



MEMORANDUM

City of Venice

Finance Department

TO: Honorable Mayor and Council Members

THROUGH: Ed Lavallee, ICMA-CM, MPA, City Manager

FROM: Linda Senne, CPA, Finance Director

DATE: May 2, 2022

COUNCIL APPROVAL: Yes

MEETING DATE: May 10, 2022

STRATEGIC PLAN GOAL: Ensure a Financially Sound City

SUBJECT: Budget Amendment #4 for Fiscal Year 2022

Background: The City of Venice, pursuant to Section 200.065, Florida Statutes, adopted its fiscal year (FY) 2022 operating budget, revenues and expenses, and capital improvement program by approving Ordinance No. 2021-32 on September 28, 2021 for \$117,399,741. 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 FY2022 budget was increased by certain encumbrances (\$22,104,996) and project balances (\$26,758,391) rolled forward from FY2021. Encumbrances represent the balances on certain purchase orders at September 30, 2021. Project balances are when a project has been approved in FY2021, but a contract has not been finalized (or encumbered). The Fiscal Year 2022 budget was amended by approving Ordinance No. 2022-01 on January 11, 2022 for \$1,450,000, by approving Ordinance No. 2022-04 on January 25, 2022 for \$337,000, and by approving Ordinance No. 2022-07 on April 12, 2022 for \$414,000, said budget as amended being \$168,464,128.

In addition, certain additional expenses were not anticipated at the time the original FY2022 budget was adopted or amended. The City desires to amend its FY2022 adopted budget by \$3,922,796. \$940,797 of this amount is for the purchase of a Pierce Velocity Aerial T51 Ladder Truck as identified on the attached memo from the Fire Chief. This Ladder Truck was originally intended to be funded over two years to be purchased in FY2023: \$650,000 was budgeted and transferred from the General Fund into the Fleet Fund in FY22. However, due to increased costs and expected increases again before October 1, 2022 it is in the best interest of the City to purchase this vehicle in FY22. This \$940,797 will come from General Fund Reserves; however, when adopting the FY23 budget this amount will be "added back to General

Fund reserves.” The remaining amounts on the budget amendment are to appropriate expenditures for various items as identified on the attached memos from the Department Directors, and \$47,202 is for appropriate insurance proceeds for the replacement of a police vehicle. The proposed amended budget for FY2023 is \$172,386,924 as shown in the schedule on page 3.

Requested Action: Approve Budget Amendment

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: Yes

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): See Attachment A of Ordinance 2022-13

ORIGINAL(S) ATTACHED: Click or tap here to enter text.

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	Adopted FY2022 Budget	Prior Encumbr/Project Rolls & Amendments	Prior Budget Amendments	BA #4	Total Amended Budget
General Fund	\$ 37,963,334	\$ 519,512	\$ 317,000	\$ 940,797	\$ 39,740,643
1Cent Sales Tax	2,774,200	1,784,665	-	-	4,558,865
Building Fund	3,374,865	659,529	-	-	4,034,394
Other Special Rev	1,409,250	33,500	20,000	-	1,462,750
Debt Serve Fund	2,564,674	-	-	-	2,564,674
Cap Proj Funds	550,000	2,519,647	1,450,000	1,300,000	5,819,647
Enterprise Funds	56,902,274	42,769,509	414,000	22,000	100,107,783
Internal Service	11,861,144	577,025	-	1,659,999	14,098,168
Total	\$ 117,399,741	\$ 48,863,387	\$ 2,201,000	\$ 3,922,796	\$ 172,386,924



MEMORANDUM

City of Venice

Fire/Rescue Department

TO: Edward Lavallee, City Manager  Apr 20, 2022
Edward Lavallee (Apr 20, 2022 07:37 EDT)

THROUGH: N/A

FROM: Frank Giddens, Fire Chief  Apr 19, 2022

DATE: April 19, 2022

COUNCIL APPROVAL: Yes

MEETING DATE: May 10, 2022

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Request Approval for Budget Amendment and Authorization to Purchase Replacement Aerial Unit 173

Background: Venice Fire Rescue is requesting a budget amendment to allow for the purchase of a replacement for the 2008 Pierce Velocity Aerial (Unit 173) in this fiscal year. Currently, the aerial is slated for replacement within the FY23 budget. The City has the opportunity to lock the current rate in order to avoid certain and substantial price increases along with the potential material/supply uncertainties.

There is \$650,000 available through the fleet fund reserves specifically for the purchase of this apparatus. An additional \$940,797 is needed to purchase the aerial at the proposed cost of \$1,590,797. This purchase cost includes a \$69,000 prepay discount and performance bond.

Requested Action: Approve budget amendment and purchase of replacement aerial

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: N/A

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): Fleet Fund Reserves and General Fund Reserves

ORIGINAL(S) ATTACHED: Proposal

Cc: Click or tap here to enter text.



Equipment Proposal

Proposal # 850

This Equipment Proposal (the "Proposal") has been prepared by Ten-8 Fire & Safety, LLC ("Company") in response to the undersigned Customer's request for a proposal. This Proposal is comprised of the special terms set forth below, the Proposal Option List, Warranty, and Company's Purchasing Terms and Conditions. Through its signature below or other Acceptance (as defined below), Customer acknowledges having received, read and being bound by this Proposal, all attachments and Company's Purchasing Terms and Conditions.

Date: April 14, 2022 ("Proposal Date")

Customer: City of Venice Fire Department ("Customer")

Customer Address: 200 N. Grove Street Venice, Florida 34292

Qty	Product Description & Options	Price
1	Pierce Manufacturing one (1) Enforcer 100' Ascendant Tower based on NPPGPOV Loc Contract PS20240 Model Code 1.07 Ten-8 / Pierce Bid #850 City of Venice Member #M-5702490 100% Prepay discount (payment due time of order) includes performance bond.	\$1,659,797.00 (\$69,000.00)
**Commercial chassis price is an estimate; final price is net price charged by the chassis manufacturer.		Total: \$1,590,797.00

Delivery Timing: The Product described above in the Product Description and Options Section of this document will be built by and shipped from the manufacturer approximately 22-23 (months) after Company receives Customer's acceptance of this Proposal as defined below, subject to market and production conditions, Force Majeure, delays from the chassis manufacturer, changes to Order Specifications, or any other circumstances or cause beyond Company's or manufacturer's control.

Other: _____

Unless accepted within 14 days from date of proposal, the right is reserved to withdraw this proposal.

ACCEPTANCE OF THIS PROPOSAL CREATES AN ENFORCEABLE BINDING AGREEMENT BETWEEN COMPANY AND CUSTOMER. "ACCEPTANCE" MEANS THAT CUSTOMER DELIVERS TO COMPANY: (A) A PROPOSAL SIGNED BY AN AUTHORIZED REPRESENTATIVE, OR (B) A PURCHASE ORDER INCORPORATING THIS PROPOSAL, WHICH IS DULY APPROVED, TO THE EXTENT APPLICABLE, BY CUSTOMER'S GOVERNING BOARD. ACCEPTANCE OF THIS PROPOSAL IS EXPRESSLY LIMITED TO THE TERMS CONTAINED IN THIS PROPOSAL AND COMPANY'S PURCHASING TERMS AND CONDITIONS. ANY ADDITIONAL OR DIFFERENT TERMS, WHETHER CONTAINED IN CUSTOMER'S FORMS OR OTHERWISE PRESENTED BY CUSTOMER AT ANY TIME, ARE HEREBY REJECTED.

INTENDING TO CREATE A BINDING AGREEMENT, Customer and Company have each caused this Proposal to be executed by their duly authorized representatives as of date of the last signature below.

Customer: _____

By: _____

Title: _____

Print: _____

Date: _____

Ten-8 Fire & Safety, LLC

By: 

Title: **Authorized Sales Representative**

Print: **Eric Huovinen**

Date: **April 14, 2022**



MEMORANDUM

City of Venice

Engineering Department

TO: Ed Lavalley, City Manager

THRU: James Clinch, Asst. City Manager

FROM: Kathleen Weeden, City Engineer and Brenda Westlake, Grants Coordinator

DATE: April 13, 2022

COUNCIL APPROVAL: Yes

MEETING DATE: Combined with Finance Memo

STRATEGIC PLAN GOAL: Upgrade and Maintain City Infrastructure and Facilities

SUBJECT: Budget Amendment - Cockrill Street Sidewalk Project

Background: Cockrill Street Sidewalk project was identified in the FY2021 CIP Capital Project Fund #302 Road Project. The City is a sub-recipient of Community Development Block Grant from the Sarasota Office of Housing and Community Development for the City's Cockrill Street Sidewalk Project. The initial Cockrill Sidewalk project will offer connectivity in an important low to moderate income census tract and provide access to Venice Hospital, Student Leadership Academy, shopping and Chuck Reiter Park. The sidewalk will be constructed along with the necessary drainage improvements. Following a delay between approval of the grant application and the granting agency issuing the grant agreement, a significant increase in construction costs was experienced. Prior to issuing the grant agreement, the initial project amount was increased by \$75,000 to a total project of \$400,000.

During design of the sidewalk improvements, it was determined that an aged Asbestos-Cement (AC) potable water main is located within the footprint of the south block of the sidewalk project at a depth that requires the pipe to be abandoned in place or removed. A detailed analysis of the water distribution system has determined that replacing the aged water infrastructure with PVC would improve the level of service to the existing residents throughout the service area. The City Utilities Department endeavors to remove the AC water main from wherever possible, as it is near the end of its useful life, and subject to breaks and service disruptions. Therefore, this amendment includes replacing the remainder of the AC water main within the Project Area. This area of the water system is considered critical, as it is immediately adjacent to the elevated water tower, which provides storage, improved pressure, and water for fire protection for the surrounding area. As illustrated in the attached exhibit, the water line would be removed/replaced along Cockrill St. from Pine Rd. to Firenze Ave. E. and along Cockrill St. from Fort St. to Chuck Reiter Park Water Tower. Increase in the grant award for \$225,000 will provide funds to complete the utility improvements. Total project amount is now \$625,000.

Requested Action: Forward approval to Finance Director to include \$300,000 increase in CDBG grant funds in the next Budget Amendment for expansion of the Cockrill Street Sidewalk Project scope of work.

City Attorney Review/Approved: N/A

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): 302-0000-331.00, Project #STR018

ORIGINAL(S) ATTACHED: Linda Senne, Finance Director





MEMORANDUM

City of Venice

Engineering Department

TO: Linda Senne, Finance Director

THRU: Edward Lavalley, City Manager

THRU: James R. Clinch, PE, Asst. City Manager

James R. Clinch P.E.
Digitally signed by James R.
Clinch P.E.
Date: 2022.05.02 08:54:14 -04'00'

FROM: Kathleen Weeden, PE, City Engineer

DATE: April 28, 2022

COUNCIL APPROVAL: Yes

MEETING DATE: May 10, 2022

STRATEGIC PLAN GOAL: Preserve the Venice Quality of Life through Proper Planning

SUBJECT: Budget Amendment for Laurel Road Final Design Locally Funded Agreement

Background: The Locally Funded Agreement (LFA) for the Final Design of Laurel Road is being presented under Council Action for consideration on May 10, 2022. If approved, a City budget amendment will be required. The LFA in the amount of \$1 Million is funded with Road Impact and Mobility Fees. Sarasota County intends to bring forward the LFA with a County Budget Amendment at their May 26, 2022, County Commission Meeting. This will advance the Final Design Project to Fiscal Year 2022 and allow the project to move forward once approvals are received from City Council and BOCC.

Requested Action: Approve adding request for budget amendment to the May 10, 2022, City Council Meeting in the amount of \$1 Million in Road and Park Impact Fees to complete Final Design of Laurel Road upon approval by City Council and BOCC.

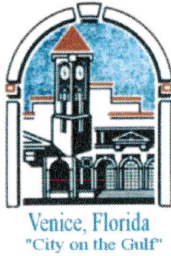
If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: N/A

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): N/A – Road Impact and Mobility Fee Funded.



MEMORANDUM

City of Venice

Public Works Department

TO: Ed Lavallee, City Manager

FROM: Travis Hout, Fleet and Facilities Manager

THROUGH: Charles Mopps, Public Works Director

THROUGH: Kathleen Weeden, City Engineer

DATE: April 12, 2022

COUNCIL APPROVAL: Yes

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Budget Amendment to Purchase Stormwater Management Unit.

Background:

The Stormwater Department maintains multiple ditches and ponds within our City. Some of these areas have restricted access points that are not easily accessible by the large slope mower or on too steep of an incline for a standard mower. At times, these areas do become neglected and are trimmed by hand when staff have the availability as this process is not as effective and more time consuming. When staff complete the process with hand trimmers they are standing on uneven banked areas as they work, which in turn, causes added safety concerns. For example, potential sprained and broken ankles. Unfortunately, these areas also come with the potential of hazardous encounters with dangerous wild animals such as snakes and small alligators.

We had the opportunity to demo a mower that is designed for large inclines and the hard to reach areas. It runs on a rear track system that makes mowing these areas a much safer process and it also allow the employee to be off the ground and out of the way of unwanted animals.

This enhancement mower will speed up the work flow allowing the job to be completed faster, safer and with a better quality and finish. With a more efficient way to maintain such areas we can allow for proper and unrestricted water flow for our stormwater systems.

Multiple departments within the city, including Stormwater, reviewed several machines that are designed to perform in the noted environment and it was decided that the Altoz ZTM would be the best option for the city. This machine is in the lower spectrum of cost compared to the other models that were tested but there was still a consensus that it performed the best. When the unit was tested in

August (from a local vendor in Sarasota County) the cost was \$18,000. With current market inflation and increased production costs, we are estimating this unit to be in the range of \$19,000-\$22,000. Now that we are heading into raining/summer season there will be an uptick of grass and weed growth so the need for the unit is fast approaching.

All purchases Stormwater had allocated for FY22 have been completed and there is remaining funding that would cover the cost of the needed machine. If approved, this purchase would allow for safety and improved maintenance management on these high grass embankments.

Requested Action:

Approval of budget amendment and approval to purchase new unit for the cost not to exceed \$22,000.00 to maintain city services.

City Attorney Review/Approved: No

Risk Management Review: Yes

Finance Department Review/Approved: Yes

Funds Availability (account number): Stormwater 505-0950-541.64-00

ORIGINAL(S) ATTACHED: Mowers Inc, August quote

Cc: Peter Boers, Procurement Manager, Linda Senne, Finance Director

Q U O T A T I O N

PAGE: 1



PHONE #: (941)223-6810

CELL #:

ALT. #:

P.O.#:

TERMS: Net 10th EOM

SALES TYPE: Quote

DATE: 8/20/2021

ORDER #: 188791

CUSTOMER #: 111999

CP: LSB

LOCATION: 1

STATUS: Active

BILL TO 111999

CITY OF VENICE

SHIP TO

CITY OF VENICE

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
ALT	TRX7661V37A	ALTOZ TRX7661 37HP EFI BRS ALL TERRAIN	1	\$21,500.00	\$17,999.99	\$17,999.99

PRICES REFLECTED ON THIS QUOTE ARE VALID FOR 30 DAYS.

SUBTOTAL:	\$17,999.99
TAX:	\$0.00
ORDER TOTAL:	<u>\$17,999.99</u>

Authorized By: _____