



CITY MANAGER'S OFFICE MEMORANDUM

TO: Jim Scholl, City Manager
FROM: Mark Z. Finigan, Assistant City Manager
DATE: November 10, 2010
SUBJECT: City Grant Writer - Exercise Option #1

A handwritten signature in black ink, appearing to be "MZF", is written over the "FROM:" line.

ACTION STATEMENT:

Respectfully request the City of Key West City Commission approve the extension of the Agreement with Sheila Griffin Governmental Consultant, Inc. for the first option year period.

BACKGROUND:

City of Key West Resolution 09-185 approved an Agreement with Sheila Griffin Governmental Consultant, Inc. for grant writing services. The Agreement Period as defined in the Agreement is as follows:

6.1 Agreement Period

A. The duration of the agreement shall be one (1) year commencing from the date this Agreement was entered into, with an option, at the sole discretion of the CITY, to renew the agreement on an annual basis for up to two (2) years.

To follow is a summary of Sheila Griffin's successes for the base annual period as well as some of her on-going efforts:

- **Awards:**

- Emergency Shelter grant from DCF \$80K
- Historic District Survey grant from DOS \$50K
- Energy Grant \$745K (total was \$2.6M)

- **Pending Award Determination:**

- Homeland Security grant for Fire Dept (about \$150K)
- FRDAP grant for Bayview Park \$200K
- Peary Court Cemetery \$50K

- Dunn Grant \$50K
- Emergency Shelter grant for 2011 \$100K
- **Unsuccessful Grant Applications:**
 - Preserve America \$50K – Not successful because they gave the DOS a \$200K statewide grant.
 - Clean Energy Grant – Not considered because the City received the \$745K for the ballpark lights in another Energy Grant.
- **Current Efforts:**
 - Garrison Bight improvements
 - “Waterfront” open space improvements
 - Bicycle and Pedestrian Safety Grants

FINANCIAL IMPACT:

The Compensation arrangement as defined in the Agreement is as follows:

2.1 The CONSULTANT agrees to a flat fee of \$4,000 per month for the term of this agreement. Additional expenses (at cost) including, travel and copies related to the scope of services will be paid by City of Key West with prior approval. CITY will holdback \$1,000 of the \$4,000 per month fee. CONSULTANT and CITY agree the holdback will be released at a rate of \$1,000 contingent upon every \$100,000 in grant funding committed up to the \$1,200,000 specified in Article 1.4 above. Under no condition will the annual compensation during the term of this Agreement exceed \$48,000.

Clearly Sheila has been successful over the first 12 months of her grant writing engagement with the City. Grant awarded monies are far in excess of the amount paid for her efforts. The Energy Grant was an extraordinarily challenging grant application process which required Sheila to take the application lead in a joint Monroe County, City of Marathon, City of Islamorada and City of Key West submission. She encourages the City to pursue any eligible grant opportunity, regardless of size or complexity. Shelia is a sole proprietor, with few clients, whose focus in addition to grant writing services has been to research and inform the City of countless grant opportunities. Other consultants could have possibly been as successful, but I am convinced the costs of such services would have been much higher. Finally, residing in Tallahassee and being extremely familiar with the inner workings of state government have made her exceptionally effective.

RECOMMENDATION:

Approve the extension of the Agreement with Sheila Griffin Governmental Consultant, Inc. for the first option year period.