

# Executive Summary



**To: Patti McLauchlin, City Manager**

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

**Date: December 14, 2022**

**RE: Recommendation to Approve the “Key Western Fest – Tuesday, January 31, 2023, from 6:00 p.m. to 10:00 p.m.”**

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## **Action:**

Respectfully request the city approve the “Key Western Fest on Tuesday, January 31, 2023, from 6:00 p.m. to 10:00 p.m. on the 200 block of Duval Street.

## **Background:**

The City Manager’s Office has received an application from Key Music Festivals, Inc to conduct a Kickoff free concert for the Key Western Fest” on Tuesday, January 31, 2023, from 6:00 p.m. to 10:00 p.m. Applicant will work with the City of Key West to make sure they have the right containers for trash & recycling.

## **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 “Key Western Fest” scheduled for Tuesday, January 31, 2023, on the 200 block of Duval Street.