



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

TO: James K. Scholl, City Manager
Sarah Spurlock, Assistant City Manager - Administration
Greg Veliz, Assistant City Manager - Operations

FROM: Carolyn Sheldon, Senior Grants Administrator

DATE: June 16, 2015

RE: **Approval of the attached Amendment No. 001 to the Research Agreement between the University of Southern Mississippi and the City of Key West Agreement Number USM-GR04114-R/MG/CSP-35 for a no cost extension to September 30, 2016. Authorizing the City Manager to execute the amendment.**

ACTION STATEMENT:

This resolution will approve the attached Amendment No. 001 to the Research Agreement between the University of Southern Mississippi and the City of Key West Agreement Number USM-GR04114-R/MG/CSP-35 for a no cost extension to September 30, 2016 and authorize the City Manager to execute the amendment.

BACKGROUND:

This grant, also known as a Sea Grant, is a Federal grant funded by the U.S. Department of Commerce/National Oceanic and Atmospheric Administration (NOAA) administered by the University of Southern Mississippi. The City of Key West was one of four communities in coastal Florida, Mississippi, Louisiana and Texas awarded a Sea Grant. Funding in the amount of \$33,750 (no local match required) will be used to assist with the cost of hiring a Land Development Regulations (LDR) consultant team with Adaptation specialists to complete the City's LDR overhaul.

A Request for Proposals was issued in August 2014. At the time of the proposal, the only delay anticipated was the final process of getting the LDR's passed through the various City Boards and then up to the Florida Department of Economic Affairs. However, the major change in staffing that was to come was not anticipated. The City Manager, Planning Director and Co-Principal

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

MEMORANDUM

named in the grant all changed in 2014, resulting in the postponement of the hiring of the consultant team responsible with writing the Land Development Regulations. Proposals were received in September 2014 followed by the ranking of the responding LDR consultants which began in October 2014. Input was needed from newly hired staff to move forward in the selection process. The City Commission approved the rankings in January 2015. The consulting firm Calvin, Giordano & Associates was approved at the March 17, 2015 City Commission meeting.

PURPOSE AND JUSTIFICATION:

With the delay in bringing the Land Development Regulations consultant on board with the City, the period of performance end date in the grant of March 31, 2015 came quickly. A no cost extension to September 30, 2016 was requested by City staff and approved by the University of Southern Mississippi.

OPTIONS / ADVANTAGES / DISADVANTAGES:

1. The City Commission can approve the attached Amendment No. 001 to the Research Agreement between the University of Southern Mississippi and the City of Key West Agreement Number USM-GR04114-R/MG/CSP-35 for a no cost extension to September 30, 2016. This will keep \$33,750 (no local match required) in Sea Grant funding available to the City of Key West to assist with the cost of the City's LDR overhaul performed by Calvin, Giordano & Associates.
2. The City Commission can reject the approval of Amendment No. 001 to the Agreement for Sea Grant funding. If the City Commission chooses to reject the amendment, the period of performance will not be extended and no grant funding will be available to assist with the LDR overhaul.

FINANCIAL IMPACT:

This is a no cost extension.

RECOMMENDATION:

Staff recommends that the City Commission select Option 1, approving Amendment No. 001 to Agreement Number USM-GR04114-R/MG/CSP-35 with the University of Southern Mississippi for a no cost extension to September 30, 2016.