



Cover Memorandum/Staff Report

File #: 26-0189

Agenda Date: 2/26/2026

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: February 26, 2026

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "STARBOARD FOUNDATION TOY DRIVE" TO BE HELD ON DECEMBER 11, 2026, AT THE OLD SCHOOL SQUARE AMPHITHEATER; 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 Starboard Foundation Toy Drive to be held on December 11, 2026; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The Starboard Foundation submitted a Special Event Application on January 9, 2026, for the event Starboard Foundation Toy Drive to be held at the Old School Square Amphitheater on December 11, 2026. This is the 7th year of this event. It was held last in 2025 at Old School Square without issue. The event is a toy drive to give back to under privileged children in the community. This event will feature live music, food vendors, and a beer garden. The event will take place while the Holiday Village is open. There will be a designated line formation for people wanting to go to the 100ft Christmas Tree. The special events team in Parks and Recreation is ok with this event taking place at the same time as the Holiday Village. The producer is expecting about 400 people in attendance. The event will take place from 6:00pm - 10:00pm. The event producer will be asking for a waiver to allow a 4ft white picket fence instead a 6ft chain link fence for the beer garden.

Special Event Technical Advisory Committee (SETAC):

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

Funding Source/Financial Impact:

Starboard Foundation is a 501(c)(3) non-profit and will receive a 50% discount in soft costs.

Timing of Request:

The event producer would like to begin looking for a band and vendors for the event.