



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Meeting Agenda Full Detail

### City Commission

*Mayor Danise Henriquez*  
*Vice Mayor Donald "Donie" Lee*  
*Commissioner Lissette Carey*  
*Commissioner Aaron Castillo*  
*Commissioner Monica Haskell*  
*Commissioner Sam Kaufman*  
*Commissioner Greg Veliz*

#### *Charter Officials*

*Brian L. Barroso, City Manager*  
*Mayanne Downs, City Attorney*  
*Keri O'Brien, City Clerk*

---

Wednesday, July 1, 2026

9:00 AM

City Hall

---

**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 - 9:00 A.M.**

**CALL MEETING TO ORDER**

**ROLL CALL**

**INVOCATION - Reverend Dr. Robert Ward**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**APPROVAL OF AGENDA**

**CONSENT AGENDA\***

**\*Item is considered to be routine and enacted by one motion with no separate discussion, unless requested by a Commission Member. The City of Key West may take action on any matter during this meeting, including items that are not set forth within this agenda.**

**MINUTES**

1 \*June 4, 2026

Attachments: [Minutes](#)

## RESOLUTIONS

2 \*Granting a Special Event Permit to Womankind, Inc. for a fundraiser event on Greene Street between Ann Street and Simonton Street on Wednesday, October 14, 2026 from 7:00 P.M. to 10:00 P.M. (setup at 9:00 A.M.); Pursuant to terms and conditions set forth by the City Manager; Authorizing the sale and consumption of alcoholic beverages within the enclosed area; 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 \(Events\)](#)

[Application & Approvals](#)

3 \*Authorizing the Key West Business Guild, Inc. to conduct the Annual Headdress Ball at the Truman Waterfront Coffee Butler Amphitheater on Thursday, October 22, 2026 from 6:30 P.M. to 11:00 P.M (setup at 8:00 A.M.); Pursuant to terms and conditions set forth by the City Manager; Authorizing the sale and consumption of alcoholic beverages within an enclosed area.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo \(Events\)](#)

[Application & Approvals](#)

- 4 \*Granting a Special Event Permit to Conch Republic Seafood Company for the 34th Annual Key West Powerboat Week at the 631 Greene Street parking lot and adjacent gravel lot on Wednesday, November 4, 2026, through Sunday, November 8, 2026, from 11:00 A.M. to 11:00 P.M. (setup on Tuesday, November 3, 2026); 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 \(Events\)](#)

[Application & Approvals](#)

- 5 \*Granting a Special Event Permit to Half Shell Raw Bar for Key West Oyster Fest at Half Shell Raw Bar, 231 Margaret Street on Saturday, November 14, 2026, from 5:00 P.M. to 11:00 P.M. (setup at 7:00 A.M.); Pursuant to terms and conditions set forth by the City Manager; Authorizing the sale and consumption of alcoholic beverages within the enclosed area; 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 \(Events\)](#)

[Application & Approvals](#)

- 6 \*Granting a Special Event Permit to MARC, Inc. for the "Tour de Keys 2026" at Truman Waterfront Park Major Field on Saturday, November 21, 2026, from 12:00 P.M. to 7:00 P.M (setup at 10:00 A.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 \(Events\)](#)

[Application & Approvals](#)

- 7 \*Granting a Special Event Permit to Monroe County Commercial Fishermen Inc. for the 21st Annual Florida Keys Seafood Festival at Truman Waterfront Park Major Field on Saturday, February, 13, 2027, from 11:00 A.M. to 8:00 P.M. and Sunday, February 14, 2027, from 11:00 A.M. to 5:00 P.M. (setup beginning Thursday, February 11, 2027); Pursuant to terms and conditions set forth by the City Manager; Authorizing the sale and consumption of alcoholic beverages within the enclosed area; 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 \(Events\)](#)

[Application & Approvals](#)

- 8 \*Re-appointing Charles L. Major, Jr. to the Housing Authority of the City of Key West Board of Commissioners.

**Sponsors:** Mayor Henriquez

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

[Certification](#)

[KWA Executive Director Letter](#)

[Charles Major Letter](#)

- 9 \*Re-appointing John G. Parks, Jr. to the Housing Authority of the City of Key West Board of Commissioners.

**Sponsors:** Mayor Henriquez

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

[Certification](#)

[KWA Executive Director Letter](#)

[John Parks Letter](#)

- 10                    \*Amending Resolution 24-137 to reflect a change in project scope for the City-owned property at Poinciana Plaza from 16 units to 77 units with no additional funding requested from the Monroe County Comprehensive Plan Land Authority; Authorizing the City Manager to execute necessary documents, upon consent of the City Attorney.

**Sponsors:** Vice Mayor Lee

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

[BOCC Approval 10.16.24](#)

[Resolution 24-137](#)

- 11                    \*Amending Resolution No. 26-039, which approved the Settlement Agreement between the City of Key West and Kathyann Wanciak in her workers' compensation case in the amount of \$490,000.00 increasing the total settlement amount by \$100,000.00, for a new total settlement amount of \$590,000.00, to cover the Medicare Set-Aside for future medical care related to the August 21, 2015 date of accident; Approving the amended Settlement Agreement in a total amount of \$590,000.00, inclusive of attorneys fees and costs; Authorizing the City Manager to execute all settlement documents upon the advice and consent of the City Attorney's Office.

**Sponsors:** City Attorney Downs

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

[Updated Settlement Memorandum](#)

[Resolution 26-039](#)

- 12                    \*Amending the Fee Schedule for special events held in the City and pavilion rentals, as attached hereto and made a part hereof as Exhibit A, pursuant to the Commission's conditioned approval of Resolution No. 26-164 on June 4, 2026; Authorizing the City Manager or designee to execute any necessary related documents to ensure implementation of the Special Events and Pavilion Rental Fee Schedule, upon advice and consent of the City Attorney.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(ACM\)](#)

[Exhibit A](#)

[Res 26-164](#)

- 13                    \*Authorizing the use of Tree Fund monies in an amount not to exceed \$10,000 for the purchase and distribution of Key Lime trees through a public tree giveaway program.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(Growth Management\)](#)

[Proposal](#)

- 14 \*Authorizing the repair of the 2015 Gillig Low Floor Hybrid Diesel Bus, known as Bus 821, by Stewart and Stevenson D.B.A. Florida Detroit Diesel Allison, on a sole-source basis, pursuant to Section 2-797(1)(b)(c) of the City of Key West Code of Ordinances, in an amount not to exceed \$150,000.00; Approving funding for this repair through PTGA G3101 Amendment #1 scope change and Resolution 26-105 (PTGA G3101 Amendments #1 and #2) and authorizing any necessary budget adjustments and transfers; Authorizing the City Manager or designee to execute necessary documents upon consent of the City Attorney.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(Transit\)](#)

[PTGA Contract #G3101](#)

[Amendment #1 to PTGA Contract #G3101 - Scope Change](#)

[Amendment #2 to PTGA Contract #G3101 - Time Extension](#)

[Quote - Florida Detroit Diesel Allison](#)

[Allison Source Letter](#)

- 15 \*Awarding Invitation to Bid (ITB) #26-007 - Tide Valve Stormwater Improvements Project to Charley Toppino & Sons, Inc. in the amount of \$2,146,000.00; Authorizing the City Manager to execute any necessary related documents and budget transfers/adjustments, upon the advice and consent of the City Attorney.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(Utilities\)](#)

[Staff Bid Comparisons](#)

[Bid Memo](#)

[Toppino Proposal](#)

[Reynolds Proposal](#)

[Res 22-210 CDBG Award](#)

[Vendor Correspondence](#)

- 16                    \*Approving Amendment to Design Task Order from Jacobs Engineering Group, Inc., in the amount of \$40,124. for additional design effort for the design, permitting, and bid phase support for replacement of the effluent pumps and manifold at the Richard A. Heyman Wastewater Treatment Facility; Authorizing the City Manager to execute any necessary documents, budget transfers or amendments within the Sewer Fund, upon consent of the City Attorney.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(Utilities\)](#)

[Amendment to Agreement](#)

[Res 25-142 Jacobs Effluent Pump Design](#)

[Res 23-029\\_GES](#)

#### PROCLAMATIONS

- 17                    Bill Verge Day

**Sponsors:** Vice Mayor Lee

#### PRESENTATIONS

- 18                    Keep Key West Beautiful

**Sponsors:** Mayor Henriquez

- 19                    Beach Cleaning and Maintenance - Beach Raker, LLC

**Sponsors:** City Manager Barroso

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

- 20                    Engineering Projects Update

**Sponsors:** City Manager Barroso

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

- 21                    Adopt-A-Drain

**Sponsors:** City Manager Barroso

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

#### RESOLUTIONS - Cont'd

- 22 Reaffirming the City's longstanding One Ship Policy; Requesting voluntary cooperation from the United States Navy in considering local voter referenda, ordinances, resolutions, and policies concerning large cruise ship operations at the Outer Mole; Directing the City Manager and City Clerk to transmit this Resolution to the United States Navy; Recognizing federal jurisdiction over the Outer Mole.

**Sponsors:** Commissioner Kaufman

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

[Cruise Ship Charter Amendment Certification](#)

[Ordinance 22-07 Establishing Chapter 80](#)

[Res. 22-073 Direct Docking/Disembarkation](#)

[Res. 13-265 Opposition to Widening Ship Channel](#)

[2013 Election Summary Report](#)

- 23 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 and 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.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(ACM\)](#)

[PRAB Resolution 26-01](#)

[Ordinance 22-21 Establishing PRAB](#)

- 24 Approving an Amendment to the Interlocal Agreement ("ILA") with Monroe County ("County"); Supporting the Certification of Financial Capability for Perpetual Operation and Maintenance costs for the Flagler Avenue Road Resiliency and Adaptation Project; Authorizing the Mayor to execute any necessary documents, upon consent of the City Attorney.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(Utilities\)](#)

[Amendment](#)

[Financial Capability Certification Form](#)

[Resolution 26-218 Approving ILA](#)

- 25 **Request for Postponement by Staff to August 6, 2026:**  
Approving the attached Interlocal Agreement between the City of Key West and the Housing Authority of the City of Key West pursuant to Chapter 163, Florida Statutes, for temporary housing accommodations for on-duty Key West Fire Department personnel during construction of the replacement Fire Station 3; Authorizing the City Manager to execute the Interlocal Agreement and any necessary related documents, budget transfers, and/or budget adjustments, upon advice and consent of the City Attorney.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(CM\)](#)

[Agreement](#)

[Resolution 25-285](#)

## DISCUSSION

- 26 Use of Garrison Bight Dinghy Docks and Facilities for Anchored Vessels

**Sponsors:** Mayor Henriquez

## CITY MANAGER'S REPORT

## CITY ATTORNEY'S REPORT

**CITY CLERK'S REPORT**

**CITIZEN COMMENTS**

**COMMISSION COMMENTS**

**RECESS**

**EVENING SESSION - 5:00 P.M.**

RECONVENE - CALL TO ORDER

ROLL CALL

INVOCATION - Reverend Dr. Robert Ward

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

RESOLUTIONS

27

**Minor Development Plan - 601 Howard England Way (RE# 00001630-000200)** - Granting Minor Development Plan approval to construct a modular office building at Fort Zachary Taylor State Park located in the Historic Public and Semipublic Services (HPS) Zoning District, pursuant to Section 108-91 and 122-956 through 122-965 of the Land Development Regulations of the City of Key West, Florida.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(Planning\)](#)

[PB Resolution 2025-047](#)

[Staff Report](#)

[Planning Package](#)

[Utilities Comments](#)

[Keys Energy Comments](#)

**Legislative History**

11/21/24	Development Review Committee	Discussed
9/18/25	Planning Board	Approved

28

**Withdrawn: Zoning Map Interpretation - 2407 N. Roosevelt Blvd. (RE# 00002280-000100)** - Finding that an interpretation of the Official Zoning Map pursuant to Section 122-94(7) of the Land Development Regulations as it applies to the property located at 2407 North Roosevelt Boulevard (Happy Landings Marina) is required due to the differing physical features on the ground compared to the Zoning Map and existing uncertainties; Clarifying the Zoning District Boundaries between Commercial General (CG), Conservation Mangrove (CM), and Conservation - Outstanding Waters of the State (C-OW); Clarifying the intent of the Official Zoning Map based on physical site conditions, historical development patterns, and applicable regulatory provisions, not constituting a rezoning of the property.

**Sponsors:** City Manager Barroso

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

[Resolution](#)

[1995 Letter from City Attorney](#)

[2014 City Commission Res No. 14-316](#)

[2022 Zoning Verificatin Letter 2407 N. Roosevelt Blvd.](#)

[2023 Minor Modification 2407 N. Roosevelt](#)

[2024 Denial of Major Modification Request, CC Resolution 24-013](#)

[Ex. A. 2407 N. Roosevelt Blvd. ZVL letter 3.17.22](#)

[Ex. B. 1995 Letter from Covan](#)

[Ex. C. Mannix-Lachner Letter](#)

[Ex. D. Conservation. Pages from Ord. 97-10](#)

[2025 Request for ZVL by Happy-Landings](#)

[Ex. E. HLM Habitat rev](#)

[Ex. F. 1998.99 Letters re Use](#)

[Ex. G. Letter to Covan 1995](#)

[Public Comment - Smith](#)

[Public Comment - Robles](#)

**Legislative History**

4/1/26	City Commission	Postponed
5/7/26	City Commission	Postponed
6/4/26	City Commission	Postponed

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

29

An Ordinance of the City Commission of the City of Key West, Florida amending Sec. 2-826 - Public Notice, Subdivision III - Procedures, Division 3 - Personal Property Purchasing and Procurement, VII - Financial Matters, Chapter 2 - Administration, Subpart A - General Ordinances of the City of Key West, Florida to require evaluation of the specific procurement type and applicable notice requirements and adding a reference to Sec. 255.0525, Florida Statutes to better ensure published notice for public construction solicitations and grant funded procurements satisfy all required public notice requirements and standards; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(Procurement\)](#)

[Business Impact Estimate](#)

**Legislative History**

6/4/26

City Commission

Passed to Second Reading

30

An Ordinance of the City Commission of the City of Key West, Florida amending Sec. 26-96 - Definitions, Division 4 - Use of Parks, Article II - Nuisances, Chapter 26- Environment, Subpart A - General Ordinances of the Code of Ordinances of the City of Key West, Florida to add Higgs Beach, Matthew Gilleran, Rosa Hernandez, Pepe Hernandez, and George Mira to the list of City-owned public parks identified in the City's Code of Ordinances; Providing for Severability; Providing for repeal of inconsistent provisions; and Providing for an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(ACM\)](#)

[Sec. 26-96 Definitions](#)

**Legislative History**

6/4/26

City Commission

Passed to Second Reading

31

An Ordinance of the City Commission of the City of Key West, Florida, amending Chapter 74 of the Code of Ordinances, entitled "Utilities" by amending Section 74-202(1) a-e, entitled "Other Charges", to adjust sewer service call charges including minimum charges, labor rates, and equipment rates; Amending Section 74-246.(a)(b) and (e), entitled "Annual Sewer Rates", to transition the City's use of (CPI-U) to (CPI-WST) to calculate annual rate increases for residential sewer services and amend the average residential monthly wastewater production Base Charge Unit (BCU) from 3,600 to 3,400 gallons; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(Utilities\)](#)

[Business Impact Estimate](#)

**Legislative History**

6/4/26

City Commission

Passed to Second Reading

32

An Ordinance of the City Commission of the City of Key West, Florida amending Sec. 74-387 - Equivalent Stormwater Unit (ESU), Article V - Stormwater Utility System, Chapter 74 - Utilities, Subpart A - General Ordinances of the Code of Ordinances of the City of Key West, Florida revising the Consumer Price Index Escalator used to calculate the annual rate increase for the Non-Ad Valorem Stormwater Assessment to transition from CPI-U (for all urban consumers) to CPI-WST (for water, sewer and trash) to align with the actual cost of services related to stormwater utility and adjust the month the CPI is calculated from June to May; Providing for severability; Providing for repeal of inconsistent provisions; and Providing for an effective date.

**Sponsors:** City Manager Barroso

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

[Cover Memo \(Utilities\)](#)

[Business Impact Estimate](#)

**Legislative History**

6/4/26

City Commission

Passed to Second Reading

**CITIZEN COMMENTS**

**COMMISSION COMMENTS**

**ADJOURNMENT**