



**NORTH BAY VILLAGE**  
EST. 1945

## North Bay Village Memorandum

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141  
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**Date: 02/03/2022**

**To: Angela Atkinson, CFO**

**From: Carla Maglio, Deputy Village Manager/HR Director**

**Subject: Budget Amendment**

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We currently have a vacant Multi-Clerical Clerk position and February 10th is the last day for the Front Desk Supervisor. We will be short staff in the reception area and this will impact the daily operations. We are requesting to transfer personnel funds to operating expenses to cover for a temporary position to cover front desk while we are in the process of hiring two full-time positions.

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.



NORTH BAY VILLAGE  
HEART OF THE BAY

### Budget Amendment Form

Department	General Government- General Fund	Date	2/3/2022
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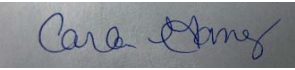
Fund(s) to be changed:

GL Account	GL Line Item	Transfer to:	Transfer from:
<a href="#">001.19.519.1200</a>	Regular Salaries	\$ 4,160	
<a href="#">001.19.519.2100</a>	FICA	\$ 318	
<a href="#">001.19.519.2200</a>	Retirement	\$ 450	
<a href="#">001.19.519.3136</a>	Contract Services		\$ 4,928
<b>TOTAL (Columns must be equal)</b>		<b>\$ 4,928</b>	<b>\$ 4,928</b>

**Description:**

The General Government Department is transferring \$4,928 from personnel budget to fund the part-time Front Desk Clerk through contract services. This position will be filled until we hire a full-time position.

**APPROVED BY:**

Department Director:  Date: 2/4/2022

Chief Financial Officer:  Date: 2/4/2022

Village Manager:  Date: 2/4/2022