

Executive Summary



To: Patti McLauchlin, City Manager

From: Maria Ratcliff, Special Events Administrator

Date: March 9, 2022

RE: Recommendation to Approve the “Key West Songwriters Festival” on the 200 block of Duval Street on May 7th, 2022 from 7:00 p.m. to 10:00 p.m.

Action:

Respectfully request the City Commission approve “the KW Songwriters Festival” on Saturday, May 7, 2022.

Background:

The City Manager’s Office has received an application from “the Key West Songwriters Festival” for a free concert on the 200 block of Duval Street, May 7, 2022 from 7:00 p.m. to 10:00 p.m. The Applicant has agreed to abide by all City Codes and Ordinances. It was advised that the approval may be revoked by the Commission or the City Manager, due to exigent circumstances such as the resurgence of COVID-19 in the Community.

Financial Impact:

There will be no additional expenses to the city as all service cost (Police/Fire/Community Services) are covered by the applicant, based on the Special Event Fee Matrix.

Recommendation:

Request the City Commission approve the “Key West Songwriters Festival” on Saturday May 7, 2022 from 7:00 p.m. to 10:00 pm.”