

## 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

SCOTTISH AMERICAN SOCIETY OF SOUTH FLORIDA, INC., a non - profit corporation organized under the laws of Florida, whose principal place of business is 1121 NE 13th Avenue, Fort 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 January 22, 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 "SOUTH FLORIDA SCOTTISH FESTIVAL & GAMES" (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

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 parties hereto have set their hands and seals this  
the 3rd day of April, 2013.

WITNESSES:

CITY OF FORT LAUDERDALE

Safecia Ali  
Safecia Ali  
[Witness print/type name]

Yolanda D. S. S. S.  
Yolanda D. S. S. S.  
[Witness print/type name]

[Signature]  
Mayor

[Signature]  
City Manager

ATTEST:

Jonda K. Joseph  
City Clerk

Approved as to form:

[Signature]  
Assistant City Attorney

WITNESSES:

Mary Louise A. Palmer  
[Witness print/type name]

Berené Campbell  
[Witness print/type name]

SCOTTISH AMERICAN SOCIETY OF  
SOUTH FLORIDA, INC.

By [Signature]  
ROBERT RITCHIE, PRESIDENT  
[Print/type name and title]

(CORPORATE SEAL)

ATTEST:

[Signature]  
Secretary

STATE OF FLORIDA:  
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 9 day of January, 2013, by ROBERT RITCHIE, as PRESIDENT of SCOTTISH AMERICAN SOCIETY OF SOUTH FLORIDA, INC. He/She is personally known to me or has produced \_\_\_\_\_ as identification.

(SEAL)

[Signature]  
Notary Public, State of Florida (Signature of  
Notary Taking Acknowledgment)

Renee H Schwartzman  
Name of Notary Typed, Printed or Stamped

My Commission Expires:

Commission Number

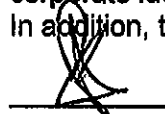


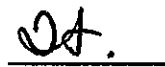
RENEE H. SCHWARTZMAN  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# EE190636  
Expires 7/22/2016


# Memorandum


To: Harry Stewart, City Attorney  
From: Jeff Meehan, Outdoor Event Coordinator  
Date: December 19, 2012  
Re: Request for Event Agreement

South Florida Scottish Festival & Games 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 requires/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). Liquor liability insurance, five hundred thousand dollars (\$500,000).

 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:  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

\$100 Fee  
must  
accompany  
application

Application must be filled out completely

Please submit by EMAIL at least 90 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

## PART I: EVENT REQUEST

Event name: South Florida Scottish Festival & Games

Purpose of event (check one): ☐ Fundraiser ☐ Awareness ☐ Recreation ☒ Other Showcase Scottish culture & customs

Requested location: Snyder Park - 3299 SOUTHWEST 4 AV  
FT. LAUDERDALE, FL 33315

Estimated daily attendance: 3000

Requested dates and time of event:

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>march 2, 2013</u>	<u>Saturday</u>	<u>8</u> <u>AM/PM</u>	<u>10</u> <u>AM/PM</u>
EVENT DAY 2:	_____	_____	_____ <u>AM/PM</u>	_____ <u>AM/PM</u>
EVENT DAY 3:	_____	_____	_____ <u>AM/PM</u>	_____ <u>AM/PM</u>
SETUP:	<u>3/1/13</u>	<u>Friday</u>	<u>8</u> <u>AM/PM</u>	
BREAKDOWN:	<u>3/3/13</u>	<u>Sunday</u>		<u>5</u> <u>AM/PM</u>

Has this event been held in the past? ☒ Yes ☐ No 28 years

If yes, please list past dates and locations: 2012 Snyder Park 5 yrs prior Stadium

Festival site 1301 NW 55 ST. FT. LAUDERDALE

**Detailed** event description (include activities, entertainment, vendors, etc.): BAGPIPE BAND AND  
HIGHLAND DANCE COMPETITION, ATHLETIC GAMES, ENTERTAINMENT  
TENT WITH CELTIC ROCK BANDS, FOOD VENDORS, VENDORS WITH  
SCOTTISH GOODS, ETHNIC DEMONSTRATIONS

**PART II: APPLICANT**Organization name: Scottish American Society of South FloridaAddress: P.O. Box 100667 City, State, Zip: Ft. Lauderdale, FL 33309Phone: 954-460-5000 Fax: \_\_\_\_\_Non-Profit Organization? ☒ Yes ☐ No Tax ID #: 59-17778602Corporation name: Scottish American Society of South Florida INC.  
(as it appears in articles of incorporation)Date of Incorporation: 8/2/83 State incorporated in: FL Federal ID #: 59-17778602

Two authorizing officials for the organization:

President: Robert Ritchie Phone: 754-368-0614Secretary: Faye West Phone: \_\_\_\_\_Event Coordinator: Robert Ritchie Will you be on-site? ☒ Yes ☐ NoTitle: President Phone: 754-368-0614 Cell: \_\_\_\_\_E-mail address: pi.perrar@gmail.com Fax: \_\_\_\_\_Additional Contact: Ed West Will you be on-site? ☒ Yes ☐ NoTitle: Logistics Coordinator Phone: \_\_\_\_\_ Cell: \_\_\_\_\_E-mail address: flywestwings@hotmail.com Fax: \_\_\_\_\_

Event production company (if other than applicant): \_\_\_\_\_

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? ☒ Yes ☐ NoIf yes, how much? \$ TBDAre you requesting to fence the event? ☐ Yes ☒ NoAre you planning on having any type of concession? ☒ Yes ☐ No

If yes, State Health Dept. must be notified 10 days prior to event. Call John Litscher at 954-632-8094.



Are you planning on selling alcoholic beverages? ☒ Yes ☐ No  
If yes, how will the beverages be served? (Draft truck, cold plate, mini-bar, beer tub, table service, etc.)

Are you planning on serving free alcoholic beverages? ☐ Yes ☒ No  
If yes, to whom will it be given?

Are you planning to have any type of amusement rides? ☐ Yes ☒ No  
If yes, name of company:

What type of rides are you planning?  
(All rides must be approved by the State of Florida Bureau of Fair Rides and all permits must be secured prior to opening. Contact Ron Jacobs at [jacobsr@doacs.state.fl.us](mailto:jacobsr@doacs.state.fl.us) or (850) 488-9790).

Are you planning to play or have music? ☒ Yes ☐ No  
If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, disc jockey, etc):

amplified scottish bands and bagpipes

List the type of equipment you will use (speakers, amplifier, drums, etc):

ALL ABOVE

Will you use any type of soundproofing equipment? ☐ Yes ☒ No

List the days and times music will be played: SAT MARCH 2, 2013 8:00 AM TO 9:00 PM

How close is the event to the nearest residence? OVER A MILE

Will your event require road closings? ☐ Yes ☒ No  
If yes, list requested streets and times in detail:

**PLEASE NOTE** - 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 you road closings affect access to parking spaces, parking garages, or parking lots? ☐ Yes ☒ No

Will any parking lots or garages be used during your event? ☐ Yes ☒ No

If yes, which one(s)?

How many spaces?  
**PLEASE NOTE:** All road closings and the corresponding spaces and/or garages which result in loss of a vehicle from accessible parking spaces will be billed to the event organizer and must be paid in full before the event. Please call Roadblock at 828-5724.

Will you be using electricity? ☒ Yes ☐ No  
Events requiring electricity are the responsibility of the applicant. All permits must be obtained through the City's Building Department at (954) 828-5191 before setting up.

Company: Conboy Electric License #: \_\_\_\_\_

Name of electrician: Larry Conboy Phone: \_\_\_\_\_

Will any recyclable materials be utilized at this event? X Yes      No  
(Including: clean paper, cardboard, glass, plastic, aluminum, milk or juice boxes.)

Who will provide clean up services for garbage and recyclables? Republic Industries/Event Staff

Contact Name: ROBERT A. RITCHIE Phone: 754-368-0618

**PLEASE NOTE** - All grounds must be cleaned up **immediately** after completion of event. Recycling should be done at all City facilities and parks. You are responsible for securing recycling services. For more information, contact Janet Townsend at [jtownsend@fortlauderdale.gov](mailto:jtownsend@fortlauderdale.gov) or (954) 828-5956.

#### PART IV: APPLICANT'S ACCEPTANCE

The information I have provided on this application 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.

ROBERT A. RITCHIE PRESIDENT  
Applicant Name SCOTTISH AMERICAN Title  
SOCIETY OF SOUTH FL.  
INC.  
Date

Please **email** completed application at least 90 days ahead of your planned event to:  
**smolnar@fortlauderdale.gov**.

Please mail the \$100.00 application fee (payable to the City of Fort Lauderdale) to:  
Susan Fyfe Molnar, Outdoor Event Coordinator  
1350 W. Broward Boulevard, Fort Lauderdale, FL 33312  
Phone: (954) 828-5362 Fax: (954) 828-5650

**Please include the following with the application:**

- \* **Event site plan** – including stage(s), other entertainment locations, activities, booths, restrooms, canopies, dumpsters, fencing, generators, etc.
- \* **Traffic/detour plan** - including the placement and number of barricades, signs, directional arrows, cones, message boards, and name of the barricade and/or traffic signs company being used.

# FIRE DEPARTMENT QUESTIONNAIRE

## PREVENTION

1. Are you planning to have canopies (no sides) for this event? ☒ Yes ☐ No

How many and what sizes? 50 - 10x10 2 60x70 2 20x20 2 20x30

Name of Company: TBD

*A building permit is required. Please contact Capt. Bruce Strandhagen at 954-828-5080.*

2. Are you planning to have tents (with sides) for this event? ☐ Yes ☒ No

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.*

**\*\*\*\*PLEASE NOTE\*\*\*\*** All permits required by the Florida Building Code must be obtained through the Building Department (including but not limited to electrical, structural, plumbing). Contact the Building Department at 954-828-6520.

3. Are you planning to have fireworks? ☐ Yes ☒ 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? ☒ Yes ☐ No

How many and what kind? 5-6 Scottish foods such as fish & chips, meat pies, baked goods, etc.

**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.**

## OPERATIONS/EMS

### Special Event Detail Guidelines:

- \* 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? YES ☒ NO ☐

2. What is your estimated sustained attendance? 800-900

3. On-site contact? NAME same as above PHONE \_\_\_\_\_

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 QUESTIONNAIRE

1. Does your event require use of police vehicles? Yes \_\_\_\_\_ No X

If yes, A Hold-Harmless Agreement must be signed and Liability coverage of a minimum of **ONE MILLION DOLLARS** must be provided.

2. Is this a new or previously held event? New \_\_\_\_\_ Previous X

If yes, Previous date(s)? 2007, 2008, 2009, 2010, 2012 28 years

3. Any established security, traffic, or other appropriate plan(s)? Yes X No \_\_\_\_\_

If yes, besides Fort Lauderdale Police, who will you be using for this plan?  
(private security company, volunteers, etc.)

ROTC at gates, SAGSF volunteers for overnight security

4. Do you have an established detail of off-duty officers? Yes X No \_\_\_\_\_  
If yes, who is your Police department contact?

John Labandera

5. Any notable entertainers or special circumstances scheduled for your event? Yes \_\_\_\_\_ No X

Who/What? \_\_\_\_\_

6. Is there alcohol being sold or given away? Yes X No \_\_\_\_\_

7. Are there any road closures required? Yes \_\_\_\_\_ No X

If so what roads/intersections? \_\_\_\_\_

8. What is your estimated attendance? 3000

I understand the off duty rate for Police personnel for ALL special events is calculated at a 3-hour minimum rate. I also understand there is a 24 hour cancellation requirement to avoid the 3 hour minimum payment per officer. The hourly rate and costs to be incurred by the event organizer will be quoted on the City of Ft. Lauderdale Special Events "Cost Estimate" worksheet developed at the Special Events logistics meeting and provided to the organizer. All payments will be paid within two (2) weeks of the payroll being submitted.

Robert A. Ritchie  
Name ROBERT A. RITCHIE

\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS[Home](#)   [Contact Us](#)   [E-Filing Services](#)   [Document Searches](#)   [Forms](#)   [Help](#)[Previous on List](#)   [Next on List](#)   [Return To List](#)[Entity Name Search](#)[Events](#)[No Name History](#)[Submit](#)**Detail by Entity Name****Florida Non Profit Corporation**

SCOTTISH AMERICAN SOCIETY OF SOUTH FLORIDA, INC.

**Filing Information**

**Document Number** 769667  
**FEI/EIN Number** 591778602  
**Date Filed** 08/02/1983  
**State** FL  
**Status** ACTIVE  
**Last Event** CANCEL ADM DISS/REV  
**Event Date Filed** 10/08/2006  
**Event Effective Date** NONE

**Principal Address**

1121 NE 13 AVENUE  
FORT LAUDERDALE FL 33304

Changed 03/06/2010

**Mailing Address**

1121 NE 13 AVENUE  
FORT LAUDERDALE FL 33304

Changed 03/06/2010

**Registered Agent Name & Address**

CAMPBELL, RENEE  
1121 NE 13 AVENUE  
FORT LAUDERDALE FL 33304 US

Name Changed: 04/19/2011

Address Changed: 04/19/2011

**Officer/Director Detail****Name & Address**

Title VP

SWACKHAMMER, VICTOR  
5615 FORREST STREET  
HOLLYWOOD FL 33021

Title D

CAMPBELL, DAVID  
1121 NE 13 AVENUE  
FORT LAUDERDALE FL 33304

**SCHEDULE ONE**

OK

- 1 Name of Applicant: Scottish American Society of South Florida, Inc
- 2 Name of Outdoor Event: South Florida Scottish Festival & Games
- 3 Date of Setup: Friday, March 1, 2013
- 4 Time of Setup: 8:00 AM
- 5 Date of Event: Saturday, March 2, 2013
- 6 Time of Event: 8:00 AM- 10:00 pm
- 7 Date of Breakdown: Sunday, March 3, 2013
- 8 Time of Breakdown: 5:00 PM
- 9 Event Location: Snyder Park- 3299 SW 4th Ave
- 10 Road Closings: No
- 11 Alcohol: Yes
- 12 Previous Code Violations: No

**DOCUMENT ROUTING FORM**

① of each agreement  
4/5/13  
②

NAME OF DOCUMENT: Event Agreements with the City of Fort Lauderdale as follows: Event Agreements and Related Road Closings: 1) St. Demetrios Greek Orthodox Church; 2) Mount Olivet Seventh-Day Adventist Church Trailblazer Parade; 3) Kid Duck Fest; 4) Sistrunk Parade and Street Festival; 5) Florida AIDS Walk & Music Festival; 6) Where the Cars Are; 7) A-I-A Marathon; 8) Walk for the Animals; 9) South Florida Scottish Festival and Games; 10) Clueless on Las Olas; and 11) AutoNation Culture of Caring Concert

Approved Comm. Mtg. on January 22, 2013

CAM# 13-0121

↑ missing  
13 APR 1 PM 4:27

ITEM: ☒ M-01 ☐ PH - ☐ O - ☐ CR - ☐ R

Routing Origin: ☐ CAO ☐ ENG. ☐ COMM. DEV. ☐ OTHER

Also attached: ☐ copy of CAR ☐ copy of document ☐ ACM Form ☐ # originals

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 roof replacement, etc. Term "Real Property" include: land, real estate, realty, real.

Please Check the proper box: CIP FUNDED ☐ YES ☐ NO  
Capital Improvement Projects

2.) Approved as to Funds Available: by \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Director

Amount Required by Contract/Agreement \$ \_\_\_\_\_ Funding Source: \_\_\_\_\_

Dept./Div. \_\_\_\_\_ Index/Sub-object \_\_\_\_\_ Project # \_\_\_\_\_

3.) City Attorney's Office: Approved as to Form: # \_\_\_\_\_ Originals to City Mgr. By: \_\_\_\_\_

Harry A. Stewart \_\_\_\_\_ Cole Copertino ☒ Robert B. Dunckel \_\_\_\_\_

Ginger Wald \_\_\_\_\_ D'Wayne Spence \_\_\_\_\_ Paul G. Bangel \_\_\_\_\_

Carrie Sarver \_\_\_\_\_ DJ Williams-Persad \_\_\_\_\_

4.) Approved as to content: Assistant City Manager:

By: \_\_\_\_\_  
Stanley Hawthorne, Assistant City Manager

By: \_\_\_\_\_  
Susanne Torriente, Assistant City Manager

5.) Acting City Manager: Please sign as indicated and forward :# \_\_\_\_\_ originals to Mayor.

6.) Mayor: Please sign as indicated and forward :# \_\_\_\_\_ originals to Clerk.

7.) To City Clerk for attestation and City seal.

**INSTRUCTIONS TO CLERK'S OFFICE**

8.) City Clerk: retains one original document and forwards \_\_\_\_\_ original documents to \_\_\_\_\_

☐ Copy of document to \_\_\_\_\_ ☐ Original Route form to \_\_\_\_\_

☐ Attach \_\_\_\_\_ certified copies of Reso. # \_\_\_\_\_ ☐ Fill-in date

RECEIVED  
FT. LAUDERDALE  
CITY ATTORNEY'S OFFICE  
2013 JAN 24 PM 2:27  
4/3