



MEMORANDUM

Date: May 7, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bervaldi
Director of Finance

From: Carolyn Sheldon
Senior Grants Administrator

Subject: **File ID 26-5363 Approving the attached "Grant Award Agreement" ID #3237**

Introduction

The City Manager's Office requests approval of the attached "Grant Award Agreement" ID #3237 to assign Tourist Development Council (TDC) capital funding in the amount of \$375,000.00 to the City of Key West to install an HVAC system at West Martello as part of the conveyance of Higgs Beach from Monroe County. Authorizing necessary budget transfers or amendments to accept the funding. Authorizing the Mayor to execute necessary documents upon advice and consent of the City Attorney.

Background

Due to the conveyance of Higgs Beach from Monroe County to the City of Key West, Monroe County is assigning TDC capital funding to the City to install an HVAC system at West Martello.

Procurement

Project expenses will be budgeted in Account 1017201-5726300. Grant revenue will be budgeted in Account 1010000-3377001.

Recommendation

The City Manager's Office recommends the City Commission approve the attached "Grant Award Agreement" ID #3237 to accept TDC capital funding assigned from Monroe County to install an HVAC system at West Martello as part of the conveyance of Higgs Beach.