



**Budget Amendment Form**

|  |                          |
|--|--------------------------|
| <b>Department:</b><br>Sewer Department | <b>Date:</b><br>2/2/2024 |
|--|--------------------------|

**Fund(s) to be changed:** Enterprise Fund

| GL Account                           | GL Line Item                       | Transfer to:       | Transfer from:     |
|--------------------------------------|------------------------------------|--------------------|--------------------|
| <a href="#">430.35.535.4601</a>      | Repair & Maintenance of Vehicles   | \$ 2,746.73        |                    |
| <a href="#">430.35.535.9000</a>      | Contingency                        |                    | \$ 1,876.76        |
| <a href="#">430.35.535.4607</a>      | Repair & Maintenance Lift Stations |                    | \$ 869.97          |
| <b>TOTAL (Columns must be equal)</b> |                                    | <b>\$ 2,746.73</b> | <b>\$ 2,746.73</b> |

**Description:**

Transfer from Contingency (\$1,876.76) and Repair & Maintenance Lift Stations (\$869.97) Accounts to Repair & Maintenance of Vehicles for the Emergency repair of Sewer fleet vehicle due to cracked radiator. The Repair & Maintenance of Vehicles Account currently has a \$1,965.82 budget balance. The total repairs are \$4,712.55.

Department Director: Marlon Lobban Date: 2/2/2024

Chief Financial Officer: Angela Attinson Date: 2/2/2024

Village Manager: [Signature] Date: 02/02/2024

# MULTI-POINT VEHICLE INSPECTION REPORT

01/10/2024

Service Advisor: Maria Reyes

2018 GMC SIERRA 1500

Repair Order: 321506

Tag: 5013

VIN: 1GTR1LEC3JZ303358

Tropical Chevrolet

8880 Biscayne Blvd

Miami Shores, FL 33138

✓ Checked and OK

✗ May Require Attention  
Soon

✓ Requires Immediate  
Attention

✓ Not Applicable

## ONSTAR DIAGNOSTICS

- ✓ OnStar Active
- ✓ Enrolled in Advanced Diagnostics Report
- ✓ Dealer Maintenance Notification
- ✓ Service History/Recall Check

## ENGINE OIL & FILTER

- Engine oil
- Oil life monitor
- Reset oil life monitor

## LIGHTS

- ✓ Exterior lights

## WINDSHIELD & WIPERS

- Wiper blade-driver
- Wiper blade-passenger
- Wiper blade-rear
- Windshield condition
- Cracks
- Chips

## BATTERY

- ✗ Battery condition\*
- Battery cables & connections
- Battery voltage

## VISIBLE LEAK INSPECTION

- ✓ Engine oil
- ✓ Transmission
- ✓ Drive axle
- ✓ Transfer case
- ✗ Engine cooling system
- ✓ Power steering
- ✓ Fuel system
- ✓ Brake fluid reservoir
- ✓ Windshield washer fluid
- ✓ Diesel exhaust fluid

## TIRE INSPECTION

### Driver Front

psi before 35 psi set to 35

- ✓ Tread depth
- ✓ Wear pattern/damage

### Driver Rear

psi before 35 psi set to 35

- ✓ Tread depth
- ✓ Wear pattern/damage

- Rotation needed
- Alignment needed
- Balance needed

### Passenger Front

psi before 35 psi set to 35

- ✓ Tread depth
- ✓ Wear pattern/damage

### Passenger Rear

psi before 35 psi set to 35

- ✓ Tread depth
- ✓ Wear pattern/damage

- Reset tire pressure monitor
- Tire sealant expiration date:

## BRAKES

Front Brakes: Good: 7mm or greater OK: 6mm to 4mm Bad: 3mm or less  
Rear Brakes: Good: 4mm or greater OK: 3mm Bad: 2mm or less

### Front Brakes

- ✓ Driver front
- ✓ Passenger front

### Rear Brakes

- ✓ Driver rear
- ✓ Passenger rear

Brake system  
Parking brake

## VISIBLE & FUNCTIONAL INSPECTIONS

### INSPECT (FIT, FORM, & FUNCTION)

- Exhaust system
- Accelerator pedal
- Passenger compartment air filter
- Engine air filter
- Hoses
- Belts
- Shocks and struts
- Steering components
- Axle boots or driveshaft & u-joints
- Compartment lift struts
- Floor mat fit & wear

### CHECK OPERATION

- Horn
- Ignition lock
- Starter switch
- Evaporative control system

### LUBRICATE

- Chassis components

\*Courtesy battery testing can provide early warning of a potential battery failure. More extensive testing and analysis may be necessary to verify the actual need for battery replacement and/or warranty reimbursement.

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Customer Number: : 160411

321506

\*INVOICE\*



8880 BISCAYNE BLVD. • MIAMI SHORES, FLORIDA 33138  
DADE: (305) 754-7551 • TOLL FREE: (800) 625-7511  
service@tagemail.com • bodyshop@tagemail.com  
MIAMI-DADE COUNTY REGISTRATION #393.MVR  
FLORIDA REGISTRATION #MV-92382

CITY OF NORTH BAY VILLAGE  
BRIAN VELICO

1686 KENNDEY  
NORTH BAY VILLAGE, FL 33141

Home: 786-877-7954 Bus: :786-877-7954 Cell:

Email:

SERVICE ADVISOR 2404 Maria Reyes

| COLOR         | YEAR          | MAKE/MODEL         | VIN                | LICENSE | MILEAGE IN / OUT | TAG     |           |
|---------------|---------------|--------------------|--------------------|---------|------------------|---------|-----------|
| BLUE WRAP     | 18            | GMC SIERRA 1500    | 1GTR1LEC3 JZ303358 |         | 25215 25223      | 5013    |           |
| DEL. DATE     | IN SERV. DATE | WARR. EXP.         | PROMISED           | PO NO.  | RATE             | PAYMENT | INV. DATE |
| 01JAN18       |               |                    | 18:00 18JAN24      |         | 189.99           | CASH    | 24JAN24   |
| R.O. OPENED   | READY         | OPTIONS: DLR:26506 |                    |         |                  |         |           |
| 07:36 10JAN24 | 11:35 24JAN24 |                    |                    |         |                  |         |           |

| LINE | OPCODE | TECH | TYPE | HOURS | LIST | NET | TOTAL |
|------|--------|------|------|-------|------|-----|-------|
|------|--------|------|------|-------|------|-----|-------|

A Consent to Receive Text Messages. By signing below, I authorize TROPICAL CHEVROLET to contact me by SMS text message to serve me better. I understand that message/data rates may apply to messages sent

TEXT TEXT - Consent to Receive Text Messages. By signing below, I authorize TROPICAL CHEVROLET to contact me by SMS text message to serve me better. I understand that message/data rates may apply to messages sent

2528 ISP (N/C)  
PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE A: 0.00  
25223

B Perform Courtesy Vehicle Inspection  
CVI CVI - Perform Courtesy Vehicle Inspection

2528 ISP (N/C)  
PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE B: 0.00  
25215 completed

C CUST STATES VEHICLE IS LEAKING COOLANT CHECK AND ADVISE  
NWD SEE LINBE .

2528 ISP (N/C)  
PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE C: 0.00  
25215 see line e

D CUST STATES VEHICLE IS LEAKING OIL CHECK AND ADVISE  
NWD SEE LIONE L

2528 ISP (N/C)  
PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE D: 0.00  
25215 see line L

E\*\* radiator replacement  
CAUSE: radiator is cracked on driver side causing coolant to leak when

| DESCRIPTION            | TOTALS |
|------------------------|--------|
| LABOR AMOUNT           |        |
| PARTS AMOUNT           |        |
| GAS, OIL, LUBE         |        |
| SUBLET AMOUNT          |        |
| MISC. CHARGES          |        |
| TOTAL CHARGES          |        |
| LESS INSURANCE         |        |
| SALES TAX              |        |
| PLEASE PAY THIS AMOUNT |        |

PREFER CAR REPAIR AND YOUR SATISFACTION ARE BOTH IMPORTANT TO US. THE WORK WE PERFORMED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATION, GOVERNMENT REGULATIONS AND OUR PRIDE OF WORKMANSHIP.

PREVENTATIVE MAINTENANCE IS THE LEAST EXPENSIVE COST OF OPERATING YOUR CAR. LET US SERVICE YOUR CAR REGULARLY TO PREVENT AS MANY MECHANICAL FAILURES AS POSSIBLE.

\*A standard charge is made of 13% of total charges to a maximum of \$65.00. This charge represents costs and profits to the motor vehicle facility for items such as miscellaneous shop supplies and/or waste disposal.\*

Signature X

LIMITED WARRANTY: The only warranties applying to the part(s) installed in accordance with this estimate are those which may be offered by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of products or service sold under the terms of this estimate. Parts and labor are guaranteed for 12 months or 12,000 miles whichever comes first.

CUSTOMER HEREBY ACKNOWLEDGES RECEIPT OF ABOVE MENTIONED VEHICLE AND RECEIPT OF INVOICE COPY HEREOF.

X CUSTOMER SIGNATURE

ALL PARTS NEW UNLESS OTHERWISE INDICATED

Page 1 of 4

Customer Copy



Customer Number : 160411

321506

\*INVOICE\*



8880 BISCAYNE BLVD. · MIAMI SHORES, FLORIDA 33138
DADE: (305) 754-7551 · TOLL FREE: (800) 525-7511
service@tagemall.com · bodyshop@tagemall.com
MIAMI-DADE COUNTY REGISTRATION #393.MVR
FLORIDA REGISTRATION #MV-92382

CITY OF NORTH BAY VILLAGE
BRIAN VELICO
1666 KENNDY

PAGE 2

NORTH BAY VILLAGE, FL 33141
Home: 786-877-7954 Bus: :786-877-7954 Cell:
Email:

SERVICE ADVISOR 2404 Maria Reyes

Table with columns: COLOR, YEAR, MAKE/MODEL, VIN, LICENSE, MILEAGE IN / OUT, TAG. Values: BLUE WRAP, 18, GMC SIERRA 1500, 1GTR1LEC3 JZ303358, 25215 25223, 5013.

Table with columns: DEL. DATE, IN-SERV. DATE, WARR. EXP., PROMISED, PO NO., RATE, PAYMENT, INV. DATE. Values: 01JAN18, 18:00 18JAN24, 189.99, CASH, 24JAN24.

Table with columns: R.O. OPENED, READY, OPTIONS: DLR:26506. Values: 07:36 10JAN24, 11:35 24JAN24.

Table with columns: LINE, OPCODE, TECH, TYPE, HOURS, LIST, NET, TOTAL. Includes entries for radiator replacement and coolant.

PARTS: 435.31 LABOR: 759.96 OTHER: 0.00 TOTAL LINE E: 1195.27
25215 4.00 upon inspection found coolant low pressure tested
vehicle and found radiator cracked on driver side causing coolant to
leak. removed and replaced radiator and filled cooling system and
verified cooling system operating as designed

\*\*\*\*\*
F\*\* PERFORM THROTTLE BODY INTAKE SERVICE \$149.99
CAUSE: PERFORM THROTTLE BODY INTAKE SERVICE \$149.99
TROPEFI PERFORM THROTTLE BODY INTAKE SERVICE
\$149.99

Table with columns: PARTS, LABOR, OTHER, TOTAL LINE F. Values: 0.00, 189.99, 0.00, 189.99.

25215 0.70 completed service
\*\*\*\*\*
G\*\* PERFORM BRAKE FLUID SERVICE \$179.99
CAUSE: PERFORM BRAKE FLUID SERVICE \$179.99
BF PERFORM BRAKE FLUID SERVICE \$179.99

Table with columns: PARTS, LABOR, OTHER, TOTAL LINE G. Values: 0.00, 189.99, 0.00, 189.99.

25215 1.00 completed service
\*\*\*\*\*
H\*\* REMOVE & REPLACE ENGINE AIR FILTER \$99.99 (SOME MODELS EXTRA)
CAUSE: REMOVE & REPLACE ENGINE AIR FILTER \$99.99 (SOME MODELS EXTRA)
AIR REMOVE & REPLACE ENGINE AIR FILTER \$99.99
(SOME MODELS EXTRA)

Table with columns: PARTS, LABOR, OTHER, TOTAL LINE H. Values: 61.00, 53.99, 0.00, 114.99.

25215 0.30 completed
\*\*\*\*\*

Table with columns: DESCRIPTION, TOTALS. Includes rows for LABOR AMOUNT, PARTS AMOUNT, GAS, OIL, LUBE, SUBLET AMOUNT, MISC. CHARGES, TOTAL CHARGES, LESS INSURANCE, SALES TAX, PLEASE PAY THIS AMOUNT.

PROPER CAR REPAIR AND YOUR SATISFACTION ARE BOTH IMPORTANT TO US. THE WORK WE PERFORMED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATION, GOVERNMENT REGULATIONS AND OUR PRIDE OF WORKMANSHIP.
PREVENTATIVE MAINTENANCE IS THE LEAST EXPENSIVE COST OF OPERATING YOUR CAR. LET US SERVICE YOUR CAR REGULARLY TO PREVENT AS MANY MECHANICAL FAILURES AS POSSIBLE.
\*A standard charge is made of 13% of total charges to a maximum of \$65.00. This charge represents costs and profits to the motor vehicle facility for items such as miscellaneous shop supplies and/or waste disposal.

Signature X
LIMITED WARRANTY: The only warranties applying to the part(s) installed in accordance with this estimate are those which may be offered by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of products or service sold under the terms of this estimate. Parts and labor are guaranteed for 12 months or 12,000 miles whichever comes first.

CUSTOMER HEREBY ACKNOWLEDGES RECEIPT OF ABOVE MENTIONED VEHICLE AND RECEIPT OF INVOICE COPY HEREOF.
X CUSTOMER SIGNATURE

ALL PARTS NEW UNLESS OTHERWISE INDICATED



Customer Number: : 160411

321506

\*INVOICE\*

CITY OF NORTH BAY VILLAGE

BRIAN VELICO

1666 KENNDAY

NORTH BAY VILLAGE, FL 33141

Home: 786-877-7954 Bus: :786-877-7954 Cell:

Email:

SERVICE ADVISOR

2404 Maria Reyes



8880 BISCAYNE BLVD. • MIAMI SHORES, FLORIDA 33138
DADE: (305) 754-7551 • TOLL FREE: (800) 525-7511
service@tagemall.com • bodyshop@tagemall.com
MIAMI-DADE COUNTY REGISTRATION #393.MVR
FLORIDA REGISTRATION #MV-92382

Table with columns: COLOR, YEAR, MAKE/MODEL, VIN, LICENSE, MILEAGE IN / OUT, TAG. Includes details for BLUE WRAP, 18, GMC SIERRA 1500, VIN 1GTR1LEC3 JZ303358, TAG 5013, and service dates 01JAN18 to 24JAN24.

Table with columns: LINE, OPCODE, TECH, TYPE, HOURS, LIST, NET, TOTAL. Includes entry I\*\* RB - Rotate And Balance 4 Tires \$99.99.

Table with columns: LINE, OPCODE, TECH, TYPE, HOURS, LIST, NET, TOTAL. Includes entry J\*\* REPLACE A/C CABIN FILTER with parts and labor details.

Table with columns: LINE, OPCODE, TECH, TYPE, HOURS, LIST, NET, TOTAL. Includes entry K\*\* after repairing vehicle and test driving found vehicle jerking when accelerating.

Table with columns: LINE, OPCODE, TECH, TYPE, HOURS, LIST, NET, TOTAL. Includes entry L\*\* customer states leaking oil. cleaned oil and test drove vehicle to find source of leak.

Table with columns: DESCRIPTION, TOTALS. Includes rows for LABOR AMOUNT, PARTS AMOUNT, GAS, OIL, LUBE, SUBLET AMOUNT, MISC. CHARGES, TOTAL CHARGES, LESS INSURANCE, SALES TAX, PLEASE PAY THIS AMOUNT.

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Signature X

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NORTH BAY VILLAGE, FL 33141

Home: 786-877-7954 Bus: :786-877-7954 Cell:

Email:

PAGE 4

SERVICE ADVISOR 2404 Maria Reyes

Table with columns: COLOR, YEAR, MAKE/MODEL, VIN, LICENSE, MILEAGE IN / OUT, TAG. Includes details for BLUE WRAP, 18, GMC SIERRA 1500, 1GTR1LEC3 JZ303358, 25215 25223 5013, 01JAN18, 18:00 18JAN24, 189.99, CASH, 24JAN24.

Table with columns: LINE, OPCODE, TECH, TYPE, HOURS, LIST, NET, TOTAL. Includes parts and labor details: 3 11546840 (S) BOLT, 98.86 LABOR: 1139.94 OTHER: 0.00 TOTAL LINE L: 1238.80.

\*\*\*\*\*
\*\*\*\*\*

ESTIMATE: 4,837.56 18JAN24 12:31 SA: 2404
CONTACT:

\*\*\*\*\*
\*\*\*\*\*

ESTIMATE: 2,098.23 11JAN24 08:37 SA: 2404
CONTACT:

\*\*\*\*\*
\*\*\*\*\*

ESTIMATE: 214.69 10JAN24 07:36 SA: 2404
CONTACT:

\*\*\*\*\*
\*\*\*\*\*

CUSTOMER PAY SHOP CHARGE FOR REPAIR ORDER 65.00

At Tropical Chevrolet Our Desire Is To
Provide You With The Finest Service In Town
And Make You Feel Completely Satisfied
On Every Visit.
Thank You For Your Patronage!
"Your Service Team"

PROPER CAR REPAIR AND YOUR SATISFACTION ARE BOTH IMPORTANT TO US. THE WORK WE PERFORMED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATION, GOVERNMENT REGULATIONS AND OUR PRIDE OF WORKMANSHIP.
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Signature X
LIMITED WARRANTY: The only warranties applying to the part(s) installed in accordance with this estimate are those which may be offered by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of products or service sold under the terms of this estimate. Parts and labor are guaranteed for 12 months or 12,000 miles whichever comes first.
CUSTOMER HEREBY ACKNOWLEDGES RECEIPT OF ABOVE MENTIONED VEHICLE AND RECEIPT OF INVOICE COPY HEREOF.

Table with columns: DESCRIPTION, TOTALS. Includes rows for LABOR AMOUNT (\$ 3731.78), PARTS AMOUNT (\$ 915.77), GAS, OIL, LUBE (\$ 0.00), SUBLET AMOUNT (\$ 0.00), MISC. CHARGES (\$ 65.00), TOTAL CHARGES (\$ 4712.55), LESS INSURANCE (\$ 0.00), SALES TAX (\$), PLEASE PAY THIS AMOUNT \$ 4712.55.

X CUSTOMER SIGNATURE

ALL PARTS NEW UNLESS OTHERWISE INDICATED

Customer Copy

Page 4 of 4
ml 1/31/24



## Jane Feary

---

**From:** Maria Reyes <mariar@tropicalchevrolet.com>  
**Sent:** Wednesday, January 31, 2024 10:49 AM  
**To:** Jane Feary; Meagan Cook  
**Cc:** Annabelle Rodriguez  
**Subject:** Re: [External] INVOICE

yes just make the check with out the sales tax

Maria Reyes  
Service Consultant  
Tropical Chevrolet  
(786)548-5966  
(305)754-7551 ext 266  
MariaR@TropicalChevrolet.com



---

**From:** Jane Feary <pwdocuments@nbvillage.com>  
**Sent:** 31 January 2024 10:47  
**To:** Meagan Cook <mcook@nbvillage.com>; Maria Reyes <mariar@tropicalchevrolet.com>  
**Cc:** Annabelle Rodriguez <arodriguez@nbvillage.com>  
**Subject:** FW: [External] INVOICE

**Caution: This email originated from outside of Tropical Chevrolet. Do not open attachments unless you recognize the sender and know the content is safe.**

There is still sales tax. NBV does not pay sales tax.

Please remove sales tax and forward a clean invoice.

Regards,

**From:** Meagan Cook <mcook@nbvillage.com>  
**Sent:** Wednesday, January 31, 2024 10:19 AM  
**To:** Annabelle Rodriguez <arodriguez@nbvillage.com>; Jane Feary <pwdocuments@nbvillage.com>  
**Subject:** Fw: [External] INVOICE

---

**From:** Maria Reyes <[mariar@tropicalchevrolet.com](mailto:mariar@tropicalchevrolet.com)>  
**Sent:** Wednesday, January 31, 2024 10:18 AM  
**To:** Meagan Cook <[mcook@nbvillage.com](mailto:mcook@nbvillage.com)>  
**Subject:** Fw: [External] INVOICE

Maria Reyes  
Service Consultant  
Tropical Chevrolet  
(786)548-5966  
(305)754-7551 ext 266  
[MariaR@TropicalChevrolet.com](mailto:MariaR@TropicalChevrolet.com)



---

**From:** Jane Feary <[pwdocuments@nbvillage.com](mailto:pwdocuments@nbvillage.com)>  
**Sent:** 24 January 2024 12:50  
**To:** Maria Reyes <[mariar@tropicalchevrolet.com](mailto:mariar@tropicalchevrolet.com)>  
**Cc:** Meagan Cook <[mcook@nbvillage.com](mailto:mcook@nbvillage.com)>  
**Subject:** FW: INVOICE

Caution: This email originated from outside of Tropical Chevrolet. Do not open attachments unless you recognize the sender and know the content is safe.

Attached is the sales tax exemption document. Please remove sales tax and reissue the invoice.

Regards,

**From:** Meagan Cook <[mcook@nbvillage.com](mailto:mcook@nbvillage.com)>  
**Sent:** Wednesday, January 24, 2024 12:36 PM  
**To:** Jane Feary <[pwdocuments@nbvillage.com](mailto:pwdocuments@nbvillage.com)>  
**Subject:** Fw: INVOICE

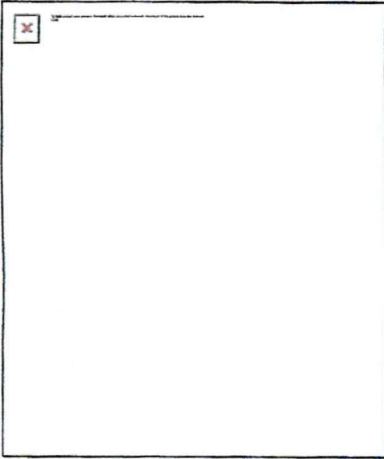
---

**From:** Maria Reyes <[mariar@tropicalchevrolet.com](mailto:mariar@tropicalchevrolet.com)>  
**Sent:** Wednesday, January 24, 2024 11:40 AM  
**To:** Meagan Cook <[mcook@nbvillage.com](mailto:mcook@nbvillage.com)>  
**Subject:** [External] INVOICE

Maria Reyes  
Service Consultant  
Tropical Chevrolet  
(786)548-5966  
(305)754-7551 ext 266  
[MariaR@TropicalChevrolet.com](mailto:MariaR@TropicalChevrolet.com)







# Meagan Cook

PUBLIC WORKS SUPERINTENDENT

Phone: (305) 756-7171  
Mobile:  
Email: [mcook@nbvillage.com](mailto:mcook@nbvillage.com)  
Website: [northbayvillage-fl.gov](http://northbayvillage-fl.gov)  
Address: 1666 Kennedy Causeway Suite 300  
North Bay Village, FL.33141



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## 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](http://www.northbayvillage-fl.gov)

**NORTH BAY VILLAGE**  
EST. 1945

**Date:** February 2, 2024  
**TO:** Angela Atkinson, Chief Financial Officer  
**FROM:** Marlon Lobban, Director Public Works *ML*  
**Subject:** BUDGET AMENDMENT MEMORANDUM

---

### **BACKGROUND**

This request to transfer funds from the Sewer Contingency, GL#430-35-535-9000 in the amount of \$1,876.76 and from Repair & Maintenance Lift Stations, GL#430-35-535-4607 to Repair & Maintenance of Vehicles to cover Emergency Truck repair to truck #1806.

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