



**Budget Amendment Form**

<b>Department:</b> Sewer Department	<b>Date:</b> 2/2/2024
<b>Fund(s) to be changed:</b> 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 Atkinson      **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

Rear Brakes: Good: 4mm or greater OK: 3mm

Bad: 3mm or less

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\*



CITY OF NORTH BAY VILLAGE  
BRIAN VELICO

1666 KENNDEY  
NORTH BAY VILLAGE, FL 33141

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

Email:

PAGE 1

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

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

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

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

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

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

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

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

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

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	

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 services 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

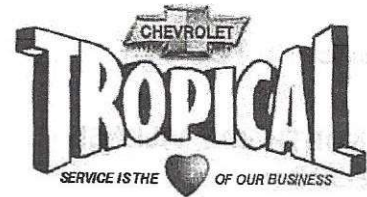
Page 1 of 4

Customer Conv



Customer Number : 160411

321506



\*INVOICE\*

PAGE 2

CITY OF NORTH BAY VILLAGE  
BRIAN VELICO

1666 KENNEDY

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@tagemail.com · bodyshop@tagemail.com  
MIAMI-DADE COUNTY REGISTRATION #393.MVR  
FLORIDA REGISTRATION #MV-92382

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG	
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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
------	--------	------	------	-------	------	-----	-------

under pressure							
MISC radiator replacement							
	2528	C				759.96	759.96
	1	84208890	W-(S)RADIATOR		407.41	407.41	407.41
	1	12346290	COOLANT		27.90	27.90	27.90
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

	2528	C				189.99	189.99
PARTS:	0.00	LABOR:	189.99	OTHER:	0.00	TOTAL LINE F:	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

	2528	C				189.99	189.99
PARTS:	0.00	LABOR:	189.99	OTHER:	0.00	TOTAL LINE G:	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)

	2528	C				53.99	53.99
	1	23349854	(S) ELEMENT		61.00	61.00	61.00
PARTS:	61.00	LABOR:	53.99	OTHER:	0.00	TOTAL LINE H:	114.99

25215 0.30 completed

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.

X CUSTOMER SIGNATURE

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

ALL PARTS NEW UNLESS OTHERWISE INDICATED

Customer Copy



Customer Number: : 160411

321506

\*INVOICE\*



CITY OF NORTH BAY VILLAGE

BRIAN VELICO

1666 KENNEDY

NORTH BAY VILLAGE, FL 33141

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

Email:

PAGE 3

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service@tagemail.com · bodyshop@tagemail.com
MIAMI-DADE COUNTY REGISTRATION #393.MVR
FLORIDA REGISTRATION #MV-92382

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. Also includes dates 01JAN18, 18:00 18JAN24, 189.99, CASH, 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.

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: LINE, OPCODE, TECH, TYPE, HOURS, LIST, NET, TOTAL. Includes entry MISC cleaned oil leak and found source.

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

X CUSTOMER SIGNATURE

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Page 3 of 4

Customer Conv



Customer Number : 160411

321506

\*INVOICE\*

PAGE 4

CITY OF NORTH BAY VILLAGE

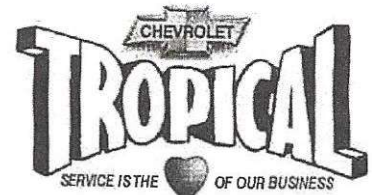
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FLORIDA REGISTRATION #MV-92382

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, VIN 1GTR1LEC3 JZ303358, and service dates 01JAN18 to 24JAN24.

Table with columns: LINE, OPCODE, TECH, TYPE, HOURS, LIST, NET, TOTAL. Includes parts list for BOLT and labor charges, totaling 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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\*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

Table with columns: DESCRIPTION, TOTALS. Includes 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 (\$), and Please Pay This Amount (\$4712.55).

ALL PARTS NEW UNLESS OTHERWISE INDICATED

Customer Copy

Page 4 of 4

Handwritten signature and date: ml 1/23/24



**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

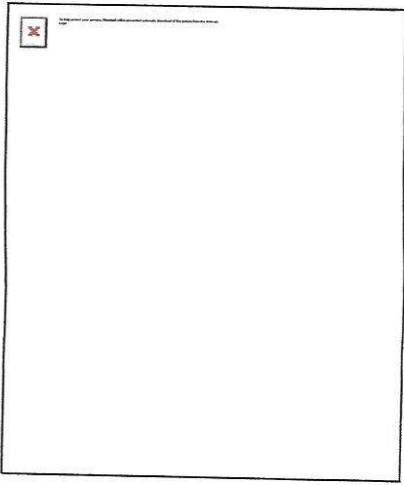
---

**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)



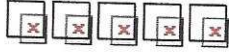




# Meagan Cook

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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*[Faint, illegible text]*

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*[Faint, illegible text]*

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