



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 11, 2018
MEETING DATE: April 16, 2018

SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Kelly Thompson
PRESENTER: Kelly Thompson, Finance Director

SUBJECT: Amendment #3 to Fiscal Year 2018 Budget

STATEMENT/PURPOSE

A resolution adopting amendments to the Town of Jackson's fiscal year 2018 budget.

BACKGROUND/ALTERNATIVES

The attached resolution proposes modifications to the Town's current FY 2018 budget. The resolution represents the 2018 amended budget divided into budget divisions (Mayor & Council, Municipal Judge, Town Attorney, etc.). Significant items include budget amendment of \$125,325 for county transportation engineer and planning professional service contracts, \$23,414 in street signage, \$45,000 Town parking study, \$90,000 for sidewalk projects, \$150,000 increase to sewer replacement project, \$339,500 for 2010 SPET energy efficiency projects, \$140,625 for school sewer easement, \$233,470 for police department replacement vehicles.

ATTACHMENTS

- Resolution 18-08 adopting amendments to the Fiscal Year 2018 Budget.
- Exhibit A – Schedule of Increases/Decreases.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

The annual adoption of the fiscal year budget, and subsequent amendments, are critical to the Town's ability to accomplish its purpose and mission. The budget is a vehicle for the Council to address each Strategic Intent.

FISCAL IMPACT

The proposed budget adjustments in the attached resolution include only the updates where current division estimates vary *significantly* from current budget. The proposed budget adjustments do not address small and relatively immaterial variances between expectations and budget.

STAFF IMPACT

The staff impact of the Council's adoption of this amendment is positive, in that it will allow staff to continue with the work programs requested by Council during the formulation of the budget.

LEGAL REVIEW

N/A

RECOMMENDATION

Staff recommends that the Mayor & Council approve the attached resolution.

SUGGESTED MOTION

I move to approve the resolution adopting amendments to the fiscal year 2018 budget.

Purpose:

To amend the 2018 amended budget.

Background:

The Town Council amends the adopted budget as needed during the fiscal year. The first amendment typically occurs in late September or early October, with the last amendment occurring in June before adoption of the following year's budget.

Fiscal Impact:

Amendments are funded through available fund balances or with adjustments to revenue projections.

RESOLUTION 18-08

A RESOLUTION ADOPTING AMENDMENTS TO THE FISCAL YEAR 2018 BUDGET OF THE TOWN OF JACKSON.

WHEREAS, pursuant to Wyoming Statutes, the governing body of the Town of Jackson is empowered to control the finances of the Town including adopting and amending the annual budget; and

WHEREAS, the specific statutory requirements for budgeting procedures are stipulated in the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 16-4-124); and

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Jackson that the fiscal year 2018 budget is hereby amended as follows:

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Mayor & Town Council	303,908	-	303,908
Town Attorney	421,796	-	421,796
Municipal Judge	262,218	-	262,218
Administration	324,654	-	324,654
Town Clerk & Personnel	577,807	-	577,807
Finance	548,832	-	548,832
Information Technology	508,781	(7,400)	501,381
Planning	920,802	125,325	1,046,127
Town-Wide Services	218,347	-	218,347
Town Hall Building	178,049	-	178,049
PD Administration	519,835	-	519,835
PD Investigation	396,665	-	396,665
PD Patrol	2,895,322	-	2,895,322
PD Community Service	518,074	-	518,074
PD Special Operations	21,706	-	21,706
Victim Services	239,960	-	239,960
Animal Shelter/Control	258,378	5,000	263,378
Building Inspections	366,635	7,400	374,035
Public Works Administration	257,645	-	257,645
Streets	1,691,453	23,414	1,714,867
Town Engineer	473,667	(50,000)	423,667
Public Works Yard Operations	180,734	-	180,734
Public garage Operations	88,410	-	88,410
Cemetery	41,570	-	41,570
Social Services	675,838	-	675,838
Sports and Events Center	114,763	-	114,763
Public Amenities	101,080	-	101,080
Community Promotions	246,825	-	246,825
County-Budgeted Joint Programs	2,884,218	-	2,884,218
Transfers Out	4,633,415	-	4,633,415
Total General Fund	<u><u>20,871,387</u></u>	<u><u>103,739</u></u>	<u><u>20,975,126</u></u>
Affordable Housing	<u>1,207,409</u>	<u>-</u>	<u>1,207,409</u>
Total Affordable Housing Fund	<u><u>1,207,409</u></u>	<u><u>-</u></u>	<u><u>1,207,409</u></u>
Parking Exactions Fund	<u>-</u>	<u>45,000</u>	<u>45,000</u>
Total Parking Exactions Fund	<u><u>-</u></u>	<u><u>45,000</u></u>	<u><u>45,000</u></u>
Parks Exactions	<u>9,706</u>	<u>-</u>	<u>9,706</u>
Total Park Exactions	<u><u>9,706</u></u>	<u><u>-</u></u>	<u><u>9,706</u></u>
Employee Housing Fund	<u>901,197</u>	<u>10,000</u>	<u>911,197</u>
Total Employee Housing Fund	<u><u>901,197</u></u>	<u><u>10,000</u></u>	<u><u>911,197</u></u>
Animal Care Fund	<u>35,500</u>	<u>3,000</u>	<u>38,500</u>
Transfers Out	<u>60,000</u>	<u>-</u>	<u>60,000</u>
Total Animal Care Fund	<u><u>95,500</u></u>	<u><u>3,000</u></u>	<u><u>98,500</u></u>
Lodging Tax Fund	<u>354,002</u>	<u>-</u>	<u>354,002</u>
Transfers Out	<u>377,801</u>	<u>-</u>	<u>377,801</u>
Total Lodging Tax Fund	<u><u>731,803</u></u>	<u><u>-</u></u>	<u><u>731,803</u></u>

Expenditures and Other Uses	Approved Budget	Increase (Decrease)	Amended Budget
Vertical Harvest Fund	15,000		15,000
Total Vertical Harvest Fund	<u>15,000</u>	<u>-</u>	<u>15,000</u>
Snow King-Snow Making Fund	52,552		52,552
Total Snow King-Snow Making Fund	<u>52,552</u>	<u>-</u>	<u>52,552</u>
START Administration	598,556	-	598,556
START Operations	3,458,493	-	3,458,493
START Capital	2,401,250	-	2,401,250
START Indirect Cost Allocations	52,617	-	52,617
Total START Fund Expenditures	<u>6,510,916</u>	<u>-</u>	<u>6,510,916</u>
Capital Outlay	5,812,287	165,000	5,977,287
Total Capital Projects Fund	<u>5,812,287</u>	<u>165,000</u>	<u>5,977,287</u>
Capital Outlay	35,000	-	35,000
Total 2006 SPET	<u>35,000</u>	<u>-</u>	<u>35,000</u>
Capital Outlay	1,525,601	-	1,525,601
Total 2010 SPET	<u>1,525,601</u>	<u>-</u>	<u>1,525,601</u>
Capital Outlay	1,365,000	-	1,365,000
Total 2014 SPET	<u>1,365,000</u>	<u>-</u>	<u>1,365,000</u>
Capital Outlay	7,478,268	-	7,478,268
Total 2016 SPET	<u>7,478,268</u>	<u>-</u>	<u>7,478,268</u>
Capital Outlay	2,901,000	-	2,901,000
Total 2017 SPET	<u>2,901,000</u>	<u>-</u>	<u>2,901,000</u>
Water Maintenance & Operation	743,642	-	743,642
Water Wells	249,135	-	249,135
Water Billing & Accounting	165,148	-	165,148
Water Capital Outlay & Improvements	1,043,977	-	1,043,977
Water Loan Expenditures	108,220	-	108,220
Water Transfers Out	488,734	-	488,734
Sewage Plant Operations	835,875	-	835,875
Sewage Maint. & Operations	348,791	-	348,791
Sewage Billing & Accounting	164,640	-	164,640
Sewage Capital Outlay & Improvements	3,518,856	215,625	3,734,481
Sewage Transfers Out	488,734	-	488,734
Total Enterprise Funds	<u>8,155,752</u>	<u>215,625</u>	<u>8,371,377</u>
Employee Insurance	2,308,300	-	2,308,300
Total Insurance Fund	<u>2,308,300</u>	<u>-</u>	<u>2,308,300</u>
Fleet Expenditures	1,933,122	-	1,933,122
Total Fleet Management Fund	<u>1,933,122</u>	<u>-</u>	<u>1,933,122</u>
Central Equipment Expenses	971,629	233,470	1,205,099
Total Central Equipment Fund	<u>971,629</u>	<u>233,470</u>	<u>1,205,099</u>
IT Services	824,677	-	824,677
Total IT Service Fund	<u>824,677</u>	<u>-</u>	<u>824,677</u>

REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Taxes	7,121,392	-	7,121,392
Licenses & Permits	888,600	-	888,600
Intergovernmental Revenue	9,751,432	-	9,751,432
Charges for Services	641,273	-	641,273
Fines & Forfeitures	403,194	-	403,194
Miscellaneous Revenue	145,757	-	145,757
Transfers In	1,090,085	-	1,090,085
Total General Fund	20,041,733	-	20,041,733
Licenses & Permits	30,000	-	30,000
Miscellaneous Revenue	10,000	-	
Transfers In	1,182,409	-	1,182,409
Total Affordable Housing Fund	1,222,409	-	1,222,409
Licenses & Permits	1,000	-	1,000
Miscellaneous Revenue	200	-	200
Total Parking Exactions	1,200	-	1,200
Licenses & Permits	10,000	-	10,000
Miscellaneous Revenue	100	-	100
Total Park Exactions	10,100	-	10,100
Miscellaneous Revenue	200,860	10,000	210,860
Transfers In	300,000	-	300,000
Total Employee Housing Fund	500,860	10,000	510,860
Miscellaneous Revenue	70,600	-	70,600
Total Animal Care Fund	70,600	-	70,600
Taxes	731,603	-	731,603
Miscellaneous Revenue	200	-	200
Total Lodging Tax Fund	731,803	-	731,803
Contributions & Donations	27,200	-	27,200
Total Vertical Harvest Fund	27,200	-	27,200
Contributions & Donations	52,752	-	52,752
Total Snow King Snow Making Fund	52,752	-	52,752
Intergovernmental Revenue	4,385,326	-	4,385,326
Charges for Services	1,278,376	-	1,278,376
Miscellaneous Revenue	4,500	-	4,500
Transfers In	377,801	-	377,801
Total START Fund Revenues	6,046,003	-	6,046,003
Intergovernmental	1,928,424	-	1,928,424
Miscellaneous Revenue	27,200	-	27,200
Transfers In	3,151,006	-	3,151,006
Total Capital Projects Fund	5,106,630	-	5,106,630
Miscellaneous Revenue	1,100	-	1,100
Total 2006 SPET	1,100	-	1,100
Miscellaneous Revenue	5,200	-	5,200
Total 2010 SPET	5,200	-	5,200
Taxes	-	-	-
Miscellaneous	13,800	-	13,800
Total 2014 SPET	13,800	-	13,800
Taxes	2,154,000	-	2,154,000
Miscellaneous	30,000	-	30,000
Total 2016 SPET	2,184,000	-	2,184,000
Taxes	2,900,000	-	2,900,000
Miscellaneous	1,000	-	1,000
Total 2017 SPET	2,901,000	-	2,901,000

REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Water Charges for Services	2,425,759	-	2,425,759
Water Miscellaneous	21,000	-	21,000
Sewage Charges for Services	3,632,069	-	3,632,069
Sewage Miscellaneous	20,000	-	20,000
Total Enterprise Funds	6,098,828	-	6,098,828
Charges for Services	2,507,117	-	2,507,117
Miscellaneous Revenue	2,500	-	2,500
Total Employee Insurance Fund	2,509,617	-	2,509,617
Charges for Services	1,981,120	-	1,981,120
Miscellaneous Revenue	500	-	500
Transfers In	-	-	-
Total Fleet Management Fund	1,981,620	-	1,981,620
Charges for Services	433,700	-	433,700
Miscellaneous Revenue	129,500	-	129,500
Total Central Equipment Fund	563,200	-	563,200
Charges for Services	680,757	-	680,757
Miscellaneous Revenue	200	-	200
Transfers In	-	-	-
Total IT Service Fund	680,957	-	680,957

CHANGE OF FUND BALANCE	Approved Budget	Increase (Decrease)	Amended Budget
General Fund	(829,654)	(103,739)	(933,393)
Affordable Housing	15,000	-	15,000
Parking Exactions Fund	1,200	(45,000)	(43,800)
Park Exactions Fund	394	-	394
Employee Housing Fund	(400,337)	-	(400,337)
Vertical Harvest Fund	12,200	-	12,200
Snow Making Fund	200	-	200
Animal Care Fund	(24,900)	(3,000)	(27,900)
Lodging Tax Fund	-	-	-
Start Fund	(464,913)	-	(464,913)
Capital Projects	(705,657)	(165,000)	(870,657)
2006 SPET	(33,900)	-	(33,900)
2010 SPET	(1,520,401)	-	(1,520,401)
2014 SPET	(1,351,200)	-	(1,351,200)
2016 SPET	(5,294,268)	-	(5,294,268)
2017 SPET	-	-	-
Enterprise Funds	(2,056,924)	(215,625)	(2,272,549)
Employee Insurance Fund	201,317	-	201,317
Fleet Management Fund	48,498	-	48,498
Central Equipment Fund	(408,429)	(233,470)	(641,899)
IT Services Fund	(143,720)	-	(143,720)

PASSED, APPROVED, & ADOPTED this 16th day of April, 2018

Town of Jackson

By: _____
Pete Muldoon
Mayor

ATTEST:

By: _____
Sandy Birdyshaw
Town Clerk

Exhibit A -Schedule of Increases\Decreases

General Fund Expenditures and Other Uses

Information Technology

Central Equipment Fund Rental (7,400) Post Vehicle Charges to Correct Department

Planning

Professional Services 125,325 County Transportation Coordinator & Professional Service Contracts Approved at Council Meetings

Animal Shelter/Control

Salaries & Wages - Part-Time 5,000 Additional Part-Time Wages

Building Inspections

Central Equipment Fund Rental 7,400 Post Vehicle Charges to Correct Department

Streets

R & M - Signs 13,854 West Broadway Speed, Wildlife & Radar Signs Approved at November 20, 2017

R & M - Signs 9,560 Redmond Street Stop & Radar Signs Approved at December 18, 2017 Council Meeting

Engineering

Professional Services (50,000) County Transportation Coordinator Budgeted in Engineering but Paid Thru Planning

Total General Fund 103,739

Special Revenue Fund Expenditures and Other Uses

Employee Housing Fund

Rent - Wildflower Court 10,000 Approved at February 5, 2018 Council Meeting

Parking Exactions Fund

Town Parking Study 45,000 Contract Approved at December 18, 2017 Council Meeting

Animal Care Fund

Operating Supplies 3,000 Replace Pressure Washer

Total Special Revenue Fund 58,000

Capital Project Fund Expenditures and Other Uses

Capital Projects Fund

S. Milward St - Sidewalk 20,000 Sidewalk Project Approved at February 5, 2018 Council Meeting

W. Kelly Ave - Sidewalk 70,000 Sidewalk Project Approved at February 5, 2018 Council Meeting

Smith/Simon/May Storm Drainage 75,000 Sewer Replacement Project Approved at February 20, 2018 Council Meeting

2010 SPET Fund

Energy Efficiency Projects (298,940) 2010 SPET Adjustments

Town of Jackson WWTP Solar 250,000 Shared Solar Project Approved at February 20, 2018 Council Meeting

St John's EVSE (18,310) Project no longer planned

Aspens WWTP Projects (15,625) Project no longer planned

Install Old TH PV Sys at PW (6,625) Adjustment to contract amount

TOJ Public Works Heat Controls 89,500 Project Approved at March 5, 2018 Council Meeting

Total Capital Projects Fund 165,000

Sewer Fund Expenditures and Other Uses

Sewer Capital Outlay

Smith/Simon/May Way Sewer Improvement 75,000 Sewer Replacement Project Approved at February 20, 2018 Council Meeting

High School Sewer Easement 140,625 Sewer Easement Approved at April 9, 2018 Council Meeting

Total Sewage Fund 215,625

Internal Service Fund Expenditures and Other Uses

Central Equipment Fund

Vehicle - Patrol 145,500 Shift Police Department Vehicle Replacement Program Ahead One Fiscal Year

Vehicle - Police Investigation 45,970 Shift Police Department Vehicle Replacement Program Ahead One Fiscal Year

Vehicle - Police Administratio 42,000 Shift Police Department Vehicle Replacement Program Ahead One Fiscal Year

Total Internal Service Fund 233,470

Total Expenditures and Other Uses 775,834

Special Revenue Fund

Employee Housing Fund

Rents - Wildflower Court 10,000 Approved at February 5, 2018 Council Meeting

Total Special Revenue Fund 10,000

Total Revenues and Other Sources 10,000