



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

#24-0780

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

FROM: Susan Grant, Acting City Manager

DATE: September 3, 2024

TITLE: Motion Approving an Event Agreement and Related Road Closures with
Historic Downtowner Saloon, LLC. for the Craftober Festival -
(Commission District 4)

Recommendation

Staff recommends the City Commission approve an event agreement and road closure requests with Historic Downtowner Saloon, LLC., in substantially the form attached, and authorize execution of the agreements by the City Manager.

Background

On June 21, 2024, Historic Downtowner Saloon, LLC. submitted a special event application for the Craftober Festival to be held at Historic Downtowner Saloon. The event is scheduled to take place on Saturday, September 28, 2024, which is more than the 90-day application deadline, therefore the special event application fee is \$200.00. The event impacts are limited to Saturday, September 28, 2024, which includes the setup period, event period, and breakdown period.

The event organizers attended the August 7, 2024, special 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 special events meetings focus 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 Closure:

- S. New River Drive. (from the Andrews Bridge to the circle)

City staff invited the surrounding civic associations to the special 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

Revenue related to these agreements is included in the FY 2024 operating budget in the accounts listed below.

<i>Funds available as of August 8, 2024</i>					
ACCOUNT NUMBER	COST CENTER NAME (Program)	ACCOUNT / ACTIVITY NAME	AMENDED BUDGET (Character)	AMOUNT RECEIVED (Character)	AMOUNT
10-001-6025-574-347-200-PKR029	Community Events	Charges for Service/ Nonsponsor Charges – Spec Event Fees	\$90,000	\$28,450	\$200
TOTAL AMOUNT ►					\$200

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.

Attachment

Exhibit 1 – Craftober Festival Event Agreement

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

Department Director: Carl Williams, Parks and Recreation