

RESOLUTION NO. 14R-2426

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SARASOTA, FLORIDA AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 BY PROVIDING FOR SUPPLEMENTAL APPROPRIATIONS IN THE AMOUNTS IDENTIFIED IN EXHIBIT A; PROVIDING FOR SEVERABILITY IF ANY OF THE PARTS HEREOF ARE DECLARED INVALID; PROVIDING FOR READING BY TITLE ONLY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution No. 13R-2370 the City has adopted a budget for the fiscal year beginning on October 1, 2013 and ending on September 30, 2014; and

WHEREAS, the City needs to amend said budget so as to provide for supplemental appropriations in the amounts identified in Exhibit A; and

WHEREAS, Section 166.241 (4) (c) Florida Statutes requires such a budget amendment be adopted in the same manner as the original budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SARASOTA, FLORIDA:

Section 1. The budget for the fiscal year commencing October 1, 2013 is hereby amended by providing for supplemental appropriations in the amounts identified in Exhibit A.

Section 2. Should any section, sentence, clause, part or provision of this Resolution be declared invalid or unenforceable, by a court of competent jurisdiction, the same shall not affect the validity of this Resolution as a whole, or any part hereof other than the part declared to be invalid. Said provision declared to be invalid shall be deemed severed from the remaining provisions of this Resolution.

Section 3. Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This Resolution shall take effect immediately upon adoption.

ADOPTED by the City Commission of the City of Sarasota, upon reading by title only, after posting on the bulletin board at City Hall for at least three (3) days prior to adoption, as provided by Article IV, Section 2 of the Charter of the City of Sarasota, this 24th day of July, 2014.

\_\_\_\_\_  
Willie Charles Shaw, Mayor

ATTEST:

\_\_\_\_\_  
City Auditor and Clerk

<u>Yes</u>	Mayor Shaw
<u>Yes</u>	Vice Mayor Chapman
<u>Yes</u>	Commissioner Caragiulo
<u>Yes</u>	Commissioner Snyder
<u>Yes</u>	Commissioner Atwell

**EXHIBIT A**  
**City of Sarasota**  
**Budget Amendments for 2013-14**

Back-up #	FND	DPT	CC	OBJECT	PROJ	Project Description	Appropriated	
							Expense	Revenue
<u>Community Redevelopment Agency Fund</u>								
7/24-01	109	134	000	331540	000000	Request to transfer funds from the Goodrich Avenue Drainage		\$ (4,353.30)
	109	134	000	000804	001377	project and Home Rehabilitation budget to the Orange Avenue	\$ (4,353.30)	
	109	090	000	000626	001380	Park and Mary Dean Park improvement projects.	2,176.65	
	109	090	000	000626	001381		2,176.65	
	109	090	000	331540	000000			4,353.30
<u>Penny Sales Tax 1999-2009</u>								
7/24-02	118	134	000	369000	001308	Establish revenue and expense budget for roadway		250,000
	118	134	000	000679	001308	drainage improvements on City Island	250,000	
<u>2007 General Obligation Bonds</u>								
7/24-03	330	070	000	000681	001958	Use of fund balance for construction and equipment for	117,226	
	330	070	000	000683	001958	the Police Headquarters Building.	86,188	
<u>Group Medical and Dental Self Insurance Fund</u>								
7/24-04	508	041	000	369400	000000	Increase revenue and expense budget for reimbursement of		970,000
	508	041	000	369110	000000	stop loss claims and City contributions and		20,000
	508	039	000	390125	000000	corresponding medical claim expense.		3,900
	508	039	000	390121	000000			5,000
	508	052	000	390115	000000			40,280
	508	052	000	390116	000000			50,000
	508	052	000	390121	000000			85,720
	508	041	000	000435	000000		1,210,000	

# SARASOTA

## Office of Housing & Community Development

### INTEROFFICE MEMORANDUM

**TO:** John Lege III, Finance Director  
**THROUGH:** Donald D. Hadsell, OHCD General Manager *D. H.*  
**FROM:** Cindy Emshoff, OHCD Finance Manager *C.E.*  
**RE:** Budget Amendment  
**DATE:** July 8, 2014

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A budget amendment is needed for the Community Development Block Grant (CDBG). The Goodrich Avenue Drainage Mitigation project was completed under budget, and the remaining funds are needed to complete park improvements at both Mary Dean Park and the Orange Avenue Park. Public Works Manager Todd Kucharski informed us that David W. Johnson Associates is willing to handle the site reviews and final walk-throughs related to the Mary Dean Park and Orange Avenue Park improvements. (Architect Phillip J. Smith of the same firm originally assisted with the specifications and site plans for the parks.) Mr. Kucharski will ask the Commission for change order approval for this additional work by the architect. In order to pay for the additional work rendered by Mr. Smith, a request to transfer the remainder from Goodrich Avenue Drainage to the park projects is hereby submitted.

#### Fund 109 – CDBG

109-134-000-331540-000000	CDBG HUD Allocation	\$4,353.30
109-134-000-000804-001377	Goodrich Ave Drainage	(4,353.30)
109-090-000-000626-001380	Mary Dean Park Equip.	\$2,176.65
109-090-000-000626-001381	Orange Ave Park Equip.	\$2,176.65
109-090-000-331540-000000	CDBG HUD Allocation	(4,353.30)



**LANDSCAPE ARCHITECTS**

March 26, 2014

Todd A. Kucharski  
General Manager  
Public Works Department  
City of Sarasota  
1761 12th Street  
Sarasota, FL 34236

**Landscape Architectural Services  
Mary Dean Park Playground**

Dear Todd

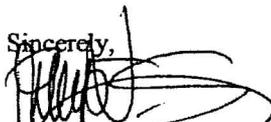
Per your request we are pleased to provide you a quotation for our services for Landscape Architectural Services for the above referenced project. This quotation is provided under our continuing Service Contract with the City – Landscape Architecture Services RFP 13-14 K.

**Landscape Architecture Services:** The Landscape Architect shall provide services for the proposed playground improvements for Mary Dean Park Playground.

1. Attend pre construction meeting with the City. Observe work in progress. The Landscape Architect will provide site visits during active construction to observe the conformance of the Contractor to plans and specifications. (16 hours of time is allowed for site visits)
2. The Landscape Architect shall preform a final site review upon completion of the playground construction and shall prepare a punch list to be completed by the contractor prior to the City assuming operation and maintenance responsibilities. Included in this task will be a Certificate of Substantial Completion. (2 hours of time is allowed for this task)

We propose to charge a fixed fee of \$ 2,430.00 for tasks as indicated above. Fee will be billed as a percentage of completion based on hours of services provided. Charges for, prints, FedEx, long distance phone and all direct related out-of pocket expenses shall be reimbursable at cost.

Please let me know if you have any questions. We look forward to working with you on this project.

Sincerely,  
  
Phillip B. Smith, ASLA  
RLA 1096, Certified Arborist 0410

CITY OF SARASOTA

CONTRACT CHANGE ORDER NO. 1

PROJECT: Mary Dean Park Playground

DATE: 06/20/14

CONTRACTOR: David W Johnston Associates

PD 411557

=====  
**CONDITIONS:** The changes described herein shall be governed by the terms and conditions of the Purchase Order between the City of Sarasota, and Apollo Construction, Inc. dated 1/22/14 and shall not in any way alter the terms of the contract, but shall hereafter be a supplement to said Purchase Order.

**PURPOSE:** The purpose of this Change Order is to increase the original Purchase order to add administrative work.

**DESCRIPTION:** Administrative work

**ATTACHMENT:**  
 =====

Authorized Contract Price	=	\$2,900.00
Previous Change Orders No. 01 thru No.	=	0
Contract Price Prior to this Change Order	=	\$2,900.00
Net Increase by this Change Order	=	\$2,430.00
Adjusted Contract Price	=	\$5,330.00

Original Contract Time	=	N/A	days
Net Change from Previous Change Order	=	N/A	days
Contract Time Prior to this Change Order	=	N/A	days
Net Increase by this Change Order	=	N/A	days
Adjusted Contract Time	=	N/A	days

**ADJUSTED DATE OF COMPLETION FOR ALL WORK IS:** July 31,2014



CITY OF SARASOTA

CONTRACT CHANGE ORDER NO. 1

PROJECT: Mary Dean Park Playground

DATE: 06/11/14

CONTRACTOR: David W Johnston Associates

PD 411558

=====

Prepared by: City's Project Manager \_\_\_\_\_ DATE: \_\_\_\_\_  
(Todd Kucharski, General Manager)

Accepted by: David W Johnson \_\_\_\_\_ DATE: \_\_\_\_\_  
(Phil Smith)

Approved by: Department Head \_\_\_\_\_ DATE: \_\_\_\_\_  
(Doug Jeffcoat, Director PW)

Approved by: OHCD Director \_\_\_\_\_ DATE: \_\_\_\_\_  
(Donald D. Hadsell, OHCD GM)

Approved by: Department Head \_\_\_\_\_ DATE: \_\_\_\_\_  
(Timothy Litchet, Director NDS)

=====

Following pre-approvals are required if Adjusted Contract Price exceeds Authorized Contract Price:

\_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
John Lege Mary Tucker  
Finance Director Purchasing Manager

\_\_\_\_\_ Date: \_\_\_\_\_  
Thomas Barwin  
City Manager

=====



**LANDSCAPE ARCHITECTS**

March 26, 2014

Todd A. Kucharski  
General Manager  
Public Works Department  
City of Sarasota  
1761 12th Street  
Sarasota, FL 34236

**Landscape Architectural Services  
Orange Avenue Playground  
NE corner of Orange Avenue and 18<sup>th</sup> St.**

Dear Todd

Per your request we are pleased to provide you a quotation for our services for Landscape Architectural Services for the above referenced project. This quotation is provided under our continuing Service Contract with the City – Landscape Architecture Services RFP 13-14 K

**Landscape Architecture Services:** The Landscape Architect shall provide services for the proposed playground improvements for Orange Avenue Playground.

1. Attend pre construction meeting with the City. Observe work in progress. The Landscape Architect will provide site visits during active construction to observe the conformance of the Contractor to plans and specifications. (8 hours of time is allowed for site visits)
2. The Landscape Architect shall preform a final site review upon completion of the playground construction and shall prepare a punch list to be completed by the contractor prior to the City assuming operation and maintenance responsibilities. Included in this task will be a Certificate of Substantial Completion. (2 hours of time is allowed for this task)

We propose to charge a fixed fee of \$ 2,430.00 for tasks as indicated above. Fee will be billed as a percentage of completion based on hours of services provided. Charges for, prints, FedEx, long distance phone and all direct related out-of-pocket expenses shall be reimbursable at cost.

Please let me know if you have any questions. We look forward to working with you on this project.

Sincerely,

Phillip J. Smith, ASLA  
RLA 1096, Certified Arborist 0410

**CITY OF SARASOTA**

**CONTRACT CHANGE ORDER NO. 1**

**PROJECT: Orange Ave. Playground**

**DATE: 06/20/14**

**CONTRACTOR: David W Johnston Associates**

**PD 411558**

=====

**CONDITIONS:** The changes described herein shall be governed by the terms and conditions of the Purchase Order between the City of Sarasota, and Apollo Construction, Inc. dated 1/22/14 and shall not in any way alter the terms of the contract, but shall hereafter be a supplement to said Purchase Order.

**PURPOSE:** The purpose of this Change Order is to increase the original Purchase order to add administrative work.

**DESCRIPTION:** *Administrative work*

**ATTACHMENT:**

=====

Authorized Contract Price	=	\$4,200.00
Previous Change Orders No. 01 thru No.	=	0
Contract Price Prior to this Change Order	=	\$4,200.00
Net Increase by this Change Order	=	\$2,430.00
Adjusted Contract Price	=	\$6,630.00

Original Contract Time	=	N/A	days
Net Change from Previous Change Order	=	N/A	days
Contract Time Prior to this Change Order	=	N/A	days
Net Increase by this Change Order	=	N/A	days
Adjusted Contract Time	=	N/A	days

**ADJUSTED DATE OF COMPLETION FOR ALL WORK IS: July 31, 2014**

=====



CITY OF SARASOTA

CONTRACT CHANGE ORDER NO. 1

PROJECT: Orange Ave. Playground

DATE: 06/11/14

CONTRACTOR: David W Johnston Associates

PD 411558

=====

Prepared by: City's Project Manager \_\_\_\_\_ DATE: \_\_\_\_\_  
(Todd Kucharski, General Manager)

Accepted by: David W Johnson \_\_\_\_\_ DATE: \_\_\_\_\_  
(Phil Smith)

Approved by: Department Head \_\_\_\_\_ DATE: \_\_\_\_\_  
(Doug Jeffcoat, Director PW)

Approved by: OHCD Director \_\_\_\_\_ DATE: \_\_\_\_\_  
(Donald D. Hadsell, OHCD GM)

Approved by: Department Head \_\_\_\_\_ DATE: \_\_\_\_\_  
(Timothy Litchet, NDS Director)

=====

Following pre-approvals are required if Adjusted Contract Price exceeds Authorized Contract Price:

\_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
John Lege Finance Director Mary Tucker Purchasing Manager

\_\_\_\_\_ Date: \_\_\_\_\_  
Thomas Barwin City Manager

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**Interoffice Memorandum**

**Date:** June 26, 2014

**To:** John Lege, Director of Finance

**Thru:** Doug Jeffcoat, Director of Public Works

**From:** Karen Lusk, Accountant II

**Subject: Marine Max East, Inc.  
Drainage Improvement Project**

Please accept this memorandum as a request to establish an expense and revenue budget for the subject project. The City has received \$100,000 of a \$250,000 contribution from Marine Max East, Inc. (please see attached agreement dated February 28, 2014) for design and construction of roadway drainage improvements within the City's right-of-way on City Island. In order to provide an expenditure budget for this contribution, a budget amendment is required.

Thank you and if you require any additional information, please let me know.

	<u>Expense</u>	<u>Revenue</u>
118-134-000-369000-001308		\$250,000.00
118-134-000-000679-001308	\$250,000.00	

xc: Kelly Strickland, Deputy Finance Director  
Michelle Valentich, Budget Manager

RECEIVED

JUN 27 2014



**Interoffice Memorandum**

**Date:** July 21, 2014

**To:** City Commission  
**Thru:** Tom Barwin, City Manager  
**From:** John Lege, Finance Director  
**Subject:** **BUDGET AMENDMENT**

This Budget Amendment is a request to appropriate \$203,414 from fund balance in the 2007 General Obligation Bond Fund to purchase the necessary equipment to adequately outfit and equip the Police Headquarters Emergency Operations Center (EOC). The EOC Manager has made an assessment of the functionality of the Police Headquarters Emergency Operations Center and has recommended the purchase of various equipment and furniture that would make the EOC more functional to provide for the safety of the citizens of Sarasota during any disaster.

On July 27, 2014, the City issued \$46,305,000 in General Obligation Bonds to construct and equip the Police Headquarters Building. After paying issuance cost of \$292,619.55, net proceeds totaled \$46,012,380.45. Since the receipt of the bond proceeds, the interest earned has totaled \$3,711,022.65 and the total amount spent to date to construct and equip the Police Headquarters Building is \$45,418,410.37.

In calendar year 2011, the City issued a "Solicitation of Offers for Certain City of Sarasota, Florida General Obligation Bonds, Series 2007." The solicitation resulted in the City buying back and retiring \$2,549,775 in bonds, thus reducing the debt services for the General Obligation Bonds, Series 2007 and a reduction in the debt service millage rate required to fund the debt service. An additional \$1,189,900 remains in the fund for a future solicitation to buy back and retire bonds or to be used for a future refunding to further reduce future debt service costs. At this time, the current interest rate environment is not conducive for a new solicitation or for refunding. Staff is working closely with the City's Financial Advisor and Underwriter and receives periodic updates on market conditions and will continue to look at the best timing for either a new solicitation or refunding.

Available fund balance exists in the 2007 General Obligation Bond Fund and the use of these funds is restricted to construct and equip the Police Headquarters Building. Staff requests the following budget amendment to adequately outfit and equip the Police Headquarters Emergency Operations Center.

330-070-000-000681-001958	\$117,226
330-070-000-000683-001958	\$86,188

Sincerely,

  
\_\_\_\_\_  
John Lege, CGFO  
Finance Director  
14 of 19



**Interoffice Memorandum**

**Date:** June 24, 2014

**To:** John Lege, Director of Finance

**From:** Chief Bernadette DiPino

*BAD 6-24-14*

**Subject:** Proposal for EOC Upgrades

As requested, attached you will find estimated costs for upgrading the City of Sarasota's Emergency Operations Center. The upgrades include furniture, additional electrical outlets, computers, televisions/projectors, and magnetic whiteboards. This equipment will be essential in providing assistance to the citizens in our community during an emergency.

Thank you for your consideration in this matter.

BAD/mbm



**Interoffice Memorandum**

**Date:** June 23, 2014

**To:** Colonel Stephen Moyer, Deputy Chief of Police

**From:** Todd Kerkering, Emergency Manager

**Subject:** **EOC Upgrade Budget**

In developing the proposed budget, I established four categories: infrastructure, furniture, technology and miscellaneous. In meeting with the several different vendors I have highlighted the fact that this is not any type of official request for proposal, and that the purpose of this requested estimate is to provide price range information for budgetary purposes. Any request for proposals or purchases would be at a date yet to be determined and follow the City of Sarasota's purchasing policies.

**Infrastructure**

Infrastructure expenses are directly related to the cost of additional power outlets for the newly recommended televisions to be mounted to the walls and additional data drops for relocating the overhead projector and copier. To date, the current electric contractor on contract with City has not come by the EOC. He was contacted by the Quartermaster and has not shown. Prices listed in the attached budget are estimates from previous projects I have worked on at Sarasota County. There could be additional power redistribution expenses once the furniture is installed in order to not exceed the current amps per circuit. This cost is unknown and is a factor in the design and furniture layout.

**Furniture**

A total of five companies were contacted and directed to provide a low and high range estimate for design and furniture cost. Two of the companies withdrew from providing estimates because their companies were not aligned with a State approved furniture contractor and any design provided would have been without compensation. Only one of the three remaining companies has responded with an estimate that is included in the attached budget. The other two companies estimates were due last week and have not arrived to date.

**Technology**

There are four major areas of technology enhancements that I am recommending; televisions, audio system, computers, and WebEOC. The televisions/projectors will be utilized to conduct briefings and enable anyone in the room with a clear view. The audio system will provide a clear sound system for everyone to hear the briefings. Based upon the City's IT Departments assessment of the current computer conditions I would recommend the purchase of new computers. The low end price is for a desktops and monitors and the high end price is for laptops. I will not know the exact figure of the WebEOC system upgrade cost until my meeting on June 27<sup>th</sup> with the company. My concern is relying on the County's system and then during an incident we lose conductivity with the County. While adjustments can be made, the real concern

is when the County's EOC relocates. There are a couple of options to explore and after the meeting I will know the best cost-effective direction for the City to take with WebEOC .

### **Miscellaneous**

Currently, between the EOC and adjoining conference room there are a total of five (4' x 8') non-magnetic white boards. The low end estimate is for the purchase of two magnetic boards for the conference room and the board currently there would be moved to the EOC. The high end estimate is for the replacement of what is currently in place and an additional two boards. Magnetic boards offer greater flexibility in the use of space.

Category	Low Estimate	High Estimate	Average Estimate	Budget Estimate
<b>Infrastructure</b>				
Seven additional electric outlets installed	\$ 5,000.00	\$ 7,000.00	\$ 6,000.00	\$ 6,000.00
Three additional data lines installed	\$ 1,500.00	\$ 3,000.00	\$ 2,250.00	\$ 2,250.00
<b>Furniture</b>				
Florida Business Interiors	\$ 108,369.00	\$ 126,082.00	\$ 117,226.00	
Micheline Laberge	\$ -	\$ -	\$ -	
Innovative Design Solutions (withdrew)	\$ -	\$ -	\$ -	
Sarasota Interior Design Group (withdrew)	\$ -	\$ -	\$ -	
CDS	\$ -	\$ -	\$ -	
Average	\$ 108,369.00	\$ 126,082.00	\$ 117,226.00	\$ 117,226.00
<b>Technology</b>				
Flatscreen Television 6 qty)	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Smartboard	\$ 6,800.00	\$ 16,000.00	\$ 11,400.00	\$ 11,400.00
Installation of 6 Flatscreen Televisions	\$ 750.00	\$ 1,200.00	\$ 975.00	\$ 975.00
Relocate Projector	\$ 125.00	\$ 200.00	\$ 163.00	\$ 163.00
Computers (38 qty)	\$ 23,136.00	\$ 26,874.00	\$ 25,005.00	\$ 25,005.00
WebEOC (will know more on June 27th)	\$ 20,000.00	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00
Speaker System	\$ 2,813.00	\$ 3,143.00	\$ 2,978.00	\$ 2,978.00
Projection Screen	\$ 1,185.00	\$ 1,348.00	\$ 1,267.00	\$ 1,267.00
<b>Miscellaneous</b>				
Magnetic Whiteboards (2-7 qty) \$700.00 each	\$ 1,400.00	\$ 4,900.00	\$ 3,150.00	\$ 3,150.00
<b>Total</b>				<u>\$ 203,414.00</u>



**Interoffice Memorandum**

**Date:** July 7, 2014

**To:** John Lege, Director of Finance

**From:** Stacie Mason, Director of Human Resources

**Subject:** Budget Amendment for Group Medical and Dental Self Insurance Fund

Please accept this memorandum as a request to appropriate fund balance to sustain the Group Medical and Dental Self Insurance Fund for claims through September 30, 2014, for presentation at the regular City Commission meeting on July 21, 2014.

The reason for this funding request is a direct result of higher than projected medical claims incurred by our active employees and their covered dependents. The claims budget for 2014 is \$4,525,890. As of June 2014, claims have already reached \$5.7 million which is \$2.56 million greater than the same nine month period last fiscal year. In addition, we have had ten claims in excess of \$90,000 each, including four claims exceeding our stop loss deductible of \$250,000 per claim which we are required to pay in order to receive the reimbursement. Over half of these claims are predicted to continue for an undetermined length of time.

Therefore, I am requesting that the claims budget (508-041-000-000435-000000) be increased by \$1,210,000. This can be achieved by increasing the anticipated actual revenues that have been generated by reimbursement of stop loss claims and the City's actual contributions and that were not previously budgeted. This request will not negatively impact the fund balance but will adjust the revenue and expenditures to the actuals versus the budgeted amounts.

**Increase Revenue Budgets to Match Anticipated Actual Revenues**

970,000	508-041-000-369400-000000	Stop-Loss Reimbursements
20,000	508-041-000-369110-000000	COBRA Continuation
39,000	508-039-000-390125-000000	Premiums - Dental - Employee Contribution
5,000	508-039-000-390121-000000	Premiums HDHP - Employee Contribution
40,280	508-052-000-390115-000000	Premiums - Gold - City Contribution
50,000	508-052-000-390116-000000	Premiums - Teal - City Contribution
85,720	508-052-000-390121-000000	Premiums HDHP - City Contribution

**1,210,000**

**Increase Expenditure Budget to Match Anticipated Actual Expenditures**

**1,210,000**    508-041-000-000435-000000    Claims