MEMORANDUM

Date: September 3, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Kelli Funkhouser
Special Events Manager

Subject: **{File 25-4284} Recommendation to Approve the "Duval Mile Run" on Saturday, October 11, 2025, from 6:00 p.m. to 7:00 p.m. (setup at 5:00 p.m.) on Duval Street**

Introduction

The City Manager's Office requests the approval of the "Duval Mile Run" on Saturday, October 11, 2025, starting at 6:00 p.m. and ending at 7:00 p.m. (Setup at 5:00 p.m.) on Duval Street.

Background

The City Manager's Office has received an application from "Key West Southernmost Runners Club" for the "Duval Mile Run" on Saturday, October 11, 2025. This is a 1-mile run beginning at the Duval Street Pocket Park and ending at Greene Street. A portion of the Pocket Park will be blocked off to accommodate visitors to the Southernmost Point Buoy. A rolling street closure will be used for the course as needed by traffic enforcement with the exception of requesting a street closure on Duval Street for 35 minutes between Caroline Street and Greene Street where the finish line will be setup. Proceeds will benefit the St. Mary Star of the Sea Basilica Catholic School tuition assistance funds. 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 "Duval Mile Run" on Saturday, October 11, 2025, from 6:00 p.m. to 7:00 p.m. (setup at 5:00 p.m.)