



Cover Memorandum/Staff Report

File #: 25-567

Agenda Date: 6/3/2025

Item #: 6.B.

TO: Mayor and Commissioners
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Terrence R. Moore, ICMA-CM, City Manager
DATE: June 3, 2025

RESOLUTION 100-25: 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 2025" TO BE HELD ON JULY 23, 2025, SEPTEMBER 10, 2025 AND OCTOBER 22, 2025; AUTHORIZING THE CLOSURE OF CERTAIN CITY RIGHT OF WAYS 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 100-25 approving an Annual Special Event Permit for a series of impact events known as Art & Jazz on the Avenue 2025 to be held on July 23, 2025, September 10, 2025, and October 22, 2025 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:

July 23, 2025 - to be held on NE 2nd Avenue from East Atlantic Avenue to NE 3rd Street
September 10, 2025- to be held on East Atlantic Avenue from Swinton Avenue to 5th Avenue
October 22, 2025- to be held on East Atlantic Avenue from Seabreeze Avenue to A1A.

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.

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 :

<u>Oct</u>	<u>July</u>	<u>Sept</u>
Police Personnel - Regular \$96.65	\$118.36	\$161.78
Police Personnel - Overtime \$1597.43	\$1988.15	\$2686.62
Police Resources \$150.00	\$150.00	\$225.00
Fire Dept. Personnel - Reg ----	----	----
Fire Dept Personnel - Overtime \$363.30	\$363.30	\$163.57
Fire Dept Resources \$55.00	\$55.00	\$55.00
Public Works Personnel - Reg \$281.68	\$240.84	\$255.78
Public Work Personnel - Overtime \$293.27	\$375.86	\$347.62
Public Works Resources \$18.75	\$108.70	\$108.70
Parks Maintenance Personnel - Reg ----	----	----
Parks Maintenance Personnel - Overtime \$63.52	\$63.52	\$31.76
Clean & Safe Personnel - Reg \$47.99	\$47.99	\$47.99
5% Admin. Fee \$115.88	\$139.54	\$144.10
Total \$3083.47	\$3651.26	\$4227.92

TOTAL ESTIMATED COST TO CITY OF ALL 3 EVENTS* \$ 10,962.65

Timing of Request:

The first event is upcoming and the DDA would like to be able to finalize marketing and entertainment for the events.

