

# Memorandum



To: Rick Beasley, Executive Director

From: Julio Piti, Business Services Manager  
Jhyna Arauco, Business Services Manager  
Robert Smith, Adult Programs Supervisor  
Cheri Kaveheresi, Policy Manager  
Jennifer Montiel-Perez, Contracts Compliance Officer

Date: May 10, 2018

Re: City of Key West

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The Review Committee met formally and reviewed the City of Key West Employed Worker Training (EWT) application package. Subsequent to completing the full reviews and corrections made thereafter, it is determined City of Key West submitted all required documentation to proceed.

Training requested by City of Key West Police Department is from May 22, 2018 through October 10<sup>th</sup> 2018 thus crossing over CareerSource South Florida's fiscal year, in which the application had to be split to allocate training costs per fiscal year. Therefore, the committee reviewed two rating sheets for this EWT application. Each rating sheet proposal must score a total of ten (10) points to qualify for funding, however if the employer was previously awarded an EWT grant in the past they must have a total of twelve (12) points to qualify for funding in which applies to City of Key West Police Department.

First rating sheet covers training for May 22, 2018 to June 30, 2018 in which Monroe County Sheriff's Office was awarded a total of fourteen (15) points, making them eligible for funding. Second rating sheet covers training from July 1<sup>th</sup>, 2018 to October 10, 2018 in which Monroe County Sheriff's Office was awarded a total of thirteen (14) points, making them eligible for funding.

Therefore, the Committee deemed Monroe County Sheriff's Department a qualified candidate for funding.

City Of Key West is a municipality agency in Key West, Fl. The City of Key West Police Department is responsible for protecting a city population of over 25,000 residents and an estimated amount of 2,662,500 visitors annually. City of Key West operates the largest police department in Monroe and all law enforcement individuals possess a certificate of compliance for Law Enforcement Officers.

The City of Key West is requesting the training for the following reasons:

City of Key West is facing a severe staffing shortage due to the high cost of housing, no career pathways and scarce training providers. The shortage of affordable housing has generated limited success in past attempts to recruit certified deputies from other areas of the state. As such, City of Key West is refocusing its current recruitment strategy on offering training assistance to targeting qualified, local citizens by creating career pathway for its local residents.

**Basic Law Enforcement Academy-** Basic Law Enforcement course prepares students to meet the requirements of the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission. Upon successful completion of a basic training program, students will be eligible to apply to take the State Officer Certification Exam. After completing the course candidates will receive a State of Florida Law Enforcement Certification.

Employees who successfully complete the training will receive an increase in salary of over 20% upon completing the training, health insurance, membership in the Florida Retirement System and a State of Florida Law Enforcement Certification.

The table below sets forth the cost of the project.

<b>Program Year</b>	<b>Project Amount</b>	<b>Number of Employees to be Trained</b>	<b>Cost Per Trainee</b>
2017-2018	\$11,200.00	8	\$1,400.00
2018-2019	\$18,478.00	8	\$2,309.75

As a result, the committee is compelled to move the application forward.

Your approval is requested for the City of Key West to proceed with the requested training.



**Employed Worker Training Program – Team Rating Worksheet**

Center: Monroe County Project Coordinator: Alexandria Borges

Business Name: City of Key West Date: May 8, 2018

\* Total Training Funds Requested: \$11,200.00 \* Total Number of Participants to Train: 8

Each proposal must score a minimum of 1 point for #1 and #2.

1. Cost Per Participant = Max 5 points 1

Less than \$600 = 5 points	\$601 to \$800 = 4 points	\$801 to \$1,000 = 3 points
\$1,001 to \$1,200 = 2 points	\$1,201 to \$1400 = 1 point	[Ave Cost Per: <u>\$ 1,400.00</u>

2. Average Wage Rate = Max 5 points 5

\$12.00 to \$13.99 = 1 point	\$14.00 to \$15.99 = 2 points	\$16.00 to \$16.99 = 3 points
\$17.00 to \$17.99 = 4 points	\$18.00 or Greater = 5 points	[Ave Wage: <u>\$ 18.00</u> ]

**Bonus Points**

3. Earnings Gain = Maximum 2 points 2  
 Less than 2% = 1 point, Greater than 2% = 2 Points (Earnings gain within 30 days.)

4. Targeted Occupational List (TOL) = Maximum 1 point 1

5. Targeted Industry = Maximum 1 point                     

6. Minimum 1 Job Order of \$12.00/hour in EFM (6 months prior to application date) = 1 point 1

7. Placement of \$12.00 and above in EFM (6 months prior to application date) = 2 points 2

Each proposal must score a total of 10 points to qualify for funding. **Total Points Awarded:** 12

**ADDITIONAL SCORING FOR EMPLOYERS PREVIOUSLY AWARDED AN EWT GRANT**

8. Employer listed Job Orders and Hired from CSSF since last EWT award = Maximum of 1 point 1

**PREVIOUS EWT OUTCOMES:**

9. Credential Attainment Rate of 95% or higher = Maximum 1 point 1

10. Earnings Gain Awarded as listed in previous EWT proposal = Maximum of 1 point 1

Each proposal for employers awarded previous EWT grants must score a total of 12 points to qualify for funding.

Maximum Points Possible: **20** **Total Points Awarded:** 15

Reviewers:	Cheri Kavehersi	Signature: _____	Date: <u>5/10/18</u>
	Julio Piti/ Jhyna Arauco	Signature: _____	Date: <u>5/16/18</u>
	Robert Smith	Signature: _____	Date: <u>5/10/18</u>
	Jennifer Montiel-Perez	Signature: _____	Date: <u>5/10/18</u>
Executive Director:	Rick Beasley	Signature: _____	Date: <u>5/14/18</u>



CareerSource  
SOUTH FLORIDA

# Customized Training Application

**SECTION 1: GENERAL INFORMATION**

Organization Name:	City of Key West		
Street Address:	1300 White Street		
City & County:	Key West - Monroe County	Zip Code:	33040-0000
Authorized Contact Person:	Jim Scholl	Title:	City Manager
Telephone Number:	305-809-3886	Fax Number:	(305) 809-3886
Email Address:	jscholl@cityofkeywest-fl.gov	Website Address:	www.cityofkeywest-fl.gov

Date of Establishment:	1/8/1828	Years in Business:	180	# FT Employees:	500
Are you current on all Federal, State, and Local Taxes?	<input checked="" type="radio"/> YES		<input type="radio"/> NO		
What is the legal structure of your organization?	Incorporated				
What is your organization's primary SIC Code?	9198	Check your SIC Codes here:		Miami-Dade Monroe	
What are your organization's other SIC Codes?	7374-9531-9111				
What is your Federal Employer Identification Number (EIN)?	59-8000346	Learn about EINs here:		EIN	
What is your Unemployment Compensation (UC) ID#?	Self Insured	Learn about UC here:		UC	
What is your Florida Sales & Use Tax (FSUT) number?	Exempt	Learn about FSUT here:		FSUT	

Please describe your business, its products and/or services, and your customer base:  
Municipal agency providing services to a city population of 25,755 residents and estimated 2,682,500 visitors on an annual basis. Services provided include public works, utilities, parks and recreation, building, planning, engineering, port operations, with internal support services including finance, human resources and information technology.

Please describe in detail need for training current workforce:  
The City of Key West has a continuous need for Police Officers. Per the State of Florida Chapter 943, Police Officers must possess a certificate of compliance for Law Enforcement Officers. Due to the high cost of housing, hiring already trained police officers from the mainland has proven to be unsuccessful. The training for this certificate requires 770 hours of training and spans over 21 weeks. The ability of the City of Key West to sponsor the requisite training to a select and limited pool of qualified candidates is crucial to attracting and retaining police officers at the Key West Police Department. All employees/recruits receive wages paid for by the City of Key West during the training. Upon successful completion of certification recruits receive a 33% increase in salary. This training will allow other officers to advance in the law enforcement field while those at retiring age could do so without creating a shortage of officers. Graduates from a locally sponsored Police officer training program have proven to be a vital part of the Key West Police Department's ability to successfully provide public safety services to the community. It is rigorous training that, quite frankly, not everyone is capable of completing. With a population of approximately 25,755 and a median age of 41, it is a challenge to keep the police department fully staffed. Also presenting recruiting challenges are Key West's high cost of living with housing being a large part of that cost. The median list price of housing in Key West is in the \$500 thousands and median rent prices are \$1,500. The cost of living index is 40% higher in Key West than the national average. The reimbursement of tuition costs by CareerSource South Florida is paramount to the City's ability to sponsor local candidates in a locally administered academy. Thanking your organization in advance for your dedication to assisting the adult sector of the Key West community acquire the necessary professional skills which allow them to live and contribute to our wonderful island. Key West has over 2,682,500 visitors annually with 91 certified police officers. The ratio of visitors and Key West residents to police officers is 1 police officer for 29,541 visitors and Key West residents.

Training Start Date:	05/22/2018	Training End Date:	06/30/18
(a) Grant Request Dollars:	\$ 11,200.00	(e) Total Number of Trainees:	8
(b) Your Matching Funds:	\$ 43,653.80	(f) CSSF Cost Per Trainee:	\$ 1,400.00
(c) Total Cost:	\$ 54,853.80	(g) Current Employee Average Hourly Wage:	\$ 18.00
(d) Matching Fund %:	79.6%	(h) Post Training Average Hourly Wage:	\$ 26.37

Will this training avert any lay-offs at this location?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	if YES, how many?	
Will this training create any vacancies that CSSF can help fill?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	if YES, how many?	N/A
Will improve long-term wage levels of trainees	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Will improve short-term wage levels of trainees	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Critical to long-term viability of our organization	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Critical to short-term viability of our organization	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Will help prevent organization having to relocate operations	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Will lower employee turnover	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Is your organization receiving State or Federal funding for this training request	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	if yes Please Explain	
Will this training lead to an immediate wage increase?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

We have identified 0 employees that meet the definition of self-sufficiency as defined by SFWB but will not be retained unless additional training or services are received.

**CERTIFICATION BY CAREER CENTER DIRECTOR OR AUTHORIZED MANAGEMENT REPRESENTATIVE (FOR INTERNAL USE ONLY)**

Contract Number	Funding Source
NAME: Alexandria Borges	TITLE: Center Manager
SIGNATURE:	DATE: 5/8/18



# Customized Training Agreement

Section 2: Training Project Detail														
Last Name	First Name	Department	Job Title (Current)	Job Title (Post-Training)	Type of Training	Cost per trainee	Incumbent Worker (Yes or No)	Certification	Total Hours Paid During Training	Is Employee Self-Sufficient as defined by SFMRB (Yes or No)	Employee(s) Current Wage	Employee(s) post-Training Wage	% of Employee Fringe Benefit	Employer Match Wage & Benefits
1	Brabic	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	235	No	\$18.00	\$	29%	\$ 5,456.70
2	Cunjo	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	235	No	\$18.00	\$	29%	\$ 5,456.70
3	Geichel	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	235	No	\$18.00	\$	29%	\$ 5,456.70
4	Jackson	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	235	No	\$18.00	\$	29%	\$ 5,456.70
5	Morris	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	235	No	\$18.00	\$	29%	\$ 5,456.70
6	Ware Rogers	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	235	No	\$18.00	\$	29%	\$ 5,456.70
7	Storinn	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	235	No	\$18.00	\$	29%	\$ 5,456.70
8	Waltie III	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	235	No	\$18.00	\$	29%	\$ 5,456.70
9						\$0.00			0					\$
10						\$0.00			0					\$
11						\$0.00			0					\$
12						\$0.00			0					\$
13						\$0.00			0					\$
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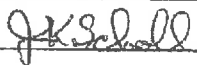
# Customized Training Agreement

SECTION 3: TRAINING PROGRAM BUDGET			
Category	Grant Request	Employer Match	Total
<b>1 Trainee Wages &amp; Benefits</b>		\$ 43,653.60	\$ 43,653.60
<b>2 Training Equipment Purchase</b>			\$
<b>3 Facility Usage</b>			\$
a			\$
b			\$
c			\$
d			\$
<b>4 Travel, Food, &amp; Lodging</b>			\$
a			\$
b			\$
c			\$
d			\$
<b>5 Instructor Wages/Tuition</b>			
a	Basic Law Enforcement Training (8) Trainees @ \$1,400 per person for a total of 235 total Hours	\$ 11,200.00	\$ 11,200.00
b			\$
c			\$
d			\$
e			\$
f			\$
g			\$
<b>6 Curriculum Development</b>			\$
a			\$
b			\$
c			\$
d			\$
<b>7 Materials, Supplies, &amp; Textbooks</b>			\$
a			\$
b			\$
c			\$
d			\$
e			\$
f			\$
<b>8 Other Cost</b>			\$
a			\$
b			\$
c			\$
d			\$
<b>Sub Total</b>			\$
<b>9 Indirect Costs</b>			\$
a	Relevant description		\$
b			\$
<b>TOTALS</b>		\$ 11,200.00	\$ 43,653.60
			\$ 54,853.60





# Customized Training Agreement

SECTION 4: TRAINING PROVIDER INFORMATION		
Training Provider Name (1): Florida Keys Community College		
Street Address:	5901 College Road	Type of Trainer: Community College
City & County:	Key West - Monroe County	Zip Code: 33040-0000
Authorized Contact Person	Cathy Torres	Title: Director of Public Safety
Telephone Number:	305-809-3520	Fax Number: 305-292-5163
#	Training Description	Training Location
1	Basic Law Enforcement Training	5901 College Road , Key West, FL 33040
2		
3		
Training Provider Name (2):		
Street Address:		Type of Trainer:
City & County:		Zip Code:
Authorized Contact Person		Title:
Telephone Number:		Fax Number:
#	Training Description	Training Location
1		
2		
3		
<b>Attach Curriculum Outline and Identify Certificate or Credential Received</b>		
<b>SECTION 5: BUSINESS FINANCIAL VIABILITY</b>		
Local Business Tax Receipt		
Proof of State of Florida Registration <a href="http://www.sunbiz.org">www.sunbiz.org</a>		
Proof of Workers Compensation		
Attach a completed Request for Taxpayer Identification Number & Certification <span style="float: right;">W-9 Form</span>		
<b>SECTION 6: CERTIFICATION BY AUTHORIZED BUSINESS REPRESENTATIVE</b>		
<p>As an authorized representative of the organization applying for the "Customize Training Award", I hereby certify that the information listed above and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved through this program.</p>		
NAME:	Jim Scholl	TITLE: City Manager
SIGNATURE:		DATE: 07 MAY 2018

Training Area: Employed Worker Training Special Projects				
Employed Worker Training Program (EWTP) PY '17-18'				
Program Offered	Employer	Project Expiration Date	Maximum Program amount	Comments
Basic Law Enforcement	City of Key West	6/30/2018	\$1,400.00	Type of Training: Basic Law Enforcement (BLE 68)
Provider - City of Key West will invoice CareerSource South Florida/Kelly Services, Inc. CareerSource South Florida/Kelly Services, Inc. will reimburse business and SFWIB will reimburse CareerSource South Florida/Kelly Services, Inc. EWT will be processed through Monroe Career Center				
Total Project Amount	\$11,200.00		8 trainees	



**Employed Worker Training Program – Team Rating Worksheet**

Center: Monroe County Project Coordinator: Alexandria Borges

Business Name: City of Key West Date: May 8, 2018

\* Total Training Funds Requested: \$18,478.00 \* Total Number of Participants to Train: 8

Each proposal must score a minimum of 1 point for #1 and #2.

1. Cost Per Participant = Max 5 points 0

Less than \$600 = 5 points	\$601 to \$800 = 4 points	\$801 to \$1,000 = 3 points
\$1,001 to \$1,200 = 2 points	\$1,201 to \$1400 = 1 point	[Ave Cost Per: <u>\$ 2,309.75</u>

2. Average Wage Rate = Max 5 points 5

\$12.00 to \$13.99 = 1 point	\$14.00 to \$15.99 = 2 points	\$16.00 to \$16.99 = 3 points
\$17.00 to \$17.99 = 4 points	\$18.00 or Greater = 5 points	[Ave Wage: <u>\$ 18.00</u> ]

**Bonus Points**

3. Earnings Gain = Maximum 2 points 2  
 Less than 2% = 1 point, Greater than 2% = 2 Points (Earnings gain within 30 days.)

4. Targeted Occupational List (TOL) = Maximum 1 point 1

5. Targeted Industry = Maximum 1 point           

6. Minimum 1 Job Order of \$12.00/hour in EFM (6 months prior to application date) = 1 point 1

7. Placement of \$12.00 and above in EFM (6 months prior to application date) = 2 points 2

Each proposal must score a total of 10 points to qualify for funding. **Total Points Awarded:** 11

**ADDITIONAL SCORING FOR EMPLOYERS PREVIOUSLY AWARDED AN EWT GRANT**

8. Employer listed Job Orders and Hired from CSSF since last EWT award = Maximum of 1 point 1

**PREVIOUS EWT OUTCOMES:**

9. Credential Attainment Rate of 95% or higher = Maximum 1 point 1

10. Earnings Gain Awarded as listed in previous EWT proposal = Maximum of 1 point 1

Each proposal for employers awarded previous EWT grants must score a total of 12 points to qualify for funding.

Maximum Points Possible: **20**

**Total Points Awarded:** 14

Reviewers: Cheri Kavehersi	Signature: _____
Julio Piti/ Jhyna Arauco	Signature: _____
Robert Smith	Signature: _____
Jennifer Montiel-Perez	Signature: _____
Executive Director: Rick Beasley	Signature: _____

Date: <u>5/10/18</u>
Date: <u>5/10/18</u>
Date: <u>5/10/18</u>
Date: <u>5/10/18</u>
Date: <u>5/14/18</u>



CareerSource  
SOUTH FLORIDA

# Customized Training Application

## SECTION 1: GENERAL INFORMATION

Organization Name:	City of Key West		
Street Address:	1300 White Street		
City & County:	Key West - Monroe County	Zip Code:	33040-0000
Authorized Contact Person:	Jim Scholl	Title:	City Manager
Telephone Number:	305-809-3888	Fax Number:	(305) 809-3886
Email Address:	jscholl@cityofkeywest-fl.gov	Website Address:	www.cityofkeywest-fl.gov

Date of Establishment:	1/8/1828	Years in Business:	190	# FT Employees:	500
Are you current on all Federal, State, and Local Taxes?	<input type="radio"/> YES <input type="radio"/> NO <input checked="" type="radio"/> TAX EXEMPT				
What is the legal structure of your organization?	Incorporated				
What is your organization's primary SIC Code?	9199	Check your SIC Codes here:	Miami-Dade		
What are your organization's other SIC Codes?	7374-9531-9111		Monroe		
What is your Federal Employer Identification Number (EIN)?	59-6000346	Learn about EINs here:	EIN		
What is your Unemployment Compensation (UC) ID#?	Self Insured	Learn about UC here:	UC		
What is your Florida Sales & Use Tax (FSUT) number?	Exempt	Learn about FSUT here:	FSUT		

Please describe your business, its products and/or services, and your customer base:  
Municipal agency providing services to a city population of 25,765 residents and estimated 2,662,500 visitors on an annual basis. Services provided include public works, utilities, parks and recreation, building, planning, engineering, port operations, with Internal support services including finance, human resources and information technology.

Please describe in detail need for training current workforce:  
The City of Key West has a continuous need for Police Officers. Per the State of Florida Chapter 943, Police Officers must possess a certificate of compliance for Law Enforcement Officers. Due to the high cost of housing, hiring already trained police officers from the mainland has proven to be unsuccessful. The training for this certificate requires 770 hours of training and spans over 21 weeks. The ability of the City of Key West to sponsor the requisite training to a select and limited pool of qualified candidates is crucial to attracting and retaining police officers at the Key West Police Department. All employees/recruits receive wages paid for by the City of Key West during the training. Upon successful completion of certification recruits receive a 33% increase in salary. This training will allow other officers to advance in the law enforcement field while those at retiring age could do so without creating a shortage of officers. Graduates from a locally sponsored Police officer training program have proven to be a vital part of the Key West Police Department's ability to successfully provide public safety services to the community. It is rigorous training that, quite frankly, not everyone is capable of completing. With a population of approximately 25,765 and a median age of 41, it is a challenge to keep the police department fully staffed. Also presenting recruiting challenges are Key West's high cost of living with housing being a large part of that cost. The median list price of housing in Key West is in the \$500 thousands and median rent prices are \$1,500. The cost of living index is 40% higher in Key West than the national average. The reimbursement of tuition costs by CareerSource South Florida is paramount to the City's ability to sponsor local candidates in a locally administered academy. Thanking your organization in advance for your dedication to assisting the adult sector of the Key West community acquire the necessary professional skills which allow them to live and contribute to our wonderful island. Key West has over 2,662,500 visitors annually with 91 certified police officers. The ratio of visitors and Key West residents to police officers is 1 police officer for 29,541 visitors and Key West residents.

Training Start Date:	07/01/2018	Training End Date:	10/10/18
(a) Grant Request Dollars:	\$ 18,478.00	(e) Total Number of Trainees:	8
(b) Your Matching Funds:	\$ 99,381.60	(f) CSSF Cost Per Trainee: (f = d/e)	\$ 2,309.75
(c) Total Cost (c = a + b):	\$ 117,859.60	(g) Current Employee Average Hourly Wage:	\$ 16.00
(d) Matching Fund %: (d = b/c)	84.3%	(h) Post Training Average Hourly Wage:	\$ 25.37

Will this training avert any lay-offs at this location?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If YES, how many?	
Will this training create any vacancies that CSSF can help fill?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If YES, how many?	N/A
Will Improve long-term wage levels of trainees	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Will Improve short-term wage levels of trainees	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Critical to long-term viability of our organization	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Critical to short-term viability of our organization	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Will help prevent organization having to relocate operations	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Will lower employee turnover	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Is your organization receiving State or Federal funding for this training request	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO    If yes Please Explain		
Will this training lead to an immediate wage increase?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

We have identified 0 employees that meet the definition of self-sufficiency as defined by SFWB but will not be retained unless additional training or services are received.

### CERTIFICATION BY CAREER CENTER DIRECTOR OR AUTHORIZED MANAGEMENT REPRESENTATIVE (FOR INTERNAL USE ONLY)

Contract Number	Funding Source
NAME: Alexandria Borges	TITLE: Center Manager
SIGNATURE:	DATE: 5/8/18



# Customized Training Agreement

Section 2: Training Project Detail														
Last Name	First Name	Department	Job Title (Current)	Job Title (Post Training)	Type of Training	Cost per trainee	Incumbent Worker (Yes or No)	Certification	Total Hours Paid During Training	Is Employee Shift Sufficient to Absorb by SFMS? (Yes or No)	Employee(s) Current Wage	Employee(s) Post Training Wage	% of Employee Prime Benefit	Employer Match Wage & Benefits
1	Brabic	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 69)	\$2,308.75	No	Officer Certification	535	No	\$18.00	\$	25.37	\$ 12,422.70
2	Cuneo	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 69)	\$2,308.75	No	Officer Certification	535	No	\$18.00	\$	25.37	\$ 12,422.70
3	Getchel	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 69)	\$2,308.75	No	Officer Certification	535	No	\$18.00	\$	25.37	\$ 12,422.70
4	Jackson	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 69)	\$2,308.75	No	Officer Certification	535	No	\$18.00	\$	25.37	\$ 12,422.70
5	Morris	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 69)	\$2,308.75	No	Officer Certification	535	No	\$18.00	\$	25.37	\$ 12,422.70
6	Ware Rogers	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 69)	\$2,308.75	No	Officer Certification	535	No	\$18.00	\$	25.37	\$ 12,422.70
7	Storrm	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 69)	\$2,308.75	No	Officer Certification	535	No	\$18.00	\$	25.37	\$ 12,422.70
8	Walle III	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 69)	\$2,308.75	No	Officer Certification	535	No	\$18.00	\$	25.37	\$ 12,422.70
9						\$0.00	No	Officer Certification	0	No	\$18.00	\$	25.37	\$ 12,422.70
10						\$0.00	No		0	No	\$	\$		\$
11						\$0.00	No		0	No	\$	\$		\$
12						\$0.00	No		0	No	\$	\$		\$
13						\$0.00	No		0	No	\$	\$		\$
14						\$0.00	No		0	No	\$	\$		\$
15						\$0.00	No		0	No	\$	\$		\$
16						\$0.00	No		0	No	\$	\$		\$
17						\$0.00	No		0	No	\$	\$		\$
18						\$0.00	No		0	No	\$	\$		\$
19						\$0.00	No		0	No	\$	\$		\$
20						\$0.00	No		0	No	\$	\$		\$
21						\$0.00	No		0	No	\$	\$		\$
22						\$0.00	No		0	No	\$	\$		\$
23						\$0.00	No		0	No	\$	\$		\$
24						\$0.00	No		0	No	\$	\$		\$
25						\$0.00	No		0	No	\$	\$		\$
26						\$0.00	No		0	No	\$	\$		\$
27						\$0.00	No		0	No	\$	\$		\$
28						\$0.00	No		0	No	\$	\$		\$
29						\$0.00	No		0	No	\$	\$		\$
30						\$0.00	No		0	No	\$	\$		\$
31						\$0.00	No		0	No	\$	\$		\$
32						\$0.00	No		0	No	\$	\$		\$
33						\$0.00	No		0	No	\$	\$		\$
34						\$0.00	No		0	No	\$	\$		\$
35						\$0.00	No		0	No	\$	\$		\$
36						\$0.00	No		0	No	\$	\$		\$
37						\$0.00	No		0	No	\$	\$		\$
38						\$0.00	No		0	No	\$	\$		\$
39						\$0.00	No		0	No	\$	\$		\$
40						\$0.00	No		0	No	\$	\$		\$
41						\$0.00	No		0	No	\$	\$		\$
42						\$0.00	No		0	No	\$	\$		\$
43						\$0.00	No		0	No	\$	\$		\$
44						\$0.00	No		0	No	\$	\$		\$
45						\$0.00	No		0	No	\$	\$		\$
46						\$0.00	No		0	No	\$	\$		\$
47						\$0.00	No		0	No	\$	\$		\$
48						\$0.00	No		0	No	\$	\$		\$
49						\$0.00	No		0	No	\$	\$		\$
50						\$0.00	No		0	No	\$	\$		\$
51						\$0.00	No		0	No	\$	\$		\$
52						\$0.00	No		0	No	\$	\$		\$
53						\$0.00	No		0	No	\$	\$		\$





# Customized Training Agreement


Line Item	Amount	Count	Average Wage	Total
121	\$0.00	0		\$0.00
122	\$0.00	0		\$0.00
123	\$0.00	0		\$0.00
124	\$0.00	0		\$0.00
125	\$0.00	0		\$0.00
126	\$0.00	0		\$0.00
127	\$0.00	0		\$0.00
128	\$0.00	0		\$0.00
129	\$0.00	0		\$0.00
130	\$0.00	0		\$0.00
131	\$0.00	0		\$0.00
132	\$0.00	0		\$0.00
133	\$0.00	0		\$0.00
134	\$0.00	0		\$0.00
135	\$0.00	0		\$0.00
136	\$0.00	0		\$0.00
137	\$0.00	0		\$0.00
138	\$0.00	0		\$0.00
139	\$0.00	0		\$0.00
140	\$0.00	0		\$0.00
141	\$0.00	0		\$0.00
142	\$0.00	0		\$0.00
143	\$0.00	0		\$0.00
144	\$0.00	0		\$0.00
145	\$0.00	0		\$0.00
146	\$0.00	0		\$0.00
147	\$0.00	0		\$0.00
148	\$0.00	0		\$0.00
149	\$0.00	0		\$0.00
150	\$0.00	0		\$0.00
<b>Total</b>	<b>\$18,478.00</b>	<b>8</b>	<b>Average Wage \$ 18.00</b>	<b>\$ 99,381.60</b>

SECTION 3: TRAINING PROGRAM BUDGET			
Category	Grant Request	Employer Match	Total
<b>1 Trainee Wages &amp; Benefits</b>		\$ 99,381.60	\$ 99,381.60
<b>2 Training Equipment Purchase</b>			\$
<b>3 Facility Usage</b>			\$
a			\$
b			\$
c			\$
d			\$
<b>4 Travel, Food, &amp; Lodging</b>			\$
a			\$
b			\$
c			\$
d			\$
<b>6 Instructor Wages/Tuition</b>			
a	Basic Law Enforcement Training (8) Trainees @ \$2,309.75 for a total of 535 total hours	\$ 18,478.00	\$ 18,478.00
b			\$
c			\$
d			\$
e			\$
f			\$
g			\$
<b>6 Curriculum Development</b>			
a			\$
b			\$
c			\$
d			\$
<b>7 Materials, Supplies, &amp; Textbooks</b>			
a			\$
b			\$
c			\$
d			\$
e			\$
f			\$
<b>8 Other Cost</b>			
a			\$
b			\$
c			\$
d			\$
<b>Sub Total</b>			
<b>9 Indirect Costs</b>			
a	Relevant description		\$
b			\$
<b>TOTALS</b>		\$ 18,478.00	\$ 99,381.60
			\$ 117,859.60





# Customized Training Agreement

SECTION 4: TRAINING PROVIDER INFORMATION		
Training Provider Name (1): Florida Keys Community College		
Street Address:	5901 College Road	Type of Trainer: Community College
City & County:	Key West - Monroe County	Zip Code: 33040-0000
Authorized Contact Person	Cathy Torres	Title: Director of Public Safety
Telephone Number:	305-809-3520	Fax Number: 305-292-5183
#	Training Description	Training Location
1	Basic Law Enforcement Training	5901 College Road , Key West, FL 33040
2		
3		
Training Provider Name (2):		
Street Address:		Type of Trainer:
City & County:		Zip Code:
Authorized Contact Person		Title:
Telephone Number:		Fax Number:
#	Training Description	Training Location
1		
2		
3		
<b>Attach Curriculum Outline and Identify Certificate or Credential Received</b>		
<b>SECTION 5: BUSINESS FINANCIAL VIABILITY</b>		
Local Business Tax Receipt		
Proof of State of Florida Registration <a href="http://www.sunbiz.org">www.sunbiz.org</a>		
Proof of Workers Compensation		
Attach a completed Request for Taxpayer Identification Number & Certification		W-9 Form
<b>SECTION 6: CERTIFICATION BY AUTHORIZED BUSINESS REPRESENTATIVE</b>		
<p>As an authorized representative of the organization applying for the "Customize Training Award", I hereby certify that the information listed above and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved through this program.</p>		
NAME:	Jim Scholl	TITLE: City Manager
SIGNATURE:		DATE: 07 MAY 2018

Training Area: Employed Worker Training Special Projects				
Employed Worker Training Program (EWTP) PY '18-19'				
Program Offered	Employer	Project Expiration Date	Maximum Program amount	Comments
Basic Law Enforcement	City of Key West	10/10/2018	\$2,309.75	Type of Training: Basic Law Enforcement (BLE 68)
Provider - City of Key West will invoice CareerSource South Florida/Kelly Services, Inc. CareerSource South Florida/ Kelly Services, Inc. will reimburse business and SFWIB will reimburse CareerSource South Florida/Kelly Services, Inc. EWT will be processed through Monroe Career Center				
Total Project Amount	\$18,478.00		8 trainees	

**DANISE D. HENRIQUEZ, C.F.C.**  
MONROE COUNTY TAX COLLECTOR

**2017 Paid Real Estate**  
NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

PROPERTY ID #	ESCROW CD	MILLAGE CODE	ACCOUNT #
1040827		10KW	1040827


CITY OF KEY WEST  
PO BOX 1408  
KEY WEST, FL 33041-1409

0004010000000056825  
1300 WHITE ST

SQR 1 TR 18 LTS 1 THRU 4  
9-10-13-14-17-18-21-22-25-26-28-30-31-32; SQR 2 TR  
18 PT LTS 3, 4 AND 10 AND

TAXING AUTHORITY	MILLAGE RATE	AD VALOREM TAXES		TAXABLE VALUE	TAXES LEVIED
		ASSESSED VALUE	EXEMPTION AMOUNT		
SCHOOL STATE LAW	1.6080	6,410,832	6,410,832	0	0.00
SCHOOL LOCAL BOARD	1.7480	6,410,832	6,410,832	0	0.00
GENERAL REVENUE FUND	0.6949	6,410,832	6,410,832	0	0.00
F&F LAW ENFORCE JAIL JUDICIAL	1.9539	6,410,832	6,410,832	0	0.00
HEALTH CLINIC	0.0469	6,410,832	6,410,832	0	0.00
FLORIDA KEYS MOSQUITO CONTROL	0.4646	6,410,832	6,410,832	0	0.00
CITY OF KEY WEST	2.3486	6,410,832	6,410,832	0	0.00
SO FL WATER MANAGEMENT DIST	0.1275	6,410,832	6,410,832	0	0.00
OKEECHOBEE BASIN	0.1384	6,410,832	6,410,832	0	0.00
EVERGLADES CONSTRUCTION PRJT	0.0441	6,410,832	6,410,832	0	0.00
<b>TOTAL MILLAGE</b>		<b>9.1729</b>	<b>AD VALOREM TAXES</b>		<b>\$0.00</b>

REMAIN THIS PORTION FOR YOUR RECORDS.  
WALK-IN CUSTOMERS  
PLEASE BRING FOR RECEIPT.

LEVYING AUTHORITY	NON-AD VALOREM ASSESSMENTS RATE	AMOUNT
		
<b>NON-AD VALOREM ASSESSMENTS</b>		<b>\$0.00</b>

COMBINED TAXES AND ASSESSMENTS \$0.00 See reverse side for important information.

If Received By Please Pay Apr 30, 2018 \$0.00

IF PAID BY

**DANISE D. HENRIQUEZ, C.F.C.**  
MONROE COUNTY TAX COLLECTOR

**2017 Paid Real Estate**  
NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

PROPERTY ID #	ESCROW CD	MILLAGE CODE	ACCOUNT #
1040827		10KW	1040827

CITY OF KEY WEST  
PO BOX 1408  
KEY WEST, FL 33041-1409

0004010000000056825  
1300 WHITE ST

SQR 1 TR 18 LTS 1 THRU 4  
9-10-13-14-17-18-21-22-25-26-28-30-31-32; SQR 2 TR  
18 PT LTS 3, 4 AND 10 AND

RETURN WITH PAYMENT

CHECKS ON U.S. BANKS ONLY TO DANISE D. HENRIQUEZ, C.F.C. TAX COLLECTOR • P.O. BOX 1129, KEY WEST, FL 33041-1129

If Received By Please Pay Apr 30, 2018 \$0.00



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> World Risk Management LLC a member of: Ballator Insurance Group 20 N Orange Ave Ste 500 Orlando FL 32801		<b>CONTACT NAME:</b> Cee Cee Wieland <b>PHONE (A/C, No, Ext):</b> (407) 445-2414 <b>FAX (A/C, No):</b> (407) 445-2866 <b>E-MAIL ADDRESS:</b> Ceecee.wieland@wrmllc.com	
<b>INSURED</b> City of Key West P.O. Box 1409 Key West FL 33040		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Public Risk Management of Florida MAIC # 58159 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: CL1792501191 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSRT LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		PRM 017-004	10/01/2017	10/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMPPOP AGG \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> APD <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PRM 017-004	10/01/2017	10/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coil \$1000 Ded \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	PRM 017-004	10/01/2017	10/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
With respects to the listed coverages held by the named Insured, as evidence of insurance for The City of Key West works on Keys Energy Property and Adjacent Property.

<b>CERTIFICATE HOLDER</b> South Florida Workforce Investment Board 7300 Corporate Center Drive Miami FL 33128-1234	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**City of Key West**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ **Government Entity**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.)  
**1300 White Street**

6 City, state, and ZIP code  
**Key West, Florida 33040**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

				-					
--	--	--	--	---	--	--	--	--	--

OR

Employer identification number

5	9	-	6	0	0	0	3	4	6
---	---	---	---	---	---	---	---	---	---


Note. If the account is in more than one name, see the Instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the Instructions on page 3.

Sign Here Signature of U.S. person ▶  **MARK FINIGAN**  
Finance Director Date ▶ 3/22/17

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/hw9](http://www.irs.gov/hw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filed-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CITY OF KEY WEST  
BUILDING DEPARTMENT  
P.O. BOX 1409  
KEY WEST FL 33041

Nº 6443

CERTIFICATE OF OCCUPANCY

PERMANENT

Issue Date . . . . . 11/04/16  
Parcel Number . . . . . 0004-0100-000000-  
Property Address . . . . . 1300 WHITE ST  
KEY WEST FL 33040  
Subdivision Name . . . . .  
Legal Description . . . . . KW GEORGE W NICHOLS SUB PBL-42  
LOTS 1 TO 4 9-10-13-14-17-18-  
21-22-25-26-29-30-31-32 SQR 1  
TR 18 & LOTS 1 THRU 4, 9, 10 &  
Property Zoning . . . . . PUBLIC SERVICE  
Owner . . . . . CITY OF KEY WEST  
Contractor . . . . . BERKE CONSTRUCTION GROUP, INC.  
305 468-6604  
Application number . . . . . 14-00004391 000 000  
Description of Work . . . . . RENOVATION, CONVERSION: COMMERCIAL  
Construction type . . . . . III-B  
Occupancy type . . . . . ASSEMBLY  
Flood Zone . . . . . X ZONE  
Special conditions . . . . .  
Renovate existing structure for use as City Hall offices and  
meeting space.

Approved . . . . . [Signature]  
Building Official

VOID UNLESS SIGNED BY BUILDING OFFICIAL.

[Signature]  
City Fire Marshall Approval



April 26, 2018

Ms. Carolyn D. Sheldon  
Senior Grants Administrator  
City of Key West  
PO Box 1409  
Key West, FL 33041-1409

To Whom It May Concern:

The Basic Law Enforcement Academy #68 will attend 235 hours of the 770 hours of required training from May 22, 2018 to June 30, 2018.

The remaining 535 hours will be completed from July 1, 2018 through October 10, 2018.

Please note the schedule is subject to change, so if there are any changes, you will be notified via email.

Sincerely,

A handwritten signature in black ink, appearing to read "Catherine Torres".

Catherine Torres  
Director, Institute for Public Safety



Basic Law Enforcement Academy

### Basic Law Enforcement Academy

**Title:** BLE 68

**Duration:** 99 (actual days)

**Total Class Time:** 770 hours

**Number of participants:** 4 minimum to 15 maximum **Training Cost:** \$5826.66 per student

**Training Cost May 22, 2018 – June 30, 2018 (235 Remaining Hours):** \$1,778.25

**Training Cost July 1, 2018 – October 10, 2018 (535 Remaining Hours):** \$4,048.35

#### Course Description

Basic Law Enforcement course prepares students to meet requirements of the Florida Department of Law Enforcement (FDLE), Criminal Justice Standards and Training Commission (CJSTC). Upon successful completion of a basic training program, students will be eligible to apply to take the State Officer Certification Exam (S.O.C.E). If the student passes the SOCE, he/she will become eligible to apply for a Law Enforcement Officer, or Deputy Sheriff, in the State of Florida.

**Course Topics:** Intro to Law Enforcement, Legal, Interactions in a Diverse Community, Interviewing and Report Writing, Fundamentals of Patrol, Calls for Service, Criminal Investigations, Crimes Scene to Courtroom, Critical Incidents, Law Enforcement Vehicle Operations, First Aid for Criminal Justice Officers, Criminal Justice Firearms, Criminal Justice Defensive Tactics, Dart-Firing Stun Gun

#### Learning Objectives:

- Knowledge of codes of ethics; history and evolution of laws; introduction to the criminal justice system
- Statutory authority of the FDLE CJSTC; basic law and legal procedures; law enforcement operations;
- Investigation knowledge and skills; laws, rules, and regulations of arrest; search and seizure
- Knowledge of use of force; defensive tactics; physical fitness; weapons skills; controlling and restraining techniques
- Traffic control and direction, DUI enforcement techniques; first aid techniques; communications skills; and human relations skills.

**Learning Methodology:** FKCC incorporates a variety of instructional methodologies including participative lecture, student-centered learning, demonstrations, role-plays, and presentation laboratories, including "crawl, walk, run" manner of watch, practice, do as well as a variety of audio-visual materials. The program provides students an introduction to presentation skills and curriculum development

**Who should attend:** Employees who meet the basic requirement of the state who wish to further their career in public safety.

**Prerequisites:** Criminal Justice Basic Abilities Test, 19 years of age, GED or High School Diploma, US Citizen, Background Screening, Seven Years of Driving Record

**CEU's:** NA

**Certificates/ Certification Given:** State of Florida Law Enforcement Certification

**Logistics Information:** TBA



BLE #68 ACADEMY SCHEDULE

May 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
		Orientation/Drill 1300-1700 PE Assessment 1800-2300	Intro 1300-2200	Legal 1300-2200	Legal 1300-2200	Legal 1300-2200
27	28	29	30	31		
		Intro Exam 1300-1500 Legal 1500-2200	PT 1300-2400 Legal 1400-2200	Legal 1300-2200		

BLE #68 ACADEMY SCHEDULE

# June 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 PT 1300-1400 Legal 1400-2200	2 Legal 1300-2200
3	4	5	6	7	8	9
		Legal Exam 1300-1500 Diverse 1500-2200	PT 1300-1400 Diverse 1400-2200	Diverse 1300-2200	PT 1300-1400 Diverse 1400-2200	Diverse 1300-2200
10	11	12	13	14	15	16
		Diverse Review & Exam 1300-1700 Report Writing 1800-2200	PT 1300-1400 Report Writing 1400-2200	Report Writing 1300-2200	PT 1300-1400 Report Writing 1400-2200	Report Writing 1300-2200
17	18	19	20	21	22	23
		Report Writing 1300-2200	PT 1300-1400 Report Writing 1400-2200	Report Writing 1300-1800 Patrol 1900-2200	PT 1300-1400 Patrol 1400-2200	Patrol 1300-2200
24	25	26	27	28	29	30
		Report Writing Exam 1300-1500 Patrol 1500-2200	PT 1300-1400 Patrol 1400-2200	PT 1300-1400 Patrol 1500-1700 Calls 1800-2200	Calls 1300-2200	Calls 1300-2200

BLE #68 ACADEMY SCHEDULE

July 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Patrol Exam 1300-1500 Calls 1500-2200	4 Calls 1300-2200	5 Calls 1300-2200	6 PT 1300-1400 1st Aid 1400-2200	7 1st Aid 1300-2200
8	9	10 Calls Exam 1300-1500 PT 1500-1700 1st Aid 1800-2200	11 1st Aid 1300-2200	12 PT 1300-1400 1st Aid 1400-2200	13 1st Aid 1300-1700 DT 1800-2200	14 DT 1300-2200
15	16	17 1st Aid Exam 1300-1700 DT 1800-2200	18 DT 1300-2200	19 DT 1300-2200	20 DT 1300-2200	21 DT 1300-2200 OC SPRAY
22	23	24 DT 1300-2200	25 DT 1300-2200	26 DT 1300-2200	27 DT 1300-1700 Criminal 1800-2200	28 Criminal 1300-2200
29	30	31 DT Exam 1300-1500 Criminal 1500-2200				

BLE #68 ACADEMY SCHEDULE

# August 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			PT 1300-1400 Criminal 1400-2200	Criminal 1300-2200	PT 1300-1400 Criminal 1400-2200	Criminal 1300-2200
5	6	7	8	9	10	11
		Criminal Exam 1300-2200 PT 1500-1700 Crime Scene 1800-2200	PT 1300-1400 Crime Scene 1400-2200	Crime Scene 1300-2200	PT 1300-1400 Crime Scene 1400-2200	PT 1500-1400 Crime Scene 1400-2200
12	13	14	15	16	17	18
		Crime Scene Exam 1300-1500 Critical Incidents 1500-2200	PT 1300-1400 Critical Incidents 1400-2200	Critical Incidents 1300-2200	[REDACTED]	PT 1500-1400 Critical Incidents 1400-2200
19	20	21	22	23	24	25
		PT 1300-1400 Critical Incidents 1400-2200	PT 1300-1400 Critical Incidents 1400-2200	Traffic Stops 1300-2200	PT 1300-1400 Traffic Stops 1400-2200	Dart-Firing Stun Gun 1300-2200
26	27	28	29	30	31	
		Critical Incidents Exam 1300-1500 Traffic Stops 1500-2200	PT 1300-1400 Traffic Stops 1400-2200	PT 1300-1400 DUI 1400-2200	PT 1300-1400 DUI 1400-2200	

BLE #68 ACADEMY SCHEDULE

# September 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
	[REDACTED] [REDACTED]	DUI Exam 1300-1500 Firearms 1500-2200	Firearms 1300-2200	Firearms 1300-2200	Firearms 1300-2200	Traffic Stops Exam 1300-1500 DUI 1500-2200
9	10	11	12	13	14	15
	Firearms 0800-1600 NASKW RANGE	Firearms 0800-1600 NASKW RANGE	Firearms 0800-1600 NASKW RANGE	Firearms 0400-1200 NASKW RANGE	Firearms 0800-1600 NASKW RANGE	
16	17	18	19	20	21	22
	Firearms Review & Exam 1300-1700 Vehicle OPS 1800-2200	PT 1300-1500 Vehicle OPS 1500-2200	PT 1300-1500 Vehicle OPS 1500-2200	PT 1300-1500 Vehicle OPS 1500-2200	Vehicle OPS 0800-1700	
23	24	25	26	27	28	29
Vehicle OPS 1400-2300	Vehicle OPS 0800-1700		Vehicle OPS Exam 1800-2000 PT 2000-2200	Vehicle OPS Exam 1800-2000 PT 2000-2200	PT 1300-1500 Traffic Crash 1500-2200	PT 1300-1500 Traffic Crash 1500-2200

BLE #68 ACADEMY SCHEDULE

# October 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
		PT 1300-1500 Traffic Crash 1500-2200	PT 1300-1500 Traffic Crash 1500-2200	Traffic Crash 1300-1700 PT 1800-2000	PT 1300-1530	
7	8	9	10	11	12	13
		Traffic Crash Review & Exam 1300-1700 PT 1800-2000	Comprehensive Final 1300-1700 PT Assessment 1300-2200		GRADUATION!! 1800-2000	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			