

**CITY OF TREASURE ISLAND, FLORIDA  
BOARD OF COMMISSIONERS WORKSHOP  
October 19, 2010  
IMMEDIATELY FOLLOWING THE COMMISSION MEETING**

**I. DISCUSSION ITEMS:**

1. Consideration of Res. 10-91, Amending a Contract with Public Management & Funding Services, Inc (PMFS) to perform EPA grant administrative services

**II. OLD BUSINESS:**

**III. CITY MANAGER/CITY ATTORNEY REPORTS AND COMMENTS:**

**IV. REPORTS & COMMENTS BY COMMISSIONERS:**

**V. PUBLIC COMMENTS:**

**VI. ADJOURNMENT:**

Any person desiring to file an appeal to any action taken by the Commission at this meeting will need a record of the proceedings and for such purpose may be required to insure that a verbatim transcript is made. Said transcript shall be made by the appellant at his or her expense. Therefore, you may wish to provide a court reporter at your expense.

Any person with a disability who needs any accommodation in order to participate in this proceeding is entitled to assistance at no cost. Please contact the office of the City Clerk in writing at 120 – 108 Avenue, Treasure Island FL 33706 or by phone at 727 547 4575 at least two working days prior to the meeting to advise what assistance is needed



## CITY OF TREASURE ISLAND AGENDA COVER MEMORANDUM

October 19, 2010

Item No. I-1

**DATE:** October 1, 2010

**TO:** Reid Silverboard, City Manager

**FROM:** Jim Murphy, Public Works Director

**SUBJECT:** Res 10-91, Amendment of Contract with PMFS, Inc. for EPA Grant Administration Services

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### **Background:**

The City of Treasure Island was notified that it had received federal appropriations in FY 2005 and again in FY 2009 for EPA grants to improve the City's wastewater infrastructure. The federal government through the EPA requires that the application, procurement, record keeping, reimbursement requests and project closeout follow strict federal guidelines for those functions. The City of Treasure Island's Public Works Department determined that the City did not possess the expertise or the available resources to ensure that these functions would be successfully performed in light of the federal requirements. The Department of Public Works executed a contract in November of 2009 for the not to exceed amount of \$7,500 with Public Management & Funding Services, Inc (PMFS) to perform the grant application and preparation function and to provide a continuous liaison function on the City's behalf with the EPA in the work to acquire those grant numbers. That work is continuing and award of the EPA grants is expected within the very near future

### **Discussion:**

The Department of Public Works is requesting the authority to amend contract CP091003 with PMFS an additional \$11,250 bringing the total authorized not to exceed contract amount to \$18,750 to provide for procurement, inspection reporting, reimbursement, records management and grant closeout functions associated with the two grant awards from the EPA. The increase in the not to exceed amount of this contract allows for an additional 150 hours of contract/consultation services in performing the tasks for the City described above.

Attached are the original contract CP091003 and a letter from Harry Gross of PMFS dated September 29, 2010 offering to provide additional services at the hourly rate of \$75 as was previously agreed to in the original contract.

**Source of Funds:**

DPW has budgeted funds within WPC account 5350-56000 for the main pump station rehabilitation project.

**Recommendation:**

The DPW staff recommends approval Res 10-91 authorizing the execution of the contract amendment with Public Management & Funding Services, Inc. not to exceed increase of \$11,250 bringing the total authorized not to exceed contract amount to \$18,750

**RESOLUTION NO. 10-91**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TREASURE ISLAND AUTHORIZING THE AMENDMENT OF CONTRACT CP091003 WITH PUBLIC MANAGEMENT & FUNDING SERVICES, INC. AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Treasure Island's Department of Public Works has obtained appropriations for EPA waste water improvement grants for FY 2005 and 2009 totaling \$980,000; and

**WHEREAS**, the City of Treasure Island desires to refurbish their main pump station, lift station number 3 and other lift stations within the City using funds from those grants; and

**WHEREAS**, the City of Treasure Island lacks the internal resources to successfully manage the procurement, reporting, reimbursement, record keeping and grant closeout in accordance with federal requirements; and

**WHEREAS**, Public Management and Funding Services, Incorporated has that expertise and has been employed under a contract executed in November of 2009 to provide consulting services in the effort to obtain the grants in the amount of not to exceed \$7,500; and

**WHEREAS**, the limit of contract CP091003 has been reached and additional resources are still needed to complete the grant management functions outlined above; and

**WHEREAS**, the City of Treasure Island's Department of Public Works has determined that a contract amendment to allow for an additional 150 hours of services is needed resulting in a contract not to exceed increase of \$11,250 bringing the total authorized not to exceed contract amount to \$18,750; and

**WHEREAS**, the City of Treasure Island Commission, after due consideration, has determined continuing to provide those grant management services is in the best interests of the City.

**NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF TREASURE ISLAND DOES RESOLVE THAT:**

The Department of Public Works is authorized to amend Contract CP091003 with Public Management & Funding Services, Inc. to a not to exceed amount of \$18,750.

This resolution is effective immediately upon adoption.

The foregoing Resolution was offered during Regular Session of the City Commission of the City of Treasure Island, Florida, sitting on the \_\_\_ day of November 2010 by Commissioner \_\_\_\_\_ who moved its adoption; was seconded by Commissioner \_\_\_\_\_ and upon roll call, the vote was:

**YEAS:**

**NAYS:**

**ABSENT OR ABSTAINING:**

\_\_\_\_\_  
Robert Minning, Mayor

ATTEST:

\_\_\_\_\_  
Dawn Foss, City Clerk