

Department: Sewer Department	Date:	2/2/2024
Fund(s) to be changed: Enterprise Fund		

GL Account	GL Line Item	Transfer to:		Trans	sfer from:
430.35.535.4601	Repair & Maintenance of Vehicles	\$	2,746.73		
430.35.535.9000	Contingency			\$	1,876.76
430.35.535.4607	Repair & Maintenance Lift Stations			\$	869.97
TOTAL (Columns	must be equal)	\$	2,746.73	\$	2,746.73

## **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:	_ Date:	_2/2/2024_
Chief Financial Officer: Quala Ottinoon	Date:	2/2/2024
Village Manager:	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

1

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 Rear Brakes: Good: 4mm or greater

OK: 6mm to 4mm 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 anc/or warranty reimbursement.

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Page 1 of 1

Customer Number: : 160411

321506

\*INVOICE\*

CITY OF NORTH BAY VILLAGE **BRIAN VELICO** 

PAGE 1



1666 KENNDEY NORTH BAY VILLAGE, FL 33141

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

Email:

FLORIDA REGISTRATION #MV-92382 SERVICE ADVISOR 2404 Maria Reyes

COLOR	YEAR	MAKE/MODEL		SEF	VIN VIN	LICENSE	MILEAGE	IN / OUT	TAG
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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:

PAGE 2



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

Home: 786-877 Email:	/-/954 B	us: :786-877-79	54 Cell:	SEE	RVICE ADVISOR		COUNTY REGISTRA IRIDA REGISTRATION #M Reves		R .
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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:

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MIAMI-DADE COUNTY REGISTRATION #393.MVR

	7-7954 B	Bus: :786-877-79	54 Cell:				DE COUNTY REGISTR		i
Email:	,			SEF	RVICE ADVISOR	R 2404 Maria Reyes			
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Customer Number:: 160411

321506

\*INVOICE\*

# CITY OF NORTH BAY VILLAGE BRIAN VELICO

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sarvica@tagemail.com • bodyshop@tagemail.com
MIAMI-DADE COUNTY REGISTRATION #393.MVR

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varranty of merchantab ny liability in connection	Hity or fitnes	s for a particular purposite of products or service	sold under the terms	of this estimate. P	ny other person to assume for hearts and labor are guaranteed for	LESS INSURA			0.00
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Omen Henebi Au		TO HECEN I OF MOUVE	WILLIAM TONED VEHICLE	L AND RECEIPT OF	INVOICE COFT HEREOF.	PLEASE PA	y		4.0 0

PLEASE PAY THIS AMOUNT

X CUSTOMER SIGNATURE

# Jane Feary

From:

Maria Reyes <mariar@tropicalchevrolet.com>

Sent:

Wednesday, January 31, 2024 10:49 AM

To: Cc: Jane Feary; Meagan Cook

Subject:

Annabelle Rodriguez
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 > Sent: Wednesday, January 31, 2024 10:18 AM

To: Meagan Cook < mcook@nbvillage.com >

Subject: Fw: [External] INVOICE

Maria Reyes Service Consultant Tropical Chevrolet (786)548-5966 (305)754-7551 ext 266

MariaR@TropicalChevrolet.com



From: Jane Feary pwdocumen s@nbvillage.com>

Sent: 24 January 2024 12:50

To: Maria Reyes < mariar@trop calchevrolet.com >

Cc: Meagan Cook < mcook@nb illage.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>
Sent: Wednesday, January 24, 2024 12:36 PM
To: Jane Feary < pwdocuments@nbvillage.com>

Subject: Fw: INVOICE

From: Maria Reyes <mariar@tropicalchevrolet.com>

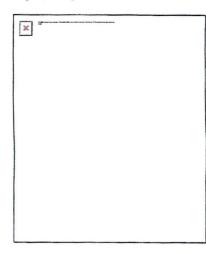
Sent: Wednesday, January 24, 2024 11:40 AM To: Meagan Cook < mcook@nlvillage.com>

Subject: [External] INVOICE

Maria Reyes Service Consultant Tropical Chevrolet (786)548-5966 (305)754-7551 ext 266

MariaR@TropicalChevrolet.com





# **Meagan Cook**

PUBLIC WORKS SUPERINTENDENT

Phone:

(305) 756-7171

Mobile:

mcook@nbvillage.com

Email: Website:

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

M	UK	In	DA	T	V I	L	A	JE	
			EST.	19	45				

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Date:	February	2.	2024

TO: Angela Atkinson, Chief Financial Officer

FROM: Marlon Lobban, Director Public Works M L

Subject: BUDGET AMENDMENT MEMORANDUM

			-	
BA	CK	GR	OL	DNL

Fhis request to transfer funds from the Sewer Contingency, GL#430-35-535-900 amount of \$1,876.76 and from Repair & Maintenance Lift Stations, GL#430-35-5 to Repair & Maintenance of Vehicles to cover Emergency Truck repair to truck #	35-4607
	1000.