

**MEMORANDUM**

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November 12, 2019

**TO:** Honorable Mayor and City Commissioners  
**VIA:** Kenneth Fields, City Manager  
**FROM:** Jennifer Nanek, City Clerk  
**SUBJECT:** Dr. Martin Luther King Jr. Celebration 2020  
Special Event Permit Application and temporary road closings

**SYNOPSIS:** Approval of the special event permit application will allow the Annual Dr. Martin Luther King Jr. Celebration to take place between Thursday, January 16, 2020 and Monday, January 20, 2020 and allow the temporary street closings for the parade on January 20, 2020.

***RECOMMENDATION:***

It is recommended that the City Commission consider taking the following action:

- Approve the special event permit application for the Dr. Martin Luther King Jr. Celebration to be held between Thursday January 16, 2020 and Monday, January 20, 2020.
- Approve the temporary street closings for the Dr. Martin Luther King Jr. Celebration and Parade to be held Monday, January 20, 2020. The parade will begin at 3:30 p.m. The time frame requested for the street closings for the parade is from 2:30 p.m. to 5:00 p.m. and for after parade activities on Lincoln Avenue from approximately 4:30 p.m. to 8:00 p.m. The streets involved will be Dr. Martin Luther King Jr. Boulevard, Dr. J.A. Wiltshire Avenue, E Street, Lincoln Avenue, A Street, First Street and Park Avenue.
- Approve the temporary closing of the city parking lots on Lincoln Avenue for vendors and/or parking.
- Approve the request for the use of the James P. Austin Community Center at no cost on the following dates:  
Thursday, January 16, 2020 for the International Pot Luck Dinner, Friday, January 17, 2020 for the Oratorical Contest and Talent Show, Monday, January 20, 2020 for the Legacy Breakfast and MLK Program prior to the parade.

***BACKGROUND:***

Mr. Narvell Peterson, President of the Dr. Martin Luther King Jr. Scholarship Fund of Lake Wales Inc. submitted a Special Event Permit application for the Annual Dr. Martin Luther King Jr. Celebration and Parade to take place beginning on Thursday January 16, 2020 and ending on January 20, 2020.

The celebration will include the following activities:

Thursday, January 16, 2020 6pm – International Pot Luck Dinner at the Austin Center

Friday, January 17, 2020 6:30pm – Oratorical Contest at the Austin Center

Saturday, January 18, 2020 9am – Unity Walk from Kiwanis Park to Stuart Park

Monday, January 20, 2020 - Legacy Breakfast, MLK Program – Austin Center

Monday, January 20, 2020 – MLK Parade, Pre-parade & after parade activities on Lincoln Avenue

The special event permit application includes a request for the temporary closing of the following streets on Monday, January 20, 2020 for the Parade:

Parade will line up at the Austin Center by 2:30 p.m. and will begin at 3:30 p.m. on Dr. Martin Luther King Jr. Boulevard, travel north to Dr. J.A. Wilshire Avenue, turning left and continuing to E Street, turning right on E Street and continuing to Lincoln Avenue, traveling on Lincoln Avenue to A Street, turning right on A Street and continuing to Dr. J.A. Wilshire Avenue. The parade will then turn left and continue to First Street and continuing on First Street until Park Avenue, turning west on Park Avenue continuing until Dr. Martin Luther King Jr. Boulevard. At this point the parade will turn right on Dr. Martin Luther King Jr. Boulevard and continue to the Austin Center where the parade ends.

After the parade the celebration will continue with food and craft vendors, music and entertainment along Lincoln Avenue and in the city parking lots along Lincoln Avenue. The activities are to conclude at approximately 8:00 p.m. The Dr. Martin Luther King Jr. Committee will be responsible for requiring the vendors to close promptly at 8:00 p.m. The committee will also be responsible for site set up, sanitary facilities and assisting with clean up after the event concludes.

The Lake Wales Police Department and VOICE will be assisting with pedestrian traffic and vehicular traffic control for the parade, prior to the parade and for after parade activities. New this year is a request to help prohibit pets from entering the festival area. The Police Department has agreed to assist with this request.

The Streets Division will be assisting with the street closings, setting out trash containers, trash clean up during the parade and the normal trash clean up on Tuesday.

***OTHER OPTIONS:***

Do not approve this event and road closings.

***FISCAL IMPACT:***

In-kind services for the City were budgeted for FY19/20 in the amount of \$7,848. The MLK Scholarship Fund of Lake Wales Inc. is responsible for 25% or \$1,962. The fees for the James P. Austin Community Center would be waived providing that the City Commission approves this request.

***ATTACHMENTS***

Special Event Permit Application