

TOWN OF JUPITER

FY 2022 Mid-Year Budget Amendments



DATE:	April 19, 2022
TO:	The Honorable Mayor Kuretski, Members of the Town Council
THRU:	Frank Kitzerow, Interim Town Manager
FROM:	Scott Reynolds, Interim Finance Director
SUBJECT:	FY2022 Mid-Year Budget Amendments - Resolution 41-22

EXECUTIVE SUMMARY:

Staff seeks Town Council approval of Resolution 41-22 providing for an amendment to the fiscal year ending September 30, 2021 operating and CIP budgets. The amendment includes budget transfers and amendments recorded from October 1, 2021 through March 31, 2022 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 and use Council Contingency funds for Town Attorney and litigation expenses until mid-year.
2. To transfer and use Council Contingency funds to cover additional election cost for run-off election.
3. Appropriated insurance funds received for landscape and property repairs from accidents along Town roadways.
4. To transfer and use Council Contingency funds to hire a consulting firm for the recruitment of a new Town Manager.
5. To transfer and use Council Contingency funds for retaining professional services regarding the Town's Solid Waste Franchise agreement.
6. To carryforward FY21 operating funds for the Town's entrance way project and exotic removal from the Town's green spaces.
7. To appropriate funds from fund balance for engineering services for the Cypress Drive Revitalization Project.

General Fund Contingency Use:

Beginning Balance:	\$595,485
Mid-Year Amendments:	<u>\$470,747</u>
Remaining Balance:	<u>\$124,738</u>

Federal Forfeiture Funds:

1. To carryforward FY2021 appropriations for peer support group not completed by year-end.

State Forfeiture Fund:

1. Appropriate state forfeiture funds for Shop with a Cop program.
2. To appropriate state asset forfeiture funds for the Jupiter Police Soccer Tournament.

Community Investment Plan (CIP):

Amendments to the CIP fund were required for the following:

1. To carryforward funds from FY2021 for previously approved CIP projects. The list of projects and the funds for each are identified in attachment “B” of this document.
2. Unappropriated funding for the Indiantown Road US1/A1A road project as authorized by the Town Council on January 4, 2022.

Water and Stormwater:

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

1. To carryforward operating funds from FY21 for utility master planning services and vehicles not purchased by year-end.
2. To carryforward operating funds from FY21 for repairs and maintenance items not completed by year-end.
3. To carryforward unspent FY21 funds on the previously approved infrastructure projects.
4. Unappropriated remaining project funds in accordance with 2022 Masterplan Update.
5. To carryforward unspent FY21 funds on the previously approved infrastructure R&R projects.
6. To carryforward unspent FY21 funds on the previously approved infrastructure & SW improvement grants CIP project.
7. To appropriate funds for the joint funding agreement with Palm Beach County for A1A drainage improvements north of Indiantown Road.

There has been no use of water or stormwater contingency funds for fiscal year 2021.

RECOMMENDATION:

Staff recommends approval of Resolution 41-22 amending the Town of Jupiter Budget for the fiscal year beginning October 1, 2021 and ending September 30th, 2022.

Strategic Priority:

Fiscal Responsibility

Attachments:

Resolution 41-22

Exhibit “A” Budget Transfer/Amendment Detail

Exhibit “B” List of Capital Carryforward Projects

Funding Source:

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

**If you have additional questions please contact Scott Reynolds at scottr@jupiter.fl.us or call at 561-741-2327

TOWN OF JUPITER, FLORIDA

RESOLUTION NO. 41-22

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA, AMENDING RESOLUTION 96-21, THE TOWN'S BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2022; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Jupiter has adopted its Fiscal Year 2021-2022 Budget and Pay Plan pursuant to Resolution 96-21 on September 23, 2021; and

WHEREAS, the Town Manager recognizes that periodic modifications to the adopted budget for the fiscal year are necessary for financial management purposes and to implement those changes to the Town Council's fiscal policy which occur after the adoption of the Fiscal Year 2021 - 2022 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 96-21, the Town's Budget for the Fiscal Year 2021 - 2022 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, 2022, which are attached hereto and incorporated herein.

SECTION 3. To the extent not amended herein, all other provisions of the Annual Budget for the Fiscal Year Ending September 30, 2022, 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, 2021 - March 31, 2022**

	Increase	Decrease
GENERAL FUND:		
TOWN CLERK:		
Other Contractual Service	2,154	
Charges for Service - Filing Fee	(2,154)	
Appropriated funds for payments received for candidate filing fees paid to the state.		
Other Contractual Service	186,202	
Contingency		186,202
To transfer and use Council Contingency funds to cover additional election costs for run-off election.		
TOWN ATTORNEY:		
Litigation	196,355	
Contingency		196,355
To transfer and use Council Contingency funds for Town Attorney and litigation expenses until mid-year.		
PUBLIC WORKS:		
Insurance Reimbursement	12,376	
Other Revenue - Insurance Reimbursement	(12,376)	
Appropriated insurance funds received for landscape and property repairs from accidents along Town roadways.		
OTHER GENERAL GOVERNMENT:		
Professional Services	20,000	
Contingency		20,000
To transfer and use Council Contingency funds to hire a consulting firm for the recruitment of a new Town Manager.		
Other Current Charges	33,190	
Contingency		33,190
To transfer and use Council Contingency funds for the half-year of property taxes owed from the purchase of property at 500 N Delaware.		
Professional Services	35,000	
Contingency		35,000
To transfer and use Council Contingency funds for retaining professional services regarding the Towns Solid Waste Franchise Agreement. Authorized by Town Council February 1, 2022.		

PLANNING AND ZONING:

Professional Services	29,983
Other Contractual Services	7,720
Designated from Fund Balance	(37,703)

To carry forward FY21 operating funds for the Town's entranceway project and exotic removal from the Town's green spaces.

Professional Services - Cypress Dr. Revitalization	52,327
Designated from Fund Balance	(52,327)

To appropriate funds from fund balance for engineering services for the Cypress Drive Revitalization Project. Approved by Council on 12-21-2021.

RECREATION:

Operating Supplies	34,099
Designated from Fund Balance	(34,099)

To carryforward operating funds from FY21 for the purchase and installation of closed caption cameras at the Town's Community Center.

POLICE FEDERAL FORFEITURE:

Travel and Per Diem	1,122
Operating Supplies	367
Uniforms	2,455
Books and Dues	792
Designated from Fund Balance	(4,736)

To carry forward FY2021 appropriations for a peer support group not completed by year-end.

STATE FORFEITUREFUND:

Rentals & Leases	1,782
Other Current Charges	2,000
Operating Supplies	205
Other Fines Confiscated Property	(3,987)

To appropriate state asset forfeiture funds for the 2021 shop with a cop program. Authorized by council on 11/01/2021.

Professional Services	1,920
Rentals and Leases	3,349
Operating Supplies	951
Other Fines Confiscated Property	(6,220)

To appropriate state asset forfeiture funds for the Jupiter Police Soccer Tournament. Authorized by the council on 01-18-2022

COMMUNITY INVESTMENT PROGRAM:

Previously Approved CIP Projects	18,264,272
FED Grant - CDBG	(482,893)
State Grant LRPI - Sims Creek Preserve	(200,000)
Local Grant FDOT WWII Building	(194,517)
Local Grant PBC Road Impact - Island Way	(1,000,000)
Land & Water Conservation - Sims Creek Preserve	(150,000)
Jupiter Inlet District - Sims Creek Preserve	(50,000)
Designated from Fund Balance	(7,519,343)
Designated from Fund Balance (Open Space)	(239,102)
Designated from Fund Balance Lennar Settlement	(2,000,000)
Open Space FB Reserve - Sims Creek Preserve	(92,500)
Escrow Environmental - Sims Creek Preserve	(42,500)
Designated from Escrow Funds	(491,720)
Trf From - Impact Fee Road	(3,411,697)
Trf From - Impact Fee Recreation	(120,000)
Capital Contributions Private	(2,270,000)

To carry forward unspent FY 2021 funds on previously approved C-I-P projects and related revenues.

ITR US1/A1A - Professional Services	3,827,327
TRF From - CRA Fund	(400,000)
TRF From - Infrastructure Surtax Fund	1,729,603
State Grant - FDOT	(1,626,836)
Designated from Fund Balance	(70,888)

Unappropriated funding for the Indiantown Road US1/A1A road project as authorized by the Town Council on January 4, 2022.

WATER FUND:

WATER ADMINISTRATION:

Professional Services	101,487
Vehicles	28,102
Designated from Fund Balance	(129,589)

To carry forward operating funds from FY21 for utility master planning services and vehicles not purchased by year-end.

WATER PLANT:

Repairs and Maintenance	205,381
Designated from Fund Balance	(205,381)

To carryforward operating funds from FY21 for repairs and maintenance items not completed by year-end.

Professional Services	30,382
Designated from Fund Balance	(30,382)

To carry forward operating funds from FY21 for design and utility master planning services not completed by year-end.

WATER CONNECTION FEE FUND:

Previously Approved CIP Projects	5,827,361
Designated from Fund Balance	(5,827,361)

To carry forward unspent FY21 funds on the previously approved infrastructure projects.

Professional Services	26,311
Designated Fr Fund Balance	(26,311)

To transfer and carry forward unspent FY21 professional fees from the water connection fee fund to the water R&R fund.

Previously Approved Water Connection Fee CIP Projects	387,106
Designated from Fund Balance	(387,106)

Unappropriated remaining project funds in accordance with the 2022 Masterplan Update.

WATER R&R FUND:

Previously Approved CIP Projects	26,433,358
Professional Services	26,311
Fed Grant-Water Supply System	(436,566)
Designated from Fund Balance	26,023,103)

To carry forward unspent FY21 funds on the previously approved infrastructure R&R projects.

Professional Services	31,375
Designated from Fund Balance	(31,375)

To appropriate funds for the joint funding agreement with Palm Beach County for utility design services within church street. Authorized by Town Council on 10-19-2021

Previously Approved Water R&R CIP Projects	810,850
Designated from Fund Balance	(810,850)

Unappropriated remaining project funds in accordance with 2022 Masterplan Update.

STORMWATER FUND:**STORMWATER ADMINISTRATION:**

Professional Services	71,523
Designated from Fund Balance	(71,523)

To carry forward operating funds from FY21 for utility master planning services not completed by year-end.

STORMWATER OTHER:

Previously Approved CIP Projects	492,395
Designated from Fund Balance	(492,395)

To carry forward unspent FY21 funds on the previously approved infrastructure & SW improvement grants CIP project.

STORMWATER R&R FUND:

Previously Approved CIP Projects	8,169,203
Federal Grant - Water Supply System	(243,264)
Transfer from ARPA Fund	(3,795,479)
Designated from Fund Balance	(4,130,460)

To carry forward unspent FY21 funds on the previously approved stormwater R&R fund CIP projects.

Infrastructure - Evernia St Alley	6,393
Designated from Fund Balance	(6,393)

Unappropriated remaining project funds in accordance with 2022 Masterplan Update.

Professional Services	40,000
Designated from Fund Balance	(40,000)

To appropriate funds for the joint funding agreement with Palm Beach County for A1A drainage improvements north of Indiantown Road. Authorized by Town Council on 01-18-2022.

General Fund

CIP Project List	Carryforward Balance
Reconstruct Toney Penna	81,737
Collector Rdway Lighting	681,267
Neighborhood Sidewalks	198,752
Street Resurfacing	595,330
Arterial Roadway Landscape Replacement	10,417
Traffic Mgmt. Improvements	150,718
Town Hall Parking Lot	121,009
Public Works Storage Building	19,343
ADA Transition Plan	48,824
Air Conditioning Equipment Replacement	274,826
Alt A1A Median Enhancements	174,023
Quiet Zone and FEC Railway Safety	65,000
Indoor Athletic/Parking Study	65,600
ITR/US1 to Ocean Blvd A1A Improvements	81,059
Community Center Renovations	21,165
Arterial Roadway Landscaping Ph II	546,497
Neighborhood Improvement	112,387
Historic Preservation	102,024
Jupiter Elementary School Auditorium	100,000
Center St Beautification Improvements	50,000
New Town Hall Building	1,131,111
Parks Restoration Program	177,810
Rehabilitation Beach Dune Crossover	303,406
North and South POD's	146,546
Jones Creek Hammock Boardwalk Repair	3,391
Jupiter Community Park Renovations	243,065
WWII Barracks Building Relocation	194,517
Indiantown Rd Western Corridor Impr	1,881,000
Transit Improvements	1,200,000
Pedestrian & Bicycle Safety Improvements	49,278
Pedestrian Crossing Imprv at FEC RR	275,745
Jupiter Park Dr at Central Blvd Int	602,988
Open Space program	352,699
Sims Creek Preserve	671,558
Signal Mt & Indian Creek	57,389
Mast Arm Signal General	117,416
Bicycle Lane Master Plan Update	80,775
Southern Extension of Island Way	5,409,407
FY21 CDBG	81,643
CDBG FY21 Cares CV3	301,515
FY20 CDBG	99,735
Cinquez Park Improvement	564,596
Police Vehicle Replacement Program	280,396
Sawfish Bay Park & Train Depot	248,450
Enhance Gateway to Town and Inlet	289,858

Total**18,264,272**