



## MEMORANDUM

---

---

Date: June 4, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso, City Manager

CC: Marcus Davila, Director of Community Services

From: Kelli Funkhouser, Special Events Manager

Subject: **File ID: 26-5435 - Recommendation to approve the “Rotary 4<sup>th</sup> of July 5K ” on Saturday, July 4, 2026, from 7:30 a.m. to 10:00 a.m. beginning and ending at the Edward B. Knight Pier**

---

### **Introduction**

The City Manager’s Office requests the approval of the “Rotary 4th of July 5K” on Saturday, July 4, 2026, from 7:30 a.m. to 10:00 a.m. (set-up at 5:30 a.m.) beginning and ending at the Edward B. Knight Pier.

### **Background**

The City Manager’s Office has received an application from “Rotary Club of Key West, Florida, Inc.” for the “Rotary 4th of July 5K” on Saturday, July 4, 2026. The event is managed by Mile 0 Events. Course setup starts at 5:30 a.m., event setup starts at 6:00 a.m., and the race starts at 7:30 a.m. sharp. The course runs up and back along Atlantic Boulevard and South Roosevelt. They are planning on having 300 participants and each year they wrap up by 10:00 a.m. Proceeds benefit the Rotary Club of Key West Scholarship Fund. 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 and Commission approve the Rotary 4<sup>th</sup> of July 5K on Saturday, July 4, 2026, from 7:30 a.m. to 10:00 a.m. beginning and ending at the Edward B. Knight Pier.