



## MEMORANDUM TO VENICE CITY COUNCIL

**FROM:** Linda Senne, CPA, Finance Director *LS*

**DEPARTMENT:** Finance Department

**THROUGH CHARTER OFFICER:** Edward Lavallee, City Manager      **E-SIGN:** 

**DATE:** November 7, 2024      **MEETING DATE:** November 19, 2024

**COUNCIL ACTION REQUESTED:** For Council Adoption by Motion

**SUPPORTS STRATEGIC PLAN:** Goal Three: Ensure a Fiscally Sound City

**SUBJECT / TOPIC:** Budget Amendment #1 for Fiscal Year 2025

**BACKGROUND INFORMATION:** The City of Venice, pursuant to Section 200.065, Florida Statutes, adopted its fiscal year (FY) 2025 operating budget, revenues and expenses, and capital improvement program by approving Ordinance No. 2024-25 on September 24, 2024 for \$180,113,955. The City Council can amend the budget as necessary throughout the year by adopting an amending ordinance in the same manner as the original budget adoption.

The FY2024 budget was increased by certain encumbrances (\$34,346,468) and project balances (\$27,889,513) rolled forward from FY2024. Encumbrances represent the balances on certain purchase orders at September 30, 2024. Project balances are when a project has been approved in FY2024, but a contract has not been finalized or encumbered.

In addition, certain additional expenses were not anticipated at the time the original FY2025 budget was adopted or amended. The City desires to amend its FY2025 adopted budget by \$8,350,500. \$400,000 of this amount is appropriate funds for FEMA public assistance advisory services for Hurricanes Helene and Milton, \$5,850,000 is for disaster debris removal and monitoring for Hurricane Milton as identified on the attached memo from the Director of Public Works, \$3,000,000 is to appropriate additional funds needed for the Intercoastal 2<sup>nd</sup> Force Main Project, \$937,500 is to be unappropriated from the FY2025 budget since the ASR well project is cancelled as identified on the attached memo from the Utilities Director, \$38,000 is to appropriate funds for a vehicle as identified on the attached memo from the Fleet Manager. The proposed amended budget for FY2025 is \$250,700,436 as shown in the schedule on page 2.

	Adopted FY2025 Budget	Encumbrance Roll	Project Rolls	Adjusted Original Budget	Budget Amendment #1	Total Amended Budget
General Fund	\$ 51,990,998	\$ 1,609,750	\$ 710,534	\$ 54,311,282	\$ 400,000	\$ 54,711,282
1Cent Sales Tax	23,640,000	1,299,934	1,698,008	26,637,942	-	26,637,942
Building Fund	4,182,368	24,191	-	4,206,559	-	4,206,559
Other Special Rev	2,136,130	-	-	2,136,130	-	2,136,130
Debt Serve Fund	2,568,924	-	-	2,568,924	-	2,568,924
Cap Proj Funds	5,509,537	752,925	6,748,750	13,011,212	-	13,011,212
Enterprise Funds	73,057,528	29,346,220	18,732,221	121,135,969	7,912,500	129,048,469
Internal Service	17,028,470	1,313,448	-	18,341,918	38,000	18,379,918
<b>Total</b>	<b>\$ 180,113,955</b>	<b>\$ 34,346,468</b>	<b>\$ 27,889,513</b>	<b>\$ 242,349,936</b>	<b>\$ 8,350,500</b>	<b>\$ 250,700,436</b>

**STAFF RECOMMENDATION:** Approve Budget Amendment.

Yes N/A

- Document(s) Reviewed for ADA compliance (required if for agenda posting)
  - City Attorney Reviewed/Approval
  - Risk Management Review
  - Finance Department Review/Approval
- Funds Availability (account number): see Attachment A to Budget Amendment Ordinance No. 2024-28.



MEMORANDUM TO VENICE CITY COUNCIL

FROM: Ricky Simpson, Director of Public Works *RS*

DEPARTMENT: Public Works

THROUGH CHARTER OFFICER: Edward Lavallee, City Manager

E-SIGN: *EL*

DATE: November 5, 2024

MEETING DATE: Tuesday, November 19, 2024

COUNCIL ACTION REQUESTED: For Council Adoption by Motion

SUPPORTS STRATEGIC PLAN: Goal Two: Provide Efficient, Responsive Government with High Quality Services

SUBJECT / TOPIC: Budget Amendment #1 for Fiscal Year 2025

BACKGROUND INFORMATION: The City of Venice, pursuant to Section 200.065, Florida Statutes, adopted its fiscal year (FY) 2025 operating budget, revenues and expenses, and capital improvement program by approving Ordinance No. 2024-25 on September 24, 2024.

A local state of emergency was issued on October 7, 2024 in anticipation of the arrival of Hurricane Milton. Unfortunately, Hurricane Milton made landfall in Florida on Wednesday, October 9, 2024 after the City's FY2025 budget had been adopted. As a result, the City desires to amend its FY2025 adopted budget by \$5,850,000 for disaster debris removal and monitoring for Hurricane Milton.

STAFF RECOMMENDATION: Approve this memo to be included in Budget Amendment #1 for FY2025.

- | Yes                                 | N/A                                 |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Document(s) Reviewed for ADA compliance (required if for agenda posting) |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | City Attorney Reviewed/Approval  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Risk Management Review   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Finance Department Review/Approval                                       |
|                                     |                                     | Funds Availability (account number): Solid Waste Fund 470-0940-534.34-00 |

C: Linda Senne, Finance Director

Signature: *RS*

Email: RSimpson@venicefl.gov

Signature: *EL*  
Edward Lavallee (Nov 5, 2024 14:27 EST)

Email: elavallee@venicefl.gov









# Memo for Public Works for Debris Removal & Monitor

Final Audit Report

2024-11-05

Created:	2024-11-05
By:	Linda Senne (LSenne@venicefl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9FseQoxh6pRwjwWdNNlyR8A70XVwb-Qa

## "Memo for Public Works for Debris Removal & Monitor" History

-  Document created by Linda Senne (LSenne@venicefl.gov)  
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-  Document e-signed by Ricky Simpson (RSimpson@venicefl.gov)  
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-  Agreement completed.  
2024-11-05 - 7:27:01 PM GMT



## MEMORANDUM TO VENICE CITY COUNCIL

**THROUGH CHARTER OFFICER:** Edward Lavallee, City Manager

**E-SIGN:**

**FROM:** Jeffrey Sweater, P.E., Utilities Project Manager

**THRU:** Javier A. Vargas, MPA, Utilities Director

**DEPARTMENT:** Utilities

**DATE:** November 6, 2024

**MEETING DATE:** November 19, 2024

**SUBJECT:** Budget Amendment FY 2025 – Intracoastal Second Force Main and Aquifer Storage Recovery Well

### **BACKGROUND INFORMATION:**

The Utilities Department received bids on October 25, 2024 for the Intracoastal Second Force Main project and is recommending the Finance Department take the necessary steps to enter into a contract with, Spectrum Underground, Inc., at a total cost of \$4,147,547. This is one of the Utilities Department's most vital projects for maintaining reliable sewer service to Venice Island and avoid associated environmental impacts from sewer overflows. The Department is requesting an additional \$3,000,000 to complete the project with funding via a State Revolving Fund (SRF) loan of \$2.250,000 and State appropriations of \$750,000.

In addition, as part of the Capital Improvement Plan, the department was in the process of contracting the construction of the Aquifer Storage Recovery Well. It has been determined it is not in the City's best interest to proceed with this project. Therefore, we request to unappropriate \$937,500 of expenses and the corresponding SRF loan.

We respectfully request approval of the budget amendment.

**SUPPORTS STRATEGIC PLAN:** Goal Four: Upgrade and Maintain City Infrastructure and Facilities

**COUNCIL ACTION REQUESTED:** For Council Adoption by Consent Motion

ec: James Clinch, P.E., Assistant City Manager

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Review of Contract Routing Tracker:

(Initial or Signature to indicate your Review/Approval)

N/A

Finance Department Reviewed: *Linda Sene*



Risk Management Reviewed:



City Attorney Reviewed:



City Manager Reviewed:

*Ed Lavallee*  
Edward Lavallee (Nov 7, 2024 15:55 EST)



Funds Availability (account #):

Project #:

From: #421-0000-384-05-00, \$	2,250,000
From: #421-0000-334-01-00, \$	750,000
To: #421-1202-536.63-00, \$	3,000,000
From: #421-1204-535.63-00, \$	(937,500)
To: #421-0000-384.05-00, \$	(937,500)









# Memorandum ICFM

Final Audit Report

2024-11-07


Created:	2024-11-07
By:	Kelly Treat (ktreat@venicefl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAm47mR62scFMECuunYLhzQIdrL2NV85w4

## "Memorandum ICFM" History


-  Document created by Kelly Treat (ktreat@venicefl.gov)  
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-  Agreement completed.  
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## MEMORANDUM TO VENICE CITY COUNCIL

**THROUGH CHARTER OFFICER:** Edward Lavalley, City Manager  EL

**THROUGH:** Frank Giddens, Fire Chief  FG

**FROM:** Travis Hout, Fleet Manager  TH

**DEPARTMENT:** Public Works

**DATE:** November 7, 2024

**MEETING DATE:** November 19, 2024

**SUBJECT / TOPIC:** Budget Amendment to Replace Fire Inspector Fleet Unit

### BACKGROUND INFORMATION:

Vehicle unit 159, a Ford Explorer was held back from being sent to auction to provide as a vehicle for the new additional Fire Inspector. After being sent to the shop for repairs multiple times for mechanical and electrical failures, it is the Fleet Manager's decision to replace this unit. The Fire Department has accumulated funds in the Fleet Replacement program that can go toward this vehicle's replacement and add the new unit to the Fleet Schedule. We will be sending this vehicle to auction for sale "AS IS", because the vehicle still has market value. We have a quote for a replacement vehicle from a preferred vendor that uses State and National contracts for \$33,584 and we will need to add approximately an additional \$4,400 in upfitting for this unit to have it ready for service.

**SUPPORTS STRATEGIC PLAN:** Goal Two: Provide Efficient, Responsive Government with High Quality Services

**COUNCIL ACTION REQUESTED:** For Council Adoption by Motion

Approve budget amendment to purchase a new vehicle for the Fire Department in the amount of \$38,000.

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Yes	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document(s) Reviewed for ADA compliance (required if for agenda posting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	City Attorney Reviewed/Approval
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Risk Management Review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Finance Department Review/Approval
		Funds Availability (account number): Fleet Fund 505-1101-522.64-00



**Signature:** *Frank Giddens*

**Email:** FGiddens@venicefl.gov

**Signature:** *Travis Hout*

**Email:** thout@venicefl.gov

**Signature:**    
 Edward Lavallee (Nov 7, 2024 15:56 EST)

**Email:** elavallee@venicefl.gov











# Travis COUNCIL AGENDA ITEM MEMORANDUM - Linda Revised

Final Audit Report

2024-11-07

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## "Travis COUNCIL AGENDA ITEM MEMORANDUM - Linda Revised" History

-  Document created by Linda Senne (LSenne@venicefl.gov)  
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**Signature:**    
 Edward Lavallee (Nov 7, 2024 17:26 EST)

**Email:** elavallee@venicefl.gov

# Memo for BA#1 FY25 - COUNCIL PACKET

Final Audit Report

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