



## Cover Memorandum/Staff Report

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**File #:** 26-0257

**Agenda Date:** 3/9/2026

**Item #:** 6.E.

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**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Director Public Works  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** March 9, 2026

APPROVAL OF A LICENSE AGREEMENT BETWEEN PALM BEACH COUNTY AND THE CITY OF DELRAY BEACH TO ALLOW THE CITY TO UTILIZE COUNTY OWNED PARKING FACILITIES AT THE SOUTH COUNTY COURTHOUSE DURING SPECIAL EVENTS

**Recommended Action:**

Motion to approve a License Agreement between Palm Beach County (County) and the City of Delray Beach (City) to allow the City to utilize county owned parking facilities at the South County Courthouse during special events.

**Background:**

Pursuant to the four-party agreement between the City, County, Delray Beach Community Redevelopment Agency (CRA), and the Delray Beach Public Library; the City is authorized to request use of parking facilities at the South County Courthouse free of charge. Each year, the City utilizes these facilities for a number of special events including overflow parking for the Delray Open, visitors to the 100 ft. Christmas Tree and Santa's Village, and holiday parades, among others. In addition to allowing the City to utilize these facilities, the License Agreement grants permission to charge a parking fee of \$5.00 and to allow operation of these areas by a third-party vendor upon provision of all insurance requirements.

**Attachments:**

1. License Agreement
2. Simple Legal Review

**City Attorney Review:**

City Attorney approves as to form and legal sufficiency.

**Funding Source/Financial Impact:**

There is no cost to the City as a result of accepting this License Agreement.

**Timing of Request:**

This matter is time sensitive due to planned special events.