

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF KEY WEST, FLORIDA, ESTABLISHING A SPECIAL ONE-TIME GRANT AND AID FUNDING PROGRAM FOR LOCAL FOOD BANKS AND RELATED NONPROFIT ORGANIZATIONS; AUTHORIZING THE BUDGET TRANSFER OF UP TO \$75,000 FROM ACCOUNT NUMBER 001-1900-519-4800 ("OTHER PROMOTIONAL EXPENSES AS DESIGNATED") TO ACCOUNT NUMBER 001-1900-519-8200; ADOPTING ELIGIBILITY CRITERIA, APPLICATION INTAKE PROCEDURES, FUNDING ALLOCATION PROCESS, AND ADMINISTRATIVE IMPLEMENTATION MEASURES TO ENSURE ALL ELIGIBLE ORGANIZATIONS HAVE AN EQUAL OPPORTUNITY TO APPLY AND RECEIVE FUNDS TO ADDRESS FOOD INSECURITY IN THE CITY OF KEY WEST; PROVIDING FOR IMPLEMENTATION AND AN EFFECTIVE DATE.

WHEREAS, at its regular meeting on December 2, 2025, the City Commission discussed the need for immediate financial assistance for local food banks providing essential services to the residents of the City of Key West, and concerns were raised that not all such local organizations had been identified or presented to the Commission; and

WHEREAS, the Commission directed the City Manager to determine which local organizations are in need of such assistance; and

WHEREAS, in an effort to address the immediate needs of the community, the City Commissions finds it necessary to develop a process ensuring that all eligible organizations have an equal opportunity to apply for and receive funding, by establishing a transparent and open application procedure; and

WHEREAS, the FY2026 budget includes \$75,000 in Account Number 001-1900-519-4800, designated as "Other Promotional Expenses as Designated;" and

WHEREAS, the City Commission wishes to transfer this funding to account number 001-1900-519-8200 to be designated as Grant and Aid Funding for the purpose of supporting local food banks through a special, one-time funding allocation; and

WHEREAS, the City seeks to adopt clear, transparent, and equitable procedures for the intake, review, and distribution of applications submitted for this special allocation; and

WHEREAS, the allocation and equitable distribution of these funds to established local organizations addressing food insecurity serves a valid public purpose by supporting and bolstering the efforts of worthy local organizations working to ensure residents have consistent access to food during this challenging time; and

WHEREAS, it is in the best interest of the citizens of the City of Key West for the Commission to actively respond to the increased needs of our community in their time of need; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA:

Section 1: The City Commission hereby adopts and incorporates by reference the findings, representations, and

statements set forth in the foregoing recitals as the legislative and factual basis for this Resolution.

Section 2: The City Commission hereby authorizes the City Manager to execute a budget transfer of the funds from Account Number 001-1900-519-4800 ("Other Promotional Expenses as Designated") to account number 001-1900-519-8200 to be designated as Grant & Aid funding for eligible local food banks and related nonprofit organizations, in a total amount not to exceed \$75,000.00.

For purposes of this program, an eligible local organization shall mean a nonprofit entity that:

- (a) is physically located within the City of Key West or primarily serves residents of the City of Key West; and
- (b) provides direct services addressing food insecurity, including but not limited to food distribution, meal programs, food pantry operations, or comparable support services ensuring access to nutritional resources for residents.

Section 3: The City Manager shall establish an application process for all eligible entities to submit an application for funding which shall include the following:

- (a) The City Clerk's Office is hereby designated as the official intake authority for all applications submitted under this funding program.
- (b) The City Clerk's Office shall receive, timestamp, and log each application upon submission, following the same procedures used for formal RFP intake.
- (c) All applications must be submitted directly to the Clerk's Office in the manner prescribed in the publicly posted application form.
- (d) The application form attached and incorporated herein as Exhibit A, shall be the official application for purposes of this program.

Section 4: The application filing period shall remain open for 30 days following the public release of the final approved application form on the City's website and/or other public notice platforms, or until all of the funding has been allocated and distributed to eligible organizations.

Section 5. That funding shall be allocated in accordance with the following:

- (a) Funding shall be allocated on a first-come, first-served basis, determined solely by the timestamp assigned by the City Clerk's Office at intake.

(b) City staff shall not score, evaluate, or rank applications based on qualitative criteria. Staff shall perform an administrative review only to confirm completeness and eligibility.

(c) Applications shall be approved and funded in the order received until the total authorized allocation is exhausted.

(d) To ensure broad distribution of assistance, no single organization may receive more than \$5,000 under this program unless otherwise amended by the City Commission.

Section 6: The City Manager and City Clerk are authorized to take all necessary administrative actions to implement this Resolution, including publication of the application form, issuance of public notice, budget transfer and distribution of funds in accordance with the procedures adopted herein and upon review by the City Attorney.

Section 7: That this resolution shall go into effect immediately upon its passage and adoption and the authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held  
this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Authenticated by the Presiding Officer and Clerk of the  
Commission on \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Filed with the Clerk on \_\_\_\_\_, 2025.

Mayor Danise Henriquez	_____
Vice Mayor Donald "Donie" Lee	_____
Commissioner Lissette Carey	_____
Commissioner Aaron Castillo	_____
Commissioner Monica Haskell	_____
Commissioner Sam Kaufman	_____
Commissioner Greg Veliz	_____

\_\_\_\_\_  
DANISE HENRIQUEZ, MAYOR

ATTEST:

\_\_\_\_\_  
KERI O'BRIEN, CITY CLERK