

# Executive Summary



**To: Patti McLauchlin, Interim City Manager**

**From: Maria Ratcliff, Special Events Administrator**

**Date: April 27, 2021**

**RE: Recommendation to Approve the “Literacy Volunteers of America-Monroe County, Inc. 2021 Annual Caribbean Street Fair**

---

## **Action:**

Respectfully request the City Commission approve the **“the Annual Caribbean Street Fair” on Saturday, July 24, 2021**

## **Background:**

The City Manager’s Office has received an application from the Literacy Volunteers of America-Monroe County, Inc. to conduct their annual “Caribbean Street Fair, Saturday, July 24, 2024, 10:00 a.m. to 10:00 p.m. Applicant has agreed to abide by City Codes and Ordinances, including providing insurance and recycling. The Literacy Volunteers of America-Monroe County, Inc. was advised that the approval may be revoked by the Commission or the City Manager, due to exigent circumstances such as the resurgence of COVID-19 in the Community.

## **Financial Impact:**

There will be no additional expenses to the City as all service costs (Police/Fire/Community Services) are covered by the applicant, based on the Special Event Fee Matrix.

## **Recommendation:**

Request the City Commission approve the “The Literacy Volunteers of America-Monroe County, Inc. to Conduct it’s Annual Caribbean Street Fair on Saturday, July 24, 2021”.