (3) Be either hand-delivered to the city manager or postmarked within the ten-day period after notice is received.
- (c) Upon receipt of a timely appeal, the city manager, or city manager's designee, shall schedule a hearing date before the special magistrate.
- (d) At the hearing, the magistrate shall allow the code enforcement officer and the aggrieved party an opportunity to present evidence and to examine and cross-examine witnesses. After considering the evidence and testimony, the magistrate shall make a factual determination as to whether the property is (or was), with respect to subsection 26-5 in violation of this article. If the magistrate determines that the property is (or was) in violation of this article, he/she/it shall affirm the code enforcement officer's issuance of the notice of violation and, with respect to an appeal of action taken pursuant to subsections 26-5(a) or (b), issue an order requiring the aggrieved party to promptly abate the violation, and/or, with respect to an appeal of action taken pursuant to either subsection 26-5(b), issue an order affirming the existence of conditions warranting immediate termination or abatement of the violation(s). If the aggrieved party has not remedied the violation within 10 calendar days after the date of the magistrate's written order finding one or more violations of this article, then the city manager may cause the mowing, cleaning, repair, maintenance, or other corrective actions to the extent necessary to remedy the violation, and the property owner shall be responsible for such costs and related expenses. If the magistrate makes a factual determination that the property is not (or was not) in violation of this article, then the filing fee shall be returned to the aggrieved party, and, if the city has incurred costs in the corrective actions, the city shall bear the responsibility for such costs and reimburse the owner to the extent that the owner has paid the city for same.
- (e) Appeal of the magistrate's decision shall be filed in a timely manner with the circuit court in accordance with section 14-38 of the Belle Isle Code.

Sec. 26-7. - Liens; assessment.

- (a) After correcting a violation of this article as authorized in section 26-5, the code enforcement officer shall certify to the city clerk the actual cost incurred in remedying such violation, whereupon such cost, plus a charge equal to 100 percent of such cost to cover city administrative expenses, shall become payable within ten (10) days. If such costs are not paid within the allotted time, the city shall assess a special assessment lien and charge against the property, which shall be payable with interest at the rate of 12 percent per annum from the date of such certification until paid.

- (b) Prior to approving and recording a claim of special assessment lien pursuant to subsection (c), the city shall, by hand or certified mail, return receipt requested, deliver or send a notice of assessment of costs to the last known owner of record of the subject real property. If the assessment is not paid or arrangements satisfactory to the city have not been made to pay such assessment within ten days after notice is received, then the city may record the claim of special assessment lien.
- (c) A lien assessed pursuant to this article shall be enforceable in the same manner as a tax lien in favor of the city and may be satisfied at any time by payment thereof, including accrued interest. Notice of such lien may be filed in the office of the clerk of the circuit court and recorded among the public records of the county.
- (d) With approval of the city manager, the city attorney is authorized and directed to institute such proceedings in the name of the city in any court having jurisdiction over such matters against any property for which a lien has been filed pursuant to this article, and the property owner shall be liable for all costs, including reasonable attorney's fees, incurred in any such action.

Sec. 26-8. - Opposing, obstructing or resisting code inspector.

No person shall oppose, obstruct or resist any code enforcement officer, code inspector or any person authorized by the code enforcement officer or code inspector in the discharge of his/her duties as provided in this article. Any code enforcement officer or code inspector shall be immune from prosecution, civil or criminal, for reasonable, good faith trespass upon property utilized or zoned for residential, professional office, commercial, or industrial use while in the discharge of duties imposed by this article.

Secs. 26-9 – 26-19. - Reserved.

SECTION 3. Codification. Section 2 of this Ordinance shall be incorporated into the Belle Isle Code of Ordinances. Any section, paragraph number, letter and/or any heading may be changed or modified as necessary to effectuate the foregoing. Grammatical, typographical and similar or like errors may be corrected, and additions, alterations, and omissions not affecting the construction or meaning of this ordinance and the City Code may be freely made.

SECTION 4. Severability. If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION 5. Conflicts. In the event of a conflict or conflicts between this Ordinance and any other ordinance or provision of law, this Ordinance controls to the extent of the conflict, as allowable under the law.

SECTION 6. Effective date. This Ordinance shall become effective immediately upon adoption by the City Council of the City of Belle Isle, Florida.

FIRST READING: _____, 2022

SECOND READING: _____, 2022

ADOPTED this ____ day of _____, 2022, by the City Council of the City of Belle Isle, Florida.

	YES	NO	ABSENT
Ed Gold	_____	_____	_____
Anthony Carugno	_____	_____	_____
Karl Shuck	_____	_____	_____
Randy Holihan	_____	_____	_____
Beth Lowell	_____	_____	_____
Jim Partin	_____	_____	_____
Stanley Smith	_____	_____	_____

CITY COUNCIL
CITY OF BELLE ISLE

Nicholas Fouraker, Mayor/Commissioner

ATTEST:

Yolanda Quiceno, City Clerk



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

Meeting Date: July 13, 2022

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Resolution 22-21, Add Lieutenant to Police Pay Plan

Background: In 2017, there was a position in the BIPD for the rank of Lieutenant. Deputy Chief Grimm held that position until he was promoted to Deputy Chief in 2018. The position was never filled and therefore eliminated from the Department. The City Council approved the Police Pay Plan in 2020 which did not have the rank of Lieutenant. In 2021, this position was added back to the Police Department but was not included in the 2020 Police Pay Plan. This position is now held by Lieutenant Millis. It now needs to be added to the plan by a resolution of Council.

Staff Recommendation: Approve the addition of the rank of Lieutenant to the Police Pay Plan.

Suggested Motion: I move that we approve Resolution 22-21 which adds the rank of Lieutenant to the Police Pay Plan.

Alternatives: Do not approve the Resolution.

Fiscal Impact: Refer to excerpt

Attachments: Resolution 22-21
Excerpt from Police Pay Plan

Annual PayScale Effective 10/01/2020	
Grade	Salary
12	\$ 69,633.56
13	\$ 72,418.90
14	\$ 75,315.66
15	\$ 78,328.28
16	\$ 81,461.42

Lieutenant

4. From the effective date of this Agreement, Lieutenant in good standing will advance within Grades 17-21 as set forth in the chart below on their date of rank.

Annual PayScale Effective 01/04/2022	
Grade	Salary
17	\$ 86,443.98
18	\$ 89,901.74
19	\$ 93,497.81
20	\$ 97,237.72
21	\$ 101,127.23

RESOLUTION NO. 22-21

**A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA, APPROVING THE POSITION OF
LIEUTENANT TO THE POLICE PAY PLAN; AND PROVIDING FOR SEVERABILITY AND AN
EFFECTIVE DATE.**

WHEREAS, in March 2020, the City Council adopted the Police Pay Plan for the Belle Isle Police Department for Officers up to the rank of Deputy Chief; and

WHEREAS, the Belle Isle Police Department is reinstating the rank of Lieutenant for more efficient and effective operation of the Department; and

WHEREAS, Section 4.09 of the Belle Isle Charter allows the City Manager to establish personnel policies subject to approval by the city council by resolution; and

WHEREAS, the City Council of the City of Belle Isle is in agreement that the rank of Lieutenant needs to be included in the Police Pay Plan, attached as Exhibit A:

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL FOR THE CITY OF BELLE ISLE:

SECTION 1. *Recitals.* The foregoing recitals are incorporated herein and found by the City Council to be true and correct statements as to the legislative findings of the City Council.

SECTION 2. The Rank of Lieutenant is approved and will be incorporated in the Police Pay Plan.

SECTION 3. *Severability.* If any section, subsection, sentence, clause, or phrase of this Resolution is, for any reason, held to be unconstitutional by a court of competent jurisdiction, such holding will not affect the validity of the remaining portions of this Resolution.

SECTION 4. *Effective Date.* This Resolution will take effect immediately upon adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF BELLE ISLE THIS _____ DAY OF _____, 2022.

CITY OF BELLE ISLE

Mayor Nicholas Fouraker

1 ATTEST: _____

2 YOLANDA QUICENO, CITY CLERK

3

4 _____

5 APPROVED AS TO FORM AND LEGALITY
6 CITY ATTORNEY

7

STATE OF FLORIDA

8

COUNTY OF ORANGE

9

10 I, YOLANDA QUICENO, CITY CLERK OF BELLE ISLE, FLORIDA, do hereby certify that the above and foregoing
11 Resolution 22-21 was duly and legally passed and adopted by the Belle Isle City Council in session
12 assembled, at which session a quorum of its members were present on the ____ day of _____ 2022.

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14 _____

15 Yolanda Quiceno, City Clerk

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

Meeting Date: July 13, 2022

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Approval of Budget Committee Recommendation for Inflationary Adjustment

Background: The Budget Committee reviewed a request by the City Manager to use ARPA funds to provide a stipend to City employees to help with the increased inflation rate that has occurred nationwide.

Over the recent months, we have seen a dramatic increase in the cost of goods and services. Inflation accelerated further in May, with prices rising 8.6% from a year ago for the fastest increase since December 1981, the Consumer Price Index for All Urban Consumers (CPI-U) increased 1.0 percent in May on a seasonally adjusted basis after rising 0.3 percent in April, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 8.6 percent before seasonal adjustment. The increase was broad-based, with the indexes for shelter, gasoline, and food being the largest contributors. Even though we’ve seen a slight increase in the cost of fuel, it is still up over \$1.70/gal. a year ago. These three items impact our employees most significantly.

This would be considered “premium pay” under ARPA and is an eligible expense. When the City Council considered bonuses for the employees last year, they were not approved. As this would be “premium pay” it would not compound over the years as a pay increase would. The City Manager would not receive this stipend.

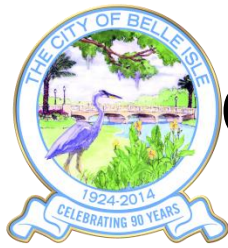
Staff Recommendation: Approve the recommendation.

Suggested Motion: I move we approve the recommendation of the Budget Committee to provide a stipend to City Employees.

Alternatives: Do not approve the recommendation or reduce the stipend.

Fiscal Impact: \$4,265/employee (except the CM) using ARPA funds. The total amount would be \$127,950.

Attachments: CM Memorandum to Budget Committee



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: Budget Committee
Date: July 8, 2022
Re: Request for Premium Pay (Stipend) for Employees for Current Fiscal Year

Over the recent months, we have seen a dramatic increase in the cost of goods and services. Inflation accelerated further in May, with prices rising 8.6% from a year ago for the fastest increase since December 1981, the Consumer Price Index for All Urban Consumers (CPI-U) increased 1.0 percent in May on a seasonally adjusted basis after rising 0.3 percent in April, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 8.6 percent before seasonal adjustment. The increase was broad-based, with the indexes for shelter, gasoline, and food being the largest contributors. Even though we've seen a slight increase in the cost of fuel, it is still up over \$1.70/gal. a year ago. These three items impact our employees most significantly.

In order to help employees, I am requesting that the Budget Committee accept my request to provide a stipend of \$4,265/employee using ARPA funds. This would be considered "premium pay" under ARPA and is an eligible expense. As this would be "premium pay" it would not compound over the years as a pay increase would. The City Manager would not receive this stipend. The total amount would be \$127,950. With deductions taken out, each employee would take home \$3,000.



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

Meeting Date: July 13, 2022

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Surplus of Property, Resolution 22-20

Background: In accordance with Section 2-221, the city council shall have the discretion to classify as surplus any of the city's property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function. There is old equipment and furnishings at the BoA property that we would like dispose of before CCA moves forward with its expansion.

Staff Recommendation: Adopt Resolution 22-20.

Suggested Motion: **I move to approve Resolution 22-20, sale of surplus property.**

Alternatives: Do not adopt the resolution

Fiscal Impact: TBD

Attachments: Resolution 22-20

RESOLUTION NO. 22-20

**A RESOLUTION DECLARING SURPLUS OF CERTAIN PERSONAL PROPERTY AND DIRECTING THE CITY
MANAGER TO DISPOSE OF THE PROPERTY.**

The Belle Isle City Council finds as follows:

WHEREAS, the City owns in fee certain personal property described in Exhibit A that is surplus to the City's needs; and

WHEREAS, F.S. 274.05 allows cities to sell any such surplus property following a public meeting to declare such property as surplus to the City; and

WHEREAS, the Belle Isle City Council has declared at a duly noticed public meeting to address the question of whether it should surplus the property attached at Exhibit A and the process by which disposition of the property should happen in accordance with Section 2-221 and Section 2-222 of the Belle Isle Municipal Code; and

WHEREAS, the city council deliberated and decided to surplus the property described in Exhibit A, having no commercial value attached hereto and by this reference incorporated herein.

NOW THEREFORE, based on the foregoing the City Council for the City of Belle Isle, Florida resolves as follows:

Declaration of surplus property. The City Council hereby declares the property described in Exhibit A, attached hereto and by this reference incorporated herein, to be surplus to the needs of the City with no commercial value and directs the City Manager to dispose of this property in accordance with Section 2-222 of the Belle Isle Municipal Code.

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Adopted by the City Council on this __ day of _____,2022.

Nicholas Fouraker, MAYOR

Attest: _____
Yolanda Quiceno, City Clerk

Approved as to form and legality
Giffin Chumley, City Attorney

STATE OF FLORIDA
COUNTY OF ORANGE

I, YOLANDA QUICENO, CITY CLERK OF THE CITY OF BELLE ISLE, FLORIDA, do hereby certify that
the above and foregoing Resolution No. 22-20 was duly and legally passed and adopted by the Belle Isle
City Council in session assembled, at which session a quorum of its members were present on the
_____ day of _____,2022.

Yolanda Quiceno, City Clerk

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Resolution 22-20

Exhibit A

Various miscellaneous equipment and materials

Office furniture, including tables, chairs, desks, and safes.



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

Meeting Date: July 13, 2022

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Welcome Packet for New Residents

Background: The City Staff collaborated on a Welcome Packet for new City residents to on where to find information to contact elected officials, City Administrative officials, permits, code enforcement, the municipal code and other needed information that will assist them in adjusting to life in Belle Isle. This packet will be on the City’s website and available to all residents. We will also share this information with the Orlando Realtor Association.

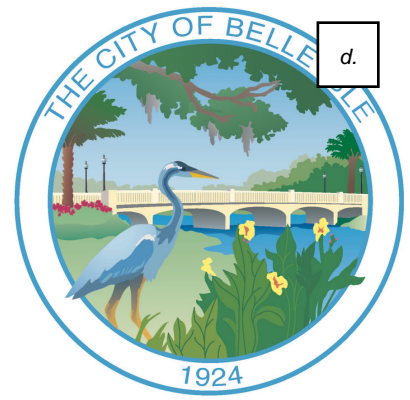
Staff Recommendation: Review the packet of information and discuss any changes with the staff. If no changes (additions or deletions) are needed, then approve the packet to be made public.

Suggested Motion: I move we approve the City’s Welcome Packet.

Alternatives: Make changes to the packet as discussed in the meeting.

Fiscal Impact: \$100 (For Printing – Upon Request)


Attachments: Draft of Welcome Packet




City of Belle Isle, FL

Welcome

We would like to welcome you as a new resident to the City of Belle Isle! Our team looks forward to helping you become more acquainted with your City and with all that Belle Isle has to offer. We know you'll quickly discover why so many folks choose to call Belle Isle home.

 facebook.com/CityofBelleIsleFL

 407.851.7730

 mayor@belleislefl.gov

NEW RESIDENT GUIDE

Our City was incorporated in 1924. Belle Isle is a beautiful residential community located just three miles south of Orlando on the shores of Lake Conway.

The City of Belle Isle today has approximately 7,100 residents. The City and its residents are proud to be a community that provides the continuation and preservation of its natural resources - the chain of lakes and beautiful oak trees - as a beautiful life setting.

To keep you informed, Belle Isle offers a number of ways to stay connected at the touch of a screen or click of a mouse. If there is anything that I, or the Belle Isle team can help you with, please do not hesitate to contact us. We thank you for choosing Belle Isle and we look forward to growing with you!



Mayor Fouraker

Meet the Mayor & Council



NICHOLAS FOURAKER
Mayor
mayor@belleislefl.gov
407.868.1317



EDWARD GOLD, JR.
Commissioner, District 1
egold@belleislefl.gov
407.717.6772



ANTHONY CARUGNO
Commissioner, District 2
acarugno@belleislefl.gov
689.500.8508



KARL SHUCK
Commissioner, District 3
district3@belleislefl.gov
407.717.7846



RANDY HOLIHAN
Commissioner, District 4
district4@belleislefl.gov
407.717.7855



BETH LOWELL
Commissioner, District 5
district5@belleislefl.gov
407.457.2427



STAN SMITH
Commissioner, District 6
district6@belleislefl.gov
407.407-717-8017



JIM PARTIN
Commissioner, District 7
district7@belleislefl.gov
407.717.6545

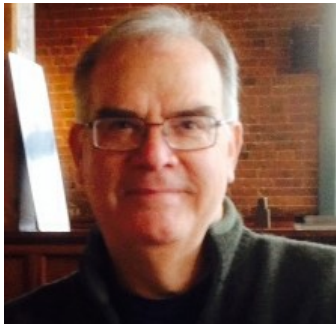
Boards & Committees

A CONNECTED AND INVOLVED COMMUNITY MAKES A STRONGER AND HAPPIER PLACE TO LIVE.

Community Meetings are held at the City Hall Chambers located at 1600 Nela Avenue, Belle Isle, FL 32809 unless otherwise noted. The calendar and agendas can be found on the City's website at www.belleislefl.gov. Need more information? Contact the City Clerk at cityclerk@belleislefl.gov or call City Hall at 407.851.7730 and speak to staff.

<p>CITY COUNCIL (CC)</p>	<p>The CC consists of 7-Districts and Commissioners are elected At-Large every three years. The CC may by ordinance or resolution prescribe the manner in which any power of the city shall be exercised. They meet on the <u>first and third Tuesday</u> every month @ 6:30 pm at City Hall Chambers.</p>
<p>PLANNING & ZONING BOARD (P&Z)</p>	<p>P&Z Board is appointed by District by CC. The Board is responsible for overseeing the compliance of the city land development code. They meet on the <u>fourth Tuesday</u> every month @ 6:30 pm at City Hall Chambers.</p>
<p>BUDGET COMMITTEE (BC)</p>	<p>The BC is appointed by District by CC. The purpose of the BC is to serve in an advisory capacity to the CC on budgetary matters and fiscal policy. They meet on the <u>Friday before the 2nd CC Tuesday meeting</u> every month @ 3:00 pm at City Hall Chambers.</p>
<p>SOLID WASTE COMMITTEE (SWC)</p>	<p>The SWC is appointed At-Large by CC. The SWC assists Staff to compare service proposals from various solid waste companies and present a recommendation to Council. They meet <u>quarterly on the second Thursday</u> @ 6:00 pm at City Hall Chambers.</p>
<p>SPECIAL EVENTS COMMITTEE (SEC)</p>	<p>The SEC is appointed At-Large by CC. The Committee plans and executes special events for our residents. They meet on the <u>third Wednesday</u> every month @ 6:00 pm at City Hall Chambers.</p>
<p>TREE ADVISORY BOARD (TAB)</p>	<p>The TAB is appointed At-Large by CC. The Tree Board protects our tree canopy and offers educational and informational speaking events on environmental issues. They meet on the <u>second Monday</u> every month @ 6:30 pm at City Hall Chambers.</p>
<p>POLICE ADVISORY COMMITTEE (PAB)</p>	<p>The PAB is appointed by District by CC. The purpose of the PAB is to act in an advisory capacity to the Police Department by bringing to their attention feedback from the community concerning public safety and law enforcement needs and actions. They meet at City Hall as needed by the Committee.</p>

Administration-City Hall



ROBERT FRANCIS, CITY MANAGER



DEPARTMENTS

Our employees are an important part of the City's mission of providing exceptional services to our citizens. They are dedicated, talented, and energetic, and together, we make an exceptional team. Our commitment to our citizens and each other creates a family environment.

- 1** The **City Manager** serves as the chief administrative officer of the City. He is responsible for the day-to-day operations and is under the direction and supervision of the City Council. The City Manager keeps the Council fully informed on all issues in the city. He also staffs City Hall, directs and supervises City departments, enforces laws and provisions of the Council, and prepares and submits the annual budget.
- 2** The **City Clerk** is appointed by the council and is responsible for public records, preparing council meeting agendas and minutes, and processing ordinances, resolutions, and contracts. The City Clerk is also responsible for coordinating municipal elections. The City Clerk is a Notary Public and performs this duty free of charge for Belle Isle residents.
- 3** The **Finance Director** is responsible for the financial operations of the City including all accounting, financing, purchasing, and treasury activities. The finance director is also responsible for payroll and human resources. The finance director produces the monthly Statement of Revenue and Expenditures, the Annual Comprehensive Financial Report (ACFR) and the Annual Budget.
- 4** The **City Planner** develops short-term and long-term land use plans and programs for the City. The primary focus is ensuring quality development through compliance with City Land Development Regulations, Comprehensive Plan, ordinances, and resolutions. The City Planner also approves the zoning for various permitting applications.

Belle Isle Police Department



Chief Houston

COMMITTED TO UNWAVERING INTEGRITY

The City of Belle Isle is a beautiful place to live and work. Every employee of the Belle Isle Police Department is committed to unwavering integrity and professional service to the community. Each employee brings value to the City. Together, we are committed to working in partnership with the community to enhance and protect the residents of Belle Isle's quality of life. I encourage every citizen to do their part by contacting us to report any suspicious activity. If you "See Something, Say Something."


COMMUNITY ENGAGEMENT

At the Belle Isle Police Department, we care about what our citizens have to say. Your feedback is important to us. If you would like to be contacted by a department representative about your comments, please include your contact information when you call. Please note: This is for citizen comments and feedback only. If you wish to make a complaint or report suspicious activity you must make them in person or by telephone at 407-836.4357 (non-emergency line).



 <https://www.facebook.com/BelleIslePD/>

 407.240.2473 Admin Office (M-F 8 am-4 pm)

 407.836.4357 Non-Emergency Number

 lhouston@belleislepolice.org

Code Enforcement

STAY-CONNECTED

Effective October 1, 2021, the City of Belle Isle transferred all Code Enforcement duties to the Belle Isle Police Department (BIPD) and will cover the City seven days a week.

The City of Belle Isle Municipal Code is designed to maintain a healthy, safe and clean environment, carry out land use policy, and preserve the quality of life standards that Belle Isle residents and businesses enjoy in our community. The following information will answer the most commonly asked questions about code enforcement in our community.

HOW ARE CODES ENFORCED?

The code enforcement process is typically initiated in several ways: 1) observation of a code violation by City staff as they patrol the community; 2) as a consequence of an action (for example, an application for a building permit or a request for a zoning variance); or 3) in response to a complaint by an individual.

WHAT IS THE PROCEDURE FOR CORRECTING POSSIBLE CODE VIOLATIONS?

For all code complaints, the first step is an inspection by a Code Enforcement Officer to ascertain if a code violation exists and, if so, request remediation. If the individual responsible for the situation does not correct the code violation on time, a notice of violation or a citation may be issued. The City may also take court action if the situation poses a significant risk to the community or if the individual has ignored previous notices/citations.

HOW DO I NOTIFY THE CITY?

A complaint about a possible code violation is made by letter, telephone, email, or in-person to the Code Enforcement Department.

Please be prepared with specific information, such as the address of the property and a detailed description of the problem.

According to Florida Statute 125.69(b) complaints cannot be made anonymously.

Belle Isle Police Department
1521 Nela Avenue
Belle Isle, FL 32809

Marine Patrol 407.836.4357
Non-Emergency Number

Code Enforcement Officers:
407.849.8450
mrabeau@belleislepolice.org
palbery@belleislepolice.org

Public Works

Derrek Adkins
Public Works Director
689..500.3473
dadkins@belleislefl.gov

1

QUALITY ENVIRONMENT

The Public Works Department provides a quality environment for the City of Belle Isle. It performs many important functions that directly affect the health and safety of our residents. Most tasks are performed in-house using qualified personnel and city-owned equipment to provide timely and efficient service to residents. These functions include:

- Roadway maintenance, improvement, and resurfacing
- Traffic control/sign maintenance
- Street sweeping
- Drainage
- Sidewalks
- Street lighting
- Stormwater
- City facility and park maintenance

2

PUBLIC UTILITIES

The City of Belle Isle does not manage any of the Public Utilities (water, electric or public sewer). Please contact Duke Energy, Orange County Water, and OUC for all information about services.

3

CITIZEN NOTIFICATION

Belle Isle is making customer service and engaging with our citizens a priority moving forward and we are excited to announce that we are partnering with GOGov, a government software company, to launch a new free mobile application for our city.

Residents will be able to submit service requests on the fly from their smartphones or on the web and access important city information regarding events, alerts, and more. If a question arises, city staff will be able to have direct communication with residents to resolve issues together.

- Access Information
- Submit Service Requests
- Receive Notifications
- And more...



Powered by GOGov

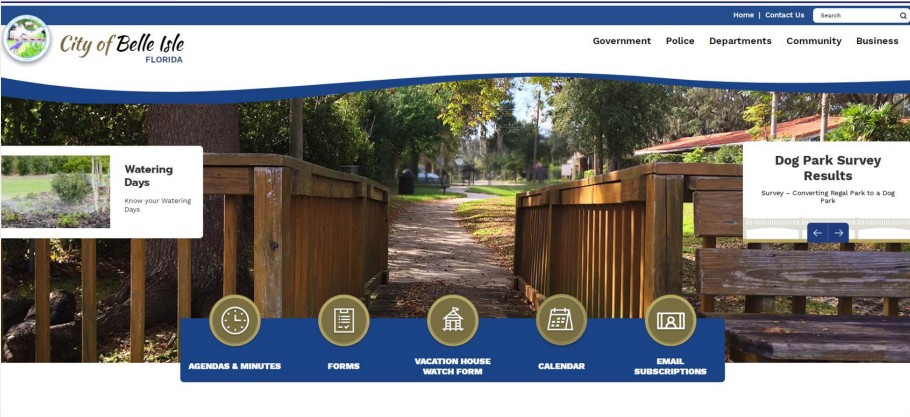


Stay Connected

with on-line options

CITY WEBSITE

Our City website at www.belleislefl.gov provides staff contact information, updated information on ordinances, permit applications, financial information, service request forms, City program publications, and even a way to review the City Municipal Code.



1 E-LERT-SYSTEM

You can register to receive e-lert notices of Council and Committee meeting agendas, community program events, Newsletters, Code Enforcement updates,, announcements and more. Visit our website to subscribe!

3 CITY NEWSLETTER

We've gone digital! If you would like to receive an email notification when the latest newsletter editions, please sign up for e-lerts online at www.belleislefl.gov. We are also creating and updating our residents more frequently by publishing a Code Enforcement-Stay Connected newsletter.

2 FACEBOOK

Connect with the City of Belle Isle and follow us on Facebook to view live Council meetings <https://www.facebook.com/CityofBelleIsleFL>

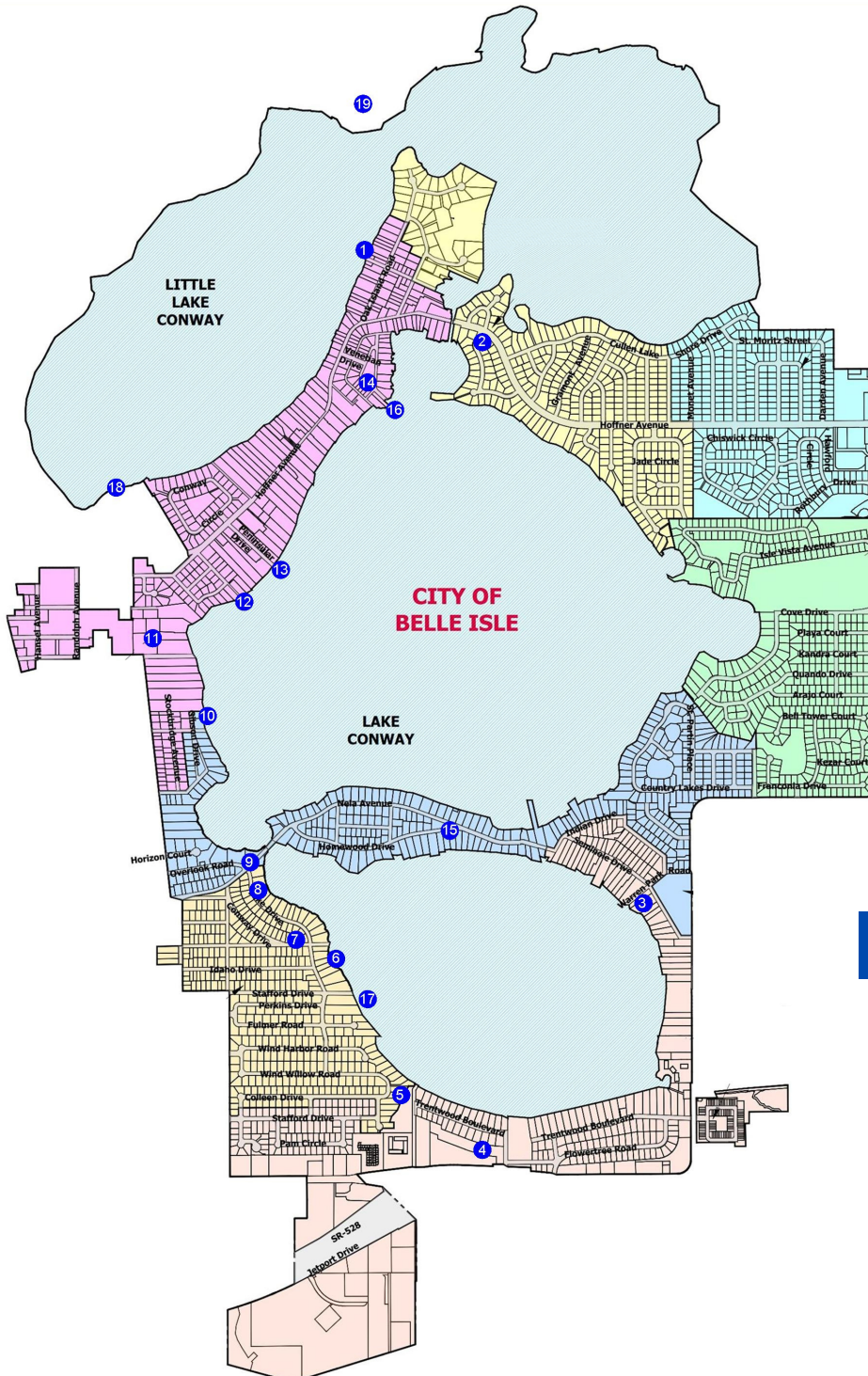
4 FINANCIAL INFORMATION

The City partners with ClearGov to provide up-to-date financial information and presents the City's revenues and expenses from historical trends to line item level details. Community members can utilize ClearGov to gain a better understanding of the city's budget and actual financial data.

VISIT: [HTTPS://CLEARGOV.COM/FLORIDA/ORANGE/CITY/BELLE-ISLE](https://cleargov.com/florida/orange/city/belle-isle)

Parks and Ramps

Belle Isle's pocket parks are perfect for recreational activities including picnics, exercising, dog walking, and easily accessing Lake Conway and the chain of lakes. Please see the Map for Parks and Boat Ramps in the City of Belle Isle.



1. CROSS LAKE BEACH
2. REGAL PARK
3. WARREN PARK
(OWNED BY ORANGE COUNTY WITH CANOE LAUNCH) WARREN PARK IS THE LARGEST PARK THAT BORDERS THE CITY LIMITS AND IS MANAGED BY ORANGE COUNTY. THIS PARK HAS PARKING AND BATHROOMS AND CAN BE RESERVED BY CALLING ORANGE COUNTY PARKS AND RECREATION AT 407-836-3111 OR 407-836-6200.
4. BURBANK AVENUE
(OPEN SPACE - NATURAL PRESERVE-NOT MAINTAINED)
5. TRIMBLE PARK
6. SWANN BEACH
(BE BATEMAN PARK)
7. CONWAY CIRCLE
(POCKET PARK)
8. LESSER PARK
(POCKET PARK)
9. HOLLOWAY PARK
(POCKET PARK)
10. DELIA BEACH
11. WALLACE FIELD
12. LABELLE BEACH
13. PENINSULAR PARK
14. VENETIAN PARK
15. GILBERT PARK

Ramps

16. VENETIAN BOAT RAMP
(NO PUBLIC PARKING)
17. PERKINS BOAT RAMP
(PARKING BY PERMIT ONLY)
18. RANDOLPH RAMP
(OPERATED BY ORANGE COUNTY)
19. FERN CREEK RAMP
(OPERATED BY ORANGE COUNTY)

Waste & Recycling



1

SERVICE PROVIDER

Residential collection of household garbage, recycling, and yard waste is collected by [JJ's Waste and Recycling](#). All questions can be made to them directly at [407.298.3932](tel:407.298.3932).

2

HOUSEHOLD WASTE

Household waste is collected **twice weekly** on Tuesdays and Fridays. To ensure your waste is collected, place bags or containers curbside after 6:00 p.m. the evening prior to collection or no later than 6 am the day of. Retrieve waste containers as soon after collection as possible. The use of plastic bags rather than placing containers curbside reduces loss and wear on containers and does not require retrieval of a container after collection. No single item, bag, or container should exceed fifty (50) pounds in weight nor the weight a bag can handle without tearing. There is no limit in quantity, only weight per container/bag. One-large item such as appliances or furniture are generally collected on Fridays.

3

RECYCLING

Recycling is required by Code. To reduce the amount of garbage in the recycling stream, the Orange County Utilities Solid Waste Division encourages residents to "Think 5" by focusing on the top five recyclable items—plastic, metal, and glass containers, as well as cardboard and paper. The overall goal is to help raise awareness about good recycling habits. [Please visit ocfl.net/recyclables](http://ocfl.net/recyclables) for more information.

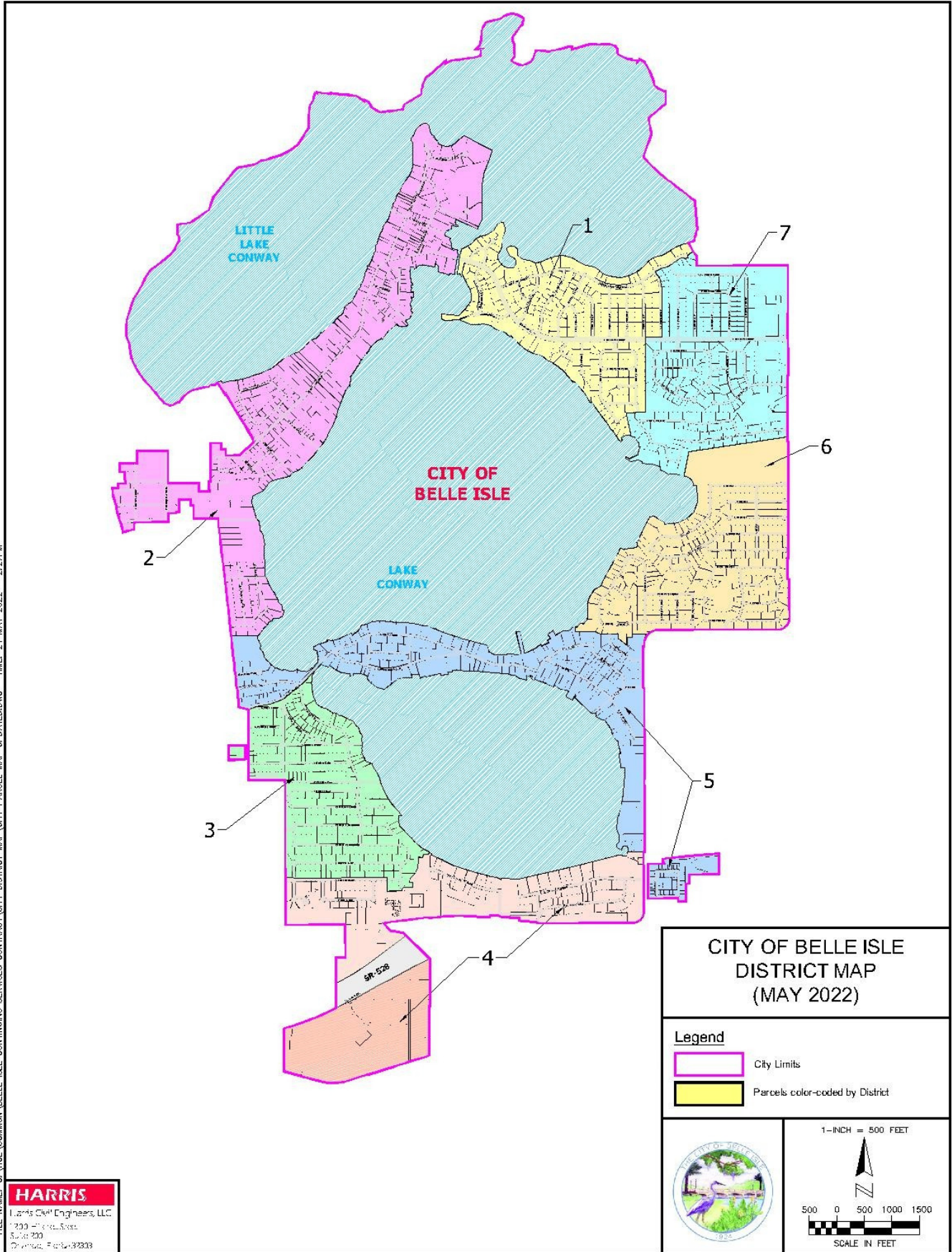
If yard waste is placed in plastic bags it will be picked up on Tuesday with housewaste. There is a limited quantity for pickup of 10 33-gallon cans.

4

YARD WASTE

Yard waste is collected on Mondays. There is a limited quantity for the pickup of 10 33-gallon cans. The hauler will not remove large tree limbs or trunks unless you make special arrangements with the hauler and pay for removal. Yard trimmings, brush, and other organic matter from the landscape (such as citrus) will be collected. All material must be in containers (not exceeding the rim of the container by more than 12") or tied in bundles not exceeding four feet in length. No container or bundle should weigh more than 50 pounds and should be manageable in size. Following these rules will help protect the safety of the collection staff and aid in efficient collection services.

DISTRICT MAP



FILE NAME: G:\HISE\COMMON\BELLE ISLE CONTINUING SERVICES CONTRACT\GITY DISTRICT MAP\CITY PARCEL MAP_UPDATED.DWG TIME: 24 MAY 2022 - 2:27PM

HARRIS
 Harris Civil Engineers, LLC
 2301 E. 1st St.
 Suite 200
 Ocala, Florida 32309

**CITY OF BELLE ISLE
 DISTRICT MAP
 (MAY 2022)**

Legend

- City Limits
- Parcels color-coded by District

1-INCH = 500 FEET

SCALE IN FEET



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

Meeting Date: July 13, 2022

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Communication Style Guide

Background: The Communications Style Guide is designed to help staff and community groups present the City in a consistent, quality voice. They must follow certain parameters and incorporate certain identifying icons in specific ways to present a unified image to all various constituencies to build tradition and spirit - a brand for the City. Whether it's on a pamphlet, poster, newsletter, website, T-shirt, car, or appearing in video production, the City of Belle Isle's image should be consistent and easily identifiable. The Communications Style Guide for the City of Belle Isle will serve as an authoritative reference manual for all communication pieces. To ensure the City's image is consistent throughout its publications and various messages, guidelines set forth within the Communications Style Guide will apply to all printed and electronic materials developed by and for the City of Belle Isle.

It is critical that standards not be changed or used in non-approved ways to deteriorate that communication or compromise legal, approved standards. Every user of the City's identity elements is required to adhere to the standards outlined in this document. Whether on a pamphlet, poster, newsletter, website, T-shirt, or car, the City of Belle Isle's image should be consistent and easily identifiable. This program applies to all visual communications that represent the City to an influential audience, either internally or externally.

Staff Recommendation: Review the packet of information and discuss any changes with the staff. If no changes (additions or deletions) are needed, then approve the packet to be made public.

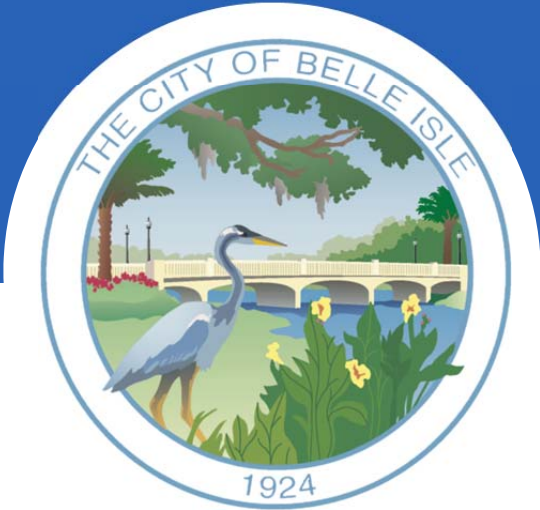
Suggested Motion: **I move we approve the City's Communication Style Guide.**

Alternatives: Make changes to the packet as discussed in the meeting.

Fiscal Impact: \$100 (For Printing – Upon Request)

Attachments: Draft of Guide

BRAND IDENTITY Style Guide



Visual Identity Standards and Communications Style Guide

Visual Identity

Design Standards

Logo Configuration Control

City Colors

Typeface

Tagline

Stationary Prototypes

July 13, 2022.Version 3 - Final Draft

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1. INTRODUCTION

1.1. ABOUT THIS GUIDE

This Communications Style Guide is designed to help staff and community groups present the City in a consistent, quality voice. Letterhead, faxes, memos, pamphlets, marketing, collateral advertising pieces, and online text and graphics provide essential information to the City's various groups; therefore, they must be used effectively, consistently, and professionally.

Publications do not need to look exactly alike. Still, they must follow certain parameters and incorporate certain identifying icons in specific ways to present a unified image to all various constituencies to build tradition and spirit - a brand for the City. Whether it's on a pamphlet, poster, newsletter, website, T-shirt, car, or appearing in video production, the City of Belle Isle's image should be consistent and easily identifiable. The Communications Style Guide for the City of Belle Isle will serve as an authoritative reference manual for all communication pieces.

To ensure the City's image is consistent throughout its publications and various messages, guidelines set forth within the Communications Style Guide will apply to all printed and electronic materials developed by and for the City of Belle Isle. The Communications Style Guide defines the City's visual identity. It outlines official publication policies, including proper usage of City letterhead, City business cards, City facsimile cover sheets, the City seal, the City logo, the City tagline, etc.

1.2. VISUAL IDENTITY

Graphic design has a significant impact on identity. Members of an organization's constituency groups quickly form opinions about the organization based on the materials it produces. If the organization disseminates consistent impressions, they play a very forceful role in shaping the public's impressions of the organization's overall image or identity and its endurance.

The City of Belle Isle must have a strong identity program that projects a clear, consistent image to the City's many groups. It is critical that standards not be changed or used in non-approved ways to deteriorate that communication or compromise legal, approved standards. Every user of the City's identity elements must respect the City's right to govern these uses of its marks and is therefore required to adhere to the standards outlined in this document.

Whether on a pamphlet, poster, newsletter, website, T-shirt, or car, the City of Belle Isle's image should be consistent and easily identifiable. The City of Belle Isle visual identity program applies to all visual communications that represent the City to an influential audience, either internally or externally. This includes, but is not limited to, printed publications, websites, shirts, video productions, exhibit materials, specialty items (such as promotional pens, mugs, etc.), and signage for buildings and vehicles. Altogether, any commercial and promotional visual materials paid for in part or wholly by City funds or public and private grants awarded to the City are included in the City's visual identity program.

2. POLICIES

2.1. REVIEW PROCESS AND ACCOUNTABILITY

Each department head is responsible for the daily administration of the City's visual standards as set forth within this Guide. The department head must approve all printed communications materials produced for public dissemination for the City of Belle Isle. This Guide and electronic files, including the City's logo and standardized City stationery, are available in standard formats in the Workgroup folder (S Drive/Admin).

Any questions arising from these standards or directions regarding a specific application not fully covered within this Guide should be directed to the City Manager or City Clerk. The City Manager shall be consulted to resolve any questions concerning applying these standards and the periodic review of the Guide. Each department head is responsible for ensuring compliance with the guidelines outlined in this Guide regarding the design of the following items created for their departments:

- Posters, brochures, and pamphlets for City events in which the public is the target audience
- Major publications
- Newsletters
- Video productions
- Display advertisements, excluding personnel advertisements. This includes those in which the City's name or affiliation is used in conjunction with any commercial venture and advertisements in which the City or an employee appears to convey endorsement of a product.

- Custom-screened T-shirts and embroidered shirts
- Promotional/Specialty items
- Signage for buildings, vehicles, and City property
- Stationery including letterhead, business cards, envelopes, mailing labels, fax coversheets
- Surveys

2.2. CITY NAME

The official name of the municipality is "City of Belle Isle." It may also be referred to as "The City." (Note the capital lettering, "City.")

2.3. CITY SEAL

The official seal of the City of Belle Isle is not a part of the logo and is not interchangeable with the City's logo. The City seal is reserved for official City use to validate specific legal instruments and authenticate official documents, correspondence, and occasions. It must be reserved for formal uses such as awards, annual reports, meeting agendas, meeting minutes, ordinances, resolutions, and proclamations. The seal represents the significance of the City of Belle Isle as a whole and is not to be used in any other manner. The seal should never be used for decoration or general use. The City seal shall not be used for commercial or personal purposes as a matter of practice. [\(CH.2 ART. II SEC 2-1 Municipal Seal - Ordinance 18-12\)](#)



2.4. CITY LOGO

The City of Belle Isle logo is a carefully designed combination of a graphic image representative of the City's beautiful residential community located on the shore of Lake Conway, mature and majestic oaks, and the iconic Nela Bridge married with text spelling out the City's name. The City of Belle Isle's logo is the City's visual identifier. It is the visual symbol representing the City and must be incorporated prominently in all print and electronic publications.

Consistent use of the City logo builds recognition over time. When the City of Belle Isle logo is displayed, the public can be assured that the media upon which the logo appears is endorsed, supported, or created by the City. The logo's integrity must be maintained, and careful attention to not compromise the logo's integrity will ensure the consistency of every reproduction and foster constant community awareness.

The following images represent the approved colors and orientation of the City's logo. Neither the logo nor the City's seal may be distorted, re-drawn, re-colored, or modified. The logo should consistently be reproduced from high-resolution or digital files.

City of Belle Isle Logo

PLACEMENT: Use the logo on the front cover of all printed promotional materials intended for external audiences. Place the logo on the front or back cover for all printed materials intended for internal audiences.

Internal Audiences



External Audiences



2.4.1. HORIZONTAL AND VERTICAL ORIENTATIONS

Either the vertical or horizontal version of the logo may be used. Users must select the version maximizing the size of the logo within the available space or the version that looks best given the space and publication's layout.

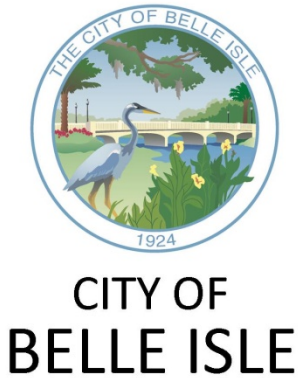
Horizontal with no tagline:



Horizontal with the tagline:



Vertical with no tagline:



Vertical with the tagline:



City of Belle Isle Logo, in Grayscale



City of Belle Isle Logo, White

White Logo must appear on a minimum 50% black background (shown here)



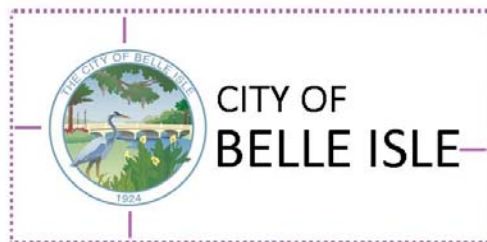
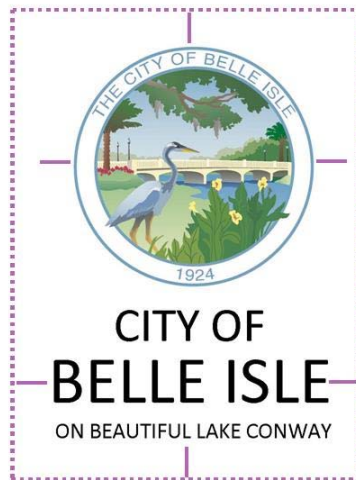
City of Belle Isle Logo, in Black & White



City of Belle Isle Logo, in Color



At any given size, the full height of the letter "I" in "CITY" (or the half-height of the letter "I" as indicated below) represents the "clear space" needed around the logo or name. The red outside dotted lines in these examples show the "clear space" required. Text, photography, etc., should not be placed any closer to the logo.



2.4.2. DEPARTMENT LOGOS

Each department's logo combines the City's horizontal house logo and the department name positioned underneath. This usage represents the department's official logo.

All City administrative and support staff must use the approved logo styles in all media (vehicles, envelopes, business cards, mailing labels, fax cover sheets, and other stationery items that incorporate a logo) and must conform to these guidelines.

Over the years, various departments have created artwork that has been used as a logo. This artwork can create confusion in the marketplace, impeding the communications efforts of the City and originating departments. The only appropriate logo for the City and its departments is the official City logo with a department's name underneath. This replaces all previous department-specific logos that may have been used—Sample Department Logos (shown with the Horizontal City color logo).



**CITY OF
BELLE ISLE**

ADMINISTRATION OFFICE



**CITY OF
BELLE ISLE**

OFFICE OF THE CITY MANAGER



**CITY OF
BELLE ISLE**

FINANCE DEPARTMENT



**CITY OF
BELLE ISLE**

PLANNING & ZONING



**CITY OF
BELLE ISLE**

PUBLIC WORKS DEPARTMENT

2.4.3. CONFIGURATION CONTROL

The logo is a trademark of the City of Belle Isle; for legal and financial reasons. Guidelines for the use of the City's signature must be followed. The City signature should never be used as part of any other graphic, logotype, or symbol. Following are some samples of misuses that should be avoided unless otherwise approved by the Office of the City Manager or designee.

The scale of the logo must never be altered.



Do not use the outdated City logo.



The typeface must not be altered.

Creative Department Signage



Do not box in the logo with a border outline.



The logo must not be tilted.



Do not place the logo over a visually cluttered photographic background. The logo must be displayed clearly. Don't put a white box around the logo. Change the design or the photo to ensure readability of the logo.

Correct



Incorrect



2.5. CITY LOGO AND TYPEFACE

The City's official colors are blue, light blue, gray, yellow/gold, and green. Departments are advised to use these colors when creating collateral pieces and directing a printer to the proper colors for printing the City logo and, as appropriate, with texts accompanying the logo.

Typical logo usage calls for logos to be reproduced in the City's official colors. However, the City of Belle Isle logo may be used in any four-color format available, depending on the logo's context. The three available formats are Black and White, Full-Color, and Grayscale colors. The logo also may be etched in wood, metal, or glass. The official City colors are specified using the Pantone Matching System (PMS). Use the following PANTONE® Colors:

When the ink color in a one-color publication is to be something other than the official color, the logo may be reproduced in that color as long as it does not detract from a professional presentation.

Main Colors



Main Colors		
	Pantone	RGB
	Pantone 660 C	R40 G98 B183
	Pantone Process Blue C	R3 G189 B255
	Pantone 426 C	R161 G159 B158
	Pantone 4485 C	R91 G73 B31
	Pantone 375 C	R134 G195 B21

Furthermore, department heads may use their good judgment to select colors when reproducing the logo for department shirts and other items as long as those colors do not detract from a professional presentation. (The colors shown throughout this manual are not intended to match the PANTONE® Color Standards; many factors, including paper coating, various printers and ink cartridges, and computer monitors, affect the visuals seen in this manual. PANTONE® is the registered trademark of Pantone, Inc.)

City Typeface

The primary typeface used in the City of Belle Isle's visual identity logo is ITC Franklin Gothic, which creates a consistent visual image for the organization. ITC Franklin Gothic is used within the logo for the text, "City of Belle Isle." The text appears

in capital lettering; however, the spacing and kerning of the text are formatted to fit the spatial design within the logo area. Users are not to attempt to duplicate the logo. The jpg can be found in the "staff Workgroup folder-S Drive."

Primary Font

Two typefaces in this family are commonly used for Belle Isle branded materials: Franklin Gothic Demi and Franklin Gothic Book. Standard fonts such as Arial are permitted within documents created in programs where custom fonts are unavailable.

ITC Franklin Gothic Demi

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890@#\$\$%^&*!/?/;:."{}[]()**

ITC Franklin Gothic Book

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890@#\$\$%^&*!/?/;:."{}[]()

Web Font

For the belleislefl.gov website and related applications, Proxima Nova is the official web font. The CSS will dictate the look and feel of this font based on the style and heading selected:

Heading 1

Heading 2

Heading 3

Heading 4

Bold

Italic

Paragraph style

As the City's official typeface, ITC Franklin Gothic is used in all correspondence. Other fonts may be used in addition to ITC Franklin Gothic; however, these fonts are to be used decoratively and shall not detract from the message or the overall visual identity of the communicative piece, whether it is a memorandum, facsimile, email message, meeting minutes, etc. The

typeface and size used with a logo can communicate as much to the viewer as the words themselves. Type helps establish mood, attract attention and promote visual harmony. Consistency in typical usage is as essential to the City's visual identity program and overall brand as the logo itself.

2.6. CITY TAGLINE

City taglines are created to enhance a city's economic, cultural, historical, or aesthetic value. When properly used with the logo, the City of Belle Isle's tagline, "on beautiful Lake Conway," enhances the importance and relevance of the City's brand and extends its reach; it compresses the overall experience of living, visiting, and doing business in Belle Isle into a strategic message. The tagline expresses the City's character and style memorably. It can be effectively used as a marketing and advertising tactic and on promotional pieces for special events and, mainly, literature to realize marketing and business development strategies.

"On Beautiful Lake Conway" is a short, alliterative, descriptive phrase that quickly reflects the City's unique culture and relaxed atmosphere, attracting visitors, residents, and businesses. It remains catchy for easy memory recall in a simple phrase that can be efficiently utilized in various marketing campaigns. The City's tagline is intentionally nonspecific, so it may be used to communicate with every constituent of the City: residents, potential residents, visitors, business owners, potential business owners, and City employees.

2.7 City Website

Compatibility with browsers and assistive technology. Our website is designed to be compatible with assistive technologies and browsers, including the latest versions of Chrome, Microsoft Edge/Internet Explorer, Safari, and Firefox.

If you use assistive technology (such as a Braille reader, a screen reader, or TTY) and the format of any material on this website interferes with your ability to access information, please contact us.

Technical specifications

Accessibility of this website relies on the following technologies to work with the combination of a web browser and any assistive technologies or plugins installed on your computer:

- Hypertext Markup Language (HTML)
- Web Accessibility Initiative – Accessible Rich Internet Applications (WAI-ARIA)
- Cascading Style Sheets (CSS)
- JavaScript

These technologies are relied upon for conformance with the accessibility standards used.

Limitations and alternatives

Despite our best efforts to ensure the accessibility of this website, there may be some limitations. Below is a description of possible limitations and potential solutions. Please contact us if you observe an issue not listed below.

1. Documents: We make efforts to ensure documents on this website are accessible. Some documents might not work with current assistive technologies if they use outdated technologies that do not support accessibility. We convert documents to new formats upon request. Please contact us if you encounter an issue or require assistance.
2. Images: images within our web pages include alt tags. We do our best to ensure images have appropriate alt tag descriptions. Please contact us if you discover an image with incorrect or inadequate descriptive text. We will take corrective action promptly.
3. Audio/Video: for all users who, as a result of a disability, may need a reasonable accommodation to be able to access the audio or video recordings on this site, videos and audio files can be captioned or transcribed upon request.
4. HTML: our website HTML has been tested for WCAG 2.1 AA compliance using the Total Validator program. Since our website's content is updated daily, there is a possibility that new issues could be encountered. Should you run into a problem with the HTML that you believe prevents you from adequately being able to access the website content, please let us know. We will work with our website hosting and support vendor to take prompt, corrective action.

2.8 Photography-Preferred Photography and Stock Imagery

Photography is a vital element for the City of Belle Isle. From marketing campaigns to website usage, photographs help tell a story that is hard to replicate in even the best graphic treatments or illustrations. Here you will find some tips for picking good photos and resources to help you find them. You will also learn the proper usage of photographic imagery to help bring your content to the next level.

Candid Shots

Candid shots taken with personal cameras/phones are great to use in conjunction with events or other happenings around the City. From unique angles, professional or stock photos of the City show a different side of the City that can be used effectively.

Stock Photography

Stock photography that doesn't look like stock photography! The less staged the image, the better. Look for unique pictures usually hidden a few pages into most stock image sites.

Examples of Undesirable Photography and Stock Imagery

- Do your stock photos look like stock photos? Do you think these people are having a meeting?
- If you can imagine the stock photo watermark on a picture even without it, don't use it!
- Low-resolution images are hard to see and just plain ugly. Show that you know your audience by using quality photos and graphics!

3. BELLE ISLE POLICE DEPARTMENT: LOGO AND BADGE

The Belle Isle Police Department ("BIPD") continues to create and maintain a clear brand strategy representing law enforcement, trust, integrity, and safety. It is a powerful brand that must be carefully managed to protect the police image and reputation by clearly defining the department brand, how it can be used, and ensuring the consistent application of the brand across all areas of the community. Creating a consistent department image in all our communication will reflect a professional and attractive policing identity.

For these guidelines, the badge, patch, City's mission statement, and the words ' Belle Isle Police Department' are collectively referred to as the department brand. The BIPD Chief assists in designing artwork, promotional material, or any other communication using the department brand. The Police Chief must view and approve any design and proposed use of the department's brand before its Application. You may contact the Belle Isle Police Department at 407.240.2473 or email at lhouston@belleislepolice.org to discuss how best to incorporate our department brand into your next project.

Police Department Patch



Police Department Badge



To maximize the success of your design project, there are a few questions you should consider before beginning. Ask yourself, “Who is my audience?” and “Who am I competing with?” Our audience is busier than ever before. Cutting through the clutter is essential to effective design.

4. DIVERSITY IN IMAGERY AND TEXT

The City of Belle Isle is committed to the principles of diversity, inclusiveness, and equal opportunity for all members of the City's groups. Communicators shall use the following "best practices" in visuals and text within print and electronic media:

- Include individuals from different racial and ethnic groups, and show the broadest possible diversity, including but not limited to gender, age, and ability that is truly representative of the Belle Isle community.
- Refrain from stereotypical depictions of individuals.
- Use gender-neutral language.

5. LEGAL PROTECTION

A trademark is any name, symbol, figure, letter, word, or logo adopted and used by a company or organization to designate goods manufactured and sold or services rendered to distinguish them from those manufactured by others. Trademarks are distinctive symbols, pictures, words, or combinations (such as logos) that an organization will use to distinguish and identify itself. All configurations of the City of Belle Isle logo can only be used under the rules administered within this Guide and by the City of Belle Isle. The rules and terms of use for the City of Belle Isle logo protect the integrity of the City of Belle Isle family.

Additionally, they provide the community with the assurance that the City and other groups using the logo are affiliated with the respected organization.

Use of City Logo

See Appendix

6. STANDARD CITY STATIONARY

All City of Belle Isle employees will use the stationery designs featured in the appendix.

Letterhead and Business Cards

The City has a standard letterhead and business card format for all employees. All letterhead and business cards must be printed with standardized ink, paper, and layout in the approved form. Business cards and stationery paid for with personal monies that deviate from the City's style may not carry the City's name, any department name, logo, or seal.

The City letterhead prominently displays the logo to emphasize the City's brand. Names of key departments and addresses are also shown. This letterhead is standardized throughout the City; it will be used at all levels and among all departments. Each department has its variation of the letterhead with the department name appearing under the logo at the top, left corner.

The City's business cards depict the employee's name, title, department, and other contact information standardized. The City logo appears prominently on the card vertically to make available space the best use.

Facsimile Coversheets and Memorandums

Use the City logo to identify the City consistently throughout communications pieces such as facsimile cover sheets, memorandums, mailing labels, or other note card designs that select offices or departments may create and use. See the appendix for samples of the standardized forms.

As previously mentioned on Page 5, the official seal of the City of Belle Isle is reserved for official correspondence and shall be used on meeting agendas, meeting minutes, ordinances, and resolutions. The City seal is used to authenticate official documents and official correspondence. All other forms and pieces of communication shall carry the City logo.

7. APPENDIX

- 7.1. Sample of City Letterhead
- 7.2. Sample Business Card
- 7.3. Sample Email Signatures
- 7.4. Sample Standard No. 10 Envelope
- 7.5. Logo Decal appearing on an F-150 Work Truck
- 7.6. Sample Department Electronic Stationary (Microsoft Word)
- 7.7. Sample Memorandum – for General use
- 7.8. Sample News Release
- 7.9. Use of the City logo-Application
- 7.10. Use of the City Logo-Policy and Procedures
- 7.11. Use of the City logo-Acceptance of Terms and Conditions

7.1 Sample of City Letterhead



7.2 Sample of City Business Card



7.3 Sample of Email Signature

Basic Signature:

Franklin Gothic Book Bold 12pt

Franklin Gothic Book 12pt 50% Black B

Your Name

Title

City of Belle Isle

Department

407.851.7730 | 407.240.2222 fax

yquiceno@belleislefl.gov

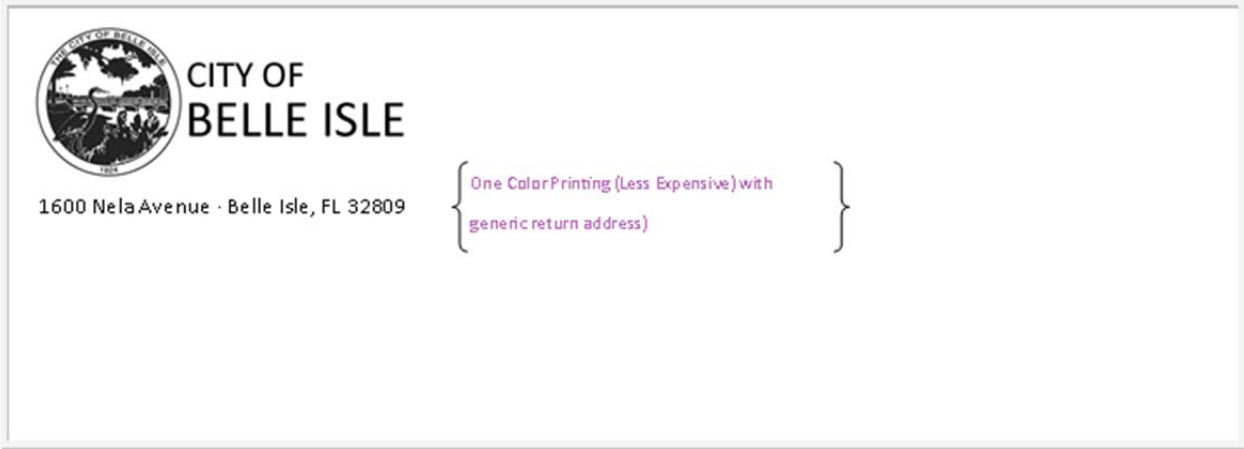
DO's

- Use Franklin Gothic Book or Arial as your font (12 pt).
- Use bold sparingly.
- Shuffle the elements as you see fit, but stick with the general template.
- Telephone format, etc. should be consistent in your signature. Don't replace dashes with dots, etc.
- If necessary, add a custom message under the main signature (legal disclaimer). Please be as brief as possible.

DON'Ts

- DON'T INCLUDE LOGOS OR GRAPHICS since they add unnecessary file size, appear as attachments, and affect readability. An attachment can cause your message to appear as spam.
- DON'T INCLUDE TAGLINES OR QUOTES since these may be perceived as City-wide statements.

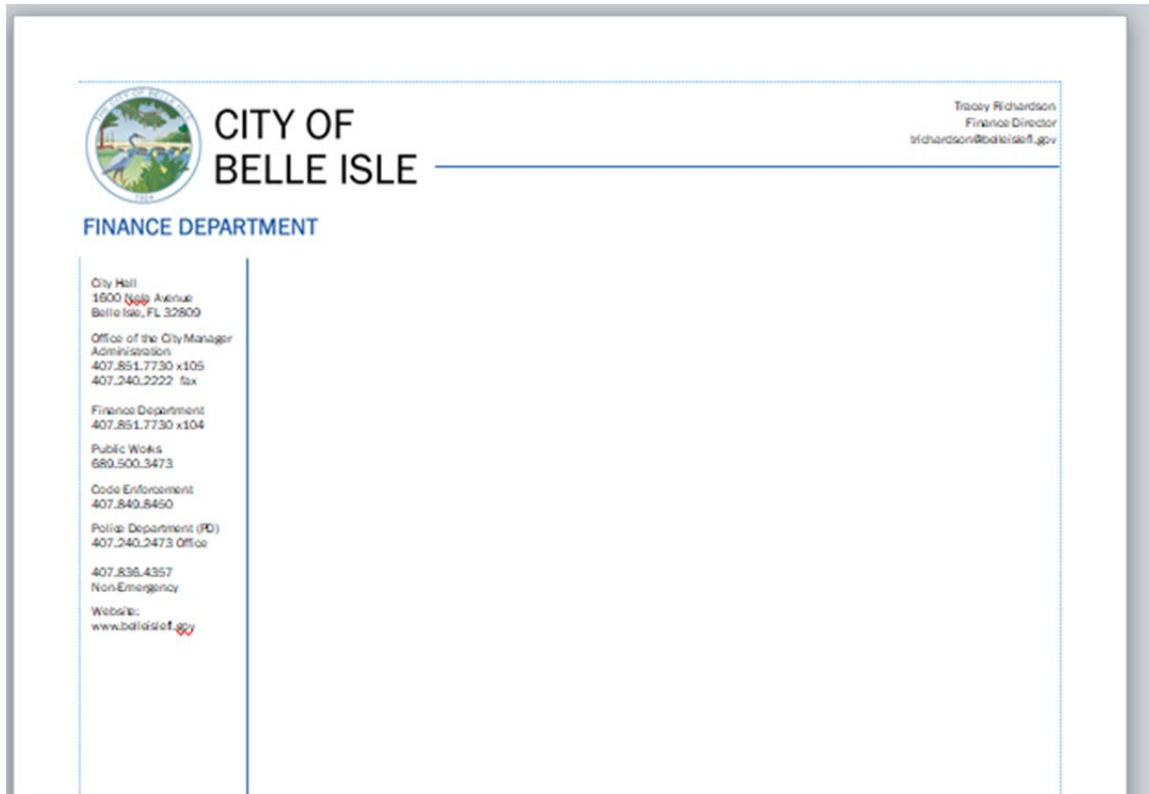
7.4 Sample Standard No. 10 Envelope



7.5 Logo Decal appearing on an F-150 Work Truck



7.6 Sample Department Electronic Stationery (Microsoft Word)



7.7 Sample Memorandum – for General use

The following is a sample of a memorandum intended for general usage instead of a cover memo for a meeting. Each department has its department-specific form. Only the masthead has been updated.

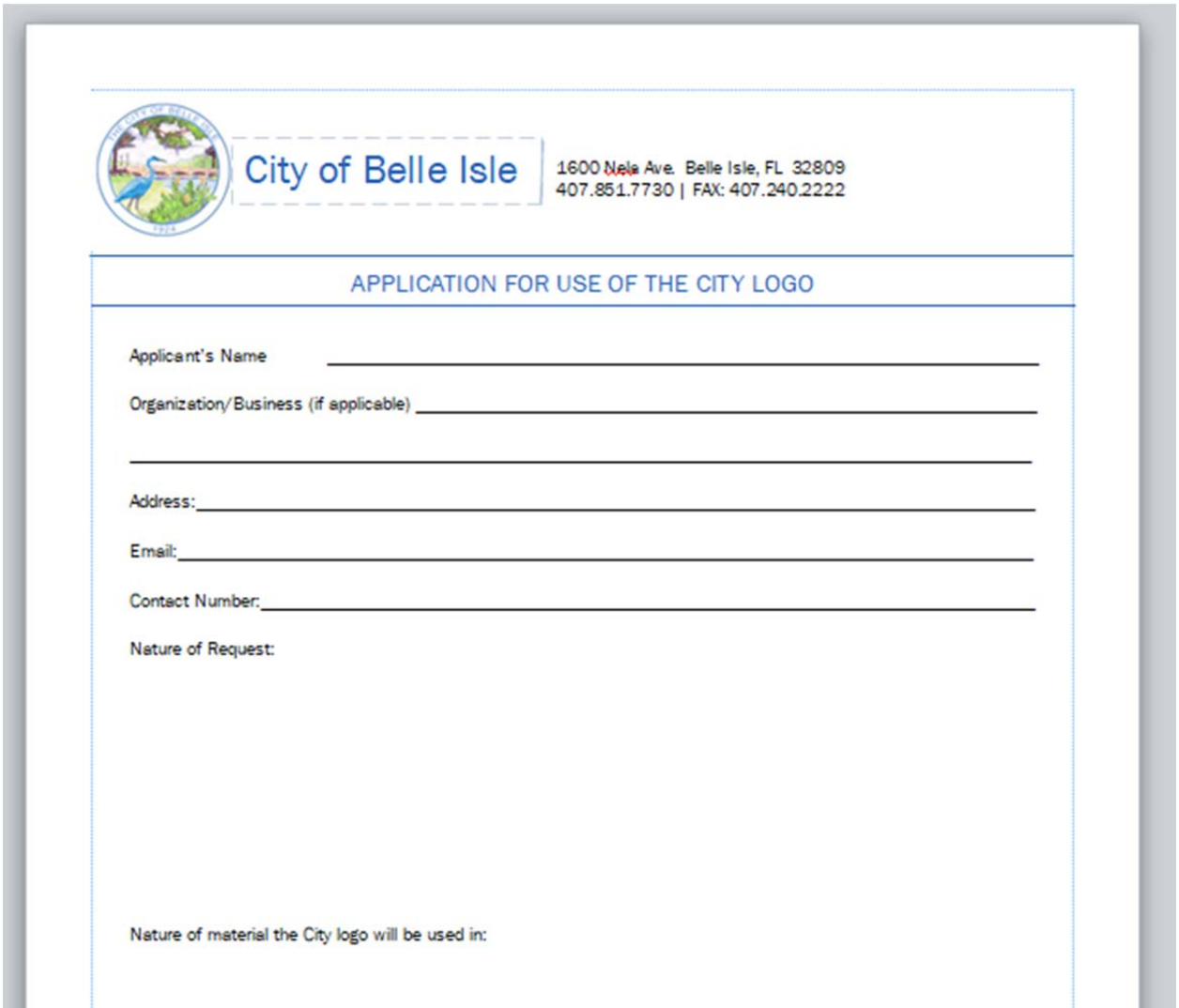


7.8 Sample News Release



The image shows a header template for a news release. It features the City of Belle Isle logo on the left, which is a circular seal with a blue bird and the text 'CITY OF BELLE ISLE' and '1974'. To the right of the logo is the text 'City of Belle Isle' in a blue sans-serif font. Further right, separated by a vertical line, is the address and contact information: '1600 Nela Ave. Belle Isle, FL 32809' and '407.851.7730 | FAX: 407.240.2222'. Below this header is a horizontal dashed line, followed by the text 'PRESS RELEASE' centered between two solid horizontal lines. The rest of the page is a large empty rectangular box.

7.9 Application for the use of the City Logo



The image shows a form for applying to use the City of Belle Isle logo. It features the same logo and contact information as the previous form. Below the header is a horizontal dashed line, followed by the text 'APPLICATION FOR USE OF THE CITY LOGO' centered between two solid horizontal lines. The form contains several fields for applicant information: 'Applicant's Name' with a horizontal line, 'Organization/Business (if applicable)' with a horizontal line, 'Address:' with a horizontal line, 'Email:' with a horizontal line, and 'Contact Number:' with a horizontal line. Below these is the text 'Nature of Request:'. At the bottom of the form is the text 'Nature of material the City logo will be used in:'.

Before using the City of Belle Isle logo, this Application must be filled out and submitted to the City Manager at 1600 Nela Avenue, Belle Isle, FL 32809, emailed to bfrancis@belleislefl.gov or faxed to 407-240-2222. The City of Belle Isle reserves the right to withdraw consent to use the City logo, even if permission had previously been granted and if City Council has awarded monetary or in-kind support. Each authorized employee is responsible for contracting with printers, designers, graphic artists, photographers, merchandisers, and web designers to inform them of the Brand Guidelines and ensure that the standards are applied to the materials being produced.

7.10 Policy and Procedures of Use of City Logo

Use of City Logo and Ancillary City Logos (Approved with Ordinance 18-12)

Purpose

To protect the City's valuable property rights inherent in the City of Belle Isle logo and ancillary logos by governing its limited use by third-party entities in a professional, consistent manner.

Policy

The City of Belle Isle logo and ancillary logos (e.g., former City Logo or Belle Isle Police Department Logo, including badge) are official seals or logos of the City of Belle Isle protected by Section 165.043, Florida Statutes, and represent the City's distinctive brand and reputation for excellence in municipal governance and public services. According to the municipal ordinance and state law, City logos are exclusively used for official City business – for example, City communications, merchandise, facilities, signage, events, and services. There are limited circumstances under which third parties may be granted permission to use the City logos on a case by case basis for reproduction (e.g., website, publications, print material, email, products, and signage). Any use that falls outside of the policy specifications is strictly prohibited. Any assumption of use, including one-time usage, is unacceptable.

Procedure

1. Eligibility

Third-party entities shall meet the established criteria outlined in this policy and have an agreement with the City as defined by this policy to be eligible for consideration.

Except for government agencies and public institutions, inaugural or one-time programs and events primarily sponsored by third parties unfamiliar with the City or without a direct collaborative history are ineligible to use City logos. These parameters help the City manage community expectations and protect the City's public image by building and assessing new relationships with third-party entities over time. Permission to use the City logos is a privilege and requires direct, written City approval in every case.

2. Application

Organizations requesting permission to use the City logo or ancillary logos shall submit the application form available from the City Clerk. The organization shall also sign an acceptance of terms and conditions form available from the City Clerk.

3. Evaluation Criteria

The City Manager or their designee shall consider (as appropriate) any of the following criteria to evaluate the merits of the third-party entity's proposal and the City's benefits of co-branding an event or program with the third party entity:

- Demonstrated commitment to the City's mission, core values, and goals;
- Impact on City core services, operations, assets, and facility resources;
- Financial viability;
- Media exposure value for key City messages;
- Economic impact (e.g., alternative funding sources gained for City priority programming and services);
- Protection of the City's best interests in the short/long term;
- Project timelines;
- Third-party entity's experience, qualifications, and reputation;
- Communications strategy;
- Other relevant criteria as determined by the City Manager or their designee.

This policy and the above evaluation criteria shall not be construed to create any right or entitlement to use the City's logo(s) regardless of whether an applicant can meet the requirements and evaluation criteria. Whether an applicant is granted the right to use the City's logo(s) is a discretionary decision on the part of the City.

4. Notice

The City Manager or designee shall review all applications for approval, modification, or denial. Any applicant may appeal the City Manager's decision to the City Council within 14 days of receiving written notice of the City Manager's decision. The City Council will consider the appeal at the next regularly scheduled City Council meeting to the extent feasible. The City Council's determination shall be final.

5. License Agreement

Third-party entities granted permission to use City logos for approved activities shall sign an agreement accepting the City's terms and conditions.

Not-for-profit organizations recognized by the City, State of Florida, and the United States may be granted use of the City logos without a license fee in connection with merchandise for sale.

For-profit corporations granted permission to use the City logos in connection with merchandise for sale shall enter a license agreement and pay a license fee. The license fee is five percent (5%) of the gross sales amount of the first sale of all items bearing the City logo unless otherwise waived. If the merchandise is given away, the fee will be \$50. The for-profit corporation shall register the City of Belle Isle as the point of sale for said merchandise.

6. Guidelines

The City Manager or City Manager's designee shall ensure the following guidelines are adhered to:

- Reproduction of City logos shall adhere to the City's Logo Guidelines; improper use may result in termination of logo agreement and future use of City logos.
- Third-party entities must submit a pre-event copy of the final artwork for approval by the City Manager or City Manager's designee.
- City logos do not imply endorsement or sponsorship of any kind.
- Unaccepted use of the City logos includes:
 - Use that advocate or promotes the sale or use of tobacco, alcohol, controlled substances, firearms, or weapons;
 - Partnership agreements with retail, food, or pharmaceutical establishments that may sell, in part, tobacco, alcohol, controlled substances, firearms, or weapons shall be permitted, provided that the City's collaboration with such establishments may not relate to, advertise or promote the prohibited items.
 - Use that promotes pornography, obscenity, indecency, or other material offensive to prevailing community standards or persons of ordinary sensibilities;
 - Use that promotes adult-oriented businesses;
 - Use that promotes religious messages or advocates or promotes religious beliefs;
 - Use to promote, support, or in opposition to any political candidate or ballot measure;
 - Use to promote or support political messages not endorsed by the City Council; and
 - Use that denigrates the City of Belle Isle, its operation, officers, agents, or employees.

7.11 Application for the use of the City Logo – Acceptance Terms and Conditions

The City of Belle Isle is pleased to offer you the opportunity to use the logo under the terms and conditions of this Agreement. The City of Belle Isle, at this moment, grants you a limited, nonexclusive, nontransferable, royalty-free license to use and display the logo under the terms set forth herein solely for the Requested Use and a period of two (2) years only unless earlier terminated by the City of Belle Isle.

You agree not to permit any other party to use or display the logo. By implication or otherwise, nothing herein will grant you any other rights as explicitly set forth. You understand and agree that any further use of the logo whatsoever beyond the Requested Use as described in your Application for the use of the City Logo is strictly prohibited and constitutes a breach of this Agreement and grounds for termination of your rights.

This license to use the logo is subject to the following terms and conditions:

1. You agree to use the logo separately by itself, without any prefix, suffix, or modifying words, terms, designs, or symbols, and agree not to alter the logo in any manner.
2. You agree the logo shall not be used for political or commercial purposes.
3. You agree not to use any other trademark, trade name, product name, or any other means of designation, commercial, or business identification associated with the logo to create a trademark merged with the logo.

4. You agree not to use the logo in any manner that may disparage the City of Belle Isle, its Mayor, Council members, employees, agents, and others acting on its behalf (collectively, the "Related Parties"); that may violate any of the proprietary rights of the City of Belle Isle or the Related Parties; or that violates any applicable law, Ordinance, Land Development Code, or regulation.
5. You agree not to use the logo in any manner that might imply sponsorship, endorsement, or any association between you and the City of Belle Isle or the Related Parties. This includes campaign material.
6. You agree not to assist or allow any other person or legal entity to copy the logo licensed to you or to use the logo for any purpose whatsoever.
7. You agree at all times to defend, indemnify and hold harmless The City of Belle Isle, the Related Parties, and the successors and assigns of each of the foregoing (collectively, the "Indemnified Parties") from and against, and pay and reimburse the Indemnified Parties for, any liabilities, obligations, losses, damages, costs or expenses (including, but not limited to, interest penalties and reasonable legal fees) incurred in connection with any third-party claims, arising out of, resulting from or relating to your use of the logo, or any representation by you contained therein being untrue or any alleged act or omission by you, others who obtain the logo licensed to you or copied from that logo, or your agents in the performance of, or failure to perform, your obligations outlined in this Agreement.
8. You will ensure that your use of the logo will not be in association with any libelous, defamatory, obscene, or unlawful material, any material that might in any manner embarrass the City of Belle Isle or the Related Parties, or otherwise violate or infringe any right of any third party;
9. The City of Belle Isle shall have the right to terminate this Agreement at any time and for any or no reason upon written notice to you. You will immediately cease all logo use and destroy all your logo copies.
10. You agree that the logo is provided to you on an "as is" basis without representation or warranty, whether express, implied, or by operation of law. You agree to assume all of the risks associated with the logo and your use thereof. You further agree that neither the City of Belle Isle nor the Related Parties will be liable for any direct, indirect, incidental, consequential, or special loss or damage suffered or incurred by you, even if the City of Belle Isle or any of the Related Parties has been apprised of the likelihood of such loss or damage occurring.
11. This Agreement shall be governed by and construed according to the State of Florida and the United States of America laws.

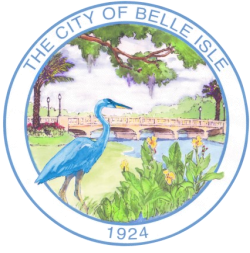
I agree to the above conditions.

Authorized Signature

Company or Organizational Name

Date

Title



City of Belle Isle

1600 Nela Avenue, Belle Isle, FL 32809
407.851.7730 | FAX: 407.240.2222



CITY OF BELLE ISLE, FLORIDA

1600 Nela Avenue
Belle Isle, Florida 32809
(407) 851-7730 • FAX 240-2222

Current Style Letterhead



City of Belle Isle



1600 Nela Ave. Belle Isle, FL 32809
407.851.7730 | FAX: 407.240.2222



CITY OF BELLE ISLE

e.
Bob Francis
City Manager
bfrancis@belleislefl.gov

OFFICE OF THE CITY MANAGER

City Hall
1600 Nela Avenue
Belle Isle, FL 32809

Office of the City Manager
Administration
407.851.7730 x105
407.240.2222 fax

Finance Department
407.851.7730 x104

Public Works
689.500.3473

Code Enforcement
407.849.8450

Police Department (PD)
407.240.2473 Office

407.836.4357
Non-Emergency

Website:
www.belleislefl.gov



CITY OF BELLE ISLE

e.
Yolanda Quiceno
City Clerk
yquiceno@belleislefl.gov

ADMINISTRATION OFFICE

City Hall
1600 Nela Avenue
Belle Isle, FL 32809

Office of the City Manager
Administration
407.851.7730 x105
407.240.2222 fax

Finance Department
407.851.7730 x104

Public Works
689.500.3473

Code Enforcement
407.849.8450

Police Department (PD)
407.240.2473 Office

407.836.4357
Non-Emergency

Website:
www.belleislefl.gov



CITY OF BELLE ISLE

e.

Tracey Richardson
Finance Director
trichardson@belleislefl.gov

FINANCE DEPARTMENT

City Hall
1600 Nela Avenue
Belle Isle, FL 32809

Office of the City Manager
Administration
407.851.7730 x105
407.240.2222 fax

Finance Department
407.851.7730 x104

Public Works
689.500.3473

Code Enforcement
407.849.8450

Police Department (PD)
407.240.2473 Office

407.836.4357
Non-Emergency

Website:
www.belleislefl.gov



CITY OF BELLE ISLE

e.

Derrek Adkins
Director of Public Works
dadkins@belleislefl.gov

PUBLIC WORKS DEPARTMENT

City Hall
1600 Nela Avenue
Belle Isle, FL 32809

Office of the City Manager
Administration
407.851.7730 x105
407.240.2222 fax

Finance Department
407.851.7730 x104

Public Works
689.500.3473

Code Enforcement
407.849.8450

Police Department (PD)
407.240.2473 Office

407.836.4357
Non-Emergency

Website:
www.belleislefl.gov



CITY OF BELLE ISLE

Red Light Camera Special Magistrate

City Clerk—yquiceno@belleislefl.gov

e.

CODE ENFORCEMENT

Belle Isle
Police Department
1521 Nela Avenue
Belle Isle, FL 32809

Red Light Camera
Code Enforcement
407.849.8450

407.240.2473
Admin Office

Website:
www.belleislefl.gov



CITY OF BELLE ISLE

PLANNING & ZONING

City Hall
1600 Nela Avenue
Belle Isle, FL 32809

Office of the City Manager
Administration
407.851.7730 x105
407.240.2222 fax

Finance Department
407.851.7730 x104

Public Works
689.500.3473

Code Enforcement
407.849.8450

Police Department (PD)
407.240.2473 Office

407.836.4357
Non-Emergency

Website:
www.belleislefl.gov



City of Belle Isle

Administration Memorandum
1600 Nela Avenue, Belle Isle, FL 32809
407.851.7730 | FAX: 407.240.2222
Email: bfrancis@belleislefl.gov

Date:

To:

From:

Re:



City of Belle Isle

Finance Department Memorandum
1600 Nela Avenue, Belle Isle, FL 32809
407.851.7730 | FAX: 407.240.2222
Email: trichardson@belleislefl.gov

Date:

To:

From:

Re:



City of Belle Isle

Planning & Zoning Memorandum
1600 Nela Avenue, Belle Isle, FL 32809
407.851.7730 | FAX: 407.240.2222
Email: planner@belleislefl.gov

Date:

To:

From:

Re:



City of Belle Isle

Public Works Department Memorandum
1600 Nela Avenue, Belle Isle, FL 32809
407.851.7730 | FAX: 407.240.2222
Email: dadkins@belleislefl.gov

Date:

To:

From:

Re:



City of Belle Isle

City Clerk Memorandum
1600 Nela Avenue, Belle Isle, FL 32809
407.851.7730 | FAX: 407.240.2222
Email: yquiceno@belleislefl.gov

Date: June 28, 2022
To: FILE
From: Yolanda Quiceno
Re: Credit Card Receipt—Sales Tax

On April 30, 2022, the City credit card was used to purchase refreshments and donuts for the Spring Fling event staff. I visited the drive-thru and did not have a tax-exempt form for the store clerk. Due to the time, I could not return and continued with the purchase of 36.66 with an incurred tax of 2.38, totaling 39.04.



City of Belle Isle

1600 Nela Ave. Belle Isle, FL 32809
407.851.7730 | FAX: 407.240.2222

PRESS RELEASE



City of Belle Isle

1600 Nela Ave. Belle Isle, FL 32809
407.851.7730 | FAX: 407.240.2222

APPLICATION FOR USE OF THE CITY LOGO

Applicant's Name _____

Organization/Business (if applicable) _____

Address: _____

Email: _____

Contact Number: _____

Nature of Request:

Nature of material the City logo will be used in:

Approved ___Yes ___No

City Manager Signature

Date

**Belle Isle Issues Log
5/17/22**

a.

Issue	Synopsis	Start Date	Next steps
Traffic Issues/Projects	Increased traffic in and through Belle Isle prompted the Council adopt Traffic Master Plan and work on traffic calming issue.	4/3/2017	City requested in-road lighting at Hoffner/Monet Crosswalk. County to evaluate as a pilot project. City asked County for in-road lighting at Pleasure Island/Hoffner and Randolph/Hoffner. County will review the pilot project at Monet before committing to the others. In-road lighting installed with flashing beacon at Daetwyler/Seminole crosswalk.
Wallace Field	City purchased large area at Wallace/Matchett for open space. City zoned it for open space. City/CCA have an agreement for development including installing artificial turf, public restrooms, storage, and parking. CCA responsible for development.	2/1/2021	CCA to submit SJWMD Application for Environmental Resource Permit. SJWMD permit was approved. Waiting for CCA Engineer and designer to contact the City with next step. Site Plan is on hold at this time to determine the future use of Wallace Field. CM is requesting Council workshop to review potential sites for new City Facilities (Police/EOC/City Hall).
City acquisition of Property	Council discussed possibility of acquiring parcels within the City and directed City staff look at options on how to acquire property.	NA	Consultant provided a first draft of the cost of a new combined police/EOC/City Hall facility. CM is requesting Council workshop to review potential sites for new City Facilities (Police/EOC/City Hall). After workshop, Council directed CM to look at selected properties.
Charter School Expansion	With Lease signed, CCA is moving forward with financing. Expect to close on the financing in June. CCA expected to apply for PD zoning.	3/3/2022	Waiting for CCA Refinancing and Zoning application. Agenda item to amend the lease. Meeting set up (7/14) between City and CCA teams to discuss expansion and move forward with the CCA Master Plan.

Belle Isle Issues Log
5/17/22

a.

Municipal Code Update	The City Council contracted with a planner to update the municipal code. There are sections of the BIMC that need to be updated. This is an on-going process.	4/3/2017	6 month moratorium on Artificial Turf in effect. Code Enforcement and CM met on suggestions to change the general ordinances.
Comp Plan Updates	The comp plan is reviewed every 7 years to see if it needs to be updated. The City Council contracted with a planner to update the comprehensive plan.	3/1/2017	Next plan review and changes are to be done in 2024. We will budget funds in FY2022-2023 Budget to hire a consultant to assist in developing Comp Plan update
Annexation	Council discussed the desire to annex contiguous property in order to build the tax base and possibly provide more commercial development in Belle Isle.	4/3/2017	Sienna Place is now in the City. Staff met with HOA President. CM will continue to contact Brixmor. Welcome Packet drafted for Council review at 7/13/22 meeting.
Lake Conway Issues	Residents have complained that Lake Conway is unsafe due to speeding and reckless actions by some vessels. Council would like more local control over the lake.	6/1/2019	Met with FWC Officials and Orange County Personnel on Lake issues. City and County will work toward a joint document for lake issues. County adopted Phase I of a new ordinance on May 24. Belle isle is Phase II of the process. Presentation made to Nav Board on Sandbar exclusions and kayak trail.
Lancaster House	CCA no longer wants Lancaster House and wants the property vacated for CCA Expansion Project. Neighbor wants house moved to her property to avoid demolition.	2/5/2019	CCA voted to request demolition of the Lancaster House.

Belle Isle Issues Log
5/17/22

a.

<p>ARPA Funding</p>	<p>American Recovery Plan Act (ARPA) funds to be received from State for funding eligible projects. FLC estimates City will receive \$3.6 million in funding over 2 years</p>	<p>7/20/2021</p>	<p>Staff reviewing additional information as it becomes available. Initial reporting period extended for three months. Continuing to move forward with projects. Final Rule from Treasury recently released. Staff will prepare new list based on the Final Rule and present to Budget Committee in February. First report sent in. Waiting on second tranche of funding (\$1.8 million).</p>