



Cover Memorandum/Staff Report

File #: 24-928

Agenda Date: 7/11/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: July 11, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "BACK 2 SCHOOL GIVEAWAY" TO BE HELD ON AUGUST 10, 2024, AT THE OLD SCHOOL SQUARE; 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) make a motion to approve the special event known as Back 2 School Giveaway to be held on August 10, 2024; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The Support for Children In Need group submitted a Special Event Application on May 10, 2024 for the Back 2 School Giveaway event to be held on August 10, 2024 at Old School Square. This event has gone on for the previous 10 years with the last one being held in August of 2023. This event will provide the opportunity to give backpacks and school supplies to children who cannot afford them. The event is anticipating 500 people in attendance. There will be live music and cooking on site for food vendors.

Special Event Technical Advisory Committee (SETAC):

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

Funding Source/Financial Impact:

All event costs will be billed to event producer. Those costs are to be determined.

Timing of Request:

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