



# 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*

*Todd Stoughton, Interim City Manager*  
*Keri O'Brien, City Clerk*  
*Ronald Ramsingh, City Attorney*

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Thursday, December 12, 2024

9:00 AM

City Hall

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**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 - Rev. Denise McLeod**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**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 November 14, 2024

Attachments: [Minutes](#)

**RESOLUTIONS**

2 \*Reappointing Charles Waite to the Contractor's Examining Board.

Sponsors: Mayor Henriquez

Attachments: [Resolution](#)

[Cover Memo](#)

[Resume](#)

3 \*Reappointing Raymond Vazquez to the Contractor's Examining Board.

Sponsors: Mayor Henriquez

Attachments: [Resolution](#)

[Cover Memo](#)

[Resume](#)

4 \*Accepting Resolution 24-05 of the Sustainability Advisory Board in support of legislation requiring hands-free handheld device use while driving.

Sponsors: Mayor Henriquez

Attachments: [Resolution](#)

[Cover Memo](#)

[SAB Resolution 24-05](#)

[FBA & HHF Overview](#)

[Distracted Driving Data](#)

[Collier County Resolution 2024-224](#)

- 5 \*Stating its intent to request the maximum amount of Building Permit Allocations (BPAS) from the State of Florida Department of Commerce and Monroe County, based on the 2023 Hurricane Evacuation Clearance Times; Directing the City Manager to submit this Resolution to the Legislative Delegation for the Florida Keys to be presented during the 2025 Legislative Session, the Florida Department of Commerce, and the Monroe County Board of County Commissioners.

**Sponsors:** Commissioner Lee

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

- 6 \*Authorizing OhWook! Productions/DBA Mile 0 Fest Key West and Daily Plan-It to conduct Mile 0 Fest Key West on Wednesday, January 22, 2025 to Saturday, January 25, 2025, from 12:00 P.M. to 4:00 P.M. each day at Truman Waterfront Park; Pursuant to terms and conditions set forth by the City Manager; Authorizing the sale and consumption of alcoholic beverages within the enclosed area.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Application](#)

- 7 \*Authorizing Daily Plan-it and Key West First Legal Rum Company to conduct "Just a Few Friends, Key West" at Truman Waterfront Major Field next to Splash Pad and a Second Line Walking Parade honoring Jimmy Buffet's Legacy on the 2nd Anniversary of his death on Sunday, August 31, 2025, from 4:00 P.M. to 10:00 P.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:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Application & Approvals](#)

- 8 \*Ranking and awarding the response to RFP 25-002 to the Law Offices of Donald E. Yates, P.A., for Code Compliance Special Magistrate Services; Directing the City Manager to negotiate and execute a contract in substantial conformance with RFP 25-002.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[RFP 25-002 Code Compliance Special Magistrate](#)

[Donald E. Yates](#)

[Evaluation Sheets](#)

- 9 \*Awarding the Bid of Pedro Falcon Contractors, Inc. in response to Invitation to Bid ("ITB") #24-015 for Key West Fire Department Boat Lifts Project in the total amount of \$201,376.00; Authorizing any necessary budget transfers or adjustments; Authorizing the City Manager to execute a contract in substantial conformance with the bid documents.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Bid Memo](#)

[Pedro Falcon Proposal](#)

[ITB No. 24-015](#)

- 10 \*Approving an Interlocal Agreement between the City of Key West and the Florida Keys Aqueduct Authority to share costs of complete width resurfacing of White Street between Fleming and Newton Streets.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Interlocal Agreement](#)

[Contractor Work Order](#)

[Key West Terminus Project Final Plans](#)

11 \*Approving the attached City of Key West Investment Policy.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Investment Policy Statement - 2024](#)

[Investment Policy Review 2024](#)

[Resolution 00-369](#)

12 \*Ranking and awarding the sole proposal received in response to RFP #25-003 for State Government Lobbying Services to GrayRobinson, PA; Directing the City Manager to negotiate and execute a contract with GrayRobinson, PA in substantial conformance with the documents contained in the RFP, upon advice and consent of the City Attorney.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[RFP 25-003 - State Lobbying Service](#)

[GrayRobinson Proposal](#)

13 \*Approving the attached "Amendment to Agreement No. 22MO2 between Florida Department of Environmental Protection and City of Key West" to extend the Agreement duration to December 31, 2025 for Beach Nourishment Funding Assistance Program funding for the 2019 Smathers Beach Nourishment Project; Approving any necessary budget adjustments; Authorizing the City Manager to execute the necessary documents upon consent of the City Attorney.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Amendment No. 1](#)

[Resolution 21-167](#)

- 14 \*Approving the attached "Amendment (1st Amendment) to Agreement" Contract ID #2984 to extend the termination date to December 31, 2025 for Tourist Development Council (TDC) funding of the Key West Coffee Butler Amphitheater Enhancements Phase III Project - install high-traffic turf and rubber surface material; Approving any necessary budget adjustments; Authorizing the City Manager to execute the Agreement upon consent of the City Attorney.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[1st Amendment](#)

[Resolution 23-237](#)

- 15 \*Nominating projects and activities to be developed utilizing Tourist Development Council (TDC) surplus funding for the purpose of creating affordable housing for employees of private sector tourism-related businesses in the City of Key West and Monroe County pursuant to the statutory requirements of F.S. 125.0108 and F.S. 420.0004.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

- 16 \*Approving the attached "Task Order 250-HARC" for \$8,325.00 between the City of Key West and Stantec Consulting Services Inc. (SCSI) for Historic Architectural Review Services a provided through RFQ #22-009; Authorizing any necessary budget transfers and adjustments; Authorizing the City Manager to execute any necessary documents upon consent of the City Attorney.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Stantec Invoice](#)

[Resolution 22-277](#)

- 17 \*Approving the attached Art in Public Places Board selection of three (3) unique public art works from Billy Kearins (Exterior Mural), Craig Gray (Exterior Stone Carving) and Sally Binard (Interior Mural) for the Frederick Douglass Community Center at 111 Olivia Street in a total amount not to exceed \$80,000.00, pursuant to Section 2-797(1) and 2-797(4)(b) of the Code of Ordinances; Authorizing any necessary budget adjustments.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Bid Memo](#)

[HARC Staff Report](#)

[Selection Committee Score Sheet](#)

[Large File\\* RFP # 24-015](#)

[Billy Kearins Proposal](#)

[Craig Gray Proposal](#)

[Sally Binard Proposal](#)

[Billy Kearins Contract](#)

[CR GRAY LLC Contract](#)

[Sally Binard Contract](#)

- 18 \*Ranking responses to the Request for Proposals (RFP) No. 24-002 for the Owners Representative for the Key West Energy Saving and Resiliency Project; Authorizing the City Manager and City Attorney to negotiate and execute a contract with the highest ranked firm, NV5 Consultants, Inc.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Final Scores and Ranking](#)

[NVS Proposal](#)

[Energia Proposal](#)

[Facility Strategies Group Proposal](#)

[Procon Proposal](#)

[RFP 24-002](#)

19

**\*Proposed to be Postponed to January 7, 2025:**

Approving the attached "Water Quality Partnership Interlocal Agreement" (ILA) between the City of Key West ("City") and the College of the Florida Keys ("CFK") for creation of a Water Quality Partnership Program; Providing funds for water quality equipment and services; Providing deliverables; Providing insurance requirements.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Agreement](#)

[CFK FY25 Budget Request](#)

[KW WQIP Goals](#)

**Legislative History**

11/14/24	City Commission	Postponed
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20

\*Approving the attached five-year Municipal Equipment Lease-Purchase Agreement between the City and Motorola Solutions, for 140 Motorola APX N70 Handheld Radios and associated accessories for the Key West Police Department, and 90 APX Next XE Portable Radios and 10 APX N70 Portable Radios and associated accessories for the Key West Fire Department, as described in the attached lease purchase agreement, using Florida State Contract 43190000-22-NASPO-ACS in accordance with City Code Section 2-797(3) Purchases Under Government Contract and Section 2-844 for Brand Name Purchases; Authorizing the City Manager to execute necessary documents upon consent of the City Attorney; Approving any budget transfers or adjustments.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Purchasing Memo - KWPD](#)

[Purchasing Memo - KWFD](#)

[KWPD/KWFD Upgrade Proposal](#)

[Lease Purchase Agreement](#)

[City of KW Financing Option](#)

[Payment Schedule](#)

[State of Florida Contract](#)

- 21                    \*Authorizing the purchase of three (3) 2025 Ford F-250's with related accessories in a total amount not to exceed \$209,455.00 from Duval Ford LLC through piggybacking on the Florida Sheriff's Association and Florida Association of Counties Bid No. FSA24-VEL32.0, Pursuit, Administrative and Other Vehicles Contract, pursuant to Section 2-797(3) of the Code of Ordinances for use by the Community Services Department (Public Works and Parks and Recreation); Authorizing necessary budget transfers or adjustments; Authorizing the City Manager or designee to execute necessary documents, upon consent of the City Attorney.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Purchasing Memo](#)

[Public Works Quote](#)

[Parks and Rec Quote](#)

[Florida Sheriffs Contract](#)

- 22                    \*Approving the attached Lease between the City of Key West and Rockland Investment Corporation, Inc., for the premises located at Rockland Distribution Center North, 117 Overseas Highway, Unit C8.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Proposed Lease](#)

- 23 \*Approving the attached Lease between the City of Key West and SBY Key West, LLC, D/B/A Spencer's Boat Yard, for upland premises located at 701 Palm Avenue.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Lease](#)

[Personal Guaranty](#)

[Lease Assignment - SBY Key West, LLC](#)

[Res 16-343 Current Lease](#)

[24-248 First Amendment to Lease](#)

[Corporate Status](#)

- 24 \*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) 2025 FTA Section 5311 Rural Operating Grant to provide bus services in the City of Key West, PTGA G3627/Financial Project #434896-6-84-01 in an amount not to exceed \$563,883.00; Authorizing the City Manager to execute necessary documents and necessary budget amendments.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Grant Agreement](#)

[Resolution 23-113](#)

- 25 \*Authorizing the procurement of construction services for pump can installation at White Street Stormwater Pump Station at a cost of up to \$135,800.00, from Reynolds Construction of Florida, LLC through piggybacking of the City of Marathon Government Contract, pursuant to Section 2-797(3) of the Code of Ordinances; Authorizing the City Manager to execute documents upon consent of the City Attorney.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Purchasing Memo](#)

[City of Marathon GCS 2023-Reynolds](#)

[2023 Service Agreement](#)

[Insurance](#)

[General Contracting Services 2023](#)

[City of Marathon Res 2023-46](#)

[Marathon Authorization to Use Contract](#)

[City of Key West - Pump Can Replacement](#)

[Res 24-182 Purchase Equipment and Material](#)

- 26 \*Authorizing the purchase of three (3) Wager Company Odor Control Units from Fortiline Waterworks for Sanitary Pump Stations B, F and H, on a sole Source Basis, pursuant to Section 2-797(1)(b) of the Code of Ordinances, and in the Best Interests of the City , pursuant to SEction 2-797(4), in a total amount not to exceed \$124,561.50; Authorizing any necessary budget transfers.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Purchasing Memo](#)

[Fortiline Quote](#)

[Fortiline Key West Sole Source](#)

- 27 \*Approving the attached "Fourth Amendment to Contract" to the City's "Agreement for the Transportation and Disposal of Solid Waste" with Waste Management, Inc. to adjust certain rates, and remove the cost of leachate hauling; Authorizing the City Manager to execute the Forth Amendment and any related documents; Authorizing necessary budget transfers and adjustments.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Haul Out Agreement](#)

[WM-Key West Haulout Letter](#)

[Key West Disposal Presentation](#)

[Res 04-082 20-Year Contract](#)

[Res 11-039 1st Amendment to Contract](#)

[Res 16-097 2nd Amendment to Contract](#)

[Res 24-051 3rd Amendment to Contract](#)

## PROCLAMATIONS

- 28 Joyce Griffin - Supervisor of Elections

**Sponsors:** Mayor Henriquez

- 29 Irreverent Warriors Key West Silkies Hike Week

**Sponsors:** Mayor Henriquez

- 30 Homeless Memorial Day

**Sponsors:** Commissioner Kaufman

## PRESENTATIONS

- 31 Employee Service Awards - Bridget Flores, Director of Human Resources

**Sponsors:** Interim City Manager Stoughton

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

- 32 City of Key West Employee of the Year - Bridget Flores, Director of Human Resources

**Sponsors:** Interim City Manager Stoughton

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

**RESOLUTIONS - Cont'd**

- 33                   Selecting \_\_\_\_\_ for the position of City Manager; Directing staff to negotiate a contract for approval by the City Commission.

**Sponsors:** City Commission

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

[Brian Barroso Application](#)

[James Brownlee Application](#)

[Rodrigo Delostrinos Application](#)

[Steven McAlearney Application](#)

[Mark Sohaney Application](#)

**DISCUSSION**

- 34                   MLK Community Pool

**Attachments:** [Email - Friends of the MLK Pool](#)

**CITY MANAGER'S REPORT**

- 35                   Department Reports

**Attachments:** [Building 11.24](#)

[Code 11.24](#)

[Community Services 11.24](#)

[Engineering 11.24](#)

[Fire 11.24](#)

[Housing 11.24](#)

[Human Resources 11.24](#)

[Information Technology 11.24](#)

[Parking 11.24](#)

[Planning 11.24](#)

[Police 11.24](#)

[Port and Marine 11.24](#)

[Property Manager 11.24](#)

[Public Information 11.24](#)

[Transit 11.24](#)

[Utilities 11.24](#)

**CITY ATTORNEY'S REPORT**

**CITY CLERK'S REPORT**

**COMMISSION COMMENTS**

**RECESS**

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

RECONVENE - CALL TO ORDER

ROLL CALL

INVOCATION - Rev. Denise McLeod

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

APPROVAL OF AGENDA

RESOLUTIONS

36

**Public Hearing:** Electing to use the uniform method of collecting Non-Ad Valorem Special Assessments levied within the incorporated area of the City, as authorized by Section 197.3632, Florida Statutes, as amended; Stating a need for such levy; Providing for the mailing of this Resolution; Authorizing the City Manager to execute documents upon consent of the City Attorney.

**Sponsors:** Interim City Manager Stoughton

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

[Cover Memo](#)

[Ord. 13-10 Water Rate Assessments](#)



37

**Easement Agreement at 430 Greene Street (RE# 00001470-000100)** Granting approval of a request for an Easement of approximately sixteen (16) square feet, more or less, at a property located at 430 Greene Street, in order to accommodate an existing booth used for retail purposes encroaching on the Greene Street right-of-way in the HRCC-1 Historic Residential Commercial Core - 1 Zoning District, pursuant to Section 2-938 (b)(1) of the Land Development Regulations of the Code of Ordinances of the City of Key West, Florida.

Sponsors: Interim City Manager Stoughton

Attachments: [Resolution](#)

[Cover Memo](#)

[Easement Agreement](#)

[Planning Package](#)

[Multimodal Transportation Comments](#)

[Utilities Comments](#)

[Engineering Comments](#)

[Keys Energy Comments](#)

[Urban Forestry Comments](#)

Legislative History

10/24/24	Development Review Committee	Discussed
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38

**Minor Development Plan and Conditional Use - 430  
Greene Street (RE# 00001470-000100)** - Granting approval of a request for a Minor Development Plan to reconstruct a two-story commercial structure and a request for Conditional Use approval to allow for the expansion of a bar consumption area and an amendment to Planning Board Resolution 2006-020, located in the HRCC-1 Zoning District, pursuant to Section 108-91 and Section 122-62 of the Land Development Regulations of the City of Key West.

Sponsors: Interim City Manager Stoughton

Attachments: [Resolution](#)

[Cover Memo](#)

[Planning Board Resolution 2024-035](#)

[Certificate of Appropriateness and Decision Letter Approved](#)

[Staff Report](#)

[Draft Planning Board Resolution](#)

[11.20.24 Noticing Package](#)

[10.17.24 Noticing Package](#)

[Planning Package](#)

[Landscape Plan Approval-Tree Commission](#)

[Utilities Comments](#)

[Keys Energy comments](#)

[Engineering comments](#)

[Urban Forestry Comments](#)

Legislative History

8/22/24	Development Review Committee	Discussed
11/20/24	Planning Board	Approved

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

39

An Ordinance of the City of Key West, Florida, amending Chapter 2 of the Code of Ordinances, entitled "Uniform Procedures for Advisory Boards", by amending Article V entitled "Committees, Boards and Commissions" and by amending Division 2 titled "Uniform Procedures for Advisory Boards" by adding screening committees, by amending Section 2-281 entitled "Application", by amending 2-282 entitled "Appointment; Tenure" to prohibit members of the City Commission from serving on advisory boards or screening committees and to permit for direct removal; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** Commissioner Hoover

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

[Cover Memo](#)

**Legislative History**

11/14/24      City Commission      Passed to Second Reading

40

An Ordinance of the City of Key West, Florida, amending Chapter 78 of the Code of Ordinances, entitled "Vehicles for Hire", by amending Article I entitled "In General" and by amending Section 78-4 entitled "Limousines" to include non CDL luxury vans; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** Commissioner Hoover

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

[Cover Memo](#)

**Legislative History**

11/14/24      City Commission      Passed to Second Reading

41

An Ordinance of the City of Key West, Florida, amending Chapter 2 of the Code of Ordinances, entitled "Administration" by amending Section 2-708, to the Homebuyers Assistance Program by revising processes and other requirements necessary to operate the program; Providing for severability; Providing for repeal of inconsistent provisions; Providing for an effective date.

**Sponsors:** Interim City Manager Stoughton

**Attachments:** [Ordinance - 2nd Reading](#)

[Cover Memo - 2nd Reading](#)

[Ordinance- 1st Reading](#)

[Cover Memo- 1st Reading](#)

**Legislative History**

11/14/24

City Commission

Passed to Second Reading

**ADJOURNMENT**