



## MEMORANDUM TO VENICE CITY COUNCIL

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

**DEPARTMENT:** Finance Department

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

**DATE:** December 29, 2023      **MEETING DATE:** January 9, 2023

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

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

**SUBJECT / TOPIC:** Budget Amendment #2 for Fiscal Year 2024

**BACKGROUND INFORMATION:** The City of Venice, pursuant to Section 200.065, Florida Statutes, adopted its fiscal year (FY) 2024 operating budget, revenues and expenses, and capital improvement program by approving Ordinance No. 2023-34 on September 25, 2023 for \$175,493,956. 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 (\$46,910,132) and project balances (\$43,405,075) rolled forward from FY2023. Encumbrances represent the balances on certain purchase orders at September 30, 2023. Project balances are when a project has been approved in FY2023, but a contract has not been finalized or encumbered. The Fiscal Year budget was amended by approving Ordinance No. 2023-55 on December 12, 2023 which decreased total revenue and expenditures by \$16,345,000, said budget as amended being \$249,464,143.

In addition, certain additional expenses were not anticipated at the time the original FY2024 budget was adopted or amended. The City desires to amend its FY2024 adopted budget by \$248,394. \$193,794 of this amount is to appropriate funds to replace the Air Handling Units for the City Hall HVAC system as identified on the attached memo from the Director of Public Works, and \$54,600 is to appropriate funds for three EMS Lucas Devices and CPR Training Kits as identified on the attached memo from the Fire Chief. The proposed amended budget for FY2024 is \$249,712,537 as shown in the schedule on page 2.

	Adopted FY2024 Budget	Encumbrance Roll	Project Rolls	Adjusted Original Budget	Budget Amendment #1	Budget Amendment #2	Total Amended Budget
General Fund	\$ 46,223,940	\$ 1,466,488	\$ -	\$ 47,690,428	\$ 200,000	\$ 248,394	\$ 48,138,822
1Cent Sales Tax	3,881,500	1,851,865	1,605,000	7,338,365	-	-	7,338,365
Building Fund	3,882,487	33,802	-	3,916,289	-	-	3,916,289
Other Special Rev	2,093,800	138	-	2,093,938	-	-	2,093,938
Debt Serve Fund	2,558,527	-	-	2,558,527	-	-	2,558,527
Cap Proj Funds	21,629,000	919,018	3,700,739	26,248,757	(16,700,000)	-	9,548,757
Enterprise Funds	80,646,623	41,476,777	38,099,336	160,222,736	154,980	-	160,377,716
Internal Service	14,578,079	1,162,044	-	15,740,123	-	-	15,740,123
<b>Total</b>	<b>\$ 175,493,956</b>	<b>\$ 46,910,132</b>	<b>\$ 43,405,075</b>	<b>\$ 265,809,163</b>	<b>\$ (16,345,020)</b>	<b>\$ 248,394</b>	<b>\$ 249,712,537</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. 2024-01.



## MEMORANDUM TO VENICE CITY COUNCIL

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

**THROUGH:** Ricky Simpson, Director of Public Works 

**FROM:** Ashlee Castle, Assistant Director of Public Works 

**DEPARTMENT:** Public Works

**DATE:** December 5, 2023

**MEETING DATE:** January 9, 2023

**SUBJECT / TOPIC:** Budget Amendment to Replace Four (4) Air Handler Units for City Hall HVAC System

### BACKGROUND INFORMATION:

Public Works is actively working on numerous solutions to fix and address all the issues we continue to face with the HVAC system located at City Hall. With that, over the last few months we have worked extensively with Hall Mechanical and Air Conditioning, to conduct a test and balance study to identify all areas of the deficiencies. The report has been reviewed and the initial set of enhancements and repairs are underway to upgrade the current control systems to a new wireless program, add outside air dampers, and deep clean all coils within the current air handling units.

Based on the findings from Hall Mechanical it was also noted that all four air handling units (AHU) are old, outdated and pieced together from previous mechanical failures and are no longer appropriately servicing the system and need to be replaced for the system to operate as designed. The location of these units makes it nearly impossible to just replace one at a time and the labor cost associated with doing that would increase the financial burden on the City and also decrease the effectiveness of the system for a longer period of time. Given the age and deteriorating state of the current AHUs, trying to replace them one at a time would also drastically increase the maintenance cost of the ones remaining just to keep them operational.

The lead time on units of this size and caliber ranges anywhere from 30-40 weeks and it is the recommendation of the Public Works Department to move forward with securing the new units as soon as possible. Based on all the information and data gathered in the last few months, the replacement of these AHUs is essential to the overall function of the HVAC system.

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

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

Approve budget amendment to purchase and install 4 new Air Handling Units for the HVAC System at City Hall for a total of \$193,793.68.

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): 001-0920-519.64-00

## Contractor's Price Proposal - Summary

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**Date:** December 05, 2023

**Re:** IQC Master Contract #: FL-R8-HVAC01-111821-HMA  
Work Order #: 123621.00  
Owner PO #:  
Title: Venice - City Hall AHU Replacements  
Contractor: Hall Mechanical and Air Conditioning LLC  
Proposal Value: \$193,793.68

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<b>AHU-1</b>	<b>\$45,004.54</b>
<b>AHU-1,2,3,4</b>	<b>\$27,126.71</b>
<b>AHU-2</b>	<b>\$41,079.35</b>
<b>AHU-3</b>	<b>\$55,818.67</b>
<b>AHU-4</b>	<b>\$24,764.41</b>
<b>Proposal Total</b>	<b>\$193,793.68</b>

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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %



## MEMORANDUM

December 29, 2023

TO: Ed Lavallee, City Manager   
Edward Lavallee (Dec 31, 2023 11:42 EST)

FROM: Nathan McManus, Assistant Chief EMS

THROUGH: Frank Giddens, Fire Chief *Frank Giddens*

SUBJECT: Budget Amendment for Resuscitation Grant

Please approve this request for a budget amendment in the amount of \$54,600 for a grant for resuscitation equipment (3 Lucas devices & 7 Eleguard devices) and training that we must pay upfront and then receive the money back from the State after the training is complete.

Thank you.

:mv

Quote Date: 12/8/2023

PO Number:

<b>Bill to Name</b>	<b>Venice Fire Rescue</b>	<b>Ship To Name</b>	<b>Venice Fire Rescue</b>
Street Address	200 Grove St N,	Street Address	200 Grove St N,
City, State, Zip	Venice, Florida 34285	City, State, Zip	Venice, Florida 34285

NP-CPR Workforce Training: Number of Participants **21**

NP-CPR # of Training Kits **7**

ITEM NO	DESCRIPTION		Qty	All Inclusive Price
FLG-WFT-002*	<b>Florida Turn-Key Workforce Training Package as described below:</b>		1	<b>\$ 54,600.00</b>
<b>SYS-ELG-002</b>	<b>EleGARD System Version 2.0</b> (includes EleGARD 2.0 Patient Positioning System, LUCAS Series 3 Backplate. 1 EleGARD 2.0 Carrying Case, 2 Smart Lithium Rechargeable Batteries, 1 Single Bay Battery Charger, Instructions for Use)	Shipped by MED Alliance Group, Inc	7	<b>Included</b>
<b>SYS-COV-001</b>	<b>EleGARD Series 2.0 Disposable Cover</b> (Box of 10)	Shipped by MED Alliance Group, Inc	7	<b>Included</b>
<b>12-0822-000</b>	<b>ResQPOD 16 Impedance Threshold devices</b> (Each) (ZOLL Medical Product)	Shipped by ZOLL Medical, Inc	21	<b>Included</b>
<b>LUCAS</b>	<b>LUCAS 3 Device</b> (Each) (Stryker)	Shipped by Stryker	3	<b>Included</b>

<b>Shipping Cost</b>	<b>Included</b>
<b>Quote Total</b>	<b>\$ 54,600.00</b>

**Notes/Special Instructions**

Payment Terms: Net 30 days
Training and deployment support will be provided to you by ACS. Order will be shipped and invoiced by Med Alliance Group.

**Customer Contact Info:**

Name	Chief Nathan McManus
Phone	(941) 882-7501
Email	<a href="mailto:nmcmanus@venicefl.gov">nmcmanus@venicefl.gov</a>

**ACS Florida Program Director Contact Info:**

Name	Melissa M. Bahr, RN, BSN, EMT-P, MHA
Phone	850-428-9551
Email	<a href="mailto:melissabahr@elevatedcpr.com">melissabahr@elevatedcpr.com</a>

**Ordering Instructions:** Please place order with MED Alliance Group, Inc.  
 MED Alliance Group, Inc  
 2175 Oakland Drive  
 Sycamore, IL 60178  
 888-891-1200 phone - 630-599-1327 fax  
 orders@medalliancegroup.com - EIN 36-4260634  
 e-Verify Registration #: 1657405 (as Required by Florida Law)