



## Cover Memorandum/Staff Report

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**File #:** 23-1506

**Agenda Date:** 11/7/2023

**Item #:** 7.D.

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**TO:** Mayor and Commissioners  
**FROM:** Jeffrey L. Oris, CEcD, Assistant City Manager  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** November 7, 2023

RESOLUTION 221-23: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING AN IMPACT EVENT KNOWN AS THE 62ND ANNUAL DELRAY AFFAIR TO BE HELD APRIL 12 THROUGH 14, 2024; AUTHORIZING THE CLOSURE OF ATLANTIC 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 221-23, approving an Impact Event known as the 62nd Annual Delray Affair to be held April 12 through 14, 2024 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 62nd Annual Delray Beach Affair to be held April 12 through April 14th 2024. The application was reviewed by the City's Special Event Technical Advisory Committee on May 11, 2023 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 5th Avenue and Swinton Avenue from Atlantic Avenue to NE 1st Street for the event.

This event is a signature event in the City and it has been held 61 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 is 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 financial impact on the City for this event therefore is currently estimated as follows (by department):

Police Personnel	\$ 22,006
Police Resources	\$ 1,481
Fire-Rescue Personnel	\$ 9,442
Fire-Rescue Resources	\$ 2,567
Public Works Personnel	\$ 2,788
Public Work - Resources	\$ 826
Parks Maintenance Personnel	\$ 5,717
Overtime Administration	\$ 1,959

Current Total Estimated Financial Impact to the City: \$46,786

**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.