



MEMORANDUM

Date: August 6, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Steve McAlearney
Director of Port & Marine Services

Subject: **Amending Designation of Authority for Transportation Grants (File ID 26-5718)**

Introduction

Amend the City of Key West grant management Designated Authority resolution to reflect changes in City personnel and to add a Port & Marine Services Department point of contact.

Background

Federal and State agencies require that the City of Key West have a resolution on file that designates grant action authority by specific title and name. The resolution of Designated Authority identifies those individuals who will act on behalf of the City for the application of grant opportunities, grant management, payment and status reports, as well as other electronic and manual grant processes.

Additions to the designated authority are as follows:

Assistant City Manager Michael Turner
Director of Port & Marine Services Steven McAlearney
Grant Administrator Carolyn Sheldon

Except for these additions, all existing language from Resolution 25-138 remains the same, and shall be incorporated into the body of the new resolution for purposes of clarity, continuity, and consistency.

Procurement

An accurate resolution of Designated Authority enables the City's continued participation in grant programs that subsidize local taxpayer dollars, in this case a Ferry Boat Program grant in the amount of \$1,385,544.00. **This item is proposed now in order to allow FDOT and the Federal Highway Administration time to allocate to the City \$466,558.00 in FY2023 federal dollars, which will expire October 1, 2026.**

Recommendation

The City Manager's Office recommends the Mayor and Commission approve the additions and authorize a new resolution of Designated Authority to enable the department to accept a Ferry Boat Program grant from FDOT.