CITY OF FORT LAUDERDALE

OUTDOOR EVENT AGREEMENT

THIS AGREEMENT is made by and between:

CITY OF FORT LAUDERDALE, a municipal corporation of the State of Florida, referred to hereinafter as "City",

and

SHUCK N DIVE, INC., a profit corporation organized under the laws of Florida, whose principal place of business is 650 N. Federal Highway, Ft. Lauderdale, Florida 33304 and who is referred to hereinafter as "Applicant" or "Sponsor".

WHEREAS, the Applicant wishes to hold an outdoor event and has submitted an application pursuant to the requirements of Section 15-182 of the Code of Ordinances of the City of Fort Lauderdale, Florida; and

WHEREAS, the Applicant is willing to obtain the requisite insurance, and is willing to indemnify and hold harmless the City of Fort Lauderdale for any damage to persons or property that might occur during or as a result of the outdoor event; and

WHEREAS, on February 5, 2013, by Motion, the City Commission of the City of Fort Lauderdale authorized the proper City officials to execute this Agreement.

NOW, THEREFORE, in consideration of the mutual promises made herein, the parties agree as follows:

The foregoing recitals are true and correct, and:

1. Effective Date.

The Effective Date of this Agreement is the date upon which City Commission approval is granted.

2. Outdoor Event.

The Applicant is permitted to operate or sponsor the "MARDI GRAS" (referred to hereinafter as the "Event") outdoors only at the location(s) and time(s) set forth in the attached Outdoor Event Agreement Schedule One, which is attached hereto and made a part hereof.

3. General Requirements.

- (1) If the Event includes use of fireworks, in advance of the Event the Applicant shall obtain a fireworks permit from the City's Fire Department. The Applicant shall comply with all applicable state laws regarding the use of fireworks.
- (2) The Applicant shall provide sanitary facilities of the type and in a sufficient number specified by the requirements established by the City's Department of Sustainable Development.
- (3) The Applicant shall coordinate with the City's Department of Sustainable Development who will schedule appropriate City staff to conduct electrical inspections of all electrical facilities whether power is supplied by local utilities or is self-provided by generator systems. The Applicant shall permit the City staff to conduct electrical inspections of all electrical facilities.
- (4) If the Event includes the sale or distribution of any food or beverages, the Applicant shall comply with all applicable state, county and City health code requirements.
- (5) If the Event includes use of tents, awnings, or canopies, in advance of the Event the Applicant shall submit current flameproof certificates to the City's Fire Department. The Applicant shall not hold or sponsor the Event until the Fire Department has provided written approval of the use of any tents, awnings, or canopies.
- (6) In advance of the Event the Applicant shall submit a written plan to the City police department that regards crowd control and traffic direction. The Applicant shall not hold or sponsor the Event until the police department has provided written approval of the Applicant's plan. The Applicant shall bear the cost of staff necessary to implement the crowd control and traffic direction plan. Police costs shall be exempt from prior notice requirements.
- (7) In advance of the Event the Applicant shall submit a written plan to the City's Fire Department that regards fire safety and EMS. The Applicant shall not hold or sponsor the Event until the Fire Department has provided written approval of the Applicant's plan. The Applicant shall bear the cost of staff necessary to implement the fire safety and EMS plans. Fire and EMS costs shall be exempt from prior notice requirements.
- (8) Unless the Applicant meets the requirements for exception found in Section 15-184 of the Code of Ordinances of the City of Fort Lauderdale, Florida, in

advance of the Event the Applicant shall provide a certificate of insurance satisfactory to the City's Risk Manager. The certificate shall show that the Applicant has obtained comprehensive general liability insurance with a policy limit of not less than one million dollars (\$1,000,000.00) combined single limit coverage, which shall include property damage, bodily injury, and death. The "City of Fort Lauderdale" shall be named as an additional insured. If the Event includes the dispensing, serving, sale, or distribution of any alcoholic beverage, the Applicant shall in addition provide liquor liability insurance with a policy limit of not less than of five hundred thousand dollars (\$500,000.00). The Applicant shall not hold or sponsor the Event until the City's Risk Manager has provided written approval of the Applicant's certificate of insurance or insurance policy.

- (9) The Applicant shall indemnify and hold harmless the city for any damage to person or property that occurs during or as a result of the operation of the Event.
- (10) In advance of the Event the Applicant shall submit a written plan to the City's Parks and Recreation Department that indicates the proposed location of any temporary structure, such as a barricade, fence, tent, concession stand, ticket booth, grandstand. The written plan shall include information about the planned removal of any temporary structure after the Event. The Applicant shall not hold or sponsor the Event or erect any temporary structure until the City's Parks and Recreation Department has provided written approval of the Applicant's temporary structure plan. The Applicant shall bear the cost necessary to implement the temporary structure plan.
- (11) The sale, possession, or consumption of any alcoholic beverage at the Event is subject to approval by the City Commission in accordance with Section 15-183 of the Code of Ordinances of the City of Fort Lauderdale, Florida.

4. Restoration of public property.

If the Event includes use of public property the Applicant shall be responsible for, and shall maintain, all areas of the public property used. Maintenance means the prompt and complete removal of Event-generated trash or debris and the repair or restoration of any public property that was damaged as a result of the Event. Public property means real and personal property that is not privately owned and includes, but is not limited to, any sidewalk or paved surface, any tree, plant, shrub, bench, light fixture, traffic signal, parking meter, trash barrel or sign.

The City shall inspect the Event site location(s) for damage within twenty-four hours of the conclusion of the Event and the City shall provide the Applicant with a written report of any damage found on public property. The report shall state the cost of repair(s) necessary to restore the public property. Within fourteen days of the Applicant's receipt of this report the

Applicant shall pay the cost of repair or challenge the City's report by a writing addressed to the Director of the City's Parks and Recreation Department. Resolution of any such challenge shall be made by the City Manager; the Applicant agrees to abide by the City Manager's decision.

5. Reimbursement of expenses.

Should the City incur expenses as a result of the Event the City shall provide the Applicant with an invoice of expenses. Within fourteen days of the Applicant's receipt of any invoice the Applicant shall pay the invoice or challenge the City's invoice by a writing addressed to the Director of the City's Parks and Recreation Department. Resolution of any such challenge shall be made by the City Manager; the Applicant agrees to abide by the City Manager's decision.

6. Authority of the City of Fort Lauderdale City Manager.

The City of Fort Lauderdale City Manager and his designee, the Director of the City of Fort Lauderdale Parks and Recreation Department (referred to hereinafter as "the Director") shall have the authority to suspend all or any part of the Event when the City Manager or the Director determines that the Event, or its attendees, or its spectators, pose(s) a threat to the public health, safety, or welfare. The City Manager also reserves the right to immediately revoke permission and to suspend or terminate the event or any portion of it if any of the elements of the agreement are violated.

7. Compliance with laws.

- (1) The Applicant shall at all times comply with all federal and state laws or statutes, and with the rules, regulations, and ordinances of City and any other governmental agency having jurisdiction including, but not limited to, those relating to noise, building, zoning, gambling, fire protection, liquor regulation, and hours of operation. The Applicant shall further take all precautions and use extreme care to conduct its operations in a safe and prudent manner with respect to its agents, employees and visitors to its Event.
- (2) The Applicant shall comply with the applicable sections of the Americans with Disabilities Act of 1990 (42 U.S.C. 126), which prohibits discrimination of handicapped individuals by denying them the right to participate in or benefit from the services provided at the Event. The Applicant understands that it is responsible for compliance with this Act. The Applicant guarantees that individuals with disabilities will be able to attend, enter, and use all the facilities at the Event.
- (3) The Applicant agrees to secure and pay for all licenses and permits required by any governmental agency having jurisdiction, including City. If the Event

includes the use of any item that is or that may be protected from infringement, such as but not limited to copyrights, patents and trademarks, the Applicant shall, in advance of the Event, provide City with documentation that shows that the Applicant has obtained the applicable license, permit or permission and that all associated all fees have been paid in full. The provisions of this paragraph apply specifically, but not exclusively, to ASCAP, BMI, SESAC, and any other similar organization that may require written permission and payment of a fee for use of protected material

8. Transfer of Rights.

To the extent this Agreement creates rights that vest in the Applicant, the Applicant shall not transfer any rights to any other individual or entity.

9. Venue.

Venue to enforce the provisions of this agreement shall be Broward County, Florida.

10. Incorporation.

This Outdoor Event Agreement, together with the attached Schedule One constitute the whole of the Agreement between the parties. The written approvals issued by the various City departments or staff members and the various documents submitted by the Applicant, including the application, are supplemental to this Agreement. In the event of a conflict, the terms of this Agreement control.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the	e parties hereto have set their hands and seals this 2013.
WITNESSES:	CITY OF FORT LAUDERDALE
[Witness print/type name] Witness print/type name] Witness print/type name]	Mayor All City Manager
	ATTEST:
	City Clerk Approved as to form:

Assistant City Attorney

W]	ľ'n	M	FS	S 1	FS	,

SHUCK N DIVE, INC.

Mhin Van NA [Witness print/type name] Exa Cof Exika CEPERO [Witness print/type name]	DANIEL STASI, PRESIDENT [Print/type name and title]
	ATTEST:
(CORPORATE SEAL)	
,	Secretary
STATE OF FLORIDA: COUNTY OF BROWARD:	· .
	acknowledged before me this 4 th day of STASI, as PRESIDENT of SHUCK N DIVE, INC. as identification. Notary Public, State of Florida (Signature of Notary Taking Acknowledgment)
BROOKE FAIRBANKS Notary Public - State of Florida My Comm. Expires Apr 11, 2014 Commission # DD 980672 Bonded Through National Notary Assn.	Brothe Farebanks Name of Notary Typed, Printed or Stamped My Commission Expires: 4/11/14
	DD980672

L:\AGMTS\events\2013\February 5th\Mardi Gras.wpd

Commission Number

Memorandum

To:

Harry Stewart, City Attorney

From:

Jeff Meehan, Outdoor Event Coordinator

Date:

January 16, 2013

Re:

Request for Event Agreement

Mardi gras

Please ask your staff to prepare an event agreement for the above named event. Attached to this memo is the application, proof of corporate identification and Schedule 1, which should be attached to the agreement as an exhibit. In addition, the following City Departments have reviewed and approved the plans:

City Police Department has reviewed the application and equires does not require the applicant to pay for security personnel for crowd control and traffic direction purposes.

city Fire Department has reviewed the application and approved the proposed safety and staffing plan (contingent upon compliance with the Florida Fire Prevention Code and passing any required inspections).

City Risk Manager has reviewed and approved the Certificate of Insurance. comprehensive general liability insurance, one million dollars (\$1,000,000).

City Building Department has reviewed and approved the proposed use of temporary structures and electrical facilities.

City Parks and Recreation Department has reviewed and approved the proposed set-up, clean-up plan.

Other City Department: 1 rtm has reviewed and approved the proposed plan.

Please contact me at (954) 828-6075 if you have any questions. Thank you.



CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION

Fee must accompany application

Application received:
At least 60 days prior to event \$100.00
59 to 30 days prior to event \$150.00
29 to 14 days prior to event \$200.00
14 to 7 days prior to event \$250.00*
Less than 7 days prior to event \$300.00*
*Must be approved by City Manager or designee

Application must be filled oun completely!
Please submit by EMAIL at least 60 days ahead of your planned event.

The application will be reviewed by our administrative staff to determine the following criteria:

- 1. Facility requested
- 2. Compliance with City ordinances
- 3. Special permits required
- 4. Charges your organization will incur when City assistance and/or services are required
- 5. Security requirements
- 6 Environmental issues/effects on surrounding areas

Event name: <u>mardi gras</u>					
Purpose of event (check one): x Fundraiser Awareness Recreation Other Requested location: 650 north federal hwy					
Estimated daily attendance: 300					
Requested dates and time of event: DATE	DAY	BEGIN	END		
EVENT DAY 1:2/12/12		3pmAM/PM	AM/PM		
EVENT DAY 2:		AM/PM	AM/PM		
EVENT DAY 3:	and the second s	AM/PM	АМ/РМ		
SETUP:	·	1pm_AM/PM			
BREAKDOWN:	12/13/12		1amAM/PM		
Has this event been held in the past?	x_YesNo				
If yes, please list past dates and years		past 14			
Detailed event description (include acti	vities, entertainment,	vendors, etc.):			
crawfish boil and live music					

PART II: APPLICANT	
Organization name: shuck n dive	
Address: 650 no federal hwy ft laud 33304 Phone: Fax:	
Corporation name: _ shuck n dive inc	
	n articles of incorporation)
Date of incorporation: 104 99 State incorp	porated in: Flc Federal ID #: 65-088919
Two authorizing officials for the organization: President: <u>dan stasi</u>	Phone: <u>9544620088</u>
Secretary:same	Phone:
1	
Event Coordinator:same	Will you be on-site? <u>x</u> Yes No
Title: owner Phone:Phone:	Cell: 954 303
E-mail address:shuckndive@hotmail.com Fax: _9544620180	
Additional Contact:	Will you be on-site?YesNo
Title: Phone:	Cell:
E-mail address:	Fax:
Event production company (if other than applicant):	NIA
Address:	City, State, Zip:
Contact person:	Title:
Phone: (day) (night)	(cell)
E-mail address:	Fax:
PART III: EVENT INFORMATION	
Are you planning to charge admission? If yes, how much? \$	Yesx_No
Are you requesting to fence the event?	Yesx_No
Are you planning on having any type of concession? If yes, State Health Dept, must be notified 10	Yesx_No days prior to event. Call John Litscher at 954-632-8094.

Are you planning on selling alcoholic beverages? YesNo If yes, how will the beverages be served? (Draft truck, cold plate, mini-bar, beer tub, table service, etc.)
beer tub
Are you planning on serving free alcoholic beverages? Yes x No If yes, to whom will it be given?
Are you planning to have any type of amusement rides? Yes X No If yes, name of company:
What type of rides are you planning?
Are you planning to play or have music?
List the type of equipment you will use (speakers, amplifier, drums, etc):
speakers
Will you use any type of soundproofing equipment?Yesx_No
List the days and times music will be played: 3- 10 pm
How close is the event to the nearest residence?
Will your event require road closings?Yes
**** <u>PLEASE NOTE</u> ***** You are required to secure barricades and/or directional traffic signs for road closings. Please attach a layout of your traffic plan, including the placement and number of barricades, signs, directional arrows, cones, and message boards, as well as the name of the company you will be using. Your traffic plan must be approved by the Police Dept. which may terminate any event occurring without the proper use of barricades.
Will your road closings affect access to parking spaces or parking lots?YesxNo *****PLEASE NOTE***** All road closings which result in loss of revenue from inaccessible parking spaces will be billed to the event organizer and must be paid in full before the event. Please call Dee Paris at 828-5874.
Will any recyclable materials be utilized at this event? ——Yes ——x_No (Materials that can be recycled include all clean paper, cardboard, glass, plastic drink containers, aluminum cans, and milk or juice boxes.) Please refrain from the use of Styrofoam plates and cups.
Who will provide clean up services for garbage and recyclables? <u>shuck n</u>

Co	ntact Name:	same	Phone:	
*****NOTE***** All grounds must be cleaned up immediately after completion of event. Recycling should be done at all City facilities and parks. Recycling may be provided by your organization, a private company or in some cases by the City of Fort Lauderdale. You are responsible for securing recycling services. Contact Janet Townsend at Itownsend@fortlauderdale.gov or (954) 828-5956.				
•				
Events req		the responsibility	es \underline{x} No of the applicant. All permits must be obtained through the City's ng Services Division at (954) 828-5191 before setting up.	
Company:	· · · · · · · · · · · · · · · · · · ·	· , , , , , , , , , , , , , , , , , , ,	License #:	
Name of el	lectrician:		Phone:	
PART IV	: APPLICANT'S AC	CCEPTANCE		
The inform	ation I have provide	ed on this applica	ition is true and complete to the best of my knowledge.	
Before receiving final approval from the City Commission, I understand that I (and the production company, if applicable) must furnish an original certificate of General Liability insurance naming the City of Fort Lauderdale as additionally insured in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the City Risk Manager, and an original certificate of liquor liability insurance in the amount of \$500,000 if alcohol is being served.				
	I understand that a Parks and Recreation sponsored activity has precedence over the above schedule and I will be notified if any conflicts arise.			
I understand that the City of Fort Lauderdale Police Department will determine all security requirements and that EMS is required by City Ordinance to be onsite during all outdoor events.				
I understand that the City has a noise ordinance. If at any time during the event it is determined by law enforcement personnel, code enforcement personnel, parks and recreation personnel, or any other city representative that the entertainment or music is causing a noise disturbance, I will be directed to lower the volume to an acceptable level as determined by City staff. If a second noise disturbance arises during the event, I may be directed to shut down the music or entertainment for the remainder of the event. I agree to abide by all provisions of the noise control ordinance and understand that my failure to do so may result in a civil citation, a physical arrest, or the shutting down of the event.				
Dan stasi_			owner	
Name of a	pplicant		Title	
12/26/1 Date	2			
-			and the second s	
		-		

Please amail completed application at least 96 days ahead of your planned event to:

imeehan@fortlauderdale.gov

Please mail the \$100.00 application fee (payable to the City of Fort Lauderdale) to:

Jeff Meehan, Outdoor Event Coordinator

1350 W. Broward Boulevard, Fort Lauderdale, FL 33312

Phone: (954) 828-6075 Fax: (954) 828-5650

FIRE DEPARTMENT OUESTIONNAIRE

PREVENTION 1. Are you plant

1.	Are you planning to have canopies (no sides) for this event?Yes					
	How many and what sizes?					
	Name of Company:					
2. Are you planning to have tents (with sides) for this event?Yes						
	How many and what sizes?					
	Name of Company: A building permit, exit signs, emergency lights, fire extinguishers, and "No Smoking" signs are required for tents. A fire watch at overtime rate may apply. Contact Capt, Bruce Strandhagen at 954-828-5080,					
Bull	** <u>PLEASE NOTE</u> ***** All permits required by the Florida Building Code must be obtained through the Iding Department (Including but not limited to electrical, structural, plumbing). Contact the Department of Itainable Development Building Services Division at 954-828-6520.					
3.	Are you planning to have fireworks?Yesx_No					
	Name of company conducting the show: A permit is required for all pyrotechnics displays. Contact Capt. Wendy D'Agostino at 954-828-5884.					
4.	Are you having food vendors?YesNo					
	How many and what kind?					
	A fire extinguisher is required for each food booth. If a propane tank is used for a fuel source, it must be secured on the outside of the booth. A Fire inspection is required for all food booths. If the inspection is during non-working hours the cost will be \$75 per hour.					
<u>OP</u>	<u>ERATIONS/EMS</u>					
Spe	* One rescue unit/cart for 500 to 5,000 people in attendance (sustained attendance) * Two rescue units/carts for 5,000 to 10,000 people in attendance (sustained attendance) * One more rescue unit/cart per 5,000 additional people * One command person if two or more rescue units/carts are required					
The	number of rescue units and paramedics is determined according to attendance and other risk factors.					
1.	Does your event require EMS medical standby services based on the guidelines above? YESNOX					
2. \	What is your estimated sustained attendance?150					
3. PH(On-site contact? NAMEdan_stasi					

A minimum of 4 hours will be charged for all special event details. 45 minutes will be added to the pre and post event times (totaling 1.5 hours), allowing for travel and preparation for the event.

POLICE DEPARTMENT OUESTIONNAIRE				
1,	Does your event require use of police vehicles?	Yes	No <u>x</u>	
	If yes, A Hold-Harmless Agreement must be signed and Liab ONE MILLION DOLLARS must be provided.	ility coverage of	a <u>minimum</u> of	
2.	Is this a new or previously held event?	New	Previous x	
	If yes, Previous date(s)? same last 14 years			·
3.	Any established security, traffic, or other appropriate plan(s)?	Yes	No	
	If yes, besides Fort Lauderdale Police, who will you be using (private security company, volunteers, etc.)	· .		
4.	Do you have an established detail of off-duty officers? If yes, who is your Police department contact?	Yesx		
	toe genna and mike dew			
5.	Any notable entertainers or special circumstances scheduled for y	your event? Yes	Nox	
	Who/What?			,
6.	Is there alcohol being sold or given away?	Yes_x_	No	
7.	Are there any road closures required?	Yes	No <u>x</u>	
	If so what roads/intersections?			
8.	What is your estimated attendance?300	***************************************		
al ho	understand the off duty rate for Police personnel for ALL special eso understand there is a 24 hour cancellation requirement to avoid ourly rate and costs to be incurred by the event organizer will be vents "Cost Estimate" worksheet developed at the Special Events in payments will be paid within two (2) weeks of the payroll being some	d the 3 hour min e quoted on the logistics meeting	limum payment per o	officer. The lale Special

STAGE SIDEWALK SIDEWONE Chaus

FLORIDA DEPARTMENT OF STATE DIVISION OF CORPORATIONS Home Contact Us **Document Searches E-Filing Services** Help **Forms** Previous on List Next on List Return To List Entity Name Search Submit Name History Events

Detail by Entity Name

Florida Profit Corporation

SHUCK N DIVE, INC.

Filing Information

Document Number P99000000397 **FEI/EIN Number** 650888419 **Date Filed** 01/04/1999

State FL Status **ACTIVE**

Last Event REINSTATEMENT

Event Date Filed 10/16/2000 **Event Effective Date NONE**

Principal Address

650 N. FEDERAL HIGHWAY FT. LAUDERDALE FL 33304 UN

Changed 04/26/2012

Mailing Address

650 N. FEDERAL HIGHWAY FT. LAUDERDALE FL 33304

Changed 04/28/2011

Registered Agent Name & Address

BLACKE, LAWRENCE E 3326 N.E. 33RD ST. FT. LAUDERDALE FL 33308 US

Officer/Director Detail

Name & Address

Title PDST

STASI, DANIEL 650 N. FEDERAL HIGHWAY FT. LAUDERDALE FL 33304

Annual Reports

Report Year Filed Date

2010 04/29/2010 2011 04/28/2011 2012 04/26/2012

SCHEDULE ONE

Name of Applicant: 1

Shuck N Dive, Inc.

2 Name of Outdoor Event: Mardi Gras

Date of Setup: 3

Wednesday, February 13, 2013

Time of Setup: 4

1:00 PM

Date of Event: 5

Tuesday, February 12, 2013

Time of Event: 6

3:00 PM- 10:00 PM

Date of Breakdown: 7

Wednesday, February 13, 2013

Time of Breakdown: 8

1:00 AM

Event Location: 9

Shuck N Dive- 650 N. Federal Hwy

10 Road Closings:

No

11 Alcohol:

Yes

12 Previous Code Violations: No

٢	nissing events # 1 + 10
DOCUMENT ROUTING FORM	Dof events # 1 + 10
NAME OF DOCUMENT: Event-Agreements-with the City of Fort Lauder and Related Road Closings: (1). Rio Vista Campout;)2) Mardi Gras; 3) Pridefest 2013; 5) CFF Cycle for Life: Wheels in Notion for a Cure; 6) Notion for a Cure; 6) Notion 100 Ultramarathon; 9) 13 th Annual Riverwalk Run; (10) Midtown Bluesfest.	dale as follows: Event Agreements Galt Mile Wine & Food Festival; 4) March for Cancer: 7) Yo Yo Fest II
Approved Comm. Mtg. on February 5, 2013 CAM# 13-0191	
TEM: ☑ M-01 ☐ PH ☐ O ☐ CR Routing Origin: ☐ CAO ☐ ENG. ☐ COMM. DEV. ☐ OTHER _	R <u>'13APK 1PM4</u> :41
Also attached:	
By: forwarded to:	
Initials	
1.) Approved as to Content: Department Director	Capital Improvements defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, fixtures) that add value and/or extend useful life, inc. major repairs such as coof replacement, etc. Term "Real Property"
Please Check the proper box: CIP FUNDED YES NO Capital Improvement Projects	include: land, real estate, realty, real
2.) Approved as to Funds Available: by Finance Director	Date:
Amount Required by Contract/Agreement \$ Fund	ding Source:
Dept./Div Index/Sub-object	Project #
3.) City Attorney's Office: Approved as to Form:# Originals to C	ity Mgr. By:
Harry A. Stewart Cole Copertino XX_ Robert B. D Ginger Wald D'Wayne Spence Paul G. Bar Carrie Sarver DJ Williams-Persad	
	·
1.) Approved as to content: Assistant City Manager:	
By: By: Stanley Hawthorne, Assistant City Manager Susanne Torriente, A	
Stanley Hawthorne, Assistant City Manager Susanne Torriente, A	ssistant City Manager
5.) Acting City Manager: Please sign as indicated and forward :# o	· · · · · · · · · · · · · · · · · · ·
6.) Mayor: Please sign as indicated and forward :# originals to C	
7.) To City Clerk for attestation and City seal.	
INSTRUCTIONS TO CLERK'S OFFICE	
3.) City Clerk: retains one original document and forwardsoriginal	documents to
☐ Copy of document to ☐ Original Route	form to
Attach certified copies of Reso. # Fill-in date	4)

L:\AGMT S\events\2013\February 5th\February 5th Route Slip.doc