



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: February 2, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: February 9, 2021

STRATEGIC PLAN GOAL: Ensure a Financially Sound City

SUBJECT: Budget Amendment #2 for Fiscal Year 2021

Background: The City of Venice, pursuant to Section 200.065, Florida Statutes, adopted its fiscal year (FY) 2021 operating budget, revenues and expenses, and capital improvement program by approving Ordinance No. 2020-21 on September 22, 2020 for \$128,048,942. 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 FY2021 budget was increased by certain encumbrances (\$24,141,274) and project balances (\$14,390,590) rolled forward from FY2020. Encumbrances represent the balances on certain purchase orders at September 30, 2020. Project balances are when a project has been approved in FY2020, but a contract has not been finalized (or encumbered). The Fiscal Year 2021 budget was also amended by approving Ordinance No. 2020-41 on December 8, 2020 for \$299,960, said budget as amended being \$166,880,766. The City also reduced its projects by \$2,183,331 to \$12,207,259.

In addition, certain additional expenses were not anticipated at the time the original FY2021 budget was adopted or amended. The City desires to amend its FY2021 adopted budget by \$103,568 for purposes identified on the attached memos from the Development Services Director and the Fleet Manager, and Attachment "A" of Ordinance No. 2021-08. The proposed amended budget for FY2021 is \$164,800,973 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: N/A

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): See Attachment A of Ordinance 2021-08

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	Adopted FY2021 Budget	Encumbrance Roll	Project Rolls/ Transfers	Budget Amendment #1	Budget Amendment #2	Total Amended Budget
General Fund	\$ 36,056,183	\$ 124,733	\$ 80,000	\$ -	\$ 20,633	\$ 36,281,549
1Cent Sales Tax	2,335,552	6,962,856	(368,165)	-	-	8,930,243
Building Fund	3,212,437	4,271,438	(28,438)	-	20,633	7,476,070
Other Special Rev	1,331,200	-	217,500	-	-	1,548,700
Debt Serve Fund	2,571,949	-	-	-	-	2,571,949
Cap Proj Funds	3,679,667	1,102,436	(614,336)	-	-	4,167,767
Enterprise Funds	66,747,352	10,451,041	12,920,698	149,980	31,136	90,300,207
Internal Service	12,114,602	1,228,770	-	149,980	31,136	13,524,488
Total	\$ 128,048,942	\$ 24,141,274	\$ 12,207,259	\$ 299,960	\$ 103,538	\$ 164,800,973



CITY OF VENICE

DEVELOPMENT SERVICES DEPARTMENT

MEMORANDUM

To: Edward Lavallee, City Manager

From: Jeff Shrum, Development Services Director

Date: January 20, 2021

RE: Request for New Position – Impact Fee and Building Permit Administrator

Rational/Reason for Request:

There are two primary reasons why I am making this request at this time:

- First, the City has recently added to the list of City impact fees to be administered by City staff. I believe this new position is needed to ensure that the City has an experienced and dedicated staff member to provide administration of these fees. The task of applying the impact fee ordinance to specific projects can be complex as projects often do not fit into the neatly defined categories of uses as defined in the impact fee ordinances. Further, constant coordination with Sarasota County staff has become more important to ensure the City is correctly collecting Sarasota County impact fees within the City.
- Secondly, state law FS 553.80(7)(a) has come into effect which has strict requirements relating to the annual budget for Building Departments. These requirements necessitate constant monitoring of building permit fees and the adjustment of those fees as necessary throughout a calendar year to ensure compliance with this state law. Further, the implementation of our TrakIT and impact fees along with the need to make adjustments to fees within the permitting system has significantly increased the work load for updating and ensuring consistency between the TrakIT permitting system and the impact fee and building permit fee systems.

Job Description:

This position serves dual functions for the administration of impact fees and building permit fees. See attached full job description for more details.

Salary and Funding for Position:

Recommended Salary (HR Department see attached Job Description): \$54,488 - \$87,180.

I am proposing to set this position up as a 50/50 position where half of the position salary and duties are assigned to the building division for the administration of permit fees to be funded using building division enterprise funds. The other half of this position will be funded through the City's general fund for the administration of impact fees. For the general fund portion of this positions funding I am recommending that the City immediately start withholding the 1.5% from all City impact fees to offset the cost of the administration of impact fees in accordance with the City's impact fee ordinance. I do not have an exact figure on how much the 1.5% will generate at this time based upon impact fees that have been collected but I will be working with the Finance Department to have a more definitive answer on that question prior to this budget request going to City Council.

I would like to move this forward as soon as possible to get started on the recruitment process. Please let me know if you have any questions or need additional information from me.



MEMORANDUM

City of Venice

Public Works Department

TO: Linda Senne, CPA, Finance Director

THROUGH: Javier A. Vargas, MPA, Utilities Director

FROM: Travis Hout, Fleet and Facilities Manager

DATE: February 2, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: February 9, 2021

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

SUBJECT: Budget Amendment FY 2021 – Unit #248 Boom Removal and Installation

Background: The Utilities Department purchased a replacement boom truck for Unit #248 in the amount of \$203,601.60. Upon delivery and inspection of new vehicle, it was determined the boom was not long enough to adequately remove underground equipment (such as our wells). After receiving quotes from several vendors, the lowest quote received to remove and install a longer boom on this unit is \$56,437.68. The department currently has an available balance of \$25,302.00. Therefore, the department would need an additional \$31,136.00.

The upgrade would be performed by an authorized Elliott Delaer, which is the truck's manufacturer.

Requested Action: We respectfully request approval of budget amendment as listed below:

- transfer \$31,136.00 from fund balance 421-0000-271.00-00
- transfer \$31,136.00 to fleet replacement fund 421-1203-533.64-00
- transfer \$31,136.00 from utilities fund 505-0000-381.41-00
- transfer \$31,136.00 to Utilities WTP equipment 505-1203-5336.64-00

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: [Choose an item.](#)

City Attorney Review/Approved: N/A

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): see above

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