MEMORANDUM

Date: September 3, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Rogelio Hernandez
Director of Transportation

Subject: 26-5730 - Approving Amendment No. 3 Public Transportation Grant Agreement (PTGA) #G2X82 for Section 5339 Rural Bus and Bus Facility Capital Funds (FM # 439255-6-94-22), extending the grant expiration date to June 1, 2027.

Introduction

The City Manager's office requests the approval of Amendment No. 3 to Public Transportation Grant Agreement (PTGA) #G2X82, extending the grant expiration date from October 1, 2026 to June 1, 2027.

Background

The original PTGA #G2X82 was approved and accepted by the City Commission on June 6, 2024, Resolution 24-129, to purchase a van to replace a 2003 Ford F-150, Super Duty Truck, City Asset #769, VIN #1FTNW20L24EA26974.

On November 5, 2025, City Commission approved Resolution 25-330 approving change of scope and extending the grant expiration date from April 24, 2026 to October 1, 2026.

On February 11, 2026, City Commission approved Resolution 26-041 authorizing the purchase of a service vehicle from Tropical Ford. A purchase order was issued on March 19, 2026. Based on the latest communications from Tropical Ford, vehicle production is scheduled to begin on September 7, 2026, resulting in the need to extend the grant agreement amendment 3 to allow sufficient time for delivery, payment, and reimbursement.

Procurement

Amendment 3 extends the grant agreement date to June 1, 2027, to ensure adequate time to complete the purchase and submit reimbursement requests in accordance with FDOT and FTA requirements.

The grant is 100% reimbursable to the City of Key West in an amount not to exceed $70,000.00. The required local match is covered by the State of Florida Toll Revenue Credits (TRC), as identified in Exhibit A Item C of the grant agreement; therefore, no additional local cash contribution is required.

Continued participation in the Section 5339 grant program allows the City of Key West to maintain a safe transit system and reduces the financial burden of the citizenry.

Recommendation

The City Manager's office recommends the City Commission approve Amendment 3 Public Transportation Grant Agreement (PTGA) #G2X82 with the Florida Department of Transportation (FDOT) for FTA Section 5339 Rural Bus and Bus Facility Capital funds, extending the grant expiration date to June 1, 2027.