



Cover Memorandum/Staff Report

File #: 24-1500

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 "ST. VINCENT FERRER FESTIVAL" TO BE HELD ON FEBRUARY 28 - MARCH 2, 2025, 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 February 28 - March 2, 2025; 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 September 16, 2024 for the event St. Vincent Ferrer Festival to be held February 28 - March 2, 2025 at the St. Vincent Ferrer Field and Parking Lot. This event has been going on for the past 58 years and was last held in February of 2024. 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 28th from 5:00pm - 11:00pm, Saturday the 1st from 11:00am - 11:00pm and Sunday the 2nd from 12:00pm - 9:00pm.

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 costs.

Timing of Request:

The event is not far off and they would like to begin securing items and advertising the festival.