



Cover Memorandum/Staff Report

File #: 24-230

Agenda Date: 2/8/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CECD, Assistant City Manager
DATE: February 8, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "BIKE MS: BREAKAWAY TO THE PALM BEACHES" TO BE HELD ON APRIL 6, 2024 AT ANCHOR PARK; AND TO AUTHORIZE THE SPECIAL EVENTS MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE SPECIAL EVENT PERMIT.

Recommended Action:

Special Events Technical Advisory Committee (SETAC) recommends the Development Services Management Group (DSMG) make a motion to approve the special event known as Bike MS: Breakaway to the Palm Beaches to be held on April 6, 2024; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

National Multiple Sclerosis Society submitted a Special Event Permit Application on January 17, 2024. This event is a two-day charity event starting and ending at Boca Raton Innovative Campus. Anchor Park will be a resting stop for water and restrooms. Attendance will be about 350 people but not more than 40 at one time.

Special Event Advisory Committee (SETAC)

SETAC recommends DSMG approve the event.
No special conditions are recommended by SETAC

Funding Source/Financial Impact:

Anticipated city costs to the event producer to be determined.

Timing of Request:

The event is upcoming, and the event producer would like to begin marketing and open registration.