



Cover Memorandum/Staff Report

File #: 25-1296

Agenda Date: 11/18/2025

Item #: 6.B.

TO: Mayor and Commissioners
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: November 18, 2025

RESOLUTION NO. 208-25: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING AN IMPACT EVENT KNOWN AS THE 64TH ANNUAL DELRAY AFFAIR TO BE HELD APRIL 10-12, 2026; AUTHORIZING THE CLOSURE OF ATLANTIC AVENUE AND SWINTON AVENUE AS MORE SPECIFICALLY DESCRIBED HEREIN; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

Recommended Action:

Review and consider Resolution 208-25, approving an Impact Event known as the 64th Annual Delray Affair to be held April 10-12, 2026, and authorizing the closure of Atlantic Avenue and Swinton Avenues for the event.

Background:

The Delray Beach Chamber of Commerce has submitted a special event application for an event known as the 64th Annual Delray Affair to be held April 10th through April 12th 2026. The application was reviewed by the City's Special Event Technical Advisory Committee on August 21, 2025, at which time it was found that the event met two of the criteria which define the event as an "Impact Event" requiring City Commission approval:

1. The application indicated that 110,000 persons are anticipated to attend the event over three days thus exceeding the criteria that the event is reasonably anticipated to attract 3,500 people or more on at least one calendar day;
2. The application also requests the closure of two major roadways for the event (Atlantic Avenue from NW/SW 2nd Avenue to NE/SE 6th Avenue and Swinton Avenue from Atlantic Avenue to NE 1st Street for the event.

SETAC recommended this event move forward for approval. The application was then reviewed by the Development Services Management Group (DSMG) on August 28, 2025. DSMG has recommended approval for this impact event.

This event is a signature event in the City and it has been held 63 times previously. City staff is familiar with the event as held in the past and is familiar with the methods to re-route traffic for the requested road closures. Staff also understands the level of City-staffing for other aspects of the event as all aspects of such have been covered and addressed with the event producer.

The Special Event Application and the current site plan for the event are included in the agenda back-up.

City Attorney Review:

City Attorney has approved the resolution document as to form and sufficiency.

Funding Source/Financial Impact:

As the Chamber of Commerce is a non-profit organization per the 2023 Special Event Policy, they are entitled to a 50% discount on city services for the event (which excludes hard costs to the City). The current estimate for this event will have the following impact on the indicated departmental budgets:

Police Personnel \$ 22,137.47
Police Resources \$ 1,621.00
Fire Rescue Personnel \$ 13,804.91
Fire Rescue Resources \$ 2,820.00
Public Works Personnel \$ 1,836.43
Public Works Resources \$ 489.15
Parking \$ 196.00
Clean and Safe Personnel \$ 1,208.74
5% Administration on Overtime \$1,832.13

TOTAL ESTIMATED COSTS TO CITY: \$45,945.83*

This is just an estimate of costs. Final cost will be calculated after the event.

Timing of Request:

The Chamber of Commerce would like certainty of approval so they can solicit sponsors and begin full-scale marketing of the event.