



MEMORANDUM

Date: October 9, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Kelli Funkhouser
Special Events Manager

Subject: **[File 25-4330] Recommendation to Approve the “Running of the Elves 5K” on Saturday, December 20, 2025, from 6:00 p.m. to 7:00 p.m. (setup at 3:00 p.m.) at 232 Margaret Street**

Introduction

The City Manager’s Office requests the approval of the “Running of the Elves 5K” on Saturday, December 20, 2025, starting at 6:00 p.m. and ending at 7:00 p.m. (Setup at 3:00 p.m.) beginning and ending at 232 Margaret Street.

Background

The City Manager’s Office has received an application from “Mile 0 Events” for the “Running of the Elves 5K” on Saturday, December 20, 2025. This is the 2nd annual event that includes a 5K and a Jingle 1 mile. This holiday race starts at ends at 232 Margaret in front of the Crab Trap Christmas Tree. The racecourse incudes running through the Bight area for a festive view of holiday lights. Proceeds will benefit Reef Relief to help support reef education, Coral Camp and community stewardship. The applicant has agreed to abide by City Codes and Ordinances, including providing insurance.

Procurement

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 Matrix.

Recommendation

The City Manager’s Office recommends the Mayor & City Commission approve the “Running of the Elves 5K” on Saturday, December 20, 2025, from 6:00 p.m. to 7:00 p.m. (setup at 3:00 p.m.)