

# TOWN OF JUPITER



**DATE:** April 16, 2019  
**TO:** Honorable Mayor and Members of Town Council  
**THRU:** Matt Benoit, Town Manager  
**FROM:** Michael Vilella, Finance Director  
**SUBJECT:** FY 2019 Mid-Year Budget Amendment

## **EXECUTIVE SUMMARY:**

Staff seeks Town Council approval of Resolution 44-19 providing for an amendment to the fiscal year ending September 30, 2019 operating and CIP budgets. The amendment includes budget transfers recorded from October 1, 2018 through March 31, 2019 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 carryforward funds from FY 2018 business development grants.
2. Appropriate wellness funds received from Bluecross/Blue Shield for Town Wellness Program costs and reduce general fund funding.
3. Appropriated funds for payments received for candidate filing fees paid to the state.
4. To carryforward FY2018 funds into FY2019 for two dump trucks and a backhoe/loader that was not purchased before year-end.
5. Appropriated insurance funds for landscape and property repairs from accidents along Town roadways.
6. To carryforward FY2018 operating funds into FY2019 for a police patrol vehicle and ballistic vest that were not purchased by year-end.
7. To carryforward FY2018 federal forfeiture funds into FY2019 for Peer Support Group expenditures that were not expensed by year-end.
8. To carryforward FY2018 federal forfeiture appropriations for authorized improvements to the PD training room that were not completed by year-end.

There has been no use of Town contingency funds in the first half of the fiscal year.

### **State Forfeiture Fund:**

1. To carryforward FY2018 appropriations for authorized security improvements at the Jupiter Community Center that were not completed by year-end.

### **CRA:**

The Town's Community Redevelopment Agency (CRA) utilized FY 2018 carryforward funds for previously approved CIP projects. In addition to FY 2018 carryforward funds, on 02/13/2019 the CRA Board authorized the transfer of funds for the Indiantown Rd/US1 project to the CIP fund.

**Community Investment Plan (CIP):**

Amendments to the CIP fund were required for the following:

1. To carryforward funds from FY2018 for previously approved CIP projects.
2. To appropriate and transfer funds from the sales surtax fund for the Kaufman Lynn construction contract to the CIP fund for the PD/Data Center Project. Authorized by Town Council on 02/19/2019.
3. To appropriate funds for the Loxahatchee River District permit for the new PD/Data Center project.
4. To transfer funds from the Town Hall Second Story Window Project funding to the PD/Data center project to move trees and for parking lot construction testing.
5. To transfer and amend the PD vehicle replacement program budget with insurance proceeds from damaged PD vehicles. Authorized by Council on 11/20/2018.
6. To appropriate additional grant funds for construction and related testing. Authorized by Council on 11/20/2019.

**Water and Stormwater:**

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

1. Utilized FY 2018 water and stormwater carryforward funds on previously approved CIP projects.
2. To transfer funds for the RO Rehab for Permite Odor Control project from other fund projects, approved by Council on 12/6/2018.
3. To transfer and allocate funds between projects within the water assent maintenance program.

There has been no use of water or stormwater contingency funds in the first half of the fiscal year.

**Building Fund:**

The Building Fund utilized fiscal year 2018 carryforward funds for the Energov software project.

**RECOMMENDATION:**

Approval of Resolution 44-19 amending the Town of Jupiter Budget for the fiscal year beginning October 1, 2018 and ending September 30<sup>th</sup>, 2019.

**Strategic Result:**

Fiscal Responsibility

**Attachments:**

Resolution 44-19 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. 44-19**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA, AMENDING RESOLUTION 66-18, THE TOWN'S BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Jupiter has adopted its Fiscal Year 2018-2019 Budget and Pay Plan pursuant to Resolution 66-18 on September 20, 2018; 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 2018 - 2019 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 66-18, the Town's Budget for Fiscal Year 2018 - 2019 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 March 31, 2019 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, 2019 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 become effective immediately upon execution.

**TOWN OF JUPITER  
BUDGET TRANSFERS  
APPROPRIATING FUND BALANCE / RETAINED EARNINGS.  
October 1, 2018 - March 31, 2019**

	<b>Increase</b>	<b>Decrease</b>
<b>GENERAL FUND:</b>		
<b>HUMAN RESOURCES:</b>		
Wellness Programs	50,000	
Other Revenue - Wellness Program Revenue	(60,000)	
Designated from Fund Balance		10,000
Appropriate wellness funds received from Bluecross/Blue Shield for Town Wellness Program costs and reduce general fund funding.		
<b>BUSINESS DEVELOPMENT:</b>		
Business Grants	14,569	
Designated from Fund Balance	(14,569)	
To carryforward FY18 business grant funds into FY2019.		
<b>TOWN CLERK:</b>		
Other Contractual Services	1,002	
Charges for Service - Filing Fee	(1,002)	
Appropriated funds for payments received for candidate filing fees paid to the state.		
<b>PUBLIC WORKS:</b>		
Insurance Reimbursable	13,560	
Other Revenue - Insurance Reimbursement	(13,560)	
Appropriated insurance funds for landscape and property repairs from accidents along Town roadways.		
PW Building and Janitorial - Repairs & Maintenance	10,000	
Other General Government - Other Current Charges		10,000
Transfer funds from the Other General Government cost center to Public Works for carpet replacement in the Town Clerks office and P&Z Hallway.		
PW Grounds & Landscaping - Machinery & Equipment	209,587	
Designated from Fund Balance	(209,587)	
To carryforward FY2018 funds into FY2019 for two dumptrucks and a backhoe/loader that was not purchased before year-end.		
<b>POLICE DEPARTMENT:</b>		
Uniforms	5,472	
Machinery & Equipment	21,411	
Designated from Fund Balance	(26,883)	
To carryforward FY2018 operating funds into FY2019 for a patrol vehicle and ballistic vest that were not purchased by year-end.		

**TOWN OF JUPITER  
BUDGET TRANSFERS  
APPROPRIATING FUND BALANCE / RETAINED EARNINGS.  
October 1, 2018 - March 31, 2019**

	<b>Increase</b>	<b>Decrease</b>
<b>POLICE FEDERAL FORFEITURE:</b>		
Travel & Per Diem	368	
Operating Supplies	367	
Uniforms	2,455	
Books Dues Pubs Etc	5,418	
Designated from Fund Balance	(8,608)	
To carryforward FY2018 federal forfeiture funds into FY2019 for Peer Support Group expenditures that were not expensed by year-end.		
Operating Supplies	18,585	
Designated from Fund Balance	(18,585)	
To carryforward FY2018 federal forfeiture appropriations for authorized improvements to the PD training room that were not completed by year-end.		
<b>STATE FORFETURE FUND:</b>		
Operating Supplies	13,085	
Designated from Fund Balance	(13,085)	
To carryforward FY2018 appropriations for authorized security improvements at the Jupiter Community Center that were not completed by year-end.		
<b>COMMUNITY REDEVELOPMENT AGENCY:</b>		
Previously Approved CIP Projects	1,050,078	
Designated from Fund Balance	(1,050,078)	
To carryforward unspent funds on previously approved C-I-P projects and related revenues.		
CRA - Transfer to Capital Improvements Fund	150,000	
CRA - Designated from Fund Balance	(150,000)	
Town CIP - Indiantown Road/US1 to Ocan Blvd	150,000	
Town CIP - Designated from Fund Balance	(150,000)	
To amend and transfer funds to the Indiantown Rd/US1 to Ocan Blvd project. Authorized by the CRA Board on 02/13/2019.		

**TOWN OF JUPITER  
BUDGET TRANSFERS  
APPROPRIATING FUND BALANCE / RETAINED EARNINGS.  
October 1, 2018 - March 31, 2019**

	<b>Increase</b>	<b>Decrease</b>
<b>COMMUNITY INVESTMENT PROGRAM:</b>		
Previously Approved CIP Projects	16,590,967	
Fed grant - CDBG	(44,530)	
Historic Preservation Grants	(14,300)	
Local Grant - Other Transportation	(1,000,000)	
Jupiter Inlet District	(200,000)	
CFS - Lease Revenue	(322,000)	
Designated from Fund Balance	(9,896,171)	
Designated from Fund Balance (Open Space)	(296,264)	
Designated from Escrow Funds	(483,490)	
Trf From - Impact Fee Road	(1,641,178)	
Trf From - Impact Fee Recreation	(303,034)	
Capital Contributions Private	(2,390,000)	
To carryforward unspent funds on previously approved C-I-P projects and related revenues.		
<b>COMMUNITY INVESTMENT PROGRAM:</b>		
PD/Data Center - Surtax Funds	1,467,420	
Trf From - Surtax Funds	(1,467,420)	
To appropriate and transfer funds from the sales surtax fund for the Kaufman Lynn construction contract. Authorized by Town Council on 02/19/2019.		
PD/Data Center - Loxahatchee River District Permit	57,000	
Designated from Fund Balance	(57,000)	
To appropriate funds for the loxahatchee river district permit for the new PD/Data Center project.		
PD/Data Center - JD Thornton Contract	66,100	
PD/Data Center - GFA Contract	5,494	
TH Windows CIP	(71,592)	
To transfer funds from the Town Hall Second Story Window Project funding to the PD/Data center project to move trees and for parking lot construction testing.		
PD Vehicle Replacment Program	52,215	
Other Insurance Reimbursements	(52,215)	
To transfer and amend the PD vehicle replacement program budget with insurance proceeds from damaged PD vehicles. Authorized by Council on 11/20/2018.		
Jones Creek Preserve	60,000	
FDEP Funds	(60,000)	
To appropriate additional grant funds for construction and related testing. Authorized by Council on 11/20/2019		

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October 1, 2018 - March 31, 2019**

	<b>Increase</b>	<b>Decrease</b>
CDBG Defered Loan - Transfer to Stormwater Fund	5,357	
Designated from Fund Balance	(5,357)	
Transfer From CIP	(5,357)	
Designated from Fund Balance	5,357	
To appropriate and transfer CDBG loan proceeds that were due to the stormwater R&R fund from the town CIP fund.		
 <b>WATER FUND:</b>		
 <b>WATER ADMIN:</b>		
Water/Admin - Equipment	34,683	
Water/Plant - Equipment	37,621	
Designated from Fund Balance	(62,304)	
To carryforward unspent FY18 funds on the previously approved core data switch CIP project.		
 <b>WATER OTHER:</b>		
PD/Data Center	314,139	
Designated from Fund Balance	(314,139)	
To carryforward unspent FY18 funds for the previously approved PD/Data Center project.		
 Interest	 39,917	
Designated from Fund Balance	(39,917)	
Suntrust reamortize due to decrease in the federal corporate income tax.		
 <b>WATER R&amp;R FUND:</b>		
Previously Approved CIP Projects	11,421,746	
Designated from Fund Balance	(11,421,746)	
To carryforward unspent FY 2018 funds on previously approved water fund C I P projects.		
 Water R&R/CIP - MBA Rehab for RO Permeate Odor Control	 198,187	
Water R&R/CIP - RO Bank I Membrane Vessel Cap Replacment		167,662
Water R&R/CIP - Modifications to Phase II RO		130,525
To transfer funds for the RO Rehab for Permte Odor Control project, approved by Council on 12/6/2018		
 Water R&R/Plant - Asset Maint R&R/Well Rehab		 359,800
Water R&R/Plant - Asset Maint R&R/Other		50,000
Water R&R/CIP - Wells	359,800	
Water R&R - Transmission & Distribution	50,000	
To transfer and allocate funds between projects within the water assent maintenance program.		

**TOWN OF JUPITER  
BUDGET TRANSFERS  
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October 1, 2018 - March 31, 2019**

	<b>Increase</b>	<b>Decrease</b>
Water R&R/Plant - Asset Maint R&R Painting		50,000
Water R&R/Field - Asset Maint R&R Painting	50,000	
To transfer and allocate funds between projects within the water assent maintenance program.		
 <b>WATER CONNECTION FEE FUND:</b>		
Water Conn Fee/Capicity CIP - Previously Approved CIP Projects		
	5,182,035	
Water Conn Fee/Off-site CIP - Transmission & Distribution	47,097	
Designated from Fund Balance	5,229,132	
To carryforward unspent FY 2018 funds on previously approved water fund C I P projects.		
 <b>STORMWATER FUND:</b>		
<b>STOWMWATER ADMINISTRATION:</b>		
Equipment	7,363	
Designated from Fund Balance	(7,363)	
To carryforward unspent FY18 funds on the previously approved core data switch CIP project.		
 <b>STORMWATER OTHER:</b>		
Previoulsy Approved CIP Projects	552,992	
Designated from Fund Balance	(552,992)	
To carryforward unspent FY18 funds on the previously approved infrastructure & SW improvement		
 <b>STORMWATER R&amp;R FUND:</b>		
Previoulsy Approved CIP Projects	3,139,266	
Reserve Equity	(80,999)	
Fed Grant-Water Supply System	(24,643)	
Designated from Fund Balance	(3,033,624)	
To carryforward unspent FY18 funds on the previously approved stormwater R&R fund CIP projects.		
 <b>STORMWATER AVAILABILITY FUND:</b>		
Previoulsy Approved CIP Projects	947,842	
State Grant-LRPI	(174,581)	
State Grant-LRPI	(174,581)	
Designated from Fund Balance	(598,680)	
To carryforward unspent FY18 funds on the previously approved stormwater Availability fund CIP projects.		
 <b>BUILDING FUND:</b>		
Energov FY18 Carryforward	496,773	
Designated from Fund Balance	(496,773)	
To carryforward unspent FY18 funds on the previously approved energov CIP project.		