



Cover Memorandum/Staff Report

File #: 26-0962

Agenda Date: 8/27/2026

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 27, 2026

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "JINGLE BELL JOG" TO BE HELD DECEMBER 19, 2026, AT THE ANCHOR PARK AND ON A1A; 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) approve the special event known as Jingle Bell Jog to be held on December 19, 2026; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

Wildside Foundation, Inc. submitted a Special Event Application on July 15, 2026, for the event Jingle Bell Jog to be held on December 19, 2026, at Anchor Park and along A1A. This event is a family friendly 5K that offers a holiday atmosphere. The Jingle Bell Jog has gone on for the past 11 years with the most recent one taking place in December of 2025 without any issues. The event follows the pre approved 5K course along A1A. The race will conclude at Anchor Park and will have live music. 50% of the proceeds will be donated to Neighbors for Neighbors and the other 50% goes to buy wheelchairs for individuals who need them for doing 5Ks and the registration fees to pay for the people to run with the wheelchairs. These wheelchairs and runners fees have benefited the citizens of Delray Beach and will continue to do so when needed. The event is expected to have 900 participants. The event will take place from 7:30am - 10:00am.

Special Event Technical Advisory Committee (SETAC):

SETAC recommends DSMG approve the event.

No special conditions are recommended by SETAC

Funding Source/Financial Impact:

Wildside Foundation is a 501(c)(3) non-profit organization and will receive a 50% waiver of city soft costs. This waiver of fees will have the following effect on the city's departments:

Police Personnel	\$1,732.86
Fire Rescue Personnel	\$371.97
Fire Rescue Resources	\$67.70
Public Works Personnel	\$1,159.68
Public Works Resources	\$37.50

Total Estimated cost to city: \$3,369.71

**This is just an estimate. Final costs will be invoiced after the event.

Timing of Request:

The event is approaching and the producer would like to open registration and road permits need to be submitted.