



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

**#24-0733**

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

**FROM:** Susan Grant, Acting City Manager

**DATE:** August 20, 2024

**TITLE:** Motion Approving an Event Agreement and Related Road Closures with  
Riverwalk Fort Lauderdale, Inc. for the Day of the Dead Stroll -  
**(Commission District 2)**

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**Recommendation**

Staff recommends the City Commission approve an event agreement with and road closure requests with Riverwalk Fort Lauderdale, Inc. in substantially the form attached, and authorize execution of the agreements by the City Manager.

**Background**

On June 13, 2024, Riverwalk Fort Lauderdale, Inc. submitted a special event application for the Day of the Dead Stroll to be held at Esplanade Park. The event is scheduled to take place on Saturday, November 2, 2024, which is more than the 90-day application deadline, therefore the special event application fee is \$200. The event impacts are limited to Saturday, November 2, 2024, which includes the setup period, event period, and breakdown period.

The event organizers attended the July 24, 2024, special events meeting to review the event details with City staff including the Parks & Recreation Department, Transportation and Mobility, Police Department, and Fire Department. The special events meetings focus on the operational logistics, cross departmental coordination, and event organizer requirements. The walking route will start at Esplanade Park, walk east on SW 2nd Avenue, south on Moffat Avenue, west on N. New River Drive, and along the Riverwalk back to Esplanade Park.

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

**Road Closures:**

- SW 2<sup>nd</sup> Street from SW 5<sup>th</sup> Avenue to SW 4<sup>th</sup> Avenue
- SW 4<sup>th</sup> Avenue from SW 2<sup>nd</sup> Street to the cul-de-sac
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City staff invited the surrounding civic associations to the special events meeting as well as sent 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 their execution by the City Manager or designee.

### **Resource Impact**

Revenue related to these agreements is included in the FY 2024 operating budget in the accounts listed below.

<b><i>Funds available as of July 15, 2024</i></b>					
<b>ACCOUNT NUMBER</b>	<b>COST CENTER NAME (Program)</b>	<b>ACCOUNT / ACTIVITIY NAME</b>	<b>AMENDED BUDGET (Character)</b>	<b>AMOUNT RECEIVED (Character)</b>	<b>AMOUNT</b>
10-001-6025-574-347-200-PKR029	Community Events	Charges for Service/ Nonsponsor Charges – Spec Event Fees	\$90,000	\$28,050	\$200
<b>TOTAL AMOUNT ►</b>					<b>\$200</b>

### **Strategic Connections**

This is a FY 2024 Commission Priority, advancing Public Places initiative.

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.

### **Attachment**

Exhibit 1 – Day of the Dead Stroll Event Agreement

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

Department Director: Carl Williams, Parks and Recreation