

From: [Angela Atkinson](#)
To: [commissioners](#)
Cc: [Ralph Rosado, PhD, AICP](#); [Carla M. Gomez](#); [Sandra Siefken](#); [Delroy Peters](#); [Marlon Lobban](#)
Subject: Budget Amendment - Public Works
Date: Friday, May 20, 2022 5:13:29 PM
Attachments: [05.20.22 Budget Amendment - HI Beautification Project.pdf](#)
[05.20.22 HI Beautification Project Memo.pdf](#)

Good afternoon Mayor, Vice Mayor, and Commissioners,

Attached you will find a budget amendment request from the Director of Public Works. The Public Works Department is transferring \$10,000 from Repairs & Maintenance of Grounds and \$7,657.50 from Temporary Personnel for a total of \$17,657.50 to Landscape Improvements for the Harbor Island Beautification Landscape Project. This item was discussed and approved at the April 12th Commission meeting for the use of the Department's budgeted funds instead of the use of Reserves for this project. The project is being completed by SFM Services, Inc. Please see attached for the Budget amendment and Memo for more details.

This amendment is less than 5% per the Village Ordinance therefore is being distributed to the Commission and will be posted on the Village website for transparency. If you have any questions, please let me know.

Respectfully,

Angela



Budget Amendment Form

Department	Public Works	Date	5/20/2022
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Fund(s) to be changed:

GL Account	GL Line Item	Transfer to:	Transfer from:
112.18.541.4605	Repairs & Maintenance of Grounds		\$ 10,000.00
112.18.541.5324	Temporary Personnel		\$ 7,657.50
112.18.541.6320	Landscape Improvements Proj#SMF22-06	\$17,657.50	
TOTAL (Columns must be equal)		\$17,657.50	\$ 17,657.50

Description:

Harbor Island Beautification involves the removal and replacement of ground cover in 34 bulbouts on East and West Drive. Soil in each bulbout will be excavated and replaced with planting soil, mulch and Green Island Ficus will be planted as ground cover consistent throughout the Island. The project will be completed by SFM Services Inc.

Approved By:

Department Director: Marlon Lobban Date: 5/20/2022

Chief Financial Officer: Angela Atkinson Date: 5/20/2022

Village Manager: [Signature] Date: 5/20/2022



NORTH BAY VILLAGE
EST. 1945

North Bay Village Memorandum

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Date: 5/20/2022

To: Angela Atkinson, CFO, Finance Department

From: Delroy Peters, CIP Manager, PW Department ^{ML}

Subject: Budget Amendment for the Harbor Island Beautification Project

Harbor Island Beautification involves removing and replacing ground cover in 34 bulb-outs on East and West Drive. The contractor will excavate the soil from each bulb-out and replace it with planting soil and mulch. Then they will plant Green Island Ficus as ground cover consistently throughout the Island. SFM Services Inc will perform the tasks.

The project went to the village commission on April 12, 2022, to approve a resolution to fund the project for \$51,805.80. This was a new Capital Project (CP22-05), as it was not a part of the Adopted Budget/5- Year Capital Plan. Staff recommended that the Commission authorize the Transfer from the General Fund of the Appropriation of Unreserved Fund Balance (001.00.389.3891) of \$41,805.80 and Repair & Maintenance of Grounds (112.18.541.4605) of \$10,000, to the Capital Projects Fund for the Landscape Improvements Harbor Island Project (320.61.630.6100) for a total of \$51,805.80.

During discussions on the item, the commissioners agreed to modify the project's scope; only ground cover planting in the Harbor Island bulb-outs was to be carried out. They further recommended not to use the General Fund of the Appropriation of Unreserved Fund Balance to fund the project: A portion of the PW department's budgeted line items would pay for it.

We received an updated proposal from SFM for \$17,657.50 to complete the required beautification. Staff now recommends that \$10,000 be drawn from Repair & maintenance of Grounds (GL-112.18.541.4605) and the remaining \$7,657.50 from Temporary Personnel (GL-112.18.541.6320).