



North Bay Village Memorandum

Date: April 16, 2021
To: Mayor & Commission
From: Ralph Rosado, Village Manager
Subject: Vogel Park Canopy Replacement

As per the applicable Code Section §35.21, the Village's annual budget may be amended from time to time in the following manner:

(A) *Minor amendments. Transfers between line items within a departmental budget, or decreases in line items, not amounting to more than 5% of the total budget of each department, may be made by the Village Manager by written statement describing the transfers and the reasons therefore. A copy of such statement shall be filed with the Village Clerk and delivered to the Mayor and each of the Village Commissioners. A copy shall also be posted at a conspicuous place in Village Hall. The transfers shall become effective 14 days after posting, unless within that time, the Mayor or any Village Commissioner shall notify the Village Clerk that they wish the transfer placed upon the Village Commission agenda for consideration by the Village Commission. Any transfer considered by the Commission must be approved by majority vote of the Commission.*

(B) *Other amendments. All other budgetary transfers shall be approved by resolution of the Village Commission.*

(C) *Nothing in this section shall authorize the Village Manager to expend unanticipated revenues which may accrue to the Village during the course of the fiscal year, unless and until the unanticipated revenues have been budgeted by the Village Commission."*

The purpose of this Budget Amendment Procedure Memo and Budget Amendment Form is to provide a process for making changes to North Bay Village's budget. This policy applies to all departments having funds appropriated in the Annual Budget Ordinance.

Departments are responsible for monitoring their budgets and determining if a Budget Amendment is necessary. Funds must be available in the appropriate line item prior to purchasing of goods or services. Therefore, Budget Amendments must be fully processed before purchases are made.

When to initiate a Budget Amendment:

1. Funds need to be transferred from one line item to another line item within the Department;
2. Department Budget needs to increase or decrease in total;
3. A new Capital Project is established;
4. A Capital Project's Budget needs to be increased or decreased;
5. Additional revenues received that the Department anticipates using to fund current operations.

Guidelines for completing a Budget Amendment:

1. Departments must use the Budget Amendment Form (Attached);
2. The "Explanation for Change" Section on the form must also be filled out;
3. The form should be signed by the Department Head and forwarded to the Finance Department;
4. Chief Financial Officer or designee will review the Amendment request and forward it to the Village Manager or designee;
5. The Village Manager or designee will either approve or deny the request;
6. Budget Amendment requests that increase or decrease the Department's Budget must be approved by Commission.

BACKGROUND

VOGEL PARK CANOPY NEEDS TO BE REPLACED. \$6,639.23. SOLE SOURCE VENDOR ADVANCED RECREATIONAL CONCEPTS LLC.

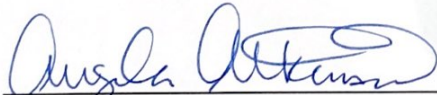
FINANCIAL


Park Improvement Impact Fees available:

\$1,119.08 from 7441 Coquina Drive Collected on 3/13/2018
\$5,205 from 7918 WD collected 2/27/2020
\$315.15 from 7631 MVD collected 3/5/2021

Available Park Improvements Impact Fees to be allocated in the amount of \$6,639.23 to replace the Canopy at Vogel Park. GL Line Item: 110-71-572-6200 PARK IMPROVEMENTS

Approved by:

Chief Financial Officer  Date 4/19/21

Village Manager  Date _____



March 9, 2021

North Bay Village
Attn: Marlon Lobban, Public Works Director
1666 Kennedy Causeway, Suite 300
North Bay Village, FL 33141

Director Lobban:

We're the sole source resource to replace the shade fabric, stainless steel cables & related hardware; for your Vogel Park shade structure.

Sincerely,

Allen M Cooke
Senior Design Consultant, Advanced Recreational Concepts.
Cell #954-261-1450; Email: ACooke@ARCFloida.com

*3125 Skyway Circle
Melbourne, FL 32934
Toll Free: 866-957-2355
FAX: 866-957-2356
www.ARCFlorida.com*