




MEMORANDUM

Date: February 8, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Maria Ratcliff
Special Event Administrator

Subject: **24-5371- Recommendation to Approve the “It’s 5 0’Clock Key West Event” on Sunday, September 1, 2024, from 4:00 p.m. to 10:00 p.m. The event consists of a Second Line Walking Parade honoring Jimmy Buffet’s Legacy on the Anniversary of his passing including the use of the Truman Waterfront.**

Introduction

The City Manager’s Office requests the approval of the “It’s 5 0’Clock Key West Event”, on Sunday, September 1, 2024, starting at 4:00 p.m. and ending at 10:00 p.m. at the Truman Waterfront.

Background

The City Manager’s Office has received an application from “Daily Plan it and Key West First Legal Company” for a Second Line Walking Parade starting on the 100 block of Duval Street, right on Southard Street and to Truman Waterfront where they will have a stage and live amplified music, vendors, food, and alcoholic drinks on Sunday, September 1, 2024. Proceeds from this event will be distributed to local nonprofits including Bahama Village Music Program and Reef Relief with finances managed by the Community Foundation of 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 "It's 5 O'Clock Key West Event" on Sunday, September 1, 2024, at the Truman Waterfront.