



Cover Memorandum/Staff Report

File #: 25-756

Agenda Date: 7/8/2025

Item #: 6.B.

TO: Mayor and Commissioners
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: July 8, 2025

RESOLUTION 123-25: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING AN IMPACT EVENT KNOWN AS THE 14TH ANNUAL WITCHES OF DELRAY CHARITY BIKE RIDE TO BE HELD OCTOBER 25, 2025; AUTHORIZING THE CLOSURE OF ATLANTIC AVENUE AND SWINTON 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 123-25, approving an Impact Event known as the 14th Annual Witches of Delray Charity Bike Ride to be held October 25, 2025 and authorizing the closure of Atlantic Avenue and Swinton Avenues for the event.

Background:

The Achievement Centers for Children and Families submitted a Special Event Application for the 14th Annual Witches of Delray Charity Bike Ride to be held on Saturday, October 25, 2025, on February 12, 2025. The application was reviewed by the City's Special Event Technical Advisory Committee (SETAC) on April 24, 2025 and was found that this event meets one of the criteria for an "Impact Event" requiring City Commission approval.

1. The application requests the closure of two major roadways for the event (Atlantic from Swinton east to 6th and Swinton from 3rd to Atlantic Avenue).

At the SETAC meeting the recommendation was made for this event to move forward to the Development Services Management Group (DSMG). DSMG Reviewed this event on May 22, 2025 and made a recommendation for the City Commission to approve this event.

This event has happened in Downtown Delray for most of the past 13 years. Last year's ride was held on a similar, but different, route that was not long enough for the event and thus the request is to change the route and make it a bit longer this year. This event is held to raise funds for the Achievement Centers for Children and Families of Delray Beach. The event will have a maximum of 300 riders and take place from 8:00am - 10:00am. A map of the exact route is provided in the back up material.

City Attorney Review:

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

Funding Source/Financial Impact:

As the Achievement Centers for Children is a non-profit organization per the Special Event Policy, they are eligible 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 Dept Personnel - Overtime	\$923.25
Police Dept Resources	\$175.00
Public Works Personnel - Overtime	\$359.10
Public Works Resources	\$15.00
Admin. Fee 5% overtime Costs	\$64.12
Total:	\$1,536.47

This impact is based on an estimate of costs, actual number will be determined after the event.

Timing of Request:

The event producer would like to know if the event is approved so they can start marketing and open registration.