



Master Calendar for 2021-22 Operational Plans

Priority 1: Affordable Housing

Priority 2: Sea Level Rise

Priority 3: Roads and Sidewalks

Communication Strategy

Priority 4: Environmental Protection

Priority 5: Cleanliness

Priority 6: Traffic & Pedestrian Friendliness

Employee Plan

Action	Approx. Date/Deadline	Person(s) Responsible	Status
November 2021			
Begin LiDAR Data gathering	November 1	McAlearney/Higgins	Should be done by Sept – Dec 22, but KW will be first, as per Kelly Crowe’s request
Publicize KW Connect (ongoing)	November 1	Crean	Todd Stoughton updated the list of point persons from each department.
Advocate with Duval St. Businesses on Trash Removal (Spot checks) (ongoing)	November 1	Young	Code sent letters to all businesses on Duval St. in November
Identify a lead for “Adopt a Spot”	November 1	Levy	Done - Marge Holtz to lead. Send letter to Commissioners asking for spots.
Publicize the referendum “Come out and vote!” on social media	November 15	Crean	In progress. PAC formed. PR activity to get the word out.

Encourage Commission to organize district meetings on the referendum	November 30	Levy/Holloway	Sam Kaufman only, but Commissioners spoke at civic and religious institutions
Prepare talking points for the commission and Leadership on the referendum	November 30	Crean	Done – Alyson Crean
Secure public speaking engagements with rotaries, business orgs, Etc on the referendum	November 30	Levy	Done – Elisa Levy
Begin conducting Bahama Village PR	November 30	Levy	Launch began 12/15 – PAC/Duval St. Media
Secure print and radio coverage on the referendum (weekly)	November 30	Crean	Same as above
Identify a company to pilot On Demand Transit	November 30	Delostrinos	Holding off to see if new grants may offer more opportunities (till beginning of 2022).
Publicize Pay by Phone App (30% users)	November 30	Wilkins	In June, the percentage of people using their smart phone to purchase parking time was 11%. In November, the percentage has increased to 20%. John is looking into purchasing decals to put on pay stations that say something like “skip the pay station – pay with passport parking app.”
Ask All Dept Heads and Staff to sign up for KW Connect	November 30	Farist	Samantha asked at November 19 Dept Head Meeting. 2,051 people are signed up for Civic Send, but only 73 Employees have signed up so far. We are installing digital signs with updates in each department
December 2021			
Identify Areas for Bike Racks	December 1	Stachurski	128 have been allocated by Final Mile. Due to be set up in August. We have racks for another 250

			bikes that should be set up in June.
Expand/build Community Contact Lists	December 1	Crean/Levy	Expanded through Community meetings. (Separate from Civic Send) Have about 300 people from the SP survey and Bahama Village meetings.
Explore Parking Permit Contact List	December 1	Crean	Elisa sent a message to Alyson. Waiting to hear back.
Establish plan with KW schools for sharing information on the referendum	December 5	Levy	Decided not to do it. Needed to much paperwork.
Make Plan/Timeline for Micro-sealing and Seal Coating Preventative Maintenance Pilot	December 15	McAlearney/Crowe	Kelly asked if we could put this off until January due to being short staffed and work on Jose Marti
Meeting and plan for the Revival of the Beautification Committee	December 15	Patton	I reached out to Stephen Sunday and to Roger McVeigh, Dorian and Marcus. Waiting for Reply. Will have to be moved to January.
Organize regular interdepartmental meetings	December 15	McLauchlin	Not done yet. Elisa sent a request in December. Follow up in January.
Conduct a Pulse Survey with staff	December 20	Levy	Done, but Patti would like to wait until early January.
Complete internal training of On Demand Transit Pilot	December 30	Delostrinos	On hold. There may be other grants we should wait for coming down the pipeline.
Identify key areas on the island for increase canopy (shade for pedestrians)	December 30	De Maria	Plan drafted for 2022.
January 2022			
Housing and Community Development Manager Hired	January 1	Halloran/Levy	In progress. We have five candidates and a interview committee. Interviews are scheduled.

Prepare banners for "vote for housing" on the referendum	January 1	Levy	Done. Wonder Dog productions
Complete annual schedule for "Tea with Terri"	January 1	Holloway	Sent an email in December to Monroe and the Mayor. Monroe will follow up in January,
Create an annual schedule for District Town Halls	January 1	Holloway	Sent an email in December. Will proceed in January (COVID allowing)
Calendar for Commission Visits to Departments	January 1	Holloway	Mayor proposed "ride alongs" Monroe will follow up in January
Send postcard to residents on the referendum	January 5	Crean	City Manager decided not to pursue it
First Bahama Village Home Ownership Course Begins	January 5	Levy	Done. Speakers and students secured. First class begins January 5 th !
Begin Vulnerability Assessment	January 15	Higgins/Crowe	Waiting on FDEO approval to hire a consultant. RFQ is prepared. Prospective launch is late February.
Begin Composting Facility Pilot	January 15	Castro	Pilot on Fleming Key to begin January 10 th
Special Election on the Referendum	January 18	McLaughlin	Date set. (See actions above)
Final Selection of Developer for 3.2 Acres	January 30	Halloran	Done in November, 2021
Design GIS Interactive Map of Roads for City Website	January 30	Crowe/Willman	Matt and Kelly are working on it.
Create checklist for DRC on Solar Energy Options	January 30	Higgins	Sent email, waiting for update
Workplan for PDRRP Complete	January 30	Higgins	Sent email, waiting for update
Pass Water Supply Plan	January 30	Higgins	Sent email, waiting for update
Convene with businesses to support/finance street canopy	January 30	De Maria	Alison and Karen developed a plan for the year
Convene with TCT and City Leaders to identify shared street options	January 30	McAlearney/Stachurski	Sent email to Steve, Alison and Ryan
February 2022			
Finance Consultant Hired in Tallahassee	February 1	Halloran	
On Demand Transit soft Launch	February 1	Delostrinos	

Identify 10 intersections for enhancements	February 1	Crowe/Stachurski	
Convene Leadership Meeting to Enforce Ban on Single Use Plastics	February 15	Higgins	
Revise permit applications to include a question on waste removal & train staff	February 15	Patton	
Begin Housing Assessment (FIU/Schimberg)	February 28	Halloran	
Convene Leadership Meeting on Waste Energy Feasibility Study	February 28	Castro	
Establish "Adopt a Spot" in 10 locations	February 28	Patton/Holtz	
Begin Targeted Enforcement on Waste Removal (Stadium Trailer Park, West Isle)	February 28	Young/Patton/Davila	
Prepare RFQ for Recreational E-Vehicles Study	February 28	Halloran	
Procure Bike Racks	February 28	Stachurski	
March 2022			
BPAS Unit Meeting with Partners	March 1	Halloran	
Complete Energy Plan	March 1	Higgins	
Identify Departments/Positions that need SOPs	March 1	Farist	
Establish a Clean Marinas plan to promote the program in private businesses	March 15	Higgins/Bradshaw	
Implement Energy Efficient Measures in 5 City Buildings	March 15	Higgins	
Launch GIS Road Site on City Website	March 30	Crowe/Willman	
Begin Replacing LED streetlights (ongoing)	March 30	Higgins	
Produce a short educational video on stormwater runoff (Dennis St.)	March 30	Castro	
Bring all job descriptions up to date	March 30	Farist	
April 2022			
Meet with KW School Principals for a 2022-23 "Love Your Island " Campaign	April 15	Patton	
Hold Community Workshop on Composting	April 30	Castro	
Establish a plan for trash corrals, news racks and the elimination of dumpsters	April 30	Patton/Torregrosa	
Purchase trash/recycling cans and place them in designated areas	April 30	Castro/Patton	
Meet with Businesses on Shared Street Options	April 30	McAlearney/Stachurski	
May 2022			
Prepare a package for residents on proper waste removal (with WM)	May 30	Castro	
Finalize a plan for "Love Your Island" in KW Schools	May 30	Patton	
Meeting for 2023 Electric Charging Stations (Keys Energy)	May 30	Higgins	
Create an inspection schedule for parks	May 30	Davila	

June 2022			
Produce/Update Stormwater and Sewer Master Plan (per FDEP)	June 1	Castro	
Acquire 5,000 signs ups for "Notify Me"	June 1	Crean	
First Public/Private Housing Workshop	June 15	Halloran	
Update Pavement Condition Assessment	June 30	McAlearney/Crowe	
Augment/update building code ordinance on irrigation	June 30	Higgins	
Research Best Practices on Multi Family Housing Recycling (for Workshop)	June 30	Levy	
Convene internal meetings to implement sections 26 & 58 of Code (Cleanliness)	June 30	Patton/Young	
Install bike racks	June 30	Stachurski	
Finalize selection for Share Street Pilot	June 30	McAlearney/Stachurski	
Begin improvements on Wicker's Trail	June 30	McAlearney/Stachurski	
July 2022			
Preparation on Housing Priorities for 2022/23 Legislative Sessions	July 1	Halloran	
Begin Environmental Analysis (Chapter as per SLR grant)	July 1	Higgins	
Department Heads submit draft SOPs	July 1	Farist	
Convene workshop/meetings with partners on water re-use	July 30	Castro	
August 2022			
September 2022			
Begin Land Use Analysis (Chapter as per SLR grant)	September 30	Higgins	
Convene Meeting with military organizations on plans for SLR	September 30	McAlearney	
Ensure that 3 City Employees are LEED Certified	September 30	Higgins	
Begin implementation of intersection enhancements	September 30	McAlearney/Crowe	
Finalize SOPs	September 30	Farist	
November 2022			
Begin Power and Water Analysis (Chapter as per SLR grant)	November 1	Higgins	
Update High and Dry Plan for Roads	November 30	McAlearney/Crowe	
Begin Historical/Cultural Analysis (Chapter as per SLR grant)	November 30	Higgins	
Begin Infrastructural Analysis (Chapter as per SLR grant)	November 30	Higgins	
Complete Vulnerability Assessment	November 30	Higgins/Crowe	
Conduct annual staff survey	November 30	Farist	
December 2022			
Complete LiDAR Data	December 30	McAlearney/Crowe	

Complete screen installation on outfalls	December 30	Castro	
Complete City Energy Use Map	December 30	Higgins	
Begin Shared Street Pilot	December 30	McAlearney/Stachurski	