



MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: Edward Lavallee, City Manager

E-SIGN 
EL

FROM: Mark Cervasio, Airport Director *Mark Cervasio*

DEPARTMENT: Airport

DATE: February 6, 2024

MEETING DATE: February 13, 2024

SUBJECT / TOPIC: Additional Full Time Equivalent (FTE)

BACKGROUND INFORMATION: The Venice Municipal Airport is a historic general aviation facility that generates a significant economic impact in the community. The Airport shall be operated and developed as a safe, secure, modern, efficient, and financially self-sufficient facility that is committed to being a good neighbor in the community.

Based on discussions at the Strategic Planning Session held on February 5, 2024 the Airport is requesting an additional FTE to hire an "Airport Community Outreach Manager" to serve as the Noise Abatement Officer, manage the Fly Friendly Program, provide public education and outreach, be the liaison to Airport partners, provide contract management with the on-site manager of the Venice Mobile Home Park, and various other functions.

The City Council's approval is requested to hire an "Airport Community Outreach Manager" in the current FY24 budget. At this time it appears that a budget amendment will not be needed since we have a few vacant positions and the salary funds that were appropriated can be used for the additional FTE. The Airport will continue to monitor the FY24 budget and will request a budget amendment towards the end of the fiscal year if needed.

SUPPORTS STRATEGIC PLAN: Goal Two: Provide Efficient, Responsive Government with High Quality Services

COUNCIL ACTION REQUESTED: For Council Adoption by Motion
on the consent agenda

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- | | | |
|-------------------------------------|-------------------------------------|--|
| 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): Airport Fund |

CC: Linda Senne, Finance Director
Alan Bullock, Human Resources Director

Signature: 
 Edward Lavalley (Feb 7, 2024 10:01 EST)

Email: elavallee@venicefl.gov









COUNCIL AGENDA ITEM MEMORANDUM - Add FTE for Airport

Final Audit Report

2024-02-07

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