

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, MAY 13, 2020, 3:00 p.m.**
<https://us04web.zoom.us/j/255859093> Meeting ID: 255 859 093

It is recommended that TDC/DAC members, Staff and Agencies sign into their Zoom account and access the meeting with the above link

The meeting may also be accessed:

One tap mobile

+19292056099,,255859093# US (New York)

+13126266799,,255859093# US (Chicago)

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID: 255 859 093

*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

D. APPROVAL OF THE MINUTES:

1. February 26, 2020 Regular Meeting Minutes
2. February 4, 2020 TDC Meeting Minutes – FYI

E. BUDGET:

1. FY 2020 Budget
2. Four Penny Revenue Report
3. Consideration and Action re: FY 2021 Budget

F. DISTRICT I PUBLIC RELATIONS:

1. Monthly Report from NewmanPR - FYI

G. ADVERTISING:

1. Advertising Recap - FYI
2. Consideration and Action re: Media Recommendation

H. MARKET RESEARCH:

1. Smith Travel Research Report – FYI
2. Smith Travel Research Daily Occupancy Report – FYI
3. Vacation Rental Occupancy & Rate Report – FYI
4. Presentation: COVID-19 Research Data

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. Operations Manual Update – FYI
2. Review of Recent Events Funded by DAC
3. Consideration and Action re: Amendment to Agreement with Key West Art and Historical Society, Inc. for the Custom House Mechanical Repairs Phase II Project
4. Consideration and Action re: Extension to Agreement with City of Key West for the Amphitheatre Improvements Project
5. Consideration and Action re: Extension to Agreement with Coral Restoration Foundation, Inc. for CRF – Coral Restoration – Key West Project
6. Consideration and Action re: Extension to Agreement with Mel Fisher Maritime Heritage Society, Inc. for the Mel Fisher Masonry Repair and Electrical Improvement Project
7. Consideration and Action re: Extension to Agreement with Mel Fisher Maritime Heritage Society, Inc. for the Mel Fisher 2nd Round Improvements Project
8. Consideration and Action re: Extension to Agreement with National Marine Sanctuary Foundation, Inc. for the Eco – Discovery Center Interior Exhibits Project
9. Consideration and Action re: Extension to Agreement with Key West Botanical Garden Society, Inc. for the Botanical Garden Sign Project
10. Consideration and Action re: Extension to Agreement with Key West Botanical Garden Society for the Botanical Garden Playground Installation Project
11. Consideration and Action re: Amendment to Agreement with Historic Florida Keys Foundation, Inc. for the Oldest House Museum Improvements Project
12. Consideration and Action re: Date Change for Conch Republic Independence Celebration 2020
13. Consideration and Action re: Date Change for Key West Songwriters Festival
14. Consideration and Action re: Date Change Request for Key West Pride
15. Consideration and Action re: Amendment to Scope of Service for Hemingway 5K and Paddle Board Race
16. Update re: April 28, 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.

DATE: May 1, 2020

To: District I Advisory Committee Members

FROM: Ammie Machan, Administrative Assistant

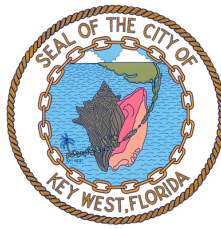
RE: **Consideration and Action re: Extension to Agreement with City of Key West for the Amphitheatre Enhancements Project**

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.

The District I Advisory Committee at your meeting of February 26, 2020 moved approval the request to extend the completion date of the project to September 30, 2020.

Attached is a request from the City of Key West to extend the completion date of the project to December 31, 2020 due to possible delays in completion of the project due to the Coronavirus. 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 next available TDC and BOCC Meeting agendas for approval.



THE CITY OF KEY WEST

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

March 20, 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 3-month time extension to grant award agreement

Dear District I Advisory Committee:

The City of Key West respectfully requests a 3-month time extension to December 31, 2020 to the Grant Agreement Period of the Key West Amphitheater Enhancements Project.

With the uncertainty of the Coronavirus situation, the City would like to ensure funds are available for this project in FY 2021 by requesting a time extension in anticipation of postponed meetings of the necessary governing bodies whose decisions impact the forward movement of the project. We understand the situation is very fluid and would like to take steps to preserve the funding as we fully intend to complete the scope of work.

We truly appreciate your continued support and patience during this time of uncertainty. 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.

Sincerely,

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"> • 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 • Install structural strong points for suspension of perimeter speaker system <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><u>In-Kind:</u> No in-kind will be used towards reimbursement of this project.</p>	<p><u>TDC portion: \$125,000</u></p>
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