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TO: Honorable Mayor, City Council Members and

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

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

DATE: May 21, 2019

MEETING DATE: May 28, 2019

SUBJECT: Budget Amendment #3 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 (BA #1) and by approving Ordinance No. 2019-12 on May 28, 2019 (BA #2), said budget as amended being \$154,940,835.

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 \$164,718 for purposes identified on the attached memos from Department Directors, and Attachment “A” of Ordinance No. 2019-17. The proposed amended budget for FY2019 is \$155,105,553 as shown below:

Column1	Adopted FY2019 Budget	Encumbrance/ Project Roll	BA #1 & 2	Adjusted Original Budget	BA #3	Amended FY2019 Budget
General Fund	\$ 29,886,860	\$ 392,597	\$ 1,000,248	\$ 31,279,705	\$ 40,110	\$ 31,319,815
1Cent Sales Tax	3,113,340	1,674,690	175,000	4,963,030	-	4,963,030
Building Fund	2,462,951	126,772	380,000	2,969,723	23,289	2,993,012
Other Special Re	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	1,235,497	73,447,855	99,551	73,547,406
Internal Service	11,811,319	582,658	146,849	12,540,826	1,768	12,542,594
Total	\$ 110,533,159	\$ 41,505,582	\$ 2,902,094	\$ 154,940,835	\$164,718	\$ 155,105,553


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

MEMORANDUM



May 3, 2019

TO: Edward Lavallee, City Manager

FROM: Shawn Carvey, Fire Chief 

SUBJECT: EMS Division Chief Position

During the April 23 City Council meeting, approval was granted to terminate the Interlocal agreement with Sarasota County for EMS Services. It was also requested by Council that this be a seamless transition for service recipients. There will be several phases required as the transition occurs between Venice and Sarasota County to make this program successful.

The first phase is to hire a Division Chief/EMS Coordinator with the anticipated start date of July 1, 2019. This is imperative to the success of our operations. The EMS Coordinator will be responsible for oversight of the program, setting up the program and acquiring the equipment and supplies needed to provide the coverage. This person will be working directly with the Medical Director to ensure that all protocols and policies are developed and met. This position will be responsible for the training of all new paramedics to make sure they comply with all protocols.

I am asking to move forward with the posting and hiring of this position immediately upon your approval.

Thank you.

Reviewed & Concur	
	5/6/19
Linda Senne, Finance Director	Date
	5/6/19
Alan Burlock, HR Director	Date

Approved	
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Edward Lavallee, City Manager	Date



**City of Venice
Development Services
Building Division**

MEMORANDUM

TO: Ed Lavallee, City Manager

THRU: Jeff Shrum, Development Services Director

FROM: Greg Schneider, Building Official

DATE: May 28, 2019

SUBJECT: FY2019 Proposed Budget Amendment for Additional Staff

The Building Division continues to experience a steady increase in building permit activity. Last year, permit activity increased 5% over the previous year with 5534 permit applications versus the previous year's 5279. With this upturn, the number of complex permit types increased by 24% while project valuations increased by 76%. Additionally, the number of complex permit types will continue to increase with the upcoming commercial and residential developments including Village on the Isle, Grand Treviso Apartments, Sarasota Memorial, The Woodlands, Public Safety Building, Heartis Venice, Venetian Walk, Laurel Road Apartments, Four Points Sheraton, Arcata Del Sol, Vicenza, Cielo and Aria. In order to process these more complex permit types, a greater degree of work complexity and responsibility is required from front line permitting staff.

Currently, the Building Division has two Divisional Permit Coordinator positions that serve as front line staff and processes the more complex permit types and two Permit Technician positions that serve as counter backup and processes the less complex permit applications. The increase in permit volume and complex permit types, establishes the need for additional staffing. In an effort to provide and maintain a high level of service and provide the technical skillsets and knowledge base required to process more complex permit types, the division is requesting one new Divisional Permit Coordinator position. The cost to fund this position, with benefits, is estimated at \$80,506 annually and is 100% supported by the Building Department's revenue source.

We are requesting City Council's approval on the hire of one full time Divisional Permit Coordinator position. The requested FY2019 budget amendment is for \$23,289 to cover salary, benefits and startup costs for the remainder of the fiscal year.

Cc: Linda Senne, Finance Director



**City of Venice
Interoffice Memorandum**

DATE: May 21, 2019

TO: Ed Lavallee, City Manager

CC: Linda Senne, Finance Director
Joe Welch, Finance Director

FROM: Mark Cervasio, Airport Director *MC*

SUBJECT: FY 19 Mid-Year Budget Amendments

We hereby request a mid-year budget amendment for Airport Department for FY 19 for \$99,551 for CIP AP0020, Aircraft Wash Rack Facility at Venice Municipal Airport (VNC), to cover the shortfall due to increased construction costs and all bids submitted were higher than anticipated.

Funding for this project is from VNC's Restricted Funds Account.

Account	Description	Amount	Amount
401-0970-542.63-00	Anticipated Budget Cost		\$532,799
401-0970-542.63-00	Approved CIP AP0020 Budget	\$433,248	
401-0970-542.63-00	Shortfall	\$99,551	
TOTAL		\$532,799	\$532,799

In addition, we request a mid-year budget amendment for Airport Department for \$1,768 for Utility Vehicle Unit 19-21 for emergency lighting, due to increase in product costs. Funding for this project is from VNC's Budget Account 505-0970-542.64-00.

Account	Description	Amount	Amount
505-0970-542.64-00	Anticipated Budget Cost		\$31,768
505-0970-542.64-00	Approved CIP	\$30,000	
505-0970-542.64-00	Shortfall	\$ 1,768	
TOTAL		\$31,768	\$31,768

Please do not hesitate to contact me if you have any questions or concerns or require any additional information. Thank you for your assistance.

150 Airport Avenue East, Venice, Florida 34285

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