



Cover Memorandum/Staff Report

File #: 25-1381

Agenda Date: 11/13/2025

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: November 13, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "FRIENDS OF CECILIA" TO BE HELD ON JANUARY 18, 2026, AT 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) approve the special event known as Friends of Cecilia to be held on January 18, 2026; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

Hope Warriors, Inc. submitted a Special Event Application on September 22, 2025, for the event Friends of Cecilia to be held at Old School Square on January 18, 2026. This event is a fundraiser for a 2yr old with CP. It is a free community event with live music, food trucks, inflatable's and merchandise vendors. There will be a ticketed kids zone area. The event will have about 30 10x10 tents. This is the first time this event is being held. The event producer will also be giving a scholarship to help with medical needs to a family. The event producer is expecting 300-400 people in attendance. The event will run from 11am - 3pm.

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 as all costs will be billed to event producer.

Timing of Request:

The event is quickly approaching and the producer would to start securing vendors and advertise.