



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, MAY 2, 2023

335 SW 2<sup>ND</sup> Avenue

South Bay, FL 33493

[www.southbaycity.com](http://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:**

**Albert L. Polk IV**

**City Manager:**

**Leondrae D. Camel**

**City Attorney:**

**Burnadette Norris-Weeks**

# 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 COMMISSION WORKSHOP

CITY HALL CHAMBER  
TUESDAY, MAY 2, 2023  
6:30 PM

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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.

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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION**
  - a. Marketing and Public Relations Committee
  - b. Agenda Items
4. **ADJOURNMENT**

# CITY OF SOUTH BAY

## REGULAR CITY MEETING AGENDA

CITY HALL CHAMBER  
TUESDAY, MAY 2, 2023  
7:00 PM

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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*)**

- a. MENTAL HEALTH AWARENESS AND TRAUMA
- b. NATIONAL DAY OF PRAYER

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.

- a. Regular City Workshop and City Meeting  
**Approval of City Minutes – April 18, 2023**
  - 5.a. City Minutes April 18, 2023

- b. Regular City Workshop and City Meeting  
**Approval of Meeting Agenda - May 2, 2023**

6. **RESOLUTIONS – (Non- Consent) and Quasi-Judicial Hearing, if applicable)**

- a. RESOLUTION NO. 17 -2023

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ESTABLISHING A MARKETING AND PUBLIC RELATIONS COMMITTEE FOR THE CITY OF SOUTH BAY; PROVIDING FOR APPOINTMENT OF MEMBERS; PROVIDING FOR QUALIFICATIONS AND COMPOSITION OF MEMBERSHIP; PROVIDING FOR REMOVAL FROM MEMBERSHIP; PROVIDING FOR DUTIES OF COMMITTEE; PROVIDING FOR AN EFFECTIVE DATE

- b. RESOLUTION NO. 18-2023

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE AMENDMENT NO. 2 TO THE INTERLOCAL COOPERATION AGREEMENT BETWEEN PALM BEACH COUNTY AND THE CITY OF SOUTH BAY TO FORMALIZE THE CITY SOUTH BAY'S URBAN COUNTY QUALIFICATION PROCESS FOR FEDERAL FISCAL YEARS 2014, 2016 AND 2017 AND AMENDED AUGUST 25, 2020; PROVIDING FOR AN EFFECTIVE DATE

- 6.b. Interlocal Cooperation Agreement Amendment

- 6.b. Letter Renewal Agreements

7. **ORDINANCE**
8. **ROSENWALD ELEMENTARY SCHOOL**
9. **FINANCE REPORT**
  - a. Accounts Payable Report
    - 9.a. AP Report 5/2/2023
10. **CITY CLERK REPORT**
  - a. Health and Wellness Fair, May 20, 2023
  - b. 2023 Legislative Session Update, Central Palm Beach County Chambers
11. **CITY MANAGER REPORT**
12. **CITY ATTORNEY REPORT**
13. **FUTURE AGENDA ITEMS**
14. **COMMISSIONER COMMENTS: FOR THE GOOD OF THE ORDER**
15. **ADJOURNMENT**

CITY OF SOUTH BAY, FL  
**CITY WORKSHOP AGENDA**

CITY HALL CHAMBER  
TUESDAY, April 18, 2023  
6:35PM

**Present:**

Mayor Joe Kyles  
Commissioner Esther Berry  
Commissioner Taranza McKelvin  
Commissioner Albert Polk

**Staff:**

Vicky Del Bosquez, City Clerk  
Leondrae Camel, City Manager  
Burnadette Norris-Weeks, Esq., City Attorney  
Massih Saadatmand, Finance Director  
Caroline Larris, Community Engagement Coordinator  
Lisbeth Flores, Office Assistant  
Jennifer Flores, Office Assistant

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

**1. CALL TO ORDER at 6:30pm**

**2. ROLL CALL**

**3. DISCUSSION**

a. Ordinance 2023-010

b. Establishing Marketing and Public Relations Committee-Workshop

c. Agenda Items

**4. ADJOURNMENT at 6:58pm**

**Moved by: Commissioner Mckelvin**

**Seconded by: Commissioner Berry**

CITY OF SOUTH BAY, FL  
**REGULAR CITY MEETING**  
CITY HALL CHAMBER  
**TUESDAY, April 18, 2023**  
**7:00PM**

A Regular City Meeting of the City Commission of the City of South Bay, Florida was called to order by Vice Mayor Betty Barnard in the Commission Chambers at 335 S.W. 2<sup>nd</sup> Avenue, South Bay, Florida on April 18, 2023 at 7:00 p.m.

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

**Present:**

Mayor Joe Kyles  
Commissioner Esther Berry  
Commissioner Taranza McKelvin  
Commissioner Albert Polk IV

**Staff:**

Vicky Del Bosquez, City Clerk  
Leondrae Camel, City Manager  
Burnadette Norris-Weeks, Esq., City Attorney  
Massih Saadatmand, Finance Director  
Caroline Larris, Community Engagement Coordinator  
Lisbeth Flores, Office Assistant  
Jennifer Flores, Office Assistant

1. **CALL TO ORDER, ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE**
2. **DISCLOSURE OF VOTING CONFLICTS: NONE**
3. **PRESENTATIONS AND PROCLAMATIONS** *(Up to 5 minutes):*
  - a. 93<sup>rd</sup> Anniversary Mt. Calvary First Baptist Church and Invitation 4-30-23
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION: NONE**
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.

- 5a. **Regular City Workshop and City Meeting: April 4, 2023**  
**Approval of City Minutes: April 4, 2023**

**5b. Regular City Workshop and City Meeting  
Approval of Meeting Agenda - April 18, 2023**

Approve Consent Agenda

Moved by: Commissioner Mckelvin

Seconded by: Commissioner Polk

| COMMISSION            | VOTE   |
|-----------------------|--------|
| Mayor Kyles           | YES    |
| Vice Mayor Barnard    | ABSENT |
| Commissioner Berry    | YES    |
| Commissioner McKelvin | YES    |
| Commissioner Wilson   | YES    |

**6. RESOLUTIONS- (Non- Consent) and Quasi-Judicial Hearing, if applicable)**

**6.a. RESOLUTION NO. 15-2023**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ACCEPTING THE RECOMMENDATION OF THE CITY MANAGER PURSUANT TO REQUEST FOR PROPOSALS NO. 2023-02 FOR RAILROAD COTTAGE PROGRAMMATIC PLANNING SERVICES WITH UNICUS RAIL AND CONSULTING SERVICES, LLC, AND AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH UNICUS RAIL AND CONSULTING SERVICES, LLC FOR AN AMOUNT NOT TO EXCEED THIRTY SEVEN THOUSAND, FOUR HUNDRED AND FORTY SEVEN DOLLARS (\$37,447.00) AND AN ADDITIONAL AMOUNT OF FOUR HUNDRED DOLLARS PER MONTH FOR SOCIAL MEDIA MANAGEMENT SERVICES; PROVIDING FOR AN ALLOCATION OF FUNDS; PROVIDING FOR AN EFFECTIVE DATE 6.a. UNICUS RAIL AND CONSULTING SERVICES, LLC AGREEMENT**

**6a. Unicus Rail and Consulting Services, LLC Agreement**

**Moved by: Commissioner Berry**

**Seconded by: Commissioner Mckelvin**

| COMMISSION            | VOTE   |
|-----------------------|--------|
| Mayor Kyles           | YES    |
| Vice Mayor Barnard    | ABSENT |
| Commissioner Berry    | YES    |
| Commissioner McKelvin | YES    |
| Commissioner Polk     | YES    |

**6b. RESOLUTION 16-2023**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA AMENDING THE AGREEMENT BETWEEN ROSSO SITE DEVELOPMENT, INC. AND THE CITY OF SOUTH BAY IN RESPONSE TO ITB 2022-02, PERTAINING TO THE MODERNIZATION OF COX PARK RECREATIONAL FACILITIES PROJECT; AUTHORIZING EXECUTION OF THE AMEN. A RESOLUTION DMENT ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE

**6.b. SOUTH BAY AMENDMENT TO AGREEMENT (ROSSO SITE DEVELOPMENT)**

**Moved by: Commissioner Mckelvin**

**Seconded by: Commissioner Polk**

| COMMISSION            | VOTE   |
|-----------------------|--------|
| Mayor Kyles           | YES    |
| Vice Mayor Barnard    | ABSENT |
| Commissioner Berry    | NO     |
| Commissioner McKelvin | YES    |
| Commissioner Polk     | YES    |

**7. ORDINANCE: NONE****8. ROSENWALD ELEMENTARY SCHOOL: Updates****9. FINANCE REPORT****a. Accounts Payable Report****9.a. AP Report**

Approve Finance Report

Moved by: Commissioner Berry

Seconded by: Commissioner Mckelvin

| COMMISSION            | VOTE   |
|-----------------------|--------|
| Mayor Kyles           | YES    |
| Vice Mayor Barnard    | ABSENT |
| Commissioner Berry    | YES    |
| Commissioner McKelvin | YES    |
| Commissioner Polk     | YES    |

**10. CITY CLERK REPORT****a. GTAC Meeting April 20, 2023 at 9am-12pm, City Chambers****11. CITY MANAGER REPORT****a. FDOT Meeting****12. CITY ATTORNEY REPORT: NONE**

**13. FUTURE AGENDA ITEMS**

- a. Community wide survey

**14. COMMISSIONER COMMENTS FOR THE GOOD OF THE ORDER****14.a. Commissioner Taranza McKelvin**

- Thank you

**14.b. Commissioner Albert L. Polk IV**

- Thank you
- Roads-How can we patch roads?
- Recreation-Acreage of land behind Rosenwald
- Rebranding-Revisit speed bumps
- Cottage

**14.c. Commissioner Esther Berry**

- Thank you
- State funding, Budget
- Roadway aggressive plan

**14.d. Mayor Joe Kyles**

- Thank you
- Cottage and Unicus

**15. ADJOURNMENT 7:35pm**

**Moved by: Commissioner Mckelvin**

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Joe Kyles, Mayor

**ATTESTED BY:**

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South Bay City Clerk

## **RESOLUTION NO. 17 -2023**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ESTABLISHING A MARKETING AND PUBLIC RELATIONS COMMITTEE FOR THE CITY OF SOUTH BAY; PROVIDING FOR APPOINTMENT OF MEMBERS; PROVIDING FOR QUALIFICATIONS AND COMPOSITION OF MEMBERSHIP; PROVIDING FOR REMOVAL FROM MEMBERSHIP; PROVIDING FOR DUTIES OF COMMITTEE; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City Commission of the City of South Bay ("City Commission") recognizes the value of positive community presence, social media presence and effective communication with residents and business owners within and outside the City of South Bay ("City"); and

**WHEREAS**, publicity campaigns and public relations activities utilizing a wide range of media will help to build, sustain and brand a positive image for the City; and

**WHEREAS**, the City Commission desires to establish a Marketing and Public Relations Advisory Committee ("Committee") to advise and make recommendations to the City Commission on matters that concern public relations activities and marketing communications for the City; and

**WHEREAS**, the City Commission finds that the establishment of a Marketing and Public Relations Advisory Committee is in the best interests of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SOUTH BAY, 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.**    Establishment of Committee; Composition of Membership.

The City Commission of the City of South Bay hereby establishes a Marketing and Public Relations Advisory Committee consisting of six (6) members to include one (1) non-voting City Commission member.

**Section 3. Appointment of Members; Qualifications.**

The members of the Marketing and Public Relations Advisory Committee shall serve at the pleasure of the City Commission. Except for the non-voting city commission member, all other city commissioners and the City Manager shall appoint one (1) member to the Committee who shall be confirmed by no less than three members of the City Commission. The Marketing and Public Relations Advisory Committee shall select and designate from among its membership a voting Committee Chairperson, who shall serve as Chairperson at the pleasure of the Marketing and Public Relations Advisory Committee.

**Section 4. Term, Removal from Membership.**

The term of membership shall be for a two (2) year term from the date of appointment. Committee members shall be subject to removal from the committee for missing three (3) consecutive Committee meetings or four (4) total meetings during any fiscal year. Any member who becomes a candidate for public or elective office, or becomes an employee of city, shall automatically forfeit membership.

**Section 5. Duties.**

The purposes and duties of the Marketing and Public Relations Advisory Committee shall be to review and advise on all matters relative to the public relations and marketing communications activities of the City, including but not limited to, the following:

- (a) Develop a marketing communications plan including strategy, goals, budget and tactics;
- (b) Make recommendations to the City Manager on ways to enhance and maintain a social media presence for the City;
- (c) Maintain open and ongoing communications with business groups such as Chambers of Commerce and private business entities within the City;
- (d) Formulate ideas for family-friendly events that may benefit the City;
- (e) Update City Commissioners on events to take place within the City;
- (f) Identify and report on potential partners for City events;
- (g) Identify methods and activities by which the city may enhance public perception of programs and services, focusing especially on reaching city residents and business owners;
- (h) Identify ways that the City could participate in statewide public relations/marketing campaigns that may serve to enhance the public perception of the City;

- (i) Develop media relations strategies for the City Commission to consider regarding the placement of high-level print, broadcast and online media;
- (j) Provide suggestions for the coordination of public relations activities;
- (k) Provide recommendations for leveraging existing media relationships and cultivating new contacts;
- (l) Recommend to the City Commission and the City Manager content for press releases;
- (m) Monitor, analyze and report public relations results on a quarterly basis;
- (n) Evaluate opportunities for partnerships and advertising on an on-going basis;
- (o) Recommend a marketing and promotional strategy for the city; including long-term goals, measures for success and specific media channels that could be used by the City;
- (p) Review marketing materials that may be produced by the City Manager to the Committee and make recommendations, where appropriate, on the form and content of such materials.
- (q) Make recommendations on other matters that may be referred to the Committee by the City Commission from time to time.

**Section 6.**    Advisory Action of Committee.

All actions and recommendations of the Marketing and Public Relations Advisory Committee shall be advisory in nature and shall not be binding upon either the City or the City commission. All actions and/or recommendations of the Committee shall be communicated directly to the City Commission at a duly noticed meeting of the City Commission.

**Section 7.**    Frequency of Meetings.

The Committee shall meet not less than two (2) times each year and at other times as determined necessary by the Chairperson or by a majority of the members at a properly noticed meeting.

**Section 8.**    Quorum.

The quorum necessary for the transaction of business shall be three (3) members.

**Section 9.**    Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

**PASSED** and **ADOPTED** this 2nd day of May 2023.

\_\_\_\_\_  
Joe Kyles, Mayor

Attested

By: \_\_\_\_\_  
Vicenta Del Bosquez, 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 Polk     | _____ (Yes) | _____ (No) |
| Vice-Mayor Barnard    | _____ (Yes) | _____ (No) |
| Mayor Kyles           | _____ (Yes) | _____ (No) |

**RESOLUTION NO. 18-2023**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE AMENDMENT NO. 2 TO THE INTERLOCAL COOPERATION AGREEMENT BETWEEN PALM BEACH COUNTY AND THE CITY OF SOUTH BAY TO FORMALIZE THE CITY SOUTH BAY'S URBAN COUNTY QUALIFICATION PROCESS FOR FEDERAL FISCAL YEARS 2014, 2016 AND 2017 AND AMENDED AUGUST 25, 2020; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Palm Beach County entered into an Interlocal Cooperation Agreement (R2014-1170) (the "Agreement") with the Municipality on August 19, 2014, to formalize the Municipality's participation in the urban county qualification process for Federal Fiscal Years 2014, 2016, and 2017, and amended August 25, 2020 (R2020-1223) (the "Amendment"); and

**WHEREAS**, the Agreement is automatically renewed every three years at the end of the qualification period and is now due for renewal; and

**WHEREAS**, the Amendment provided for revised specific language as requested by the Department of Housing and Urban Development (HUD); and

**WHEREAS**, HUD has expressed in its most recent Instructions for Urban County Participation in Community Development Block Grant (CDBG) Program for FY 2024-2026 that all interlocal agreements should contain specific language; and

**WHEREAS**, the Agreements between Palm Beach County and the municipalities participating in the urban county program did not contain this specific language required; and

**WHEREAS**, both parties desire to amend agreements necessary to comply with HUD's requirements; and

**WHEREAS**, the City Commission of the City of South Bay finds that authorizing the Mayor and City Manager to execute the attached Amendment No. 2 to the Interlocal Cooperation Agreement is in the best interests of the residents of the City.

**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.** Authorization of Mayor and City Manager. The City Commission of the City of South Bay hereby authorizes the Mayor and City Manager to execute Amendment No. 2 to the Interlocal Cooperation Agreement between the City of South Bay and Palm Beach County, attached hereto as Exhibit “A.” The City Manager is further 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 2nd day of May 2023.

\_\_\_\_\_  
Joe Kyles, Mayor

**ATTEST:**

By: \_\_\_\_\_  
Vicenta Del Bosquez, 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 Polk     | _____ (Yes) | _____ (No) |
| Vice-Mayor Barnard    | _____ (Yes) | _____ (No) |
| Mayor Kyles           | _____ (Yes) | _____ (No) |

## AMENDMENT 002 TO THE AGREEMENT WITH CITY OF SOUTH BAY

**Amendment 002**, effective as of \_\_\_\_\_, by and between **Palm Beach County** (County), and the **City of South Bay** (Municipality).

WITNESSETH:

**WHEREAS**, Palm Beach County entered into an Interlocal Cooperation Agreement (R2014-1170) (the "Agreement") with the Municipality on August 19, 2014, to formalize the Municipality's participation in the urban county qualification process for Federal Fiscal Years 2014, 2016, and 2017, and amended August 25, 2020 (R2020-1223) (the "Amendment"); and

**WHEREAS**, the Agreement is automatically renewed every three years at the end of the qualification period and is now due for renewal; and

**WHEREAS**, the Amendment provided for revised specific language as requested by the Department of Housing and Urban Development (HUD); and

**WHEREAS**, HUD has expressed in its most recent Instructions for Urban County Participation in Community Development Block Grant (CDBG) Program for FY 2024-2026 that all interlocal agreements should contain specific language; and

**WHEREAS**, the Agreements between Palm Beach County and the municipalities participating in the urban county program did not contain this specific language; and

**WHEREAS**, both parties desire to amend the Agreement, and Amended to comply with HUD's requirements.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth, and various other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

The foregoing recitals are true and correct and incorporated herein by reference. Terms not defined herein shall have the same meaning as ascribed to them in the Agreement.

### **A. DELETE THE FOLLOWING CLAUSE 11:**

The Municipality and the County shall take all actions necessary to assure compliance with the County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. The Municipality and the County shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws. The County shall not fund any activities in, or in support of, the Municipality should the Municipality not affirmatively further fair housing within its jurisdiction or should the Municipality impede the County's actions to comply with the County's fair housing certification.

### **B. REPLACE DELETED CLAUSE WITH REVISED CLAUSE 11:**

The Municipality and the County shall take all actions necessary to assure compliance with the County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, and the implementing regulations at 24 CFR part 1, the Fair Housing Act, and the implementing regulations at 24 CFR part 100, and affirmatively furthering fair housing. The Municipality and the County shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, and the implementing regulations at

24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 28 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulations at 24 CFR part 146, Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws. The County shall not fund any activities in, or in support of, the Municipality should the Municipality not affirmatively further fair housing within its jurisdiction or should the Municipality impede the County's actions to comply with the County's fair housing certification. The Municipality agrees to sign the assurances and certifications in the HUD 424-B.

IN WITNESS HEREOF, the Municipality and the County have caused this Amendment 002 to be executed on the date first written above:

(MUNICIPAL SEAL BELOW)

**CITY OF SOUTH BAY, a  
municipality duly organized and existing by  
virtue of the laws of the State of Florida**

ATTEST:

By: \_\_\_\_\_  
Joe Kyles, Mayor

By: \_\_\_\_\_  
Vicky Del Bosquez, City Clerk

By: \_\_\_\_\_  
Leondrae D. Camel, City Manager

(COUNTY SEAL BELOW)

**PALM BEACH COUNTY, FLORIDA, a  
Political Subdivision of the State of Florida**

**BOARD OF COUNTY COMMISSIONERS**

ATTEST: JOSEPH ABRUZZO,  
Clerk of the Circuit Court & Comptroller

By: \_\_\_\_\_  
Gregg K. Weiss, Mayor

By: \_\_\_\_\_  
Deputy Clerk

Document No.: \_\_\_\_\_

Approved as to Form and  
Legal Sufficiency

Approved as to Terms and Conditions  
Dept. of Housing and Economic Sustainability

By: \_\_\_\_\_  
Howard J. Falcon, III,  
Chief Assistant County Attorney

By: \_\_\_\_\_  
Sherry Howard  
Deputy Director



**Department of  
Housing & Economic  
Development**

Strategic Planning Division

100 Australian Avenue - Suite 500

West Palm Beach, FL 33406

(561) 233-3600

[www.pbcgov.com/hed](http://www.pbcgov.com/hed)

**Palm Beach County  
Board of County  
Commissioners**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

April 20, 2023

Leondrae D. Camel, City Manager  
City of South Bay  
335 S.W. Second Avenue  
South Bay, FL 33493

RE: Urban County Qualification Process FYs 2024 - 2026

Dear Mr. Camel:

On August 19, 2014, the Board of County Commissioners (BCC) executed an interlocal cooperation agreement (R2014-1170) and amended August 25, 2020 (R2020-1223) with the City of South Bay as part of the Urban County Qualification Process for Federal Fiscal Years 2015-2017. Under this Agreement, the City of South Bay agreed to participate with the County in the creation of the Urban County Program jurisdiction for the receipt of federal community development funds from the U.S. Department of Housing and Urban Development (HUD).

The Agreement states, "*The agreement shall be automatically renewed at the end of the qualification period and at the end of each subsequent qualification period unless either party provides a written notice in which it elects to not participate in a new qualification period.*" The current three year qualifying period will expire on September 30, 2024 and will require your renewal to cover the October 1, 2024 to September 30, 2027 time period.

In order to continue participation in the Urban County Program and renew the Agreement, please execute the enclosed four (4) copies of the amendment to our interlocal cooperation agreement, and return them to HED no later than May 19, 2023. This is necessary because HUD has amended one of the clauses in the original agreement to promote adherence to regulations pertaining to non-discrimination in HUD programs or activities receiving Federal Financial Assistance.

In addition, please provide written confirmation of your continued participation in the Urban County Program utilizing the enclosed letter template. Please send your letter to the PBC Department of Housing and Economic Development, and also to HUD's Miami Field Office addressed as follows:

Lisa Johnson, Director  
Community Planning & Development Division  
U.S. Department of Housing and Urban Development  
909 SE 1st Avenue, Room 500  
Miami, FL 33131



Please contact Sheila Brown, Senior Planner, at (561) 233-3688 or [sabrown@pbcgov.org](mailto:sabrown@pbcgov.org), if you have any questions concerning this letter.

Sincerely,

A handwritten signature in blue ink that reads "Jonathan Brown".

Jonathan B. Brown, Director  
Department of Housing and Economic Development

Enclosures

CC: Vicky Del Bosquez, City Clerk, City of South Bay  
Sherry Howard, Deputy Director, PBC HED  
Carlos Serrano, SPO Director, PBC HED



## City of South Bay

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

[www.southbaycity.com](http://www.southbaycity.com)

### Commission

Joe Kyles Sr.  
Mayor

Betty Barnard  
Vice Mayor

Esther E. Berry

Albert Polk

Taranza McKelvin

Leondrae Camel  
City Manager

City Clerk  
Vincenta DelBosquez

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: April 26, 2023  
Ref: Weekly check register

Enclosed, please find the summary of check register as of April 26, 2023:

#### General Fund

- Utility:

|         |    |        |
|---------|----|--------|
| Verizon | \$ | 743.13 |
| Comcast |    | 965.42 |

|                                |                       |
|--------------------------------|-----------------------|
| • PBC Sheriff Office           | 19,217.17             |
| • FL Roadway Guardrail         | 3,818.00              |
| • Coastal Network              | 4,699.99              |
| Jordan Connors                 | 1,666.66              |
| • Purchase                     | 363.09 <sup>A</sup>   |
| • Payment for various services | 1,279.43 <sup>B</sup> |
| • Other                        | 3,416.76 <sup>D</sup> |
| Total                          | <u>\$ 36,169.65</u>   |

#### ARP Act Fund

|             |    |                  |
|-------------|----|------------------|
| Home Repair | \$ | 29,951.25        |
| Payroll     |    | <u>2,827.32</u>  |
|             | \$ | <u>32,778.57</u> |

#### Capital Project Fund

|                 |    |                  |
|-----------------|----|------------------|
| CAP Engineering | \$ | <u>20,356.25</u> |
|-----------------|----|------------------|

#### Sanitation Fund

|                  |    |                 |
|------------------|----|-----------------|
| Waste Management | \$ | <u>4,537.04</u> |
|------------------|----|-----------------|

# AP Immediate Check Register Report

City Of South Bay (CSBFND)

4/26/2023 3:45:57 PM

Page 1

| Check Number | Vendor Number | Vendor Name    | Check Date           | Check Amount |
|--------------|---------------|----------------|----------------------|--------------|
| 15298        | 1263          | EUNICE WEST    | 4/26/2023            | 3,000.00     |
| 15299        | 1119          | REFUGIO GARICA | 4/26/2023            | 1,951.25     |
| Totals:      |               |                | Total Transactions : | 4,951.25     |

# AP Check Register Report

City Of South Bay (CSBFND)

4/25/2023 9:24:24 AM

Page 1

| Check Number                 | Vendor Number        | Vendor Name                    | Check Date | Check Amount |
|------------------------------|----------------------|--------------------------------|------------|--------------|
| 15295                        | COASTAL NETWORK SOL  | COASTAL NETWORK SOLUTIONS, LLC | 4/25/2023  | 4,699.99     |
| 15296                        | ICMA MEMBERSHIP RENE | ICMA                           | 4/25/2023  | 829.40       |
| 15297                        | JORDAN CONNORS GRO   | JORDAN CONNORS GROUP, INC      | 4/25/2023  | 1,666.66     |
| Non-Electronic Transactions: |                      |                                |            | 7,196.05     |
| Total Transactions:          |                      |                                |            | 7,196.05     |

# AP Check Register Report

City Of South Bay (CSBFND)

4/24/2023 12:08:19 PM

Page 1

| Check Number                 | Vendor Number      | Vendor Name                       | Check Date | Check Amount |   |
|------------------------------|--------------------|-----------------------------------|------------|--------------|---|
| 15290                        | 1282               | FLORIDA ROADWAY GUARDRAIL & SIGNS | 4/24/2023  | 3,818.00     |   |
| 15291                        | LEON NUGENT        | LEON NUGENT                       | 4/24/2023  | 99.99        | D |
| 15292                        | MUTUAL OF OMAHA    | MUTUAL OF OMAHA                   | 4/24/2023  | 582.07       | L |
| 15293                        | ORIGINAL EQUIPMENT | ORIGINAL EQUIPMENT                | 4/24/2023  | 272.79       | A |
| 15294                        | VRC                | VRC                               | 4/24/2023  | 379.60       | B |
| Non-Electronic Transactions: |                    |                                   |            | 5,152.45     |   |
| Total Transactions:          |                    |                                   |            | 5,152.45     |   |

# AP Check Register Report

City Of South Bay (CSBFND)

4/21/2023 10:26:41 AM

Page 1

| Check Number | Vendor Number | Vendor Name       | Check Date | Check Amount |
|--------------|---------------|-------------------|------------|--------------|
| 15278        | 1089          | ALICIA RIOS       | 4/21/2023  | 2,000.00     |
| 15279        | 1114          | SHIRLEY PITTMAN   | 4/21/2023  | 2,000.00     |
| 15280        | 1181          | JOHN BROCKMAN     | 4/21/2023  | 2,000.00     |
| 15281        | 1194          | VALIRA HARRELL    | 4/21/2023  | 2,000.00     |
| 15282        | 1197          | GLADYS WILLIAMS   | 4/21/2023  | 2,000.00     |
| 15283        | 1199          | RICKY V. GRAHAM   | 4/21/2023  | 2,000.00     |
| 15284        | 1203          | MARVIN DIXON      | 4/21/2023  | 2,000.00     |
| 15285        | 1222          | FELIPE FIGUEROA   | 4/21/2023  | 2,000.00     |
| 15286        | 1225          | LLOYD H. MESSAM   | 4/21/2023  | 2,000.00     |
| 15287        | 1250          | MARTHA HUGGINS    | 4/21/2023  | 3,000.00     |
| 15288        | 1279          | TANGINIKI TERRELL | 4/21/2023  | 150.00       |
| 15289        | TAWANNA JONES | TAWANNA WALKER    | 4/21/2023  | 300.00       |

|                              |           |
|------------------------------|-----------|
| Non-Electronic Transactions: | 21,450.00 |
| Total Transactions:          | 21,450.00 |

**AP Immediate Check Register Report**  
City Of South Bay (CSBFND)

4/20/2023 3:53:31 PM

Page 1

| Check Number | Vendor Number | Vendor Name     | Check Date          | Check Amount |
|--------------|---------------|-----------------|---------------------|--------------|
| 15277        | 1280          | ODEXTER FREEMAN | 4/20/2023           | 150.00       |
| Totals:      |               |                 | Total Transactions: | 150.00       |

# AP Bank Reconciliation Posting Audit Report

City Of South Bay (CSBFND)

04/14/2023 12:21:59 PM

Batch: AAAHFW

User ID: OM

Page 1

| Bank Code: OPR                           |            | Bank Of Belle Glade - Operating |       |         |                    |              |
|------------------------------------------|------------|---------------------------------|-------|---------|--------------------|--------------|
| Vendor Tran#                             | Document # | Date                            | Type  | User ID | Posting Reference  | Total Amount |
| <b>RELIANT FIRE &amp; SECURITY</b>       |            |                                 |       |         |                    |              |
| 1                                        | 15264      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$239.97     |
| Description:                             |            |                                 |       |         |                    |              |
| <b>PARTY JAM RENTAL LLC</b>              |            |                                 |       |         |                    |              |
| 2                                        | 15265      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$250.00     |
| Description:                             |            |                                 |       |         |                    |              |
| <b>CELIDA DEL REAL</b>                   |            |                                 |       |         |                    |              |
| 3                                        | 15266      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$2,000.00   |
| Description:                             |            |                                 |       |         |                    |              |
| <b>VERIZON CONNECT FLEET USA LLC</b>     |            |                                 |       |         |                    |              |
| 4                                        | 15267      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$189.50     |
| Description:                             |            |                                 |       |         |                    |              |
| <b>ALEXANDER MCAULEY</b>                 |            |                                 |       |         |                    |              |
| 5                                        | 15268      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$2,000.00   |
| Description:                             |            |                                 |       |         |                    |              |
| <b>KARINA MORALES MONTERO</b>            |            |                                 |       |         |                    |              |
| 6                                        | 15269      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$150.00     |
| Description:                             |            |                                 |       |         |                    |              |
| <b>CAROLINE LARRIS</b>                   |            |                                 |       |         |                    |              |
| 7                                        | 15270      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$105.03     |
| Description:                             |            |                                 |       |         |                    |              |
| <b>FABTO (FEIN #91-2000956)</b>          |            |                                 |       |         |                    |              |
| 8                                        | 15271      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$350.00     |
| Description:                             |            |                                 |       |         |                    |              |
| <b>INDEPENDENT NEWSMEDIA INC.USA</b>     |            |                                 |       |         |                    |              |
| 9                                        | 15272      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$171.36     |
| Description:                             |            |                                 |       |         |                    |              |
| <b>ORIGINAL EQUIPMENT</b>                |            |                                 |       |         |                    |              |
| 10                                       | 15273      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$90.30      |
| Description:                             |            |                                 |       |         |                    |              |
| <b>PALM BEACH COUNTY SHERIFF'S OF</b>    |            |                                 |       |         |                    |              |
| 11                                       | 15274      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$19,217.17  |
| Description:                             |            |                                 |       |         |                    |              |
| <b>CITY OF SOUTH BAY-PETTY CASH</b>      |            |                                 |       |         |                    |              |
| 12                                       | 15275      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$250.27     |
| Description:                             |            |                                 |       |         |                    |              |
| <b>PYE BARKER FIRE &amp; SAFETY, LLC</b> |            |                                 |       |         |                    |              |
| 13                                       | 15276      | 04/14/2023                      | Check | OM      | AP0000004887AAAHFW | \$238.50     |
| Description:                             |            |                                 |       |         |                    |              |

# AP Check Register Report

City Of South Bay (CSBFND)

4/19/2023 12:23:16 PM

Page 1

| Check Number      | Vendor Number    | Vendor Name      | Check Date               | Check Amount |
|-------------------|------------------|------------------|--------------------------|--------------|
| ACH FOR 17005314C | COMCAST BUSINESS | COMCAST          | 4/19/2023                | 761.03       |
| ACH FOR 8960-APRI | COMCAST          | COMCAST          | 4/19/2023                | 204.39       |
| ACH FOR 993202174 | VERIZON WIRELESS | VERIZON WIRELESS | 4/19/2023                | 553.63       |
| Totals:           |                  |                  | Electronic Transactions: | 1,519.05     |
|                   |                  |                  | Total Transactions:      | 1,519.05     |

# AP Immediate Check Register Report

City Of South Bay (CSBFND)

4/12/2023 3:40:53 PM

Page 1

| Check Number | Vendor Number | Vendor Name                  | Check Date           | Check Amount |
|--------------|---------------|------------------------------|----------------------|--------------|
| 15263        | PETTY CASH    | CITY OF SOUTH BAY-PETTY CASH | 4/12/2023            | 450.00       |
| Totals:      |               |                              | Total Transactions : | 450.00       |

# AP Check Register Report

City Of South Bay (CSBFND)

4/14/2023 2:34:35 PM

Page 1

| Check Number                 | Vendor Number   | Vendor Name     | Check Date | Check Amount |
|------------------------------|-----------------|-----------------|------------|--------------|
| 262                          | CAP ENGINEERING | CAP ENGINEERING | 4/14/2023  | 20,356.25    |
| Non-Electronic Transactions: |                 |                 |            | 20,356.25    |
| Total Transactions:          |                 |                 |            | 20,356.25    |

# AP Check Register Report

City Of South Bay (CSBFND)

4/14/2023 3:47:33 PM

Page 1

| Check Number                 | Vendor Number    | Vendor Name                      | Check Date | Check Amount |
|------------------------------|------------------|----------------------------------|------------|--------------|
| 309                          | WASTE MANAGEMENT | WASTE MANAGEMENT INC. OF FLORIDA | 4/14/2023  | 4,537.04     |
| Non-Electronic Transactions: |                  |                                  |            | 4,537.04     |
| Total Transactions:          |                  |                                  |            | 4,537.04     |