



## THE CITY OF KEY WEST

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MEMORANDUM

**TO:** Jim Scholl, City Manager  
**FROM:** Greg Veliz, Assistant City Manager  
**DATE:** March 29, 2016

**SUBJECT: Negotiations with Monroe County Health Department to relocate to Frederick Douglass Band Room Property.**

**Action Statement:**

Authorizing City Manager to enter into negotiations with the Monroe County Health Department (MCHD) to relocate to the Frederick Douglass Band Room Property; providing for an effective date.

**Background:**

The Monroe County Health Department (MCHD) is currently located in the southern wing of the Frederick Douglass Gymnasium on Olivia Street in Key West (Douglas Gym). However, following a structural failure and condemnation of a portion of the Douglass Gym, the City of Key West (City) authorized the design and construction document preparation to renovate the gymnasium portion including the main entrance to the MCHD. These construction documents are currently undergoing 100% review at the City.

Based on the required renovation scope of work, condition of the existing structure and MCHD operational requirements, it was agreed by both MCHD and City Staff that continued operation of the health center during construction could potentially result in serious health and safety issues to staff and patients. Working with the MCHD, City staff suggested the Frederick Douglass Community Band Room building (Band Room) as a future permanent location for the health center. Therefore, to facilitate a timely and seamless transition from the Douglass Gym to the Band Room and to minimize delays to the gym renovation project, an emergency procurement of contractor services was recommended for the Band Room.

**Purpose and Justification:**

Upon passage of Resolution 16-034, an amendment was made directing City Staff to find a space acceptable to The Frederick Douglass School Black Educators' Memorial Project, Inc. and MCHD. City Staff has met with both parties on several occasions since January 20, 2016 to find an amicable solution.

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

Throughout these meetings, The Frederick Douglass School Black Educators' Memorial Project, Inc. remained adamant that the Band Room facility was the only option. On January 28<sup>th</sup>, a meeting was held with The Frederick Douglass School Black Educators' Memorial Project, Inc. and City Planner Thaddeus Cohen to discuss potential shared use of the Band Room with MCHD. During this meeting, City Planner Cohen advised they would have to provide their space requirements, staffing requirements, etc. (see supporting documents). The Frederick Douglass School Black Educators' Memorial Project, Inc. asked to schedule a meeting for the purpose of reaching an agreement with MCHD, City Staff was asked not to attend. A meeting between the MCHD and The Frederick Douglass School Black Educators' Memorial Project, Inc. was held on February 29<sup>th</sup> at the Gato Building and to the City's knowledge, no agreement was reached.

**Financial Impact:**

MCHD had assured City Staff they have funding in place for renovations. City Staff requested The Frederick Douglass School Black Educators' Memorial Project, Inc. provide additional information of their funding sources and currently, City Staff has not received a Business Plan, Financial Report or reassurances of their funding for renovation and temporary relocation.

**Options:**

1. Grant City Manager the right to negotiate with MCHD for space located at the Frederick Douglass Band Room and continue working with The Frederick Douglass School Black Educators' Memorial Project, Inc.
2. MCHD will remain in their current location at the Frederick Douglass Gymnasium during the construction. City staff will continue working with The Frederick Douglass School Black Educators' Memorial Project, Inc.

**Recommendation:**

City Staff recommends Option 1, granting the City Manager to enter into negotiations with MCHD by extending and amending their current lease for relocating to the Frederick Douglass Band Room property.