



Monthly Building Department Report

To: Brian L. Barroso, City Manager

Date: July 17 , 2025

From: Building Department

Subject: May 2025 Building Department Report

- **Building Permits**

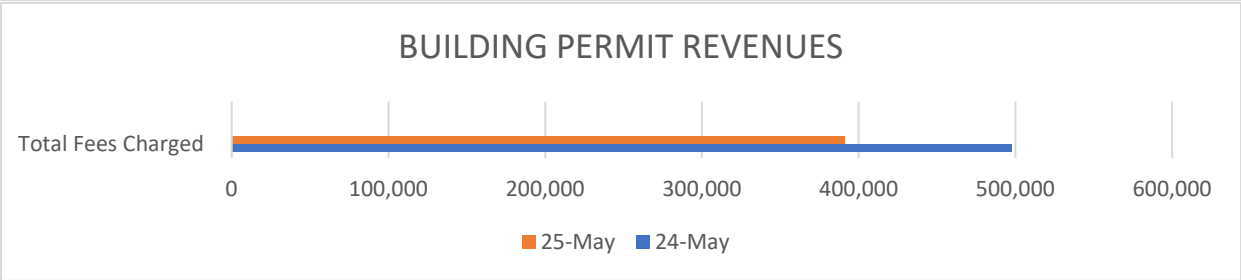
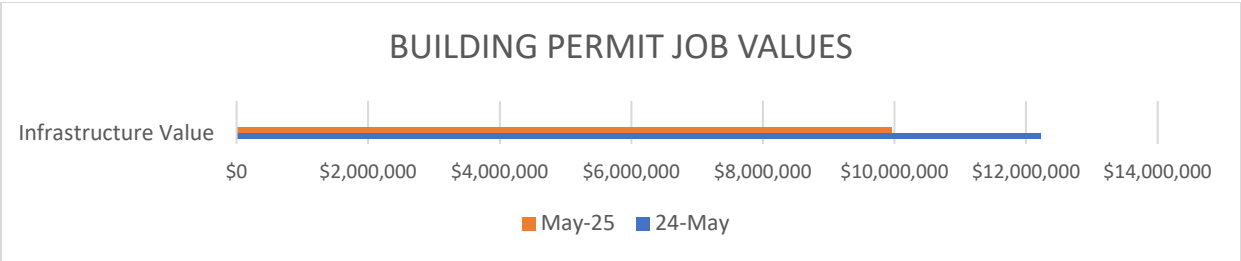
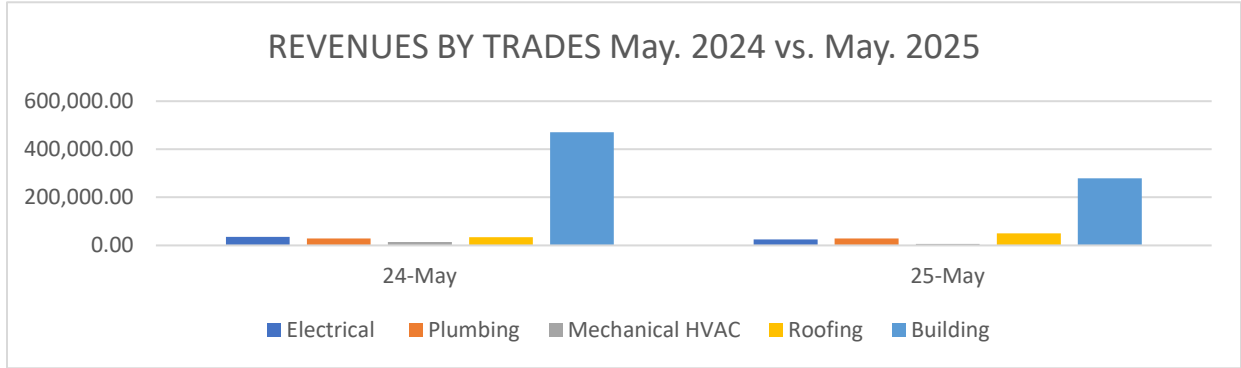
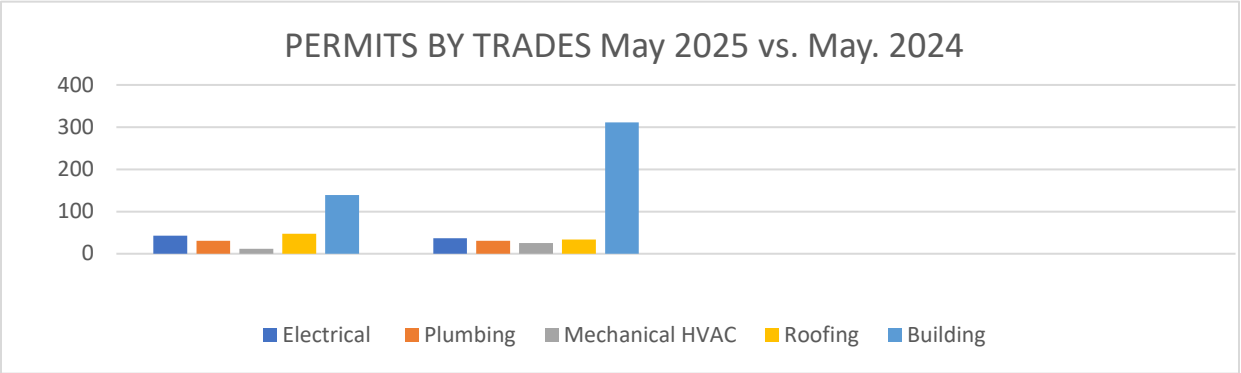
- 318 Permit Applications Received
 - 272 Permits Issued
 - 12 Void/Withdrawn
 - 29 Permits Ready for Pickup
 - 3 Approved w/ Conditions
 - 8 Under Planning/HARC Review
 - 3 Under Building Review
 - 1 Incomplete Applications
 - 28 Under Information Required
 - 129 Permits Completed
- Total permit projects valuations \$9,965,240.84
- Total permit fees charged- \$390,982.40
- Total permit fees paid- \$375,905.62
- 19 Expired permits from 2018 were administratively closed.
- 145 Permits about to expire in June
- Outstanding permit fees are 265730.01 for 143 permits with status "Ready for Pickup" in the month of May.

- **Inspections**

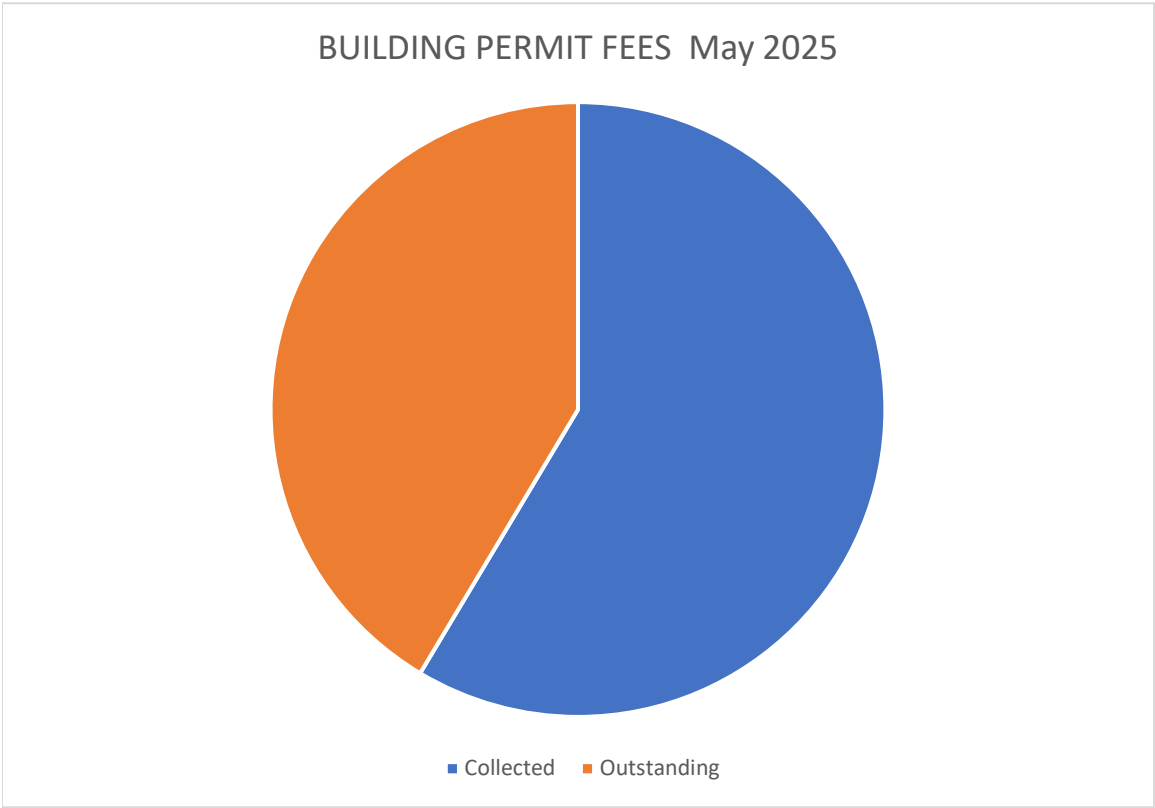
- 613 Complete Inspections
 - **139 Tarin Wright**
 - **92 Terry Richardson**
 - **4 Ron Wampler**
 - **58 Rick Milelli**
 - **133 Edward Keane**
 - **7 Harc Inspector**
 - **4 Michael Anderson**

176 completed by Private Providers (Owner's Option)

May 2025 vs. May. 2024



DATES	# OF ELECTRICAL	# OF PLUMBING PERMITS	# OF MECHANICAL HVAC	# OF ROOFING PERMITS	# OF BUILDING PERMITS	TOTAL PERMITS	INFRASTRUCTURE VALUE	%	TOTAL FEES CHARGED	%
May 2025	43	31	12	47	139	272	\$9965240.87	-18%	\$390,928.40	-21%
May 2024	37	31	25	34	184	311	\$12231235.46		497426.27	





Permits Issued - Summary by Type

City of Key West

Date Range Between 5/1/2025 and 5/31/2025

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
2 FAMILY HOME	1	\$484,000.00	\$12,560.85
ACCESSORY STRUCTURE	2	\$194,500.00	\$7,667.61
AWNINGS	1	\$6,800.00	\$490.81
CARPORT	1	\$55,000.00	\$2,786.18
DECK	9	\$147,668.00	\$6,305.84
DEMO OTHER	3	\$19,535.00	\$1,309.78
DEMO PARTIAL	1	\$10,000.00	\$472.38
DEMOLITION	1	\$78,000.00	\$3,180.13
ELECTRIC SOLAR	2	\$111,546.00	\$4,421.60
ELECTRICAL	41	\$439,492.00	\$21,096.68
FENCE	7	\$76,625.00	\$1,841.58
FIRE SPRINKLER SYSTEM	1	\$78,500.00	\$3,356.94
FIRE SUPPRESSION	1	\$5,941.81	\$458.75
FOUNDATION	2	\$70,000.00	\$3,013.54
FUEL GAS	1	\$269,218.00	\$5,555.45
MECHANICAL HVAC	12	\$117,810.31	\$5,740.99
OTHER STRUCTURE	3	\$290,200.00	\$13,343.66
PAVERS	3	\$23,000.00	\$1,098.34
PLUMBING	28	\$409,373.42	\$20,056.23
POOL	2	\$158,800.00	\$6,874.12
POOL RESURFACING	12	\$226,160.00	\$7,116.39
RENOVATION EXTERIOR	51	\$2,020,236.33	\$83,611.25
RENOVATION INTERIOR	29	\$1,629,875.00	\$67,046.13
ROOFING	47	\$1,206,660.00	\$50,600.24
SHED	1	\$2,000.00	\$641.11
SIGN NO ELECTRIC	4	\$11,500.00	\$973.03
SIGN WITH ELECTRIC	3	\$20,400.00	\$1,081.82
SINGLE FAMILY HOME	2	\$1,800,000.00	\$58,153.84
SITE WORK	1	\$2,400.00	\$127.13
Totals:	272	\$9,965,240.87	\$390,982.40



Permits Issued - Summary by Type

City of Key West

Date Range Between 5/1/2024 and 5/31/2024

PERMIT TYPE	NUMBER OF PERMITS ISSUED	VALUATION	FEES CHARGED
ACCESSORY STRUCTURE	1	\$6,700.00	\$321.68
ADDITION	2	\$315,000.00	\$14,189.02
AWNINGS	1	\$4,500.00	\$454.78
CARPORT	1	\$45,000.00	\$1,206.26
COMMERCIAL STRUCTURE NEW	1	\$1,125,000.00	\$38,274.98
DECK	4	\$15,250.00	\$1,561.33
DEMO ELECTRICAL	1	\$1,500.00	\$141.11
DEMO OTHER	2	\$30,000.00	\$1,617.49
DEMO PARTIAL	3	\$13,100.00	\$1,146.93
DEMOLITION	3	\$36,300.00	\$2,162.93
ELECTRICAL	35	\$309,356.00	\$16,041.86
FENCE	16	\$175,260.00	\$6,511.44
FIRE SPRINKLER SYSTEM	5	\$403,734.00	\$17,103.62
FIRE SUPPRESSION	2	\$21,492.41	\$1,338.00
FOUNDATION	2	\$141,000.00	\$6,066.90
FOUNDATION REPAIR	1	\$25,000.00	\$1,410.28
FUEL GAS	2	\$6,176.43	\$1,057.67
GUTTERS	1	\$2,200.00	\$177.92
MECHANICAL HVAC	24	\$1,150,304.74	\$13,518.03
OTHER STRUCTURE	1	\$75,000.00	\$3,063.80
PAVERS	1	\$1,000.00	\$248.95
PLUMBING	28	\$535,706.00	\$26,098.09
POOL	8	\$473,000.00	\$20,172.63
POOL RESURFACING	5	\$39,390.00	\$2,888.80
RENOVATION EXTERIOR	68	\$3,765,985.90	\$172,100.82
RENOVATION INTERIOR	23	\$1,885,510.98	\$82,898.18
ROOFING	34	\$872,211.00	\$34,562.65
SHUTTERS	1	\$24,000.00	\$1,386.60
SIGN NO ELECTRIC	5	\$8,058.00	\$1,851.95
SINGLE FAMILY HOME	2	\$720,000.00	\$27,513.75
SITE WORK	1	\$4,500.00	\$337.82
Totals:	284	\$12,231,235.46	\$497,426.27



Monthly Code & Licensing Department Report

To: Brian L. Barroso, City Manager

Date: June 6, 2025

From: Ashley Dixon, Legal Analyst Recording Secretary Code Enforcement

Subject: May Report 2025

Licensing Department

- The Licensing Department has issued 315 new business tax receipts since January 1st.
- We currently have 9,379 active business tax receipts/ regulatory licenses on file.
- Go Live date for renewals is Tuesday July, 8th

Code Department

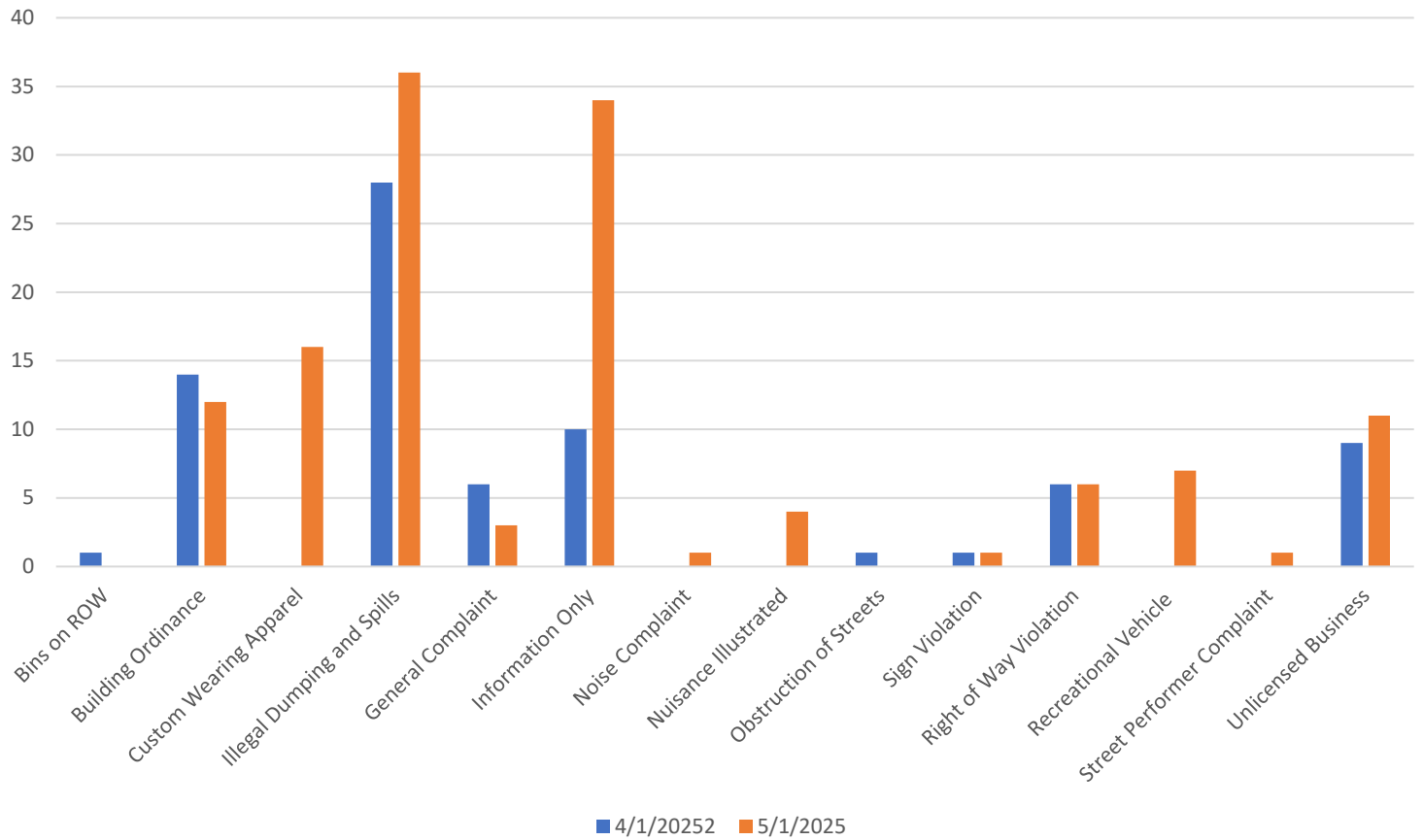
Cases logged and Revenue Generated

Cases opened this month	135
Cases opened this fiscal year	1200
Revenue this month	\$6,873.76
Revenue this fiscal year	\$59,870.46
Cases closed this month	106
Cases closed this fiscal year	1168

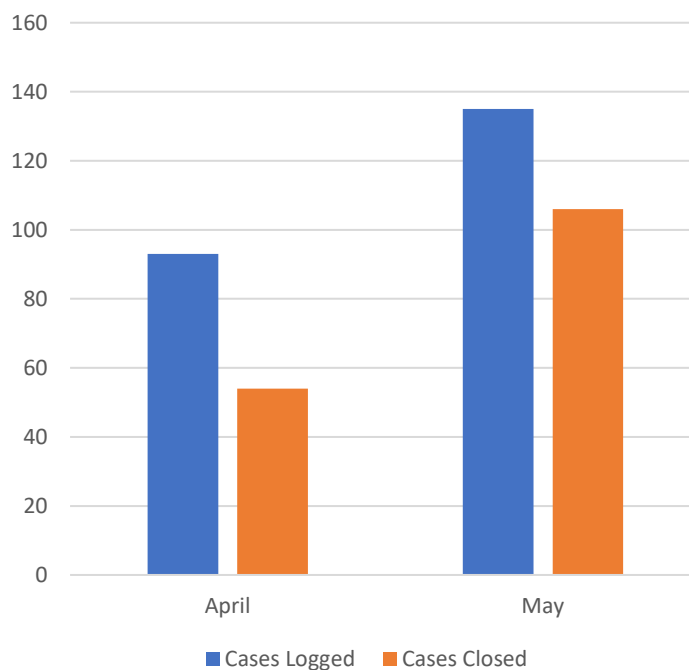
CASES LOGGED IN FY 24/25

CODE VIOLATIONS	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May. 2025	Totals
ADA		1		1	1		1		4
BINS ON RIGHT OF WAY	6	1	10	3	2	5	1		28
BUILDING ORDINANCE	11	10	6	18	6	21	14	12	98
CONDITIONAL USE VIOLATION				1					1
CUSTOM WEARING APPAREL					1		7	16	24
DANGEROUS CONDITIONS						1			1
DEBRIS ON RIGHT OF WAY							1	2	3
DELINQUENT BUSINESS TAX RECEIPT					395	3			398
DELINQUENT REGULATORY LICENSE		4			9			1	14
Facial Coverings									0
EXTERIOR DISPLAY		2	1		16	1			20
FALSE ALARM APPEAL	15			14			5		34
FEMA REGULATION									0
GENERAL COMPLAINT	3	6	10	8	3	5	6	3	44
GRAFFITI					1				1
ILLEGAL DUMPING/ SPILLS	23	24	12	12	9	14	28	36	158
ILLEGAL DWELLING UNITS	1		8	1			2		12
INFORMATION ONLY					1		10	34	45
CODE VIOLATIONS	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May. 2025	Totals
LINE OF SIGHT	1		1						2
NO GARBAGE ACCOUNT	2		1	2	3				8
NUISANCE ILLUSTRATED	2		6	3	1			4	16
NOISE COMPLAINT		3	1	2	3	6		1	16
LITTERING									0
OBSTRUCTION OF STREETS	1			1	2	1	1		6
OFF PREMISE CANVASSING	1	1							2
OVERGROWN LOT, TRASH ON LOT		2							2
RECREATIONA L VEHICLE COMPLAINT					3	1		7	11
REFUSE DISPOSAL									0
RIGHT OF WAY VIOLATION	10	5	8	6	7	11	6	6	59
SIGN VIOLATIONS	1	1	1	3	4		1	1	12
SPEAKER VIOLATION									0
STREET PERFORMER COMPLAINT	1			2	3			1	7
TRANSIENT RENTAL	7	1			3	1			12
TREE VIOLATION							1		1
UNLAWFUL DEPOSIT									
UNLICENSED BUSINESS	15	3	4	66	4	18	9	11	130
VEHICLE FOR HIRE			11						11
Totals	100	64	68	143	477	88	93	135	1168

April 2025 vs. May 2025 Code Cases



Code Cases





Monthly CS Department Report

To: Brian L. Barroso, City Manager

Date: June 4, 2025

From: Marcus Davila, Director of Community Services

Subject: Monthly City Manager Update/May

Key West Cemetery

- Met with 22 different families regarding different inquiries about current burials, new burials, construction permits for new construction and repairs to current structures in family lots, family plot ownership, rights to sell plot, disinterment's and relocating family members, purchase niche or vault.
- 1 Cremation burials
- 2 Full burials
- \$918 received for plaques, scrolls, flower vase, cameos.
- Sold 1 niche
- 3 construction permits pulled by families.
- \$1,937 collected on Perpetual care, tent/chair rental, casket tray fees.
- 32 walk-in inquiries, 1 electronic inquiries, 13 field search/grave inquiries, 4 burial cards pulled.

Events

- Over 10 events including Songwriters Festival, Run for Rhonda, Law Enforcement Memorial, and Memorial Day Ceremony.

May- See Click Fix Report

Request Category	Created	Acknowledged	Closed	Avg Days to Acknowledge	Average Days to Close
Abandoned Property	3	1	3	0.1	1.5
City Building Maintenance (Community Services)	96	94	96	0	2.5
Code Enforcement Concern	5	1	5	0.1	2.6
Corner Visibility	1	0	1		2
FMT Category for maintenance	7	5	7	1.6	3.7
Curb Issue	6	6	4	4.5	5.7
Graffiti	1	1	1	0.9	11.9
Illegal Dumping on Public Property	3	2	3	0	6.5
Litter	2	1	2	0	0.1
Missed Curbside Collection	1	1	1	1	1
Pavement Marking	11	11	11	5.3	14.2
Pothole	7	5	7	0.8	3
Public Beach	1	1	1	0.1	0.2
Public Park	4	4	4	1.1	9.8
Right of Way Concern	1	1	1	0	2.2
Sidewalks	16	13	13	4.5	5.1
Signage	20	19	20	11.2	18.9
Storm Drain	5	5	5	0.2	1.9
Street Gutter	2	2	2	0	2.1
Streetlights	1	1	1	0	0.1
Streets	4	3	3	6	7
Tree Concerns	8	6	6	2.4	4.7
Trim Trees on Public Property	14	13	14	0.5	4.7
Parking Concerns	5	3	5	0.7	1.5
Homeless Encampment	2	2	2	15.5	15.6
Pickup on ROW	3	2	3	6.7	10.8
Abandoned Bicycle	3	3	2	3.1	4.8
Bicycle Rack Maintenance	2	1	2	15	24.7
Bicycle Rack Request	1	1	1	11	15
Request a Waste Management Bin	2	2	2	0	1
Bulk Waste Pick Up Request for Waste Manager	2	2	2	0	0.4



Monthly Engineering Department Report

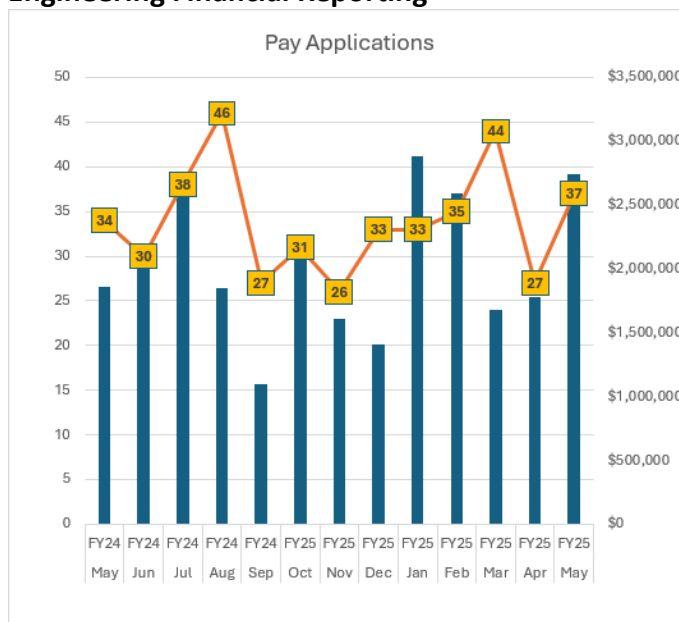
To: Brian L. Barroso, City Manager

Date: May 31, 2025

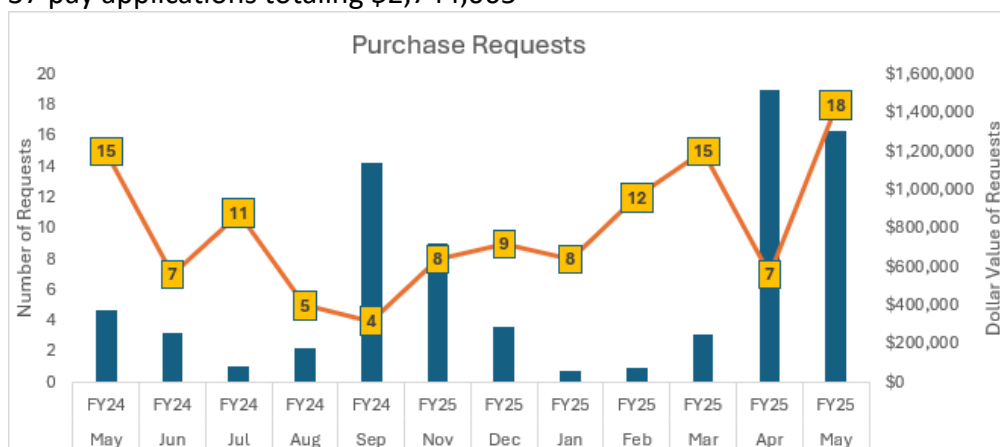
From: Ian McDowell, P.E., Interim Engineering Director

Subject: May 2025 / Engineering Department

- Engineering Financial Reporting



- 37 pay applications totaling \$2,744,065



- 18 Purchase Requisitions were processed totaling \$1,305,405
- Engineering Services
 - 26.4K Social Media hits on Facebook/Instagram for Bike/Mobility
 - 7 Key West Connects/Citizen Request were addressed

- 93 Temporary ROW Permits were reviewed
 - 2 Right-of-way easement was reviewed
 - 5 Agenda Items prepared for June City Commission Meeting
 - 2 Resolutions approved by City Commission
 - 33 Consultant/Project meetings attended
 - 64 Project site visits conducted
 - 1 Flooding/Standing Water/Drainage Issues investigated
 - 1 Webinars attended
 - 2 Change Orders in process
 - 1 Advisory Board Meetings attended
- **Capital Projects Progress**
 - **Clinton Square Pocket Park**
 - Staff worked to resolve the remaining punch-list issues including broken pavers and unapproved poinciana trees
 - **Bayview Park**
 - Staff are working with ROMTECH on building design and layout for the tennis shop and bathrooms. Procurement potentially through Buy Board Purchasing Cooperative
 - Staff presented for discussion items at Parks & Rec board 5/22
 - **Southernmost Point Plaza**
 - Design progress continues towards 100%. Meetings held regarding stormwater permits
 - TDC approved extensions of funds
 - Staff working with procurement manager on bid documents
 - **MLK Pool**
 - Staff in communication with engineering consultant regarding cost estimate for pool repairs
 - **Mallory Square Wharf**
 - Tetra Tech performed field inspections of the piles, seawall, bents, and decking
 - Final report expected in June
 - **Key West Entrance Sign**
 - Staff are working with FDOT permitting staff to outline requirements for permit submittals



Monthly Finance Department Report

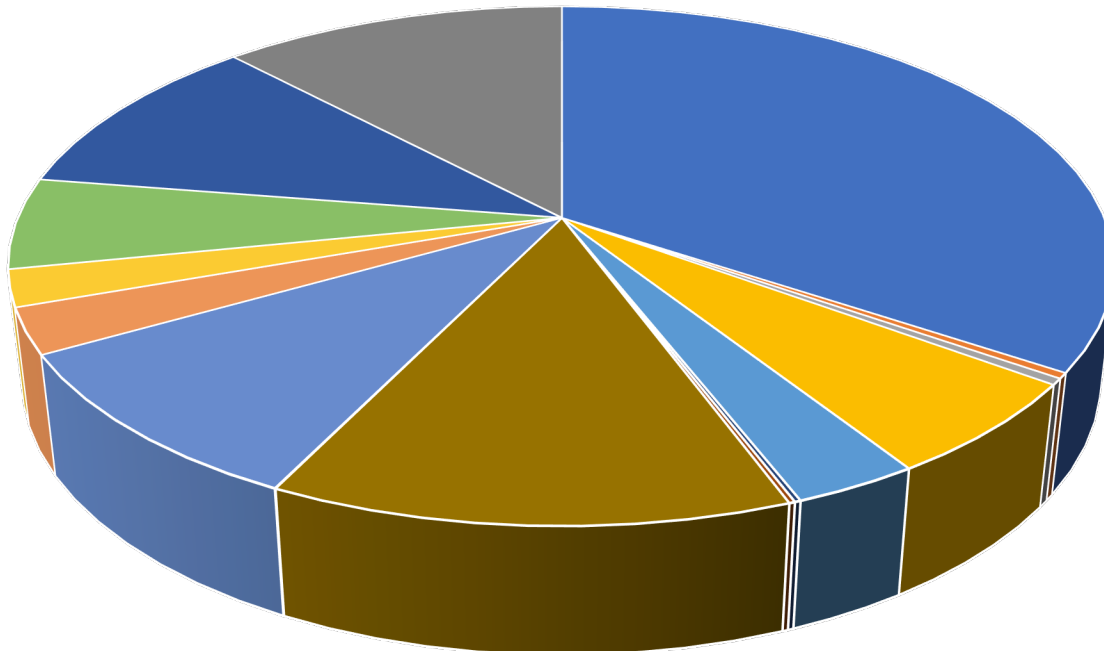
To: Brian L. Barroso, City Manager

Date: June 9, 2025

From: Christina Bernaldi, Director of Finance

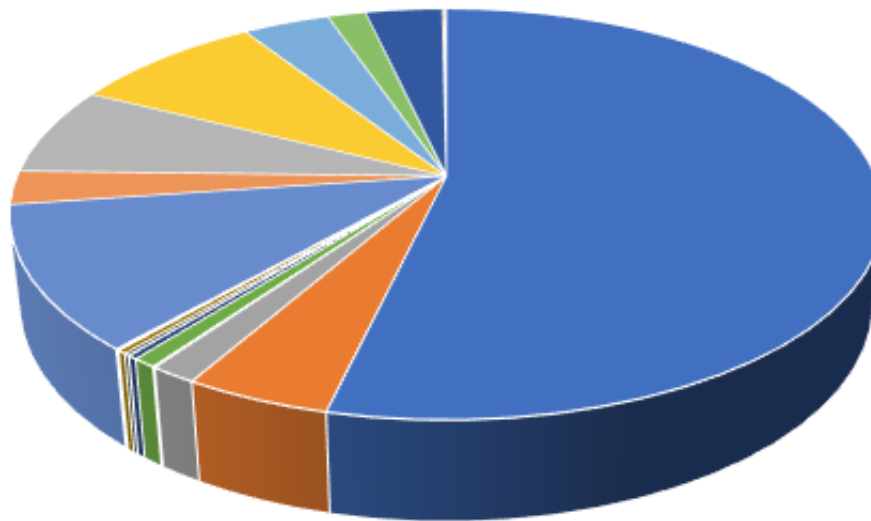
Subject: May 2025 Finance Department Report

City of Key West Revenue Collections - May 2025



- | | | |
|--------------------------|------------------------------------|-----------------------------------|
| ■ General Fund | ■ Community Development Office | ■ Stormwater Fund |
| ■ Solid Waste Fund | ■ Gas Tax Fund | ■ Navy Outer Mole Fund |
| ■ Truman Waterfront Fund | ■ Adaptation & Sustainability Fund | ■ Affordable Housing Trust Fund |
| ■ Infrastructure Fund | ■ Community Fund | ■ Transportation Alternative Fund |
| ■ Sewer Fund | ■ Transit Fund | ■ Law Enforcement Trust Fund |
| ■ Garrison Bight Fund | ■ Capital Projects Fund | ■ Fort Taylor Fund |
| ■ Insurance Fund | ■ Bahama Village CRA | ■ Key West Bight Fund |
| ■ Caroline Street CRA | | |

City of Key West Expenditures - May 2025



- | | |
|-----------------------------------|--------------------------------|
| ■ General Fund | ■ Infrastructure Fund |
| ■ Gas Tax | ■ Fort Taylor Fund |
| ■ Affordable Housing | ■ Truman Waterfront |
| ■ Adaptation & Sustainability | ■ Community Fund |
| ■ Transportation Alternative Fund | ■ Community Development Office |
| ■ Law Enforcement Trust | ■ Capital Projects |
| ■ Sewer | ■ Stormwater |
| ■ Solid Waste | ■ Key West Bight |
| ■ Transit | ■ Garrison Bight |
| ■ Insurance Fund | ■ Bahama Village CRA |
| ■ Caroline Street CRA | |

- 201 Purchase Orders Issued - \$1,396,474
- 3 Regular Payroll Distributions - \$5,432,368
- 1,300 Invoices Processed
- 159 Checks and 239 EFT Transactions were issued for a Total of \$6,243,145

- 5 Bids Opened
 - ITB-25-005 – Historic Building Rehabilitation Lease & Adaptive Use: Cable Hut(s)
 - ITB 25-006 – Historic Building Rehabilitation Lease & Adaptive Use: Hospitality House
 - ITB 25-007 – Historic Building Rehabilitation Lease & Adaptive Use: 402 Wall Street
 - ITB 25-010 – Phase One Southernmost Seawall Project
 - ITB 25-013 – Private Security Services for Port & Marine Operations

- 2 Bids Awarded/Closed
 - ITB 25-007 - Dennis Street Pump Station Improvement Phase II
 - Charley Toppino & Sons Inc.
 - ITB 25-002 – Stormwater Well Rehabilitation Projects
 - Charley Toppino & Sons and A.C. Schultes of Florida, Inc.

Bids Broadcast, Opened, Awarded and Closed-

During the month of May 2025, the Procurement Office did not issue any new solicitations for public release. However, several procurement initiatives remain in the internal review and development phase. These include the Sale of Surplus Vehicles, the Navy Mole Pier Seawall Repair, Solid Waste Transportation, Disposal, and Recycling Services, the Replacement of Six Rolling Doors, Wind Hardening Improvements for Fire Station #1, Chief Building Official and Inspection Services, and State and Federal Lobbying Services. Each of these projects is undergoing internal coordination to ensure compliance with applicable procurement policies and procedures, and to finalize the scope of work in preparation for public advertisement.

In addition to ongoing internal reviews, five solicitations reached their respective bid submission deadlines during May and were opened by the City's Clerks Office. On May 12, 2025, the City received responses to three Invitations to Bid pertaining to the lease and adaptive reuse of historic buildings located at Mallory Square. These included the Cable Huts (ITB 25-005), the Hospitality House (ITB 25-007), and 402 Wall Street (ITB 25-006). On May 15, 2025, responses were received for ITB 25-013, which seeks to procure private security services for the City's Ports and Marine operations. Lastly, on May 21, 2025, bid submissions were due for ITB 25-010, related to Phase One of the Southernmost Seawall Project.

Furthermore, the City Commission approved two procurement award recommendations during the May 2025 Commission meeting. The first award recommendation was for ITB 25-007, Dennis Street Pump Station Improvements Phase II, which was awarded to Charley Toppino & Sons in the amount of \$988,500.00. This award was formalized by Resolution 25-099. Additionally, the Procurement Office recommended awarding ITB 25-002, Stormwater Well Rehabilitation, to two qualified bidders: Charley Toppino & Sons and A.C. Schultes of Florida, Inc. The City Commission approved this recommendation under Resolution 25-103

Additional Information-

The Office of Procurement is actively exploring procurement software solutions that will enhance transparency with the public, streamline the evaluation process, and provide flexibility in submission formats—offering both paper-based and electronic options. Implementing such a platform would significantly reduce the volume of physical documentation received and retained by the City, while also expanding the reach and accessibility of our solicitations to a broader pool of potential bidders. These platforms typically engage a larger and more diverse vendor base than the City’s current provider, DemandStar, thereby increasing competition and potentially improving bid pricing.

Initial quotes received for these software solutions were higher than anticipated and did not align with the City’s budgetary expectations. In response, the Procurement Manager is working closely with the respective vendors to identify opportunities for cost reduction, whether through adjusted pricing structures, customized service packages, or alternative licensing models.



Monthly Report

Date: June 5, 2025

To: Brian L Barroso, City Manager

From: Alan Averette, Fire Chief

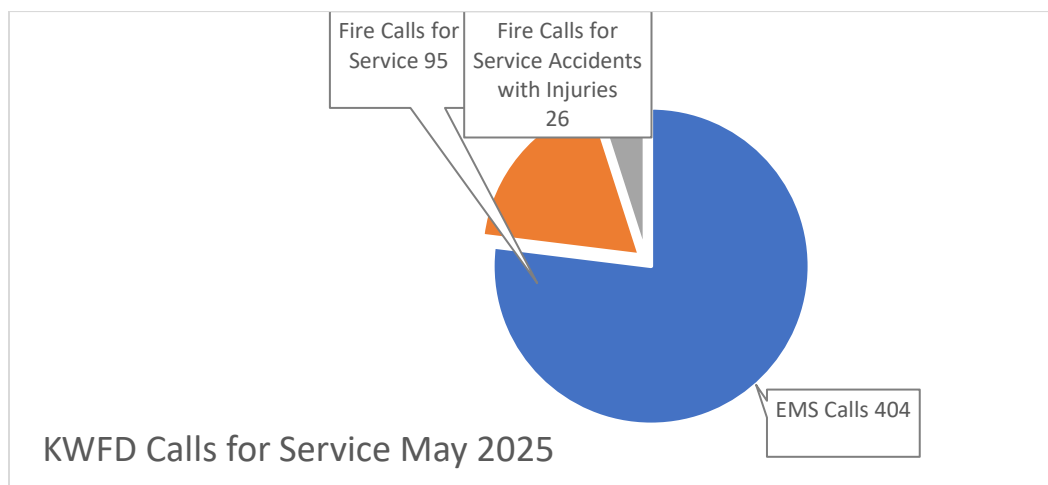
Subject: Key West Fire Dept. Monthly Report - May 2025

Fire Department

Key West Fire Report for May 1, 2025, through May 31, 2025

Total Calls 536

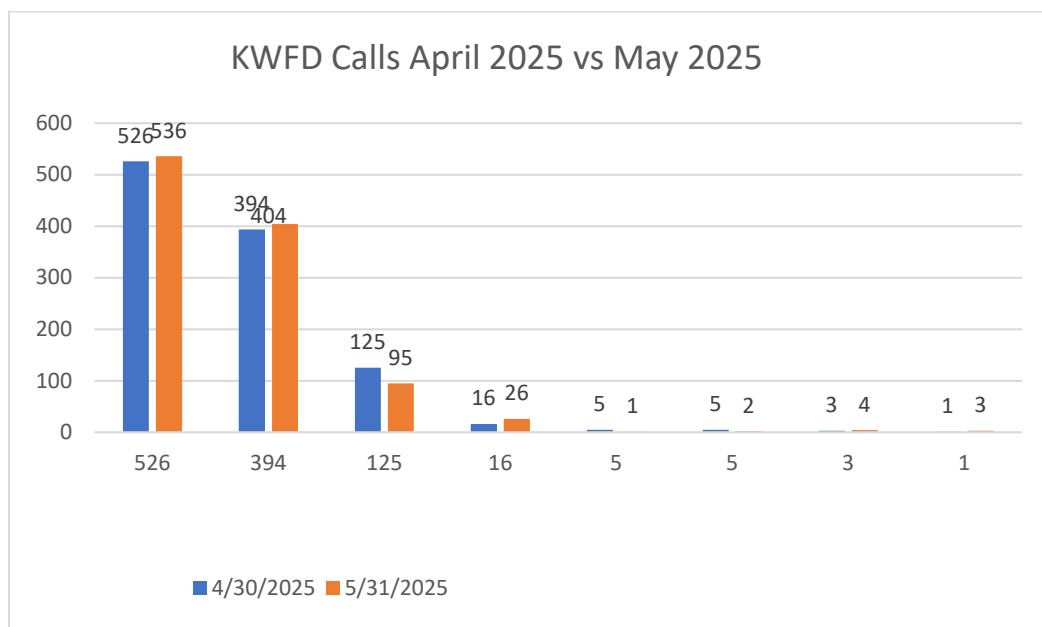
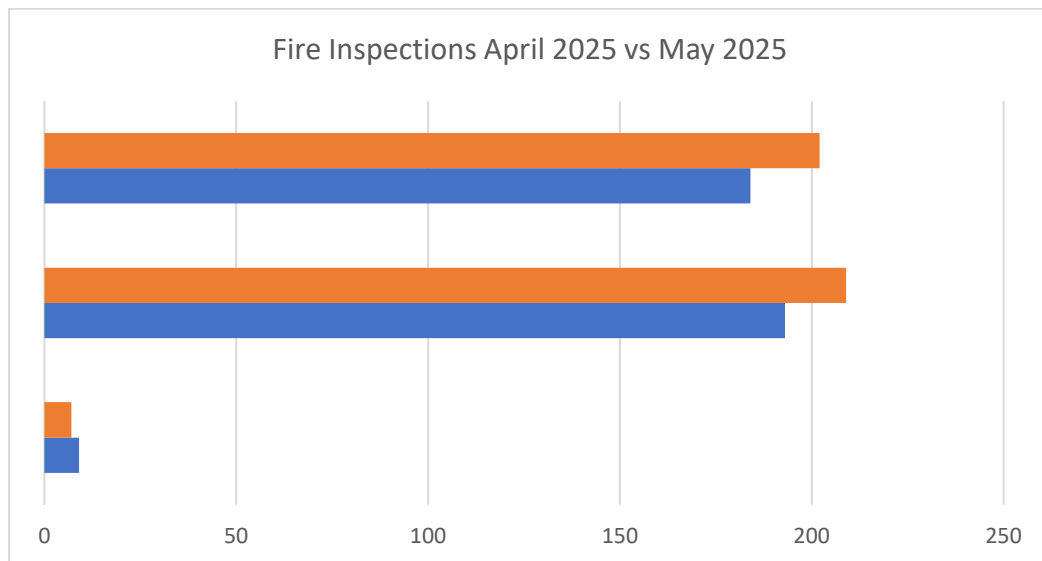
- 404 EMS calls.
- 26 Motor vehicle accidents with injuries.
- 1 Motor vehicle accidents without injuries.
- 4 Motor vehicle accidents with pedestrians
- 3 Elevator extrications
- 2 EMS calls at Sunset Key.
- 1 Water rescue at Sunset Key.
- 95 Fire calls for service.
- Structure Fire 1300 15th Court- Poinciana Trailer Park.
- **209 total Fire Inspections conducted by the Fire Marshal's office for the month of May 2025.**
- 202 Fire safety inspections. (Businesses and Transient rentals)
- 7 Fire safety plans review.



EMS Collections grouped per month

- October 2024 – \$110,539.12
- November 2024 – \$106,285.72
- December 2024 - \$150,446.97
- January 2025 - \$127,543.15
- February 2025 - \$119,226.99
- March 2025 - \$131,158.91
- April 2025 - \$175,940.30

Total Collected from October 1, 2024 – April 30, 2025, all transactions
- \$1,228,001.02





Monthly Housing & Community Development Department Report

To: Brian L. Barroso, City Manager

Date: June 2, 2025

From: Tina Burns, Housing & Community Development Director

Subject: Monthly Manager Update / May 2025

Community Development Office

- Housing and Program inquiries received for the month: 740
- Housing Compliance or Complaints received for the month: 5
- Fair Housing Complaints Received: 0
- Applications Processed: 60

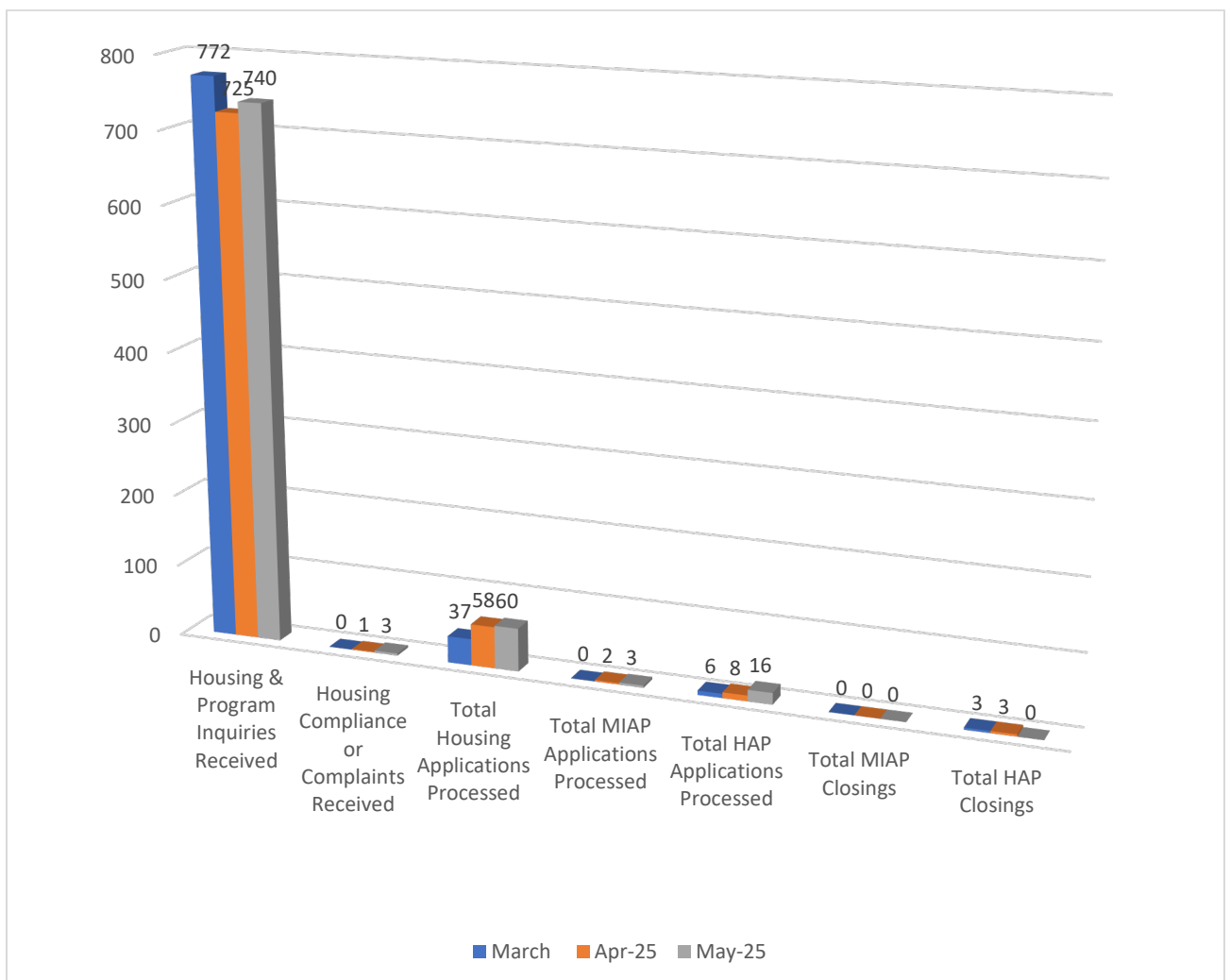
Application Type	Applications Received & Processed
Affordable / Work Force Housing Eligibility - New Applicants	21
Affordable / Work Force Housing Recertification	20
Move In Assistance Program	3
Homebuyers Assistance Program - Down Payment	16

- Closings: 0

Closing Type	
Move In Assistance Program	0
Homebuyers Assistance Program - Down Payment Assistance	0

- Deed Restricted Homeownership Maximum Purchase Price Letters Generated: 4
- Housing Grants Researched: 1

- Housing Grants Submitted: 0
- Financial Wellness Appointments Conducted: 0
- Number of persons on Work Force Housing Waiting Lists: 70
- Current Housing / Workforce Housing Projects in review or in progress:
 - Bahama Village Lofts (Rental & Homeownership)
 - Poinciana Plaza CoC Build
 - Monroe County School Boards Build – Trumbo Road
- Community Outreach Events attended: 1
- Attended the 2025 Governor’s Hurricane Conference & Training
- Completed the following courses for FEMA training : IS-120.C: An Introduction to Exercises; and TS5. Homeland Security Exercise and Evaluation Program (HSEEP) (L146) 16 contact hours.





Monthly HR Department Report

To: Brian L. Barroso, City Manager

Date: June 4, 2025

From: Bridget J. Flores, HR Department Director

Subject: May 2025 HR Department Report

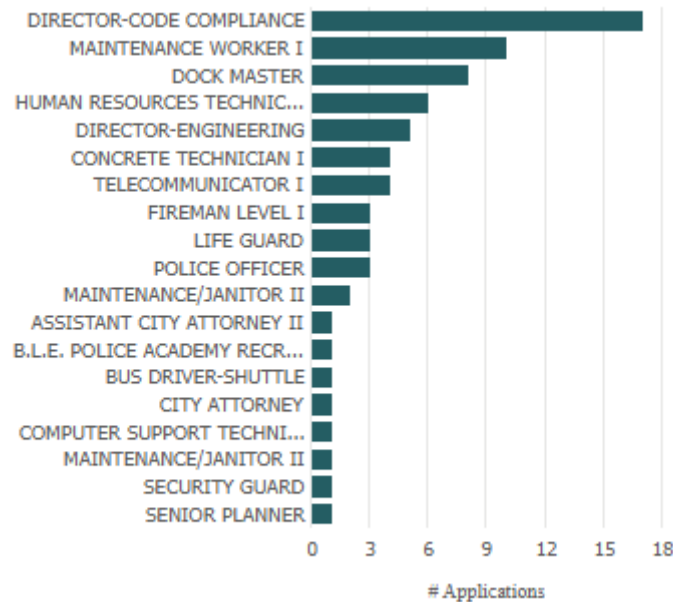
PERSONNEL ACTIONS – ONE SOLUTION/ORACLE

- **Recruitment**
 - **47 Oracle Applications**
 - **10 Applications per Job (average)**
 - **Average Days to Fill 22 Requisition**
- **Hiring**
 - **45 Applicants referred to Hiring Manager**
 - **<1% of Jobs Offered to Internal Applicants**
 - **9 Offers Extended**
- **Orientation**
 - **4 Orientations**
- **Benefits**
 - **2 FMLA Approved**
 - **5 Health Benefits Counseling and 60 Days Enrollment**
- **Termination**
 - **7 Resignation/Dismissal**
- **Retirement**
 - **1 Retirements**
- **Performance Evaluations**
 - **37 Employee Evaluations completed. 81% Completion Rate.**

ORACLE HUMAN CAPITAL MANAGEMENT - Human Resources is actively trains and working through the integration of Oracle for recruiting, administrative records, and personnel files. We are still working on the transition from FREVVO to Oracle for all payroll processes, we found a few obstacles and were not able to meet the April date for complete turnover. As we continue with the transition, we have scheduled delayed demonstrations for Oracle to work as a full ERP system adding payroll, finance, training, and professional development to the current HCM. We will continue to look for better ways to serve our employees.

PROFESSIONAL CONNECTIONS – LINKEDIN – INDEED - Human Resources continues to look at professional connections through media platforms. LinkedIn brought 7 applicants to the City website this month for professional positions with one applicant accepting the position and making the move to Key West! We are excited to make connections for our top jobs!

Top Jobs Attracting Candidates



RECRUITMENT –

FLORIDA PUBLIC EMPLOYEE LABOR RELATIONS ASSOCIATION – The HR Director continues to network with Florida municipalities of similar size for employee information on salary, employee relations, organization structures and employee recognition. As FPELRA provides resources free of additional cost for mediation, arbitration, and professional discussions on labor negotiations, to assist Human Resource Directors through unique circumstances.

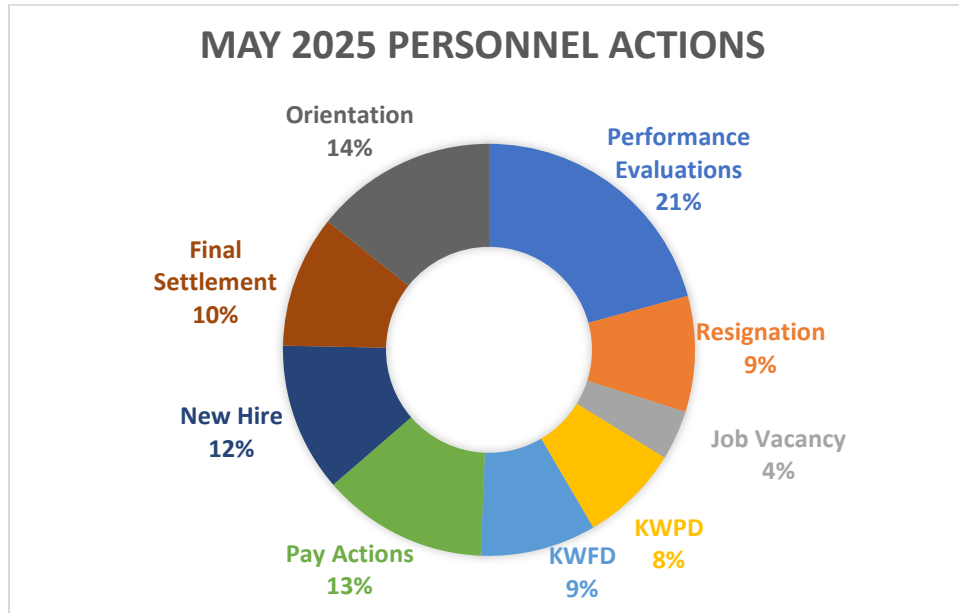
- **Employee Committee**
 - **Employee Service Awards** – Employees and Director’s receive an email and personal invitation by mail to attend Commission Meetings for Service Awards. RSVP percentages continue to improve.
 - **City Picnic 2025** – “Make it a Great Friday!” the City Manager hosted approximately 300 attendees to the City Picnic on Friday, April 18, 2025 from 2pm – 5pm. Live music, over 100 prizes to be given out. Employees enjoyed

food, snow cones, cotton candy, and laughter. We have posted winners of raffle items on social media platforms to celebrate the start of summer

- **HEALTHY, WEALTHY, & WISE HEALTH FAIR** The City will host the annual Health Fair on May 13 & 14 in the City Hall Chambers! Stay tuned for more pictures of our great City sway as we remind employees of all our benefits plan has to offer: financial, mental, nutrition, and medical options!

- **Collective Bargaining**

- **PBA** – Expires September 30, 2026
- **IAFF** – Expires Sept 20, 2025 –negotiations opened on April 14, 2025. A second meeting is scheduled for mid-June 2025.
- **Teamsters** – Expires Sept 30, 2027





Monthly Information Technology Department Report

To: Brian L. Barroso, City Manager

Date: June 3, 2024

From: Dave Monroe, Information Technology Director

Subject: May Information Technology Report

Support Requests – 286

Support Phone Calls – 66

EMAIL:

- 48.1% of emails sent to the cityofkeywest-fl.gov domain were rejected due to spam, viruses, or malware.

Total number Received – 108,844

Total number delivered – 56,440

Total number not delivered – 52,404

Website Statistics



Website Overview

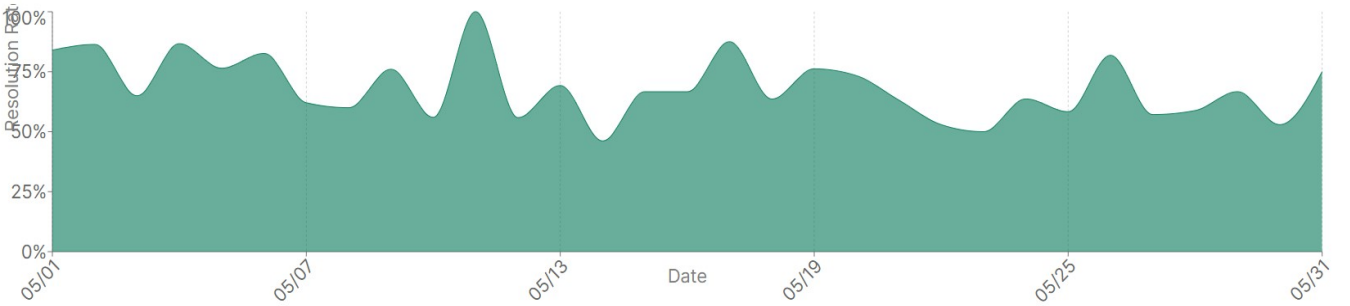
May 1, 2025 - May 31, 2025 ▾

Total users	New users	Sessions	Views	Average session duration
45,989	41,909	67,771	122,171	00:03:10

	Page title	Views ▾
1.	Duval Loop Key West, FL	13,248
2.	Key West, FL Official Website	11,953
3.	Schedules and Route Maps Key West, FL	7,886
4.	Search • Key West, FL • CivicEngage	6,978
5.	Facilities • Smathers Beach	4,002
6.	Facilities • Southernmost Point & Buoy	2,678
7.	Live Bus Tracking and More Key West, FL	2,632
8.	View all open positions Key West, FL	2,312
9.	Police Department Key West, FL	2,269
10.	Calendar • Key West, FL • CivicEngage	2,119
	Grand total	122,171

CHATBOT Statistics

Unique Users ⓘ 581	Total Queries ⓘ 925	Self Resolution Rate ⓘ 68.16%	Unknown Answer Rate ⓘ 35.46%
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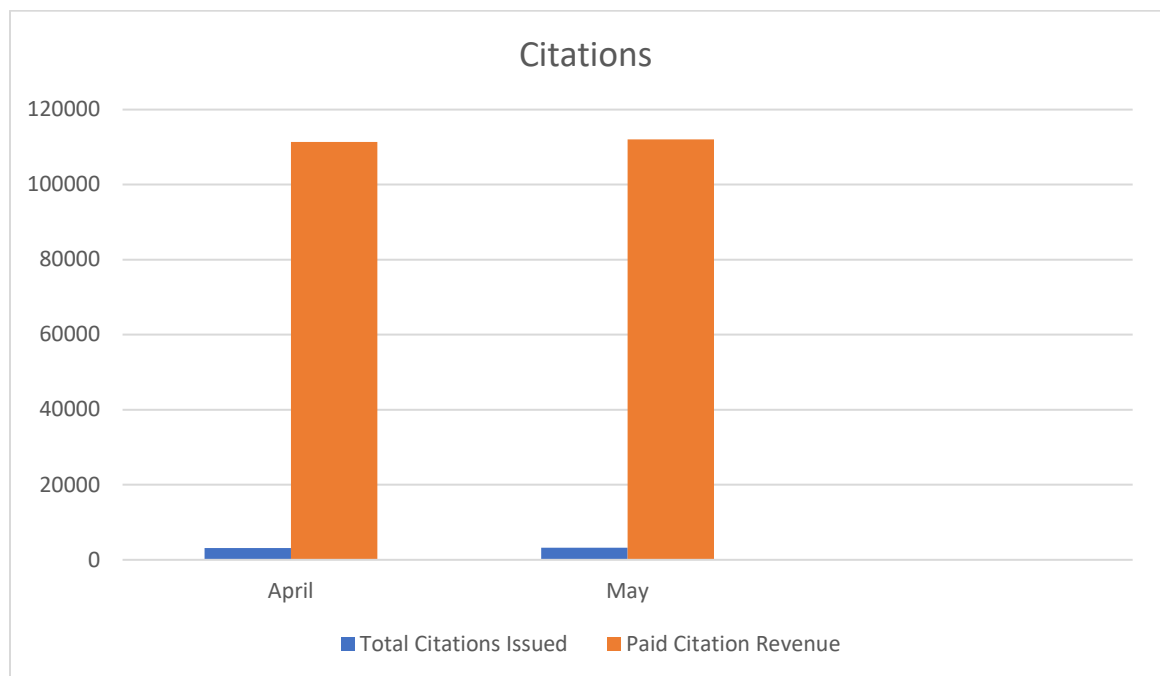
Monthly Parking Division Report

To: Brian Barroso, City Manager

Date: June 3, 2025

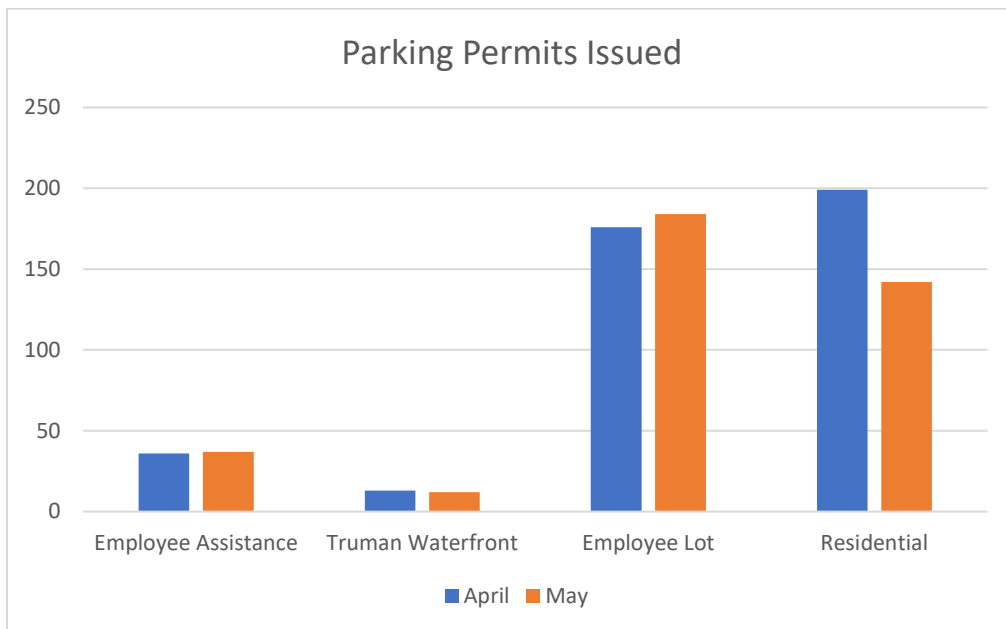
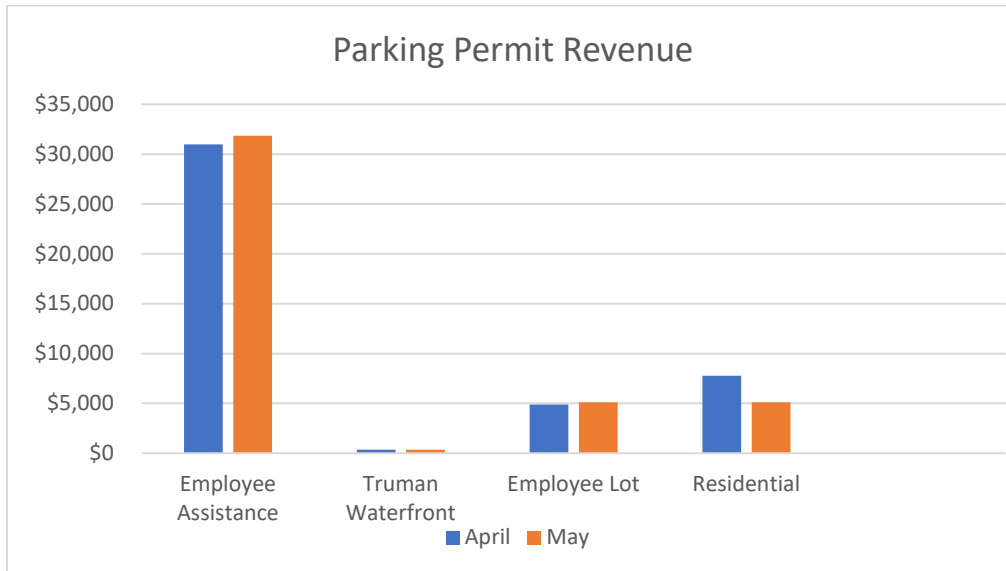
From: John Wilkins, Parking Division Director

Subject: May 2025 Parking Division Report



	Total Citations Issued	Paid Citation Revenue
April	3132	\$111,365
May	3252	\$112,063

	Total Citation Appeals	KWPD Dispatch Calls
April	256	Not Reported
May	232	Not Reported

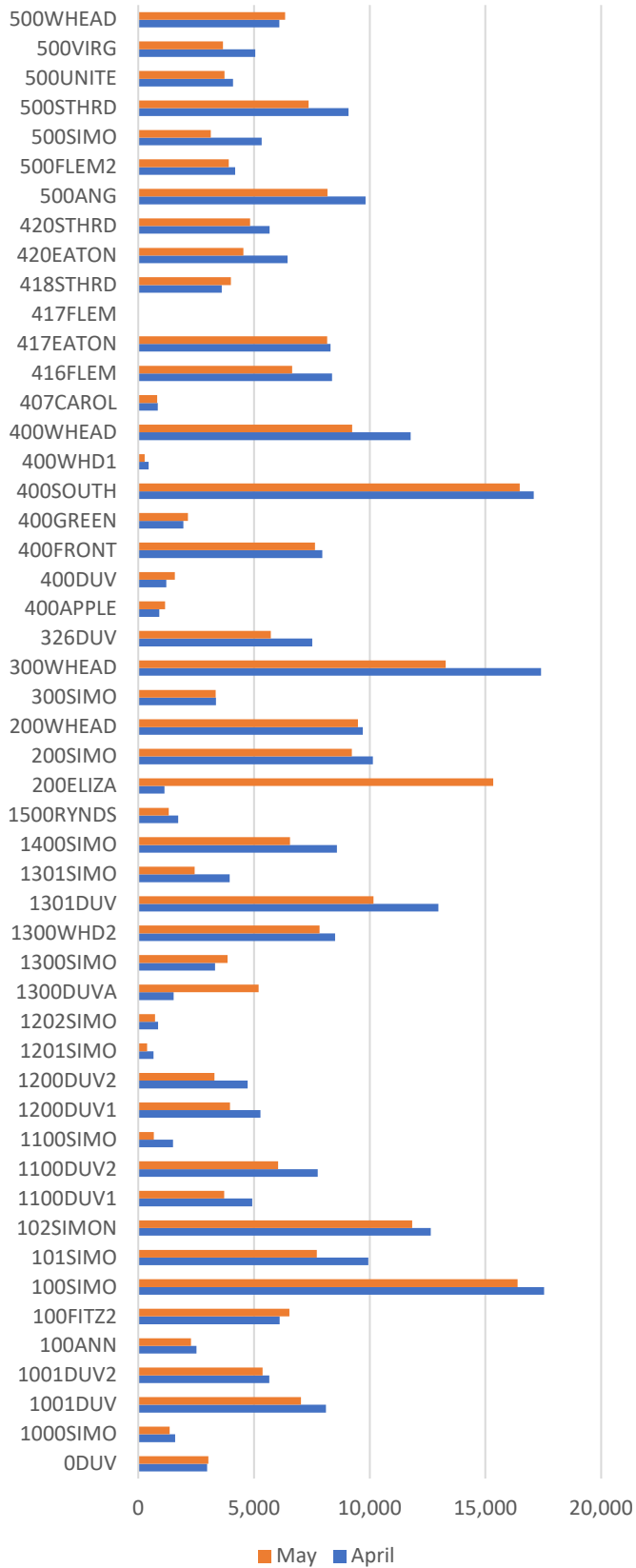


Parking Permits Issued	April	May
Employee Assistance	36	37
Truman Waterfront	13	12
Employee Lot	176	184
Residential	199	142

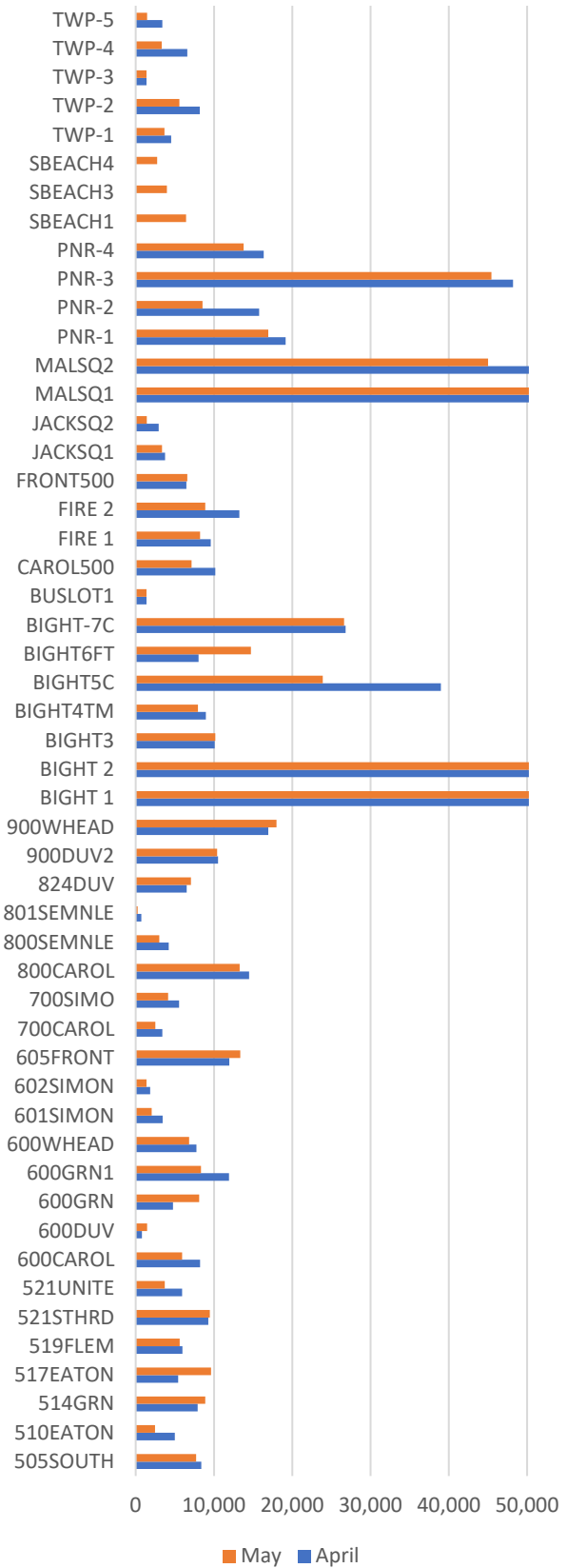
Parking Permit Revenue	April	May
Employee Assistance	\$30,994	\$31,855
Truman Waterfront	\$368	\$340
Employee Lot	\$4,898	\$5,120
Residential	\$7,786	\$5,120

Temporary ROW Permits	April	March
Issued	88	83
Revenue	\$4,400	\$4,150

Paystation Revenue

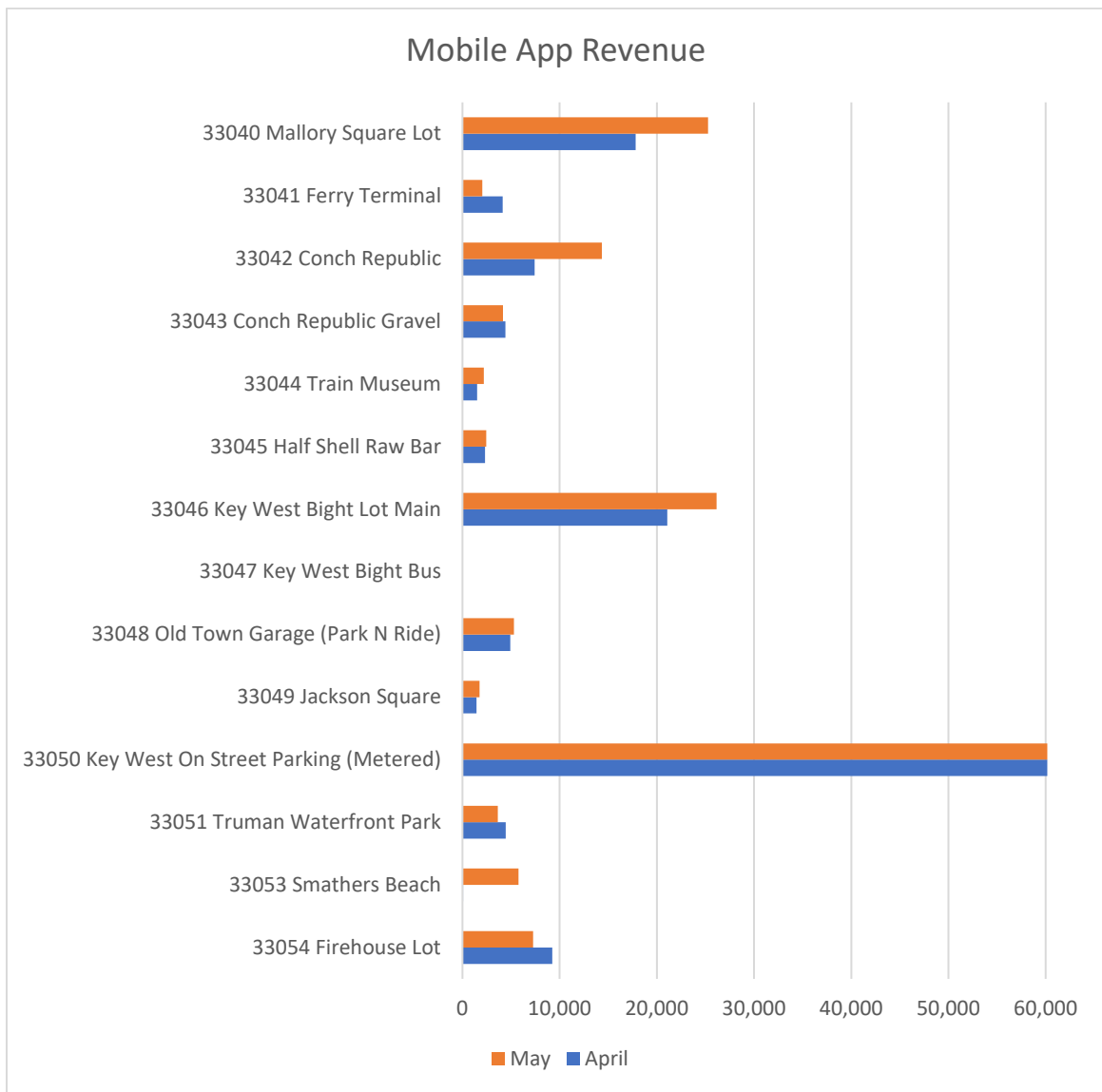


Paystation Revenue



Paystation	April	May
0DUV	\$ 2,979.90	\$ 3,024.54
1000SIMO	\$ 1,597.05	\$ 1,352.41
1001DUV	\$ 8,108.10	\$ 7,024.03
1001DUV2	\$ 5,660.55	\$ 5,375.55
100ANN	\$ 2,516.85	\$ 2,272.76
100FITZ2	\$ 6,112.80	\$ 6,535.28
100SIMO	\$ 17,539.05	\$ 16,386.09
101SIMO	\$ 9,941.40	\$ 7,717.52
102SIMON	\$ 12,643.95	\$ 11,833.02
1100DUV1	\$ 4,920.30	\$ 3,710.75
1100DUV2	\$ 7,758.45	\$ 6,038.83
1100SIMO	\$ 1,499.40	\$ 666.23
1200DUV1	\$ 5,273.10	\$ 3,962.22
1200DUV2	\$ 4,731.30	\$ 3,293.37
1201SIMO	\$ 652.05	\$ 379.58
1202SIMO	\$ 859.95	\$ 722.93
1300DUVA	\$ 1,530.90	\$ 5,206.57
1300SIMO	\$ 3,316.75	\$ 3,851.45
1300WHD2	\$ 8,505.00	\$ 7,833.92
1301DUV	\$ 12,963.05	\$ 10,169.17
1301SIMO	\$ 3,946.80	\$ 2,430.64
1400SIMO	\$ 8,580.60	\$ 6,556.19
1500RYNDS	\$ 1,719.90	\$ 1,318.82
200ELIZA	\$ 1,134.00	\$ 15,333.15
200SIMO	\$ 10,136.40	\$ 9,223.78
200WHEAD	\$ 9,705.15	\$ 9,489.29
300SIMO	\$ 3,357.90	\$ 3,337.78
300WHEAD	\$ 17,397.30	\$ 13,279.40
326DUV	\$ 7,512.60	\$ 5,732.04
400APPLE	\$ 913.50	\$ 1,156.59
400DUV	\$ 1,215.90	\$ 1,578.15
400FRONT	\$ 7,950.60	\$ 7,629.88
400GREEN	\$ 1,949.85	\$ 2,150.94
400SOUTH	\$ 17,084.25	\$ 16,480.31
400WHD1	\$ 450.30	\$ 282.45
400WHEAD	\$ 11,765.10	\$ 9,240.78
407CAROL	\$ 844.20	\$ 822.00
416FLEM	\$ 8,379.15	\$ 6,646.83
417EATON	\$ 8,306.55	\$ 8,164.30
417FLEM	\$ 27.05	\$ 15.00
418STHRD	\$ 3,606.75	\$ 4,004.72
420EATON	\$ 6,444.90	\$ 4,536.00
420STHRD	\$ 5,669.85	\$ 4,835.79
500ANG	\$ 9,818.55	\$ 8,173.26
500FLEM2	\$ 4,189.50	\$ 3,909.41
500SIMO	\$ 5,329.80	\$ 3,139.21
500STHRD	\$ 9,081.00	\$ 7,359.27
500UNITE	\$ 4,087.80	\$ 3,725.04
500VIRG	\$ 5,055.30	\$ 3,662.43
500WHEAD	\$ 6,088.80	\$ 6,338.75

Paystation	April	May
505SOUTH	\$ 8,384.70	\$ 7,711.90
510EATON	\$ 4,992.75	\$ 2,476.99
514GRN	\$ 7,909.35	\$ 8,880.28
517EATON	\$ 5,418.00	\$ 9,634.16
519FLEM	\$ 5,978.40	\$ 5,618.71
521STHRD	\$ 9,254.70	\$ 9,449.54
521UNITE	\$ 5,928.30	\$ 3,725.96
600CAROL	\$ 8,215.20	\$ 5,916.24
600DUV	\$ 793.80	\$ 1,474.75
600GRN	\$ 4,743.45	\$ 8,118.34
600GRN1	\$ 11,935.35	\$ 8,335.47
600WHEAD	\$ 7,745.80	\$ 6,813.87
601SIMON	\$ 3,430.35	\$ 2,024.42
602SIMON	\$ 1,836.45	\$ 1,362.92
605FRONT	\$ 11,970.00	\$ 13,348.14
700CAROL	\$ 3,392.55	\$ 2,523.69
700SIMO	\$ 5,531.40	\$ 4,126.53
800CAROL	\$ 14,490.00	\$ 13,294.65
800SEMNLE	\$ 4,211.55	\$ 2,994.61
801SEMNLE	\$ 730.80	\$ 269.85
824DUV	\$ 6,523.65	\$ 7,057.54
900DUV2	\$ 10,533.60	\$ 10,391.93
900WHEAD	\$ 16,940.45	\$ 17,973.87
BIGHT 1	\$ 69,453.30	\$ 50,886.65
BIGHT 2	\$ 79,837.10	\$ 91,434.02
BIGHT3	\$ 10,073.50	\$ 10,175.21
BIGHT4TM	\$ 8,955.30	\$ 7,951.59
BIGHT5C	\$ 38,967.90	\$ 23,883.62
BIGHT6FT	\$ 8,041.35	\$ 14,712.19
BIGHT-7C	\$ 26,812.80	\$ 26,622.30
BUSLOT1	\$ 1,365.00	\$ 1,365.00
CAROL500	\$ 10,155.60	\$ 7,119.60
FIRE 1	\$ 9,582.30	\$ 8,218.35
FIRE 2	\$ 13,225.65	\$ 8,877.75
FRONT500	\$ 6,473.25	\$ 6,582.26
JACKSQ1	\$ 3,745.35	\$ 3,368.40
JACKSQ2	\$ 2,938.95	\$ 1,399.65
MALSQ1	\$ 80,544.93	\$ 76,600.52
MALSQ2	\$ 63,026.79	\$ 45,000.94
PNR-1	\$ 19,152.00	\$ 16,920.75
PNR-2	\$ 15,781.20	\$ 8,537.54
PNR-3	\$ 48,213.90	\$ 45,429.30
PNR-4	\$ 16,342.20	\$ 13,801.20
SBEACH1	\$ -	\$ 6,450.64
SBEACH3	\$ -	\$ 4,001.33
SBEACH4	\$ -	\$ 2,732.86
TWP-1	\$ 4,547.01	\$ 3,665.49
TWP-2	8190.85	5576.65
TWP-3	1388.69	1366.08
TWP-4	6578.4	3336.45
TWP-5	3409.94	1441.04



Zone	April	May
33040 Mallory Square Lot	\$17,820.50	\$25,267.95
33041 Ferry Terminal	\$4,143.90	\$2,043.15
33042 Conch Republic	\$7,416.70	\$14,353.45
33043 Conch Republic Gravel	\$4,409.85	\$4,179.95
33044 Train Museum	\$1,497.10	\$2,209.65
33045 Half Shell Raw Bar	\$2,330.70	\$2,445.60
33046 Key West Bight Lot Main	\$21,074.55	\$26,150.55
33047 Key West Bight Bus	\$0.00	\$0.00
33048 Old Town Garage (Park N Ride)	\$4,913.55	\$5,304.75
33049 Jackson Square	\$1,437.90	\$1,762.50
33050 Key West on Street Parking (Metered)	\$72,065.60	\$79,355.25
33051 Truman Waterfront Park	\$4,452.45	\$3,631.80
33053 Smathers Beach	\$78.35	\$5,756.30
33054 Firehouse Lot	\$9,230.70	\$7,278.90



Monthly Planning Report

To: Brian L. Barroso
City Manager

Date: May 31, 2025

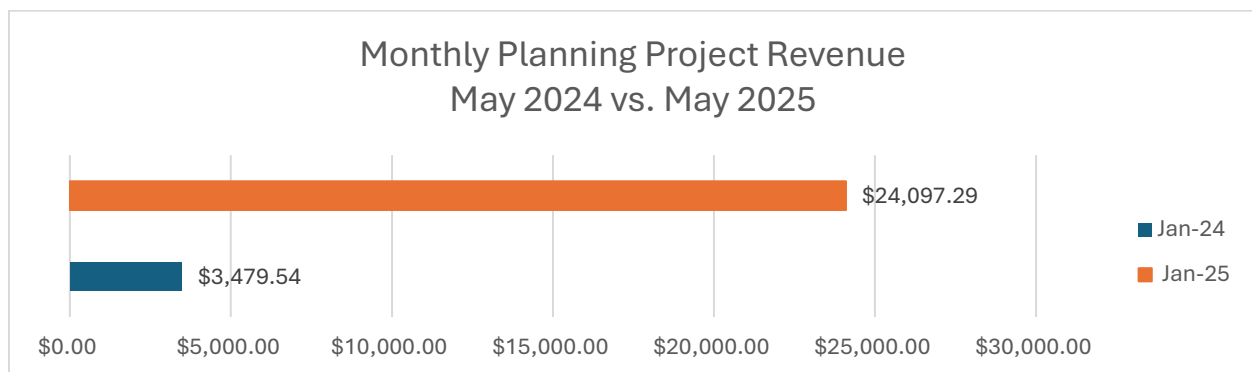
From: Katie P. Halloran
Planning Director

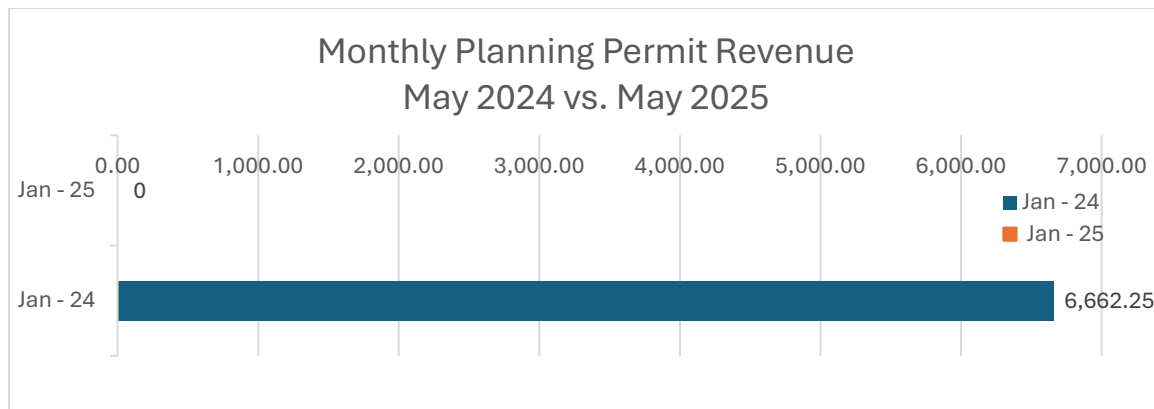
Subject: May 2025 Planning Report

Planning

The planning department had the following items reviewed and approved at the May 29th Special Planning Board meeting.

- Variance - 1605 Bahama Drive (RE# 00070270-000000)
- Variance - 920 Caroline St (RE# 00002790-000000)
- Minor Development Plan - 920 Caroline St (RE# 00002790-000000) –
- Bicycle Parking Substitution Variance - 1671 Dunlap Drive (RE# 00054250-000000) –
- Major Development Plan & Landscape Waiver- 1671 Dunlap Drive (RE# 00054250-000000)
- Recommending the City Commission approve the Planning Department's proposed staffing request for FY 2025/2026 as appears in "Exhibit A Personnel Allocation" attached hereto and made a part of this Resolution; Authorizing the City Clerk to transmit a certified copy of this Resolution to the City Commission of the City of Key West, Florida.





On-going Planning projects:

- Mallory Square Master Plan (Sasaki)
- Duval Street Resiliency & Revitalization Plan (Stantec)

Planning Staff continues to work on other various projects, code amendments, building permit reviews, and handling daily walk in appointments.

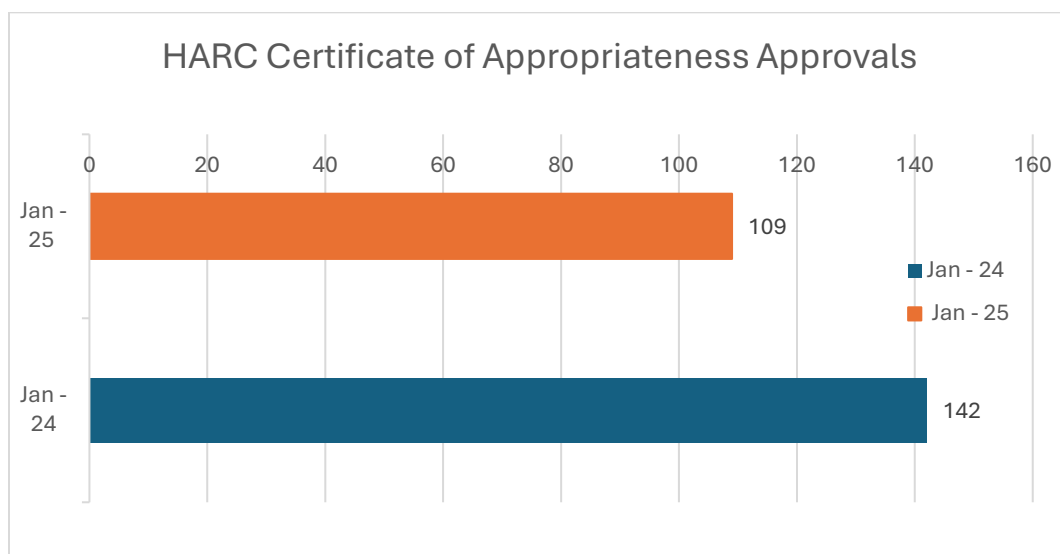
HARC

Review and Compliance

118 Total Certificate of Appropriateness Reviewed

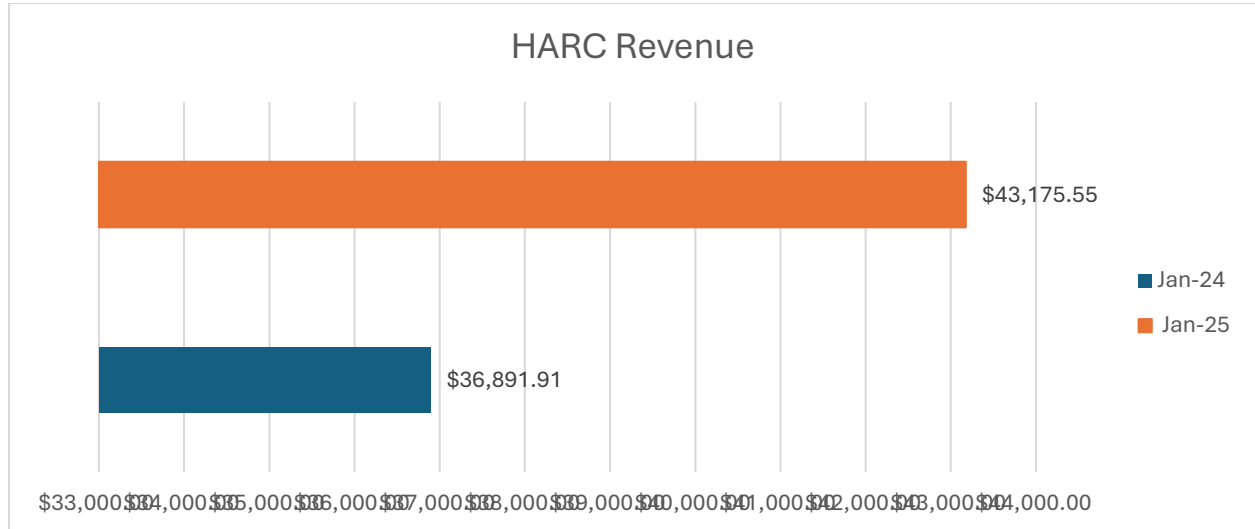
109 Certificate of Appropriateness Reviewed by staff or 92.3% of reviewed applications.

9 Certificate of Appropriateness scheduled for HARC meeting.



HARC Revenue

\$43,175.55 HARC revenue for the month of May



HARC Revenue 2024-2025 FY up to May \$273,893.96

HARC Inspections: 44 HARC Final Inspections were completed.

Urban Forestry

- The Urban Forester announced her resignation, effective 6/5/25.

Community Redevelopment Agency

Frederick Douglass Community Center BV 55021701

- AIPP- invoicing and artist coordination. Exterior Installation #1 is complete with final sign off by AIPP. Exterior Installation #2 is expected to start in the next month. Installation #3 will be presented to AIPP in June and once it is approved, will be reviewed by BVRAC.
- Florida Commerce grant for \$500,000- CRA Manager is closing out this grant for repayment.

Frederick Douglass Community Center- Phase Two

- Contract from Florida Commerce was approved for \$1,000,000. Engineering has started the project and is putting together the final scope of work and cost estimate. Once that is complete, CRA manager will disrepute to all stakeholders.

Olivia Street Drainage

- The 100 block of Olivia Street will be closed from Wednesday, May 28, until Friday, June 20, 8:00am to 5:00pm weekdays. Detour will be via the Fort Street parking lot to Geraldine Street or via Emma Street to Petronia Street.

MLK Community Pool

- Engineering is working with Perez Engineering on a detailed report cost estimate by end of June.

Diesel Plant Stabilization

- Engineering has received a draft structural analysis for the building. Once the final report is complete, CRA Manager will share with BVRAC.
- FY2026 funding- Special Category Historic Preservation Grant- \$984,500

Duval Revitalization Project

- City is continuing to look for grants. Project updated is scheduled for the August City Commission meeting.

Annual Audit

- Annual Audit was Complete for both CRA's and shared with CRA board and BVRAC committee members. It can also be accessed online under the CRA page on the city website.

Piano Shop (907 Caroline Street)

- The project has completed the planning board process/ city commission approval. Drawings are at 90% complete.

Grinnell Street Parking Deck

- CRA manager is confirming scope of work for the parking deck and cost of the project with Engineering and Transit.
- CRA funds will be used for the project.

Green Street Drainage project

- Engineering to determine the next steps for the project and will review the options with Commissioner Haskle
- CRA manager requested that the project keep moving forward and for an update on the project schedule for next month's project report.

Sustainability & Adaptation

- **Adaptation:**

- Adaptation Plan: The draft Chapter actions are currently under final review and then will be scored.
- Green Building Program: The ordinance is being reviewed by legal to ascertain whether the LDRs are where it should reside.
- Compact Workshop: The City's efforts to assist private landowners were featured in a May 28th for the South Florida Regional Climate Compact workshop with 273 participants. We will share when the recorded workshop is posted.

- **Grants:**

- DOD Housing Grant: The application team continues to meet.
- DOD Wastewater Treatment Plant: Assisting Utilities with meeting Deliverables.
- FDHR Historic Adaptation Surveys Grant #1: Waterfront Playhouse and Meson de Pepe's. On the ground inspections have been completed. Final reports due mid July.
- FDHR Historic Adaptation Surveys Grant #2: Aquarium and Hospitality House. Projects have been ranked highly and are awaiting State of Florida budget approval.
- FDHR Historic Special Category Grant: Diesel Plant. Same as above.
- FDHR Historic Surveys Grant #3: Tift Icehouse. Submitted June 2.
- FDHR Historic Special Category Grant: Waterfront Playhouse. Submitted June 2.
- FDEM Watershed Master Plan: The draft plan has been submitted to the grantors for review. Final will be ready for August City Commission meeting.
- ACOE Water Quality Improvements: ACM Stoughton intends to readdress the allocation formula. Next steps are an ILA between the partners and a partner MOU with ACOE.
- Upcoming:
 - June 25: USDOT Safe Streets Demonstration Grant: Meeting w grantwriting team.
 - July 3:DOD DCIP: WWTP Pump Stations: Discussing priorities with NAS-KW.
 - July: HMGP Tier 3 (7/25), EPA WQ (TBA), FDEP WQ (TBA),
 - Sept: FDEP Resilient Florida (9/1)

- **Water Quality:**

- The Water Quality Monitoring Program Request for Proposals (RFP) garnered 5 submissions. The ranking meeting happened 5/12 and approval is slated for the June 4 City Commission meeting.
- Resiliency Manager submitted a request for a Water Quality & Environmental Coordinator for FY26.

- **Transportation:**

- Monroe County Transportation Coordination Committee: The TCC's US1 Master Plan final list was passed and will go to City Commission in June for ratification.
- Sustainable Transportation Coordinator presented to the Southeast Sustainability Directors Network on the City's eBike safety efforts.
- Sustainable Transportation Coordinator has begun helping TCT members with their stalled TAF funded projects.

- **Energy**

- DOE Technical Assistance (ETIPP): DOE staff will help with the final Community Workshops scheduled for June 6 & 7th. Final report is expected by end of August.

- Asset Management: Energy & Adaptation Coordinator has volunteered to lead the Maintain X software population process, once the intern has been hired.
- Elective Pay: Staff began the process of applying for federal rebates for the solar panels installed at the Bahama Village Community Center.
- ESCO: The Energy Service Company Owners Representative Task Order is on hold while Finance department verifies funds & the Green Building Program gets underway
- **Outreach**
 - Green Drinks: Youth Leadership Month featured capstone projects from the Marine Program at the College of the Florida Keys. It was our highest attendance yet.
 - Office of Resilience Staff distributed countless flyers about the upcoming energy workshop, including to the Rotaries and Chamber.



Monthly Key West Police Department Report

To: Brian Barroso, City Manager

Date: June 2, 2025

From: Sean T. Brandenburg, Chief of Police

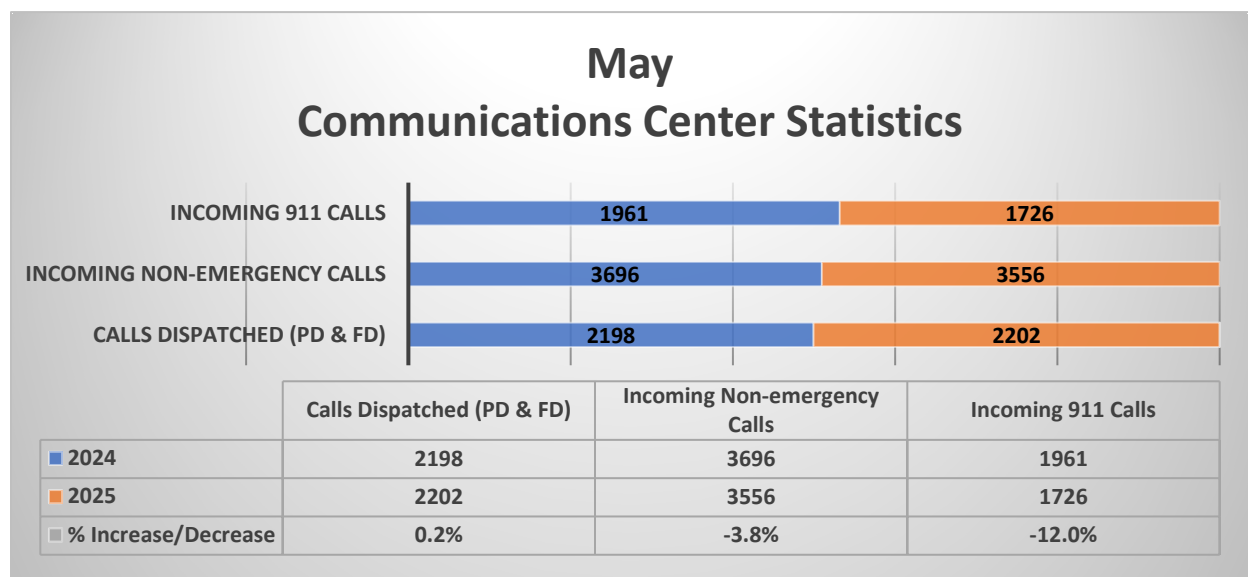
Subject: Monthly Report – May 2025

In May 2025, the Key West Police Department's Communication Center received 5,282 calls into the dispatch center. Of those calls, 1,726 came directly to 911. Those calls generated 2,202 calls for service for police/fire/rescue. Compared to May 2024, we experienced a 12% decrease in 911 calls, a 3.8% decrease in non-emergency calls, and a 0.2% increase in calls for service for police/fire/rescue.

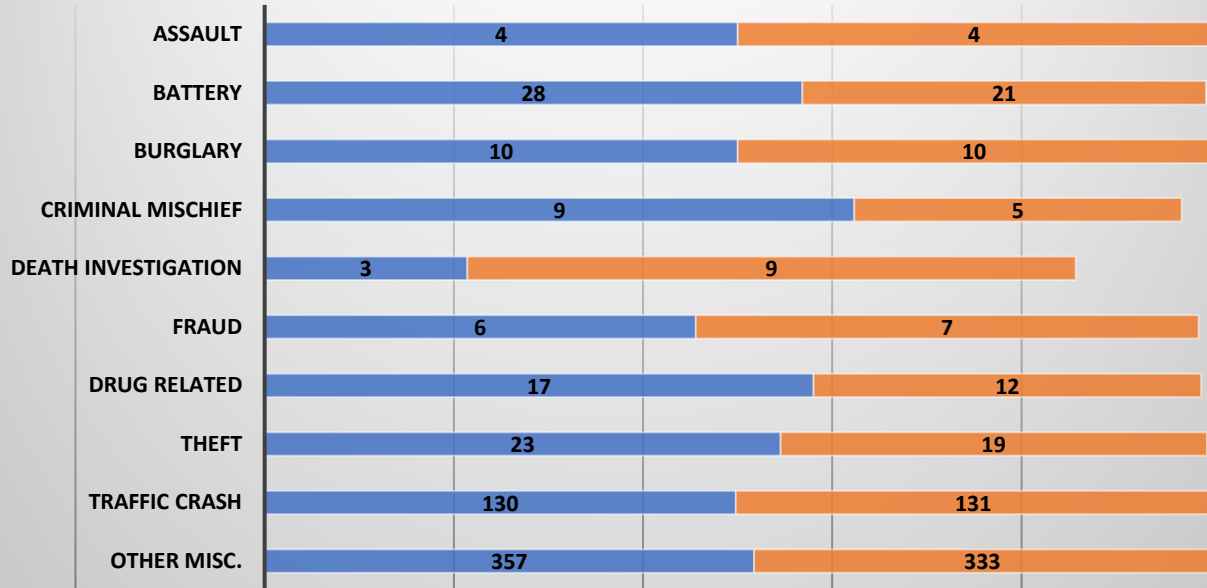
Officers completed 551 police reports and 152 arrests were made. Compared to May 2024, police reports decreased by 5.8% and arrests increased by 20.6%.

A total of 1,395 traffic stops (including e-bikes, stand-up scooters, bicycles, golf carts) were conducted. We issued 334 citations and 435 written warnings.

See graphs below for detailed information and comparisons to May 2024.

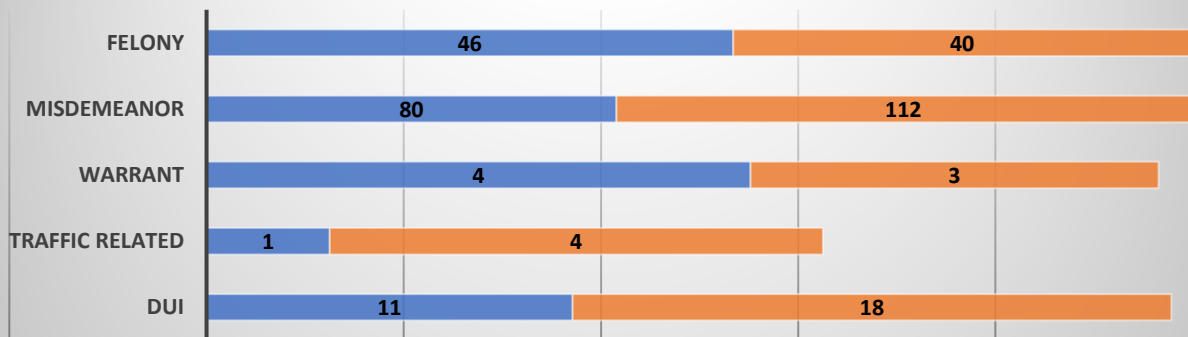


May Police Reports



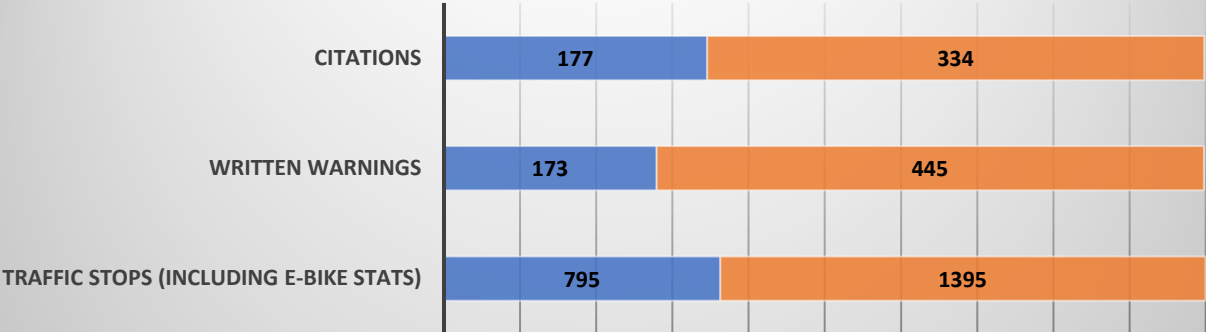
	Other Misc.	Traffic Crash	Theft	Drug Related	Fraud	Death Investigation	Criminal Mischief	Burglary	Battery	Assault
2024	357	130	23	17	6	3	9	10	28	4
2025	333	131	19	12	7	9	5	10	21	4
% Increase/Decrease	-6.7%	0.8%	-17.4%	-29.4%	16.7%	200.0%	-44.4%	0.0%	-25.0%	0.0%

May Arrests



	DUI	Traffic Related	Warrant	Misdemeanor	Felony
2024	11	1	4	80	46
2025	18	4	3	112	40
% Increase/Decrease	63.6%	300.0%	-25.0%	40.0%	-13.0%

May Traffic Stops, Citations Issued, & Written Warnings



	Traffic Stops (Including E-Bike Stats)	Written Warnings	Citations
2024	795	173	177
2025	1395	445	334
% Increase/Decrease	75.5%	157.2%	88.7%



Port & Marine Services Department

Monthly Report

To: Brian L. Barroso, City Manager

Date: June 1, 2025

From: Steven McAlearney, Director

Subject: Monthly Department Update May 2025

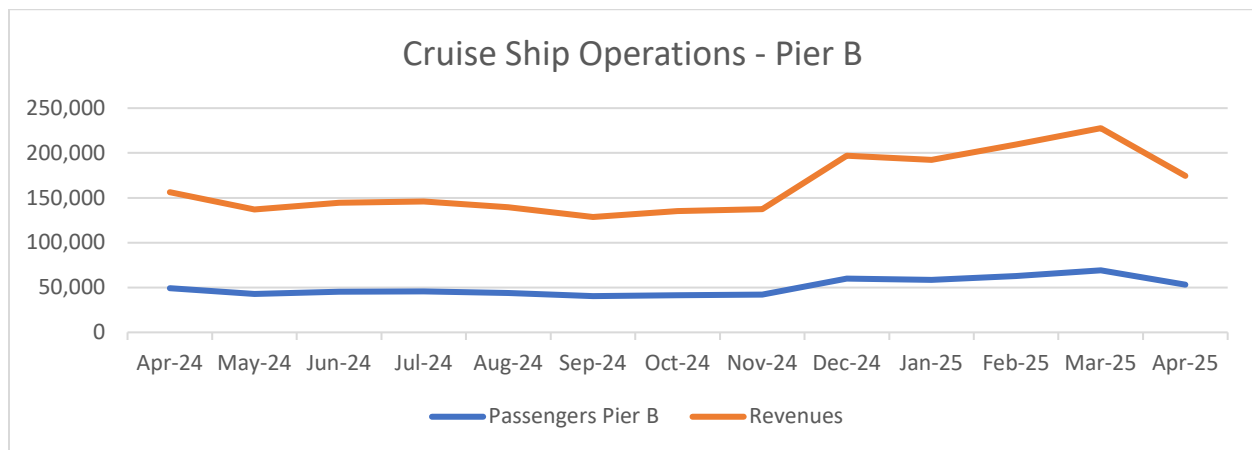
Port

Pier B

- 21 cruise ship visits
- 52,535 cruise ship passengers
- \$174,361 passenger fee revenue

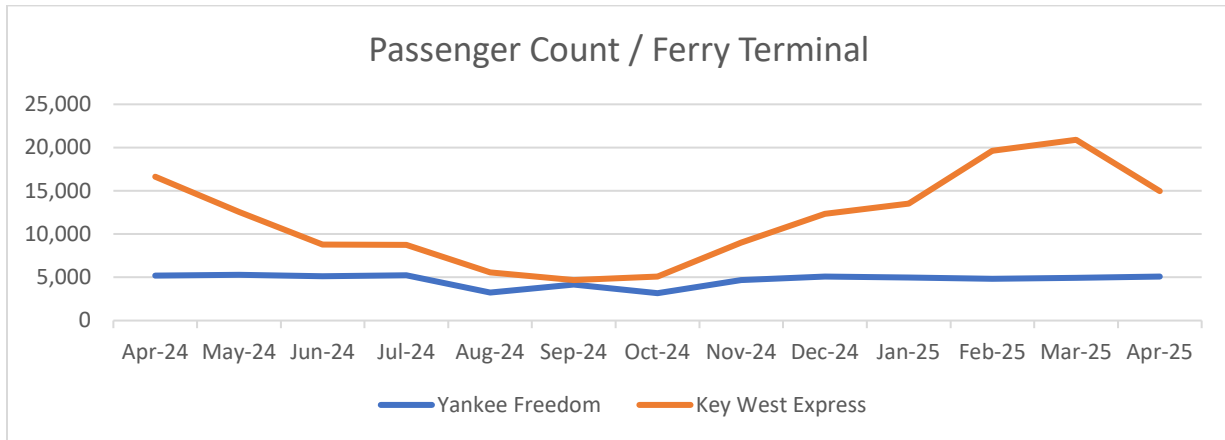
Mallory T-Pier

- N/A cruise ship visits
- N/A cruise ship passengers
- N/A passenger fee revenue



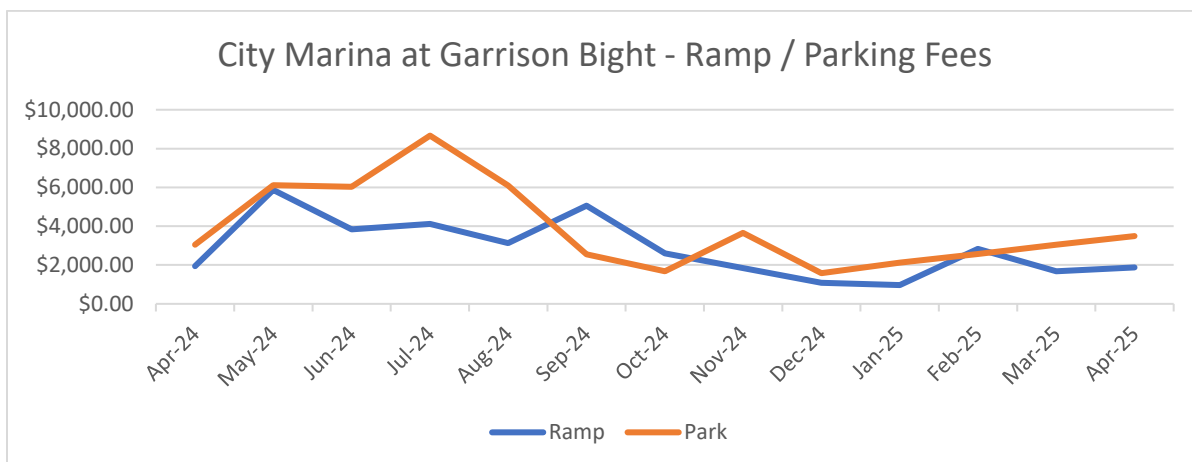
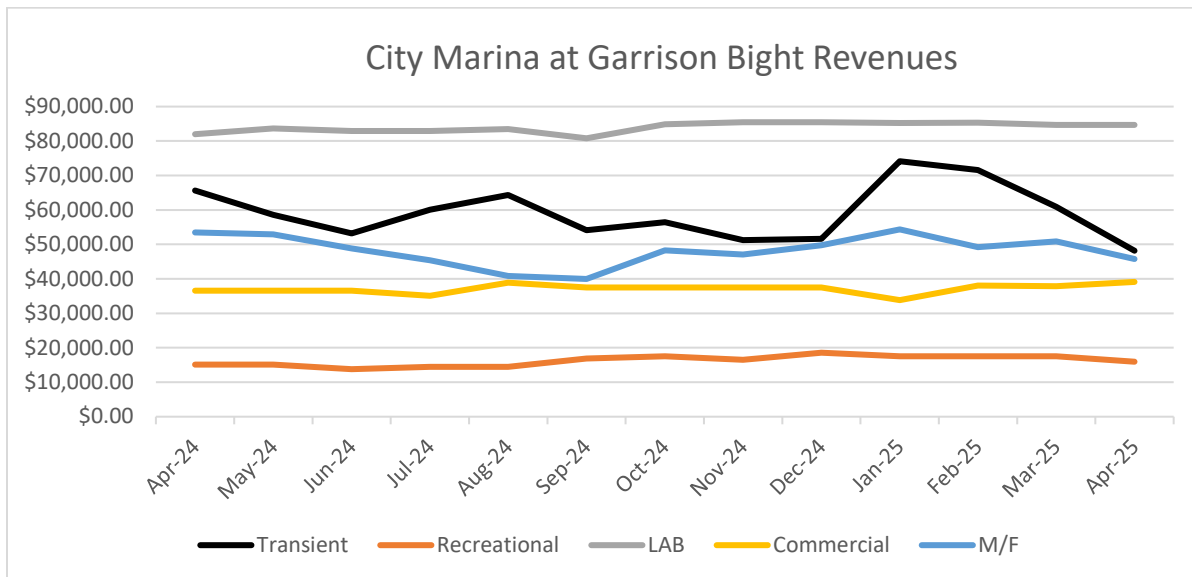
Ferry Terminal

- 20,062 total ferry passengers
- \$33,694 total ferry passenger fee revenue
- 32,124 gallons diesel sold



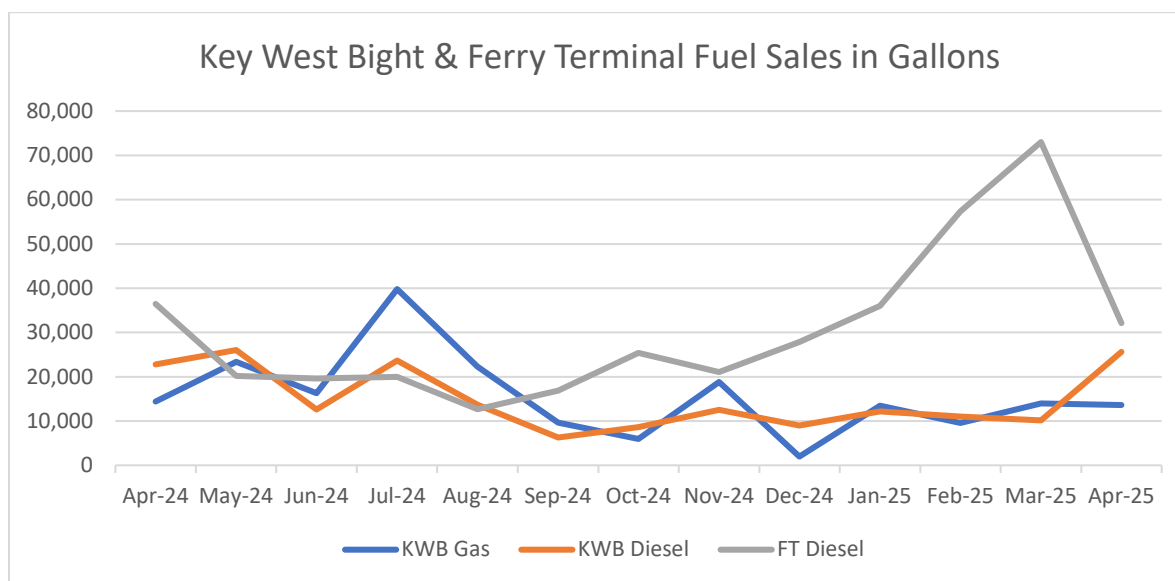
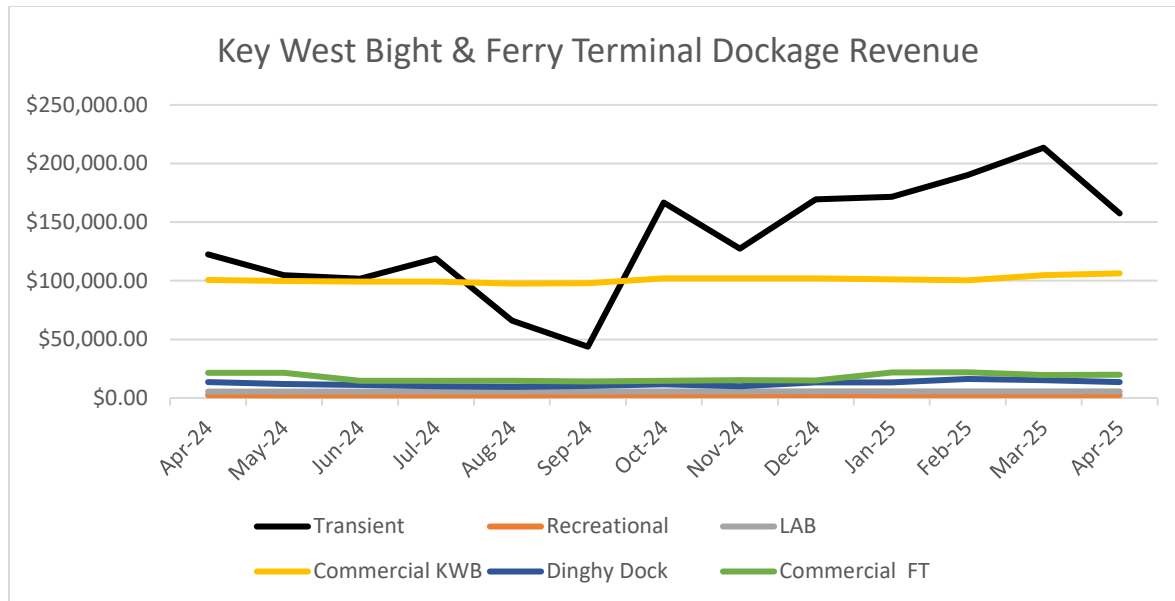
City Marina @ Garrison Bight

- \$103,206 transient, commercial and recreational dockage revenue
- \$84,708 liveaboard dockage revenue
- \$45,779 mooring field revenue
- \$5,366 ramp fees and parking revenue



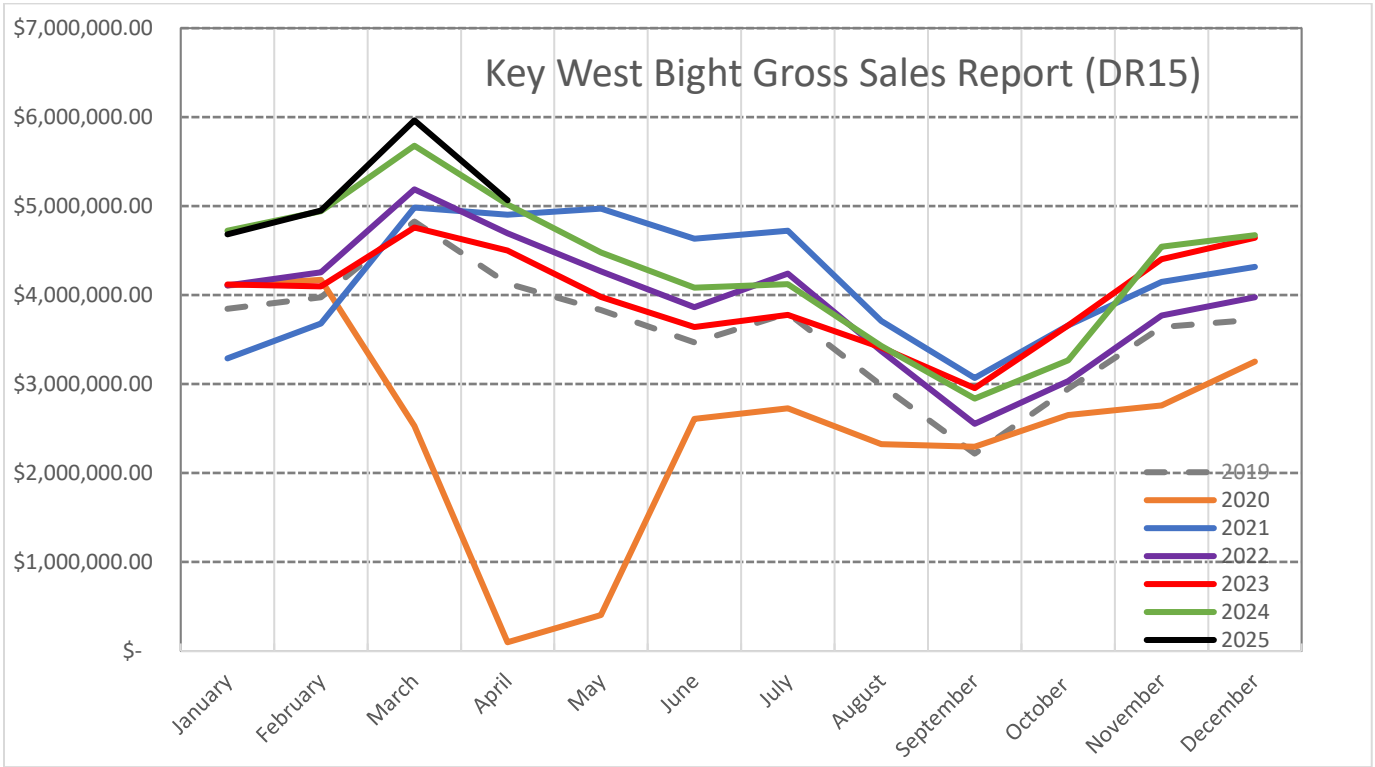
Key West Historic Seaport

- \$305,320 total monthly wet slip revenue
- 13,603 gallons gas sold
- 25,589 gallons diesel sold



Administrative/ Financial

- Completed May billing: 2.4% CPI increase: Mac's Sea Garden, Curio Shop, Flagler Station, Good Day on a Happy Planet, Dragonfly, Yours & Mayan.
- KWB transfer slip SW12: Flats for Fun
- KWB permanent vessel exchange Caribbean Fury with Signature Fury
- KWB Schooner Appledore left for the summer. Base rate decreased to 50%
- KWB sent reminders for the commercial waiting list – due May 31, 2025
Entries: McGrail, Fisher, Salzman, Morley, Rowan/Hattingh
- GB Liveaboard Pricing Structure proposal workshop held May 21, 2025





Monthly Property Management Department Report

To: Brian L. Barroso, City Manager

Date: June 5, 2025

From: Gary Moreira, Senior Property Manager

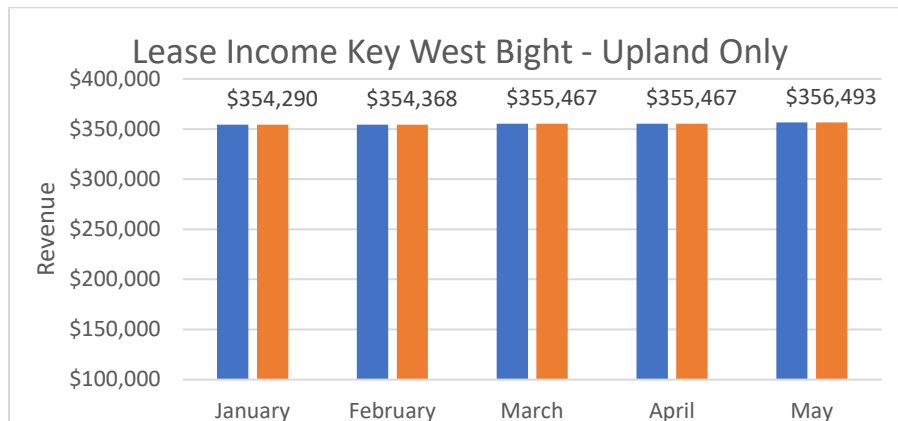
Subject: May 2025

Property Management

Rent Collections –

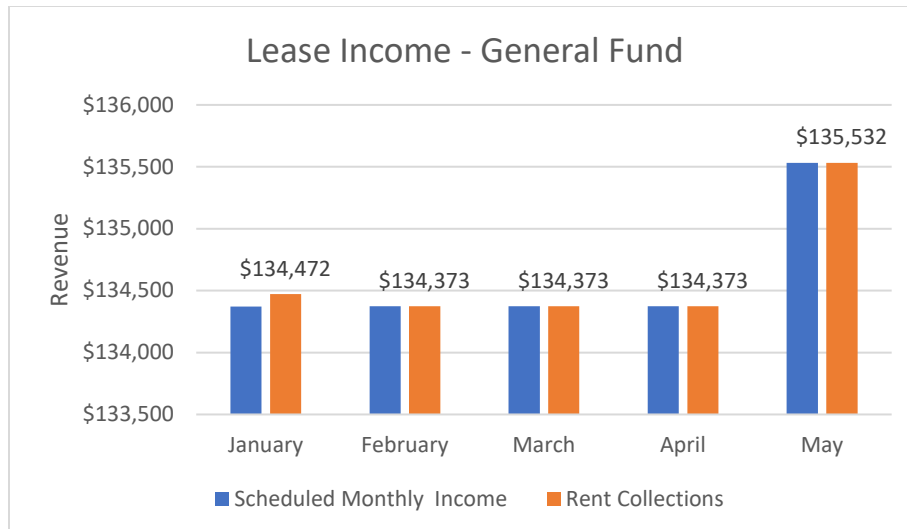
Projected Income - \$356,493

Collected - \$356,493



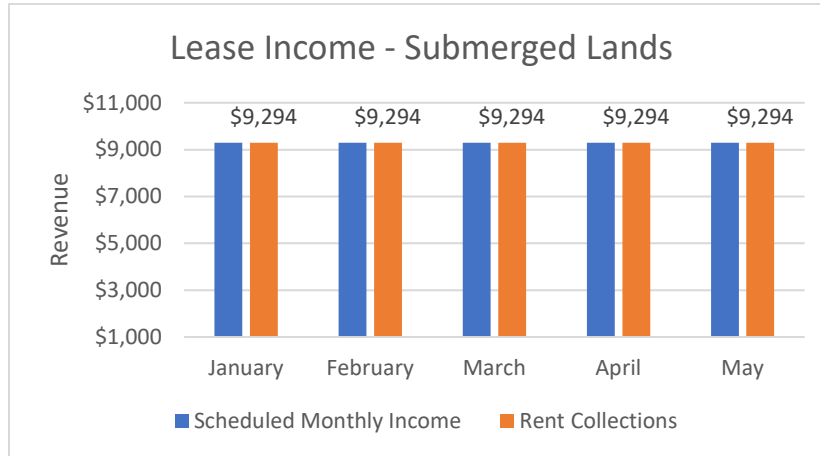
Projected Income – \$135,532

Collected - \$135,532



Projected Income – \$9,294

Collected – \$9,294



Leases/Licenses Renewed, Amendments/Executed	2
Records Request/Research	8
Yardi & Maintain X database Import	4
Gross Sales data entry to Yardi	3
Leases/Licenses drafted	2
Leases/Agreements Reviewed	12
Rent Collected	See tables
Default Notices/Collection Calls	1
Tenant meetings	4
Tenant Complaints received	0
Property Maintenance requested	0
Lease Language Modifications	1
Public Notices Published	0
RFP Selection	1



Monthly Public Information Report

To: Brian L. Barroso, City Manager

Date: June 3, 2025

From: Alyson Crean, Public Information Officer

Subject: April Report 2025

STATISTICS

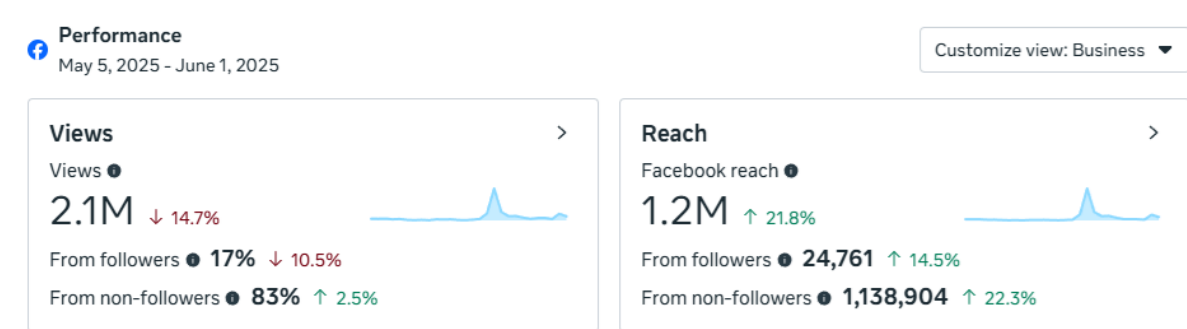
- 38 press releases
- Approximately 225 record request fulfillments
- 2 weekly directors' meeting
- Attended 1 agenda setting meeting
- Attended 3 police command staff meetings
- Attended and photographed City Commission meeting
- Wrote nomination for Officer of the Month for Keys Talk radio
- Photographed Office Ua award
- Attended and presented at annual countywide PIO Symposium in Marathon
- Attended and photographed annual City Health Fair
- Attended and photographed Fire Academy graduation
- Facilitated and oversaw interview with Chief Brandenburg for an Air Force training video
- Organized and photographed the Law Enforcement Memorial
- Photographed KWPD farewell to retiring Deputy Chief Randy Smith
- Attended and photographed the LKMC's First Responders luncheon
- Participated in City of Key West pre-hurricane season meeting
- Photographed KWPD visit by Pawsitive Beginnings
- Wrote and posted weekly reminders for Plogging cleanups and the results
- Provided road work updates
- Mentored Take Stock in Children student
- Designed various slides and flyers, including new career opportunities

SOCIAL MEDIA STATISTICS

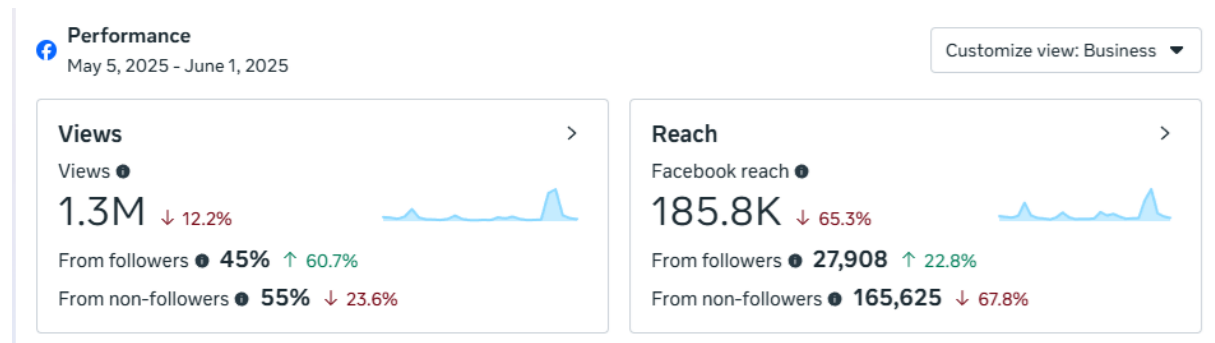
- City Facebook: 53,700 followers
- City Facebook statistics show we had 2.1 million views in May

- Police Facebook: 49,000 followers
- Police Facebook received 1.3 million views in May
- LinkedIn has 1,019 followers and received 18,163 views in May
- City X: 20,900 followers
- Police X: 20,000 followers
- City Instagram: 5,497 followers. 16,520 views in May
- City's Community Network Facebook group has 2,449 members
- You Tube: 699 subscribers. 1000 views in May amounting to 40.3 hours in watch time.

CITY FACEBOOK STATS

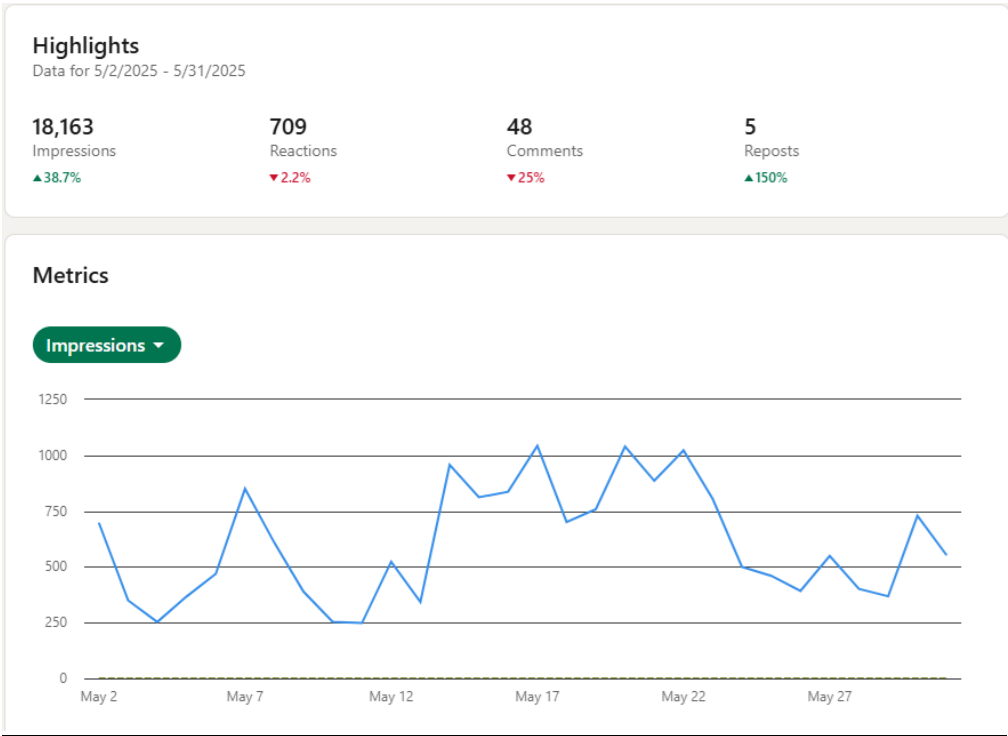


POLICE FACEBOOK STATS

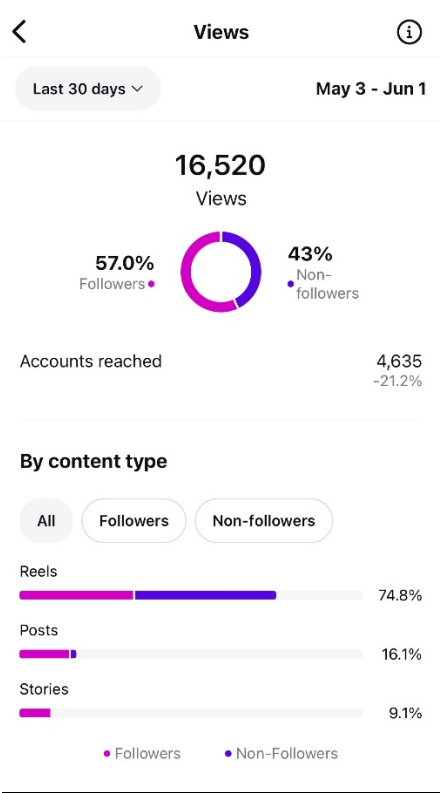


MORE

LINKEDIN STATS



INSTAGRAM STATS





Monthly Transit Department Report

To: Brian L. Barroso, City Manager

Date: June 1, 2025

From: Rogelio Hernandez, Director of Transportation

Subject: Monthly Transit Department Report May 2025

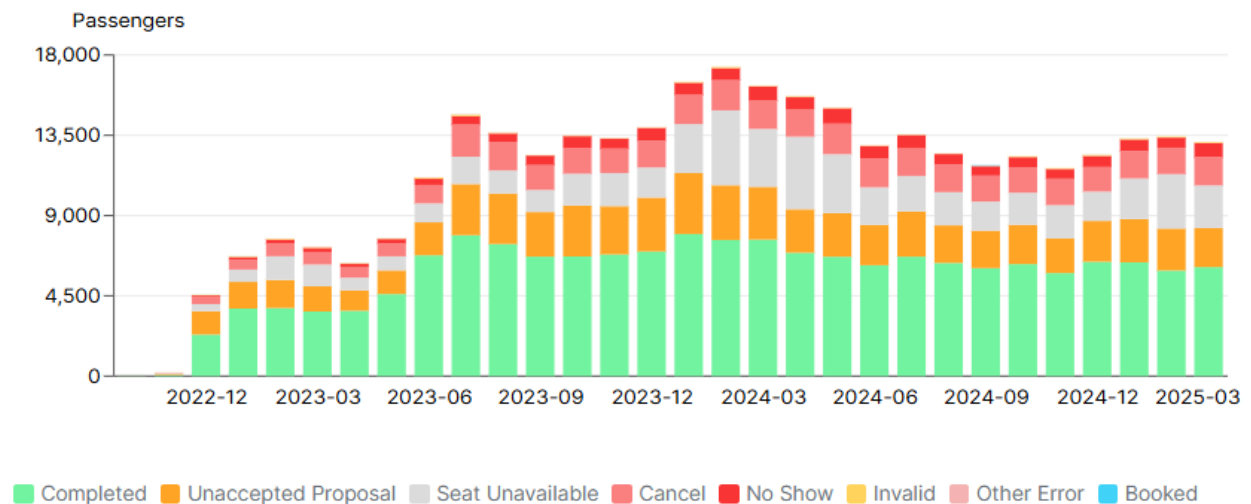
- Total System Ridership Past 30 Days: **30,114** trips. (**Decrease of 11.9%** from last month's **34,205** trips)
- The Lower Keys Shuttle ridership for May is **8,566** trips.
- Duval Loop is the highest performing route for May with ridership of **14,933** trips.
- Workforce Express May ridership is **1,833** trips.
- Key West Rides ridership for May is **5,854** trips.
- Total Number of customers who have installed Key West Rides App: **17,268**.
- Completed **182,243** trips on Key West Rides- On Demand Transit since launch November 30, 2022.
- Department attended the bi-weekly meeting via Zoom with the On-Demand System provider, Via.
- Department held weekly Maintenance Meeting.
- Department met with current onboard security system vendor, Luminator, to review new products and a potential pilot program.
- Department met with FDOT as part of the annual site visit.
- Department met with South Florida Commuter Services (SFCS) for their ongoing expertise in branding, marketing, and outreach to promote KWT programs.
- Director attended the Agenda-Setting meeting.
- Director attended the After-Action meeting.
- Director attended the monthly City Commission meeting.
- Director attended the monthly TCT meeting.
- Director participated in the City of Marathon – Comprehensive Safety Action Plan Stakeholder Team Meeting.
- Director participated in the KW Safety Action Plan Task Force Meeting.
- Director participated in the Florida Public Transportation Association (FPTA) New Member Orientation.
- Director and Grants/Project Manager participated in the City Manager Budget Review.
- Director met with Rod Delostrinos, ACM, as part of our weekly briefing.
- Director participated in the Florida Keys Transportation Coord Committee meeting.
- Director met with FDOT Contractor to review current ADA Complementary Paratransit Plan.
- Director provided transportation updates on a monthly radio interview on FM 102.5.

- Director met with Richard Clark, Transit Executive Director to discuss current and future collaboration between both organizations.
- Director participated in the CHIP/ Human Trafficking Awareness Team meeting / Community Safety.
- Employee Continued Service May 2025
 - Joaquin Ramos Bus Operator 1 Year

KEY WEST RIDES ON-DEMAND TRANSIT SERVICE KEY PERFORMANCE INDICATORS

Detailed Ride Requests Status

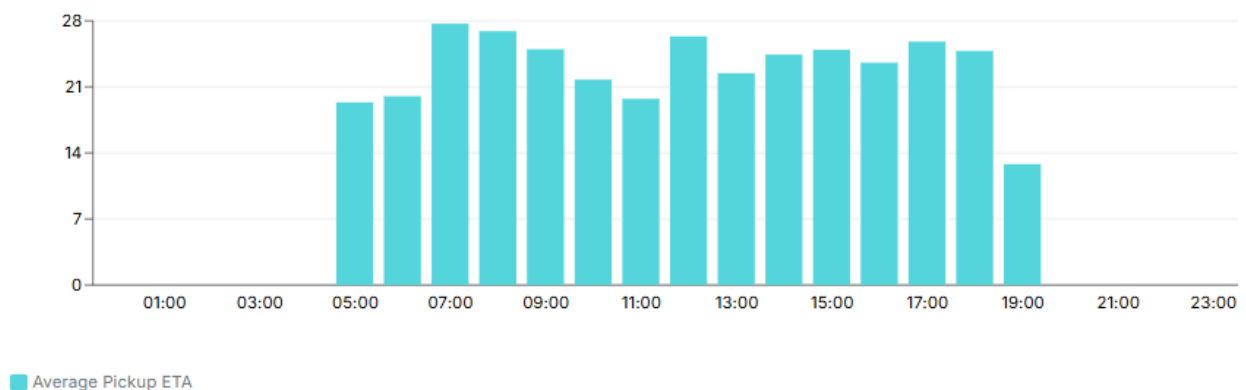
Breakdown of all ride requests (passengers) by status.



(Since November 30, 2022) Out of 307,873 people who received a ride proposal, only 182,243 chose to book and complete a ride.

Average Pickup ETA (On Demand Rides Only)

Average pickup ETA among all requests where a ride proposal was displayed.

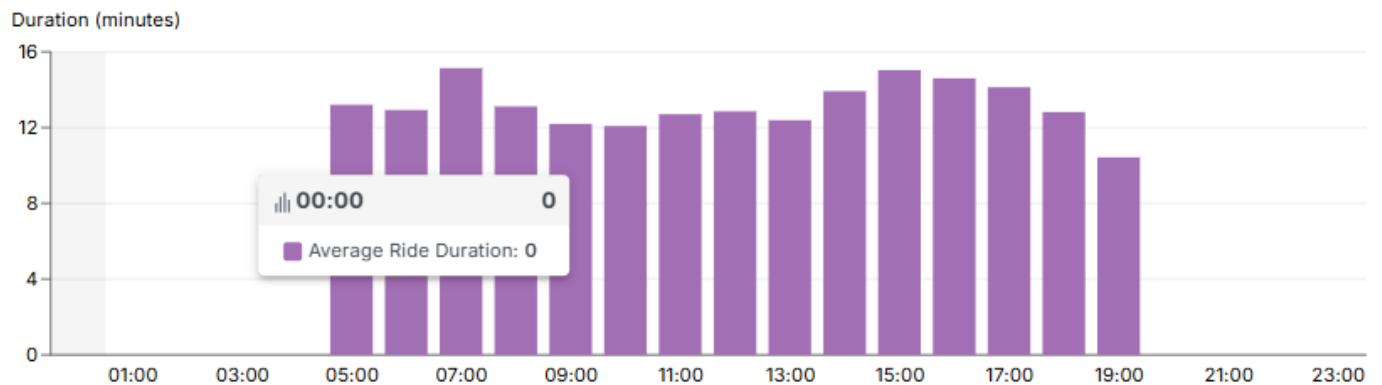


May 2025: The average wait time once a person receives a ride proposal is currently 23.4 minutes.

KEY WEST RIDES ON-DEMAND TRANSIT SERVICE KEY PERFORMANCE INDICATORS (CONTINUED)

Average Ride Duration

Average ride duration from pickup to dropoff.

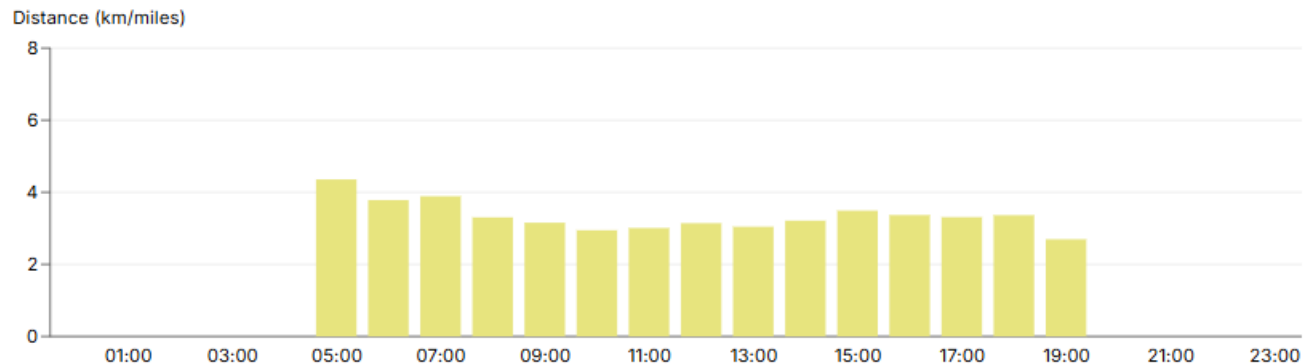


Average Ride Duration

May 2025: Once the bus arrives, the average passenger trip time takes 13.3 minutes.

Average Ride Distance

Average ride distance from pickup to dropoff.



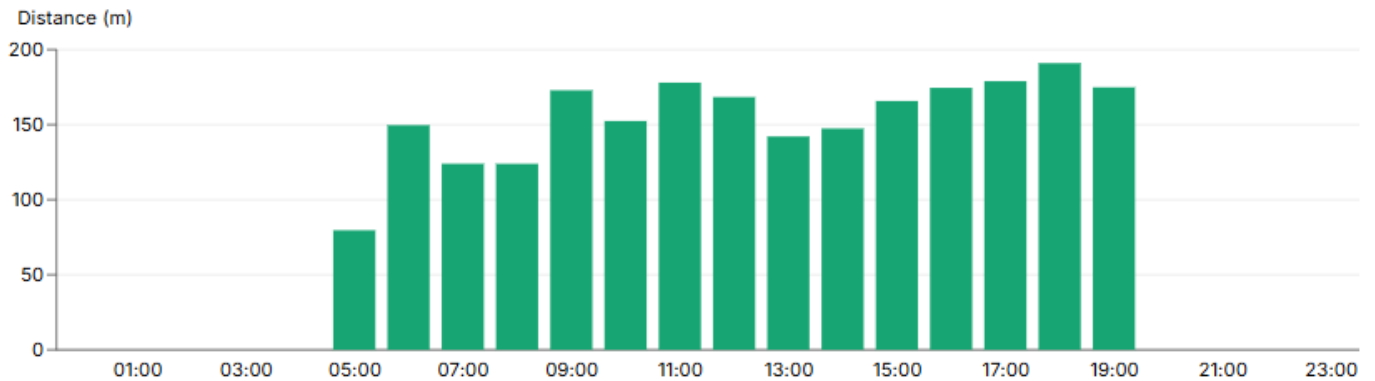
Average Ride Distance

May 2025: The average ride distance is 3.3 miles.

KEY WEST RIDES ON-DEMAND TRANSIT SERVICE KEY PERFORMANCE INDICATORS (CONTINUED)

Average Dropoff Walking Distance

Walking distance (meters) from latest planned drop off location to destination location.

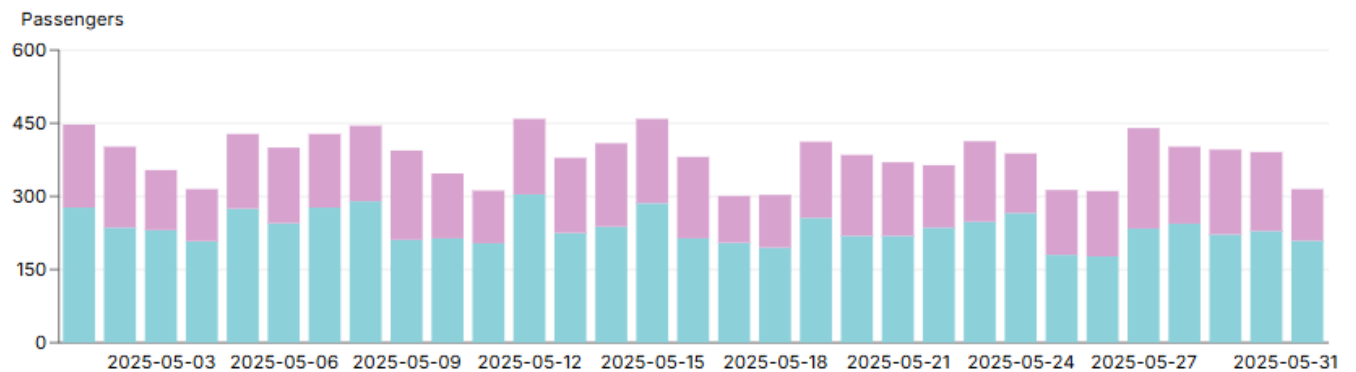


■ Average Dropoff Walking Distance

May 2025: Average distance a passenger walks to destination location from drop off is 157.2 meters or 167.43 yards. Graph Y-Axis Conversion: 70 m = 77 yds; 140 m = 153 yds; 210 m = 230 yds; 280 m = 306 yds. ¼ mile is 402 meters.

Booking Type

Breakdown of all ride requests (passengers) by booking type.



■ On Demand ■ Prebooking

RIDERSHIP MONTHLY SUMMARY BY SERVICE FOR 5 FISCAL YEARS

City Route History

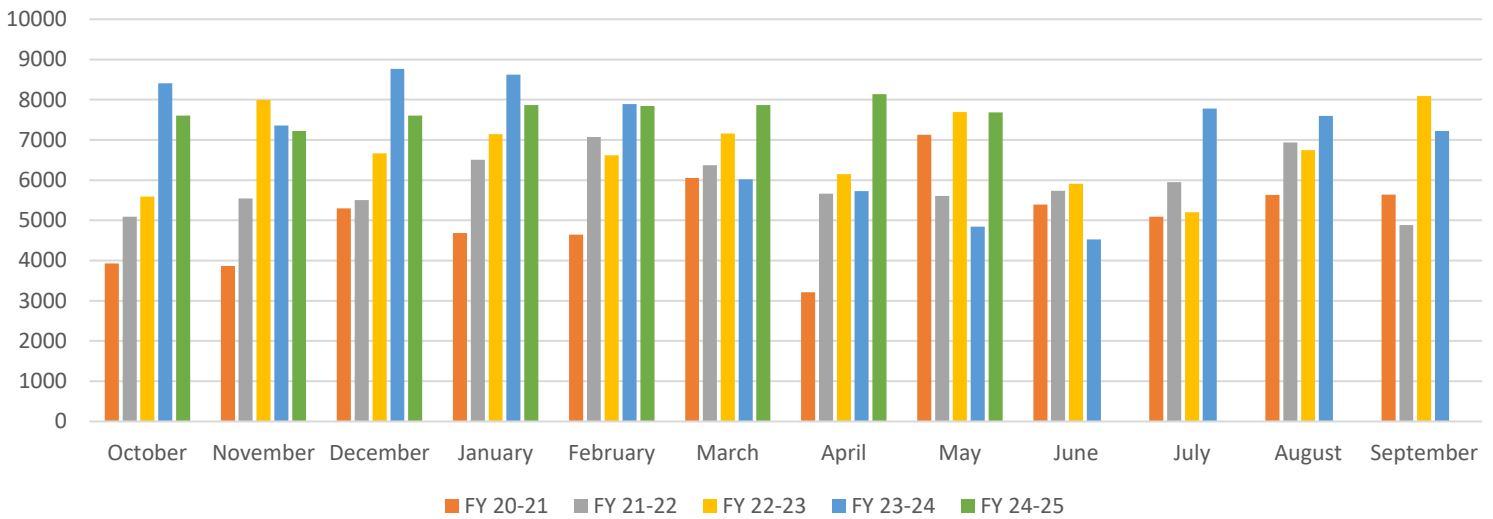
Red/ Blue/ Green/ Orange (Ended May 2020)

North Line/ South Line (May 2020- June 2023)

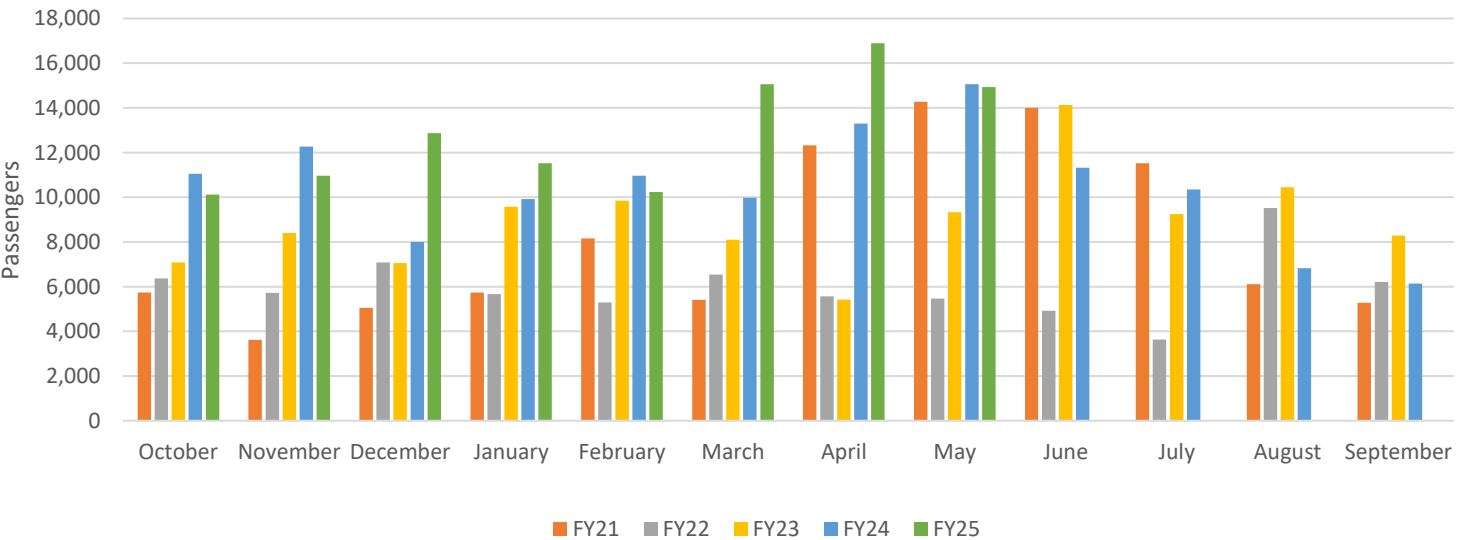
Key West Rides (Started Nov 30, 2022)

Work Force Express (Started June 2023)

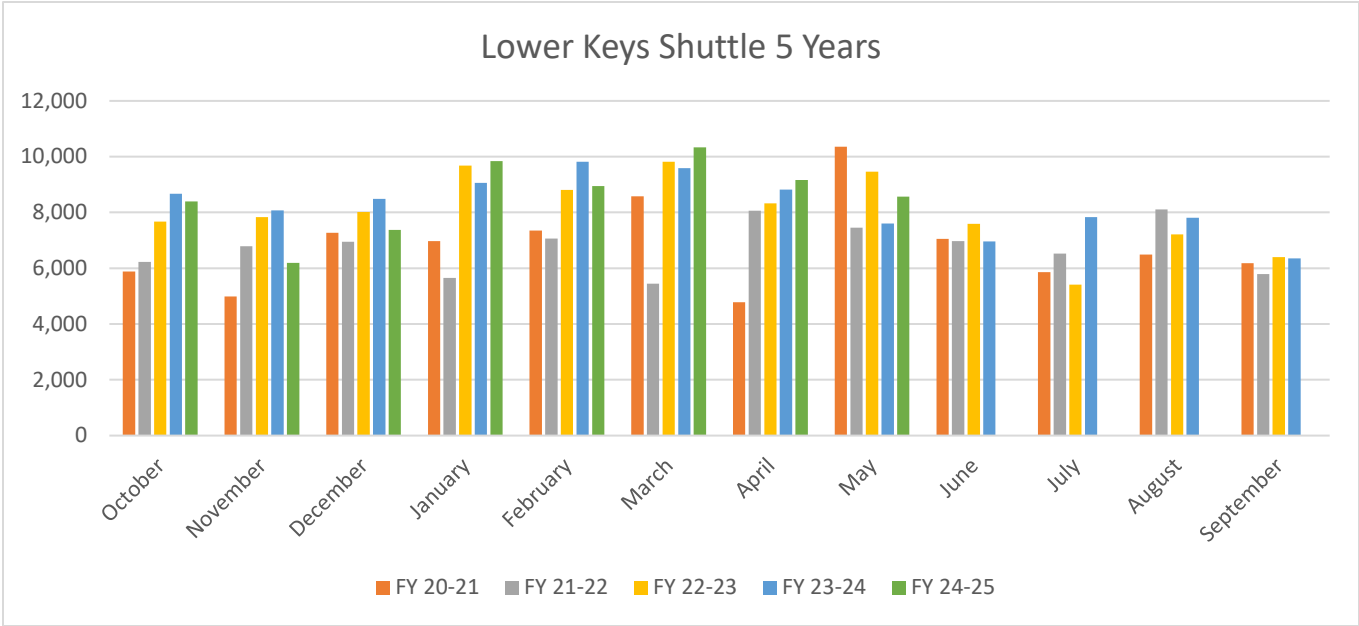
Total City Routes Ridership 5-Year



Duval Loop Ridership



**RIDERSHIP MONTHLY SUMMARY BY SERVICE FOR 5 FISCAL YEARS
(CONTINUED)**





June Utilities Department Report

To: Brian L Barroso, City Manager

Date: June 5, 2025

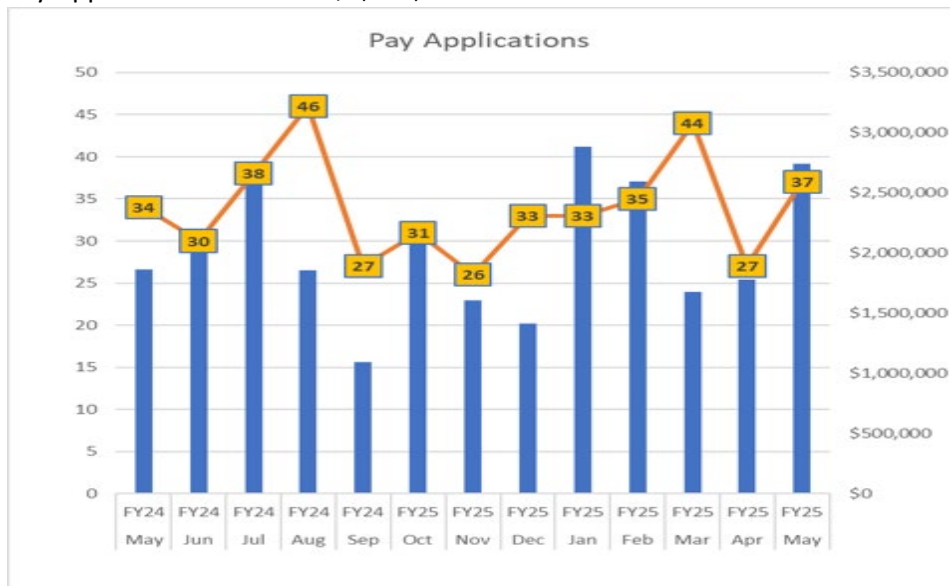
From: Matt Willman, Utilities Director

Subject: June Report 2025

Utilities Department

Administrative

- Pay Apps Processed: 37 for \$2,744,065

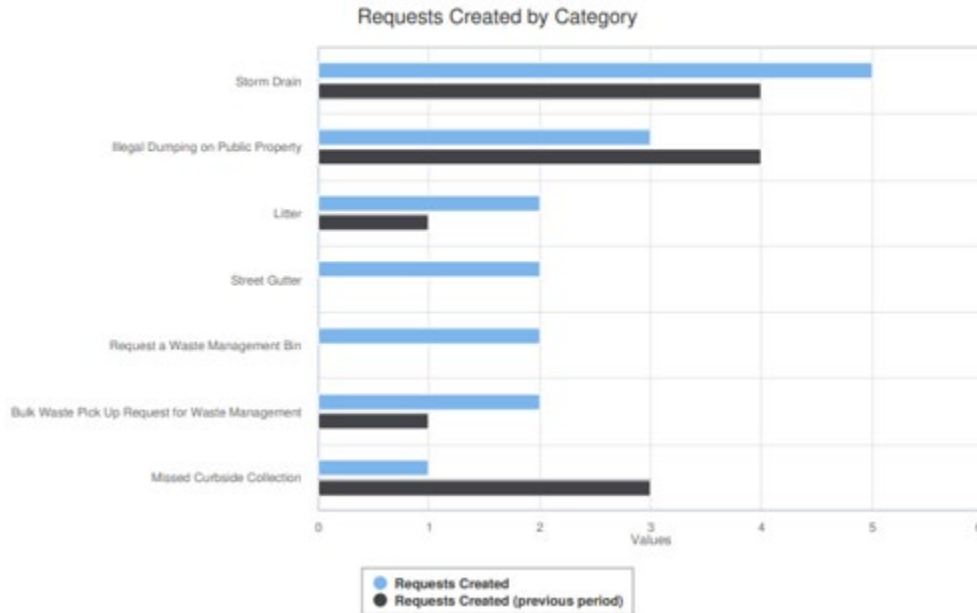


- Purchase Requests Submitted: 18 for \$1,305,402



- Issues Resolved-Click Fix 16 of 17 resolved to date (all categories)

Requests filtered by request category that have been created 05/01/2025 - 06/01/2025 compared to 05/01/2024 - 05/31/2024 filtered to 7 categories within all geographies



- Back Utility Fees Assessed/Collected: \$10.964 Assessed / \$2,070 Collected
- Undiscovered Sewer Base Charges recognized: 25 EDUs @ \$27.51 = \$688/month
- Add or Re-assess new parcels: 1 @ \$358 and 24 @ \$121 = \$3261/year

Solid Waste

- Waste Hauled
 - Municipal Solid Waste: 2724 tons
 - Recycling: 424 tons
 - Yard Waste: 515 tons
 - Construction and Demolition: 9 tons
 - Metal: 45 tons
 - Leachate: 75 tons
 - Household Hazardous and E-waste: 1.25 tons
 - Tires: 11 tons
- White Goods: 142 items collected
- Free Bulk Pick Ups by Waste Management: 310 locations
- Charged Bulk Pick Ups by Waste Management: 61 locations
- Tonnage of bulk picked up by Waste Management: 218 tons in 106 vehicle trips
- Bulk Pick Ups by Public Works: 121 billable tons in 106 vehicle trips
- Extra Pick Ups: 87
- Carts Delivered: 102
- Carts Repaired: 0
- Cart Exchanges: 8
- Commercial Recycling Participation Rate: 51%

- Solid Waste related code cases opened: 29
 - Solid Waste code cases closed: 26
 - 676 tons of municipal solid waste hauled to Okeechobee
 - 2724 tons of recycling hauled to Medley
 - Processed \$28,295 in account holder receivable invoices
 - Processed \$32,721 in credit card "cash" customer transactions
- Continued troubleshooting issues with the transfer station camera system and seeking support/direction as needed.
 - Draft update to the Solid Waste Ordinance is in progress.
 - Developing new signage for the transfer station.

Recycling Update:

- Participated in the Annual Trash Derby sponsored by the National Marine Sanctuary Foundation.
- Researched reusable products and processes for school food service operations.
- Composed a plan to increase recycling participation among local businesses.
- Contacted Katie Atkins (Key West Airport) regarding recycling messaging in the new terminal wing.
- Created a questionnaire to gauge recycling participation in the business community.
- Assisted in "plogging" events and other cleanup activities.
- Attended a Reef Relief outreach event at Lagerheads.
- Inventoried all city recycling cans and compared them to Waste Management's invoicing—resulting in \$15,534 in savings.

Sewer/Stormwater/GIS:

Pump Station Projects:

- Construction of Sanitary Pump Station G rehabilitation is approximately 70% complete and on schedule.
- Sanitary Pump Station F grinder installation was awarded to Charley Toppino & Sons (CT&S); submittal phase is underway.
- Design for Sanitary Pump Station R rehabilitation is 90% complete.
- Task order for Sanitary Pump Station J rehabilitation received from Jacobs Engineering; scheduled for August Commission meeting.

Waste Water Treatment Plant & Infrastructure Improvements:

- Booster pump drive for potable water/belt press washdown at the WWTP has been received; installation pending by Nearshore Electric.
- Task order for PE pumps and manifold replacement (Jacobs Engineering) is scheduled for June Commission meeting.
- Replacement unit requisitioned for the slide gate opener at the WWTP.

- Met with an engineer to discuss future handling methods for WWTP sludge.

Stormwater & Drainage:

- Provided sewer and stormwater as-built data for Flagler Avenue to GRAEF (consultant for Monroe County).
- Received and reviewed quotes for mangrove trimming at Riviera Canal and Venetian Culvert; work begins July 8.
- Ongoing discussions with Monroe County regarding stormwater renovations on Flagler Avenue.
- Met with Charlie Toppino & Sons to discuss stormwater well cleaning; work expected to begin late June.
- Conducted site meeting with resident at 4th Street and Sun Terrace to discuss drainage concerns and possible improvements.

Planning & Coordination:

- Confirmed Disaster Debris Management Site status is approved for the 2025 season.
- Held multiple meetings with the City's financial consultant regarding utility rate modeling.
- Participated in monthly meetings covering grant projects, utility contracts, development review, Navy coordination, and internal staff matters.
- Continued dialogue with Naval Air Station Jacksonville to develop a new sewer billing agreement.

Support & Assistance:

- Assisted a new Code Officer in addressing trash-related concerns.
- Reviewed and discussed damage assessment procedures with Code Compliance staff.