



## North Bay Village Memorandum

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141  
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**NORTH BAY VILLAGE**  
EST. 1945

**Date:** April 26, 2023

**To:** Angela Atkinson, Chief Financial Officer

**From:** Marlon Lobban, Director of Public Works *ML*

**Subject:** BUDGET AMENDMENT

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I am requesting a budget amendment, to transfer \$8,242.00 from Landscape improvements line item to Repair & Maintenance of Grounds in the streets department. The funds were used to repair damage and cracked sidewalk around Harbor Island.

Please see attached for the Budget amendment. This amendment is less than 5% of the total budget of the streets department per the Village Ordinance therefore it needs to be distributed to the Commission and posted on the Village website for transparency.



## Budget Amendment Form

Department	Public Works	4/25/2023
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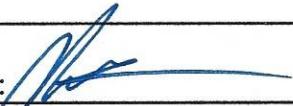
Fund(s) to be changed: STREET MAINTENANCE

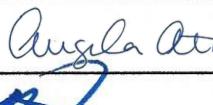
GL Account	GL Line Item	Transfer to:	Transfer from:
112.18.541.4605	REPAIR & MAINTENANCE OF GROUNDS	\$ 8,242.00	
112.18.541.6320	Landscape Improvements		\$ 8,242.00
<b>TOTAL (Columns must be equal)</b>		<b>\$ 8,242.00</b>	<b>\$ 8,242.00</b>

**Description:**

Transfer funds in order to repair the sidewalks on East and West Drives on Harbor Island. Additional work requested and additional \$5000 to end of Fiscal Year.

Approved By:

Department Director:  Date: 5/2/23

Chief Financial Officer:  Date: 5/3/2023

Village Manager:  Date:



## INVOICE #2-2023 FOR SIDEWALK REPAIR

**From:** [Angela Atkinson](#)  
**To:** [commissioners](#)  
**Cc:** [Ralph Rosado, PhD, AICP](#); [Carla Maglio](#); [Sandra Siefken](#); [Marlon Lobban](#)  
**Subject:** Public Works Budget Amendments  
**Date:** Wednesday, May 3, 2023 7:20:14 PM  
**Attachments:** [05.03.2023 BUDGET AMENDMENT-SIDEWALK REPAIRS.pdf](#)  
[05.03.23 Budget Amendment - Sewer Department.pdf](#)

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Good evening Mayor, Vice Mayor, and Commissioners,

Attached you will find two budget amendment requests from the Director of Public Works. The Public Works Department is transferring \$2,000 from Contingency Expense in the Utility Fund to Repair & Maintenance of Vehicles for the repair of one of the Sewer vehicles. The second amendment is transferring \$8,242 from Landscape Improvements in the Street Maintenance Fund to Repair & Maintenance of Grounds to repair the sidewalks on East and West Drives on Harbor Island and to help towards any additional repairs through the end of the fiscal year. Please see attached for the Budget amendments and Memos for more details.

These amendments are less than 5% of the total budgets of each department per the Village Ordinance therefore are 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