



## THE CITY OF KEY WEST

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MEMORANDUM

### EXECUTIVE SUMMARY

**TO:** James K. Scholl, City Manager  
Sarah Spurlock, Assistant City Manager

**FROM:** Carolyn Sheldon, Senior Grants Administrator

**DATE:** August 8, 2014

**RE:** **Ratifying the acceptance of the Tourist Development Council (TDC) grant for the Vietnam Veteran's Memorial Project in the amount of \$243,475.00. Authorizing the necessary budget amendments and transfers to accept the funding. Authorizing the City Manager to execute the attached grant award agreement.**

#### **ACTION STATEMENT:**

This resolution will ratify the acceptance of the Tourist Development Council (TDC) grant for the Vietnam Veteran's Memorial Project in the amount of \$243,475.00 and authorize the necessary budget amendments and transfers to accept the funding. The City Manager will be authorized to execute the grant award agreement.

#### **BACKGROUND:**

The City of Key West submitted an application on April 28, 2014 for TDC funding from their 2015 Bricks and Mortar Capital Projects funding cycle for the Vietnam Veteran's Memorial Project. The City was notified via email on July 15, 2014 that funds have been allocated and subsequently received the attached Grant Award Agreement for funding in the amount of \$243,475.00 on July 30, 2014, two days after agenda setting for the August 5, 2014 City Commission meeting.

The signed signature page of the Grant Award Agreement was required to be submitted to TDC no later than August 18, 2014, one day prior to the City Commission's regularly scheduled meeting. Final approval of the grant agreement by the Board of County Commissioners is anticipated at the BOCC's October meeting.

#### **PURPOSE AND JUSTIFICATION:**

The TDC grant will be used to help fund the construction of a Vietnam Veteran's Memorial at the Bayview Park. Estimated costs are as follows:

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

<b>Vietnam Veteran's Memorial Project</b>	
Estimated Costs	
Description	Project Costs (estimated)
Site work, fill & grading	\$ 7,500
Landscaping	\$ 85,200
Irrigation	\$ 30,000
Flag Poles	\$ 14,000
Sidewalks	\$ 25,000
Pavers	\$ 15,250
Statues (boot, gun, helmet)	\$ 30,000
Park setting wall	\$ 15,000
Park benches	\$ 6,000
Engraved memorial wall	\$ 160,000
Lighting	\$ 20,000
General conditions	\$ 35,000
Professional fees	\$ 44,000
Contingency allowance	\$ 13,050
<b>Total Project Estimated Costs</b>	<b>\$ 500,000</b>

The TDC cost share is 50% of the estimated project costs of \$500,000 minus \$13,050 in contingency allowance disallowed by TDC or \$243,475.00 [(\$500,000-\$13,050) x 50%]. The earliest date to commence the project is October 15, 2014.

**OPTIONS / ADVANTAGES / DISADVANTAGES:**

1. The City Commission can ratify the acceptance of the Tourist Development Council (TDC) grant for the Vietnam Veteran's Memorial Project in the amount of \$243,475.00. This allows the project to be funded nearly 50% by the TDC.
2. The City Commission can choose to not to ratify the acceptance of the TDC grant. No TDC funding would be accepted leaving the project unfunded by \$243,475.00.

**FINANCIAL IMPACT:**

Expenditures for this project will be budgeted in 001-1900-519.63-00, including the City's commitment to fund this project (limited to \$150,000.00 per Resolution 14-068 passed on March 4, 2014) and in-kind labor totaling \$6,000.00 in the form of project management to be performed by City Staff. Revenues will be budgeted as follows:

<b>Vietnam Veteran's Memorial Project</b>		
Anticipated Revenues		
Revenue Amount	Description	Account #
\$243,475	TDC grant	001-0000-337.70-01
\$ 44,000	Bert Bender, in-kind	001-0000-366.02-00
\$ 56,525	Private donations	001-0000-366.02-00
<b>\$344,000</b>	<b>Total</b>	

**RECOMMENDATION:**

Staff recommends that the City Commission select option 1, ratifying the acceptance the Tourist Development Council (TDC) grant for the Vietnam Veteran's Memorial Project in the amount of \$243,475.00.