

From: [Angela Atkinson](#)
To: [commissioners](#)
Cc: [Ralph Rosado, PhD, AICP](#); [Carla M. Gomez](#); [Marlon Lobban](#); [Delroy Peters](#); [Sandra Siefken](#)
Subject: Budget Amendment - Public Works
Date: Tuesday, June 28, 2022 5:14:35 PM
Attachments: [HI Beautification 2nd BA 6.28.22.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 \$6,832 from Maintenance of Building & Parks in the Street Maintenance Fund to Landscape Improvements for the final stages of the Harbor Island Beautification Landscape Project. This item was first 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. This is in addition to the budget amendment completed for \$17,657.50 on May 20, 2022. 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 6/28/2022
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Fund(s) to be changed: Street Maintenance Fund

GL Account	GL Line Item	Transfer to:	Transfer from:
112.18.541.4604	Maintenance of Building & Parks		\$ 6,832.00
112.18.541.6320	Landscape Improvements Proj#SMF22-06	\$ 6,832.00	
TOTAL (Columns must be equal)		\$ 6,832.00	\$ 6,832.00

Description:

Harbor Island Beautification involves removing and replacing ground cover in 34 bulbouts on East and West Drive. The soil in each bulbout will be excavated and replaced with planting soil and mulch. Green Island Ficus will be planted as ground cover consistent throughout the Island. SFM Services Inc will complete the project. An additional six (6) bulbouts are to be improved, plus an increase in the plant count in the initial 34 bulbouts. The cost for the extra work is provided in this amendment request.

Approved By:

Department Director: Marlon Lobban Date: 6/28/2022

Chief Financial Officer: Angela Atkinson Date: 6/28/2022

Village Manager: [Signature] Date: 6/28/2022



NORTH BAY VILLAGE
EST. 1945

North Bay Village Memorandum

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Date: 6/13/2022

To: Angela Atkinson, CFO, Finance Department

From: Delroy Peters, CIP Manager, PW Department

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 recommended 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-112.18.541.5324).

A Notice-to-proceed was issued on May 23, 2022, initiating the project. The contractor landscaped 34 bulbouts involving excavating the soil from each bulb-out and replacing it with planting soil and mulch; the planting material was Green

Island Ficus as ground cover.

As the project progressed, staff was not satisfied that the plant count would sufficiently provide adequate coverage of the bulbout areas. We request the contractor to increase the plant count and plant more individual plants in each of the 34 bulbouts. Additionally, the contractor did not include six (6) bulbouts in the original count. These additional bulbouts, located in front of the Bay Shore property, were not counted because of construction activity at the property. The owners subsequently indicated that their construction efforts would not impede the planting and they would welcome such beautification improvements. Staff asked the contractor to submit a new proposal to include the additional six bulbouts and all other improvements to complete the project.

For these additional efforts, the contractor submitted a second proposal in the amount of **\$6,832.00**. The Village Manager has approved the amounts, and PW staff recommends that payment for the work be drawn from the Maintenance of Building & Parks (GL-112.18.541.4604) from the PW budget. A budget amendment is required, and a completed budget amendment form is attached.