




MEMORANDUM

Date: October 12, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Maria Ratcliff
Special Event Administrator

Subject: **Recommendation to Approve the “Key West Half Marathon, LLC” to conduct the 26th Annual Key West Half Marathon and 5K Run on Sunday, January 14, 2024, starting at 6:30 a.m. Noise Exemption starts at 6:00 a.m. to 7:30 a.m. Starting point will be on Trumbo Road.**

Introduction

The City Manager’s Office requests the approval of the “26th Annual Key West Half Marathon & 5K” on Sunday, January 14, 2024, starting at 6:30 a.m. and the 5K starting shortly after the Half Marathon from Trumbo Road.

Background

The City Manager’s Office has received an application from “Key West Half Marathon, LLC” for the 26th Annual Half Marathon and 5K on Sunday, January 14, 2024, from 6:30 a.m. to approximately noon. This event is a fundraiser for the Key West Sunrise Rotary Club that provides Scholarships to Key West High School Seniors as well as other organizations. The event is expecting approximately four thousand participants from all over the world during the event. There will be a two-day expo with registration taking place in Front of the Half Shell Raw Bar on January 12, 2024, from 3:00 p.m. to 6:00 p.m. and Saturday, January 13, 2024, from Noon to 6:00 p.m. at the Half Shell Raw Bar. This Resolution was postponed from the September 14, 2023, Commission meeting due to the organization having the wrong start of the race on their application. We have advertised and sent out notices for Trumbo Road. 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.

Recommendation

The City Manager's Office recommends the Mayor & City Commission approve the "26th Annual Key West Half Marathon & 5K" on Sunday, January 14, 2024, from Trumbo Road and ending at - 231 Margaret Street.