




MEMORANDUM

Date: October 12, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Kelly Crowe, P.E.
Utilities Director

Subject: **Ratification of City Manager Authorization to Enter into a Grant Agreement with the Office of Local Defense Community Cooperation (OLDCC) for the Development of a Resilience Plan for the Richard A. Heyman Environmental Protection Facility**

Introduction

This resolution will ratify and serve as after the fact authorization for the City Manager to enter into a grant agreement in the amount of \$404,460.00 from the Office of Local Defense Community Cooperation (OLDCC) for development of a Resilience Plan for the Richard A. Heyman Environmental Protection Facility (RAHEPF).

Background

Staff has been working with the Department of Defense's Office of Local Defense Community Cooperation (OLDCC) for the past nine (9) months in developing a grant funded Resilience Plan for the Richard A. Heyman Environmental Protection Facility (RAHEPF) which is the City of Key West's wastewater treatment facility. Since the RAHEPF is within the Naval Air Station Key West-Trumbo Point property, the city is eligible for Department of Defense funding for projects that support the military's mission and operations.

The plan will study multiple strategies for upgrading the plant including providing resiliency to the effects of sea level rise, using biosolids as fuel to power the facility and adding reserve capacity. The grant will provide up to \$404,460.00 in federal funding with a \$44,940 local funding match (10%).

The application process through OLDCC was new to staff and additional coordination was required through their project manager to have the application language ready to process. The application was submitted in early September 2023. Staff learned of the intent to award the grant on September 22nd and

were notified by OLDCC that the agreement had to be executed prior to September 30th to qualify for FY 24 funding. Staff coordinated with the City Manager and determined that executing the agreement prior to City Commission approval was in the best interest of the City. The City Manager notified the City Commission of the intent to execute the agreement through LTC No. 055-2023 on September 23rd. The City Attorney reviewed the terms and conditions and the agreement was fully executed by the City Manager on September 26th.

Procurement

Approval of this resolution will ratify the authorization for the City Manager to execute the OLDCC grant agreement in the amount of \$404,640.00 for the Resilience Plan for the Richard A. Heyman Environmental Protection Facility. The plan will be an important step in the planning effort to ensure long-term operation of the City's wastewater treatment facility.

Funding in the amount of \$400,000 for the Resilience Plan was approved in the FY24 budget within Account #401-3504-535-6500. Staff will initiate an RFQ process to select a consultant to develop the plan. Both the staff ranking of the RFQ and award of contract will be presented to the City Commission for approval at a later date. Upon award of contract, progress payments to the consultant will be paid directly by the city but will be reimbursed by OLDCC up to the grant award amount.

Recommendation

The City Manager's Office recommends the Mayor and Commission approve the resolution ratifying the authorization for the City Manager to enter into a grant agreement in the amount of \$404,460.00 from the Office of Local Defense Community Cooperation (OLDCC) for development of a Resilience Plan for the Richard A. Heyman Environmental Protection Facility (RAHEPF).