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TO: Honorable Mayor, City Council Members and

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

FROM: Linda Senne, CPA, CGFM, Finance Director

DATE: January 11, 2018

MEETING DATE: January 23, 2018

SUBJECT: Budget Amendment #1 for Fiscal Year 2018

The City of Venice, pursuant to Section 200.065, Florida Statutes, adopted its fiscal year (FY) 2018 operating budget, revenues and expenses, and capital improvement program by approving Ordinance No. 2017-31 on September 27, 2017 for \$122,387,531. 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 FY2018 budget was increased by certain encumbrances (\$20,801,575) and project balances (\$5,997,202) rolled forward from FY2017. Encumbrances represent the balances on certain open purchase orders at September 30, 2017. Project balances are when a project has been approved in FY 2017, but a contract has not been finalized (or encumbered).

In addition, certain additional expenses were not anticipated at the time the original FY2018 budget was adopted. The City desires to amend its FY2018 adopted budget by \$1,804,695 for the purposes identified on the attached memos from Department Directors and Attachment "A" of Ordinance No. 2018-06. The proposed amended budget for FY2018 is \$150,991,003, as shown below:

	Adopted FY2018 Budget	Encumbrance Roll	Project Rolls	Adjusted Original Budget	BA #1	Amended Budget
General Fund	\$ 28,237,711	\$ 190,801	\$ -	\$ 28,428,512	\$ 104,555	\$ 28,533,067
1Cent Sales Tax	4,300,427	400,926	-	4,701,353	-	4,701,353
Building Fund	2,148,621	77,443	-	2,226,064	-	2,226,064
Other Special Rev	1,262,115	-	-	1,262,115	-	1,262,115
Debt Serv Fund	2,462,617	-	-	2,462,617	-	2,462,617
Cap Proj Funds	24,683,723	7,384,269	2,851,513	34,919,505	25,000	34,944,505
Enterprise Funds	49,413,276	12,453,409	3,145,689	65,012,374	1,672,176	66,684,550
Internal Service	9,879,041	294,727	-	10,173,768	2,964	10,176,732
Total	\$ 122,387,531	\$ 20,801,575	\$ 5,997,202	\$ 149,186,308	\$ 1,804,695	\$ 150,991,003

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



MEMO

City of Venice Engineering Department

To: Edward Lavalley, City Manager

From: Kathleen J. Weeden, PE, City Engineer

Date: 12/29/2017

Subject: **City Council Meeting 01/09/2018 – Finance Dept. Budget Amendment**
Stormwater and Capital Project FY 2018 Budget Amendment

Stormwater Enterprise Budget Amendment Request:

In the aftermath of the low-pressure system that hit our area at the end of August 2017 and Hurricane Irma, the City's Engineering Department repaired numerous stormwater system failures that were exposed during these events. The low-pressure system put an enormous strain on the City's stormwater system with a 50-year rain event (9" of rainfall in less than 24 hours) coming after 4 days of continuous rain. Hurricane Irma caused additional damage to the already weakened systems and road failures occurred where these conveyance systems were damaged. These locations included Madrid Avenue, Armada Road S, and Avenue des Parques and other areas. Emergency repairs were conducted to bring these roadways back into safe function and to allow the Bond Resurfacing Project to continue resurfacing these roadways as scheduled.

This budget amendment \$338,427 will restore the emergency repair funding to the maintenance operation budget. Funding is available from Stormwater Account fund balance which will be reduced to \$918,429, but will remain above the target 33% balance of \$727,893.

Edmondson Multi-use Trail Project:

Due to the funding requirements of the Florida Department of Transportation LAP Agreement requirements, no contingency funding was included in the original contract award. Field conditions have warranted additional work to provide better connectivity to the neighborhoods and to address site conditions discovered during construction.

This budget amendment in the amount of \$25,000.00 will the funding for these emergency repairs to allow maintenance activities for the remainder of the fiscal year to occur as scheduled. Funding is available in the Fund 302 Reserves.




BUDGET AMENDMENT

UTILITIES DEPARTMENT

DATE: December 28, 2017

TO: Linda Senne, CPA, CGFM, Finance Director

FROM: Javier Vargas, Utilities Director 

SUBJECT: Budget Amendment for Fiscal Year 2018

The Utilities Department has determined there are unanticipated expenses that either have been incurred or are expected during FY 2018; of which were not included in the Utilities Budget.

A description of these expenses are as follows:

- **Pro Lime Corporation – Lime Sludge Pond Closure - \$1,277,670.32**
 - The volumes of lime removed and fill to be imported were exceeded as part of the original contract (approved by Council 12/12/17)
- **One Additional Full Time Employee (FTE) – Utilities Inspector - \$56,077**
 - To perform tasks related to construction observation services (approved by Council 12/12/17)
 - To be advertised as a Grade 130 (salary figure attached)
 - Max base Salary \$48,484, FICA \$3,709 and Retirement \$3,884
- **Replacement of 31 I Pads Used by Personnel – Verizon Wireless - \$30,229.69**
 - Current equipment is outdated and does not work properly for mapping services in the field (ordered through state contract)
- **Purchase of an All-Terrain Vehicle – Ridge Equipment Co - \$2,963.86**
 - To be utilized for infrastructure repairs when site is not accessible with utility vehicle (truck) (quote is attached)
 - Cost of vehicle is \$23,800.00; Utilities has \$20,836.14 remaining in fleet budget, with an additional \$2,963.86 needed to purchase the vehicle

The total amendment Utilities Department is requesting is \$1,366,940.87.

Should you need additional information, please do not hesitate to contact me.

City of Venice, Florida Classification Description

Classification Title: Special Events/Marketing Coordinator

Department: City Manager's Office

Grade: (AFSCME) 128

FLSA Status: Non-Exempt

General Statement of Job

Provides specialized administrative support to the City Manager, Assistant City Manager and Public Information Officer. Coordinates special event and marketing functions and operations for the City.

City Expectations:

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Serves as the City's Special Events Coordinator. Responsible for all aspects of event planning including coordinating the review and approval process with other city departments and/or City Council.
2. Addresses public inquiries and complaints by proactively following up on pending city issues that require a response and/or status update to the originator of the issue or to other interested parties, including but not limited to building and permitting activities, water, wastewater and stormwater notifications, line breaks, airport noise complaints, etc.
3. Conducts research, compiles information including statistical data and prepares required/requested reports or projects for distribution.
4. Coordinates public awareness mailings, press releases, promotional materials and other information as needed. Composes correspondence and develops/updates, bulletins, schedules, agendas, forms, and brochures.
5. Interprets and implements all applicable governing regulations and compliance requirements.

6. May assist in budget administration and monthly procurement expenditures.
7. Contributes to improving the operations and efficiency of all work processes to decrease turnaround times, streamline procedures, and provide quality customer service.

Responsibilities:

Responsible for the coordination, accuracy, and timeliness of all assigned functions and operations. Responsible in work to the Assistant City Manager.

Minimum Education and Training

High school graduate or equivalent. College level administrative/business courses required with three (3) years progressively responsible administrative experience: or

High school graduate or equivalent with five (5) years progressively responsible administrative experience.

Experience in marketing/special events preferred. Public sector experience preferred.

Minimum Qualifications and Standards Required

Skill Requirements:

Ability to coordinate the functions of a multi-faceted operation effectively with multiple priorities and deadlines. Must be able to work independently of direct supervision and capable of sustaining regular and predictable attendance. Capable of interacting with the public in a professional, respectful manner and deal with difficult people with courtesy and self-control. Possess excellent listening, speaking and communication skills to provide accurate and appropriate information and responses to inquiries from citizens. Capable of using good judgement interpreting and applying rules, regulations, policies and procedures. Ability to establish and maintain effective working relationships with elected officials, vendors, supervisors, co-workers and the general public. Possess a valid Florida Driver's license, free of any serious violations.

Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with AS400/Sungard applications preferred. Working knowledge of the Microsoft Exchange e-mail application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Department.

Physical Requirements:

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, papers, etc. Requires finger and wrist dexterity and hand/eye coordination to perform keyboard functions. Ability to see; hear well, with or without aids; and speak clearly and distinctly. Reasonable accommodation will be considered for applicants with physical disabilities.

Working Conditions:

Work is primarily performed in an office environment.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.