



# Monthly Assistant City Manager Report

---

**To:** Albert Childress, City Manager

**Date:** May 16, 2023

**From:** Todd C. Stoughton, Assistant City Manager

APC

**Subject:** Monthly City Manager Update for April 2023

---

## Assistant City Manager

- ACM processed 30 resolutions and 19 ordinances for April City Commission meetings.
- ACM processed 35 Purchase Order Exceptions and 27 HRF personnel forms.
- ACM attended 26 meetings during the month of April: Director/FEMA/Grant/Housing/One-Way Street/PBA/Commissioner Agenda Review/City Commission/County/State/Mediation
- ACM held monthly meetings with Directors under his review assisting with changes to internal policies and procedures, Weekly Director Reports, Monthly Reports, and department specific issues.
- ACM worked with Mr. Perkins and Mrs. Estenoz (KWHs), Dr. Carolee Matsumoto, and the President and Staff of Northeast Maritime Institute on last minute scholarship opportunities for graduating seniors. This has resulted in two high school seniors applying for NMI admission.
- ACM worked with Port Director, IT Director and Community Services Director and Staff completing the first full installation of security cameras at Rosa Hernandez Field. Staff completed the successful installation and are moving forward with all park installations.
- ACM worked with the Port Director, KWPD, and local Coast Guard finalizing approval of two 105 Facilities (federal security checkpoints for cruise ships and ferry's) modifications. The first was the approval by USCG Sector Key West to disestablish the USN Outer Mole as a port of call for cruise ships, and the second is the ability to use the KW Ferry Terminal as a 'storm shelter' for the City's homeless shelter and live aboard community.
- ACM worked with HR Director and Transit Director holding four HR Director Interviews resulting in the selection of three top candidates for the City Manager to interview.
- Worked with FEMA and Tidal Basin finalizing Hurricane IAN invoices for debris monitoring, removal, and storage. This is the first phase of the claim process.
- Worked with KWFD Chief, Mr. Ron Demes, and Dr. Bruce Guerdan' on providing Sigsbee School Truck Day support. KW Fire Chief Averette directed KWFD USAR truck to the school which was a big hit with the students.
- The Housing Director, ACM, and Community Services Director met at 627 Palm Avenue to finalize the move for Tina Burns. 627 will be furnished to house the Housing Director, CDO, and admin support and will be able to accept guests and visitors and host meetings. IT and FMT are finalizing build out.