



## Executive Summary

**To:** Patti McLaughlin, City Manager

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

**Date:** September 15, 2022

**RE:** Recommendation to Approve the “Wesley House Family Services Holiday Village & Belighted Bike Ride on Friday, December 2, 2022, from 4:00 p.m. to 10:00 p.m. at the Coffee Butler Amphitheater”

---

### Action:

Respectfully request the city approve the “Wesley House Family Services Holiday Village & Belighted Bike Ride on Friday, December 2, 2022” at the Coffee Butler Amphitheater.

### Background:

The City Manager’s Office has received an application from the “Wesley House Family Services.” for their Annual Holiday Village & Belighted Bike Ride, from 4:00 p.m. to 10:00 p.m. and set up starting at 8:00 a.m. Applicant has agreed to abide by City Codes and Ordinances, including providing insurance and 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 “Wesley House Family Services for their annual Holiday Village & Belighted Bike Ride” scheduled for Friday, December 2, 2022”.