



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

**#25-0602**

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

**FROM:** Rickelle Williams, City Manager

**DATE:** August 19, 2025

**TITLE:** Motion Approving an Outdoor Event Agreement and Related Road  
Closures with Howard Alan Events, Inc. for the 38<sup>th</sup> Annual Las Olas Art  
Fair on Las Olas Boulevard on October 18 - 19, 2025 - **(Commission  
District 4)**

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**Recommendation**

Staff recommends the City Commission approve an outdoor event agreement and road closure requests with Howard Alan Events, Inc., in substantially the form attached, and authorize execution of the agreement by the City Manager or the City Manager's designee.

**Background**

On May 2, 2025, Howard Alan Events, Inc. submitted an outdoor event application for the 38<sup>th</sup> Annual Las Olas Art Fair to be held on October 18 – 19, 2025. The event will take place on Las Olas Boulevard, between SE 6 Avenue and SE 11 Avenue from 10:00 a.m. to 5:00 p.m. The Las Olas Art Fair began in 1987 and has occurred annually since. The application was submitted prior to the 90-day application deadline therefore the outdoor event application fee is \$200. The event impacts begin on Saturday, October 18, 2025, and are scheduled to end on Sunday, October 19, 2025, which includes the setup period, event period, and breakdown period.

The event organizer attended the June 11, 2025, outdoor events meeting to review the event details with City staff, including the Parks & Recreation Department, Transportation and Mobility Department, Police Department, and Fire Department. The outdoor events meetings focus on operational logistics, cross departmental coordination, and event organizer requirements.

This event organizer is requesting the following special permissions that require City Commission approval:

- Road Closure - East Las Olas Boulevard between SE 6 Avenue to SE 11 Avenue

City staff invited the surrounding civic associations to the outdoor events meeting as well as shared a copy of the application and site plan. Upon approval, the City's online events calendar will be updated to reflect this event.

The event agreement defines the responsibilities of the event organizer such as covering the associated event expenses and the required certificates of insurance. The event organizer will also secure all other necessary permits and licenses that are required from other agencies. Authorization for the execution of the event agreement is contingent upon the City Attorney's Office reviewing and approving as to form all documents prior to execution by the City Manager or designee.

### **Resource Impact**

Revenue related to these agreements is included in the FY 2025 operating budget in the accounts listed below.

<b><i>Funds available as of July 22, 2025</i></b>					
<b>ACCOUNT NUMBER</b>	<b>COST CENTER NAME (Program)</b>	<b>ACCOUNT / ACTIVITY NAME</b>	<b>AMENDED BUDGET (Character)</b>	<b>AMOUNT RECEIVED (Character)</b>	<b>AMOUNT</b>
10-001-6025-574-347-200-PKR029	Community Events	Charges for Service/ Nonsponsor Charges – Spec Event Fees	\$90,000	\$64,211.50	\$200
<b>TOTAL AMOUNT ►</b>					<b>\$200</b>

### **Strategic Connections**

This item supports the 2029 Strategic Plan, specifically advancing:

- The Public Places Focus Area, Goal 5: Build a beautiful and welcoming community.

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

This item supports the Advance Fort Lauderdale 2040 Comprehensive Place specifically advancing:

- The Public Places Focus Area
- The Parks, Recreation & Open Spaces Area
- Goal 2: Be a community with high quality parks and recreational facilities that highlight the character of our city.

### **Attachment**

Exhibit 1 – 38<sup>th</sup> Annual Las Olas Art Fair Event Agreement

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Prepared by: Brittany Henry, Senior Administrative Assistant, Parks and Recreation

Department Director: Carl Williams, Parks and Recreation