MEMORANDUM

Date: September 3, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Kelli Funkhouser
Special Events Manager

Subject: **{File 25-4240}Recommendation to Approve the Annual "Mote Marine Lab's Ocean Fest" on Saturday, April 25, 2026, from 11:00 a.m. to 4:00 p.m. at the Truman Waterfront Major Field by the Splash Pad**

Introduction

The City Manager's Office requests the approval of the annual "Mote Marine Lab's Ocean Fest," on Saturday, April 25, 2026, from 11:00 a.m. to 4:00 p.m. (setup Friday, August 24, 2026)

Background

The City Manager's Office has received an application from "Mote Marine Laboratory, Inc." for "Mote Marine Lab's Ocean Fest" on Saturday, April 25, 2026, at the Truman Waterfront Major Field by the Splash Pad. Mote Marine Lab's Ocean Fest is a free, family event with live music, food trucks, a kid zone, artisan and non-profit vendors. Attendees can explore conservation and environmental exhibits, meet Mote scientists along with other conservation and environmental organizations from around Florida, and learn about the work they are doing and how to help. All proceeds come back to support coral reef research and restoration in the Florida Keys. Past events have had 1,000+ attendees. The applicant has agreed to abide by City Codes and Ordinances, including providing insurance.

Due to having live music at Truman Waterfront Park, a noise exemption is requested. Notice of the City Commission's proposed action on a Noise Exemption will be published in the 8/14/25 edition of The Citizen and KeysNews.com. There are no properties within 100' of Major Field to be noticed.

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. Applicant agrees to pay the $500 rental fee.

Recommendation

The City Manager's Office recommends the Mayor & City Commission approve the annual "Mote Marine Lab's Ocean Fest" on Saturday, April 25, 2026, at the Truman Waterfront Major Field by the Splash Pad from 11:00 a.m. to 4:00 p.m.