



MEMORANDUM

Date: January 6, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bernaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 25-4884 Ratifying a Second Amendment to the Federal Lobbying Agreement with TSG Advocates, extending the term of the agreement from December 11, 2025 through January 31, 2026, for a total flat fee of \$75,000.00, of which \$54,166.00 has been remitted to date; authorizing the City Manager, or designee, to negotiate and execute the agreement, including the approved amendment, and to execute any necessary related documents and budget transfers or adjustments, subject to the approval of the City Attorney.**

Introduction

Staff recommends that the Mayor and City Commission approve ratifying the Second Amendment to the Federal Lobbying Agreement with TSG Advocates, extending the term of the agreement from December 11, 2025 through January 31, 2026. The Second Amendment provides for a total flat fee of \$75,000.00, of which \$54,166.00 has been remitted to date. Approval of this item will also authorize the City Manager, or designee, to negotiate and execute the amended agreement and any related documents, as well as any necessary budget transfers or adjustments, subject to the approval of the City Attorney.

Background

The City of Key West entered into a federal lobbying agreement with **TSG Advocates** to provide professional lobbying and legislative advocacy services on behalf of the City. These services support the City's federal legislative priorities and ongoing engagement with federal agencies and elected officials.

Due to the continued need for federal advocacy services and to ensure uninterrupted representation during the transition period, staff has negotiated a **Second Amendment** to extend the term of the existing agreement through **January 31, 2026**. The amendment allows the City to maintain continuity of services while longer-term procurement and contracting actions are completed, as necessary.

Procurement

The original agreement with TSG Advocates was procured in accordance with all applicable City procurement requirements. The proposed Second Amendment does not modify the scope of services, but solely extends the term of the agreement and confirms compensation for services rendered during the extension period.

The total consideration under the Second Amendment is a flat fee of \$75,000.00, of which \$54,166.00 has been paid to date for services already performed. No additional services beyond those authorized under the existing agreement will be provided unless separately approved by the City.

Funds for these services are currently budgeted within General Fund account 0011201-5123100.

Recommendation

Staff recommends that the Mayor and City Commission approve ratifying the Second Amendment to the Federal Lobbying Agreement with TSG Advocates, extending the term from December 11, 2025 through January 31, 2026, and authorizing the City Manager, or designee, to negotiate and execute the amended agreement, as well as any necessary related documents and budget transfers or adjustments, subject to the approval of the City Attorney.