



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

NORTH BAY VILLAGE
EST. 1945

Date: May 2, 2023

To: Angela Atkinson, Chief Financial Officer

From: Marlon Lobban, Director Public Works

Subject: Budget Amendment Memorandum

Attached you will find a budget amendment request from the Director of Public Works. The Public Works Department is transferring \$2,000 from Contingency line item to Repair & Maintenance of Vehicle in the Sewer Department. Please see attached for the Budget Amendment and Memos for more details.

The amendment is less than 5% of the total budget of each department per the Village Ordinance therefore is being distributed to the Commission and will be posted on the Village website for transparency. If you have any questions, please let me know.



Budget Amendment Form

Department	Sewer Department	Date	4/25/2023
Fund(s) to be changed: Utility Fund			
GL Account	GL Line Item	Transfer to:	Transfer from:
430.35.535.9000	Contingency	\$ -	\$ 2,000.00
430.35.535.4601	Repair & Maintenance of Vehicles	\$ 2,000.00	\$ -
TOTAL (Columns must be equal)		\$ 2,000.00	\$ 2,000.00

Description:

Budget amendment request from the Director of Public Works. The Public Works Department is requesting to transfer \$2,000 from Contingency line item to Repair & Maintenance of Vehicles in the Sewer Department. This amendment is less than 5% of the total budget of each department per the Village Ordinance therefore is being distributed to the Commission and will be posted on the Village website for transparency.

Department Director: Marlon Lobban Date: 4/26/2023

Chief Financial Officer: Angela Atkinson Date: 5/2/23

Village Manager: Philip M Date: 4/25/2023

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](#)

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

INVOICE
CITY OF MIAMI BEACH
1700 CONVENTION CENTER DRIVE
MIAMI BEACH, FL 33139
PHONE: 305-673-7641

Date 4/11/2023

ORIGINATING DEPARTMENT:

Fleet Management

Customer#: 1619

North Bay Village Police Dept.
(PW)
ATT: Det. Manuel Casais, Fleet
Manager
1666 John Kennedy Cswy, Ste 300
North Bay Village, FL 33141

DESCRIPTION

AMOUNT

Billing Services and Repairs for North Bay Village PW Vehicles from March 1, 2023 through March 31, 2023.

Summary and Details Attached:

<u>Parts</u>	<u>Labor</u>	<u>Sublet</u>	<u>Credit</u>	<u>TOTAL</u>
\$7,966.32	\$2,577.35	\$0.00	\$0.00	\$10,543.67

APPROVED:

DEPARTMENT HEAD: John Jr C Benig

CHIEF ACCOUNTANT: _____

CREDIT DISTRIBUTION

ACCOUNT	AMOUNT
510-0000-369960-00-307-332-00-00-00	\$10,543.67

APPROVED _____

NBV WO PW MARCH 2023

EQ#	WO #	PARTS	LABOR	SUBLET	MISC/CREDITS	WO AMT.
1803PW	213660	\$6,707.03	\$910.94	\$0.00	\$0.00	\$7,617.97
1806PW	213028	\$1,259.29	\$1,666.41	\$0.00	\$0.00	\$2,925.70
TOTAL:		\$7,966.32	\$2,577.35	\$0.00	\$0.00	\$10,543.67

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WO Company: 001 FLEET MANAGEMENT DEPARTMENT
 WO Department: NBVPW NORTH BAY VILLAGE PUBLIC WORKS
 WO Shop: 01 FLEET MGMT - GENERAL

Equipment: 1803PW License: XG1584

Color: White Engine:
 Year: 2017 GVW: 33000
 Make: MACK Serial: 1M2AX35B1JM010389
 Model: GUS32 Misc. Field:
 Location:

CUSTOMER COPY

WO#: 0000213660

Date In: 03/23/2023 11:04

Date Out: 03/30/2023 17:19

WO Total Cost: 7617.97

WO Status: C Last WO#: 0000213660
 Bill Code: N Last WO Date: 03/23/2023
 Employee: 18930

Department: NBVPW:NORTH BAY VILLAGE PUBLIC WORKS
 Class: 238H:TRUCK TRASH LOADER
 Company: NBV NORTH BAY VILLAGE
 Monitor Group: NB:NORTH BAY VILLAGE
 Site: NBV PW:NORTH BAY VILLAGE PUBLIC WORKS

METERS

WO Meter	Reading	Override?	Eq Meter	Actual	LTD
M	15100	Y	M	15100	15100

PM SERVICE

Due	Type	Type Description	Due	Type	Type Description
19100	A	A PM SERVICE 11A	23100	B	B PM SERVICE 11B
07/23/2023	A	A PM SERVICE 11A	11/21/2023	B	B PM SERVICE 11B

REPAIRS PERFORMED

MID	Date	Labor Hrs	OT	SH	RTY	RTY Description	Labor Cost
243	03/30/2023	0.79611	N	N	2065CUG100BN	General Repair HydraulicSystem Cylinder Hydraul Replace	77.02
243	03/30/2023	1.56583	N	N	2065CUG100BN	General Repair HydraulicSystem Cylinder Hydraul Replace	151.49
243	03/29/2023	0.76806	N	N	2065CUG100BN	General Repair HydraulicSystem Cylinder Hydraul Replace	74.31
243	03/27/2023	1.82083	N	N	1017TM1100BN	Repaired From PM Service Tire / Tube Tire Heavy Replace	176.17
243	03/23/2023	0.62667	N	N	1017TM1001BN	Repaired From PM Service Tire / Tube Tire Heavy Diagnosis	60.63
243	03/23/2023	0.45306	N	N	2102LN8100BN	General Repair Light Emergency Light Strobe Replace	43.83
243	03/23/2023	1.57917	N	N	PMA BS	PM Service PMA Service 11A	152.78
242	03/29/2023	1.80583	N	N	2065CUG100BN	General Repair HydraulicSystem Cylinder Hydraul Replace	174.71

SUBLET REPAIRS

Vendor	Date Back	RTY	RTY Description

PARTS ISSUED

Strm	Part Number	Part Description	RTY	RTY Description	QTY	Unit Cost	Total Cost
F	15W40	LUBRICANT OIL 15W40 CJ4 TIER 4	PMA BS	PM Service PMA Service 11A	25	3.11	77.63
1	1748	FILTER OIL VEH #4699	PMA BS	PM Service PMA Service 11A	1	28.27	28.27
1	725103	CONNECTOR BUTT RCD 22-18A #WG725103 NV	2053CK2100BN	General Repair Expendable Connector Elect Replace	2	0.17	0.34
1	83-2618	CONNECTORS 22-18AWG HEAT SHRINK/SOLDER	2053CK2100BN	General Repair Expendable Connector Elect Replace	15	1.06	15.84
1	253sa-1.	STROBE LAMP LED CLEAR 17/MACK	2102BCN100BN	General Repair Light Emergency Light Beacon Replace	4	57.07	228.29
1	756817674	TIRE 295/75R225 G ENDURANCE	2017TM1100BN	General Repair Tire / Tube	1	501.60	501.60

PARTS ISSUED								
Strm	Part Number	Part Description	RTY	RTY Description	QTY	Unit Cost	Total Cost	
		RSA		Tire Heavy Replace				
F	4-TIRE FEE	TIRE FEE	2017TM3100BN	General Repair Tire / Tube	1	1.21	1.21	
1	274601	GREASE TEMP-PLATE MULTI-PURPOSE 550F	2058MH0100BN	Tire Light Replace	1	10.74	10.74	
1	DEF22241	DEF DIESEL EXHAUST FLUID	2043DEF010BN	General Repair Lubrication				
				Misc Parts Replace	3	10.89	32.67	
1	7001002	CYLINDER HYD.MAIN EQ#1803PW	2402MH0100BN	General Repair Exhaust				
				Engine Diesel Exhaust				
				Fill Fluids				
1	8010119	PIN CYLINDER HYD.MAIN EQ#1803PW	2402MH0100BN	General Repair Boom Misc	1	5479.76	5479.76	
				Parts Replace				
				General Repair Boom Misc	1	330.68	330.68	
				Parts Replace				

MISCELLANEOUS COSTS

Code	Code Description	RTY	RTY Description	Misc. Cost

CREDITS

Date	Description	Credit Amount

Work Order Total: 7617.97

Parts: 6707.03 Labor: 910.94 Sublet: 0.00 Misc Cost: 0.00 Credit: 0.00

NOTES

c/s

PM-A

Install SOP Strobe Lights

Hydraulic ram needs to be replaced (approved by Meagan Cook NBV per Felix NBV)

OPERATOR:

SUPERVISOR:

TEL CONTACT:

CONTACT OPERATOR?

VERIFY EQUIPMENT #

MILES/HOURS

RNI MILES AFTER RESET

Original order for STROBE LED lights were on WO# 211276
03/23/2023 @ 16:46:20-cra

-pma is complete...243

-replaced the 4 strobe lights...ok at this time...243

-diagnosed the hydraulic leak and found the main boom cylinder is leaking...ordered the cylinder and the lower pin...243

-during pm, noticed the l/r tires were low on air, upon further inspection, found the l/r tires are dry

rotted and need to be replaced...tires not in stock...waiting on tires...243

-replaced both l/r tires...243

-done...243

-REPLACED THE MAIN BOOM HYDRAULIC CYLINDER AND LOWER RETAINING

PIN...RECHECKED OPERATION...OK AT THIS TIME...242, 243

ginre francisco one tire waiting on invoice to be billed---rp

RNI MILES AFTER RESET

-will continue working on this tomorrow...243

-diagnosed the hydraulic leak and found leaking hose...removed hose...fittings no in stock...ordered hose...243

-replaced hose with new one, ok at this time...243

-diagnosed the lights on the trailer, trailer connector is not working, will need to replace and continue diagnosis...243

-found the pump is leaking oil...ordered gaskets, front control valve is leaking, ordered valve, tires are worn and dry rotted, ordered tires...ordered new pressure gauge...243

-replaced the trailer connector and front wiring with spare wire from shop 2...rechecked operation of all lights...found one trailer marker light not working...ordered part...243

-light come in wrong...reordered part...243

-diagnosed the pump assy and found defective packings and valves...ordered parts as needed...243

-started replacement of the pump valves and packings, upon complete removal of all valves, noticed the pump head is actually also pitted, requested quote for pump head or complete pump depending on pricing...243

-started to replace the tires, when getting to the last tire, noticed that the tires were the incorrect size...size in the system is incorrect...need to reorder the tires...243

WO Company: 001 FLEET MANAGEMENT DEPARTMENT
 WO Department: NBVPW NORTH BAY VILLAGE PUBLIC WORKS
 WO Shop: 01 FLEET MGMT - GENERAL

Equipment: 1806PW License: KG7768

Color: White Engine: 5.3L
 Year: 2018 GVW: 7000
 Make: GMC Serial: 1GTR1LEC3JZ303358
 Model: SIERRA Misc. Field:
 Location:

CUSTOMER COPY



WO#: 0000213028

Date In: 02/10/2023 09:59

Date Out: 03/14/2023 11:18

WO Total Cost: 2925.70

WO Status: C Last WO#: 0000213028
 Bill Code: N Last WO Date: 02/10/2023
 Employee: 14203

Department: NBVPW:NORTH BAY VILLAGE PUBLIC WORKS
 Class: 115A:TRUCK 2WD 1/2 TON
 Company: NBV NORTH BAY VILLAGE
 Monitor Group:
 Site: NBV:NORTH BAY VILLAGE

METERS

WO Meter	Reading	Override?	Eq Meter	Actual	LTD
M	21195	Y	M	21195	21195

PM SERVICE

Due	Type	Type Description	Due	Type	Type Description
20590	A	A PM SERVICE 11A	28590	B	B PM SERVICE 11B
06/22/2022	A	A PM SERVICE 11A	02/22/2023	B	B PM SERVICE 11B

REPAIRS PERFORMED

MID	Date	Labor Hrs	OT	SH	RTY	RTY Description	Labor Cost
269	03/12/2023	2.92639	N	1	2000001201BN	General Repair Vehicle/Equipt. Complete Unit Alignment Front	283.13
269	03/10/2023	2.60222	N	1	2016CMG100BN	General Repair Suspension Control Arm Replace	251.76
269	03/08/2023	0.81444	N	1	2016CMG100BN	General Repair Suspension Control Arm Replace	78.80
269	03/08/2023	1.59194	N	1	2016CMG100BN	General Repair Suspension Control Arm Replace	154.02
221	03/06/2023	0.86889	N	1	2016MUC100BN	General Repair Suspension Mount Control A Replace	84.07
221	03/02/2023	1.23306	N	1	2017TM3100BN	General Repair Tire / Tube Tire Light Replace	119.30
221	02/23/2023	0.86306	N	1	2016CMG100BN	General Repair Suspension Control Arm Replace	83.50
221	02/23/2023	0.84083	N	1	2016CMG100BN	General Repair Suspension Control Arm Replace	81.35
221	02/23/2023	1.10556	N	1	2045MOT100BN	General Repair Engine Block Motor Mount Replace	106.96
221	02/23/2023	0.29306	N	1	2045MOT100BN	General Repair Engine Block Motor Mount Replace	28.35
221	02/23/2023	0.97639	N	1	2015BA0100BN	General Repair Steering Bar Anti Sway Replace	94.47
221	02/23/2023	1.00278	N	1	2045MOT100BN	General Repair Engine Block Motor Mount Replace	97.02
221	02/21/2023	0.29917	N	1	2045MOT100BN	General Repair Engine Block Motor Mount Replace	28.94
221	02/15/2023	0.61139	N	1	2015000001BN	General Repair Steering System Diagnosis	59.15
221	02/15/2023	0.79278	N	N	2016000001BN	General Repair Suspension System Diagnosis	76.70
221	02/15/2023	0.40194	N	1	2016000001BN	General Repair Suspension System Diagnosis	38.89

SUBLET REPAIRS

Vendor	Date Back	RTY	RTY Description
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PARTS ISSUED

Strm	Part Number	Part Description	RTY	RTY Description	QTY	Unit Cost	Total Cost
1	K700538	LINK SWAY BAR. 18/GMC	2016CMG100BM	General Repair Suspension Control Arm Replace	2	15.28	30.55
1	EM4173	MOUNT MOTOR LH. 18/GMC	2016CMG100BM	General Repair Suspension Control Arm Replace	1	88.61	88.61
1	EM4174	MOUNT MOTOR RH. 18/GMC	2016CMG100BM	General Repair Suspension Control Arm Replace	1	87.86	87.86
1	157067620	TIRE P255/70/R17 WRL FORT.HT 112T	2155TM3100BN	General Repair Tire / Wheel Tire Light Replace	4	151.42	605.67
1	591320	TIRE VALVE STEM SENSOR	2017VIA100BN	General Repair Tire / Tube Valve Tire Replace	4	3.44	13.78
F	4-TIRE FEE	TIRE FEE	2017TM3100BN	General Repair Tire / Tube Tire Light Replace	4	1.21	4.85
1	VS2Q	TIRE VALVE STEM SNAP IN NEW STYLE	2017V1A100BN	General Repair Tire / Tube Valve Tire Replace	4	4.11	16.44
1	84628487	ARM CONTROL LOWER RH. 18/GMC	2016CMG100BM	General Repair Suspension Control Arm Replace	1	199.66	199.66
1	84628488	ARM CONTROL LOWER LH. 18/GMC	2016CMG100BM	General Repair Suspension Control Arm Replace	1	211.87	211.87

MISCELLANEOUS COSTS

Code	Code Description	RTY	RTY Description	Misc. Cost
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CREDITS

Date	Description	Credit Amount
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Work Order Total: 2925.70

Parts: 1259.29	Labor: 1666.41	Sublet: 0.00	Misc Cost: 0.00	Credit: 0.00
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NOTES

c/s

PM-A due, was performed recently elsewhere, check and clear PM if needed.
Suspension is creaking over bumps in the front.

Front tires are worn, need replacement.

Check alignment.

Tires sound like they are screeching when taking off but going slowly (see Jennings)

OPERATOR:

SUPERVISOR:

TEL CONTACT: Meagan Cook PW NBV

CONTACT OPERATOR?

VERIFY EQUIPMENT # 1806

MILES/HOURS

RNI MILES AFTER RESET

pm was done by tropical chevy not needed at this time.
221 check vehicle for possible suspension noise found upper control arms, sway bar link bushings
tires, & motor mounts needed replacement.

upper control arms came in wrong

02/23/2023 @ 17:14:12

221 removed & replaced four tires, sway bar link bushing / motor mounts

upper control arms was sent in wrong

03/06/2023 @ 13:37:55

tech#269 upper control arm was sent in (not the right part)

03/08/2023 @ 17:30:21

tech#269 part was correct installed and ready for an alignment. performed multipoint inspection and topped off fluids, went for small test drive to check for noise.
03/10/2023 @ 17:17:29

tech#269 alignment has been performed car is driving perfectly straight, also replaced passenger front valve stem was leaking car is ready to go completed