



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

EXECUTIVE SUMMARY

TO: Greg Veliz, City Manager
Patti McLaughlin, Assistant City Manager

CC: Mark Finigan, Chief Financial Officer

FROM: Carolyn Sheldon, Senior Grants Administrator

DATE: September 14, 2020

RE: **Approving to extend the attached Consulting Agreement with Langton Associates, Inc. for the first of two additional one-year terms for FY 2021 grant professional services in an amount not to exceed \$60,000.00.**

ACTION STATEMENT:

This resolution will approve to extend the attached Consulting Agreement with Langton Associates, Inc. for the first of two additional one-year terms (Year 2), not to exceed a total of three (3) years, for FY 2021 grant professional services in an amount not to exceed \$60,000.00.

BACKGROUND:

Grant professional services is an immediate need given the deadline-driven nature of applying for grants and the City's desire to pursue grant funding for City projects when possible as a way to reduce costs and save tax payer dollars. For the past fiscal year, Langton Associates has written 33 grants for the City with many of them complex and highly competitive for Federal and State dollars. Please see grant history listing for more details. Langton Associates has also spent many hours researching and identifying potential grant opportunities for the City.

PURPOSE AND JUSTIFICATION:

Langton Associates is currently providing grant research and grant writing services to the City to fulfill a critical need. The contract has two additional one-year terms. It is in the best interest of the City to extend for the first of two additional one-year terms for FY 2021 and continue to utilize Langton Associates for continuity of services, quick response, success of grant awards, familiarity with the City, grant writing experience, and depth of funding source knowledge.

FINANCIAL IMPACT:

The proposed FY 2021 budget for professional services is \$60,000.00 in Account 0011900 5193100 (General Fund / Non-Departmental / Professional Services). No additional increase is proposed for extending the contract to Years 2 and 3.

RECOMMENDATION:

Staff recommends that the City Commission approve to extend the Consulting Agreement with Langton Associates, Inc. for FY 2021 (Year 2) grant professional services in an amount not to exceed \$60,000.00.

Key to the Caribbean – Average yearly temperature 77° F.