

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: July 8, 2025

☒ Consent  
☐ Ordinance

☐ Regular  
☐ Public Hearing

Department: Parks and Recreation

Submitted By: Parks and Recreation Department

Submitted For: Parks and Recreation Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- A) a downward Budget Amendment of \$197,595 in the Park Improvement Fund which includes a decrease in revenue of \$200,000 from the Bert Winters Park Phase II Florida Recreation Development Assistance Program (FRDAP) Grant; and
- B) a \$2,405 Budget Transfer from the General Fund to the Park Improvement Fund to correct the appropriations from the Bert Winters Park Phase II FRDAP Grant.

**Summary:** On December 7, 2021, the Board of County Commissioners (BCC) authorized the submission of a \$200,000 (FRDAP) grant application (R2021-1841) for the redevelopment of the southern portion of Bert Winters Park (Project). The grant was awarded under Department of Environmental Protection Agreement Number A3003 and was presented to the BCC on November 1, 2022 (R2022-1292) to receive and file and establish the Project budget. The grant required completion of improvements including a new waterfront promenade, canoe/kayak launch, expanded parking, playground, picnic facilities, group shelters, lighting, and landscaping by April 30, 2025 to qualify for reimbursement.

Due to procurement delays, including the need to re-bid the Project after the initial advertisement failed to attract qualified bidders, Palm Beach County (County) was unable to meet the required deadline. Although a contractor has now been selected, the updated project schedule did not allow for completion and public opening by April 30, 2025, resulting in the withdrawal of the grant. A Budget Amendment in the Park Improvement Fund and a Budget Transfer from the General Fund are necessary to correct the appropriations. District 1 (AH)

**Background and Justification:** Bert Winters Park is a 16.5 acre park located along the Intracoastal Waterway in the northern part of the County. The park is being redeveloped in three (3) phases. Phase I was completed in 2018 and included the construction of a second entrance road along the northern portion of the park to improve traffic flow and circulation; construction of 45 new boat parking spaces; a new restroom; three (3) new floating staging docks; and renovation of the existing boat ramps. The future Phase II includes the installation of a new canoe/kayak boat launch, expanded parking, new family picnic shelters, new lighting, landscaping and associated infrastructure. The existing parking and day use dock will also be renovated as part of Phase II. Phase III Project elements are still being finalized but are expected to include the renovation and reconfiguration of the athletic fields, possible inclusion of additional tennis or pickleball courts and construction of additional parking for use by park patrons using the waterfront.

**Attachments:**

1. Withdrawal Letter
2. Budget Amendment Fund 3600
3. Budget Transfer Fund 0001

Recommended by:   
Department Director

6/3/2025  
Date

Approved by:   
Assistant County Administrator

6/10/25  
Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures	(200,000)	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	200,000	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

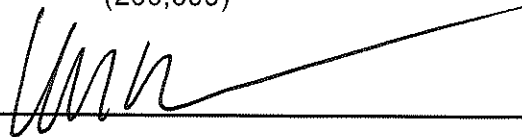
Is Item Included in Current Budget: Yes X No \_\_\_\_\_  
Does this item include use of Federal Funds? Yes \_\_\_\_\_ No X  
Does this item include use of State Funds? Yes \_\_\_\_\_ No X

Budget Account No.: Fund \_\_\_\_\_ Department \_\_\_\_\_ Unit \_\_\_\_\_  
Object \_\_\_\_\_ Program \_\_\_\_\_

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

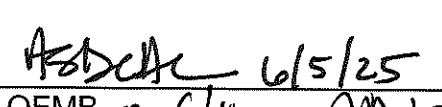
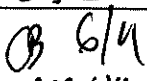
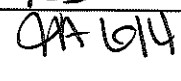
FRDAP grant 3600-582-T041 - (197,595)  
General Fund 0001-580-5221 - (2,405)  
Total (200,000)


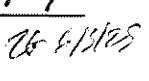
### C. Departmental Fiscal Review:

  
\_\_\_\_\_

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Development and Control Comments:

 6/5/25  
OFMB  6/11  6/11  
App 6/11

 6/5/25  
Contract Development and Control  6/5/25

### B. Legal Sufficiency:

 6/9/25  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Director

REVISED 10/95  
ADM FORM 01



**Parks and Recreation  
Department**

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Lake Worth, FL 33461

(561) 966-6600

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[www.pbcparks.com](http://www.pbcparks.com)

**PALM BEACH COUNTY**



**PARKS & RECREATION**

**Palm Beach County  
Board of County  
Commissioners**

Maria G. Marino, Mayor

Sara Baxter, Vice Mayor

Gregg K. Weiss

Joel G. Flores

Marci Woodward

Maria Sachs

Bobby Powell Jr.

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead

April 14, 2025

Ms. LaDatre Manatee, Grant Manager  
Department of Environmental Protection  
Land and Recreation Grants Section  
3900 Commonwealth Boulevard, MS 585  
Tallahassee, FL 32399-3000

**RE: Withdrawal from Executed Grant Agreement –  
Bert Winters Park Redevelopment Project - Agreement No. A3003**

Dear Ms. Manatee,

On behalf of the Palm Beach County Parks and Recreation Department, we are writing to formally notify you of our withdrawal from the grant agreement for Bert Winters Park (Agreement No. A3003), effective immediately.

This decision follows careful assessment of our current departmental capacity and the revised project timeline. While we remain committed to the goals outlined in the grant, unforeseen delays in the procurement process have impacted our ability to meet the required timeline. Specifically, the project needed to be re-bid due to a lack of qualified bidders during the initial advertisement. Although a contractor has now been selected, the updated schedule no longer allows for the project to be completed and open to the public by the deadline specified in the agreement.

We are sincerely grateful for the opportunity to have been selected for this grant and for the trust your agency placed in our work. We regret that we are unable to move forward as planned and will take all necessary steps to ensure a smooth and orderly withdrawal, including the submission of any required documentation or reports.

Please advise on any additional procedures for formally closing out the agreement on your end. We hope to remain eligible for future funding opportunities and look forward to the possibility of partnering again.

Sincerely,

Jennifer Cirillo  
Parks and Recreation Department

25-0766

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

BGEX 581 051425\*1311  
BGRV 581 051425\*481

FUND 3600 - PARK IMPROVEMENT

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 05/14/25	REMAINING BALANCE
REVENUES									
3600-582-T041-3407	State Grant Capital-Culture/Recr	Bert Winters Park Phase II	1,000,000	1,220,000	0	200,000	1,020,000	0	1,020,000
3600-800-8000-8000	Tr Fr General Fund Fd 0001	Revenue	27,000,000	27,000,000	2,405	0	27,002,405	0	27,002,405
Total Fund Revenues			73,024,983	70,702,621	2,405	200,000	70,505,026		
EXPENDITURES									
3600-582-T041-6504	IOTB Non-Infrastructure	Bert Winters Park Phase II	1,000,000	1,000,000	0	197,595	802,405	0	802,405
Total Fund Expenditures			73,024,983	70,702,621	0	197,595	70,505,026		

SIGNATURES

DATES

Jenny E. Cuiller  
Parks and Recreation Department

5/23/2025

ASD  
Administration/Budget Department Approval

6/5/25

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: July 8, 2025

Deputy Clerk to the  
Board of County Commissioners

25-0767

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
EXPENDITURE BUDGET TRANSFER


BGEX 581 051425\*1310

FUND 0001 - GENERAL FUND

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 05/14/25	REMAINING BALANCE
EXPENDITURES									
0001-820-9100-9184	Tr To Park Imprv Fd 3600	Transfers	27,000,000	27,000,000	2,405	0	27,002,405	0	27,002,405
0001-580-5221-3401	Other Contractual Services	Parks Maintenance	369,835	369,835	0	2,405	367,430	284,880	82,550
Total Expenditures					2,405	2,405			

SIGNATURES

DATES

  
Parks and Recreation Department

5/20/2025

  
Administration/Budget Department Approval

6/5/25

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: July 8, 2025

Deputy Clerk to the Board of County Commissioners