

TOWN OF JUPITER, FLORIDA

RESOLUTION NO. 101-23

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUPITER, FLORIDA, AMENDING RESOLUTION 94-23, THE TOWN'S BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2024; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Jupiter has adopted its Fiscal Year 2023-2024 Budget and Pay Plan pursuant to Resolution 94-23 on September 19, 2023; 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 2023-2024 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 94-23, the Town's Budget for Fiscal Year 2023-2024 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 October 3, 2023 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, 2024 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.

The foregoing Resolution was offered this 3rd day of October, 2023 by Vice-Mayor Ron Delaney, moved its adoption. The motion was seconded Councilor Malise Sundstrom and upon being put to a roll call vote, the vote was as follows:

| | AYE | NAY |
|----------------------------|-----|-----|
| MAYOR JIM KURETSKI | X | |
| VICE-MAYOR RON DELANEY | X | |
| COUNCILOR FRANK FORE | X | |
| COUNCILOR CAMERON MAY | | X |
| COUNCILOR MALISE SUNDSTROM | X | |

The Mayor thereupon executed Resolution 101-23 on this 12 day of OCT, 2023.

TOWN OF JUPITER, FLORIDA

ATTEST:

BY: Jim Kuretski
 JIM KURETSKI
 MAYOR

Laura E. Cahill
 LAURA E. CAHILL
 TOWN CLERK

Thomas J. Baird, Esq.
 THOMAS J. BAIRD, ESQ.
 Approved as to form and
 legal sufficiency

(TOWN SEAL)



TOWN OF JUPITER

FY 2024 First Quarter Budget Amendment



| | |
|----------------|--|
| DATE | October 3, 2023 |
| TO | Honorable Mayor and Members of Town Council |
| THRU | Frank Kitzerow, Town Manager <i>FJK</i> |
| FROM | Scott Reynolds, Finance Director <i>SR</i> |
| SUBJECT | FY2024 First Quarter Budget Amendments - Resolution 101-23 |

EXECUTIVE SUMMARY

Staff seeks Town Council approval of Resolution 101-23 providing for an amendment to the fiscal year ending September 30, 2024 operating and CIP budgets. The amendment includes budget transfers and amendments recorded as of 10/03/2023 as detailed in the attached budget transfer summary.

The amendment request is to establish fiscal year 2023/2024 funding for the Town of Jupiter Fire Rescue Department as well as amend the Town's General Fund operating and Community Investment Plan.

The requested amendments will establish funding for personnel services, contract services, and general first year operating costs as well as the purchase of fire and ambulatory apparatus that will come before Council for authorization.

\$8.9 million of the funding for the first year will come from the Town's unreserved fund balance, with the remainder coming from a variety of sources.

STRATEGIC PRIORITY

Fiscal Responsibility, Strong Local Economy

ATTACHMENTS

Resolution 101-23,
Exhibit "A" FY24 Fire Rescue Budget
Exhibit "B" Budget Transfer/Amendment Detail
Exhibit "C" FY24 Fire/EMS Budget Summary Presentation

FUNDING SOURCE

| | | |
|------------------------------|----|----------|
| Approved in Budget | \$ | Sources: |
| Additional Funding Requested | \$ | Sources: |

For more information or to request attachments, please contact Scott Reynolds at scottr@jupiter.fl.us and/or 561-741-2327.

TOWN OF JUPITER, FLORIDA

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**TOWN OF JUPITER
BUDGET INFORMATION - EXPENDITURES
FISCAL YEAR 2023 - 2024**

FUND **045 / Fire Fund**
Dept/Div: **Fire/Rescue Department**

REVENUES:

| AC/No. | Description | Proposed FY 2024 |
|--------|--|---------------------|
| 381001 | Trf - General Fund Council Contingency | 1,400,000 |
| 381001 | Trf - General Fund Operating | 1,120,079 |
| 381001 | Trf - General Fund Reserves | 8,950,094 |
| | TOTAL REVENUES | 11,470,173 |

EXPENSES:

| AC/No. | Description | Proposed FY 2024 |
|--------|---------------------------|---------------------|
| 511000 | Executive Salaries | 151,667 |
| 512000 | Regular Salaries | 208,152 |
| | Subtotal | 359,819 |
| 521000 | FICA Taxes | 25,786 |
| 522001 | FRS | 108,004 |
| 523000 | Life & Health Insurance | 91,202 |
| 524000 | Workers Comp Insurance | 13,898 |
| | Subtotal | 238,890 |
| 531000 | Professional Services | 760,000 |
| 534000 | Other Contractual Service | 70,000 |
| 546001 | Vehicle R&M | 2,000 |
| 549004 | Recruiting Advertisements | 5,000 |
| 552000 | Operating Supplies | 337,800 |
| 552001 | Uniforms | 2,800 |
| 552002 | Gas Oil & Lube | 5,000 |
| 554000 | Books Dues Pubs Etc | 200 |
| 599001 | Contingency | 800,000 |
| | Subtotal | 1,982,800 |
| 564000 | Fire/Transport Vehicles | 8,500,000 |
| 564000 | Start-up Capital | 258,664 |
| 564000 | Operating Vehicles | 130,000 |
| | Subtotal | 8,888,664 |
| | TOTAL EXPENSES | 11,470,173 |

**TOWN OF JUPITER
BUDGET TRANSFERS
APPROPRIATING FUND BALANCE / RETAINED EARNINGS
FY2023/2024 FIRST QUARTER BUDGET AMENDMENT**

| | Increase | Decrease |
|---|-----------------|-----------------|
| GENERAL FUND: | | |
| TM - Regular Salaries SUSTAINABILITY COORDINATOR | | 72,911 |
| TM - FICA SUSTAINABILITY COORDINATOR | | 5,293 |
| TM - FRS SUSTAINABILITY COORDINATOR | | 9,894 |
| TM - Life & Health Insurance SUSTAINABILITY COORDINATOR | | 31,981 |
| Contingency | | 1,400,000 |
| Transfer to Capital Improvement Fund | | 1,000,000 |
| Transfer to Fire/Rescue Fund | 11,470,173 | |
| General Fund Unreserved Fund Balance | (8,950,094) | |

To appropriate, transfer and carry forward funds to establish funding for the Town's new Fire Department. Funding for the FY24 Fire budget will come from General Fund contingency, elimination of the sustainability coordinator position that has not been filled for over three years, reduction of transfer funds to the Town's CIP fund for the Town Green Project that will now be funded from escrow funding and General Fund Reserves.

| | | |
|------------------------------|-----------|-----------|
| CIP FUND: | | |
| Transfer from General Fund | | 1,000,000 |
| Designated from Escrow Funds | 1,000,000 | |

To unappropriate funding from the General Fund Operating Fund and appropriate funding from escrow deposits for the funding of the public improvement project of demolishing the old Town Hall and installing a new Town Green.

FIRE/RESCUE FUND:**FIRE**

| | |
|---------------------------|-----------|
| Executive Salaries | 151,667 |
| Regular Salaries | 208,152 |
| FICA Taxes | 25,786 |
| FRS | 108,004 |
| Life & Health Insurance | 91,202 |
| Workers Comp Insurance | 13,898 |
| Professional Services | 760,000 |
| Vehicle R&M | 2,000 |
| Recruiting Advertisements | 5,000 |
| Operating Supplies | 337,800 |
| Uniforms | 2,800 |
| Gas Oil & Lube | 5,000 |
| Books Dues Pubs Etc | 200 |
| Fire Vehicles | 6,900,000 |
| Contingency | 800,000 |
| Operating Vehicles | 130,000 |

EMS

| | |
|---------------------------|-----------|
| Other Contractual Service | 70,000 |
| Transport Vehicles | 1,600,000 |
| Start-up Capital | 258,664 |

| | |
|----------------------------|--------------|
| Transfer From General Fund | (11,470,173) |
|----------------------------|--------------|

To appropriate funds to establish FY24 funding for the Town of Jupiter Fire Rescue Department.



Fiscal Year
2024

FISCAL YEAR 2024 First Quarter Budget Amendment



— TOWN OF —
JUPITER

Exhibit "C"



FY2024 First Quarter Budget Amendment Summary

- **Reason for amendment request:**

- Town Council has directed staff to establish a Town of Jupiter Fire Rescue Department. This process will transpire over a 36 month period and require the establishment of an operating budget relating to personnel, machinery and equipment, consultant contracts as well as design and engineering contracts for new stations that will be constructed.
- The budget amendment being requested through resolution 101-23 is to establish a FY2024 budget to fund the first year of operating and capital purchases for the Town of Jupiter Fire Rescue Department.



How much is needed for the first year of operations of the Jupiter Fire Rescue Department and how will it funded?

- The first year of operating expenses are estimated to be \$11.4 million. The majority of the expense (\$8.8 million) are related to fire and transport vehicle purchases but also includes funds for fire facility design and engineering, a medical director, special assessment consulting services, personnel services and general first year operating expenses.
- The budget will be funded from the following:
 - \$1.4 million in General Fund contingency
 - \$1.1 million in General Fund operating funds (\$1 million coming from the funds to be transferred to the Towns CIP fund and \$120,079 coming from the vacant sustainability coordinator position that has not been filled in over three years).
 - \$8.9 million coming from General Fund Reserves. Estimated reserve balance after transfer is approximately \$34 million.

| FY 24 JFRD OPERATING BUDGET | |
|--|-------------------|
| Revenue | |
| General Fund Council Contingency | 1,400,000 |
| General Fund Operating | 1,120,079 |
| General Fund Reserves | 8,950,094 |
| Total First Year Funding | 11,470,173 |
| Expenditures | |
| Personnel Services | 598,709 |
| Operating Expenses (includes consultant contracts) | 1,982,800 |
| Fire/Transport Vehicles | 8,500,000 |
| Start-up Capital | 258,664 |
| Operating Vehicles | 130,000 |
| Total First Year Operating Cost | 11,470,173 |



Questions