

ADA ASSISTANCE: If you are a person with a disability who needs special accommodations in order to participate in this proceeding, please contact the County Administrator's Office, by phoning (305) 292-4441, between the hours of 8:30 a.m. - 5:00 p.m., no later than five (5) calendar days prior to the scheduled meeting; if you are hearing or voice impaired, call "711".

## AGENDA

MONROE COUNTY TOURIST DEVELOPMENT COUNCIL  
DISTRICT I ADVISORY COMMITTEE  
REGULAR SESSION, WEDNESDAY, FEBRUARY 26, 2020  
MARRIOTT BEACHSIDE, KEY WEST – 3:00 p.m.

\*Any person that wishes to be heard on any agenda item shall notify administrative staff prior to the start of the meeting.

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. AGENDA:**

1. Additions to and Approval of the Agenda/Bulk Items
2. Election of Chairperson
3. Capital Project Funding Workshop

**D. APPROVAL OF THE MINUTES:**

1. December 4, 2019 Regular Meeting Minutes
2. October 29, 2019 TDC Meeting Minutes - FYI
3. December 18, 2019 TDC Meeting Minutes – FYI

**E. BUDGET:**

1. FY 2020 Budget
2. Four Penny Revenue Report

**F. DISTRICT I PUBLIC RELATIONS:**

1. Monthly Report from NewmanPR - FYI

**G. ADVERTISING:**

1. Advertising Recap - FYI
2. Presentation: Still Photography and Winter Media - FYI
3. Consideration and Action re: Boston Direct Flight Media

**H. MARKET RESEARCH:**

1. Smith Travel Research Report – FYI
2. Smith Travel Research Daily Occupancy Report – FYI
3. Vacation Rental Occupancy & Rate Report – FYI

**I. VIS REPORTS:**

1. Chamber Visitor Information Services Report – FYI
2. Key West Business Guild Services Report – FYI

**J. WEBSITE:**

1. Two Oceans Digital Report – FYI
2. District Google Analytics

**K. OLD BUSINESS:**

**L. NEW BUSINESS:**

1. Government in the Sunshine/Ethics and Public Records Information – FYI
2. TDC Annual Report – FYI
3. Consideration and Action re: Extension to Agreement with MCBOCC for the Higgs Beach Restroom Phase I Project
4. Consideration and Action re: Extension to Agreement with MCBOCC for the Higgs Beach Sand Renourishment Phase II Project

5. Consideration and Action re: Extension to Agreement with MCBOCC for the Key West Lighthouse Outbuilding and Fencing Project
6. Consideration and Action re: Extension to Agreement with MCBOCC for the Key West Lighthouse Ticket Counter HVAC Project
7. Consideration and Action re: Extension to Agreement with MCBOCC for the East Martello Drainage and Parking Phase I Project
8. Consideration and Action re: Extension to Agreement with MCBOCC for the West Martello Air Conditioning, Windows and Doors Project
9. Consideration and Action re: Extension to Agreement with City of Key West for the Rest Beach Enhancements Project
10. Consideration and Action re: Extension to Agreement with City of Key West for the Amphitheatre Enchantments Project
11. Review of Recent Events Funded by DAC
12. Update re: February 4, 2020 TDC Meeting

- M. GENERAL DISCUSSION**
- N. PUBLIC/INDUSTRY INPUT**
- O. ADJOURNMENT**

PLEASE ADVISE THE ADMINISTRATIVE OFFICE IF YOU ARE UNABLE TO ATTEND THE MEETING AT 305-296-1552 OR 1-800 648-5510.

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**DATE:** February 13, 2020

**To:** District I Advisory Committee Members

**FROM:** Ammie Machan, Administrative Assistant

**RE:** **Consideration and Action re: Extension to Agreement with City of Key West for the Rest Beach Enhancements Project**

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The District I Advisory Committee at your meeting of December 5, 2018 moved approval to fund the City of Key West in an amount not to exceed \$35,000 for the Rest Beach Enhancements project to be completed by March 31, 2020.

Attached is a request from the City of Key West to extend the completion date of the project to March 31, 2021. The funds are available to roll into the FY 2021 budget. A copy of the projects scope of service is attached as a FYI.

Upon approval by the DAC, this item will be placed on the March TDC meeting agenda and the April BOCC meeting agenda for final approval.



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

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January 30, 2020

Monroe County Tourist Development Council  
District I Advisory Committee  
1201 White Street, Suite 102  
Key West, FL 33040

RE: Rest Beach Enhancements  
Contract ID# 2287; \$35,000 in capital funding  
**Request for 12-month time extension to grant award agreement**

Dear District I Advisory Committee:

The City of Key West respectfully requests a 12-month time extension to March 31, 2021 to the Grant Agreement Period of the Rest Beach Enhancements Project.

The extension would provide ample time for permitting, the bidding phase (including the advertisement of an Invitation to Bid (ITB) and bid award) then finally, the construction phase.

Project background: Since receiving the fully executed grant award agreement in January 2019, City Staff has worked on this project from a variety of approaches. The first of which began immediately was to use drawings from the completed Rest Beach Stabilization project to complete the enhancements project. This approach was met with incomplete drawings and incorrect wind strength ratings for the new shelters. While waiting for more detailed information from the contractor for the stabilization project, City Staff created new drawings and bid documents for the shelters by March 2019 (a second approach). After a lengthy wait, staff was able to complete the drawings with information from the stabilization contractor by May 2019. However, the City decided to have a local Engineering firm design the shelters (the third approach) after the Building Department's critical review of those drawings. The Engineered drawings were received in August 2019 and request for quotes received by September 2019. These quotes were much higher than anticipated and much higher than the capital funding awarded, resulting in staff exploring alternatives like shade sails and chickee huts (a fourth approach) towards the end of the 2019 calendar year. The quotes for alternatives took a significant time to obtain. In more recent times given the alternatives, City management felt it was worthwhile to find the additional funds needed to construct the Engineered shelters. Now that the City has chosen this approach, we are working on the permitting.

We truly appreciate your continued support and patience. Thank you for considering our request for additional time. If you have any questions, please contact me at (305) 809-3741 or via email [csheldon@cityofkeywest-fl.gov](mailto:csheldon@cityofkeywest-fl.gov).

Sincerely,



Carolyn D. Sheldon  
Senior Grants Administrator

# EXHIBIT A

NAME OF ENTITY: City of Key West  
 NAME OF PROJECT: Rest Beach Enhancements

NUMBER OF SEGMENTS TO PROJECT: 1

*Note: County signoff and submission for reimbursement only allowed after completion of each segment as documented in this exhibit. Grantee must apply for reimbursement utilizing the 'Application for Payment' form included within the Payment/Reimbursement Kit.*

<p>Segment #: <u>1</u>  <u>Description:</u> Materials, equipment and labor required to:</p> <ul style="list-style-type: none"> <li>• Construct three (3) new shelters at Rest Beach and install four (4) new permanently installed picnic tables</li> <li>• Produce design plans and Construction Engineering Inspection</li> </ul> <p>(In order for this segment to be reimbursed, acknowledgement of TDC funding must be in place and proof in the form of pictures provided with submission for reimbursement of this segment. This acknowledgement shall not be covered as part of the TDC reimbursement – see contract paragraph 2)</p>	<p><u>Total Cost: \$35,000</u></p> <p><b>In-Kind:</b> No in-kind will be used towards reimbursement of this project.</p>	<p><u>TDC portion: \$35,000</u></p>
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**DATE:** February 13, 2020

**To:** District I Advisory Committee Members

**FROM:** Ammie Machan, Administrative Assistant

**RE:** **Consideration and Action re: Extension to Agreement with City of Key West for the Amphitheatre Enhancements Project**

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The District I Advisory Committee at your meeting of December 5, 2018 moved approval to fund the City of Key West in an amount not to exceed \$125,000 for the Amphitheatre Enhancements project to be completed by March 31, 2020.

Attached is a request from the City of Key West to extend the completion date of the project to September 30, 2020. The funds are available in the FY 2020 budget. A copy of the projects scope of service is attached as a FYI.

Upon approval by the DAC, this item will be placed on the March TDC meeting agenda and the April BOCC meeting agenda for final approval.



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

January 30, 2020

Monroe County Tourist Development Council  
District I Advisory Committee  
1201 White Street, Suite 102  
Key West, FL 33040

RE: Key West Amphitheater Enhancements  
Contract ID# 2288; \$125,000 in capital funding  
**Request for 6-month time extension to grant award agreement**

Dear District I Advisory Committee:

The City of Key West respectfully requests a 6-month time extension to September 30, 2020 to the Grant Agreement Period of the Key West Amphitheater Enhancements Project.

The fencing portion of this project has been completed. However, the strong points are being reviewed by a sound technician and will require his/her approval prior to the City issuing a Request for Proposals (RFP) for the work.

We truly appreciate your continued support and patience. Thank you for considering our request for additional time. If you have any questions, please contact me at (305) 809-3741 or via email [csheldon@cityofkeywest-fl.gov](mailto:csheldon@cityofkeywest-fl.gov).

Sincerely,

A handwritten signature in blue ink that reads "Carolyn D. Sheldon".

Carolyn D. Sheldon  
Senior Grants Administrator



# EXHIBIT A

NAME OF ENTITY: City of Key West

NAME OF PROJECT: Key West Amphitheatre Enhancements

NUMBER OF SEGMENTS TO PROJECT: 1

**Note:** County signoff and submission for reimbursement only allowed after completion of each segment as documented in this exhibit. Grantee must apply for reimbursement utilizing the 'Application for Payment' form included within the Payment/Reimbursement Kit.

<p>Segment #: <u>1</u></p> <p><u>Description:</u> Materials, equipment, labor and engineering work required to:</p> <ul style="list-style-type: none"> <li>• Install fence with gates from Entry Control Point to NOAA property line, connecting to existing fence, including any necessary irrigation, site repairs and work associated to accommodate fence installation</li> <li>• Install structural strong points for suspension of perimeter speaker system</li> </ul> <p>(In order for this segment to be reimbursed, acknowledgement of TDC funding must be in place and proof in the form of pictures provided with submission for reimbursement of this segment. This acknowledgement shall not be covered as part of the TDC reimbursement – see contract paragraph 2)</p>	<p><u>Total Cost: \$125,000</u></p> <p><b>In-Kind:</b> No in-kind will be used towards reimbursement of this project.</p>	<p><u>TDC portion: \$125,000</u></p>
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