



Cover Memorandum/Staff Report

File #: 24-1618

Agenda Date: 12/12/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: December 12, 2024

RECOMMENDATION OF THE DEVELOPMENT SERVICES MANAGEMENT GROUP OF THE CITY OF DELRAY BEACH, FLORIDA, TO THE CITY COMMISSION FOR AN IMPACT EVENT KNOWN AS "63RD DELRAY AFFAIR" TO BE HELD ON APRIL 4-6, 2025 IN DOWNTOWN DELRAY BEACH CENTRAL BUSINESS DISTRICT. ATLANTIC AVENUE FROM NW 2ND AVENUE TO NE 6TH AVENUE; SWINTON AVE FROM NE 1ST STREET TO ATLANTIC AND ONE BLOCK NORTH AND SOUTH OF ATLANTIC.

Recommended Action:

The Development Services Management Group (DSMG) is asked to make a recommendation to the City Commission regarding the Impact Event known as 63rd Delray Affair to be held on Friday through Sunday, April 4-6, 2025. This event is deemed an Impact Event due to a requested closure of the major roadways of Atlantic Avenue from NW 2nd Avenue to NE 6th Avenue, Swinton Avenue from NE 1st Street to Atlantic Avenue and 1 block North and South of Atlantic Avenue. It also meets the criteria for attendance of over 3,500 people per day for an impact event.

Background:

The Delray Beach Chamber of Commerce submitted an amended Special Event Application on November 5, 2024 for the 63rd Delray Affair to be held on April 4-6, 2025 in the Central Business District. This will be the 63rd year the Delray Affair will take place. The last event was held in April 2024. This event is a fine art & craft festival and the main fundraiser for the Delray Beach Chamber of Commerce. The application was reviewed by the Special Event Technical Advisory Committee originally on June 27, 2024 and was recommended for approval to DSMG. On July 11, 2024, DSMG made a recommendation for the City commission to approve the event. While in front of Commission on November 4, the event producer spoke of adding the 500 block of Atlantic Ave to the event footprint. Because this was an addition, it was stated by the City Attorney that the event needed to go back through the process to receive new approval of the extension. An amended application and site map were reviewed by SETAC on November 14, 2024 and was recommended for approval.

This event is a signature event in the City. This event meets two of the criteria for an impact event in that it is seeking closure of major roadways and the attendance is well over 3,500 people per day.

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 closure. Staff also understands the level of City-staffing for other aspects of the event as all aspects have been covered with the event producer.

The 2025 event will not include alcohol sales as it has in years prior..

Special Events Technical Advisory (SETAC) Review:

SETAC reviewed and recommended approval of the event.

No special conditions beyond the standard permits were recommended by SETAC.

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 \$ 25,258.00
- Police Resources \$ 1,480.50
- Fire Rescue Personnel \$ 12,611.40
- Fire Rescue Resources \$ 2,566.50
- Public Works Personnel \$ 2,787.80
- Public Works Resources \$ 825.53
- Parking \$ 3,517.80
- 5% Administration on Overtime \$1,876.50

TOTAL ESTIMATED COSTS TO CITY: \$50,924.03*

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

Timing of Request:

This event must go before commission and road closure permits must be applied for.