



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** August 20, 2025

**Originating Department:** Public Works

**Agenda Title:** FY 2025 Budget Transfer - Stormwater Improvement Project Design and Grant Application Funding - Water Resource Management Associates, Inc. (WRMA) - \$75,000 [From FY 2025 Stormwater Fund (Fund 402) - Contractual Services to Professional Services]

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \$75,000.00 **Funding Source:** Professional Services

**Account Number:** From:  
Contractual  
Services –  
402-538-402-  
34000 **Finance Signature:** Barbara A. Gould

To:  
Professional  
Services –  
402-538-402-  
31000

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** WRMA Proposal and Resolution No. 38-07-25

Budget Adjustment Form (July 25, 2025)

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**Please initial one:**

\_\_\_\_\_  
Yes, I have notified everyone.

\_\_\_\_\_  
Not applicable in this case

**Summary Explanation/Background:**

On July 16, 2025, the Town Commission approved moving forward with a proposal from Water Resource Management Associates, Inc. (WRMA) for professional engineering services to design three (3) stormwater improvement projects and assist the Town with the preparation and submittal of a related grant application to potentially support the required construction funding for this project.

The total project cost is \$134,012.40; however, a portion of the funds required to support the proposed project scope of work is currently budgeted within the Fund 402 (in the Contractual Services Account – Account #402-538-402-34000).

To proceed, \$75,000 must be transferred from the Contractual Services Account to the Professional Services Account (Account #402-538-402-31000) to comply with budgetary requirements.

The proposed Budget Amendment was prepared by the Finance Director and reviewed by the Public Works Director, the Project Manager - Capital Projects and the Grant Writer/Chief Public Information Officer.

**Recommendation:**

I move to approve the transfer of \$75,000 from the FY 2025 Stormwater Fund (Fund 402) - Contractual Services (402-538-402-34000) to Fund 402 - Professional Services (402-538-402-31000) within the Stormwater Fund (402) to support the WRMA Stormwater Improvement Project design and grant application services.