



Cover Memorandum/Staff Report

File #: 24-1499

Agenda Date: 11/14/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: November 14, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "12 DAYS OF CHRISTMAS - SANTA'S PAJAMA PARTY" TO BE HELD ON DECEMBER 19, 2024, AT THE LIBBY WESLEY PLAZA AND SW 5TH AVENUE; 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 12 Days of Christmas - Santa's Pajama Party to be held on December 19, 2024; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The SET Community, Cynthia Ridley, submitted a Special Event Application on September 19, 2024 for the event 12 Days of Christmas - Santa's Pajama Party to be held on Thursday, December 19, 2024 at the Libby Wesley Plaza and on SW 5th Avenue. This event is to give away free toys to the children and families who live in the community. The event has happened for the previous 5 years. This event will close SW 5th Ave from Atlantic Avenue to SW 1st Avenue from 4:30 pm- 9:00 pm on that day, the road will be closed for the safety of the children and families coming to the event. The event will take place from 5:00pm - 8:00pm, with an expected attendance of 200-300 people. The event will also feature live music.

Special Event Technical Advisory Committee (SETAC):

SETAC recommends DSMG approve the event.

No special conditions are recommended by SETAC

Funding Source/Financial Impact:

There is no financial impact to the city. The producer will be billed for all costs.

Timing of Request:

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