



Agenda Item Request Form

ITEM: Consideration to conduct second and final reading to adopt Ordinance No. 3296 amending Chapter 17 of Municipal Code – Protection of Public and Private Rights.

BACKGROUND INFORMATION: Attached for the Commission’s consideration is Ordinance No. 3296. As discussed in the City Commission Virtual Workshop on November 3, 2025, updates to the Special Event ordinance have been necessary since the last revision under Ordinance No. 3075, approved on October 11, 2022. The Commission held the first reading of this ordinance on December 16, 2025.

In 2024, the name of the overseeing department was officially changed from the Quality of Life Department to the Parks, Culture and Recreation Department, and this ordinance updates that reference throughout the document to ensure consistency.

Additionally, this amendment removes the previous classifications of special events as “small” or “large.” Event categories will now be more clearly defined within the forthcoming Special Events Handbook, which will be presented under a separate Resolution outlining all related revisions.

DEPARTMENT HEAD RECOMMENDATION: Staff recommends the Commission to adopt Ordinance No. 3296

Budget Impact

Budgeted? Yes: ☐ No: ☐ How Much budgeted? N/A
If more, where do you suggest funds come from? N/A

Prepared By: Nadia Dawson, Media and Permitting Specialist

Date: 1/5/2026

Reviewed By: Brandy Waldron, Assistant City Manager

Date: 1/5/2026

Reviewed By: Jared Jones, Assistant City Manager

Date: 1/5/2026

Approved By: Jonathan H. Hayes, City Manager

Date: 1/5/2026