



CITY MANAGER'S OFFICE

CITY MANAGER SIGNATURE REQUEST ROUTING FORM

Rev: 14 | Revision Date: 12/18/2025

SECTION 1 | SUMMARY INFORMATION

Date: 06/23/2026

☒ Commission Agenda Item ☐ Letter to the Commission (LTC) ☐ Letter to External Stakeholder(s) ☐ Other Document

Document Title/Purpose: MOU from the Downtown Development Authority of the City of Fort Lauderdale

Commission Meeting Date: 6/16/26 CAM #: 26-0631 Item #: R-6

CAM attached: ☒ Yes ☐ No Action Summary Attached: ☒ Yes ☐ No CIP FUNDED: ☐ Yes ☐ No

Community Investment Plan (CIP) Project defined as having a life of at least 10 years and a cost of at least \$100,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement. Term "real property" includes land, real estate, realty, or real.

SECTION 2 | REQUESTOR (CHARTER OFFICE/DEPARTMENT)

Charter Office: CMO Router Name: Christopher Cooper Ext: 5980

Department: CMO Router Name: Crystal McCalla Ext: 3764

Department Approval (Director/Chief): Name Christopher Cooper Init CC Date: 06/23/26

*Return Document To: Crystal McCalla Department: CMO Ext: 3764

**REMINDER: Once review and signature at the last level of government (Federal, State, County) is complete, scan the final record copy and send to the City Clerk's Office.*

Scan Date: _____ Attach Certified Resolution #: _____ Original form route to CAO: ☐ Yes ☐ No

THE FOLLOWING SECTIONS ARE FOR CHARTER OFFICE USE ONLY

SECTION 3 | CITY ATTORNEY'S OFFICE (CAO): CAO signed/routed Required ☒ Yes ☐ No

Is the attached Granicus document final? ☐ Yes ☐ No Number of Originals Attached: _____

Attorney's Name: Eric Abert Approved as to Form: ☒ Yes ☐ No Initials: EA

Route to: Finance (if applicable) Date: _____ Route to: CCO Date: 6/25/26

SECTION 4 | CITY CLERK'S OFFICE (CCO)

City Clerk Office Receive and Scan Date: _____ Number of Originals: 2

Route to CMO Date: 06/25/26 Route to Mayor Date: _____

SECTION 5 | CITY MANAGER'S OFFICE (CMO)

LOG #: Jun135 Date Received: 6/26/26 Received From: CCO

To CM/ACM: ☐ R. Williams ☒ C. Cooper ☐ Y. Matthews ☐ Q. Pough ☐ B. Rogers

Approved Init.: AS for continuous routing to **Rickelle Williams, City Manager/Executive Director**

Disapproved: _____ Comments: _____

CMO Executive Assistant Route to: CCO | HR | OMB | Other: _____ Date: 6/27/26 Initial: AD

Memorandum of Understanding

This Memorandum of Understanding (this “**MOU**”) is entered into by and between the **City of Fort Lauderdale**, a Florida municipal corporation (the “**City**”), and the **Downtown Development Authority of the City of Fort Lauderdale** (the “**DDA**”), a special taxing district in the State of Florida, (herein referred to as “**Parties**”).

Effective Date. This MOU is effective as of June 29th, 2020 (the “**Effective Date**”).

RECITALS

WHEREAS, the City owns certain real property commonly referred to as the “One Stop Shop” site (the “**Site**”), which the Parties intend to plan, design, and develop as a park for the community; and

WHEREAS, the Parties desire to memorialize their understanding regarding coordination, planning, public outreach, preliminary design concept development, and certain consultant studies in furtherance of that intent.

NOW, THEREFORE, in consideration of the mutual covenants and understandings set forth herein, the Parties agree as follows:

1. Purpose and Scope.

The purpose of this MOU is to document the Parties’ intent to work together to plan, design, and advance the development of the Site as a public park, including (a) community engagement and solicitation of stakeholder input, (b) preparation of initial design concepts, (c) completion of certain due diligence and consultant studies described below, and (d) intermittent temporary activation of the Site. Nothing within the terms of the MOU will cause the City to relinquish ownership or control of the Site.

2. Roles and Responsibilities.

2.1 City Responsibilities. As owner of the Site, the City authorizes the DDA to lead planning and conceptual design efforts with the community consistent with this MOU. The City will provide the following studies and reports for the Site : (i) Phase I environmental analysis, (ii) survey, (iii) geotechnical reports, (iv) title work, (v) parking agreements and historic parking utilization reports, and (vi) tree and palm condition report (collectively, the “**City-Funded Studies**”).

2.2 DDA Responsibilities. The DDA will be responsible for (i) developing initial design concepts for the Site, and (ii) conducting public engagement and outreach to solicit community input regarding potential park programming and design. The DDA will fund the preparation of initial design concepts. Upon completion of its initial concepts and outreach, the DDA will present to the City Commission: (a) design concepts, (b) a summary of outreach performed, and (c) the DDA’s recommendation for proposed next steps. The proposed public outreach program will include a series of public engagement methods including hosting in-person meetings, email campaigns, and website and online communications. The proposed program may be altered by mutual agreement of the City and the DDA so long as the overall intent and purpose of the program does not deviate from the scope of this MOU.

2.3 Intermittent Temporary Site Activation. To assist with the DDA study and to evaluate potential future programming, the DDA may propose intermittent temporary activations of the Site. This may include, but is not limited to, a temporary market (farmer’s market), seasonal activation, holiday related events, or other park like activations. Activations will require the mutual agreement of the City and the DDA and shall follow all City processes for similar events.

3. Costs; No Financial Commitment. Except as expressly stated in Sections 2.1 and 2.2, each Party will be responsible for its own costs and expenses related to this MOU. Nothing in this MOU requires either Party to appropriate or expend funds beyond those described herein, nor does it obligate either Party to proceed with construction or implementation of any park improvements.

4. Term; Termination. This MOU will remain in effect for a period of eighteen (18) months from the Effective Date (the “Term”), unless earlier terminated. Either Party may terminate this MOU for convenience upon thirty (30) days’ prior written notice to the other Party. Upon mutual agreement of the City and the DDA, the MOU may be extended by a period not to exceed six (6) months from the end of the initial eighteen (18) month period.

5. General Provisions.

5.1 Non-Binding Future Understandings. This MOU is intended as a statement of the Parties’ current understanding and does not create a legally binding obligation to proceed with any future transaction, project, or construction. Notwithstanding the foregoing, the Parties intend to be bound by Sections 5.3 (Public Records) and 5.4 (No Third-Party Beneficiaries) to the extent applicable by law.

5.2 Coordination; City Approvals. The Parties will coordinate in good faith regarding scheduling, deliverables, and public engagement activities. Any decision to advance beyond initial concepts, select a preferred concept, or implement improvements at the Site is subject to applicable City approvals, including City Commission action as required.

5.3 Public Records. To the extent applicable, the Parties acknowledge that the City is subject to Chapter 119, Florida Statutes (Public Records Law). Records made or received by the City in connection with this MOU may be public records, unless exempt by law.

5.4 No Third-Party Beneficiaries. This MOU is solely for the benefit of the Parties and does not create any rights in any third party.

5.5 Amendments. This MOU may be amended only by a written instrument executed by authorized representatives of both Parties.

5.6 Notices. Any notice under this MOU will be in writing and delivered to the addresses set forth below (or to such other address as a Party may designate by notice):

City of Fort Lauderdale Office of the City Manager – 101 NE 3 Avenue, Suite 2100, Fort Lauderdale, FL 33301 / City.Manager@fortlauderdale.gov

Fort Lauderdale Downtown Development Authority C/O President & CEO – 201 E Las Olas Boulevard, Suite 1150, Fort Lauderdale, FL 33301 / dda@ddaftl.org

5.7 Authority; Counterparts. Each person signing this MOU represents that he or she is duly authorized to execute this MOU on behalf of the applicable Party. This MOU may be executed in counterparts, each of which is deemed an original, and all of which together constitute one and the same instrument.

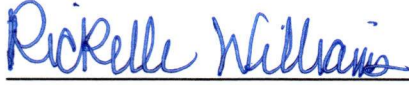
5.8 Rights to Materials and Media. The City shall have the rights to all documents and reports that are produced by the DDA and their consultants within the scope of this MOU. The City shall also be given access to all media (video, photographs, and other print and digital material) along with the rights to use said material. The DDA shall provide the City reasonable advance notice of any media engagement including but not limited to press releases, social media campaigns,

surveys and shall allow the City's Strategic Communications Department to participate in the review and promotion of the efforts under the terms and scope of the MOU.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the Effective Date.

CITY OF FORT LAUDERDALE

**DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF FORT LAUDERDALE**

By: 
Rickelle Williams, City Manager

By: _____
Jenni Morejon, President & CEO

Date: 6/29/20

Date: _____

Approved as to form and correctness:
SHARI L. McCARTNEY, City Attorney


ERIC W. ABEND
Senior Assistant City Attorney