



City of Key West, FL

City Hall
1300 White Street
Key West FL 33040

Action Minutes - Final

Advisory Screening Committee for a City Attorney

Tuesday, August 12, 2025

3:00 PM

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 all presentations for the agenda at least 7 days before the meeting.

Call Meeting To Order - 3:00 P.M.

Roll Call

Ms. Sterling attended virtually via media technology. Mr. Oropeza made a motion, seconded by Mr. Varela, to accept her physical absence as due to an exceptional circumstance. That motion passed unanimously so she was eligible to vote.

Present 6 - Mr. Hoyes, Mr. Lloyd, Mr. Oropeza, Ms. Sterling, Mr. Varela, and Chairman Smith

Pledge of Allegiance to the Flag

Public Comment

Approval of Agenda

The agenda was unanimously approved as amended with Chair Smith requesting an add-on action item to elect a new vice-chair.

Approval of Minutes

1 July 21, 2025

Attachments: [Minutes](#)

A motion was made by Mr. Oropeza, seconded by Mr. Hoyes, that the Minutes be Approved. The motion passed by unanimous vote.

Action Items

2 Elect Vice-Chair

Mr. Loyd and Mr. Oropeza were both nominated as candidates to serve as Vice-Chair. Mr. Hoyes made a motion, seconded by Mr. Lloyd, to elect Mr. Lloyd as Vice- Chair. That motion failed with members Oropeza, Sterling, Varela, and Chairman Smith voting No and members Hoyes and Lloyd voting Yes.

Then, a motion was made by Mr. Varela, seconded by Ms. Sterling, to elect Mr. Oropeza as Vice-Chair. That motion carried by the following vote:

No: 2 - Mr. Hoyes, and Mr. Lloyd

Yes: 4 - Mr. Oropeza, Ms. Sterling, Mr. Varela, and Chairman Smith

Discussion Items

3 Proposals for attorney/firm to recommend to City Commission

After discussion regarding proposal process, a motion was made by Mr. Oropeza, seconded by Mr. Hoyes, requesting the city procure as many as possible quotes or proposals for outside counsel to serve as city attorney, including Ms. Downs' firm and Vernis and Bowling. The motion carried by the following vote:

Yes: 6 - Mr. Hoyes, Mr. Lloyd, Mr. Oropeza, Ms. Sterling, Mr. Varela, and Chairman Smith

Board Member Comment

Adjournment - 3:49 P.M.

Next meeting set for August 25, 2025 at 3:00 P.M.