



THE CITY OF KEY WEST

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

MEMORANDUM

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager
Greg Veliz, Assistant City Manager

CC: Mark Finigan, Finance Director

FROM: Carolyn Sheldon, Senior Grants Administrator

DATE: August 13, 2019

RE: **Approving Consulting Agreement with Langton Associates, Inc. for grant writing professional services in FY 2020**

ACTION STATEMENT:

This resolution will approve the attached Consulting Agreement with Langton Associates, Inc. for grant professional services in FY 2020 in an amount not to exceed \$60,000.00, pursuant to City of Key West Ordinance Section 2-797(4)(b), Exempt Contractual Services, Best Interest of the City.

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 and/or programs when possible to reduce the City's financial commitment and save tax payer dollars.

PURPOSE AND JUSTIFICATION:

Langton Associates is currently providing grant research and limited grant writing services to the City to fulfill a critical need. They have a proven track record with providing grant professional services. After working with Langton Associates as well as two other firms over the past ten (10) years, Langton's success is noticeably greater due to their exceptional understanding of the City's needs and their robust initiative to identify grants that meet those needs. It is in the best interest of the City to 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. For these reasons, the City Manager finds these are exceptional circumstances to proceed in this manner. Langton Associates will continue to produce quality grant applications that will be competitive and increase the City's probability to be awarded funds.

FINANCIAL IMPACT:

The proposed FY 2020 budget for professional services is \$75,000.00 in Account 0011900 5193100 (General Fund / Non-Departmental / Professional Services). Langton Associates is proposing one (1) year of service at \$60,000.00 with the option to extend for two (2) additional one (1) year terms, not to exceed a total of three (3) years. No additional increase is proposed for years 2 and 3, if the City were to exercise the option to extend.

RECOMMENDATION:

Staff recommends that the City Commission approve the Consulting Agreement with Langton Associates, Inc. for FY 2020 grant professional services in an amount not to exceed \$60,000.00.

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