

# **AGENDA**

## **KEY COLONY BEACH CITY COMMISSION REGULAR MEETING & PUBLIC HEARING**

Thursday, February 20<sup>th</sup>, 2025 – 9:35 AM or at the conclusion of the Public Hearing  
Marble Hall, 600 W. Ocean Drive, Key Colony Beach  
& via Zoom Conferencing

**[Zoom Login Information at the end of this Agenda](#)**

- 1. Call to Order, Pledge of Allegiance, Prayer, Roll Call**
- 2. Approval of the Agenda** (*Additions, changes, and deletions can be made via one motion and a second to approve by a majority vote*)
- 3. Special Requests**
- 4. Citizen Comments and Correspondence – Pgs. 1-2**
- 5. Committee and Department Reports** (*written reports provided; Staff and Board Chairs available for questions*)
  - a. Marathon Fire/EMS – Marathon Fire Chief James Muro – Pgs. 3-5**
  - b. Police Department – Chief DiGiovanni - Pgs. 6-10**
    - i. Request for Promotion of Police Officer Joe Burden to Sergeant Joe Burden
  - c. City Administrator’s Report – John Bartus – Pgs. 11-12**
  - d. Building/Code Department – Building Official Loreno – Pgs. 13-14**
  - e. Public Works – Public Works Department Head Guarino – Pg. 15-16**
  - f. City Hall – City Clerk Roussin – Pg. 17**
  - g. Beautification Committee – Sandra Bachman**
  - h. Planning & Zoning Board – George Lancaster**
  - i. Recreation Committee – Cindy Catto**
  - j. Utility Board – Fred Swanson**
- 6. Consent Action Items**  
(*Under the consent agenda, all action items will be voted on after one motion, and a second will be required to approve them without discussion. If a Commission member wants any action item discussed or voted on separately, the Commission member, at the beginning of the open session, must ask that the action be moved to the discussion action item section*)
  - a. City Commission Townhall Meeting Minutes 12-16-2024 – Pgs. 18-20**
  - b. City Commission Townhall Meeting Minutes 01-13-2025 – Pgs. 21-24**
  - c. City Commission Regular Meeting & Public Hearing Minutes 01-16-2025 – Pgs. 25-32**
  - d. City Commission Special Meeting Minutes 01-28-2025 \*\*TBA\*\***
  - e. Approval of Warrant No. 0125 for \$722,333.50 – Pg. 33**
  - f. Approval to re-appoint Frank Tremblay as an alternate member of the Recreation Committee - Pgs. 34-37**
  - g. Approval to appoint David Evangelista as an alternate member of the Recreation Committee - Pgs. 38-41**
  - h. Approval of a proposal by U.B. Bricking for the purchase of materials and labor for interlocking concrete pavers for the Bocce Ball courts for \$22,620.00 - Pg. 42**

**7. Discussion Action Items**

**8. Ordinances & Resolutions**

- a. **FIRST READING of Ordinance No. 2025-498:** An Ordinance Of The City Of Key Colony Beach Florida, Amending Code Of Ordinance Article Vi – Finance, Section 2-75 To Increase The Discretionary Spending Threshold; Repealing Conflicting Ordinances; Providing For Severability; And Providing For An Effective Date. – **Pgs. 43-45**

**9. Secretary-Treasurer’s Report**

- a. January 2025 Financial Summary **\*\*TBA\*\***
- b. Review of proposed amendments to the FY2024/2025 Budget – **Pg. 46**

**10. City Attorney’s Report**

- a. Update on Fireworks guidelines for Vacation Rentals – **Pgs. 47-48**

**11. Commissioner’s Reports & Comments**

- a. Commissioner Tom Harding
  - i. Wastewater Sampling Summary Report of February 17<sup>th</sup>, 2025 **\*\*TBA\*\***
  - ii. Dry Flood Proofing Project Update – **Pgs. 49-73**
  - iii. Commercial Wastewater Billing Feedback **\*\*TBA\*\***
  - iv. FDOT Requests
  - v. Local Mitigation Strategy (LMS)- Monroe County work team update
- b. Commissioner Tom DiFransico
- c. Commissioner Doug Colonell
- d. Vice-Mayor Joey Raspe
- e. Mayor Freddie Foster

**12. Citizen Comments**

**13. Adjournment**

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**This meeting will be held at the City Hall Auditorium ‘Marble Hall’,  
600 W. Ocean Drive, Key Colony Beach, Florida 33051,  
and via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/81801605498?pwd=NqHMjDuD43UjeBoG0DKtQqEU5z3Qw7.1>

Meeting ID: 818 0160 5498

Passcode: 739366

One tap mobile

+13052241968,,81801605498#,,, \*739366# US

+13126266799,,81801605498#,,, \*739366# US (Chicago)

## Silvia Roussin

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**From:** Bill Catto <wacatto@gmail.com>  
**Sent:** Friday, January 17, 2025 9:51 AM  
**To:** Silvia Roussin  
**Subject:** Florida Golf Cart Insurance Requirements & Golf Cart Accidents: Who Pays? - 2025  
Florida Golf Cart Insurance Requirements

Sylvia,

Hope all is well with you. Knowing that the commissioners are discussing golf cart usage in KCB, I thought that the attached article would be helpful and I would appreciate it if you would share this email with them.

Also, from a homeowner insurance perspective, generally liability coverage is only provided when the cart is operated on your premises or on a golf course. Homeowners insurance forms virtually never afford coverage for golf carts being operated on public roads. I understand that some companies may offer an endorsement to provide this coverage, but I'm not familiar with any that do so.

Thanks for your help and have a great weekend.

Bill Catto

Sent from my iPhone

[https://urldefense.proofpoint.com/v2/url?u=https-3A\\_\\_www.gloverlawfirm.com\\_golf-2Dcart-2Daccidents-2Dinsurance-2Drequirements-2Din-2Dflorida\\_&d=DwlFaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A\\_CdpgnVfiiMM&r=NwMeHTaK62vTAHo-tN2XL86g1wpCFVEJMSYuFdlzOJM&m=04gVifOK6QPYxN3DynPM\\_1dh5qJn5mfxTf7gtK6rrVQUvPMxQ4fhsnjpdFMtYo1H&s=buXVuUObCII01v8od8vVM4BfCuuOu8WjLnym1eqAvss&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.gloverlawfirm.com_golf-2Dcart-2Daccidents-2Dinsurance-2Drequirements-2Din-2Dflorida_&d=DwlFaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=NwMeHTaK62vTAHo-tN2XL86g1wpCFVEJMSYuFdlzOJM&m=04gVifOK6QPYxN3DynPM_1dh5qJn5mfxTf7gtK6rrVQUvPMxQ4fhsnjpdFMtYo1H&s=buXVuUObCII01v8od8vVM4BfCuuOu8WjLnym1eqAvss&e=)

Sent from my iPhone

## Silvia Roussin

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**From:** suebartkus@gmail.com  
**Sent:** Thursday, February 13, 2025 3:14 PM  
**To:** KCB Mayor; Doug Colonell; Tom DiFransico; Freddie Foster; Tom Harding; John Bartus; Silvia Roussin; letters@peopleareasking.org  
**Subject:** 1st St Park improvement

We live across the street from the park on first street and we would love to see some Pickleball courts going over there and there is that parking area right there across from Casa Clara that belongs to the city so that could be perfect. The bushes could be removed there, and it would expand that parking area.

Sent from my iPhone



## CITY OF MARATHON FIRE RESCUE

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8900 Overseas Highway, Marathon, Florida 33050  
Phone: (305) 743-5266 Fax: (305) 289-9834

### Memorandum

**Date:** 2/3/2025  
**To:** Honorable Mayor and City Council members  
**From:** James E. Muro, Fire Chief  
**Through:** George Garrett, City Manager  
**Subject:** January Month End Report

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<b>ALARM RESPONSES</b>	<b>January</b>
Fire Incidents	1
Hazardous Condition	4
Public Service	25
False Alarm Fire	16
Good Intent Call	16
EMS	104
Inter-facility Transfers	54
Total for Month:	220
Total Calls for Calendar 2025:	220

<b>KCB BREAKOUT REPORT</b>	<b>January</b>
Fire Incidents	
Hazardous Condition	
Public Service	2
False Alarm Fire	
Good Intent Call	1
EMS	8
Total for Month:	11

<b><u>FIRE PREVENTION</u></b>	<b>January</b>
Fire Inspections	20
Fire Safety Plan Review	27
Vacation Rental Inspections	116
Occupational or Annual License Inspections	4
Event Inspections	1
Annual State Inspections	0
DHR Follow-Up Inspections	0

<b><u>VACATION RENTALS</u></b>	<b>January</b>
Total Applications Processed	99
Vacation Rental Inspections	116
Total VR Fees Collected	\$100,950.00
Agent/Local Contacts Trained	19
Total VR Licenses Issued	102

### **OPERATIONS**

· Fire Officer Training - Fire Officers worked on daily training by leading and confirming their shifts' Fire and EMS Training for existing members of the team. This includes medication changes and process review. We have completed the SCBA recertification process internally and hose testing for 2024. Our team assisted in developing a practical testing handbook, which will be integral to the upcoming promotional testing for driver engineer testing.

· EMS Training – Our department continued with onboarding of RQI for CPR instruction for our response and fire prevention team. This platform allows seamless skills refreshment using a simulator allowing practical skills. We have 11 instructors now which will allow our city partners, parks, public works and marina to receive and maintain their CPR license using this platform. (a) We have 3 new members who started their “pre assignment” schedule allowing them to learn our SOP’s and practical tools of Marathon Fire Rescue. (b) On January 30th we made employment offers to 3 new employees which if they complete the process, we will be at full budgeted employment.

· Combined Training- Vector Solutions is our vendor who provides and archives our online classes that our members take to ensure compliance and training. We had members take 109 classes and training modules and completed 88.74 in training hours.

· Community Outreach in January – We issued 3 new AEDs to Key Colony Beach locations to include City Hall, Tennis Courts and Motor pool. On February 5th we are training/refreshing KCB Police in Narcan administration and starting them on using RQI. KCB Police procured the same AED’s as our life pack EKG tools allowing seamless integration in the event that police arrive in advance of Fire-Rescue Services.

**BENEVOLENT FIREFIGHTER SERVICES**

No meeting was held for the month of January.

**ACTIVITIES ATTENDED IN JANUARY:**

Wounded Warriors Dinner

Special Olympics Fundraiser

Celtic Festival – EMS Services

Spokes & Shields Bike Ride

New Hire Testing

Promotional Exams – Chief

RQI Program Expansion – Chief

New Station Construction – Chief

City GIS Coordination – Chief

City Commission Meeting – Chief

Florida EMSC Advisory Meeting – Chief

PEAC – Chief

**Commission Meeting Report  
Key Colony Beach Police Department  
January 9, 2025, to February 13, 2025  
Chief Kris DiGiovanni**

**Request for Commission Approval: Promotion of Officer Joe Burden to Sergeant**

**A. REPORTS**

1. 1/31/2025, Report: KCBP25OFF000002  
Theft - West Ocean Dr.: Real Estate Agent reported that their signs stolen.  
Result: Active Investigation
2. 2/5/2025 – 4<sup>th</sup> St., Report: KCBP25OFF000004  
Fraud– No money lost but personal information was compromised  
Result: Active Investigation
3. 2/8/2025, Report: KCBP25OFF000005  
Domestic Disturbance – East Ocean Dr. – Information Report – No arrest made.  
Result: Closed/Unfounded
4. 2/12/2025 – Report: KCBP25OFF000006  
Civil Injunction Violation – 8<sup>th</sup> St.: Officer confirmed with the SAO – No violation committed.  
Result: Closed

**B. MEDICAL/ALARM CALLS**

Total Calls: Medical 8, Alarm 4

**C. CALLS FOR SERVICE**

Total Calls: 28

1/9/2025 – Assist Citizen – 13th Street – Caller reported a vessel that is violating the no wake zone. No boat was located that matched the description given. The caller will call dispatch if the boat returns. 1/10/2025 – Officer Buckwalter was called for an update – the original caller advised that they spoke with the vessel captain, and they discussed the no wake rules in KCB.

1/10/2025 – Loud Noise – 12th Street – The caller reported that there was a loud banging noise coming from across the street. Officer Buckwalter discovered that it was coming from a construction crew that was working on a home. The caller was okay with the noise and no complaint was filed.

1/14/2025 – Assist Citizen – Sadowski Causeway - A/S (Acting Sergeant) Burden was flagged down by a resident who had questions about the water supply. Officer Burden informed the resident that there was a water line break and FKAA was working on the issue.

1/15/2025 – Neighbor Problem – WOD – Officer Buckwalter was called about a neighbor issue. The issue involved a dock and the rights to use it. This is a civil matter and is under the county court's jurisdiction. This is not a police matter.

1/16/2025 – Illegal Parking – EOD – Officer Burden was called to East Ocean Drive to a parking situation. Officer Burden discovered two large pickup trucks that were parked on people's property. The vehicles belonged to Affordable Asphalt. Affordable Asphalt is the company that was doing pavement work at a nearby hotel. The vehicle owners were instructed to remove the vehicles from the property they were parked on.

1/17/2025 – VIN Verification – City Hall – Officer Buckwalter was called to City Hall to check the Vehicle Identification Number to verify that the vehicle information corresponds with the information on the title.

1/17/2025 – Sunset Park – As A/S Burden was checking the park, he discovered a few juveniles there. A/S Burden instructed the juveniles to leave the park since it was after dark.

1/17/2025 – Suspicious Activity - 13th Street – A/S Burden received a call that there was a suspicious light on at a nearby residence. A/S Burden arrived at the residence and discovered that it was a LED light that was about to go out. The property manager was called, and A/S Burden called the reporting caller back to inform them of his findings.

1/20/2025 – Loud Noise – 13th Street – A/S Burden received a call of loud noise at a residence on 13th Street. Upon arrival to the noise violation, the officer explained the rules and the subjects went inside the house. A/S Burden attempted to contact the property manager and there was no response. The officer then sent an email to the code officer for follow up.

1/21/2025 – Suspicious Person – City Hall – The caller reported to Officer Schlegel that there two men were outside City Hall. The officer discovered that the men were okay. No crime occurred.

1/21/2025 – Lost Property – WOD – Officer Buckwalter was called to the Key Colony Inn for a lost purse report. The caller later reported that the purse was found.

1/23/2025 – Welfare Check – Sadowski Causeway - Officer Buckwalter was requested to conduct a welfare check on a subject that was unreachable by phone. City staff assisted in retrieving a telephone number that was on file. The subject was okay.

1/24/2025 – Assist Citizen – City Hall – Officer Buckwalter was called to assist a resident about a contractor that was fired from a job. The resident had only questioned what to do if the contractor comes back uninvited.

1/25/2025 – Sunset Park – As Officer Schlegel was checking Sunset Park, he discovered people fishing. He advised them that there is no fishing at the park, and he provided them with information on places where they could legally fish.

1/25/2025 – Sunset Park – As Officer Schlegel was checking Sunset Park (after it was closed), he discovered people fishing. He advised them that they cannot fish or be in the park after dark.

1/28/2025 – Assist Citizen – 7th Street – Caller wanted to confirm that a vehicle that has been parked on 7th Street for 2 weeks was not stolen. Officer Niemiec checked, and the vehicle was not reported stolen.

1/29/2025 – Hazard – 8/9th Street Canal – Officer Buckwalter received a call about oil and garbage in the canal. Upon his arrival, he checked three different locations and did not find the hazard that was reported. There was no caller information on this call.

1/30/2025 – Reckless Driver – City Hall – A/S Burden received a call that there was an operator drinking while driving and heading to another bar. The officer looked for the vehicle and the vehicle was not located.

1/31/2025 – ID Theft – 600 West Ocean Drive - Reporting party arrived at the police trailer to report ID theft

2/1/2025 – Lost Animal – 13th Street – Caller reported that their dog was lost/missing – Officer Niemiec looked all over the city for the dog, and he was unable to locate it. The caller later reported that the dog had returned home 3 hours later. The caller was very appreciative of Officer Niemiec’s concern.

2/01/2025 – Animal Incident – 8th Street – A/S Burden received a call that there were dogs that were barking and sounded as if they were in distress. The officer arrived in the area to locate the sound of the dogs, however, the officer did not hear the sound and the address given did not exist. This call was unfounded.

2/4/2025 – Line Down – Officer Buckwalter was called to 7th Street in reference to a line that was torn down by a boat. The line was torn off the pole. Officer Buckwalter checked out the line and reported that it was a cable line. There was no safety concern at the time of the report.

2/5/2025 – Assist Citizen – 8th Street – A/S Burden assisted a resident with securing the boat trailer lot

2/5/2025 – Welfare Check – 7th Street – A/S Burden responded to a personal medical alarm. The officer arrived in the area to locate the subject, and he discovered that the personal alarm had malfunction. The resident was okay and was not in need of any help.

2/5/2025 – Resource Check – Sunset Park – A/S Burden was checking Sunset Park for resource violations when he discovered a subject in the park at 1:15AM. The officer checked with dispatch to find out if the subject was reported missing or endangered or had any criminal warrants. The subject was cleared by dispatch and was advised by the officer that the park is closed according to the park rules.

2/6/2025 – Suspicious Vehicle – Mobil – Officer Schlegel responded to a suspicious vehicle call and discovered that the vehicle was disabled. The officer informed the store manager, and it was to be towed off the property at the owner’s expense.

2/7/2025 – Assist Citizen – City Hall – Officer Buckwalter assisted a former resident with information regarding fingerprinting.

2/9/2025 – Assist Citizen – City Hall – Officer Buckwalter assisted a renter with information regarding boat trailer parking.

**D. TOTAL WATCH ORDERS/NON-RESIDENTS**

Total: 38

**E. PROVIDED BACK-UP/ASSISTANCE TO MCSO, FHP, FWC, COAST GUARD OR U.S. BORDER PATROL**

Total: 8

**F. CITATIONS/WARNINGS**

1. Traffic Citations: 1
2. Traffic Warnings: 21
3. Resource Checks/Marine Life: 14

**G. ADDITIONAL EVENTS IN THE POLICE DEPARTMENT**

1/10/2025 - Officer Buckwalter and I assisted with the Wounded Warrior Ride.

1/29/2025 – Grace Jones donation with the Vice Mayor Raspe, \$4000.

1/31/2025 – I completed a Supervisory Academy (On-line).

2/3/2025 – I attended Sheriff's Command Staff Meeting at MCSO Headquarters.

The KCBPD officers have provided security and traffic safety at the Sunday Concerts-in-the-Park.

2/6/2025 – KCBPD recertified in CPR/Tourniquet, Narcan at Station 14 Marathon.

2/12/2025 – KCBPD Officers assisted in the 7 Meter Bridge Run.

A/S Burden assisted FWC on several flying missions. Burden operates the Flir camera, detecting multiple State and Federal violations.

#### **H. UPDATES**

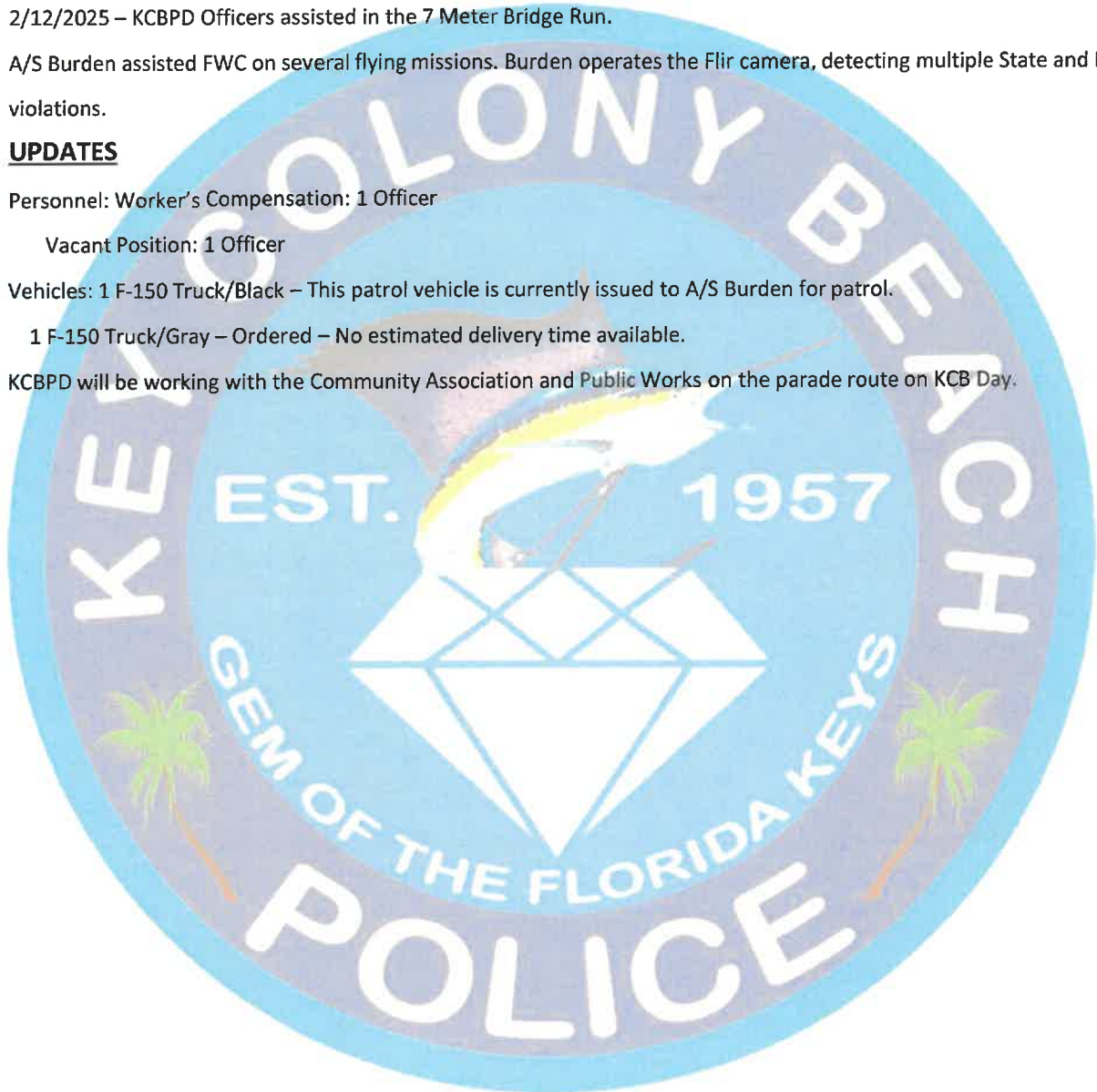
Personnel: Worker's Compensation: 1 Officer

Vacant Position: 1 Officer

Vehicles: 1 F-150 Truck/Black – This patrol vehicle is currently issued to A/S Burden for patrol.

1 F-150 Truck/Gray – Ordered – No estimated delivery time available.

KCBPD will be working with the Community Association and Public Works on the parade route on KCB Day.



# SAFETY MEETING AGENDA

## Key Colony Beach Police Department

### MEETING DETAILS

Date: 2/06/2025

Time: 1600 PM

Recurring: YES

Location: PD Trailer

Dial-in Number: 305-481-8597

Meeting URL:

Meeting Lead: Chief DiGiovanni

Other Speakers:

### ATTENDANCE

Attendees: A/S Burden, Ofc. Niemiec, Ofc. Buckwalter, Ofc. Schlegel

### ITEMS & DISCUSSION

#### 1<sup>ST</sup> ITEM: OPENING & ROLL CALL

\_5\_min

**DISCUSSION:** Chief DiGiovanni advised all attendees that there will be a monthly safety meeting. Any topics that a member would like to address can have them prepared for the next meeting. Please send me an email with your topic prior to the meeting.

#### 2<sup>ND</sup> ITEM: ADDRESS SAFETY TOPIC(S)

\_10\_min

##### **DISCUSSION:**

##### **Stress Reduction**

##### **What Causes Stress:**

*"Individual Factors, such as: Individual factors include:*

*Family and relationship problems*

*Financial problems*

*Health concerns*

*Difficulties from working second jobs to make extra income"*

##### **Work:**

*"Constant exposure to people suffering distress and pain*

*Threats to an officer's safety or health*

*The responsibility of protecting the lives of citizens*

*Having to be in control of emotions even when provoked*

*The inconclusive nature of police work*

*The quickly alternating pace of the job (situations can escalate rather quickly in this line of work)*

*The responsibility of owning a firearm"*

#### 3<sup>RD</sup> ITEM: ROUND ROBIN FOR QUESTIONS/CONCERNS

\_5\_min

##### **DISCUSSION:**

"Consequences of Stress:

*Cynicism and suspiciousness*

*Emotional detachment from various aspects of daily life*

*Reduced efficiency*

*Absenteeism and early retirement*

*Excessive aggressiveness (which may trigger an increase in citizen complaints)*

*Alcoholism and other substance abuse problems*

*Marital or other family problems (for example, extramarital affairs, divorce, or domestic violence)*

*Post-traumatic stress disorder*

*Heart attacks, ulcers, weight gain, and other health problems*

*Suicide"*

**4<sup>TH</sup> ITEM: RESOLUTIONS**

**\_5\_min**

**DISCUSSION:**

*"How to reduce Stress:*

*Planning meals and making healthy eating choices. Stop eating high-calorie fast food.*

*Scheduling vacations and personal downtime.*

*Seeing your doctor regularly for checkups.*

*Sharing the workload and reducing the amount of overtime.*

*Living within your financial means so that "moonlighting" with a second job is not necessary.*

*Creating a realistic exercise program and forming healthy habits to get regular exercise.*

*Creating a "Patrol Buddy" program and make time to check on each other.*

*Keeping your civilian friends to help you get away from the job. If you socialize with police friends, make a point not to talk about work on your downtime together"*

**5<sup>TH</sup> ITEM: CONCLUSION**

**\_5\_min**

**DISCUSSION:**

*"How to manage Stress:*

*An important way to manage stress is through effective time management. Consider:*

*Taking the time to work out a plan to ensure there is a balance in your life.*

*Setting aside specified times for your responsibilities.*

*Setting goals for yourself and avoiding procrastinating.*

*Ensuring you get enough sleep and limiting your use of caffeine.*

*Being conscious of your limits and only setting realistic goals.*

*Setting aside time for exercise and leisure activities.*

*Having a good attitude and finding the upside to whatever situation life might throw at you"*

(The above information was taken from the following website. KCBPD Officers have full access to Police1 through Lexipol)

[How police can reduce and manage stress \(police1.com\)](http://www.police1.com)

<https://www.police1.com/stress/articles/how-police-can-reduce-and-manage-stress-AThewNlseDwMYCcB/>

# City of Key Colony Beach

PO Box 510141 Key Colony Beach, Florida • Phone# 305-289-1212 • Fax# 305-289-1767



February 13, 2025

To the Mayor, Vice Mayor, and Commissioners:

## City Administrator Report

The New Year of 2025 has launched out of the gate like a thoroughbred on race day as we move forward on our goals as a very busy little city.

1. The City Hall Storm Hardening/Addition project continues to move forward. Mayor Foster (in lieu of Commissioner Colonell), Silvia Roussin, Tony Lorenzo, and Mike Guarino met with Brandan and James from architectural firm CPH on site at City Hall. We visited the newly pin-piled and floor-leveled portion of City Hall, and discussed the upcoming scope of work and timelines, with emphasis on ensuring that we comply with the timeline of the grant.
2. Attended Planning & Zoning, Recreation, and Utility Board meetings discussing issues being considered today.
3. Met with our lobbyist, Kate DeLoach, to discuss our needs in the upcoming legislative session. Emphasis for Key Colony Beach is on Stewardship Fund (wastewater/stormwater projects), and resiliency funding (road elevation and reconstruction). Another topic is the restoration of the fairer MOU process for determining Stewardship Funds as opposed to the “competition” process that has developed over the last couple of years. We’re also tracking our Stewardship funding requests from last year’s session; Kate informed me that we may know something in the next couple of weeks. We will be attending Florida Keys Day in March; we will certainly be keeping up with bills that concern us with our lobbyist through the legislative process. The Mayor and I will also attend Legislative Action Days in Tallahassee with the Florida League of Cities, also in March.
4. Organizing a meeting with our Chief of Police and Marathon’s Fire Chief to discuss my draft of a Comprehensive Emergency Management Plan for Key Colony Beach. The next step will be to convene our Disaster Preparedness Committee for review and recommendation to the City Commission. When completed and adopted, this plan will serve as a guide for any emergency that happens in our City.
5. Met with county and municipal officials to discuss our local projects that would qualify for an eventual distribution of the second \$100 million authorization under the Florida Keys Water Quality Improvement Program (FKWQIP). The Army Corps of Engineers, the federal agency in charge of the program, has requested that local jurisdictions submit their requests on a template that they will provide (still no template forthcoming) to help them develop a new Program Management Plan. Three potential areas for funding were discussed: 1) Rebuilding lift stations, replacing cast iron laterals, and fixing leaks in the collection system; 2) Replacing key components of the wastewater treatment plant; 3) Canal dredging and cleanup/aeration. There will be more to report on as the process with Army Corps continues to evolve – and this process will take a long time before anyone can receive funding. We are making the case for a more significant amount of funding commensurate with our needs, as Key Colony Beach only received \$200,000 during the first round of \$100 million in authorizations.
6. Participated in Countywide LIDAR and Resiliency meetings; will continue this ongoing process.
7. Met with grant management firms to potentially improve our grant process; completed a 14-hour, two-day grant management course online from GrantManagement USA.
8. With the CRS Committee and city staff members, toured the Key West National Weather Service Station with meteorologist Jon Rizzo.

As we continue our 2025 adventure, I'm looking forward to working with you all to make our City Hall project a reality, find sources of funding for our projects, and strive to make Key Colony Beach even better.

John Bartus  
City Administrator, Key Colony Beach

## **Building Department Staff Report**

**Prepared for the City Commission Meeting February 20, 2025**

### **Tony Loreno, Building Official**

- Working with our city attorney to help resolve building permit applications for 2 lots.
- Working with numerous homeowners to help with dock variance applications
- 23 permit plan reviews
- 55 inspections
- Overseeing compliance issues involving numerous failed inspections and working closely with contractors to resolve these issues.
- Happy to report Tennis courts are completed and final stretch with new pickle ball court expansion. Responsible for overseeing and working closely with all relevant committees and city officials to ensure these projects are completed.
- Acting as current project manager for current City Hall renovations. Working closely numerous contractors overseeing all work. I am happy to report that city hall pin pile and floor leveling are complete.
- During this last month's inspections, I have numerous minor code violations that were immediately rectified with contractors. One major stop work order for a 350K addition that was started without a permit or approval.
- Working closely with Hotwire communications to maintain strict oversight on Sadowski directional boring to maintain minimal disruption as possible to City and traffic flow on Sadowski.
- Glad to announce that Willy is currently working with me on numerous inspections and doing a great job as we continue to grow the building department's efficiency to serve our residents and contractors. (I want to publicly thank Samantha and her immense help with our workload now that she is slowly coming back from maternity leave and working 100% remote and soon to be back in the office)

### **Samantha Rodamer, Building Assistant**

- Completed various Contractor Registrations.
- Aided contractors with permit-related questions.
- Scheduled a multitude of inspections & organized Building Official's daily inspection schedule.
- Issued 13 Building Permits.
- Closed 16 Building Permits
- Updated various licenses, liability insurance, etc. documents for Contractors within CitizenServe.
- Began preparing for 2025/2026 Vacation Rental Safety Inspections.
- Completed records requests as required.
- Updated permit fees in both CitizenServe & on hard copy forms.
- Issued two new construction permits.
- Successfully integrated back from maternity leave working remotely full time.
- Completed the Point Match report for the first half of 2025.

**William Dominicak, Fire Safety Inspector & Code Enforcement Officer**

- Completed Fire Safety inspections
- Assisted Tony with building inspections
- Issued several citations for,
  - Garbage can violations
  - Trailer parking violations
- Communicated with property owners to get code violations into compliance including,
  - 400 Sadowski for dangerous work conditions and improper lighting
  - 211 9<sup>th</sup> street for permits to complete construction
  - Patrolled the City daily to ensure code compliance.
  - Monitored both temporary & permanent trailer parking lots.
  - Continued city video Recording for hurricane documentation
  - Key Colony inn for general maintenance and dumpster enclosure
  - 908 W Ocean drive (fence without a permit)
  - 550 E Ocean for rocks to close to road
  - 938 W Ocean to trim coconuts from trees
  - 150 10<sup>th</sup> street for no buoys on boatlift

## Public Works Staff Report

### Report for February 20th, 2025 – City Commission Meeting

Since the last City Commissioner's Meeting Public Works has:

- Cleaned Areca hedge around detention pond and boat trailer parking lot.
- Replace the starter on B21 tractor.
- Worked with locksmith to rekey city.
- Removed non usable debris from wastewater plant.
- Covered exposed pipes at wastewater plant with gravel.
- Treated East and 7<sup>th</sup> Street Parks for fire ants.
- Removed and disposed bocce court wood base on court number 4.
- Moved and staged bocce construction material for the Bocce Rebuild Team.
- Assembled wheeled squeegee for pickleball court.
- Worked with Rhodes plumbing on the installation of new water fountains with a bottle fill at Sunset Park.
- Assisted with concerts in the park.
- Helped the golf course with debris removal.
- Worked with Silvia and legal to create a Key Colony Beach Volunteer waiver form.
- Investigated the price and feasibility of an LED information board in front of city hall.
- Wrote the job description for a public works foreman position.
- Repaired irrigation leak at Marble Hall.
- Ordered and received a new dumpster for city landscape debris.
- Worked with FLEC to have the pole with guy wires removed from the entrance to the new tennis court.
- Repaired electrical problem in Kubota UTV
- Repaired electrical on street sweeper dust suppression system.
- Ordered for delivery 7 pallets of mulch for Beautification Committee
- Removed existing ceiling and framing in City Hall
- Removed abandoned electrical in City Hall
- Assisted with 7-meter bridge run
- Assembled two rollers and one push squeegee for tennis courts.

Thank you,

Mike Guarino

Public Works Department Head

**City of Key Colony Beach**  
**Public Works Safety Training Documentation Form**

<b>Date:</b>	1/2/25	<b>Location:</b>	Shop
<b>Time:</b>	1245	<b>Meeting Lead:</b>	Mike Guarino

**Attendees:** Esteban Cabrera Fernandez, Jesse Petersen, Darrin Smith & Mike Guarino

**Absentees:** N/A

**Topic: Hammer Safety**

**1. Introduction and Presentation of Topic:**

We watched safety video on different types of hammers and how to safely use them.

**2. Discussion, Questions and Concerns:**

It was discussed that the movie did not say to wear safety glasses and to not strike a hammer with another hammer as it will shatter.

**3. Conclusion:**

Use the proper hammer for the job, wear safety glasses and do not strike a hammer with another.

# City Hall Staff Report

## Report for February 20<sup>th</sup>, 2025 – City Commission Meeting

### City Clerk Silvia Roussin

- Completed reservations for the Florida Keys and Legislative Action Days.
- Completed public notices for several variance applications and amendments to the Comprehensive Plan.
- Continue working with the State to provide all necessary documentation for 22FRP63 for quarterly reporting and reimbursement requests.
- I received notice from the State that the reimbursement request for management costs after Hurricane Irma has been advanced.
- I am currently accepting applications for the position of Assistant City Clerk and will start the interview process next week.
- Prepared for and attended the Beautification Committee, Utility Board, Planning & Zoning Board, Recreation, and Townhall meetings
- Participated in the legal meeting alongside the Mayor and City Administrator.
- Completed various meeting minutes.
- Completed check deposits for general & utility accounts.
- Answered citizen correspondence and public records requests.
- Completed payroll reports, ACH transactions, and wire transfers.
- In addition to daily general invoicing and HR tasks.

### Administrative Assistant Cheryl Baker

- Emailed and sent out renewal letters for Long Term Boat Trailers.
- Uploaded various meeting minutes to the city website.
- Provided Jen with all backups for monthly invoicing.
- Post daily PnP payments to QB's.
- Post daily check postings in QB's.
- Contact via phone and email to collect past-due wastewater payments.
- Issued boat trailer licenses for short-term renters.
- Manage Sunset Park Weddings and collection of required forms and payments.
- Manage the Memorial Bench purchases for residents.
- Collect and distribute mail & manage the phones.

### Administrative Assistant Tammie Anderson

- Issued 8 Vacation Rental Licenses for 2024-25.
- Received 3 property transfers and collected \$400.00 in transfer fees.
- Responded to 15 property inquiries and collected \$450.00 in property inquiry fees.
- Sent out Safety Inspection letter with Zone map to rental property Owners, Property Managers and Local Contacts.

### Upcoming

02-22-2025 Hot Dogs in the Park Event hosted by the Beautification Committee  
02-26-2025 Dolphin Research Center Outreach Program  
02-27-2025 Orchid Presentation  
03-02-2025 Key Colony Beach Day  
03-06-2025 Recreation Committee Meeting  
03-11-2025 Beautification Committee Meeting  
03-12-2025 DOAH Code Enforcement Hearing \*\*canceled\*\*  
03-17-2025 City Commission Townhall Meeting  
03-18-2025 Utility Board Meeting  
03-19-2025 Planning & Zoning Board Meeting  
03-20-2025 City Commission Public Hearing  
03-20-2025 City Commission Regular Meeting & Public Hearing

**MINUTES**  
**KEY COLONY BEACH CITY COMMISSION**  
**TOWNHALL MEETING**  
Monday, December 16<sup>th</sup>, 2024 – 9:30 am  
Marble Hall, 600 W. Ocean Drive, Key Colony Beach  
& via Zoom Conferencing

**\*\*Commissioners have 3 minutes each to present their topic, followed by 17 minutes of Public comment and Commissioner input - for a total of 20 minutes per Commissioner\*\***

1. **Call to Order, Pledge of Allegiance, Prayer, Roll Call:** The Key Colony Beach City Commission Townhall meeting was called to order by Mayor Joey Raspe at 9:30 AM followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Mayor Joey Raspe, Commissioner Tom Harding, Commissioner Doug Colonell. **Absent:** Vice-Mayor Freddie Foster, Commissioner Tom DiFransico. **Also present:** City Administrator John Bartus, Administrative Assistant Tammie Anderson, Chief of Police Kris DiGiovanni, Building Official Tony Loreno, City Clerk Silvia Roussin.

**Public Attendance: 4**

2. **Mayor Raspe**
  - a. Topic: City Hall Update
  - b. Public Comment & Commissioner Input

Mayor Raspe updated that the bathrooms are being worked on and temporary restroom trailers in the parking lot are open for use. Mayor Raspe further reported the completion of the sewer lines repairs and deferred to Building Official Loreno for further City Hall updates.

Building Official Loreno reported that ongoing construction is down to the last nine pin piles for bathrooms, and no settlement in the foundation has been found. Building Official Loreno gave expectations of work on the rebars, pin piles and pouring of concrete to be completed within the next three weeks. Building Official Loreno reported the start of the bathroom work and for the city to have chosen an architectural firm for the City Hall design.

Building Official Loreno explained Pin Pile Inspection Plans and gave further details on ongoing construction work. Building Official Loreno informed that no deep voids were found and further explained that the contractor provided engineering inspection reports which are passed to the engineer.

Commissioner Colonell noted that avoiding the use of foam to fill in the voids saved a lot of money. Building Official Loreno agreed.

Mayor Raspe asked for citizen comments.

Craig Greene, 751 12<sup>th</sup> Street, recalled observing a water line running outside the building to supply the bathrooms and asked if this would be changed. Building Official Loreno confirmed that the entire plumbing network will be updated, and the supply lines will be in the correct spot.

Commissioner Colonell asked about the plans for the remodeling of the bathrooms. Building Official Loreno confirmed using the same floor plan as before but brought up to code with all new materials. Building Official Loreno gave his understanding that the bathroom project should be separate from the City Hall project since access to the bathroom is necessary for the use of Marble Hall. Building Official Loreno further informed that the trailer was donated for a great rate by White Marlin Marina.

### **3. Commissioner Harding**

- a. Topic: Florida Department of Transportation (FDOT) Tentative 5-Year Work Program (2025-2030), Planned Approval July 2025
- b. Public Comment & Commissioner Input

Commissioner Harding provided background on the yearly meeting by the Florida Department of Transportation and the tentative 5-Year Work Plan. Commissioner Harding continued by summarizing projects affecting the city and explaining the approval and work process. Commissioner Harding informed of upcoming repair projects in the Keys, including repairs of the Vaca Cut Bridge in 2027, Channel 5 Bridge in 2026, a proposal for the Snake Creek Bridge to be a fixed bridge, and Bahia Honda bridge repairs. Commissioner Harding informed of needed repairs to keep the 7-mile bridge stable for the next 10 years until a replacement is made in 2035. Commissioner Harding further reported small repairs to the old 7-mile bridge, Long Key Bridge Replacement in 2023, and minor repairs on Tom's Harbor Bridge. Commissioner Harding informed for repairs on the 18-mile stretch are ongoing with nightly intermittent road shutdowns of the main road. Commissioner Harding spoke of various projects for the City of Key West, and the County having applied for continued Storm Shoreline Protection. Commissioner Harding informed that the City of Marathon received funding for the Cocoplum and Sombrero Beach areas. Commissioner Harding informed that FDOT is supportive of giving details and hopefully for all projects to be approved in July. Commissioner Harding explained that Sadowski Causeway does not fall under the Florida Department of Transportation, and the city is responsible for repairs. Commissioner Harding further informed that FDOT requires bridge replacements after 50 years.

### **4. Commissioner Colonell**

- a. Topic: Parking plans for increased Pickleball Players
- b. Public Comment & Commissioner Input

Commissioner Colonell spoke about parking needs for the Pickleball Courts. Pickleball President Diane Slusher informed of increased membership numbers, and members to be primarily residents. Commissioner Colonell gave alternative parking options, including the long-term boat trailer parking lot. Vice-Mayor Raspe recalled efforts in the year before to gain additional parking spots. Commissioner Colonell gave additional thoughts on the creation of extra parking spaces. Diane Slusher gave further comments on available parking spaces and having requested the previous quotes for review.

Discussion continued on the matter, including traffic from Marathon, heavy rains impacting parking, number of courts available, and ADA-compliant parking needs.

Mayor Raspe informed that the matter must be brought up to the Commission during a regular meeting to proceed with suggestions.

Chet Dunn, 101 E. Ocean Drive, gave concerns about losing long-term trailer parking spaces and losing his trailer parking for Pickleball players.

Chief DiGiovanni suggested looking at the old drying bed by the sewer plant for trailer parking. Commissioner Colonell confirmed to have looked at the suggestion and explained difficulties with the option. Mayor Raspe reported difficulties parking in tight places in the trailer parking lot.

Chet Dunn suggested that the Commission reconsider the trailer parking situation, proposed changing the parking to a 45-degree angle, and recommended allowing boat parking on trailers. Chet Dunn emphasized that reconfiguring the parking spaces should be considered, as boats take up more space and pose a liability risk to the city.

Mayor Raspe stated to be able to look into a reconfiguration and cautioned on possible liability concerns

with boats parked on trailers.

Chet Dunn explained the difficulties of parking, and Commissioner Harding suggested that the Public Works Department park the trailers. Chet Dunn further suggested forming a Committee to solve the problem.

5. **Next Townhall Meeting:** Monday, January 13<sup>th</sup>, 2025 – 9:30 AM
6. **Adjournment:** The meeting adjourned at 10:10 AM.

Respectfully submitted,

*Silvia Roussin*  
City Clerk

DRAFT

**MINUTES**  
**KEY COLONY BEACH CITY COMMISSION**  
**TOWNHALL MEETING**  
Monday, January 13<sup>th</sup>, 2025 – 9:30 am  
Marble Hall, 600 W. Ocean Drive, Key Colony Beach  
& via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance, Prayer, Roll Call:** The Key Colony Beach Townhall meeting was called to order by Mayor Freddie Foster at 9:30 AM, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Mayor Freddie Foster, Vice-Mayor Joey Raspe, Commissioner Tom Harding, Commissioner Tom DiFransico, Commissioner Doug Colonell. **Also present:** City Administrator John Bartus, Chief of Police Kris DiGiovanni, Public Works Department Head Mike Guarino, Building Official Tony Lorenzo, Administrative Assistant Tammie Anderson, City Clerk Silvia Roussin.

**Public Attendance:** 8

2. **Mayor Foster**
  - a. Topic: Golf Carts
  - b. Public Comment & Commissioner Input

Mayor Foster spoke on the regulations for golf carts in the city, referencing Florida law and examples from Ocean Reef and other municipalities. Mayor Foster informed on the goal to reduce traffic and parking congestion in Key Colony Beach by promoting golf carts. Mayor Foster further spoke on the requirements for night lights and the focus on making the city more golf cart friendly. Mayor Foster invited input from residents and Commissioners.

Discussions with residents followed on the use of golf carts and e-bikes in the city, focusing on licensing, regulations, and safety. Vice-Mayor Raspe raised concerns about liability and the need for golf carts to follow road rules similar to cars. Mayor Foster mentioned that uninsured drivers face the same issues, highlighting that even licensed drivers sometimes do not follow the rules. Further discussion included seatbelt requirements, parking issues at Sunset Park, and the growing concerns around e-bike speeds.

Chief DiGiovanni explained that city regulations can be stricter than state laws, and the Police haven't faced significant problems recently. A discussion followed on the need for designated parking areas for golf carts to alleviate congestion. Residents expressed mixed opinions on licensing for golf cart drivers and the presence of e-bikes and electric vehicles on the road.

Mayor Foster emphasized that enforcement of current rules is essential and informed about ongoing discussions with state legislators regarding e-bikes. Chief DiGiovanni emphasizes that golf carts and e-bikes should coexist with current traffic regulations.

3. **Vice-Mayor Raspe**
  - a. Topic: Firework Ordinance
  - b. Public Comment & Commissioner Input

Vice-Mayor Raspe addressed the issue of receiving calls on New Year's Eve and New Year's Day regarding fireworks displays in the city and expressed concerns about commercial-grade displays. Vice-Mayor Raspe noted that while fireworks are illegal in Florida, there are a couple of days when they are allowed by law,

but enforcement remains inadequate. Vice-Mayor Raspe spoke about additional pet-related problems, including the need for sedation and reports of commercial-grade fireworks being used on private property. Vice-Mayor Raspe suggested implementing signage, contacting property owners, and having the code officer change his working hours during these periods. Vice-Mayor Raspe also raised concerns about boats, and invited ideas on how to address these issues.

Commissioner Colonell informed that Ocean City, Maryland, faces similar problems and provided information on permits for fireworks displays, designated areas, and the possibility of implementing a fee.

The discussion focused on the code enforcement officer's schedule, state regulations, difficulties in identifying the precise location of fireworks, and the Fire Marshal's responsibilities.

Chief DiGiovanni recalled that in the past, the approach was to cease fireworks activities and educate property managers about regulations.

Vice-Mayor Raspe discussed state statutes that require a record of the location and individuals operating fireworks. Vice-Mayor Raspe agreed that this is a step in the right direction and noted that if a permit is violated, a fine of \$500 could be imposed.

Commissioner Harding supported the idea of permits and inquired whether Monroe County has extra patrol during designated days. Commissioner Harding emphasized that eliminating certain hours could help control the situation and agreed that a permit system would be great.

Joe Schmidt, 430 4<sup>th</sup> Street, suggested implementing electronic event board signage at the end of the Causeway to inform on rules and regulations.

Further discussion continued on enforcing rules and regulations and the intent on education and permit requirements instead of enforcement.

#### **4. Commissioner Harding**

- a. Topic: Flood Insurance Promotion
- b. Public Comment & Commissioner Input

Commissioner Harding discussed the promotion of flood insurance, which is part of the Community Rating System (CRS) educational project. Commissioner Harding emphasized the importance of protection and liability, highlighting that wind and property insurance do not cover flood damage. Hard copies of the FEMA Claims Handbook were available to all attendees of the meeting.

Commissioner Harding explained that FEMA manages Flood insurance through the National Flood Insurance Program (NFIP), which has 50 participating entities nationwide. Commissioner Harding further detailed that a flood is carefully defined under these guidelines, and the average flood claim is around \$66,000, often exceeding \$100,000. Commissioner Harding noted that just one inch of water can cause approximately \$25,000 in damage.

Commissioner Harding spoke about reasons for obtaining flood insurance, primarily to ensure quick repairs. Commissioner Harding explained that it typically takes about 90 days to receive the funds for recovery after a flood. Commissioner Harding explained that the coverage limits for residential properties are set at \$250,000 for the home and \$100,000 for personal contents, while commercial properties can be covered up to \$500,000. Commissioner Harding further informed of a 30-day period for coverage to take effect.

Commissioner Harding informed that the city has been signed up for the CRS since 1970 and the program currently offers a 15% discount to participants, and the city hopes to increase this to 20% by April. Commissioner Harding further reported that there are 894 active flood insurance policies in Key Colony Beach, with a total of \$41 million reported in claims.

Commissioner Harding advised residents to ensure that flood insurance does not lapse even in the event of a sale and that insurance discounts only apply to full-risk policies.

## **5. Commissioner Colonell**

- a. Topic: Continued discussion on Parking and Traffic in Key Colony Beach
- b. Public Comment & Commissioner Input

Commissioner Colonell updated on City Hall's progress and reported on the meeting with CPH, which included various discussions, including the project scope, stages, fees, grant funding, contacts, change orders, property rights, administrative terms, timeline, costs, and special conditions. Commissioner Colonell believed that the architect to have a good understanding of the project, and a proposal and contract are expected soon, and the progress to be on track to meet the original timeline and funding requirements.

Commissioner Colonell spoke on the need for the addition to be integrated into the entire project and the importance of staging the work to eliminate the need for trailers. Commissioner Colonell emphasized the need for architects to have ample time for planning, noting that all areas were reviewed except the post office. Building Official Loreno confirmed to be relocating to the trailer during construction.

The Commission discussed flood-proofing and the Hardening Grant as part of the funding. Commissioner Colonell expressed concerns about overspending and cautioned for patience in making future decisions. Commissioner Colonell gave additional thoughts on reimbursements for expenditures and the Architect having a vacation house in the city.

Commissioner Colonell spoke about his role in the project and to be working closely with the architect. Building Official Loreno expressed appreciation for Commissioner Colonell's leadership on the project and gave estimated timelines for completing current construction phases.

Further discussion followed on construction timelines, the continued use of the trailers, and project management.

Mayor Foster noted to the public that there will be transparency throughout the project and that questions and comments should be directed to himself, Commissioner Colonell, or Building Official Loreno.

## **6. Commissioner DiFransico**

- a. Topic: Overall Plan for Facilities (parking, bathrooms, water fountains, and pathways) to support the City's Recreation Facilities between 7th and 8th Streets.
- b. Public Comment & Commissioner Input

Commissioner DiFransico spoke about improvements to enhance recreational facilities and upgrades to the stormwater system on 7th Street and the Retention Pond. Commissioner DiFransico spoke about the Recreation Committee assessing the situation regarding parking, bathrooms, water fountains, seating, and determinations on ADA compliance.

Cindy Catto, Chair of the Recreation Committee, confirmed that the Committee is working on the assessment.

Mayor Foster raised concerns about the adequacy of restroom facilities. Commissioner Harding stated that the maintenance building is not ADA-compliant and spoke of a need for digital drawings and survey information. Commissioner Harding suggested compiling a list of wants and needs to bring to an engineering firm for a project scope. Commissioner DiFrancisco suggested developing a master plan outlining goals and budgeting specific amounts of money each year.

Commissioner Colonell supported a master plan but emphasized that there are immediate needs that must be addressed. Commissioner Colonell spoke about the need for parking, pathways to existing bathrooms, and options for better-organized parking, particularly for boat trailers.

Pickleball President Diane Slusher raised the possibility of additional funding from TDC monies and suggested compiling a list of needs to identify what to apply for in the coming year.

**7. Next Townhall Meeting:** Tentative - Tuesday, February 18<sup>th</sup>, 2025 – 9:30 AM

**8. Adjournment:** The meeting adjourned at 11:08 AM.

Respectfully submitted,

*Silvia Roussin*

City Clerk

# MINUTES

## KEY COLONY BEACH CITY COMMISSION REGULAR MEETING & PUBLIC HEARING

Thursday, January 16<sup>th</sup>, 2025 – 9:30 AM Marble Hall, 600 W. Ocean Drive, Key Colony Beach  
& via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance, Prayer, Roll Call:** The Key Colony Beach City Commission meeting was called to order by Mayor Freddie Foster at 9:30 AM, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Mayor Freddie Foster, Vice-Mayor Joey Raspe, Commissioner Doug Colonell, Commissioner Tom DiFransico, Commissioner Tom Harding. **Also present:** City Attorney Dirk Smits, City Administrator John Bartus, Building Official tony Loreno, Public Works Department Head Mike Guarino, Chief of Police Kris DiGiovanni, Administrative Assistant Tammie Anderson, City Clerk Silvia Roussin.

**Public Attendance:** 11

2. **Approval of the Agenda** (*Additions, changes, and deletions can be made via one motion and a second to approve by a majority vote*)

City Clerk Roussin informed of the following agenda additions:

- Under Item 6 for Consent Action Items
  - 6a. Addition of the Organizational Meeting Minutes from 12-19-2025
  - 6b. Addition of the City Commission Public Hearing Minutes from 12-19-2025
  - 6c. Addition of the City Commission Regular Meeting Minutes from 12-19-2025
- Under Item 7 for Discussion Action Items

A new Item 7e. Discussion/Approval of a designee to represent the city at BOCC Transportation Coordination Committee meetings.

A new Item 7f. Discussion/Approval of a Proposal by CPH Consulting LLC for architectural and engineering services for City Hall in the amount of \$357,404.00
- Under Item 11a.(i)– The addendum to the weekly Wastewater Report

There were no objections to the agenda changes, and Mayor Foster asked for a motion to approve the agenda.

**MOTION:** Motion made by Commissioner DiFransico to approve the agenda. Mayor Foster asked for a second. Vice-Mayor Raspe seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

3. **Special Requests:**

- a. Recognition of 45 Years of Service to the City: Honoring Wastewater Plant Operator Dave Evans

Mayor Foster, the Commission, and Attendees recognized Plant Operator Dave Evans for 45 years of service to the City of Key Colony Beach. Mayor Foster presented Dave Evans with a service plaque and signed picture as a sign of appreciation and recognition for his service.

#### 4. Citizen Comments and Correspondence

Joe Schmidt, 420 4<sup>th</sup> Street, thanked Public Works Department Head Mike Guarino for the repair of the Memorial Bench for Fishing Club. Mayor Foster gave sentiment to the comment and praised Mike Guarino for his work ethics towards the city.

City Clerk Roussin read the following citizen correspondence into the record:

- On January 3<sup>rd</sup>, 2025, the City Commission received correspondence from Steve and Ann Wenger with concerns on the use of fireworks during New Year's Eve.
- On January 15<sup>th</sup>, 2025, the City Commission received correspondence from Steve Wenger with comments on the City Commission Townhall meeting on January 13, 2025.

#### 5. Committee and Department Reports (written reports provided, Staff and Board Chairs available for questions)

- Marathon Fire/EMS** – Marathon Fire Chief James Muro thanked the city for supporting the Santa caravan and the Annual Wounded Warrior event. Fire Chief Muro continued by giving his monthly report and informed that the new AEDs arrived as well as the Narcan replenishment for the Police Department. Chief Muro further informed on plans for a new policy implementation to allow non-mobile residents to be transferred back at no cost to their homes after receiving attention in a medical facility. Fire Chief Muro informed that the final draft is currently undergoing approval by City Manager George Garret and will be forwarded to the Commission upon approval. Chief Muro updated on the Civilian CPR program to start in February, preceded by the First Responder CPR course accreditation, and for his Administrative Assistant to reach out for scheduling after February 10<sup>th</sup>. Chief Muro talked about administrative cost-saving efforts and acknowledged providing efforts to give earlier notice for important events. Chief Muro detailed the required certification hours and anticipated days for the CPR training. Chief Muro reported a slight statistical increase in calls compared to the previous month and explained the definitions of good intent and public service calls. Fire Chief Muro explained the required ratios for students to instructors and the maximum number of students per class and stated that the first responder training can be extended to the Public Works Department.
- City Administrator's Report – John Bartus
- Police Department – Chief DiGiovanni
  - Police Officer Promotion to Sergeant Notification
- Building/Code Department – Building Official Loreno
  - Update on City Hall Renovations
- Public Works – Public Works Department Head Guarino
- City Hall – City Clerk Roussin
- Beautification Committee – Sandra Bachman
- Planning & Zoning Board – George Lancaster
- Recreation Committee – Cindy Catto
- Utility Board – Fred Swanson

Mayor Foster asked for questions on the Department Reports.

Commissioner Harding spoke of a suggestion by a resident during the Townhall Meeting for an electronic messaging board and asked City Administrator John Bartus and Public Works Department Head Mike Guarino to bring back proposals at a future meeting. Mayor Foster informed of possible collaboration with the Key Colony Beach Community Association to purchase a permanent messaging sign for City Hall and asked City Administrator Bartus to provide a quote.

## 6. Consent Action Items

*(Under the consent agenda, all action items will be voted on after one motion, and a second will be required to approve them without discussion. If a Commission member wants any action item discussed or voted on separately, the Commission member, at the beginning of the open session, must ask that the action be moved to the discussion action item section)*

- a. City Commission Organizational Meeting Minutes December 19<sup>th</sup>, 2024 **\*\*Addendum\*\***
- b. City Commission Public Hearing Minutes December 19<sup>th</sup>, 2024 **\*\*Addendum\*\***
- c. City Commission Regular Meeting Minutes December 19<sup>th</sup>, 2024 **\*\*Addendum\*\***
- d. Approval of Warrant No. 1224 for \$1,047,477.47.
- e. Discussion/Approval to reappoint Joe Turgeon as a full-time Utility Board member per the recommendation of the Utility Board.
- f. Approval to move the June 19<sup>th</sup> City Commission Meeting to Monday, June 16th, 2025, due to the Juneteenth Holiday.

Mayor Foster read the Consent Action Items into the record and asked for a motion to approve.

**MOTION:** Motion made by Vice-Mayor Raspe to approve the action items. Mayor Foster asked for a second. Commissioner DiFransico seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

## 7. Discussion Action Items

- a. Discussion/Approval for a recommendation by the Recreation Committee for the installation of two cornhole setups in the amount of \$3,440.00

Mayor Foster introduced the agenda item and asked for a motion to approve.

**MOTION:** Motion made by Commissioner Harding to approve. Mayor Foster asked for a second. Vice-Mayor Raspe seconded the motion.

**DISCUSSION:** Mayor Foster clarified that the purchase would be for two sets and asked for one set to be placed at 1st Street and one set at 7th Street. There was no further discussion, and Mayor Foster asked for rollcall.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

- b. Discussion/Approval for a recommendation by the Recreation Committee to consider McCourt to do the Tennis Court wind screening, including measurement of all four (4) sides, and determine how to proceed.

Mayor Foster introduced the agenda item and asked for a motion to approve.

**MOTION:** Motion made by Vice-Mayor Raspe to approve. Mayor Foster asked for a second. Commissioner DiFransico seconded the motion.

**DISCUSSION:** Public Works Department Head Mike Guarino confirmed for the screens to have a quick disconnect removal.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

- c. Discussion/Approval to Amendments for Resolution 2024-13, the Fee Schedule for Building Department Services

Mayor Foster introduced the agenda item and informed the Commission of proposed amendments to the

Resolution and the Commission to have the prerogative on approval or tabling of the matter. Mayor Foster proceeded to inform of his proposed changes, with City Attorney Dirk Smits taking notes on the changes. The Commission made additional changes to the discount for private inspections and property inquiry fees. The Commission discussed and agreed upon leaving the property inquiry as is with the change for the service to be free for private residents.

City Attorney Smits recommended a motion to accept the amendments to the Resolution.

**MOTION:** Motion made by Commissioner Harding to accept the amendments with the edits provided. Vice-Mayor Raspe seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

**d. Discussion/Approval to Amendments to Resolution 2024-15, the Miscellaneous Fee Schedule**

Mayor Foster introduced the agenda item and asked for a motion to approve.

**MOTION:** Motion made by Commissioner Harding to approve. Commissioner DiFransico seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

**e. Discussion/Approval of a designee to represent the city at BOCC Transportation Coordination Committee meetings \*\*Addendum\*\***

Mayor Foster introduced the agenda item, explained the purpose behind the request, and recommended Commissioner Harding as the representative. Commissioner Harding explained that Monroe County organizes the meetings and gives reports to FDOT. The Commission gave a consensus that Commissioner Harding should be the designee.

**f. Discussion/Approval of a Proposal by CPH Consulting LLC for architectural and engineering services for City Hall in the amount of \$357,404.00**

Mayor Foster introduced the agenda item and explained not to favor the agreement as written and suggested further discussion and another meeting on the matter. Mayor Foster asked Commissioner Colonell and City Attorney Smits to go back for negotiations on the agreement.

Commissioner Colonell explained the agreement having to be received late the day before and spoke on the items missing in the proposal, scheduling of bid documents, the option of a-la-carte-services not being included, no phasing of work included, and the agreement not being presented as an AIA contract. Commissioner Colonell proposed a Special Meeting for the City Commission to discuss the agreement further. Commissioner Colonell spoke on the possibility of completing renovations to the administrative offices and unknown factors and cautioned on possible code compliance issues that might arise. Commissioner Colonell reiterated the fact of having received the agreement late the day before and not having had enough time for review. City Attorney Smits advised on Commissioner Colonell's and his role as the liaison to the Commission and agreed with Special Meetings on the matter. Commissioner Colonell commented that CPH should be a good contractor with a good resume; however, the Commission should have the option of going back to the drawing board. City Attorney Smits explained that for the Commission to have the ability to choose the next highest rank out of the bidding process, the current award has to be completed first in negotiations. Mayor Foster suggested a working meeting with the company to work on an agreement with the company, to which City Attorney Smits agreed. Mayor Foster further commented on his comfort with code compliance for the renovations of the current building, emphasizing that the addition will blend with the original structure. City Attorney Smits suggested for

the Building Official to have a meeting with the Architect to address matters brought up by Mayor Foster, followed by a Special Meeting with the City Commission. Commissioner Colonell gave further thoughts on the current status of negotiations and the possibility of proceeding with the second bidder. City Attorney Smits gave an understanding of the suggestion; however, explained the obligation to finalize negotiations with the first bidder to follow procedure. The Commission agreed to go forward with the negotiations as suggested. Commissioner DiFransico commented on going to an AIA contract if possible and that the agreement needs a lot of work on terms and conditions. City Attorney Smits explained that the agreement must follow bid requirements and the current agreement to be only a preliminary one. Building Official Loreno confirmed that the City Hall building is being considered three separate buildings for Marble Hall to meet the current code and for the entire building to meet code compliance. The Commission had further discussion on code compliance, engineers sign-off on repairs, cost of unknown repairs, and documents on hand on prior studies and surveys.

## 8. Ordinances & Resolutions

- a. **FIRST READING of Ordinance 2025-496:** An Ordinance of the City of Key Colony Beach, Florida; Adding Chapter Eighteen to the Code of Ordinances Entitled Golf Carts; Providing Fines and Penalties; And Providing for Codification; Repealing any inconsistent Provisions; Providing for Severability; And Providing an Effective Date.

Mayor Foster provided the first reading of Ordinance No. 2025-496 and asked for a motion to approve.

**MOTION:** Motion made by Commissioner DiFransico to approve. Commissioner Colonell seconded the motion.

**DISCUSSION:** The Commission discussed the requirements of insurance, registration, State Statutes, liability insurance, and the issuance of special stickers. Further discussion followed on age and license requirements, seat belt requirements, and liability and accountability. The Commission further discussed electric bikes, Florida Traffic Statutes, and the city providing further protection with the ordinance. Chief DiGiovanni explained enforcement requirements per Florida Statutes to require a tag and otherwise fall to Code Enforcement. City Attorney Smits confirmed the discussion items for possible amendments for insurance, registration, driver's license, and seatbelts to provide further protection in addition to Florida Statutes. Commissioner DiFransico suggested bringing the topic back for discussion during a Townhall meeting to receive the resident's input. The Commission further discussed the benefits of driver's licenses for the use of golf carts and enforcement of rules on the speed limit for electric vehicles. The Commission came to a consensus to bring back the matter at a later date.

**ON THE MOTION:** Commissioner DiFransico withdrew his motion. Commissioner Colonell withdrew his second.

City Attorney Smits advised for comments to be sent to City Clerk Roussin to be shared with the Commission.

- b. **Adoption of Resolution 2024-13:** A Resolution by the City of Key Colony Beach Board of Commissioners amending Resolution 2021-08 - Fee Schedule for Building Department Permits and Services.

Mayor Foster provided the reading of Resolution 2024-13 and asked for a motion to approve.

**MOTION:** Motion made by Vice-Mayor Raspe to approve. Mayor Foster asked for a second. Commissioner Colonell seconded the motion.

**DISCUSSION:** Commissioner Harding reminded of previous edits which Mayor Foster confirmed.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

City Clerk Roussin informed for the Resolution to have been adopted as edited.

- c. **Adoption of Resolution 2024-15:** A Resolution by the City Commission of the City of Key Colony Beach, Florida, amending Resolution 2021-05 Miscellaneous Fee Schedule; and providing for an effective date.

Mayor Foster provided the reading of Resolution 2024-15 and asked for a motion to approve.

**MOTION:** Motion made by Commissioner Harding to approve. Mayor Foster asked for a second. Commissioner DiFransico seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

- d. **Adoption of Resolution 2024-16:** A Resolution of the City of Key Colony Beach, Florida, amending Chapter 1 – General Provisions, Section 1-10 – Organization of Code Enforcement, providing for an updated Schedule of Violations and Penalties, and providing for an effective date.

Mayor Foster provided the first reading of Resolution 2024-16 and asked for a motion to approve.

**MOTION:** Motion made by Commissioner Harding to approve. Mayor Foster asked for a second. Commissioner DiFransico seconded the motion.

**DISCUSSION:** City Attorney Smits advised on the city’s ability for cost recovery for additional patrol and fire services, permit fees, and other municipalities’ permitting processes. City Attorney Smits further advised on the enforcement of the City’s code on three specific days during the year. Marathon Fire Chief Muro advised on the City of Marathon’s regulations for the display of fireworks and the differences between private and public displays. City Attorney Smits informed on the ability to put in place an ordinance for limited recuperation of costs and the law to provide a certain set of rules not allowing the ban of fireworks. City Attorney Smits further advised Florida Statutes and uncertainty on the ability to regulate time, place, and manner for firework displays. Marathon Fire Chief Muro commented to continue to monitor regulations from the State Fire Marshall’s office. Police Chief DiGiovanni asked about the ability to enforce ordinances in place for littering and noise. City Attorney Smits confirmed these ordinances to be complimentary in correlation with noise, litter, and permitting. City Attorney Smits further talked about the ability to provide an information sheet for vacation rentals and property managers for educational purposes. There was no further discussion and Mayor Foster asked for rollcall.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

## 9. Secretary-Treasurer’s Report

### a. December 2024 Financial Summary

Commissioner Harding gave his December Financial Report and reported on income, expenses, and revenues for the general budget as well as Wastewater and Stormwater accounts. Mayor Foster commented on the budget forecasts for the current and previous years and noted that the Hardening Grant was not included in the forecast and requested a budget amendment to incorporate these funds. Commissioner Harding suggested showing the monies as a line item for tracking purposes and the bulk of the monies not to be used until the next budget cycle. Mayor Foster gave an understanding of the suggestion but asked for the budget correction to reflect an accurate budget. Commissioner Harding gave further thoughts on upcoming expenditures for the remainder of the fiscal year and the need to provide a financial forecast. Mayor Foster asked for Commissioner Harding to collaborate with Accountant Jen Johnson for the budget amendment. Commissioner Harding confirmed the tracking of stormwater reimbursements.

## 10. City Attorney’s Report

### a. Fireworks \*\*see under 8d\*\*

## 11. Commissioner's Reports & Comments

### a. Commissioner Tom Harding

#### i. Wastewater Sampling Summary Report from January 13<sup>th</sup>, 2025

Commissioner Harding gave his report on wastewater sampling and reported on low COVID numbers, an increase in RSV, and Influenza A. He also informed about a new virus from Africa that is also being tested for, and overall virus increases in the County and the State.

#### ii. Maintenance Building Dry-Floodproofing engineering design update

Commissioner Harding updated on the process of the project and working with K2M on design completion and submittal to the State. Commissioner Harding explained expenditures and reimbursements processes for Phases 1 and 2 and anticipated approval by FEMA to continue with the project.

#### iii. Pedestrian Safety engineering design improvements in support for FDOT grant

Commissioner Harding informed on having completed the design layout with K2M for the project and submittal to the State for approval. Commissioner Harding commented on the benefit of having a digital layout of the city and the work having been paid for by the city and to provide an update on expenditures at the next meeting.

### b. Commissioner Tom DiFransico had nothing more to add.

### c. Commissioner Doug Colonell had nothing more to add.

### d. Vice-Mayor Raspe spoke on Monday's Townhall meeting and discussions on ADA compliance and recalled taking steps with FDOT funding on coming into compliance with ADA needs. Vice-Mayor Raspe informed of a meeting with FDOT, consensus on high engineering costs, and FDOT's recommendation of piggybacking on a larger project. Public Works Department Head Guarino spoke about the possibility of recreational-based FDOT grants and the inclusion of repaving city streets, adding sidewalks and bike lanes, and addressing parking issues in the city. Commissioner Harding explained FDOT's requirements for expenditures on roads and parks for pedestrian safety, monetary threshold requirements, and the opportunity to put on a larger project by the end of the year.

Vice-Mayor Raspe reminded of the upcoming Coconut Crawl and to be aware of pedestrians in the streets.

### e. Mayor Freddie Foster recalled an incident in the year before in which a resident was almost hit and asked Chief DiGiovanni for possible help during the upcoming event by the intersection. The Chief of Police confirmed that Officer Bethard would be present for the event to help with safety and to possibly have more Officers available within the city in the coming year.

Mayor Foster further talked about meeting with Representative Moonies and Senator Rodriguez alongside City Administrator Bartus to ask for funding for road repairs, ADA compliance, and 7<sup>th</sup> Street parking assistance.

Mayor Foster spoke on the need for City Hall oversight and asked Commissioner Colonell and City Attorney Smits to work on a concept for making simple decisions.

Mayor Foster asked Building Official Loreno to provide a schedule for the bathrooms and further reminded that the city will continue to address the matter of electric vehicles.

Mayor Foster asked Public Works Department Head Guarino to start looking for an additional Public Works Department staff to assist with doing grant work to complete in-house.

Mayor Foster spoke on the need to reduce costs for the CPA, restore city responsibilities, and be open to discussion on the topic.

Mayor Foster reminded City Administrator Bartus to provide a response for the sewer plant and stormwater funding requests.

**12. Citizen Comments:** There was no additional citizen comment.

**13. Adjournment:** The meeting adjourned at 11:26 AM.

Respectfully submitted,

*Silvia Roussin*

City Clerk

DRAFT

CITY OF KEY COLONY BEACH

Warrant Number	0125
Items paid from to	January 1, 2025 January 31, 2025
First Horizon Checking Account - 6871	\$407,135.31
(includes all vendor payments for general, road, building and infrastructure)	
Escrow Account - 5537	-
Payroll Account - 2942	\$145,320.18
Infrastructure Reserve Account - 8644	-
Road Reserve Account - 8677	-
Impact Fees Reserve Account - 8669	-
First State Bank Reserve Account - 3703	-
Sewer Money Mkt - 0301	-
Stormwater Checking Account - 0128	\$8,750.00
Sewer Account - 6006	<u>\$161,128.01</u>
 TOTAL DISBURSEMENTS	 <u><u>\$722,333.50</u></u>



# CITY OF KEY COLONY BEACH

## ADVISORY BOARD & VOLUNTEER COMMITTEE APPLICATION

OFFICE OF THE CITY CLERK  
 PO BOX 510141  
 CITY OF KEY COLONY BEACH, FL 33051  
 TELEPHONE: (305) 289-1212  
 WEB: [www.KeyColonyBeach.net](http://www.KeyColonyBeach.net)

NEW APPLICATION       RE-APPLICATION

- BEAUTIFICATION COMMITTEE (2-Year Terms; 5 Members, 2 Alternates,)
- PLANNING & ZONING BOARD (2-Year Term; 5 Members, 2 Alternates)
- RECREATION COMMITTEE (2-Year Term; 5 Members, 2 Alternates)
- UTILITY BOARD (1-Year Term; 5 Members, 2 Alternates)

Name: TREMBLAY (Last)      FRANK (First)      G (Middle)

Address: [REDACTED]  
KEY COLONY BEACH, FL 33051

Mailing Address (if different): [REDACTED]

Business Address: \_\_\_\_\_

Occupation: RETIRED

Home/Cell Ph.: [REDACTED]

E-mail: [REDACTED]

Do you reside within the City limits?

Yes  No

• If yes, how long have you resided in the City of Key Colony Beach?

Since APRIL 2020

Do you own property in the City of Key Colony Beach?

Yes  No

Are you a Registered Voter in the City of Key Colony Beach?

Yes  No

Please rank your board preference(s):

1. ALT

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever served on a volunteer board or in a volunteer capacity before?

Yes  No

If yes, please indicate name of board and dates of service.

Rec. board 2022-2023

Why would you like to serve on this board?

yes

What special skills would you bring to this position?

Please list fields of work experience:

List any licenses and/or degrees (optional):

Local References (Please list 3):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Would you have a problem with the meeting dates and times for the board/agency for which you are applying?  Yes  No

If yes, please explain: \_\_\_\_\_

Signed: *Shirley Kelley* Date: Jan 23, 2025

**SCHEDULE OF BOARD/COMMITTEE MEETINGS**

Beautification Committee	2 <sup>nd</sup> Tuesday of each month	10:00 am
Planning and Zoning Board*	3 <sup>rd</sup> Wednesday of each month	9:30 am
Recreation Committee	As needed	TBD
Utility Board*	3 <sup>rd</sup> Tuesday of each month	9:30 am

\*These boards are subject to Financial Disclosure.

**Submit application to:**  
Silvia Roussin  
City Clerk  
City of Key Colony Beach  
PO Box 510141  
Key Colony Beach, FL 33051

**OR**

[Cityclerk@keycolonybeach.net](mailto:Cityclerk@keycolonybeach.net)

**CITY OF KEY COLONY BEACH ADVISORY BOARD  
& VOLUNTEER COMMITTEE MEMBER APPLICATION**

**Acknowledgments:**

1. Accuracy of Information. I certify that the information provided in my Board Application with the City of Key Colony Beach is correct to the best of my knowledge.

Printed Name: Frank Tremblay

Signature: Frank Tremblay

Date: 1/23/25



# CITY OF KEY COLONY BEACH

## ADVISORY BOARD & VOLUNTEER COMMITTEE APPLICATION

OFFICE OF THE CITY CLERK  
PO Box 510141  
CITY OF KEY COLONY BEACH, FL 33051  
TELEPHONE: (305) 289-1212  
WEB: [www.KeyColonyBeach.net](http://www.KeyColonyBeach.net)

NEW APPLICATION       RE-APPLICATION

- BEAUTIFICATION COMMITTEE (2-Year Terms; 5 Members, 2 Alternates,)
- PLANNING & ZONING BOARD (2-Year Term; 5 Members, 2 Alternates)
- RECREATION COMMITTEE (2-Year Term; 5 Members, 2 Alternates)
- UTILITY BOARD (1-Year Term; 5 Members, 2 Alternates)

Name: Evangelista David Paul  
(Last) (First) (Middle)

Address: [Redacted]

Key Colony Beach, FL 33051

Mailing Address (if different): [Redacted]

Key Colony Beach, FL

Business Address: NA

Occupation: Retired

Home/Cell Ph.: [Redacted]

E-mail: [Redacted]

Do you reside within the City limits?

Yes  No

• If yes, how long have you resided in the City of Key Colony Beach? 2 3/4 years

Do you own property in the City of Key Colony Beach?

Yes  No

Are you a Registered Voter in the City of Key Colony Beach?

Yes  No

Please rank your board preference(s):  
1. Recreation  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Have you ever served on a volunteer board or in a volunteer capacity before?  Yes  No

If yes, please indicate name of board and dates of service. \_\_\_\_\_

Jamestown Library, Jamestown Playground

Why would you like to serve on this board? To promote recreation in the City and to serve the City

What special skills would you bring to this position? Engineering & Construction background

Please list fields of work experience: Engineering, Construction & Business Management

List any licenses and/or degrees (optional): Retired Registered Professional Engineer in 42 states and retired licensed contractor in 22 states. Degreeed engineer.

Local References (Please list 3):

1. Richard Pflueger
2. Joey Raspe
3. Ted Fischer

Would you have a problem with the meeting dates and times for the board/agency for which you are applying?  Yes  No

If yes, please explain: \_\_\_\_\_

Signed:  Date: 1-15-25

**SCHEDULE OF BOARD/COMMITTEE MEETINGS**

Beautification Committee	2 <sup>nd</sup> Tuesday of each month	10:00 am
Planning and Zoning Board*	3 <sup>rd</sup> Wednesday of each month	9:30 am
Recreation Committee	As needed	TBD
Utility Board*	3 <sup>rd</sup> Tuesday of each month	9:30 am

\*These boards are subject to Financial Disclosure.

**Submit application to:**

Silvia Roussin  
City Clerk  
City of Key Colony Beach  
PO Box 510141  
Key Colony Beach, FL 33051

**OR**

[Cityclerk@keycolonybeach.net](mailto:Cityclerk@keycolonybeach.net)

# CITY OF KEY COLONY BEACH ADVISORY BOARD & VOLUNTEER COMMITTEE MEMBER APPLICATION

## Acknowledgments:

1. Accuracy of Information. I certify that the information provided in my Board Application with the City of Key Colony Beach is correct to the best of my knowledge.

Printed Name: David Evangelist

Signature: David Evangelist

Date: 1-15-25

**PROPOSAL**

**U. B. BRICKIN' LLC  
57445 GIBSON STREET  
MARATHON, FL 33050  
(305) 731-8934**

**01/30/25**

**PROPOSAL SUBMITTED TO:  
CITY OF KEY COLONY BEACH  
KEY COLONY BEACH, FL.**

**BOCCE BALL COURTS**

**We hereby submit specifications and estimates for:**

**INTERLOCKING CONCRETE PAVERS  
WALKWAY FROM PARKING LOT TO  
CONCRETE PAD, BATHROOM, AND DOG PARK &  
WALKWAY AROUND THREE SIDES OF A BOCCE BALL COURT**

**APP. 1740 SQ. FT. @ \$13.00**

**SHAPE & COLOR: Undecided**

**City to Supply Water and Electricity**

**We hereby propose to furnish labor and materials, complete in accordance with the above specifications, for the sum of: Twenty-Two Thousand Six Hundred Twenty and 00/100 Dollars (\$22,620.00) with payment to be made as follows: 25% Deposit, 25% Paver Delivery, 25% Sand Delivery, 25% Completion.**

**(4 X \$5655.00)**

**All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. This proposal is subject to acceptance within 30 days and is void thereafter at the option of the undersigned.**

**Authorized Signature: BRENDEN EUBANK**

**ACCEPTANCE OF PROPOSAL**

**The above prices, specifications, and conditions are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.**

**Acceptance Date: \_\_\_\_\_ Signature: \_\_\_\_\_**

**ORDINANCE NO. 2025-498**

**AN ORDINANCE OF THE CITY OF KEY COLONY BEACH FLORIDA, AMENDING CODE OF ORDINANCE ARTICLE VI – FINANCE, SECTION 2-75 TO INCREASE THE DISCRETIONARY SPENDING THRESHOLD; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS**, the City of Key Colony Beach is charged with the administration of a wide variety of municipal issues, such as maintaining the City’s fiscal budget and the purchase of commodities and contractual services for the benefit and general welfare of the residents of the City, and

**WHEREAS**, the City of Key Colony Beach Commission wishes to amend and increase the discretionary spending threshold of the mayor and/or the city administrator to make purchases of equipment, materials, supplies, or services without specific prior approval therefore by the City Commission;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEY COLONY BEACH, FLORIDA, AS FOLLOWS:**

**Section 1: Recitals**

The above recitals are true and correct.

**Section 2: Effective Date**

This Ordinance shall become effective upon approval by the City Commission.

**Section 3: Amendment**

Section 2-75 of Article VI, “Finance” of the Administration of the City of Key Colony Beach, Florida Code of Ordinances shall be amended to read as follows:

- (a) No purchase or contract for purchase of equipment, material, supplies or services, other than professional services exempt under Florida Statute, may be made by the city commission when the purchase price thereof is in excess of twenty-five thousand dollars (\$25,000.00) unless made after open competitive bidding. The city commission shall have the right to accept or refuse any or all bids. This requirement applies to a single and not a cumulative project. This requirement shall not apply to purchases of commodities and contractual services from purchasing agreements established by and maintained by the State of Florida. It further does not apply to purchases of commodities, equipment, or material exempted from bidding by Florida Statutes where available only from a single source. This section shall not be construed to limit or prevent any exemptions from bidding requirements provided by Florida Statutes.
- (b) The mayor, or the city administrator on the mayors’ behalf, shall be authorized to make purchases of equipment, material, supplies or services up to the value of seven

~~thousand five hundred twenty-five thousand~~ dollars (~~\$7,500.00~~\$25,000.00) without specific prior approval therefore by the city commission.

- (c) Should the city commission declare, by majority vote, an emergency by reason of major disaster, public health or public safety, then the requirement for competitive bidding may be waived with respect to goods or services necessary because of the emergency. This section shall not be construed to limit other emergency actions permitted under Florida Statutes.

**Section 4: Severability and Conflict**

If any portion of this ordinance is declared by a Court of competent jurisdiction to be invalid or unenforceable, such declaration shall not be deemed to affect the remaining portions of this ordinance. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5: Inclusion in the Code of Ordinances**

The provisions of this Ordinance shall be included and incorporated into the Code of Ordinances of the City of Key Colony Beach, Florida, as an addition or amendment thereto, and shall be appropriately renumbered to conform to the uniform numbering system of the code:

**Section 6: Effective Date**

This ordinance shall become effective upon its adoption by the City of Key Colony Beach Commission.

**FIRST READING** by the City of Key Colony Beach City Commission this 20<sup>th</sup> day of February, 2025.

Mayor Freddie Foster	NO _____	YES _____
Vice-Mayor Joey Raspe	NO _____	YES _____
Commissioner Tom Harding	NO _____	YES _____
Commissioner Tom DiFransico	NO _____	YES _____
Commissioner Doug Colonell	NO _____	YES _____

**-/Remainder of Page Left Intentionally Blank/-**

**SECOND READING AND DULY ADOPTED** by the City of Key Colony Beach City Commission on this 20<sup>th</sup> day of March, 2025.

Mayor Freddie Foster	NO _____	YES _____
Vice-Mayor Joey Raspe	NO _____	YES _____
Commissioner Tom Harding	NO _____	YES _____
Commissioner Tom DiFransico	NO _____	YES _____
Commissioner Doug Colonell	NO _____	YES _____

**DULY PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF KEY COLONY BEACH, FLORIDA**, this 20<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
Freddie Foster, Mayor

\_\_\_\_\_  
Silvia Roussin, City Clerk

*Approved as to form and legal sufficiency:*

\_\_\_\_\_  
Dirk M. Smits, Esq. B.C.S., City Attorney

Key Colony Beach

Proposed Draft Budget Resolution updates for February 2025 for 2025 FY - Updated 13Fe25  
Budget at 5 months of exposure - Feb 2025

City - General Budget

Item	Description	Final Approved Budget	Approval Date	Line item	Edit for Revenue	Edit for Expense	Comments
1	Sunset Park FDEP Grant (\$50K)	17Se24	17Oc24	369-000	\$50,000	7 months left in FY, plan to use all funds by 30Se25	Grant expires on 30/n27
2	7th Street Park FDEP Grant (\$50K)	17Se24	17Oc24	369-000	\$50,000	7 months left in FY, plan to use all funds by 30Se25	Grant expires on 30/n27
3	TDC District III to KCB, Pickleball Court Project	17Se24	11Se24	369-000	\$50,000 (\$5,000 for Tourism Impact Study, \$45,000 for Tennis/Pickleball)	7 months left in FY, plan to use all funds by 30Se25	Grant expires on 30Se25
4	Florida Department of Transportation, FDOT 2024 TA improvement project - engineering for 2025	17Se24	Not approved	581-000	NA	Remove \$20,000 from Infrastructure Detail Budget Worksheet, due to grant not being approved	Updating Infrastructure details with removal of \$20,000, funds not to be spent
5	City Hall Hardening Grant	17Se24	24Oc24	369-000	\$977,000 estimated 2025 FY request for reimbursement	Total amount approved \$2,282,859.28, with completion due date of 06/30/26	Original Budget detail approved: Infrastructure Detail :Current City Hall - rebuild floor, parking lot asphalt 1.5-2 inch leveling, and new striping, limited new office furniture, funds allocated \$225,000 in approved budget. City Hall Detail _ City Hall Continued Repair \$68,000 Total allocated in approved original budget \$293,000
6	Project #8604-547303-Key Colony Beach Management Costs (4337 Hurricane Irma	17Se24	30De24	369-100	\$ 68,511.54	Not Applicable	Unscheduled revenue to deposit in General Fund, from Federal Irma funding, Reimbursement for management costs
7	A24071 FURDAP 1st Street Park- Work all completed	17Se24	19Ja24	369-100	\$ 55,091.50	Not Applicable	1st Street park purchaes Oct 2023 - Feb 2024, requested reimbursement, expected revenue before 30Se25

Utility Board Budget

Wastewater

Item	Description	Final Approved Budget	Grant Approval Date	Line item	Edit for Revenue	Edit for Expense	Comments
1	Lift station control boxes being raised	17Se24	Not approved	535-865	\$ 42,000.00		Remove from planned work due to grant funding denied

## FIREWORKS INFORMATION SHEET

Fireworks in the City of Key Colony Beach are regulated under the **City's Code of Ordinances, Chapter 10-2 and 10-3(i)** regarding noise control.

### Permitted Firework Use

Fireworks, classified as amusement activities in the City's Code, **are only allowed on the following designated holidays:**

- **July 4th**
- **New Year's Eve (December 31st)**
- **New Year's Day (January 1st)**

**Allowed Hours:** Sunset – 10:00 PM

### Safety & Compliance Requirements

If you plan to discharge fireworks on these permitted holidays, please follow these safety guidelines:

- ✓ **Water Source:** Have a water supply or a fire extinguisher readily available. If near a fire hydrant, ensure it is accessible.
- ✓ **Safe Distance:** Fireworks must be set off at least **50 feet away** from any buildings, structures, or combustible materials. Fireworks must be discharged in a manner that will not cause damage to property.
- ✓ **Property & Pets:** Be mindful of neighbors, private property, and pets that may be sensitive to loud noises.
- ✓ **Respect for Others:** Fireworks should be used responsibly to avoid excessive noise or disruption to the community.

### Important Notes

- ✗ Violations of these regulations may result in fines or penalties.

For further details, please refer to **The City of Key Colony Beach's Code of Ordinances** or contact City Hall.

KCB Fireworks Information Acknowledgement  
Page 2 of 2

All visitors, please sign below to confirm that you have received and understood this information.

---

Signature

---

Date

---

Print Name

**SUB-RECIPIENT AGREEMENT CHECKLIST**  
**DIVISION OF EMERGENCY MANAGEMENT**  
**MITIGATION BUREAU**  
**FISCAL OPERATIONS UNIT**  
**HMGP**

REQUEST FOR REVIEW AND APPROVAL	
<b>SUB-RECIPIENT:</b>	City of Key Colony Beach
<b>PROJECT #:</b>	4486-085-R
<b>PROJECT TITLE:</b>	City of Key Colony Beach, City Maintenance Building, Dry Floodproofing
<b>CONTRACT #:</b>	H1033
<b>MODIFICATION #:</b>	1

SUB-RECIPIENT REPRESENTATIVE (POINT OF CONTACT)	
	Tom Harding City Commissioner - Secretary/Treasurer PO Box 510141, 600 W. Ocean Drive Key Colony Beach, FL 33051-0141

Enclosed is your copy of the proposed contract/modification between **City of Key Colony Beach** and the Florida Division of Emergency Management (FDEM).

COMPLETE	
<input type="checkbox"/>	This form is required to be included with all Reviews, Approvals, and Submittals
<input type="checkbox"/>	Reviewed and Approved
<input type="checkbox"/>	Signed & Dated Electronic Copy by Official Representative
<input type="checkbox"/>	<b>Copy of the organization's resolution or charter</b> that specifically identifies the person or position that is authorized to sign, if not Chairman, Mayor, or Chief
<input type="checkbox"/>	Attachment I - Federal Funding Accountability and Transparency Act (FFATA) - completed, signed, and dated
	<input checked="" type="checkbox"/> N/A for Modifications or State Funded Agreements
<input type="checkbox"/>	Attachment K – Certification Regarding Lobbying - completed, signed, and dated
	<input checked="" type="checkbox"/> N/A for Modifications or State Funded Agreements
<input type="checkbox"/>	Attachment L – FACTS - completed, signed, and dated
	<input type="checkbox"/> N/A for Modifications or State Funded Agreements
<input type="checkbox"/>	Attachment M – Foreign County of Concern Affidavit completed, signed, and dated
	<input type="checkbox"/> N/A for Modifications or State Funded Agreements
<input type="checkbox"/>	Electronic Submittal to the Grant Specialist

If you have any questions regarding this contract, or who is authorized to sign it, please contact your Project Manager at (850) 347-2420 or email me at Gabriella.Garofalo@em.myflorida.com.

Contract Number: H1033

Project Number: 4486-085-R

**MODIFICATION TO SUBGRANT AGREEMENT BETWEEN  
THE DIVISION OF EMERGENCY MANAGEMENT AND  
CITY OF KEY COLONY BEACH**

This Modification Number One made and entered into by and between the State of Florida, Division of Emergency Management ("the Division"), and City of Key Colony Beach ("the Sub-Recipient") to modify Contract Number H1033, dated, December 11, 2023 ("the Agreement").

WHEREAS, the Division and the Sub-Recipient have entered into the Agreement, pursuant to which the Division has provided a subgrant to the Sub-Recipient under the Hazard Mitigation Grant Program of \$8,100.00, in Federal Funds; and

WHEREAS, the Division and the Sub-Recipient intend to modify the Agreement; and

WHEREAS, the Agreement expired on October 31, 2024; and

WHEREAS, the Division and the Sub-Recipient intend to reinstate and extend the terms of the Agreement.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. The Agreement is hereby reinstated and extended as though it had never expired.
2. Paragraph 8 of the Agreement is hereby amended to read as follows:  
**(8) PERIOD OF AGREEMENT**  
This Agreement shall begin December 11, 2023 and shall end March 31, 2025, unless terminated earlier in accordance with the provisions of Paragraph (17) of this Agreement.
3. The Budget and Scope of Work, Attachment A to the Agreement, are hereby modified as set forth in 1<sup>st</sup> Revision Attachment A to this Modification, a copy of which is attached hereto and incorporated herein by reference.
4. All provisions of the Agreement being modified and any attachments in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective on the date of execution of this Modification by both parties.
5. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.
6. Quarterly Reports are due to the Division no later than 15 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.
7. Attachment L - Florida Accountability Contract Tracking System (FACTS) Requirements for Non-profit Organizations Under Section 216.1366, Florida Statutes, Instructions and Worksheet is hereby incorporated into the Agreement and is required to be completed by the subrecipient and returned the Division.

IN WITNESS WHEREOF, the parties hereto have executed this Modification as of the dates set out below.

**SUB-RECIPIENT: CITY OF KEY COLONY BEACH**

By: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT**

By: \_\_\_\_\_

Name and Title: Kevin Guthrie, Director

Date: \_\_\_\_\_

**Attachment A**  
**(1<sup>st</sup> Revision)**  
**Budget and Scope of Work**

**STATEMENT OF PURPOSE:**

The purpose of this Scope of Work is to improve drainage of the City Maintenance Building in Key Colony Beach, Monroe County, Florida, funded through the Hazard Mitigation Grant Program (HMGP) **DR-4486-085-R**, as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA).

The Sub-Recipient, City of Key Colony Beach, shall conduct Phase I of this project, which includes the preliminary engineering designs and calculations, surveys, permitting, and notices. No construction activities are approved at this time. The Sub-Recipient shall complete the Phase I work in accordance with all applicable federal, state and local laws, regulations and codes.

**PROJECT OVERVIEW:**

As a Hazard Mitigation Grant Program project, the Sub-Recipient proposes flood protection to the City Maintenance Building at 480 8<sup>th</sup> Street, Key Colony Beach, Florida 33051. Coordinates (24.724022,-81.021269).

The scope of work is for Phase I only, which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved.

When completed, the Sub-Recipient shall provide deliverables for Phase II review of the following proposed activities.

The Phase II proposed scope of work shall provide protection by implementing dry floodproofing measures to protect this essential facility located in the Special Flood Hazard Area (SFHA) against flood damage. Dry floodproofing activities include the installation of the 4-foot high removable engineered flood panels around the perimeter of the building and the construction of concrete footings with a top level equal to the finished first floor elevation of the building of 5.6-foot NAVD88 to provide even surface for the flood panels to be installed. The top edge elevation of the panels shall be at 9.6-foot NAVD88 once installed. The project includes the application of approved coating products to completely seal around the building to prevent infiltration from standing water and/or seepage. Additionally, the project shall include the installation of sump pumps per engineering requirements to ensure proper removal of any passage of vapor and seepage of water during rain and flooding events. All utilities and equipment are either installed at or above the required flood protection level of the Base Flood Elevation (BFE) plus two feet equal to 6.7-foot NAVD88 or shall be mitigated accordingly. Design professionals shall confirm that the building is structurally sound and capable to resist hydrostatic forces, including buoyance, hydrodynamic forces, and debris impact loads. Upon completion of the proposed scope of work, a Floodproofing Certificate signed and sealed by a registered professional shall be provided for the building. The City of Key Colony Beach shall compile a comprehensive Flood Emergency Operations Plan and an Inspection and Maintenance Plan in accordance with design professional's guidelines. Currently, the building houses the Police Department and Public Works vehicles and emergency recovery equipment. This facility has been affected from water intrusion from surge and rain events through doors and garage openings, as occurred with Hurricane Irma in 2017, resulting in significant damages to its contents and reduction to the ability to respond and provide emergency services. The project shall address flooding inside the building, preventing expensive repair damages to the structure, Police Department and Public Works vehicles and emergency recovery equipment, and to allow prompt response to the community needs after flood events.

The project shall be designed in compliance with the Florida Building Code and ASCE 24-14 or latest edition. All dry floodproofing activities shall be performed in accordance with FEMA P-936, NFIP Technical Bulletin 3, and NFIP regulations in 44 CFR Sections 60.3 (b)(5) and 60.3 (c)(4).

The project shall provide protection against a 500-year flood elevation, or the Base Flood Elevation plus 2 feet of freeboard, whichever is higher, applicable to Flood Design Class 4 buildings. Activities shall be

completed in strict compliance with Federal, State and Local applicable Rules and Regulations.

**TASKS & DELIVERABLES:**

**A) Tasks:**

- 1) The Sub-Recipient shall procure the services of a qualified and licensed Florida contractor and execute a contract with the selected bidder to complete the Phase I scope of work as approved by the Division and FEMA. The Sub-Recipient shall select the qualified, licensed Florida contractor in accordance with the Sub-Recipient's procurement policy as well as all federal and state laws and regulations.

All procurement activities shall contain sufficient source documentation and be in accordance with all applicable regulations.

The Sub-Recipient and contractor shall be responsible for maintaining a safe and secure worksite for the duration of the work. The contractor shall maintain all areas in a neat and presentable condition.

The Sub-Recipient shall ensure that no contractors or subcontractors are debarred or suspended from participating in federally funded projects.

The selected contractor shall have a current and valid occupational license/business tax receipt issued for the type of services being performed. The Sub-Recipient shall provide documentation demonstrating the results of the procurement process. This shall include a rationale for the method of procurement and selection of contract type, contractor selection and/or rejection and bid tabulation and listing, and the basis of contract price.

The Sub-Recipient shall provide an executed "Debarment, Suspension, Ineligibility, Voluntary Exclusion Form" for each contractor and/or subcontractor performing services under this agreement.

Executed contracts with contractors and/or subcontractors shall be provided to the Division by the Sub-Recipient.

The Sub-Recipient shall provide copies of professional licenses for contractors selected to perform services. The Sub-Recipient shall provide a copy of a current and valid occupational license or business tax receipt issued for the type of services to be performed by the selected contractor.

- 2) The Sub-Recipient shall monitor and manage the Phase I portion of this project in accordance with the Hazard Mitigation Grant Program application and supporting documentation as submitted to the Division and subsequently approved by the Division and FEMA. The Division and FEMA shall render a Phase II determination upon completion of the review of Phase I deliverables. No construction activities are approved at this time. The Sub-Recipient shall ensure that all applicable state, local and federal laws and regulations are followed and documented, as appropriate.

Phase I consists of fees; for conducting survey, drainage study, engineering, design, public notices, and/or permitting associated with the modification(s) needed to upgrade the drainage. Verification of upstream and downstream impacts shall be necessary for determining project eligibility.

All Phase I work shall be completed in accordance with all applicable state, local and federal laws and regulations and documented, as appropriate.

Upon completion of Task 2, the Sub-Recipient shall submit the following documents with sufficient supporting documentation and provide a summary of all scope of work changes, if any.

- a) Two sets of engineering Signed/Sealed final design and analysis, surveying, and Hydrologic and Hydraulic (H&H) Studies.
- b) Construction Plans / bid documents.
- c) Revised cost estimate for Phase II – construction (include Phase I costs), to implement the design project.
- d) Design documents shall provide a detailed description which includes specifics on project scope of work, depth and extent of ground disturbance at all construction locations of the project.
- e) Color maps including topographical, aerial, and ground disturbance.

- f) General description of the type of construction equipment that may be used during the proposed project's implementation and what activities it shall facilitate.
  - g) Color photographs of the project area and areas of ground disturbance.
  - h) Copy of a floodplain permit from the local floodplain administrator or notice of No Permit Required (NPR) from the local floodplain administrator.
  - i) Any other documentation requested by the Division, not limited to Project Conditions and Requirements herein.
- 3) During the course of this agreement, the Sub-Recipient shall submit requests for reimbursement. Adequate and complete source documentation shall be submitted to support all costs (federal share and local share) related to the project. In some cases, all project activities may not be fully complete prior to requesting reimbursement of costs incurred in completion of this scope of work; however, a partial reimbursement may be requested.

The Sub-Recipient shall submit an Affidavit signed by the Sub-Recipient's project personnel with each reimbursement request attesting to the completion of the work, that disbursements or payments were made in accordance with all agreement and regulatory conditions, and that reimbursement is due and has not been previously requested.

The Sub-Recipient shall maintain accurate time records. The Sub-Recipient shall ensure invoices are accurate and any contracted services were rendered within the terms and timelines of this agreement. All supporting documentation shall agree with the requested billing period. All costs submitted for reimbursement shall contain adequate source documentation which may include but not be limited to: cancelled checks, bank statements, Electronic Funds Transfer, paid bills and invoices, payrolls, time and attendance records, contract and subcontract award documents.

Direct Expenses: The Sub-Recipient shall pre-audit bills, invoices, and/or charges submitted by the contractors and subcontractors and pay the contractors and subcontractors for approved bills, invoices, and/or charges. Sub-Recipient shall ensure that all contractor/subcontractor bills, invoices, and/or charges are legitimate and clearly identify the activities being performed and associated costs.

Sub-Recipient Management Costs (SRMC) expenditure must adhere to FEMA Policy #104-11-1 HMGP Management Costs (Interim) signed November 14, 2018. FEMA defines management costs as any: Indirect costs, Direct administrative costs, and other administrative expenses associated with a specific project. Administrative costs are expenses incurred by a Sub-Recipient in managing and administering the federal award to ensure that federal, state requirements are met including: solicitation, development, review, and processing of sub-applications; delivery of technical assistance; quarterly progress and fiscal reporting; project monitoring; technical monitoring; compliance activities associated with federal procurement requirements; documentation of quality of work verification for quarterly reports and closeout; payment of claims; closeout review and liquidation; and records retention.

Any activities that are directly related to a project are not eligible under management costs. For example, architectural, engineering, and design services are project costs and cannot be included under management costs. Similarly, construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion are project costs. These activities cannot be included under management costs.

Due to Strategic Funds Management (SFM), SRMC Interim Policy requires management costs to be obligated in increments sufficient to cover Sub-Recipient needs, for no more than one year, unless contractual agreements require additional funding. FEMA has established a threshold where annual increments will be applied to larger awards allowing smaller awards to be fully obligated. Obligations will be handled by the size of the total subaward.

The Sub-Recipient shall pre-audit all SRMC source documentation – personnel, fringe benefits, travel, equipment, supplies, contractual, and indirect costs. A brief narrative is required to identify what the funds will be used for. Documentation shall be detailed and clearly describe each approved task

performed, hours devoted to each task, and the hourly rate charged including enough information to calculate the hourly rates based on payroll records. Employee benefits and tasks shall be clearly shown on the Personnel Activity Form, and all Personnel or Contractual SRMC shall be invoiced separate from all other project costs.

Project Management Expenses (only applies to disasters prior to August 1, 2017, all others adhere to FEMA Policy #104-11-1 for SRMC): The Sub-Recipient shall pre-audit source documentation such as payroll records, project time sheets, attendance logs, etc. Documentation shall be detailed information describing tasks performed, hours devoted to each task, and the hourly rate charged for each hour including enough information to calculate the hourly rates based on payroll records. Employee benefits shall be clearly shown.

The Division shall review all submitted requests for reimbursement for basic accuracy of information. Further, the Division shall ensure that no unauthorized work was completed prior to the approved project start date by verifying vendor and contractor invoices. The Division shall verify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measures are in compliance with the approved scope of work prior to processing any requests for reimbursement.

Review and approval of any third-party in-kind services, if applicable, shall be conducted by the Division in coordination with the Sub-Recipient.

Quarterly reports shall be submitted by the Sub-Recipient and received by the Division at the times provided in this agreement prior to the processing of any reimbursement.

The Sub-Recipient shall submit to the Division requests for reimbursement of actual Phase I costs related to the project as identified in the project application and this scope of work. The Requests for Reimbursement (RFR) shall include:

- a) Contractor, subcontractor, and/or vendor invoices which clearly display dates of services performed, description of services performed, location of services performed, cost of services performed, name of service provider and any other pertinent information;
- b) Proof of payment from the Sub-Recipient to the contractor, subcontractor, and/or vendor for invoiced services;
- c) Clear identification of amount of costs being requested for reimbursement as well as costs being applied against the local match amount.

The Sub-Recipient's Request for Reimbursement shall include the final Phase I project cost. Supporting documentation shall show that all contractors and subcontractors have been paid.

**B) Deliverables:**

Mitigation Activities consist of Phase I activities, which include engineering, designing, plans preparation, permitting and bidding for the proposed project, for Phase II approval, and to implement measures to improve the drainage of the City Maintenance Building located on 8<sup>th</sup> Street, Key Colony Beach, Florida 33051.

The project shall be designed in compliance with the Florida Building Code and ASCE 24-14 or latest edition. All dry floodproofing activities shall be performed in accordance with FEMA P-936, NFIP Technical Bulletin 3, and NFIP regulations in 44 CFR Sections 60.3 (b)(5) and 60.3 (c)(4).

The project shall provide protection against a 500-year flood elevation, or the Base Flood Elevation plus 2 feet of freeboard, whichever is higher, applicable to Flood Design Class 4 buildings. Activities shall be completed in strict compliance with Federal, State and Local applicable Rules and Regulations.

Provided the Sub-Recipient performs in accordance with the Scope of Work outlined in this Agreement, the Division shall reimburse the Sub-Recipient based on the percentage of overall project completion.

**PROJECT CONDITIONS AND REQUIREMENTS:**

**C) Engineering:**

- 1) The Sub-Recipient shall submit signed and sealed Engineering plans that clearly show the engineer's estimate of the pre and post-mitigation effects of the proposed project and the relationship of the damages to be mitigated (commensurate with the level of funding requested). The H&H study shall contain at least 3 scenarios, where one represents the level of protection; under each scenario, the Sub-Recipient must identify the losses before and after mitigation (structural, content, displacement, road closure duration, or any other needed to show the improvements after the mitigation project is implemented). This includes, but is not limited to, the existing and proposed hydrology and hydraulics for the level of event being mitigated.
- 2) Demonstrate mitigation effectiveness, in part, by showing the physical location(s) and elevation(s) of the infrastructure/structures that are being damaged and FEMA Special Flood Hazard Areas on the same plan.
- 3) Submit a refined cost estimate, to include final Phase I Fees and Phase II Construction Materials and Labor.

**D) Environmental:**

- 1) Any change to the approved scope of work shall require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- 2) Acceptance of federal funding requires the Sub-Recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.
- 3) Meet all required Environmental laws and policies, and all necessary Environmental compliance documents shall be obtained as applicable.
- 4) National Historical Preservation Act compliance documents shall be obtained. Review documentation required:
  - a) Color maps including topographical and aerial with the project location clearly marked.
  - b) Color photographs of any area with ground disturbance.
  - c) Indicate if project site is located within a designated historic district or historic neighborhood.
  - d) Color ground disturbance maps showing the full extent of the project footprint and depth of ground disturbance. Geographic latitude/longitude (decimal degree format) of the proposed construction areas and staging areas.
  - e) General description of the type of construction equipment that may be used during the proposed project's implementation and what activities it shall facilitate.
  - f) Previous and current use of proposed project area.
  - g) Any known site work or historic uses for the proposed location.
- 5) Copy of a floodplain permit from the local floodplain administrator or notice of No Permit Required (NPR) from the local floodplain administrator shall be submitted.
- 6) Phase I of this project is approved with the condition that the above list of deliverables shall be submitted for review and approval by the Division and FEMA before Phase II is considered.
- 7) No construction work may begin until Phase II is approved by the Division and FEMA.

**E) Programmatic:**

- 1) A change in the scope of work *must* be approved by the Division and FEMA in advance regardless of the budget implications.
- 2) The Sub-Recipient must notify the Division as soon as significant developments become known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower costs or earlier completion.

- 3) The Sub-Recipient must "obtain prior written approval for any budget revision which would result in a need for additional funds" [44 CFR 13(c)], from the Division and FEMA.
- 4) A Public Notice shall be published to notify interested parties of the proposed activity. Notices shall be published in a manner that anyone that may be affected or interested in this project has access to the posting, using the Division template, as applicable.
- 5) Any extension of the Period of Performance shall be submitted to FEMA 60 days prior to the expiration date. Therefore, any request for a Period of Performance Extension shall be in writing and submitted, along with substantiation of new expiration date and a new schedule of work, to the Division a minimum of seventy (70) days prior to the expiration date, for Division processing to FEMA.
- 6) A copy of the executed subcontract agreement must be forwarded to the Division within 10 days of execution.
- 7) Phase I – Design of this project is approved with the condition that the enclosed list of deliverables shall be submitted, 30 days prior to the Period of Performance date, for review and approval by the Division, for submittal to FEMA before Phase II – Construction is considered.
- 8) When Phase I is completed, the Sub-Recipient must provide 100% completed designs, calculations, a full set of signed and sealed plans and, permits for a Phase II review. A final BCA using developed technical data and study results shall take place. The data inputs to the final BCA for Phase II approval, must be based on the inputs and outputs of a hazard related study such as erosion, Hydraulic & Hydrologic study, damage calculations, road closures, etc. No assumptions or historical damage shall be acceptable for final BCA of Phase II approval. No construction activities for this project have been approved.
- 9) The Sub-Recipient must avoid duplication of benefits between the HMGP and any other form of assistance, as required by Section 312 of the Stafford Act, and further clarification in 44 CFR 206.191.

This is FEMA project number **4486-085-R**. It is funded under HMGP, FEMA-4486-DR-FL and must adhere to all program guidelines established for the HMGP in accordance with the PAS Operational Agreement for Disaster 4486.

FEMA awarded this project on July 23, 2023; this Agreement was executed on December 11, 2023, and the Period of Performance for this project shall end on **March 31, 2025**.

**F) FINANCIAL CONSEQUENCES:**

If the Sub-Recipient fails to comply with any term of the award, the Division shall take one or more of the following actions, as appropriate in the circumstances:

- 1) Temporarily withhold cash payments pending correction of the deficiency by the Sub-Recipient;
- 2) Disallow all or part of the cost of the activity or action not in compliance;
- 3) Wholly or partly suspend or terminate the current award for the Sub-Recipient's program;
- 4) Withhold further awards for the program; or
- 5) Take other remedies that may be legally available.

**Schedule of Work**

**Phase I –**

State Contracting:	3 Months
Bidding / Local Procurement:	5 Months
Design Specifications:	7 Months
Permitting / Survey:	3 Months
Deliverables Submitted to FDEM:	2 Months
<b>Total Period of Performance:</b>	<b>20 Months</b>

**BUDGET**

**Line Item Budget\***

<b>Phase I</b>	<b>Project Cost</b>	<b>Federal Cost</b>	<b>Non-Federal Cost</b>
Materials:	\$0.00	\$0.00	\$0.00
Labor:	\$0.00	\$0.00	\$0.00
Fees:	\$9,000.00	\$8,100.00	\$900.00
<b>Initial Agreement Amount:</b>	<b>\$9,000.00</b>	<b>\$8,100.00</b>	<b>\$900.00</b>
***Contingency Funds:	\$0.00	\$0.00	\$0.00
<b>Project Total:</b>	<b>\$9,000.00</b>	<b>\$8,100.00</b>	<b>\$900.00</b>

\*Any line item amount in this Budget may be increased or decreased 10% or less, with the Division's approval, without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.

\*\*\* **This project has an estimated \$0.00 in contingency funds.** Per FEMA Hazard Mitigation Assistance Guidance Part VI, D.3.4 – Contingency funds are not automatically available for use. Prior to their release, contingency funds must be re-budgeted to another direct cost category and identified. Post-award changes to the budget require prior written approval from the Division (FDEM) and FEMA. The written request should demonstrate what unforeseen condition related to the project arose that required the use of contingency funds.

Project Management costs are included for this project in the amount of \$0.00.

**Funding Summary Totals**

Federal Share:	\$8,100.00	(90.00%)
Non-Federal Share:	\$900.00	(10.00%)
<b>Total Project Cost:</b>	<b>\$9,000.00</b>	<b>(100.00%)</b>

**Attachment L**  
**Florida Accountability Contract Tracking System (FACTS)**  
**Requirements for Non-profit Organizations Under Section 216.1366, Florida Statutes**  
**Instructions and Worksheet**

**PURPOSE:** Section 215.985, Florida Statutes (F.S.), amended in 2023, requires that each contract for which a state entity makes a payment pursuant to a contract executed, amended, or extended on or after July 1, 2023, the Division shall post any documents submitted pursuant to s. 216.1366, F.S., which indicates the use of state funds as remuneration under the contract or a specified payment associated with the contract on the contract tracking system.

**CONTRACT DOCUMENTATION REQUIREMENTS**

Section 216.1366, F.S., amended in 2023, establishes new documentation requirements for any contract for services executed, amended, or extended on or after July 1, 2023, with non-profit organizations as defined in s. 215.97 (2)(m). F.S. The contract must require the contractor to provide documentation that indicates the amount of state funds:

- Allocated to be used during the full term of the contract for remuneration to any member of the board of directors or an officer of the contractor.
- Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the contractor. The documentation must indicate the amounts and recipients of the remuneration.

Such information must be included in the contract tracking system maintained pursuant to s. 215.985 F.S. and must be posted on the contractor's website if the contractor maintains a website.

- As used in this subsection, the term:
  - o "Officer" means a Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Operating Officer (COO), or any other position performing an equivalent function.
  - o "Remuneration" means all compensation earned by or awarded to personnel, whether paid or accrued, regardless of contingency, including bonuses, accrued paid time off, severance payments, incentive payments, contributions to a retirement plan, or in-kind payments, reimbursements, or allowances for moving expenses, vehicles and other transportation, telephone services, medical services, housing, and meals.
  - o "State funds" means funds paid from the General Revenue Fund or any state trust fund, funds allocated by the Federal Government and distributed by the state, or funds appropriated by the state for distribution through any grant program. The term does not include funds used for the state Medicaid program.

Note: This "Instructions and Worksheet" is meant to explain the requirements of the Section 216.1366, F.S., amended in 2023, and give clarity to the attached form distributed to recipients and sub-recipients for completion. All pertinent information below should be filled out, signed, and returned to the project manager.

**NON-PROFIT ORGANIZATION REMUNERATION INFORMATION**

1. Is your business or organization a non-profit organization as defined in s. 215.97 (2)(m). F.S.?  
Yes  No

**If the answer to Question 1 is "Yes," continue to Question 2. If the answer to Question 1 is "No", move to the signature block below to complete the certification and submittal process.**

2. Will state funds be used as remuneration to any member of the board of directors or an officer in your business or organization?  
Yes  No

**If the answer to Question 2 is "Yes," provide the information required in the "Total Compensation Paid to Non-Profit Personnel Using State Funds" form below. A separate form should be completed for each member of the board of directors or officer being compensated**

using state funds. If the answer to Question 2 is "No", move to the signature block below to complete the certification and submittal process.

**Total Compensation Paid to Non-Profit Personnel Using State Funds**

<b>Name:</b>		
<b>Title:</b>		
<b>Agency Agreement/Contract #</b>		
<b>Total Contract Amount</b>		
<b>Contract Term:</b>		
<b>Line Item Budget Category</b>	<b>Total Amount Paid</b>	<b>Amount Paid from State Funds</b>
Salaries		
Fringe Benefits		
Bonuses		
Accrued Paid Time Off		
Severance Payments		
Retirement Contributions		
In-Kind Payments		
Incentive Payments		
<b>Reimbursements/Allowances</b>		
Moving Expenses		
Transportation Costs		
Telephone Services		
Medical Services Costs		
Housing Costs		
Meals		
<b>CERTIFICATION: I certify that the amounts listed above are true and accurate and in accordance with the approved budget.</b>		
Name:		
Signature:		
Title:		
Date:		







FLOODPROOFING CONSULTING FLOODPROOFING PRODUCT SCHEDULE

Item	Description	Unit	Quantity	Unit Price	Total Price
1	Water-Filled Tube Barrier (WFTB) - 10' x 6" x 12"	Linear Foot	100	150.00	15,000.00
2	Water-Filled Tube Barrier (WFTB) - 10' x 6" x 12"	Linear Foot	100	150.00	15,000.00
3	Water-Filled Tube Barrier (WFTB) - 10' x 6" x 12"	Linear Foot	100	150.00	15,000.00
4	Water-Filled Tube Barrier (WFTB) - 10' x 6" x 12"	Linear Foot	100	150.00	15,000.00
5	Water-Filled Tube Barrier (WFTB) - 10' x 6" x 12"	Linear Foot	100	150.00	15,000.00
6	Water-Filled Tube Barrier (WFTB) - 10' x 6" x 12"	Linear Foot	100	150.00	15,000.00
7	Water-Filled Tube Barrier (WFTB) - 10' x 6" x 12"	Linear Foot	100	150.00	15,000.00
8	Water-Filled Tube Barrier (WFTB) - 10' x 6" x 12"	Linear Foot	100	150.00	15,000.00
9	Water-Filled Tube Barrier (WFTB) - 10' x 6" x 12"	Linear Foot	100	150.00	15,000.00
10	Water-Filled Tube Barrier (WFTB) - 10' x 6" x 12"	Linear Foot	100	150.00	15,000.00

This is a Preliminary Estimate. Prices are Not Final and Do Not Include Taxes or Freight Costs. FLOODPROOFING CONSULTING FLOODPROOFING PRODUCT SCHEDULE

CONTRIBUTION OF THE AUTHORITIES



### Dry Floodproofing



### Water-Filled Tube Barrier

A long, flexible tube that can quickly be joined end-to-end, stacked to various heights & filled with water.

This temporary solution provides building, structure and property protection in a variety of situations. The tubes are made of heavy-duty PVC and are designed to be filled with water. They can be stacked to various heights and are easy to transport and store. They can be used in a variety of situations and are a cost-effective solution for flood protection.



Applications: Flood Protection / Flood Barriers / Commercial / Residential / Road & New Company / Construction

www.floodproofing.com | 1-800-801-8941

### Dry Floodproofing



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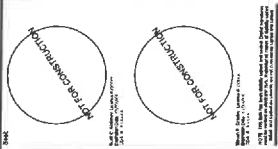


Applications: Flood Protection / Flood Barriers / Commercial / Residential / Road & New Company / Construction

www.floodproofing.com | 1-800-801-8941

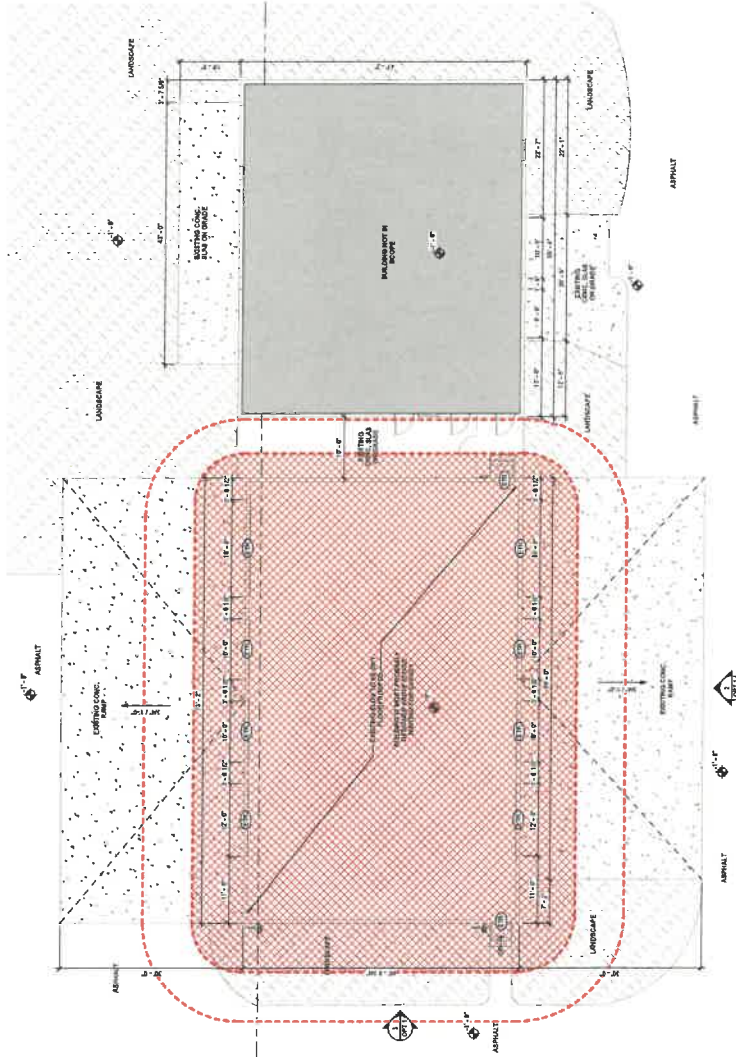
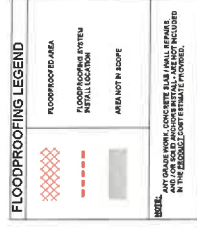


K2M  
Architect, Planning  
Full Service Design Firm  
1100 N. Orange Ave.  
Suite 1000  
Orlando, FL 32801  
407.251.1100  
www.k2m.com



### PRODUCT COST ESTIMATE

### PRODUCT DETAILS



### GROUND FLOOR PLAN - OPTION 3a

MAINT. BLDG DRY-FLOODPROOFING  
801 N. Orange Ave., Key Colony Beach, FL 32051  
CITY OF KEY COLONY BEACH  
800 W. Ocean Drive, Key Colony Beach, FL 32051-0141

Project No.	19-00000000
Client	CITY OF KEY COLONY BEACH
Date	10/1/2019
Scale	AS SHOWN
Sheet No.	TIGER DAM - ONE BUILDING

OPT 3a  
Date: 10/1/2019  
Scale: AS SHOWN

NOTE: THIS OPTION IS NOT FEASIBLE FROM THE COST / BENEFIT CRITERIA BASED ON THE VALUE OF THE BUILDING AND THE ESTIMATED CONTENTS.





**FLOODPROOFING.COM DRY FLOODPROOFING PRODUCT SCHEDULE**

Product Name	Model	Material	Notes
1. Floodproofing System	1.1	1.1.1	1.1.1.1
2. Floodproofing System	2.1	2.1.1	2.1.1.1
3. Floodproofing System	3.1	3.1.1	3.1.1.1
4. Floodproofing System	4.1	4.1.1	4.1.1.1
5. Floodproofing System	5.1	5.1.1	5.1.1.1
6. Floodproofing System	6.1	6.1.1	6.1.1.1
7. Floodproofing System	7.1	7.1.1	7.1.1.1
8. Floodproofing System	8.1	8.1.1	8.1.1.1
9. Floodproofing System	9.1	9.1.1	9.1.1.1
10. Floodproofing System	10.1	10.1.1	10.1.1.1

1. This schedule is intended to be used for Floodproofing products only. It is not intended to be used for other products. 2. All products are subject to change without notice. 3. All products are subject to change without notice. 4. All products are subject to change without notice. 5. All products are subject to change without notice. 6. All products are subject to change without notice. 7. All products are subject to change without notice. 8. All products are subject to change without notice. 9. All products are subject to change without notice. 10. All products are subject to change without notice.

This is a Bid/Price Estimate. Prices are Not Final and Do Not Include Taxes or Freight Cost. FLOODPROOFING.COM 11 HAWAIIAN BLVD, SUITE 100, WASHINGTON, DC 20004-1000

MEASUREMENTS: SURFACE AREA, VOLUME, PERIMETER, ETC.

DATE: 1/20/2020

CITY: WASHINGTON, DC

PROJECT: FLOODPROOFING

CLIENT: FLOODPROOFING.COM

CONTACT: FLOODPROOFING.COM

PROJECT ADDRESS: 11 HAWAIIAN BLVD, SUITE 100, WASHINGTON, DC 20004-1000

PROJECT PHONE: (202) 462-1000

PROJECT FAX: (202) 462-1001

PROJECT EMAIL: INFO@FLOODPROOFING.COM

PROJECT WEBSITE: WWW.FLOODPROOFING.COM

PROJECT DESCRIPTION: FLOODPROOFING

PROJECT STATUS: IN PROGRESS

PROJECT START DATE: 1/20/2020

PROJECT END DATE: 1/20/2020

PROJECT BUDGET: \$1,000,000

PROJECT COST: \$1,000,000

PROJECT PROFIT: \$100,000

PROJECT GROSS: \$1,100,000

PROJECT NET: \$1,000,000

PROJECT TAX: \$100,000

PROJECT TOTAL: \$1,100,000

**Key Colony Beach - Cost Estimate for 3 Pump In Dry Floodproofing System**

Item	Description	Quantity	Unit	Price	Total
1	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
2	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
3	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
4	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
5	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
6	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
7	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
8	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
9	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
10	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
11	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
12	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
13	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
14	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
15	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
16	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
17	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
18	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
19	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
20	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
21	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
22	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
23	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
24	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
25	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
26	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
27	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
28	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
29	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
30	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
31	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
32	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
33	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
34	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
35	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
36	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
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47	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
48	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
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61	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
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64	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
65	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
66	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
67	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
68	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
69	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
70	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
71	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
72	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
73	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
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81	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
82	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
83	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
84	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
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86	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
87	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
88	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
89	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
90	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
91	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
92	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
93	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
94	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
95	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
96	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
97	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
98	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
99	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
100	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00

MEASUREMENTS: SURFACE AREA, VOLUME, PERIMETER, ETC.

DATE: 1/20/2020

CITY: WASHINGTON, DC

PROJECT: FLOODPROOFING

CLIENT: FLOODPROOFING.COM

CONTACT: FLOODPROOFING.COM

PROJECT ADDRESS: 11 HAWAIIAN BLVD, SUITE 100, WASHINGTON, DC 20004-1000

PROJECT PHONE: (202) 462-1000

PROJECT FAX: (202) 462-1001

PROJECT EMAIL: INFO@FLOODPROOFING.COM

PROJECT WEBSITE: WWW.FLOODPROOFING.COM

PROJECT DESCRIPTION: FLOODPROOFING

PROJECT STATUS: IN PROGRESS

PROJECT START DATE: 1/20/2020

PROJECT END DATE: 1/20/2020

PROJECT BUDGET: \$1,000,000

PROJECT COST: \$1,000,000

PROJECT PROFIT: \$100,000

PROJECT GROSS: \$1,100,000

PROJECT NET: \$1,000,000

PROJECT TAX: \$100,000

PROJECT TOTAL: \$1,100,000

**Key Colony Beach - Cost Estimate for 3 Pump In Dry Floodproofing System**

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7	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
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14	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
15	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
16	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
17	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
18	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
19	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
20	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
21	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
22	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
23	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
24	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
25	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
26	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
27	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
28	3.000000	3	1.000000	\$ 1,100.00	\$ 3,300.00
29	3.000000	3	1.000000	\$ 1	



FLOODPROOFING COMPANY FLOODPROOFING PRODUCT SCHEDULE

Table with columns for Item, Description, Unit, and Price. Includes items for Floodproofing, Floodwalls, and Floodgates.

This is a Budgetary Estimate. Please do not fix and do not include Town or Fringe Code.

FLOODPROOFING, INC. 1100 N. W. 10th Ave., Ft. Lauderdale, FL 33304

ESTIMATED PRODUCT COSTS

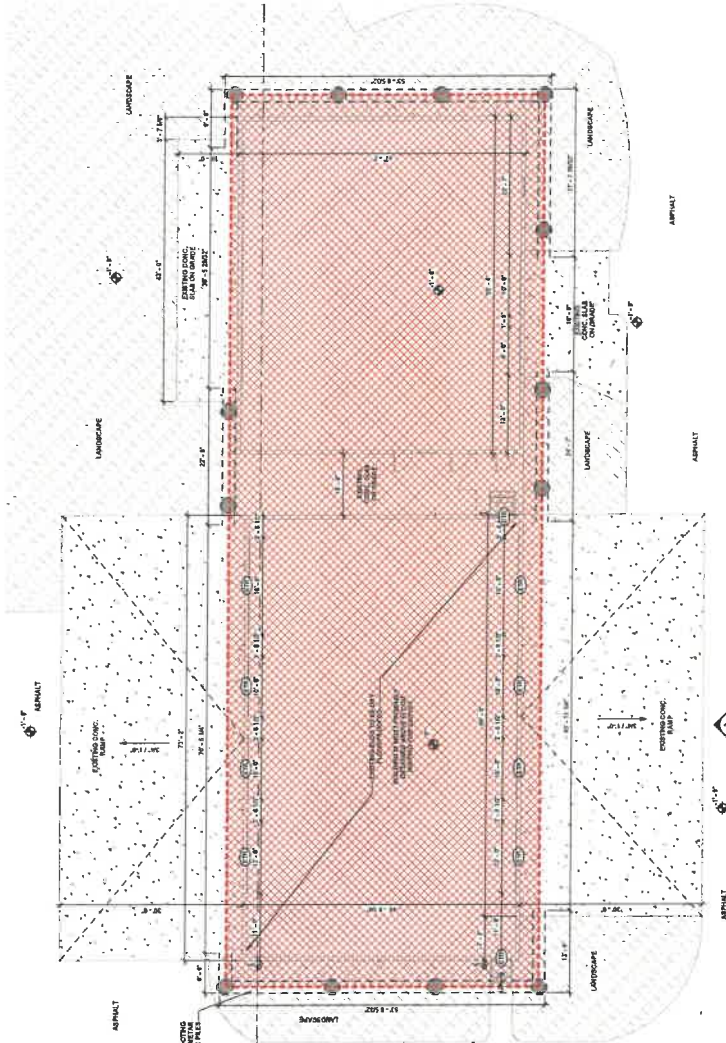
Table with columns for Item, Description, Unit, and Price. Includes items for Floodproofing, Floodwalls, and Floodgates.

Table with columns for Item, Description, Unit, and Price. Includes items for Floodproofing, Floodwalls, and Floodgates.

PRODUCT COST ESTIMATE

COST ESTIMATE

FLOODPROOFING LEGEND. Includes symbols for Floodproofed Area, Floodproofing System, and Area Not in Scope.



GROUND FLOOR PLAN - OPTION 4b



PRODUCT IMAGES

NOTE: THIS OPTION IS NOT FEASIBLE FROM THE COST/BENEFIT CRITERIA BASED ON THE VALUE OF THE BUILDING AND THE ESTIMATED CONTENTS.

MANT. BLDG DRY-FLOODPROOFING 8th St. Key Colony Beach, FL 33051

City of Key Colony Beach logo and project information including 'OPT 4b'.

K2M ARCHITECT logo and contact information.

Two circular logos with the text 'FOR CONTRACTOR'.



## SECTION 107119.16 REMOVABLE FLOOD BARRIERS

**\*\*Note to Specifier\*\*** This specification contains component and configuration options. Where indicated, choose the appropriate choice for your specific project requirements. Delete specifier instructions prior to publishing completed specification.

### PART 1 – GENERAL

#### 1.1 SUMMARY

- A. Work Results:
  - 1. Installation of Removable Flood Barriers: Factory assembled aluminum flood log systems.
- B. Principal Products:
  - 1. Gasketed Aluminum Flood Log System.
- C. Section Includes:
  - 1. Gasketed Aluminum Flood Logs.
  - 2. [Aluminum] [Steel] Removable Jamb Support Brackets.
  - 3. [Aluminum] [Steel] Mid-Span Posts.
  - 4. Fasteners.
  - 5. Accessories.

#### 1.2 REFERENCES

- A. International Building Code (IBC), latest edition as approved by the authorities having jurisdiction.
- B. <State> Building Code, latest edition as approved by the authorities having jurisdiction.
- C. ASCE/SEI 24 "Flood Resistant Design and Construction", latest edition.
- D. ASCE/SEI 7 "Minimum Design Loads and Associated Criteria for Buildings and Other Structures", latest edition.
- E. Code of Federal Regulations (CFR), Title 44.
- F. Federal Emergency Management Agency (FEMA) Regulations, latest.
- G. National Flood Insurance Program (NFIP) Regulations, latest.
- H. FEMA/NFIP Technical Bulletin 3 "Requirements for the Design and Certification of Dry Floodproofed Non-Residential and Mixed-Use Buildings", latest edition.
- I. FEMA P-936 "Floodproofing Non-Residential Buildings."
- J. ASTM A36/A36M "Standard specification for Carbon Structural Steel."
- K. ASTM A240/A240M "Standard Specification for Chromium and Chromium-Nickel Stainless Steel Plate, Sheet, and Strip for Pressure Vessels and for General Applications."
- L. ASTM B209/B209M "Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate."

#### 1.3 ADMINISTRATIVE PROCEDURES

- A. Coordination Procedures: Coordinate flood barrier locations with existing architectural finishes.



B. Preinstallation Meeting Attendees and Procedures:

1. Conduct meeting [one week] [one month] [other scheduled time], minimum before starting work in this Section.
2. Additional Attendees: <List Attendees>.
3. Additional Agenda Items:
  - a. <Agenda Item>.
  - b. <Agenda Item>.
  - c. <Agenda Item>.

#### 1.4 ACTION SUBMITTALS

- A. Product Data: Provide manufacturer's information on each material and component of the flood barrier.
- B. Shop Drawings: Provide dimensioned plans, sections, connections, and anchorage details.
  1. Shop drawings to be signed and sealed by a professional engineer if required by the authorities having jurisdiction.

**\*\*Note to Specifier\*\* Paragraph 1.4.C Calculations below can be deleted if not required.**

- C. Calculations: Provide calculations, signed and sealed by a qualified professional engineer licensed in the state or territory where the project is located, verifying the barrier's ability to withstand the design pressure loading, based on building code and specified load combinations.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Statements: For the [manufacturer], [installer], and/or [professional engineer].
- B. Delegated Design Submittals: Design for installation system, including supports and anchorage to substrate.
- C. Test and Evaluation Reports: Manufacturer test results showing resistance to flood water pressures.
- D. Manufacturer's instructions.
- E. FEMA Submittals:
  1. Dry Floodproofing Certificate for Non-Residential Structures, latest edition.
  2. Flood Emergency Operation Plan per FEMA TB 3, latest edition.
  3. Inspection and Maintenance Plan per FEMA TB 3, latest edition.
  4. Flood Insurance: Documentation that design factored in estimated flood insurance costs for the building per FEMA TB 3, latest edition.
  5. Proof of Annual Service Agreement, as required by the authorities having jurisdiction.
  6. Proof of Early Warning System, as required by the authorities having jurisdiction.



7. Dry Floodproofing Credit for NFIP Flood Insurance: The above documents should get submitted to apply for a Dry Floodproofing Credit (only available for non-residential buildings). Contact an Insurance Agent for assistance in submitting and for more information.

## 1.6 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Manual.
- B. Warranty Documentation.

## 1.7 QUALITY ASSURANCE

- A. Qualifications:
  1. Manufacturer: Five (5) years of documented experience, minimum, in the manufacture of the products specified in this Section.

**\*\*Note to Specifier\*\* Paragraph 1.7.A.2 and 1.7.A.3 below can be deleted if not required.**

2. Installer: Three (3) years of experience, minimum, in the installation of the products specified in this Section.
3. Licensed Professional Engineer: A professional engineer specialized in the work specified in this Section and licensed in the State in which the project is located.

## 1.8 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products in manufacturer's unopened packaging with labels undamaged, legible, and readable until ready for installation. Inspect materials for damages.
- B. Protect stored materials from moisture exposure.
- C. Store materials in a dry, cool, ventilated, and weathertight location.
- D. Outdoor Storage Requirements (if necessary): Store materials on an incline to avoid moisture accumulation and facilitate runoff. Cover materials with a tarp set up in a tent-like fashion and raised above the products to allow for air circulation and to avoid UV exposure. Keep all additional hardware in a dry, climate-controlled setting.

## 1.9 FIELD CONDITIONS

- A. Ambient Conditions: Perform work within manufacturer's recommended weather and temperature limitations.
- B. Existing Conditions: Verify field measurements before fabrication. Show field measurements on Shop Drawings.
  - a. Have flood barrier manufacturer, installer, or qualified person(s) conduct site survey to document the conditions at the installation site to detail the type of materials, dimensions, configuration, potential interferences with the mounting surface, and any other contributing factors for proper installation.



## 1.10 WARRANTY

### A. Manufacturer Warranty:

1. Warrant product to be free from defects in material and workmanship for a period of one (1) year from date of shipment.
2. Contact manufacturer regarding extended warranty options.

## PART 2 – PRODUCTS

### 2.1 MANUFACTURERS

A. Approved Manufacturer: Floodproofing.com, Inc., which is located at 19 Mantua Road, Mount Royal, NJ, 08061; Telephone: 800-507-0865; Email: [info@floodproofing.com](mailto:info@floodproofing.com); Website: [www.floodproofing.com](http://www.floodproofing.com).

1. Basis of Design Product: Flood Panel Mega Flood Log System by Floodproofing.com.

B. Substitutions: Not permitted.

C. Single Source Responsibilities: Obtain all flood log system assemblies from single manufacturer.

### 2.2 MATERIALS

A. Flood Logs: ASTM B209/B209M, Alloy 6065, Temper T6.

#### B. Intermediate or End Posts:

1. ASTM B209/B209M, Alloy 6061, Temper T6.
2. Painted Steel: Grade ST37 (S235 JR).
3. Galvanized Steel.
4. Below Ground Supports: [Galvanized Steel] [Stainless-Steel Grade 304].
5. Permanent end posts available with optional primed covers.

#### C. Mid-Span and Corner Supports:

1. ASTM B209/B209M, Alloy 6061, Temper T6.
2. Painted Steel: Grade ST37 (S235 JR).
3. Galvanized Steel.

D. Base Gaskets: Sandwich composite combination low/high compressed gaskets mechanically retained in the flood logs; 40D medium compression set gaskets retained mechanically in the top of each log and low compression gaskets in the jambs and mid-span supports.

#### E. Wall Plates (if required):

1. Primed Steel: Grade ST37 (S235 JR).
2. 316 Stainless Steel.



- F. Primer on Steel Products: Rust inhibitive and lead free.
  - 1. Manufacturers and Products:
    - a. TCI SD RAL 7035 Light Grey 25#
    - b. Or approved equal.

- G. Joint Sealant:
  - 1. Manufacturers and Products:
    - a. 3M; 4000 Sealant.
    - b. Or approved equal.

## 2.3 PERFORMANCE REQUIREMENTS

- A. Engineering Code Practices: Engineer flood products to conform to the design requirements that are based on the latest adopted editions of ASCE 24, ASCE 7, and the International Building Code (IBC).
- B. Design Criteria: Conform to the requirements for A and AE Zones as set forth by the National Flood Insurance Program (NFIP).
  - 1. Design flood logs to support, either individually or in combination, temporary superimposed live loads as specified in the latest editions of ASCE 24 and ASCE 7.
  - 2. Ensure all types of flood-related loads from the flood protection barriers are transferred either through mullion anchorage to structural floor slabs and/or jamb anchorage, and directly via pressure contact with structural walls or other structural elements.
- C. Product Criteria:
  - 1. Flood Log: 12-inch-high x 3-inch-deep with a top interlocking gasket slot system which includes gaskets and gasket channels between sections and full height in the jamb channels. The bottom flood log includes an additional bottom gasket for compression at the ground. For flood protection heights in between 12-inch increments, there is a 6-inch-high x 3-inch-deep flood log topper available to be placed as the top log in the stacked configuration.
    - a. Stack multiple logs to meet or exceed base flood elevation plus 12 or more inches for wave action and freeboard requirements.
    - b. Embed wall plates may be required at jambs based on the condition at the opening and the loads imposed on the system.
    - c. Jamb supports to be continuous structural aluminum or steel channels and are to be anchored and sealed to the condition with embeds or mechanical anchors.
    - d. Frames and posts to provide mounting holes for connecting anchors and bolts. Anchor type, size, and method dependent on load capabilities of the structure.
- D. Deployment:
  - 1. For standard systems, full-height deployment is required to achieve vertical compression.
  - 2. For incremental deployment above 18 inches in height, custom Removable Jamb Support Brackets and Mid-Span Posts would be required to include additional vertical compression slots. This request needs to be relayed to the manufacturer for quoting and design purposes.



## PART 3 – EXECUTION

### 3.1 EXAMINATION

- A. Verify that substrates are as required by the manufacturer.
  - 1. Verify that substrate surfaces against which the sealing gasket presses are “paper-smooth.”
    - a. If substrate surface is not smooth, wall plates may be required.
  - 2. Verify that substrates are plumb, square, and level before installation can begin.
- B. Notify Architect if substrates are damaged or deficient per manufacturer’s requirements.
- C. Begin installation once damaged or deficient substrates have been repaired to the manufacturer’s satisfaction.

### 3.2 PREPARATION

- A. Existing slabs, walls, and columns adjacent to openings where flood barriers are to be installed shall be structural for loading requirements and waterproofed with a waterproof membrane or a waterproof sealer surface treatment prior to the installation of flood barriers.

### 3.3 INSTALLATION

- A. Consult with manufacturer regarding installation costs and service options or self-install.
- B. Install flood barriers in accordance with manufacturer’s instructions and approved shop drawings.
- C. Install embed plates using an immersible sealant or waterproof grout at back of support covering full height and width of support and producing squeeze out on all sides assuring a proper seal.
- D. Provide bituminous paint between finished aluminum supports and concrete or masonry and dissimilar metals.
- E. Install supports true and plumb without racking or warping.

### 3.4 FIELD QUALITY CONTROL

- A. Field Tests and Inspections: Installer to perform visual dry test for gasket alignment, continuity contact and pre-compression.

### 3.5 CLEANING AND STORAGE

- A. Inspect components for damages.
- B. Touch-up minor damages to components to the satisfaction of the Architect. Replace components that are beyond repair.
- C. Clean exposed surfaces and let dry before storing.
- D. Consult with manufacturer on options for storage racks, storage shelving systems, and deployment storage carts.



### 3.6 PROTECTION

- A. Locate dismantled barriers to a storage location designated by the Owner.
  - 1. Stack barriers in a manner that does not damage the gaskets.
  - 2. Position gaskets away from high traffic areas in the storage area to prevent damage.
- B. Protect installed product and finished surfaces during normal and general operation.

END OF SECTION