



The Crossroads of South Florida,
We envision a sustainable economy, Let Us Grow Together

CITY OF SOUTH BAY

CITY COMMISSION AGENDA

CITY HALL CHAMBER

TUESDAY, SEPTEMBER 20, 2022

335 SW 2ND Avenue

South Bay, FL 33493

www.southbaycity.com

Phone: 561-996-6751 Fax: 561-996-7950

Mayor:

Joe Kyles Sr.

Vice Mayor:

Betty Barnard

Commissioner:

Esther Berry

Commissioner:

Taranza McKelvin

Commissioner:

John Wilson

City Manager:

Leondrae D. Camel

City Attorney:

Burnadette Norris-Weeks

City Clerk:

Natalie Malone

RULES OF PROCEDURE

WHO MAY SPEAK

Meetings of the City Commission are open to the public. They are not; however, public forums. Any resident who wishes to address the commission on any subject within the scope of the Commission's authority may do so, providing it is accomplished in an orderly manner and in accordance with the procedures outlined below.

SPEAKING ON AGENDA ITEM

- I. **Consent Agenda Item** – These are items, which the Commission does not need to discuss individually, and which are voted on as a group. Any Commissioner who wishes to discuss any individual item on the consent agenda may request the Mayor to pull such item from the consent agenda. Those items pulled will be discussed and voted upon individually.
- II. **Regular Agenda Items** – These are items, which the Commission will discuss individually in the order listed on the agenda. By majority vote, the City Commission may permit any person to be heard on an item at a non-public hearing.
- III. **Public Hearing Items** – This portion of the agenda is to obtain input from the public on some ordinances, resolutions and zoning applications. The chair will permit any person to be heard on the item during formal public hearings.

SPEAKING ON SUBJECTS NOT ON THE AGENDA

Any resident may address the Commission on any items pertaining to City business during the Opportunity for the Public to Address the Commission portion of the agenda. Persons wishing to speak must sign in with the City Clerk before the start of the meeting.

ADDRESSING THE COMMISSION: MANNER AND TIME

By majority vote the City Commission may invite citizen discussion on any agenda item. In every case where a citizen is recognized by the Mayor to discuss an agenda item, the citizen shall step to the podium/microphone, state his or her name and address for the benefit of the city clerk, identify any group or organization he or she represents and shall then succinctly state his or her position regarding the item before the city commission. Any question, shall be related to the business of the City and deemed appropriate by the Mayor, shall be directed to the Mayor and the Mayor shall then re-direct the question to the appropriate Commissioner or City Staff to answer the citizen question which shall be related to the business of the City.

All comments or questions of the public are to be directed to the Mayor as presiding officer only. There shall be no cross conversations or questions of any other persons. The length of time each individual may speak should be limited in the interest or order and conduct of the business at hand. Comments to the Commission by individual citizens shall be limited to three (3) minutes during the citizens request period. The City clerk shall be charged with the responsibility of notifying each citizen thirty (30) seconds before said time shall elapse and when said time limit has expired.

APPEALS

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DECORUM

If a member of the audience becomes unruly, the Mayor has the right to require the person to leave the room. If a crowd becomes unruly, the Mayor may recess or adjourn the meeting.

PLEASE SILENCE ALL CELL PHONES AND PAGERS

CONTACT INFORMATION

If anyone has questions or comments about anything on the meeting agenda, please contact the City Manager at 561-996-6751.

AMERICANS WITH DISABILITY ACT

In accordance with the Americans with Disability Act and Florida Statute 286.26, persons with disabilities needing special accommodations to participate in this proceeding should contact the city clerk no later than three (3) days prior to the meeting at 561-996-6751 for assistance.

CITY OF SOUTH BAY

CITY BUDGETWORKSHOP

CITY HALL CHAMBER

TUESDAY, SEPTEMBER 20, 2022

6:30 PM

NOTICE: If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, pursuant to F.S. 286.01055. The City of South Bay does not prepare or provide such records.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION**
 - 3.a. Agenda Items
4. **ADJOURNMENT**

CITY OF SOUTH BAY

REGULAR CITY MEETING AGENDA

CITY HALL CHAMBER

TUESDAY, SEPTEMBER 20, 2022

7:00 PM

NOTICE: If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, pursuant to F.S. 286.01055. The City of South Bay does not prepare or provide such records.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations in order to participate in this proceeding are entitled to the provision of certain assistance at no cost. Please call the City Clerk's Office at 561-996-6751 no later than 2 days prior to the hearing if this assistance is required. For hearing impaired assistance, please call the Florida Relay Service Numbers: 800-955-8771 (TDD) or 800-955-8770 (VOICE).

Any citizen of the audience wishing to appear before the City Commission to speak with reference to any agenda item must complete their "Request for Appearance and Comment" card and present completed form to the City Clerk.

1. **CALL TO ORDER, ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE**
2. **DISCLOSURE OF VOTING CONFLICTS**
3. **PRESENTATIONS AND PROCLAMATIONS (*Up to 5 minutes*)**
 - 3.a. **Funding Opportunity (Mini Grants)**
Antoinita (Annie) Ifill, Project Director, Healthier Glades
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION**
5. **CONSENT AGENDA**

All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which the item will be removed from the general order of business and considered in its normal sequence on the Agenda.

 - 5.a. **Regular City Workshop and City Meeting**
Approval of City Minutes –September 06, 2022
 - 5.b. **Regular City Workshop and City Meeting**
Approval of Meeting Agenda -September 20, 2022
6. **RESOLUTIONS – (Non- Consent) and Quasi-Judicial Hearing, if applicable)**
 - 6.a. **Resolution 38-2022**
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, RECOGNIZING FLORIDA CITY GOVERNMENT WEEK, OCTOBER 17-23, 2022; ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES; PROVIDING FOR AN EFFECTIVE DATE

6.b. Resolution 39-2022

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA ADOPTING A TAKE HOME VEHICLE POLICY; PROVIDING FOR ALLOCATION OF FUNDS PROVIDING AN EFFECTIVE DATE.

7. ORDINANCE

8. ROSENWALD ELEMENTARY SCHOOL

9. FINANCE REPORT

9.a. Accounts Payable Report

10. CITY CLERK REPORT

11. CITY MANAGER REPORT

12. CITY ATTORNEY REPORT

13. FUTURE AGENDA ITEMS

14. COMMISSIONER COMMENTS: FOR THE GOOD OF THE ORDER

15. ADJOURNMENT

CALLING ALL GLADES RESIDENTS

Belle Glade Canal Point Pahokee South Bay

**HEALTHIER GLADES
ANNOUNCES**

MINI GRANTS

**GOT AN IDEA FOR AN EVENT OR PROJECT?
WE CAN HELP WITH FUNDING!**



Healthier Glades

Unlocking Our Community Strengths

DEADLINE:

October 18, 2022 at 4:59pm

Ideas + Funding =



Community Impact

WHO: Healthier Glades is seeking to fund mini grants up to **\$3000** for Glades residents and up to **\$2000** for nonprofit organizations in the Glades Communities. These mini grants are designed to promote Healthier Glades in the following focus areas:

FOCUS AREAS:



- Promoting Health & Wellness (Behavioral & Physical)
- Storytelling – “Changing the Narrative” (e.g., Cultural & Visual Arts, Social Connectedness, etc.)
- Developing & Nurturing Participation Channels (e.g., Advocacy (Youth & Adult), Support Groups, etc.)

WHEN: Applications will be available at the Belle Glade/Pahokee/South Bay libraries starting September 27, 2022. You can scan the QR Code below to download the application. **The deadline to submit the application is October 18, 2022 at 4:59pm** at any of the local libraries or to our email address healthierglades@htpbc.org.





Healthier Glades

Unlocking Our Community Strengths

September 9, 2022

Dear Community Partner,

For the past 3 years, Healthier Glades has been awarding mini grants to residents and non-profit organizations residing in the he Glades communities of Belle Glade, Canal Point, Pahokee, and South Bay. On September 27, 2022, we will be kicking off our 4th Mini Grant campaign. As a resident/organization, you can apply for funding to support your existing projects that benefits the Glades residents in the following areas:

- Promoting health and wellness (physical and mental health)
- Storytelling and preserving community history
- Developing and nurturing participation channels

There will be a virtual information session on September 24, 2022 at 1:00 p.m. via Zoom to learn more about the application process and deadlines to submit application. Click on this link to register for the information session <https://www.eventbrite.com/e/mini-grant-information-session-tickets-414794781357>. Included in this letter is the flyer and the application for you to complete. For more information, please contact Antoinita (Annie) Ifill, Project Director at annie.glades@htpbc.org.

Sincerely,

Antoinita Ifill, MSW
Project Director
Healthier Glades

CITY OF SOUTH BAY, FL
CITY BUDGET WORKSHOP

CITY HALL CHAMBER
TUESDAY, SEPTEMBER 06, 2022
6:00PM

Present:

Mayor Joe Kyles
Vice-Mayor Betty Barnard
Commissioner Esther Berry
Commissioner John Wilson
Commissioner Taranza McKelvin

Staff:

Natalie Malone, City Clerk
Leondrae Camel, City Manager
Vicky DelBosquez, Human Resource
Massih Saadatmand, Finance Director
Caroline Larris, Code Enforcement Assistant
Burnadette Norris-Weeks, Esq., City Attorney

(Full recording/discussion available through the City Clerk/City website)

1. CALL TO ORDER at 6:00pm
2. ROLL CALL
3. DISCUSSION
 - 3.a. Budget Workshop
4. ADJOURNMENT at 6:23pm

CITY WORKSHOP

1. CALL TO ORDER at 6:30pm
2. ROLL CALL
3. DISCUSSION
 - 3.a. Agenda Items
4. ADJOURNMENT

CITY OF SOUTH BAY, FL
REGULAR CITY MEETING
CITY HALL CHAMBER
TUESDAY, SEPTEMBER 06, 2022 2022
7:00PM

A Regular City Meeting of the City Commission of the City of South Bay, Florida was called to order by Mayor Joe Kyles in the Commission Chambers at 335 S.W. 2nd Avenue, South Bay, Florida on September 06, 2022 at 7:00 p.m.

(Full recording/discussion available through the City Clerk/City website)

Present:

Mayor Joe Kyles
Vice-Mayor Betty Barnard
Commissioner Esther Berry
Commissioner John Wilson
Commissioner Taranza McKelvin

Staff:

Natalie Malone, City Clerk
Leondrae Camel, City Manager
Vicky DelBosquez, Human Resource
Massih Saadatmand, Finance Director
Caroline Larris, Code Enforcement Assistant
Burnadette Norris-Weeks, Esq., City Attorney

1. **CALL TO ORDER, ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE**
2. **DISCLOSURE OF VOTING CONFLICTS: NONE**
3. **PRESENTATIONS AND PROCLAMATIONS** *(Up to 5 minutes)*
 - 3.a. **McKinley Health Insurance Service**
Carmon Williams
 - 3.b. **Update: Herbert Hoover Dike Rehabilitation Project**
Ingrid Bon, PE, PMP, Senior Program Manager
US Army Corps of Engineers, Jacksonville District
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION**

5. CONSENT AGENDA

All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commission. or person so requests, in which the item will be removed from the general order of business and considered in its normal sequence on the Agenda.

**5.a. Regular City Workshop and City Meeting
Approval of City Minutes – August 16, 2022**

**5.b. Regular City Workshop and City Meeting
Approval of Meeting Agenda- September 06, 2022**

**Moved by: Commissioner McKelvin
Seconded by: Commissioner Berry**

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner McKelvin	YES
Commissioner Wilson	YES

6. RESOLUTIONS- (Non- Consent) and Quasi-Judicial Hearing, if applicable)**6.a. RESOLUTION NO. 32-2022**

**A RESOLUTION OF THE CITY COMMISSION
OF THE CITY OF SOUTH BAY, FLORIDA,
AUTHORIZING THE CITY MANAGER TO
EXECUTE GRANT AGREEMENTS BETWEEN
QUALIFIED APPLICANTS AND THE CITY OF
SOUTH BAY FOR THE CITY'S MINOR HOME
REPAIR PROGRAM; PROVIDING FOR AN
EFFECTIVE DATE**

**Moved By: Commissioner Wilson
Second By: Commissioner Berry**

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner McKelvin	YES
Commissioner Wilson	YES

6.b. RESOLUTION NO. 33-2022

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, DECLARING CERTAIN CITY-OWNED PROPERTY AS SURPLUS AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF SAID PROPERTY IN ACCORDANCE WITH SECTION 2-110(7) OF THE CITY OF SOUTH BAY'S CODE OF ORDINANCES; PROVIDING FOR AN EFFECTIVE DATE

Moved By: Vice-Mayor Barnard

Second By: Commissioner Wilson

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner McKelvin	YES
Commissioner Wilson	YES

6.c. RESOLUTION NO. 34-2022

A RESOLUTION OF THE CITY OF SOUTH BAY, FLORIDA, ADOPTING THE TENTATIVE MUNICIPAL BUDGET OF THE CITY OF SOUTH BAY, FLORIDA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; PROVIDING FOR AN EFFECTIVE DATE

Moved By: Vice-Mayor Barnard

Second By: Commissioner McKelvin

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner McKelvin	YES
Commissioner Wilson	YES

6.d. RESOLUTION NO. 35-2022

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE MAYOR AND THE CITY MANAGER TO EXECUTE AN AGREEMENT AS AN EMERGENCY PURCHASE BETWEEN S&S ASPHALT MAINTENANCE LLC AND THE CITY OF SOUTH BAY FOR ROADWAY REPAIR IN THE CITY OF SOUTH BAY; PROVIDING FOR AN EFFECTIVE DATE

Moved By: Commissioner Wilson

Second By: Commissioner Berry

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner McKelvin	YES
Commissioner Wilson	YES

7. ORDINANCE**8. ROSENWALD ELEMENTARY SCHOOL-Commissioner McKelvin**

- 8.a.** SAC meeting on September 14, 2022 at 5:00pm directly to follow Open House

9. FINANCE REPORT

- 9.a.** Accounts Payable Report

10. CITY CLERK REPORT

- 10.a.** Thank you, Teacher's Appreciation Breakfast 2022
- 10.b.** Thank you, The Green family and Vice-Mayor Barnard

11. CITY MANAGER REPORT

- 11.a.** City Hall Parking lot
- 11.b.** Update on Personnel
- 11.c.** Streets and Road

12. CITY ATTORNEY REPORT**13. FUTURE AGENDA ITEMS****Commissioner Berry****13.a. Infrastructure****14. COMMISSIONER COMMENTS FOR THE GOOD OF THE ORDER****14.a. Commissioner Taranza McKelvin**

- Thank you everyone for coming out
- Please continue to come out and stay informed

14.b. Commissioner John Wilson

- Thank you to everyone that came out
- National Night out on Crime Convention 2022
- Acknowledgments
- May God Bless, Tomorrow is not promised

14.c. Commissioner Esther Berry

- Thank you for coming
- Acknowledgments

14.d. Vice Mayor Betty Barnard

- Agree to disagree
- Acknowledgements
- Thanks to everyone for coming out

14.e. Mayor Joe Kyles

- Thanks
- Acknowledgements

15. ADJOURNMENT

Joe Kyles, Mayor

ATTESTED BY:

Natalie Malone, City Clerk

RESOLUTION 38-2022

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, RECOGNIZING FLORIDA CITY GOVERNMENT WEEK, OCTOBER 17-23, 2022; ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their city their home; and

WHEREAS, city government is administered for and by its citizens and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along the understanding of public services and their benefits; and

WHEREAS, Florida City Government Week offers an important opportunity for elected officials and city staff to spread the word to all citizens of Florida that they can shape and influence this branch of government; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach citizens about municipal government through a variety of activities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing “Whereas” paragraphs are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Recognition of Florida City Government Week. The City Commission of the City of South Bay encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Government Week. The City Commission encourages educational partnerships between city government and schools, as well as civic groups and other organizations. Lastly, the City of South Bay supports and encourages all Florida city governments to actively promote and sponsor Florida City Government Week as set forth in Exhibit “A,” attached hereto.

Section 3. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

PASSED and **ADOPTED** this 20th day of September 2022.

ATTEST:

By: _____
Natalie Malone, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Berry	_____ (Yes)	_____ (No)
Commissioner McKelvin	_____ (Yes)	_____ (No)
Commissioner Wilson	_____ (Yes)	_____ (No)
Vice-Mayor Barnard	_____ (Yes)	_____ (No)
Mayor Kyles	_____ (Yes)	_____ (No)

EXHIBIT “A”

CITY OF SOUTH BAY CELEBRATES FLORIDA CITY GOVERNMENT WEEK: OCTOBER 17-23, 2022

The City of South Bay will be joining cities throughout the state in celebrating Florida City Government Week, October 17-23, 2022.

Because city government is the government closest to most citizens and the one with the most direct daily impact upon its residents, it is important that residents understand how their city operates, the services it provides and the importance of their active involvement. The theme "My City: I'm Part of It, I'm Proud of It" will guide this year's activities.

"Florida City Government Week is an opportunity to help our residents become more informed about the many services we provide, which will lead to more knowledgeable citizen participation in the future," said Mayor Joe Kyles and City Manager Leondrae Camel. "We are excited about this year's activities and hope to engage [students, all residents, senior citizens] in our upcoming events."

Events planned for the week are:

Monday, October 17, 2022-Business Community Open House at City Hall Chambers, 335 SW 2nd Ave. South Bay, FL 33493, 2pm to 4pm

Tuesday, October 18, 2022- Resolution, Sip and Serve at City Hall Chambers, 335 SW 2nd Ave. South Bay, FL 33493 6pm to 8pm

Wednesday, October 19, 2022- Lunch with Mayor Joe Kyles and City Manager Leondrae Camel at Tanner Park, 105 Palm Beach Rd. South Bay, FL 33493, 11:30am to 1:30pm

Thursday, October 20, 2022- Story hour at Rosenwald Elementary School, 1321 Dr. Martin Luther King Jr. Blvd. South Bay, FL 33493 with Mayor Joe Kyles and Vice Mayor Betty Barnard, 9am to 10am

Friday, October 21, 2022- Marketing Day for Bayfest and Breast Awareness

Saturday, October 22, 2022-BAYFEST and Breast Awareness Day at Tanner Park, 105 Palm Beach Rd. South Bay, FL 33493, 10am to 6pm

Florida City Government Week, sponsored by the Florida League of Cities, is a weeklong celebration that raises awareness about the importance of municipal government and its daily impact on residents. The League is the official organization of the municipal governments in Florida.

City of South Bay with available labor, low taxes, willing government, and strong infrastructure, the City is well suited for virtually any industry – from distribution to manufacturing to tourism and recreation. Government week is open to the public, please come out and support your CITY.

RESOLUTION NO. 39-2022

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY
OF SOUTH BAY, FLORIDA ADOPTING A TAKE HOME
VEHICLE POLICY; PROVIDING FOR ALLOCATION OF
FUNDS PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of South Bay is in need of a Take Home Vehicle Policy for its employees; and

WHEREAS, City representatives have the responsibility to use the City's resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies; and

WHEREAS, the City Commission of the City of South Bay desires to adopt the Take Home Vehicle Policy, attached hereto as Exhibit "A".

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Adoption of A Take Home Vehicle Policy. The City Commission of the City of South Bay, Florida hereby adopts the Take Home Vehicle Policy, attached hereto as Exhibit "A". The City Manager is hereby authorized to take all necessary and expedient action to effectuate the intent of this Resolution.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 20th day of September, 2022.

Joe Kyles, Mayor

ATTEST:

By: _____
Natalie Malone, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Berry	_____ (Yes)	_____ (No)
Commissioner McKelvin	_____ (Yes)	_____ (No)
Commissioner Wilson	_____ (Yes)	_____ (No)
Vice-Mayor Barnard	_____ (Yes)	_____ (No)
Mayor Kyles	_____ (Yes)	_____ (No)

TAKE HOME VEHICLE POLICY AND PROCEDURES

Employees may, upon specific written direction or approval of the City Manager or Designee, be assigned to take home a City of South Bay ("City") vehicle on a permanent or semi-permanent basis. An employee with a take home vehicle shall follow the following provisions:

1. Only City employees, possessing a valid State of Florida driver's license appropriate for the vehicle, are authorized to operate City vehicles.
2. Employees shall not operate a City vehicle while under the influence of drugs or alcohol.
3. Employees shall not transport any persons other than City employees in a City vehicle, except in the course of official business.
4. Employees and authorized passengers are expected to observe all traffic regulations, including seatbelt usage, and all policies and procedures of the City, while operating a take home vehicle.
5. All incidents involving City vehicles must be reported to the law enforcement office of the appropriate jurisdiction, the City Manager, and to Risk Management immediately. Employees with take home vehicles shall provide copies of any accident reports at the earliest time following report preparation, citations, etc., concerning the vehicle or its operation, to the City Manager and/or Risk Management.
6. Employees shall not operate vehicles in such a way as to cause public criticism or nuisance. This includes vehicle parking when not in use.
7. Employees are expressly prohibited from making any cosmetic or mechanical modifications to any City owned vehicle without the approval of the City Manager. The City Manager reserves the right to remove any or all modifications that may impair the vehicles safety or usefulness and or cosmetic changes that are not in keeping with City policy.
8. Take home vehicles may only be used for personal purposes on a "de minimis" basis, such as an occasional use for a personal errand while using the take-home vehicle for a business purpose or during a commute to or from work. An exception to this personal use limitation is the City Manager's take home vehicle, which is not restricted from personal use.
9. Unattended take home vehicles shall be legally parked and locked at all times, except in emergency circumstances. Employees shall not leave sensitive

information or public documents (other than reference material) in the vehicle while off duty.

10. Employees are responsible for the maintenance of their take home vehicles. Scheduled maintenance will be coordinated with the City Manager. Employees shall be responsible for routine maintenance, such as checking the tire pressure, all fluid levels etc. Employees may be subject to disciplinary action for failing to maintain their take home vehicle in proper working order or if there are signs of mechanical abuse or uncleanness. All vehicle maintenance shall occur on duty. No compensation will be made for any maintenance performed off duty.
11. Take home vehicles should be fueled at the City's fueling station within the City of South Bay. Reimbursement for any other fuel purchase may be denied.
12. Any employee assigned a take home vehicle is required to commute in the vehicle for valid business reasons.
13. Occasions that may prompt the City Manager or Designee to authorize additional employees to take home department vehicles include but are not limited to: preparations made in advance of a severe storm, such as a hurricane, to secure vehicles or to position vehicles to facilitate effective post-storm service restoration/clean-up activities. Such authorizations may be temporary in nature and may require alternative work assignments. Pre-approval from the City Manager to take home a City vehicle for storm related purposes may be requested in writing through Department Heads in accordance with Department/Division Disaster Plans.
14. The assignment of a City take-home vehicle may result in taxable income to the employee pursuant to IRS rules. Typically, qualified non-personal use vehicles (such as an ambulance, bus or other vehicle whose design would make the vehicle unlikely to be able to be used personally) are exempt from taxation, while use of other vehicles may result in the attribution of taxable income. In circumstances where the employee with a take-home vehicle is not restricted to personal use (i.e., City Manager) he/she will be required to keep a log of all personal usage – to be turned in monthly (see Appendix A). At the end of the year, the personal use miles will be divided by the total miles driven in that vehicle to determine the "personal use percentage" of that vehicle. The personal use percentage will be multiplied by the Annual Lease Value (as defined in IRS Pub. 15-B) to determine the amount that must be added to that employee's taxable income. In instances where personal use is prohibited except for commuting, that employee may either pay the City \$1.50 for each trip from their home to work or from work to their home, or the City will include an additional \$1.50 of taxable income on that individual's W-2 for each such trip.

15. Violations of this policy and procedures may result in disciplinary action and could result in the revocation of take-home vehicle privileges.

EFFECTIVE DATE OF POLICY: SEPTEMBER 21, 2022

Approved:

Director of Human Resources & Risk Safety

Date

City Manager

Date

**CITY OF SOUTH BAY
TAKE HOME VEHICLE POLICY AND PROCEDURES AWARENESS
ACKNOWLEDGEMENT**

I acknowledge that I have carefully read and understand the Take Home Vehicle Policy and Procedures.

I have been given a copy of the Take Home Vehicle Policy and Procedures to retain in my personal records.

DATE

EMPLOYEE SIGNATURE

I N S T R U C T I O N S

ASSIGNMENT OF CITY VEHICLES FOR TAKE-HOME PURPOSES

Prior to allowing any employee to take a City-owned or City-leased vehicle home, an assignment form must be completed in accordance with the following instructions.

- 1. Department Head, if applicable, must complete first two sections of assignment form including signature and date. S/he must then have employee sign and date the last section and submit the form to the City Manager for approval.**
- 2. The City Manager will approve or deny the requested assignment, sign and date the form and return it to the Human Resources Director.**
- 3. The Human Resources Director will return one fully executed copy to the employee and another to the department head, if applicable.**
- 4. The City Manager is responsible for notifying the Human Resources Director (in writing) of any change in the vehicle assigned to a particular employee.**

Note: In cases where a vehicle is being assigned to a department head, s/he should complete and sign both the request section (department head) and the acknowledgment section (employee).

**ASSIGNMENT OF CITY VEHICLE
FOR TAKE-HOME PURPOSES**

EMPLOYEE: _____ **DEPARTMENT:** _____

ADDRESS VEHICLE WILL BE HOUSED AT: *(If address changes you must notify Department Head immediately and complete new form)*

Street

City/Zip Code/County

THIS ADDRESS IS: ☐ *Inside City Limits* ☐ *Outside City Limits/County*

Number of miles driven to this address one way: _____

VEHICLE DESCRIPTION:

Year: _____ **Make:** _____ **Model:** _____

VIN: _____ **City Asset Number:** _____

If you are assigned a different vehicle for any reason, you are to complete a new form and submit to Human Resources immediately.

Approval is requested for the above-named employee to be assigned the described vehicle for take-home purposes as follows:

- ☐ overnight and/or on weekends on a regular basis
- ☐ overnight and/or on weekends only when on call
- ☐ other: (Click here to enter text.)

Justification for Request: Click here to enter text.

I understand that it is my responsibility to notify the Human Resources Director immediately if any of this information changes, including assignment of a different vehicle to this employee.

Signature of Department Head

Date

The above assignment is:

- ☐ Approved
- ☐ Denied

Signature of City Manager

Date

I hereby acknowledge that I have been assigned the primary responsibility for the vehicle described above. I further acknowledge that I have received a copy of the City's policy regarding the use of City vehicles and that I understand and will comply with the provisions of that policy.

Signature of Employee

Date

If employee is subject to the On-Call Policy and receiving On-Call Pay, please complete the On-Call Form.



City of South Bay

South Bay City Hall
335 SW 2nd Avenue
South Bay, FL 33493
Telephone: 561-996-6751
Facsimile: 561-996-7950

www.southbaycity.com

Commission

Joe Kyles Sr.
Mayor

Betty Barnard
Vice Mayor

Esther E. Berry

John Wilson

Taranza McKelvin

Leondrae Camel
City Manager

City Clerk
Natalie Malone

Burnadette Norris-Weeks
City Attorney

"An equal Opportunity
Affirmative Action Employer"

To: Honorable Mayor and Commissioners
From: Massih Saadatmand, Finance Director
Thru: Mr. Leondrae Camel, City Manager
Date: September 15, 2022
Ref: Weekly check register

Enclosed, please find the summary of check register as of September 15, 2022:

General Fund

- Utility:

Comcast 917.57

• American Life	1,336.53
• Marathon	2,811.69
• Purchase	707.90 <i>A</i>
• Payment for various services	2,328.13 <i>B</i>
• Payroll Deductions	500.00 <i>C</i>
• Other	1,245.00 <i>D</i>
Total	<u>\$ 9,846.82</u>

ARP Act Fund

Payroll	\$ 1,711.43
Andre Hamilton	<u>2,500.00</u>
	<u>\$ 4,211.43</u>

Capital Project Fund

R&D Paving	<u>\$ 15,211.67</u>
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Sanitation Fund

Waste Management	<u>\$ 38,502.01</u>
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AP Check Register Report

City Of South Bay (CSBFND)

9/15/2022 9:40:36 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
ACH PAYMENT-9/15/	COMCAST	COMCAST	9/15/2022	152.49
ONLINE PAYMENT-9	COMCAST BUSINESS	COMCAST	9/15/2022	765.08
Totals:			Electronic Transactions:	917.57
			Total Transactions:	917.57

AP Check Register Report

City Of South Bay (CSBFND)

9/8/2022 12:55:54 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	
14553	1129	COCYNTHIA HODGE	9/8/2022	150.00	D
14554	ALLY	ALLY	9/8/2022	725.70	B
14555	AMAZON CAPITAL SERV	AMAZON CAPITAL SERVICES	9/8/2022	286.19	A
14556	AMERICAN PUBLIC LIFE I	AMERICAN PUBLIC LIFE INSURANCE COMPANY	9/8/2022	1,336.53	
14557	ANDRE L. HAMILTON	ANDRE L. HAMILTON	9/8/2022	2,500.00	
14558	EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	9/8/2022	190.71	A
14559	INDEPENDENT NEWSPAF	INDEPENDENT NEWSMEDIA INC.USA	9/8/2022	489.60	B
14560	LEONDRAE D. CAMEL	LEONDRAE D. CAMEL	9/8/2022	580.00	D
14561	MARATHON/MEX BANK	WEX BANK	9/8/2022	2,811.69	
14562	PRIMESTAR DIGITAL NET	PRIMESTAR DIGITAL NETWORK	9/8/2022	410.00	B
14563	ROSENWALD ELEMENTAI	ROSENWALD ELEMENTARY	9/8/2022	500.00	C
14564	TIRE SERVICE PLUS CO	TIRE SERVICE PLUS CO	9/8/2022	231.00	A
14565	WOLFF'S LAWN	WOLFF LAWN MACHINE INC	9/8/2022	371.91	B
14566	XEROX CORP	XEROX CORPORATION	9/8/2022	330.92	L
Non-Electronic Transactions:				10,914.25	
Total Transactions:				10,914.25	

AP Check Register Report

City Of South Bay (CSBFND)

9/15/2022 9:35:51 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
14567	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	9/15/2022	515.00
Non-Electronic Transactions:				515.00
Total Transactions:				515.00

AP Check Register Report

City Of South Bay (CSBFND)

9/1/2022 3:07:26 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
288	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	9/1/2022	26,694.13
Non-Electronic Transactions:				26,694.13
Total Transactions:				26,694.13

AP Check Register Report

City Of South Bay (CSBFND)

9/12/2022 3:13:31 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
289	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	9/12/2022	11,807.88
Non-Electronic Transactions:				11,807.88
Total Transactions:				11,807.88

AP Check Register Report

City Of South Bay (CSBFND)

9/1/2022 3:17:42 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
243	R&D PAVING LLC	R&D PAVING LLC	9/1/2022	15,211.67
Non-Electronic Transactions:				15,211.67
Total Transactions :				15,211.67