



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

#24-0851

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

FROM: Susan Grant, Acting City Manager

DATE: October 1, 2024

TITLE: Motion Approving Outdoor Event Agreements and Related Road Closures
with Howard Alan Events, Inc. for the North Beach Shoppes Arts & Crafts
Festival (December 2024 and February 2025) - **(Commission District 1)**

Recommendation

Staff recommends the City Commission approve event agreements and road closure requests with Howard Alan Events, Inc., in substantially the form attached, and authorize execution of the agreements by the City Manager.

Background

On August 1, 2024, Howard Alan Events, Inc. submitted an outdoor event application for the North Beach Shoppes Arts & Crafts Festival taking place over two separate event weekends.

The first event weekend is scheduled to take place on December 14-15, 2024. This event is in partnership with the City of Fort Lauderdale, therefore there is no application fee. The event impacts will start as early as December 14, 2024, and last through December 15, 2024, which includes the setup period, event period, and breakdown period.

The second event weekend is scheduled to take place on February 15-16, 2025. This event is in partnership with the City of Fort Lauderdale, therefore there is no application fee. The event impacts will start as early as February 15, 2025, and last through February 16, 2025, which includes the setup period, event period, and breakdown period.

The event organizers attended the August 21, 2024, 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 meeting focuses on the operational logistics, cross departmental coordination, and event organizer requirements

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

Road Closures:

- NE 32 Street from State Road A1A to NE 33 Avenue
- NE 33 Street from State Road A1A to NE 33 Avenue
- NE 34 Street from State Road A1A to NE 33 Avenue

City staff invited the surrounding civic associations to the outdoor events meeting as well as sent 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 organizers 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 their execution by the City Manager or designee.

Resource Impact

There is no fiscal impact related to these agreements

Strategic Connections

This is a 2024 Commission Priority, advancing Public Places initiative.

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.

Attachments

Exhibit 1 – North Beach Shoppes Arts & Crafts Festival (December 2024) Event Agreement

Exhibit 2 – North Beach Shoppes Arts & Crafts Festival (February 2025) Event Agreement

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

Department Director: Carl Williams, Parks and Recreation