Task	Description	Assigned To	Status	% Allocation	% Complete	Start Date	End Date	Latest Comment
January 2025					**81%**	**10/01/24**	**12/31/25**	
Citywide Comprehensive Safety Action Plan		Engineering	Programmed	10%	25%	01/07/25	09/30/25	Todd Stoughton - RFP responses were approved by the City Commission on the 10/10/2024 City Commission Meeting. Recommend reassigning this to Engineering.
Institute a Customer Service One Stop Shop	Cross Train Permit Techs for Planning, Tree, HARC, Building, etc.	Growth Management	Complete	10%	100%	01/07/25	04/01/25	
Market Rate Study Survey Follow Up	Marina Market Rate Survey for liveaboard residents	Port and Marine Services	Complete	10%	100%	10/01/24	06/04/25	
Position Review	City Staff Reorganization: Generate Growth Management Position and reallocate positions in the City Manager's Office	City Manager's Office	Complete	20%	100%	02/03/25	04/01/25	Added a second Assistant City Manager, Growth Management Director, Executive Administrator for Special Projects, and Community Center Supervisor.
Meeting Request regarding budget, P3, and discussions with developers	Request meeting with Congressman Gimenez or his Chief of Staff	City Manager's Office	Complete	10%	100%	02/04/25	03/17/25	

25-3244- Water Quality Testing	Water Quality Testing- Commissioner Kaufman – Would like to see more quality testing, not less. Commissioner Lee – We need to make a comprehensive analysis and gather comprehensive data. Supports putting this out for RFP to get the ball rolling. It is important to continue testing. Commissioner Hoover – Before we put any money toward our testing, we should know who is already doing water quality testing. We should have results at hand and then we should work with everyone on this. The Commission should direct City Management Staff to get all of the information and bring it in and give us a chance to analyze it before we finalize the ILA or do anything. Commissioner Castillo – He wants to know what we are getting for what we are paying out. Testing needs to be done more than once a month. Vice Mayor Carey - Requests a list, by working with Alison's working group, of current water quality testing being conducted	City Manager's Office	In Process	25%	50%	01/07/25	10/07/25	Brandy Lewis - Rejected All Bids from RFP 25-004; will go back out for RFP.

25-3247	E Bikes- Commissioner Lee – Doesn't believe that short of a ban we are not going to be able to enforce what is current or any sort of modification. Commissioner Haskell – Asked KWPD to do speeding events more often. Vice Mayor Carey – Speeding tickets would be a great deterrent, would like to see uptick on those. Could we utilize staff to translate. Requests a speed event close to the Staples bridge soon. Thinks the "This, not this" slide would be great to get out to schools. Mayor Henriquez – Is there anything legislatively that we can do with the lobbyists? Commissioner Kaufman – We should keep this in mind for next budget. He would like a meeting with CA Ramsingh to discuss the ordinance. Criminal citations and real consequences are needed, and the word will get out. If parents are brought in when their kids are cited, word will spread in the schools. Chief Brandenburg will work with City	City Manager's Office	Complete	25%	100%	01/07/25	01/07/25	
Request for update on Sigsbee	"Commissioner Kaufman- requests a point person or committee for housing at Sigsbee by next meeting. Would also like City manager Barroso's recommendation on how to proceed. Commissioner Lee- 10 USC 26-79 would provide a lease for the 18 acres with the City, would not require an RFP and put us in a better position to enter into an ILA with the Navy."	City Manager's Office	Complete	25%	100%	01/07/25	02/04/25	

Sewer/Infrastructure Projects	Request for more detail on sewer/infrastructure projects from 1/31 legislative priority email by Commissioner Haskell	City Manager's Office	Complete	25%	100%	01/07/25	02/04/25	
Commission Retreat	Request for Commission Retreat Date for 2025	City Manager's Office	Complete	25%	100%	01/07/25	03/17/25	
25-3244	Suggestion for City to partner with KWAR, county and other agencies to build affordable housing trust fund by Commissioner Kaufman	City Manager's Office	In Process	25%	50%	01/07/25	12/31/25	
County Legislative Priorities	Request for the County's legislative priorities by January 10th meeting	City Manager's Office	Complete	25%	100%	01/07/25	02/04/25	
Capital Improvement Projects	Request combined list of Capital Improvement Projects from Commissioner Haskell	Finance	Complete	25%	100%	01/07/25	01/07/25	
Power DMS Budgeting	Request City Manager's Office, KWFD, and KWPD budget funds to purchase Power Policy through PowerDMS	City Manager's Office 1	Complete	20%	100%	02/19/25	07/22/25	
Institute Quarterly Awards for Fire Department	Request Fire Department does quarterly awards like the police department	Fire Department	Complete	20%	100%	02/19/25	04/01/25	
February 2025					**91%**	**05/01/24**	**07/01/26**	
Request for data to be obtained starting now for Funding from TDC		City Manager's Office	Complete	20%	100%	02/04/25	03/17/25	
Ordinance Update for Waiver of Building Permit Fees	Suggests waiver of building permit fees for Affordable housing	Growth Management	Programmed	20%	50%	02/19/25	09/30/25	
Cultural Preservation Society	Institute a $500 cost for the lease while a portion of Mallory Square is deemed structurally unsafe; await an audit, approve SOP's, generate a mutually acceptable long term lease.	Property Manager	Complete	25%	100%	05/01/24	10/31/25	
Race World Offshore Request for Proposals	send Race World Offshore event out to RFP for 2026; 2025 will be handled with a Special Event Permit	Finance	Complete	95%	100%	11/01/24	02/27/26	

Coffee Butler Amphitheater	Operator Contract with Ramshead	City Manager's Office 1	Complete	20%	100%	07/01/25	07/01/26	Todd Stoughton - Contract is current through FY-26. City Manager has met with RamsHead ownership and operations group and the City is making improvements to the facility prior to opening negotiations. We will launch a new Smart Sheet once we start the new agreement process.
Legislation exemption request	Request for resolution to request exemption from FDOT to allow Speed Limit signage on N/S Roosevelt; i.e. bus stops,	Engineering	In Process	20%	50%	02/04/25	01/02/26	Todd Stoughton - Project has stalled. Recommend reassigning task to the Engineering Department.
March 2025					**86%**	**03/04/25**	**11/04/25**	
25-3365- Status of Admirals Cut	Commissioner Kaufman- supports connection, wants to see if all agree in order to direct City Manager to proceed with conversation. Commissioner Haskell- agrees, would like to see this move forward. Commissioner Castillo- would like to see it all connected. Mayor Henriquez- spoke to Mr. Walsh, is open to direct City Manager to have this discussion. Todd Stoughton - The City Manager has advised Mr. Walsh he would like to discuss the topic and is waiting for Mr. Walsh to provide a date/time to discuss.	City Manager's Office	In Process	25%	50%	03/04/25	08/29/25	
25-3409- CM Report	Fantasy Fest Contract Completion timeline	City Manager's Office	Complete	25%	100%	03/04/25	04/01/25	
25-3409- CM Report	E-bikes- request new sustainability coordinator presentation on signage	City Manager's Office	Complete	25%	100%	03/04/25	04/01/25	

25-3409- CM Report	Flooding priorities to Commission- provide PD's plan for blocking streets to avoid stalling cars; can stored granite be used to help with flooding	City Manager's Office	Complete	25%	100%	03/04/25	04/01/25	
April 2025					**75%**	**04/01/25**	**10/10/25**	
25-3537	City Recycling Program Update- Keely Kessler, Recycling Coordinator suggests discussions on recycling when Waste Management Contract is up for renewal.	Utilities 1	In Process	100%	75%	04/01/25	08/25/25	mwillman@cityofkeywest-fl.gov - Should have Haul Out contract with WM exexuted in 14 days
May 2025					**97%**	**04/01/25**	**12/12/25**	
25-3695- 6-Month Budget Update	Commissioner Castillo: $9 Billion Dollar Grants. Spoke with Todd. Todd is speaking with the Southern group. Commissioner Haskell: Requested a copy of the presentation package. Commissioner Kaufman: Requested an estimated forecast at the end of 2025. Also requested cash carry forward. Expenditures for outside counsel in total. Requested the reserves and capital fund for the City Marina. Requested a list of storm water projects for the July budget review. Requested grant funding.	Finance	Complete	100%	100%	05/06/25	05/06/25	
25-3758- Iguana and Chicken Population and Control	Marcus will send updates to the entire commission regarding catching of chickens and iguanas.	Community Services 2	Complete					

25-3762- Administrative Leave for Charter Officers	Commissioner Lee: Mayor should be able to make an executive decision to put charter officials on paid administrative leave in emergency situations until a special meeting could be scheduled. Commissioner Kaufman- is it legal, do other florida cities have similar items in their charter. Commissioner Haskell-requests Cover Memo from Interim City Attorney regarding possibility of administrative leave for charter officials moving forward. No final decision was made.	City Attorney						
25-3744- City Manager's Report	Commissioner Kaufman- requests an update on Fantasy Fest	City Manager's Office	Complete		100%			
25-3744- City Manager's Report	Smather's Beach Parking Charge Update- how are charges currently being enforced, and how will we avoid parking in the dirt lot following implementation	Parking	Complete	100%	100%	04/01/25	12/02/25	jwilkins@cityofkeywest-fl.gov - Paystations should arrive mid october jwilkins@cityofkeywest-fl.gov- Smathers Beach street parking is currently metered and being charged; Paystations are being installed 12/2/25 at the gravel lot, and is included in the 4 hour residential credit on residential parking permits.
25-3744- City Manager's Report	Commissioner Castillo- When will the drain dig begin in front of the Community Center- estimate of 30 days	Utilities 1	Complete					
June 2025					**73%**	**06/04/25**	**02/13/26**	
Sponsorship of a Resolution to incorporate Tom Malone's Comments and for staff to take a comprehensive look into procedures for Commission Meetings.	Requested by Commissioner Kaufman	Rod Delostrinos	In Process	32%	32%			

Requests Special Meeting Scheduled to discuss Grand Jury Recommendations	Requested by Commissioner Kaufman and Commissioner Haskell	Keri O'brien	Complete	32%	100%	06/04/25	06/25/25	
Request for Procurement Manager to review contracts prior to renewal	Requested by Commissioner Kaufman	Christina Bervaldi	Complete	46%	100%			cbervaldi@cityofkeywest-fl.gov - This is an ongoing item. The Finance Department is currently implementing a Contract Management Solution which provides Finance with tickler dates in which Procurement will review all contract renewals.
August 2025						**08/06/25**	**10/06/25**	
25-4193- Transit Operations	Commissioner Kaufman requests recommendations regarding Transit operating at a $3million loss							
25-4193- Salute Lease	Requests information regarding lease between Salute and Monroe county							
25-4193- Southernmost Point Buoy	Commissioner Carey requests investigating painting both sides of the buoy to encourage the line movement- maybe make it into a community event with young artists							
September 2025					**75%**	**09/03/25**	**04/24/26**	
25-4325	Commissioner Kaufman wants to open the MLK pool Sundays and weekends							
25-4325	Commissioner Kaufman wants general updates on Transit							
25-4325	Commissioner Haskel wants to know if we can update the contract on Smather's Beach to collect more seaweed.							
25-4325	Commissioner Kaufman wants an update on the Diesel Plant.							
October 2025					**26%**	**10/09/25**	**03/14/26**	

	Commissioner Haskell requested that the City Manager put together a workshop for the Commission on CRA 101 to understand the funding mechanism.	City Manager's Office, Finance, Growth Management	In Process	100%		10/09/25	12/09/25	
November 2025					**52%**	**11/05/25**	**04/17/26**	
	Commissioner Kaufman would like a report of yearly insurance claims.	Risk Management	In Process	100%	50%	11/05/25	01/05/26	
	Commissioner Kaufman would like to know other Cities using the fire fighter tax adjustments. Also asked for staff to research if there will be a difference in property taxes for homestead exempt properties.	City Manager's Office	In Process	100%	50%	11/05/25	01/05/26	
	Commissioner Haskell wants creative ideas to replace the rainbow crosswalks. Would like to see the rfp to be open to all suggestions not just an arch.	Community Services	In Process	100%	50%	11/05/25	01/05/26	
	Commissioner Carey has been receiving complaints about the quantity of chickens recently. Commissioner has requested data on water quality testing. Would like to see if there is any data on water quality due to chicken waste.	Utilities 1	Complete	100%	100%	11/05/25	01/05/26	mwillman@cityofkeywest-fl.gov - No tie to water quality
	Commissioner Carey has requested staff to work with the SPCA on chicken traps. Currently there is a $75 fee. The fee is returned when the trap is returned. However commissioner Carey suggested a lower rate as some citizens may find it difficult to produce $75.00 up front.	City Manager's Office, Community Services	In Process	100%	50%	11/05/25	01/05/26	

	Commissioner Carey has been receiving questions about parking tickets. Specifically in Commissioner Lee's district. Commissioner Carey has requested possibly a warning before a citation has been written. Staff has been asked to address. Citizen has 10 days to pay citations.	City Manager's Office, KWPD	In Process	100%	50%	11/05/25	01/05/26	
Dec-25					**50%**	**12/02/25**	**02/06/26**	
	Mayor Henriquez requests a list of open permits. Also would like a total number of open permits.	Building Department, Growth Management						
	Commissioner Kaufman would like a list of property owners who have made no response. Items 14 & 22 have been completed but Commissioner Kaufman had questions. CM was able to answer.	Building Department, Growth Management	Complete	100%	100%			
	Commissioner Haskel would like to change completion from 90% to 75% on item number 6.	City Manager's Office	Complete	100%	100%			
	Commission has requested a list of companies doing water quality testing from Alison Higgins.	Sustainability	Complete	50%	100%			

	Commissioner Castillo advocated for support for Rachel Haas regarding the trolley area congestion and encouraged finding a workable solution for all parties. Commissioner Carey thanked staff for timely water quality testing data and updates on mooring field water testing arrangements. Commissioner Veliz thanked the Commission for his appointment. Multiple commissioners expressed gratitude toward city staff and colleagues, extending holiday wishes. City Manager acknowledged a previous error about correspondence received from AH of Monroe.							