

10-3-17  
WALK-ON  
MOTION



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

#17-1231

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

**FROM:** Lee R. Feldman, ICMA-CM, City Manager *L.R. Feldman*

**DATE:** October 3, 2017

**TITLE:** **WALK ON** - Motion to Approve an Event Agreement and Related Road  
Closings with Dillard High School Alumni Association, Inc. for Dillard High  
School 110 All Class Reunion

**Recommendation**

It is recommended that the City Commission approve an event agreement with related road closings with Dillard High School Alumni Association, Inc. and authorize execution of the agreement by the City Manager.

**Background**

City staff has been working closely with the event organizer regarding event topics, such as logistics, maintenance, and security as detailed below. The Police Department recommends approval of the closing of the City streets where appropriate, and event parking has been satisfactorily arranged. When applicable, amplified music was discussed and event organizers were advised of the noise ordinance and possible concerns.

The event organizer will pay for all event costs and submit the required certificates of insurance. The event organizer will also secure all other necessary permits and licenses that are required from other agencies. Civic and merchant associations have been notified as appropriate regarding events in their areas. Specific event details are included in each event application as attached.

Where applicable, the City Commission authorizes amplified music for the events listed below.

Authorization for the execution of event agreements is contingent upon the City Attorney's Office receiving and approving a validly executed agreement.

**Event 1:**

**Applicant:** Dillard High School Alumni Association, Inc.  
**Event Name:** Dillard High School 110 All Class Reunion  
**Date/Time:** Saturday, October 7, 2017 (8:00am- 10:00am)

Location: Carter Park to Dillard High School  
 Road Closing: Yes- (see attached site plan)  
 Alcohol: No  
 Amplified Music: Yes- (8:00am- 10:00am)  
 Insurance Required: Yes  
 Banners: No  
 Pending Code Violations: No  
 Application Fee: \$400.00  
 Exhibit: 1

**Resource Impact**

Revenue related to these agreements is included in the FY 2017 operating budget in the accounts listed below.

<i>Funds available as of August 23, 2017</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Character)	AMOUNT RECEIVED (Character)	AMOUNT
001-PKR033401-K029	Community Events	Charge for Service/Non- sponsor Charges	\$165,000	\$40,000	\$400
<b>TOTAL AMOUNT ►</b>					<b>\$400</b>

**Strategic Connections**

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Public Places Cylinder of Excellence, specifically advancing:

- Goal 4: Be a healthy community with fun and stimulating recreational activities for our neighbors.
- Objective 2: Celebrate our community through special events and sports

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

**Attachments**

Exhibit 1 – Dillard High School 110 All Class Reunion Application  
 Exhibit 1a – Dillard High School 110 All Class Reunion Parade Route

Prepared by: Carolyn Bean, Parks & Recreation

Department Director: Phil Thornburg, Parks & Recreation

# CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

MAY 17 2:33PM

Submit a **COMPLETED APPLICATION**, SITE PLAN and SITE PLAN NARRATIVE by email **60 days** before your planned event. Events Planned for July or August must be submitted by **May 1st**.

After you submit the application with your fee you will be contacted to meet with the Special Events team to review:

1. Facility/Location requested
2. Compliance with City ordinances
3. Special permits required
4. Other Charges for City Services
5. Security requirements
6. Environmental issues/effects on surrounding areas

**Fee must accompany application**

At least 60 days prior to event  
**\$200.00**

59 to 30 days prior to event  
**\$400.00**

Less than 30 days prior to event  
**Denied unless approved by City Manager or designee**

**PART I: EVENT REQUEST**

**Event Name** DILLARD HIGH SCHOOL 110 ALL CLASS REUNION

Purpose of event (check one):  Fundraiser  Awareness  Recreation  Other COMMUNITY

Expected maximum attendance 300+ Expected sustained attendance \_\_\_\_\_

Has this event been held in the past?  Yes  No  
If yes, please list past dates, locations and attendance \_\_\_\_\_

OCTOBER 15, 2016

**Detailed Description** (Activities, Vendors, Entertainment, etc.)

PARADE OF DILLARD HIGH SCHOOL QUEENS, PARADE OF CLASS WALKERS, BANDS, CARS,

**Location** FROM CARTER PARK TO DILLARD HIGH SCHOOL

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	<u>8:00</u>		<u>8:00 AM</u> <u>LINE UP</u>	<u>10:00 AM</u>	<u>300+</u>
EVENT DAY 1:	<u>OCT.</u>	<u>7, 2017</u>	_____ AM/PM	_____ AM/PM	_____
EVENT DAY 2:	_____	_____	_____ AM/PM	_____ AM/PM	_____
EVENT DAY 3:	_____	_____	_____ AM/PM	_____ AM/PM	_____
BREAKDOWN:	_____	_____	_____ AM/PM	_____ AM/PM	_____

\*events scheduled for more than 3 days will be subject to special council approval

**PART II: APPLICANT**

**Organization Name** DILLARD HIGH SCHOOL 110 ALL CLASS REUNION Phone: \_\_\_\_\_

For-Profit  Non-profit  Private  (as registered)

MR. PAYNE  
954-296-3296

applicant initials FPV

Address: 2501 NW 11 STREET, FT. LAUD., FL. City, State, Zip: 33311  
Date of registration: \_\_\_\_\_ State registered in: Florida Federal ID #: 85-801-13,15390  
Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Two Authorizing Officials for the Organization**

President: MR. PAYNE Phone: 954-296-3296  
Secretary: M.R. GREEN Phone: 954-540-4370

**Event Coordinator** Name MARY R. MILLIGAN Will you be on-site?  Yes  No  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: 954-683-7589  
E-mail address: maryruss954@gmail.com Fax: \_\_\_\_\_

**Additional Contact** Name MR. SAPP Will you be on-site?  Yes  No  
Title: \_\_\_\_\_ Phone: 954-804-6506 Cell: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Event Production Company** (if other than applicant): \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

**PART III: EVENT INFORMATION**

All City permits must be obtained through the City's Department of Sustainable Development Building Services Division using the Building Permit Form - Apply and pay for the permits at least 30 days before the event. Contact the DSD Building Services Division (954) 828-5191 with any questions.

**Admission** \_\_\_\_\_ Yes  No If yes, how much? \$ \_\_\_\_\_

**Alcohol For Sale** \_\_\_\_\_ Yes  No **Alcohol For Free** \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, how will the beverages be controlled and served? (Draft truck, bar tender, beer tub, etc.)  
N/A

\*Provide State of Florida alcohol licenses and \$500,000 of Liquor Liability Insurance 30 days before event.

**Amusement Rides** \_\_\_\_\_ Yes  No  
If yes, name and contact of company: \_\_\_\_\_

What type of rides are you planning? N/A  
\*Florida Bureau of Fair Rides, Ron Jacobs (850) 921-1530 must be contacted 30 days before the event to schedule inspections and final approval of all vendors and rides prior to use.

**Electricity** \_\_\_\_\_ Yes  No

\* Events requiring electricity must be permitted, [eventpower@fortlauderdale.gov](mailto:eventpower@fortlauderdale.gov)

Company: \_\_\_\_\_ License #: \_\_\_\_\_

Name of electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

**Entertainment**  Yes  No

If yes, what type of entertainment will be there? Any notable performers?

BANDS

**Fencing or Barricades**  Yes  No

\* Include proposed fences in your Site Plan & Narrative

SEE ATTACHED MAP

**Fireworks & Flame Effects**  Yes  No

Name & Contact of Company conducting the show: \_\_\_\_\_

PROVIDED BY CITY OF FT. LAUDERDALE

\* A permit and Fire Watch is required for all pyrotechnics displays. [firemarshal@fortlauderdale.gov](mailto:firemarshal@fortlauderdale.gov)

**Food Vendors**  Yes  No

\* State Health Dept. Tara Palmer at (954) 397-9366 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department, Capt. Bruce Strandhagen at (954) 828-5080 to ensure compliance prior to serving food. 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. Inspections during non-working hours cost will cost \$75 per hour.

**Music**  Yes  No

If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, MC, DJ, etc):

MARCHING BANDS HAND INSTRUMENTS

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

N/A

Days and times music will be played: OCTOBER 7, 2017 8:00AM - 10:00AM

How close is the event to the nearest residence? BLOCKS

Soundproofing equipment?  Yes  No

**Parking Impact**  Yes  No

\* All Parking Spaces that are impacted by an event will be billed to the event organizer through the Transportation & Mobility Dept. and must be paid in full before the event. [eventtam@fortlauderdale.gov](mailto:eventtam@fortlauderdale.gov)

**Road Closings**  Yes  No Which Roads? WORKING WITH POLICE TO FINALIZE

\* Closing roads requires submitting an approved Maintenance of Traffic agency affected BEFORE the Commission will vote on it. Some Events manual Appendix. To expedite the process you may want to

**Sanitation & Waste**

Will the event encourage Recycling and Sustainability?  
\* The Green Checklist in the Events Manual can help. Recycling must

Company Name N/A Contact \_\_\_\_\_  
All grounds must be cleaned up immediately after completion of event responsible for securing recycling services.

Police logistics meeting scheduled for Wednesday

**Security/Police**  Yes  No Who is your Police \_\_\_\_\_

Name FT. LAUDERDALE P.D. Phone \_\_\_\_\_  
\*Security companies and their plans must be approved and you may still be required to hire City Police. See below.

Security Company N/A Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Tents or Canopies**  Yes  No CITY

Quantity and size of each? \_\_\_\_\_

Company Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

\*A detailed Site Plan showing the locations and size of each canopy or tent is required. A permit and final inspection is required if there are multiple canopies, if they are going to be used for cooking or if there are Tents (with walls).

**Toilets** \_\_\_\_\_ Yes  No

\*All toilets must be removed within 24 hours. Portable Toilets are regulated by Broward County. They require a copy of your contract or invoice to be faxed to (954) 467-4898 to ensure compliance with minimum standards.

**Transportation Plan** \_\_\_\_\_ Yes  No

\* Any events larger than 5,000 people must have an approved Transportation Plan. [eventam@fortlauderdale.gov](mailto:eventam@fortlauderdale.gov)

**Part IV: SECURITY AND EMERGENCY SERVICES**

Your Event may require Security and Emergency Services which will be determined using this application, your Site Plan and Narrative, MOT, transportation plan and any additional information requested during your Special Events meeting. The hourly rate and costs for services will be quoted on the "Cost Estimate" worksheet developed at the meeting and provided to the organizer. The cost may change after the meeting.

If Fire Rescue or Police staff are scheduled for the event then a minimum of four (4) hours for each Fire Rescue staff and a minimum of three (3) hours for each Police staff will be charged. Fire Rescue also charges 45 minutes to set up and 45 minutes to break down for each event. If the event is canceled then an event representative must call each department at least 24 hours before the event is expected to begin or the organization will be charged.

**Fire Prevention and Emergency Medical Services**

Fire Rescue may need to inspect your event or provide services based on your Building Permit, expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. When you complete your Building Permit Form with Department of Sustainable Development (DSD) indicate all the permits and inspections you need and immediately pay DSD directly. All other payments for services will be invoiced to the event coordinator and must be paid within thirty (30) days. For questions call the Fire Marshal at (954) 828-6370.

On-site Contact Name MARY ROSS MILLIGAN OR MR. PAYNE  
Phone 954-683-7589 954-296-3296

Police

Your event may require security services based on expected attendance and other risk factors such as alcohol, time, day, location, event type or weather. Depending on your event it may be possible to supplement some of the City Police services with a private third-party security company if their security plan is approved by the City Police department. If you want to use a private security company, their proposed security plan must be presented along with their business license and contact information with this event application. The Police will review the plan and inform you if it meets City requirements.

If a Fort Lauderdale Police vehicle is required then a Hold-Harmless Agreement must be signed and Liability coverage of a minimum of one million dollars (\$1,000,000) must be provided.

## PART V: APPLICANT'S ACCEPTANCE

The information I have provided on this application is true and complete to the best of my knowledge.

If I have not submitted my application with the necessary plans, within the deadline and according to the rules outlined in the Special Events Manual it may be denied.

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 five hundred thousand dollars (\$500,000) if alcohol is being served. Other liability insurance and fees may also be required up to thirty (30) days in advance of the event.

I understand that City of Fort Lauderdale Parks and Recreation sponsored activities have precedence over the event requested above 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 the City of Fort Lauderdale Fire Rescue department will determine all fire and Emergency Medical Services requirements.

I understand that any cancelations for City scheduled services must be made by phone to each department representative at least 24 hours before the scheduled event time or the organizer will be liable for any associated fees.

I understand that I may be required to provide a deposit based on historical performance or lack thereof.

I understand that the City has a noise ordinance that my event must follow. 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. 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.

\_\_\_\_\_ *Matthew Mulligan*  
event coordinators signature

\_\_\_\_\_ *September 28, 2017*  
date

## PART VI: SUBMISSION

**Email** application and plans 60 days before your planned event to: [specialevents@fortlauderdale.gov](mailto:specialevents@fortlauderdale.gov)

**Include** these plans with application for:

1. ALL events - **Event Site Plan & Narrative** – show stages, restrooms, fencing, tents etc.
2. Closed Roads - **Maintenance of Traffic Plan** – show barricades, directions, cones, etc.
3. 5000+ people - **Transportation Plan** – show transportation options for attendees.
4. Security needs – **Security Plan** – detail how event coordinator will manage security.

**Mail** application fee (payable to **City of Fort Lauderdale**) to:  
Jeff Meehan, Special Events Coordinator  
1350 W. Broward Boulevard  
Fort Lauderdale, FL 33312

**Questions ?** (954) 828-6075

**Dillard High School Alumni 110<sup>th</sup> Celebration**  
**Parade Route: Saturday - October 7, 2017**  
**Time: 9:00 am**

Parade lineup at Carter Park (formerly Sunland Park) at 8:00 am

The parade will start promptly at 9:00 am.

**Phase I** will lineup on NW 15<sup>th</sup> Avenue right next to the Tennis Court heading South

**Phase II** will lineup on runway 3 inside the park

**Phase III** will lineup on runway 3 right behind phase II

Each participant will have a number to lineup

The parade route will come down NW 15<sup>th</sup> Avenue heading South to Sistrunk Blvd. (6<sup>th</sup> Street)  
Turn Right on to Sistrunk Blvd (6<sup>th</sup> Street) heading west to NW 22 Road.  
Turn Right on NW 22<sup>nd</sup> Road heading to NW 24<sup>th</sup> Avenue heading North to NW 11<sup>th</sup> Street  
Turn L left on NW 11<sup>th</sup> Street and go to Dillard High School Auditorium gate entrance.

*15 minutes*

