



MEMORANDUM

Date: April 1, 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: 26-5229] Recommendation to approve “Key West Songwriters Festival (30th Anniversary) Free Concert on Duval” on Saturday, May 2, 2026, from 6:30 p.m. to 11:00 p.m.**

Introduction

The City Manager’s Office requests the approval of the “Key West Songwriters Festival (30th Anniversary) Free Concert on Duval” on Saturday, May 2, 2026, from 6:30 p.m. to 11:00 p.m. on the 200 block of Duval Street and Greene Street between Fitzpatrick and Ann Streets.

Background

The City Manager’s Office has received an application from “KW Songwriters LLC” for the Key West Songwriters Festival (30th Anniversary) Free Concert on Duval on Saturday, May 2, 2026. The 200 block of Duval Street will be closed as well as Greene Street between Fitzpatrick and Ann Streets. The concert is from 6:30 p.m. to 11:00 p.m. set up will begin at 6:00 a.m. The stage will be set up at the intersection of Duval and Greene Streets. This is a free concert as part of the annual Songwriters Festival. Proceeds benefit Michelle’s Foundation scholarships. The applicant has agreed to abide by City Codes and Ordinances, including providing insurance.

The applicant is requesting approval for the sale and consumption of alcoholic beverages within the enclosed area.

Due to having amplified, live music, a noise exemption is requested. Notice of the City Commission’s proposed action on a Noise Exemption was published in The Citizen and on KeysNews.com. Property owners within a 100-foot radius were mailed notice.

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 "Key West Songwriters Festival (30th Anniversary) Free Concert on Duval" on Saturday, May 2, 2026, from 6:30 p.m. to 11:00 p.m. on the 200 block of Duval Street and Greene Street between Fitzpatrick and Ann Streets.