

# TOWN OF PALM BEACH

Information for Town Council Meeting on: April 14, 2021

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To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Jane Le Clainche, Director of Finance

Re: Amendment to the General Fund, Capital Improvement Fund, and Marina Enterprise Fund FY21 Budgets  
**Ordinance No. 11-2021**

Date: April 1, 2021

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## **STAFF RECOMMENDATION**

Staff recommends that the Town Council approve Ordinance No. 11-2021, which amends the General Fund, Capital Improvement Fund, and Marina Enterprise Fund FY21 budgets.

## **GENERAL INFORMATION**

A budget amendment is required to appropriate funds for the Lake Drive Park Project, marina personnel, and the reimbursement for the Fairfax and Sammons and Baird design costs that were originally taken from the Marina Dock Project budget. This Ordinance will amend the General Fund, Capital Improvement Fund and Marina Enterprise Fund budgets for these items.

### **Lake Drive Park**

The costs for the Marina Park Project are discussed in greater detail in the memorandum from Paul Brazil, Public Works Director that is included in the Council backup. The memorandum presents several options for the Town Council to consider. The budget amendment includes the highest cost Marina Park Project option less pavers for the parking lots, a modified screening plan, and less the credits for items already included in the Murray Logan contract. The funding for the project includes \$1,133,500 that was previously agreed to in concept by the Town Council and this funding is proposed to come from the Marina Enterprise Reserves and is part of the Marina Enterprise Fund budget amendment. The balance of the cost is included in the budget amendment for the Capital Improvement Fund budget since the park is a Town owned property. The proposed funding for the Capital Improvement Fund portion of the park project is from a transfer of excess unassigned reserves in the General Fund to cover the costs associated with the park and improvements in the right of way along Lake Drive (\$1,123,108) and the balance is from anticipated donations (\$2,500,000).

If the Town Council decides to modify the project scope in any way to reduce the costs, staff will update the exhibits to reflect the final decision. If the Town Council would rather not use General Fund Reserves, the funding may come from excess reserves in the Marina or another Town fund with excess reserves, such as the Risk or Health Fund. Please be reminded that the Town was awarded \$4,425,000 in FIND grants, which will offset costs of the Marina Project.

### **Marina Staffing and Consultant Costs**

The Town Council previously approved the hiring of an Assistant Dock Master, Administrative Assistant and a Maintenance Worker for the new Marina. The budget amendment includes funding for 3 months of salary and benefits for these approved positions at a total estimated cost of \$43,089. In addition, the budget amendment includes reimbursement to the Marina Project for the amounts previously paid to Fairfax and Sammons (\$34,500) and to Baird (\$50,000) for design work that was originally paid from the Marina Dock Project, but were related to the Marina Park Project.

### **FUNDING/FISCAL IMPACT**

The Ordinance will amend the General Fund Budget (001) by \$1,123,108, the Capital Improvement Fund (307) by \$3,623,108, and the Marina Enterprise Fund budget (401) by \$1,133,500 for the Marina's portion of the Marina Park Project and \$127,589 for personnel and contractual expenses.

### **TOWN ATTORNEY REVIEW**

This Ordinance has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

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cc: Jay Boodheshwar, Deputy Town Manager  
Carolyn Stone, Assistant Town Manager  
H. Paul Brazil, Director of Public Works  
John C. Randolph, Town Attorney