MEMORANDUM

Date: October 9, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Christina Bervaldi
Finance Director

Subject: **25-4431 Approving the attached "Agreement Between the State of Florida, Department of State and City of Key West, Grant Agreement No. 26.h.sm.100.063"**

Introduction

The City Manager's Office requests approval of the attached "Agreement Between the State of Florida, Department of State and City of Key West, Grant Agreement No. 26.h.sm.100.063" in the amount of $50,000.00 (no match required) for a Small Matching Grant awarded by the Division of Historical Resources for adaptation surveys of the Key West Aquarium and Hospitality House. Authorizing the City Manager to execute the necessary documents; authorizing approval and execution of subsequent amendments to this grant agreement which may adjust grant funding allocations to the City or modify the project scope and period of performance; and authorizing necessary budget amendments and transfers to accept the funding.

Background

The Department of State, Division of Historical Resources, provides grant funding for historic preservation. Through the Small Matching Grants Program, funds are provided on a competitive basis to assist local, regional and state-wide efforts to preserve significant historic and archaeological resources. The legislature determines the amount appropriated annually for the program. A Grant Review Panel appointed by the Secretary of State evaluates the applications. The maximum award amount is $50,000.00. Certified Local Governments (CLGs) in good standing, like the City of Key West, are eligible for a match waiver.

An application for funding from the Small Matching Grants Program was submitted on June 1, 2024. Sixty (60) applications from around the state were reviewed and ranked on November 21, 2024 by the Panel. The City's application was ranked number two (2) of only three that were recommended for funding.

Grant funds will be used to conduct conditions assessments for the historic Key West Aquarium and Hospitality House. These assessments will establish a baseline of existing conditions for these structures as related to climatology resiliency and their ability to withstand other-than-normal wind, water, flood and compromised utility conditions. Completed assessments will allow the City to prioritize future funding for rehabilitation and upgrade of at-risk structures. Grant funds will also be used to create two (2) new/updated Florida Master Site File (FMSF) forms.

Procurement

With the approval of 26.h.sm.100.063, the City will receive a maximum of $50,000.00 for adaptation surveys of the Key West Aquarium and Hospitality House. The revenue is budgeted in Revenue Account 1080000-3349000. Expenses are budgeted in Expense Account 1083806-5383100.

Recommendation

The City Manager's Office recommends the City Commission approve the attached "Agreement Between the State of Florida, Department of State and City of Key West, Grant Agreement No. 26.h.sm.100.063" in the amount of $50,000.00 (no match required) for a Small Matching Grant awarded by the Division of Historical Resources.