



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
Sarah Hannah-Spurlock, Assistant City Manager

FROM: Carolyn Sheldon, Senior Grants Administrator

DATE: February 23, 2016

RE: **Approving the attached agreement for grant writing services and authorizing the City Manager to execute the agreement**

ACTION STATEMENT:

This resolution will approve the agreement with Mary Casanova/Angie Brewer and Associates, LC for grant writing services.

BACKGROUND:

The City Commission selected Mary Casanova/Angie Brewer and Associates, LC to provide grant writing services at their February 2, 2016 meeting (Resolution 16-056). Pursuant to that resolution, City staff was authorized to enter into negotiations with Mary Casanova/Angie Brewer and Associates, LC and request City Commission approval of a contract at a subsequent meeting.

The Agreement has an initial term of two years with an option to extend at the end of the term for one (1) year under the same terms and conditions for a total of three years upon mutual agreement of the parties.

FINANCIAL IMPACT:

The FY 2015-2016 operating budget appropriated \$72,000 for grant writing services Account 0011900 5193100. Services with the current grant writer ends March 5, 2016. The budget available for the remaining fiscal year is \$39,000 or \$6,500 per month. City staff has negotiated an annual fee of \$62,400 for Year 1 paid monthly at \$5,200 (subsequent years include a 4% increase) with Mary Casanova/Angie Brewer and Associates, LC. This represents a cost savings of \$1,300 over the budgeted amount or \$7,800 for the remaining fiscal year.

RECOMMENDATION:

Staff recommends The City Commission approve the agreement with Mary Casanova/Angie Brewer and Associates for grant writing services.

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