

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Royal Homecoming Event Request (Board Options)

**REQUESTED ACTION:** Board option

Work Session (Report Only)    **DATE OF MEETING:** 5/22/2012  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_                                      Termination Date: \_\_\_\_\_  
Managing Division / Dept: Public Works/Operations

**BUDGET IMPACT:** TBD  
 Annual                      **FUNDING SOURCE:** \_\_\_\_\_  
 Capital                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
 N/A

**HISTORY/FACTS/ISSUES:**

At their January 31, 2012 regular meeting, the BOCC directed Public Works Division (PWD) to work with the event sponsor, Young Performing Artists (YPA) (Beverly Steele and Cliff Young) to obtain right of entry (ROE) forms from property owners along NE 7<sup>th</sup> Path and NE 92<sup>nd</sup> Road, to facilitate ingress to and egress from the Pappas Property. The Pappas Property held great promise as a better location for the Royal Homecoming event. During the next 3 months, the PWD secured the SWFWMD Permit Exemption for proposed improvements to those roads, and worked with/in support of the YPA to secure all but 3 of the ROE forms.

On May 8, 2012, Ms. Steele spoke to the BOCC and informed them that Mr. Pappas was no longer in communication with her or YPA, and the concept of using his 50 acres for the event was no longer viable. She requested the Board consider allowing the YPA to use the Royal Park complex and area for this year's event, June 15-17, 2012. The BOCC directed staff to assess the request and develop options for their consideration at the May 22, 2012 regular meeting.

On May 15, 2012, PWD received the official request from the YPA to use Royal Park and related County property, along with a parade route on County roads, to conduct Royal Homecoming during 15-17 June 2012 (see attached). This request includes the temporary road closure, parade route, facilities use application, and special events application.

Background: This has been an expensive effort over the last few years, costing the County more than \$23k in both 2009 and 2010 (see attached costs). Detailed costs were not captured for 2011 as the event was ostensibly scaled back. However, anecdotally, Development Services Division provided 2 personnel and County vehicle from the Building Department to assess code compliance, and the SCSO had several deputies on site during the weekend. Fire/EMS did not add staffing for the event last year, as it was supposed to have remained small. Fire/EMS estimates that it will spend between \$6-7k this year for part-time staff or overtime.

Options for BOCC consideration:

Option 1. Do not allow/approve any part of the Royal Homecoming Event at Royal Park or on associated County property and Rights of Way.

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Option 2. Allow only small discrete, manageable functions at or near the Park, such as the Parade, fish fry, and the annual softball tournament.

Options 3. Allow the entire scope of the Royal Homecoming as requested, in and around Royal Park.

Discussion:

Option 1 - Do not allow/approve it.

- a. The event is likely to occur anyway, given its long standing history, and the wide spread knowledge of the event, general area and dates.
- b. Traffic management will be an issue even if it is not approved, and the private property owners will still generate traffic and may also allow vendors on their property.
- c. Some organization or control is better than none, when public property is being used, and this option still require some amount of prep and support for public safety purposes.
- d. At a minimum, this option will require SCSO and Fire/EMS personnel to be on site and/or on standby.

Option 2 - Allow only small discrete, manageable functions.

- a. Will be difficult to control attendance at approved versus unapproved functions that will occur.
- b. Once the event starts, it will be difficult to control its growth in terms of attendees, vendors (approved or otherwise) and facility usage, other than locking or placing physical barriers.
- c. This option shows an effort to accommodate reasonable community usage of public facilities.
- d. The YPA called PWD on May 16 with a telephonic version of this option that would include (refer to letter dated May 15):
  - 1) - Make best use of the Erving Property (15 ac MOL) at the SW corner of CR222 and CR235.
  - 2) - Hold Friday and Saturday events on Royal Park, including the parade on County roads.
  - 3) - Hold only the Sunday ballgames on Royal Park.
  - 4) - Use the Erving Property for parking and vendors.
  - 5) - If considered, this option needs further refinement.
- e. This option would require SCSO, Fire/EMS, Code Enforcement and PWD personnel to support it.

Option 3 - Allow the entire scope of Royal Homecoming, as requested in and around Royal Park.

- a. Per the letter dated May 15 from YPA, this would include all the Sunday activities at the Park instead of constraining them.
- b. This could increase the County's liability in that the County has explicitly and tacitly approved usage of the Park, as it has been used in the past. While not attributable to the sponsor, unfortunately there has been evidence of alcoholic consumption on the Park in the past, in addition to drug paraphernalia.
- c. This option would place the most stress on the staff. Traffic management, crowd control, unauthorized/non-permitted vendors, parking on the ROW, and other issues and code violations will be more noticeable on this option, albeit possibly present in all options.
- d. This option would require the largest number of personnel from SCSO, Fire/EMS, Code Enforcement and PWD.

Staff stands ready to work with the YPA, or not, at any level the Board directs.

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## Young Performing Artists (YPAs) Young Performing Artists (YPAs)

Not for Profit  
501 (c) (3) Corporation  
9060 County Road 231  
Wildwood, FL 34785

May 15, 2012

Jackie Jackson  
Department Manager  
Sumter County Public Works Division  
319 E. Anderson Avenue  
Bushnell, Florida 33513-6152

Re: 2012 Annual Royal Homecoming Event

Mr. Jackson,

We are Young Performing Artists (YPAs), Inc. a 501 (c) (3), not-for-profit, state-wide focused and state recognized corporation whose mission is to identify and address the specialized needs of young (up to age 22) performing and visual artists and to provide creative solutions to youth development. Since our inception in 1998, we have awarded approximately \$29,500.00 in scholarships and \$300,000+ in cultural art educational programs.

YPAs, Inc. will present the above referenced event as an annual fundraiser, for the past several months we have worked with Mr. Pappas, property owner of 128 Inc., to use his 50 acre property that is within the Royal community for this event. As you are aware this offer is no longer viable, and we are requesting the use of the Royal Community Center Park, including the areas around the fire station, the community center, the ball field, etc., as a site for this event.

For 2012, this event will take place over three (3) days, Friday - Sunday, June 15- 17, 2012. The Friday and Saturday events are smaller activities, with approximately 75 people attending the Friday event and 400 people attending the Saturday event. As in the past the Sunday event will be the largest of the three events. It is our understanding that the official count from last year was 2500 people in relation to 3500 to 5000 people in previous years.

For that Friday event activities include a meet and greet at 7:00 pm inside the Royal Community Center. For that Saturday's event activities, the day will begin with the annual Royal Homecoming Parade beginning at the Highway 462 and County Road 231 traveling east on County Road 462 then north on County Road 235A and then west on County Road 222 and then south on County Road 235 ending at the event site (the Royal Park). At the site for that day, we are planning to have historical educational presentations (including Buffalo Soldiers, Black Seminole Indians, and Royal History), food & craft vendors, pickup softball games,

PHONE: 352-748-2008  
FAX: 352-748-1536

YPAs

Royal Homecoming- 2012

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motorcycle 'bike' show, entertainment, and children games.

We are requesting the parking lot of the fire station and the surrounding areas for the motorcycle show and parking for softball players. We are using the parking lot of the community center for vendors.

For that Sunday, the day will begin with the Annual Royal Homecoming Worship Service at New Life Ministries, Inc. at 10:00 am. For the afternoon activities, we are planning have food & craft vendors, pickup softball or kickball games, car show, parking, entertainment and children games. We are requesting the fire station parking lot and surrounding areas for the car show and parking for softball players. We will be using the parking lot of the community center for vendors.

We acquired permission from Mr. Nathaniel Erving to use his property at the corner of County Road 222 and County Road 235 for parking. We have an alternate parking site at Second Bethel Baptist Church for ball players on Sunday.

All alternate parking sites listed in this document are included with our event permit classification.

We are not requesting road closures for the Sunday event.

We are acquiring the maximum of \$1 mil with a \$2 mil aggregate event insurance policy. We have met with Lieutenant Nortle regarding traffic control and flow.

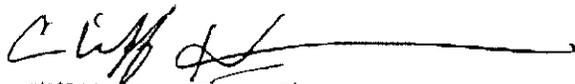
Hopefully, we are moving in the right direction and ask your assistance. We are blessed and this event will able us to continue providing services to children and their families.

For more information, please contact Cliff Hughes, our event coordinator, at 352-461-3113 or cliffhughes1@yahoo.com or me at 352-603-3409 or youngartists@aol.com. For more information about Young Performing Artists (YPAs), Inc., visit our website at [www.youngperformingartists.org](http://www.youngperformingartists.org) or [www.facebook.com/youngartists](http://www.facebook.com/youngartists) or [www.twitter.com/@youngperformart](http://www.twitter.com/@youngperformart).

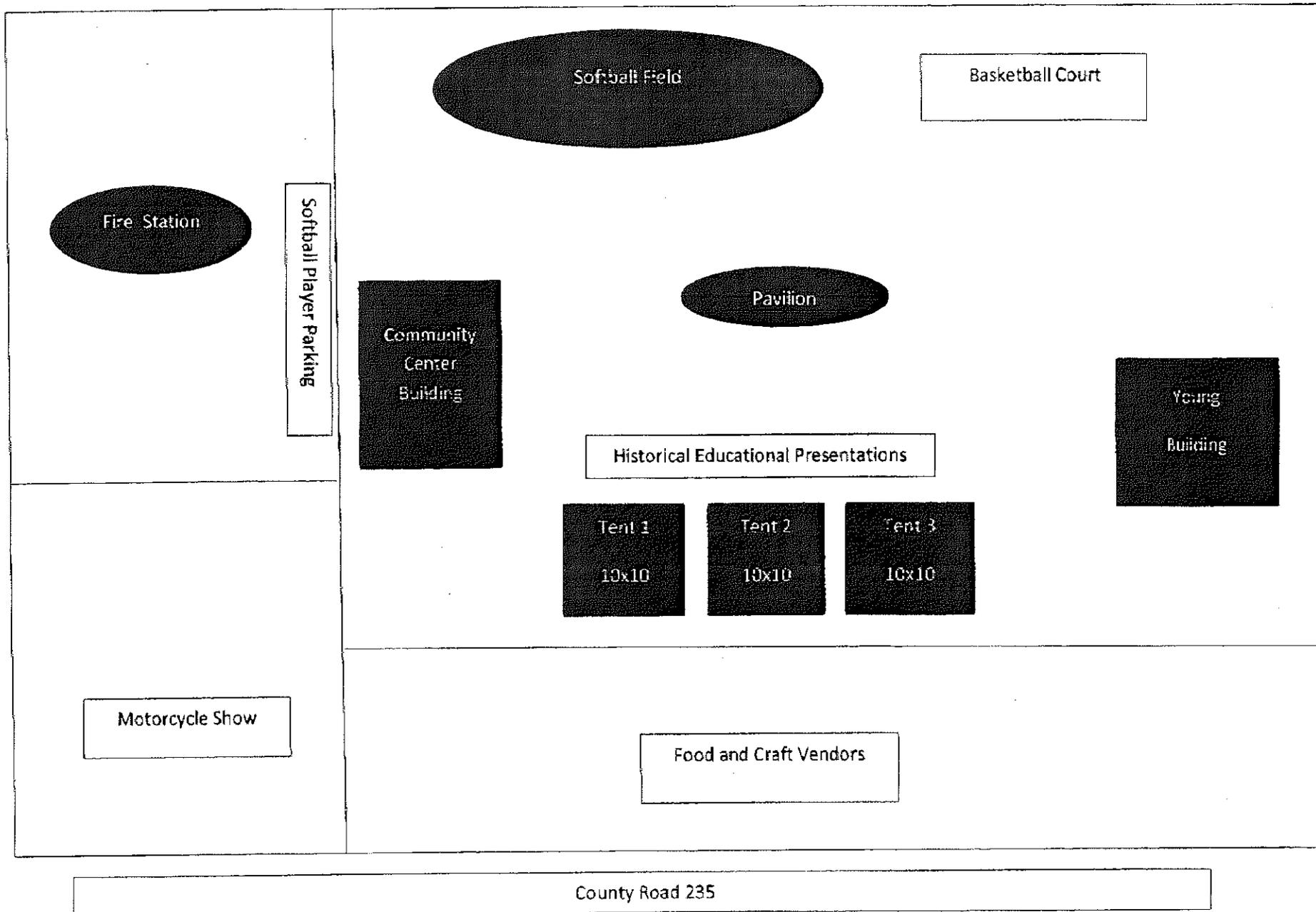
Yours For Children,



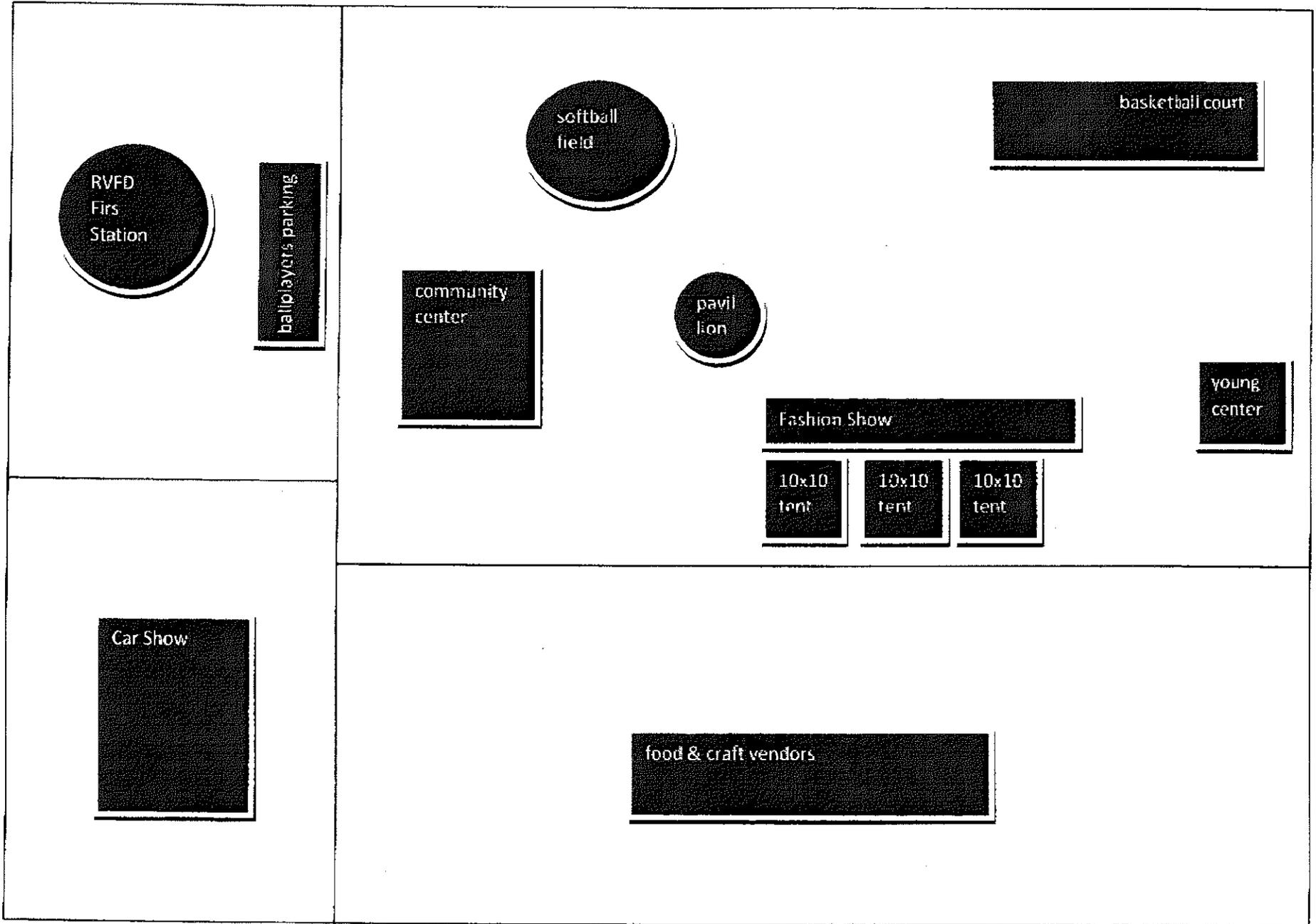
Beverly Steele, Founder



Cliff Hughes, Event Planner



Provided By: Young Performing Artists (YPAs), Inc.  
Produced By: The Steele Organization



Provided by: Young Performing Artists (YPAs), Inc.  
 Produced by: The Steele Organization, LLC

CR 235

<p align="center"><b>Sumter County Public Works Division</b>  <b>Parks &amp; Recreation Department</b>                  319 E Anderson Avenue                  Bushnell, FL 33513</p>	<p align="right">Phone: (352) 569-6700                  Fax: (352) 569-6701                  E-Mail: <a href="mailto:bruce.roof@sumtercountyfl.gov">bruce.roof@sumtercountyfl.gov</a>                  Website: <a href="http://www.sumtercountyfl.gov/pw/parks/">www.sumtercountyfl.gov/pw/parks/</a>                  Emergency: (352) 303-0116 or (352) 303-4729</p>
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**FACILITY USAGE APPLICATION**

*Please complete this application to the address above via mail or in person.*

Name of Applicant: <u>Beverly Steele</u>		Name of Organization: <u>Young Performing Artists (YPAs), Lc</u>	
Mailing Address: <u>9060 County Road 231</u>		City/Zip Code: <u>Wildwood 34785</u>	E-Mail Address: <u>youngartists@aol.com</u>
Phone (Day): <u>352-748-2008</u>	Phone (Night):	Phone (Cell): <u>352-603-3409</u>	Fax: <u>352-748-1536</u>
Contact 1 (if other than applicant): <u>Cliff Huches</u>		Phone (Day): <u>352-461-3113</u>	Phone (Night): <u>352-461-3113</u>
Contact 2 (if other than applicant): <u>Etta Huff</u>		Phone (Day): <u>352-461-7659</u>	Phone (Night): <u>352-461-7659</u>
Date/s of Use: <u>4/15 - 6/18/2012</u>	Day/s of Week: <u>Friday-Monday</u>	Start Time (including setup time): <u>All Day Fri/Monday</u>	End Time (including cleanup time): <u>All Day Fri/Monday</u>
Anticipated Attendance (Minimum to Maximum):		Is this a private event or is it open to the public?	

Please check below what best describes your event:

- Baby/Bridal Shower     Birthday Party     Church Function/Social     Clinic     Family Gathering/Reunion
- Field Use (Games, Practices, Recreational and/or Tournament Play)     Meeting     Picnic     Political Function
- Wedding or Reception     Other (describe): Royal Homecoming Activities & Coronad Ball

Will electric be required for this event (if available)?  Yes  No If yes, what for? \_\_\_\_\_

Will water be required for this event (if available)?  Yes  No If yes, what for? \_\_\_\_\_

**Meeting Rooms, Kitchens and Concession Stands**

- Lake Pan Rec Park – East Wing Meeting Room (Capacity 150+)
- Lake Pan Rec Park – West Wing Meeting Room (Capacity 100)
- Lake Pan Rec Park – Kitchen (Oven, Fridge, Ice Machine)
- Lake Pan Rec Park – Concession Stand (Fridge)
- Royal Community Building & Kitchen (Oven & Fridge) (Capacity 100)
- Sumterville Community Building & Kitchen (No Oven) (Capacity 100)
- Wahoo Voting Precinct/Bldg (Capacity 100)
- Wahoo Kitchen Only (No Oven) (Capacity 15)

I/We, fully understand that completion/submittal of this application does not confirm my request. In addition, I/We understand that ALL requests are subject to staff approval and are processed on a first come first serve basis and upon approval when deemed appropriate by Management. Upon review, a designated staff member will notify myself or one of my contacts regarding the status of this request and whether or not there is any additional information required.

I also acknowledge that I have received a copy, read, understand and fully agree to all of the items and terms outlined in the Facility Usage Agreement, including how to proceed in the event of any emergencies needing immediate attention during my event. I further affirm that the information contained in this application is true and correct to the best of my knowledge.

Signature of Applicant: Beverly Steele      Date: March 5, 2012

**THIS PAGE FOR OFFICE USE ONLY**

Comments/Notes: \_\_\_\_\_

Date FUA Rcvd: \_\_\_\_\_ Approved or Denied \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Key Log**

Picked Up By: \_\_\_\_\_ Date: \_\_\_\_\_ Staff: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff  
\_\_\_\_\_  
Print Name

Returned By: \_\_\_\_\_ Date: \_\_\_\_\_ Staff: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff  
\_\_\_\_\_  
Print Name

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**Pavilions and Shelters**

*Usages on a First Come First Serve Basis*

Cherry Lake	Pavilion #1 Small (seats 24±) Pavilion #2-Large (Seats 100±)	Lake Miona Park	Pavilion #1 (Seats 40± ) Pavilion #2 (Seats 20± ) Pavilion #3 & #4 (Both Seat 20±)
Lake Okahumpka Park	Pavilion Side #1 (Seats 80±) Pavilion Side #2 (Seats 80±) Pavilion Both Sides (Seats 160±)	Lake Pan Rec Park	Pavilion (32± Capacity)
		Royal Park Brands + Pavilions & Shelters.	

Effective 10/01/08  
 Revised 09/30/08  
 Revised 10-19-09  
 Revised 3-10-11



Electricity & Water	Will electricity be needed? <u>NO</u> If so, for what and how many outlets are desired? _____ Will more than standard electrical receptacles/outlets be required? <u>NO</u> Will water be needed? If so, for what purpose? <u>NO</u>
For Office Use Only	Facility <input type="checkbox"/> does <input type="checkbox"/> or does not have electricity. Electricity <input type="checkbox"/> is or <input type="checkbox"/> is not sufficient for this event. Temporary Pole: <input type="checkbox"/> will or <input type="checkbox"/> will not be allowed at applicant's expense. Comments: _____ Water <input type="checkbox"/> is or <input type="checkbox"/> is not available at this facility. Comments: _____
Road Closing	Are you requesting permission for a road to be closed during this event? <u>yes for Parade only</u> Have you submitted this request in writing to the appropriate City, Sumter County Public Works or FDOT? <u>yes</u>
For Office Use Only	Has request for temporary road closing been approved by appropriate agency? _____ Comments from Sumter County Public Works: _____ Comments from City of: _____ Comments from FDOT: _____ Comments from City Police or Sheriff's Dept: _____ Comments (other): _____ Date Approved: _____ Copy of Approved Request Received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance	Does applicant/agency carry liability insurance to cover events such as this? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, what are the limits? <u>1 mil 2 mil</u> Name of Insurance Carrier: _____ Phone: _____
For Office Use Only	The acceptable liability limit/s is: _____ The following entities must be listed as additional insured: _____ _____ If not insured, where will the entity acquire insurance? _____ Certificate of Insurance received: _____ Date: _____ Insurance has been approved by Risk Management: _____ Comments from Risk Management/Insurance Carrier: _____
Security	How many officers or deputies do you plan to have working this event? _____ What time will security begin & end? _____ Who is responsible for coordinating with security? _____ Phone: _____ Security will be used for: <input type="checkbox"/> Crowd Control <input checked="" type="checkbox"/> Traffic Control <input type="checkbox"/> Other: _____
For Office Use Only	Security confirmed with the City of Police Dept. or the County Sheriff's: _____ Date: _____ Additional security concerns (if applicable): _____ Comments from City Police or Sheriff's Department: _____ Security confirmed and approved by: <input type="checkbox"/> City Police <input type="checkbox"/> County Sheriff <input type="checkbox"/> Other Law Enforcement
Clean Up	Who is in charge of cleaning up after the event? <u>Cliff Hughes</u> Phone: <u>352-46-3113</u> Who will actually be doing the cleanup? (Please check all that apply.) <input checked="" type="checkbox"/> Volunteers <input type="checkbox"/> Boot Camp <input type="checkbox"/> Work Squad <input checked="" type="checkbox"/> Other _____ When will they begin and finish cleaning up? <u>Monday, June 18, 2012</u>
For Office Use Only	Clean Up was inspected by: _____ Date: _____ Comments: _____

I/We, fully understand that completion/submittal of this application does not confirm my/our request and that ALL requests are subject to review by County Parks & Recreation Staff, Risk Management, Law Enforcement and other applicable Departments or Agencies prior to approval. All requests are processed on a first come first serve basis. Upon review, a designated staff member will notify me or one of my contacts regarding the status of this request and whether or not any additional information, deposits or others fees are required. I/We also acknowledge that I/We have received a copy, read, understand and fully agree to all of the items and terms outlined in the Facility Usage Agreement, including how to proceed in the event of any emergencies needing immediate attention during this event. I/We further affirm that the information contained in this application is true and correct to the best of my knowledge.

Signature of Applicant: Brendy Steele Date: 5/15/12

*A Copy of the Applicant's Driver's License or at least the License Number must accompany all applications when paid by check.*

Drivers License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Received: \_\_\_\_\_ Approved Denied Staff Initials & Date: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
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\_\_\_\_\_  
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 \_\_\_\_\_  
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\_\_\_\_\_  
 \_\_\_\_\_

Request must be submitted to Public Works a minimum of three week prior to date of request

Sumter County Board of County Commissioners  
7375 Powell Road Wildwood, FL 34785  
Phone: (352) 569-6700 • Fax: (352) 569-6701

TEMPORARY ROAD CLOSING REQUEST

Requested Beverly Steele Date: 5/15/12  
Address: 9060 CR 231 Phone & Fax #: 352-748-2008 | 352-748-1536  
City, St, Zip Wildwood, FL 34785 Email Address: youngartists@aol.com  
Organization: Young Performing Artists (YPA's), Inc.  
Date(s) Requested: Saturday, June 16, 2012  
\*Road(s) or Portion to be Closed: Highway 462 (Between CR 231 & CR 235A) for approx. 25 minutes.

\*If Parade - Detailed Route: Begin at Highway 462 + CR 231, travel East to CR 235A, travel North to CR 222, travel West to CR 235, travel South to park.  
\*Attach map as applicable:  
Requested Time for Road Closure: 10AM - 10:25 AM Hwy 462

Requested Assistance or Equipment from Public Works \_\_\_\_\_ Date: \_\_\_\_\_


- We understand that any request approved will be upon the following terms and conditions:
1. We shall be responsible for all safety and maintenance requirements in connection with the event.
  2. We shall indemnify and hold the County harmless as to any liability which may result from any aspect of the event.
  3. We shall be responsible for clean-up work which may be required as a result of the event.
  4. It is understood that any request approved by the County shall in no way be construed by us to allow our event to take place on a State Road, and that any request approved is limited to the portion of the County Road described.
  5. We agree that we shall make every effort for all participants in the event to comply with all state and local laws, and that the County Road mentioned above will be closed to the public only the day and time mentioned above, but not in excess of 1 hours.

Our signature below indicates our agreement to these terms and conditions.  
Beverly Steele Signature      Beverly Steele Printed Name

This request was approved in open session of the County Commissioners meeting, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Attest: Gloria R. Hayward Clerk & Auditor      Board of County Commissioners Sumter County  
By: \_\_\_\_\_ Deputy Clerk      \_\_\_\_\_ Chairman

Royal Homecoming 2012

Parade Route

Highway 466

C  
R  
4  
7  
5

C  
R  
2  
2  
9

CR 222

C  
R  
2  
3  
1

C  
R  
2  
3  
5

C  
R  
2  
3  
5  
A

C  
R  
2  
2  
9

C  
R  
4  
7  
5



Park

C  
R  
4  
7  
5

C  
R  
2  
3  
1

C  
R  
2  
2  
9

Highway 462

Provided by: Young Performing Artists (YPAs), Inc.  
Produced by: The Steele Organization, LLC

Highway 44

Royal Event Total Cost , 2010

	Personnel Salary	Fuel-Vehicles	Misc expenses	Food-Personnel	Porta-lets	Medical Supplies	Agency Totals
Sheriff's Office including EM	\$ 18,348.48	\$ 1,036.75	\$ 829.63	\$ 127.50	n/a	n/a	\$ 20,342.36
Fire Rescue	\$ 2,610.00	n/a	n/a	n/a	n/a	n/a	\$ 2,610.00
EMS	\$ 928.07	n/a	n/a	n/a	n/a	n/a	\$ 928.07
Public Works	n/a	n/a	n/a	n/a	n/a	n/a	\$ -
<b>TOTAL</b>	<b>\$21,886.55</b>	<b>\$1,036.75</b>	<b>\$829.63</b>	<b>\$127.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,880.43</b>

Royal Event Total Cost , 2009

	# of Personnel	Personnel Hours	Personnel Salary	Fuel-Vehicles	Fuel-Generator	Food-Personnel	Porta-lets	Medical Supplies	Agency Totals
Sheriff's Office	35	406.5	\$ 17,095.75	\$ 1,007.05	\$ 54.72	\$ 84.75	n/a	n/a	\$ 18,242.27
Emergency Management	3	36	\$ 868.06	\$ 42.50	n/a		n/a	n/a	\$ 910.56
Fire Rescue	12	63	\$ 1,432.82	\$ 57.89	n/a		n/a	n/a	\$ 1,490.71
EMS	5	56	\$ 1,832.00	\$ 250.00	n/a		n/a	\$ 250.00	\$ 2,332.00
Public Works	3	27	\$ 371.25	\$ 33.75	n/a		\$ 470.00	n/a	\$ 875.00
<b>TOTAL</b>	<b>58</b>	<b>588.5</b>	<b>\$21,599.88</b>	<b>\$1,391.19</b>	<b>\$54.72</b>	<b>\$84.75</b>	<b>\$470.00</b>	<b>\$250.00</b>	<b>\$23,850.54</b>