

**CITY OF FORT LAUDERDALE  
CENTRAL CITY REDEVELOPMENT ADVISORY BOARD (CCRAB)**

**REGULAR MEETING**

**Thursday – October 3, 2019**

**3:30 PM**

**CITY HALL**

**8<sup>th</sup> FLOOR CONFERENCE ROOM**

**100 NORTH ANDREWS AVENUE**

**FORT LAUDERDALE, FLORIDA 33301**

**AGENDA**

---

- |  |   |
|--|---|
| I. Call to Order/ Roll Call<br>Quorum  | Mark Antonelli<br>CCRAB Chair                           |
| II. Approval of CCRAB Meeting Minutes <ul style="list-style-type: none"><li>• Regular Meeting – August 7, 2019</li></ul> | Mark Antonelli<br>CCRAB Chair                           |
| III. Sherwin Williams – NE 4 <sup>th</sup> Avenue (ZR19003)<br>Presentation  | Stephanie Toottaker<br>Attorney<br>Town Development Co. |
| IV. Central City Event Funding Application<br>Process Discussion   | Cija Omengabar<br>CRA Planner                           |
| V. Communications to City Commission   | CCRAB Members   |
| VI. Public Comment   | Mark Antonelli<br>CCRAB Chair                           |
| VII. Adjournment   | Mark Antonelli<br>CCRAB Chair                           |

**THE NEXT REGULAR CCRAB MEETING WILL BE HELD, November 6, 2019**

**Purpose:** To review the Plan for the Central City CRA and recommend changes; make recommendations regarding the exercise of the City Commission's powers as a community redevelopment agency in order to implement the Plan and carry out and effectuate the purposes and provisions of Community redevelopment Act in the Central City Redevelopment CRA; receive input from members of the public interested in redevelopment of the Central City Redevelopment CRA and to report such information to the City Commission sitting as the Community Redevelopment Agency.

**Note:** Two or more Fort Lauderdale City Commissioners or Members of a City of Fort Lauderdale Advisory Board may be in attendance at this meeting.

**Note:** If any person decides to appeal any decision made with respect to any matter considered at this public meeting or hearing, he/she will need a record of the proceedings and for such purpose he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Anyone needing auxiliary services to assist in participation at the meeting should contact the City Clerk at (954) 828-5002, two days prior to the meeting.

**Note:** Advisory Board members are required to disclose any conflict of interest that may exist with any agenda item prior to the item being discussed.

**Note:** If you desire auxiliary services to assist in viewing or hearing the meeting or reading agendas or minutes for the meetings, please contact the City Clerk's Office at 954-828-5002 and arrangements will be made to provide these services to you.

**DRAFT MEETING MINUTES**  
**REGULAR MEETING**  
**CENTRAL CITY REDEVELOPMENT ADVISORY BOARD (CCRAB)**  
**CITY HALL**  
**8<sup>th</sup> FLOOR CONFERENCE ROOM**  
**100 NORTH ANDREWS AVENUE**  
**FORT LAUDERDALE, FLORIDA**  
**WEDNESDAY, AUGUST 7, 2019 – 3:30 PM**

September 2018 – August 2019

<b>BOARD MEMBERS</b>		<u>Regular Meetings</u>		<u>Special Meetings</u>	
		<u>Present</u>	<u>Absent</u>	<u>Present</u>	<u>Absent</u>
Mark Antonelli, Chair	P	10	0	1	0
Danella Williams, Vice Chair	P	7	0	1	0
Leslie Brown	P	3	0	0	0
Luis Castillo-Olivera	P	4	0	0	0
Pieter Coetzee (arr. 3:35)	P	4	3	0	1
Charlene Gunn	P	4	0	0	0
Peter Kosinski	P	6	1	1	0
Laxmi Lalwani (arr. 3:41)	P	5	2	1	0
Theodore Spiliotes	P	7	0	1	0
Zachary Talbot	A	5	2	1	0
Alex Workman (arr. 3:35)	P	5	1	0	0

At this time, there are 11 appointed members to the Board; therefore, 6 constitute a quorum.

**Staff:**

Cija Omengebar, CRA Planner/Liaison  
 Lisa Tayar, Prototype, Inc.

**I. Call to Order**

Mark Antonelli, Vice Chair, called the meeting to order at 3:34 p.m. It was noted that a quorum was present.

**Communication to the City Commission:**

The CCRAB is recommending that the City Commission create an events funding application process to assist with local special events designed to improve the image and profile of the CRA as permitted by the CCRA Redevelopment Plan.

**Motion** made by Ms. Brown, seconded by Mr. Workman, to accept the wording above. In a voice vote, the motion passed unanimously.

**II. Approval of Meeting Minutes**

- **Regular Meeting, June 6, 2019**

**Motion** made by Mr. Castillo-Olivera, seconded by Ms. Williams to approve the June 6, 2019, regular meeting minutes as corrected. In a voice vote, the motion passed unanimously.

- **Special Meeting, June 25, 2019**

Chair Antonelli clarified on last page before Communication, the word “four” to “for” commercial properties, and also change “had” to “to have.”

**Motion** made by Mr. Castillo-Olivera, seconded by Ms. Brown to approve the June 25, 2019, special meeting minutes as clarified. In a voice vote, the motion passed unanimously.

### **III. Prioritizing CRA Programming Incentives and Event Funding**

Chair Antonelli read the following into the record:

The CRA should also assist with the general marketing and promotion of the area. This could include recruiting businesses to the area, creating outreach and communication media such as an area newsletter, as well as assistance with local special events designed to improve the image and profile of the CRA.

Ms. Omengebar stated that in prior meetings the Board has expressed interest in setting aside funds for local events. In researching this interest, the language was not found for this specific area in economic development strategy. The Incentive Program has \$270,000 set aside that could be used. A communication can be sent to the City Commission CRA Board to let them know there is an interest to use some of these funds towards event funding. If approved, Staff can create a program modeling other CRAs regarding an application for funding and how to apply. The question is, out of this \$270,000, how much money would be appropriate to allocate to event funding? A discussion of how other CRAs use such funds ensued, including the wording of an application and that the purpose is for seed money to start, but which would be less in following years as the purpose is to show growth for such events. Board members shared impressions from the funding of various events in the area.

The application process was discussed, how easily it could be applied for to help host small events; what sort of events would be most appropriate; smaller contributions to spread the support around to improve the whole community rather than one or two events. It could be required that the recipients publicly acknowledge the CCRA’s contribution and others can know to apply for funds in the future. Perhaps a formula for applying a percentage of the grant towards such things as advertising (newsletters, banners, flyers). Involvement of other agencies, such as the Chamber of Commerce and Realtors’ Association, to promote development was also discussed. Several Board Members shared their impressions of how such funds could contribute to business development in the various areas. Chair Antonelli ascertained that the CCRAB does not already have an event funding application available to promote the business community.

**Motion** made by Ms. Brown, seconded by Mr. Workman, to move up Public Comment in the agenda items. In a voice vote, the motion passed unanimously.

The following Board Members gave a quick opinion on this topic:

- Ms. Williams is listening to all the other comments to make a more informed decision.
- Mr. Kosinski thinks it’s a good idea and wants to move ahead.

- Mr. Coetzee thinks it's a good idea, but thinks the event has to be more defined.
- Mr. Workman is curious how the budget can be allocated for this if there is already a struggle to give away other allocated money. A discussion followed on the real benefits behind the percentages to be allocated to an applicant. So far it seems the proposal is too open-ended, should be more structured.
- Mr. Spiliotes is more or less in favor. There are several applications received during the year that do not necessarily compete with one another. How much is spent should depend on the set terms, how much business is brought in, and if it is worth the effort.

Upon motion duly made and seconded, Item V, Public Comment was moved up on the Agenda. The floor was opened to public comment.

- Abby Laughlin, Vice President Central City Alliance, spoke for those others present who support this idea. It was recommended that the CCRAB ask the City to move forward on this based on the Plan as read into the record (above). Several businesses want to open and need as much support as possible. Last year, the beer and wine festival spent \$30,000, and it was sold out to thousands of people. The Alliance has two events a year, and would look to match 50/50 with the CCRAB. Ms. Laughlin noted this is past the organic phase and is up to the seed money phase. Events suggested are a Halloween Event and Christmas Lighting. The area is hungry for this type of experience.

Ms. Lalwani asked about the match, and if the two events would be \$30,000 each. The Alliance is not expecting any contributions for the Halloween event, as it is too soon, but it is not too late for the Holiday Lighting and another event is planned for March. Mr. Castillo-Olivera suggested a proposal be made for the next meeting for the Christmas Décor events.

Chair Antonelli wonder if Ms. Laughlin had any knowledge of parties or events that took place in the NW CRA that were successful. One event going on now is Finally Friday is a regular quarterly event; also, Light Up Sistrunk (events sponsored by CRANWP). Chair Antonelli noted that CCRAB does not want to alienate or insult anyone and that perhaps Christmas Lights could be changed to Holiday Lights and Harvest Happening instead of Halloween, and the applicants should reflect that. Ms. Laughlin stated the Alliance collaborated with the City for the Grand Opening of 13<sup>th</sup> Street, they know their budget, how many volunteers are needed, what type of marketing is needed, and how to involve all the neighborhoods surrounding the commercial areas to come by creating foot traffic at these events. Next discussion was location and parking and how the businesses contributed to solving those problems.

- Randal Klett thought the concept of sponsoring events is wonderful. Suggested consideration be given to the costs of insurance, street closings, police (if needed), which makes spending \$30,000 on an event very easy. The City needs to help pay for such events. Comments were made about 4<sup>th</sup> Avenue, the busy street makes it difficult to close the street for an event. As a business owner, he is disgusted with the renovations on 4<sup>th</sup> Avenue in that the one thing needed, parking, didn't happen. Also addressed was the difficulty of getting a change of use through City Planning.

The floor was closed to public comment.

Ms. Omengebar recapped that there is support for the event funding application. What is needed is the percentage and what areas should receive attention. The Board discussed the possible language for motions as regards the funding, preferring percentages over dollar amounts. FY 2019-2020 has already been set, so this discussion is for FY 2020-2021; however, the budget can be discussed every year and move funds around as necessary.

**Motion** made by Mr. Castillo-Olivera, seconded by Ms. Lalwani, that CRA set aside 10% of what there is in the budget to fund and help finance the incentives and events per the Charter. After discussion, the motion was withdrawn.

Discussion: The 10% aspect was discussed, as there is a need to have some idea of an actual dollar amount. The amount should not be a percentage of the budget, but of the incentives dollars. Consensus was to do a dollar amount instead.

**Motion** made by Mr. Castillo-Olivera, seconded by Ms. Brown, that CRA use \$27,000 of the Incentives Budget to be used to finance and assist in any way or form local special events or improve the image of the CRA. After discussion, the motion was withdrawn.

Discussion: Mr. Spiliotes was concerned that the expected costs haven't been explored before voting on this motion. Ms. Omengebar explained the process is to make a Communication to the City Commission expressing that the CCRAB is in support of creating an events funding application process. Once approved, then the process can be defined. This is just to get approval to go forward. Ms. Williams wondered if \$27,000 is enough. Ms. Brown felt the number is arbitrary and can be amended. The purpose of the communication is to get the opportunity to go forward. The CCRAB is not paying for the whole event, and the Board may decide that each individual application would get only \$7,000, and each application can be capped as necessary. Mr. Coetzee noted that it is important to include the language, "image of the CRA and encouraging business to the area." Mr. Workman wondered if the Board can allocate more if necessary, which opened further discussion of percentages and set budgeted amounts. Ms. Brown suggested that three priorities be set: events, street beautification, and development, and buckets are created to distribute funds to these priorities.

#### **IV. Communications to City Commission**

Ms. Omengebar offered a simplified communication to the City Commission as follows:

The CCRAB is recommending that City Commission create an events funding application process to assist with local special events designed to improve the image and profile of the CRA as permitted by the CCRA Redevelopment Plan.

**Motion** made by Ms. Brown, seconded by Mr. Workman, to accept the wording above. In a voice vote, the motion passed unanimously.

#### **V. Public Comment -- Moved up in the agenda.**

## **VI. Adjournment**

The next regular CCRAB meeting will be held September 4, 2019.

**Motion** to adjourn the meeting was duly made and seconded. There being no further business, the meeting was adjourned at 4:54 p.m.

[Minutes written by M. Moore, Prototype, Inc.]

# SHERWIN WILLIAMS ON NE 4<sup>TH</sup> AVENUE

1051 & 1071 NE 4th Avenue

CITY OF FORT LAUDERDALE  
CENTRAL CITY REDEVELOPMENT ADVISORY BOARD

STEPHANIE J. TOOTHAKER, ESQ.  
[TOOTHAKER.ORG](http://TOOTHAKER.ORG)

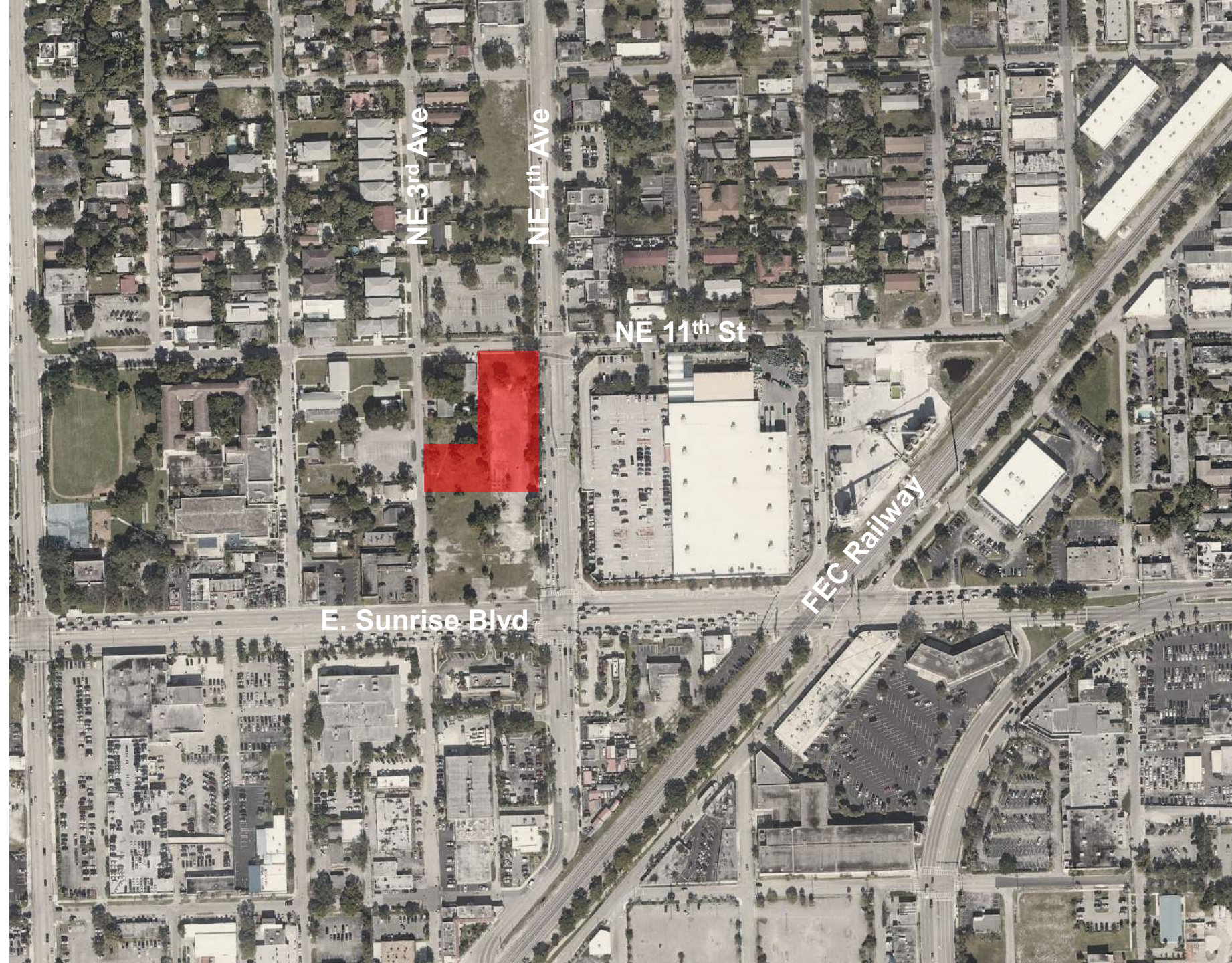


**TOOTHAKER.ORG**



# Site Context

site area: 1.54 acres  
existing use: parking lot



# Site Context



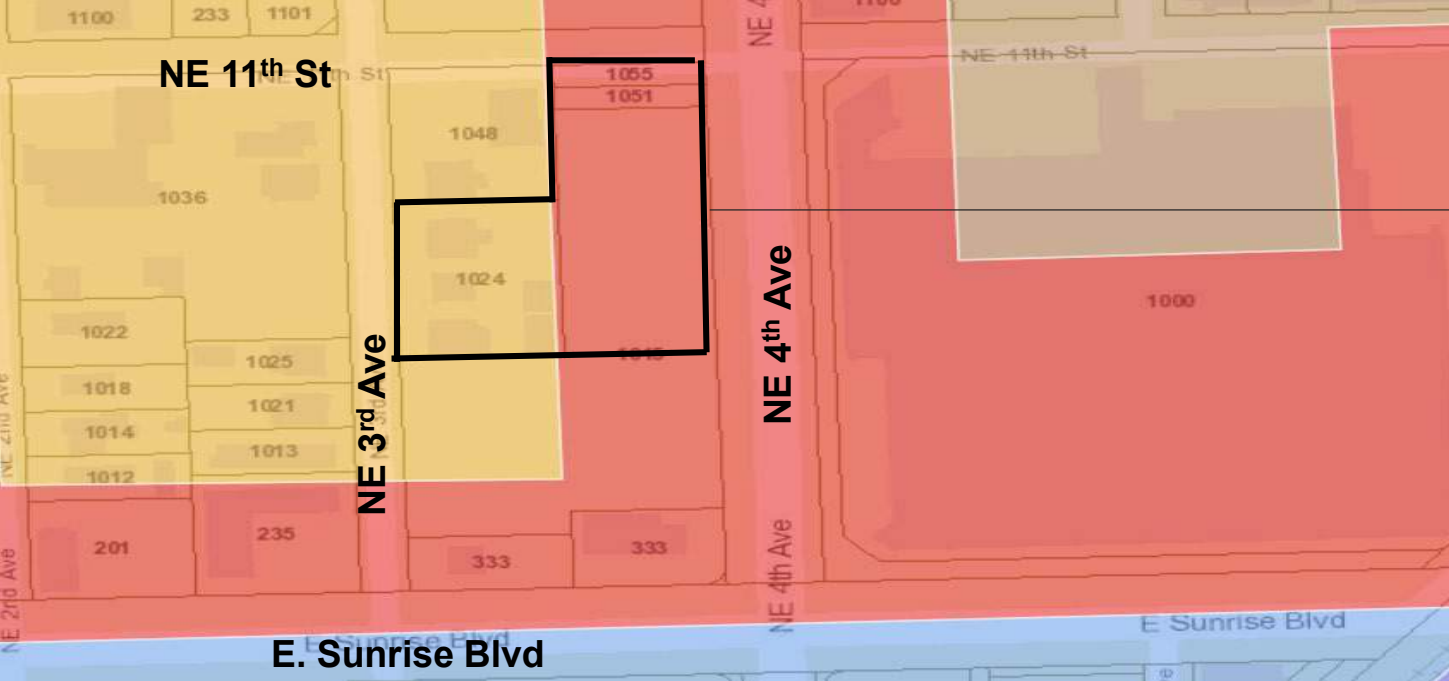
DCF  
Girls Shelter

Midas

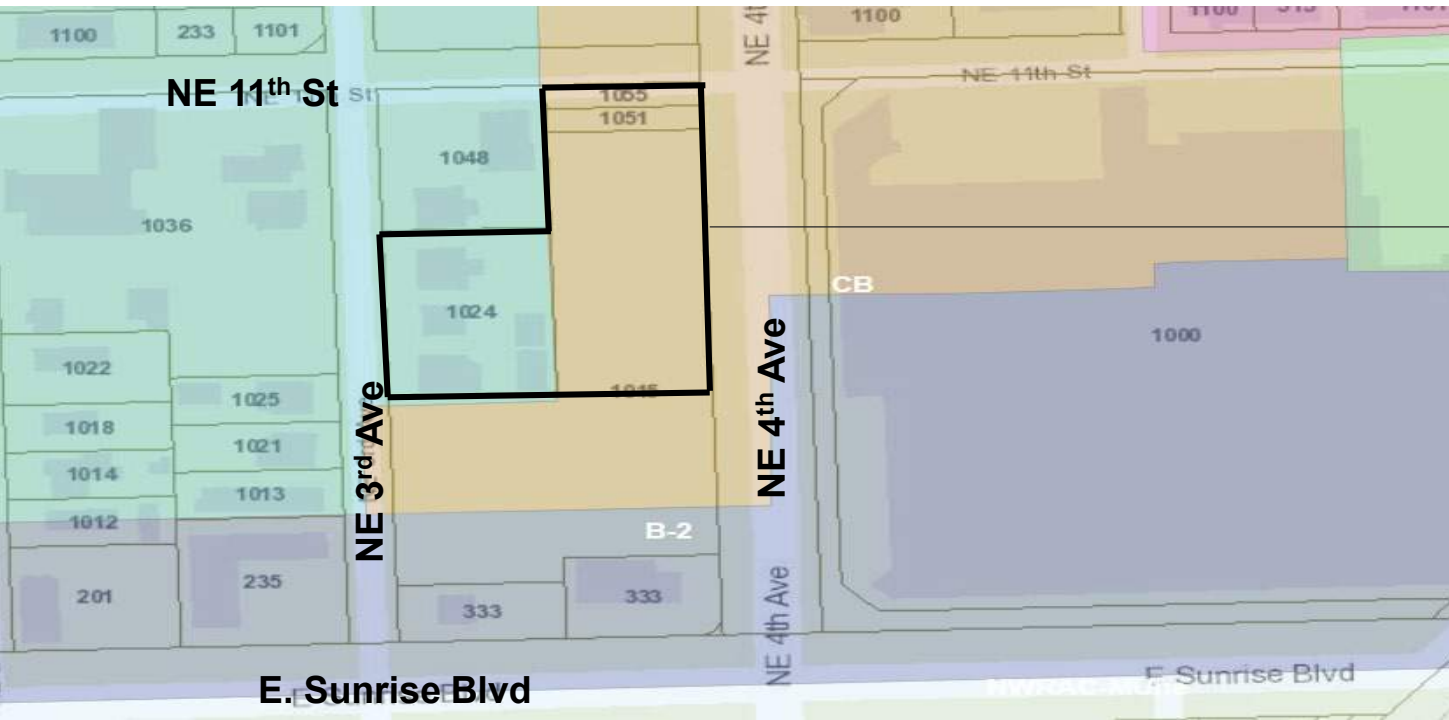
Cumberland Farms  
Case No. R17066

Home Depot

# Land Use & Zoning



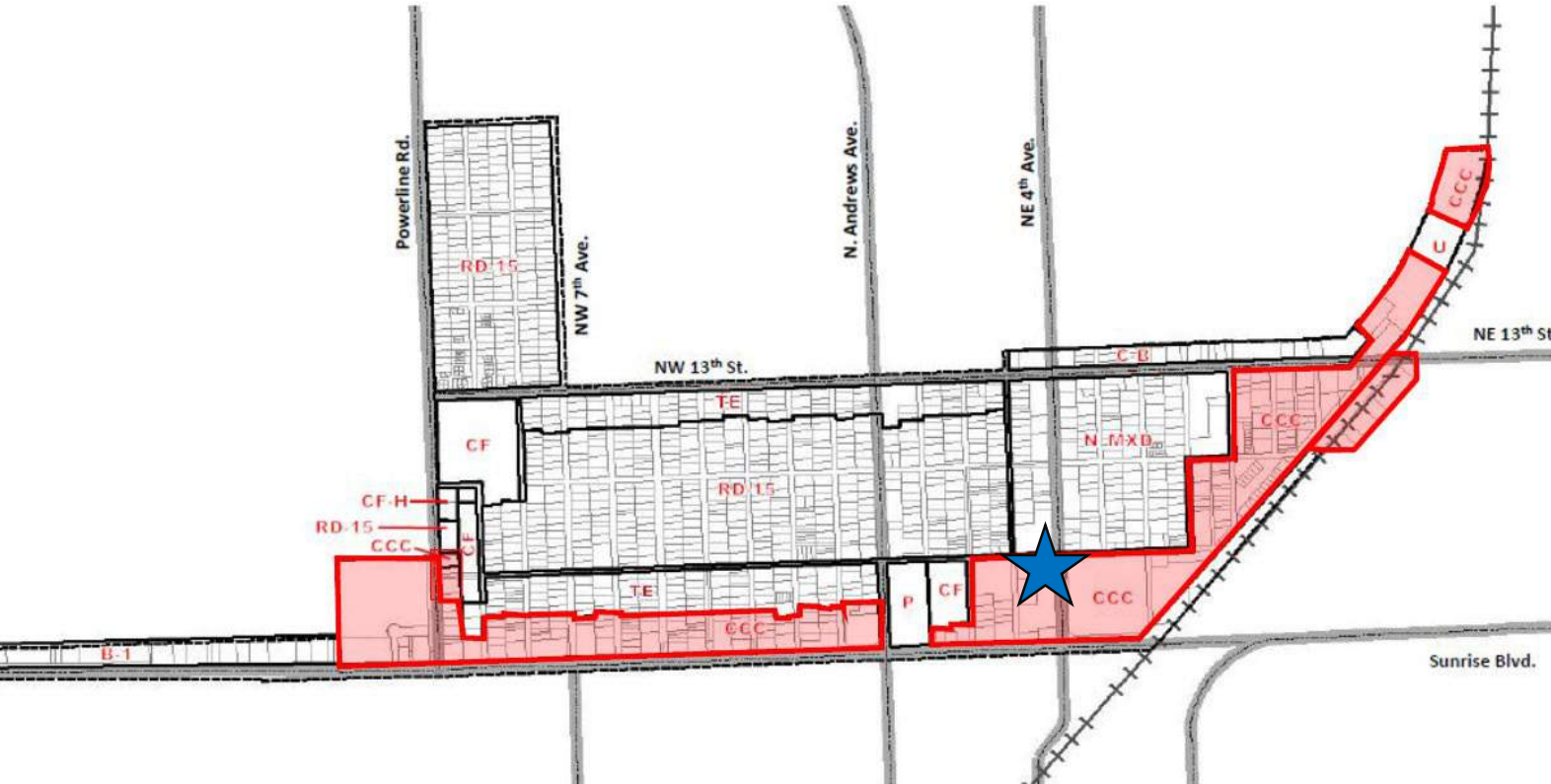
- Land Use**
- commercial
  - medium



- Zoning**
- community business (CB)
  - residential single family and duplex/medium density (RD-15)

# Central City CRA Rezoning

## Community Commercial Corridor (CCC) District



- The property, including the RD-15 zoned portion of the property and the existing residential uses to the west, is proposed to be rezoned to the Community Commercial Corridor (CCC) district, which is the most intense proposed district intended for properties located along existing commercial corridors.

# Requests

- site plan (DRC & PZB only)
- rezoning with commercial flex allocation for a 0.57-acre portion of the site (DRC, PZB, & City Commission)

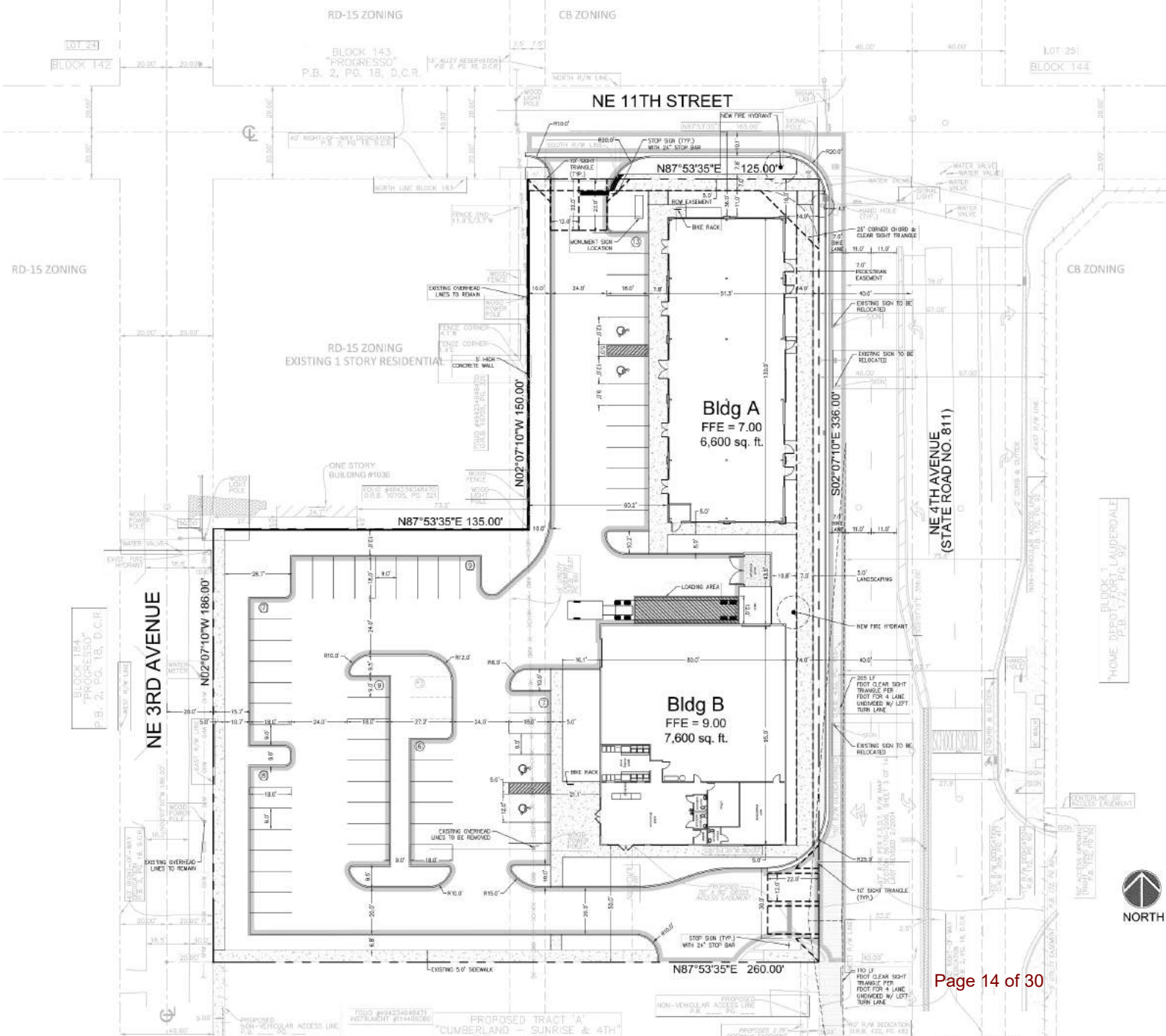
# SITE PLAN INFORMATION

CURRENT USE OF PROPERTY	PARKING LOT
CURRENT LAND USE DESIGNATION	COMMERCIAL
PROPOSED LAND USE DESIGNATION	COMMERCIAL
CURRENT ZONING DESIGNATION	CB & RD-15
PROPOSED ZONING DESIGNATION	CB & XP
ADJACENT ZONING DESIGNATION - NORTH	CB
ADJACENT ZONING DESIGNATION - SOUTH	B-2
ADJACENT ZONING DESIGNATION - EAST	RD-15
ADJACENT ZONING DESIGNATION - WEST	CB & B-2
WATER/ WASTE WATER SERV. PROVIDER	CITY OF FORT LAUDERDALE

TOTAL SITE AREA	67,067 SF	
TOTAL PVIOUS PROPOSED (LANDSCAPE)	13,510 SF	
TOTAL PVIOUS EXISTING	42,621 SF	
TOTAL IMPVIOUS PROPOSED	53,557 SF	
TOTAL IMPVIOUS EXISTING	24,446 SF	
TOTAL BUILDING FOOT PRINT PROPOSED	14,200 SF	
TOTAL BUILDING SQUARE FOOTAGE PROPOSED	14,200 SF	
TOTAL COMMERCIAL SQUARE FOOTAGE PROPOSED	14,200 SF	
FLOOR AREA RATIO (F.A.R.)	0.21	
TOTAL BUILDING SQUARE FOOTAGE EXISTING	NONE	
BUILDING HEIGHT	A: 30', B: 28'	
NUMBER OF STORIES	1 STORY	
BUILDING WIDTH & LENGTH	A: 80' X 94', B: 55' X 130'	
PEDESTRIAN WALKS & PLAZAS	8,907 SF	13.3%
LOT COVERAGE	14,200 SF	21.2%
VUA AREA	30,450 SF	45.4%
OPEN SPACE	22,417 SF	33.4%

PARKING DATA:	AREA	RATIO	REQUIRED	PROVIDED
RETAIL	14,200	1/250 SF	56.8	
			NONE	NONE
			3	4
			REQUIRED	PROVIDED
			57	*62
TOTAL PARKING ON-SITE (INCLUDES ADA PARKING)				
* 3 POTENTIAL PARKING SPACES HAVE BEEN LOST TO PRESERVE EXISTING SPECIMEN TREE IN ACCORDANCE WITH ULDR SEC. 47-21.12.B.6.				

SETBACK TABLE	REQUIRED 47-13.21	PROVIDED
FRONT YARD (NORTH) - NE 11TH STREET	5'	16.0'
FRONT YARD (EAST) - N.E. 4TH AVENUE	5'	14.0'
REAR YARD (WEST)	15'	60.2'
SIDE YARD (SOUTH)	NONE	50.0'

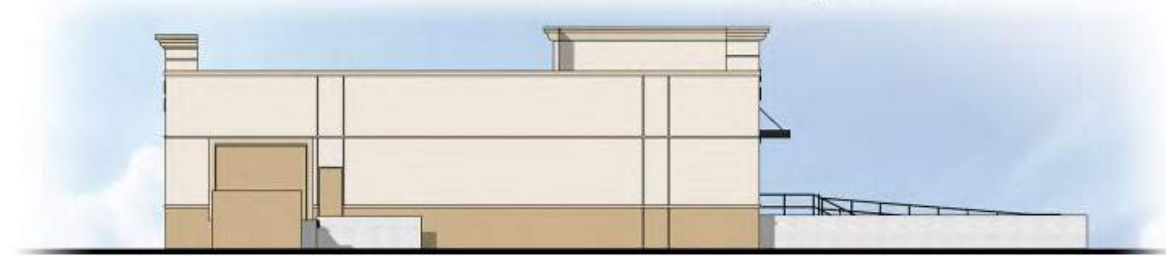




1 West Elevation  
not to scale



1 West Elevation  
scale: 1/8" = 1'-0"



2 North Elevation  
not to scale



2 South Elevation  
scale: 1/8" = 1'-0"



3 East Elevation  
not to scale



3 East Elevation  
scale: 1/8" = 1'-0"



4 South Elevations  
not to scale



4 North Elevation  
scale: 1/8" = 1'-0"

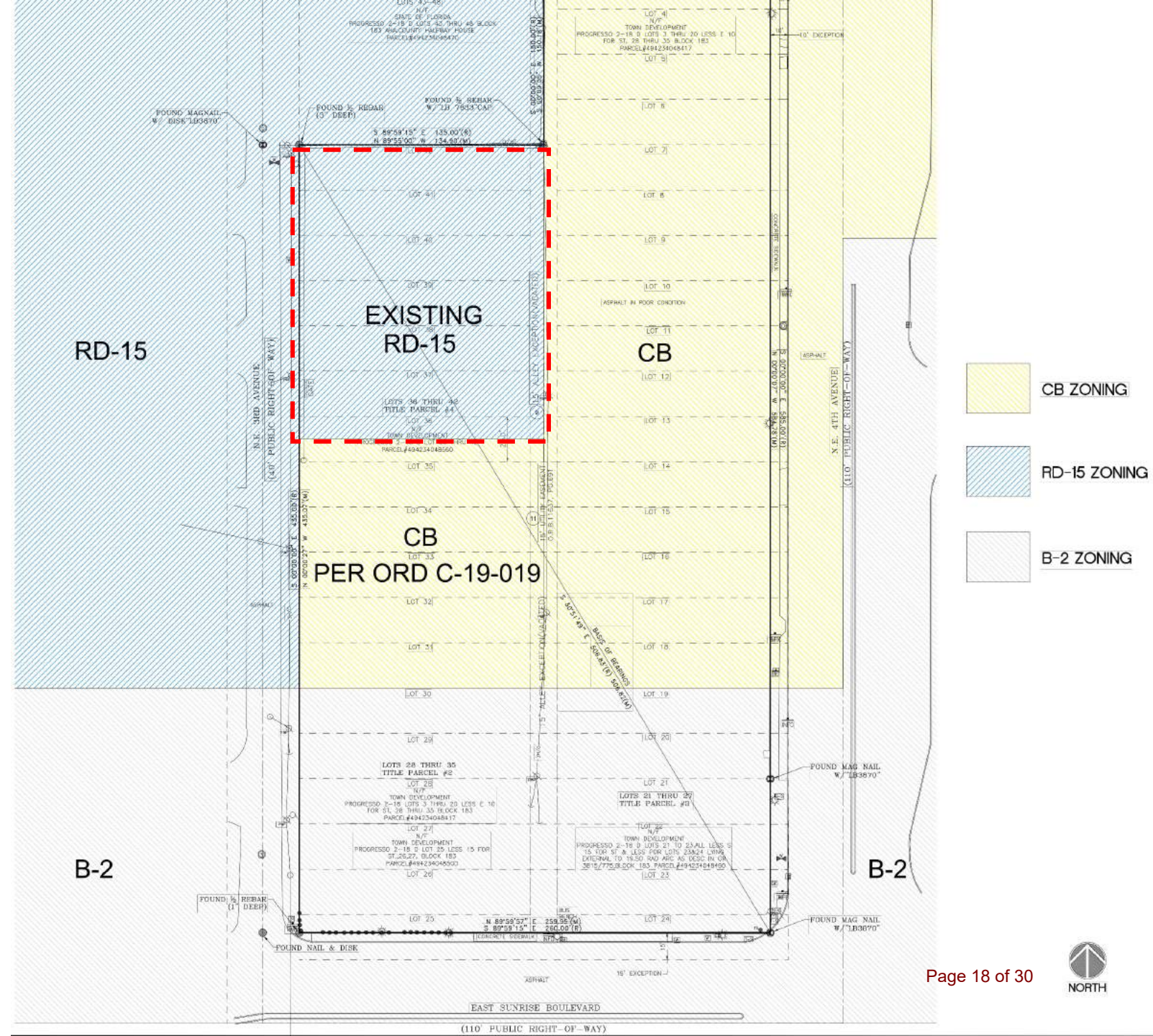






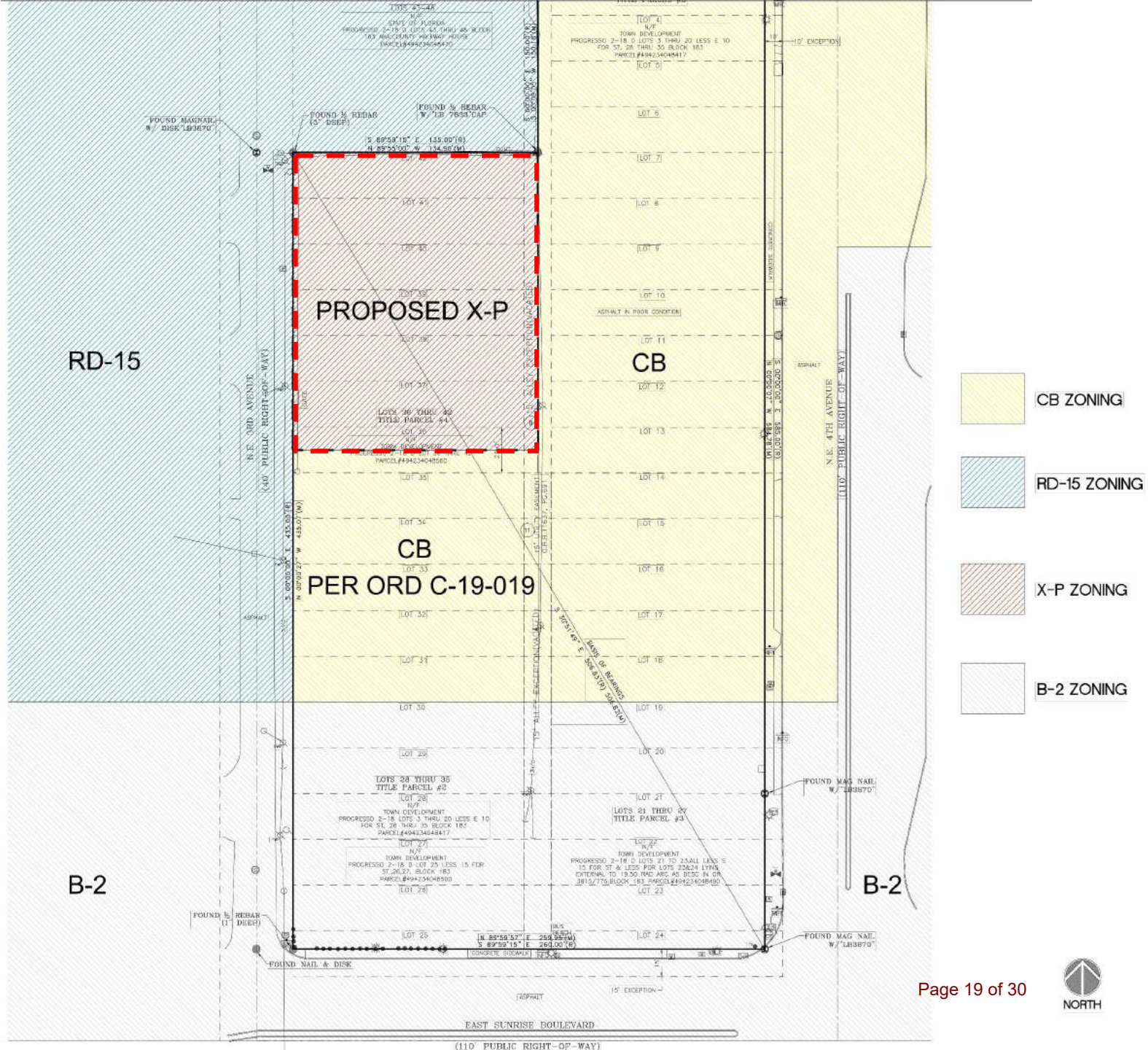
# Current Zoning

- CB and RD-15
- RD-15 zoned portion is only approximately 0.57 acres
- RD-15 zoned portion requires a rezoning to Parking Lot (X-P) with commercial flex allocation to develop a parking lot for the proposed development



# Proposed Zoning

- CB and X-P
- The proposed rezoning with commercial flex allocation meet the criteria and flexibility rules established in the ULDR



# Conformance with the Central City CRA Redevelopment Plan

- 1.** remove blighting influences, including improving an underutilized lot that currently attracts dumping
- 2.** provide streetscape improvements
- 3.** attract new business tenants
- 4.** improve the image of the area

## Next Steps

- continue meeting with our immediate neighbors and civic associations
- obtain DRC Sign-Offs
- submit PZB Application for Site Plan
- target November 20 PZB hearing for Site Plan and Rezoning with Commercial Flex Allocation
- City Commission hearings for Rezoning and Commercial Flex Allocation

**Stephanie J. Toothaker, Esq.**  
**TOOTHAKER.ORG**  
**stephanie@toothaker.org**



**@stoothaker**



**@toothakerdevelopment**



**CITY OF FORT LAUDERDALE**  
**COMMUNITY REDEVELOPMENT AGENCY**  
CENTRAL CITY AREA  
EVENT FUNDING PROGRAM

**CENTRAL CITY AREA EVENT FUNDING PROGRAM**

In accordance with the Central City Redevelopment Plan, the Event Funding Program is designed to improve the image and profile of the CRA.

**REVIEW AND APPROVAL PROCESS**

- STEP 1 – APPLICATION SUBMITTAL**
- STEP 2 – CENTRAL CITY REDEVELOPMENT ADVISOR BOARD (CCRAB) PRESENTATION**
- STEP 3 – CRA BOARD OF COMMISSIONERS APPROVAL**
- STEP 4 – EXECUTE GRANT PARTICIPATION AGREEMENT**
- STEP 5 – EVENT TAKE PLACE**
- STEP 6 – SUBMIT FINAL INVOICE FOR PAYMENT**
- STEP 7 – RETURN TO CCRAB FOR POST-EVENT PRESENTATION**



**CENTRAL CITY CRA EVENT FUNDS - MULTI-STEP APPROVAL PROCESS**

**STEP 1 - APPLICATION SUBMISSION AND REVIEW**

A submitted application is first reviewed by staff for completion prior to placement on the next available Central City Redevelopment Advisory Board (CCRAB) regular meeting agenda where applicant will present the funding request. Applicant shall prepare 6-10 minute or 7 slides power-point presentation of the proposed event.

The CCRAB meets the 1<sup>st</sup> Wednesday of each month at 3:30 p.m. at City Hall, 8<sup>th</sup> floor conference room unless otherwise stated in the public meeting notice posted 72 hours prior to meeting date and time.

**STEP 2 – CCRAB REGULAR MEETING – APPLICANT PRESENTATION**

The CCRAB will determine if the proposed event meets the redevelopment plan and whether to recommend approval of funds and at what level to the CRA Board of Commissioners. A recommendation for approval requires majority vote of more than half of the CCRAB members.

**STEP 3 – CRA BOARD OF COMMISSIONERS FINAL APPROVAL**

The Fort Lauderdale CRA Board of Commissioners review and approve all CRA funding application items at a regularly schedule CRA Board meeting. Staff will prepare a CRA Commission Agenda Memo requesting approval of the funds as recommended by the CCRAB.

**STEP 4 – EXECUTE GRANT PARTICIPATION AGREEMENT**

If approved by he CRA Board of Commissioners, the applicant must have an authorized representative execute (2) copies of the Grant Participation Agreement between the applicant and the City and deliver the originals to City

Attorney's Office. A fully executed agreement will prompt creation of a purchase order that will be sent to the applicant. The proposed event or project shall not begin without an executed Grant Participation Agreement.

**STEP 5 – EVENT TAKES PLACE**

**STEP 6 – SUBMIT FINAL INVOICE FOR PAYMENT (SEE REIMBURSEMENT PROCESS SHEET)**

Final invoice should detail what the amounts were used for, provide backup totaling the amount on final invoice.

**STEP 7 – RETURN TO CCRAB FOR POST PRESENTATION**

Prepare post-event presentation meeting to the CCRAB.





**CITY OF FORT LAUDERDALE  
COMMUNITY REDEVELOPMENT AGENCY**

CENTRAL CITY AREA  
EVENT FUNDING APPLICATION

**CENTRAL CITY AREA EVENT FUNDING APPLICATION**

<b>INSTRUCTION:</b> Fill in answers to questions 1 through 11.	
<b>1. NAME OF EVENT</b>	<input type="text"/>
<b>2. LEGAL NAME OF APPLICANT</b> (LAST NAME, FIRST NAME)  (*IF COMPANY, ORGANIZATION, OR ASSOCIATION) 1. NAME AS LISTED IN SUNBIZ.ORG AND; 2. NAME AND POSITION OF INDIVIDUAL, AUTHORIZED TO SIGN AN AGREEMENT WITH THE CITY	<input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
<b>3. LOCATION OF EVENT</b> (PROVIDE DESCRIPTION & LOCATION MAP SEPARATELY)	<input type="text"/>
<b>4. TOTAL COST</b>	\$ <input type="text"/>
<b>5. AMOUNT REQUEST</b>  DOLLAR VALUE  (INDICATE WHAT THE AMOUNT WILL BE USED FOR)	\$ <input type="text"/> <input type="text"/>
<b>6. LIST OTHER REVENUE SOURCES</b> (IF REQUESTING FUNDS ELSEWHERE, INDICATE ORGANIZATION NAME, AMOUNT REQUESTED, STATUS OF REQUESTED FUNDS. ATTACH A NARRATIVE IF NECESSARY.)	<input type="text"/>



**CITY OF FORT LAUDERDALE  
COMMUNITY REDEVELOPMENT AGENCY**

CENTRAL CITY AREA  
EVENT FUNDING APPLICATION

<b>7. PROPOSED ACTIVITIES</b> (ATTACH A NARRATIVE IF NECESSARY)	<input type="text"/>
<b>8. PROJECTED ATTENDANCE</b>	<input type="text"/>
<b>9. COST TO ATTENDEES</b>	<input type="text"/>
<b>10. HOURS OF OPERATION</b>	<input type="text"/>
<b>11. DATE(S) OF EVENT</b>	<input type="text"/> <input type="text"/> <input type="text"/>

**QUESTION (12 – 16). ATTACH A SEPARATE NARRATIVE AS PART OF YOUR APPLICATION.**

**12. CRA EVENT SPONSORSHIP, IF APPROVED, SHALL ONLY BE “SEED” MONEY, WITH CONTRIBUTIONS REDUCED IN SUBSEQUENT YEARS. PROVIDE A BUSINESS PLAN DETAILING HOW THE PROPOSED EVENT WILL BECOME SELF-SUSTAINING WITHIN 3 TO 5 YEARS. ATTACH A NARRATIVE IF NECESSARY.**

**13. PROVIDE A DETAILED MARKETING PLAN THAT EXPLAINS HOW THE PROPOSED EVENT WILL BE MARKETED/ADVERTISED.**

**14. EXPLAIN HOW THE PROPOSED EVENT IMPROVES THE IMAGE AND PROFILE OF THE CENTRAL CITY CRA?**

**15. DISCUSS IN DETAIL THE POSITIVE IMPACT(S) THE PROPOSED EVENT WILL HAVE FOR THE CENTRAL CITY REDEVELOPMENT AREA AND HOW IMPACT(S) WILL BE MEASURED AND REPORTED TO THE CENTRAL CITY REDEVELOPMENT ADVISORY BOARD (CCRAB) UPON COMPLETION OF THE EVENT.**



**CITY OF FORT LAUDERDALE  
COMMUNITY REDEVELOPMENT AGENCY**

**CENTRAL CITY AREA  
EVENT FUNDING APPLICATION**

**CENTRAL CITY REDEVELOPMENT AREA EVENT FUNDING TERMS:**

**16. DESCRIBE HOW THE CENTRAL CITY CRA SPONSORSHIP WILL BE INCLUDED IN ADVERTISING AND MARKETING PLANS FOR THE EVENT; PROVIDE PROOF WHERE APPLICABLE. MARK [ X ] FOR ITEMS (A-C) BELOW, TO AGREE AND COMMIT TO THESE REQUIREMENTS.**

**A. CRA LOGO:**

*SHALL BE INCLUDED IN ALL ADVERTISING AND MARKETING EFFORTS FOR THE EVENT AND IN PROPORTION WITH/OTHER SPONSORS AT SIMILAR LEVELS, INCLUDING RADIO, TV, PRINT, ONLINE AND EVENT SITE VIA BANNERS AND STAGE ANNOUNCEMENTS.*



**B. OPPORTUNITY FOR CRA BOOTH OR INFORMATION GIVE-AWAY:**

➤ **IF EVENT FALLS ON A WEEKDAY:**

AGREE TO PROVIDE 10X10 FOOTPRINT AT THE EVENT. THE CRA WILL BE RESPONSIBLE FOR PROVIDING ALL DÉCOR, RENTAL (OR COST OF RENTAL) AND STAFFING FOR ITS FOOTPRINT.

➤ **IF EVENT FALLS ON A WEEKEND:**

AGREE TO DISPLAY INFORMATION RACK CONTAINING CRA INFORMATION FOR PUBLIC TAKE-AWAY. THE CRA WILL BE RESPONSIBLE FOR PROVIDING DISPLAY RACK PRIOR TO EVENT AND PICKING-UP DISPLAY RACK AND ANY LEFT-OVER INFORMATIONAL PIECES NOT USED.

**C. AGREE PROVIDE POST-EVENT PRESENTATION TO THE CENTRAL CITY REDEVELOPMENT ADVISORY BOARD REGULAR MEETING.**

**D. COMPLETE NEW VENDOR FORM AND W-9, BOTH WILL BE USED IF APPROVED FOR FUNDING.**



**CITY OF FORT LAUDERDALE  
COMMUNITY REDEVELOPMENT AGENCY**

**CENTRAL CITY AREA  
EVENT FUNDING APPLICATION**

**APPLICANT CONTACT INFORMATION**

NAME:

PHYSICAL ADDRESS:

ZIP CODE:

OFFICE PHONE:

ALTERNATE PHONE:

EMAIL ADDRESS:

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE SIGNED

ORGANIZATION NAME

TITLE/POSITION



To City of Fort Lauderdale Vendor:

Please complete and return either by fax: (954) 828-4500, Email: PRamdeo@fortlauderdale.gov and TWatson@fortlauderdale.gov, or mail: Fort Lauderdale CRA, 914 Sistrunk Blvd., Suite 200, Fort Lauderdale, FL 33311. **A current W-9 must be submitted with this form.** It would be beneficial to complete and return in a timely manner.

Vendor Name: \_\_\_\_\_  
(Name that is registered with the State of Incorporation. If an Individual, please provide full name)

DBA: (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country \_\_\_\_\_

Remit to Address: \_\_\_\_\_  
(if different from mailing) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext. \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \* \_\_\_\_\_

Toll Free: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Federal ID #: \_\_\_\_\_ or SS# \_\_\_\_\_

Will your firm accept P-Card payments via: VISA, Yes \_\_\_\_\_ No \_\_\_\_\_

MasterCard, Yes \_\_\_\_\_ No \_\_\_\_\_

**\*THE PREFERRED METHOD OF NOTIFICATION IS BY FAX OR EMAIL.  
FAILURE TO PROVIDE THIS INFORMATION MAY DELAY YOUR ORDER AND/OR  
PAYMENT.**

06/11/14



**CITY OF FORT LAUDERDALE  
COMMUNITY REDEVELOPMENT AGENCY**

**CENTRAL CITY AREA  
EVENT FUNDING  
REIMBURSEMENT PROCESS**

**CENTRAL CITY CRA EVENT FUNDING | REIMBURSEMENT PROCESS**

After an event has taken place, the recipient must submit a final invoice detailing the expenses of the event as well as copies of paid expense receipts that match final invoice line item descriptions. The following are supporting document examples:

- *Production company invoices (staging, lighting, etc.)*
- *Labor/staffing invoice*
- *if any, city services were used for the event, back-up documenting use of such services must accompany your final invoice as well: finance/business tax; parks/ot , clean up, misc.; fire/ ems & paramedics ; fire; City Parking services; or police detail.*

Please note, an invoice packet without proper documentation will not be processed.

**FINAL INVOICE SHALL BE SUBMITTED VIA EMAIL**

The City of Fort Lauderdale Accounts Payable will date stamp received invoices prior to review and approval. The applicant shall submit the final invoice to City of Fort Lauderdale Accounts Payable Division and copy or “cc” City staff via email. City staff will review and process invoice in accordance with guidelines set forth by City of Fort Lauderdale. Once approved, the packet will be routed to the City’s Finance Department to issue the check and mail to returnee address listed on final invoice.

***FINAL INVOICE – what to include include:***

- Add Purchase Order (PO) number**
- Addressed To :** **[ CITY OF FORT LAUDERDALE | CENTRAL CITY CRA AREA ]**  
**Primary Contact:** Vanessa Martin, Business Manager  
**Department:** Community Redevelopment Agency | CENTRAL CITY AREA  
**Address:** 914 Sistrunk Blvd., Suite 200, Fort Lauderdale, FL 33311

**EMAIL INVOICE : CITY OF FORT LAUDERDALE ACCOUNTS PAYABLE DIVISION**

- Email **“To”** field: acctspayable@fortlauderdale.gov
- Email CRA staff in **“CC”** field:
  - Pratima Ramdeao PRamdeo@fortlauderdale.gov
  - Tania Baily-Watson TWatson@fortlauderdale.gov
  - Vanessa Martin VMartin@fortlauderdale.gov
  - Cija Omengebar COMengebar@fortlauderdale.gov

**QUESTIONS:**

\* ALL REIMBURSEMENT RELATED QUESTIONS TO PRATIMA OR TANIA VIA EMAIL.

\* QUESTIONS RELATED TO THE FUNDING PROGRAM OR CCRAB DIRECT TO CIJA VIA EMAIL.