



## MEMORANDUM

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Date: May 16, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress  
City Manager *APC*

From: Maria Ratcliff

Subject: **Recommendation to Approve the “Key West High School Graduation at the Key West Truman Waterfront Coffee Butler Amphitheater” on Friday, May 26, 2023, from 7:00 p.m. to 10:00 p.m.**

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### **Introduction**

The City Manager’s Office request the approval of the “Key West High School 2023 Graduation” at the “Key West Truman Waterfront Coffee Butler Amphitheater” on Friday, May 26, 2023, from 7:00 p.m. to 10:00 p.m.

### **Background**

The City Manager’s Office has received an application from “Monroe County School Board” for the “2023 Key West High School Graduation” on Friday, May 26, 2023, from 7:00 p.m. to 10:00 p.m. In the past, the Key West High School Graduation has been held at the Tommy Roberts Football Stadium. Due to the deteriorating bleachers at the Stadium, the Monroe County School Board has requested to move the graduation to the Key West Truman Waterfront Coffee Butler Amphitheater. 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 Resolution for the “2023 Key West High School Graduation” on Friday, May 26, 2023 from 7:00 p.m. to 10:00 p.m.