



## MEMORANDUM

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Date: October 12, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress  
City Manager *(RE)*

From: Maria Ratcliff  
Special Event Administrator

Subject: **Recommendation to Approve “the Veterans Day Parade” on Saturday, November 11, 2023, from 4:00 p.m. to 7:00 p.m. (Set up from 2:00 p.m.).**

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### Introduction

The City Manager’s Office requests the approval of the “Veterans Day Parade”, on Saturday, November 11, 2023, starting at 4:00 p.m. and ending at approximately 7:00 p.m.

### Background

The City Manager’s Office has received an application from the United States Navy for the annual Veterans Day Parade on Saturday, November 11, 2023, starting at the corner of Julia & Duval Street and ending on Front 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 United States Veterans Day Parade on Saturday, November 11, 2023, from 4:00 p.m. to 7:00 p.m. down Duval Street from Julia to Front Streets.