

From: [Angela Atkinson](#)
To: [Commissioners](#)
Cc: [Ralph Rosado](#); [Carla Gomez](#); [Sandra Siefken](#); [Julie Leonardi](#); [Chris Molina](#)
Subject: Recreation & Human Services Budget Amendment
Date: Tuesday, July 18, 2023 7:34:53 PM
Attachments: [07.18.23 Budget Amendment - Recreation - NBV Flag.pdf](#)

Good evening Mayor, Vice Mayor, and Commissioners,

Attached you will find a budget amendment request from the Director of Communications & Special Events. The Recreation & Human Services Department is requesting a budget amendment to transfer funds originally allocated to Travel, Conferences & Meetings to Public Relations/Promotions to pay for a portion of a fee for a graphic designer. Staff is hiring a designer to create designs that will be considered for the new North Bay Village flag that will match our updated brand. The graphic designer is charging \$1,450 to create 6 flag design options and the remaining \$850 transferred into Public Relations/Promotions will be used for miscellaneous PR/brand merchandise for the Village.

This amendment is less than 5% of the total budget of the department 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 Atkinson

CHIEF FINANCIAL OFFICER

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NORTH BAY VILLAGE
EST. 1945

North Bay Village Memorandum

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www.northbayvillage-fl.gov

Date: 07/18/2023

To: Angela Atkinson, CFO

From: Julie Leonardi, Director of Communications & Special Events

Subject: Budget Amendment

Pursuant to the applicable Village Code, Section §35.21, Village staff is requesting a budget amendment to transfer funds originally allocated to Travel, Conferences & Meetings to Public Relations/Promotions to pay for a portion of a fee for a graphic designer. Staff is hiring a designer to create designs that will be considered for the new North Bay Village flag that will match our updated brand. The graphic designer is charging \$1,450 to create 6 flag design options and the remaining \$850 transferred into Public Relations/Promotions will be used for miscellaneous PR/brand merchandise for the Village.

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Budget Amendment Form

Department Recreation & Human Services	Date 7/18/2023
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Fund(s) to be changed: General Fund

GL Account	GL Line Item	Transfer to:	Transfer from:
001.72.572.5340	Travel, Conferences & Meetings	\$ -	\$ 2,300.00
001.72.572.4808	Public Relations/Promotions	\$ 2,300.00	\$ -
TOTAL (Columns must be equal)		\$ 2,300.00	\$ 2,300.00

Description:

Transfer \$2,300 from Travel, Conferences & Meetings to Public Relations/Promotions, to pay for a graphic designer to design flag options for our new NBV flag to match our updated brand.

Department Director: Julia Yeoman Date: 7/18/2023

Chief Financial Officer: Angela Atkinson Date: 7/18/2023

Village Manager: [Signature] Date: 7/18/2023