



Cover Memorandum/Staff Report

File #: 26-0163

Agenda Date: 2/24/2026

Item #: 6.D.

TO: Mayor and Commissioners
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: February 24, 2026

RESOLUTION 46-26: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING AN ANNUAL SPECIAL EVENT PERMIT FOR A SERIES OF IMPACT EVENTS KNOWN AS "ART & JAZZ ON THE AVENUE 2026" TO BE HELD ON FEBRUARY 25, 2026, MAY 27, 2026 AND JULY 22, 2026; AUTHORIZING THE CLOSURE OF ATLANTIC AVENUE AND NE 2ND 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:

Consider Resolution 46-26 approving an Annual Special Event Permit for a series of impact events known as Art & Jazz on the Avenue 2026 to be held on February 25, 2026, May 27, 2026, and July 22, 2026 and authorizing the closure of certain rights-of-way for the events; and authorizing the City Manager to take all actions necessary to effectuate the intent of the resolution.

Background:

The Delray Beach Downtown Development Authority (DDA) submitted a Special Event Permit Application on February 14, 2025 for an Annual Permit for three different events. The City Special Event Policy allows for an entity that regularly hosts events on City Property to apply for such a onetime permit for multiple events. Of the three events, two of them, one on September 10, 2025 and the second on October 22, 2025, require the closure of a major roadways. Under the Special Event Policy this renders the entire Annual Permit as an Impact Event that requires City Commission approval.

Through the requested approval, the City Commission is considering a single Annual Special Event Permit for an Impact Event consisting of three individual "Art & Jazz on the Avenue" events as follows:

February 25, 2026 - to be held on West Atlantic Avenue from West 3rd Avenue to West 6th Avenue

May 27, 2026 - to be held on East Atlantic Avenue from Seabreeze Avenue to A1A.

October 22, 2025- to be held on NE 2nd Avenue from East Atlantic Avenue to NE 3rd Street

It is anticipated the roadways will be closed from 2:00 pm until 11:30 pm for each event in the series. Art & Jazz has continuously made improvements to mitigate any major impact to the city. These events have gone on without issue for over 20 years in Delray Beach.

Special Events Technical Advisory Committee (SETAC) met and reviewed this event on December

18, 2025 and recommended to the Development Services Management Group (DSMG) to approve the event.

Development Services Management Group (DSMG) met on January 27, 2026 and reviewed the application and has recommended approval to the city commission.

The original permit application, cost estimates, and basic maps for all the event road closures have been included in the backup to this agenda item.

City Attorney Review:

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

Funding Source/Financial Impact:

As the DDA is considered a non-profit under the Special Event Policy, it is granted a 50% discount on the cost of City services for special events, thus there is a cost of these events to the City. These costs are estimated (by department and category) as follows :

| | | | |
|-------------------------------|-----------|------------------------------|-------------------|
| February: | | | May: |
| July: | | | |
| Police Personnel: | \$2539.74 | | Police Personnel: |
| \$2029.83 | | Police Personnel: | \$2666.48 |
| Police Resources: | \$0.00 | | Police |
| Resources: | \$0.00 | | Police Resources: |
| \$0.00 | | | |
| Fire Personnel: | \$521.25 | | Fire Personnel: |
| \$521.25 | | Fire Personnel: | \$521.25 |
| Fire Resources: | \$90.27 | | Fire Resources |
| \$90.27 | | Fire Resources: | \$90.27 |
| Parks Maintenance Personnel: | \$43.16 | | Parks Maintenance |
| Personnel: \$43.16 | | Parks Maintenance Personnel: | \$43.16 |
| Parks Maintenance Resources: | \$6.00 | | Parks |
| Maintenance Resources: \$6.00 | | Parks Maintenance Resources: | |
| Public Works Personnel: | \$1364.22 | | Public Works |
| Personnel: \$1364.22 | | Public Works Personnel: | |
| Clean & Safe Personnel: | \$70.45 | | Clean & Safe |
| Personnel: \$70.45 | | Clean & Safe Personnel: | \$70.45 |
| Administration Fee: | \$199.87 | | Administration |
| Fee \$174.38 | | Administrative Fee | \$206.21 |
| Total Cost for each event | \$4834.96 | | |
| \$4299.56 | | | \$4968.04 |

Total estimated cost to the city: \$14,102.56

Timing of Request:

The first event is upcoming and the DDA needs to know if approved.

