



MEMORANDUM

Date: November 5, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Kelli Funkhouser
Special Events Manager

Subject: **[File 25-4633] Recommendation to Approve the “A Positive Step of Monroe County 5K Run/Walk” on Saturday, December 13, 2025, from 8:00 a.m. to 11:00 a.m. starting and ending at Duval Street & South Street**

Introduction

The City Manager’s Office requests the approval of the annual “A Positive Step of Monroe County 5K Run/Walk” on Saturday, December 13, 2025, from 8:00 a.m. to 11:00 a.m. (setup beginning at 6:00 a.m.) starting and ending at Duval Street & South Street.

Background

The City Manager’s Office has received an application from “A Positive Step of Monroe County, Inc.” for the annual “A Positive Step of Monroe County 5K Run/Walk” on Saturday, December 13, 2025. This annual event will be a 5K run/walk that starts at Duval & South Streets, runs throughout the streets of Key West to the turnaround at Bertha and S. Roosevelt and back the same route to Duval & South Streets. Proceeds will benefit A Positive Step of Monroe County, Inc. to support services to high-risk youth and their families. 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 “A Positive Step of Monroe County 5K Run/Walk” on Saturday, December 13, 2025, from 8:00 a.m. to 11:00 a.m. (setup at 6:00 a.m.).