




## 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 Martin Luther King Birthday Celebration and March on Monday, January 15, 2024, from noon to 4:00 p.m.**

---

### **Introduction**

The City Manager’s Office requests the approval of the “Martin Luther King Birthday Celebration & March” at the Nelson English Park from Noon to 4:00 p.m. and the march from 5:00 p.m. to 6:00 p.m.

### **Background**

The City Manager’s Office has received an application from “the City of Key West” for the Martin Luther King Birthday Celebration and March on Monday, January 15, 2024, at the Nelson English Park from Noon to 4:00 p.m. – The march will begin at 5:00 p.m. to approximately 6:00 p.m. from the corner of Catherine and Thomas Streets, making a right on Amelia Street, marching down to Duval Street, making a left on Duval Street, proceeding down left on Front Street, making a left onto Whitehead Street, proceeding all the way down Catherine Street, making a right, where the march will end. Refreshments will be served as well as hot dogs, water, sodas, chips, and cookies. The event will include playing games in the park and utilizing the playground equipment. 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 "Martin Luther King Birthday Celebration & March" at the Nelson English Park on Monday, January 15, 2024.