



Gregory W. Veliz
City Manager
City of Key West

THE CITY OF KEY WEST

P.O. BOX 1409
KEY WEST, FL 33041-1409

1300 White Street
(305) 809-3879
FAX 809-3886
gveliz@cityofkeywest-fl.gov

To: Mayor and Commissioners
Date: July 16, 2020
Subject: Significant Accomplishments

Bahama Village Medical Clinic - **Completed**

- City staff developed an RFP for the Bahama Village Medical Clinic
 - RFP was advertised: 10/26/2019
 - Ranking committee was established on 12/18/2019 and CHI was the sole respondent
 - BRAV approved: 2/6/2020
 - Commission approved :4/7/2020

Bahama Village Band Room Extension - **In Progress**

- City staff developed an RFQ for the Douglas Gym Extension
 - RFP was advertised: 01/28/2019
 - Proposal opened:3/6/2019
 - Ranking committee:04/8/2019
 - BRAV approved: 7/8/2019
 - Commission approved 5/21/2019

Citizen Building Acquisition - **Completed**

- City Commission approved funds for the Citizen Building
 - Interior renovation completed
 - Fence installed
 - Roof to be repaired - once approved by commission 07/21/2020

Coffee Butler Amphitheater Sign - **Completed**

- City Commission voted to name Amphitheater "The Coffee Butler Amphitheater "
 - City staff presented design to Commission 8/6/2019
 - Sign completed: 06/02/2020
 - Dedication for Coffee Butler sign: 06/19/2020

Key to the Caribbean – Average yearly temperature 77° F.

College Road Workforce Housing - **In Progress**

- Commission approved (Architectural Services): 1/15/2019
- Groundbreaking held:12/19/2019.
- Remediation completed and awaiting FDEP final approval by 8/13/2020
- Project out to bid for architectural drawing on 6/5/2020.
- Bid opening on 8/10/2020.
- The Key West Housing Authority is currently in the bid phase.
- Housing Authority will manage the project after contract award.

Cow Key Channel Bridge (FDOT) - **In Progress**

- City Manager directed staff to continue to work with FDOT and their contractor to optimize traffic flow in conjunction with the Cow Key Channel Bridge project.
 - Bridge work began on time on 4/15/2020.
 - Project is over 50% complete and is on-schedule.
 - Traffic flow has been improved by:
 - Weekly meetings between staff and FDOT to identify issues.
 - Actively monitoring conditions.
 - Making adjustments to signal timing.
 - Working with Public Safety (KWFD and KWPD) to make changes to traffic patterns and the hours of the lane shifts.
 - Staff receives weekly reports from FDOT on the traffic volume and delays.

City Commission & Directors Retreat - **Completed**

- City Commissioners request a retreat with city directors
 - City Manager and Commission set Retreat date: 11/8/2020.
 - Retreat was held:11/8/2020.
 - Established goals for the retreat.
 - Set priorities for 2020.
 - Commission & staff to attend quarterly workshops – Covid delay

City Wide Evaluations - **Completed**

- City Manager initiated city-wide evaluations of directors & all departments
 - Requested each director to evaluate themselves.
 - Met with each department director to discuss evaluations.
 - Performed evaluations with directors.

City Wide Fees Reviewed and Updated - **Completed**

- City Manager met with staff to review fees
 - City staff compiled a list of all city fees.
 - City staff met with City Manager staff for final input to go to the Commission
 - City Commission approved proposed fees.
 - Fees implemented in the following departments: Code-Planning-Cemetery-Fire
 - Implemented 5% annual increase.

Key to the Caribbean – Average yearly temperature 77 ° F.

City-Wide Succession Plan - **Completed**

- City Manager initiated a city-wide succession plan
 - City Manager met with ACM weekly in September 2019.
 - City Manager met with ACM & Human Resources Director to establish format.
 - City Manager approved Succession Plan in November 2019.
 - Succession Plan implemented in December 2019.

Duval Street Revitalization - **In Progress**

- City staff developed an RFP for the Duval Street Revitalization:
- RFQ advertised: 11/21/2019.
- Ranking committee meeting: 3/12/2020.
- Commission approved: Scheduled for the 8/19/2020 Agenda. Stantec and KCI (two highest ranked firms) will present at the meeting.

City-wide Paving and Sidewalk Repair - **In Progress**

- City Manager directed staff to implement an aggressive pavement and sidewalk rehabilitation program
 - Pavement Management Plan completed: 10/30/2019. Presented to City Commission.
 - FY 19/20 budget: Paving; \$3.25M, Sidewalk; \$900k
 - Significant projects either completed or are in progress include:

Project	Approximate Cost	Status
South Street Improvements	\$75,000	Completed 10/19
Angela Street Improvements	\$110,000	Completed 11/19
Atlantic Blvd. Path	\$250,000	Completed 11/19
Olivia Street SW and Paving	\$115,000	Completed 12/19
Waddell Avenue Sidewalk	\$55,000	Completed 2/20
United Street Sidewalk	\$49,000	Completed 3/20
Duval and Greene Street Paving	\$1,100,000	Completed 6/20
20 th Street Improvements	\$610,00	In Construction
Simonton Street Improvements	\$1,500,000	In Construction
Totals	\$3,864,000	

- Current coordinating with multiple agencies to complete work:
 - 1st and Bertha, Duval Street: Monroe County.
 - South Roosevelt: FDOT.
 - Front and Whitehead Street: FKA.A.
- The Citizen Action line was implemented in August 2019 for residents to log complaints about sidewalks in disrepair. Community Services and Engineering have been addressing the complaints and repairing sidewalks on a monthly basis.

Key to the Caribbean – Average yearly temperature 77° F.

HAWKS Implementation – Completed

- FDOT installed 5 HAWK crossings along North Roosevelt at the request of the City of Key West to improve pedestrian safety.
- Installations were completed in September 2019.
- Maintenance of the HAWKS has been transferred back to FDOT.
- Accidents at these crossings have been greatly reduced.

KOTS Improvements - In Progress

- Negotiated with Monroe County Sheriff a land swap and the ability to use current property.
- Established a 24-hour facility.
- Purchased tents and additional equipment to maintain a 24- hour facility.
- Completed conceptual design for new building.

Policy & Procedure Committee - Completed

- City Manager requested senior staff update current policy & procedures
 - Committee established: December 2019.
 - Meeting held in January 2020.

Performance Goals & Objectives for city staff - Open

- City Manager to implement city wide goals & objections

Strategic Planning Services - Completed

- City staff developed an RFQ for the Strategic Planning Services
 - RFP was advertised: 01/21/2020.
 - Proposal opened: 04/29/2019.
 - Ranking committee:06/24/2020.
 - Commission approval on :07/21/2020.

Truman Waterfront Phase 1-B - In Progress

- Project bid: 7/2019
- Award of contract: 9/17/2019.
- Notice to Proceed #1, NTP1, which includes the redevelopment of Building 1287 is 75% complete.
- NTP1 expected to be complete by 9/15/2020.
- NTP2 includes the new soccer field, site utilities and drainage.
- NTP2 is expected to begin on 10/1/2020.

Key to the Caribbean – Average yearly temperature 77° F.