

**FY 2022  
OPERATING BUDGET  
DECISION PACKAGE**

**Requesting Dept:** MEA

**Division:** Marina Enterprise

**Contact Person:** Brian W. Taylor, Harbormaster

**Dept. Priority:** 1 of 4

1. **Decision Package Title:** Marina Enterprise Operations Line Items Increase

2. **Strategic Plan Priority:** Public Health and Safety, Infrastructure

3. **Classification**     Non-Discretionary (Change in law, utility incr., etc.)     Discretionary

4. **Decision Package Request:**

- Maintain current level of service
- Enhanced/Expanded level of service
- Operating Capital
- New Item*
- Replacement*

(Describe item, new or replacement, in *Detailed Description* paragraph below)

5. **Detailed Description of Request:**

Requesting to increase operational expenses for the Marina Enterprise Program.

- If request is involves a position - Attach *Employment Requisition* form and proposed position description
- If operating capital item - Attach *Operating Capital Item Request Listing Form*

6. **Rational/Justification for Request:**

An increase in operating expenses by \$5,500 is requested to maintain the level of service required to run our municipal Town of Barnstable Marinas. The line items requesting to increase are Marine Related Services, Gasoline, Uniforms, Boats/Equipment and Ice/Water Expenses. In FY2021, due to budget reductions funding was cut. The Marina Operations Enterprise Account was not negatively affected by COVID-19 and the program actually saw an increase in transient dockage usage therefore, seeing an increase in revenue generated.

7. **How Efficiency and Effective will this Request be providing this Service? (Explain):**

In order to continue to maintain the expected level of services at our marinas, we need to increase our budget.

8. **Impact on Service if Not Funded (Explain):**

Without adequate funding, our facilities and operation may be negatively impacted.

**9. Breakdown of Total Costs By Line Item:**

Expense Line Item Description	Account Number		Amount
	Org Code	Object Code	
Marine Related Services	668023	621050	\$3000
Gasoline	668023	636010	\$750
Uniforms	668023	641030	\$400
Boats/Equipment	668023	674020	\$500
Ice/Water Expense	668023	641160	\$400
			\$
			\$
			\$
			\$
			\$
			\$
Total Expenses			\$5050

**10. Revenue Offsets:**

Yes

No

**Explanation if Yes Above Explain By Describing Funding Sources:** Funding offset will be user fees generated from Marina Enterprise Program.

Funding Offsets (Fees, Grants, Internal, Budget Line Transfer)		
Proposed Funding Source	What is the Price or Lump Sum?	Amount
Enterprise Account User Fees	\$5050	\$5050
		\$
		\$
		\$
		\$
		\$
Total Offset		\$5050
Net Bal. (Expenses – Revenues)		\$0

**11. Further Explanation if Needed:**

**ATTACHMENT:** Please provide any support (including photos) for cost for materials or comparable personnel wages.

**FY 2022  
OPERATING BUDGET  
DECISION PACKAGE**

**Requesting Dept:** MEA

**Division:** Marina Enterprise

**Contact Person:** Brian Taylor, Harbormaster

**Dept. Priority:** 2 of 4

1. **Decision Package Title:** Dock Replacement and Maintenance

2. **Strategic Plan Priority:** Public Health and Safety, Infrastructure

3. **Classification**     Non-Discretionary (Change in law, utility incr., etc.)     Discretionary

4. **Decision Package Request:**

- Maintain current level of service
- Enhanced/Expanded level of service
- Operating Capital
- New Item*
- Replacement*

(Describe item, new or replacement, in *Detailed Description* paragraph below)

5. **Detailed Description of Request:**

Continuation of capital funds for the replacement/maintenance of marina floats, hardware, and gangways.

- If request is involves a position - Attach *Employment Requisition* form and proposed position description
- If operating capital item - Attach *Operating Capital Item Request Listing Form*

6. **Rational/Justification for Request:**

Due to outdoor elements and use, the docks/floats and gangways have become safety hazards for the public use. Ongoing replacement and maintenance is mandatory for use of the marina facilities in a safe manner.

7. **How Efficiency and Effective will this Request be providing this Service? (Explain):**

Public/user safety and usable dock/floats.

8. **Impact on Service if Not Funded (Explain):**

Public safety could be jeopardized, loss of property, damage to Town and private property, safety of users.



**FY 2022  
OPERATING BUDGET  
DECISION PACKAGE**

**Requesting Dept:** MEA

**Division:** Marina Enterprise

**Contact Person:** Brian W. Taylor, Harbormaster

**Dept. Priority:** 3 of 4

1. **Decision Package Title:** Bismore Park Marina Timber and Dock Repairs

2. **Strategic Plan Priority:** Infrastructure, Public Health and Safety

3. **Classification**     Non-Discretionary (Change in law, utility incr., etc.)     Discretionary

4. **Decision Package Request:**

- Maintain current level of service
- Enhanced/Expanded level of service
- Operating Capital
- New Item*
- Replacement*

(Describe item, new or replacement, in *Detailed Description* paragraph below)

5. **Detailed Description of Request:**

On September 25th, 2018 Foth-CLE performed nondestructive visual inspections on the all of the existing timber structures located at Bismore Park Marina in Barnstable, MA. This inspection was part of a larger condition assessment that was conducted at Bismore Park and Gateway Marina for the Town of Barnstable. The final condition assessment report provided a full list of all observed structural deficiencies and described the overall condition of all existing waterfront infrastructure. This request is intended to address the prioritized repairs to maintain the structural capacity of the timber pier structures prior to bulkhead replacement.

- If request involves a position - Attach *Employment Requisition* form and proposed position description.
- If operating capital item - Attach *Operating Capital Item Request Listing Form*.

6. **Rational/Justification for Request:**

Continued deterioration of the timber pier structures, possible damage to vessels, and compromised safety to users.

7. **How Efficiency and Effective will this Request be providing this Service? (Explain):**

Public/user safety and usable dock/floats/bulkhead.





[Town of Barnstable - Bismore Park - Timber Piers Repair Memorandum\\_opt.pdf](#)

[Town of Barnstable - Bismore Park - Timber Piers Repair Plan.pdf](#)

**FY 2022  
OPERATING BUDGET  
DECISION PACKAGE**

**Requesting Dept:** MEA

**Division:** Marina Enterprise

**Contact Person:** Brian W. Taylor, Harbormaster

**Dept. Priority:** 4 of 4

1. **Decision Package Title:** Seasonal Pay Rate Increase

2. **Strategic Plan Priority:**

3. **Classification**     Non-Discretionary (Change in law, utility incr., etc.)     Discretionary

4. **Decision Package Request:**

- Maintain current level of service
- Enhanced/Expanded level of service
- Operating Capital
- New Item*
- Replacement*

(Describe item, new or replacement, in *Detailed Description* paragraph below)

5. **Detailed Description of Request:**

Proposal is to fund the mandated increase in the hourly pay rate of all Seasonal Marina Staff Positions by \$.75 cents an hour. Positions include Season Dock Master/Assistant Harbormaster's, Season Security Officer/Assistant Harbormaster

- If request is involves a position - Attach *Employment Requisition* form and proposed position description
- If operating capital item - Attach *Operating Capital Item Request Listing Form*

6. **Rational/Justification for Request:**

This increase is a town wide increase on seasonal positions.

7. **How Efficiency and Effective will this Request be providing this Service? (Explain):**

This will give the town an opportunity to offer a more competitive pay rate and to be able to keep employees that have experience from past years.

8. **Impact on Service if Not Funded (Explain):**

Marina Enterprise Program would not have enough money in line item "Temporary Salary and Wages" for Personnel Cost to fund positions.



