

# TOWN OF JUPITER

## FY 2021 Year-End Budget amendments



DATE:	November 16, 2021
TO:	The Honorable Mayor Wodraska Members of the Town Council
TOWN MANAGER	Matt Benoit, Town Manager
SENIOR DIRECTOR	Nikki Carpenito, Senior Director Internal Customer Service
FROM:	Scott Reynolds, Budget Manager
SUBJECT:	FY2021 Year-End Budget Amendments - Resolution 112-21

### **EXECUTIVE SUMMARY:**

Staff seeks Town Council approval of Resolution 112-21 providing for an amendment to the fiscal year ending September 30, 2021 operating and CIP budgets. The amendment includes budget transfers recorded from October 1, 2020 through September 30, 2021 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:

- To amend and transfer collected funds to cover garbage collection costs till year-end.
- To amend and transfer funds to the CIP fund for the design contract relating to the New Town Hall project. Authorized by Town Council on 5/18/2021.
- Transfer Council Contingency funds for FY21 donations to nonprofit organizations.
- To transfer and use Council Contingency funds for Town Attorney expenses till year-end.
- To transfer and use Council Contingency funds for FY21 Historical Resource Grants.
- To amend and transfer funds from collected revenues to cover grant expenses for Light House Patrol till year-end.
- To amend and utilize unrestricted fund balance for the purchase of open space property known as the "Taylor Property". Approved by Council on 06/15/2021.

### **Contingency Use**

- Beginning Balance     \$288,196
- Year-End Use             \$281,141
- Ending Balance         \$7,055

### **American Rescue Plan Fund:**

- To amend and transfer received American Rescue Plan Funds for the Seminole Ave Stormwater Improvement Project. Authorized by Town Council on 09-09-2021 Res 91-21.

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

Amendments to the CIP fund were required for the following:

- To amend the Towns Gateway Project funding for contract work to complete the gateways at the Turnpike and Center Street. Approved by the Town Council on April 20, 2021 Res #22-21.
- To amend for the design and engineering to relocate an existing sewer force main to the service the WWII Barracks Building and Light House Park Restroom.
- To amend and transfer funds for the design contract relating to the New Town Hall project. Authorized by Town Council on 5/18/2021.

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

- To amend for the acceptance of Federal CDBG Cares Funding. Authorized by Town Council on 06/15/2021 Res#81-21.

### **Water and Stormwater:**

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

### **Water Operating Fund:**

- To amend and transfer funds for the construction contract relating to the for Water Main Improvements on Military Trail, Central Blvd at the Water Treatment Facility. Authorized by the Town Council on 04-20-2021 Res#47-21.
- To amend and transfer funds to the Water R&R Fund for the design and construction of the Sodium Hypochlorite Feed System (Emergency Purchase). Authorized by the Town Council on 07-20-2021.

### **Contingency Use**

- Beginning Balance     \$500,000
- Year-End Use           \$131,988
- Ending Balance        \$368,012

### **Water R&R Fund:**

- To amend and transfer funds from the Chlorine Scrubber Project to the RO treatment facility project for award of construction contract. Authorized by the Town Council on 03-16-2021. Res#27-21.
- To amend and transfer funds for the construction contract relating to Water Main Improvements on Military Trail, Central Blvd at the Water Treatment Facility. Authorized by the Town Council on 04-20-2021 Res#47-21.
- To amend and transfer funds for the construction contract relating to the Water Treatment Facility. Authorized by the Town Council on 05-18-2021 Res#53-21.

### **Water Connection Fee Fund:**

- To amend and transfer funds from collected revenues to cover water meter expenses till year-end.

### **Stormwater R&R Fund:**

- To amend and transfer funds for curb replacement in the Hamptons and Maplewood subdivision. Authorized by the Town Council on 04-06-2021 Res#43-21.
- To unappropriated grant funds not received for the Seminole Ave Stormwater Improvement Project.
- To amend and transfer received American Rescue Plan Funds for the Seminole Ave Stormwater Improvement Project. Authorized by Town Council on 09-09-2021 Res 91-21.

### **Stormwater Availability Fund:**

- To unappropriated funds for the Clemons/Saturn and Inlet Village Stormwater Improvement Projects.

### **RECOMMENDATION:**

Staff recommends approval of Resolution 112-21 amending the Town of Jupiter Budget for the fiscal year beginning October 1, 2020 and ending September 30<sup>th</sup>, 2021.

**Strategic Priority:**

Fiscal Responsibility

**Attachments:**

Resolution 112-21

Exhibit "A" Budget Transfer/Amendment Detail

**Funding Source:**

	Approved in Budget	\$	Sources:
	Additional Funding Required	\$	Sources:

\*\*If you have additional questions please contact Scott Reynolds at [scottr@jupiter.fl.us](mailto:scottr@jupiter.fl.us) or call at 561-741-2327

**TOWN OF JUPITER, FLORIDA**

**RESOLUTION NO. 112-21**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA, AMENDING RESOLUTION 71-20, THE TOWN'S BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2021; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Jupiter has adopted its Fiscal Year 2020-2021 Budget and Pay Plan pursuant to Resolution 71-20 on September 22, 2020; 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 2020 - 2021 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 88-19, the Town's Budget for Fiscal Year 2020 - 2021 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 September 30, 2021 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, 2021 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 AMENDMENTS/TRANSFERS  
APPROPRIATING FUND BALANCE/RETAINED EARNINGS.  
April 1,2021-September 30,2021**

	Increase	Decrease
<b>GENERAL FUND:</b>		
<b>TOWN COUNCIL:</b>		
Aid to Private Organizations	26,500	
Contingency		26,500
To transfer and use Council Contingency funds for FY21 donations to nonprofit organizations. Approved by Council on 04/20/2021.		
<b>TOWN ATTORNEY:</b>		
Litigation	148,000	
Professional Fees	9,741	
Contingency		151,741
OGG/Promotional Activities		6,000
To transfer and use Council Contingency funds for Town Attorney expenses till year-end.		
<b>PLANNING AND ZONING:</b>		
Historical Resource Grants	92,176	
Contingency		92,176
To transfer and use Council Contingency funds for FY21 Historical Resource Grants. Approved by Council on 07/20/2021.		
<b>POLICE DEPARTMENT:</b>		
Other Contractual Services	16,000	
Charges for Service - Police Services	(16,000)	
To amend and transfer funds from collected revenues to cover grant expenses for Light House Patrol till year-end.		
<b>OTHER GENERAL GOVERNMENT:</b>		
Professional Services - Land Acquisition	725	
Contingency		725
To transfer and use Council Contingency funds for land acquisition costs.		
Garbage Collection	44,336	
Garbage Fees	(44,336)	
To amend and transfer collected funds to cover garbage collection costs till year-end from collected revenues.		

Transfer to Capital Improvement Fund	1,357,457	
Designated from Fund Balance	(1,357,457)	
To amend and transfer funds for the design contract relating to the New Town Hall project. Authorized by Town Council on 5/18/2021.		
Land Purchase	3,308,791	
Designated form Fund Balance	(3,308,791)	
To amend and utilize unrestricted fund balance for the purchase of open space property known as the "Taylor Property". Approved by Council on 06/15/2021.		
<b>AMERICAN RESCUE PLAN FUND:</b>		
Transfer to Stormwater R&R Fund	3,795,479	
Designated from Fund Balance	(3,795,479)	
To amend and transfer received American Rescue Plan Funds for the Seminole Ave Stormwater Improvement Project. Authorized by Town Council on 09-09-2021 Res 91-21		
<b>COMMUNITY INVESTMENT PROGRAM:</b>		
Improvements other than Building - Gateway Project	42,000	
Designated from Fund Balance	(42,000)	
To amend the Towns Gateway Project funding for contract work to complete the gateways at the Turnpike and Center Street. Approved by the Town Council on April 20, 2021 Res #22-21.		
Other Contractual Service - Force Main Relocation of WWII Building	31,000	
Designated from Fund Balance	(31,000)	
To amend for the design and engineering to relocate an existing force main to the service the WWII Barracks Building and Light House Park Restroom.		
Professional Services - New Town Hall Building	1,357,457	
Designated from Fund Balance	(1,357,457)	
To amend and transfer funds for the design contract relating to the New Town Hall project. Authorized by Town Council on 5/18/2021.		
Aid to Private Organizations	340,665	
Fed Grant - CDBG	(340,665)	
To amend for the acceptance of Federal CDBG Cares Funding. Authorized by Town Council on 06/15/2021 Res#81-21.		
Software - Enterprise Management Solution	(78,567.50)	
Professional Services - New Town Hall	78,567.50	
Transfer remaining general revenues from the enterprise management software solution project to the new town hall project to cover appraisal and permitting costs.		

<b>WATER FUND:</b>		
<b>WATER FIELD:</b>		
Repairs and Maintenance		4,000
Designated from Fund Balance		(4,000)
To amend and transfer funds for the construction contract relating to the for Water Main Improvements on Military Trail, Central Blvd at the Water Treatment Facility. Authorized by the Town Council on 04-20-2021 Res#47-21.		
Water Operating Fund - Contingency		131,988
Water Operating Fund - Designated from Fund Balance		(131,988)
To amend and transfer funds to the Water R&R Fund for the design and construction of the Sodium Hypochlorite Feed System (Emergency Purchase). Authorized by the Town Council on 07-20-2021.		
<b>WATER R&amp;R FUND:</b>		
Water R&R Fund - Water Plant	131,988	
Water R&R Fund - Designated from Fund Balance	(131,988)	
To amend and transfer funds to the Water R&R Fund for the design and construction of the Sodium Hypochlorite Feed System (Emergency Purchase). Authorized by the Town Council on 07-20-2021.		
Water Plant - Chlorine Gas Scrubber Replacement		124,138
Water Plant - RO treatment facility	124,138	
To amend and transfer funds from the Chlorine Scrubber Project to the RO treatment facility project for award of construction contract. Authorized by the Town Council on 03-16-2021. Res#27-21		
Asset Maint - Plant Water Supply		80,000
Asset Maint = Military Loop/Water Treatment Plant	80,000	
Asset Maint - AMRR/Valves		51,000
Asset Maint = Military Loop/Water Treatment Plant	51,000	
Asset Maint = Military Loop/Water Treatment Plant	4,000	
Designated from Fund Balance	(4,000)	
To amend and transfer funds for the construction contract relating to the for Water Main Improvements on Military Trail, Central Blvd at the Water Treatment Facility. Authorized by the Town Council on 04-20-2021 Res#47-21.		
Water Plant		43,862
AMRR/Ground Storage Tank Rpr		30,985
AMRR/Stainless St Pipe Clean		18,974
Water Treatment Plant Gas Removal Improvements	93,821	
To amend and transfer funds for the construction contract relating to at the Water Treatment Facility. Authorized by the Town Council on 05-18-2021 Res#53-21.		
<b>WATER CONNECTION FEE FUND:</b>		
Meters	3,148	
Meter & Tap Fees	(3,148)	
To amend and transfer funds from collected revenues to cover water meter expenses till year-end.		

<b>STORMWATER R&amp;R FUND:</b>		
Infrastructure	95,000	
Designated from Fund Balance	(95,000)	
To amend and transfer funds for curb replacement in the Hamptons and Maplewood subdivision. Authorized by the Town Council on 04-06-2021 Res#43-21.		
Infrastructure		870,000
State Grant-LRPI		870,000
To unappropriated grant funds not received for the Seminole Ave Stormwater Improvement Project.		
Infrastructure - Seminole Ave Project Funding	1,813,656	
Infrastructure - Grant Funding	3,795,479	
Designated from Fund Balance	(1,813,656)	
Tfr Fr-ARPF	(3,795,479)	
To amend and transfer received American Rescue Plan Funds for the Seminole Ave Stormwater Improvement Project. Authorized by Town Council on 09-09-2021 Res 91-21.		
<b>STORMWATER AVAILABILITY FUND:</b>		
Infrastructure - Inlet Village SW Improvements		(249,518)
Infrastructure - Clemons/Saturn		(299,539)
Infrastructure - Clemons/Saturn		(594,300)
State Grant-LRPI - Clemons/Saturn		594,301
Designated from Fund Balance		549,056
To unappropriated funds for the Clemons/Saturn and Inlet Village Stormwater Improvement Projects.		