



MEMORANDUM

Date: July 1, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Michael Turner
Assistant City Manger

Subject: **Parks and Recreation Advisory Board Recommendation to Sunset the Board and Establish an Informal Public Input Process**

Introduction

Requesting City Commission consideration of the Parks and Recreation Advisory Board's recommendation to sunset the formal Parks and Recreation Advisory Board and establish, in its place, an informal public input process for parks and recreation matters hosted by the City's Parks and Recreation Department.

Background

The Key West Parks and Recreation Advisory Board was established by Ordinance No. 22-21, adopted on August 2, 2022, and codified in the City Code at Division 12, Sections 2-610 through 2-613. The Board's stated mission is to promote the rehabilitation, conservation, development, and best use of parks and recreation land and facilities within the jurisdiction of the City of Key West.

On May 28, 2026, the Parks and Recreation Advisory Board approved Resolution PRAB 26-01, formally recommending that the City Commission sunset the existing formal advisory board by repealing Ordinance No. 22-21. This item is being brought forward at the request and recommendation of the Parks and Recreation Advisory Board and is not a staff initiated proposal.

In its recommendation, the Board determined that the long-term parks and recreation needs of the City would be better served by replacing the formal advisory board structure with a more informal public input process hosted by the Parks and Recreation Department. The proposed process would allow residents to engage directly with department staff on parks and recreation matters and would be open to all members of the public, without formal membership, appointments, or voting.

The proposed transition would direct the City Manager, in consultation with the Community Services Director and upon the advice and consent of the City Attorney, to develop the implementing ordinance and related transition provisions. Those provisions may address the cadence and conduct of public input meetings, transmittal of public input to the City Commission, custody of the Board's existing records, and periodic review of the effectiveness of the new process.

Financial Impact:

There is no direct financial impact associated with supporting this agenda item. Any public input process is anticipated to be managed within existing departmental resources. Transitioning from a formal advisory board to an informal public input process may reduce administrative requirements associated with appointments, quorum, formal voting, agenda management, and monthly advisory board meetings.

Recommendation

The City Manager's Office recommends that the Mayor and City Commission consider the Parks and Recreation Advisory Board's request and recommendation to sunset the formal Parks and Recreation Advisory Board and direct the development of an implementing ordinance establishing an informal public input process for parks and recreation matters hosted by the City's Parks and Recreation Department.