



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#25-0711

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Rickelle Williams, City Manager

DATE: August 19, 2025

TITLE: Motion Approving a Facility Use Agreement Between Marine Industries Association of South Florida, Inc. and the City of Fort Lauderdale for Special Magistrate and Code Enforcement Board Hearings - **(Commission District 2)**

Recommendation

Staff recommends the City Commission approve a facility use agreement (Agreement) between Marine Industries Association of South Florida, Inc. and the City of Fort Lauderdale for the use of the Flagship Room located at 221 Southwest Third Avenue for hosting City of Fort Lauderdale Special Magistrate and Code Enforcement Board hearings, effective from August 20, 2024, in substantially the form attached.

Background

Following the April 2023 flood event, the City Commission Chambers within City Hall sustained damage, rendering them unavailable for City meetings and events. Previously, the Development Services Department (DSD) used the City Commission Chambers for monthly Special Magistrate and Code Enforcement Board hearings, addressing both Building Code Enforcement and Community Enhancement cases. Annually, the Community Enhancement Division conducted twenty-two (22) Special Magistrate hearings in this space, while the Building Services Division held twelve (12) Special Magistrate and twelve (12) Code Enforcement Board hearings.

Special Magistrate hearings address violations of the City's Code of Ordinances, zoning regulations, and the National Fire Prevention Act, while Code Enforcement Board hearings primarily focus on adjudicating Florida Building Code violations. Given that these hearings are attended by staff, property owners, property representatives, and the community, it is imperative that the facilities provide adequate parking and sufficient meeting room space.

To ensure continuance of operations, beginning in August 2024, DSD temporarily relocated these hearings and meetings to the Flagship Room, located at the Marine Industries Association of South Florida building at 221 Southwest Third Avenue in Fort Lauderdale. The total facility use fee incurred for the prior twelve (12) months is \$31,500

and to secure continued access to the facility, a formal Facility Use Agreement is now necessary.

The proposed agreement authorizes the City to utilize the Flagship Room on a monthly basis for Special Magistrate and Code Enforcement Board hearings at a rate of \$700 per use. No deposit is required, and rental payments will be processed quarterly. The term of the agreement is two (2) years, with commencement retroactive to August 2024.

The estimated annual cost is \$33,600, based on forty-eight (48) scheduled uses per year. This agreement defines the responsibilities of both parties and ensures continued access to a reliable venue for these essential enforcement proceedings. The intent is to transition these proceedings to the new Police Department Headquarters community room in the near term, and then to the new City Hall in the long term.

Resource Impact

Estimated funding for this agreement, to pay previous invoices and the remainder of costs for FY 2025 in the amount of \$46,900, will be available in the account listed below pending approval of the related Consolidated Budget Amendment (CAM #25-0564).

<i>Funds available as of July 14, 2025:</i>					
ACCOUNT NUMBER	COST CENTER NAME (Program)	CHARACTER/ACCOUNT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
10-001-3020-524-30-3322	Community Inspections	Other Facilities Rental	\$198,088	\$64,788	\$23,450
10-140-3101-524-30-3322	Building Permits	Other Facilities Rental	\$3,275,367	\$721,384	\$23,450
TOTAL AMOUNT ►					\$46,900

Strategic Connections

This item supports the *Press Play Fort Lauderdale Strategic Plan 2029*, specifically advancing:

- Guiding Principle: Fiscal Responsibility

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We are Here*.

Related CAM

#25-0564

Attachment

Exhibit 1 – Facility Use Agreement

Prepared by: Porshia L. Garcia, Deputy Director, Development Services Department

Department Director: Anthony Greg Fajardo, Director, Development Services Department

08/19/2025
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