



## Cover Memorandum/Staff Report

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**File #:** 25-1536

**Agenda Date:** 1/6/2026

**Item #:** 6.B.

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**TO:** Mayor and Commissioners  
**FROM:** Allie Behrman, CPRP, Special Event Manager  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** January 6, 2026

RESOLUTION 21-26: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING AN IMPACT EVENT KNOWN AS THE 17TH ANNUAL SAVOR THE AVENUE TO BE HELD MARCH 23, 2026; AUTHORIZING THE CLOSURE OF ATLANTIC AVENUE FROM SWINTON AVE TO NE/SE 5TH AVE 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 21-26, approving an Impact Event known as the 17th Annual Savor the Avenue to be held March 23, 2026 and authorizing the closure of East Atlantic Avenue between Swinton Avenue and NE/SE 5th Avenue as well as from Atlantic Avenue to the first alley on both SE 3rd and 4th Avenues for the event.

### **Background:**

The Delray Beach Downtown Development Authority submitted a Special Event Permit Application for this event on September 11, 2025. The event includes the service of food and alcohol at tables located in the roadway by adjacent restaurants. This is a ticketed event which requires the closure of East Atlantic Avenue between Swinton Avenue and NE/SE 5th Avenue as well as from Atlantic Avenue to the first alley on both SE 3rd and 4th Avenues. Approximately 6000 persons are anticipated to participate in the event. Waivers for alcohol, cooking on-site, vehicle display and to allow banners to be hung in the event area that exceed 20 square feet and a noise permit for amplified sound between 5:30 pm and 9:30 pm will be submitted and reviewed by the City Manager per policy after the roadway closure approval.

The Special Events Technical Advisory Committee reviewed the event application and made a recommendation for approval on September 18, 2025. The Development Services Management Group reviewed the event application on October 23, 2025 and made a recommendation to the city commission for approval.

### **City Attorney Review:**

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

### **Funding Source/Financial Impact:**

As the DDA is considered a Non-Profit Entity under the Special Event Policy, the City will waiver 50% of the City's soft costs for the event (the DDA is still required to pay 100% of any hard costs such as

barricades, trash boxes, etc.) The current estimate for this event will have the following impact on the indicated departmental budgets after applying the 50% discount:

Police Personnel \$ 3,106.04  
Fire Rescue Personnel \$ 792.66  
Fire Rescue Resources \$ 120.00  
Public Works Personnel \$ 647.65  
Public Works Resources \$ 157.75  
Parks Maintenance Personnel \$ 508.16  
Parks Maintenance Resources \$ 20.00  
Clean & Safe Personnel \$ 68.55  
5% Administration on Overtime \$ 83.86

TOTAL ESTIMATED COSTS TO CITY: \$5,504.67\*

\*This is just an estimate of costs. Final cost will be calculated after the event.

**Timing of Request:**

The DDA needs to make arrangements for the event and would like to begin publicizing.