



MEMORANDUM

Date: June 4, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Kelli Funkhouser
Special Events Manager

Subject: **{File 25-3832} Recommendation to Approve the “Rotary 4th of July 5K” on Friday, July 4, 2025, 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 Friday, July 4, 2025, starting at 7:30 a.m. and ending at 10:00 a.m. (set-up at 5:30 a.m.)

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 Friday, July 4, 2025, beginning and ending at the Edward B. Knight Pier. This event is managed by Mile Zero Events and will benefit the Rotary Club of Key West Scholarship Fund. The race typically draws about 225-250 participants each year.

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 “Rotary 4th of July 5K” on Friday, July 4, 2025.