



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041 (305) 809-3883

MEMORANDUM

TO: Jim Scholl, City Manager
FROM: Jim Bouquet, P.E., Director of Engineering
DATE: January 4, 2016
RE: Agreement for Traffic Signal Maintenance

ACTION STATEMENT:

Authorize the City Manager to execute the *Agreement for Traffic Signal Maintenance* between the City of Key West and Keys Energy Services.

BACKGROUND:

Under Resolution Nos. 01-169 and 11-145 Keys Energy Services (KEYS), acting through the Utility Board of the City of Key West (City), has historically provided certain repair and replacements services for traffic signals and cross-walk lights. The current agreement, titled *Agreement for Traffic Signal and Street Light Maintenance* dated June 1, 2011 (attached) covers both traffic signals and street lights. The proposed agreement is for traffic signal and cross-walk maintenance only (Schedule "A") and covers both City-owned traffic signals and signals owned by the Florida Department of Transportation (FDOT) that are the maintenance responsibility of the City (Schedule "B"). Refer to the attached *Traffic Signal Maintenance and Compensation Agreement* between FDOT and the City dated August 24, 2015.

A copy of the proposed *Agreement for Traffic Signal Maintenance* including Schedules "A" and "B" is attached.

A separate agreement for street lights has been prepared and will be presented to the City Commission for approval.

KEYS is professionally and technically capable of maintaining the CITY's existing traffic signals and cross-walk lights, as well as traffic signals and cross-walk lights that may be installed in the future.

PURPOSE AND JUSTIFICATION:

Traffic signals and cross-walk lights require periodic maintenance including inspections, repairs and timing adjustments. KEYS will provide repair and replacement

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services for the facilities described in Schedule “A” in accordance with the proposed agreement.

This *Agreement for Traffic Signal Maintenance* will replace the traffic signal component of the current *Agreement for Traffic Signal and Street Light Maintenance* between the City and KEYS.

This *Agreement for Traffic Signal Maintenance* will support *A transportation system which is aesthetically attractive, functional, efficient, safe and environmentally sensitive* (Strategic Plan Infrastructure Goal #1) and *Long term sustainability of the City’s hard assets* (Infrastructure Goal #4).

FINANCIAL ISSUES

KEYS will render an invoice on a quarterly basis for materials issued from inventory or purchased from vendors to maintain, repair, or replace the facilities in Schedule “A”. Such invoice will include an itemized cost of materials using the average costing method of accounting for inventory or a copy of the vendor invoice. In addition, the City has entered into a maintenance and operations agreement with the FDOT that provides a level of reimbursement to the City for the maintenance, inventory, energy and liability associated with the FDOT traffic lights. For as long as the City receives reimbursement from FDOT, KEYS will be provided an annual stipend for its work on the FDOT traffic lights. The amount of the annual payment will be 50% of the annual reimbursement the City receives.

Funding for traffic signal maintenance was approved by the City Commission in the FY2016-2017 budget under account number 102-4102-541-4601.

RECOMMENDATION

Authorize the City Manager to execute the *Agreement for Traffic Signal Maintenance* between the City of Key West and Keys Energy Services.