



Cover Memorandum/Staff Report

File #: 25-1605

Agenda Date: 12/11/2025

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: December 11, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "ST. VINCENT FERRER FESTIVAL" TO BE HELD ON JANUARY 30 - FEBRUARY 1, 2026, AT THE ST. VINCENT FERRER FIELD AND PARKING LOT; 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 St. Vincent Ferrer Festival to be held on January 30 - February 1, 2026; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

St. Vincent Ferrer Church submitted a Special Event Application on October 7, 2025 for the event St. Vincent Ferrer Festival to be held January 30 - February 1, 2026 at the St. Vincent Ferrer Field and Parking Lot. This event has been going on for the past 59 years and was last held in February of 2025. This annual event is a festival with amusement rides, food vendors, live music and alcohol. The festival serves as a fundraiser for the church and school. Parking will be on site at the church. St. Vincent is expecting about 1,000 people per day for a total of 3,000 for the weekend. The festival will be open on Friday the 30th from 5:00pm - 11:00pm, Saturday the 31st from 11:00am - 11:00pm and Sunday the 1st from 12:00pm - 8:00pm.

Special Event Technical Advisory Committee (SETAC):

SETAC recommends DSMG approve the event.
No special conditions are recommended by SETAC

Funding Source/Financial Impact:

St. Vincent Ferrer is a 501(c)(3) and will receive a 50% discount in soft costs.

Timing of Request:

The event is quickly approaching and the producer would like to begin advertising the festival.