



**TO: Honorable Mayor, City Council Members and**

**THRU: Ed Lavallee, ICMA-CM, MPA, City Manager**

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

**DATE: April 15, 2019**

**MEETING DATE: April 23, 2019**

**SUBJECT: Budget Amendment #2 for Fiscal Year 2019**

The City of Venice, pursuant to Section 200.065, Florida Statutes, adopted its fiscal year (FY) 2019 operating budget, revenues and expenses, and capital improvement program by approving Ordinance No. 2018-34 on September 18, 2018 for \$110,533,159. 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 FY2019 budget was increased by certain encumbrances (\$16,021,064) and project balances (\$25,484,518) rolled forward from FY2018. Encumbrances represent the balances on certain open purchase orders at September 30, 2018. Project balances are when a project has been approved in FY 2018, but a contract has not been finalized (or encumbered). The Fiscal Year 2019 budget was also amended by approving Ordinance No. 2019-06 on January 22, 2019 for \$711,457, said budget as amended being \$152,750,198.

In addition, certain additional expenses were not anticipated at the time the original FY2019 budget was adopted or amended. The City desires to amend its FY2019 adopted budget further by \$2,190,638 for purposes identified on the attached memos from Department Directors, and Attachment "A" of Ordinance No. 2019-12. The proposed amended budget for FY2019 is \$154,940,836, as shown below:

	Adopted FY2019 Budget	Encumbrance/ Project Roll	BA #1	Adjusted Original Budget	BA #2	Amended FY2019 Budget
General Fund	\$ 29,886,860	\$ 392,597	\$ -	\$ 30,279,457	\$ 1,000,249	\$ 31,279,706
1Cent Sales Tax	3,113,340	1,674,690	40,000	4,828,030	135,000	4,963,030
Building Fund	2,462,951	126,772	-	2,589,723	380,000	2,969,723
Other Special Rev	1,477,225	-	4,500	1,481,725	-	1,481,725
Debt Serv Fund	2,572,000	-	-	2,572,000	-	2,572,000
Cap Proj Funds	5,840,000	19,885,971	(40,000)	25,685,971	-	25,685,971
Enterprise Funds	53,369,464	18,842,894	586,957	72,799,315	648,540	73,447,855
Internal Service	11,811,319	582,658	120,000	12,513,977	26,849	12,540,826
<b>Total</b>	<b>\$ 110,533,159</b>	<b>\$ 41,505,582</b>	<b>\$ 711,457</b>	<b>\$ 152,750,198</b>	<b>\$ 2,190,638</b>	<b>\$ 154,940,836</b>

Please do not hesitate to contact me with questions or concerns.

**FISCAL YEAR 2019 BUDGET  
ENHANCEMENT REQUEST**

DEPARTMENT: Development Services  
STAFF CONTACT: Jeff Shrum, Development Services Director  
DEPARTMENT REQUEST: New Position – Zoning Permit Technician

**BACKGROUND/JUSTIFICATION:** This position is requested to allow for the reallocation of specific job functions within the Planning and Zoning Division: business tax receipts and review of basic building permits such as shed, fence, and single-family home permits. The rationale for this request is to shift these job duties to a position of a grade/pay level more appropriate to the level of responsibility of these duties. Historically, a Planner or Senior Planner position has performed these job functions. However, the increase in development and business activity has required more time/resources from these positions to ensure processing of permits. This draw down on Planner/Senior Planner time has further impacted the review and processing of projects that do require professional planner involvement (review of site and development plans, preliminary plats, rezoning, variances,...etc.) The overall result has been a decrease in morale and loss of staff. This position is requested as an additional position to address the continued strain on planner and permitting review staff, resulting from increased development activity.

**BUDGET ENHANCEMENT REQUEST:** The Department is seeking the addition of a Zoning Permit Technician position to fulfill development demands, maintain level of service for permitting and business tax receipts along with customer service to the general public.

**INITIAL COST:** \$36,616 – \$45,036 plus benefits.

**ONGOING OPERATIONAL COST:** Annual salary and wages.

**FUNDING SOURCE:** General Fund



# MEMORANDUM

## City of Venice

### Information Technology Department

TO: Ed Lavallee, City Manager

FROM: Christophe St. Luce, Director of Information Technology

DATE: February 26, 2019

COUNCIL APPROVAL: No

MEETING DATE: N/A

STRATEGIC PLAN GOAL: Upgrade and Maintain City Infrastructure and Facilities

SUBJECT: Budget amendment for a wireless network for Fibernet remediation

**Background:** The Department of Information Technology is pursuing the remediation efforts as part of the Fibernet settlement agreement that was reached in October 2018. The Department has engaged vendors to install a new communication pathway that will bypass the fiber optic cable conduit that traverses the intercoastal waterway.

The Department has obtained quotes from a combination of communication vendors to install an alternative communication system between the island and mainland using a combination of wires and wireless technologies.

The estimated cost of this new network is \$135,000.00. The Department of Information Technology is seeking a budget amendment to account 110-1401-519.63-00 in order to pay for the required remediation.

**Requested Action:** Please approve the requested budget amendment.

**City Attorney Review/Approved:** N/A

**Risk Management Review:** N/A

**Finance Department Review/Approved:** Yes

**Funds Availability (account number):** 110-1401-519.63-00

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





**MEMORANDUM**  
**City of Venice**

**Engineering Department**

TO: Edward Lavalley, City Manager

Thru: Linda Senne, Finance Director *LS*

FROM: Kathleen Weeden, City Engineer *KW*

DATE: April 12, 2019

COUNCIL APPROVAL: Yes

MEETING DATE: April 23, 2019

STRATEGIC PLAN GOAL: Upgrade and Maintain City Infrastructure and Facilities

SUBJECT: Phase II Nokomis Drainage Project Stormwater Fund transfer

**Background:** In the Fiscal Year 2019 Adopted Budget, \$400,000 in Stormwater Enterprise Fund 480 were appropriated for the Nokomis Drainage Project which is being completed as Phase II of the Downtown Beautification Project. During the finalization of the budget documents, \$198,540.00 in encumbered Stormwater Design and Permitting costs that were appropriated in the Fiscal Year 2018 Adopted Budget were inadvertently deducted from the Fiscal Year 2019 Budget appropriation of \$400,000 instead of the Fiscal Year 2018 appropriation of \$775,000. This budget amendment does not represent an increase in anticipated funding levels for the project just corrects the fiscal year allocation of funds.

**Requested Action:** Approve an amendment to the adopted Fiscal Year 2019 Budget in the amount of \$198,530.00 to be transferred into account #480-0950-541.63-00 from Stormwater Enterprise Fund 480.

**City Attorney Review/Approved:** N/A

**Risk Management Review:** N/A

**Finance Department Review/Approved:** Yes

**Funds Availability (account number):** Stormwater Enterprise Fund 480 Reserves



**MEMORANDUM**  
**City of Venice**

**Public Works Department**

TO: Ed Lavallee, City Manager *[Signature]*

FROM: James R. Clinch PE, Director of Public Works and Asset Management *[Signature]*

DATE: April 1, 2019

COUNCIL APPROVAL: Yes

MEETING DATE: April 23, 2019

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

SUBJECT: Approval for the Purchase of one (1) Residential Peterbilt 520 Side Loader, Utilizing the Florida Sheriff's Association Bid (FSA 18-VEH16.0 Specification #16) in the amount of \$241,536.50 contingent upon approval of Budget Amendment

**Background:**

On March 15<sup>th</sup>, the Solid Waste Stakeholder's Group approved a recommendation to convert the City of Venice to single stream recycling collection as soon as feasible. The City of Sarasota is making this transition to single stream collection right now, and Sarasota County is planning to convert all recycling collection to single stream in January of 2020. It is the City's goal to coordinate our transition to single stream with the County, as there will be a large public outreach initiative to all County residents at that time. Additionally, all recycling processing will be done through a single stream facility beginning this summer and therefore dual stream collection will become unnecessary and inefficient at that time.

As City staff is working towards this transition to single stream recycling, the missing components are the purchase of automated collection cans (budgeted for FY20 & pursuing grant funding), and one additional automated collection vehicle. The attached quote represents the final automated collection vehicle to complete our fleet for full automation (garbage & recycling). Upon delivery of this vehicle and deployment of the new automated collection cans, we will be able to dispose of the six (6) older dual-stream recycling trucks. This will represent a large reduction in our fleet size and associated maintenance costs. Furthermore, once recycling collection is fully automated, all garbage and recycling residential routes will be adjusted to optimize collection efficiency.

The Solid Waste Fleet budget has additional funds available for FY19 in the amount of \$214,688 and this purchase will require a budget amendment in the amount of \$26,849. These trucks typically take 10-12 months for production, therefore we are requesting approval for purchase of the vehicle now, through the Florida Sherriff's Association Bid, in order to be prepared for this transition to single stream recycling.

**Requested Action:** Approval for the Purchase of one (1) Residential Peterbilt 520 Side Loader, Utilizing the Florida Sheriff's Association Bid (FSA 18-VEH16.0 Specification #16) in the amount of \$241,536.50 contingent upon approval of Budget Amendment

**City Attorney Review/Approved:** N/A

**Risk Management Review:** N/A

**Finance Department Review/Approved:** Yes

**Funds Availability (account number):** Budget Amendment - 505-0940-534.64-00

**ORIGINAL(S) ATTACHED:** Vehicle Quote

**Cc:** Click or tap here to enter text.