



MEMORANDUM

Date: December 12, 2024

To: Honorable Mayor and Commissioners

Via: Todd Stoughton
Interim City Manager

From: Katie P. Halloran
Planning Department Director

Subject: **File ID: 24-6720 Approval of Stantec Task Order 250-HARC Support/ Reviews On-Call associated with Key West City Planning Services (RFQ #22-009) for expenditures to date in the amount of \$8,325.00.**

Introduction

Authorize the City Manager to execute Stantec task order 250-HARC Support/Reviews On-Call for services completed primarily in FY 2023/2024 and carrying over to FY 2024/2025. These services were needed for on-call daily permit review and administrative approval of Certificates of Appropriateness in the City's historic district while City historic preservation staff were on leave. The current Stantec invoice is for \$8,325.00, however, given the City was previously billed \$44,214.00, and work between September and October was added into a single task order, City policy requires that City Commission authorize this expenditure.

Background

The historic preservation division is part of the City's Planning Department. The Planning Department has an approved contract with Stantec to provide day-to-day professional development review services. The City has limited in-house professional staff. When a single staff member, particularly a senior level staff member, is out of the office for a prolonged period, outside professional assistance is required to ensure that development review continues without delays.

City code requires a special permit called a "certificate of appropriateness" for most work in the City's historic district, or offshore within 600 feet of the district, to ensure the preservation of Key West culture and history through codified historic district guidelines. Code Section 102-52 states in part, "*A certificate of appropriateness is required for the erection of any new structure, building, fence, deck or sign or the*

painting, repainting, repair, alteration, remodeling, landscaping or demolition of the exterior of any existing building, structure, fence, deck, sign, landscape, or lot . . .". Staff may administratively approve minor repair work on behalf of the Historic Architectural Review Commission (HARC), as established by the City Charter; however most significant work in the historic district requires review and approval by HARC through placement on a HARC agenda.

Staff recognizes that consultant fees are a burden to the City budget, and that development review efficiencies are desired. Planning Department leadership are working diligently with the City Manager's Office, Finance Director and Human Resources staff to ensure all Planning Department positions are filled as quickly as possible with qualified employees. The historic preservation division requires staff with specialized skills, training, and experience. The City's long-time Historic Architectural Review Manager retires in March 2025. Although some viable candidates have been interviewed, the City has received relatively few applications from qualified candidates. Unfilled in-house professional positions cause service disruptions and arguably higher cost consultant fees.

Procurement

The total amount billed to the City for rendered historic preservation reviews by Stantec staff is \$52,580.00. The current invoice is for \$8,325.00. No historic preservation review by Stantec staff is underway at this time, however the Department will utilize these services on an as-needed basis in accordance with RFQ#22-009. These professional services have been budgeted through account 001 1501/5153100.

Recommendation

The City Manager's Office recommends the Mayor and Commission approve Task Order 250-HARC approved through RFQ #22-009 for rendered historic preservation development review services.