



## THE CITY OF KEY WEST

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MEMORANDUM

### EXECUTIVE SUMMARY

**TO:** Patti McLaughlin, Interim City Manager  
Todd Stoughton, Interim Assistant City Manager

**FROM:** Mark Finigan, Chief Financial Officer

**DATE:** May 7, 2021

**RE:** **Ratification of the attached Addendum to the Memorandum of Understanding between the City of Key West and United Way of Collier and the Keys, Inc. (MOU); Ratification of Final Payments to Florida Keys Area Health Education Center (AHEC) and United Way of Collier and the Keys (UWCK)**

#### **ACTION STATEMENT:**

Ratification of the attached Addendum to the Memorandum of Understanding between the City of Key West and United Way of Collier and the Keys, Inc. (MOU); Ratification of Final Payments totaling \$90,299.72 to Florida Keys Area Health Education Center (AHEC) for COVID-19 rapid testing and \$58,561.58 to United Way of Collier and the Keys (UWCK) for Community rental assistance pursuant to the AHEC & UWCK MOU's, the "Stop-Gap Measure COVID-19 Support Proposal", and pursuant to Section 2-797 (2) of the Code of Ordinances and granting the City Manager the authority to effectuate necessary budget amendment(s) for this purpose.

#### **JUSTIFICATION AND NEED:**

The following excerpt is taken from the Stop-Gap Measure COVID-19 Support Proposal:

*While there is finally an end in sight to the pandemic, the immediate future remains bleak. As we await the vaccine and the next round of federal aid, our Island's safety nets run thin. The virus still rages, and rapid testing is both limited and expensive. Many frontline employees are forced to pay out of pocket to get quick results. Some avoid getting tested altogether. The CARES Act funds took approximately 10 weeks to reach Monroe County after they were approved, and longer to reach community members. If a similar trend ensues for the most recently approved funds, there is an urgent need to fill the gap between now and that time.*

*There is little help left in our community to meet our residents' basic needs. Our nonprofit organizations have exhausted most of their funds and cannot provide for much longer at this current rate, without additional support. A recent survey conducted by United Way in December 2020 of 13 nonprofit organizations in Key West, (attached), shows a gap in funds to assist residents with rent, food, utilities, medical and other essential needs.*

*The lack of basic provisions adds to the spread of the virus. When employees can't pay their rent or put food on the table, they are dissuaded from quarantining. There are not sufficient support systems in place to help them, and much of the workforce simply can't afford to lose more income.*

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

*The spike in COVID cases, combined with the lapse in funding and protective measures like the eviction moratorium could lead Key West into a tail spin in the coming months. If ever there were a moment to step in and fill the gap, that time is now.*

**BACKGROUND:**

The Health and Business Advisory Committee, the Key West Chamber of Commerce and the Nonprofit Community of Key West, and their Inter-Ministerial Alliance joined in December 2020 to identify measures that would assist the community through the first quarter of 2021. The result was a five-part plan presented to the City Commission on January 5, 2021. Two parts of the proposal required a commitment of City of Key West Funding, \$171,250 for a Free Rapid Testing program administered by AHEC and \$262,500 for community emergency assistance for rent, food, utilities and medical and essential needs, to be administered by United Way of Collier and the Keys. Details of each of these two proposal parts can be found in the Stop-Gap Measure COVID-19 Support Proposal, Resolution 21-017.

An Addendum to increase City of Key West funds by an additional \$37,561.58 is needed for providing rent, food, medical, utilities and basic needs for City of Key West residents and workers experiencing hardships due to the COVID-19 pandemic.

**FINANCIAL IMPACT:**

At the January 5, 2021 City Commission Meeting the Proposal for a Stop-Gap Measure for COVID Support to the City of Key West was presented. The City Commission granted via voice consensus the City Manager authority to expend up to \$500,000 of City of Key West General Fund unrestricted fund balance for those specific community support services outlined in the Proposal. The City Commission ratified payment to UWCK in an amount of \$132,186 under Resolution 21-017. Payments to UWCK in the amount of \$109,334 to UWCK and \$67,661.26 to AHEC were ratified under Resolution 21-055. Final payment ratification is requested under this resolution to AHEC in an amount of \$90,299.72 as well as final payment ratification to UWCK in an amount of \$58,561.58, as described in the summaries below:

Summary of payments to AHEC:

Budget from Proposal		Resolution 21-017	Resolution 21-055	Ratify Payment Amt	Balance
Test Kits	\$ 77,250.00	\$ -	\$ 59,588.36	\$ 8,033.74	\$ 9,627.90
Testing Staff	\$ 69,000.00	\$ -	\$ 8,072.90	\$ 14,549.25 \$ 44,003.19	\$ 2,374.66
PPE & Medical Supplies	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -
Admin Costs	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ -
Miscellaneous	\$ 5,000.00	\$ -	\$ -	\$ 3,713.54	\$ 1,286.46
<b>TOTAL</b>	<b>\$ 171,250.00</b>	<b>\$ -</b>	<b>\$ 67,661.26</b>	<b>\$ 90,299.72</b>	<b>\$ 13,289.02*</b>

\*PO closed; \$13,289.02 not needed

Summary of payments to UWCK:

Budget from Proposal		Resolution 21-017	Resolution 21-055	Ratify Payment Amt	Balance
Rental Assistance	\$ 164,000.00	\$ 54,666.00	\$ 54,666.00 \$ 54,668.00	\$ -	\$ -
Food Assistance	\$ 31,220.00	\$ 31,220.00	\$ -	\$ -	\$ -
Medical Providers	\$ 27,300.00	\$ 27,300.00	\$ -	\$ -	\$ -
Utilities & Essential Needs	\$ 19,000.00	\$ 19,000.00	\$ -	\$ -	\$ -
Admin Fees	\$ 21,000.00	\$ -	\$ -	\$ 21,000.00	\$ -
Addendum	\$ 37,561.58	\$ -	\$ -	\$ 3,000.00 \$ 34,561.58	\$ -
<b>TOTAL</b>	<b>\$ 300,081.58</b>	<b>\$ 132,186.00</b>	<b>\$ 109,334.00</b>	<b>\$ 58,561.58</b>	<b>\$ -</b>

**RECOMMENDATION:**

Staff recommends that the City Commission ratify the attached Addendum to the Memorandum of Understanding between the City of Key West and United Way of Collier and the Keys, Inc. (MOU); ratify final payments totaling \$90,299.72 to Florida Keys Area Health Education Center (AHEC) for COVID-19 rapid testing and \$58,561.58 to United Way of Collier and the Keys (UWCK) for Community rental assistance pursuant to the AHEC & UWCK MOU's, the "Stop-Gap Measure COVID-19 Support Proposal", and pursuant to Section 2-797 (2) of the Code of Ordinances as well as granting the City Manager the authority to effectuate necessary budget amendment(s) for this purpose.