

MEMO

Date: July 15, 2022

To: Matthew Strugis, Town Manager

From: John Quartararo, Finance Director

Re: Transfer of budget appropriation for Fort Williams Park CIP Fund

CC: Debra Lane, Town Clerk; and Kathy Raftice, Community Services Department Head

My notes from the development of the FY 2023 budget for Fort Williams Park budget indicate that at the April 2022 Town Council meeting we would submit a request to defund project 0865-4026 Picnic Shelter Parking Lot Pedestrian Improvements (\$117,000) and transfer the funds to projects 0865-4040 Pond Engineering – MPU (\$17,000) and 8065-4041 Pond Work – MPU (\$100,000). Because that transfer request was not prepared, I am submitting this request to approve that transfer of funds. At the time, the expectation was to transfer \$17,000 to the engineering project, but we went to RFP and received one proposal. The proposal is for \$46,000 and we have \$23,000 budgeted.

Since the existing funding automatically carried forward in FY 2023, I am requesting that the Town Council approve the transfer of \$117,000 from project 0865-4026 Picnic Shelter Parking Lot Pedestrian Improvements into project 0865-4040 Pond Engineering – MPU, \$23,000, and project 8065-4041 Pond Work – MPU, \$94,000.

Please include this requested transfer of funds on the August Town Council agenda.

Suggested Council Order:

Town Council orders that project 0865-4026, Picnic Shelter Parking Lot Pedestrian be closed and the available funding of \$117,000, be transferred into project 0865-4040 Pond Engineering – MPU, \$23,000, and to project 8065-4041 Pond Work – MPU, \$94,000.