



## EXECUTIVE SUMMARY

To: Gregory Veliz, City Manager  
Patti McLauchlin, Assistant City Manager

From: David Sermak, Central Purchasing Specialist & Mark Finigan, Director, Finance

Date: April 28, 2020

Re: Reallocating Aid to Local Non-Profits

### **Action Statement:**

Respectfully request ratification, under Sec 2-797 (2), Emergency Procurement, the City Manager authorized emergency procurements totalling \$50,000 of food products from Sysco Corporation subsequently provided to local non-profits that are providing food preparation and food distribution aid to the citizens of Key West during the coronavirus pandemic. Additionally, pursuant to Sec 2-7974(b), Best Interest of the City, allow the continued purchase of additional food products from Sysco Corporation up to but not to exceed \$143,144.17.

### **Background:**

The original FY19-20 budget included funding to private organizations and youth athletic leagues which sought support from the City of Key West for program and operating purposes. The following list represents those organizations and their respective current undisbursed balances. City Management is requesting these balances be reallocated for the singular purpose of directly buying food products from Sysco Corporation, which will be used by several local non-profit organizations in their meal preparation and food distribution community based COVID-19 programs. Amid the coronavirus pandemic, the priorities of local governments were altered in order to meet the immediate needs of its residents. Necessity requires the reallocation of funds in order to meet those needs.

### **Justification:**

There is no better way for directly assisting the day to day needs of our residents in a time of economic uncertainty than to support our local non-profits who are most familiar with the unique environment of Key West and have the ability to delivery those services most desperately needed during the COVID-19 crisis. This need will require City Commission ratification of purchases up to the \$50,000 that have been approved by the City Manager on an Emergency procurement basis and respectfully requests the City Commission approve additional Sysco Corporation purchases over the \$50,000 up to the reallocated amount of \$143,144.17.

**Recommendation:**

Although aid allocated to local private organizations in October 2019 was essential at the time, priorities have changed. Recommend the approval of the reallocation of funds to meet the immediate needs of residents as well as ratify those purchases from Sysco Corporation which have already been made by the City manager as well as those purchase still to be made by the City up to but not to exceed \$143,144.17.

A Positive Step of Monroe County	\$35,000.00
Police Athletic League	\$26,398.22
Boys and Girls Club	\$8,970.95
Keys to Be the Change	\$575.00
Girls Softball	\$10,800.00
Hockey League	\$7,000.00
Junior Football League	\$18,000.00
Lacrosse	\$7,000.00
Little Conch Baseball	\$19,400.00
Soccer League	<u>\$10,000.00</u>
<b>Total</b>	<b>\$143,144.17</b>