



## MEMORANDUM

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Date: September 3, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

From: Kelli Funkhouser  
Special Events Manager

Subject: **{25-4300} Recommendation to Approve the Annual “Pet Masquerade” on Wednesday, October 22, 2025, from 5:00 p.m. to 9:00 p.m. at the Truman Waterfront Coffee Butler Amphitheater**

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### **Introduction**

The City Manager’s Office requests the approval of the annual “Pet Masquerade,” on Wednesday, October 22, 2025, starting at 5:00 p.m. and ending at 9:00 p.m. at the Truman Waterfront Coffee Butler Amphitheater. Authorizing the sale and consumption of alcoholic beverages at the Truman Waterfront Coffee Butler Amphitheater on Wednesday, October 22, 2025, from 5:00 p.m. to 9:00 p.m.

### **Background**

The City Manager’s Office has received an application from “Florida Keys Media” for the “Pet Masquerade” at the Truman Waterfront Coffee Butler Amphitheater on Wednesday, October 22, 2025, from 5:00 p.m. to 9:00 p.m. This event takes place every year as part of the Fantasy Fest Celebration. This unique competition is a costume contest featuring people with their pets, participating in 4 different categories. Proceeds from the event will benefit the Monroe County Sheriff’s Office Animal Farm. 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. Applicant agrees to pay the \$500 rental fee for the Coffee Butler Amphitheater.

### **Recommendation**

The City Manager’s Office recommends the Mayor & City Commission approve the annual “Pet Masquerade” on Wednesday, October 22, 2025, at the Truman Waterfront Coffee Butler Amphitheater from 5:00 p.m. to 9:00 p.m.