



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Meeting Agenda Full Detail

### City Commission

*Mayor Teri Johnston*  
*Vice-Mayor Sam Kaufman*  
*Commissioner Lissette Carey*  
*Commissioner Mary Lou Hoover*  
*Commissioner Clayton Lopez*  
*Commissioner Billy Wardlow*  
*Commissioner Jimmy Weekley*

#### *Charter Officials*

*Albert Childress, City Manager*  
*Keri O'Brien, City Clerk*  
*Ronald Ramsingh, City Attorney*

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Thursday, November 9, 2023

9:00 AM

City Hall

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Revised November 6, 2023

**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 - Father John Baker, Basilica of St. Mary Star of the Sea**

**PLEDGE OF ALLEGIANCE TO THE FLAG - Steve McAlearney, Port/Marine Services Director**

**CITIZEN COMMENTS**

**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 \*October 12, 2023

Attachments: [Minutes](#)

**RESOLUTIONS**

2 \*Appointing Thaddeus Cohen to the Housing Authority of the City of Key West Board of Commissioners.

Sponsors: Mayor Johnston

Attachments: [Resolution](#)

[Resume](#)

[Division 4 - Code of Ordinances](#)

[1986 Code Reference 15.01](#)

[Ch 57-1470 Special Act](#)

[FS Chpt 421.05](#)

[Previous KWA Appointments](#)

Legislative History

10/12/23 City Commission Postponed

3 \*Appointing Robert Cintron to the Housing Authority of the City of Key West Board of Commissioners

Sponsors: Mayor Johnston

Attachments: [Resolution](#)

[Resume](#)

[Division 4 - Code of Ordinances](#)

[1986 Code Reference 15.01](#)

[Ch 57-1470 Special Act](#)

[FS Chpt 421.05](#)

[Previous KWA Appointments](#)

Legislative History

10/12/23 City Commission Postponed

- 4                    \*Requesting that the Florida Department of Transportation (FDOT) install a permanent traffic light at the intersection of College Road and US 1 near Murray Marine expeditiously, within the current fiscal year; Authorizing the City Clerk to provide a certified copy of this Resolution to FDOT.
- Sponsors:** Commissioner Wardlow
- Attachments:** [Resolution](#)
- 5                    \*Granting a Special Event Permit Pursuant to Section 6-86 of the Code of Ordinances to the Key West Film Festival at the Southernmost Mansion - 1400 Duval Street on Thursday, November 16, 2023, from 8:00 P.M. to 11:00 P.M.
- Sponsors:** City Manager Childress
- Attachments:** [Resolution](#)
- [Cover Memo](#)
- [Application & Notices](#)
- 6                    \*Authorizing the Key West Art Center, Inc. to conduct the Key West Art & Craft Festival on Saturday, February 24th & 25, 2024, (Set up Friday, February 23, 2024), during the hours of 10:00 A.M. to 5:00 P.M. at the Truman Waterfront Quay Wall; Pursuant to terms and conditions set forth by the City Manager.
- Sponsors:** City Manager Childress
- Attachments:** [Resolution](#)
- [Cover Memo](#)
- [Application & Approvals](#)
- 7                    \*Confirming Kendal Lyn Harden as an Assistant City Attorney pursuant to the Key West City Charter.
- Sponsors:** City Attorney Ramsingh
- Attachments:** [Resolution](#)
- [Resume](#)

- 8                   \*Approving the proposed Settlement Agreement between the City of Key West and Kathleen Ruth and James Ruth in Circuit Court Case Number 2022-CA-489-K in the amount of \$203,566.67; Authorizing the City Manager to execute all Settlement documents upon the advice and consent of the City Attorney;
- Sponsors:** City Attorney Ramsingh  
**Attachments:** [Resolution](#)  
[Cover Memo](#)
- 9                   \*Approving the proposed Settlement Agreement between the City of Key West and Barry Kriegel in Circuit Court Case Number 2020-CA-707-K in the amount of \$85,000.00; Authorizing the City Manager to execute all settlement documents upon the advice and consent of the City Attorney.
- Sponsors:** City Attorney Ramsingh  
**Attachments:** [Resolution](#)  
[Cover Memo](#)
- 10                  \*Approving the attached 2024 Meeting Schedule for the Key West City Commission.
- Sponsors:** City Manager Childress  
**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Proposed 2024 Meeting Schedule](#)
- 11                  \*Accepting and adopting the updated Monroe County Multi-Jurisdictional Program for Public Information (PPI) to enable the City to remain engaged in the program and further the City's initiatives to reduce flood insurance rates throughout the community under the Community Rating System (CRS).
- Sponsors:** City Manager Childress  
**Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Exhibit A](#)  
[Exhibit B](#)

- 12                    \*Approving the purchase and installation of artificial turf at Dewitt Roberts Softball Field by Burke Construction, in an amount not to exceed \$853,000.00, pursuant to Section 2-797(4)(b) of the Code of Ordinances, Best Interests of the City; Authorizing necessary budget transfers and adjustments; Authorizing the City Manager to execute necessary documents upon advice and consent of the City Attorney.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Rendering](#)

[Burke Quote](#)

[Turf of America Quote](#)

[Ellis Turf Quote](#)

- 13                    \*Authorizing the purchase of one (1) Tymco Model 600 Street Sweeper with related accessories in an amount not to exceed \$422,834.00 from Container Systems & Equipment Co., Inc., through piggybacking on the Florida Sheriff's Association Contract No. FSA23-EQU21.0, pursuant to Section 2-797(3) of the Code of Ordinances for use by the Community Services Department; Authorizing any necessary budget transfers or adjustments; Authorizing City Manager to execute necessary documents upon consent of the City Attorney.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Quote](#)

[Sheriffs Contract](#)

- 14                    \*Approving Change Order 4 to Charley Toppino & Sons, Inc. in a total amount not to exceed \$150,686.90 for the United Street Improvements Project; Authorizing any necessary budget transfers and amendments; Authorizing the City Manager to execute necessary documents upon advice of the City Attorney.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Resolution 23-057](#)

[FKAA Reimbursement to City](#)

- 15                    \*Partially rescinding Resolution 23-230 with regard to the issuance of a Task Order to Charley Toppino & Sons, Inc. in a total amount not to exceed \$277,905.63 for the Truman Waterfront Grass Lot Gravel Resurfacing using the City's General Utilities Contract; Approving a Task Order under the City's 2022 Right-of-Way Improvements Contract with Charley Toppino & Sons, Inc. in a total amount not to exceed \$277,905.63 for the Truman Waterfront Grass Lot Gravel Resurfacing; 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 Childress

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

[Cover Memo](#)

[Resolution 23-230](#)

[Resolution 22-289](#)

[Resolution 22-195](#)

[Executed Work Order](#)

- 16                    \*Partially rescinding Resolution 23-087; Establishing an Auditor Selection Committee, in accordance with Section 218.391, Florida Statutes; Providing for committee purpose, membership, and duties.
- Sponsors:** City Manager Childress
- Attachments:** [Resolution](#)
- [Cover Memo](#)
- [Resolution 23-087](#)
- 
- 17                    \*Approving the attached Order Form Amendment to the Agreement with Fifth Asset, Inc. DBA Debtbook, for a Debt, Lease, and Software Subscription Management Software for an additional three (3) year term for an amount not to exceed \$60,300.00 as described in the attached Renewal Quote from Fifth Asset, Inc. pursuant to Section 2-797(4)(b) Exempt Contractual Services, Best Interest of the City; Authorizing the City Manager to execute any necessary documents, upon consent of the City Attorney; Authorizing any necessary budget amendments.
- Sponsors:** City Manager Childress
- Attachments:** [Resolution](#)
- [Cover Memo](#)
- [Order Form Amendment](#)
- [Existing Agreement](#)
- [Renewal Quote](#)

- 18 \*Authorizing the purchase of two (2) 2024 Ford F-150 pick up trucks with accessories for a total amount of \$119,888.43 from Duval Ford LLC, through piggybacking on the Bradford County Sheriff's Office Contract No. 22-27-1.0, pursuant to Section 2-797(3) of the Code of Ordinances for use by the Key West Fire Department; Authorizing necessary budget transfers or adjustments; Authorizing the City Manager or designee to execute necessary documents, upon consent of the City Attorney.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Duval Ford Proposal](#)

[BCSO Contract 22-27-1.0](#)

- 19 \*Authorizing an FY2023-24 budget amendment pursuant to Section 2-739(b) of the Code of Ordinances, by approving a transfer of funds from the Affordable Housing Trust Funds Reserve Account No. 104-5401-554-98-03 in the amount of \$250,000 to the Community Development Office/Move In Assistance Program Expenditure Account No. 120-5401-554-8301 to fund the Move-In Assistance Program for FY 23-24; Authorizing the City Manager to execute all documents consistent therewith upon consent of the City Attorney.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Move In Assistance Program](#)

**Legislative History**

6/8/23	City Commission	Postponed
7/13/23	City Commission	Postponed



20 \*Approving the attached "Move-In Assistance Program for Key West".

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Move In Assistance Program](#)

**Legislative History**

6/8/23 City Commission Postponed

7/13/23 City Commission Postponed

21 \*Authorizing pursuant to Section 2-797(3) and (4)(b) of the Code of Ordinances, the purchase of 32 HP Elite Mini 800 G9 Desktop Computers (\$28,480.00), 23 HP Elitebook 860 G10 Notebook Computers (\$28,411.67), 1 HP Elitebook 830 G10 13.3 Touchscreen Notebook (\$1,299.00) plus related 3-year Service Carepacks (\$1,752.00) from MRA International in an amount not to exceed \$59,942.67 through FL Department of Management Services Miscellaneous IT Equipment (FL-NASPO Valuepoint 43211500-WSCA-15-ACS) Agreement; Authorizing the City Manager to execute any necessary documents upon consent of the City Attorney; Authorizing any necessary budget transfers or adjustments.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[MRA Proposal](#)

[Participating Addendum](#)

[HP Inc - Fully Executed PA](#)

[Additional Information](#)

- 22 \*Authorizing pursuant to Section 2-797(3) and (4)(b) of the Code of Ordinances, the procurement of Audio/Visual/Information Technology upgrades to City Commission Chambers from AVI-SPL LLC in an amount not to exceed \$133,970.24 through the Interlocal Purchasing System - A Department of Education Service Center Region 8 - A Texas Governmental Entity Contract RFP 200904 ("TIPS"); Authorizing the City Manager to execute any necessary documents upon consent of the City Attorney; Authorizing any necessary budget transfers or adjustments.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[AVI Proposal](#)

[Addendum](#)

[Terms and Conditions](#)

[Terms and Conditions-Redline-initialed.pdf](#)

[Service and Support](#)

[EDGAR Compliance Document 2020](#)

[Vendor Profile](#)

- 23 \*Approve and authorize staff to apply for and accept grant funding from the Florida Department of Transportation, Transportation Alternatives Program.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Grant Evaluation Forms](#)

- 24 \*Accepting a public art donation from Jeff Sundheim of an original sculpture by Jeff Sundheim and community participants titled "Eagle", to be installed at a location to be determined at the Truman Waterfront Park; Authorizing an expenditure not to exceed \$10,000.00 from Art in Public Places funds for installation and transportation of the sculpture if necessary.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Gift Agreement](#)

[SUNDHEIM Proposed Sculpture - Truman Waterfront Park June 2023](#)

[Artist Rendering](#)

[CKW Parks & Rec Meeting Minutes July 2023](#)

[AIPP Meeting Minutes 6.21.23](#)

[Jeff Sundheim artist statement June 2023](#)

[Copy of Truman Waterfront Park Master Arts Plan - Executive Summary - FINAL](#)

**Legislative History**

7/27/23	Parks & Recreation Advisory Board	Approved
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- 25 \*Authorizing the Key West Police Department to apply for and accept the attached Florida Department of Transportation (FDOT) Subgrant for Motorcycle Safety (Project #MC-2024-00067/FDOT Contract #G2057) in the amount of \$75,000.00; Authorizing necessary budget amendments and transfers; Authorizing the City Manager to execute necessary documents upon consent of the City Attorney.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[FDOT MC Subgrant Agreement](#)

26

\*Approving a Task Order to CH2M Hill in an amount not to exceed \$24,201.77 for a Berthing Improvement Evaluation for the Mallory T-Pier; Authorizing any necessary budget transfers or adjustments; Authorizing the City Manager to execute documents upon consent of the City Attorney.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Task Order](#)

[Jacobs Contract](#)

[Res 23-029 Gen Eng Svcs](#)

[Res 21-006 Recognize CH2M-Jacobs Merger](#)

[\\* Large File\\* Res 18-196 T-Pier Modernization Study](#)

[Res 21-139 Amend 1 Reduce Ship Length to 664](#)

[Res 23-242 Cond Consent Agmt wOKR](#)

27

\*Approving an Agreement with American Cruise Lines, Inc. for use of the Mallory T-Pier; Authorizing the City Manager to execute documents upon consent of the City Attorney.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[American Cruise Lines Agreement](#)

[Addendum A](#)

[Addendum B](#)

[Res 23-279 Mallory Compliant Ship Fee Structure](#)

[Resolution 22-073 Mallory Limits](#)

- 28 \*Approving an Environmental Permitting Task Order for Charter Boat Row Seawall Replacement to Tetra Tech, Inc. in the amount of \$160,952.00, under the City's Environmental Engineering Services Contract; Authorizing the City Manager to execute necessary documents upon consent of the City Attorney.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Proposal](#)

[Seawall Assessment](#)

[Res #20-039 Contract](#)

[Res #23-058 Contract Extension](#)

- 29 \*Approving the attached "Public Transportation Grant Agreement" (PTGA ) between the Florida Department of Transportation (FDOT) and the City of Key West for State Fiscal Year (SFY) 2024 Transit Corridor Program for the transit bus service, in the City of Key West (PTGA #G2P02 / FM #453638-1-84-01) in a reimbursement amount of up to \$450,000 in operating assistance for Duval Loop.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Public Transportation Grant Agreement](#)

[Resolution 23-113](#)

## PROCLAMATIONS

- 30 SMART Ride's 20th Anniversary

**Sponsors:** City Commission

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

- 31 National Hunger and Homelessness Awareness Week

**Sponsors:** Vice Mayor Kaufman and City Commission

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

- 32 Zonta's 16 Days of Activism

**Sponsors:** City Commission

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

**33** Veteran's Day

**Sponsors:** City Commission

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

**34** Small Business Saturday

**Sponsors:** City Commission

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

**35** Lung Cancer Awareness Month

**Sponsors:** Commissioner Hoover, Commissioner Lopez and City Commission

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

**36** Red Ribbon Week

**Sponsors:** City Commission

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

**PRESENTATIONS****37** Keep Key West Beautiful Award

**Sponsors:** City Manager Childress

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

**38** City of Key West Employee Service Awards - Alice Parker,  
Human Resources

**Sponsors:** City Manager Childress

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

**39** City of Key West Employee of the Quarter - 4th Quarter  
FY2023 - Alice Parker

**Sponsors:** City Manager Childress

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

[Employee of the Quarter-Year Policy](#)

**40** Homeless Week Presentation by United Way - Michelle  
Nevel, Monroe Operations and Community Engagement  
Coordinator

**Sponsors:** Vice Mayor Kaufman

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

41 Port & Marine Services Department Presentation - Steve McAlearney, Director

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

#### DISCUSSION ITEMS

42 Florida Keys Mosquito Control District - Andrea Leal, Executive Director

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

[Presentation - Powerpoint](#)

[Presentation - PDF](#)

43 AT&T Fiber Outage- Emergency Management Team

**Sponsors:** City Manager Childress

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

#### CITY MANAGER'S REPORT

44 Department Reports

**Attachments:** [Building October 2023](#)

[Code October 2023](#)

[Community Services October 2023](#)

[Engineering October 2023](#)

[Finance October 2023](#)

[Fire October 2023](#)

[Housing October 2023](#)

[HR October 2023](#)

[IT October 2023](#)

[KWPD October 2023](#)

[Parking October 2023](#)

[Planning October 2023](#)

[Port and Marine October 2023](#)

[Property Management October 2023](#)

[Public Information October 2023](#)

[Transit October 2023](#)

[Utilities October 2023](#)

#### CITY ATTORNEY'S REPORT

**CITY CLERK'S REPORT**

**COMMISSION COMMENTS**

**RECESS**



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

RECONVENE - CALL TO ORDER

ROLL CALL

INVOCATION - Father John Baker, Basilica of St. Mary Star of the Sea

PLEDGE OF ALLEGIANCE - John Wilkins, Parking Director

CITIZEN COMMENTS

APPROVAL OF AGENDA

COMMENDATIONS

45 HOB Buccaneers Football Team

**Sponsors:** Commissioner Carey, Commissioner Lopez and City Commission

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

**ORDINANCES – FIRST READING**

46 An Ordinance of the City of Key West, Florida, amending Chapter 70 entitled "Traffic and Vehicles", Article IV of the Code of Ordinances, entitled "Parking, Stopping, and Standing" Division 3 entitled "Parking Rates" by amending Sections 70-187 and 70-188 to authorize the City Manager to set Special Event Hourly Rates to market value during special events; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** City Manager Childress

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

[Cover Memo](#)

[Business Impact Estimate](#)

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

- 47 An Ordinance of the City of Key West, Florida, amending Chapter 90 of the Code of Ordinances, entitled “Administration” by amending Article II, Division 2 titled “Planning Board”, Section 90-52, titled “Membership, Terms, and Removal” to amend certain requirements for membership and removal; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** Commissioner Hoover

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

[Cover Memo](#)

[CKW Boards Residency Memo](#)

[PB RES 2023-13 Amendment to Requirements for Membership](#)

[Business Impact Estimate](#)

**Legislative History**

7/19/23	Planning Board	Approved
9/14/23	City Commission	Postponed
10/12/23	City Commission	Passed to Second Reading

- 48 **Proposed Add-On:**  
A.J. Smith Commendation

**Sponsors:** Commissioner Carey, Commissioner Wardlow and City Commission

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

- 49 **Proposed Add-On:**  
Coach Ralph Henriquez Commendation

**Sponsors:** Commissioner Wardlow, Commissioner Carey and City Commission

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

**ADJOURNMENT**