



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: July 1, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: July 13, 2021

STRATEGIC PLAN GOAL: Ensure a Financially Sound City

SUBJECT: Budget Amendment #4 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 and amended its Fiscal Year 2021 budget by approving Ordinance 2021-08 on February 23, 2021 for \$103,538, said budget as amended being \$164,800,973. The Fiscal Year 2021 budget was also amended by approving Ordinance No. 2021-15 on May 11, 2021 for \$18,396,080, said budget as amended being \$183,197,053.

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 \$558,347. \$275,000 of this amount is for a mobile command unit that will be removed from the FY2022 budget, plus \$15,000 for software and hardware for the unit. \$107,847 is to appropriate the revenues and expenditures for a COVID-related DOJ grant for the Police Department identified on the attached memo from the Police Chief. \$160,500 is for additional appropriation for capital improvement projects, as identified on the

attached memos from the City Engineer and Public Works Director, and Attachment “A” of Ordinance No. 2021-27. The proposed amended budget for FY2021 is \$183,755,400 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 2021-27

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

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	Adopted FY2021 Budget	Prior Rolls/Transfers & Amendments	Current FY2021 Budget	BA #4	New FY2021 Budget
General Fund	\$ 36,056,183	\$ 871,446	\$ 36,927,629	\$ 397,847	\$ 37,325,476
1Cent Sales Tax	2,335,552	6,594,691	8,930,243	-	8,930,243
Building Fund	3,212,437	4,263,633	7,476,070	68,000	7,544,070
Other Special Rev	1,331,200	217,500	1,548,700	-	1,548,700
Debt Serve Fund	2,571,949	-	2,571,949	-	2,571,949
Cap Proj Funds	3,679,667	488,100	4,167,767	92,500	4,260,267
Enterprise Funds	66,747,352	41,302,855	108,050,207		108,050,207
Internal Service	12,114,602	1,409,886	13,524,488	-	13,524,488
Total	\$ 128,048,942	\$ 55,148,111	\$ 183,197,053	\$ 558,347	\$ 183,755,400



MEMORANDUM

City of Venice

Police Department

TO: Ed Lavalley, City Manager

THROUGH: Tom Mattmuller, Police Chief

FROM: Charlie Thorpe, Captain

DATE: June 28, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: July 13, 2021

STRATEGIC PLAN GOAL: Ensure a Financially Sound City

SUBJECT: Budget Amendment Request 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.

In response to a 2020 grant request, the City of Venice has received available dollars as listed below for "Corona Virus Emergency Supplemental Funding" via the Florida Department of Law Enforcement. Eligible reimbursements under this grant would or will cover COVID overtime related salaries/benefits, operating capital outlay for specialized equipment, and expenses for PPE replacement/enhancement.

- Overtime \$35,247
- Supplies \$27,000
- Capital \$45,600

Requested Action: Approve Budget Amendment in the total grant amount of \$107,847.00

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: No

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): 001-1001-521.14-00; 001-1001-521.52-00; 001-1001-521.64-00

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

Cc: Click or tap here to enter text.



MEMORANDUM

City of Venice

Engineering Department

TO: Edward Lavalley, City Manager

FROM: Kathleen Weeden, City Engineer

DATE: June 23, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: July 13, 2021

STRATEGIC PLAN GOAL: Upgrade and Maintain City Infrastructure and Facilities

SUBJECT: Budget Amendment Request – Lord Higel Parking Lot

Background: Construction of the Lord Higel Parking Lot is an integral part of the City Hall expansion project. This parking area will provide employee parking and access to the Lord Higel House. Based on an analysis of the parking lot use, it was determined the costs would be distributed between Fund 116 (Building Department Enterprise Fund) and Fund 301 (General Capital Project) at 2/3 and 1/3 ratio, respectively. Construction was delayed to avoid conflicts with the Fire Station #1 and City Hall Project. To facilitate completion of the project, Willis A. Smith, Inc., obtained three quotes with the lowest, responsive quote in the amount of \$274,027. Willis Smith will act as the construction manager and will provide services in conjunction with the active construction.

Due to an increase in construction costs, additional funding in the amount of \$102,000 is required for a total project cost of \$302,000. The budget amendment distribution will be \$68,000 from Fund 116 and \$34,000 from Fund 301. This amendment includes awarding the construction contract along with a 10% contingency for unanticipated field conditions and engineering certifications required. Staff recommends approval of this Budget Amendment.

Requested Action: Approval of Budget Amendment to complete construction of the Lord Higel Parking Lot in the amount of \$102,000 allocated from Fund 116 (\$68,000) and Fund 116 (\$34,000).

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): Fund 116 to Acct. #116-0301-524.63-00 (\$68,000) and Fund 301 to Acct.#301-081-524.63-00 (\$34,000). Project GF0009.

Cc: Linda Senne Finance Director

James Clinch, Director of Public Works and Asset Management

Construction Budget Appropriation

Building Fund #116	\$	133,333	
Capital Projects #301	\$	66,667	
Total FY 21 Appropriation	\$	200,000	\$ 200,000

Cost Summary**Construction Cost:**

Construction Lowest Quote	\$	274,027	
10% Contingency & Eng Services	\$	27,973	
	\$	302,000	\$ (302,000)

Budget Shortfall**\$ (102,000)****Budget Amendment Distribution**

Building Fund #116	\$	68,000
Capital Projects #301	\$	34,000
	\$	102,000



MEMORANDUM

City of Venice

Public Works Department

TO: Edward Lavalley, City Manager

FROM: James R. Clinch, Director of Public Works and Asset Management

DATE: June 23, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: July 13, 2021

STRATEGIC PLAN GOAL: Upgrade and Maintain City Infrastructure and Facilities

SUBJECT: Budget Amendment Request – Venezia Park Improvement Project

James R.
Clinch P.E.

Digitally signed by
James R. Clinch P.E.
Date: 2021.06.23
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Background: Venezia Park, located at 450 Nassau Street, was part of a comprehensive public outreach process in 2020, which was performed to determine the needs for the park and surrounding community. Following the public outreach, the City performed the design and permitting of the park improvements. These improvements include a 6 ft. wide walking/exercise trail, new ADA curb ramps, cross-walks and landscaping throughout the park. These improvements are based on the results of the public outreach process and are intended to complement the existing trees and playground within the park.

The City issued the request for quotes package on June 1, 2021 to nine (9) local contracting companies and received back three quotes. The lowest responsible quote was in the amount of \$244,062.50 from A.W. Hughey Construction Services Inc. The FY21 budget appropriation available for this project is \$185,594.31 in Park Impact Fees. The County is agreeable to authorizing additional Park Impact Fees to allow the completion of this project in the amount of \$58,500.00.

This increase in construction costs is due to an industry wide inflation of materials and workforce shortages. Staff recommends proceeding with the budget amendment to allow for the improvements to be installed as designed, without having to remove major elements from the project.

Requested Action: Approval of Budget Amendment in the amount of \$58,500.00 from Fund 301 to complete the Venezia Park Improvement project construction.

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): Fund 301 Park Impact Fees, contingent on Sarasota County approval.

ORIGINAL(S) ATTACHED: Venezia Park RFQ Package, AW Hughey Construction Quote

Cc: Kathleen Weeden, PE, City Engineer
Linda Senne, Finance Director