



## MEMORANDUM TO VENICE CITY COUNCIL

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

**DEPARTMENT:** Finance Department

**THROUGH CHARTER OFFICER:** Edward Lavallee, City Manager

**E-SIGN:**

Edward Lavallee

**DATE:** March 3, 2023

**MEETING DATE:** March 14, 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 2023

**BACKGROUND INFORMATION:** The City of Venice, pursuant to Section 200.065, Florida Statutes, adopted its fiscal year (FY) 2023 operating budget, revenues and expenses, and capital improvement program by approving Ordinance No. 2022-26 on September 26, 2022 for \$144,139,472. 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 FY2023 budget was increased by certain encumbrances (\$19,406,713) and project balances (\$38,433,391) rolled forward from FY2022. Encumbrances represent the balances on certain purchase orders at September 30, 2022. Project balances are when a project has been approved in FY2022, but a contract has not been finalized (or encumbered). The Fiscal Year 2023 budget was amended by approving Ordinance No. 2023-01 on January 24, 2023 for \$4,983,131, said budget as amended being \$206,962,707.

In addition, certain additional expenses were not anticipated at the time the original FY2023 budget was adopted or amended. The City desires to amend its FY2023 adopted budget by \$6,486,955. \$1,452,000 of this amount is to appropriate funds to purchase land in the seaboard area, \$34,955 is to appropriate funds for personnel with the fire department as identified on the attached memo from the Fire Chief, and \$3,040,000 is to appropriate funds for a new General Aviation Terminal Building as identified on the attached memo from the Airport Director. The proposed amended budget for FY2023 is \$213,449,662 as shown in the schedule on page 2.

	Adopted FY2023 Budget	Encumbrance Roll	Project Rolls	Budget Amendment #1	Adjusted Original Budget	Budget Amendment #2	Total Amended Budget
General Fund	\$ 40,522,296	\$ 317,595	\$ -	\$ 496,525	\$ 41,336,416	\$ 1,486,955	\$ 42,823,371
1Cent Sales Tax	6,220,495	566,616	(50,216)	-	6,736,895	-	6,736,895
Building Fund	5,473,701	22,568	-	-	5,496,269	-	5,496,269
Other Special Rev	1,561,400	-	-	-	1,561,400	-	1,561,400
Debt Serve Fund	2,565,393	-	-	-	2,565,393	-	2,565,393
Cap Proj Funds	3,613,000	18,224	1,861,774	-	5,492,998	-	5,492,998
Enterprise Funds	70,137,391	17,875,197	36,621,833	4,450,000	129,084,421	5,200,000	134,284,421
Internal Service	14,045,796	606,513	-	36,606	14,688,915	(200,000)	14,488,915
Total	\$ 144,139,472	\$ 19,406,713	\$ 38,433,391	\$ 4,983,131	\$ 206,962,707	\$ 6,486,955	\$ 213,449,662

**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. 2023-08



## MEMORANDUM TO VENICE CITY COUNCIL

**THROUGH CHARTER OFFICER:** Edward Lavallee, City Manager **E-SIGN:**   
Edward Lavallee (Feb 28, 2023 07:55 EST)  
**FROM:** Frank Giddens, Fire Chief Frank Giddens Feb 27, 2023 Feb 28, 2023  
**DEPARTMENT:** Fire/EMS  
**DATE:** 02/24/23 **MEETING DATE:** 03/14/23

**SUBJECT / TOPIC:** Fire Prevention Staffing

**BACKGROUND INFORMATION:** The Fire Rescue Department is responsible for many things in order to properly protect and respond to citizens and visitors of the City of Venice. Fire Prevention services are vital in the role of fire safety protection and limiting potential fire sources. Inspections are completed on school facilities, houses of faith, businesses (retail, manufacturing, restaurants, etc.), nursing/health care facilities and residential sites comprised of three (3) or more units. Currently, the Fire Prevention Division is staffed with a Fire Marshal and one (1) inspector.

While the number of Fire Prevention Division staffing positions has held for eight (8) years the City of Venice has experienced significant growth in business development as well as residential populations. Most of this growth is year-round based and not on a seasonal influx. Life safety inspections are required by State and local codes and regulations and are the responsibility of the Fire Prevention Offices. They must also be completed by state certified inspectors. The on-line crews are not able to assist in completing these inspections due to current on-line staffing levels and the increase for emergency responses. To meet the new level of need, an additional full-time inspector is needed.

City Council's approval is requested to hire a Fire Inspector in the current FY23 budget beginning in April and include in the following years fiscal budget. The Finance Director has reviewed and support this request. The specific accounts and amounts are notated below.

Increased Accounts:

\$28,336 #001-1101-522.12-00 Fire / Salaries & Wages

\$ 2,168 #001-1101-522.12-00 Fire / FICA

\$ 3,451 #001-1101-522.12-00 Fire / Retirement Contributions

\$ 1,000 #001-1101-522-52-46 Uniforms

\$34,955 Total

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

**COUNCIL ACTION REQUESTED:** Choose an item. For Council Adoption by Ordinance

---

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 of Budget Amendment Ordinance

Cc: Linda Senne, Finance Director



**City of Venice  
Interoffice Memorandum**

**DATE:** February 13, 2023

**TO:** Ed Lavallee, City Manager *EL 2/23/23*

**FROM:** Mark Cervasio, Airport Director *MC*

**RE:** FY 23 Mid-Year Budget Amendment

We hereby request a mid-year budget amendment for the Venice Municipal Airport for FY23 in the amount of \$5,000,000 for CIP Design and Construct Airport Terminal Building. This project was originally programmed/budgeted in FY26 CIP for \$3,800,000, but it is now estimated at \$5,000,000. The Airport received grant funding in October 2022 from the State which allowed us to move the project up to FY23.

Account	Description	Amount FY26	Amount FY23
401-0000-272.00-00	Airport Operating Fund	\$760,000	\$1,960,000
401-0000-334.40-00	State Grants – FDOT	\$3,040,000	\$3,040,000
<b>TOTALS</b>		<b>\$3,800,000</b>	<b>\$5,000,000</b>

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

**Signature:** *EL*  
Edward Lavallee (Mar 4, 2023 09:27 EST)

**Email:** elavallee@venicefl.gov

150 Airport Avenue East, Venice, Florida 34285

Phone: (941) 486 – 2711 • Fax: (941) 483 – 5942 • [www.flyvnc.com](http://www.flyvnc.com)

# Memo for BA# FY23 with Director Memos Attached

Final Audit Report

2023-03-04

Created:	2023-03-03
By:	Linda Senne (LSenne@venicefl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6OnA30sXwh94fBqcJ61eA56kcsRR4dJA

## "Memo for BA# FY23 with Director Memos Attached" History

-  Document created by Linda Senne (LSenne@venicefl.gov)  
2023-03-03 - 8:07:51 PM GMT- IP address: 50.236.154.174
-  Document emailed to elavallee@venicefl.gov for signature  
2023-03-03 - 8:09:35 PM GMT
-  Email viewed by elavallee@venicefl.gov  
2023-03-04 - 2:23:55 PM GMT- IP address: 174.211.106.3
-  Signer elavallee@venicefl.gov entered name at signing as Edward Lavallee  
2023-03-04 - 2:27:03 PM GMT- IP address: 174.211.106.3
-  Document e-signed by Edward Lavallee (elavallee@venicefl.gov)  
Signature Date: 2023-03-04 - 2:27:05 PM GMT - Time Source: server- IP address: 174.211.106.3
-  Agreement completed.  
2023-03-04 - 2:27:05 PM GMT