

**CONTRACT EMPLOYEE
EMPLOYMENT AGREEMENT**

This Agreement is made and entered into this ___ day of September, 2025, by and between **Thomas Pakenas** (“Contract Employee”) and the **City of Key West, Florida** (“City”).

WITNESSETH

WHEREAS, a Citizens Review Board (CRB) for the City of Key West was created by referendum on November 5, 2002; and

WHEREAS, the CRB is authorized to employ an Executive Director to handle the day to day business matters of the CRB; and

WHEREAS, the CRB selected Thomas Pakenas as Executive Director at its meeting on October 18, 2022; and

WHEREAS, the Contract Employee has agreed to perform the services required for the CRB as an “at will” contract employee of the City;

NOW THEREFORE, in consideration of the mutual covenants herein contained the parties agree as follows:

Section 1 – DUTIES

City hereby employs the services of the Contract Employee to perform the functions and duties assigned by the CRB as set forth in Exhibit “A,” Job Description 4, attached hereto and made a part hereof.

Section 2 – TERM

2.1 This Agreement is for services to be performed commencing on the date stated above, and to continue for a term of one (1) year, unless earlier terminated as provided herein.

2.2 The CRB, acting on behalf of the City and the Contract Employee shall each have the right to terminate this Agreement immediately at any time, with or without cause.

Section 3 – SALARY AND ALLOWANCE

3.1 The City shall pay Contract Employee for services rendered pursuant to this Agreement an annual salary of \$60,564.74 (Sixty Thousand Five Hundred Sixty-four Dollars and seventy-four cents). This amount shall be paid in equal installments every two weeks on the same schedule as other employees of the City. There shall be no overtime payment. Travel expenses shall be paid at the same rates paid by the City to its employees from amounts budgeted for CRB expenses.

3.2 It is understood and agreed that Contract Employee shall not participate in the Civil Service System, the City Retirement Plan, nor shall the Contract Employee accrue any other of the ordinary benefits of employment of the City.

3.3 It is understood and agreed that Contract Employee shall participate in the City Health Plan.

Section 4 – OTHER TERMS AND CONDITIONS OF EMPLOYMENT

4.1 Contract Employee shall perform his duties under this Agreement in a manner satisfactory to the CRB. The Contract Employee serves at the pleasure of the CRB members and does not report to and is not subject to the direction of the City Manager of the City of Key West. However, the Contract Employee is subject to all City established policies and procedures. All disciplinary matters related to the performance of the Contract Employee are the sole responsibility of the CRB, provided the handling of such documents related to the CRB are provided to the City Manager for execution.

4.2 The Contract Employee shall carry out the duties and implement the policies set forth in Section 1.07 of the Charter of the City of Key West. The Contract Employee understands and agrees that he does not have the capacity to bind the City of Key West contractually, and therefore shall submit all contracts, leases and other such documents related to the CRB to the City Manager for execution.

4.3 This Agreement shall become effective upon execution by all parties.

4.4 This Agreement may not be modified or changed in whole or in part except by written amendment signed by all parties.

IN WITNESS WHEREOF, the parties hereto have set their hand and seal the day and year first above written.

CONTRACT EMPLOYEE

CITY

Thomas Pakenas, Executive Director
Citizens Review Board
Date: _____

Brian L. Barroso, City Manager
Date: _____

CRB BOARD CHAIRMAN

ATTEST:

Richard Haskins, Chairman
Citizen Review Board
Date: _____

Keri O'Brien, City Clerk
Date: _____