



**CITY MANAGER'S OFFICE  
MEMORANDUM**

**TO:** Jim Scholl, City Manager  
**FROM:** Mark Z. Finigan, Assistant City Manager  
**DATE:** March 5, 2012  
**SUBJECT:** SHAL / CKW KOTS Agreement

A handwritten signature in black ink, appearing to read "MZF", is written over the "FROM:" line.

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**ACTION STATEMENT:**

Respectfully request City Commission authorize the City Manager to execute an Agreement between the City of Key West (CKW) and the Southernmost Homeless Assistance League (SHAL) for the daily management of a temporary homeless center, (referred to as KOTS – Keys Overnight Temporary Shelter) located on Stock Island.

**BACKGROUND:**

On August 25, 2011 the Florida Keys Outreach Coalition notified the City of Key West of their intent to terminate a long standing agreement with the City for the operational management of the homeless center. The effective date of the termination would be September 30, 2011. In a September 9, 2011 letter to the City of Key West, SHAL offered its interim management and advisory services to the City of Key West up until such point the City solicited and selected a long term management provider.

The Agreement before the Commission is a one year management relationship starting October 1, 2011 and ending September 30, 2012. Either party may terminate the Agreement at any time upon ninety (90) days' notice in writing to the other party. SHAL agrees to return unexpended advanced funds to CITY within ninety (90) days of the date of termination. All other essential terms and conditions of the Agreement are similar to those conditions found in the previous Agreement with the Florida Keys Outreach Coalition.

**FINANCIAL IMPACT:**

In accordance with Paragraph 5. C. of the Agreement, SHAL would be paid an annual sum of \$382,100, the amount budgeted by the City of Key West for the FY 2011-12 operation of KOTS. The annual amount of \$382,100 was established in collaboration with the Florida Keys Outreach Coalition, prior to their notification of termination.

**RECOMMENDATION:**

Approve the Agreement between the City of Key West (CKW) and the Southernmost Homeless Assistance League (SHAL) for the daily management of a temporary homeless center, (referred to as KOTS – Keys Overnight Temporary Shelter) located on Stock Island.