



MEMORANDUM

City of Venice

Finance Department

TO: Honorable Mayor and Council Members

THROUGH: Ed Lavalley, ICMA-CM, MPA, City Manager

FROM: Linda Senne, CPA, Finance Director

DATE: January 3, 2020

COUNCIL APPROVAL: Yes

MEETING DATE: January 14, 2020

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Budget Amendment #1 for Fiscal Year 2020

Background: The City of Venice, pursuant to Section 200.065, Florida Statutes, adopted its fiscal year (FY) 2020 operating budget, revenues and expenses, and capital improvement program by approving Ordinance No. 2019-32 on September 24, 2019 for \$129,420,226. 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 FY2020 budget was increased by certain encumbrances (\$25,374,559) and project balances (\$13,555,150) rolled forward from FY2019. Encumbrances represent the balances on certain purchase orders at September 30, 2019. Project balances are when a project has been approved in FY2019, but a contract has not been finalized (or encumbered).

In addition, certain additional expenses were not anticipated at the time the original FY2020 budget was adopted or amended. The City desires to amend its FY2020 adopted budget by \$2,827,158 for purposes identified on the attached memos from Department Directors, and Attachment "A" of Ordinance No. 2020-03. The proposed amended budget for FY2020 is \$171,177,093 as shown in the schedule on page 3.

Requested Action: Approve Budget Amendment

Proposed amended budget for FY2020

	Adopted FY2020 Budget	Encumbrance Roll	Project Rolls	Adjusted Original Budget	BA #1	Amended Budget
General Fund	\$ 33,775,690	\$ 336,521	\$ -	\$ 34,112,211	\$ 70,726	\$ 34,182,937
1Cent Sales Tax	9,209,889	998,375	-	10,208,264	167,708	10,375,972
Building Fund	5,802,700	361,009	78,419	6,242,128	-	6,242,128
Other Special Rev	1,806,235	-	(64,340)	1,741,895	5,000	1,746,895
Debt Serv Fund	2,596,310	-	-	2,596,310	-	2,596,310
Cap Proj Funds	8,330,078	13,167,323	1,178,947	22,676,348	1,568,145	24,244,493
Enterprise Funds	56,079,709	9,312,053	12,362,124	77,753,886	947,579	78,701,465
Internal Service	11,819,615	1,199,278	-	13,018,893	68,000	13,086,893
Total	\$ 129,420,226	\$ 25,374,559	\$ 13,555,150	\$ 168,349,935	\$ 2,827,158	\$ 171,177,093

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: N/A

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): See Attachment A of Ordinance 2020-03

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: Linda Senne, Finance Director

THRU: Edward Lavalley, City Manager

FROM: Kathleen Weeden, City Engineer

DATE: December 27, 2019

COUNCIL APPROVAL: Yes

MEETING DATE: January 14, 2020

STRATEGIC PLAN GOAL: Upgrade and Maintain City Infrastructure and Facilities

SUBJECT: Budget Amendment – Various Projects

The following projects require budget amendments to increase the appropriations:

Road Bond Project:

A budget amendment is required to appropriate remaining Road Bond Funds that must be expended by August 2020. The budget amendment will appropriate Road Bond Funds to complete a) Phase 2 Road Resurfacing (\$370,870) for additional roads added to the project, b) Capri Isles Bridge Replacement (Construction \$230,987, CEI \$299,109) and c) other eligible projects (\$374,698). The request has been rounded up, to a total Budget Amendment of \$1,300,000 because remaining interest earnings are estimated. This budget amendment request is for the transfer of \$1,300,000 from Bond Reserves (#302-0000-271.00-00) to Streets/Improvements Other Than Buildings (#302-0960-541.63-00).

Venetian Parkway/Sister Streets:

These roads were originally scheduled to be completed with Road Bond Funds, however, by combining the project with an active Utilities Department project, construction in the area will be accomplished in a joint effort to optimize the project and reduce the impacts to residents. Due to the magnitude/timing of the sewer and water line replacement project, costs will not be incurred until after the Road Bond expenditure window closes in August 2020. This budget amendment request is to transfer \$235,180 from Gas Tax Reserves (#302-0000-271.00-00) to Street/Improvements (#302-0960-541.63-00) for the paving portion of this combined project.

Live Oak Drainage Project:

The Stormwater portion of the Live Oak Drainage Project is funded primarily with a State Revolving Fund (SRF) Loan. The original budget was a \$600,000 project with a \$500,000 loan. It has since been determined that almost all the project costs are loan-eligible. This budget amendment will result in a \$620,000 project with a \$610,000 loan. This budget amendment will increase Debt Proceeds/SRF (#480-0000-384.09-00) by \$110,000 and increase Capital Improvements (#480-095-541.63-00) by \$20,000.

Live Oak Drainage Project – Utilities Fund Portion:

In order to avoid damage to the infrastructure improvements included in the Live Oak Drainage Project, the Utilities Department requested that the project be expanded to include water line replacement and authorized \$145,324 from Fund 421 for the utilities related expenses. This budget amendment request is for the transfer of \$145,324 from Fund Balance/Reserves (#421-0000-272.00-00) to Distribution/Capital Improvements (#421-1202-536.63-00). The Utilities portion is not eligible for SRF funding.

Edmondson Multi-Use Trail:

A settlement was negotiated by the City Attorney and outside council to resolve a project cost dispute with DeJonge Excavating Contractor, Inc. related to the Edmondson Multi-Use Trail project. This settlement is contingent on City Council approval. This budget amendment request is for the transfer of \$32,965 from Fund Balance/Reserves (#302-0000-271.00-00) to Capital Outlay/Improvements (#302-0960-541.63-00) to pay the settlement.

City Hall/Fire Station #1 Generator:

Additional grant funds for the City Hall/Fire Station #1 Generator were received from the Florida Department of Emergency Management in the grant agreement modification that was approved for execution by City Council on December 10, 2019. This budget amendment request is for the transfer of \$125,676 from #110-0000-334.07-00 in Revenues/HMGP Grant to #110-0920-519.64-00 Capital Outlay/Equipment to increase the grant funding available.

Action: Please review and approve so that the memo may be provided to the Finance Director for inclusion in the Budget Amendment Ordinance scheduled for the January 14, 2020, City Council meeting.

Cc: Linda Senne, Finance Director
Joe Welch, Controller
Javier Vargas, Utilities Director



MEMORANDUM

City of Venice

Police Department

TO: Ed Lavallee, City Manager

FROM: Tom Mattmuller, Chief of Police

DATE: December 23, 2019

COUNCIL APPROVAL: Yes

MEETING DATE: January 14, 2020

SUBJECT: Approval of budget amendment for disbursement from FUND 109.

Background:

A bequest of \$5,000.00 was received from an anonymous benefactor on December 17, 2019. The full donation was deposited into Fund 109, the Boat Registration Fee Fund. The donor's intent was to split the contribution evenly between the Boat Registration Fee Fund and the F.O.P./Special Olympics account.

Requested Action:

Approval of budget amendment in the amount of \$2,500.00 and subsequent disbursement via DPR to the F.O.P./Special Olympics account, and \$2,500 for purchase of marine safety equipment.

109-0203-529.81-00 - \$2,500 to FOP for safety supplies for the Special Olympics Fishing Tournament and

109-0203-529.52-00 - \$2,500 for marine safety equipment and supplies for the public.

City Attorney Review/Approved: No

Risk Management Review: No

Finance Department Review/Approved: Yes

Funds Availability (109-0203-529.81-00): Boat Registration Fee Fund

Cc: Joe Welch, Finance Controller; Peter Boers, Procurement Manager



MEMORANDUM

City of Venice

Public Works Department

TO: Ed Lavallee, City Manager

FROM: Travis Hout, Fleet and Facilities Manager

THROUGH: James Clinch, Public Works Director and Tom Mattmuller, Police of Chief

DATE: January 9, 2020

COUNCIL APPROVAL: Yes

MEETING DATE: January 14th 2020

STRATEGIC PLAN GOAL: Upgrade and Maintain City Infrastructure and Facilities

SUBJECT: Approval of Budget Amendment for Police Vehicle.

Background:

Due to the unexpected engine failure in a patrol car, a Budget Amendment is requested to replace this vehicle in this budget cycle. The patrol car that experienced failure is in need of a complete engine replacement, and has been removed from service as it is no longer drivable. Due to the age and condition of the vehicle, it has been decided that a replacement is the best option for the unit, and not the repair. The current unit will be sold at auction "as is" and no additional money to be spent on the unit. The replacement of this unit will allow the Police Department to return to their standard level of patrol units for public safety. Additional funds not to exceed \$10,000.00 will also be required for up fitting of the unit for public service. The department will attempt to reuse any equipment from the unit being replaced in the new unit. The new unit is being purchased by a local dealership for \$32,031.75 matching Florida Sheriff Contract competitive pricing. The unit is at the dealership now and ready for immediate delivery to the city to restore the patrol fleet level.

Requested Action:

Approval of Budget Amendment in the amount of \$42,031.75 to purchase the new unit and equipment. Funds would be from One-Cent Sales Tax 110-1101-521.64-00 Fund in the amount of \$42,031.75.

City Attorney Review/Approved: No

Risk Management Review: No

Finance Department Review/Approved: Yes

Funds Availability (account number): One cent tax 110-1101-521.64-00

ORIGINAL(S) ATTACHED: Quote Jenkins Chevrolet

Cc: Peter Boers, Procurement Manager, Joe Welch, Controller and Linda Senne, Finance Director

Jenkins Chevrolet of Venice

Date: 1/8/2020

Salesperson: _____

Manager: Jacob Nealey

FOR INTERNAL USE ONLY

BUSINESS NAME _____

Home Phone : _____

CONTACT _____

Address : _____

Work Phone : _____

E-Mail : _____

Cell Phone : _____

VEHICLE

Stock # : tbd

New / Used : New

VIN : 3GCUYBEF0LG165775

Mileage: _____

Vehicle : 2020 Chevrolet Silverado 1500

Color : _____

Type : Silverado Custo

Market Value Selling Price	25,881.25
CONVENIENCE PKG	1,119.00
LOCKING REAR DIFF	147.00
5.3L V8	1,394.00
TRAILER BRAKE CONTROLLER	274.00
SPRAY-IN BED LINER	544.00
TRIM LEVEL DIFFERENCE	2,400.00
UNDER SEAT STORAGE	264.00
Total Purchase	32,023.25
Non Tax Fees	8.50
Cash Deposit	.00
Balance	32,031.75

Customer Approval: _____

Management Approval: _____

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



**City of Venice
Interoffice Memorandum**

DATE: January 3, 2020

TO: Ed Lavallee, City Manager *EL 1/6/2020*

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

FROM: Mark Cervasio, Airport Director *MC*

SUBJECT: FY 20 Budget Amendment

We hereby request a budget amendment for the Airport Department for FY 20 for \$582,255 for CIP AP0052, Extend Taxiway D - construction 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 401-0970-542.63-00 Airport Capital Outlay / Improvements.

Account	Description	Amount	Amount
401-0970-542.63-00	Anticipated Budget Cost		\$2,182,255
401-0970-542.63-00	Approved CIP AP0052 Budget	\$1,600,000	
401-0970-542.63-00	Shortfall	\$582,255	
TOTAL		\$2,182,255	\$2,182,255

95% of the above short fall will be grant funded and is already approved by FAA/FDOT. 5% or \$29,113 will come from the Airport Fund reserves/Fund balance.

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

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



MEMORANDUM
Utilities Department

TO: Linda Senne, CPA, CGFM, Finance Director

FROM: Javier Vargas, MPA, Utilities Director *SV*

REF: Budget Amendment for Fiscal Year 2020
Capri Isles Water Services Replacement Project

DATE: December 27, 2019

Background: The Utilities Department has received several complaints from residents in the Capri Isles area of low water pressure, low flow and leaks. Upon investigation, staff identified multiple causes of the poor system performance, including poor design, difficulty identifying and accessing the services. Therefore, Staff have developed potable water main improvement projects in the Capri Isles area aimed at reducing leaks, improving system performance, its reliability, water quality and customer service. Specifically, the projects will entail replacing water services from the water main to the existing meter, including the service saddle at the following locations: Estancias of Capri Isle (15 services), Fairways of Capri (154 services), and Carlentini Subdivision: (Strada D Oro/Strada D Argento – 75 services). The project also includes installation of an auto-flusher and fire hydrant on the dead-end 6-inch potable water main, by extending the main into the median along Featherbed Lane.

Benefits: The project will improve water quality and reliability in the project area, minimize leaks and potential maintenance issues, and allow City staff better operation and maintenance access for the water mains, associated service lines and meters.

Recommendation & Request: The Utilities Department is now recommending proceeding with the design and related services for the Capri Isles Water Services Replacement project. This unanticipated project was not included in our Capital Improvement Plan. The Utilities Department desires to amend its FY2020 adopted budget by \$200,000 for purposes identified above.

Please let me know if you have any questions.

*Reviewed & approved
1/6/2020
Edna Aguilar*



MEMORANDUM

City of Venice

Public Works Department

TO: Ed Lavallee, City Manager

FROM: Travis Hout, Fleet and Facilities Manager

THROUGH: James Clinch, Director of Public Works / Javier Vargas, Utilities Director

DATE: December 19, 2019

COUNCIL APPROVAL: Yes

MEETING DATE: January 14th 2019

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Approval of budget amendment for approved fleet vehicles.

Background:

Due to the unexpected increases in the cost of steel and inflation of vehicle components, a budget amendment is requested to complete this year's vehicle purchases. The larger vehicles approved in the FY20 budget for the Utilities Department have experienced an increases higher than estimated during the FY20 CIP meetings. The units that experienced the highest cost are the vacuum truck, tanker truck, crane truck, and the large material handler for utilities. The tariffs on steel and other components, as well as the additional requested equipment for the units have driven up cost. Additional funds from the departments fleet fund are need to acquire the units for this current fiscal year. Although it is anticipated that the cost will be slightly under the budget amendment amount requested, quotes are time sensitive due to the changing market rates, and may slightly change. The units are being purchased by using Sherriff Contract or Sourcewell/NJPA competitive pricing that are locked in for the year; however, the mechanical body components and upgrades are subject to change with the markets.

Requested Action:

Approval of budget amendment in the amount of \$68,000.00. As well as the approval to purchase, the above mentioned four units with Rush Trucks, and MacKinnon Equipment.

505-1202-536.64-00 - \$18,000

505-1203-533.64-00 - \$25,000

505-1204-535.64-00 - \$25,000

City Attorney Review/Approved: No

Risk Management Review: No

Finance Department Review/Approved: Yes

Funds Availability (account number): FLEET 505-1202-536.64-00, 505-1203-533.64-00, and 505-1204-535.64-00

ORIGINAL(S) ATTACHED: Quote work sheet

Cc: Peter Boers, Procurement Manager Joe Welch, Finance Controller

Budgeted Amount**Actual Amount****Utilities Field**

ACCOUNT NUMBER 505-1202-536.64-00

Replace #201 Light tower	\$	10,000.00	FF	\$	8,500.00	Based on current quote
Replace #256 Vacon truck	\$	480,000.00	FF	\$	494,384.55	Based on current quote
Replace #291 F150	\$	35,000.00	FF	\$	37,000.00	Estimated amount
TOTAL	\$	525,000.00		\$	539,884.55	

Difference	\$	(14,884.55)
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Requested adjustment	\$	18,000.00
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Utilities Water

ACCOUNT NUMBER 505-1203-533.64-00

Replace #49 Golf Cart	\$	10,000.00	FF	\$	10,094.00	Purchased
Replace #238 F150	\$	31,000.00	FF	\$	32,000.00	Estimated amount
Replace #248 Boom TK	\$	175,000.00	FF	\$	196,231.60	Based on current quote
Replace #301 Utility Trailer	\$	1,000.00		\$	1,600.00	Purchased
TOTAL	\$	217,000.00		\$	239,925.60	

Difference	\$	(22,925.60)
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Requested adjustment	\$	25,000.00
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Utilities Reclaim

ACCOUNT NUMBER 505-1204-535.64-00

Replace #214 Skid Steer	\$	60,000.00	FF	\$	59,184.00	Purchased
Replace #265-B Tanker	\$	155,000.00	FF	\$	171,873.52	Based on current quote
Replace #286 F150	\$	30,000.00	FF	\$	30,246.70	Purchased
Replace #288 F150	\$	30,000.00	FF	\$	30,246.70	Purchased
Replace #289 F150	\$	30,000.00	FF	\$	30,246.70	Purchased
Tela Handler NEW	\$	75,000.00	FF	\$	80,976.00	Based on current quote
TOTAL	\$	380,000.00		\$	402,773.62	

Difference	\$	(22,773.62)
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Requested adjustment	\$	25,000.00
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