



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#25-0902

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

FROM: Rickelle Williams, City Manager

DATE: October 7, 2025

TITLE: Motion Approving an Outdoor Event Agreement, Request for Road Closure, and Request for Music Exemption with 3-J Hospitality, LLC for the Day of the Dead Celebration at Backyard FTL (100 SW 3 Avenue) on November 1, 2025 - **(Commission District 2)**

Recommendation

Staff recommends the City Commission approve an outdoor event agreement with requests for road closure and an amplified music extension with 3-J Hospitality, LLC in substantially the form attached, and authorize execution of the agreement by the City Manager or the City Manager's designee.

Background

On July 30, 2025, 3-J Hospitality, LLC submitted an outdoor event application for the Day of the Dead Celebration to be held at Backyard FTL (100 SW 3 Avenue) on November 1, 2025, from 4:00 p.m. – 11:00 p.m. This Day of the Dead Celebration event, not affiliated with the City/Riverwalk event, has been hosted annually in Fort Lauderdale since 2015. The application was submitted prior to the 90-day application deadline therefore the outdoor event application fee is \$200. The event impacts are limited to November 1, 2025, which includes the setup period, event period, and breakdown period.

The event organizer attended the August 27, 2025, outdoor events meeting to review the event details with City staff, including the Parks & Recreation Department, Transportation and Mobility Department, Police Department, and Fire Department. The outdoor events meetings focus on operational logistics, cross departmental coordination, and event organizer requirements. The event organizer has not provided all the required documents at this time, but understands that if approved, the agreement is contingent upon the City's Risk Manager's receipt and approval of the Certificate of Insurance prior to the subject event.

This event organizer is requesting the following special permissions that require City Commission approval:

- Road Closure - SW 3 Avenue between SW 2 Street and Broward Boulevard.

- Amplified Music Exemption – Per Memorandum No. 19-076 (Exhibit 1), outdoor events are not allowed to have amplified music after 9:00 p.m. (Sunday – Thursday) or after 10:00 p.m. (Friday and Saturday). The event organizer is requesting an exemption to allow amplified music to be played for one additional hour on Saturday, November 1, 2025.

| Amplified Music Exemption | | |
|----------------------------|------------|----------------------------|
| Date | Time Limit | Special Permission Request |
| Saturday, November 1, 2025 | 10:00 p.m. | 11:00 p.m. |

City staff invited the surrounding civic associations to the outdoor events meeting as well as shared a copy of the application and site plan. Upon approval, the City's online events calendar will be updated to reflect this event.

The event agreement defines the responsibilities of the event organizer such as covering the associated event expenses and the required certificates of insurance. The event organizer will also secure all other necessary permits and licenses that are required from other agencies. Authorization for the execution of the event agreement is contingent upon the City Attorney's Office reviewing and approving as to form all documents prior to execution by the City Manager or designee.

Resource Impact

Revenue related to these agreements is included in the FY 2026 operating budget in the accounts listed below.

| <i>Funds available as of October 1, 2025</i> | | | | | |
|--|----------------------------|---|----------------------------|-----------------------------|--------------|
| ACCOUNT NUMBER | COST CENTER NAME (Program) | ACCOUNT / ACTIVITY NAME | AMENDED BUDGET (Character) | AMOUNT RECEIVED (Character) | AMOUNT |
| 10-001-6025-574-347-200-PKR029 | Community Events | Charges for Service/ Nonsponsor Charges – Spec Event Fees | \$30,000 | \$0 | \$200 |
| TOTAL AMOUNT ► | | | | | \$200 |

Strategic Connections

This item supports the 2029 Strategic Plan, specifically advancing:

- The Public Places Focus Area, Goal 5: Build a beautiful and welcoming community.

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

This item supports the Advance Fort Lauderdale 2040 Comprehensive Place specifically advancing:

- The Public Places Focus Area
- The Parks, Recreation & Open Spaces Area
- Goal 2: Be a community with high quality parks and recreational facilities that highlight the character of our city.

Attachments

Exhibit 1 – Memorandum 19-076

Exhibit 2 – Day of the Dead Celebration Event Agreement

Prepared by: Brittany Henry, Senior Administrative Assistant, Parks and Recreation

Department Director: Carl Williams, Parks and Recreation