




MEMORANDUM

Date: October 12, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Maria Ratcliff
Special Event Administrator

Subject: **Recommendation to Approve “The City of Key West Holiday Parade” on Saturday, December 2, 2023, starting at 7:00 p.m. – 9:30 p.m.**

Introduction

The City Manager’s Office requests the approval of the “City of Key West Holiday Parade”, on Saturday, December 2, 2023, starting at 7:00 p.m. and ending at approximately 9:30 p.m.

Background

The City Manager’s Office has received an application from “the City of Key West” for the annual Holiday Parade on Saturday, December 2, 2023, starting at the corner of White Street and Truman Avenue, going down Truman Avenue, taking a right on Duval Street and ending on Eaton Street. The Annual Parade is one of the favorites of all events in the city. The spectators line up to watch the parade with their families and friends. The Parade will consist of floats, marching groups, bands, non-profit organizations, church groups, cheerleaders, and walkers. The parade steps off at 7:00 p.m. and ends at approximately 9:30 p.m. The applicant has agreed to abide by City Codes and Ordinances, including providing insurance.

Procurement

There will be no expenses as this is a City Sponsored Event and a gift to the City of Key West residents.

Recommendation

The City Manager’s Office recommends the Mayor & City Commission approve the “City of Key West Holiday Parade” on Saturday, December 2, 2023, from 7:00 p.m. to 9:30 p.m.