



North Bay Village Memorandum

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.northbayvillage-fl.gov

Date: 11/24/2021
To: Angela Atkinson, Chief Financial Officer
From: Samuel Bejar, Deputy Chief of Police 
Subject: Budget Amendment - CESF Funds (Laptops) - REVISED

The Village has actively worked to mitigate the negative impacts of COVID-19 and help prevent its spread. Part and parcel of this effort is to increase Safety Messaging as part of enhanced outreach and our prophylactic efforts in response to the coronavirus pandemic. It was determined that placement of a portable electronic messaging board at each end of the John F. Kennedy Causeway would have a significant impact upon increasing the visibility of safety messaging.

In that vein, the North Bay Village Police Department applied to the Florida Department of Law Enforcement ("FDLE") for grant funding from the United States Department of Justice's Coronavirus Emergency Supplemental Funding ("CESF") program. The effort was successful and the Village was awarded funds, in part, for the purchase of two (2) portable electronic message boards in the amount of \$41,486, and for two (2) laptops to control / manage the message boards in the amount of \$3,880.32.

The message boards were purchased consistent with the terms of the Florida Sheriffs Association (FSA) Cooperative Purchasing Contract No. FSA20-VEH18.0 (via Crimson Technologies, a Certified Woman & Minority Business, which is a primary bid award vendor under the FSA Contract, and is both S.A.M. and E-Verify compliant) using CESF funding awarded to the Village by the FDLE. This memo details the process for the purchase the two aforementioned laptops using the CESF Grant monies.

The Laptops, and their ancillary vehicular power supplies will be purchased pursuant to the authority of the Village Manager, and in compliance with Section 36.25(J) of the Village Code from our established IT vendor, CDW Government, LLC (CDW-G) - copy of quote attached - an entity which is also S.A.M. and E-Verify compliant (proofs appended to this item).

Pursuant to the attached budget amendment, we are appropriating and transferring funds to pay for the above described Police Department Equipment by amending the FY 2021/22 Budget via an increase in Revenue GL Account 001-00-334-3340 (Grants) and Expenditures GL Account 001-21-521-8300 (Other Grants & Aids) in the amount of \$3,880.32.

The purchase of this equipment and the public safety benefits it affords is in the best interest and welfare of the residents of the Village.



North Bay Village
Budget Amendment Form

Department	Police Department	Date	11/4/2021 ³⁹
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Fund(s) to be changed: General Fund

GL Account	GL Line Item	Transfer to:	Transfer from:
<u>001-00-334-3340</u>	Grants		3,880.32
<u>001-21-521-8300</u>	Other Grants & Aids	3,880.32	
TOTAL (Columns must be equal)		\$ 3,880	\$ 3,880

Description:

Transfer CESF Grant Funds for the purchase of two laptops and their car power adapters to control / manage the Electronic Message Boards purchased with the CESF Grant Funds. Full details are available in the accompanying Memo.

APPROVED BY:

Department Director: *Ch. U.* Date: 11/30/21

Chief Financial Officer: *A. Atkinson* Date: 11/30/21

Village Manager: *[Signature]* Date: 11/30/2021

Sandra Siefken

From: Samuel Bejar
Sent: Tuesday, November 30, 2021 3:53 PM
To: Angela Atkinson; Sandra Siefken
Cc: Carlos Noriega; Ana Gonzalez; Ralph Rosado, PhD, AICP; Carla M. Gomez; Robert Miller
Subject: CESF Grant - Transfers and Expenditures - Laptops (REVISED)
Attachments: Budget Amendment Form - VMS Board Laptops (REVISED).xlsx; Budget Amendment Memorandum - VMS Board Laptops (REVISED).docx; Budget Amendment Form - VMS Board Laptops (REVISED) - EXECUTED.PDF; Budget Amendment Memorandum - VMS Board Laptops (REVISED) - EXECUTED.pdf

Importance: High

Team,

While processing the requisition for the above captioned items, Ana discovered a scrivener's error in the total amount of the laptop purchase. The correct amount is **\$3,880.32** and not the erroneous \$2,065.16 as originally written.

Attached you will find the **CORRECTED** (both raw and executed) Budget Amendment Form and supporting Memorandum for the VMS Board Laptops being purchased with the CESF Grant monies.

Sandra, you will need to transfer the additional \$1,815.16 so that Anan can complete the requisition and the PO can be generated – repeatedly discussed, we are under an extreme time crunch with this matter.

Apologies for the inconvenience caused by the error.

Please acknowledge receipt.

Thank you,



Samuel Bejar
Deputy Chief of Police
North Bay Village Police Department
1666 Kennedy Causeway, #300
North Bay Village, FL. 33141
305-758-2626
SBejar@nbvillage.com
<https://northbayvillage-fl.gov/police>

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