RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA APPROVING THE LETTER OF ENGAGEMENT DATED SEPTEMBER 24, 2025 FOR MAYANNE DOWNS, OF THE DOWNSAARON LAW FIRM, TO SERVE AS CITY ATTORNEY FOR THE CITY OF KEY WEST, FLORIDA, ON A MONTH-TO-MONTH BASIS, AT THE RATE OF $495 PER HOUR, EFFECTIVE OCTOBER 13, 2025, FOR A MAXIMUM OF EIGHTEEN (18) MONTHS OR UNTIL TERMINATED BY EITHER PARTY; AUTHORIZING THE MAYOR TO EXECUTE THE LETTER OF ENGAGEMENT; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY BUDGET TRANSFERS AND/OR ADJUSTMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on August 25, 2025 the Committee adopted Resolution No. CA 25-02 recommending the City Commission select Mayanne Downs of the DownsAaron Law Firm to serve as City Attorney for the City of Key West, Florida on a month-to-month basis for a period of twelve (12) to eighteen (18) months; and

WHEREAS, on September 3, 2025 the City Commission adopted Resolution No. 25-247 approving the Committee's recommendation to select Mayanne Downs, of the DownsAaron Law Firm, to serve as City Attorney and directed staff to negotiate an agreement with Maryanne Downs to serve as City Attorney on a month-to-month basis for a period of twelve (12) to eighteen (18) months; and

WHEREAS, a Letter of Engagement dated September 24, 2025 was submitted by Mayanne Downs, attached hereto and made a part of this resolution as Exhibit A, providing for her to serve as the City Attorney for the City of Key West, Florida beginning October 13, 2025 at the rate of $495 per hour until the agreement is terminated by either party, requiring a prior 30-day Notification

of Termination by terminating party; and

WHEREAS, in addition to the hourly rate of pay and term, the Letter of Engagement also addresses specific areas of interest to both parties relative to fulfilling the day-to-day obligations of the position of City Attorney, such as utilization of other members of the DownsAaron Law Firm, billing for disbursements and out-of-pocket expenses; and

WHEREAS, after careful consideration and discussion, the City Commission finds it in the best interest of the City of Key West to approve the terms of the Letter of Engagement presented by Maryanne Downs dated September 25,2025 to serve as City Attorney for the City of Key West, Florida for a maximum period of eighteen (18) months or until terminated by either party;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the City Commission hereby approves the employment of Mayanne Downs, of the DownsAaron Law Firm, to serve as City Attorney for the City of Key West, Florida on a month-to-month basis beginning October 13, 2025 for a maximum term of eighteen (18) months or until terminated by either party, at the hourly rate of $495 per hour, and pursuant to the terms as set forth in the Letter of Engagement dated September 24, 2025.

Section 2: That the Mayor is hereby authorized to execute the

Letter of Engagement on behalf of the City of Key West, Florida.

Section 3. That the City Manager is hereby authorized to execute any necessary budget transfers and adjustments.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

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Passed and adopted by the City Commission at a meeting held this _____ day of _____, 2025.

Authenticated by the Presiding Officer and Clerk of the Commission on the _____day of _____, 2025.

Filed with the Clerk on _____, 2025.

Mayor Danise Henriquez	_____
Vice Mayor Donald "Donie" Lee	_____
Commissioner Lissette Carey	_____
Commissioner Aaron Castillo	_____
Commissioner Monica Haskell	_____
Commissioner Mary Lou Hoover	_____
Commissioner Sam Kaufman	_____

_____
DANISE HENRIQUEZ, MAYOR

ATTEST:

_____
KERI O'BRIEN, CITY CLERK