



Master Calendar for 2022-23 Operational Plan

Priority 1: Affordable Housing

Priority 2: Sea Level Rise

Priority 3: Roads and Sidewalks

Priority 4: Environmental Protection

Priority 5: Cleanliness

Priority 6: Traffic & Pedestrian Friendliness

Employee Plan

Action	Approx. Date/Deadline	Person(s) Responsible	Status
November 2022			
Identify "Adopters" for Adopt a Spot who have earned signs in their honor	Nov 30	Holtz/Davila	Special Projects Coordinator has taken over. 16 active spots, and 10 signs have been put up.
Begin recruiting new adopters to reach 40 in FY22-23	Nov 30, ongoing	Patton	Special Projects Coordinator working on more with SP consultant
Begin seeking a new Housing Director	November 15, ongoing	McLauchlin, Farist	Complete. Search began in November 2022. Hired in February 2023. Starting full time in May 2023.
Complete RFQ for Housing Assessment/EAR	November 30	Halloran, Legal	On hold for Housing Director. Starting in May 2023.

LIDAR data Collection begins	November 30	Higgins	Preliminary assessments completed. Data gathering to begin 4/17, complete 6/16
Send letter to Bight Tenants to Pilot "Green and Clean"/Business Recycling	November 30	Stafford	Complete. 5 Businesses signed up. Pilot Program begins in May 2023
December 2022			
Establish a focus and plan for the Beautification Committee for FY22-23	December 15	Mayor Johnston, Patton	On hold as of 2/23 as many members have moved away. Waiting to hear back from the Mayor on how to proceed
Prepare ordinance for City Commission approval for cigarette ban from public spaces	December 31	Smith, McLauchlin	Complete. Approved by Commission, January 2023
Prepare a plan for enforcing the cigarette ban. Evaluate quarterly.	December 31	McLauchlin, Young, Davila	Not done.
Develop a plan internally for reducing news racks in key areas on the island (locations, and process)	December 31, ongoing	Torregrosa, Halloran	In February 2023, SP consultant spoke with Parking. Meeting to develop plan with Parking, Code, Planning, and Legal 3/23
Home sale prices for the Lofts at Bahama Village established (as per Land Authority funding)	December 31	Halloran, McLauchlin	Complete. Approved by Commission February, 2023
Identify a plan to mobilize resources for the Affordable Housing Trust Fund	December 31	Bervaldi, McLauchlin	Currently underway with City Manager Workforce Housing Committee, organized in January 2023. Housing Director will lead
Identify temporary flood mitigation emergency measures	December 31, ongoing	Crowe, Volenec	Done in conjunction with major road projects (E.g., Jose Marti)
Soft Launch of On Demand Transit	December 31	Delostrinos	Complete. Key West Rides launched in 2023. 2,000 people downloaded app, approx. 233 use it daily

Launch RFQ for the Vulnerability Assessment	Jan 15	Higgins	Complete. City staff making recommendations based on 5 proposals in February 2023.
January 2023			
Recruit a new Volunteer Director for Adopt a Spot	January 1	McLauchlin, Levy	Complete: Given to Special Projects Coordinator
Begin working with Building Department to include in building permits for single-family homes post-construction a plan in writing for waste removal.	January 15	McLauchlin, Ramsingh, Brady	Not done.
Open discussions with Mallory Square and Duval St. consultants on re-designing public bathrooms (in accordance with contract)	Jan. 15, ongoing	Halloran, Davila, Volenec	In process with plans for Duval St. and Mallory Square renovations
Develop a plan for a corral and system of waste disposal in New Town high dumping areas (Poinciana and Stadium Trailer Parks)	Jan 15, ongoing	Davila, Stafford	Not done.
Identify a consultant for a compensation and benefits review	Jan 15	Farist	Not done.
Include in city contracts a recycling requirement for all events	Jan 15	Stafford	Not done.
CDO role re-established at the municipal level	January 30	McLauchlin	In progress. City Manager is working with staff to determine who will take on this role as of February 2023.
Erect signs for Adopters in key clean up spots	Jan 30	Holtz, Davila	10 Signs erected
Develop a plan internally for reducing news racks in key areas on the island (locations, and process)	Jan 30, ongoing	Ramsingh, Wilkins, Young	See above.
Hire a new Housing Director	January 30	McLauchlin	Complete. Director to begin full time in May 2023.
Implement Rentalscape for Illegal Transient Rentals	January 30	Ramsingh, Young, Brady	In progress. Code and Licensing having third meeting with Rentalscape staff in February 2023
Begin implementing pedestrian crossing and intersection enhancements (per plan, ongoing)	January 30	Volenec, Stachurski	Plans in place with FDOT.

February 2023			
Home Ownership Course for Community Members (with Habitat for Humanity)	Feb 28	Levy	Complete. Course is underway (Feb – April 2023)
Establish City Manager Workforce Housing Committee	Feb 28	McLauchlin/Halloran	Complete. Meetings underway with recommendations to the Commission
Begin requiring all permits for single-family homes post-construction a plan in writing for waste removal.	Feb 28	McLauchlin/Ramsingh	Not done.
Conduct PR for Adopters in the Adopt a Spot	Feb 28, Ongoing	Crean	Besides signs, no PR has been done
Generate a plan in conjunction with Mallory and Duval St. revitalization for dumpsters (corrals)	Commensurate with Duval & Mallory	Torregrosa, Halloran, Stafford	Stantec will work on this as they develop plans.
Each Department Head produces a plan to share information with the front lines (post Department Head meetings)	Feb 28	McLauchlin	Department heads share information, but there is no formal system in place.
Prepare annual employee survey to distribute in March 2023	Feb 28	McLauchlin/Levy	On hold. City Manager requested round tables prior to the survey. SP Consultant is waiting to hear back on dates from the City Manager.
RFQ for Housing Assessment to Committee	Feb 28	Halloran	On hold for New Housing Director in May (Most of draft RFP is written)
Produce a PR Piece on SLR Major Initiatives to educate the public	Feb 28	Higgins, Crean	On hold until May.
Identify next steps for plans on shared streets	Feb 28	Stachurski	Finished plans for Lazy Way. TCT's next shared street will be the Southernmost Point.
Recruit volunteers for Green and Clean/Business Recycling	Feb 28	Stafford	Complete. 11 volunteers recruited. Training and program to begin in May 2023
Begin improvements to the Crosstown Greenway	Feb 28	Volenec, Stachurski	Plans in place to re-do Staples Ave.

March 2023			
Begin implementation of Shared Street plans on Lazy Way	March 15	Stachurski	Complete. Staff are working on: 1) directory, 2) improved signage 3) long term plans for Elizabeth
Begin implementation of trash corral plan	March 31, ongoing	Davila, Stafford	Not done.
Conduct compensation and benefits review	March 31	Farist	Not done.
Create an informational campaign for property owners on grade elevation	March 31	Higgins, Crean	Not done.
LiDAR Data analysis complete	March 31	Higgins	Moved to April 17, 2023.
Begin Quarterly Adaptation Interagency Meetings	March 31	Higgins	Not done.
Begin Regulatory Plans for adaptation for Home Elevation	March 31	Consultant assigned - Halloran	Not done.
Conduct training for Business Recycling Volunteers	March 31	Stafford	Scheduled for the week of May 8, 2023.
April 2023			
Selection for Vulnerability Assessment to Commission	April 15	Higgins	Complete. April 4, 2023 selection made
Ideas for Housing for All Plan Established	April 15	McLauchlin	Ongoing, Housing Group meets monthly.
Launch Business Recycling Program	April 15	Stafford	Training/Launch week of May 8
Selection for Housing Assessment Complete	April 15	Halloran	On hold.
Launch Rehabilitation Pilot/Preventative Maintenance on Roads	April 30	Volenec	
Convene with Keys Energy on Electric Charging stations and identify spots throughout the city	April 30	Higgins, Wilkins	
May 2023			
Clarify policy measures on short-term rentals	May 31	Housing Director, Legal, Halloran	
Make recommendations to maximize the use of remaining BPAS units for workforce housing	May 31	Housing Director, Legal, Halloran	
Identify priorities for sidewalk and surface drainage as part of the 5-year pavement plan	May 31	Volenec	
Complete the city's energy plan	May 31	Higgins	

Business Recycling Program Pilot up and Running	May 31	Stafford	
Complete selection process Impact Analysis of Micro-Mobility Devices	May 31	Stachurski	
Review Green and Clean for scaling up	May 31	Stafford	
June 2023			
Establish a Task Force on employee housing and retention to explore purchasing housing for and creating an employee retention program (using the results from the compensation and benefits review)	June 15	City Manager, Farist	
Make recommendations on transient licenses for Truman Annex	June 30	Housing Director	
Identify priorities and recommendations for legal advocacy at the state level on affordable housing	June 30	Legal, Housing Director, City Manager	
Begin an educational campaign on the city's water supply	June 30	Higgins	
July 2023			
Create a proposed housing and employee retention plan to share with the Commission on retention and employee housing	July 30	Farist	
Establish water quality postings at all city beaches (QR code)	July 30	Higgins, Davila	
August 2023			
Share the employee housing and retention plan with the Commission and begin implementation	August 30	Farist	
September 2023			
Increase Development/Redevelopment Fees	September 15	Housing Director, Legal	
Identify sites for New Housing Developments	September 30	Housing Director, Halloran	
200 bike spaces installed in FY 22-23	September 30	Stachurski	
October 2023			
Housing for All Working Group Established	October 31	Housing Director	
RFQ for Wicker Complex and Connectivity Complete	October 31	Volenc	
November 2023			

Hire a Sea Level Rise Manager within the Utilities Department	November 30	Human Resources, Crowe	
Hire an Asset Manager and system of maintenance and repair for the city's water supply	November 30	Human Resource, Crowe	
Traffic and Parking Plans established for New Housing	November 30	Volenec, Halloran, Wilkins	
December 2023			
Establish plans for primary evacuation routes in a major flooding event	December 31	Volenec, Crowe	
Completed Vulnerability Assessment	December 31	Higgins	
Completed property vulnerability analysis (Utilities)	December 31	Crowe	