



Assistant City Manager Monthly Report

To: Albert Childress, City Manager

Handwritten initials "APC" in blue ink, enclosed in a blue circle.

Date: June 8, 2023

From: Todd C. Stoughton, Assistant City Manager

Subject: May 2023- Assistant City Manager Report

Assistant City Manager

- ACM processed 46 resolutions and 12 ordinances for May City Commission meetings.
- ACM processed 25 Purchase Order Exceptions and 22 HRF personnel forms.
- ACM attended 26 meetings during the month of May: Director/FEMA/Grant/Housing/One-Way Street/PBA/Commissioner Agenda Review/City Commission/County/State/Mediation
- ACM held monthly meetings with Directors under his review assisting with changes to internal policies and procedures, Weekly Director Reports, Monthly Reports, and department specific issues.
- ACM worked with the City Attorney and the Marker Resort staff regarding the City's parking agreement with the City.
- Met with Mr. Perkins and Mrs. Estenoz (KWHS), Dr. Carolee Matsumoto, and the President and Staff of Northeast Maritime Institute on last minute scholarship opportunities for graduating seniors. This has resulted in a last-minute scholarship offer to a graduating senior.
- ACM worked with HR Director and Transit Director finalizing HR Director candidates for City Manager interviews. This resulted in the City Manager recently releasing the new HR Director for the City of Key West.
- holding four HR Director Interviews resulting in the selection of three top candidates for the City Manager to interview.
- Continued working with FEMA and Tidal Basin. The City has finalized and paid all Hurricane IAN invoices for debris monitoring, removal, and storage. This has resulted in the City's IAN claim moving to the next level of state and federal reviews for reimbursement.
- Held meetings with the following individuals/groups: PBA opening negotiations, Arlo Haskell for the Bishop House renovation, Shipyard Condo Association regarding expiring agreement between the City/Shipyard/Truman Annex Condo Association, Tony Yaniz, and Peter Batty Sr. regarding privatizing parking, HTA representatives and City Staff regarding the historic El Meson de Pepe building renovations, Keys Energy Staff regarding expiring Park and Ride lease, and attended three mediations regarding City liability claims.
- Worked with KWFD Chief and Emergency Manager preparing for the June 1 Hurricane Season preparations.