

RESOLUTION NO. 26-191

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, EXPRESSING THE CITY COMMISSION'S INTENT TO REPEAL ORDINANCE NO. 22-21, WHICH ESTABLISHED THE KEY WEST PARKS AND RECREATION ADVISORY BOARD ("BOARD"), AND TO SUNSET THE BOARD; DIRECTING THE CITY ATTORNEY, IN CONSULTATION WITH THE CITY MANAGER, TO DRAFT AN ORDINANCE REPEALING ORDINANCE NO. 22-21 FOR CONSIDERATION BY THE CITY COMMISSION AT A NOTICED PUBLIC HEARING; DIRECTING THAT, IN PLACE OF THE BOARD, THE CITY MANAGER ESTABLISH AN INFORMAL PROCESS FOR PUBLIC INPUT ON PARKS AND RECREATION MATTERS HOSTED BY THE CITY'S PARKS AND RECREATION DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Key West Parks and Recreation Advisory Board (the "Board") was established upon adoption of Ordinance No. 22-21 on August 2, 2022, and codified at Division 12, Parks and Recreation Advisory Board, Sections 2-610 through 2-613 of the Code of Ordinances of the City of Key West, Florida; and

WHEREAS, the mission of the Board 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; and

WHEREAS, the Board has determined the long-term parks and recreation needs of the City would be better served by replacing the existing formal advisory board with a more informal process for public input hosted by the City's Parks and Recreation Department allowing residents to engage directly with

department staff on parks and recreation matters; and

WHEREAS, on May 28, 2026 the Board approved Resolution No. 26-01, formally recommending the City Commission sunset the Board by repealing Ordinance No. 22-21 and, in its place, establish an informal process for public input on parks and recreation matters to be hosted by the City's Parks and Recreation Department; and

WHEREAS, Ordinance No. 22-21 is a duly adopted ordinance of the City of Key West and, under Florida law and the City Charter, may only be repealed by a subsequent ordinance adopted following the same notice, public hearing, and reading requirements applicable to its original adoption; and

WHEREAS, the City Commission desires to express its intent to proceed with such a repeal and to direct the preparation of an implementing ordinance for the Commission's formal consideration;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA AS FOLLOWS:

Section 1. The foregoing recitals are true and correct and are incorporated herein by reference.

Section 2. That the City Commission hereby expresses its intent to repeal Ordinance No. 22-21, thereby sunseting

the Parks and Recreation Advisory Board, and to direct that, in its place, an informal process for public input on parks and recreation matters be established, to be hosted by the City's Parks and Recreation Department, open to all members of the public, and structured without formal membership, appointments, or voting.

Section 3. The City Commission hereby directs the City Attorney, in consultation with the City Manager and the Community Services Director, to prepare a repealing ordinance for presentation to, and consideration by, the City Commission at a duly noticed public hearing with first and second readings, as required by Florida law and the City Charter for the repeal of an ordinance. Such repealing ordinance shall include appropriate provisions addressing, at a minimum, the cadence and conduct of public input meetings hosted by the Parks and Recreation Department; the method for transmitting public input received through the new process to the City Commission; an orderly transition from the existing Board to the new process, including the effective date of the Board's sunset; the custody and disposition of the Board's existing records; and a periodic review, to be presented to the City Commission by the Community Services Director, of the effectiveness of the new process

Section 4. Until such time as the City Commission adopts

an ordinance repealing Ordinance No. 22-21, the Board and Ordinance No. 22-21 shall remain in full force and effect.

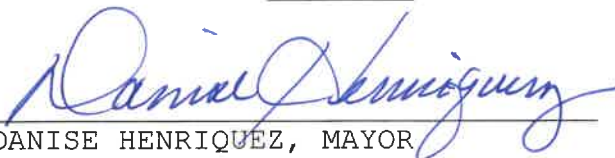
Section 5. This Resolution shall take effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 1st day of July, 2026.

Authenticated by the Presiding Officer and Clerk of the Commission on the 1st day of July, 2026.

Filed with the Clerk on July 1, 2026.

Mayor Danise Henriquez	<u>Yes</u>
Vice Mayor Donald "Donie" Lee	<u>Yes</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Aaron Castillo	<u>Yes</u>
Commissioner Monica Haskell	<u>Yes</u>
Commissioner Sam Kaufman	<u>No</u>
Commissioner Greg Veliz	<u>Yes</u>


DANISE HENRIQUEZ, MAYOR

ATTEST:


KERI O'BRIEN, CITY CLERK



MEMORANDUM

Date: July 1, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Michael Turner
Assistant City Manager

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.

RESOLUTION NO. PRAB 26-01

A RESOLUTION OF THE KEY WEST PARKS AND RECREATION ADVISORY BOARD ("BOARD") RECOMMENDING THE CITY COMMISSION SUNSET THE KEY WEST PARKS AND RECREATION ADVISORY BOARD ESTABLISHED PURSUANT TO DIVISION 12. PARKS AND RECREATION ADVISORY BOARD. OF THE CODE OF ORDINANCES OF THE CITY OF KEY WEST, FLORIDA BY REPEALING ORDINANCE NO.22-21 AND, IN ITS PLACE, ESTABLISH AN INFORMAL PROCESS FOR PUBLIC INPUT ON PARKS AND RECREATION MATTERS HOSTED BY THE CITY'S PARKS AND RECREATION DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Key West Parks and Recreation Advisory Board (the "Board") was established upon adoption of Ordinance No. 22-21 on August 2, 2022 and codified at Division 12. PARKS AND RECREATION ADVISORY BOARD., Sections 2-610. through 2-613. of the Code of Ordinances of the City of Key West, Florida; and

WHEREAS, the mission of the Board 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; and

WHEREAS, the Board has determined the long-term parks and recreation needs of the City would be better served by replacing the existing formal advisory board with a more informal process for public input hosted by the

City's Parks and Recreation Department allowing residents to engage directly with department staff on parks and recreation matters; and

WHEREAS, the Board desires to formally recommend this change to the City Commission and offer its continued assistance, through Board workshops and consultation with the City Attorney and Parks and Recreation Director, in developing the specific structure of the new process and the related transition provisions;

NOW THEREFORE, BE IT RESOLVED BY THE KEY WEST PARKS AND RECREATION ADVISORY BOARD AS FOLLOWS:

Section 1: That the Board hereby respectfully recommends the City Commission sunset the Parks and Recreation Advisory Board by repealing Ordinance No. 22-21 and, in its place, establish an informal process for public input on parks and recreation matters, hosted by the City's Parks and Recreation Department, that is open to all members of the public and structured without a formal membership, appointments or voting.

Section 2: That the Board further recommending the City Attorney, in consultation with the Parks and Recreation Director, draft implementing ordinance to

include appropriate provisions for the cadence and conduct of public input meetings, the transmittal of public input to the City Commission, the orderly transition from the existing Board to the new process, the custody of the Board's existing records and periodic review by the City Commission of the effectiveness of the new process.

Section 3: That the Board stands ready to assist the City Commission, the City Attorney, and the Parks and Recreation Director in developing the specific structure of the new process, and directs that a certified copy of this Resolution be transmitted by the Chair to the Mayor, the members of the City Commission, the City Manager, the City Attorney, the Parks and Recreation Director, and the City Clerk for consideration at the earliest practicable meeting of the City Commission.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding chair and the Clerk of the Parks and Recreation Advisory Board.

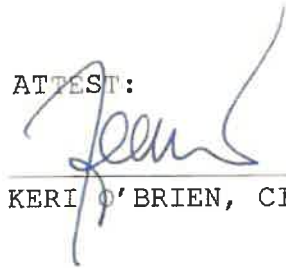
Passed and adopted by the Key West Parks and
Recreation Advisory Board at a meeting held this 28th
day of May, 2026.

Filed with the Clerk May 28, 2026.



HARRISON ESQUINALDO, VICE CHAIR
PARKS AND RECREATION ADVISORY BOARD

ATTEST:



KERI O'BRIEN, CITY CLERK

ORDINANCE NO. 22-21

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 2 OF THE CODE OF ORDINANCES ENTITLED "ADMINISTRATION" BY CREATING ARTICLE V. DIVISION 12. ENTITLED "PARKS AND RECREATION ADVISORY BOARD", by ADDING SECTIONS 2-610 THROUGH 2-613 IN ORDER TO ESTABLISH THE BOARD; PROVIDING FOR ITS CREATION, COMPOSITION AND TERMS, MEETINGS AND DUTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS the City Commission desires to ensure the viability and permanency of the Parks and Recreation Advisory Committee by moving it from establishment by resolution to inclusion in the Code of Ordinances; and

WHEREAS, the City of Key West owns and operates a number of public parks and recreational facilities, and jointly operates and/or maintains additional facilities and public spaces in cooperation with the Monroe County School District, and Monroe County; and

WHEREAS the City recognizes that the parks and recreation facilities of Key West provide important opportunities for citizens of all ages to enjoy nature, master athletic skills and improve their physical and mental health through exercise, competition, education and quiet enjoyment; and

WHEREAS members of the public can bring unique and vital insight into possibilities and practical use of all of Key West's open space and recreational facilities; and

WHEREAS the City Commission desires to establish a parks and recreation advisory board that will make recommendations to the City Commission for ongoing improvements and to ensure the highest and best use of recreational facilities throughout the City of Key West; and

WHEREAS, the City Commission finds that the establishment of such a committee will serve to promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 2-610 is hereby added to the Code of Ordinances as follows:

Chapter 2 Administration

Article V. Committees, Boards and Commissions

Division 12. Parks and Recreation Advisory Board

**Sec. 2-610. The Key West Parks and Recreation
Advisory Board.**

There is hereby established in the Key West Code of Ordinances the Key West Parks and Recreation Advisory Board.

Section 2: That section 2-611 is hereby added to the Code of Ordinances as follows:

Sec. 2-611. Composition; term; compensation.

(a) There is hereby created a Key West Parks and Recreation Advisory Board, consisting of seven members. The mayor and each city commissioner shall appoint one member of the Parks and Recreation Advisory Board, which appointment shall not be subject to approval by the city commission. The members shall have a business, employment or be involved in one or more sports or environmental organizations located in Key West and reside in the Lower Keys from Key West to Big Pine Key. There may also be non-voting ex-officio members of the Board appointed by the organized sports leagues in the City, the Monroe County School District and the United States Navy.

(b) The term of each Parks and Recreation Board member shall run parallel to that of the appointing city commission member. The Parks and Recreation Board member's term shall end at the conclusion of the city commission member's term; a reelected commission member may reappoint a Parks and Recreation Board member.

(c) The members of the Board shall serve without pay.

Section 3: That section 2-612 is hereby added to the Code of Ordinances as follows:

Sec. 2-612. Duties.

(a) The mission and duties of the Board are as follows:

The mission of the Board shall be 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.

(b) The Advisory Board shall:

(1) Advise the City Commission on projects and uses for the park facilities which are consistent with the land development regulations, and any applicable conveyance documents.

(2) Explore funding sources to offset any potential taxpayer burdens.

(3) Study the feasibility of proposed projects and the viability of future projects.

(4) Facilitate productive communication and elicit opinions from all interested individuals and entities.

(5) Ensure parks and recreational facilities are accessible and equitable by promoting communication and collaboration among all parties.

Section 4: That section 2-613 is hereby added to the Code of Ordinances as follows:

Sec. 2-613. Organization.

(a) The Board shall be subject to City Code of Ordinances Section 2 - "Uniform Procedures for Advisory Boards."

(b) At least once per quarter, the Board shall transmit recommendations to the city commission via a written report.

Section 5: If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 6: All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 7: This Ordinance shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

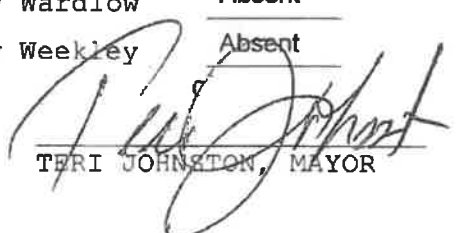
Read and passed on first reading at a regular meeting held this 7th day of July, 2022.

Read and passed on final reading at a regular meeting held this 2nd day of August, 2022.

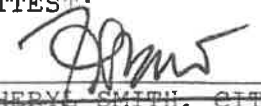
Authenticated by the presiding officer and Clerk of the Commission on 3rd day of August, 2022.

Filed with the Clerk August 3, 2022.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<u>Absent</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Absent</u>
Commissioner Jimmy Weekley	<u>Absent</u>


TERI JOHNSTON, MAYOR

ATTEST:


GHERYS SMITH, CITY CLERK

KERI O'BRIEN, DEPUTY CITY CLERK

RESOLUTION NO. 18-324

**A RESOLUTION OF THE CITY COMMISSION OF
THE CITY OF KEY WEST, FLORIDA,
ESTABLISHING THE "KEY WEST PARKS AND
RECREATION ADVISORY BOARD"; PROVIDING
FOR ITS COMPOSITION, STAFFING AND DUTIES;
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the City of Key West owns and operates a number of public parks and recreational facilities, and jointly operates and/or maintains additional facilities and public spaces in cooperation with the Monroe County School District, and Monroe County; and

WHEREAS, the City recognizes that the parks and recreation facilities of Key West provide important opportunities for citizens of all ages to enjoy nature, master athletic skills and improve their physical and mental health through exercise, competition, education and quiet enjoyment; and

WHEREAS, members of the public can bring unique and vital insight into possibilities and practical use of all of Key West's open space and recreational facilities; and

WHEREAS, the City Commission desires to establish a parks and recreation advisory board that will make recommendations to the City Commission for ongoing improvements and to ensure the highest and best use of recreational facilities throughout the City of Key West; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: Creation; Membership; Term. There is hereby created a Key West Parks and Recreation Advisory Board, consisting of seven members. The mayor and each city commissioner shall appoint one member of the Parks and Recreation Advisory Board, which appointment shall not be subject to approval by the city commission. The term of each Parks and Recreation Board member shall run parallel to that of the appointing city commission member. The Parks and Recreation Board member's term shall end at the conclusion of the city commission member's term; a reelected commission member may reappoint a Parks and Recreation Board member.

The members shall reside in the city of Key West or shall have a business, employment or be involved in one or more sports or environmental organizations located in Key West, and reside in the Lower Keys from Key West to Big Pine Key. There may also be non-voting ex-officio members of the Board appointed by the organized sports leagues in the City, the Monroe County School District and the United States Navy.

Section 2: Mission and Duties. The mission of the Board shall be 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.

The Advisory Board shall:

- A. Advise the City Commission on projects and uses for the park facilities which are consistent with the land development regulations, and any applicable conveyance documents.
- B. Explore funding sources to offset any potential taxpayer burdens.
- C. Study the feasibility of proposed projects and the viability of future projects.
- D. Facilitate productive communication and elicit opinions from all interested individuals and entities.

Section 3: The Board shall operate in accordance with the Florida Sunshine Law and the Florida Public Records Law. The Board shall appoint a chairperson and vice-chairperson and establish a schedule of its public meetings. Except as modified herein, the Board shall operate in accordance with City Code of Ordinances Chapter 2, Article V., Division 2 - "Uniform Procedures for Advisory Boards." The City Manager and City Attorney shall provide staff support to the Board on an as needed basis. The Board shall issue written recommendations to the City Commission at least a quarterly basis.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting
held this 16th day of October, 2018.

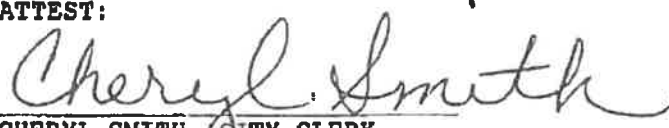
Authenticated by the Presiding Officer and Clerk of the
Commission on 17th day of October, 2018.

Filed with the Clerk on October 17, 2018.

Mayor Craig Cates	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>


CRAIG CATES, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

DIVISION 2. - UNIFORM PROCEDURES FOR ADVISORY BOARDS

Sec. 2-281. - Application.

Except as otherwise provided in this Code and in the land development regulations and excepting the city commission, this division shall be designated as the uniform procedures for the city's advisory boards, including those boards designated as commissions.

(Code 1986, § 11.01)

Sec. 2-282. - Appointment; tenure.

All persons who desire to serve on an advisory board shall be city residents, except as provided in section 46-62 of this Code or as otherwise provided by law. All such persons shall submit a resume to the city commission as part of their application. All advisory board members serve at the pleasure of the city commission and may be removed by majority vote of its full membership, notwithstanding that they were appointed for a specific term. No member derives any property rights in his appointed position.

(Code 1986, § 11.08; Ord. No. 03-20, § 1, 8-5-2003)

Sec. 2-283. - Officers.

From among its members the advisory board shall elect a chairperson and such other officers as it deems necessary.

(Code 1986, § 11.02)

Sec. 2-284. - Quorum; procedures.

The next whole number of members above 50 percent of the advisory board members shall constitute a quorum. Each advisory board shall adopt procedures for the conduct of its meetings.

(Code 1986, § 11.05)

Sec. 2-285. - Regular meetings.

The advisory board shall convene on a regularly scheduled basis at least once each month, and notice of such meeting shall be published in a newspaper of general circulation in the city at least five days in advance thereof. At any special or regular meeting the advisory board may set a future meeting date.

(Code 1986, § 11.03)

Sec. 2-286. - Absences.

If a member of an advisory board is absent from three consecutive regular meetings or is absent from more than one-half of the regularly scheduled meetings during any six-month period, without prior approval of the chairperson, the advisory board shall declare the member's office vacant. The advisory board shall certify the vacancy to the city commission. The chairperson shall give approval for absence for reasons of personal illness, family illness and death in the family, and may approve an absence for such other reason as the chairperson deems reasonable.

(Code 1986, § 11.09)

Sec. 2-287. - Special meetings.

Special meetings of an advisory board may be called by the chairperson or by written notice of three voting members. Reasonable notice of a special meeting shall be conspicuously posted; notice of a special meeting shall be published in a newspaper of general circulation in the city in all instances when time allows.

(Code 1986, § 11.04)

Sec. 2-288. - Open meetings.

Minutes shall be kept of all meetings of an advisory board. All such meetings shall be open to the public, and an agenda for each meeting shall be available to the public at city hall 48 hours in advance thereof; provided, however, that agendas for special meetings shall be available to the public either 48 hours before the special meeting or as soon before the meeting as practicable.

(Code 1986, § 11.06)

State Law reference— Open meetings law, F.S. § 286.011.

Sec. 2-289. - Conflict of interest.

- (a) All advisory board members are subject to the conflict of interest provisions of F.S. ch. 112. Board members with an actual conflict of interest in a particular agenda item shall not vote or in any way participate in the item. Accordingly, when a board member who has declared a conflict of interest is either the applicant or a representative of the applicant of the particular agenda item, that board member must remove himself from the dais during the discussion of the item.
- (b) Advisory board members shall refrain from using their official positions as board members to solicit or obtain business for personal remuneration. No board member shall use information not available to the general public and gained because of his official position for his personal gain or benefit or for the personal gain or benefit of any other person or business entity.
- (c) When considering an appointment or reappointment to an advisory board, the city commission shall consider the applicant's record of conflicts of interest.

(Code 1986, § 11.07)

State Law reference— Conflicts of interest, F.S. § 112.311 et seq.

Secs. 2-290—2-315. - Reserved.