



## Cover Memorandum/Staff Report

---

**File #:** 24-1339

**Agenda Date:** 11/4/2024

**Item #:** 6.C.

---

**TO:** Mayor and Commissioners  
**FROM:** Allie Behrman, CPRP, Special Event Manager  
**THROUGH:** Jeff Oris, CEcD, Assistant City Manager  
**DATE:** November 4, 2024

RESOLUTION 202-24: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING AN IMPACT EVENT KNOWN AS THE 16TH ANNUAL SAVOR THE AVENUE TO BE HELD MARCH 24, 2025; AUTHORIZING THE CLOSURE OF ATLANTIC AVENUE FROM SWINTON AVE TO NE/SE 5TH AVE 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 202-24, approving an Impact Event known as the 16th Annual Savor the Avenue to be held March 24, 2025 and authorizing the closure of East Atlantic Avenue between Swinton Avenue and NE/SE 5th Avenue as well as from Atlantic Avenue to the first alley on both SE 3rd and 4th Avenues for the event.

**Background:**

The Delray Beach Downtown Development Authority submitted a Special Event Permit Application for this event on July 31, 2024. The event includes the service of food and alcohol at tables located in the roadway by adjacent restaurants. This is a ticketed event which requires the closure of East Atlantic Avenue between Swinton Avenue and NE/SE 5th Avenue as well as from Atlantic Avenue to the first alley on both SE 3rd and 4th Avenues. Approximately 6000 persons are anticipated to participate in the event. Waivers for alcohol, cooking on-site, vehicle display and to allow banners to be hung in the event area that exceed 20 square feet and a noise permit for amplified sound between 5:30 pm and 9:30 pm will be submitted and reviewed by the City Manager per policy after the roadway closure approval.

The Special Events Technical Advisory Committee reviewed the event application and approved the application on August 22, 2024 and made a recommendation to move the application forward for approval. The Development Services Management Group reviewed the event application on September 12, 2024 and made a recommendation to the city commission for approval.

Savor the Avenue was already in the approval process when the commission deemed it unnecessary, for impact events that had previously been approved, to come before commission.

**City Attorney Review:**

The City Attorney has found the resolution legally sufficient.

**Funding Source/Financial Impact:**

As the DDA is considered a Non-Profit Entity under the Special Event Policy, the City will waiver 50% of the City's soft costs for the event (the DDA is still required to pay 100% of any hard costs such as barricades, trash boxes, etc.) The current estimate for this event will have the following impact on the indicated departmental budgets:

Police Personnel	\$ 3,106.04
Fire Rescue Personnel	\$ 574.77
Fire Rescue Resources	\$ 60.00
Public Works Personnel	\$ 664.72
Public Works Resources	\$ 90.90
Parks Maintenance Personnel	\$ 381.12
5% Administration on Overtime	\$ 210.46

TOTAL ESTIMATED COSTS TO CITY: \$5,088.01\*

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

**Timing of Request:**

The DDA needs to make arrangements for the event and would like to begin publicizing.