

AGENDA

KEY COLONY BEACH CITY COMMISSION REGULAR MEETING & PUBLIC HEARING

Thursday, October 16th, 2025 – 9:35 AM or at the conclusion of the Public Hearing
Marble Hall, 600 W. Ocean Drive, Key Colony Beach
& via Zoom Conferencing

[Zoom Login Information at the end of this Agenda](#)

- 1. Call to Order and Roll Call**
- 2. Approval of the Agenda** *(Additions, changes, and deletions can be made via one motion and a second to approve by a majority vote)*
- 3. Special Requests**
- 4. Citizen Comments and Correspondence**
- 5. Committee and Department Reports** *(written reports provided; Staff and Board Chairs available for questions)*
 - a. Marathon Fire/EMS – Marathon Fire Chief Muro
 - b. Police Department – Chief DiGiovanni – **Pgs. 1-4**
 - c. City Administrator – John Bartus – **Pgs. 5-10**
 - d. Building/Code Department – Building Official Loreno – **Pg. 11**
 - e. Public Works – Public Works Department Head Guarino - **Pgs. 12-13**
 - f. City Hall – City Clerk Roussin – **Pgs. 14-17**
 - g. Beautification Committee – Chair Bachman
 - h. Planning & Zoning Board – Chair Lancaster
 - i. Recreation Committee – Chair Catto
 - j. Utility Board – Chair Swanson
- 6. Consent Action Items** *(Under the consent agenda, all action items will be voted on after one motion, and a second will be required to approve them without discussion. If a Commission member wants any action item discussed or voted on separately, the Commission member, at the beginning of the open session, must ask that the action be moved to the discussion action item section.)*
 - a. Approval of the following City Commission Meeting Minutes:
 1. 1st Public Budget Hearing 09-11-2025 – **Pgs. 18-20**
 2. 2nd Public Budget Hearing 09-18-2025 – **Pgs. 21-22**
 3. Regular Meeting & Public Hearing 08-21-2025 – **Pgs. 23-34**
 4. Regular Meeting & Public Hearing 09-18-2025 – **Pgs. 35-44**
 - b. Approval of Warrant No. 0925 for \$1,411,924.32 – **Pg. 45**
 - c. Approval of Paradise Estimate 18 for Equipment of the new Police Truck for \$15,596.00 – **Pgs. 46-47**
- 7. Discussion Action Items**
 - a. Discussion, Review, and Invitation for Public Input on an Unsolicited Lease Proposal for a Public-Private Partnership by Daryl Rice Management Regarding the Golf Course
 1. Unsolicited Proposal by Daryl Rice Management LLC – **Pgs. 48-58**
 2. Public Input

Members of the public may speak for three minutes and may only speak once...unless waived by a majority vote of the commission. Persons who need accommodations in order to attend or participate in this meeting should contact the city clerk at 305-289-1212 at least 48 hours prior to this meeting in order to request such assistance. If a person decides to appeal any decision made with respect to any matter considered at any meeting, that person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

- b. Discussion/Approval of a Proposal by Commissioner Diehl to consolidate the Recreation and Beautification Committee
- c. Discussion/Review of a Priority List for City Improvements by the Recreation Committee – **Pg. 59**
- d. Discussion/Approval to proceed with soliciting a bid for the construction of the Basketball Court, per the Recommendation from the Recreation Committee
Recreation Committee Meeting Minutes from 09-24-2025 – **Pgs. 60-62**
- e. Discussion/Approval of Quote No. 32897700 by John Deere for the Purchase of Landscaping Equipment in the amount of \$\$160,709.55 – **Pgs. 63-69**
- f. Discussion/Review of Proposals for Landscape Improvements by the Pickleball Courts and Golf Course
 - 1. Christian’s Landscaping & Lawn Services – **Pg. 70**
 - 2. Blue Native of the Florida Keys – **Pg. 71**
 - 3. Brightview Landscape Services – **Pgs. 72-73**

8. Ordinances & Resolutions

FIRST READING OF ORDINANCE 2025-502: An Ordinance of the City of Key Colony beach, Florida, amending Chapter 5 of the Code of Ordinances related to ‘Boats, Boat Trailers, Marine Facilities and Waterways’, Article III, “Marine Construction and Improvements, Docking of Boats”, Division 3 “Docks, Piers, and Mooring Equipment”, Section 5-44 related to City Commission Approval Criteria, providing for codification, repealing any inconsistent provisions, providing for severability, and providing an effective date. – **Pgs. 74-76**

9. Secretary-Treasurer’s Report

- a. September 2025 Financial Summary – **Pgs. 77-79**

10. City Attorney’s Report

11. Commissioner’s Reports & Comments

- a. Commissioner Tom Harding
 - 1. Wastewater Sampling Summary Report of October 13th, 2025 ****TBA****
 - 2. 2027 Health Insurance Cost Discussion
 - 3. Feedback from FDOT 5-year plan public meeting
- b. Commissioner Kirk Diehl
- c. Commissioner Tom DiFransico
- d. Vice-Mayor Doug Colonell
- e. Mayor Freddie Foster

12. Citizen Comments

13. Adjournment

***This meeting will be held at the City Hall Auditorium ‘Marble Hall’,
600 W. Ocean Drive, Key Colony Beach, Florida 33051,
and via Zoom***

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/84974102445?pwd=UsEGksZTacWRNhmmiWfRlArhau3bUZ.1>

Passcode:216729

Phone one-tap:

+13052241968,,84974102445#,,, *216729# US

+13017158592,,84974102445#,,, *216729# US (Washington DC)

Join via audio:

+1 305 224 1968 US

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

Webinar ID: 849 7410 2445

Passcode: 216729

International numbers available: <https://us02web.zoom.us/j/koInm8iYn>

**Commission Meeting Report
Key Colony Beach Police Department
September 18, 2025, to October 7, 2025
Chief Kris DiGiovanni**

A. REPORTS

1. 9/27/2025

Report Number KCBP25OFF000029

12648 Overseas Highway

Disturbance

Result: Arrest Made

B. MEDICAL/ALARM CALLS

Total Calls: 2

C. CALLS FOR SERVICE

Total Calls: 15

9/18/2025-Resource Check-Sadowski Cswy-Negative Violations

9/19/2025-Suspicious Person-Circle K-Report of a subject undressed. The subject was clothed.

9/19/2025-Hazard-Sadowski Cswy-Manhole cover missing-FKAA en route with new manhole cover.

9/21/2025-Flagdown-Sadowski Cswy-Questions reference Golf Carts on US1.

9/22/2025-Open Door/Window-13th St-Subject noticed a window open in the garage and stated they did not open the window. Check of interior and exterior of the property, nothing missing or out of the ordinary. Window closed and secured.

9/24/2025-Welfare Check-Sadowski Cswy-Reference an intoxicated female being carried on someone's shoulders-Gone on arrival.

9/25/2025-Lost Property-E Ocean Dr-Subject left their wallet at the hotel. The wallet was recovered and returned.

9/25/2025-Assist Citizen-9th St-Questions for the officer.

9/25/2025-Traffic Offense-9th St-Vehicle parked in roadway-Vehicle was moved.

9/28/2025-Custody Dispute-2nd St-Mother wanted Law Enforcement assistance with taking her kids from the father. She was advised this was not how this works, and they have a court-ordered custody agreement and would need to speak to the court to make any adjustments.

9/28/2025-Indecent Exposure-Circle K-Report of subject with his hand down his pants being inappropriate. Subjects was clothed upon arrival and was holding his pants up due to the shorts being oversized. The reporting person did not actually see anything inappropriate being done.

9/28/2025-Suspicious Vehicle-11th St-Turtle walker vehicle.

9/29/2025-Assist Citizen-Mobil-Assist motorist with keys locked in vehicle.

10/01/2025-Flagdown-2nd St-Subject had questions regarding a citation that was supposed to be voided-Checked the clerk of courts website to verify it had been taken care of.

10/04/2025-Disordoly Intox-E Ocean Dr-Subject was intoxicated and being verbally aggressive-Subject was gone on arrival.

SPECIALTY UNIT PATROL

Officer Buckwalter

9/27/2025 - Ranger Patrol - 1100-1500 – with the Code officer.

Several important items and community meetings were accomplished.

D. TOTAL WATCH ORDERS/NON-RESIDENTS

Total: 67

E. PROVIDED BACK-UP/ASSISTANCE TO MCSO, FHP, FWC, COAST GUARD, OR U.S. BORDER PATROL

Total: 14

F. CITATIONS/WARNINGS

- 1. Traffic Citations: 0**
- 2. Traffic Warnings: 13**
- 3. Code Citations: 0**
- 4. Code Warnings: 1**
- 5. Resource Checks/Marine Life: 1**

Sheriff's Office Meeting:

Items Discussed:

Budget, Academy cadets, Coast Guard operations, Community event, Coffee with Cops, Fleet, Training, IT, ARMS training, Leadership Monroe, each district reported on events occurring in their respective area.

G. ADDITIONAL EVENTS IN THE POLICE DEPARTMENT

On September 20th, Ofc. Buckwalter and Ofc. Bethard attended a fish fry hosted by the American Legion to honor First Responders.

Martha Dweyer has been hired as the new Code Officer and has been doing very well, traveling through the city and addressing code violations.

The new 2025 Ford F-150 has been delivered. A request to purchase equipment for the truck is on the agenda.

September 28, - The Cookout with the Cops was a big success. Community members and visitors of Sunset Park arrived to enjoy a free lunch and discussed city events with the police officers. Alison from the Health Department set up a table and distributed bicycle helmets to adults and children.

On October 2nd, I attended a Holiday Parade meeting in Key West. The police department will be in their parade this year.

SAFETY MEETING AGENDA

Key Colony Beach Police Department

MEETING DETAILS

Date: October 7, 2025

Time: EMAIL Recurring:

Location: PD Station

Dial-in Number: 305-481-8597

Meeting URL: NA

Meeting Lead: Chief DiGiovanni

Other Speakers:

ATTENDANCE

Attendees: ALL

SENT VIA EMAIL

ITEMS & DISCUSSION

The following has been taken from the **POLICE 1** website. The **TIPS** are a reminder that **roadways, whether on the highway or in KCB are a safety risk to officers.**

<https://www.police1.com/crash-responder-safety-week/10-crash-response-safety-tips-for-police-officers>

Here are 10 essential tips for patrol officers working at motor vehicle collisions on any roadway, regardless of the volume and speed of traffic.

1. **Minimize exposure time:** Reduce the time spent in areas exposed to moving traffic. Prioritize quick assessments and action plans.
2. **Use vehicles as barriers:** Position cruisers, fire trucks or other response vehicles to create a physical barrier between yourself and traffic. Use these vehicles to block lanes and create a safer working space whenever possible.
3. **Wear high-visibility gear:** Always wear reflective vests and high-visibility apparel, especially at night or in low-light conditions. This may help approaching drivers see you sooner and avoid the scene.
4. **Establish traffic control early:** Set up traffic cones, flares, or signs to slow down and redirect traffic away from the collision scene. Proper traffic incident management helps keep both responders and drivers safe.
5. **Stay aware of traffic flow:** Constantly monitor oncoming traffic and assign someone to be a lookout. Awareness of traffic movement may give you the critical seconds needed to avoid a potential threat.
6. **Communicate clearly:** Work closely with other responding agencies, such as fire and EMS, to establish clear communication regarding scene safety. Coordinate positioning and activities to reduce exposure for everyone.
7. **Move with purpose:** Always move deliberately at the crash scene. Avoid lingering and make sure each action brings you closer to clearing the scene safely and efficiently. Minimize unnecessary steps in hazardous areas.
8. **Use flashing lights wisely:** Use the emergency lights on your cruiser to increase visibility, but be mindful not to create additional confusion or distraction for oncoming drivers. Consider turning some lights off once traffic is sufficiently slowed or diverted.
9. **Create safe zones:** Identify and establish a warm zone — an area of reduced risk — where officers and responders can work more safely. Non-essential personnel should not be in the hot zone or the warm zone.
10. **Never assume drivers see you:** Distracted, impaired or fatigued drivers may not be aware of the scene ahead. Always assume that drivers may not see you or your vehicle and take steps to stay out of the direct path of moving traffic.

City of Key Colony Beach

PO Box 510141 Key Colony Beach, Florida • Phone# 305-289-1212 • Fax# 305-289-1767



Date: October 9, 2025

To: Mayor & Commissioners

Subject: City Administrator Report

From: John Bartus, City Administrator

1. As of the deadline for this report, the bids for ITB 2025-06, the City Hall project, are to be opened on October 14, 2025. It has been a pleasure working with Vice Mayor Colonell, Brandan DeCaro (and everyone else) at CPH, and our Building Official Tony Loreno as we are set to begin a very exciting chapter in our City Hall project.
2. Met with the Mayor and department heads to outline necessary municipal responses to SB 180 and other legislation from this past year's session. We created task lists at this meeting. As a result, I have compiled a vast collection of emergency preparedness and recovery information to be posted on our City website to ensure our City's compliance with SB 180.
3. Attended the Recreation Committee meeting as well as the Legal meeting discussing issues being considered today. Also, I will attend the Planning & Zoning meeting scheduled for October 15.
4. Continued my dialogue with Ron Book and Kelly Mallette with the Ron Book lobbying firm; the potential approval of their agreement is being held over until the November meeting.
5. Met with President and CEO Dr. Jonathan Gueverra and Chief Science Officer Dr. Patrick Rice from the College of the Florida Keys to discuss water quality and testing in our City canals. Our canals have not been tested for hydrogen sulfide, nutrient pollution, and other contaminants in years, if ever. We are currently working on an Interlocal Agreement that would combine traditional water quality testing with new technology to allow us to get a true picture of the shape of our canals. This will be important as we move toward designing and implementing a restoration plan for our waterways. In addition to traditional water sampling and testing, the College is proposing the use of advanced technology to measure hydrogen sulfide amounts. Additionally, they plan on utilizing a small submersible to get samples from various depths as well as being able to document the condition of the canal bottoms and any issues present. There will be follow-up at the November or December meeting.
6. Met with Sandy Walters and Kenneth Kellum with SWIG on the EPA South Florida Program Grant for a canal restoration pilot project. Because of the federal government shutdown, the initial late October deadline has been extended indefinitely. I've attached a memo as part of my report, and SWIG representatives are online to present a PowerPoint presentation about the

proposed pilot project. The grant amount is \$600,000 with no local match required, and the grant would cover the cost of this pilot project.

7. Continuing Education: I have signed up for a full day of in-person training at the Monroe County Emergency Management Center for course FL-601 — Preliminary Damage Assessment. This course is designed for local and state officials, as well as employees involved in damage assessment tasks. It will emphasize the importance of conducting and accurately reporting Initial Damage Assessments (IDA) following a presidentially declared disaster. Participants will gain an overview of the Individual Assistance (IA) and Public Assistance (PA) programs, along with an understanding of the Joint Preliminary Damage Assessment (Joint PDA) process. The course is interactive, utilizing various technology tools to enhance learner engagement.

8. Attended a Zoom meeting with the Mayor and FDEP Deputy Secretary Adam Blalock to discuss Stewardship and Water Quality grant applications. Our lobbyist, Kate DeLoach, helped facilitate this meeting and was in attendance as well.

9. I have continued to meet with Marathon City Manager George Garrett to discuss working together on several issues that we share.

10. I am continuing to work with other municipalities and the County on resiliency and our Vulnerability Assessment process that will open the door to future resiliency grants. We are still awaiting state approval of our draft Watershed Management Plan for Key Colony Beach. This will become another valuable planning tool that will open doors for future grant funding.

11. I received necessary and crucial data from Marathon Planning Director Brian Shea so we can file our response to the ORC (Objections, Recommendations, Comments) report from Florida Commerce. I asked for (and received) an extension to the original deadline of November 23; our new deadline is February 20, 2026. This allows us the necessary time to process this data and include it in the proposed Comprehensive Plan amendments.

12. Applied for two FRDAP (Florida Recreation Development Assistance Program) grants for restroom facilities for our 7th Street Park (pickleball/golf, and bocce/tennis).

John Bartus
City Administrator, Key Colony Beach

EPA 2025 South Florida Program

Grant Process

Funding Opportunity Number: EPA-I-R4-SFL-2025-01

- Register on SAM.gov to obtain a Unique Entity Identifier (UEI).
- Create a Grants.gov account. Use the UEI register on Grants.gov to set up an account profile and assign roles to organization members.
- Identify funding for project on EPA website.
- Gather and complete all necessary required forms.
- Write a detailed project narrative or work plan that outlines the project's goals, activities, and expected outcomes.
- Develop a justifiable budget that is eligible, reasonable to allocate, and necessary for the project. Ensure that the budget aligns with any specific budget requirements outlined in the grant announcement.
- Develop a compliance plan to detail organizational systems and procedures for meeting grant terms and conditions, including internal controls to prevent fraud and manage risks.
- Submit completed application package through the Grants.gov portal by or before the application deadline. This deadline is currently pending reopening of the federal government and reposting on the grant portal and will likely be at least November 2025.

Organizations that are eligible to apply for EPA grants include the following (Sect. 2.A., highlight added relevant to project):

- Indian Tribes
- State & Local Governments
- US Territories and Possessions
- Hospitals and Laboratories
- Institutions of Higher Education
- Nonprofit organizations
- Intertribal consortia

This grant does not require matching funds or a cost share. (Sect. 2.B.), although voluntary cost share is allowed.

The **primary purpose** of this grant is to support “experiments, studies, surveys, demonstrations, research, trainings and investigations that provide information specific to local and regional concerns, inform Agency decision making and provide understanding of south Florida aquatic ecosystems” (Sect. 3.A.) The following categories of eligible projects are described in the solicitation, with the **categories applying to this project highlighted**:

- Supporting monitoring, research or innovative restoration efforts for key species (e.g. coral, seagrass, sponges, mangroves, herbivores, etc.).
- Research, investigation, and demonstration projects to mitigate harmful algal blooms.

- Near-shore and upstream pollution reduction demonstration projects.
- Innovative stormwater pollution reduction demonstration projects.
- Water quality and benthic habitat monitoring improvements.
- Research and management strategies to address contaminants of emerging concern.
- Identifying and understanding cause-effect relationships of pollutants in the environment.
- Applying innovative approaches, methods, or techniques to prevent, treat, and manage pollution from entering waterbodies.
- Investigating regional water quality impacts from pollution sources and as a result of storms or flooding.
- Sourcing, monitoring, or addressing pathogens in near shore waters.

The grant program requires the following, as well:

“A demonstration project must involve new or experimental technologies, methods, or approaches where the results of the project will be disseminated for public knowledge and use. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration.” (Sect. 3.A., highlight added as relevant to this project)

As the Sustainable Water Infrastructure Group (SWIG) technology proposed for this grant application is new (although tried and scaled in freshwater) and applying it in the proposed method of pumping and treating canal marine waters contaminated by excess nutrients is experimental, it clearly meets the intent of this grant as a demonstration project. The outcome will meet grant requirements to “increase the capacity to...reduce pollutant loading to waters in the project area.” (Sect. 3.A.(1)).

Of the required priority areas specified in the grant program (Sect. 3.A.(2)), the following applies to this project:

“Stormwater/Nutrient Pollutant Reduction Projects [Up to \$600,000 per project]
 Demonstrate activities to improve water quality in canals that may include master planning; restoration demonstration projects and design; pilot projects proving or testing feasibility or efficacy of innovative technologies; education and outreach program for canal homeowners and marinas; collecting bathymetric data for restoration; and monitoring to evaluate effectiveness of canal restoration techniques.” (Sect. 3.A.(2), highlights added as relevant to this project)

Partnerships that support the priority or priorities addressed in the application are encouraged for this grant program by EPA and an evaluation criterion specifically addresses this (Sect. 3.A.(3)). The plan for this project is to develop a partnership between a local government in the Florida Keys (the City of Key Colony Beach) a non-profit marine research organization that is conducting extensive

environmental studies in the Florida Keys (Mote Marine Lab), and the private sector by using the innovative nature-based technology provided by SWIG.

The **specific goal of EPA's South Florida Program** (Sect. 3.B.) is "to protect and **restore the unique south Florida aquatic ecosystem** of fisheries, Florida's Coral Reef, beaches, Everglades, mangroves, wetlands, shellfish, wildlife, and **economically valuable recreational activities** by successfully implementing EPA programs to **reduce pollution and restore water quality**, hydrology, and the ecology of south Florida" (highlights added as relevant to this project). The proposed project clearly meets this goal.

The **statutory authority** for this grant identifies the Sanctuaries Act of 1990 and is strengthened by the Florida Keys National Marine Sanctuary and Protection Act (Public Law 101-605) created the Florida Keys National Marine Sanctuary in 1990 (Sect. 3.C.). This federal act designated the specific area of the Florida Keys for protection under the authority of the Marine Protection, Research, and Sanctuaries Act of 1972. The Act established the Florida Keys National Marine Sanctuary to protect its "spectacular, unique, and nationally significant marine environments," including seagrass meadows, mangrove islands and living coral reefs. **The four specific activities authorized by the Sanctuaries Act include corrective actions, monitoring, research and special studies, and education and outreach, all of which will be implemented by this project.**

The procurement process is described in detail in the attached grant solicitation; Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements; and an email received from the procurement specialist for this solicitation dated September 30, 2025 answering several questions.

For this application, we anticipate **the following roles**, designed to meet the grant and federal procurement requirements:

- **The City of Key Colony Beach** (the City) will serve as the grant applicant and grant recipient, receiving the funding if the grant is awarded, and making payments from the grant serving as the pass-through entity. This is consistent with the following excerpted section of the federal procurement regulations that this grant process requires meeting. "The recipient or subrecipient must maintain and use documented procedures for procurement transactions... These documented procurement procedures must be consistent with State, local, and tribal laws and regulations and the standards identified in §§ 200.317 through 200.327."
- **Mote Marine** will be a Partner with the City as a non-profit entity also qualified to apply for the grant and will be contracted to conduct the project monitoring which includes sample collection and analysis. Mote Marine will also assist SWIG in the preparation of and dissemination of project reports.
- **SWIG** will be awarded a contract by the City to complete project design (initial design will be included in the application), acquire permits, install and maintain the containerized system that will remove the nutrients and pollutants, create the monitoring process that will document the removal, and maintain the operations.

Addressing SWIG's role, the following section of federal procurement code addresses what is necessary for non-competitive procurement.

§ 200.320(c) Noncompetitive procurement.

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source; (highlight added)
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined to be inadequate. (emphasis added as relevant to this project)

SWIG's media is patented, and its containerized pump-and-treat system is unique allowing it to fit into narrow access areas along canals and rights of way. Therefore, it meets the noncompetitive procurement requirements specified above, which are also consistent with State of Florida procurement standards. SWIG was designated as a sole source by the City of Lakeland for the DEP innovative technology grant that was awarded last year, supporting this determination (City of Lakeland letter attached). Therefore, the City of Key Colony Beach will also need to make this determination under its established procurement process and this will be included in the application.

Attachments:

- Grant solicitation
- Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements
- Email dated 09-30-25 received from the procurement specialist for this solicitation answering several questions
- City of Lakeland sole source letter

**Building Department Staff Report
Report for October 2025 – City Commission Meeting**

Building Official – Tony Lorenzo

- ❖ Inspections Completed: 125
- ❖ Plan Reviews Completed: 39 including one new construction submitted for DEO review.
- ❖ The property on the corner of 8th and Ocean is nearing initial inspection deadline for completed foundation work that is required by October 13th. At this time, we are working with this contractor to make sure it will be cleared and maintained if no construction is planned for the near future.
- ❖ Multiple ATF permits were issued this month with appropriate fines.
- ❖ Happy to report that the cabinets have been installed in the Marble Hall kitchen and cabinets are set to arrive soon. This has been a joint effort through the Mayor's request between the Building Department and Public Works. We are on schedule to have this completed well before the KCB Welcome Back Party.
- ❖ We are currently working on our cities code for setback requirements for accessory structures (Specifically swimming pools) to possible help homeowners that may require a variance request due to side setbacks that can slow approval for a pool up to 3 months.
- ❖ Code enforcement has successfully been transitioned to the Chief's oversight. Samantha and I have worked in training this new code officer to ensure success.
- ❖ I continue to work closely with the City Attorney regarding the ongoing open cases in relation to the Building Department.

Building Assistant - Samantha Rodamer

- ❖ Permits Issued: 32
- ❖ Permits Closed: 38
- ❖ Received, coordinated, and completed sewer locates with US Water.
- ❖ Shadowed the Building Official on multiple building inspections.
- ❖ Scheduled and processed the remaining vacation rental safety inspections for the months of September and October.
- ❖ Trained the new Code Enforcement Officer on Citizenserve.
- ❖ Attended the September City Commission, Utility Board, Beautification, and Recreation Committee Meetings.
- ❖ Fielded questions regarding STR/LTR/BL license renewals.
- ❖ Reviewed received STR, LTR, and BL applications received thus far for completion. Submitted review packets to City Clerk of those approved.
- ❖ Issued reviewed STR/LTR/BL licenses for 2025/2026 and worked with City Clerk to assist with any other licensing needs. Issued roughly 330 licenses.
- ❖ Completed records requested as necessary.
- ❖ Scheduled a multitude of inspections & organized Building Official's daily inspection schedule.
- ❖ Completed multiple Contractor Registrations and updated prior registered Contractor's records.
- ❖ Aided contractors with permit-related questions.
- ❖ Submitted new construction project to the DEO for review.
- ❖ Assisted in coordinating cabinet and countertop install as well as appliance/material ordering for the Marble Hall kitchen.
- ❖ Worked with legal and the Building Official regarding building code related matters.

Public Works Staff Report

Report for October 16th, 2025 – City Commission Meeting

Since the last City Commissioner's Meeting Public Works has:

- Painted tank and fuel lines at wastewater plant
- Treated invasive exotics citywide
- Painted Marble Hall kitchen
- PM on Kubota zero turn mower
- Fabricated irrigation system on water buffalo trailer
- Irrigated new sod
- Repaired light electrical issue in the shop
- Mike attended Certified Playground Safety Inspection class and recertified
- Justin and Jesse attended Monroe County "Pruning with Purpose" class
- Replaced broken grant sign at Sunset Park
- Fertilized Sunset Park
- Treated ants at detention pond
- Installed swing safety mats at 7th Street Park
- Fabricated pipes stand for wastewater treatment plant
- Serviced 2500 RAM
- Replaced battery on M62 Tractor
- Clean up, raked out and leveled pine removal site
- Irrigated transplanted coconut palms
- Pruned trees around bocce courts
- Completed monthly playground inspections
- Setup and schedule 7th parking lot and bike path seal coating
- Prepped picnic area for pavers at Sunset Park
- Began striping surplus police vehicle for auction
- Replaced spotlight at "What's Your Hurry" sign
- Cleaned up and added additional sand to horseshoe pits
- Assisted in overseeing work done at the retention pond, golf course tree trimming, pickleball resurface and tennis court repairs
- Commissioned and installed fishing rules sign at Sunset Park
- Received estimate and approval to repair all tikis citywide

Thank you,

Mike Guarino

Public Works Department Head

City of Key Colony Beach
Public Works Safety Training Documentation Form

Date:	10/9/25	Location:	Shop
Time:	0700	Meeting Lead:	Mike Guarino

Attendees: Esteban Cabrera Fernandez, Jesse Petersen, Willy Dominicak Justin Luisi & Mike Guarino

Absentees: N/A

Topic: Boom Lift Safety

1. Introduction and Presentation of Topic:

We watched a video (GOTSAFETY) on the dangers of using boom lifts

2. Discussion, Questions and Concerns:

Discussed scenarios when a boom lift could flip within the city. Discussed different types of safety harnesses.

3. Conclusion

Follow manufactures safety procedures and wear your safety harness.

City Hall Staff Report

Report for October 16th, 2025 – City Commission Meeting

City Clerk Silvia Roussin

- Coordinated a staff meeting to identify needs for completing tasks related to legislative updates.
- Attended the Recreation Committee meeting and recorded meeting minutes.
- The Planning & Zoning Board was unable to establish a quorum, so most issues were deferred to the Commission for decision.
- Attended the quarterly Monroe County Clerk's Meeting with City Clerks from Key West, Marathon, Layton, and Islamorada.
- Distributed the revised employee resource guide for comments from the Commission.
- Updated employee salaries for 2025/2026 increases.
- Attended the Florida Association of City Clerks Fall Conference in St. Augustine. See attached memorandum about the conference.
- Attended the legal meeting with the Mayor and City Administrator.
- Responded to citizen correspondence and public records requests.
- Handled payroll reports, ACH transactions, FRS and IRS reporting, and wire transfers.
- Managed daily general correspondence and HR tasks.

Administrative Assistant/Bookkeeper Linda Jones

- Reconciled bank accounts and credit cards.
- Populated, mailed and emailed quarterly sewer invoices
- Cut checks and paid incoming invoices
- Filed all paid invoices
- Managed daily ACH returns and questionable checks presented for payment.
- Applied payments to outstanding invoices
- Helped property owners with their sewer bills and payments
- Created and emailed commercial sewer bills
- Created reports for DBPR and DEO taxes
- Deposited and recorded multiple payments for sewer invoices.

Administrative Assistant/Business Tax Licenses Par Darnall

- Ran reports from Citizenserve to identify BL, LTR, and STR licenses without renewal applications.
- Sent reminder emails to last year's license holders whose licenses expired on September 30, 2025. Followed up with phone calls and a final notice after the deadline.
- Responded to phone and in-office inquiries regarding licenses.
- Attended Zoom meetings on Grants and PRM insurance.
- Updated the Flood Insurance notebook and PRM insurance spreadsheet.
- Completed Certificates of Completion from the September 2 Property Management class and finalized the checklists for LTR, BL, and STR.
- Updated the ACH spreadsheet, adjusted credits, and added new payment amounts (\$222.00) for the next quarterly upload (January 21, 2026).

City Hall Staff Report

Report for October 16th, 2025 – City Commission Meeting

- Followed up on rental licenses with pending issues such as outstanding balances, violations, or inspections.
- Hosted the Property Management class on October 7 with Samantha assisting.
- Attended Planning & Zoning, Utility Board, and Commission meetings and uploaded materials to the shared drive.

Administrative Assistant/Front Desk Cheryl Baker

- Uploaded various meeting minutes to the city website.
- Continually update City Staff and Personal Directories for website and staff needs.
- Issued boat trailer licenses for short-term renters.
- Manage Sunset Park Weddings and collect the required forms and payments.
- Manage the Memorial Bench purchases for residents.
- Collect and distribute mail & manage the phones.
- Entered all wastewater ACH payments into QuickBooks.
- Entered all wastewater payments by check and PnP to QuickBooks.
- Answered property inquiries.
- Recorded property transfers.

Upcoming

10-13-2025 Columbus Day – City Hall Closed
10-21-2025 9:30 AM Utility Board Meeting
10-21-2025 2:00 PM City Hall Bid Review Committee Hearing
10-21-2025 9:30 AM Utility Board Meeting
10-24-2025 9:30 AM City Commission Special Meeting (Award of City Hall bid)
11-06-2025 9:30 AM Recreation Committee Meeting
11-11-2025 10:00 Beautification Committee Meeting
11-18-2025 9:30 AM Utility Board Meeting
11-19-2025 9:30 AM Planning & Zoning Board Meeting
11-20-2025 9:30 City Commission Regular Meeting & Public Hearing



MEMORANDUM

To: Mayor Foster, Vice-Mayor Colonell, and City Commissioners

FROM: Silvia Roussin, City Clerk

DATE: October 9, 2025

SUBJECT: Summary of Attendance – FACC Fall Academy, St. Augustine (October 6–8, 2025)

Purpose

This memorandum provides a summary of my attendance at the Florida Association of City Clerks (FACC) Fall Academy, held October 6–8, 2025, in St. Augustine. The conference featured advanced training sessions for Master Municipal Clerks (MMCs), focusing on leadership, ethics, communication, budgeting, human resources, and emerging technologies. Each session offered valuable lessons applicable to our daily operations and long-term goals for the City of Key Colony Beach.

1. Advanced Public Speaking

This session explored how intrapersonal communication forms the foundation of all public communication. By cultivating self-awareness, engaging in positive internal dialogue, and fostering confidence, public speakers can enhance their clarity and authenticity. The training emphasized that tone and word choice reflect professional integrity and directly affect how residents and colleagues receive messages.

2. Governance & Strategic Budgeting

This session focused on the importance of aligning the municipal budget with the community's strategic plan. Each expenditure should directly support established goals and priorities to ensure efficient, transparent, and mission-driven governance. The concept of CHORE values was also introduced as a key budgeting principle that promotes resilience, preparedness, and ethical stewardship of public funds.

- **Contingency Planning:** The City maintains contingency and emergency reserve funds to ensure continuity of essential services -such as public safety and wastewater- during unforeseen events like storms, infrastructure failures, or economic downturns
- **Hierarchy of Needs:** Budget priorities are guided by the City's strategic plan, focusing first on core services and critical infrastructure before funding discretionary projects or enhancements.
- **Oversight and Accountability:** Regular budget reviews, public hearings, and independent audits ensure transparency and reinforce public confidence in the City's fiscal integrity.



- **Reserves and Risk Management:** The City maintains prudent reserves consistent with best practices and evaluates financial risks annually to safeguard against unexpected revenue fluctuations or emergencies.
- **Efficiency and Ethics:** All expenditures are reviewed for efficiency and alignment with community goals. Decisions are made ethically and with stewardship of public resources at the forefront.

3. Crisis Communication

This session highlighted the distinction between risk management (prevention) and crisis communication (response). Participants learned how to build and test communication plans that define roles, outline clear procedures, and maintain transparency during emergencies. The session stressed that timely, factual, and calm messaging helps protect credibility and reduce confusion in the community.

4. Employing the Law

This session addressed employment law fundamentals and emphasized the importance of involving Human Resources early in all personnel-related decisions. The training reinforced that documentation, consistency, and fair application of policy are essential to maintaining compliance and preventing legal challenges. Managers should regularly review job descriptions, clarify essential functions, and communicate openly with staff to address any changes or accommodation needs.

5. AI in Municipal Operations

The final session explored how artificial intelligence (AI) tools like ChatGPT can support—but not replace—municipal operations. AI can help streamline written communication, enhance document clarity, and improve efficiency when used responsibly. The key takeaway was that AI should free staff time for higher-value, people-centered work while maintaining human oversight and ethical standards.

Conclusion

The FACC Fall Academy provided practical insights applicable to all aspects of city staff responsibilities. The sessions emphasized the importance of leadership rooted in ethics, transparency, and community service. I am excited to share what I have learned with all department heads and staff to help integrate these ideas. I will also continue sharing resources and materials from the sessions to support our staff's development.

MINUTES
CITY OF KEY COLONY BEACH
FY2025-2026 FIRST BUDGET PUBLIC HEARING
BUDGET FOR OCTOBER 1, 2025 - SEPTEMBER 30, 2026

Thursday, September 11th, 2025, 5:05 p.m.
City Hall Auditorium, Marble Hall, 600 W. Ocean Drive, Key Colony Beach,
& via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance, Prayer, Roll Call:** The Key Colony Beach First Budget Hearing was called to order by Vice-Mayor Doug Colonell, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Mayor Freddie Foster (via Zoom), Vice-Mayor Colonell, Commissioner Tom Harding, Commissioner Tom DiFransico, Commissioner Kirk Diehl. **Also present:** City Administrator John Bartus, Chief of Police Kris DiGiovanni, Public Works Department Head Mike Guarino, Building Official Tony Lorenzo, Administrative Assistant Linda Jones, City Clerk Silvia Roussin.

Vice-Mayor Colonell found good cause for Mayor Foster to attend the meeting via Zoom. City Clerk Roussin informed that the day's meeting will be shared by Vice-Mayor Colonell.

2. **Approval of Agenda** (*Additions, changes, and deletions can be made via one motion and a second to approve by majority vote*)

There were no changes to the agenda, and Vice-Mayor Colonell asked for a motion to approve.

MOTION: Motion made by Commissioner DiFransico to approve the agenda as written. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

3. **Citizen Comments & Correspondence:** There were no citizen comments or correspondence.

4. **Review of Proposed Budgets for October 1st, 2025 - September 30th, 2026**
 - a. **FY2025-2026 Budget Proposal**

Commissioner Harding provided an overview of the budgets for the General, Wastewater, and Stormwater funds and discussed minor changes and updates made.

- b. **General Budget**

Commissioner Harding announced a proposed millage rate of 2.82% for the 2026 fiscal year and explained how millage is calculated, along with changes in property values, condominiums, and home values. He also reported on property assessments, value increases, reduced cost estimates for city hall, and engineering costs for dry floodproofing the maintenance building. The Commission discussed accounting principles for city hall and maintenance building grants, as well as the grant reimbursement process and grant recognition for dry floodproofing and the overall grant process. Commissioner Harding provided additional details on funding for the City Hall Project, including the use of infrastructure funds, grants, impact funds, building funds, and reserves.

Commissioner Harding commented on staff and funding requests for golf course maintenance. Mayor Foster discussed Profit and Loss Statements from Golf Course Management, expenses related to improvements and completed projects. Commissioner Harding expressed his opinion on the city's responsibility for golf course maintenance and improvements. The Commission reviewed the figures in the Profit and Loss Statements provided by Golf Course Management, including expenditures, capital improvements, insurance costs, and contractual lease obligations. They also discussed current budget allocations for golf course expenses, investments by golf course management, and return on investment. Commissioner Harding continued to detail budget and millage calculations, as well as the meaning of rollback calculations.

c. Utility Board Budget

Commissioner Harding discussed the status of the Utility Board budget and the positive impact of grants on it. He explained the DOGE initiative and its purpose, noting that his calculations show there is no need to increase wastewater fees. Commissioner Harding also provided details on fixed costs, proposed capital improvements, and grant funding assumptions for current stormwater projects.

The Commission discussed irregular timelines for grant reimbursements, potential cash flow impacts, and the possibility of obtaining a line of credit to help with cash flow until grants are reimbursed. They also considered the best time to acquire a line of credit, including costs, needs, and fees. Additionally, the Commission explored different budget requirements for various types of grant applications.

5. Budget Changes, if any: None.

6. Public Comments, Commission Response

7. Resolution 2025-08 to Adopt a Tentative Millage Rate for Fiscal Year 2025-2026: A Resolution of the City Commission of the City of Key Colony Beach of Monroe County, Florida, Adopting the Tentative Levying of Ad Valorem Taxes for Fiscal Year 2025-2026; And Providing for an Effective Date.

Vice-Mayor Colonell provided the reading of Resolution No. 2025-08 and asked for a motion to approve.

MOTION: Motion made by Commissioner DiFransico to approve. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

8. Resolution 2025-09 to Adopt a Tentative Budget for Fiscal Year 2025-2026: A Resolution of the City Commission of The City of Key Colony Beach of Monroe County, Florida, Adopting the Tentative Budget for Fiscal Year 2025-2026; And Providing for an Effective Date.

Vice-Mayor Colonell provided the reading of Resolution 2025-09 and asked for a motion to approve.

MOTION: Motion made by Mayor Foster to approve. Commissioner DiFransico seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

9. Second/Final Budget Public Hearing: Thursday, September 18th, 2025, 5:05 PM – Marble Hall

10. Adjournment: The meeting adjourned at

Respectfully submitted,

Silvia Roussin

City Clerk

MINUTES
CITY OF KEY COLONY BEACH
FY2025/2026 SECOND & FINAL BUDGET PUBLIC HEARING
BUDGET FOR OCTOBER 1st, 2025 - SEPTEMBER 30th, 2026

Thursday, September 18th, 2025, 5:05 PM

Located at the City Hall Auditorium 'Marble Hall', 600 W. Ocean Drive, Key Colony Beach, FL 33051
& via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance, Prayer, Roll Call:** The Key Colony Beach Final Budget Hearing was called to order by Vice-Mayor Colonell at 5:05 PM, followed by the pledge of Allegiance, Prayer, and Rollcall. **Present:** Mayor Freddie Foster (via Zoom), Vice-Mayor Doug Colonell, Commissioner Tom Harding, Commissioner Tom DiFransico. **Also present:** City Administrator John Bartus, Chief of Police Kris DiGiovanni, Public Works Department Head Mike Guarino, Administrative Assistant Linda Jones, City Clerk Silvia Roussin.

Public Attendance: 2

Vice-Mayor Colonell found good cause for Mayor Foster to attend the meeting via Zoom. City Clerk Roussin informed that Vice-Mayor Colonell will be chairing the day's meeting.

2. **Approval of Agenda** (*Additions, changes, and deletions can be made via one motion and a second to approve by majority vote*)

MOTION: Motion made by Commissioner DiFransico to approve the agenda as written. Commissioner Harding seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

3. **Citizen Comments & Correspondence:** There were no citizen comments or correspondence.

4. **Review of Final Budget for October 1, 2025 - September 30, 2026**

Commissioner Harding reported no budget changes on the financials, with only some verbiage updates. Commissioner Harding reported an average tax increase of 6.5%, and a proposed millage rate increase from 2.76% to 2.82%, which is a 2.17% increase in the millage. The Commission had no questions. Commissioner Harding reported no changes to stormwater or wastewater.

5. **Budget Changes, if any:** There were no budget changes.

6. **Public Comments, Commission Response:** No public comments or Commission responses were received.

7. **Resolution 2025-10 to Adopt the Final Millage Rate for Fiscal Year 2025-2026:** A Resolution of The City Commission of The City of Key Colony Beach of Monroe County, Florida, adopting the Final Levying of Ad Valorem Taxes for Fiscal Year 2025-2026; Providing for an Effective Date.

Vice-Mayor Colonell provided the reading Resolution 2025-10 and asked for a motion to approve.

MOTION: Motion made by Commissioner Harding to approve. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

8. **Resolution 2025-11 to Adopt the Final Budget for Fiscal Year 2025-2026:** A Resolution of The City Commission of The City of Key Colony Beach of Monroe County, Florida, adopting the Final Budget for Fiscal Year 2025-2026; providing for an Effective Date.

Vice-Mayor Colonell provided the reading of Resolution 2025-11 and asked for a motion to approve.

MOTION: Motion made by Commissioner Harding to approve. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

9. **Adjournment:** The meeting adjourned at 5:12 PM.

Respectfully submitted,

Silvia Roussin

City Clerk

MINUTES

KEY COLONY BEACH CITY COMMISSION REGULAR MEETING & PUBLIC HEARING

Thursday, August 21st, 2025 – 9:37 AM Marble Hall, 600 W. Ocean Drive, Key Colony Beach
& via Zoom Conferencing

1. **Call to Order and Roll Call:** The Key Colony Beach City Commission Regular meeting was called to order by Vice-Mayor Colonell at 9:37 AM, followed by Rollcall. **Present:** Mayor Freddie Foster (via Zoom), Vice-Mayor Doug Colonell, Commissioner Tom Harding, Commissioner Tom DiFransico, Commissioner Kirk Diehl. **Also present:** Marathon Fire Chief James Muro, Chief of Police Kris DiGiovanni, Building Official Tony Loreno, Building Assistant Samantha Rodamer, Public Works Department Head Mike Guarino, Administrative Assistant Linda Jones, City Clerk Silvia Roussin, City Attorney Dirk Smits.

Vice-Mayor Colonell found good cause for Mayor Foster to attend the meeting via Zoom.

City Clerk Roussin informed that Vice-Mayor Colonell will preside over today's meeting proceedings.

2. **Approval of the Agenda** (*Additions, changes, and deletions can be made via one motion and a second to approve by a majority vote*)

City Clerk Roussin asked for the following agenda changes:

Item 3 for Special Requests

- **A new Item 3b.** Recognition of Sergeant Joe Burden for his performance and commitment to public safety and the city. **Under**
- **A new Item 3c:** Recognition of Sergeant Jamie Buxton and Officer John Buckwalter for their outstanding community service to the city.
- **A new Item 3d.** Presentation by the KCB Community Association for the donation of a \$5,000 check for the new Marble Hall Kitchen

Under Item 6 for Consent Action Items

- **A new Item 6c.** Approval for a permit extension for the installation of a 10-pound vertical boat lift for the property at 73 7th Street

Under Item 7 for Discussion Action Items

- **7a.** Addendum of the 8-19-2025 Utility Board meeting minutes on the discussion on a possible MOU with the City of Marathon
- **Deletion of Item 7d.** Discussion/Approval of an Interlocal Agreement for Fleet Maintenance & Repair Services
- **A new Item 7f.** Discussion/Approval of the Bid Package for the City Hall Design Project
- **A new Item 7g.** Discussion/Approval of a recommendation by the Utility Board for Billing Practices for the Marina
- **A new Item 7h.** Discussion/Approval of a recommendation by the Utility Board for changes to Wastewater Billing
- **A new Item 7i.** Discussion/Approval for Contract Amendment No. 1 for the Maintenance Dry Floodproofing project.

Under Item 11 for Commissioner Reports & Comments

- **11a (1)** Addendum of the Wastewater Sampling Report from August 18th, 2025

Additionally, Mayor Foster requested the deletion of Item 5c (3). Discussion/Approval of an Agreement with Ron Book for Lobbyist Services for \$50,000.00, to be placed on the September Agenda.

Vice-Mayor asked for a motion to approve.

MOTION: Motion made by Commissioner DiFransico to approve the agenda with changes. Mayor Foster seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

3. Special Requests

a. Recognition of Chief of Police DiGiovanni for 20 Years of Service to the City

Vice-Mayor Colonell read the letter of recognition for Chief DiGiovanni into the record and invited him to comment at the podium. Chief DiGiovanni thanked the Commission, staff, and residents for their support during his career and service to the city.

b. Recognition of Sergeant Joe Burden for his performance and commitment to public safety and the city **Agenda Addendum**

c. Recognition of Sergeant Jamie Buxton and Officer John Buckwalter for their outstanding community service to the city **Agenda Addendum**

Chief DiGiovanni recognized Sergeant Joe Burden, Sergeant Jamie Buxton, and Officer Buckwalter for their service and dedication to the city.

d. Presentation by the KCB Community Association for the donation of a \$5,000 check for the new Marble Hall Kitchen **Agenda Addendum**

Jennifer Hamil presented a donation check for \$5,000.00 on behalf of the Key Colony Beach Community Association to purchase a new refrigerator for Marble Hall. The Commission expressed gratitude to the Association for the donation.

4. Citizen Comments and Correspondence

City Clerk Roussin provided information on the following citizen correspondence:

Golf Course correspondence by:

- David Evangelista
- Doug Lipke
- Pat Childs
- Maria Edwards
- Steve Wenger
- Mac MacBride
- Richard Pflueger
- Larry Smoot
- Lynn Goodwin & Jimmy Padgett
- Michael & Bonnie Leto
- Jackie Low
- Joe Paskalik

- Bryan Atkinson
- Kerri Tolbert
- Kathleen Motichka
- Gail Alter
- Dave Nussdorfer
- Chip Herman

Additionally, the City Commission received the following correspondence:

- On 08-12-2025, Laurie Swanson provided various comments on the release of the 100% City Hall Design Drawings.
- 08-20-2025, Bill Catto wrote to the City Commission with concerns about changes to the Sunset Park Fishing restrictions.

Citizen Comments:

Melvin Arvis, 340 11th Street, expressed concerns about changes to the Sunset Park ordinance and the permission for fishing on the Sunset Park pier. He also voiced concerns about card access to the new fitness center in City Hall.

There was no further public comment.

5. Committee and Department Reports *(written reports provided; Staff and Board Chairs available for questions)*

- a. Marathon Fire/EMS** – Marathon Fire Chief James Muro delivered his monthly summary to the Commission, provided an update on current weather conditions, and noted no expected issues. Fire Chief Muro also reported that the CPR certification course will restart in October and confirmed that the county helicopters are back in service. Chief Muro also congratulated Police Chief DiGiovanni on his 20 years of service to the city.

Mayor Foster reminded staff and the Commission to pick up their Emergency Re-entry placards, which City Clerk Roussin confirmed to be ready at City Hall.

b. Police Department – Chief DiGiovanni

1. Discussion/Approval for the purchase of a 2021 Ford F150 Responder Truck for \$24,000.00

Chief of Police DiGiovanni presented his request for approval to purchase a used truck and explained its purpose and advantages for the Police Department and the city. The Commission reviewed the vehicle's high mileage, the costs involved in outfitting it, concerns about its durability, budget impacts, and the plan to use it solely for short-distance city driving.

Vice-Mayor Colonell asked for a motion to approve the purchase.

MOTION: Motion made by Mayor Foster to approve the purchase. Commissioner Harding seconded the motion.

DISCUSSION: Commissioner Harding commented on insurance, maintenance costs, and the plan to remove an older vehicle from the fleet if purchased. He also discussed the upcoming budget cycle and supported removing the old vehicle in conjunction with the requested purchase.

ON THE MOTION: Rollcall vote. Unanimous approval.

Commissioner Harding asked Chief of Police DiGiovanni to speak on his staff report and concerns about Sunset Park fishing and trespassing. Chief DiGiovanni clarified that these activities are common, and officers have been instructed to document such incidents for the record.

Chief DiGiovanni confirmed to Commissioner DiFransico that an agreement with ICE has been signed and one officer has completed training for this purpose. Additionally, Chief DiGiovanni discussed the need for storage and personnel to monitor cameras in public places, expressing concerns about liability issues. Commissioner Harding mentioned that funds have been allocated in the next budget cycle and that the matter will be researched during the upcoming fiscal year. Mayor Foster agreed with the liability concerns, and the Commission further discussed potential liability issues and the possibility of coordinating with the Sheriff's Office for dispatch support in camera monitoring.

c. City Administrator's Report – John Bartus

1. **Grant Update** - Mayor Foster discussed the current and upcoming grants, qualifying expenditures, and reimbursement requirements. Mayor Foster provided an update on progress with individual current grants and requests for Stewardship monies. The Commission also discussed federal grant requirements for the minimum bid threshold, with City Attorney Smits confirming he will follow up on including this in the bid documents.
2. **Early Alert Memo** - Mayor Foster explained that there is no current cost for the proposal and that services will only be used during a storm event.
3. ~~Discussion/Approval for an Agreement with Ron Book for Lobbyist Services for \$50,000.00~~
deleted

d. Building/Code Department – Building Official Loreno spoke about current events in the Building Department and informed that Building Assistant Rodamer will begin training to become a fire inspector. Building Official Loreno provided additional information on the asbestos removal in Marble Hall and noted that some spalling work needs to be addressed. He also updated that possible code amendments will be discussed at the next Planning & Zoning Board meeting and confirmed there is adequate staffing for inspections. Building Official Loreno commented on year-end budget expectations and contributions to the City Hall construction. The Commission discussed allowable contributions and allocations in the proposed budget. He also informed about changes to the responsibilities for filing milestone inspections.

e. Public Works – Public Works Department Head Guarino: Nothing further to report.

f. City Hall – City Clerk Roussin: Nothing further to report.

g. Beautification Committee – No report.

h. Planning & Zoning Board – No report.

i. Recreation Committee – Attorney Smits reported waiting for a proposal from Daryl Rice to support a public-private partnership with the existing vendor, and for the proposal to be presented to the City Commission when it becomes available.

j. Utility Board – Chair Fred Swanson: No report.

6. Consent Action Items *(Under the consent agenda, all action items will be voted on after one motion, and a second will be required to approve them without discussion. If a Commission member wants any action item discussed or voted on separately, the Commission member, at the beginning of the open session, must ask that the action be moved to the discussion action item section.)*

a. Approval of Warrant No. 0725 for \$ \$1,101,464.52

b. Approval of an Agreement with OVID for the Administration and Management of Existing and Future grants

c. Approval for a permit extension for the installation of a 10-pound vertical boat lift for the property at 73 7th Street ****Addendum****

MOTION: Motion made by Commissioner Harding to approve. Commissioner DiFransico seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

7. Discussion Action Items

a. Review of the US Water Contract, per the Recommendation of the Utility Board

1. Discussion of entering an MOU Agreement with the City of Marathon

Vice-Mayor Colonell introduced the agenda item. City Clerk Roussin informed about the recommendation by the Utility Board to explore the possibility of an MOU with the City of Marathon to support the management of the Wastewater Treatment Plant. Mayor Foster provided additional details on cost-saving benefits. Chair Swanson also commented that the Utility Board agrees to investigate the possibility, but with no recommendation at this time.

b. Discussion/Approval of a Recommendation to Award ITB 2025-04 for the Shelter Bay Drive Wet Detention Pond Fountain System Phase 2.1

c. Discussion/Approval on a Recommendation to Award ITB 2025-05 for the Shelter Bay Drive Wet Detention System Landscaping Phase 2.2

City Clerk Roussin informed that Jason Shepler was not available for the recommendation to award but requested both recommendations be included in the agenda packet.

MOTION: Motion made by Commissioner Harding to approve the recommendation to award the Fountain System bid and the Landscaping Bid. Mayor Foster seconded the motion.

DISCUSSION: City Clerk Roussin clarified the motion to award the Fountain System Bid to CBT and the Landscaping bid to Blue Native of the Florida Keys. Commissioner Harding spoke about cash flow concerns, timing issues, reimbursement timelines, and the option to move funds from infrastructure accounts. He also discussed the possibility of delaying the contract to improve cash flow and confirmed the availability of grant funds. Vice-Mayor Colonell asked about potential liability for the city if there is no fence around the pond. Building Official Loreno confirmed there would be liability under Florida Statutes unless signs are posted. Commissioner Harding provided details about last year's transfer of funds from infrastructure to help with cash flow. Mayor Foster recommended proceeding with the project, commented on the proposed fencing, and emphasized the importance of closing out grants to apply for new ones. The Commission further discussed available funds and the possibility of borrowing to cover expenses and prevent cash-flow issues.

ON THE MOTION: Rollcall vote. Unanimous approval.

~~d. Discussion/Approval of an Interlocal Agreement Between Monroe County and The City of Key Colony Beach for Fleet Maintenance & Repair Services~~ **deleted**

The Commission briefly discussed the deleted agenda item. No action was taken.

Vice-Mayor Colonell called for a 5-minute break at 10:54 AM.

The meeting was reconvened at 11:12 AM.

e. Discussion/Approval for an Amendment to the Contract Agreement with CPH

Vice-Mayor Colonell introduced the agenda item and asked for a motion to approve the agreement.

MOTION: Motion made by Commissioner DiFransico to approve. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

f. Discussion/Approval of the Bid Package for the City Hall Design Project **Addendum**

Vice-Mayor Colonell introduced the agenda item and asked for a motion to approve.

MOTION: Motion made by Commissioner Diehl to approve. Mayor Foster seconded the motion.

DISCUSSION: City Attorney Smits addressed questions that were answered, including revisions to wording, bonding payment and performance, insurance requirements, waiver of consequential damages, storm plan updates, management responsibilities, timing of the Post Office hardening, architect responsibilities, and the elimination of recycling requirements. City Attorney Smits indicated that all concerns have been addressed and clarified the contractor qualification requirements, explained the terminology of responsiveness and responsibility, and outlined the purpose of the criteria in the bidding process.

ON THE MOTION: Rollcall vote. Unanimous approval.

**g. Discussion/Approval of a recommendation by the Utility Board for Billing Practices for the Marina
addendum**

Vice-Mayor Colonell introduced the agenda item and asked for a motion to approve.

MOTION: Motion made by Commissioner Diehl to approve. Commissioner DiFransico seconded the motion.

DISCUSSION: Commissioner Harding suggested gathering more data before making a decision on the marina billing to ensure a fair assessment. The Commission discussed differences in usage for liveaboards and charter boats, compared these to condominiums, and considered obtaining data to determine equitable charges. The benefits and potential drawbacks of waiting for additional data were also discussed. Mayor Foster proposed tabling the matter until more information is available. Further discussion ensued on how to proceed with implementing the fees. City Clerk Roussin clarified that any changes would not take effect until October 1st, allowing the Commission to table the issue. City Attorney Smits explained the possibility of making a motion to postpone the decision until the data is received. Vice-Mayor Colonell asked for a motion to postpone.

MOTION TO POSTPONE: Mayor Foster made a motion to postpone to a date to be determined. Commissioner Harding seconded the motion.

FURTHER DISCUSSION: Commissioner DiFransico disagreed with the postponement. There was no further discussion.

ON THE MOTION TO POSTPONE: Rollcall vote. Vice-Mayor Colonell – yes. Commissioner Harding – yes. Commissioner Diehl – no. Commissioner DiFransico – no. Mayor Foster – yes. The motion passed.

**h. Discussion/Approval of a recommendation by the Utility Board for changes to Wastewater Billing
Addendum**

Vice-Mayor Colonell introduced the agenda addition and asked for a motion to approve the Utility Board's recommendation on changes to wastewater billing. City Clerk Roussin reported on the Utility Board's recommendation and referenced the meeting minutes from the August 19th Utility Board meeting, referring to Commissioner Harding for his recommendation on the wastewater billing changes.

Commissioner Harding highlighted the two different proposals and their impact on revenue with the removal of extra assessments.

MOTION: Motion made by Commissioner DiFransico to approve the Utility Board's recommendation. Commissioner Diehl seconded the motion.

DISCUSSION: Commissioner Harding provided background on research regarding assessments for washing machines and lavatories in condominiums within the city, which led to a revenue reduction, and he detailed his findings.

ON THE MOTION: Rollcall vote. Commissioner Harding – no. Commissioner DiFransico – yes. Vice-Mayor Colonell – yes. Commissioner Diehl – yes. Mayor Foster – no. The motion passed.

i. Discussion/Approval for Contract Amendment No. 1 for the Maintenance Dry Floodproofing project.

Commissioner Harding provided background on the project, including previous tasks and approval of payments. He explained FEMA documentation requirements and requested approval for the invoice of \$59,210.00 to fund engineering for Phase 2, which would be reimbursed at 90% by FEMA. Commissioner Harding also discussed available budget funds in the current and upcoming budgets and potential risks if the project is not approved.

MOTION: Motion made by Commissioner DiFransico to approve the invoice from K2M. Commissioner Diehl seconded the motion.

DISCUSSION: Mayor Foster requested clarification about the budget expenses. Commissioner Harding explained the use of infrastructure funds for the current and upcoming year, and expressed confidence in K2M's performance on the project and that the engineering costs will be refundable.

ON THE MOTION: Rollcall vote. Unanimous approval.

8. Ordinances & Resolutions

- a. RESOLUTION 2025-07:** A Resolution of The City Commission of The City of Key Colony Beach, Florida, Approving A One-Year Extension of The Agreement, Between the City of Key Colony Beach and the City of Marathon for The Provision of Emergency Medical and Fire Rescue Services; Providing for An Effective Date.

Vice-Mayor Colonell provided the reading of Resolution 2025-07 and asked for a motion to approve.

MOTION: Motion made by Commissioner Harding to approve. Commissioner DiFransico seconded the motion.

DISCUSSION: Commissioner Harding provided background on significant cost increases over the past years and noted there are no guarantees of future increases, with possible considerations in the future to manage services for the city themselves. Mayor Foster commented that currently there are no other avenues or ideas, and such topics will be discussed at a later time.

ON THE MOTION: Rollcall vote. Unanimous approval.

- b. FIRST READING OF ORDINANCE NO. 2025-500:** An Ordinance of The City Of Key Colony Beach, Florida; Amending Chapter Fourteen Of The Code Of Ordinances, Entitled Sewers And Sewage Disposal, Section 14-6 Monthly Rates And Charges, And Providing For Codification; Repealing Any Inconsistent Provisions; Providing For Severability; And Providing An Effective Date.

1. Recommendation by the Utility Board from 08-19-2025
2. Recommendation by Secretary/Treasurer Tom Harding

Vice-Mayor Colonell provided the first reading of Ordinance 2025-500 and asked for a motion.

City Attorney Smits stated for the record the changes in the proposed ordinance following the approval of the recommendation from the Utility Board. City Attorney Smits noted the removal of verbiage on page 96, from bathrooms to sinks, and the reversion of the commercial fee from 2.57 to 2.47, along with a fee of \$74.00, with an effective date of October 1st, 2025. City Attorney Smits asked for a motion to approve with the described amendments.

MOTION: Motion made by Commissioner Diehl to approve. Commissioner DiFransico seconded the motion.

DISCUSSION: The Commission discussed changing the proposed fee and bringing the proposed ordinance back for a first reading and impact on the upcoming budget. Utility Board Chair Swanson commented that any potential change from \$74.00 to \$75.00 should not be deemed substantive and recommended that the Commission proceed with the approval of the first reading. City Attorney Smits advised that the Commission should determine whether the change is substantive.

ON THE MOTION: Commissioner Diehl withdrew his motion and restated his motion to \$75.00. Commissioner seconded the amended motion.

ON THE AMENDED MOTION: City Attorney Smits restated the deletion of verbiage from “laundry machines” and leaving commercial accounts at \$2.47 and changing \$74.00 to \$75.00. Commissioner Diehl moved the motion. Commissioner DiFransico seconded the motion. Rollcall vote. Unanimous approval.

City Clerk Roussin announced that the ordinance was approved on first reading and will return for a second reading in September.

- c. **FIRST READING OF ORDINANCE NO. 2025-503:** An Ordinance Of The City Of Key Colony Beach, Florida, Amending Code Of Ordinance, Chapter 12 Parks And Recreation Section 12-2 Recreation Committee Continued, 12-6 Meetings, Reports Of Committee, 12-8 Powers And Duties Of Committees, And 12-9 Limitations On Use Of Certain City Park Property; Repealing Conflicting Ordinances; Providing For Severability; And Providing For An Effective Date.

Vice-Mayor Colonell provided the first reading of Ordinance 2025-503.

City Attorney Smits explained the proposed changes to align all four volunteer groups and elaborated on the requirements for full-time residency, referral to the Commission if the groups cannot establish a quorum, and having all committees serve as a recommending authority. City Attorney Smits also discussed the differences in the proposed amendment for the Recreation Committee regarding changes related to swimming and snorkeling, fishing, and jumping from the observation deck.

City Attorney Smits asked to first address the streamlining of the groups, then to proceed with discussions on the use of the city park property, followed by individual approvals of the ordinances. Vice-Mayor Colonell asked for a motion.

MOTION: Motion made by Commissioner DiFransico. Commissioner Diehl seconded the motion.

DISCUSSION: Commissioner DiFransico discussed the requirement of full-time residency and whether to recommend being a full-time resident. City Attorney Smits explained the definition of

a full-time resident according to Florida law and advised the Commission to decide on the specific wording. Mayor Foster noted that most committee members are full-time residents and that the wording should not cause issues. Commissioner Harding recalled joining the Utility Board and previous residency requirements. He explained the changes made to promote volunteerism and highlighted the benefits of residents with experience from other cities. The Commission discussed whether to keep the term 'resident' and the quorum requirements for boards and committees. Ultimately, the Commission agreed to use the term 'resident' only, removing the phrase 'full-time'.

City Attorney Smits requested that the second part of the discussion be about referring a matter to the Commission if a quorum cannot be established by a committee. Commissioner DiFransico stated he had no objections to the change allowing virtual meetings. The Commission agreed.

City Attorney Smits commented that the next discussion item should be for all groups to be recommending authorities only. Commissioner Harding agreed, with no other Commissioners objecting.

City Attorney Smits noted that the next agenda item will specifically address the Recreation Committee's use of property. The Commission reviewed Section 12-8 and discussed the contracting abilities of a volunteer committee and the responsibilities of the city. The discussion included language revisions for consistency and focusing on recommending powers only.

City Attorney Smits announced that the next discussion item will focus on limitations for certain property uses under Section 12-9, including updates to snorkeling, swimming, fishing, and jumping from the dock. The Commission agreed on wording changes regarding jumping off the pier and swimming and snorkeling. A discussion then took place about permitting fishing from the pier. Mayor Foster spoke about the goal of allowing people to fish off the pier and mentioned grant funds that will help add a table and water station to address cleaning concerns, as well as for the Public Works Department to maintain the area. Mayor Foster expressed support for the proposed change and gave more details about a potential pier extension and a designated fishing zone. The Commission discussed establishing rules in collaboration with the Recreation Committee and possibly the Fishing and Boating Club, adding extra signage to warn against swimming, and addressing liability issues for the city. They also considered allowing wading in the water and ensuring proper implementation of city policies. The Commission agreed that staff should oversee the changes and report back with any negative effects.

AMENDMENTS TO THE MOTION: City Attorney Smits stated the changes to Ordinance 2025-03 as follows: 12-2, paragraph 2, deleting 'full-time' and leaving only 'resident'; 12-8, paragraph 2, observe and report to the city, not the city commission; and leaving all other suggested changes as is. City Attorney Smits asked for a motion to move. Commissioner DiFransico moved the amendment. Commissioner Diehl seconded the motion. Vice-Colonel re-read the ordinance header into the record.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin announced that the second and final reading will take place on September 18, 2025.

- d. **FIRST READING OF ORDINANCE NO. 2025-504:** An Ordinance of The City Of Key Colony Beach, Florida, Amending Article XIII Development Review Committees Section 101-186 Beautification Committee; Repealing Conflicting Ordinances; Providing For Severability; And Providing For An Effective Date.

Vice-Mayor Colonell gave the first reading of Ordinance No. 2025-504. City Attorney Smits explained the edits to remove the verbiage about full-time and to streamline the ordinances.

MOTION: Commissioner DiFransico made a motion to approve. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin announced that the second and final reading will be held on September 18th, 2025.

- e. **FIRST READING OF ORDINANCE NO. 2025-505:** An Ordinance of The City of Key Colony Beach, Florida, Amending Article XIII Development Review Committees Section 101-185 Planning And Zoning Committee, Section 101-170 Appeals From Administrative Hearings, Section 101-171 Variances, And Section 101-172 Amendment To This Code; Repealing Conflicting Ordinances; Providing For Severability; And Providing For An Effective Date.

Vice-Mayor Colonell provided the first reading of Ordinance No. 2025-504 and asked for a motion to approve.

MOTION: Motion made by Commissioner DiFransico to approve. Commissioner Harding seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin announced that the second and final reading will take place on September 18, 2025.

- f. **FIRST READING OF ORDINANCE NO. 2025-506:** An Ordinance of The City of Key Colony Beach, Florida, Amending Code of Ordinance, Chapter 14 Sewers and Sewer Disposal, Article III Utility Board, Section 14-47 Membership And 14-49 Meetings; Repealing Conflicting Ordinances; Providing for Severability; And Providing for An Effective Date.

Vice-Mayor Colonell provided the first reading of Ordinance No. 2025-506 and asked for a motion.

MOTION: Motion made by Commissioner DiFransico to approve. Commissioner Harding seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

9. Secretary-Treasurer's Report

a. July 2025 Financial Summary

Commissioner Harding presented his July Financial Report, noting limited income and providing updates on expected grant reimbursements. He reported higher expenses than predicted and a more negative outlook than initially forecasted. Commissioner Harding answered questions from the Commissioners about expenses, revenues, grant costs, the reliability of reimbursements, and the possibility of obtaining a loan. Mayor Foster noted differences in understanding the current budget status and emphasized the importance of providing accurate information to clarify the finances. Further discussion followed regarding actual expenses and grant reimbursements.

Commissioner Harding continued his budget review, discussing wastewater funds, including expenditures, revenues, and grant expectations.

b. FY25/26 Budget Updates

Commissioner Harding requested feedback from the Commissioners on projected City Hall expenditures and provided updates on medical costs, EMS figures, and changes in the Utility Budget. He explained his calculations for the expected City Hall costs, and the Commission discussed their opinions on the expenses before agreeing on an estimated total of \$4.5 million.

10. City Attorney's Report

City Attorney Smits thanked staff and the Commission for their work on the City Hall bid preparation and provided an update on current city issues. The City Attorney also shared updates on ongoing litigation and progress on a new agreement for the Golf Course Lease, as well as work on multiple contracts, permitting issues, and the CPH contract amendment.

11. Commissioner's Reports & Comments

a. Commissioner Tom Harding

1. Wastewater Sampling Summary Report of August 18th, 2025

Commissioner Harding discussed his report and mentioned that COVID is still present, providing details on the data that was given.

2. Dry Floodproofing Update: Nothing further to report.

b. Commissioner Kirk Diehl: Nothing further to report.

c. Commissioner Tom DiFransico: Commissioner DiFransico reported on his meeting with Cindy Catto and Sandy Bachman, and mentioned that the Committees are currently prioritizing their lists of projects.

d. Vice-Mayor Doug Colonell: Vice-Mayor Colonell asked for an update on the brick program. No update was available, and Vice-Mayor Colonell stated to follow up with City Administrator Bartus.

e. Mayor Freddie Foster

1. TDC Grant Award for Pickleball Sail Shades

2. TDC Grant Award for Improvements to the Sunset Park Fishing Pier: Mayor Foster discussed the project for shading the courts and the fishing pier grant that had been previously discussed.

3. 7th Street Parking Lot: Mayor Foster announced plans to have the parking lot blacktopped using impact funds and noted that the city has nearly achieved ADA compliance.

4. Update on Sunset Park Shades: Mayor Foster noted that the shades have been a good addition to the city.

Mayor Foster reported on a meeting with Accountant Jen Johnson to review the current budget. Mayor Foster stated that the city has a surplus across the board and understands that grant monies reimburse expenditures. He explained the surplus and suggested obtaining a line of credit to cover upcoming expenses while waiting for grant reimbursements. The discussion then focused on the timing of securing a loan and waiting for a proposal for city hall to gather more information on what might be needed.

Mayor Foster expressed his dissatisfaction with the lack of communication from the golf course management and noted that the responsibility falls to the lessee according to his contract.

Commissioner Harding agreed that miscommunication was an issue and suggested assigning a Commissioner to serve as a liaison with the golf course management. Mayor Foster stressed the importance of keeping the Commission informed about golf course needs. Commissioner DiFransico confirmed he would assist with communications.

12. Citizen Comments: None.

13. Adjournment: The meeting adjourned at 2:11 PM.

Respectfully submitted,

Silvia Roussin

City Clerk

DRAFT

MINUTES

KEY COLONY BEACH CITY COMMISSION REGULAR MEETING & PUBLIC HEARING

Thursday, September 18th, 2025 – 9:30 AM
Marble Hall, 600 W. Ocean Drive, Key Colony Beach
& via Zoom Conferencing

- 1. Call to Order, Pledge of Allegiance, Prayer, and Roll Call:** The Key Colony Beach City Commission Regular Meeting & Public Hearing was called to order by Vice-Mayor Doug Colonell at 9:30 AM, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Mayor Freddie Foster (via Zoom), Vice-Mayor Doug Colonell, Commissioner Tom Harding, Commissioner Tom DiFransico, Commissioner Kirk Diehl. **Also present:** City Attorney Dirk Smits, City Administrator John Bartus, Chief of Police Kris DiGiovanni, Public Works Department Head Mike Guarino, Building Official Tony Loreno, Marathon Fire Chief James Muro, Administrative Assistants Linda Jones and Par Darnall, Building Assistant Samantha Rodamer, City Clerk Silvia Roussin, Accountant Jen Johnson.

Public Attendance: 4

City Clerk Roussin informed that Vice-Mayor Colonell found good cause for Mayor Foster to attend via Zoom and informed that Vice-Mayor Colonell will chair the day's meeting.

- 2. Approval of the Agenda** (*Additions, changes, and deletions can be made via one motion and a second to approve by a majority vote*)

City Clerk Roussin asked for the following agenda changes:

- 5g. Addendum of the Beautification Committee Report
- Deletion of Item 6a (8) Meeting minutes from 8-21-2025
- A new Item 7d: Discussion and approval of a recommendation to award the contract for ITB 2025-07, related to repairs of City Hall Columns and Beams.
- 11a (1) Addendum of the Wastewater Sampling Report from September 15th, 2025
- 11d (1) Addendum of supporting materials for a proposed printer

MOTION: Motion made by Commissioner DiFransico to approve the agenda as modified. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

- 3. Special Requests**

a. Presentation by Vice-Mayor Colonell on recent accomplishments and improvements in the City

City Administrator Bartus gave a presentation on the city's improvements over the past year and reported on progress with City Hall, updates to City Parks, ADA compliance enhancements for parking and accessibility, progress on the Detention Pond, landscaping maintenance, beautification projects around the city, upgrades to the tennis and pickleball courts, and the monthly Hot-Dogs-in-the-Park event with the Police Department.

- b. Special request from the KCBCA to use Marble Hall for the annual Welcome Back Party on November 20th, 2025.**

Key Colony Beach Community Association President Ted Fisher discussed recent improvements and requested approval to use Marble Hall for the annual Welcome Back Party in November. Vice-Mayor Colonell outlined the expected project timeline for City Hall repairs and expressed confidence that the 20th of November is feasible. Building Official Loreno provided a timeline for kitchen completion and spalling repairs. The commission gave their approval for the use of Marble Hall.

- c. Special Request from the KCBCA for permission to hold a Food Truck Jamboree at 7th Street Park on February 10th, 2026.**

Ted Fischer discussed the annual 7-Meter Run event and KCBCA Member Michelle Smoot's suggestion for a Food Truck Jamboree afterward. Michelle Smoot talked about the City of Marathon's similar event and showed interest in hosting a comparable event in their city. Ted Fischer asked the commission for feedback and approval.

Vice-Mayor Colonell expressed no concerns regarding the request and asked Mayor Foster for input. Mayor Foster agreed. Commissioner Harding discussed the logistical needs for water, electricity, and bathrooms. City Attorney Smits requested that vendors provide Certificates of Insurance to the City. Chief of Police DiGiovanni had no concerns about the approval of the event. The Commission reached a consensus to approve the event.

4. Citizen Comments and Correspondence

City Clerk Roussin informed of the following citizen correspondence:

- 09-06-2025, Gregory Burke wrote to the City Commission opposing fishing at Sunset Park.
- 09-06-2025, Ken and Leah Baranowski also submitted correspondence opposing fishing at Sunset Park.
- 09-12-2025, Tim Heitman wrote to the City Commission with several reasons for his objections to allowing fishing at Sunset Park.
- 09-15-2025, Tim Heitman sent subsequent correspondence noting that his previous concerns were addressed by the Commission and expressed support for a trial plan for fishing at the pier.
- 09-16-2025, Bob Carew wrote to the Commission opposing fishing at Sunset Park and expressed concerns about overspending.

There was no citizen comment.

5. Committee and Department Reports *(written reports provided; Staff and Board Chairs available for questions)*

- a. Marathon Fire/EMS** – Marathon Fire Chief James Muro provided his monthly report, outlined a timeline for acquiring new helicopters for the sheriff's department, reported two major water incidents, and discussed ongoing budget management. Chief Muro also expressed gratitude to the City for the invitation to upcoming city events.
- b. Police Department** – Chief DiGiovanni reminded everyone of the upcoming Picnic in the Park event on September 28th and reported on his induction into the Rotary Club. Commissioner Harding requested a review of the fleet vehicles in the coming month with Chief DiGiovanni.

c. City Administrator – John Bartus

1. Administrator's Report: The Commission had no questions on the report.

2. Early Alert Memo – City Administrator Bartus discussed his memorandum, highlighting the program's benefits, provided background on the creators and principles of the company, and requested approval to continue negotiations on a contract, noting there is no upfront cost. Commissioner Harding asked whether the scope of the agreement would mirror what is currently covered under the county and inquired about the possibility of FEMA reimbursements. City Administrator Bartus confirmed he would follow up, and a nod was given to proceed for more information.

3. Discussion/Approval for an Agreement with Ron Book for Lobbyist Services at \$50,000.00: City Administrator Bartus discussed Ron Book's extensive experience and contacts in the legislative field across various municipalities and recommended proceeding with the agreement. City Attorney Smits confirmed that Ron Book is highly recommended, with no issues regarding his work or fee. Mayor Foster emphasized the need to focus on projects for the city's streets and canals, as well as the importance of securing appropriations and presenting proposals to the legislature to enable major projects. City Attorney Smits noted that a one-year contract, subject to annual renewal and appropriations, is feasible. City Administrator Bartus highlighted the advantages of having two lobbyists working together to benefit the city. The Commission discussed the benefits of retaining an additional lobbyist, related expenses, and the scope of services. Vice-Mayor Colonell suggested that both lobbyists meet to clarify their scope and skillsets. City Administrator Bartus elaborated on the purpose of lobbyists, their different skill sets, and their access to legislation, a point Mayor Foster agreed with. The Commission reached a consensus that City Administrator Bartus return at the next meeting with further details.

4. 2025 Legislation – SB 180 Administrative Tasks & Deadlines: City Administrator Bartus discussed his report on legislative changes, with City Attorney Smits providing details of the tasks that need to be completed and new Florida Statutes issued regarding emergency management.

5. Potential Canal Project: City Administrator Bartus discussed a water quality testing agreement between the City of Key West and the College of the Florida Keys, noting that Key Colony Beach currently lacks testing. Mayor Foster raised concerns about Key Colony Beach's exclusion from County testing and its implications for water quality. City Administrator Bartus informed of looking into an EPA grant and SWIG technology for the cleaning of the canals. Commissioner Harding shared updates on South Florida Water Management's testing in Vaca Cut and suggested their involvement. The Commission agreed for City Administrator Bartus to move forward with the water testing.

Commissioner DiFransico asked if help was needed for compliance with SB 180. City Administrator Bartus advised to wait for the document on SB 180 compliance guidance and expressed no concerns about non-compliance at this time.

Commissioner Harding reported receiving grant reimbursement funds for the 1st Street Park project, opening the door for a new grant application with a deadline at the end of September. City Administrator Bartus confirmed the application for funds for 1st Street Park, as well as for Pickleball restrooms and a smaller restroom near the Bocce Court area.

- d. **Building/Code Department** – Building Official Loreno provided an additional report on permit applications, code responsibilities, updates on ongoing city events, including stop work orders that have been issued.
 - e. **Public Works** – Public Works Department Head Guarino had nothing further to add to his report. Mayor Foster praised Mike Guarino for his work, which the Commission supported. Public Works Department Head Guarino gave a progress report on the detention pond, expecting a punch list to be finished by the following week. Commissioner DiFranco noted the high water levels in the pond and suggested contacting Dave McKeehan for advice on maintaining low water until new plants are established. The Commission discussed ongoing work and some issues encountered, along with LPS completing outstanding items.
 - f. **City Hall:** The Commission had no questions.
 - g. **Beautification Committee** – Chair Sandy Bachman thanked the Mayor and residents for donations to the Giving Tree Fund to support ongoing projects. Sandy Bachman provided updates on current beautification projects in the City and emphasized the importance of monitoring the pond's water level before proceeding with plantings. A brief discussion followed on Iguana control, with Public Works Department Head Guarino confirming he will reach out to the company.
 - h. **Planning & Zoning Board** – Chair George Lancaster informed about potential quorum issues for the upcoming Planning & Zoning Hearing. A brief discussion followed regarding previously approved boat lifts and the proposed changes to side setback requirements to be discussed at the next Planning & Zoning Hearing.
 - i. **Recreation Committee** – Chair Cindy Catto expressed gratitude for the opportunity to meet via Zoom and provided an update that the Committee will discuss priorities for improvement projects at their upcoming meeting. Cindy Catto also shared suggestions for golf course upgrades, including enhancements to the clubhouse and greens. She emphasized the importance of addressing a safety concern caused by the removal of pine trees, noting that the Recreation Committee had not been informed of any plans to do so. She recalled an injury from the previous year and raised concerns about liability. Cindy Catto also discussed issues related to changes to Ordinance Section 12-8 and reminded everyone of the Recreation Committee's previous role in city improvements. She suggested that any requests to the city should first be presented to the Recreation Committee to ensure they are kept informed of ongoing developments and requested that the ordinances not be approved as they are, so that further input can be provided. Chair Catto also commented on safety concerns near holes one and two, noting that additional protection is needed.
 - j. **Utility Board** – Chair Fred Swanson requested an update on the Marina Billing. Commissioner Harding mentioned they are waiting for data collection from the Marina, which City Administrator Bartus confirmed.
6. **Consent Action Items** *(Under the consent agenda, all action items will be voted on after one motion, and a second will be required to approve them without discussion. If a Commission member wants any action item discussed or voted on separately, the Commission member, at the beginning of the open session, must ask that the action be moved to the discussion action item section.)*

- a. Approval of the following City Commission Meeting Minutes:
 - 1. Regular Meeting & Public Hearing 07-17-2025
 - 2. Public Hearing 07-17-2025
 - 3. Special Meeting 07-17-2025
 - 4. Budget Workshop #1 07-10-2025
 - 5. Budget Workshop #2 07-14-2025
 - 6. Special Meeting 08-18-2025
 - 7. Public Hearing 08-21-2025
 - 8. ~~Regular Meeting & Public Hearing 08-21-2025~~ ****deleted****
- b. Approval of Warrant No. 0825 for \$669,513.78

MOTION: Motion made by Commissioner DiFransico to approve the Consent Action Items. Commissioner Harding seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

7. Discussion Action Items

a. Reintroduction of an Ordinance designating all City Roads for the use of Golf Carts and low-speed Vehicles

Mayor Foster recommended delaying the issue until he comes back to town. The Commission agreed to postpone it until the Mayor returns.

b. Discussion/Approval of an Interim Lease Extension for the Golf Course Lease

Vice-Chair Colonell introduced the agenda item and asked for a motion to approve.

MOTION: Motion made by Commissioner DiFransico to approve. Commissioner Harding seconded the motion.

DISCUSSION: Mayor Foster asked the Commission for feedback on whether Daryl Rice has fulfilled his contractual obligations and requested a legal review of a submitted invoice for payment. Mayor Foster also inquired about previously received information regarding expenditures and non-compliance with the contract, including responsibilities for tree trimming. Commissioner Diehl questioned why fertilizer and seeds have not been applied promptly amid daily rain and expressed concerns about the contract and financial statements. He requested a detailed discussion at the next meeting on how to proceed. Vice-Mayor Colonell noted that no representative from the golf course is present. Commissioner Diehl reiterated the need for a discussion in October on the way forward. Cindy Catto mentioned the difficulties in resolving current issues and reaching an agreement. There was no further discussion, and Vice-Mayor Colonell called for roll call.

ON THE MOTION: Rollcall vote. Commissioner DiFransico – yes. Commissioner Diehl – no. Vice-Mayor Colonell – yes. Commissioner Harding – yes. Mayor Foster – yes.

Mayor Foster stated that the current contract must be upheld and asked Commissioner DiFransico to provide feedback to Daryl Rice. Vice-Mayor Colonell said that contractual responsibilities have not been upheld and emphasized the need to protect the city's assets.

c. Discussion/Approval of the implementation of Fishing Rules, per the recommendation of the Recreation Committee

Vice-Mayor Colonell introduced the agenda item and asked for a motion to approve.

MOTION: Motion made by Commissioner DiFransico to approve. Commissioner Harding seconded the motion.

DISCUSSION: Commissioner DiFransico requested the addition of prohibiting chumming at the pier. Mayor Foster asked for a dialogue on the proposed recommendation. Vice-Mayor Colonell read the proposed verbiage on the fishing rules into the record and added the prohibition on chumming, as requested by Commissioner DiFransico. Mayor Foster expressed support for the suggested rules. Commissioner Harding suggested a follow-up on fines for those who break the rules.

AMENDED MOTION: City Clerk Roussin restated Commissioner DiFransico's amended motion, including the addition of the rule 'no chumming'. Commissioner Harding seconded the amendment.

ON THE MOTION: Rollcall vote. Unanimous approval.

d. Discussion and Approval of a Recommendation to award the Contract for ITB 2025-07, related to repairs of City Hall Columns and Beams.

City Administrator Bartus provided an update on the bid opening for ITB 2025-07 and recommended awarding the bid to Design Center. Building Official Loreno discussed a wide price range in the received bids and reported that all the requirements that all bids needed to meet were satisfied. City Administrator Bartus stated that the staff recommends awarding the bid to Design Center as the apparent low bidder with all qualifications met.

MOTION: Motion made by Mayor Foster to approve the recommendation. Commissioner Diehl seconded the motion.

DISCUSSION: Commissioner DiFransico expressed concern about the range of received bids and whether contractors fully understood the scope of the project. Building Official Loreno confirmed that all parties understood the scope. Vice-Mayor Colonell agreed with Commissioner DiFransico and added comments regarding previous estimated costs and bids received. Vice-Mayor Colonell expressed further concerns about discovering additional spalling and potential future complications of having two contractors working on the building, and suggested that the work be completed simultaneously. There were no further comments, and Vice-Mayor Colonell called for the roll.

ON THE MOTION: Commissioner Harding – yes. Commissioner DiFransico – no. Vice-Mayor Colonell – no. Commissioner Diehl – no. Mayor Foster – yes. The motion failed.

Vice-Mayor Colonell confirmed the ability to complete the work as specified in the contract and for it to be included in the bid documents.

8. Ordinances & Resolutions

a. SECOND/FINAL READING OF ORDINANCE NO. 2025-500: An Ordinance of The City of Key Colony Beach, Florida; Amending Chapter Fourteen of The Code of Ordinances, Entitled Sewers and Sewage Disposal, Section 14-6 Monthly Rates and Charges, And Providing for Codification; Repealing Any Inconsistent Provisions; Providing for Severability; And Providing an Effective Date.

1. Ordinance 2025-500
2. Business Impact Statement
3. Proof of Publication

Vice-Mayor Colonell provided the second and final reading of Ordinance No. 2025-500 and asked for a motion.

MOTION: Motion made by Commissioner DiFransico to approve. Commissioner Harding seconded the motion.

DISCUSSION: Commissioner Harding gave background on budget calculations and the positive impact of grant funding and suggested modifying the suggested fee to \$74.00.

AMENDED MOTION: Commissioner DiFransico amended his motion to change the sewer fee from \$75.00 to \$74.00. Commissioner Harding seconded the amendment.

DISCUSSION: None.

ON THE AMENDED MOTION: Rollcall vote. Unanimous approval.

MOTION: Motion made by Commissioner DiFransico to approve the Ordinance as amended to \$74.00. Commissioner Harding seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

Ordinance No. 2025-500 was adopted.

b. SECOND/FINAL READING OF ORDINANCE NO. 2025-503: An Ordinance of The City of Key Colony Beach, Florida, Amending Code of Ordinance, Chapter 12 Parks and Recreation Section 12-2 Recreation Committee Continued, 12-6 Meetings, Reports of Committee, 12-8 Powers and Duties Of Committees, and 12-9 Limitations On Use Of Certain City Park Property; Repealing Conflicting Ordinances; Providing for Severability; and Providing for an Effective Date.

1. Ordinance 2025-503
2. Business Impact Statement
3. Proof of Publication

Vice-Mayor Colonell provided the second and final reading of Ordinance No. 2025-503 and asked for a motion.

MOTION: Motion made by Commissioner DiFransico to approve. Mayor Foster seconded the motion.

DISCUSSION: Commissioner DiFransico shared his understanding of the proposed changes, specifically regarding contractual responsibilities and the duties assigned to city staff. The Commission agreed with his interpretation. Commissioner Harding commented on poor communication with the Recreation Committee and the resulting misunderstandings. He suggested disapproving the second reading of the ordinance to allow for revisions to the verbiage. Commissioner Harding elaborated on negative feedback received from the Recreation Committee and reiterated his proposal for a revised document. The Commission discussed the role of the Recreation Committee in the city, current processes, and the golf course lease. City Attorney Smits provided an update on ongoing work related to the Golf Course Lease and emphasized following the City Commission's direction on how to proceed. He explained the aim of aligning all committees and boards as recommending authorities and commented further on communication issues. Further discussions covered the process of receiving recommendations from the Committee, comparisons of processes for other boards, the alignment of ordinances, and the possibility of releasing the draft golf course lease for review by the committee. City Attorney Smits reiterated ongoing work on the lease and confirmed to share the draft with the Commission. Discussion continued regarding negotiations for the golf course renewal, and City Attorney Smits detailed the necessary procedures for establishing a private-public partnership agreement. Commissioner DiFransico proposed that Commissioner Harding reach out to the committee for

input on the contract rather than amending the ordinance. Commissioner Harding expressed willingness to help refine the language with committee input. Further discussions addressed changes to the ordinance's verbiage, implications, comparison to other board ordinances, and the committee's involvement in drafting the golf course lease, as well as transparency issues and the ordinance's intent to specify roles and responsibilities. City Attorney Smits stated that significant changes would necessitate the ordinance's return for a first reading. After further discussion, Vice-Mayor Colonell called for a roll call.

ON THE MOTION: Rollcall vote. Vice-Mayor Colonell – yes. Commissioner Harding – no. Commissioner Diehl – yes. Commissioner DiFransico – yes. Mayor Foster – yes.

Ordinance No. 2025-503 was adopted.

- c. **SECOND/FINAL READING OF ORDINANCE NO. 2025-504:** An Ordinance of The City of Key Colony Beach, Florida, Amending Article XIII Development Review Committees Section 101-186 Beautification Committee; Repealing Conflicting Ordinances; Providing for Severability; and Providing for an Effective Date.

1. Ordinance 2025-504
2. Business Impact Statement
3. Proof of Publication

Vice-Mayor Colonell provided the second and final reading of Ordinance No. 2025-504 and asked a motion to approve.

MOTION: Motion made by Commissioner DiFransico to approve. Commissioner Harding seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

Ordinance 2025-504 was adopted.

- d. **SECOND/FINAL READING OF ORDINANCE NO. 2025-505:** An Ordinance of The City of Key Colony Beach, Florida, Amending Article XIII Development Review Committees Section 101-185 Planning and Zoning Committee, Section 101-170 Appeals from Administrative Hearings, Section 101-171 Variances, And Section 101-172 Amendment To This Code; Repealing Conflicting Ordinances; Providing For Severability; and Providing for an Effective Date.

1. Ordinance 2025-505
2. Business Impact Statement
3. Proof of Publication

Vice-Mayor Colonell provided the second and final reading of Ordinance No. 2025-505 and asked for a motion to approve.

MOTION: Motion made by Commissioner DiFransico to approve. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

Ordinance 2025-505 was adopted.

- e. **SECOND/FINAL READING OF ORDINANCE NO. 2025-506:** An Ordinance of The City of Key Colony Beach, Florida, Amending Code of Ordinance, Chapter 14 Sewers and Sewer Disposal, Article III Utility Board, Section 14-47 Membership And 14-49 Meetings; Repealing Conflicting Ordinances; Providing for Severability; And Providing for an Effective Date.
 - 1. Ordinance 2025-506
 - 2. Business Impact Statement
 - 3. Proof of Publication

Vice-Mayor Colonell provided the second and final reading of Ordinance No. 2025-506 and asked for a motion to approve.

MOTION: Motion made by Commissioner DiFransico to approve. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

Ordinance No. 2025-506 was adopted.

9. Secretary-Treasurer's Report

a. August 2025 Financial Summary

Commissioner Harding presented the August Financial Report and provided updates on grant reimbursements, revenues, and expenses. He discussed timelines for reimbursements, year-end forecasts, and cash-flow issues. Commissioner Harding also elaborated on year-end predictions, cash flow, and cost concerns related to the City Hall project.

Accountant Jennifer Johnson discussed cash flow needs for capital improvements and recommended obtaining a line of credit for interim financing to manage multiple capital projects. She also commented on available funds in the infrastructure and general funds and the coverage of expenses for stormwater projects.

10. City Attorney's Report

a. 2025 Legislation – SB 180 Legal Tasks & Deadlines

City Attorney Smits commented on the legal task lists for legislative changes that require reviews and possible revisions to ordinances, including affordable housing, fire prevention, platting changes, and waiting to hear for guidance on the implementation of requirements.

11. Commissioner's Reports & Comments

a. Commissioner Tom Harding

- 1. **Wastewater Sampling Summary Report for September 15th, 2025:** Commissioner Harding discussed his wastewater update report and noted consistent low levels for the city, with a small peak for the County and the state of Florida.
- 2. **Dry Flood Proofing Update:** Commissioner Harding reported that engineering work is finished and currently under review by the State of Florida, with no feedback expected for several months. He also mentioned working on reimbursement requests for Phase 1. Commissioner Harding explained potential scenarios if Phase 2 is not approved, including waiting for a new grant opportunity or completing the work independently.

- b. **Commissioner Kirk Diehl:** Commissioner Diehl requested that a discussion item be added for the October meeting regarding the future of the Golf Course as well as the consolidation of the Recreation and Beautification Committee. City Clerk Roussin confirmed the request.
- c. **Commissioner Tom DiFransico:** Commissioner DiFransico inquired about an update on the new employment manual and the inclusion of the new merit pay policy. City Clerk Roussin reported to be working on the updates and will share them with the Commission once completed, which Mayor Foster confirmed. Commissioner DiFransico requested a discussion of the merit pay method at an upcoming meeting to address potential concerns or issues. Commissioner Harding agreed with the request.

d. **Vice-Mayor Doug Colonell**

1. **Recommendation on a new Plan Copier Lease:** Vice-Mayor Colonell suggested that the city enter into a lease agreement for a new copy machine to replace the old one in the Building Department for plans and other documents. Vice-Mayor Colonell discussed the benefits for the department and the city, as well as the potential uses. Building Official Loreno explained the current process of digital plan reviews and mostly digital record keeping. A discussion followed on needs, daily processes, support for archiving, and daily document control and organization. The Commission discussed a possible one-year lease.

MOTION: Motion made by Commissioner DiFransico to engage in a lease for the copier/scanner. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

- e. **Mayor Freddie Foster:** Mayor Foster reminded everyone of former Commissioner and Mayor Ron Sutton's day of remembrance on October 2nd.

12. **Citizen Comments:** None.

13. **Adjournment:** The meeting adjourned at 12:54 PM.

Respectfully submitted,

Silvia Roussin
City Clerk

CITY OF KEY COLONY BEACH

Warrant Number 925

Items paid from September 1, 2025
to September 30, 2025

First Horizon Checking Account - 6871	\$351,281.75
(includes all vendor payments for general, road, building and infrastructure)	
Escrow Account - 5537	-
Payroll Account - 2942	\$128,915.91
Infrastructure Reserve Account - 8644	202,929.00
Road Reserve Account - 8677	-
Impact Fees Reserve Account - 8669	-
First State Bank Reserve Account - 3703	-
Sewer Money Mkt - 0301	136,401.49
Stormwater Checking Account - 0128	\$399,262.63
Sewer Account - 6006	\$193,133.54
TOTAL DISBURSEMENTS	<u><u>\$1,411,924.32</u></u>



ESTIMATE 18

Paradise 911

410 101st Street Ocean Unit A
Marathon, FL 33050
(305) 509-9328

Key Colony Beach Police Dept.
Joseph Burden
600 W. Ocean Dr
Key Colony Beach, FL 33051

Estimate #: 18
Date: 10/7/2025
Expires On: 11/7/2025

Description	Quantity	Price	Amount
Whelen Equipment	1.00	\$9,655.00 /Each	\$9,655.00
Emergency lights and siren equipment			
Panasonic BWC charger	1.00	\$375.00	\$375.00
Bwc charger and cable			
Brother printer	1.00	\$527.00	\$527.00
Brother pocketjet printer and cables			
Decked Equipment	1.00	\$1,295.00 /Job	\$1,295.00
Decked Drawer system			
Streamlight flashlight	1.00	\$198.00	\$198.00
Flashlight and chargers			
Havis Equipment	1.00	\$2,433.00 /Job	\$2,433.00
Console and docking station			
Westin Equipment	1.00	\$513.00 /Job	\$513.00
Push bumper			
Inbound Freight	1.00	\$600.00 /Job	\$600.00

Project Description	Subtotal:	\$15,596.00
Emergency equipment for incoming F150		
Notes	Tax-Exempt Sales Tax - 0%:	\$0.00
Install labor is not included in price.		
Estimate is valid for contracts issues within 30 days.	TOTAL:	\$15,596.00

D. RICE MANAGEMENT, INC.
UNSOLICITED PROPOSAL FOR GOLF COURSE LEASE
PUBLIC PRIVATE PARTNERSHIP (P3, SECTION 255.065, FL STATS.)

Section I. Description: D. RICE MANAGEMENT, INC. (Proposer/Lessee) seeks to obtain a two-year lease agreement with one-year Lessee renewal option, with the City of Key Colony Beach, Florida (the City/Lessor) for the continued operation and general maintenance of the Par 3 Golf Course and related equipment owned by the City. This proposal shall include the Key Colony Beach Golf Course property situated in the City of Key Colony Beach, Florida, having approximately 14 acres together with all the improvements thereon, including the Pro Shop Building, one-half of the City of Key Colony Beach Service Building (located at 460 8th Street, Key Colony Beach), and the inventory of tools, maintenance mower and other equipment. This proposal does not include operation and maintenance of the tennis/pickle ball courts, park area or restrooms.

Proposer has the necessary skills, knowledge, and qualifications to operate and maintain the Key Colony Beach Golf Course property in an efficient, profitable, and workmanlike manner making it suitable and playable for use by the residents of Key Colony Beach and the general public. Proposer has cared for and operated the Key Colony Beach Golf Course for over 17 years.

Section II. Basic Terms/Lease Payment: Proposer shall pay Lessor rent for the continued operation and general maintenance of the Key Colony Beach Golf Course property as follows:

Thirty-Nine Thousand Five Hundred Dollars and 00/100 (\$39,500.00) per year plus applicable sales tax for the year, payable in equal monthly installments on the first (1st) day of each month as rent for that month. If rent is not paid by the 10th of the month, Proposer will pay a 5% late charge.

Additionally, a COLA rent increase/adjustment shall be applied in the second and third years of the lease agreement.

Proposer/Lessee, at his sole discretion, may notify the Lessor in writing his intent to terminate the lease upon ninety (90) days advance notice prior to October 1ST of any year. If the Lessee terminates the Lease as provided, the Lessee agrees to stay on as Lessee until the Lessor finds a replacement.

Lessee has previously placed and pledged with Lessor a Bank Certificate of Deposit in the amount of \$20,000.00 to be used as a rent guaranty, damage and security deposit to be held by Lessor until lease termination. The deposit is also a further guarantee for those who have purchased memberships at the Key Colony Beach Golf Course. The Proposer agrees to extend and transfer the CD to the Comprehensive Agreement.

Section III. Liability Insurance: Proposer/Lessee has maintained and renewed a \$1,000,000.00 general liability insurance policy protecting the interests of Lessor and Lessee that is on file with the City of Key Colony Beach, Florida. Said insurance policy will be renewed over each year of the three-year lease agreement proposed herein.

Section IV. Golf Course Equipment: Proposer/Lessee will maintain golf course equipment in the same condition as when Lessee took possession and shall surrender same in the same condition, except for reasonable wear and tear.

Should replacement or reconditioning (disassembly, replacement of parts, cleaning, rust removal and painting, so that the equipment is as near mechanically equal to a new piece of equipment as possible) is necessary, Lessee will obtain estimates for parts necessary for replacement or reconditioning, and expense for parts shall be paid by Lessor. Expenses of labor will be paid by Lessee.

Lessee will purchase hand tools, weed eaters and small rotary lawn mowers. This type of equipment will remain the property of the Lessee.

Section V. Irrigation System: The pumping station, irrigation system main line, and valve replacements / repairs shall be maintained by Lessor. The Lessee shall be responsible for maintaining sprinkler heads, timers and monitoring irrigation. Any parts needed for irrigation shall be paid for by Lessor. Repairs that are the responsibility of the Lessee shall be at Lessee's expense other than capital improvements to the water system which will be submitted to Lessor for approval. The cost for FKAA water used for irrigation shall be at Lessor's expense. Lessor will also provide reverse osmosis water for irrigation at no cost to Lessee.

Arbor Care/ Tree Trimming: Lessor will be responsible for all arbor care and tree trimming on an as needed basis.

Section VI. Daily Hours / Duties: The golf course starter will provide the following daily duties:

- a. The Course Will Open by 8:00 a.m. daily.
- b. Make sure clubs and carts are in order.
- c. Outside Walkways Free of Debris
- d. Ashtrays Cleaned Out.
- e. Always be a Starter.
- f. Sweep and Clean Pro Shop.
- g. Open until Daily Until 4:00 p.m.
- h. Appropriate Dress.

Hours of Operation:

Lessee will limit hours of operation of the golf course to natural light hours and will not place outdoors lights on the property without approval from the Lessor.

Holidays:

The Lessee shall be permitted to close the golf course on Thanksgiving Day and Christmas Day. The course will remain available to members for play and an honor box will be placed for other players.

Summer:

The Golf Course shall be closed on Mondays during the summer months.

Additional Responsibilities of Lessee:

- a. Cut Greens as Needed
- b. Change Hole Locations Weekly.
- c. General Pick Up of Coconuts Daily.
- d. Rake Sand Traps Twice Weekly.
- e. Check Tees and Sweep Mats Daily.
- f. Cut Shoulders A Minimum of Once a Week.

- g. Cut Fairways A Minimum of Once a Week.
- h. Treat for Weeds When Needed.
- i. Clean Service Building as Needed. Lessor to Provide Paper Products.
- j. Empty Trash on Whole Course as Needed.
- k. Test Sprinkler System on a regular basis.

Section VII. Permissible Sales: Lessee will be permitted to sell golf related supplies, equipment and vended snacks with no more than two (2) vending machines on the property. Any other sale items require permission from the Lessor.

Section VIII. Act of God: If the golf course is seriously damaged by an act of God, then any repairs to the course, leased buildings or equipment will be at the expense of the Lessor, and rent shall be suspended until the course is playable.

Section IX. Risk of Loss to Personal Property: Lessee's personal property placed in or on the premises shall be at the risk of the Lessee. Lessor will not be liable for any loss to Lessee's personal property for any cause.

Section X. Breach of Lease: In the event of a breach of the lease agreement, other than failure to pay rent, Lessor will give written notice of the breach and Lessee shall have ten (10) business days to cure the breach.

Section XI. Prevailing Party Attorney's Fees: In any litigation resulting from a breach of the lease, the prevailing party shall recover the court costs and reasonable attorney's fees including appellate attorney's fees.

Section XII. Utilities: Lessee will pay all charges for water and electricity, except as stated herein. Lessor will pay for one-half of electricity used in the Service Building. Lessee will maintain the Service Building in neat and proper condition. Lessor will maintain the restrooms.

Section XIII. Notice: Written notice by certified, Federal Express or other courier service, or delivered to the premises will be sufficient notice to the Lessee. Written notice mailed or delivered to the office of Lessor will be sufficient notice to the Lessor.

Section XIV. Signs/Advertising: Lessee will not use signs, awnings or advertising concerning the premises without approval from the Lessor.

Section XV. Requested Waiver of Fees, Performance Bonds or Costs: Lessee requests a waiver of any fees, performance bonds or any other costs associated with the submission of this Unsolicited 3P Proposal to the City.

Section XVI. Financial Documents: D. RICE MANAGEMENT, INC.'S Profit and Loss Statements for years 2023, 2024 and the period January 01. 2025 through June 30, 2025, regarding the operation and management of the Key Colony Beach Golf Course are attached. Proposer will provide additional financial documentation upon request from the City of Key Colony Beach and/or its counsel.

Section XVII. Revenues-User Fees / Sales and Expenses:

<u>Year</u>	<u>User Fees</u>	<u>Sales</u>	<u>Total Gross Profit</u>	<u>Expenses</u>	<u>Net Income</u>
2023	\$ 92,938.16	\$ 65,927.80	\$158,865.96	\$123,013.76	\$ 36,198.95
2024	\$120,250.08	\$ 84,811.19	\$205,061.27	\$121,909.31	\$ 83,535.08
2025 (January through June)	\$ 68,583.00	\$ 34,452.14	\$103,035.14	\$ 49,599.34	\$ 53,559.29

Average Net Monthly Income for Thirty Months (January 2023 through June 2025):

\$ 5,776.44 (\$36,198.95 + \$83,535.08 + 53,559.29 = \$173,293.32 divided by 30)

Projected Net Income:

Proposer anticipates that net income for operation of the course for full year 2025 will be similar or slightly lower than year 2024 due to loss in membership sales caused by the aging of current members and the change in the character of the City of Key Colony Beach from a second home community to primarily a vacation rental community over recent times. Annual members of the course have dwindled over the years from a high of 125 to a current count of 77. The Legion group was lost over the past year due to aging of its members. Based on these factors, Proposer does not believe that D. Rice Management's net income for operation of the course will increase much over the next three years and may become somewhat reduced due to the increase in some of the expense factors.

User Fees, Membership Fees and Increases:

The last time that user fees (day players) increased was in year 2024. In 2023 the cost of a 9-hole round of golf was \$13.00 and the cost of an 18-hole round of golf was \$21.00. These rates increased in 2024 to \$15.00 and \$23.00 respectively. The Proposer based the 2024 user fee increases on Proposer's experience playing golf and comparing prices at many other similar pitch & putt golf courses throughout Florida and in several other states. Most of the courses visited charge an average of approximately \$18.00 for a 9-hole round of golf. The cost of annual membership on the Key Colony Beach Golf Course is \$525.00 for the first person and \$375.00 for the second person in the same household. This is slightly lower than membership fees charged on other similar golf courses researched by the Proposer. However, the Proposer is mindful of the uniqueness of the Key Colony Beach Golf Course and wants to keep the daily user fee to play as reasonable as possible and maintain / stabilize annual memberships in the hopes of increasing it somewhat with care and attentive customer service rather than raising user fees if possible. User fees were not increased in the year 2025 and the Proposer does not anticipate raising same in the next couple of years.

Revenues:

All revenues generated from player user fees, membership fees, sale of goods etc. related to the operation and maintenance of the Key Colony Beach Golf Course shall be the sole property of the Proposer/Lessee. Proposer shall also have the sole right to set user/membership fees and the costs of goods sold and make adjustments to same as necessary.

Respectfully submitted,

D. Rice Management, Inc.
2375 Overseas Highway

By: /s/ Daryl Rice
Title: Owner / President

D. Rice Management Inc.

Profit and Loss

January - December 2023

	TOTAL
Income	
Greens Fees	92,938.16
Sales	65,927.80
Total Income	\$158,865.96
GROSS PROFIT	\$158,865.96
Expenses	
Automobile Expense	853.16
Repairs & Maintenance	162.93
Total Automobile Expense	1,016.09
Bank Service Charges	7.80
Depreciation Expense	1,457.00
Dues and Subscriptions	50.27
Employee Leasing	39,860.49
Fertilizer Expense	2,519.29
Insurance Expense	3,928.98
Interest Expense	640.05
Licenses and Permits	403.75
Licenses & Fees	268.20
Total Licenses and Permits	671.95
Meals and Entertainment	18.44
Merchant Discount Fee	4,712.80
Payroll Expenses	
Payroll	
Officers Salary	15,000.00
Total Payroll	15,000.00
Tax	
FICA	1,147.50
FUTA	42.00
SUTA	7.00
Total Tax	1,196.50
Total Payroll Expenses	16,196.50
Postage and Delivery	454.16
Professional Fees	3,250.10
Rent Expense	36,414.84
Repairs and Maintenance	2,250.60
Supplies	639.75
Telephone Expense	6,373.81
Travel Expense	1,323.99
Utilities	1,226.85
Total Expenses	\$123,013.76
NET OPERATING INCOME	\$35,852.20

D. Rice Management Inc.

Profit and Loss

January - December 2023

	TOTAL
Other Income	
Interest Income	103.74
Sales Tax Collection Allowance	243.01
Total Other Income	\$346.75
NET OTHER INCOME	\$346.75
NET INCOME	\$36,198.95

D. Rice Management Inc.

Profit and Loss

January - December 2024

	TOTAL
Income	
Greens Fees	120,250.08
Sales	84,811.19
Total Income	\$205,061.27
GROSS PROFIT	\$205,061.27
Expenses	
Advertising and Promotion	400.00
Automobile Expense	1,458.92
Repairs & Maintenance	691.67
Total Automobile Expense	2,150.59
Bank Service Charges	47.20
Depreciation Expense	83.00
Employee Leasing	29,521.65
Fertilizer Expense	882.00
Insurance Expense	1,972.83
General Liability Insurance	2,029.00
Total Insurance Expense	4,001.83
Licenses and Permits	24.50
Meals and Entertainment	68.80
Merchant Discount Fee	4,806.72
Office Supplies	230.75
Payroll Expenses	
Payroll	
Officers Salary	24,000.00
Total Payroll	24,000.00
Tax	
FICA	1,836.00
FUTA	42.00
SUTA	7.00
Total Tax	1,885.00
Total Payroll Expenses	25,885.00
Postage and Delivery	593.14
Professional Fees	3,940.98
Rent Expense	39,267.48
Repairs and Maintenance	2,198.06
Supplies	654.95
Taxes	94.62
Telephone Expense	5,237.36
Travel Expense	652.50

D. Rice Management Inc.

Profit and Loss

January - December 2024

	TOTAL
Utilities	1,168.18
Total Expenses	\$121,909.31
NET OPERATING INCOME	\$83,151.96
Other Income	
Interest Income	126.91
Sales Tax Collection Allowance	256.21
Total Other Income	\$383.12
NET OTHER INCOME	\$383.12
NET INCOME	\$83,535.08

D. Rice Management Inc.

Profit and Loss

January - June, 2025

	TOTAL
Income	
Greens Fees	68,583.00
Sales	34,452.14
Total Income	\$103,035.14
GROSS PROFIT	\$103,035.14
Expenses	
Advertising and Promotion	400.00
Automobile Expense	2,019.76
Bank Service Charges	5.20
Employee Leasing	13,486.67
Fertilizer Expense	495.77
Insurance Expense	1,697.60
Licenses and Permits	150.00
Meals and Entertainment	52.37
Merchant Discount Fee	3,246.11
Office Supplies	186.36
Postage and Delivery	504.83
Professional Fees	1,773.38
Rent Expense	19,745.83
Repairs and Maintenance	1,846.07
Supplies	651.29
Telephone Expense	2,708.26
Utilities	629.84
Total Expenses	\$49,599.34
NET OPERATING INCOME	\$53,435.80
Other Income	
Interest Income	33.49
Sales Tax Collection Allowance	90.00
Total Other Income	\$123.49
NET OTHER INCOME	\$123.49
NET INCOME	\$53,559.29

OCTOBER 2025 - RECREATION COMMITTEE PRIORITY IMPROVEMENT LIST

(RANKED HIGHEST TO LOWEST)

1. The completion of the Basketball Court
2. Ongoing ADA compliance for all recreational areas
3. Restroom facilities in the following order of importance
 1. 8th Street Restrooms
 2. East Park Restrooms (1st Street Park)
 3. 7th Street Restrooms
4. 7th Street Parking Improvements
5. Covered Pavilion on 8th Street
6. Additions of Exercise Stations

MINUTES
City of Key Colony Beach
Recreation Committee

Wednesday, September 24th, 2025 – 9:30 AM
Via Zoom Conferencing **ONLY**

1. **CALL TO ORDER and ROLL CALL:** The Key Colony Beach Recreation Committee Meeting was called to order by Chair Cindy Catto at 9:30 AM followed by Rollcall. **Present:** Chair Cindy Catto, Barbara Tatarchuk, Judy Burgett, Aleta Williamson, 1st Alternate Frank Tremblay. **Absent:** Vice-Chair Tom Alferes. **Also present:** City Administrator John Bartus, Public Works Department Head Mike Guarino, Vice-Mayor Doug Colonell, City Clerk Silvia Roussin (all attendees were present via Zoom).

2. **APPROVAL OF THE AGENDA** (Additions, changes, and deletions can be made via one motion and a second to approve by majority vote)

City Clerk Roussin reported no changes to the agenda, only the addition of the priority lists submitted by Tom Alferess and Aleta Williamson, as well as the Chair's letter related to Item 5b.

MOTION: Motion made by Judy Burgett to approve the agenda. Barbara Tatarchuk seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

3. **APPROVAL OF MINUTES:** None.

4. **CITIZEN COMMENTS AND CORRESPONDENCE:** There were no citizen comments or correspondence.

5. **COMMITTEE MEMBER ITEMS FOR DISCUSSION & RECOMMENDATION OF APPROVAL**
a. **Discussion/Recommendation to the City Commissioners that an invitation be issued for bids on the construction of a new basketball court at 7th Street Park.**

Chair Catto introduced the agenda item and asked for a motion to recommend bidding for the construction of a new basketball court.

MOTION: Motion made by Barbara Tatarchuk to recommend that the bids be released for the new basketball court. Judy Burgett seconded the motion.

DISCUSSION: Public Works Department Head Guarino confirmed that the invitation to bid will include the location of the court and all pertinent information, and will share the information with the Committee when it becomes available. Mike Guarino confirmed he is not aware of any complications regarding the placement of the court. There was no further discussion, and Chair Catto asked for a roll call.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin informed that the recommendation will be presented to the City Commission on October 16th.

b. Review of the Beautification Committee Report for September 2025

Chair Catto asked for questions or comments on the report. Barbara Tatarchuk praised the Beautification Committee for their work for the city, which Chair Catto echoed, expressing hopes to collaborate on future projects.

c. Discussion/Recommendation on Future Recreation and Beautification Projects

Chair Catto presented the agenda item and asked for committee discussion.

Barbara Tatarchuk shared her list of priorities for the Recreation Committee and her understanding of which items have been finalized, which fall under the Beautification Committee's responsibilities, and her final determination of priorities for the Recreation Committee.

Aleta Williamson agreed with Barbara Tatarchuk's assessment of priorities and expressed her commitment for the Committee to complete projects that were started. She outlined her priorities for current and future projects and noted similar priorities among Committee members.

Frank Tremblay commented on his recommendation regarding priorities for city improvement projects, including items that were already completed by the city and future projects.

Chair Catto commented on her list and the importance of ADA compliance, and asked City Administrator Bartus for an update on grant applications for new restroom facilities at East Park. City Administrator Bartus informed that the process for grant applications, as well as for additional restrooms on 1st Street and 8th Street, is underway, and that expanding the bathrooms on 7th Street is a top priority. The Committee discussed the current ADA compliance for city restrooms, parking improvements that have been completed, and potential future improvements to 7th Street. Further discussion included a possible observation deck by the Detention Pond with ADA access, and an area with shade coverage near the golf clubhouse to create a covered social space. The Committee talked about potential uses for the public and the benefits to residents.

Further discussion continued on simplifying the priority list and ADA compliance in recreational areas, including the prioritization of restroom facilities.

City Clerk Roussin commented on attendance protocol and being present during roll call to participate in the meeting.

The Committee continued discussions about responsibilities and involvement, especially regarding the golf course facility. City Clerk Roussin read part of the amended ordinance to the Committee, and Chair Catto asked for a discussion on the amendment to be added to the next agenda.

After discussion, the Committee agreed on the following list of priorities ranked from highest to lowest.

1. The completion of the Basketball Court
2. Ongoing ADA compliance for all recreational areas

3. Restroom facilities in the following order of importance
 1. 8th Street Restrooms
 2. East Park Restrooms (1st Street Park)
 3. 7th Street Restrooms
4. 7th Street Parking Improvements
5. Covered Pavilion on 8th Street
6. Additions of Exercise Stations

Chair Catto requested a motion on the consensus list of improvement projects.

MOTION: Motion made by Aleta Williamson to approve the priority list as stated by City Clerk Roussin. Barbara Tatarchuk seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

d. Discussion/Recommendation for Protocol for Projects for KCB Recreation Area Parks, Sports, and Activities

Chair Catto reflected on her past year as Committee Chair and the challenges faced by the Committee. She discussed her proposed protocol for guiding improvements and asked for input from Committee members.

Barbara Tatarchuk expressed support for Chair Catto's suggestion and proposed greater involvement in the grant process. Aleta Williamson also favored implementing a structured process. After further discussion and a recommendation from City Clerk Roussin to formalize a process and protocol in writing, the Committee agreed to submit their ideas to City Clerk Roussin for review and approval before recommending them to the Commission.

6. **ANY OTHER BUSINESS:** None.
7. **NEXT MEETING:** The Committee agreed on a date of November 6th, 2025, and providing suggestions for establishing a format and protocol to City Clerk Roussin by October 22nd.
8. **ADJOURNMENT:** The meeting adjourned at 11:00 AM.

Respectfully submitted,

Silvia Roussin
City Clerk

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Everglades Equipment Group
127 N. Krome Avenue
Florida City, FL 33034
305-247-9886
leads@info.everglades.equipment

Quote Summary
Prepared For:

Michael Guarino
KEY COLONY BEACH GOLF & TENNIS
Michael Guarino
PO BOX 510035
KEY COLONY BEACH, FL 33051
Home : 305-680-9415
MICHAEL.GUARINO@KEYCOLONYBEACH.NET

Delivering Dealer:

Everglades Equipment Group
Manweiler Terence
127 N. Krome Avenue
Florida City, FL 33034
Phone: 305-247-9886
tmanweiler@evergladesfarmequipment.com

Quote ID: 32897700
Created On: 23 May 2025
Last Modified On: 23 May 2025
Expiration Date: 22 June 2025

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 2750 PrecisionCut Triplex Mower (Model Year 2025) Contract: FL Ag & Lawn Equip 25101900-21-STC (PG F2 CG 22) Price Effective Date: January 1, 2021	\$ 72,180.00	\$ 55,578.60 X	1 =	\$ 55,578.60
JOHN DEERE 2653B PrecisionCut Trim and Surrounds Mower Contract: FL Ag & Lawn Equip 25101900-21-STC (PG F2 CG 22) Price Effective Date: January 1, 2021	\$ 61,516.00	\$ 47,367.32 X	1 =	\$ 47,367.32
JOHN DEERE 220SL PrecisionCut Walk Greens Mower Contract: FL Ag & Lawn Equip 25101900-21-STC (PG F2 CG 22) Price Effective Date: January 1, 2021	\$ 16,073.00	\$ 12,376.21 X	1 =	\$ 12,376.21
JOHN DEERE Aercore 800 Aerator Contract: FL Ag & Lawn Equip 25101900-21-STC (PG F2 CG 22) Price Effective Date: January 1, 2021	\$ 40,246.00	\$ 30,989.42 X	1 =	\$ 30,989.42
TURFCO METE-R-MATIC IV Contract: FL Ag & Lawn Equip 25101900-21-STC (PG F2 CG 22) Price Effective Date:	\$ 14,398.00	\$ 14,398.00 X	1 =	\$ 14,398.00
Equipment Total				\$ 160,709.55

Salesperson : X _____

Accepted By : X _____



**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Everglades Equipment Group
127 N. Krome Avenue
Florida City, FL 33034
305-247-9886
leads@info.everglades.equipment

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 160,709.55
Trade In	
SubTotal	\$ 160,709.55
Est. Service	\$ 0.00
Agreement Tax	
Total	\$ 160,709.55
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 160,709.55

Salesperson : X _____

Accepted By : X _____

Confidential

**JOHN DEERE**

Selling Equipment



Quote Id: 32897700

Customer Name: KEY COLONY BEACH GOLF & TENNIS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Everglades Equipment Group
127 N. Krome Avenue
Florida City, FL 33034
305-247-9886
leads@info.everglades.equipment

JOHN DEERE 2750 PrecisionCut Triplex Mower (Model Year 2025)

Hours:

Suggested List *

Stock Number:

\$ 72,180.00

Contract: FL Ag & Lawn Equip 25101900-21-STC (PG F2
CG 22)

Selling Price *

\$ 55,578.60

Price Effective Date: January 1, 2021

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
1255TC	2750 PrecisionCut Triplex Mower (Model Year 2025)	1	\$ 56,010.00	23.00	\$ 12,882.30	\$ 43,127.70	\$ 43,127.70
Standard Options - Per Unit							
001A	United States and Canada	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
183E	JDLINK™ Modem	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
0443	All Other Countries (English / Spanish)	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1022	Smooth Tires and Wheels (20x10.00-10, 2 ply)	1	\$ 754.00	23.00	\$ 173.42	\$ 580.58	\$ 580.58
1190	Two-Wheel Drive (2WD)	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1203	Quick Adjust 5 (QA5) 11-blade Cutting Units	1	\$ 11,281.00	23.00	\$ 2,594.63	\$ 8,686.37	\$ 8,686.37
1300	50.8 mm (2-in.) Diameter Machined Grooved Solid Rollers with Solid Endcaps	1	\$ 793.00	23.00	\$ 182.39	\$ 610.61	\$ 610.61
1400	Cutting Unit ONLY Counterweights	1	\$ 301.00	23.00	\$ 69.23	\$ 231.77	\$ 231.77
1601	50.8 mm (2-in.) Diameter Machined Smooth Solid Rollers	1	\$ 763.00	23.00	\$ 175.49	\$ 587.51	\$ 587.51
2009	Standard Seat	1	\$ 709.00	23.00	\$ 163.07	\$ 545.93	\$ 545.93
3203	Cutting Unit Attaching Yokes and Translucent Yellow Grass Catchers	1	\$ 1,569.00	23.00	\$ 360.87	\$ 1,208.13	\$ 1,208.13
Standard Options Total			\$ 16,170.00		\$ 3,719.10	\$ 12,450.90	\$ 12,450.90
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 72,180.00		\$ 16,601.40	\$ 55,578.60	\$ 55,578.60

**JOHN DEERE**

Selling Equipment



Quote Id: 32897700

Customer Name: KEY COLONY BEACH GOLF & TENNIS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Everglades Equipment Group
127 N. Krome Avenue
Florida City, FL 33034
305-247-9886
leads@info.everglades.equipment

JOHN DEERE 2653B PrecisionCut Trim and Surrounds Mower

Equipment Notes:**Hours:****Stock Number:****Contract:** FL Ag & Lawn Equip 25101900-21-STC (PG F2 CG 22)**Price Effective Date:** January 1, 2021**Suggested List ***

\$ 61,516.00

Selling Price *

\$ 47,367.32

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
122ATC	2653B PrecisionCut Trim and Surrounds Mower	1	\$ 42,721.00	23.00	\$ 9,825.83	\$ 32,895.17	\$ 32,895.17
Standard Options - Per Unit							
001A	United States and Canada	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
183N	JDLink™ Modem (Not Machine Sync Capable)	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
0443	All Other Countries (English / Spanish)	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1145	20x12-10 Turf Trac Front Tires with 20x10-8 Turf Trac Rear Tire	1	\$ 417.00	23.00	\$ 95.91	\$ 321.09	\$ 321.09
1219	Quick Adjust 7 (QA7) 10-blade 76.2 cm (30-in.) Cutting Units	1	\$ 15,436.00	23.00	\$ 3,550.28	\$ 11,885.72	\$ 11,885.72
1319	76.2 cm (30-in.) Wide x 76.2 mm (3-in.) Diameter Heavy Duty Grooved Disc Rollers	1	\$ 1,205.00	23.00	\$ 277.15	\$ 927.85	\$ 927.85
1402	Cutting Unit ONLY Counterweights	1	\$ 301.00	23.00	\$ 69.23	\$ 231.77	\$ 231.77
2009	Standard Seat	1	\$ 709.00	23.00	\$ 163.07	\$ 545.93	\$ 545.93
9766	LED Work Light Kit	1	\$ 727.00	23.00	\$ 167.21	\$ 559.79	\$ 559.79
Standard Options Total			\$ 18,795.00		\$ 4,322.85	\$ 14,472.15	\$ 14,472.15
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 61,516.00		\$ 14,148.68	\$ 47,367.32	\$ 47,367.32

**JOHN DEERE**

Selling Equipment



Quote Id: 32897700

Customer Name: KEY COLONY BEACH GOLF & TENNIS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Everglades Equipment Group
127 N. Krome Avenue
Florida City, FL 33034
305-247-9886
leads@info.everglades.equipment

JOHN DEERE 220SL PrecisionCut Walk Greens Mower

Equipment Notes:

Hours:

Stock Number:

Contract: FL Ag & Lawn Equip 25101900-21-STC (PG F2
CG 22)

Price Effective Date: January 1, 2021

Suggested List *

\$ 16,073.00

Selling Price *

\$ 12,376.21

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
552AM	220SL PrecisionCut Walk Greens Mower	1	\$ 14,346.00	23.00	\$ 3,299.58	\$ 11,046.42	\$ 11,046.42
Standard Options - Per Unit							
001A	US and Canada	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
0443	All Other Countries (English / Spanish)	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1223	11-Blade Reel	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1300	55.9 cm (22-in.) x 50.8 mm (2-in.) Diameter Machined Grooved Solid Roller with Solid End Caps	1	\$ 264.00	23.00	\$ 60.72	\$ 203.28	\$ 203.28
9766	LED Light Kit	1	\$ 695.00	23.00	\$ 159.85	\$ 535.15	\$ 535.15
9779	Transport Wheels and Kickstand	1	\$ 768.00	23.00	\$ 176.64	\$ 591.36	\$ 591.36
Standard Options Total			\$ 1,727.00		\$ 397.21	\$ 1,329.79	\$ 1,329.79
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 16,073.00		\$ 3,696.79	\$ 12,376.21	\$ 12,376.21

JOHN DEERE Aercore 800 Aerator

**JOHN DEERE**

Selling Equipment



Quote Id: 32897700

Customer Name: KEY COLONY BEACH GOLF & TENNIS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**Everglades Equipment Group
127 N. Krome Avenue
Florida City, FL 33034
305-247-9886
leads@info.everglades.equipment**Equipment Notes:****Hours:****Stock Number:****Contract:** FL Ag & Lawn Equip 25101900-21-STC (PG F2
CG 22)**Price Effective Date:** January 1, 2021**Suggested List ***

\$ 40,246.00

Selling Price *

\$ 30,989.42

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
456ATC	Aercore 800 Aerator	1	\$ 32,504.00	23.00	\$ 7,475.92	\$ 25,028.08	\$ 25,028.08
Standard Options - Per Unit							
001A	United States and Canada	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
0443	All Other Countries (English / Spanish)	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
9010	Windrow Attachment	1	\$ 555.00	23.00	\$ 127.65	\$ 427.35	\$ 427.35
9030	Mini Tine Kit	1	\$ 1,158.00	23.00	\$ 266.34	\$ 891.66	\$ 891.66
9716	Verticutter	1	\$ 6,029.00	23.00	\$ 1,386.67	\$ 4,642.33	\$ 4,642.33
Standard Options Total			\$ 7,742.00		\$ 1,780.66	\$ 5,961.34	\$ 5,961.34
Total Selling Price			\$ 40,246.00		\$ 9,256.58	\$ 30,989.42	\$ 30,989.42

TURFCO METE-R-MATIC IV**Equipment Notes:****Hours:** 0**Stock Number:****Contract:** FL Ag & Lawn Equip 25101900-21-STC (PG F2
CG 22)**Price Effective Date:****Suggested List ***

\$ 14,398.00

Selling Price *

\$ 14,398.00

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
85417	Mete-R-Matic IV F12E Top Dresser, Ground Driven, Includes Straight Tow Bar	1	\$ 14,398.00	0.00	\$ 0.00	\$ 14,398.00	\$ 14,398.00
Total Selling Price			\$ 14,398.00		\$ 0.00	\$ 14,398.00	\$ 14,398.00



JOHN DEERE

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

Vendor: Deere & Company

- ☐ 2000 John Deere Run
Cary, NC 27513

- ☐ Signature on all LOIs and POs with a signature line
- ☐ Contract name or number; or JD Quote ID
- ☐ Sold to street address
- ☐ Ship to street address (no PO box)
- ☐ Bill to contact name and phone number
- ☐ Bill to address

- ☐ Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

- ☐ Membership number if required by the contract

For any questions, please contact:

Manweiler Terence

Everglades Equipment Group
127 N. Krome Avenue
Florida City, FL 33034

Tel: 305-247-9886

Fax: 561-516-7639

Email: tmanweiler@evergladesfarmequipment.com

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

CRISTIAN'S LANDSCAPING & LAWN SERVICES, INC.

Proposal to perform service
Cristian Mercado
P.O. Box 501374
Marathon, Fl. 33050
(305) 481-7155

City of Key Colony Beach
Attn: Michael Guarino
600 W Ocean Dr,
Key Colony Beach Fl 33051

☒ **Proposal**

Contract to Perform Service

- Upon acceptance of this proposal/contract to perform services and signature by the named customer(s) listed above, this proposal/contract shall become binding upon the parties named herein, subject to the conditions set forth herein.

•Date of the Contract: 09/30/2025

•Customer(s): City of Key Colony Beach. Attn: Michael Guarino

Site address: 600 W Ocean Dr, Key Colony Beach Fl 33051

Cristian's Landscaping (Contractor) proposes to complete the following services, as detailed below.

Scope of Services	Size/Type of Materials	TOTAL
Plants and Installation	66 Green Buttonwood 25-Gal 12 Sabal Palms 20 Ft 12 Tatch Palm 5 Ft 50/50 Soil Mix as needed, Shipping of plants included.	\$ 28,250.00
	SUBTOTAL	\$ 28,250.00
	SALES TAX	
	TOTAL DUE	\$ 28,250.00

**Until work is commenced, the exact size, depth and volume of the materials cannot be ascertained. Contractor reserves the right to modify this quote if the estimated size of materials is underestimated and contractor's anticipated expenses are increased as a result. Owner will be notified ahead of time of any changes to the quantities. Contractor is not responsible for any acts of God (Hurricanes, storms, floods) that result in the loss of materials.

PAYMENT SCHEDULE

Deposit required upon acceptance
Balance due upon completion of work

50% of Total: \$ 14,125.00
50% of Total: \$ 14,125.00

Cristian Mercado
CRISTIAN'S LANDSCAPING & LAWN SERVICES, INC.

Date

City of Key Colony Beach - Agent

Date

Proposal for Extra Work at City of Key Colony

Property Name	City of Key Colony	Contact	Mike Arena
Property Address	600 West Ocean Dr Key Colony Beach, FL 33051	To	City of Key Colony
		Billing Address	600 W Ocean Dr Key Colony Beach, FL 33051

Project Name Trees and palms for screening

Project Description Install trees and palms to create screening for the golf course

Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Clearing and prepare for planting including: removal/disposal of debris & grading and trenching.
56.00	EACH	Green buttonwood (Conocarpus erectus) , 7ft minimum height, planted 4ft O.C.
12.00	EACH	Cabbage palm (Sabal palm) 20ft OA Height, planted 10 ft. O.C.
12.00	LUMP SUM	Staking & bracing of Sabal Palms
24.00	EACH	Thatch palm (Thrinax radiata) - 8ft OA, interplanted between Cabbage palm.
24.00	LUMP SUM	Staking & bracing of Thatch Palms
4.00	CUBIC YARD	Topsoil
2.50	PALLET	Natural Mulch
1.00	LUMP SUM	Delivery of materials
2.00	DAY	Equipment - Skid steer and tree boom
1.00	LUMP SUM	Irrigation not included. Irrigation estimate may be provided upon request. Client is responsible for watering palms. Recommended 20-25 gallons per palm per day for 90 days and/or until palms are established.

For internal use only

SO# 8769730
JOB# 354901007
Service Line 130

Total Price \$57,152.38

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
4155 E. Mowry Dr, Homestead, FL 33033 ph. (305) 258-8011 fax

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible for damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

	Property Manager
Signature	Title
Mike Arena	September 29, 2025
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager
Signature	Title
Adjaline Gigliot	September 29, 2025
Printed Name	Date
Job #:	354901007
SO #:	8769730
Proposed Price:	\$57,152.38

ORDINANCE 2025-502

AN ORDINANCE OF THE CITY OF KEY COLONY BEACH, FLORIDA; AMENDING CHAPTER 5 OF THE CODE OF ORDINANCES RELATED TO “BOATS, BOAT TRAILERS, MARINE FACILITIES AND WATERWAYS”, ARTICLE III, “MARINE CONSTRUCTION AND IMPROVEMENTS, DOCKING OF BOATS”, DIVISION 3 “DOCKS, PIERS, AND MOORING EQUIPMENT”, SECTION 5-44 RELATED TO CITY COMMISSION APPROVAL CRITERIA; PROVIDING FOR CODIFICATION; REPEALING ANY INCONSISTENT PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the maintenance of good relations among neighbors, the City of Key Colony Beach, Florida (the “City”) requires review and approval by the City Commission of certain boat lift installations within the City, and

WHEREAS, the City Commission of the City of Key Colony Beach, Florida (the “City Commission”) desires to amend Section 5-44 of the Code of Ordinances, which sets criteria for which boat lift installations require City Commission approval; and

WHEREAS, the City Commission finds it in the best interest of the City to modify its Code of Ordinances regarding Commission approval for cradle style boat lifts; and

WHEREAS, the City Commission finds and declares that the adoption of this Ordinance is appropriate, and in the public interest of this community.

NOW THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF KEY COLONY BEACH, FLORIDA, that:

Section 1: Recitals. That the above declarations are true and correct and incorporated herein; and

Section 2: Amendment. Section 5-43 and 5-44 of the Code of Ordinances for the City of Key Colony Beach, Florida is amended as follows:

~~Strikethrough~~ = deletion

Bold underline = addition

Sec. 5-44. - All other boat lifting devices.

The installation of all other boat lifts in the city waterways, including cradle lifts **(but excluding such installations at properties on 7th Street and within Marina Subdivision No. 2)**, shall require approval of the city commission. Hydro or pontoon lifts are prohibited within the city.

Section 3: Severability and Conflict. If any portion of this Ordinance is declared by a Court of competent jurisdiction to be invalid or unenforceable, such declaration shall not be deemed to affect the remaining portions of this ordinance. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4: Inclusion in the Code of Ordinances and Land Development Regulations. The provisions of this Ordinance shall be included and incorporated into the Code of Ordinances and Land Development Regulations of the City of Key Colony Beach, Florida, as an addition or amendment thereto, and shall be appropriately renumbered to conform to the uniform numbering system of the code.

Section 5: Effective Date. This Ordinance shall become effective upon final adoption by the City Commission.

FIRST READING by the City of Key Colony Beach City Commission on this 16th day of October 2025.

Mayor Freddie Foster	NO _____	YES _____
Vice-Mayor Doug Colonell	NO _____	YES _____
Commissioner Tom Harding	NO _____	YES _____
Commissioner Tom DiFransico	NO _____	YES _____
Commissioner Kirk Diehl	NO _____	YES _____

SECOND READING AND DULY ADOPTED by the City of Key Colony Beach City Commission on this 20th day of November 2025.

Mayor Freddie Foster	NO _____	YES _____
Vice-Mayor Doug Colonell	NO _____	YES _____
Commissioner Tom Harding	NO _____	YES _____
Commissioner Tom DiFransico	NO _____	YES _____
Commissioner Kirk Diehl	NO _____	YES _____

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK;
SIGNATURE PAGE TO FOLLOW]**

DULY PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF KEY COLONY BEACH, FLORIDA, this 20th day of November 2025.

Freddie Foster, Mayor

Silvia Roussin, City Clerk

Approved as to form and legal sufficiency:

Dirk M. Smits, Esq. B.C.S., City Attorney

City of Key Colony Beach Treasurer's Report – October 16, 2025

September 30, 2025, financial summary – General Fund

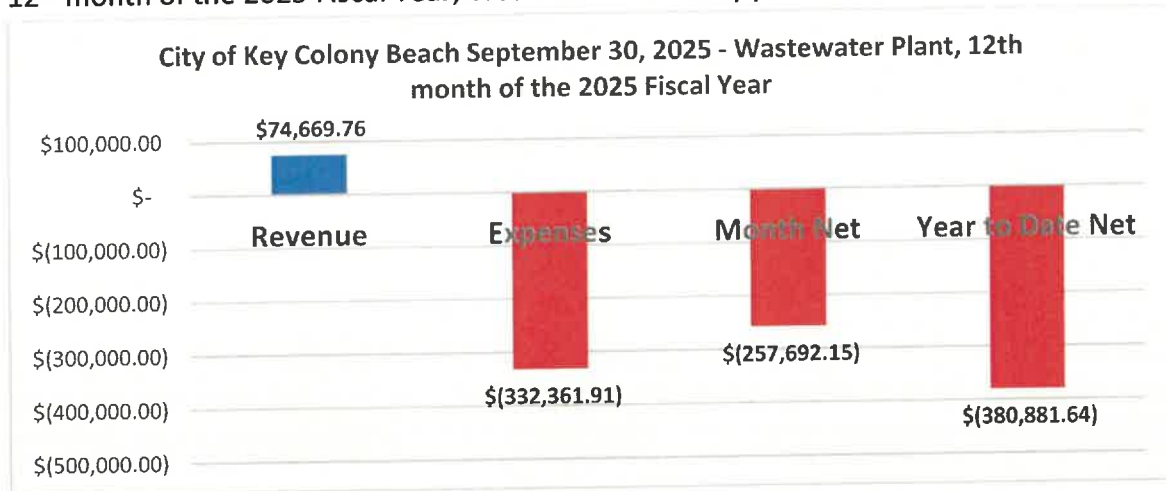
✓ 12th Month of the 2025 fiscal year budget:

Awaiting September 2025 Financials for review, file will be updated once received.

City of Key Colony Beach Treasurer's Report – October 16, 2025

September 30, 2025, financial summary – Wastewater/Stormwater

✓ 12th month of the 2025 Fiscal Year, Wastewater Monthly plot below:



Wastewater Year End Comments:

- Revenue
 - Residential sewer fees slightly exceeded the budget estimate
 - Commercial sewer fees were 17% below the budget estimate
 - Interest income came in at budget levels
- Expenses:
 - Operating expenses came in 20% higher than budget, driven by:
 - System Maintenance (sewer return leak inspection and correction)
 - Sludge Hauling
 - System Operator (change over to new rate)
 - Plant Maintenance
 - Capital Expenses came in 36% lower than budget based on the timing of UV tank billing

Reimbursement Status of Submitted Projects:

- \$415,179.87 Submitted (UV Tank) 07/18/2025, not received yet
- \$188,817.00 additional funds spent, not submitted yet
 - Total: \$603,996.87 outstanding to-date

Stormwater:

Checking/Savings balance \$111,742.92

- Reimbursement received for \$399,263.00
- Capital Expense of \$420,276.00 paid

Reimbursement Status:

- \$78,605.00 Submitted April 09, 2025, not received yet

City of Key Colony Beach Treasurer's Report – October 16, 2025

Investigation for options of requesting a Line of Credit or a Loan to support City Hall Hardening Project if needed:

- Meeting held with First Horizon Senior Vice President of Commercial Banking
 - Options for a Commercial Construction Line of Credit for 18-36 months, with at the end of the term, change over to a Loan with options of a time period of 10/15/20 years.
 - Line of Credit rates and Loan Rates discussed, competitive rates were provided.
 - Typical time to process is 3 months
 - Payment starts after funds are started to be drawn
 - Suggestion from their experience to plan for 10% contingency
 - Requires line item in an approved budget for revenue stream to support the monthly payment requirements.
- Once construction costs are understood with expected timing, analysis will be completed to determine if a need exists and timing requirements.