



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: May 16, 2025 **MEETING DATE:** May 27, 2025

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 #5 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. The Fiscal Year budget was amended by approving Ordinance No. 2024-28 on December 10, 2024 which increased total revenue and expenditures by \$8,350,500, by approving Ordinance 2025-06 on January 28, 2025 which increased revenue and expenditures by \$398,928, by approving Ordinance 2025-10 on February 25, 2025, which increased revenue and expenditures by \$500,000, and by approving Ordinance 2025-18 on May 13, 2025, which increased revenue and expenditures by \$1,494,951, said budget as amended being \$253,094,315.

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 \$417,890 as follows.

- \$23,753 is to appropriate funds for the addition of a full-time equivalent (FTE) position (SRO) in the Police Department, as detailed in the attached memorandum from the Police Chief,
- \$111,000 is to cover additional costs associated with a higher-than-anticipated bid for the Venice Fishing Pier repair project (originally funded at \$300,000 under Budget Amendment #4),
- \$50,000 transfers from General Fund for \$110,000 for the early replacement of Unit #21-436 (Isuzu Garbage Truck) due to persistent operational issues and increasing

maintenance costs, as detailed in the attached memorandum from the Superintendent of Solid Waste and Fleet

- \$48,000 is to replace Unit #19-493 (Chevy Silverado 1500 Pickup Truck) following an accident, as detailed in the attached memorandum from the Superintendent of Solid Waste and Fleet, and
- \$75,137 is to purchase a new fully equipped patrol unit to support the newly created School Resource Officer (SRO) position.

The proposed amended budget for FY2025 is \$253,512,205 as shown in the schedule below.

	Adopted FY2025 Budget	Encumbrance Roll	Project Rolls	Adjusted Original Budget	Budget Amendment #1- #4	Budget Amendment #5	Total Amended Budget
General Fund	\$ 51,990,998	\$ 1,609,750	\$ 710,534	\$ 54,311,282	\$ 1,137,108	\$ 184,753	\$ 55,633,143
1Cent Sales Tax	23,640,000	1,299,934	1,698,008	26,637,942	\$ 918,978	-	27,556,920
Building Fund	4,182,368	24,191	-	4,206,559	\$ -	-	4,206,559
Other Special Re	2,136,130	-	-	2,136,130	\$ 17,793	-	2,153,923
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	\$ -	75,137	13,086,349
Enterprise Funds	73,057,528	29,346,220	18,732,221	121,135,969	\$ 8,632,500	-	129,768,469
Internal Service	17,028,470	1,313,448	-	18,341,918	\$ 38,000	158,000	18,537,918
Total	\$ 180,113,955	\$ 34,346,468	\$ 27,889,513	\$ 242,349,936	\$ 10,744,379	\$ 417,890	\$ 253,512,205

STAFF RECOMMENDATION: Approve Budget Amendment.

Yes N/A

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Document(s) Reviewed for ADA compliance (required if for agenda posting) |
| <input checked="" type="checkbox"/> | <input 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): see Attachment A to Budget Amendment Ordinance No. 2025-21.



CONTRACT ROUTING MEMORANDUM

FROM: Captain Eric Hill, Acting Chief *Capt. Eric Hill #263*

DEPT: Police

TO: Ed Lavallee, City Manager *Ed Lavallee*
Ed Lavallee (May 2, 2025 15:10 EDT)

DATE: May 2, 2025

SUBJECT / TOPIC: Budget Amendment – Security Services Agreement with Island Village Montessori Charter School, Inc.

BACKGROUND INFORMATION: The Venice Police Department anticipates partnering with Island Village Montessori Charter School, Inc. to provide a School Resource Officer for the 2025–2026 school year. The Venice Police Department requests the following:

ACTION REQUESTED:

1. Authorize a budget amendment to update the FY25 Adopted Budget for the period of August 1, 2025, through September 30, 2025, under Fiscal Year 2025 to fund a School Resource Officer from the Venice Police Department for Island Village Montessori Charter School, Inc.
2. Authorize a budget enhancement for Fiscal Year 2026 to fund a School Resource Officer from the Venice Police Department for Island Village Montessori Charter School, Inc. with a total allocation of \$125,000 to be funded from Account #001-1001-521.12-00.

Cc: Linda Senne, Director of Finance

M - IVMS

Final Audit Report

2025-05-02

Created:	2025-05-02
By:	Caroline Moriarty (CMoriarty@venicefl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATQho57vb2a-GEpUwFelN3K8bTeOMUIN1

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-  Document created by Caroline Moriarty (CMoriarty@venicefl.gov)
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MEMORANDUM

FROM: Travis Hout, Superintendent of Solid Waste, Recycling and Fleet *TH*

DEPT: Public Works

TO: Edward Lavallee, City Manager

Ed Lavallee
[Redacted] (May 13, 2025 13:28 EDT)

05/13/25

DATE: 5/13/2025

SUBJECT: Budget Amendment Request to Replace Failing Garbage Truck in Parks Department

Fleet Vehicle Replacement Request – Unit 21-436:

Unit 21-436, an Isuzu Cab equipped with a Heil Garbage Truck Body, has experienced ongoing mechanical and electrical issues despite being relatively early in its service life. The vehicle is currently in operation six days a week, collecting and hauling refuse from city parks and downtown areas. While initially selected to meet operational needs, the vehicle has not held up under the sustained heavy workload and demanding conditions, resulting in accelerated wear.

Repeated shop visits and repair efforts have failed to resolve the vehicle's reliability problems, and it now requires an estimated \$10,000 to \$20,000 in additional repairs. Given the frequency and nature of these issues, the Fleet Manager has concluded that continued investment in this unit is neither cost-effective nor operationally sound. Replacement is recommended to ensure safety, reduce downtime, and improve long-term fleet efficiency.

Justification for a More Simplified and Suitable Vehicle:

A more suitable replacement vehicle has been identified—a simplified, pickup-style unit with fewer hydraulic and emission treatment systems. This configuration is better aligned with the vehicle's intended function and is expected to deliver a service life of at least eight years while significantly lowering maintenance costs and repair frequency.

The Parks Department has available funding in the Fleet Replacement Program to support the purchase. A replacement vehicle has been scoped through preferred vendors utilizing State and National cooperative contracts, with all required components identified. The total cost of the replacement will not exceed \$110,000.

Unit 21-436 will be sold at auction "as is" to recapture any remaining market value. Replacing the vehicle this year also helps avoid potential delays due to parts shortages and cost inflation, ensuring uninterrupted service delivery by the Parks Department.

Approval is respectfully requested to:

Proceed with the replacement of Unit 21-436.

Declare Vehicle 21-436 out of service and authorize its sale at auction in "AS IS" condition.

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): 505-0930-572.64-00

Cc: Linda Senne, Finance Director
Ricky Simpson, Director of Public Works

Signature: *Travis Hout*

Email: thout@venicefl.gov



MEMORANDUM

FROM: Travis Hout, Superintendent of Solid Waste, Recycling and Fleet *TH*
DEPT: Public Works
TO: Edward Lavallee, City Manager *Ed Lavallee*
DATE: 5/13/2025 Ed Lavallee (May 13, 2025 13:29 EDT) 05/13/25

SUBJECT: Budget Amendment to Replace Accident Vehicle

Vehicle Replacement Request: Public Works Vehicle 19-439

Vehicle 19-439, a 2019 Chevy Silverado 1500 4x4 Double Cab assigned to the Public Works Division, was recently involved in an accident. While the vehicle was not deemed a total loss, the damage to its frame renders it unsafe for continued operation. Although insurance has approved the necessary repairs—including full frame replacement—the Fleet Manager recommends against proceeding due to the vehicle's age, extensive daily use, and the nature of the required repairs.

Justification for Replacement:

This vehicle has experienced significant wear from regular towing and hauling operations. Replacing the frame introduces a high risk of ongoing mechanical and electrical issues, which could lead to increased downtime and repair costs. Such disruptions would negatively impact essential Public Works operations. Furthermore, safety concerns and the potential for long-term costs outweigh the benefits of repairing this vehicle.

Funding and Procurement:

The Public Works Department has funds available through the Fleet Replacement Program, approved insurance proceeds, and anticipated revenue from the vehicle's auction sale in "AS IS" condition. A current quote from a preferred vendor, utilizing State and National cooperative contracts, indicates these combined sources will cover the majority of the replacement cost.

To maintain service levels and ensure a safe and reliable fleet, timely replacement of this vehicle is essential.

Approval is respectfully requested to:

- Declare Vehicle 19-439 as surplus and authorize its sale at auction in "AS IS" condition.
- Transfer all available funds from the Fleet Replacement Program, insurance proceeds, and auction revenue into a designated vehicle replacement fund.
- Approve an additional funding allowance not to exceed \$10,000 to address potential market fluctuations or unforeseen costs associated with the replacement.

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): 505-0930-572.64-00

Cc: Linda Senne, Finance Director

Ricky Simpson, Director of Public Works

Signature: *Travis Hout*

Email: thout@venicefl.gov

Signature: 
Elavallee (May 17, 2025 21:37 EDT)

Email: elavallee@venicefl.gov

Memo for BA#5 FY25 - COUNCIL PACKET

Final Audit Report

2025-05-18

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"Memo for BA#5 FY25 - COUNCIL PACKET" History

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