



**TOWN OF LANTANA**

**Agenda Item Summary**

**AGENDA ITEM No.:** 6b

**PREPARED BY:** Stephen Kaplan, Finance Director

**MEETING DATE:** October 9, 2023

**AGENDA ITEM:** Consideration of Resolution No. R-08-2023 amending the FY2022/23 budget in accordance with Budget Resolution No. R-14-2022.

**ISSUE/BACKGROUND:**

As you may be aware, the Town normally amends the budget twice a year; both at the mid-year (March/April) and right after the year-end (October). These amendments adjust the budget for any unforeseen instances that have occurred since the adoption of the original budget that warrant any budget adjustments. These instances are reflected in recommended budget amendments.

REVENUES/RESERVES PROVIDED BY:		EXPENDITURES APPROPRIATED TO:	
General Fund	\$706,844	General Fund	\$706,844
Grants Fund	\$401,762	Grants Fund	\$401,762
Utility Fund	\$555,882	Utility Fund	\$555,882

*GF=General Fund; UF=Utility Fund; IS=Infrastructure Surtax Fund; GR=Grants Fund including ARPA; PD=Police Education Fund*

EXPLANATION	REVENUE ADJUSTMENT	EXPENDITURE ADJUSTMENT	AMOUNT
<b>Budget Increase</b> Insurance proceeds received from vehicular and storm-related damages. The proceeds relating to the vehicle damages were received in March 2023; the proceeds from storm-related damages were received June 2023. Funds are used to repair or replace the applicable vehicle and equipment. Additional costs relating to storm damage not covered by insurance are included.	GF-Insurance	Police:	\$6,350
		Repairs	
	GF-Reserves	Non-Dept.:	\$41,262
		Repairs	

<p><b>Budget Increase.</b> Taxes on certain insurance policies are collected and distributed to the Town for the express purpose to subsidize the Police Pension and Relief fund pursuant to Chapter 185, F.S. The adjustment reflects the current fiscal year's actual proceeds.</p>	GF-Insurance Premiums	Police Pension	\$46,441
<p><b>Budget Increase</b> Use of ARPA funds for costs relating to items such as Automatic External Defibrillator pads, tactical police equipment, vessel motors and N Atlantic Dr and Beach Curve drainage project approved at the 04/24/2023 Town Council Meeting.</p>	GR-Reserves	Non-Dept. Equipment Police: Capital Outlay Public Srvc. Capital Outlay	\$890 \$75,686 \$169,440
<p><b>Budget Increase</b> Funds received from the Community Development Block Grant with additional funds provided from reserves which were approved at the 03/27/2023 Town Council Meeting.</p>	GR-CDBG GR-Transfer In GF-Reserves	Public Srvc. Capital Outlay Non-Dept.: Transfer Out	\$108,811 \$53,071
<p><b>Budget Increase</b> To complete the tasks assigned to the Treasure Coast Regional Planning Council to develop the Town's Master Plan.</p>	GF-Reserves UF-Reserves	Legislative: Professional Services	\$59,430
<p><b>Budget Increase</b> Additional costs relating to legal expenses.</p>	GF-Reserves UF-Reserves	Town Admin.: Attorney Fees	\$105,000
<p><b>Budget Increase</b> South Palm Beach's donation towards the July 4<sup>th</sup> festivities.</p>	GF-Donations	Public Srvc.: Events	\$1,500
<p><b>Budget Increase</b> To cover the additional cost relating to a change order for the E Lantana Rd project approved at the 06/12/2023 Town Council Meeting.</p>	GR-Reserves	Public Srvc.: Capital Outlay	\$46,935

<b><u>Budget Increase</u></b> To cover costs stemming from the requirements of the 2021 Federal Lead and Copper Rule Revisions that were approved at the 07/10/2023 Town Council Meeting.	UF-Reserves	Public Srves.: Professional Services	\$59,976
<b><u>Budget Increase</u></b> Construction services from the engineers for the water treatment plant resin replacement project approved at the 07/24/2023 Town Council Meeting.	UF-Reserves	Public Srves.: Capital Outlay	\$174,104
<b><u>Budget Increase</u></b> Costs associated with the engineers' conversion of records into a digital format for a GIS database approved at the 07/24/2023 Town Council Meeting.	UF-Reserves	Public Srves.: Professional Services	\$156,300
<b><u>Budget Increase</u></b> Costs to upgrade Development Services' TrakIt software approved at the 06/26/2023 Town Council Meeting.	GF-Reserves	Development Srves.: Computer Maintenance	\$183,150
<b><u>Budget Increase</u></b> Donation received from the Historical Society for stone columns and fencing around the cemetery approved at the 07/10/2023 Town Council Meeting.	GF-Donations	Public Srves.: Capital Outlay	\$77,901
<b><u>Budget Increase</u></b> Mutual aid received from the State to cover costs associated with the Police Department's assistance along the west coast of Florida after Hurricane Ian.	GF-Mutual Aid	Police: Personnel	\$85,568
<b><u>Budget Increase</u></b> Costs to install a drainage system in the area of 820 Lagoon Ln.	UF-Reserves	Public Srves.: Capital Outlay	\$20,000
<b><u>Budget Increase</u></b> To cover additional Library costs relating to the grand opening and the conversion of a p-t to f-t position.	GF-Reserves	Library: Personnel Operating	\$33,500 \$10,000
<b><u>Budget Increase</u></b> Grant funds received for costs associated with the requirements of the Community Planning Technical Assistance grant.	UF-Grants	Public Srves.: Professional Srves.	\$47,452
<b><u>Budget Increase</u></b> Costs associated with emergency repairs made to the electric generator at the Police Department approved at the 09/11/2023 Town Council meeting.	GF-Reserves	Public Srves.: Repairs	\$39,500

<b>Budget Increase</b> – Impact fee interest to be allocated to their related capital accounts for future use.	UF-Interest Income	Public Svcs.: Impact- Related Capital	\$62,221
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This Resolution **increases** the overall budget by **\$1,664,488** in order to reflect revenues and expenditures necessary to balance the Town’s budget after the end of the fiscal year. The budget amendments outlined above, are expected to have little to no net impact on the FY 2022/23 overall budget or the unassigned fund balance (reserves) amount that was utilized in the preparation of the FY 2022/23 budget. Based on this analysis, I recommend approval of the attached Resolution.

**ATTACHMENT(S):**

1. Budget Amendment R-08-2023
2. Budget Amendments Exhibit A.pdf

**SAMPLE MOTION:**

I move to (adopt) (deny adoption of) Resolution No. R-08-2023 providing for amendments to the fiscal year 2022/23 budget.

**RESOLUTION NO. R-08-2023**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LANTANA, FLORIDA, AMENDING ITS FISCAL YEAR 2022/23 BUDGET IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF BUDGET RESOLUTION R-14-2022; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

WHEREAS, the necessity for amending the fiscal year 2022/23 Budget has come to the attention of the Town Council of the Town of Lantana, Florida; and

WHEREAS, pursuant to the Budget Resolution passed by the Town Council in accordance with State law, any and all budget amendments shall be formally approved by the Town Council in the form of a budget resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LANTANA, FLORIDA, THAT:

Section 1: The Town Council of the Town of Lantana hereby amends its fiscal year 2022/23 Budget as provided in the schedule attached hereto as Exhibit "A" and made a part hereof, in accordance with the terms and provisions of Budget Resolution R-14-2022.

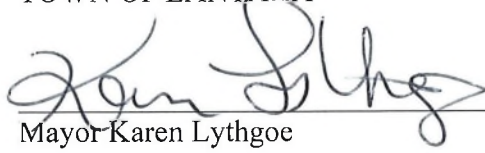
Section 2: The Town Clerk is hereby directed to attach a copy of this Resolution amending the 2022/23 Budget to the Budget documents and this Resolution shall be made a part of said Budget.

Section 3: In accordance with Florida Statute 166.241(6), the Finance Director is hereby directed to place a copy of this Resolution amending the 2022/23 Budget on the Town's website within five (5) days.

Section 4: This Resolution shall take effect immediately upon adoption by the Town Council.

PASSED AND ADOPTED THIS 9<sup>th</sup> day of October, 2023.

TOWN OF LANTANA

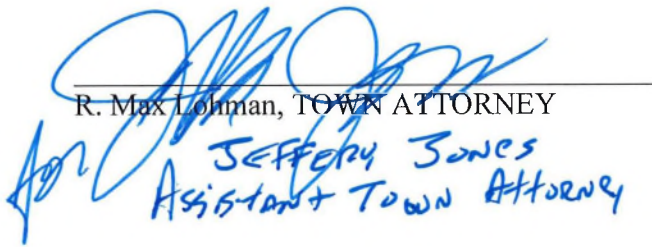
  
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Mayor Karen Lythgoe

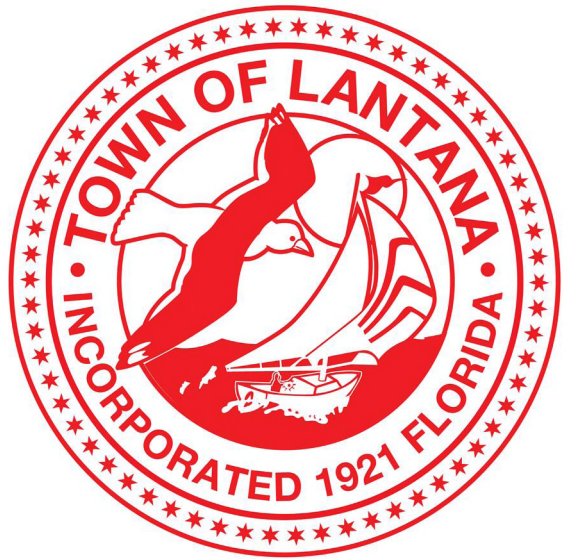
ATTEST:

(SEAL)

  
\_\_\_\_\_  
Kathleen Dominguez, CMC, TOWN CLERK

Approved as to form and legal sufficiency.

  
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R. Max Lohman, TOWN ATTORNEY  
*Jeffery Jones*  
Assistant Town Attorney



**EXHIBIT A**  
**FISCAL YEAR 2022/23 BUDGET RESOLUTION**

**REVENUES PROVIDED FROM:**

Increase: Fund/Department	Account Description	Budget/Account Number	Amount
<b><u>Fund 001-General Fund</u></b>			
	Insurance premiums-Police pension	001-0000-312-52-10	46,441
	Donations	001-0000-366-10-90	79,401
	Insurance proceeds/expenditure reimbursements	001-0000-369-10-20	103,180
	Use of reserves	001-0000-389-90-10	477,822
	<b>Total General Fund Revenues</b>		<b><u>706,844</u></b>
<b><u>Fund 121-Grants Fund</u></b>			
	Community Development Block Grant	121-0000-331-50-20	55,740
	Transfers In	121-0000-381-10-10	53,071
	<b>Total Grants Fund Revenues</b>		<b><u>108,811</u></b>
<b><u>Fund 123-ARPA Grants Fund</u></b>			
	Use of reserves	123-0000-389-90-10	292,951
	<b>Total ARPA Grants Fund Revenues</b>		<b><u>292,951</u></b>
<b><u>Fund 401-Utility Fund</u></b>			
	CPTA grant	401-0000-334-50-20	47,452
	Interest income	401-0000-361-10-00	62,221
	Use of reserves	401-0000-389-90-20	446,209
	<b>Total Utility Fund Revenues</b>		<b><u>555,882</u></b>

**EXPENDITURES APPROPRIATED TO:**

Increase: Fund/Department	Account Description	Budget/Account Number	Amount
<b><u>Fund 001-General Fund</u></b>			
Legislative	Professional services	001-0101-511-31-90	41,601
Administration	Town attorney	001-0501-512-31-10	87,000
Police	Overtime	001-2021-521-14-10	85,568
	Police pension	001-2021-521-22-20	46,441
	Repairs & maintenance-vehicles	001-2021-521-46-10	6,350
Development Services	Repairs & maintenance-computer/software	001-3010-524-46-15	183,150
Public Services	4th of July event	001-3939-572-48-20	1,500
	Repairs & maintenance-buildings	001-3946-539-46-60	39,500
	Capital outlay-improvements	001-3946-539-63-10	77,901

**EXPENDITURES APPROPRIATED TO:**

<b>Increase: Fund/Department</b>	<b>Account Description</b>	<b>Budget/Account Number</b>	<b>Amount</b>
Library	Salaries	001-7101-571-12-10	33,500
	Miscellaneous other supplies	001-7101-571-52-90	10,000
Non-Departmental	Repairs & maintenance-other	001-9901-519-46-90	41,262
	Transfer to Grants fund	001-9950-541-91-10	53,071
<b>Total General Fund Expenditures</b>			<b>706,844</b>
<b><u>Fund 121-Grants Fund</u></b>			
Public Services	Capital outlay-equipment	121-3901-539-64-10	108,811
<b>Total Grants Fund Expenditures</b>			<b>108,811</b>
<b><u>Fund 123-ARPA Grants Fund</u></b>			
Police	Capital outlay-equipment	123-2021-521-64-18	16,504
	Capital outlay-equipment	123-2021-521-64-20	59,182
Public Services	Capital outlay-improvements	123-3963-535-63-10	46,935
	Capital outlay-improvements	123-3963-535-63-20	169,440
Non-Departmental	Capital outlay-equipment	123-9901-519-64-10	890
<b>Total ARPA Grants Fund Expenditures</b>			<b>292,951</b>
<b><u>Fund 401-Utility Fund</u></b>			
Legislative	Professional services	401-0101-511-31-90	17,829
Administration	Town attorney	401-0501-512-31-10	18,000
Public Services	Professional services	401-3901-539-31-90	216,276
	Capital outlay-impact fee related (water)	401-3962-533-64-30	389
	Professional services	401-3963-535-31-90	47,452
	Capital outlay-improvements	401-3963-535-63-10	20,000
	Capital outlay-impact fee related (wastewater)	401-3963-535-64-30	61,832
	Capital outlay-improvements	401-3964-533-64-12	174,104
<b>Total Utility Fund Expenditures</b>			<b>555,882</b>