



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### City Commission

*Mayor Danise Henriquez*  
*Vice-Mayor Lissette Carey*  
*Commissioner Aaron Castillo*  
*Commissioner Monica Haskell*  
*Commissioner Mary Lou Hoover*  
*Commissioner Sam Kaufman*  
*Commissioner Donald "Donie" Lee*

#### Charter Officials

*Brian L. Barroso, City Manager*  
*Keri O'Brien, City Clerk*  
*Ronald Ramsingh, City Attorney*

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Tuesday, March 4, 2025

9:00 AM

City Hall

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**ADA Assistance:** It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number 1-800-955-8771 or for voice 1-800-955-8770 or the ADA Coordinator at 305-809-3811 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

**FOR VISUAL PRESENTATIONS:** For City Commission meetings the City Clerk's Office will need a copy of the presentation for the agenda at least 7 days before the meeting.

#### MORNING SESSION

**CALL MEETING TO ORDER - 9:00 A.M.**

#### ROLL CALL

*Commissioner Hoover was connected to media technology however she could not communicate due to technical issues and therefore could not be counted as present.*

**Absent** 1 - Commissioner Hoover

**Present** 6 - Vice Mayor Carey, Commissioner Castillo, Commissioner Haskell, Commissioner Kaufman, Commissioner Lee and Mayor Henriquez

**INVOCATION - Very Reverend Christopher Marino,  
Rector of Basilica St. Mary Star of the Sea**

**PLEDGE OF ALLEGIANCE TO THE FLAG**



- 3 \*Urging the Florida Legislature to enact HB 241/SB 350, which allows an exception to a prohibition against driving at slow speeds set forth in FS 316.183, to include compliance with local ordinances regulating operation of a motor vehicle or any other conveyance on flooded or inundated streets; Authorizing the City Clerk to transmit a certified copy of this Resolution to designated members of Florida Legislature.

**Sponsors:** Commissioner Hoover

**Attachments:** [Resolution](#)  
[HB 241 Proposed 2025](#)  
[SB 350 Proposed 2025](#)

**Passed**

Enactment No: Res 25-028

- 4 \*Approving and authorizing the City Manager to execute the attached Agreement between the City of Key West, Florida, and the Conch Republic Independence Celebration, LLC, the Key West Cultural Preservation Society, Bourbon Street Pub, Inc., Petronia St. Neighborhood Association, Inc., UCC Whale Center DBA Flagship Wolf Preservation, Key West Police Athletic League, and the Sister Season Fund, Inc., for the 43rd Annual Conch Republic Independence Celebration from April 19, 2025, through April 26, 2025.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Agreement](#)  
[Drag Race Application & Approvals](#)  
[Street Fair Application & Approvals](#)  
[World's Longest Parade on Duval Application & Approvals](#)  
[Great Sea Battle Application & Approvals](#)  
[Bed Races Application & Approvals](#)  
[Brawl on Duval Application & Approvals](#)

**Passed**

Enactment No: Res 25-029

- 5 \*Authorizing Nichols Scanlon Foundation DBA Max's Angels to conduct the Reelin for the Cause Kids Fishing Tournament at the Edward Knight Pier on Saturday, April 26, 2025, from 3:00 P.M. to 8:30 P.M.; Pursuant to terms and conditions set forth by the City Manager; Authorizing the sale and consumption of alcoholic beverages within the enclosed area.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Application & Approvals](#)

**Passed**

Enactment No: Res 25-030

- 6 \*Authorizing Lauren's Kids to hold Walk In My Shoes 2025 - Key West on Wednesday, April 2, 2025, from 5:30 A.M. 8:00 A.M beginning at the Southernmost Point; Authorizing the closure of certain streets or portions thereof for said walk from 5:30 A.M. to 8:00 A.M.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Application & Approvals](#)

**Passed**

Enactment No: Res 25-031

- 7 \*Authorizing KW Songwriters, LLC. DBA Key West Songwriters Festival to conduct a free concert on the 200 block of Duval Street and Greene Street between Fitzpatrick and Ann Streets on May 3, 2025, from 7:00 P.M. to 10:00 P.M (set up at 6:00 A.M. and breakdown midnight); Granting a Special Event Permit pursuant to Section 6-86 of the Code of Ordinances; Granting an exemption from the Noise Control Ordinance pursuant to Section 6-86 of the Code of Ordinances; Pursuant to terms and conditions set forth by the City Manager.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Application & Approvals](#)

**Passed**

Enactment No: Res 25-032

- 8 \*Authorizing Run for Rhonda Charity, Inc. to conduct the Run for Rhonda at the Truman Waterfront Park on Sunday, May 4, 2025, from 7:00 A.M. to 11:00 A.M. (Setup beginning at 5:00 A.M.); Pursuant to terms and conditions set forth by the City Manager; Authorizing the consumption of alcoholic beverages within the enclosed area.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Application & Approvals](#)

**Passed**

Enactment No: Res 25-033

- 9                   \*Authorizing the Rotary Club of Key West, Florida, Inc. to conduct a fundraiser at McCoy Indigenous Park and fireworks on the Edward B. Knight Pier on July 4, 2025; Authorizing fireworks display off the Edward B. Knight Pier on July 4, 2025 from 9:00 P.M. to 10:00 P.M.; Authorizing the sale and consumption of alcoholic beverages at McCoy Indigenous Park on July 4, 2025 from 4:00 P.M. to 10:00 P.M.

**Sponsors:**           City Manager Barroso

**Attachments:**       [Resolution](#)  
                              [Cover Memo](#)  
                              [Application & Approvals](#)

**Passed**

Enactment No: Res 25-034

- 10                   \*Accepting and awarding the bids received in response to ITB 25-006 for exterior painting of Police and Fire Stations, and interior painting of Police Station from Five 12 Painting & Remodeling, LLC in an amount not to exceed \$80,000.00; Authorizing the City Manager to negotiate and execute any necessary documents, upon consent of the City Attorney; Authorizing any necessary budget amendments or adjustments.

**Sponsors:**           City Manager Barroso

**Attachments:**       [Resolution](#)  
                              [Cover Memo](#)  
                              [Bid Memo](#)  
                              [Bid Opening](#)  
                              [Bid Sign In Sheet](#)  
                              [Five 12 Painting & Remodeling LLC Proposal](#)  
                              [ITB 25-006 Bid Documents](#)  
                              [Addendum](#)

**Passed**

Enactment No: Res 25-035

- 11                   \*Authorizing the procurement of 600 stacking chairs and 20 carts for the Coffee Butler Key West Amphitheater at a cost of up to \$65,505.46, from MityLite, Inc. through piggybacking on the BuyBoard Cooperative No. 667-22 Contract, pursuant to Section 2-797(3) of the Code of Ordinances; Authorizing any necessary budget transfers or adjustments; Authorizing the City Manager to execute documents upon consent of the City Attorney.

**Sponsors:**           City Manager Barroso

**Attachments:**       [Resolution](#)  
                              [Cover Letter](#)  
                              [Purchasing Memo](#)  
                              [Quote](#)  
                              [Buy Board RFP](#)  
                              [Buy Board MityLite Award](#)  
                              [Buy Board MityLite Renewal](#)

**Passed**

Enactment No: Res 25-036

- 12                   \*Accepting and awarding the proposal received in response to RFP 24-010 for "Standby Emergency Feeding Services" from Star of the Sea (S.O.S.) Foundation, Inc.; Authorizing the City Manager to negotiate and execute an Agreement, for "Standby Emergency Feeding Services," upon consent of the City Attorney; Authorizing any necessary budget amendments or adjustments.

**Sponsors:**           City Manager Barroso

**Attachments:**       [Resolution](#)  
                              [Cover Memo](#)  
                              [Bid Memo](#)  
                              [RFP 24-010 Bid Documents](#)  
                              [S.O.S. Foundation Proposal](#)

**Passed**

Enactment No: Res 25-037

13

\*Authorizing the purchase of one (1) Wilo submersible sewage pump and equipment, from PSI Technologies, Inc., on Brand Name, Sole Source, and in the Best Interests of the City, pursuant to Sections 2-844, 2-797(1), and 2-797(4) (b) of the Code of Ordinances, and in the Best Interests of the City, pursuant to Section 2-797(4), in a total amount not to exceed \$66,500.00; Authorizing any necessary budget transfers.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Quote](#)  
[Procurement Memo](#)  
[Sole Source Letter](#)

**Passed**

Enactment No: Res 25-038

14

\*Approving Amendment 1 to Task Order 11-23 for Jacobs Engineering Group, Inc. in an amount not to exceed \$8,922.00 to add bid phase services for installation of a grinder at wastewater Pump Station F; Authorizing any necessary budget transfers and adjustments; Authorizing the City Manager to execute any necessary documents upon consent of the City Attorney.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Change Order](#)  
[Amendment #1 for Bid Phase Services, TO 11-23 Pump Station F, Grinder Installation, rev 2-14-2025, Jacobs](#)  
[Resolution 24-078 / TO 11-23](#)  
[Resolution 23-029](#)  
[Jacobs Engineering Group contract](#)

**Passed**

Enactment No: Res 25-039



15

\*Approving a Change Order to Task Order No. 9 to Black & Veatch Corporation for construction phase services for replacement of activated sludge pumps, to include return activated sludge (RAS) and waste activated sludge (WAS) instrumentation and plumbing at the Richard A. Heyman Environmental Protection Facility in an amount not to exceed \$37,295.00; Authorizing any necessary budget adjustments; Authorizing the City Manager to execute documents upon consent of the City Attorney.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Change order proposal](#)  
[Resolution 21-078](#)  
[Resolution 22-028](#)  
[Resolution 23-191](#)  
[Resolution 22-171](#)

**Passed**

Enactment No: Res 25-040

16

\*Approving pursuant to Section 2-797(4) of the Code of Ordinances a Change Order in the amount of \$75,197.34 for additional necessary tasks, under the Contract awarded to Reynolds Construction of Florida, LLC awarded under ITB #23-007 for Richard A. Heyman Environmental Protection Facility RAS and WAS Pump System Replacement Project; Authorizing any necessary budget transfers and amendments; Authorizing the City Manager to execute necessary documents upon advice and consent of the City Attorney.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Pipe Stand Replacement Proposal](#)  
[Pipe Lining Proposal](#)  
[Resolution 23-191 Contract Award](#)

**Passed**

Enactment No: Res 25-041

- 17                   \*Authorizing the procurement of Infiltration and Inflow Investigation (Smoke Testing and Manhole Investigation) Services, and the purchase of manhole inflow prevention dishes from USSI, LLC, by piggybacking on a Government Contract, pursuant to Section 2-797(3) of the Code of Ordinances, and in the best interests of the City, pursuant to Section 2-797(4)(b), in a total amount not to exceed \$122,639.25; Authorizing necessary budget transfers and adjustments; Authorizing the City Manager to execute necessary documents upon consent of the City Attorney.

Sponsors:           City Manager Barroso

Attachments:       [Resolution](#)  
[Cover Memo](#)  
[Quote](#)  
[\\*Large File\\* Agreement](#)  
[Invitation to Bid Document](#)  
[Agreement Extended to the City](#)

**Passed**

Enactment No: Res 25-042

#### **Approval of the Consent Agenda**

A motion was made by Commissioner Castillo, seconded by Vice Mayor Carey to Approve the Consent Agenda. The motion was carried unanimously.

#### **COMMENDATIONS**

- 18                   Enid Torregrosa-Silva, Historic Preservation Planner

Sponsors:           City Commission

**Received and Filed**

#### **PROCLAMATIONS**

- 19                   Women's History Month

Sponsors:           Mayor Henriquez

Attachments:       [Proclamation](#)

**Received and Filed**

**20** National Athletic Training Month

**Sponsors:** Mayor Henriquez

**Attachments:** [Proclamation](#)

Received and Filed

**PRESENTATIONS****21** State of the City - Mayor Danise Henriquez

**Sponsors:** Mayor Henriquez

Received and Filed

**22** City of Key West Employee Service Awards, March 2025 -  
Bridget Flores, Human Resources

**Sponsors:** City Manager Barroso

**Attachments:** [Cover Memo](#)

Received and Filed

**RESOLUTIONS****23** Authorizing Hindu Charters to conduct the S/V Hindu 100th Anniversary on Sunday, March 16, 2025, from 10:00 A.M. to 10:00 P.M. on the C-Dock and the Margaret Street Plaza; Granting a Special Event Permit pursuant to Section 6-86 of the Code of Ordinances; Pursuant to terms and conditions set forth by the City Manager; Granting an exemption from the Noise Control Ordinance pursuant to Section 6-86 of the Code of Ordinances.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)

[Cover Memo](#)

[Application & Approvals](#)

Commissioner Haskell recused herself for this item and left the dais.

A motion was made by Commissioner Lee, seconded by Commissioner Castillo, that the Resolution be Passed. The motion carried by the following vote:

**Recuse:** 1 - Commissioner Haskell

**Absent:** 1 - Commissioner Hoover

**Yes:** 5 - Vice Mayor Carey, Commissioner Castillo, Commissioner Kaufman, Commissioner Lee and Mayor Henriquez

Enactment No: Res 25-043

24

Directing the City Manager to accept and review an unsolicited proposal and application fee received from Fortress Security for the development, financing, and construction of a new Fire Station #3 and to provide findings; Providing for any necessary budget transfers or adjustments.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Ordinance 25-02](#)  
[Public Comment - Smith](#)

**Commissioner Haskell returned to the dais.**

**A motion was made by Commissioner Castillo, seconded by Commissioner Lee, that the Resolution be Passed. The motion carried by the following vote:**

**Absent:** 1 - Commissioner Hoover

**Yes:** 6 - Vice Mayor Carey, Commissioner Castillo, Commissioner Haskell, Commissioner Kaufman, Commissioner Lee and Mayor Henriquez

Enactment No: Res 25-044

**DISCUSSION**

25

Status of Admiral's Cut

**Sponsors:** Commissioner Kaufman

**Discussed**

**CITY MANAGER'S REPORT**

26

## Department Reports

**Sponsors:** City Manager Barroso

**Attachments:** [January 2025 Building Dept](#)  
[January 2025 Code & Licensing Dept.](#)  
[January 2025 Cumminity Services](#)  
[January 2025 Engeering Dept.](#)  
[January 2025 Fire Dept.](#)  
[January 2025 Finance Dept.](#)  
[January 2025 Housing and Community Development](#)  
[January 2025 HR Dept](#)  
[January 2025 Information Technology](#)  
[January 2025 Parking Dept.](#)  
[January 2025 Planning Dept.](#)  
[January 2025 Police Dept.](#)  
[January 2025 Port and Marine Services](#)  
[January 2025 Property Manager](#)  
[January 2025 Public Information](#)  
[January 2025 Transit Dept.](#)  
[January 2025 Utilities Dept.](#)

### Received and Filed

*10:13 A.M. - Commissioner Hoover arrived to meeting virtually via media technology with all communication abilities working properly*

**CITY ATTORNEY'S REPORT**

**CITY CLERK'S REPORT**

**COMMISSION COMMENTS**

**RECESS - 10:43 A.M**

**EVENING SESSION**

**RECONVENE - CALL TO ORDER - 5:01 P.M.**

**ROLL CALL**

**Present** 7 - Vice Mayor Carey, Commissioner Castillo, Commissioner Haskell, Commissioner Hoover, Commissioner Kaufman, Commissioner Lee and Mayor Henriquez

**INVOCATION - Very Reverend Christopher Marino,  
Rector of Basilica St. Mary Star of the Sea**

**PLEDGE OF ALLEGIANCE**

**CITIZEN COMMENTS**

**APPROVAL OF AGENDA**

*The agenda was unanimously approved as amended to include the add-on item from the Morning Session*

**PROCLAMATIONS**

**27** Spread the Word Month for Inclusion

**Sponsors:** Mayor Henriquez

**Attachments:** [Proclamation](#)

**Received and Filed**

**PRESENTATIONS**

**28** Mallory Square Master Plan

**Sponsors:** City Manager Barroso

**Received and Filed**

**RESOLUTIONS**

29

Directing staff to initiate a Request for Proposals process to perform Reef Restoration or to exercise a one year renewal with Mote Marine in accordance with Sec. 80-3, Code of Ordinances.

**Sponsors:** Commissioner Haskell

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Res 24-168](#)  
[Res 23-053](#)  
[Mote Marine Consulting Agreement Draft](#)

**A motion was made by Commissioner Castillo, seconded by Commissioner Lee, that the contract with Mote Marine to perform reef restoration be extend for one year beginning March 1, 2025. The motion carried by the following vote:**

**No:** 1 - Commissioner Haskell

**Yes:** 6 - Vice Mayor Carey, Commissioner Castillo, Commissioner Hoover, Commissioner Kaufman, Commissioner Lee and Mayor Henriquez

Enactment No: Res 25-045



30

**Major Development Plan, Conditional Use - 1904-1906 Flagler Avenue (RE# 00063480-000000) and 1908 Flagler Avenue (RE# 00063450-000000)** - Approving a Major Development Plan and Conditional Use approval for the expansion of an existing school on property located within the Limited Commercial (CL) Zoning District pursuant to Chapter 108, Section 108-91, and Article III through IX; and Chapter 122, Article IV, Division 4, Subdivision II of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Planning Board Resolution MDP](#)  
[Staff Report](#)  
[Revised Landscape Plans](#)  
[Tree Commission Minutes](#)  
[Applicant's Tree Report and Assessment](#)  
[Traffic Report](#)  
[Planning Package](#)  
[Utilities Comments](#)  
[Urban Forestry Comments](#)  
[Keys Energy Comments](#)  
[Noticing Package](#)  
[PB Res 2024-042 Variance](#)  
[Public Comment in Support](#)

**A motion was made by Commissioner Castillo, seconded by Vice Mayor Carey, that the Resolution be Passed with conditions as outlined by staff except Condition #6 to be amended to read 'Prior to the issuance of a building permit, the applicant shall continue to work with staff to provide a queuing assessment, transportation management plan, and parking capacity and needs assessment subject to the approval of the Key West City Manager'. The motion carried by the following vote:**

**Yes:** 7 - Vice Mayor Carey, Commissioner Castillo, Commissioner Haskell, Commissioner Hoover, Commissioner Kaufman, Commissioner Lee and Mayor Henriquez

Enactment No: Res 25-046

31

**Subdivision Requirements Waiver - 1905 Staples Avenue (RE# 00046930-000000) - Approving/Denying a request for a Subdivision Waiver on property located at 1905 Staples Avenue (RE#00046930-000000) within the Limited Commercial (CL) Zoning District pursuant to Sections 122-390 and Chapter 118, Article II, Division 2 of the Land Development Regulations of the City of Key West, Florida.**

**Sponsors:** City Manager Barroso

**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Planning Package](#)

**A motion was made by Commissioner Lee, seconded by Commissioner Hoover, that the Subdivision Waiver be Approved. The motion carried by the following vote:**

**No:** 1 - Commissioner Kaufman

**Yes:** 6 - Vice Mayor Carey, Commissioner Castillo, Commissioner Haskell, Commissioner Hoover, Commissioner Lee and Mayor Henriquez

Enactment No: Res 25-047

## **ORDINANCES – FIRST READING**

32

An Ordinance of the City of Key West, Florida, pursuant to Section 8.01 of the Key West Charter proposing that Section 3.01(a) of the Key West Charter be amended to change the term of Mayor from two years to four years; Proposing that Section 3.01(b) of the Key West Charter be amended to amend the term limits for future mayors of the City Commission; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** Mayor Henriquez

**Attachments:** [Revised Ordinance](#)  
[Ordinance](#)  
[Cover Memo](#)  
[FI League of Cities memo](#)

**A motion was made by Commissioner Castillo, seconded by Vice Mayor Carey, that the Ordinance be Passed to Second Reading. The motion carried by the following vote:**

**No:** 1 - Commissioner Kaufman

**Yes:** 6 - Vice Mayor Carey, Commissioner Castillo, Commissioner Haskell, Commissioner Hoover, Commissioner Lee and Mayor Henriquez

**ORDINANCES - SECOND READING (Public Hearing and Proposed Adoption)**

33

**Text Amendment of the Land Development Regulations** - An Ordinance of the City of Key West, Florida, amending Chapter 90 of the Code of Ordinances, entitled "Administration" by amending Section 90-487 to allow for the establishment of the Zoning in Progress Doctrine by resolution of a supermajority of the City Commission and including certain notice procedures; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** City Manager Barroso

**Attachments:** [Ordinance](#)  
[Cover Memo](#)  
[PB Res 2025-005 ZIP](#)  
[Staff Report](#)  
[Last Stand Comments](#)  
[Public Comment - Protect our Residential Neighborhood](#)

**A motion was made by Commissioner Castillo, seconded by Vice Mayor Carey, that the Ordinance be Adopted. The motion carried by the following vote:**

**Yes:** 7 - Vice Mayor Carey, Commissioner Castillo, Commissioner Haskell, Commissioner Hoover, Commissioner Kaufman, Commissioner Lee and Mayor Henriquez

Enactment No: Ord 25-09

34

**Text Amendment to the Historic Architectural Review Commission's Guidelines** - An Ordinance of the City of Key West, Florida, to amend the Historic Architectural Review Commission Guidelines for roofing, specifically Section VI (C.) ROOFING, as referenced in Chapter 90 (Administration), Article II, Division 4 - Historic Architectural Review Commission of the City of Key West Land Development Regulations; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

Sponsors: City Manager Barroso

Attachments: [Ordinance](#)  
[Cover Memo](#)  
[Planning Board Resolution 2025-004](#)  
[Staff Report](#)

**A motion was made by Commissioner Castillo, seconded by Commissioner Haskell, that the Ordinance be Adopted. The motion carried by the following vote:**

**Yes:** 7 - Vice Mayor Carey, Commissioner Castillo, Commissioner Haskell, Commissioner Hoover, Commissioner Kaufman, Commissioner Lee and Mayor Henriquez

Enactment No: Ord 25-10

**ADJOURNMENT - 7:22 P.M.**