



## MEMORANDUM

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Date: October 9, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

From: Kelli Funkhouser  
Special Events Manager

Subject: **[File 25-4448] Recommendation to Approve the annual "City of Key West Veterans Day Parade" on Tuesday, November 11, 2025, from 4:00 p.m. to 7:00 p.m. (Set up from 2:00 p.m.) on Duval Street**

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### **Introduction**

The City Manager's Office requests the approval of the annual "City of Key West Veterans Day Parade" on Tuesday, November 11, 2025, starting at 4:00 p.m. and ending at approximately 7:00 p.m. on Duval Street.

### **Background**

The City Manager's Office has received an application from the U.S. Coast Guard Sector Key West for the annual Veterans Day Parade on Tuesday, November 11, 2025, starting at the corner of Julia & Duval Street and ending at Front & Duval Street. The staging area will be located at South Street and Duval Streets. The viewing stand and the EMCEE will be located on Fleming Street. The Annual Parade is to honor all the Veterans that served our country. The spectators line up to watch the parade with their families and friends. The parade steps off at 4:00 p.m. and ends at approximately 7:00 p.m. on Front Street. (Starting set up time is 2:00 p.m.). The City will be waiving all fees for the required city services as a thank you for their service.

### **Procurement**

There will be no expenses as this is a City sponsored event. The City is waiving all fees as a thank you to all our Veterans.

### **Recommendation**

The City Manager's Office recommends the Mayor & City Commission approve the annual "City of Key West Veterans Day Parade" on Tuesday, November 11, 2025, from 4:00 p.m. to 7:00 p.m. down Duval Street from Julia to Front Streets.