



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 Lissette Carey
Commissioner Aaron Castillo
Commissioner Monica Haskell
Commissioner Mary Lou Hoover
Commissioner Sam Kaufman
Commissioner Donald "Donie" Lee

Charter Officials

Brian L. Barroso, City Manager
Keri O'Brien, City Clerk

Tuesday, May 6, 2025

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 - Pastor Brandon Rodriguez

PLEDGE OF ALLEGIANCE TO THE FLAG

CITIZEN COMMENTS

APPROVAL OF AGENDA

RESOLUTIONS

- 1 Approving the proposed Interim City Attorney Employment Agreement between the City of Key West, Florida and Dirk M. Smits, Esquire, individually, and on behalf of Vernis & Bowling of the Florida Keys, P.A.

Sponsors: Commissioner Kaufman

Attachments: [Resolution](#)

[Vernis and Bowling Cover Letter](#)

[City of Key West Legal Services - Draft](#)

- 2 Approving the Interim City Attorney Employment Agreement between the City of Key West, Florida and Chief Assistant City Attorney Kendal Harden.

Sponsors: Commissioner Lee

Attachments: [Resolution](#)

[Interim Contract](#)

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

- 3 *April 1, 2025

Attachments: [Minutes](#)

RESOLUTIONS - Cont'd

- 4 *Authorizing The Marker Resort to hold the "Salute to Service 5K" on Sunday, May 25, 2025, from 8:00 A.M. to 10:00 A.M. beginning at the Marker Resort; Authorizing the closure of certain streets or portions thereof for said race from 8:00 A.M. to 10:00 A.M.; Pursuant to terms and conditions set forth by the City Manager.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Application & Approvals](#)

- 5 *Authorizing Mile 0 Events to conduct the "Parrots & Margaritas 5K" on Saturday, August 30, 2025, from 8:00 A.M. to 10:00 A.M. (Set-up starting at 5:00 A.M.) beginning at Irish Kevin's - 211 Duval Street; Authorizing the closure of certain streets or portions thereof for said race from 5:00 A.M. to 10:00 A.M; Pursuant to terms and conditions set forth by the City Manager.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Application & Approvals](#)

- 6 *Authorizing the Greater Key West Chamber of Commerce to conduct the "6th Annual BBQ Rib Battle" on Ann Street on Sunday, August 31, 2025, from 11:30 A.M. to 4:00 P.M. (Set-up beginning at 9 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](#)

[Application & Approvals](#)

- 7 *Authorizing Mile 0 Events to hold the "Fantasy Fest 5K" on Monday, October 20, 2025, from 6:00 P.M. to 8:00 P.M. (Set-up to begin at 4:00 P.M.) beginning at Irish Kevin's - 211 Duval Street; Authorizing the closure of certain streets or portions thereof for said race from 4:00 P.M. to 8:00 P.M; Pursuant to terms and conditions set forth by the City Manager.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Application & Approvals](#)

- 8 *Authorizing Mile 0 Events to hold the "Southernmost Turkey Trot" on Thursday, November 27, 2025, from 8:00 A.M. to 10:00 A.M. (Set-up to begin at 5:00 A.M.) within the streets of Key West; Authorizing the closure of certain streets or portions thereof for said race from 5:00 A.M. to 10:00 A.M.; Pursuant to terms and conditions set forth by the City Manager.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Application & Approvals](#)

- 9 *Authorizing Integrity Multisport, Inc. to conduct the Annual Key West Triathlon starting at 4:00 A.M. and ending at 12:00 P.M, December 14, 2025 (Set-up, December 13, 2025, from 9:00 A.M. to 6:00 P.M.) at Higgs Beach; Authorizing certain street closures thereof during the event; Pursuant to terms and conditions set forth by the City Manager.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Application & Approvals](#)

- 10 *Approving the Proposed Settlement Agreement Between the City of Key West and Susan Matasci, Kory Kellogg, individually and as parents and natural guardians of W.K., a minor, in Circuit Court Case Number 23-CA-772-K in the amount of \$75,000.00; Authorizing the City Manager to execute all settlement documents upon the advice and consent of the City Attorney's Office.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Settlement Memo to Mayor & Commissioners](#)

[Settlement Agreement Final](#)

[Release of All Claims Final](#)

[Partially Executed Settlement Agreement](#)

- 11 *Ratifying and approving the Emergency Procurement, pursuant to Section 2-797(2) of the Code of Ordinances, of an Agreement with All Aspects Inspection Services, Inc. for the Florida DBPR Licensed Professional Building Inspection, Plans Review, and Chief Building Official Services for an initial amount of \$50,000, not to exceed \$200,000; Approving necessary budget transfers.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Executed Agreement](#)

- 12 *Approving the purchase and installation of artificial turf at Pepe Hernandez Field from AstroTurf Corporation in the amount of \$987,738.00, through the Sourcewell Contract, pursuant to Sec. 2-797(3) of the Code of Ordinances of the City of Key West, Florida; Authorizing the City Manager to execute any necessary contracts, budget transfers or amendments, upon consent of the City Attorney.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Proposal](#)

[AstroTurf Contract](#)

[031622-AST - Price Information](#)

[Public Comment - Jangraw](#)

[Public Comment - Kearins](#)

[Public Comment - Vagnoni](#)

[Public Comment - Harrison](#)

[Public Comment - Dunaway](#)

[Public Comment - Pidgeon](#)

[Public Comment - Santoro](#)

- 13 *Approving the Work Orders for Charley Toppino & Sons, Inc. in the amount of \$1,303,988.11 for asphalt paving, signage and striping under the Right-of-Way Improvements Contract; Authorizing the City Manager to execute any necessary budget transfers or amendments, upon consent of the City Attorney's office.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Work Order - 4th and Staples](#)

[Work Order - Simonton St. Truman Ave. Fort St. Southard St.](#)

[Resolution 25-061](#)

[Resolution 22-289](#)

- 14 *Approving the purchase of 10 traffic signal cabinets, 14 traffic signal controllers, and related equipment from Transportation Control Systems, Inc., pursuant to Section 2-797(1) of the Code of Ordinances, as the sole provider of Swarco McCain, Inc. traffic equipment in the State of Florida, in an amount not to exceed \$348,908.00; Authorizing the City Manager to execute any necessary contracts, budget transfers or amendments, upon consent of the City Attorney's Office.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Proposal](#)

[Sole Source Letter - McCain](#)

[Sole Source Letter - Miovision](#)

[Traffic Signal Inventory](#)

- 15 *Approving the attached 'Sovereignty Submerged Lands Fee Waived Lease Renewal ("Lease") between the City and the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida for the submerged lands located adjacent to Mallory Square T-Pier (BOT File No. 440769265), as described in attachment "A" to the Lease.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Proposed Lease](#)

[Previous Lease](#)

[Res 24-166 Jacobs Design Permit T-Pier](#)

[23-242 Conditional Consent to Submerged Land Lease Ocean Key](#)

- 16 ***Proposed to be Postponed to June 4, 2025 by Staff:**
Approving the attached adjusted dockage rates at Garrison Bight Marina; Authorizing annual CPI adjustments; Authorizing any necessary budget transfers or adjustments; Authorizing the City Manager to execute documents upon consent of the City Attorney.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Rate Study](#)

Legislative History

4/1/25	City Commission	Postponed
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- 17 *Approving the Second Amendment to Lease between the City of Key West, Florida and Key West Players Inc. extending the term for a period of six (6) months; Authorizing necessary budget amendment or adjustments.
- Sponsors:*** City Manager Barroso
- Attachments:*** [Resolution](#)
- [Cover Memo](#)
- [Second Amendment to Lease](#)
- [14-069 Key West Players Lease](#)
- [24-249 First Amendment to Lease](#)
- [Sun Biz - Corporate Status](#)
- [Mallory Square Master Plan Cost Estimate 02-06-25 Revision](#)
- [Pages specific to Waterfront Playhouse RJHeisenbottleArchitects \(002\)](#)
- 18 *Awarding the Bid submitted by Charley Toppino & Sons, Inc. for construction of Dennis St. Phase II Stormwater Improvements in the amount of \$998,500 and authorizing the City Manager to execute necessary budget adjustments and/or transfers and contract documents, upon consent of the City Attorney.
- Sponsors:*** City Manager Barroso
- Attachments:*** [Resolution](#)
- [Cover Memo](#)
- [Bid Memo](#)
- [Procurement Memo](#)
- [Bid Documents](#)
- [Charley Toppino & Sons Proposal](#)
- [Reynolds Construction Proposal](#)

- 19 *Authorizing the purchase of one (1) MWI Submersible Electric Pump, from PSI Technologies, Inc., on Brand Name, Sole Source and in the Best Interests of the City, pursuant to Sections 2-844, 2-797(1), and 2-797(4)(b) of the Code of Ordinances, in a total amount not to exceed \$127,900.00; Authorizing any necessary budget transfers.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Purchasing Memo](#)

[Quote](#)

[Sole Source Letter](#)

- 20 *Approving the attached Amendment No. 1 to Agreement No. VW304 between the Florida Department of Environmental Protection ("FDEP") and City of Key West Department of Transportation, to extend the term of the Agreement to June 30, 2027 and add Part VI, "Special Audit Requirements"; Authorizing the City Manager to execute necessary documents and effectuate any necessary budget amendments.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[VW304 FDEP Grant Amendment 1](#)

[Resolution 23-132](#)

[VW304 Grant Agreement](#)

- 21 *Ratifying the approval of Change Order 1 in the amount of \$31,947.48, in accordance with Section 2-845(a) of the Code of Ordinances, for additional tasks, due to unforeseen conditions, to remove and rehabilitate to ensure proper fitment of new pump cans at the White Street Stormwater Pump Station, under the contract approved for Reynolds Construction of Florida, LLC. in Resolution 24-316 pursuant to Sec. 2-845(a) of the Code of Ordinances; Authorizing approval of any necessary budget transfers and amendments.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Change Order](#)

[Key West Stormwater Pump Cans PCO #1](#)

[Res 24-316 Original Contract](#)

- 22 *Awarding the responsive bid proposals submitted by Charley Toppino & Sons, Inc. and A.C. Schultes of Florida, Inc. in response to Invitation to Bid 25-002 for stormwater well rehabilitation; Authorizing the City Manager to negotiate and execute a General Utilities and Infrastructure Services Contract with both bidders, upon consent of the City Attorney's Office.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Procurement Memo](#)

[Bid Memo](#)

[ITB 25-002 Bid Documents](#)

[A C Schultes Proposal](#)

[Charley Toppino & Sons Proposal](#)

- 23 *Approving a Change Order to accommodate the 2.9% increase in sludge hauling rates in the amount of \$179,546.00 (from \$6,959,583.00 to \$7,139,129.00), pursuant to Section 2-845(a) of the Code of Ordinances; Authorizing necessary budget transfers.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[Sludge Hauling Fee Adjustment Letter](#)

[P102567](#)

[Contract OMI](#)

[Second Amendment to OMI Agreement](#)

[Third Amendment Res 23-247](#)

[Fourth Amendment Res 24-181](#)

[Res 24-232 Adopting the Final Budget](#)

PROCLAMATIONS

- 24 J.T. Thompson Day
- Sponsors:** Commissioner Kaufman, Mayor Henriquez and Commissioner Hoover
- Attachments:** [PROCLAMATION](#)
- 25 US National Maritime Day
- Sponsors:** Mayor Henriquez and Commissioner Haskell
- Attachments:** [Proclamation](#)
- 26 Conch Republic
- Sponsors:** Commissioner Lee, Commissioner Castillo and Commissioner Haskell
- 27 National Nurses Week
- Sponsors:** Commissioner Lee
- 28 Peace Officers Memorial Day and Key West Police Week
- Sponsors:** Mayor Henriquez
- Attachments:** [Proclamation](#)
- 29 Guidance Care Center Week
- Sponsors:** Mayor Henriquez
- Attachments:** [Proclamation](#)

30 Front Line Worker Appreciation Month

Sponsors: Mayor Henriquez

Attachments: [Proclamation](#)

PRESENTATIONS**31** City of Key West Employee Service Awards, May 2025 -
Bridget Flores, Human Resources

Sponsors: City Manager Barroso

Attachments: [Cover Memo Employee Service Award- May 2025](#)

32 City of Key West Employee of the 2nd Quarter - Bridget
Flores, Human Resources Director

Sponsors: City Manager Barroso

Attachments: [Cover Memo Employee of the Quarter - 2nd Quarter FY25](#)
[Jessica D EOQ](#)

33 Poinciana Special Needs Housing Section Redevelopment
Update - Presentation by AH Monroe

Sponsors: City Manager Barroso

Attachments: [Presentation](#)

34 6 Month Budget Update - Christina Bervaldi, Director of
Finance

Sponsors: City Manager Barroso

Attachments: [Cover Memo](#)

RESOLUTIONS - Cont'd**35** Directing the City Manager to competitively procure an
independent auditing firm to review the seven (7) permits
identified in the recent indictment against the Chief Building
Official of the City of Key West, Florida to provide
recommendations for any remedial action needed and the
best methodology to identify additional permits that should be
reviewed that may fit the same category of falsified permits.

Sponsors: Commissioner Kaufman

Attachments: [Resolution](#)

- 36 Authorizing and directing a search for the position of City Attorney; Approving the job description; approving the job application; Establishing a search in the State of Florida, requiring active membership in the Florida Bar; Establishing a timeline and advertising in certain publications; Authorizing the Human Resources Director to review applications to ensure they meet minimum qualification; Establishing an Advisory Screening Committee, appointments and procedures; Authorizing any necessary budget transfers or adjustments

Sponsors: Commissioner Lee

Attachments: [Resolution](#)

[Job Description with Proposed Changes](#)

[Application Form](#)

DISCUSSION

- 37 Iguana and Chicken Population and Control

Sponsors: Commissioner Castillo

- 38 Administrative Leave for Charter Officers

Sponsors: Commissioner Lee

CITY MANAGER'S REPORT

39

Department Reports

Sponsors: City Manager Barroso

Attachments: [March 2025 Building](#)

[March 2025 Code and Licensing](#)

[March 2025 Community Services](#)

[March 2025 Engineering](#)

[March 2025 Finance](#)

[March 2025 Fire Dept](#)

[March 2025 Housing and Community Development](#)

[March 2025 Human Resources](#)

[March 2025 Information Technology](#)

[March 2025 Parking](#)

[March 2025 Planning Dept.](#)

[March 2025 Police](#)

[March 2025 Port Marine Services](#)

[March 2025 Property Management](#)

[March 2025 Public Information Officer](#)

[March 2025 Transit](#)

[March 2025 Utilities](#)

CITY ATTORNEY'S REPORT

CITY CLERK'S REPORT

COMMISSION COMMENTS

RECESS

EVENING SESSION - 5:00 P.M.**RECONVENE - CALL TO ORDER****ROLL CALL****INVOCATION - Pastor Brandon Rodriguez****PLEDGE OF ALLEGIANCE****CITIZEN COMMENTS****APPROVAL OF AGENDA****RESOLUTIONS**

- 40** Approving the attached revocable "License Agreement" for use of City property between the City of Key West and the Florida Department of Environmental Protection (FDEP) for the installation and maintenance of a tide gauge/weather station at the Edward B. Knight White Street Pier.

Sponsors: City Manager Barroso

Attachments: [Resolution](#)

[Cover Memo](#)

[FDEP Tidal Gauge License Agreement](#)

[Tidal Gauge Photo](#)

[Weather Station](#)

ORDINANCES – FIRST READING

41

Request to be Postponed to June 4, 2025: Text Amendment of the Land Development Regulations - A resolution of the City of Key West Planning Board recommending an Ordinance to the City Commission to amend the Land Development Regulations Chapter 122, Division 5 entitled 'Specific Use Regulation' Subdivision IV entitled 'Home Occupations', Section 1306 entitled 'Conditions' and 1307 entitled 'Issuance of permit' to assign the Chief Licensing Official the responsibility to issue Home Occupation licenses; providing for severability; providing for repeal of inconsistent provisions; providing for an effective date.

Sponsors: City Manager Barroso

Attachments: Ordinance

Cover Memo

Planning Board Resolution 2025-020

Staff Report 3.17.25

Legislative History

3/27/25	Planning Board	Approved
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42

**Request for Postponement by Applicant - Text
Amendment of the Land Development Regulations - An Ordinance of the City of Key West, Florida, to amend Chapter 122 of the Land Development Regulations, entitled "Zoning", Article V entitled "Supplementary District Regulations", Division 10 entitled "Work Force Housing" pursuant to Section 90-158 of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida; Modifying Section 122-1466, entitled "Definitions' by amending the Definitions of Terms related to affordability, household income categories, family size, development, and removing a definition for redevelopment; Modifying Section 122-1467, entitled "Requirements of Affordable Work Force Housing", including amendments to remove workforce housing requirements for redevelopment projects, modify linkage provisions, expand the geographical area where linkages are permitted, increase fees-in-lieu, modify provisions regarding the type of affordable units that are required for new development projects; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.**

Sponsors: City Manager Barroso

Attachments: [Ordinance](#)

[Cover Memo](#)

[Applicant's Memo](#)

[Code Amendment Summary by Staff](#)

[Planning Board Staff Report on Applicant Proposal 2.20.25](#)

[Planning Board Staff Report on Staff Alternative 2.20.25](#)

[Letter of Opposition](#)

Legislative History

2/20/25	Planning Board	Approved
4/1/25	City Commission	Postponed

ORDINANCES - SECOND READING (Public Hearing and Proposed Adoption)

43

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

Sponsors: City Manager Barroso

Attachments: [Ordinance](#)

[Cover Memo](#)

[Staff Report](#)

[Planning Board Resolution](#)

Legislative History

12/17/24	Historic Architectural Review Commission	Approved
2/20/25	Planning Board	Approved
4/1/25	City Commission	Passed to Second Reading

COMMISSION COMMENTS

ADJOURNMENT