




MEMORANDUM

Date: January 11, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Maria Ratcliff
Special Event Administrator

Subject: **Recommendation to Approve the “Florida Keys Ocean Festival” on Saturday, April 20, 2024, from 10:00 a.m. to 3:00 p.m. at the Truman Waterfront Green Fields next to Splash Pad.**

Introduction

The City Manager’s Office requests the approval of the Annual “Florida Keys Ocean Festival”, on Saturday, April 20, 2024, starting at 10:00 a.m. and ending at 3:00 p.m.

Background

The City Manager’s Office has received an application from “Mote Marine Laboratory, Inc. for the annual Florida Keys Ocean Festival on Saturday, April 20, 2024, at the Key West Truman Waterfront Green Fields next to the Splash Pad. Florida Keys Ocean Festival is a free family friendly event with live music, food trucks, a kid friendly zone, artisan, and non-profit vendors. All proceeds come back to support the coral reef research & restoration in the Florida Keys.

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 “Florida Keys Ocean Festival on Saturday, April 20, 2024, at the Truman Waterfront Green Fields next to the splash pad from 10:00 a.m. to 3:00 p.m.