



THE CITY OF KEY WEST

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

MEMORANDUM

EXECUTIVE SUMMARY

TO: Patti McLaughlin, City Manager
Todd Stoughton, Assistant City Manager

CC: Mark Finigan, Chief Financial Officer

FROM: Carolyn Sheldon, Senior Grants Administrator

DATE: July 23, 2021

RE: **Approving to extend the attached Consulting Agreement with Langton Associates, Inc. for the final one-year term for FY 2022 grant professional services in an amount not to exceed \$63,000.00.**

ACTION STATEMENT:

This resolution will approve to extend the attached Consulting Agreement with Langton Associates, Inc. for the final one-year term (Year 3), maximum three (3) years, for FY 2022 grant professional services in an amount not to exceed \$63,000.00.

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. Under this agreement, Langton Associates has written 40 grants for the City with many of them complex and highly competitive for Federal and State dollars bringing the City over \$17 million in grant awards and another \$16 million pending. Langton Associates has also spent many hours researching and identifying potential grant opportunities for the City. Please see grant history for more details. For the final term under the current agreement, Langton Associates has requested a modest increase of 5% to their annual fee.

PURPOSE AND JUSTIFICATION:

Langton Associates is currently providing grant research and grant writing services to the City to fulfill a critical need. It is in the best interest of the City to extend for the final one-year term for FY 2022 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 2022 budget for professional services is \$63,000.00 in Account 0011900 5193100 (General Fund / Non-Departmental / Professional Services).

RECOMMENDATION:

Staff recommends that the City Commission approve to extend the Consulting Agreement with Langton Associates, Inc. for FY 2022 (Year 3) grant professional services in an amount not to exceed \$63,000.00.

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