

# TOWN OF JUPITER



**DATE:** May 16, 2018  
**TO:** Honorable Mayor and Members of Town Council  
**THRU:** Matt Benoit, Town Manager  
**FROM:** Michael Vilella, Finance Director  
**SUBJECT:** FY 2018 Mid-Year Budget Amendment

## **EXECUTIVE SUMMARY:**

Staff seeks Town Council approval of Resolution 32-18 providing for an amendment to the fiscal year ending September 30, 2018 operating and CIP budgets. The amendment includes budget transfers recorded from October 1, 2017 through March 31, 2018 as detailed in the attached budget transfer summary. The most significant amendments by fund are listed below.

### **General Fund:**

Amendments to the General Fund budget were required for the following:

1. To transfer funds for additional costs associated with Town Council contributions.
2. To carryforward funds from FY17 for neighborhood matching grants, new fueling system and software costs in information systems, FEC railroad maintenance agreement costs in Engineering, hurricane debris expenses, business grants in business development, funding for moving the 1913 house, and the purchase of two new trucks in code compliance and police vehicles.
3. Appropriate insurance proceeds received for damaged vehicles in the Police Department.
4. To appropriate federal forfeiture funds for the body worn camera program (BWC).
5. To appropriate donated funds for Town sponsored events.

The following is a summary of General Fund utilization of the contingency account for the fiscal year 2018:

- Beginning Balance \$350,000
- Mid-Year Amendments (5,000)
- Unused Contingency \$345,000

### **CRA:**

The Town's Community Redevelopment Agency (CRA) utilized FY 2017 carryforward funds for previously approved CIP projects. At the April 11, 2018 CRA board meeting the board authorized staff to unappropriate the following projects:

- Match FY18 appropriations for the Lighthouse Promenade with Grant Agreement approved by the CRA commission
- Parkway Street Parking Garage
- BR Bridge/Colonial Bank
- Previous funding and FY18 appropriations for Inlet Village Roadways

### **Community Investment Plan (CIP):**

Amendments to the CIP fund were required for the following:

1. To carryforward funds from FY2017 for previously approved CIP projects.
2. Appropriated additional funding for the WWII Naval Housing project relating to roof repairs and environmental monitoring.

**Water and Stormwater:**

Amendments to the Water and Stormwater Fund budgets were required for the following:

1. Utilized FY 2017 carryforward funds on previously approved CIP projects.
2. To appropriate additional funding for water main improvements on Elsa & Paulina Rd, approved by Council on 02/06/2018.
3. To reallocate and transfer approved funds from well rehab and painting to plant asset maintenance
4. To appropriate additional funding for Stormwater infrastructure improvements on Elsa & Paulina Rd, approved by Council on 02/06/2018
5. To transfer funds from the approved stormwater rehab CIP to the NPBH Culvert/Headwall Rehab project due to additional locate service expenses.

**Building Fund:**

The Building Fund utilized fiscal year 2017 carryforward funds for the completion of the building fund's portion of the town hall improvements. The building fund also appropriated funds to reinstate Deputy Building Official position not budgeted for in FY18, authorized by council on 12/19/2017.

**RECOMMENDATION:**

Approval of Resolution 32-18 amending the Town of Jupiter Budget for the fiscal year beginning October 1, 2017 and ending September 30<sup>th</sup>, 2018.

**Strategic Result:**

**Attachments:**

Resolution 32-18 Exhibit "A" Budget Transfer/Amendment Detail	
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**Funding Source:**

<input type="checkbox"/> Approved in Budget	\$ _____	Sources: _____
<input type="checkbox"/> Additional Funding Required	\$ _____	Sources: _____

**TOWN OF JUPITER, FLORIDA**

**RESOLUTION NO. 32-18**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA, AMENDING RESOLUTION 54-17, THE TOWN'S BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Jupiter has adopted its Fiscal Year 2017-2018 Budget and Pay Plan pursuant to Resolution 54-17 on September 19, 2017; and

**WHEREAS**, the Town Manager recognizes that periodic modifications to the adopted budget for the fiscal year are necessary for fiscal management purposes and to implement those changes to the Town Council's fiscal policy which occur after the adoption of the Fiscal Year 2017 - 2018 Budget; and

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA:**

**SECTION 1.** The Town Council hereby amends Resolution 54-17, the Town's Budget for Fiscal Year 2017 - 2018 to provide for certain adjustments and amendments to the Town Council's fiscal policy which it has made during the course of the fiscal year.

**SECTION 2.** The Town Council hereby adopts those Budget transfers recorded through April 11, 2018 which are attached hereto and incorporated herein.

**SECTION 3.** To the extent not amended herein, all other provisions of the Annual Budget for Fiscal Year Ending September 30, 2018 remain in full force and effect.

**SECTION 4.** If any section, subsection, sentence, clause, phrase, or portion of this Resolution is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Resolution.

**SECTION 5.** This Resolution shall take effect immediately upon its execution.

**TOWN OF JUPITER**  
**BUDGET TRANSFERS / AMENDMENTS**  
**APPROPRIATING FUND BALANCE / RETAINED EARNINGS.**  
**October 1, 2017 - March 31, 2018**

	<u>Increase</u>	<u>Decrease</u>
<b>GENERAL FUND:</b>		
<b>TOWN COUNCIL:</b>		
Aid to Private Organizations	5,000	
Contingency		5,000
To transfer funds from contingency for council donations.		
<b>NEIGHBORHOODS:</b>		
Neighborhood Enhancement	38,376	
Designated from Fund Balance	(38,376)	
To carryforward previously approved FY17 funds for neighborhood matching grants.		
<b>INFORMATION SYSTEMS:</b>		
IS Planning - Professional Services	3,500	
IS Planning - Repairs & Maintenance	3,000	
IS Planning - Operating Supplies	23,000	
Designated from Fund Balance	(29,500)	
To carryforward previously approved FY17 funds for the Town's new fueling system not purchased by year-end.		
<b>HUMAN RESOURCES:</b>		
Wellness Program	5,144	
Designated from Fund Balance	(5,144)	
To carryforward wellness funds received for the Town's wellness program.		
<b>ENGINEERING:</b>		
Other Contractual Services	179,795	
Designated from Fund Balance	(179,795)	
To carryforward previously approved FY17 funds for FEC RR Maintenance agreement.		
<b>BUSINESS DEVELOPMENT:</b>		
Business Grants	19,569	
Designated from Fund Balance	(19,569)	
To carryforward business development grant funds.		
<b>OTHER GENERAL GOVERNMENT:</b>		
Hurricane Debris Expenditures	102,400	
Designated from Fund Balance	(102,400)	
To carryforward previously approved FY17 funds for hurricane debris expenses. (partial carryforward)		
Other Contractual Services	41,879	
Designated from Fund Balance	(41,879)	
To carryforward previously approved FY17 funds for the moving of the 1913 house project.		

**TOWN OF JUPITER  
BUDGET TRANSFERS / AMENDMENTS  
APPROPRIATING FUND BALANCE / RETAINED EARNINGS.  
October 1, 2017 - March 31, 2018**

	<u>Increase</u>	<u>Decrease</u>
<b>POLICE DEPARTMENT:</b>		
Police Admin - Machinery & Equipment	99,629	
Designated from Fund Balance	(99,629)	
To carryforward previously approved FY17 funds for new police vehicles not purchased at year-end.		
Police Admin - Machinery & Equipment	7,534	
Other Revenue - Insurance Reimbursement	(7,534)	
To appropriate insurance proceeds received for the replacement of damaged vehicle.		
Police Admin - Rentals and Leases	2,958	
Charges for Service - Police Services	(2,958)	
To appropriate funds received from IRS for rental cars.		
<b>POLICE CODE COMPLIANCE:</b>		
Machinery & Equipment	48,229	
Designated from Fund Balance	(48,229)	
To carryforward previously approved FY17 funds for two code compliance trucks and associated equipment not purchased at year-end.		
<b>POLICE FEDERAL FORFEITURE:</b>		
Other Contractual Services	182	
Operating Supplies	1,464	
Machinery & Equipment	32,293	
Designated from Fund Balance	(33,939)	
To appropriate funds for previously approved federal forfeiture program from FY17 carryforward balance.		
Operating Supplies	228,928	
Designated from Fund Balance	(228,928)	
To appropriate funds for the body worn camera program previously approved by council on 10/17/2017.		
Travel & Per Diem	8,360	
Operating Supplies	500	
Books Dues Pubs Etc.	1,740	
Designated from Fund Balance	(10,600)	
To appropriate funds for the Southern Police Institute Administrative Officers Course previously approved by council on 12/05/2017.		
Travel & Per Diem	12,500	
Operating Supplies	500	
Uniforms	2,500	
Books Dues Pubs Etc	5,418	
Designated from Fund Balance	(20,918)	
To appropriate funds for the Jupiter Police Department Peer Support Group approved by council on 03/06/2018.		
<b>RECREATION:</b>		
Promotional Activities	500	
Charges for Service - Special Events	(500)	
To appropriate donated funds received for Town sponsored events.		

**TOWN OF JUPITER  
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October 1, 2017 - March 31, 2018**

	<b>Increase</b>	<b>Decrease</b>
<b>CRA - COMMUNITY REDEVELOPMENT AGENCY:</b>		
Lighthouse Promenade		610,000
Inlet Village Roadway N		588,114
Designated from Fund Balance		(588,114)
Capital Contributions Private		(610,000)
Unappropriated FY 2018 project funding by the CRA board on 04-11-2018		
Previously Approved CIP Projects	501,911	
State Grant FDOT	(225,000)	
Designated from Fund Balance	(276,912)	
To carryforward unspent funds on previously approved C-I-P projects and related revenues.		
<b>COMMUNITY INVESTMENT PROGRAM:</b>		
Repairs & Maintenance	50,000	
Designated from Fund Balance	(50,000)	
To appropriate additional funds for increased expenses for the WWII Naval Housing project relating to additional roof repairs, environmental monitoring and insulation.		
<b>CIP CARRYFORWARD PROJECT</b>		
Previously Approved CIP Projects	16,539,994	
Local Grant - Widen Central Blvd	(1,889,000)	
Designated from Fund Balance	(10,298,770)	
Designated from Fund Balance - Openspace	(208,102)	
Designated from Escrow Funds	(798,878)	
Transfer From Road Impact Fee Fund	(1,282,770)	
Transfer From Recreation Impact Fee Fund	(622,808)	
Transfer From Building Fund	(59,666)	
Capital Contributions Private	(1,380,000)	
To carryforward unspent FY 2017 funds on previously approved C-I-P projects and related revenues.		
<b>WATER FUND:</b>		
<b>WATER ADMINISTRATION:</b>		
Equipment	20,883	
Designated from Fund Balance	(20,883)	
To carryforward unspent FY17 funds for the previously approved Core Data Switch project.		
<b>WATER PLANT:</b>		
Equipment	32,221	
Designated from Fund Balance	(32,221)	
To carryforward unspent FY17 funds for the previously approved Core Data Switch project.		
Professional Services	14,700	
Equipment	39,670	
Designated from Fund Balance	(54,370)	
To carryforward unspent FY17 funds for boom lift & lock out tag out program.		

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October 1, 2017 - March 31, 2018**

	<b>Increase</b>	<b>Decrease</b>
<b>WATER FIELD:</b>		
Building Improvements	34,636	
Designated from Fund Balance	(34,636)	
To carryforward unspent FY17 funds for the previously approved repairs for the roof/AC Handler and access control at the emergency operations center.		
Furniture & Fixtures	1,000	
Designated from Fund Balance	(1,000)	
To carryforward unspent FY 2017 funds for previously approved security enhancements at the EOC building.		
<b>WATER OPERATING FUND - O&amp;M CIP:</b>		
Building Improvements	314,139	
Designated from Fund Balance	(314,139)	
To carryforward unspent FY 2017 on previously approved continuity of operations funding from the water fund.		
<b>WATER R&amp;R FUND:</b>		
Previously Approved CIP Projects	10,074,867	
Reserve Equity		1,053,204
Fed Grant-Water Supply System	(110,401)	
Designated from Fund Balance	(8,911,262)	
To carryforward unspent FY 2017 funds on previously approved water fund C-I-P projects.		
Water R&R/ Plant - Asset Maint R&R/Other	10,130	
Water R&R/ Plant - Asset Maint R&R/NF Concentrate Main	64,727	
Water R&R/ Plant - Asset Maint R&R/Other		19,307
Water R&R/ CIP - Transmission & Distribution		55,550
To allocate funding to specific projects for improved management		
Water R&R / CIP T&D-Elsa & Paulina RD WM Replacement	170,368	
Designated from Fund Balance	(170,368)	
To appropriate additional funding for watermain improvements on Elsa & Paulina Rd, approved by Council on 02/06/2018 Resolution 19-18.		
Water R&R/ Plant - Asset Maint R&R/Fence & Landsc	100,000	
Water R&R/ Plant - Asset Maint R&R/Other	36,000	
Water R&R/ Plant - Asset Maint R&R/Nano Acid Tnks	125,000	
Water R&R/ CIP - Water Plant	75,000	
Water R&R/ CIP - Wells	340,000	
Water R&R/ Plant - Asset Maint R&R/Well Reh		346,334
Water R&R/ Plant - Asset Maint R&R/Painting		329,666
To reallocate and transfer approved funds from well rehab and painting to plant asset maintenance		

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	<b>Increase</b>	<b>Decrease</b>
<b>WATER CONNECTION FEE FUND:</b>		
Previously Approved CIP Projects	5,803,945	
Designated from Fund Balance	(5,803,945)	
To carryforward unspent FY 2017 funds on previously approved water fund C-I-P projects.		
<b>STORMWATER FUND:</b>		
<b>STORMWATER ADMINISTRATION:</b>		
Equipment	6,563	
Designated from Fund Balance	(6,563)	
To carryforward unspent FY17 funds for the previously approved Core Data Switch project.		
<b>STORMWATER FIELD:</b>		
Building Improvements	45,750	
Designated from Fund Balance	(45,750)	
To carryforward unspent FY17 funds for the previously approved EOC Roof / Access Control project.		
<b>STORMWATER / O&amp;M CIP:</b>		
Previously Approved CIP Projects	588,774	
Designated from Fund Balance	(588,774)	
To carryforward unspent FY 2017 funds on previously approved stormwater O&M fund C-I-P projects.		
<b>STORMWATER R&amp;R FUND:</b>		
Previously Approved CIP Projects	2,456,798	
Designated from Fund Balance	(2,456,798)	
To carryforward unspent FY 2017 funds on previously approved stormwater R&R fund C-I-P projects.		
Infrastructure	191,774	
Designated from Fund Balance	(191,774)	
To appropriate additional funding for Stormwater infrastructure improvements on Elsa & Paulina Rd, approved by Council on 02/06/2018 Resolution 19-18.		
Infrastructure - NPBH Culvert/Headwall Rehab	27,140	
Infrastructure - Stormwater System Rehab		27,140
To transfer funds from the approved stormwater rehab CIP to the NPBH Culvert/Headwall Rehab project due to additional locate service expenses.		
<b>STORMWATER AVAILABILITY FUND:</b>		
Previously Approved CIP Projects	947,842	
Designated from Fund Balance	(537,075)	
State Grant-LRPI	(349,162)	
Reserve Equity		61,605
To carryforward unspent FY 2017 funds on previously approved stormwater availability fund C-I-P projects.		



**TOWN OF JUPITER  
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October 1, 2017 - March 31, 2018**

	<b>Increase</b>	<b>Decrease</b>
<b>BUILDING FUND:</b>		
<b>BUILDING ADMINISTRATION:</b>		
Regular Salaries	78,115	
FICA Taxes	5,976	
FRS	6,187	
Life & Health Insurance	22,695	
Designated from Fund Balance	(112,972)	
To appropriate funds to reinstate Deputy Building Official position not budgeted for in FY18, authorized by council on 12/19/2017.		
Trf To-Capital Improvement Fund	198,938	
Designated from Fund Balance	(198,938)	
To carryforward unspent previously approved capital improvement funds for the TH second story/lobby project.		