



MEMORANDUM

Date: November 5, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Kelli Funkhouser
Special Events Manager

Subject: **[File 25-4625] Recommendation to Approve the “Back in Time Fundraiser” on Thursday, January 22, 2026, from 6:00 p.m. to 9:00 p.m. at the Custom House and Clinton Place**

Introduction

The City Manager’s Office requests the approval of the “Back in Time Fundraiser” on Thursday, January 22, 2026, from 6:00 p.m. to 9:00 p.m. at the Custom House and Clinton Place.

Background

The City Manager’s Office has received an application from “Key West Art and Historical Society” for the Back in Time Fundraiser on Thursday, January 22, 2026, at the Custom House and Clinton Place. This is a ticketed fundraiser benefitting the Key West Museum of Art and History at the Custom House. All proceeds will be used for Custom House capital projects. 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 “Back in Time Fundraiser” on Thursday, January 22, 2026 at the Custom House and Clinton Place.