



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, AUGUST 6, 2024

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:

Taranza McKelvin

Commissioner:

Esther Berry

Commissioner:

Albert L. Polk

Commissioner:

Barbara King

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 BUDEGT
WORKSHOP

CITY HALL CHAMBER

TUESDAY, AUGUST 6, 2024

6:00 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.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION**
 - a. **Proposed Budget 2024-2025**
4. **ADJOURNMENT**

CITY OF SOUTH BAY
REGULAR CITY MEETING AGENDA

CITY HALL CHAMBER

TUESDAY, AUGUST 6, 2024

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*)**
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.

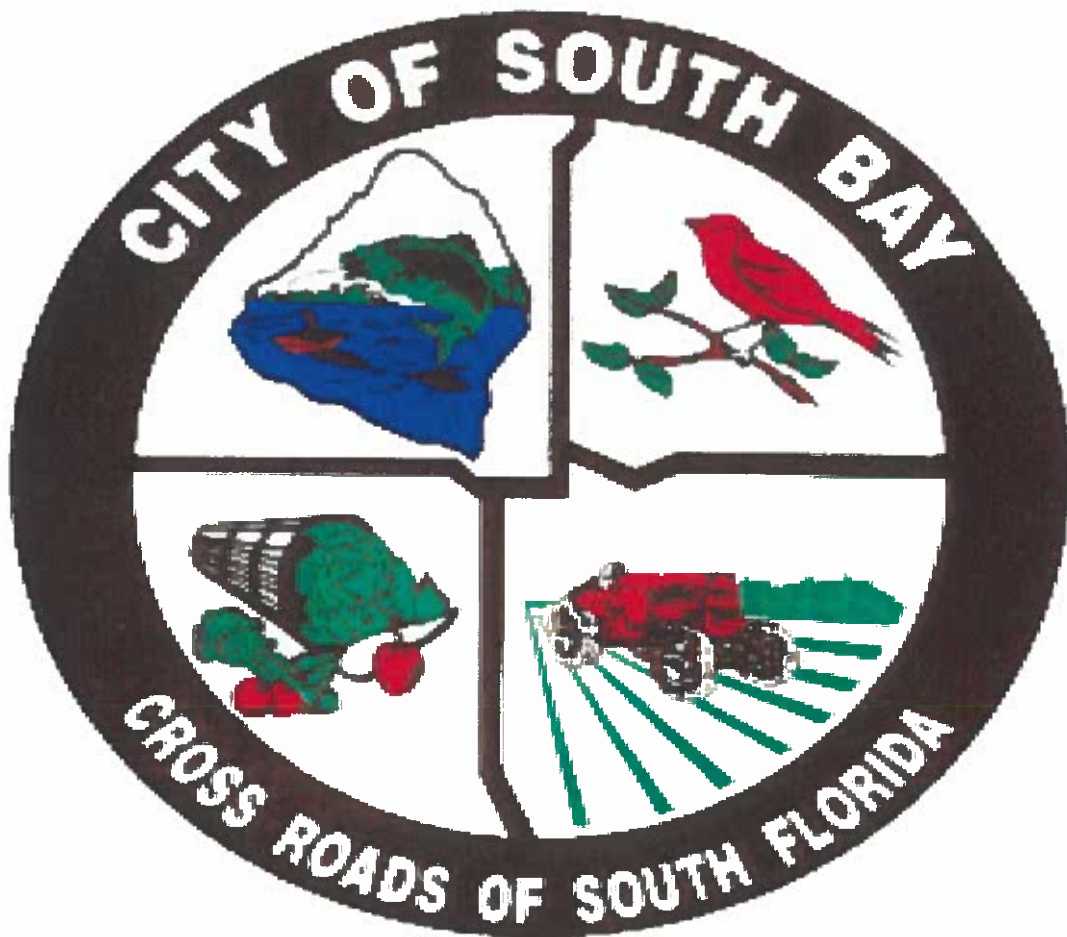
- a. Regular City Workshop and City Meeting
Approval of City Minutes –July 16, 2024
 - 5.a. Meeting Minutes
- b. Regular City Workshop and City Meeting
Approval of Meeting Agenda - August 6, 2024
6. **RESOLUTIONS – (Non- Consent) and Quasi-Judicial Hearing, if applicable)**
 - a. RESOLUTION 33-2024
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, CANCELLING THE REGULARLY SCHEDULED MEETINGS OF THE CITY COMMISSION ON AUGUST 20, 2024 AND NOVEMBER 5, 2024; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE
 - 6.a. South Bay Commission Chambers Agreement
 - b. RESOLUTION 34-2024
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE MAYOR AND THE CITY MANAGER TO EXECUTE A COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT BETWEEN PALM BEACH COUNTY AND THE CITY OF SOUTH BAY; PROVIDING AN EFFECTIVE DATE
 - 6.b. CDBG Agreement
 - c. RESOLUTION NO. 35-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A SPECIAL EVENT APPLICATION FOR A “SOUTH BAY REUNION 2024” EVENT WITHIN THE CITY TO BE HELD AT COX PARK AND AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY AND EXPEDIENT ACTION TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE
 - 6.c. South Bay Reunion Special Event Application

6.c. South Bay Reunion Department Notes

- 7. ORDINANCE**
- 8. ROSENWALD ELEMENTARY SCHOOL**
- 9. FINANCE REPORT**
 - a. Accounts Payable Report**
 - 9.a. AP Report**
- 10. CITY CLERK REPORT**
 - a. FLC Annual Conference, August 15-17th, Diplomat Beach Resort, Hollywood, FL**
- 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



Proposed Budget FY 2024-2025

**City of South Bay
Proposed Budget
2024 - 2025
Index**

Fund:

001	General Fund
318	Capital Project Fund
410	Water and Sewer Fund
440	Sanitation Fund

Department:

101	Legislative
111	City Manager
121	City Clerk
131	Finance
141	Legal
151	
161	Human Resources
191	General Government
311	Community Development and Planning
611	Public safety
711	Parks and Recreation
811	Public Works

Basis of Budgeting

Under the law of the State of Florida and the City's Code, annual budget is adopted for all funds. The City Manager submits the proposed budget to City's Commissioners.

The budget is adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). In accordance with GAAP, government funds are required to use the modified accrual basis of accounting. Based on modified accrual basis of accounting, revenues are recognized when they become measurable and available. Measurable means that dollar value of revenue is known and available means that it is collectible within the current period.

For the financial statement purpose, propriety funds are accounted for using accrual basis of accounting. Revenue is recognized when earned and expenses are recognized when incurred. For budgetary purpose, these funds are presented on a cash basis.

The goal of the process is to develop a balanced budget and anticipated revenues for fiscal year meet the expenditures.

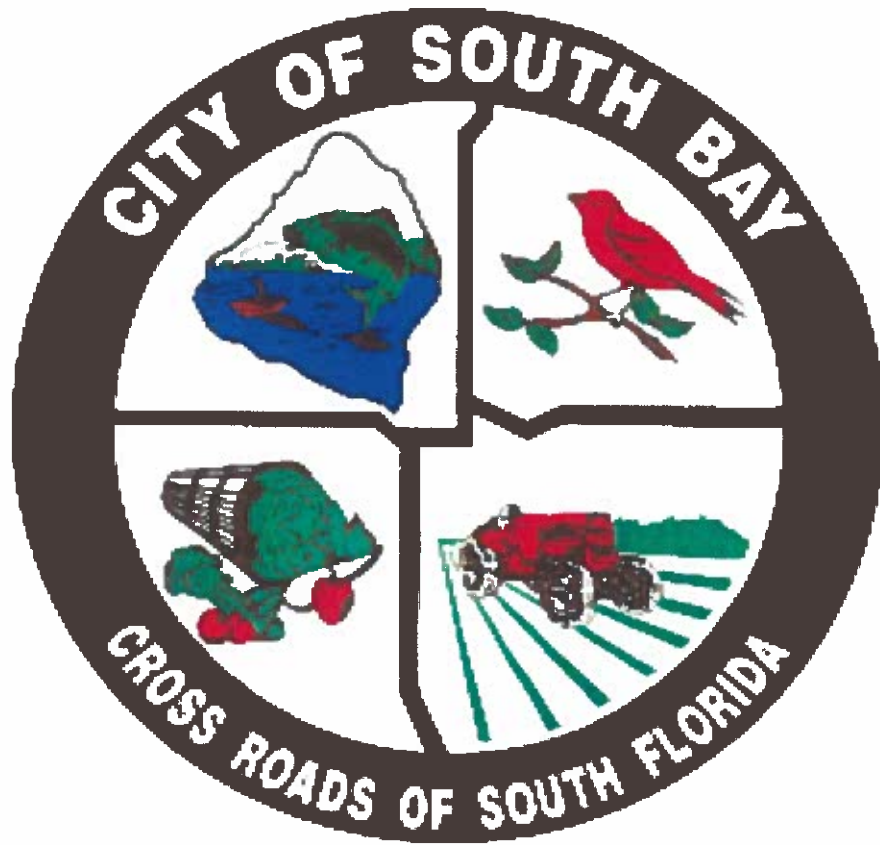
The Budget may be amended from time to time as necessary, all the amended budgets are required resolutions and approval of the City's Commissioners.

Finance department submits a budget calendar to the City Manager for review and approval.

Individual funds are established to report City activities and operations based on the purpose of which they are to be spent. These funds are as follows:

- 1- General Fund – This fund serves as the primary reporting for day to day City operations. The major sources of the revenue for general fund are ad valorem taxes, franchise fees, utility taxes, intergovernmental revenues, permits and licenses, and charges for services. General functions funded within the general fund include: Public safety, Public Works, Parks & Recreational, Community Development and General Government.

- 2- Capital Project Fund – Account for financial resources to be used for the acquisition or construction/maintenance of major capital outlays. The major sources of revenue for Capital Projects fund are grants, sales tax and interfund transfers.
- 3- Enterprise Funds – Account for operation of water and sewer, and solid waste disposal services to the City's residents. Water and sewer services are provided by Palm Beach County Water Utility Department. These funds operate in manner similar to business enterprises to recover the cost of providing the services through user charges.



FY 2024-2025

Proposed Budget

General Fund

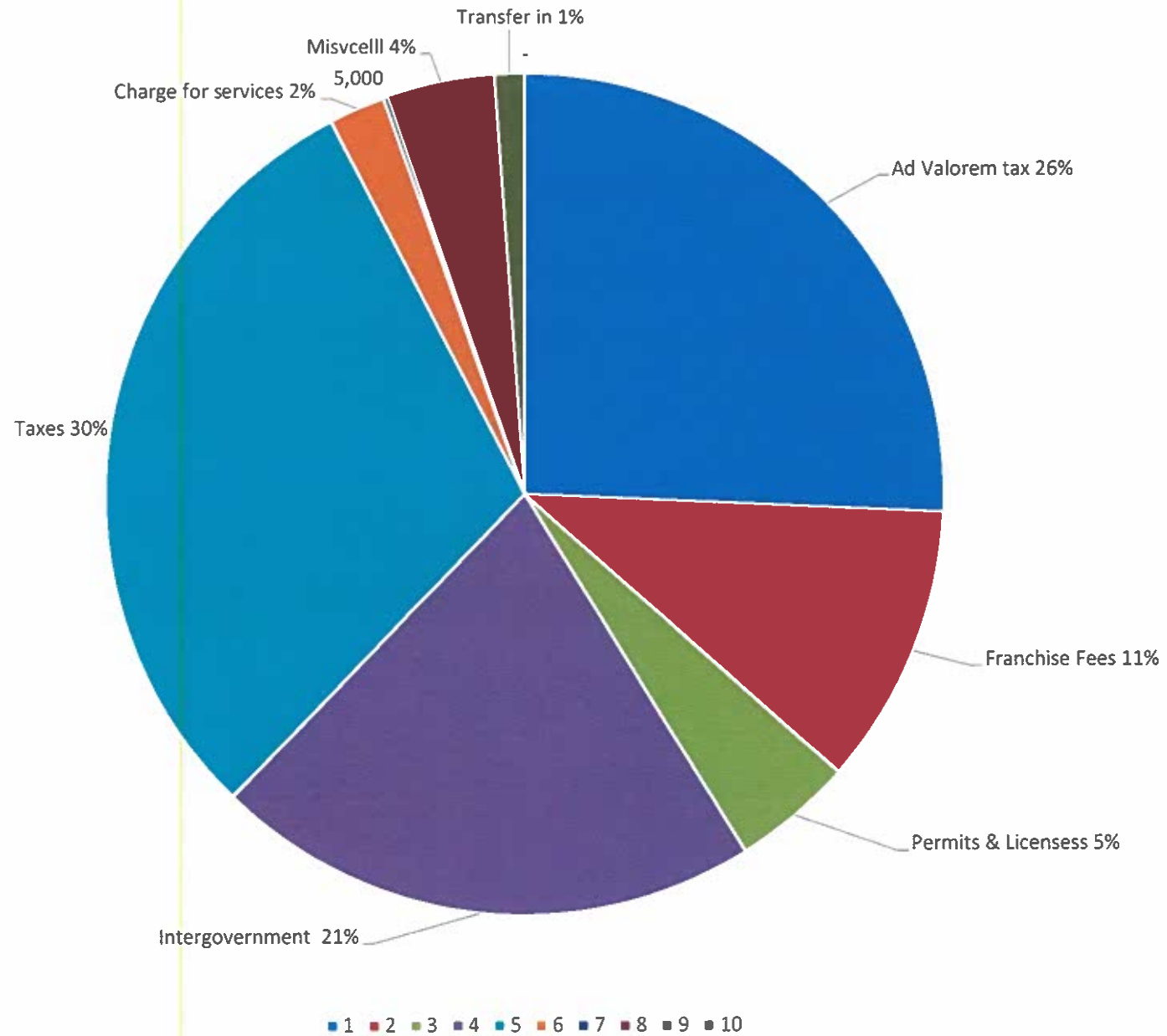
**CITY OF SOUTH BAY
PROPOSED BUDGET - GENERAL FUND REVENUES
2024-2025**

	2021-22		2022-23		2023-24		% of Collection	2024-25
	BUDGET	YTD Actual	BUDGET	YTD Actual	BUDGET	YTD 9 Month		Proposed Budget
001-031-311100 AD VALOREM TAXES	\$ 453,493	\$ 461,908	\$ 519,526	\$ 526,633	\$ 597,000	\$ 550,897	92%	\$ 667,630
001-031-311200 DELINQUENT AD VAL. TAX	4,250	8,397	7,150	18,213	8,000	3,035	38%	6,000
001-031-312410 LOCAL OPTION GAS TAX	82,304	85,040	87,049	85,044	86,049	46,334	54%	86,500
001-031-312420 .05 LOCAL OPT GAS TAX	38,002	38,817	39,831	38,521	39,331	21,112	54%	39,500
001-031-313100 ELECTRICAL FRANCHISE FEE	215,000	230,043	231,500	251,651	231,000	125,139	54%	231,000
001-031-313300 WASTE Management Franchise FEE	46,250	46,766	46,250	45,947	46,250	30,004	65%	51,250
001-031-313700 SOLID WASTE FR FEE	-	1,424	500	-	500	-	0%	500
001-031-314100 ELECTRICAL UTILITY TAX	282,000	280,284	295,000	315,734	285,000	205,035	72%	295,000
001-031-314200 TELEPHONE UTILITY TAX	47,609	52,438	47,500	55,679	47,500	30,232	64%	50,000
001-031-314400 PROPONE UTILITY TAX	5,500	8,090	8,000	12,625	8,000	6,772	85%	8,750
001-031-319150 FUEL TAX REFUND	750	890	750	1,234	1,150	887	77%	1,250
001-032-321000 OCCUPATIONAL LICENSES	15,750	15,301	17,750	25,592	17,750	20,375	115%	18,750
001-032-321150 PERMIT REIBURSEMENT	12,918	-	-	-	-	-	0%	-
001-032-321200 QUALIFYING FEES	-	-	200	6	200	75	0%	-
001-032-322000 BUILDING PERMIT	65,000	62,282	95,395	96,889	72,500	79,231	109%	90,000
001-032-328200 COUNTY OCCUPATIONAL LIC	12,500	14,749	13,500	13,931	13,500	6,994	52%	13,500
001-033-331187 FEMA	-	-	-	-	-	-	-	-
001-033-331398 CDBG Payroll	36,290	36,290	32,384	32,384	36,989	24,709	67%	37,372
001-033-334410 PBC Grant NEAT	-	-	-	-	-	9,717	-	-
001-033-334412 Dept. Of Commerce	-	-	-	-	-	60,325	0%	-
001-033-331187 FEMA GRANT	-	-	-	-	-	-	0%	-
001-033-331190 ARPA Grant	745,000	745,010	1,025,000	1,001,233	575,000	-	-	-
001-033-334411 Dept. of Justice FDLE	49,646	49,646	-	-	-	-	0%	-
001-033-334413 FL. Dept of EPA	-	-	-	-	-	-	0%	-
001-033-334415 USDA Community Grant	20,515	20,515	-	-	-	-	-	-
001-033-334420 SOLID WASTE GRANT	-	-	-	-	-	132,500	0%	-
001-033-335120 STATE REVENUE SHARING	264,150	264,174	243,567	245,869	234,380	172,408	74%	240,000
001-033-335140 MOBILE HOME LICENSE TAX	1,250	1,383	1,250	968	1,250	868	69%	1,250
001-033-335150 ALCOHOLIC BEV LICENSE	1,000	1,028	1,000	1,014	1,000	343	34%	1,000
001-033-335180 LOCAL GOVT 1/2 SALES TAX	335,627	337,252	292,000	310,411	299,501	190,456	64%	305,000
001-033-336100 CORRECTIONAL FACILITY	275,560	275,560	275,560	275,560	275,560	275,560	100%	275,560
001-034-341200 ZONING FEES	-	-	-	-	-	14,168	-	-
001-034-341400 CERTIFYING, COPY & RECORD	2,000	4,187	2,500	3,015	2,500	1,887	75%	2,500
001-034-341600 DOT STREET LIGHT	15,146	15,146	15,600	15,600	16,068	-	0%	16,550
001-034-342915 PUBLIC SAFETY- CARNIVAL	-	-	-	-	-	-	0%	-
001-034-343413 MOSQUITO FEES	37,150	38,393	38,000	38,256	38,000	22,674	60%	38,000
001-035-351100 FINE & FORFEITURES	2,000	8,675	5,000	5,080	5,000	2,052	41%	5,000
001-036-359100 BANK FEES	-	-	-	256	-	948	0%	1,200
001-036-361100 INTEREST EARNINGS	750	6,949	68,600	71,149	52,500	58,517	111%	46,500
001-036-361120 INTEREST - AD Valorem Tax	50	27	50	507	50	477	954%	125
001-036-362000 RENTAL - COMMERCE CENTER	7,800	9,150	9,600	8,866	9,600	7,200	75%	9,600

**CITY OF SOUTH BAY
PROPOSED BUDGET - GENERAL FUND REVENUES
2024-2025**

	2021-22		2022-23		2023-24		% of Collection	2024-25
	BUDGET	YTD Actual	BUDGET	YTD Actual	BUDGET	YTD 9 Month		Proposed Budget
001-036-362100 RENTAL LAND USE	-	-	-	1,200	1,200	1,200	0%	1,200
001-036-362101 TOWER 900	15,000	15,450	15,914	15,487	16,391	9,482	58%	16,883
001-036-362102 MAGISTRATE FEE	-	8,900	-	-	-	9,432	0%	-
001-036-362111 RENTAL-RECREATION FAC.	5,500	16,176	16,500	17,814	11,500	12,526	109%	12,000
001-036-363290 INSURANCE REFUND	-	3,378	3,000	1,231	-	-	0%	-
001-036-364001 SALE OF REAL ESTATE	-	-	-	-	-	-	0%	-
001-036-364310 SALES OF FIXED ASSETS	-	-	8,035	8,037	-	-	0%	-
001-036-366200 ORATORICAL CONTEST	-	-	-	600	1,500	-	0%	1,500
001-036-366250 Tanner Park Summer Program	-	-	-	-	-	-	-	-
001-036-366450 DONATIONS	40,315	40,315	22,050	22,050	10,000	7,150	72%	10,000
001-036-366465 DONATIONS BAYFEST	-	50	-	400	-	200	0%	-
001-036-366551 DONAT. SENIOR CITIZEN - RESTRICTED	5,603	-	5,843	-	6,083	-	0%	6,323
001-036-369100 MISCELLANEOUS REVENUE	2,250	2,593	2,500	4,911	2,500	2,651	106%	2,500
001-038-381410 TRANS. FROM W&S	20,000	20,000	20,000	20,000	-	-	-	10,000
001-038-381440 TRANS. FROM SANITATION	71,101	71,101	68,450	68,450	-	-	0%	20,264
001-000-279999 PY Fund Balance	-	-	-	-	-	-	-	-
	<u>\$ 3,235,029</u>	<u>\$ 3,297,777</u>	<u>\$ 3,582,304</u>	<u>\$ 3,658,047</u>	<u>\$ 3,050,302</u>	<u>\$ 2,143,572</u>	<u>70%</u>	<u>\$ 2,619,957</u>

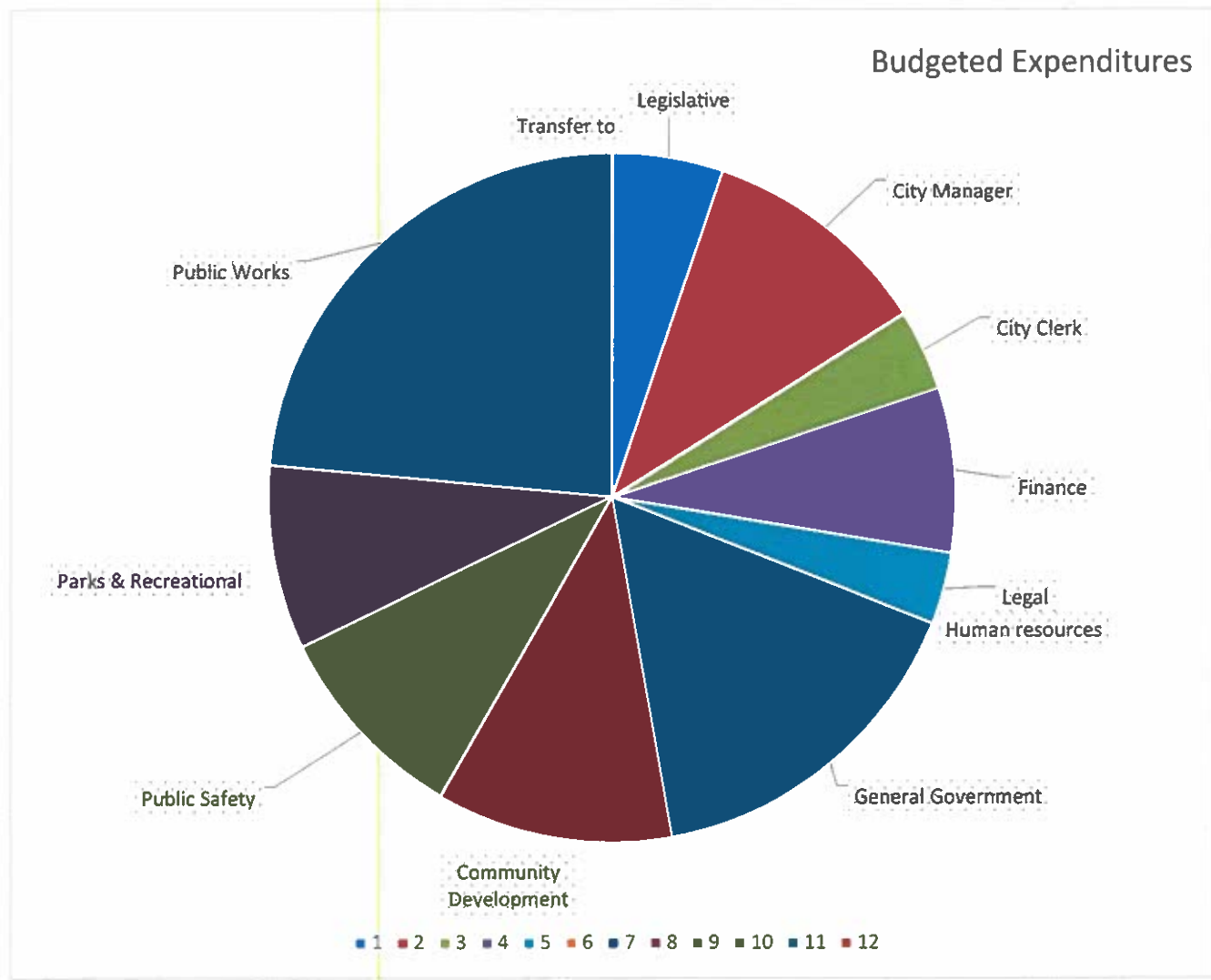
Projected Revenues

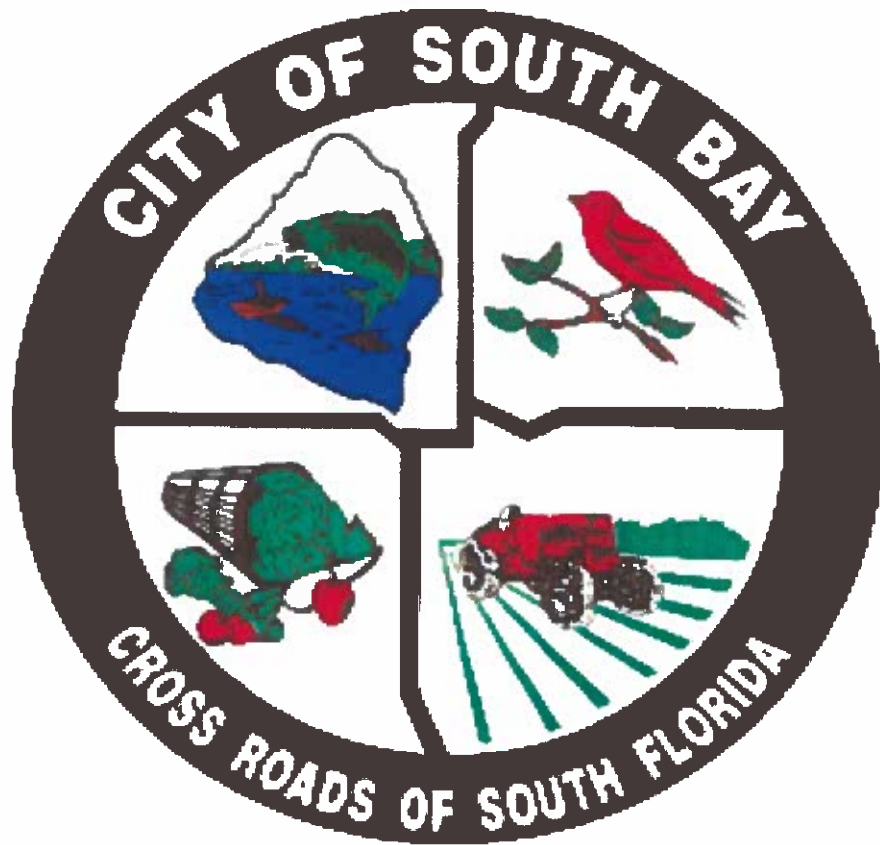


**City of South Bay
Projected Expenditures Summary
General Fund
2024-2025**

Depart.	Department	Position FTE	Personnel	Operating	Capital/non- Operating	TOTAL 2024-2025	%	2023-2024 Budget
101	Legislative	5	\$ 83,346	\$ 52,280	\$ -	\$ 135,626	5.18	\$ 120,521
111	City Manager Office	2	255,413	30,350		285,763	10.91	253,127
121	City Clerk	1	84,727	15,120	-	99,847	3.81	109,256
131	Finance	2	199,802	2,175	-	201,977	7.71	203,771
141	Legal	-	-	88,000	-	88,000	3.36	88,000
151	Planning & Zoning	-	-	-		-	-	-
161	Human Resource	-	-	-	-	-	-	1,950
191	General Government	0.50	10,765	408,410	6,323	425,498	16.24	337,335
311	Community Development and Planning	4	234,905	56,325	-	291,230	11.12	854,771
611	Public Safety	-	-	250,127	-	250,127	9.55	240,718
711	Parks & Recreational	3	152,348	61,620	12,000	225,968	8.62	192,310
811	Public Works	8	457,351	154,570	4,000	615,921	23.51	603,828
	Transfer to Capital Project					-	-	44,715
		25.5	\$ 1,478,657	\$ 1,118,977	\$ 22,323	\$ 2,619,957	100.00	\$ 3,050,302

City of South Bay
2023-2024





FY 2024-2025

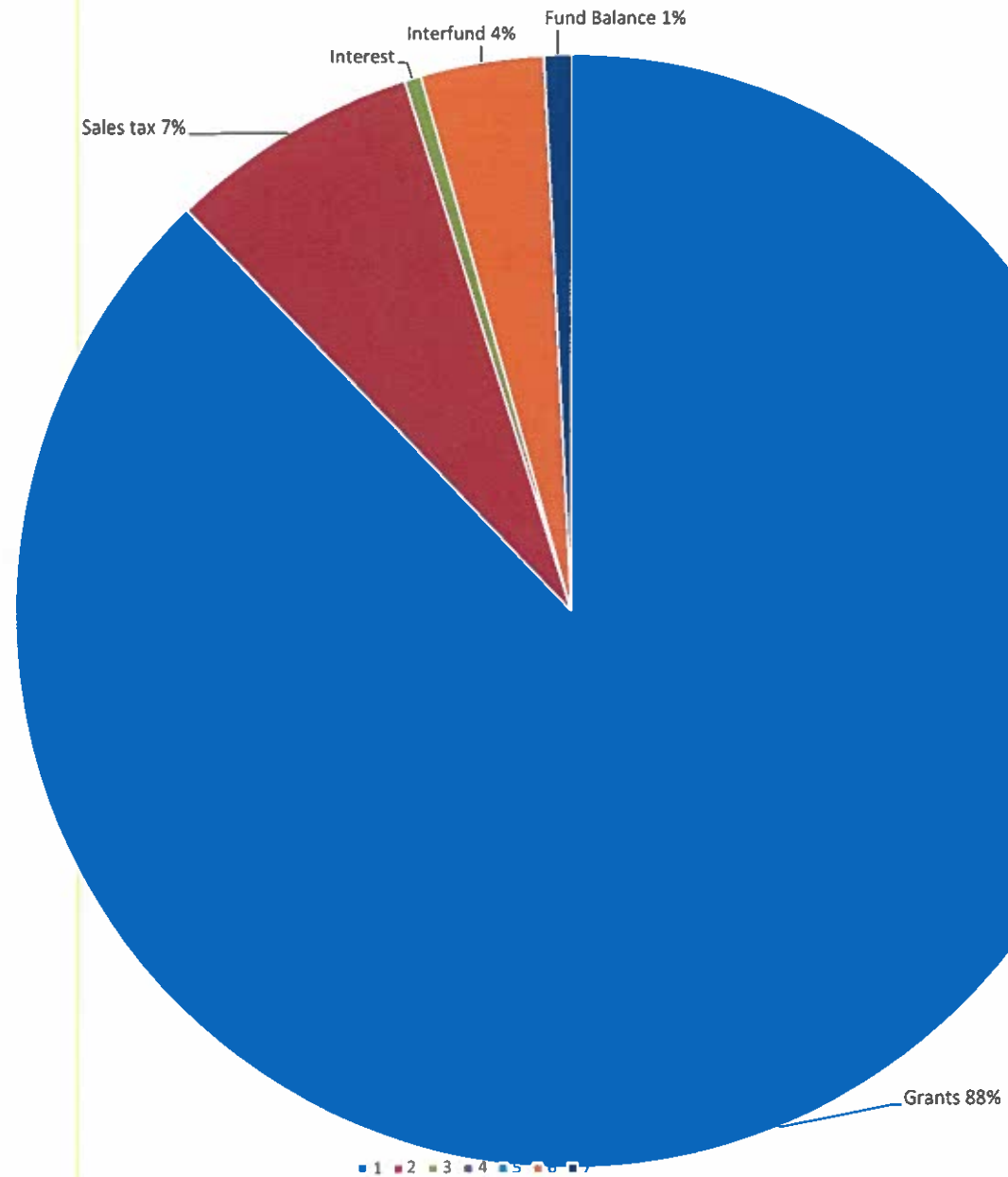
Proposed Budget

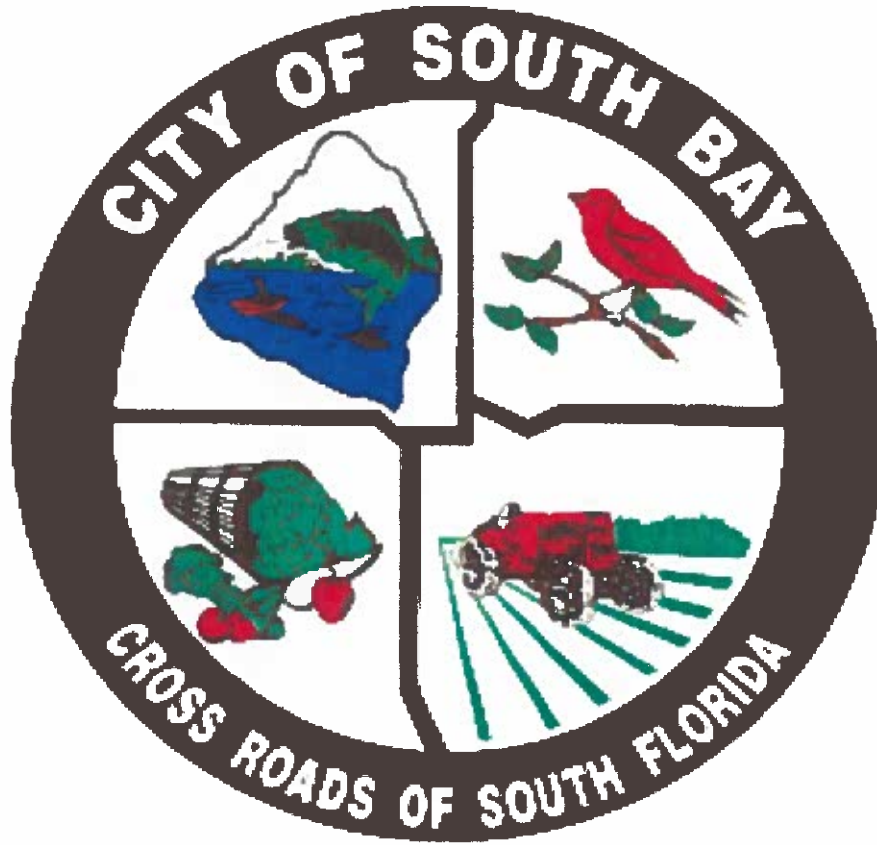
Capital Project

CITY OF SOLID BAY
CAPITAL PROJECT - FUND 318
2024-2025

		2021-2022		2022-2023		2023-2024		2024-2025 Proposed
		BUDGET	YTD ACTUAL	BUDGET	YTD ACTUAL	BUDGET	YTD 9 Month	Budget
Revenues:								
318-033-331190	ARPA Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
318-033-334410	PBC Grant	-	-	368,680	449,086	-	43,622	-
318-033-334412	DOT- Street Improve SW 10, MLK	2,065,747	521,427	1,196,663	1,154,094	300,000	154,379	-
318-033-334413	DOE Tanner Park Shelter	2,080,000	-	2,080,000	-	2,080,000	-	2,070,000
318-033-334414	Street Improvement - NW 12 Ave	-	-	-	-	-	-	-
318-033-334415	DOT- Street Improve NW 10, MLK	-	47,650	880,747	-	800,000	-	800,000
318-033-334422	FL EPA Flood Control	502,322	-	-	-	700,000	-	291,760
318-033-335180	Local Gov 1 Cent Sales Tax	266,673	316,535	266,445	293,932	305,000	182,810	305,000
318-036-361100	Interest Income	1,000	3,961	21,500	24,809	20,000	19,313	20,000
318-038-381001	Transfer In From GF	-	-	-	-	44,715	-	-
318-038-381401	Transfer In From W&S	-	-	-	-	35,000	-	25,000
318-038-381440	Transfer In From Sanitation Fund	-	-	-	-	125,000	-	125,000
	Fund Balance	-	-	-	-	95,285	-	33,240
	Total Revenues	\$ 4,915,742	\$ 889,573	\$ 4,814,035	\$ 1,921,921	\$ 4,505,000	\$ 400,124	\$ 4,170,000
Expenditures:								
318-311-546100	Building Maintenance	\$ -	\$ 3,900	\$ 40,945	\$ 40,945	\$ -	-	\$ -
318-311-546125	Maintenance	-	-	-	-	-	-	-
318-311-546150	Park Improvement	-	-	-	-	-	-	-
318-311-546152	Cox Park Improvement	-	7,900	368,680	441,186	-	47,103	-
318-311-546155	Park - Play Ground Equipment	-	-	-	-	25,000	-	-
318-311-546193	Street Improv. NW 1st Street	-	-	-	-	-	-	125,000
318-311-546195	Street Improv. NW 12 Ave	-	-	-	-	600,000	60,000	175,000
318-311-546200	Street Improvement SW 10th	2,065,747	538,252	1,196,663	1,151,638	300,000	159,219	-
318-311-546201	Street Improvement NW 10th	-	72,435	880,747	11,913	800,000	-	800,000
318-311-546205	FL Division Mange. Flood	502,322	318	-	-	700,000	25,679	1,000,000
318-311-546210	Street Imp. Resurfacing Project	-	250,061	-	-	-	-	-
318-311-546211	DOE Tanner Park Shelter Project	2,080,000	-	2,080,000	-	2,080,000	-	2,070,000
318-311-546215	Local Street Improvement Project	-	-	-	-	-	-	-
318-311-546218	Local Street Improve City project	100,000	59,841	200,000	117,779	-	19,680	-
	Fund Balance/ Reserve	167,673	-	47,000	-	-	-	-
	Total Expenditures	\$ 4,915,742	\$ 932,707	\$ 4,814,035	\$ 1,763,461	\$ 4,505,000	\$ 311,681	\$ 4,170,000

Capital Project Fund





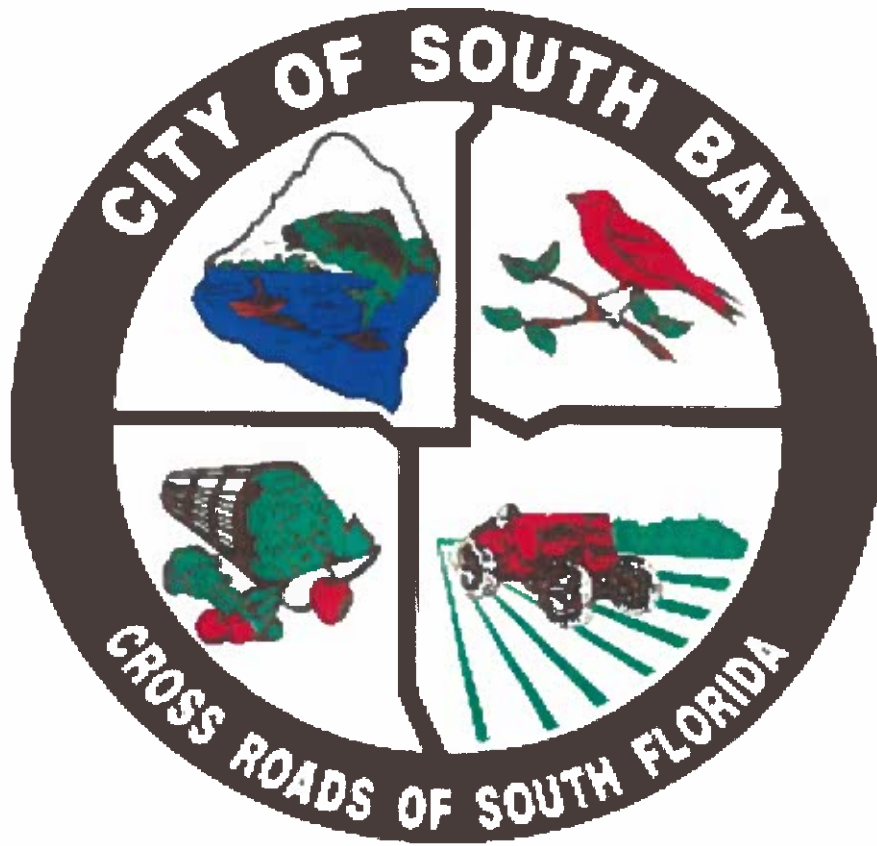
FY 2024-2025

Proposed Budget

Water and Sewer

**CITY OF SOUTH BAY
PROPOSED BUDGET - W&S (410)
2024 - 2025**

		<u>2021-2022</u>		<u>2022-2023</u>		<u>2023-2024</u>		<u>% of Collection</u>	<u>2024-2025 Proposed Budget</u>
		<u>BUDGET</u>	<u>YTD Actual</u>	<u>BUDGET</u>	<u>YTD Actual</u>	<u>BUDGET</u>	<u>YTD 8 Month</u>		
<u>Revenues:</u>									
410-034-343910	Municipal Entity Revenue	\$ 153,000	\$ 168,241	\$ 161,500	\$ 174,607	\$ 165,000	\$ 103,732	63%	\$ 167,500
410-036-361100	Interest	300	1,088	650	22,644	13,500	26,124	194%	30,000
Total Revenues		<u>\$ 153,300</u>	<u>\$ 169,329</u>	<u>\$ 162,150</u>	<u>\$ 197,251</u>	<u>\$ 178,500</u>	<u>\$ 129,856</u>	<u>73%</u>	<u>\$ 197,500</u>
<u>Expenditures:</u>									
410-411-542200	Bank Charge	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	100%	\$ 1,000
410-431 -546400	W & S Maintenance	-	-	-	-	-	-	0%	-
410-431-546600	Refund	-	-	-	-	-	-	0%	-
410-431-571550	Loan P & I	-	-	-	-	-	-	0%	-
410-431-599000	Depreciation	-	2,570	-	2,570	-	-	0%	10,000
410-441-581001	Transfer out to GF/Administ	20,000	20,000	20,000	20,000	-	-	0%	25,000
410-441-581318	Transfer to Capital Project	-	-	-	-	35,000	-	0%	161,500
410-441-590000	Fund Balance/ Reserve	132,300	145,759	141,150	173,681	142,500	-	-	
Total Expenditures		<u>\$ 153,300</u>	<u>\$ 169,329</u>	<u>\$ 162,150</u>	<u>\$ 197,251</u>	<u>\$ 178,500</u>	<u>\$ 1,000</u>	<u>1%</u>	<u>\$ 197,500</u>



FY 2024-2025

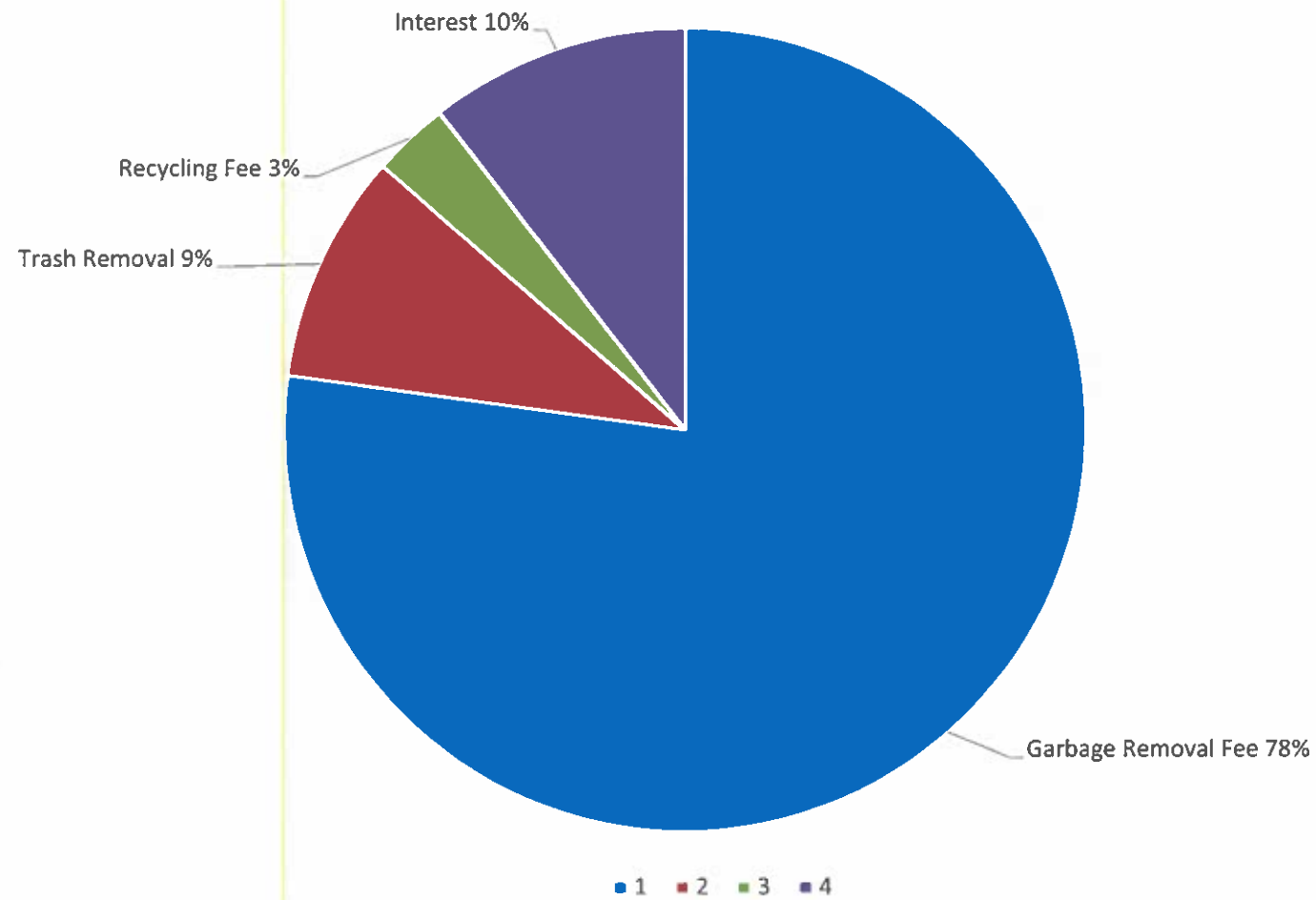
Proposed Budget

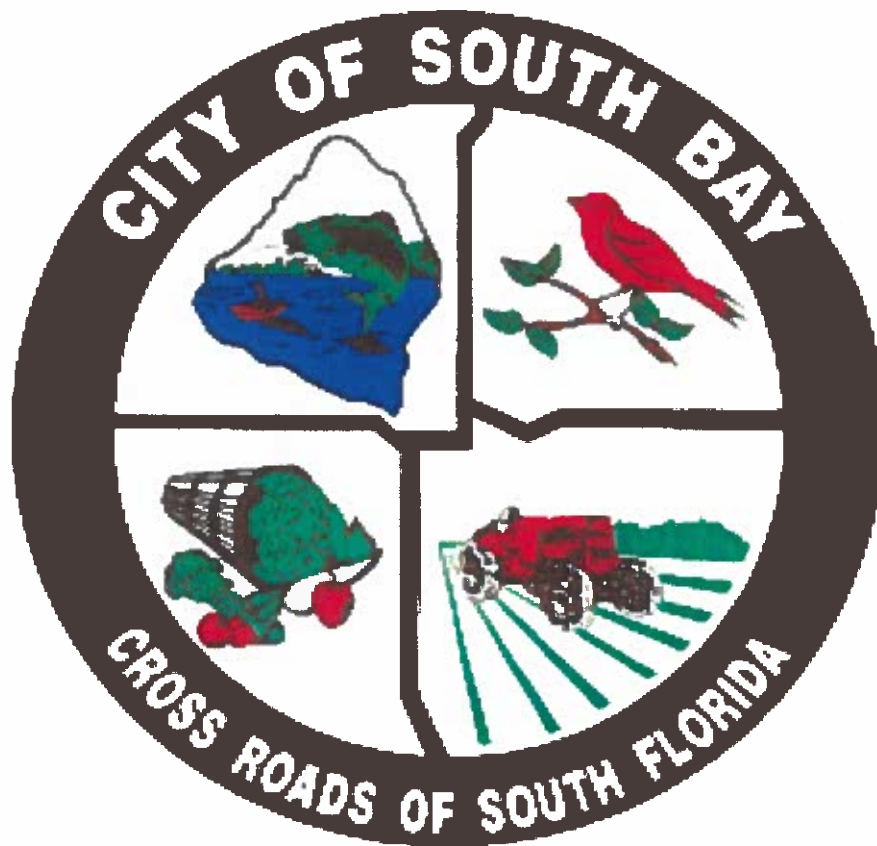
Sanitation

CITY OF SOUTH BAY
PROPOSED BUDGET - SANITATION (440)
2024 - 2025

	2021-2022		2022-2023		2023-2024		% Of Collection	2024-2025
	BUDGET	YTD Actual	BUDGET	YTD Actual	BUDGET	YTD 8 Month		Proposed Budget
Revenues:								
440-034-343411 GARBAGE REMOVAL FEE	\$ 555,500	\$ 579,752	\$ 561,500	\$ 577,168	\$ 565,000	338,562	60%	\$ 735,000
440-034-343414 TRASH REMOVAL	86,000	90,257	88,000	89,636	88,000	53,320	61%	88,000
440-034-343415 RECYCLING FEE	27,250	30,365	28,500	29,921	29,250	17,851	61%	29,500
440-036-361100 INTEREST	3,950	13,890	5,750	93,219	75,000	77,620	103%	100,000
Total Revenues	\$ 672,700	\$ 714,264	\$ 683,750	\$ 789,944	\$ 757,250	\$ 487,353	64%	\$ 952,500
Expenditures:								
440-811-544200 Bank Service Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
440-811-544400 Collection Fee	7,250	7,205	7,350	7,310	7,400	4,922	67%	7,500
440-811-544500 Contract Services	500,000	521,382	515,000	550,974	531,500	440,354	83%	567,500
440-811-54xxxx Refund	-	-	-	-	-	-	0%	-
440-900-581001 Transfer out to GF (Admin. Fee)	71,101	71,101	68,450	68,450	-	-	0%	20,264
440-900-581318 Transfer out to Capital Project	-	-	-	-	125,000	-	0%	125,000
440-900-599000 Fund Balance/ Reserve	94,349	114,576	92,950	163,210	93,350	-	-	242,236
Total Expenditures	\$ 672,700	\$ 714,264	\$ 683,750	\$ 789,944	\$ 757,250	\$ 445,276	59%	\$ 962,500

Sanitation Fund





FY 2024-2025

Proposed Budget

Legislative

Legislative

City Commission

Mission Statement

To provide policy leadership for the community and administration on all issues that affect the health, safety, and welfare of the City of South Bay.

About

The South Bay City Commission is the governing body with the authority to adopt and enforce municipal laws and regulations. Members are elected by district to serve a three-year term. They consist of five City Commission Members, which includes a Mayor who is appointed by the City Commission to serve a one-year term. The appointment is made on a rotating basis, based on seniority. There are no term limits for Council Members. The city commission appoints members of the community to serve on the City's various boards and commissions to ensure that a wide cross-section of the community is represented in the City government.

The City Commission also appoints the City Manager and City Attorney. The City Manager is the Chief Administrative Officer and is responsible for the operations of the City. The City Attorney serves as the City's chief legal officer.

City of South Bay

DEPARTMENT:

Legislative
ORGANIZATIONAL CHART BY
EMPLOYEE CLASSIFICATION

FUND-001	FUND NAME-General	DEPARTMENT: Legislative
Mayor		
Vice Mayor		
City Commissioner		
City Commissioner		
City Commissioner		

City of South Bay
2024-25 Budget

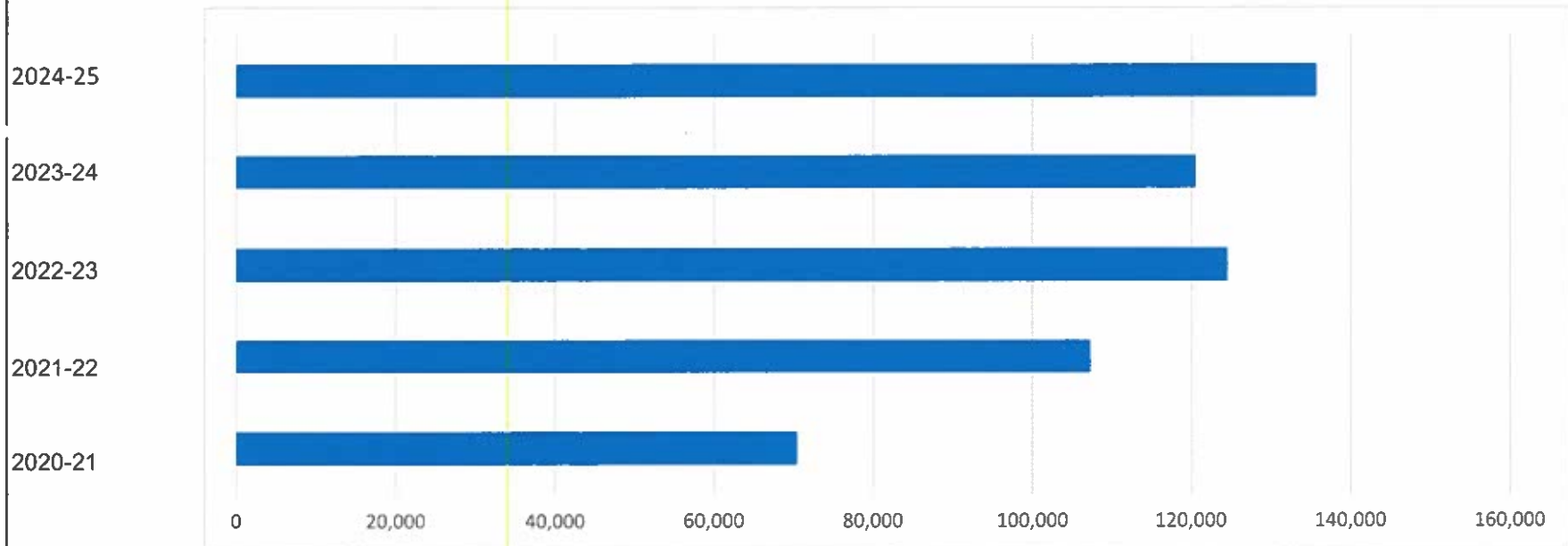
City of South Bay

Budget Summary

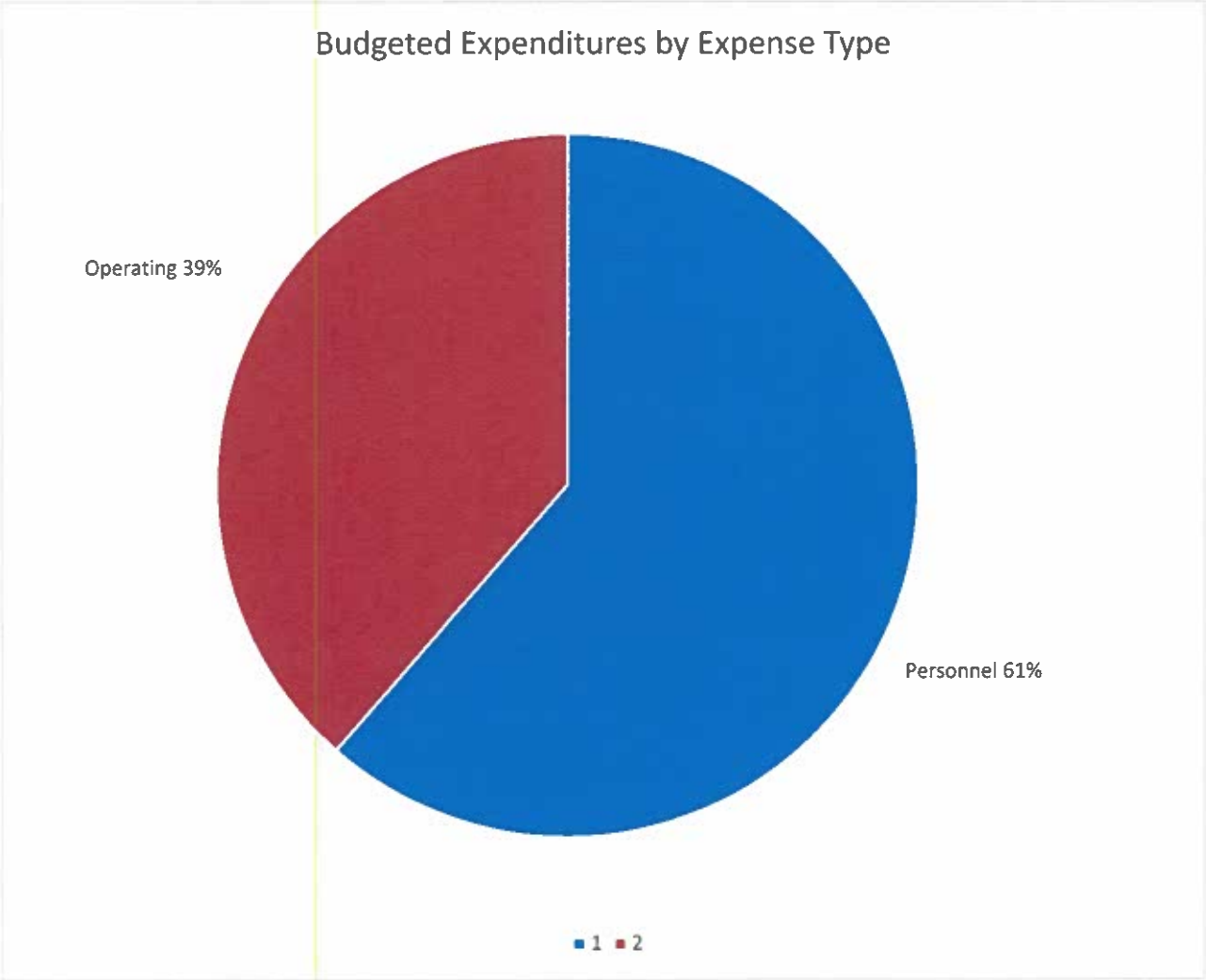
Department: **Legislative**

Expenditure		2020-21		2021-22		2022-23		2023-24	2024-2025
Classification		Adopted	Expenses	Adopted	Expenses	Adopted	Expenses	Adopted Budget	Request
Personnel Services		57,590	61,577	71,375	70,205	75,346	74,400	76,856	\$ 83,346
Operating Expenses		12,805	7,848	35,923	35,950	49,155	48,286	43,665	52,280
Non Operating/Capital		-	-	-	-	-	-	-	-
Totals:		70,395	69,425	107,298	106,155	124,501	122,686	120,521	135,626

Narrative Description of Budget Highlights:



City of South Bay
2024-25 Budget



City of South Bay POSITION SUMMARY

Department Name: **Legislative**

POSITIONS	2022-23 Actual	2023-24 Actual	2024-25 Requested	Difference
Mayor	1	1	1	0
Vice Mayor	1	1	1	0
City Commissioner	1	1	1	0
City Commissioner	1	1	1	0
City Commissioner	1	1	1	0
TOTALS	5	5	5	0

**City of South Bay
2024-25 Budget**

**City of South Bay
Personnel Services Worksheet**

FUND: GENERAL
DEPARTMENT: Legislative

CLASSIFICATION TITLE		ANNUAL SALARY AS OF 10/1/2022	PAY GRADE 10/1/2023	PAY GRADE 10/1/2024	HEALTH INSURANCE
Mayor		11,900	11,900	11,900	-
Vice Mayor		10,900	10,900	10,900	-
City Commissioner		10,900	10,900	10,900	-
City Commissioner		10,900	10,900	10,900	-
City Commissioner		10,900	10,900	10,900	-
TOTAL		55,500	55,500	55,500	-

**City of South Bay
2024-25 Budget**

FUND: City of South Bay
DEPARTMENT: 001 General Fund
 Legislative

		Budget 2021-22		Budget 2022-23		Budget 2023-24	BUDGET YEAR 20224-25	
		BUDGET	ACTUAL EXPENDITURES	Adopted Budget	ACTUAL EXPENDITURES	Adopted Budget	BUDGET REQUESTED	MANAGER RECOMMENDED
ACCOUNT	CLASSIFICATION							
1	3-TOTAL: SALARIES - BROUGHT FORWARD	\$ 54,500	\$ 54,500	\$ 55,500	\$ 55,500	\$ 55,500	\$ 55,500	\$ 55,500
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4	\$ -					\$ -	
3	TOTAL LINES 1 AND 2 = SALARIES	\$ 54,500	\$ 54,500	\$ 55,500	\$ 55,500	\$ 55,500	\$ 55,500	\$ 55,500
4	OVERTIME	\$ -					\$ -	
5	TOTAL LINES 3 AND 4	\$ 54,500	\$ 54,500	\$ 55,500	\$ 55,500	\$ 55,500	\$ 55,500	\$ 55,500
6	LINES 5 @ .0765 FICA	\$ 4,130	\$ 4,083	\$ 4,246	\$ 4,163	\$ 4,246	\$ 4,246	\$ 4,246
7	HEALTH INSURANCE	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
8	PENSION	\$ 11,645	\$ 11,622	\$ 14,500	\$ 12,487	\$ 14,860	\$ 21,500	\$ 21,500
	FRS Contribution	\$ 1,100	\$ -	1,100	2,250	2,250	2,100	\$ 2,100
	Worker Compensation							
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	\$ 71,375	\$ 70,205	\$ 75,346	\$ 74,400	\$ 76,856	\$ 83,346	\$ 83,346

City of South Bay
 2024-25 Budget

**City of South Bay
Operating Services Worksheet**

FUND: **GENERAL**
DEPARTMENT **Legislative**

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	2020-21		2021-22		2022-23		BUDGET YEAR 2023-24		BUDGET YEAR 2024-25	
		BUDGET	EXPENDITURES	BUDGET	EXPENDITURES	BUDGET	EXPENDITURES	Actual 8 Month	Adopted Budget	BUDGET REQUEST	MANAGER RECOMMENDED
540100	Travel & Per Diem	2,500	3,312	18,320	18,317	30,000	31,592	25,396	30,000	33,000	
541100	Telephone	-	-	-	-	-	-	-	-	-	
545100	Auto Insurance	-	-	1,148	1,148	1,150	1,739	1,848	1,740	2,130	
546500	Rep& Maint Vehicle	-	-	-	-	-	-	60	-	500	
551100	Office Supplies	425	256	425	55	425	55	114	425	425	
552100	Operating supplies	550	105	550	405	550	633	807	550	550	
552200	Gas & Oil	-	-	-	307	600	824	282	600	750	
554200	Membership & Dues	2,330	1,850	4,780	5,043	8,330	8,323	3,830	3,350	4,265	
554300	Employee Development	2,000	1,575	6,700	6,625	4,100	4,020	1,050	3,000	6,660	
556400	Commissioners Activities	1,000	-	1,000	1,000	1,000	1,100	5,115	1,000	1,000	
556401	Commissioners Projects	4,000	750	3,000	3,050	3,000	-	700	3,000	3,000	
Totals		12,805	7,848	35,923	35,950	49,155	48,286	39,202	43,665	52,280	-

City of South Bay
2024-25 Budget

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General		
			Dept./Division: Legislative		
			Fund/Dept./Div./Fnctn./Proj.: 001-101-540100		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
540100	Travel & Per Diem	based on historical data and budget is estimated based on prior year.	Retreats, Meetings, Airfare, Mileage Reimbursements	\$ 33,000	
			Page Total:	\$ 33,000	

2024-25 Requested	\$ 33,000
Adopted Budget 2023-24	\$ 30,000
Variance	3,000

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General		
			Dept./Division: Legislative		
			Fund/Dept./Div./Fncn./Proj.: 001-101-551100		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
551100	Office supplies	Annual	Office supplies Expense represent office supplies for legislative Commissioners workshop and is estimated based on Prior year expenses	\$ 425	
			Page Total:	\$ 425	

2024-25 Requested	\$	425
Adopted Budget 2023-24	\$	425
Variance	\$	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General		
			Dept./Division: Legislative		
			Fund/Dept./Div./Funct./Proj.: 001-101-552100		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552100	Operating supplies	Annual	Operating supplies Expense represent operating expenses for legislative and is estimated based on Prior year expenses such as community work shop	\$ 550	
			Page Total:	\$ 550	

2024-25 Requested	\$ 550
Adopted Budget 2023-24	\$ 550
Variance	\$ -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General		
			Dept./Division: Legislative		
			Fund/Dept./Div./Fnctn./Proj.: 001-101-554200		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554200	Membership & Dues	Annual bases	Municipal Government Publications, Etc. Palm Beach County Elected Black Caucus \$750 FI league City - Mayor \$350 FI league City -Elected Municipal Officials \$300. FI league City - \$765 Western Community \$100 Homeless Coalition \$2,000 The estimate is based on historical information and based on prior year activities	4,265	
			Page Total:	4,265	

2024-25 Requested 4,265

Adopted Budget 2023-24 3,350

Variance 915

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General		
			Dept./Division: Legislative		
			Fund/Dept./Div./Fnctn./Proj.: 001-101-554300		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554300	Employee Development	Annual	Courses/Seminars The estimate is based on prior year activities and annual conference registration FI League of Cities in August (4) \$2,460 National League of Cities Winter 3 \$2,100 National League of Cities DC 2 \$1,400 Palm Beach Day \$700	\$ 6,660	
			Page Total:	\$ 6,660	

2024-25 Requested \$ 6,660

Adopted Budget 2023-24 \$ 3,000

Variance \$ 3,660

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General		
			Dept./Division: Legislative		
			Fund/Dept./Div./Fnctn./Proj.: 001-101-556400		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
556400	Commissioners Activities	As it needed	Estimated expenses for new events/programs as follow: Public announcement for City wide	\$ 1,000	
			Page Total:	\$ 1,000	

2024-25 Requested	\$ 1,000
Adopted Budget 2023-24	\$ 1,000
Variance	\$ -

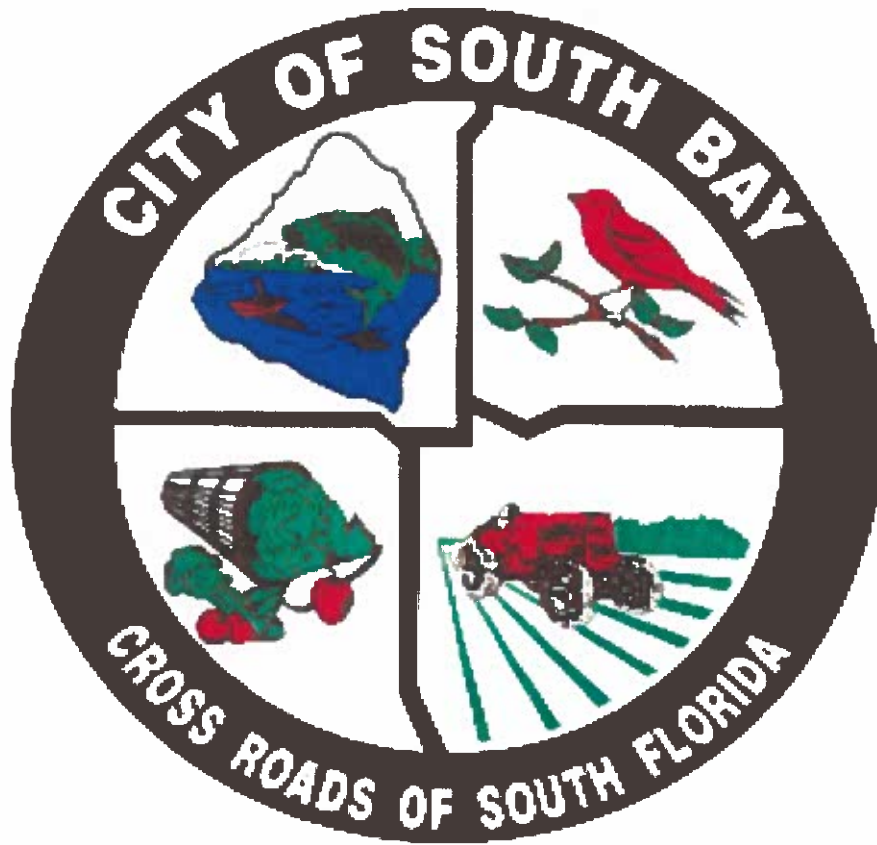
**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General		
			Dept./Division: Legislative		
			Fund/Dept./Div./Funct./Proj.: 001-101-556401		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
556401	Commissioners Projects		Estimated budget based on historical disbursements		
			Mayor	\$ 1,000	
			Vice Mayor	500	
			City Commissioner	500	
			City Commissioner	500	
			City Commissioner	500	
			Page Total:	\$ 3,000	

2024-25 Requested \$ 3,000

Adopted Budget 2023-24 \$ 3,000

Variance \$ -



FY 2024-2025

Proposed Budget

City Manager

City Manager's Office

Mission Statement

To provide administrative leadership and management for the daily operations of the City government under the direction of the City Commission.

About

The City Manager's Office oversees the daily operations of the City of South Bay and coordinates the operations of the various City Departments.

The City Commission appoints the City Manager and serves as the administrative head of the City and the key staff advisor to the City Commission. The City Manager's responsibilities are to implement policies as directed by the City Commission and to enforce all municipal laws and regulations for the benefit of the community. City Manager duties are to direct and supervise the departments, prepare and administer the annual City budget, and plan and implement key projects.

The City Manager's Office provides increased transparency and information of the activities and operation of the City of South Bay, the City's website, the *City*, *YouTube* channel, mobile phone application, social media, and press releases to local media outlets. The City Manager's Office also oversees special projects directed by the City Commission including negotiation of lease agreements to generate revenues from the use of public property; outreach to local non-profit organizations; and Sister City relationships.

City of South Bay

DEPARTMENT:

City Manager

ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND	FUND NAME	DEPARTMENT: DEPT. NAME
	City Manager	
	Office Assistant	

City of South Bay
2024-25 Budget

City Manager
Page 2

City of South Bay

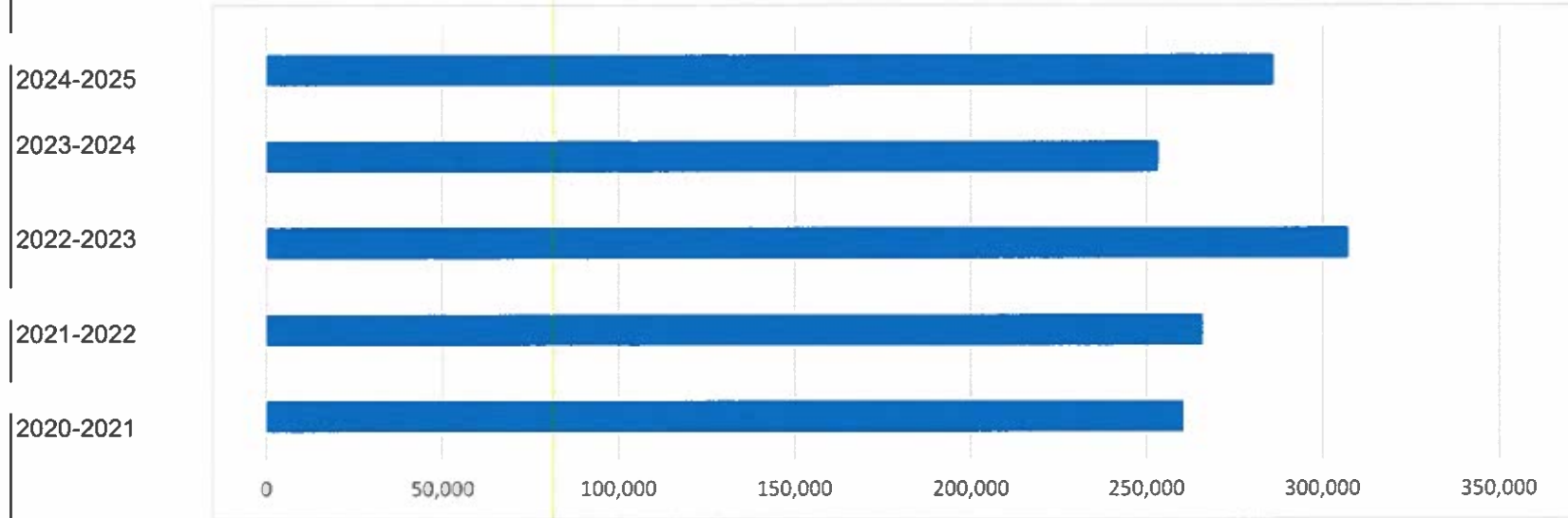
Budget Summary

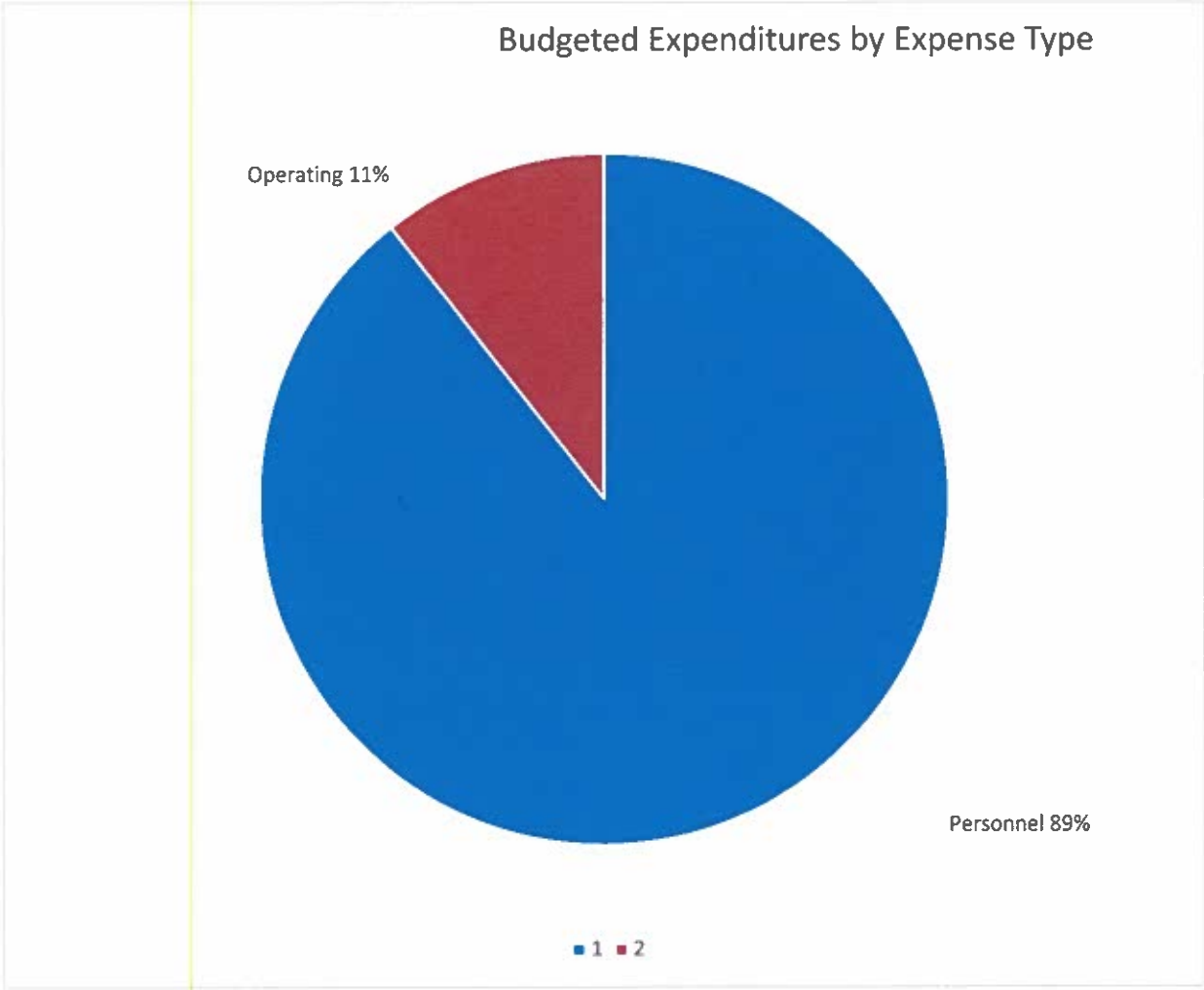
Department: **City Manager**

Expenditure	2020-21		2021-22		2022-23		2023-24	2024-25
Classification	Adopted	Expenses	Adopted	Expenses	Adopted Budget	Expenses	Adopted Budget	Requested
Personnel Services	235,754	233,578	231,843	226,127	277,367	273,884	230,677	255,413
Operating Expenses	15,935	10,766	25,248	23,965	26,770	30,155	22,450	30,350
Debt Services	8,710	8,708	8,710	8,708	2,905	2,904	-	-
Non Operating/Capital	-	-	-	-	-	-	-	-
Totals:	260,399	253,052	265,801	258,800	307,042	306,943	253,127	285,763

Narrative Description of Budget Highlights:

No significant change from prior year





City of South Bay POSITION SUMMARY

Department Name: **City Manager**

POSITIONS	2022-23 Actual	2023-24 Actual	2024-25 Requested	Difference
City Manager	1	1	1	-
Office Assistant	1	1	1	-
TOTALS	2	2	2	0

**City of South Bay
2024-25 Budget**

**City of South Bay
Personnel Services Worksheet**

FUND:001 GENERAL FUND
DEPARTMENT: City Manager

CLASSIFICATION TITLE	ANNUAL SALARY AS OF 10/1/2022	PAY GRADE 10/1/2023	PAY GRADE 10/1/2024	HEALTH & LIFE INSURANCE
City Manager	145,000	145,000	155,000	11,760
Monthly allowance			6,000	
Executive Secretary (The 75% salary of executive secretary is reported in the City Manager Department, and the 25% of the salary is reported in the Human Resource Department)	43,817	-		-
Office Assistant		31,453	38,824	5,800
TOTAL	188,817	176,453	199,824	17,560

City of South Bay
2024-25 Budget

City of South Bay

FUND:

001 General Fund

DEPARTMENT:

City Manager

		BUDGET 2021-22		BUDGET 2022-23		BUDGET 2023-24	BUDGET 2024-25
		Adopted BUDGET	ACTUAL EXPENDITURES	Adopted Budget	ACTUAL EXPENDITURES	Adopted Budget	BUDGET REQUESTED
ACCOUNT	CLASSIFICATION						
1	SALARIES	182,490	182,487	219,317	219,300	176,453	199,824
2	Over time	-	-	-	-	-	-
3	TOTAL LINES 1 AND 2 = SALARIES	182,490	182,487	219,317	219,300	176,453	199,824
4	INCENTIVE PAY	-	-	-	-	-	-
5	TOTAL LINES 3 AND 4	182,490	182,487	219,317	219,300	176,453	199,824
6	LINES 5 @ .0765 FICA	13,478	13,477	16,945	16,091	13,500	15,287
7	HEALTH INSURANCE	18,210	15,593	18,580	16,650	18,800	17,560
8	PENSION	14,500	14,570	16,650	15,969	16,050	17,442
	WORKER'S COMPENSATION	3,165	-	5,875	5,874	5,874	5,300
	Medical Exam		-		-		
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	231,843	226,127	277,367	273,884	230,677	\$ 255,413

City of South Bay
2024-25 Budget

**City of South Bay
Operating Services Worksheet**

FUND: **001 General Fund**
DEPARTMENT **City Manager**

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	BUDGET YEAR 2020-21		BUDGET YEAR 2021-22		BUDGET YEAR 2022-23		BUDGET YEAR 2023-24		BUDGET YEAR 2024-25	
		BUDGET	EXPENDITURES	BUDGET	EXPENDITURES	BUDGET	EXPENDITURES	Actual 8 Month	Adopted Budget	BUDGET REQUESTED	MANAGER RECOMMENDED
540100	Travel & Per Diem	\$ 3,500	\$ 768	\$ 10,952	\$ 11,181	\$ 15,100	\$ 18,289	\$ 12,091	\$ 10,000	\$ 14,000	
541100	Telephone	1,260	714	1,260	589	1,050	1,010	699	1,200	1,200	
545100	Insurance (auto)	675	701	735	867	870	1,275	2,053	1,500	2,400	
546500	Rep. & Main. Vehicles	1,000	3,108	3,000	2,361	1,000	450	948	1,000	2,500	
551100	Office Supplies	600	56	300	113	300	95	112	300	300	
552100	Operating Supplies	750	61	300	109	300	693	134	300	300	
552200	Gas & Oil	3,000	2,747	3,851	3,850	4,500	4,894	3,396	4,500	4,800	
554200	Membership, Dues & Sub.	1,650	1,442	1,650	1,100	1,650	1,429	2,180	1,650	2,000	
554300	Employee Development	3,000	1,169	1,500	2,095	1,500	2,020	-	1,500	2,350	
556100	Promotional Activities	500	-	1,700	1,700	500	-	300	500	500	
580000	Auto Lease	8,710	8,708	8,710	8,708	2,905	2,904		-	-	
644000	Equipment	-	-	-	-	-	-		-	-	
646000	Equipment/Vehicles		-		-		-			-	
	Totals	\$ 24,645	\$ 19,474	\$ 33,958	\$ 32,673	\$ 29,675	\$ 33,059	\$ 21,913	\$ 22,450	\$ 30,350	\$ -

City of South Bay
2024-25 Budget

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	111 City Manager	
			Fund/Dept./Div./Fnctn./Proj.:	001-111-540100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
540100	Travel & Per Diem	Monthly	This line item is budgeted for travel, gratuities, hotel, mileage, airfare and food for the City Manager's Department	14,000	
Page Total:				14,000	

2024-25 Requested 14,000

Adopted Budget 2023-24 10,000

Variance 4,000

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	111 City Manager	
			Fund/Dept./Div./Fnctn./Proj.:	001-111-541100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
541100	Telephone	Monthly cell phone	The budget line item represent monthly cell phone for City manager office @ monthly \$100 (2 cell phone)	1,200	
Page Total:				1,200	

2024-25 Requested	1,200
Adopted Budget 2023-24	1,200
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	111 City Manager	
			Fund/Dept./Div./Fnctn./Proj.:	001-111-545100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
545100	Auto Insurance	Annual	Estimated cost Auto Insurance for a vehicle uses by City Manager	2,400	
Page Total:				2,400	

2024-25 Requested 2,400

Adopted Budget 2023-24 1,500

Variance 900

City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	111 City Manager	
			Fund/Dept./Div./Fnctn./Proj.:	001-111-546500	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546500	Rep. & Main. Vehicles	as it needed	The budget line item represent the need for City manager repair	2,500	
Page Total:				2,500	

2024-25 Requested	2,500
Adopted Budget 2023-24	1,000
Variance	1,500

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	111 City Manager	
			Fund/Dept./Div./Fnctn./Proj.:	001-111-551100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
551100	Office Supplies	Monthly	The line items represent various usage of various office supplies by City manager office such as cartridge for printer/and other equipment	300	
Page Total:				300	

2024-25 Requested 300

Adopted Budget 2023-24 300

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	111 City Manager	
			Fund/Dept./Div./Fnctn./Proj.:	001-111-552100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552100	Operating Supplies	Monthly expenses	The line items represent supplies uses by City manager office other than office	300	
Page Total:				300	

2024-25 Requested	300
Adopted Budget 2023-24	300
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	111 City Manager	
			Fund/Dept./Div./Fnctn./Proj.:	001-111-552200	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552200	Gas & Oil	Monthly expenses	The line items represent estimated cost of the oil & gas uses City manager's car average \$400 monthly	4,800	
			Page Total:	4,800	

2024-25 Requested

4,800

Adopted Budget 2023-24

4,500

Variance

300

**Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	111 City Manager	
			Fund/Dept./Div./Fnctn./Proj.:	001-111-554200	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554200	Membership, Dues & Subscription	Per City Manager Contract Annual dues	This line item is for subscriptions and annual dues & membership such as ICMA \$900; PBC FLC \$500 PBC CMA \$40, PB Day \$175 Black Caucus & Other miscellaneous organizations	2,000	
Page Total:				2,000	

2024-25 Requested	2,000
Adopted Budget 2023-24	1,650
Variance	350

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

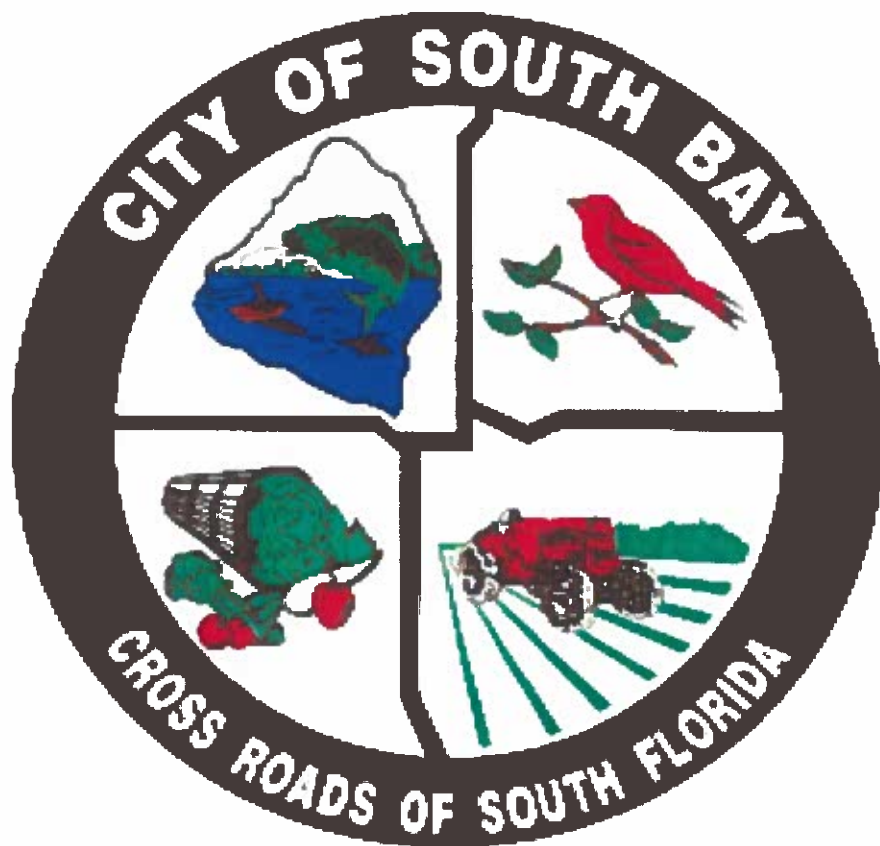
<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	111 City Manager	
			Fund/Dept./Div./Fnctn./Proj.:	001-111-554300	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554300	Employee Development	Annual dues/fees	This line item is for attending workshops, seminars, conferences, meetings, etc. that are related to the development and betterment for the City manager office. The amount resent historical estimate based on prior year. Nat League of City \$650, DC Nat League of City \$650 Winter FI League of City \$575	2,350	
Page Total:				2,350	

2024-25 Requested	2,350
Adopted Budget 2023-24	1,500
Variance	850

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	111 City Manager	
			Fund/Dept./Div./Fnctn./Proj.:	001-111-556400	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
556100	City Manager Activities	As it needed	Estimated expenses for new events/programs as follow: Public announcement for City wide	\$ 500	
Page Total:				\$ 500	

2024-25 Requested	\$ 500
Adopted Budget 2023-24	\$ 500
Variance	\$ -



FY 2024-2025

Proposed Budget

City Clerk

City Clerk Department

Mission Statement

To ensure the preservation and integrity of all official City records and elections, including the dissemination of information; maintain an effective records management system; and deliver efficient, courteous, and professional support to all City departments, staff, patrons, and the residents of South Bay.

The City Clerk's Office is a support department that provides support to the City Commission, Administration, other City departments, and the public. The City Clerk is an appointed official; and is the Department Head managing the day-to-day office activities. The City Clerk's Office maintains custody, control, and storage of official City documents and records pertaining to the operation of City government.

Administration

The City Clerk's Office is Responsible for the preparation and distribution of City commission agendas and minutes. The City Clerk's Office ensures that actions carried out at the Council Meeting are maintained accurately reflect the legislative history and are in compliance with statutes and regulations. Regular City commission meetings are held the first and third Tuesday of every month, unless otherwise noticed. The department also receives and opens Capital Improvement Project bids; and receives claims, subpoenas, and lawsuits.

Elections

The City Clerk's Office coordinates all City elections for elective office, initiatives, referenda, and recalls. The City's general municipal elections are consolidated with the Palm Beach County Supervisor of Elections.

Political Reform Act

Pursuant to the Political Reform Act, the City Clerk serves as the

filing officer/official for Campaign Disclosure Statements for elected officials, candidates, and committees; and for Statement of Economic Interests filed by public officials and designated employees. The City's Conflict of Interest Code is reviewed and updated on a bi-annual basis.

Public Records Act & Public Information

The City Clerk's Office provides public information and responds to requests for documents pursuant to the provisions of the *Florida Statutes*. The department also assists staff with research of legislative history and actions.

Commissions

The City Clerk's Office oversees the appointment process for the City's Commissions and Advisory Boards. The office facilitates all required notices pertaining to recruitments for vacancies and expiring terms pursuant to State Law and administers the oath of office to all newly appointed commissioners.

Records Management Program

The City Clerk is the custodian of many public records of the City, including ordinances, resolutions, minutes of the City Commission, election-related documents, campaign disclosure filings, statements of economic interest, and many others. The Records Management Program provides for the safekeeping and storage of the records and provides a retention schedule.

DEPARTMENT: **City Clerk**
ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND	FUND NAME	DEPARTMENT: DEPT. NAME
	City Manager	
	City Clerk	

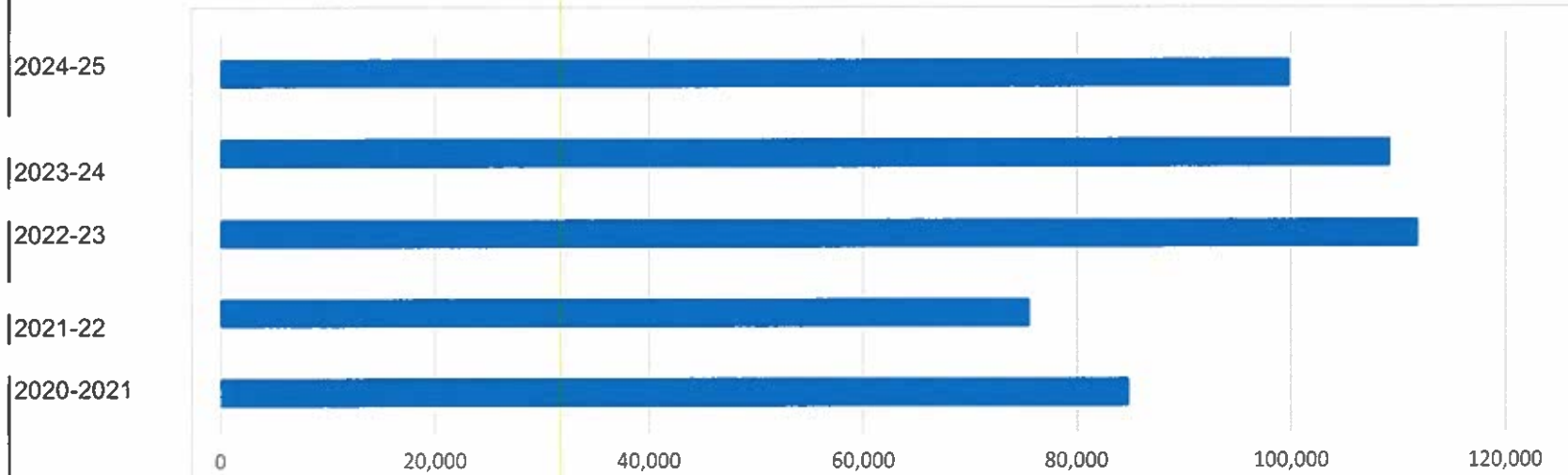
City of South Bay

Budget Summary

Department: City Clerk

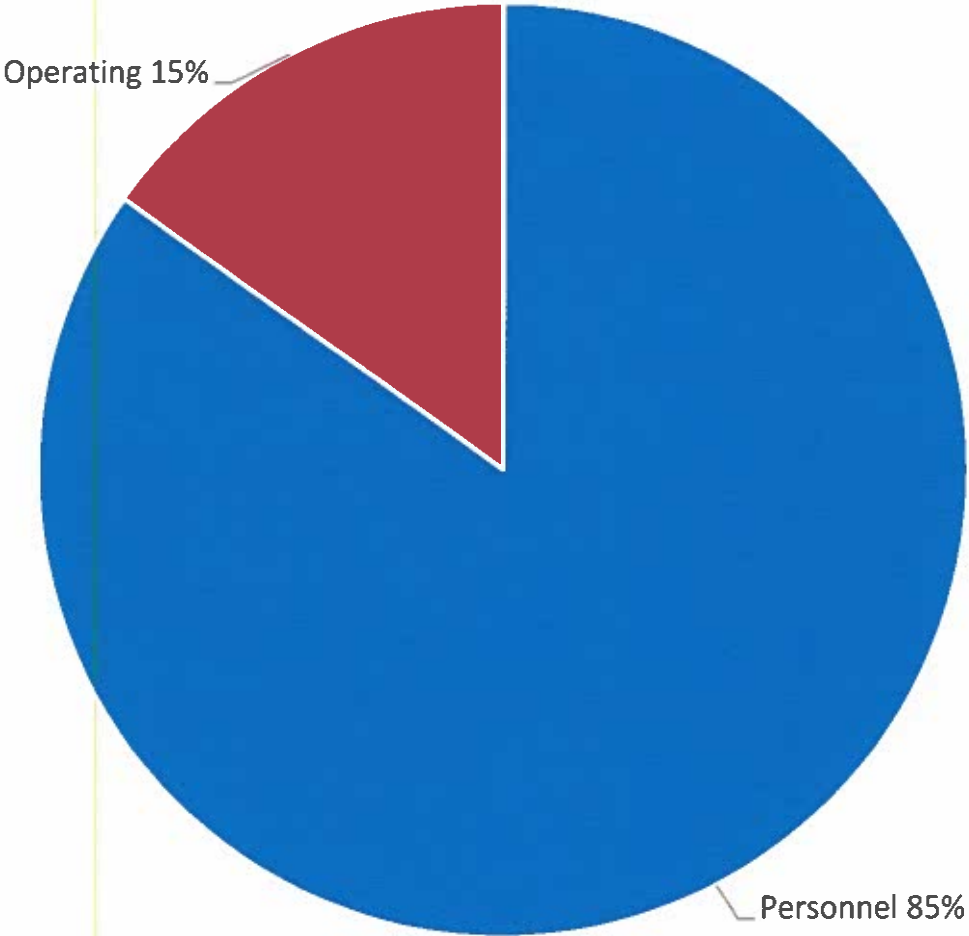
Expenditure	2020-21		2021-22		2022-23		2023-24	2024-25
Classification	Adopted	Expenses	Adopted	Expenses	Adopted	Expenses	Adopted	Request
Personnel Services	61,600	61,556	62,795	65,691	77,488	77,974	82,131	84,727
Operating Expenses	21,125	18,800	10,675	4,789	34,330	29,255	27,125	15,120
Non Operating/Capital	2100	0	2,100	-	-	-	-	-
Totals:	84,825	80,356	75,570	70,480	111,818	107,229	109,256	\$ 99,847

Narrative Description of Budget Highlights:



City of South Bay
2024-25 Budget

Budgetd Expenditures by Expense Type



■ 1 ■ 2 ■ 3

**City of South Bay
Personnel Services Worksheet**

FUND:001 General Fund
DEPARTMENT: City Clerk

CLASSIFICATION TITLE	ANNUAL SALARY AS OF 10/1/2022	PAY GRADE 10/1/2023	PAY GRADE 10/1/2024	HEALTH INSURANCE
City Clerk	61,345	63,800	65,714	10,700
Administrative Assistant	-	-	-	-
TOTAL	61,345	63,800	65,714	10,700

City of South Bay
2024-25 Budget

City Clerk
Page 7

City of South Bay

City of South Bay

FUND: 001 General Fund

DEPARTMENT: City Clerk

		BUDGET YEAR 2021-22		BUDGET YEAR 2022-23		Adopted Budget 2023-24	BUDGET YEAR 2024-25	
		ADOPTED BUDGET	Actual EXPENDITURES	ADOPTED BUDGET	Actual EXPENDITURES	Adopted Budget	BUDGET REQUESTED	MANAGER RECOMMENDED
1	SUB-TOTAL: SALARIES - BROUGHT FORWARD	49,662	53,726	61,088	61,051	63,800	65,714	
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4							
3	TOTAL LINES 1 AND 2 = SALARIES	49,662	53,726	61,088	61,051	63,800	65,714	
4	OVERTIME							
5	TOTAL LINES 3 AND 4	49,662	53,726	61,088	61,051	63,800	65,714	
6	LINES 5 @ .0765 FICA	3,799	3,876	4,070	4,429	4,881	5,027	
7	HEALTH INSURANCE	6,850	5,558	9,670	9,663	10,260	10,700	
8	PENSION	2,484	2,531	2,660	2,831	3,190	3,286	
	Worker Comp.	-	-	-	-	-	-	
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	62,795	65,691	77,488	77,974	82,131	84,727	\$ -

City of South Bay
2024-25 Budget

**City of South Bay
Operating Services Worksheet**

FUND: 001 General Fund
DEPARTMENT: City Clerk

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	BUDGET 2020-2021		BUDGET 2021-2022		BUDGET 2022-2023		BUDGET 2023-2024		BUDGET YEAR 2024-25	
		BUDGET	EXPENDITURES	BUDGET	EXPENDITURES	BUDGET	EXPENDITURES	Actual 8 Month	ADOPTED BUDGET	BUDGET REQUEST	MANAGER RECOMMENDED
001-121-523100		\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-121-531200	Medical Exams	-	-	-	-	-	-	-	-	-	-
001-121-534500	Election Expense	10,700	10,688	-	-	13,500	11,747	2,374	13,250	-	-
001-121-540100	Travel & Per Diem	1,250	1,140	2,000	6	5,400	5,315	196	1,000	1,000	-
001-121-541100	Telephone	700	659	700	505	540	502	370	600	600	-
001-121-545100	Insurance (Auto)	-	-	-	-	735	732	765	750	910	-
001-121-546500	Rep. & Mainten. Auto	-	-	-	-	1,580	1,579	-	1,500	1,500	-
001-121-549100	Advertising	4,000	4,703	4,000	2,342	4,000	3,130	1,479	3,250	3,250	-
001-121-549200	Charter Review	500	-	500	-	500	-	-	500	500	-
001-121-549400	Codification	2,000	750	2,000	750	2,000	750	750	1,000	750	-
001-121-551100	Office Supplies	750	226	750	63	750	671	444	750	750	-
001-121-552100	Operating Supplies	300	319	300	45	300	-	6	300	300	-
001-121-552200	GAS & OIL	-	-	-	793	1,800	1,753	1,065	2,700	2,000	-
001-121-554200	Membership Dues	525	265	525	285	525	776	1,290	525	1,060	-
001-121-554300	Employee Development	1,000	50	1,000	-	1,000	600	-	1,000	2,500	-
001-121-641000	Office Equipment	-	-	-	-	-	-	-	-	-	-
001-121-644000	Equipment	1,500	-	1,000	-	1,700	1,700	-	-	-	-
Totals		\$ 23,225	\$ 18,800	\$ 12,775	\$ 4,789	\$ 34,330	\$ 29,255	\$ 8,739	\$ 27,125	\$ 15,120	\$ -

City of South Bay
2024-25 Budget

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund		
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Functn./Proj.:	001-121-534500	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
534500	Election Expense	Annual	Election workers pay Supervisor of Elections charges Transportation of equipment Other	-	
Page Total:				-	

2024-25 Requested	-
Adopted Budget 2023-24	13,250
Variance	(13,250)

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General Fund		
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Fnctn./Proj.:	001-121-540100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
540100	Travel & Per Diem	Per travel/event	Estimated costs for Clerk & Assistant to travel to training and conference sessions	1,000	
Page Total:				1,000	

2024-25 Requested 1,000

Adopted Budget 2023-24 1,000

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund		
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Fnctn./Proj.:	001-121-541100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
541100	Telephone	Monthly phone billing	A Cell Phone monthly billing @ \$50	600	
Page Total:				600	

2024-25 Requested	600
Adopted Budget 2023-24	600
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund		
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Fnctn./Proj.:	001-121-545100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
545100	Auto Insurance	Annual	Annual premium by FLC	910	
Page Total:				910	

2024-25 Requested	910
Adopted Budget 2023-24	750
Variance	160

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund		
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Fnctn./Proj.:	001-121-549100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
549100	Advertising	Monthly	All advertising done through City Clerk's budget- Anticipated zoning changes annexation advertising, ordinances and RFPs	3,250	
Page Total:				3,250	

2024-25 Requested 3,250

Adopted Budget 2023-24 3,250

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General Fund		
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Fnctn./Proj.:	001-121-549200	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
549200	Charter Review	per service agreement	To review City's charter	500	
Page Total:				500	

2024-25 Requested

500

Adopted Budget 2023-24

500

Variance

-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund		
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Fnctn./Proj.:	001-121-549400	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
549400	Codification	Per service agreement	Estimate cost review City's codes Pay to Civic Plus	750	
Page Total:				750	

2024-25 Requested	750
Adopted Budget 2023-24	1,000
Variance	(250)

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General Fund		
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Fnctn./Proj.:	001-121-551100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
551100	Office supplies	Monthly expenses	Ink cartridges, pens, pencils, other necessary office supplies	750	
Page Total:				750	

2024-25 Requested 750

Adopted Budget 2023-24 750

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund	001 General Fund	
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Fnctn./Proj.:	001-121-552100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552100	Operating Supplies	Monthly	Miscellaneous Items	300	
Page Total:				300	

2024-25 Requested 300

Adopted Budget 2023-24 300

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General Fund	001 General Fund	
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Fnctn./Proj.:	001-121-552100	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552200	Oil & Gas	Monthly	Estimated monthly Charge \$165	2,000	
Page Total:				2,000	

2024-25 Requested

2,000

Adopted Budget 2023-24

2,700

Variance

(700)

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General Fund		
			Dept./Division: 121 City Clerk		
			Fund/Dept./Div./Fnctn./Proj.:	001-121-554200	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554200	Membership Dues & Subscriptions	Annual due for various organization	IIMC	185	
			FACC	100	
			PBCMCA	55	
			and HR	275	
				350	
			PBC League Cities	95	
Page Total:				1,060	

2024-25 Requested 1,060

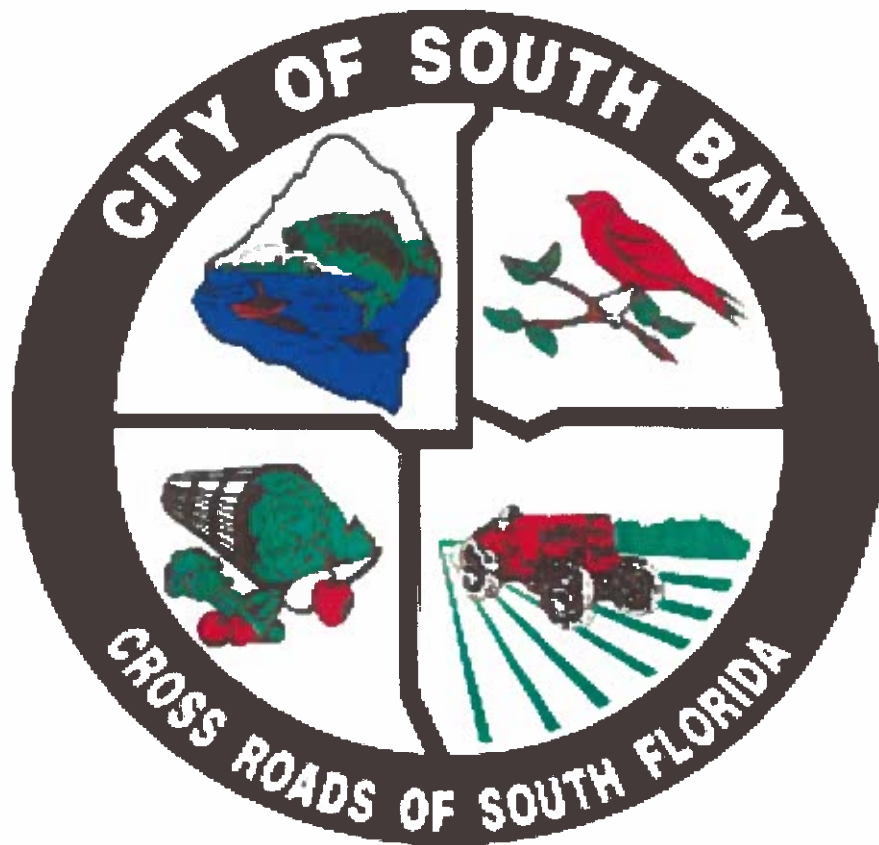
Adopted Budget 2023-24 525

Variance 535

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division: 121 City Clerk	12 CITY CLERK	
			Fund/Dept./Div./Fnctn./Proj.:	001-121-554300	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554300	Employee Development	Annually	City Clerk & HR Conference	2,500	
Page Total:				2,500	

2024-25 Requested	2,500
Adopted Budget 2023-24	1,000
Variance	1,500



FY 2024-2025

Proposed Budget

Finance

Finance Department

The Finance Department is responsible to provide timely and accurate accounting and financial information. This includes:

- Financial statements
- Payroll
- Budget
- Accounts receivable
- Accounts payable
- Grants
- Building permits
- Occupational license
- Procurement
- Treasury
- Annual audit report
- Fixed assets

City of South Bay

DEPARTMENT: **FINANCE**
ORGANIZATIONAL CHART BY
EMPLOYEE CLASSIFICATION

FUND-001	FUND NAME-General	DEPARTMENT: FINANCE
City Manager		
Finance Director		
Assistant to Finance Director		

City of South Bay
2024-25 Budget

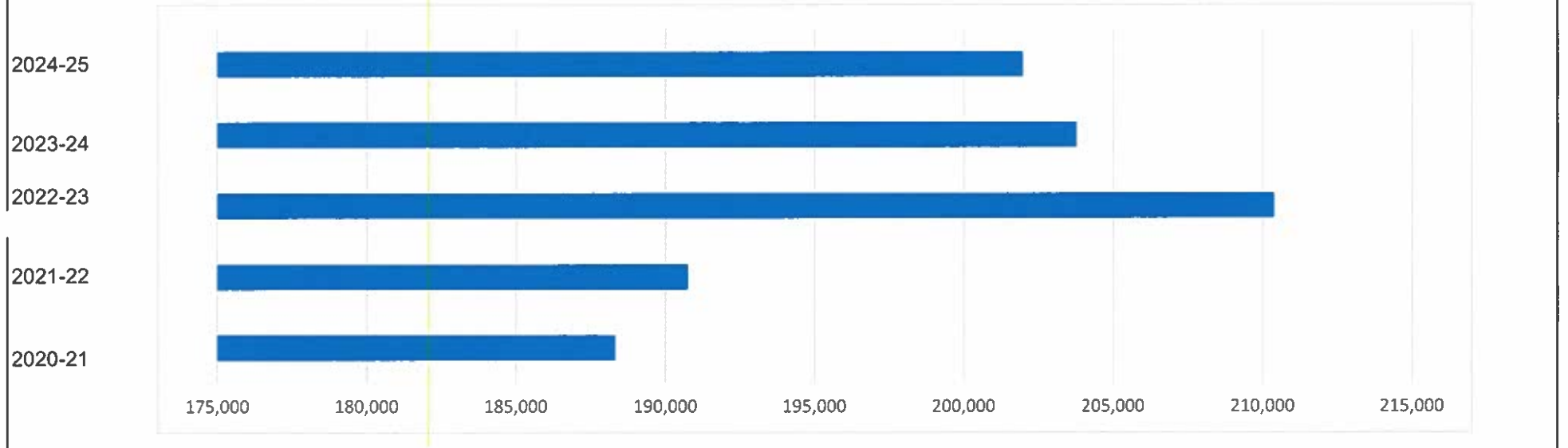
City of South Bay

Budget Summary

Department: **FINANCE**

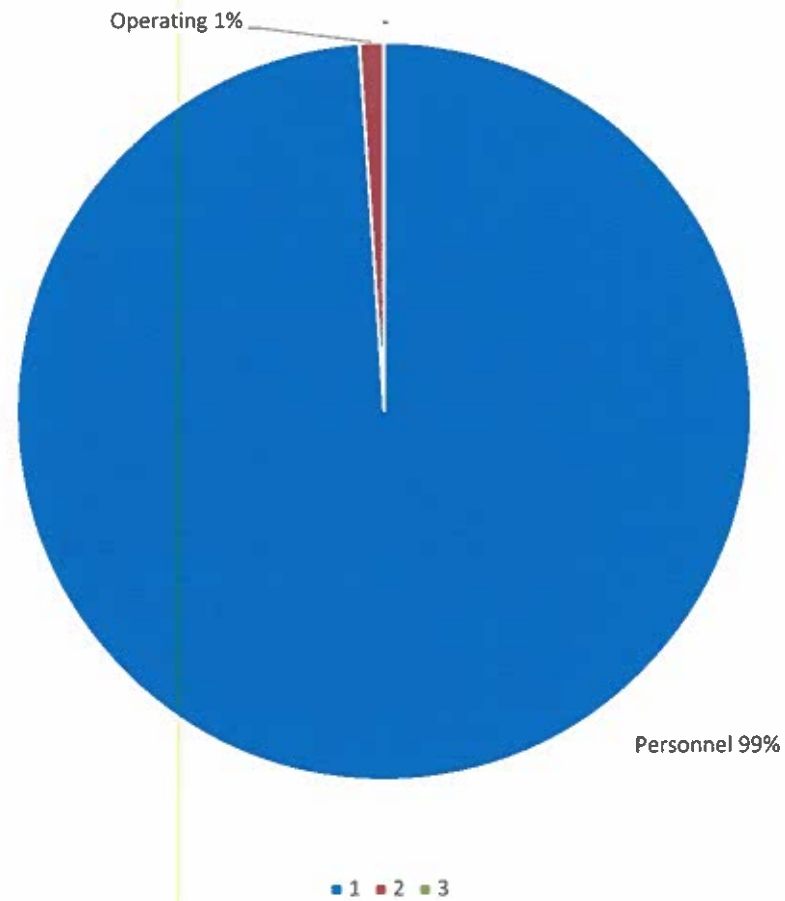
Expenditure	2020-21		2021-22		2022-23		2023-24	2024-25
Classification	Adopted	Expended	Adopted	Expended	Adopted	Expended	Adopted Budget	Requested
Personnel Services	185,516	185,352	187,945	187,135	208,264	206,538	201,656	199,802
Operating Expenses	2,815	1,105	2,815	1,023	2,115	2,323	2,115	2,175
Non Operating/Capital	-	-	-	-	-	-	-	-
Totals:	188,331	186,457	190,760	188,158	210,379	208,861	203,771	201,977

Narrative Description of Budget Highlights:



City of South Bay
2024-25 Budget

Budgeted Expenditures by Expense Type



City of South Bay POSITION SUMMARY

Department Name: Finance

POSITIONS	2022-23 Actual	2023-24 Budget	2024-25 Request	Difference
Finance Director	1	1	1	-
Assistant to Finance Director	1	1	1	-
TOTAL Budget	2	2	2	0

City of South Bay
2024-25 Budget

FUND:001
DEPARTMENT:131

City of South Bay
2024-25 Budget

City of South Bay

FUND: **001 General Fund**
DEPARTMENT: **Finance**

ACCOUNT CLASSIFICATION		BUDGET YEAR 2021-22		BUDGET YEAR 2022-23		BUDGET YEAR 2023-24	BUDGET YEAR 2024-25	
		ADOPTED BUDGET	ANTICIPATED EXPENDITURES	ADOPTED BUDGET	ACTUAL EXPENDITURES	ADOPTED BUDGET	BUDGET REQUESTED	MANAGER RECOMMENDED
1	SUB-TOTAL SALARIES - BROUGHT FORWARD	\$ 140,161	\$ 143,392	\$ 160,239	\$ 160,220	\$ 155,221	\$ 159,877	
2								
3	TOTAL LINES 1 AND 2 = SALARIES	\$ 140,161	\$ 143,392	\$ 160,239	\$ 160,220	\$ 155,221	\$ 159,877	
4	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -		
5	TOTAL LINES 3 AND 4	\$ 140,161	\$ 143,392	\$ 160,239	\$ 160,220	\$ 155,221	\$ 159,877	
6	LINES 5 @ .0765 FICA	\$ 10,725	\$ 10,152	\$ 11,233	\$ 11,637	\$ 11,874	\$ 12,231	
7	HEALTH INSURANCE	\$ 30,050	\$ 26,560	\$ 29,450	\$ 27,228	\$ 26,800	\$ 19,700	
8	PENSION	\$ 7,009	\$ 7,031	\$ 7,342	\$ 7,453	\$ 7,761	\$ 7,994	
	Worker Com	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	\$ 187,945	\$ 187,135	\$ 208,264	\$ 206,538	\$ 201,656	\$ 199,802	

City of South Bay
2024-25 Budget

**City of South Bay
Operating Services Worksheet**

FUND: 001 General Fund
DEPARTMENT FINANCE

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	BUDGET YEAR 2020-21		BUDGET YEAR 2021-22		BUDGET YEAR 20122-23		BUDGET YEAR 2023-24		BUDGET YEAR 2024-25	
		BUDGET	EXPENDITURES	BUDGET	EXPENDITURES	BUDGET	EXPENDITURES	Actual	ADOPTED	BUDGET	MANAGER
								8 Month	BUDGET	REQUEST	RECOMMENDED
531200	Medical examination		-		-	-	-		-	-	
540100	Travel & Per Diem	315	-	315	-	250	335	-	250	250	
541100	Telephone	700	659	700	464	540	493	330	540	600	
546100	R & M Equipment	-	-	-	-	-	-	-	-	-	
551100	Office Supplies	550	246	550	7	400	765	528	400	400	
552100	Operating Supplies	275	-	275	152	250	235	46	250	250	
554200	Membership & Dues	225	50	225	100	225	70	160	225	225	
554300	Employee Development	750	150	750	300	450	425	-	450	450	
641000	Office Equipment	-	-	-	-	-	-		-	-	
Totals		\$ 2,815	\$ 1,105	\$ 2,815	\$ 1,023	\$ 2,115	\$ 2,323	\$ 1,064	\$ 2,115	\$ 2,175	-

City of South Bay
2024-25 Budget

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General		
			Dept./Division: Finance		
			Fund/Dept./Div./Fnctn./Proj.: 001-131-540100		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
540100	Travel & Per Diem	Per trip and seminar	This line item estimate for several out of town seminar and training of finance department	250	
			Page Total:	250	-

2024-25 Requested 250

Adopted Budget 2023-24 250

Variance -

Finance
Page 9

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General		
			Dept./Division: Finance		
			Fund/Dept./Div./Fnctn./Proj.: 001-131-541100		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
541100	Telephone	Monthly cell phone	Estimate for cell phone for finance director @50	600	
Page Total:				600	-

2024-25 Requested 600

Adopted Budget 2023-24 540

Variance 60

Finance

Page 10

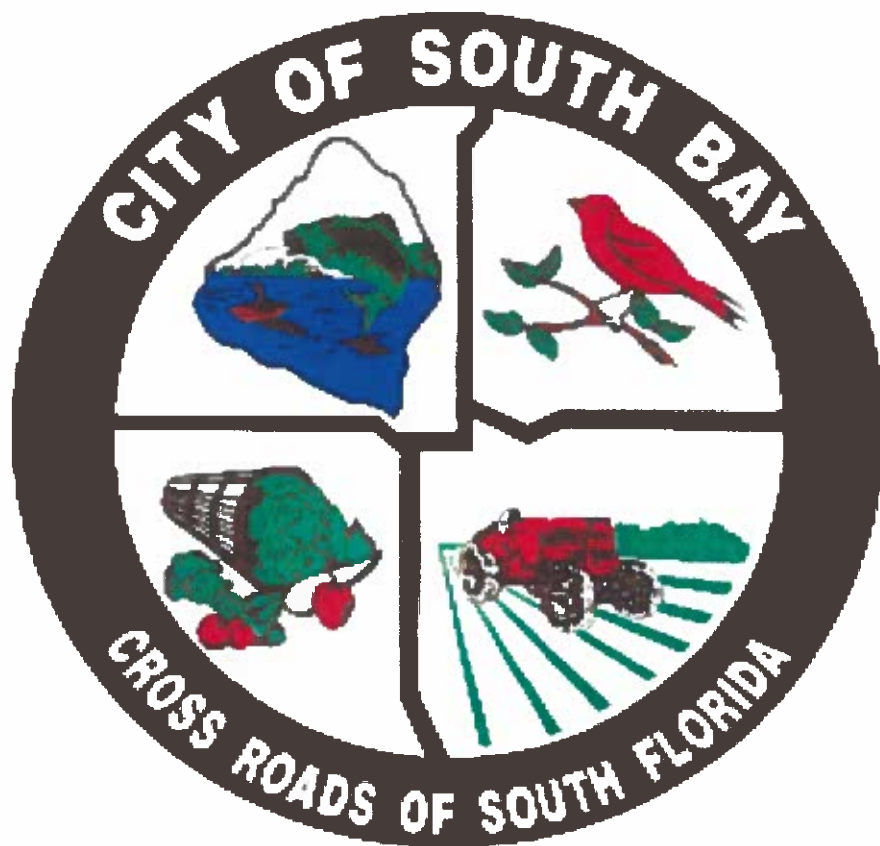
**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General		
			Dept./Division: Finance		
			Fund/Dept./Div./Fnctn./Proj.: 001-131-554300		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554300	Employee Development	Annual	Workshops/CPE Courses, and training	450	
			Page Total:	450	-

2024-25 Requested 450

Adopted Budget 2023-24 450

Variance -



FY 2024-2025

Proposed Budget

Legal

Legal

The City's Attorney provides legal advice to the City Commission and administration. City Attorney works with City Manager drafting Resolutions, ordinance, contract and develop legal documents for the City. City Attorney provides legal opinion and correspondence for the City to ensure compliance with City, State and Federal Laws.

DEPARTMENT:
ORGANIZATIONAL CHART

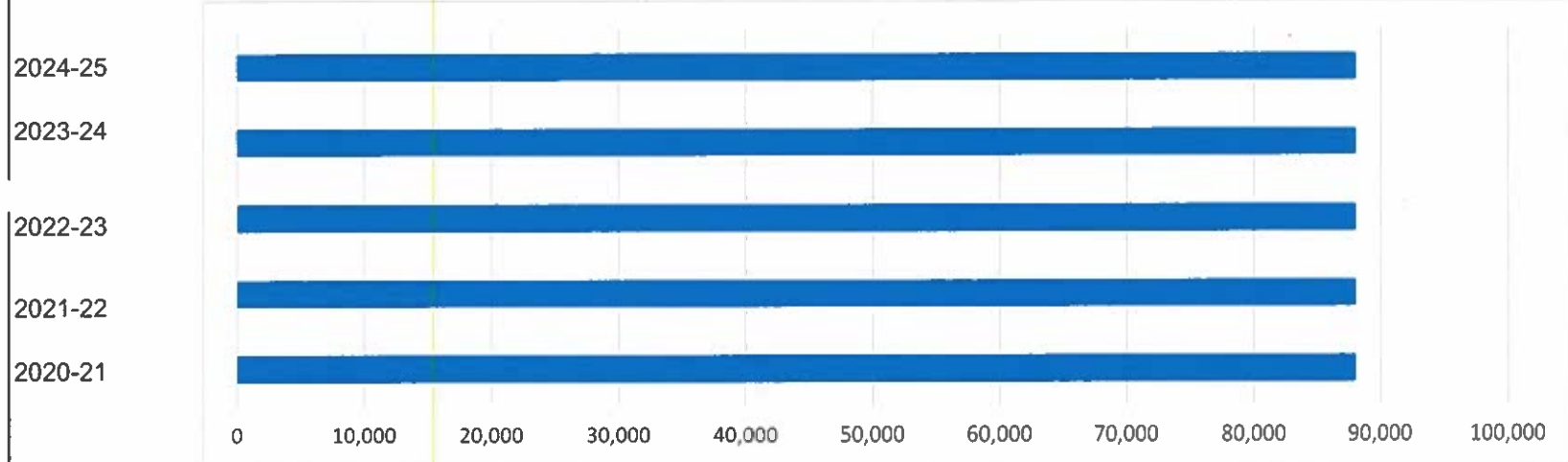
FUND	FUND NAME	DEPARTMENT: DEPT. NAME
TERMS OF AGREEMENT/CONTRACT MONTHLY FEE		

City of South Bay
Budget Summary Department: **LEGAL**

Expenditure		2020-21		2021-22		2022-23		Adopted	2024-25
Classification		Adopted	Expenses	Adopted	Expenses	Adopted	Expenses	2023-24	Requested
Personnel Services									
Operating Expenses		88,000	84,173	88,000	85,723	88,000	85,192	88,000	88,000
Debt Services									
Non Operating/Capital									
	Totals:	88,000	84,173	88,000	85,723	88,000	85,192	88,000	88,000

Narrative Description of Budget Highlights:

It is not economically feasible to hire full time attorney. Therefore these services for attorney and magistrate are contracted out.



City of South Bay
Operating Services Worksheet
2020-21

FUND: 001
DEPARTMENT: General Fund

Fund Name:
Dept./Division:
Fund/Dept./Div./Fnctn./Proj.: 001-141-531050

General Fund

ACCOUNT NUMBER	Terms of Agreement/ Contract	ACTUAL BUDGET	2020-21		2021-22		BUDGET 2022-23		BUDGET 2023-24		2024-25	
			Budget	EXPENDITURES	Adopted Budget	EXPENDITURES	Adopted Budget	EXPENDITURE	Actual 8 Month	BUDGET	BUDGET REQUEST	MANAGER RECOMMENDED
531050	Monthly fee For Professional Services:	1- It is not economically feasible to hire full time Attorney. Therefore, these services are contracted out.	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 46,667	\$ 80,000	\$ 80,000	
531055		2 -Estimated cost for legal and magistrate for enforcement to be contracted out	5,000	-	5,000	990	3,250	-		3,000	3,000	
552100		3- Operating Expenses	3,000	4,173	3,000	4,733	4,750	5,192	3,029	5,000	5,000	
			\$ 88,000	\$ 84,173	\$ 88,000	\$ 85,723	\$ 88,000	\$ 85,192	\$ 49,696	\$ 88,000	\$ 88,000	

City of South Bay
2024-25 Budget

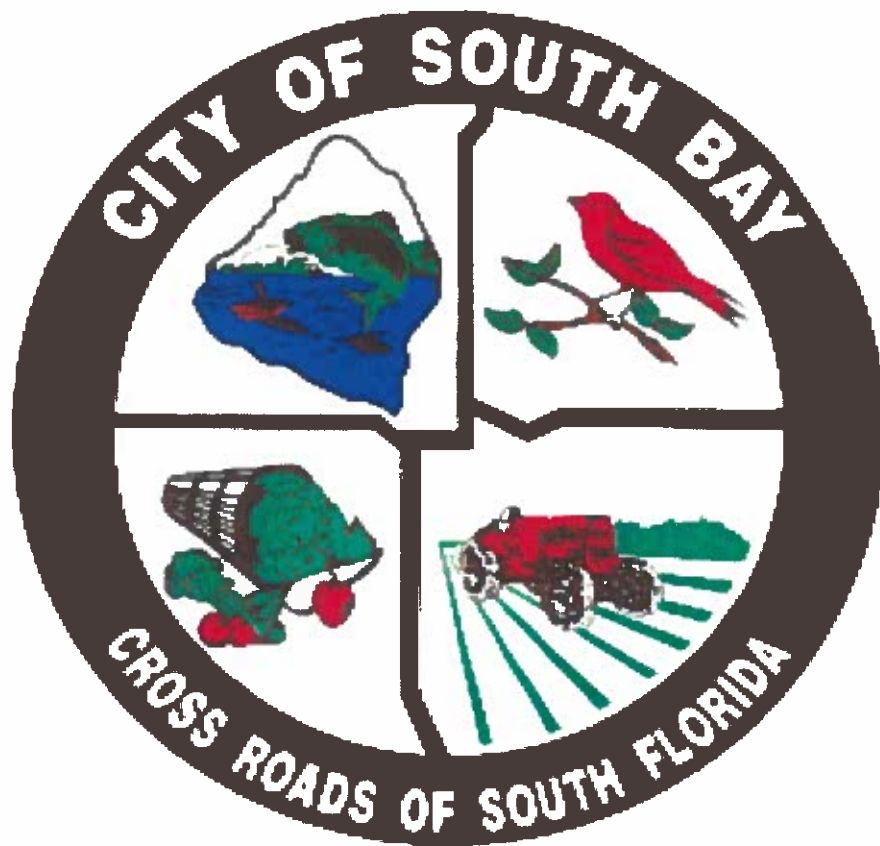
City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25

Various Operating Budget Lines			Fund Name: 001-General Fund		
			Dept./Division:		
			Fund/Dept./Div./Fnctn./Proj.: 001-141-531050		
Object Code No.	Account Title	Terms of Agreement/ Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Budget
531050	Professional Services - Legal	Monthly fee	It is not economically feasible to hire full time Attorney. Therefore, these services are contracted out.	80,000	-
Page Total:				80,000	-

2024-25 Requested 80,000

Adopted Budget 2023-24 80,000

Variance -



FY 2024-2025

Proposed Budget

General Government

General Government

This department provides financial and administrative support to the City that are not classified within other departments. This Includes the cost of City's utilities, maintenance, various services such as information technology, insurance, etc... and these costs could not be allocated directly to other departments.

City of South Bay
General Government
DEPARTMENT:
ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND	FUND NAME	DEPARTMENT:
	City Manager	
	PT Custodian Services	

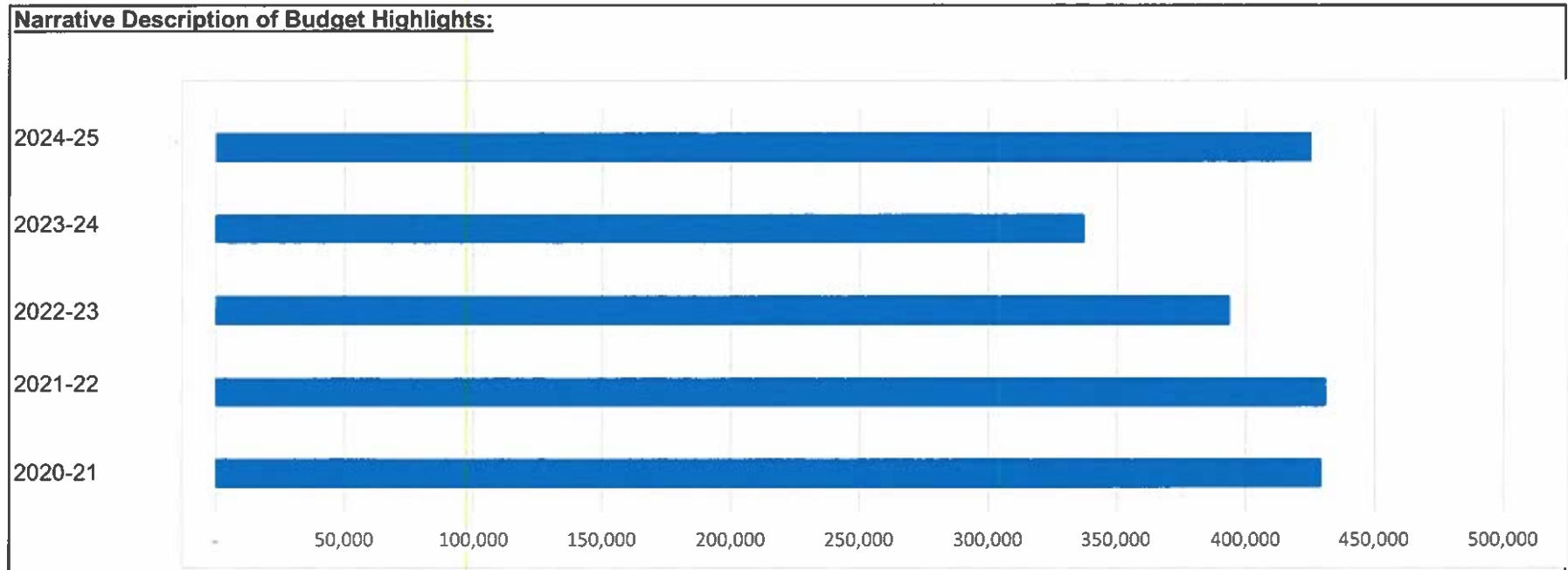
City of South Bay

Budget Summary

Department: **General Government**

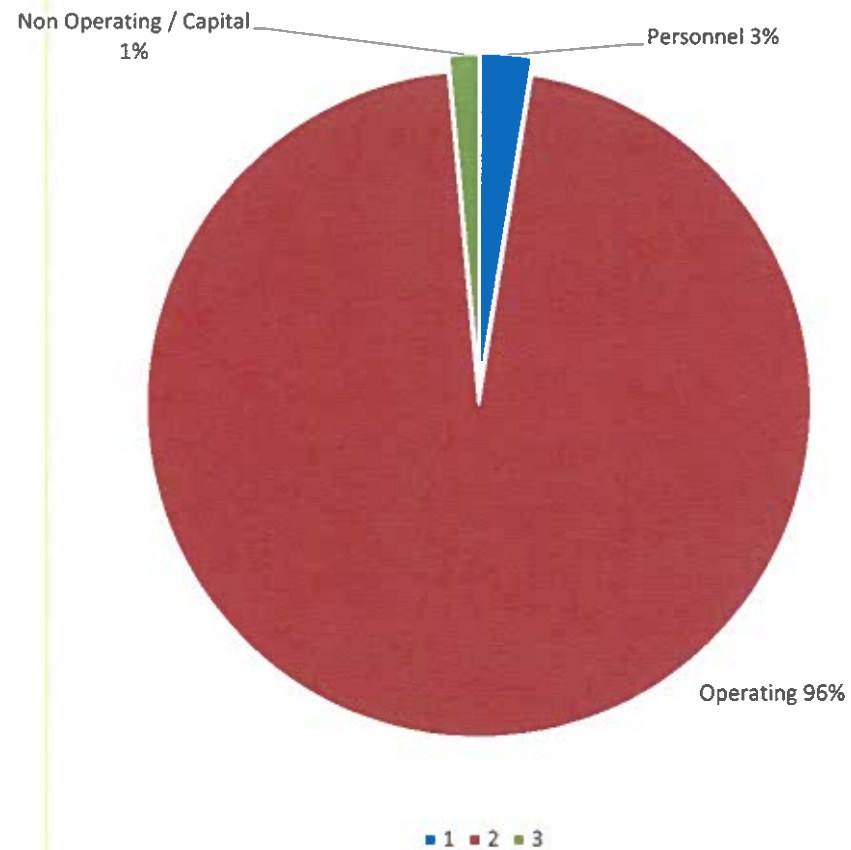
Expenditure	2020-21		2021-22		2022-23		2023-24	2024-25
Classification	Adopted	Expenses	Adopted	Expenses	Adopted	Expenses	Adopted	Requested
Personnel Services	21,800	20,450	22,510	17,436	22,960	4,302	10,765	10,765
Operating Expenses	402,415	373,748	353,201	357,241	365,355	361,207	320,487	408,410
Non Operating/Capital	5,123	-	55,513	50,113	5,603	-	6,083	6,323
Totals:	429,338	394,198	431,224	424,790	393,918	365,509	337,335	425,498

Narrative Description of Budget Highlights:



City of South Bay
2024-25 Budget

Budgeted Expenditures by Expense Type



POSITION SUMMARY

FUND: 001

Department Name: General Government

POSITIONS	2022-23	2023-24	2024-25	Difference
	Expended	Adopted	Requested	
PT Custodian Services	0.5	0.5	0.5	
TOTALS	0.5	0.5	0.5	

City of South Bay

2024-25 Budget

**City of South Bay
Personnel Services Worksheet**

FUND: 001 General Fund
DEPARTMENT: General Government

ACCOUNT	CLASSIFICATION	DETAIL-REMARKS	BUDGET YEAR 2022-23		BUDGET YEAR 2023-24		BUDGET YEAR 2024-25	
			MODIFIED BUDGET	ANTICIPATED EXPENDITURES	BUDGET REQUESTED	EXPENDITURES	BUDGET REQUESTED	MANAGER RECOMMENDED
1	SUB-TOTAL: SALARIES - BROUGHT FORWARD		21,328	3,996	10,000	0	10,000	
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4							
3	TOTAL LINES 1 AND 2 = SALARIES		21,328	3,996	10,000	-	10,000	
4	OVERTIME							
5	TOTAL LINES 3 AND 4		21,328	3,996	10,000	-	10,000	
6	LINES 5 @ .0765 FICA		1,632	306	765	0.00	765	
7	HEALTH INSURANCE			-				
8	PENSION							
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8		22,960	4,302	\$ 10,765	\$ -	\$ 10,765	\$ -

City of South Bay
2024-25 Budget

**City of South Bay
Operating Services Worksheet**

FUND: 001 General Fund
DEPARTMENT General Government

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	BUDGET YEAR 2020-21		BUDGET YEAR 2021-22		BUDGET YEAR 2022-23		BUDGET YEAR 2023-24		BUDGET YEAR 2024-25	
		Adopted BUDGET	EXPENDITURES	Adopted BUDGET	EXPENDITURES	Adopted BUDGET	EXPENDITURES	Actual 8 Month	Adopted BUDGET	BUDGET REQUEST	MANAGER RECOMMENDED
524100	Workers Compensation	1,000	3,550	5,090	5,090	1,000	1,338	1,455	1,100	1,250	
525100	Unemployment Compensation	1,150		8,800	8,796	1,150	649	1,375	1,100	1,250	
531200	Medical Exam	-		-	-	-	300	-	-	-	
531300	Professional Services	129,595	113,474	94,095	110,588	100,730	100,553	73,336	81,447	101,500	
532100	Accounting & Audit	29,000	24,000	26,000	24,000	28,000	25,000	28,000	30,000	30,000	
534050	Trash Removal	5,900	5,728	5,900	5,728	5,940	5,937	6,188	6,250	6,300	
541100	Telephone	8,250	8,571	9,800	9,601	10,700	11,319	8,711	13,500	13,200	
542100	Postage	4,200	2,130	4,200	2,202	4,200	2,501	1,606	3,600	3,600	
542200	Bank fees	-	-	-	-	-	1,083	1,402	-	1,800	
543100	Electric	14,700	13,432	15,000	15,341	15,000	16,959	7,962	16,200	16,800	
543500	Water & Sewer Service	14,250	20,129	25,000	24,812	25,000	25,743	16,365	26,880	27,880	
544400	Collection Fees	-	-	-	-	-	-	-	-	-	
545100	Liability Insurance	51,500	44,000	50,550	49,064	53,300	53,297	107,039	54,800	112,900	
546100	Repair & Manlt.-Equipment	9,800	7,615	9,800	5,436	9,500	4,515	2,631	9,500	9,550	
546200	Repair & Manlt.-Building	10,550	11,356	13,140	13,135	17,550	19,200	31,236	11,550	12,000	
548100	Tri-City Meeting	2,250	-	2,250	2,328	2,250	1,124	1,472	2,250	2,250	
549900	Taxes -(Assessment)	6,300	6,129	6,300	6,096	6,300	6,132	6,127	6,300	6,300	
551100	Office Supplies	1,980	1,824	1,980	1,591	1,980	2,350	2,203	1,980	2,000	
552100	Operating Supplies	10,000	13,667	12,140	12,443	17,850	18,270	12,857	10,000	12,500	
552400	Pension Administration	4,000	4,000	4,000	4,000	4,000	4,000	2,000	4,000	4,000	
554200	Membership, Dues & Subs	7,350	6,458	7,450	7,859	7,690	8,166	7,623	8,580	9,580	
556110	LORE	5,000	-	5,000	-	-	-	-	-	-	
556210	Special Projects	12,750	16,438	26,445	26,444	27,250	27,225	22,874	10,000	10,000	
570000	FEMA - Debris Removal	-	-	-	-	-	-	-	-	-	
581700	Oratorical Contest	1,500	1,500	1,500	1,600	1,500	2,100	2,100	2,250	2,250	
582100	Holiday Decorations	1,000	-	1,000	-	1,000	227	11,907	11,200	11,500	
599000	Contingency	20,000	19,634	18,025	18,025	23,225	23,219	32,769	8,000	10,000	
599500	Care Act	-	-	49,646	53,175	-	-	-	-	-	
644000	Equipment	50,150	50,113	-	-	-	-	-	-	-	
660000	Property	-	-	-	-	-	-	-	-	-	
680000	Restricted Sr. Citizen	5,363	-	5,603	-	5,843	-	-	6,083	6,323	
	Totals	407,538	373,748	408,714	407,354	370,958	361,207	389,238	326,570	414,733	-

City of South Bay
2024-25 Budget

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-524100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
524100	Workers Compensation	Annual	Worker comp for general administration City's employees Based on 2022-23	1,250	
Page Total:				1,250	-

2024-25 Requested 1,250

Actual Budget 2023-24 1,100

Variance 150

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-525100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
525100	Unemployment Compensation	Quarterly assessment	Budget for unforeseen assessment	1,250	
Page Total:				1,250	-

2024-25 Requested	1,250
Actual Budget 2023-24	1,100
Variance	150

**Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-531300	
Object		Terms or Agreement/Contract		Requested Amount	Recommended Amount
Code No.	Account Title		Description of Services/ Explanation of Request		
531300	Professional Services	Monthly/Annual	ADP annual cost of payroll \$200*60	12,000	
			Cougar Mountain annual		
			Maintenance, update, etc.	4,250	
			Microsoft Email (\$110)	1,350	
			City Clerk recording	3,500	
			Website Hosting - Civic Plus	2,350	
			Uattend Time Clock (\$85)	1,050	
			Coastal IT services	18,000	
			Lobbying services local, state & federal	20,000	
			Additional Web services for Community		
			Services	20,000	
			PrimeStar Digital Network \$425 per Comm	11,500	
			meeting including closed captioning		
			IWorQ	7,500	
Page Total:			101,500	-	

2024-25 Requested 101,500

Actual Budget 2023-24 81,447

Variance 20,053

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General	001 General Fund	
			Dept./Division: Finance	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-532100	
Object Code No.	Account Title	Terms of Agreement/Contr Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
532100	Accounting & Audit	Annual	Annual Audit fee for the City Including Single Audit	30,000	
Page Total:				30,000	-

2024-25 Requested 30,000

Actual Budget 2023-24 30,000

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General	001 General Fund	
			Dept./Division: Finance	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-534050	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/Explanation of Request	Requested Amount	Recommended Amount
534050	Trash Removal	Annual Assessment	Estimated based on SWA annual assessment	6,300	
Page Total:				6,300	-

2024-25 Requested 6,300

Actual Budget 2023-24 6,250

Variance 50

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-541100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
541100	Telephone	Monthly	Cost for phone service at City Hall estimated at monthly \$725 and	- 8,700	
			fax, Internet and Cable@ \$375 *12	4,500	
			Page Total:	13,200	

2024-25 Requested	13,200
Actual Budget 2023-24	13,500
Variance	(300)

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-542100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
542100	Postage	Monthly	Centralized charges based on historical experience and based on prior year expenses including Federal Express for all City's Departments monthly cost of \$300	3,600	
Page Total:				3,600	-

2024-25 Requested 3,600

Actual Budget 2023-24 3,600

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-543100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
543100	Electric	Monthly	Cost based on historical for City Hall and Fountain estimated monthly at \$1,400	16,800	
Page Total:				16,800	-

2024-25 Requested	16,800
Actual Budget 2023-24	16,200
Variance	600

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-543500	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
543500	Water & Sewer Service	Monthly	Water & Sewer usage for City Hall. Monthly \$1,000 and Four irrigation acct. & Fountain Monthly \$1,315	27,880	
Page Total:				27,880	-

2024-25 Requested	27,880
Actual Budget 2023-24	26,880
Variance	1,000

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-545100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
545100	Liability Insurance	Quarterly	Contract with Florida Municipal Insurance to Administer.		
			General liabilities		25,000
			Property		85,000
			Pollution & Travel Accident		1,800
			Cyber		1,100
				112,900	
			Page Total:	112,900	112,900

2024-25 Requested 112,900

Actual Budget 2023-24 54,800

Variance 58,100

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-546100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546100	Repair & Maint- Equipment	Monthly	copy machine lease contract with Monthly (12*175= 2100)	6,550	
		Quarterly	and contract with Quadient Leasing plus maintenance (512*4=2,050)		
		Monthly	Monthly Usage/ Maintenance for Xerox (200*12=2400)		
			A/C and other Maintenances services	3,000	
			Page Total:	9,550	-

2024-25 Requested 9,550

Actual Budget 2023-24 9,500

Variance 50

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-546200	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546200	Repair & Maint- Building	Some of expenses are expected to one time disbursement	General Maintenance on building based on historical experience, City budget for City Hall. Using prior year estimate	7,500	
			Back flow services & Plumbing		
			Monthly extermination \$135		
			Quarterly spray grass \$265.		
			Annual Maint. RR	2,000	1,967
			Annual Fire inspection (Quarterly & Annual)	2,500	
			Page Total:	12,000	1,967

2024-25 Requested	12,000
Actual Budget 2023-24	11,550
Variance	450

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-548100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
548100	Tri-City Meeting	one time/ annual	City's share of meeting cost and annual BBQ & PEACE events and other events, using historical information	2,250	
Page Total:				2,250	-

2024-25 Requested 2,250

Actual Budget 2023-24 2,250

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-549900	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
549900	Tax (assessment)	Annual	Assessment on City's owned property and rental out for private and charges for drainage/stormwater Using prior information	- 6,300	
Page Total:				6,300	-

2024-25 Requested 6,300

Actual Budget 2023-24 6,300

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-551100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
551100	Office Supplies	Monthly	General office supplies for use at City Hall Budget based on historical Trend \$165*12	2,000	
Page Total:				2,000	-

2024-25 Requested 2,000

Actual Budget 2023-24 1,980

Variance 20

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-552100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552100	Operating Supplies	Monthly Billing	Janitorial supplies, Monthly rent to VRC at \$461	12,500	
Page Total:				12,500	-

2024-25 Requested 12,500

Actual Budget 2023-24 10,000

Variance 2,500

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-552400	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552400	Pension Administration	Quarterly fees	Annual projection for Administration of Pension Plan Included annual updated law Contract with Principal Financial Group	4,000	
Page Total:				4,000	-

2024-25 Requested	4,000
Actual Budget 2023-24	4,000
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-554200	
Object Code No.	 Account Title	 Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554200	Membership, Dues & Subsc	Annual	Budget based on historical trends. Estimate of membership PBC League Cities \$2,400 Nat. League Cities \$950 Board of Trustee EPA; \$300 Belle Glade Chamb. Of Comme \$200 FI Heartland R. D. I. \$700 Town of Lantana - Countywide Coordinate program \$1,000 Northern Palm Beach Boyd & Girls Club Costco	4,550 1,000 2,410 1500 120	
			Page Total:	9,580	-

2024-25 Requested	9,580
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Actual Budget 2023-24	8,580
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Variance	1,000
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**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-556110	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
556110	LORE	One time/ annual	Budget based Commissioners Approval for financial support to LORE organization	-	
Page Total:				-	-

2024-25 Requested -

Actual Budget 2023-24 -

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-556210	
Object Code No.	Account Title	Terms of	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
556210	Special Projects	One time/ annual	Estimated coast of supplies to purchase for events such as back to school, Christmas, American clean up, and other events which City usually receives donations for support of these events. (estimated donations are)	10,000	
Page Total:				10,000	-

2024-25 Requested 10,000

Actual Budget 2023-24 10,000

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-581700	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
581700	Oratorical Contest	Annual	Annual Oratorical Contest Awards to City resident Using historical and prior year information	2,250	
Page Total:				2,250	-

2024-25 Requested	2,250
Actual Budget 2023-24	2,250
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-582100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
582100	Holiday Decorations	Annual	Annual expenses related to X-Mas decorations in City facility and using historical information	11,500	
Page Total:				11,500	-

2024-25 Requested	11,500
Actual Budget 2023-24	11,200
Variance	300

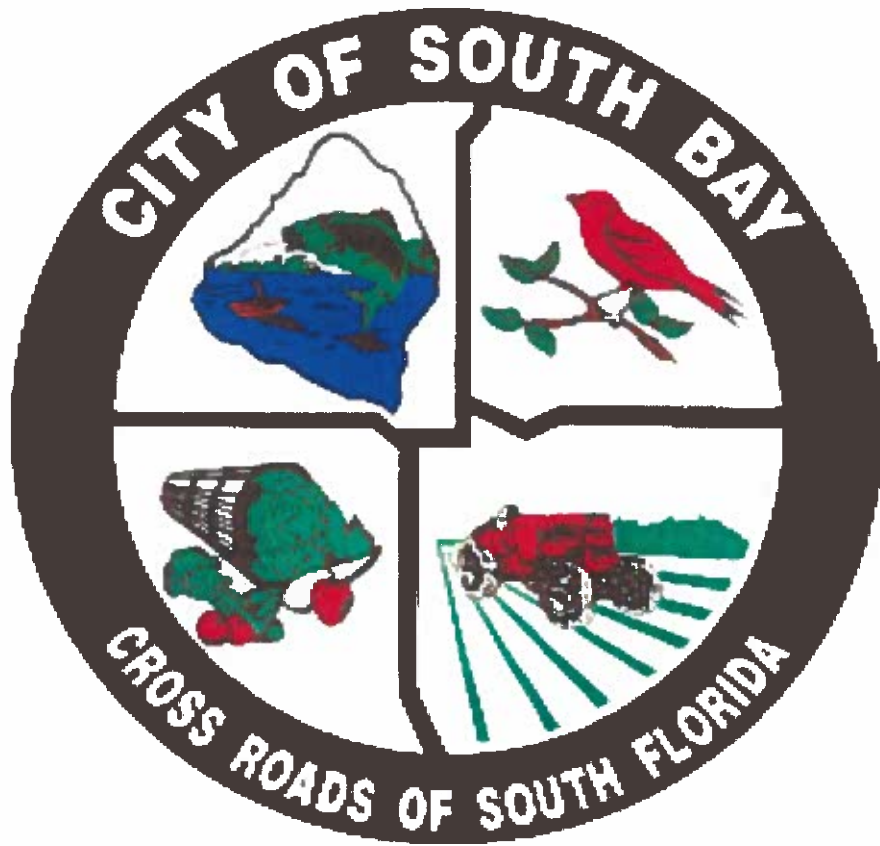
**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	General Government	
			Fund/Dept./Div./Fnctn./Proj.:	001-191-599000	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
599000	Contingency		Budget Allocation for Unforeseen expenses / annual Holiday lighting and a lap for Legislative Department	10,000	
Page Total:				10,000	-

2024-25 Requested 10,000

Actual Budget 2023-24 8,000

Variance 2,000



FY 2024-2025 Proposed Budget

Community Development and Planning

Community & Economic, Development (CED) Division

The Community & Economic Development Division (CED) manages Economic Development and Housing. CED is the economic arm of the city, responsible for all economic development programs and efforts to enhance the economic base.

Through a proactive marketing campaign that aggressively markets the City to prospective developers and tenants, CED looks to attract businesses and investment into the City. CED works collaboratively with other organizations.

Objectives:

1. Continue marketing efforts to expand and retain the business base.
2. Work with property owners to promote development in the community.
3. Focus efforts of the City's Community & Economic Development Division on economic recovery and tourism through continued relationship building, research, and advocacy of development.
4. Establish a Business Improvement Association.
5. Continue to support from the COVID-19 pandemic.



To make the City of South Bay a positive, interesting, and enjoyable place in which to live, play, and work by stressing the importance of a strong business community, livable neighborhoods, creation of housing, maintenance of the City's infrastructure, and ensuring the construction of safe buildings, all while providing professional customer service.

The Community Development Department is responsible for the development services of the City, including the comprehensive land use plan, land development code, and the enforcement of the City's Building Codes and Municipal Codes. The Department includes the following Divisions:

Building Division

The Building Division is responsible for the implementation and enforcement of City and State codes relating to the construction, remodeling, alteration, repair and demolition of buildings and structures located within the city. This is done to ensure that all construction is built to code standards to safeguard life, health, property, and public welfare. This is accomplished through a comprehensive plan review, permit issuance, and a building construction inspection process.



The goal of the City's Code Enforcement Division is to promote and maintain a quality living environment for community members and visitors. Compliance with City Codes helps to maintain healthy neighborhoods and creates an improved quality of life in our city. Code enforcement encourages property maintenance that promotes a quality aesthetic appearance throughout the city. Enforcing the City Codes includes conducting field inspections, documenting, and abating problems, and responding to citizen's complaints.



City of South Bay

DEPARTMENT:

Community Development and Planning
ORGANIZATIONAL CHART BY
EMPLOYEE CLASSIFICATION

FUND-311	FUND NAME-General	DEPARTMENT: CD
City Manager		
Economic and Business Development Manager		
Community Development/Fiscal Specialist		
Code Enforcement Officer		
Community Navigator		

City of South Bay
2024-25 Budget

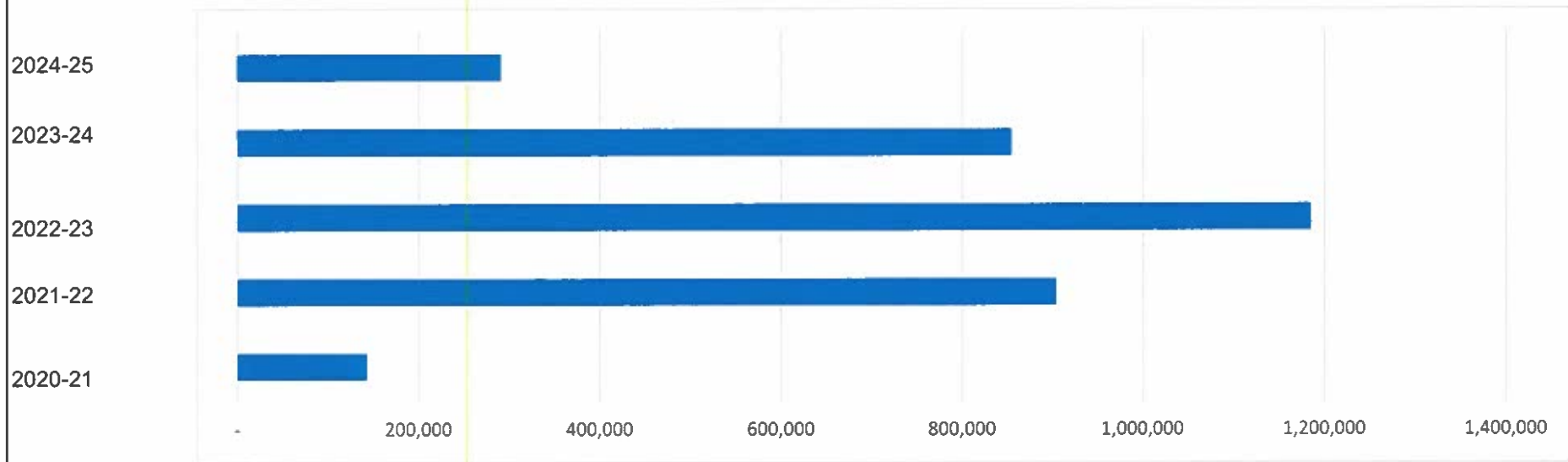
City of South Bay

Budget Summary

Department: **Community Development and Planning**

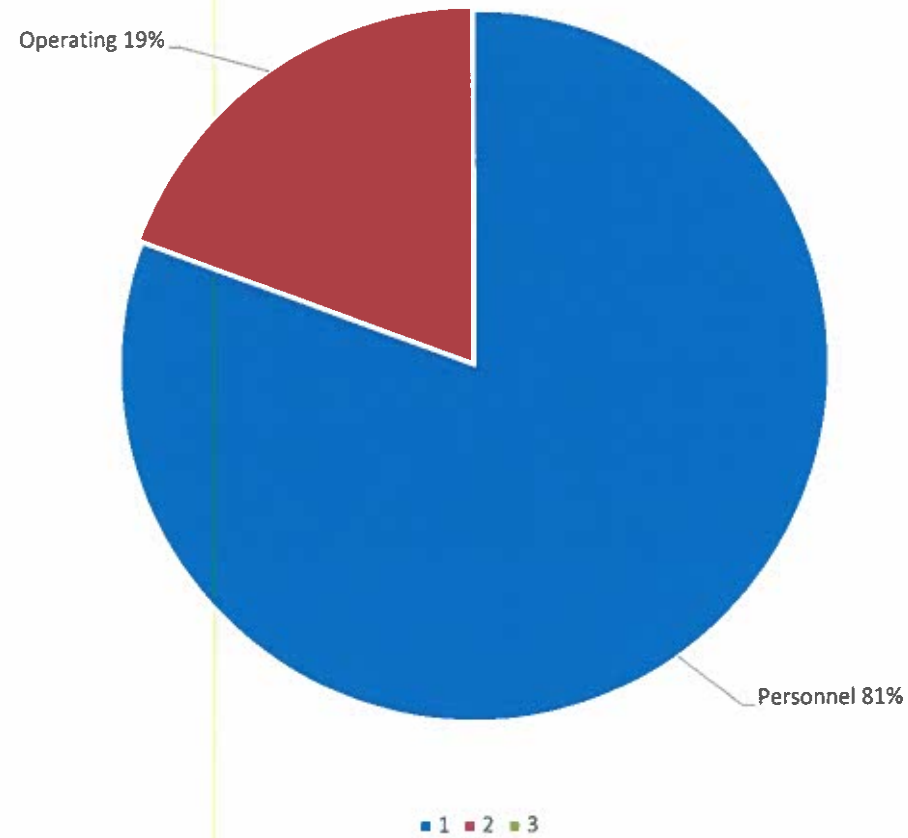
Expenditure		2020-21		2021-22		2022-23		2023-24	2024-25
Classification		Adopted	Expenses	Adopted	Expended	Adopted	Expended	Adopted	Requested
Personnel Services		126,445	126,114	128,335	127,492	161,497	160,614	223,927	234,905
Operating Expenses		16,750	12,606	775,725	770,644	1,023,437	1,021,727	630,844	56,325
Non Operating/Capital				-	-	-	-	-	-
Totals:		143,195	138,720	904,060	898,136	1,184,934	1,182,341	854,771	291,230

Narrative Description of Budget Highlights:



City of South Bay
2024-25 Budget

Budgeted Expenditures by Expense Type



City of South Bay

001 GENERAL
Community Development and Planning

City of South Bay
2024-25 Budget

Page 138 of 299

**City of South Bay
Personnel Services Worksheet**

City of South Bay

FUND: 001 General Fund
DEPARTMENT Community Development and Planning

ACCOUNT		BUDGET YEAR 2021-22		BUDGET YEAR 2022-23		BUDGET YEAR 2023-24	BUDGET YEAR 2024-25	
		ADOPTED BUDGET	ANTICIPATED EXPENDITURES	ADOPTED BUDGET	ANTICIPATED EXPENDITURES	ADOPTED	BUDGET REQUESTED	MANAGER RECOMMENDED
						BUDGET		
1	SUB-TOTAL: SALARIES - BROUGHT FORWARD	97,686	99,835	128,092	129,846	171,884	181,451	\$ -
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4					-	-	
3	TOTAL LINES 1 AND 2 = SALARIES	97,686	99,835	128,092	129,846	171,884	181,451	\$ -
4	OVERTIME	-	-	-	-	-	-	\$ -
5	TOTAL LINES 3 AND 4	97,686	99,835	128,092	129,846	171,884	181,451	\$ -
6	LINES 5 @ .0765 FICA	7,474	7,001	9,800	9,493	13,149	13,881	\$ -
7	HEALTH INSURANCE	18,290	15,663	17,200	16,087	27,900	28,100	\$ -
8	PENSION	4,885	4,993	6,405	5,188	8,594	9,073	\$ -
9	Worker comp	-	-	-	-	2,400	2,400	
10	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	128,335	127,492	161,497	160,614	223,927	234,905	\$ -

City of South Bay
2024-25 Budget

**City of South Bay
Operating Services Worksheet**

FUND: 001 GENERAL

DEPARTMENT: Community Development and Planning

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	BUDGET YEAR 2020-21		BUDGET YEAR 2021-22		BUDGET YEAR 2022-23		BUDGET YEAR 2023-24		BUDGET YEAR 2024-25	
		ADOPTED BUDGET	EXPENDITURES	ADOPTED BUDGET	EXPENDITURES	ADOPTED BUDGET	EXPENDITURES	Actual 8 month	Budget	BUDGET REQUEST	MANAGER RECOMMENDED
		\$ -	\$ -	\$ -	\$ -	-	-	\$ -	\$ -	\$ -	
531200	Medical examination	-	-	-	-	-	-	-	-	-	
531300	Professional services	7,000	4,965	17,675	17,675	10,005	10,730	18,458	40,000	40,000	
540100	Travel & Per Diem	1,000	-	1,000	-	425	936	-	1,050	1,050	
541100	Telephone	700	659	700	546	540	493	924	1,540	1,650	
545100	Insurance (Auto)	3,100	3,317	3,400	3,042	3,100	4,140	3,103	2,379	3,100	
546500	R & M Vehicle	1,000	1,225	1,000	655	1,000	179	172	2,000	2,000	
551100	Office Supplies	500	243	500	173	500	456	94	750	750	
552000	Uniform	-	-	-	-	-	-	464	-	-	
552100	Operating Supplies	275	92	275	308	275	110	158	500	500	
552200	Gas & oil	1,200	328	1,200	1,121	1,200	587	1,174	1,800	1,800	
554200	Membership & Dues	225	-	225	-	225	-	800	825	825	
554300	Employee Development	1,250	371	1,250	181	500	-	-	500	150	
555230	Community Projects	-	-	500	-	3,000	2,937	-	1,500	1,500	
559000	Demolition	-	-	-	-	-	-	-	-	-	
565229	Community Activities	500	1,406	3,000	1,933	1,500	-	2,572	3,000	3,000	
565231	ARP Act	-	-	745,000	745,010	1,001,167	1,001,159	103,739	575,000	-	
565235	PBC NEAT Grant	-	-	-	-	-	-	9,763	-	-	
565238	FL Depart of Commerce	-	-	-	-	-	-	77,000	-	-	
641000	Equipment	-	-	-	-	-	-	1,010	-	-	
	Totals	\$ 16,750	\$ 12,606	\$ 775,725	\$ 770,644	\$ 1,023,437	\$ 1,021,727	\$ 219,431	\$ 630,844	\$ 56,325	\$ -

City of South Bay
2024-25 Budget

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund		
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Fnctn./Proj.: 001-311-531300		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
531300	Professional Services	As needed	Estimated cost for potential use of outside Professional services for the City wide planning such as JLH	2,500	
			Estimated cost 2024-25 for City wide Inspection/Engineering contract plus planning and inspection	37,500	
			Page Total:	40,000	

2024-25 Requested 40,000

Adopted Budget 2023-24 40,000

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund		
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Fnctn./Proj.: 001-311-540100		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
540100	Travel & Per Diem	Per event/travel	Attend annual conference IEDC & other local travel	425	
			continue education, seminar and F.A.C.E.	625	
Page Total:				1,050	-

2024-25 Requested	1,050
Adopted Budget 2023-24	1,050
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General Fund		
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Fnctn./Proj.: 001-311-541100		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
541100	Telephone	Monthly cell phone	Monthly cell phone \$50 for Economic & Business Development Manager	600	
			Estimated cost of cell one Officer @ \$50 monthly and Traacking \$38	1,050	
			Page Total:	1,650	-

2024-25 Requested	1,650
Adopted Budget 2023-24	1,540
Variance	110

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General Fund		
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Fnctn./Proj.: 001-311-546100		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546100	Auto Insurance	Annual	Estimated cost premium one Auto Insurance used in Community Development Insurance for a vehicle uses by Code enforcement Officer 3 Vehicles	3,100	
Page Total:				3,100	-

2024-25 Requested	3,100
Adopted Budget 2023-24	2,379
Variance	721

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General Fund		
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Fnctn./Proj.: 001-311-546500		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546500	R & M Vehicle	Monthly maintenance	Vehicle maintenance and repair use by director on monthly average of 3 autos	2,000	
Page Total:				2,000	-

2024-25 Requested 2,000

Adopted Budget 2023-24 2,000

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund		
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Funct./Proj.: 001-311-551100		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
551100	Office Supplies	Monthly usage	Purchase of folders, binders, pens, pencils, computer paper, printer cartridges, etc.	750	
Page Total:				750	-

2024-25 Requested 750

Adopted Budget 2023-24 750

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General Fund		
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Fnctn./Proj.: 001-311-552100		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552100	Operating Supplies	Monthly usage	Cost of supplies other office and maintenance for office equipment	500	
			Page Total:	500	-

2024-25 Requested 500

Adopted Budget 2023-24 500

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General Fund		
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Fnctn./Proj.: 001-311-552200		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552200	Oil & Gas	Monthly usage/billing	Gas & oil usage by Community Development monthly \$150 for 3 auto	1,800	
			Page Total:	1,800	-

2024-25 Requested	1,800
Adopted Budget 2023-24	1,800
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund		
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Fnctn./Proj.: 001-311-554200		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554200	Membership & Dues	Annual fees/Dues	Florida Association of Occupational Licenses, Florida Community Develop. Association Code Enforcement Dues to GOFER & FOFO	-	
				225	
			FACE membership and FACE Conference	600	
			Page Total:	825	-

2024-25 Requested	825
Adopted Budget 2023-24	825
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General Fund		
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Fnctn./Proj.: 001-311-554300		
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554300	Employee Development	Annual bases	Workshops/CE Courses and other various seminar and registration dues for obtaining Community certification	150	
Page Total:				150	-

2024-25 Requested	150
Adopted Budget 2023-24	500
Variance	(350)

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Community Development and Planning	
			Fund/Dept./Div./Fnctn./Proj.:	Fund/Dept./Div./Fnc 001-311-555230	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
555230	Community Projects		Cost publication and flyers for City wide community activities	1,500	
			Page Total:	1,500	-

2024-25 Requested	1,500
Adopted Budget 2023-24	1,500
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:		001 General Fund	
			Dept./Division: Community Development and Planning			
			Fund/Dept./Div./Fnctn./Proj.:		Fund/Dept./Div./Fnctn./Proj.: 001-311-558000	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount	
558000	Senior Citizen Housing Rehab	Per housing project/unit	New Initiative Assistant to seniors with a need for housing rehab program	- -		
Page Total:				-	-	

2024-25 Requested

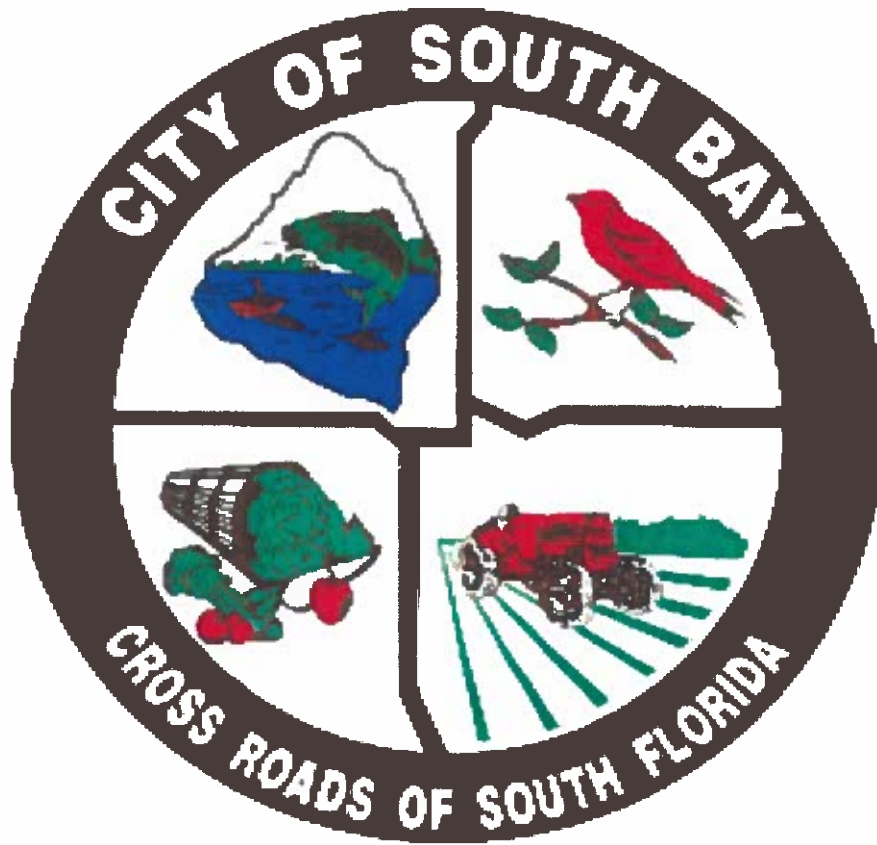
Adopted Budget 2023-24

Variance

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division: Community Development and Planning		
			Fund/Dept./Div./Funct./Proj.:	Fund/Dept./Div./Fnc 001-311-565229	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
565229	Community Activites		Estimted Cost events for City wide such as movie night	3,000	

2024-25 Requested	3,000
Adopted Budget 2023-24	3,000
Variance	-



FY 2024-2025

Proposed Budget

Public Safety

City of South Bay

DEPARTMENT: **Public Safety**
ORGANIZATIONAL CHART

FUND-001	FUND NAME-General	DEPARTMENT: PUBLIC SAFETY
Reflects contract entered into with Palm Beach County Sheriff for fiscal year 2024-25 Palm Beach County Sheriff provides all law enforcement needs for the City since December 1, 2005. Responsible to enforce laws and ordinances		

City of South Bay
2024-25 Budget

City of South Bay

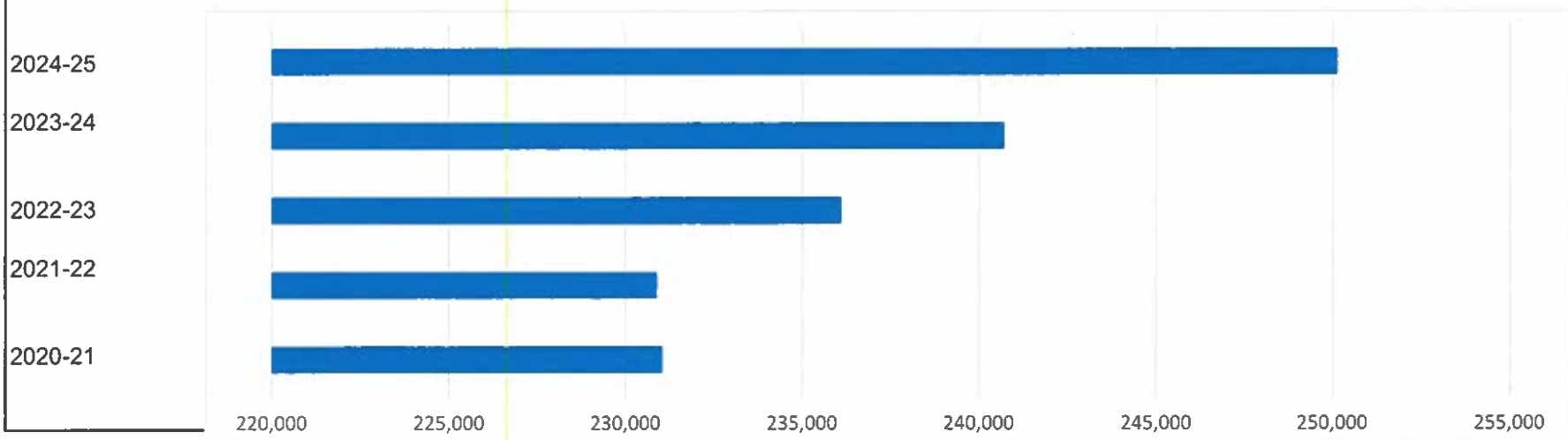
Budget Summary

Department: **Public Safety**

Expenditure		2020-21		2021-22		2022-23		2023-24	2024-25
Classification		Adopted	Expenses	Adopted	Expenses	Adopted	Expenses	Adopted	Requested
Personnel Services				-					
Operating Expenses		231,040	231,016	230,890	227,028	236,106	233,593	240,718	250,127
				-				-	
Non Operating/Capital				-					
Totals:		231,040	231,016	230,890	227,028	236,106	233,593	240,718	250,127

Narrative Description of Budget Highlights:

Reflects contract entered into with Palm Beach County Sheriff, with increase of 4% or \$9,409 is anticipated for fiscal year 2024-2025



City of South Bay
2024-25 Budget

**City of South Bay
Operating Services Worksheet**

FUND: General Fund
DEPARTMENT: Public Safety

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	BUDGET 2020-21		BUDGET 2021-22		BUDGET YEAR 2022-23		BUDGET YEAR 2023-24		BUDGET YEAR 2024-25	
		ADOPTED BUDGET	EXPENDITURES	ADOPTED BUDGET	EXPENDITURES	ADOPTED BUDGET	EXPENDITURES	Actual 8 Month	ADOPTED BUDGET	BUDGET REQUEST	MANAGER RECOMMENDED
531300	Professional service	\$ -	\$ -			\$ -			\$ -	\$ -	
541100	Telephone PBCO	3,000	2,748	3,000	2,754	3,000	2,759	1,926	3,000	3,000	
543500	W & S Services	-	25	-	-	-	-		-	-	
544500	Contract Services	223,890	223,889	223,890	223,889	230,606	230,606	176,414	235,218	244,627	
546200	Rep & Maint. Building	4,150	4,354	4,000	385	2,500	228	636	2,500	2,500	
552100	Operating Supplies	-	-	-	-	-	-		-	-	
645000	Equipment - Grant	-	-	-	-	-	-		-	-	
Totals		\$ 231,040	\$ 231,016	\$ 230,890	\$ 227,028	\$ 236,106	\$ 233,593	\$ 178,976	\$ 240,718	\$ 250,127	\$ -

City of South Bay
2024-25 Budget

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General		
			Dept./Division: Public Safety		
			Fund/Dept./Div./Fnctn./Proj.:		001-611-541100
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
541100	Telephone Services PBCO	Four lines	Monthly phone and cable expense \$	\$ 3,000 -	
			Page Total:	\$ 3,000	-

2024-25 Requested \$ 3,000

Adopted Budget 2023-24 \$ 3,000

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name: General		
			Dept./Division: Public Safety		
			Fund/Dept./Div./Fnctn./Proj.:	001-611-544500	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
544500	Contract Services	Annual fee per contract	Contract with Palm Beach County Sheriff's Office monthly payment \$20,385.58	\$ 244,627	
			Page Total:	\$ 244,627	-

2024-25 Requested \$ 244,627

Adopted Budget 2023-24 \$ 235,218

Variance 9,409

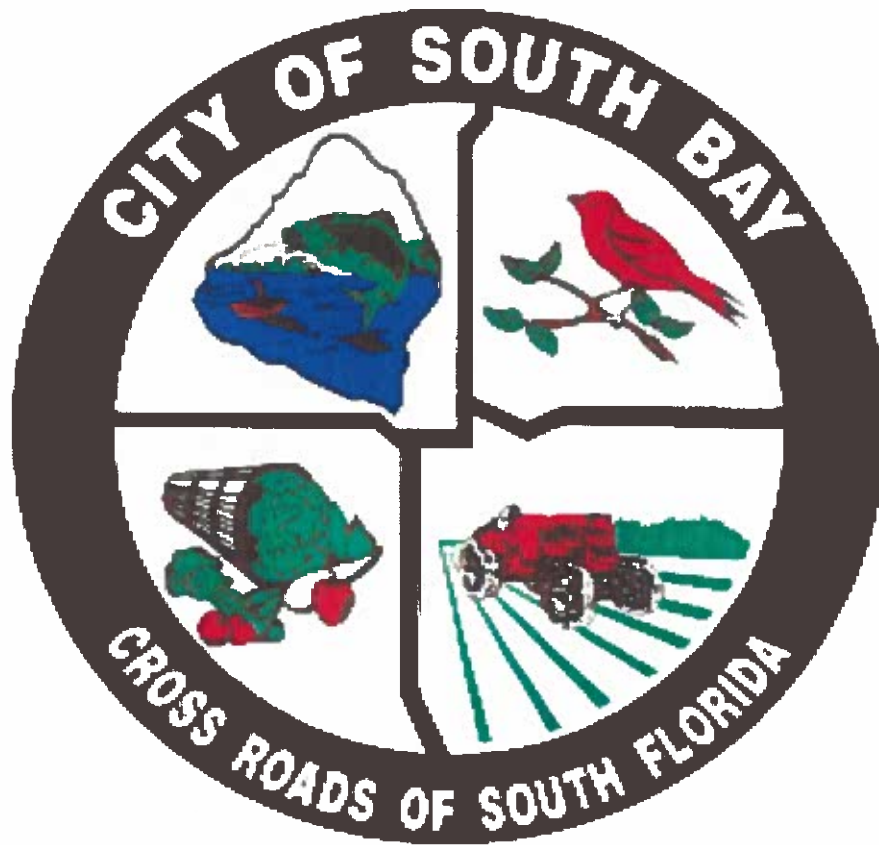
**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name: General		
			Dept./Division: Public Safety		
			Fund/Dept./Div./Fnctn./Proj.:	001-611-54620	
Object Code No.	Account Title	Terms of Agreement/Contract Method of Calculation	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546200	Rep & Maint. Building	Historical cost	As it needed for services such as A/C and building maintenance	\$ 2,500 -	
			Page Total:	\$ 2,500	-

2024-25 Requested \$ 2,500

Adopted Budget 2023-24 \$ 2,500

Variance -



FY 2024-2025

Proposed Budget

Parks and Recreational

Parks & Recreational Department

The Parks & Recreational Department is responsible for the maintenance of the City's parks and provides and coordinates recreational activities and programs for seniors, youth and community residents.

In addition, the department provides support for special projects and events.

Researches for recreational programs that assesses community needs.

Assist with or develops policy and procedures for facility operation; inspects and evaluates operation to ensure compliance.

Conducts public information meetings to publicize community recreational activities and events.

Oversees and assists with the maintenance of recreational facilities, buildings, grounds, and equipment.

Plans, organizes, coordinates and directs activities within assigned or approved community recreational programs, coordinates with staff and agencies public or private for community activities and events.

Monitor cameras to ensure that the parks are safe and trying to detour vandalism of the parks.

Obtain information on programs activities; evaluates programs for effectiveness and adequacy; recommends facility or operation improvements as required.

Directs administrative activities such as correspondence, records, and budgets; authorize expenditures and generates fiscal forms and reports.

Attends or conducts staff meetings to exchange information; attends and schedules others to attend information meetings.

City of South Bay
DEPARTMENT: **PARKS & RECREATION**
ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND	FUND NAME	DEPARTMENT:
	CITY MANAGER	
	DIRECTOR OF PARKS & RECREATION	
	PROGRAM COORDINATOR	
	MAINTENANCE	

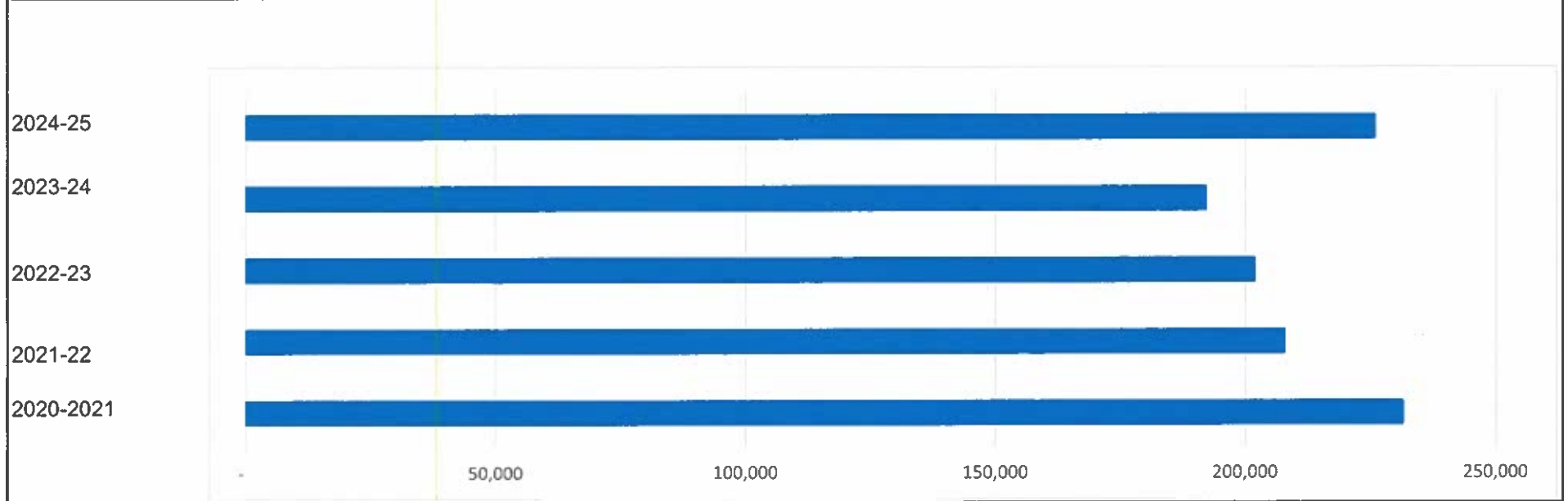
City of South Bay

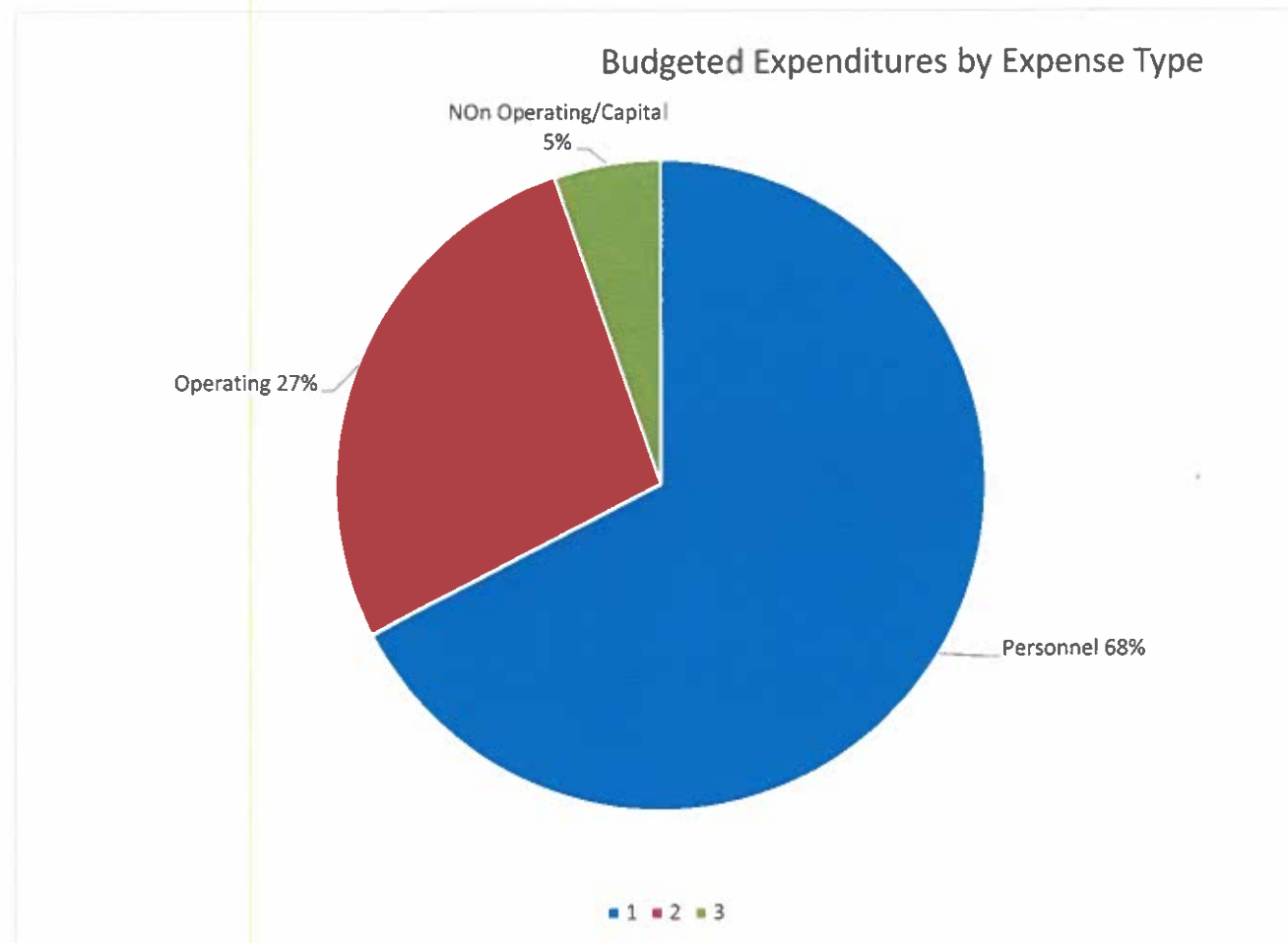
Budget Summary

Department: **Parks and Recreation**

Expenditure	2020-21		2021-22		2022-23		2023-24	2024-25
Classification	Adopted	Expended	Adopted	Expended	Adopted	Expended	Adopted	Request
Personnel Services	110,722	98,808	115,487	101,681	131,521	130,952	132,420	152,348
Operating Expenses	38,800	34,736	68,480	53,198	70,500	66,449	59,890	61,620
Non Operating/Capital	82,090	67,784	24,077	20,070	0	-	-	12,000
Totals:	231,612	201,328	208,044	174,949	202,021	197,401	192,310	225,968

Narrative Description of Budget Highlights:





Department Name: **Parks & Recreation**

**City of South Bay
2024-25 Budget**

City of South Bay

FUND: 001

DEPARTMENT:

Parks & Recreation

CLASSIFICATION TITLE	ANNUAL SALARY AS OF 10/1/2022	PAY GRADE 10/1/2023	PAY GRADE 10/1/2024	HEALTH & LIFE INSURANCE
Director	52,000	54,080	55,702	300
Recreational Coordinator	31,824	33,097	34,090	5,800
Maintenance	20,400	23,400	31,200	5,800
Having the partime being promoted to fulltime benefits the P&R Dept.. The current employee in the dept. is having challenges meeting current demands being partime I'm other areas. Mission/vision for the position is to maintain clean parks for the public manicured landscaping, etc.. Upgrading the position position to fulltime may lower the risk of burnout of employees and subsequently turnover. I just want the team to have the resources they need to be successful. successful.				
TOTAL	104,224	110,577	120,992	11,900

City of South Bay
2024-25 Budget

Parks and Recreation
Page 6

**City of South Bay
Personnel Services Worksheet**

FUND: 001 General Fund
DEPARTMENT: Parks & Recreation

ACCOUNT		BUDGET YEAR 2021-22		BUDGET YEAR 2022-23		BUDGET YEAR 2023-24	BUDGET YEAR 2024-25	
		MODIFIED BUDGET	Actual EXPENDITURES	MODIFIED BUDGET	Actual EXPENDITURES	ADOPTED	BUDGET REQUESTED	MANAGER RECOMMENDED
						BUDGET		
1	SUB-TOTAL: SALARIES - BROUGHT FORWARD	94,275	83,164	107,574	107,566	108,393	120,992	
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4	-	-	-	-	-	-	
3	TOTAL LINES 1 AND 2 = SALARIES	94,275	83,164	107,574	107,566	108,393	120,992	
4	OVERTIME/PAT TIME	-	-	-	-	-	-	
5	TOTAL LINES 3 AND 4	94,275	83,164	107,574	107,566	108,393	120,992	
6	LINES 5 @ .0765 FICA	7,212	5,917	7,973	7,797	8,292	9,256	
7	HEALTH INSURANCE	6,900	5,717	6,400	6,018	6,100	11,900	
8	PENSION	3,500	3,656	4,194	4,193	4,255	4,500	
	Worker comp.	3,600	3,227	5,380	5,378	5,380	5,700	
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	\$ 115,487	101,681	131,521	130,952	132,420	152,348	\$ -

City of South Bay
2024-25 Budget

City of South Bay
Operating Services Worksheet

FUND: 001 General Fund
DEPARTMENT: Parks & Recreation

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	BUDGET YEAR 2020-21		BUDGET YEAR 2021-22		BUDGET YEAR 2022-23		BUDGET YEAR 2023-24		BUDGET YEAR 2024-25	
		Adopted	EXPENDITURES	Adopted	EXPENDITURES	Adopted	EXPENDITURES	Actual	ADOPTED	BUDGET	MANAGER
		BUDGET		BUDGET		BUDGET		8 Month	Budget	Request	RECOMMENDED
531200	Medical Examination				350		-		-	-	
531300	Professional Services	-		-		-			-	-	
540100	Travel & Per Diem	-		3,000	814	3,000	531	-	3,000	-	
541100	Telephone	3,350	4,620	6,345	6,547	6,300	7,342	5,833	8,340	8,700	
543100	Electric	6,000	6,126	6,600	7,378	6,500	7,533	3,946	6,900	7,380	
543500	W&S , Trash Services	8,400	11,644	13,660	8,397	9,000	9,023	7,475	9,740	9,750	
545100	Insurance (Auto)	1,800	1,857	1,955	2,450	2,500	2,984	3,973	2,650	3,350	
546100	Rep. & Maint. - Equipment	100	-	500	-	500	28	57	500	500	
546200	Rep. & Maint. - Building	3,000	4,628	8,600	8,597	9,410	9,363	12,633	5,560	7,890	
546500	Rep. & Maint. - Vehicles	2,000	440	2,000	524	1,250	830	437	1,250	2,000	
551100	Office Supplies	600	-	600	208	600	398	243	600	600	
552000	Uniform	100	252	100		300	130	271	300	300	
552100	Operating Supplies	2,500	2,842	2,500	3,029	5,600	5,553	1,252	2,500	2,500	
552200	Gas & Oil	3,000	2,327	3,860	3,856	4,590	4,584	2,536	4,200	4,500	
554300	Employee Development	300	-	300		500	-	-	500	500	
556100	Promotional Activities -Bay Fest	-		5,000		5,000	5,134	4,724	5,000	5,000	
556150	Athletic Activities	2,300	-	8,110	8,254	3,500	2,610	443	3,500	3,500	
556250	Senior Citizen Program	3,000	-	3,000	2,079	3,000	3,010	3,765	3,000	3,000	
556300	Summer Program	2,150	-	2,150	715	2,150	807		2,150	2,150	
556800	Rec. Software	200	-	200		200	-		200	-	
580000	Lease Payment	6,090	6,084	5,577	5,070	-	-	-	-	-	
641000	Equipment	76,000	61,700	18,500	15,000	6,600	6,589	-	-	-	
646000	Vehicle			-		-		-	-	12,000	
	Totals	120,890	102,520	92,557	73,268	70,500	66,449	47,588	59,890	73,620	

City of South Bay
2024-25 Budget

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-540100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
540100	Travel & Per Diem		Estimated cost of attending Crime Prevention Youth Program (Reported in Legislative Dept.)	-	
Page Total:				-	-

2024-25 Requested	-
Adopted Budget 2023-24	3,000
Variance	(3,000)

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-541100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
541100	Telephone	Monthly billing	Monthly billing land line 2 Cell phones \$75, Tracking \$20 cable and Internet \$630 (365+265) Cox and Tanner Parks	- 8,700	
Page Total:				8,700	-

2024-25 Requested	8,700
Adopted Budget 2023-24	8,340
Variance	360

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-543100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
543100	Electric	Monthly billing for Tanner Park, Cox Park and Basketball court 8th Ave.	Average monthly billing @ (\$535+80)	7,380	
Page Total:				7,380	-

2024-25 Requested

7,380

Adopted Budget 2023-24

6,900

Variance

480

Parks and Recreation

Page 11

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-543500	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
543500	Water & Sewer Services	Monthly billing for usage of	Monthly usage for Tanner & Cox Park \$450 monthly and	5,450	
			Annual assessment for sanitation	2,150	
			Tanner Park	2,150	
			Cox Park		
Page Total:				9,750	-

2024-25 Requested 9,750

Adopted Budget 2023-24 9,740

Variance 10

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-545100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
545100	Auto Insurance	Annual	Estimated cost Insurance for 3 Autos	2,875	-
Page Total:				2,875	-

2024-25 Requested	2,875
Adopted Budget 2023-24	2,650
Variance	225

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-546200	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546200	Rep. & Maint. - Building	Billing	Estimated cost/expenses for building maint. Based on historical trend such as A/C Unforeseen , floor & plumbing maintenance	3,500	
			Monthly Pest control \$120@12	1,440	-
			Quarterly Lawn Services \$730 (Tanner & Cox Park)	2,950	
				-	
				-	
			Page Total:	7,890	-

2024-25 Requested 7,890

Adopted Budget 2023-24 5,560

Variance 2,330

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-546500	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546500	Rep. & Maint. - Vehicle	Billing	Estimated cost for 3 Autos at P & R	2,000	
Page Total:				2,000	-

2024-25 Requested	2,000
Adopted Budget 2023-24	1,250
Variance	750

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-551100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
551100	Office Supplies	Monthly usage	Purchase of the office supplies, paper and printer cartridge	600	
Page Total:				600	-

2024-25 Requested 600

Adopted Budget 2023-24 600

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-552100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552100	Operating Supplies	To support annual programs and activities	Estimate based on City's priority/program	2,500	
			Page Total:	2,500	-

2024-25 Requested 2,500

Adopted Budget 2023-24 2,500

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-552200	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552200	Gas & Oil	Monthly usage	Estimated cost of purchase of the gas for the use of the City's 3 autos and for Senior & Summer Camp tours monthly estimated @375	4,500	
Page Total:				4,500	-

2024-25 Requested	4,500
Adopted Budget 2023-24	4,200
Variance	300
Parks and Recreation	
Page 18	

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-554300	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554300	Employee Dev.	Annual bases	Estimated coast for attending of seminar and workshop, registration fee	500	
Page Total:				500	-

2024-25 Requested 500

Adopted Budget 2023-24 500

Variance -

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-556100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
556100	Promotional Activities	Event	Estimated cost for Bay Festival	5,000	
			Page Total:	5,000	-

5,000

5,000

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**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-556210	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
556210	Athletic Activities	Purchasing	Estimated cost for various youth athletic activities such uniform, helmets and supplies score clock	3,500	-
Page Total:				3,500	-

2024-25 Requested 3,500

Adopted Budget 2023-24 3,500

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-556250	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
556250	Senior Citizen Program	As needed	Estimated cost of various events and tour for seniors provide meal	3,000	
			Page Total:	3,000	-

2024-25 Requested 3,000

Adopted Budget 2023-24 3,000

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-556300	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
556300	Summer Program	Annual	Estimated cost of various activities for summer/ summer programs	2,150	
Page Total:				2,150	-

2024-25 Requested

2,150

Adopted Budget 2023-24

2,150

Variance
Parks and Recreation
Page 23

-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-556800	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
556800	Rec. Software	Purchasing	Basic software or learning videos for summer or after school programs	-	
Page Total:				-	-

2024-25 Requested	-
Adopted Budget 2023-24	200
Variance	(200)

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-580000	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
580000	Lease Payment	Purchasing/Installment Payment	Estimated cost for monthly lease payment	-	-
Page Total:				-	-

2024-25 Requested -

Adopted Budget 2023-24 -

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-641000	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
641000	Equipment	Purchasing	Estimated cost to purchase Equipment	-	
Page Total:				-	-

2024-25 Requested -

Adopted Budget 2023-24 -

Variance -

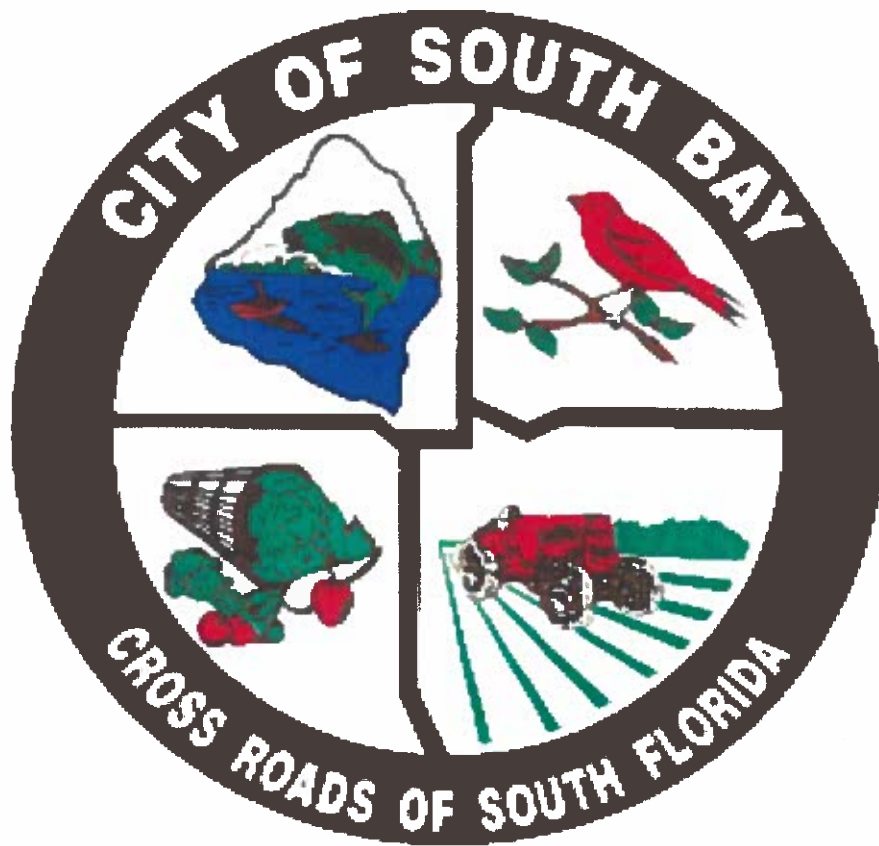
**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	Parks & Recreation	
			Fund/Dept./Div./Fnctn./Proj.:	001-711-646000	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
646000	Vehicle	Purchasing	Estimated cost Leased purchase of a new Van The Chevy van is becoming a maintenance issue. The programs for the Seniors and Youth activities have grown extensively to where the existing passenger vans is no longer accomodating the growth of participants in which have increased.	12,000.00	
			Page Total:	12,000	-

2024-25 Requested 12,000

Adopted Budget 2023-24 -

Variance 12,000



FY 2024-2025

Proposed Budget

Public Works

Public Works Department

Provides the community with public service of the highest quality and deliver these services with courtesy and professionalism.

This department is responsible to improve and beautify the landscaping of the City.

Public Works Department provides quality maintenance that is both timely and cost effective on all City's vehicles and equipment.

Public Works Department maintain City's streets and sidewalks. The Department ensure quality work from its contractors:

- Waste Management
- PBC Water & Sewer Department
- Mosquito control contractor
- Road repair contractor

City of South Bay

DEPARTMENT: Public Works
ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

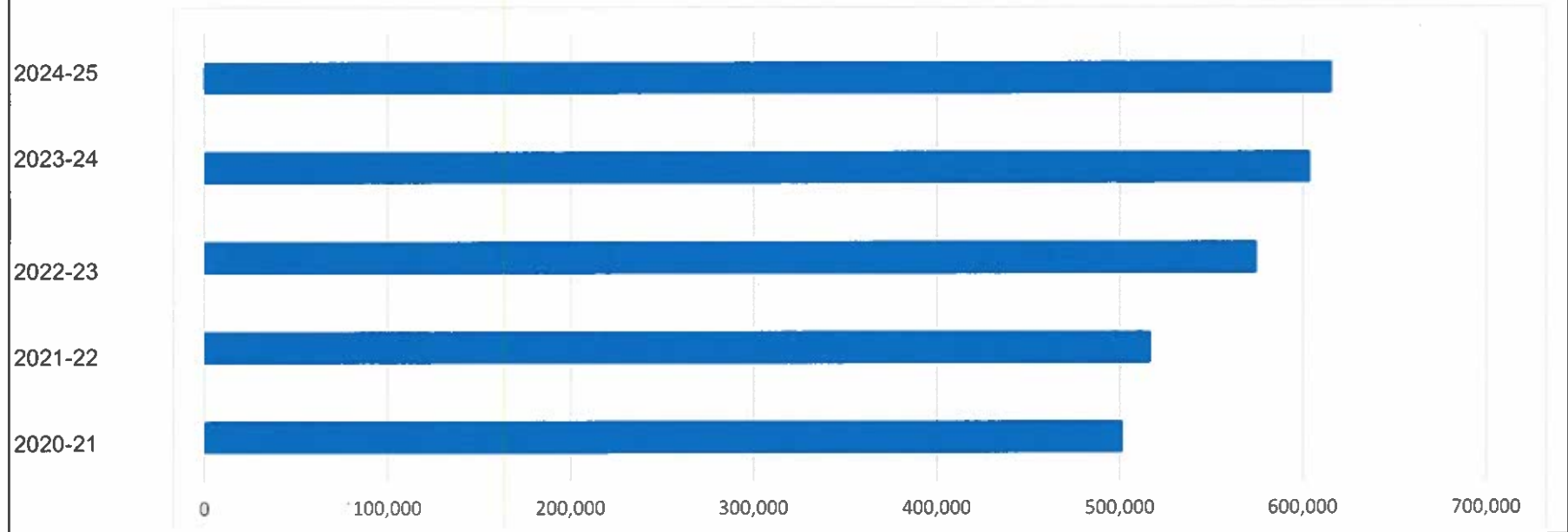
FUND	FUND NAME	DEPARTMENT: DEPT. NAME
	City Manager	
	Director of Public Work/Engineer	
	Public Works Foreman	
	Maintenance	
	Mechanic/Facilities Manager	

City of South Bay

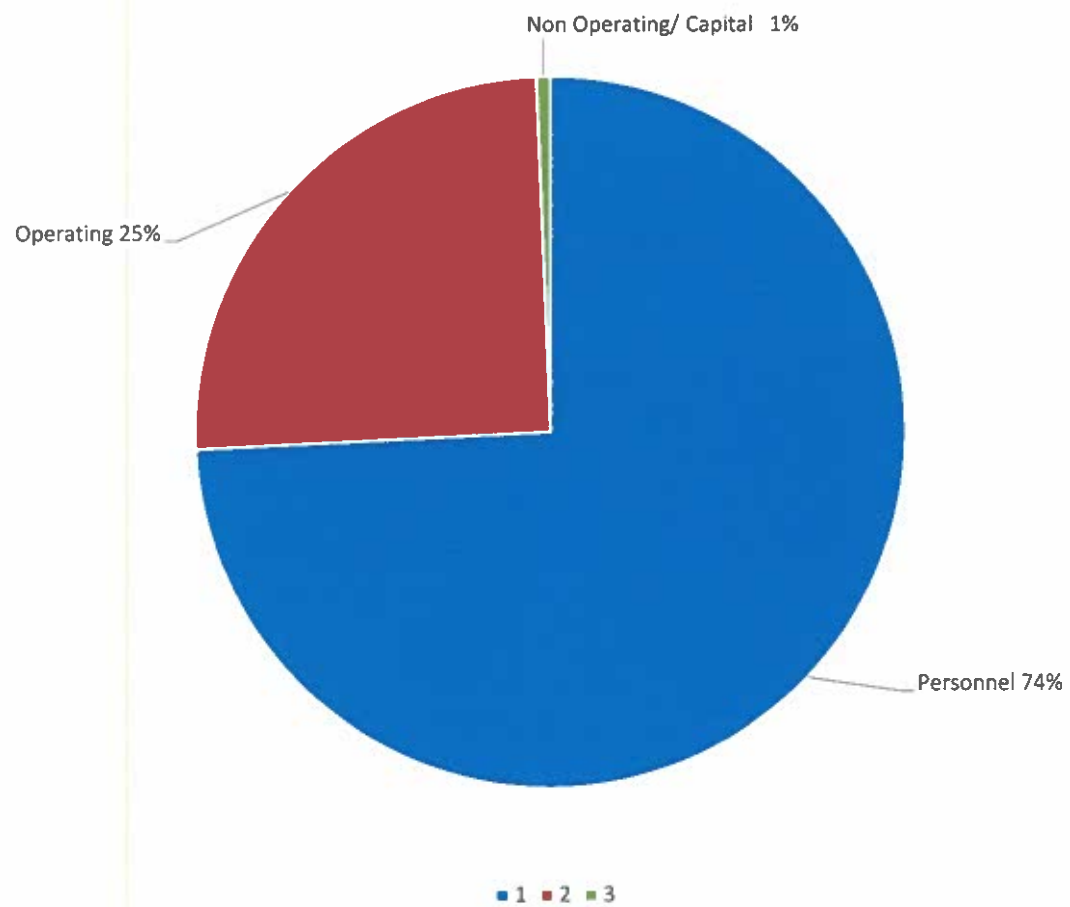
Budget Summary Department: Public Works

Expenditure	2020-21		2021-22		2022-23		2023-24	2024-25
Classification	Adopted	Expenses	Adopted	Expenses	Adopted	Expenses	Adopted	Requested
Personnel Services	360,710	341,268	367,434	340,065	426,251	384,036	\$ 444,608	\$ 457,351
Operating Expenses	134,000	126,084	143,425	123,241	144,745	151,297	155,220	154,570
Non Operating/Capital	6,851	4,835	5,982	5,478	4,000	-	4,000	4,000
Totals:	501,561	472,187	516,841	468,784	574,996	535,333	603,828	615,921

Narrative Description of Budget Highlights:



Budgeted Expenditures by Expense Type



City of South Bay POSITION SUMMARY

Department Name: Public Works

POSITIONS	2022-23 Adopted	2023-24 Requested	2024-25 Requested	Difference
Director of Public Work/Engineer	1	1	1	
Foreman	0	0	0	
Maintenance	6	6	6	
Mechanic/Facilities Manager	1	1	1	
TOTALS	8	8	8	0

FUND: 001

DEPARTMENT: Public Works



**City of South Bay
Personnel Services Worksheet**

FUND: 001 General Fund
DEPARTMENT: Public Works

ACCOUNT CLASSIFICATION		BUDGET YEAR 2021-22		BUDGET YEAR 2022-23		BUDGET YEAR 2023-24	BUDGET YEAR 2024-25	
		MODIFIED BUDGET	ACTUAL EXPENDITURES	MODIFIED BUDGET	ACTUAL EXPENDITURES	ADOPTED BUDGET	BUDGET REQUESTED	MANAGER RECOMMENDED
1	SUB-TOTAL: SALARIES - BROUGHT FORWARD	254,260	250,942	288,182	283,452	323,600	332,372	
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4						-	
3	TOTAL LINES 1 AND 2 = SALARIES	254,260	250,942	288,182	283,452	323,600	332,372	
4	OVERTIME	2,000	-	2,000	-	2,000	2,000	
5	TOTAL LINES 3 AND 4	256,260	250,942	290,182	283,452	325,600	334,372	
6	LINES 5 @ .0765 FICA	19,604	17,667	22,199	20,445	24,908	25,579	
7	HEALTH INSURANCE	59,320	42,193	65,370	34,264	45,600	48,900	
8	PENSION	11,000	10,403	12,000	9,377	12,000	13,500	
	Worker Comp.	21,250	18,860	36,500	36,498	36,500	35,000	
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	\$ 367,434	\$ 340,065	\$ 426,251	\$ 384,036	\$ 444,608	\$ 457,351	\$ -

City of South Bay
2024-25 Budget

**City of South Bay
Operating Services Worksheet**

FUND: 001 General Fund
DEPARTMENT: Public Works Department

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	BUDGET YEAR 2020-21		BUDGET YEAR 2021-22		BUDGET YEAR 2022-23		BUDGET YEAR 2023-24		BUDGET YEAR 2024-25	
		BUDGET	EXPENDITURES	BUDGET	EXPENDITURES	BUDGET	EXPENDITURES	Actual 8 Month	ADOPTED BUDGET	BUDGET REQUEST	MANAGER RECOMMENDED
531200	MEDICAL EXAMINATIONS	600	300	300	1,125	300	1,230	-	600	600	
534050	TRASH REMOVAL	2,950	1,910	2,000	1,910	2,000	1,979	2,063	2,080	2,100	
540100	TRAVEL & PER DIEM	1,500	-	1,500	986	1,500	865	581	1,500	1,500	
541100	TELEPHONE	6,600	5,045	5,500	4,846	5,200	6,923	4,772	7,800	7,800	
543100	ELECTRIC	55,000	55,074	56,100	55,282	59,850	59,835	39,886	61,800	62,580	
543500	W & S Services	2,100	3,283	3,100	982	1,025	1,015	694	1,140	1,140	
545100	INSURANCE (AUTO & Equip)	7,450	8,644	8,825	6,040	9,500	8,885	9,693	10,500	11,250	
546100	REP. & MAINT-EQUIPMENT	7,000	7,025	7,000	6,818	7,000	6,275	6,322	7,000	7,000	
546200	REP. & MAINT-BUILDING	2,000	1,804	2,000	1,467	2,000	1,303	445	2,000	1,800	
546500	REP. & MAINT-VEHICLES	4,000	4,078	4,000	4,642	2,000	2,669	2,381	2,000	2,000	
551100	OFFICE SUPPLIES	500	279	500	409	500	481	-	500	500	
552000	UNIFORMS	300	317	300	275	300	2,138	954	300	1,000	
552100	OPERATING SUPPLIES	5,500	3,379	5,500	5,238	5,500	7,363	2,771	5,500	5,500	
552200	GAS & OIL	13,500	12,775	18,800	18,974	20,070	20,065	11,878	17,500	19,800	
553100	MOSQUITO CONTROL	17,000	15,332	20,000	11,143	20,000	21,058	9,109	25,000	20,000	
553200	ROAD MATERIAL & SUPPLIES	3,000	1,508	3,000	-	3,000	4,634	900	5,000	5,000	
554200	MEMBERSHIP, DUES & SUBS	1,000	500	1,000	500	1,000	500	1,684	1,000	1,000	
554300	EMPLOYEE DEVELOPMENT	2,000	-	2,000	975	2,000	1,064	-	2,000	2,000	
581001	CAPITAL LEASE	4,851	4,835	3,982	3,615	-	-	-	-	-	
633000	SIGNS	2,000	4,831	2,000	1,629	2,000	3,015	-	2,000	2,000	
644000	EQUIPMENT	2,000	-	2,000	1,863	2,000	-	-	2,000	2,000	
646000	EQUIPMENT/VEHICLES	-	-	-	-	2,000	-	-	2,000	2,000	
	Totals	140,851	130,919	149,407	128,719	148,745	151,297	94,133	159,220	158,570	

City of South Bay
2024-25 Budget

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:811	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-531200	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
531200	MEDICAL EXAMINATIONS	Annual Bases	Estimated cost for medical cost of new employees 2 @ \$300	600	
Page Total:				600	-

2024-25 Requested 600

Actual Budget 2023-24 300

Variance 300

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-534050	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
534050	TRASH REMOVAL	Annual Bases/One time	The estimate cost of the assessment by solid waste for the maintenance shop	2,100	
				-	
			Page Total:	2,100	-

2024-25 Requested	2,100
Actual Budget 2023-24	2,080
Variance	20

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-5340100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
540100	TRAVEL & PER DIEM	Annual	Estimate cost of the employees for seminars/ development and historical basis	1,500	
Page Total:				1,500	-

2024-25 Requested 1,500

Actual Budget 2023-24 1,500

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-541100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
541100	TELEPHONE	Monthly billing	Estimated cost of Garage's phones/internet monthly \$210 7 cell phones \$255 and a land line \$35 Tracking \$140 Total monthly estimated @ \$640	- 7,800	
			Page Total:	7,800	-

2024-25 Requested 7,800

Actual Budget 2023-24 7,800

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-543100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
543100	ELECTRIC	Monthly	The line includes the monthly billing for street lights plus public work shop estimated at \$5,215 monthly	62,580	
Page Total:				62,580	-

2024-25 Requested	62,580
Actual Budget 2023-24	61,800
Variance	780

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-543500	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
543500	W & S Services	Monthly	The line includes the monthly billing for W & S \$95	1,140	
Page Total:				1,140	-

2024-25 Requested 1,140

Actual Budget 2023-24 1,140

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-545500	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
545100	AUTO & EQUIPMENT INSURANCE		Estimated cost auto insurance for public work department and PW Equipment Auto insurance \$7,500 Equipment \$2,500	11,250	
			Page Total:	11,250	-

2024-25 Requested	11,250
Actual Budget 2023-24	10,500
Variance	750

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-546100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546100	REP. & MAIN-EQUIP	Monthly	Estimate cost of repair and maintenance of various equipment such as Lawn Mowers	7,000	
Page Total:				7,000	-

2024-25 Requested 7,000

Actual Budget 2023-24 7,000

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fncn./Proj.:	001-811-546200	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546200	REP. & MAINT-BUILD	One time	Estimate unforeseen maintenance	1,800	
Page Total:				1,800	-

2024-25 Requested	1,800
Actual Budget 2023-24	2,000
Variance	(200)

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-546500	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
546500	REP.& MAINT-VEH	Monthly	Estimate cost of repair and maintenance of vehicles within the Public Work Dept. based on historical data	2,000	
Page Total:				2,000	-

2024-25 Requested	2,000
Actual Budget 2023-24	2,000
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Functn./Proj.:	001-811-552100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
5511000	OFFICE SUPPLIES	Monthly billing	Estimated cost of the office supplies for PW	500	
Page Total:				500	-

2024-25 Requested 500

Actual Budget 2023-24 500

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-552000	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552000	UNIFORMS	As needed	Using historical information and budget estimate on basis of prior year and new employees	1,000	
Page Total:				1,000	-

2024-25 Requested 1,000

Actual Budget 2023-24 300

Variance 700

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-552100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552100	OPERATING SUPPLIES	Monthly billing	Estimate of using materials and supplies and rental tools for repair and maintenance perform by Public work employees, using historical information garage	5,500	
Page Total:				5,500	-

2024-25 Requested 5,500

Actual Budget 2023-24 5,500

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-552200	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
552200	GAS & OIL	Monthly billing	Estimate use of oil & gas for all PW autos plus the usage for lawn mowers, backhoe and other Public Work's equipment, using prior year information & monthly Average \$1,650	19,800	
Page Total:				19,800	-

2024-25 Requested	19,800
Actual Budget 2023-24	17,500
Variance	2,300

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-553100	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
553100	MOSQUITO CONTROL	Weekly as needed	Estimated cost based on services and contract provided to the City with additional services	20,000	
Page Total:				20,000	-

2024-25 Requested

20,000

Actual Budget 2023-24

25,000

Variance

(5,000)

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-553200	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
553200	Road Material & Supplies	One time	The estimate for street maintenance and repair throughout the City	5,000	
Page Total:				5,000	-

2024-25 Requested 5,000

Actual Budget 2023-24 5,000

Variance -

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Functn./Proj.:	001-811-554200	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554200	MEMBERSHIP, DUES	Annual	Annual membership for various organization/ publication using historical data	1,000	
Page Total:				1,000	-

2024-25 Requested	1,000
Actual Budget 2023-24	1,000
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-554300	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
554300	EMPLOYEE DEVELOP.	Annual	Estimate budget for seminars/training classes using historical information	2,000	
Page Total:				2,000	-

2024-25 Requested

2,000

Actual Budget 2023-24

2,000

Variance

-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-581001	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
581001	CAPITAL LEASE	Monthly	Monthly notes payments	- 	
			Page Total:	-	

2024-25 Requested

Actual Budget 2023-24

Variance

Public Works
Page 27

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

<u>Various Operating Budget Lines</u>			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-633000	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
633000	Sign	Annual	Estimate cost/ replacement of street sign based on prior year data	2,000	
			Page Total:	2,000	-

2024-25 Requested	2,000
Actual Budget 2023-24	2,000
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-644000	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
644000	Equipment	One time	Estimate cost of purchase such as lawn mower or replace worn-out equipment	2,000	
Page Total:				2,000	-

2024-25 Requested	2,000
Actual Budget 2023-24	2,000
Variance	-

**City of South Bay
Budget Justification Detail
for Operating Expenses
2024-25**

Various Operating Budget Lines			Fund Name:	001 General Fund	
			Dept./Division:	PUBLIC WORKS	
			Fund/Dept./Div./Fnctn./Proj.:	001-811-646000	
Object Code No.	Account Title	Terms of Agreement/Contract	Description of Services/ Explanation of Request	Requested Amount	Recommended Amount
646000	Auto	One time	Purchase of a new Vehicle	2,000	
Page Total:				2,000	-

2024-25 Requested 2,000

Actual Budget 2023-24 2,000

Variance -

CITY OF SOUTH BAY, FL
CITY WORKSHOP AGENDA

CITY HALL CHAMBER
TUESDAY, JULY 16, 2024
6:30PM

Present:

Mayor Joe Kyles
Commissioner Esther Berry
Commissioner Albert Polk
Commissioner Barbara King

Staff

Leondrae Camel, City Manager
Nepoleon Collins, Economic and Business Development Manager
Burnadette Norris-Weeks, City Attorney
Massih Saadatmand, Finance Director
Vicenta DelBosquez, City Clerk

(Full recording/discussion available through the City website)

1. **CALL TO ORDER at 6:30pm**
2. **ROLL CALL**
3. **DISCUSSION**
 - a. **Commission Mail Procedures**
 - b. **Renaming of Public Facilities Tanner Park to Esther E. Berry**
4. **ADJOURNMENT at 6:59pm**

Moved by: Commissioner Berry
Seconded by: Commissioner Polk

CITY OF SOUTH BAY, FL
REGULAR CITY MEETING

CITY HALL CHAMBER
TUESDAY, JULY 16, 2024
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 July 16, 2024 at 7:00 p.m.

(Full recording/discussion available through the City website)

Present:

Mayor Joe Kyles
 Commissioner Esther Berry
 Commissioner Albert Polk IV
 Commissioner Barbara King

Staff:

Leondrae Camel, City Manager
 Napoleon Collins, Economic and Business Development Manager
 Burnadette Norris-Weeks, City Attorney
 Massih Saadatmand, Finance Director
 Vicenta DerlBosquez, City Clerk

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. **Teen Summit Presentation (Guardian of the Glades) Tammy Jackson Moore**
 - 3.a **GTS Summit**
 - b. **State Legislative Update**

Jordan Connors Group Inc.
Jordan Connors, Lead Lobbyist
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.

- a. Regular City Workshop and City Meeting

Approval of Meeting Agenda-June 4, 2024
Approve Consent Agenda
Moved by: Commissioner Polk
Seconded by: Commissioner Berry
- b. Regular City Workshop and City Meeting

Approval of Meeting Agenda -July 16, 2024
Approve Consent Agenda
Moved by:
Seconded by:

COMMISSION	VOTE
Mayor Kyles	YES
Commissioner Berry	YES
Commissioner Polk	YES
Commissioner King	YES

6. RESOLUTIONS- (Non- Consent) and Quasi-Judicial Hearing, if applicable**a. RESOLUTION 27-2024**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO ESTABLISH AN EMPLOYEE RECOGNITION PROGRAM, PROVIDING FOR AN EFFECTIVE DATE

6.a. Employee Recognition Program

Moved by: Commissioner Polk

Seconded by: Commissioner King

COMMISSION	VOTE
Mayor Kyles	YES
Commissioner Berry	YES
Commissioner Polk	YES
Commissioner King	YES

b. RESOLUTION NO. 28-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL AND COMPLIANCE REPORT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2023; PROVIDING FOR AN EFFECTIVE DATE

6.b Financial Statements for the Fiscal Year Ended September 30, 2023

Moved by: Commissioner Berry

Seconded by: Commissioner Polk

COMMISSION	VOTE
Mayor Kyles	YES
Commissioner Berry	YES
Commissioner Polk	YES
Commissioner King	YES

c. RESOLUTION NO. 29-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ACCEPTING THE NINETEENTH ADDENDUM TO THE LAW ENFORCEMENT SERVICE AGREEMENT BETWEEN THE CITY OF SOUTH BAY AND RIC L. BRADSHAW, SHERIFF OF PALM BEACH COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE

6.c. Ninetieth Addendum Law Enforcement Service Agreement

Moved by: Commissioner Berry

Seconded by: Commissioner Polk

COMMISSION	VOTE
Mayor Kyles	YES
Commissioner Berry	YES
Commissioner Polk	YES
Commissioner King	YES

d. RESOLUTION NO. 30-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ESTABLISHING A PROPOSED MILLAGE RATE FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2024, THROUGH SEPTEMBER 30, 2025, PURSUANT TO SECTION 200.065, FLORIDA STATUTES; PROVIDING FOR AN EFFECTIVE DATE

6.d. DR420 Certification of Taxable Value

Moved by: Commissioner Berry

Seconded by: Commissioner King

COMMISSION	VOTE
Mayor Kyles	YES
Commissioner Berry	YES
Commissioner Polk	YES
Commissioner King	YES

e. RESOLUTION 31-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA AUTHORIZING THE CITY MANAGER TO EXECUTE A DEMOLITION SERVICES AGREEMENT BETWEEN THE CITY OF SOUTH BAY AND TOTAL SOLUTION CONTRACTORS, INC. FOR THE DEMOLITION OF THE OLD WASTE WATER TREATMENT PLANT WITHIN THE CITY LIMITS; PROVIDING FOR AN EFFECTIVE DATE

6.e. Demolition Services Agreement**6.e. TSC-Bid Response****6.e. Bid Analysis and Score Report****6.e. Incorporation Documents**

Moved by: Commissioner Polk

Seconded by: Commissioner King

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor McKelvin	YES
Commissioner Berry	YES
Commissioner Polk	YES
Commissioner King	YES

f. RESOLUTION NO. 32-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING RESOLUTION NO. 21-2024, WHICH ACCEPTED BID PROPOSALS FOR CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES PURSUANT TO RFQ NO. 2023-04 TO ADD OMITTED VENDOR WGI, INC.; PROVIDING FOR AN EFFECTIVE DATE

Moved by: Commissioner Polk

Seconded by: Commissioner Berry

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor McKelvin	YES
Commissioner Berry	YES
Commissioner Polk	YES
Commissioner King	YES

7. ORDINANCE(NONE)**8. ROSENWALD ELEMENTARY SCHOOL****9. FINANCE REPORT****a. Accounts Payable Report****9.a. AP Report****10. CITY CLERK REPORT****a. August 3rd, 2024 Backpack Giveaway 9:00 am – 12:00pm****11. CITY MANAGER REPORT****a. South Bay Park of Commerce Appraisal Report****12. CITY ATTORNEY REPORT (NONE)****13. FUTURE AGENDA ITEMS****a. Process of City Commissioner Access to City Hall**

Moved by: Commissioner Polk

Seconded by: Commissioner King

COMMISSION	VOTE
Mayor Kyles	NO
Commissioner Berry	NO
Commissioner Polk	YES
Commissioner King	YES

14. COMMISSIONER COMMENTS FOR THE GOOD OF THE ORDER

- 14.a. Commissioner Albert Polk
 - Thank you
- 14.b. Commissioner Esther Berry
 - Thank you
- 14.c. Commissioner King
 - Thank you
- 14. d. Mayor Joe Kyles
 - Thank you

15. ADJOURNMENT 8:36 pm

Moved by:

Joe Kyles, Mayor

ATTESTED BY:

South Bay City Clerk

RESOLUTION 33-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, CANCELLING THE REGULARLY SCHEDULED MEETINGS OF THE CITY COMMISSION ON AUGUST 20, 2024 AND NOVEMBER 5, 2024; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission of the City of South Bay ("City Commission") has regularly scheduled meetings of the City Commission scheduled for August 20, 2024 and November 5, 2024; and

WHEREAS, the South Bay Commission Chambers is assigned as a polling location for the upcoming Primary Election on Tuesday, August 20, 2024; and

WHEREAS, the South Bay Commission Chambers is assigned as a polling location for the upcoming General Election on Tuesday, November 5, 2024; and

WHEREAS, the City Commission has determined that cancelling these meeting would be in the best interests of the City and its residents.

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. Cancellation of Regular City Commission Meetings. The City Commission of the City of South Bay hereby cancels the regularly scheduled meetings of the City Commission scheduled for August 20, 2024 and November 5, 2024.

Section 3. Authorization of City Manager. The City Manager of the City of South Bay is hereby authorized to take all necessary and expedient action to carry out the intent of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 6th day of August, 2024.

Joe Kyles, Mayor

Moved by: _____

Seconded by: _____

ATTEST:

By: _____
Vicenta Del Bosquez, City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

VOTE:

Commissioner Berry	_____ (Yes)	_____ (No)
Commissioner King	_____ (Yes)	_____ (No)
Commissioner Polk	_____ (Yes)	_____ (No)
Vice Mayor McKelvin	_____ (Yes)	_____ (No)
Mayor Kyles	_____ (Yes)	_____ (No)



Wendy Sartory Link

Palm Beach County Supervisor of Elections

[f](#) [t](#) [i](#) [y](#) [v](#) @VotePalmBeach

VotePalmBeach.gov

240 South Military Trail, West Palm Beach, FL 33415 561.656.6200 561.656.6287

CONTRACT FOR ELECTION DAY

This Contract is made as of the 1st day of Aug, 2023, by and between the Palm Beach County Supervisor of Elections, a Political Subdivision of the State of Florida, by and through the Palm Beach County Board of County Commissioners, hereinafter referred to as SUPERVISOR, and **SOUTH BAY COMMISSION CHAMBERS**, 335 SW 2ND AVE SOUTH BAY, FL 33493 ("FACILITY/COUNTY") to do business in the State of Florida.

Precinct(s): 6601,8507

***Precinct number (s) subject to change**

In consideration of the mutual promises contained herein, SUPERVISOR and FACILITY/COUNTY agree as follows:

ARTICLE 1 - SERVICES

FACILITY/COUNTY'S responsibility under this Contract is to provide Election Day polling location services for the following Presidential Preference Primary Election, Primary Election and General Election Days scheduled for the countywide 2024 Election Cycle, as well as make a good faith effort to accommodate any additional Special Election Days that may be required due to unforeseen circumstances.

- A. Presidential Preference Primary (PPP) Election Day Tuesday, March 19th, 2024 from 7:00 A.M. to 7:00 P.M.**
- B. Primary Election Day Tuesday, August 20th, 2024, from 7:00 A.M. to 7:00 P.M.**
- C. General Election Day Tuesday, November 5th, 2024, from 7:00 A.M. to 7:00 P.M.**

SUPERVISOR'S representatives/liaisons during the performance of this contract shall be:

Ghitza Serrano-Velez, (561)656-6211/ (772)631-5969 or Ghitza@votepalmbeach.gov

Rachel West, (561)656-6237/ ~~(561)490-5218~~ ⁽⁷⁷²⁾⁶³¹⁻⁶³⁰⁹ or Rachel@votepalmbeach.gov.

FACILITY/COUNTY'S representative/liaison during the performance of this contract shall be:

Name/Title: Vicky Del Bosquez

Phone Number: 561 996 6751 EXT. 119

Mailing Address (if different): 335 SW 2ND Avenue, South Bay, FL 33493

Page 1 of 5

Precinct Number(s): 6601,8507



Wendy Sartory Link

Palm Beach County Supervisor of Elections

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Contact person at Polling Place on Election Day:

Name/Title: Vicky Del Bosquez City clerk

Email Address: sbcityclerk@southbaycity.com

Work Phone Number: 561 996 6751 EXT. 119

Cell Phone Number (for emergency purposes): 561 261 6643

Alternate contact:

Name/Title: Caroline Harris

Email Address: Harris c @ south baycity . com

Work Phone Number: 561 996 6751 EXT. 129

Cell Phone Number (for emergency purposes): 561 914 1439

Emergency contact:

Name/ Title: Leondrae Camel

Email Address: Camell@Southbaycity.com

Work Phone Number: 561 914 6673 - 561 996-6751 EXT. 113

Home Phone Number (for emergency purposes): 561 261-3437

2023 AUG 21 PM 1:23
PALM BEACH COUNTY, FL



Wendy Sartory Link

Palm Beach County Supervisor of Elections

f t i y @VotePalmBeach

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ARTICLE 2 – SCHEDULE

FACILITY/COUNTY shall agree to allow voters, poll workers, poll watchers, other designated campaign representatives, and representatives of the SUPERVISOR to enter and exit premises **without delay or screening of any kind** during Election Day, until completion of voting. This shall include but is not limited to:

- A. None of the above shall be required to present identification upon entry, including at any gate.
- B. None of the above shall be required to undergo health screening upon entry.

FACILITY/COUNTY shall agree to accept delivery of equipment and supplies at a time and date to be determined by FACILITY/COUNTY and SUPERVISOR prior to Election Day. FACILITY/COUNTY and SUPERVISOR will also determine a date and time for SUPERVISOR to remove equipment and supplies.

Please provide the days and hours of operation at the location when access to the premises will be available for delivery and pickup of voting equipment. An election official will contact you to make arrangements:

Location hours of operation in **March**: 7 AM - 4 pm M - F

Location hours of operation in **August**: 7 AM - 4 pm M - F

Location hours of operation in **November**: 7 AM - 4 pm M - F

FACILITY/COUNTY shall agree to provide a secure location to store Elections Equipment upon delivery to Polling Location and until removal.

Please indicate where election equipment will be stored and how it will be secured:

City chambers

Current assessed polling room: COMMISSION CHAMBERS

FACILITY/COUNTY shall agree to use the currently assessed polling room for all scheduled elections. If the polling room will **NOT** be available for an election, notice must be given to the SUPERVISOR for approval. Any new polling rooms not currently assessed will require an in-person site visit to confirm ADA accessibility.



Wendy Sartory Link

Palm Beach County Supervisor of Elections

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FACILITY/COUNTY shall agree to allow SUPERVISOR or SUPERVISOR's designee(s) to inspect and set up the designated Polling Room on the **Monday prior to Election Day** (Monday March 18th, 2024, for the PPP, Monday August 19th, 2024 for the Primary, and Monday November 4th, 2024 for the General Election).

FACILITY/COUNTY shall agree (initial one):

☒ To open the Polling Location and Polling Room/bathrooms no later than **5:30 A.M** on Election Day.

☐ To provide SUPERVISOR or its assignee (Clerk) with a key to the Polling Room.

Please indicate contact information and instructions for delivery of key:

Vicky DelBosquez 561 261 6643

561 996 6751 EXT. 119

FACILITY/COUNTY shall agree to provide:

- Chairs for election workers (number of chairs provided Yes 30).
- Tables for election workers (number of tables provided Yes 8).
- Use of restroom facilities.
- Air conditioning.

ARTICLE 3 – REMEDIES

This contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

ARTICLE 4 - EXCUSABLE DELAYS

FACILITY/COUNTY shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of FACILITY/COUNTY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies which have been classified by

Page 4 of 5

Precinct Number(s): 6601,8507



Wendy Sartory Link

Palm Beach County Supervisor of Elections

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Emergency Order by the Governor of Florida or the President of the United States as a State of Emergency, allowing for the specific breach of this contract (i.e. an order specifically disallowing use of this or this kind of facility by the public), and abnormally severe and unusual weather conditions which render the Early Voting/Election Day site unusable.

Upon FACILITY/COUNTY'S request, SUPERVISOR shall consider the facts and extent of any failure to perform the work and, if FACILITY/COUNTY'S failure to perform was without its fault or negligence, the Contract Schedule or any other affected provision of this Contract shall be revised accordingly, subject to SUPERVISOR'S rights to change or terminate this Contract at any time.

ARTICLE 5 - ENTIRETY OF CONTRACTUAL AGREEMENT

SUPERVISOR and FACILITY/COUNTY agree that this contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties.

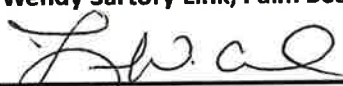
ARTICLE 6 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the FACILITY: (i) provides a service; and (ii) acts on behalf of the SUPERVISOR as provided under Section 119.011(2) F.S., the FACILITY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. All agreements between FACILITY/COUNTY and SUPERVISOR are subject to the requirements provided under Section 119.0701, F.S.

ARTICLE 7 - STATEMENT OF INDEMNITY

SUPERVISOR shall be responsible for damages, as found legally liable for and to the extent permitted by law, arising out of injury or damage to persons or property caused by or resulting from the negligence of the SUPERVISOR or any of its officers or employees. Nothing in this provision shall constitute as a waiver of sovereign immunity.

IN WITNESS WHEREOF, we, the undersigned, do hereby state that we have the authority to bind and obligate as promised herein, SUPERVISOR and FACILITY/COUNTY for purposes of executing this Contract on the dates set forth below.

	AUG 28 2023	
Wendy Sartory Link, Palm Beach County Supervisor of Elections (Signature)	Date	
		
FACILITY Representative (Signature)	Date	

RESOLUTION NO. 33-2023

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE ATTACHED CONTRACT FOR THE PROVISION OF AN ELECTION DAY POLLING LOCATION BETWEEN THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS OFFICE AND THE CITY OF SOUTH BAY; PROVIDING FOR AN EFFECTIVE DATE

2023 AUG 21 PM 1:24
PALM BEACH COUNTY, FL

WHEREAS, a polling location is needed in the City of South Bay ("City") for the Presidential Preference Primary, Primary and General Election scheduled to be held on March 19, 2024, August 20, 2024 and November 5, 2024, respectively; and

WHEREAS, the City and the Palm Beach County Supervisor of Elections desire that the South Bay City Hall Commission Chambers, located at 335 SW 2nd Avenue, South Bay, FL 33493, be a polling location; and

WHEREAS, the City and the Palm Beach County Supervisor of Elections Office further desire to enter in a contract consistent with the terms and conditions set forth in Exhibit "A", attached hereto; and

WHEREAS, the City Commission for the City of South Bay finds that authorizing the City Manager to enter into the Contract for an Election Day Polling Location with the Palm Beach County Supervisor of Elections Office 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 City Manager. The City Commission of the City of South Bay hereby authorizes the City Manager to execute the Contract for an Election Day Polling Location between the City of South Bay and the Palm Beach County Supervisor of Elections Office, attached hereto as Exhibit "A", for usage of the City's Commission Chambers located at 335 SW 2nd Avenue, South Bay, FL 33493. 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 1st day of August 2023.



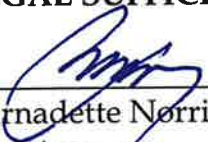
Joe Kyles, Mayor

ATTEST:

By: 

Vicenta Del Bosquez, City Clerk

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



Burnadette Norris-Week, P.A.
City Attorney

Moved by: Vice-Mayor Barnard

Seconded by: Commissioner Polk

VOTE:

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

2023 AUG 21 PM 1:24
PALM BEACH COUNTY, FL

RESOLUTION 34-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE MAYOR AND THE CITY MANAGER TO EXECUTE A COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT BETWEEN PALM BEACH COUNTY AND THE CITY OF SOUTH BAY; PROVIDING AN EFFECTIVE DATE

WHEREAS, Palm Beach County ("County") has entered into an agreement with the United States Department of Housing and Urban Development for a grant for the execution and implementation of a Community Development Block Grant ("CDBG") Program in certain areas of Palm Beach County, pursuant to Title I of the Housing and Community Development Act of 1974 (as amended); and

WHEREAS, the County has made Thirty-Seven Thousand Three Hundred Seventy-Two Dollars (\$37,372.00) in CDBG funds available to the City of South Bay ("City") to provide services to low and moderate income persons within its municipal boundaries by funding code enforcement services to enforce applicable housing and building codes; and

WHEREAS, the County and the City desire to provide the activities specified in the attached Agreement; and

WHEREAS, the City Commission of the City of South Bay finds that authorizing the Mayor and City Manager to execute a Community Development Block Grant Program Agreement between Palm Beach County and the City of South Bay 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 a Community Development Block Grant Program Agreement between Palm Beach County and the City of South Bay. The City Manager is further authorized to take all necessary and expedient action to effectuate the aims of this Resolution.

Section 3. Effective Date. That this Resolution shall take effect immediately upon its passage and approval by the City Commission.

PASSED and ADOPTED this 6th day of August 2024.

Joe Kyles, Mayor

ATTEST:

By: _____
Vicenta Del Bosquez, City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Berry	_____ (Yes)	_____ (No)
Commissioner King	_____ (Yes)	_____ (No)
Commissioner Polk	_____ (Yes)	_____ (No)
Vice-Mayor McKelvin	_____ (Yes)	_____ (No)
Mayor Kyles	_____ (Yes)	_____ (No)

CDBG CODE ENFORCEMENT AGREEMENT
BETWEEN PALM BEACH COUNTY
AND
CITY OF SOUTH BAY

THIS AGREEMENT, (the "Agreement") with an effective date of **October 1, 2024** ("Effective Date"), by and between **Palm Beach County** ("County"), a political subdivision of the State of Florida, and the **City of South Bay**, a Municipality duly organized and existing by virtue of the laws of the State of Florida, having its principal office at **335 SW 2nd Avenue, South Bay, FL 33493** ("Subrecipient").

WHEREAS, Palm Beach County has entered into an agreement with the United States Department of Housing and Urban Development (grant number B-24-UC-12-0004) for the execution and implementation of a Community Development Block Grant Program in certain areas of Palm Beach County, pursuant to Title I of the Housing and Community Development Act of 1974 (as amended); and

WHEREAS, Palm Beach County, in accordance with its **FY2024-2025** CDBG Action Plan, and the Subrecipient, desire to provide the activities specified in Exhibit "A" attached hereto and made a part hereof this Agreement; and

WHEREAS, Palm Beach County desires to engage the Subrecipient, to implement such undertakings and pursuant to the terms of this Agreement, shall make available funding in the amount of **\$37,372** ("Grant Funds") to the Subrecipient in exchange for said activities.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed as follows:

1. DEFINITIONS

- (A) "County" means Palm Beach County.
- (B) "CDBG" means the Community Development Block Grant Program of Palm Beach County.
- (C) "DHED" means Palm Beach County Department of Housing & Economic Development.
- (D) "Subrecipient" means the **City of South Bay**, a Subrecipient as defined in 2 CFR Parts 184 and 200.
- (E) "DHED Approval" means the written approval of the DHED Director or his designee.
- (F) "HUD" means the Secretary of Housing and Urban Development or a person authorized to act on its behalf.
- (G) "Low and Moderate Income Persons" means a member of a household whose gross annual income does not exceed 80% of the Area Median Income for Palm Beach County, adjusted by family size, and as determined and given to such term by HUD.

- (H) “Program Income” means *gross income from the use or rental of property owned by the Subrecipient that was constructed or improved with CDBG funds, less any costs incidental to the generation of such income*, as defined by CDBG regulations at 570.500(a)(1)(iii). This distinguishes “income” from revenues where “income” is more limited, and is constituted by revenues less expenses, i.e., profit.
- (I) “Revenues” means funds generated by activities housed on a property assisted with CDBG funds.
- (J) “Project” means the CDBG Eligible Activity as identified in Section 4 below and further detailed in Exhibit “A”, for which the County is providing CDBG funding.
- (K) “County’s Urban County Program” shall mean the Urban County Participation in CDBG Program as defined by HUD.

2. **PURPOSE**

The purpose of this Agreement is to state the terms, covenants and conditions under which the County will provide the Grant Funds to the Subrecipient for implementation of the Project as further detailed in Exhibit “A”.

3. **TIME OF PERFORMANCE**

The County’s obligations hereunder are contingent upon the timely release of funds for this Project by HUD. The services of the Subrecipient shall be undertaken and completed by the Subrecipient by **September 30, 2025** (“Expiration Date”). Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit “A”.

4. **CDBG ELIGIBLE ACTIVITIES AND NATIONAL OBJECTIVE**

The Subrecipient certifies that the activity(ies) carried out under this Agreement will constitute **Rehabilitation and Preservation Activities – Code Enforcement, under 24 CFR 570.202(c)**. The Subrecipient covenants that it will perform the eligible activities carried out under this Agreement in a manner which meets the **CDBG Program National Objective of benefitting Low and Moderate Income Persons on an Area-Wide Basis**, as described in Exhibit “A” and defined in 24CFR 570.208(a)(1)(i).

5. **FUNDING DISBURSEMENT TO SUBRICIPIENT**

The Subrecipient agrees to accept Grant Funds for Funded Activities as provided in Exhibit “A”. In no event shall the total funding or disbursement to be paid hereunder exceed the maximum and total authorized sum of **\$37,372**. Any funds not expended by the Expiration Date of this Agreement shall automatically revert to the County.

The State or Federal funds being provided hereunder shall not be used as a match for other State or Federal grants to the Subrecipient, and the Subrecipient shall not submit requests for the same expenses to more than one funding source or under more than one program. Additionally, DHED shall have the right under this Agreement to suspend or terminate disbursement of funds until the Subrecipient complies with any additional conditions that may be imposed by the County or HUD.

In order to do business with County, Subrecipient shall create a Vendor Registration Account OR activate an existing Vendor Registration Account through the County’s Purchasing Department’s Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

If Subrecipient intends to use sub-consultants, Subrecipient shall ensure that all sub-consultants are registered as consultants in VSS. All subconsultant agreements must include a contractual provision requiring that the sub-consultant register in VSS. County will not finalize an Agreement award until the County has verified that the Subrecipient and all of its sub-consultants are registered in VSS.

6. CONDITIONS FOR PROJECT IMPLEMENTATION

(A) IMPLEMENTATION OF PROJECT ACCORDING TO REQUIRED PROCEDURES

The Subrecipient shall implement this Agreement in accordance with applicable Federal, State, County, and local laws, ordinances and codes. The Federal, State, and County laws, ordinances and codes are minimal regulations which may be supplemented by more restrictive guidelines set forth by DHED. The Subrecipient shall prepare a cost allocation plan for all Project funding and submit such plan to the DHED Director or designee.

Should a Project receive additional funding after the commencement of this Agreement, the Subrecipient shall notify DHED in writing within thirty (30) days of receiving notification from the funding source and submit a revised cost allocation plan to the DHED Director or designee within forty-five (45) days of said notification.

(B) FINANCIAL ACCOUNTABILITY

The County, at County's expense may have a financial systems analysis and/or an audit of the Subrecipient or of any of its subcontractors, performed by an independent auditing firm employed by the County or by the County Internal Audit Department at any time the County deems necessary to determine if the Project is being managed in accordance with the requirements of this Agreement.

(C) SUBCONTRACTS

Any work or services subcontracted hereunder shall be specifically by written contract, written agreement, or purchase order. All subcontracts shall be subject to the requirements of this Agreement. This includes Subrecipient ensuring that all consultant contracts and fee schedules meet the minimum standards as established by Palm Beach County and HUD.

Contracts for architecture, engineering, survey, and planning shall be fixed fee contracts. All additional services shall have prior written approval with support documentation detailing categories of persons performing work plus hourly rates including benefits, number of drawings required, and all items that justify the "Fixed Fee Contract." Reimbursable items will be at cost.

(D) PURCHASING

All purchasing of services and goods, including capital equipment, shall be made by purchase order or by a written contract and in conformity with the procedures prescribed 2 CFR Parts 184 and 200, Subrecipient's purchasing code and County's Purchasing Code, which is incorporated herein by reference.

In the event of a conflict 2 CFR Parts 184 and 200 shall supersede. In the event of a conflict between Subrecipient's purchasing code and County's Purchasing Code, County's Purchasing Code shall supersede.

(E) **REPORTS, AUDITS, AND EVALUATIONS**

Disbursement of funds will be contingent on the timely receipt of complete and accurate reports required by this Agreement, and on the resolution of monitoring or audit findings identified pursuant to this Agreement.

(F) **ADDITIONAL DHED, COUNTY, AND HUD REQUIREMENTS**

DHED shall have the right via this Agreement to suspend/terminate disbursement of funds if after fifteen (15) days written notice the Subrecipient has not complied with any additional conditions that may be imposed, at any time, by DHED, the County, or HUD.

7. CIVIL RIGHTS COMPLIANCE AND NON-DISCRIMINATION POLICY

The County is committed to assuring equal opportunity in the award of Agreements and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the Subrecipient warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, all of its employees will be treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

As a condition of entering into this Agreement, the Subrecipient represents and warrants that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the Subrecipient shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the Subrecipient retaliate against any person for reporting instances of such discrimination.

The Subrecipient shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County.

The Subrecipient understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Subrecipient shall include this language in its subcontracts.

8. PROGRAM BENEFICIARIES

At least fifty-one percent (51%) of the beneficiaries of a Project funded through this Agreement must be Low and Moderate Income Persons. If the Project is located in an entitlement city, as defined by HUD, or serves beneficiaries countywide, at least fifty-one percent (51%) of the beneficiaries directly assisted through the use of funds under this Agreement must reside in unincorporated Palm Beach County or in municipalities participating in the County's Urban County Qualification Program. The Project funded under this Agreement shall assist beneficiaries as defined above for the time period designated in this Agreement. Upon request from DHED, the Subrecipient shall provide written verification of compliance.

9. AUDITS AND INSPECTIONS

The Subrecipient shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion or termination of this Agreement. As often as DHED, the County, HUD, or the Comptroller General of the United States may deem necessary, Subrecipient shall make available to DHED, HUD, or the Comptroller General for examination all its records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the Subrecipient's place of business within Palm Beach County, with respect to all matters covered by this Agreement.

10. REPAYMENT PROVISIONS

In the event the Subrecipient fails to comply in whole or in part with the terms and conditions of this Agreement and/or the referenced regulations pertaining to the use of CDBG funds, and where DHED, the County, or HUD has determined that the County or Subrecipient has a repayment obligation required due to the Subrecipient's performance or lack thereof, the Subrecipient shall be responsible to reimburse the County in the amount requested by the County within sixty (60) days of the date of written notification from the County to the Subrecipient.

The requirements of this Section shall survive the early termination or expiration of the Agreement.

11. UNIFORM ADMINISTRATIVE REQUIREMENTS

The Subrecipient agrees to comply with the applicable uniform administrative requirements as described in Federal Regulations 2 CFR Part 200.

12. REVERSION OF ASSETS

Upon expiration of this Agreement, the Subrecipient shall transfer to the County any CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds. Any real property under the Subrecipient's control upon expiration or earlier termination of this Agreement which was acquired or improved, in whole or part, with CDBG funds in the excess of \$25,000 must either be used to meet one of the national objectives in Federal Community Development Block Grant Regulations 24 CFR 570.208 for a minimum of five (5) years after expiration of the Agreement, or, the Subrecipient shall pay the County an amount equal to the current market value attributable to expenditures of CDBG funds for the acquisition of, or improvements to, the property. **This provision shall survive the expiration or termination of this Agreement.**

13. DATA BECOMES COUNTY PROPERTY

All reports, plans, surveys, information, documents, maps, and other data prepared, assembled, or completed by the Subrecipient for the purpose of this Agreement shall be made available to the County at any time upon request by the County, DHED, or the Palm Beach County Inspector General's office, as indicated herein. Upon completion of all work contemplated under this Agreement copies of all documents and records relating to this Agreement shall be surrendered to DHED if requested. In any event, the Subrecipient shall keep all documents and records for five (5) years after expiration of this Agreement.

The Subrecipient shall deliver to the County's representative for approval and acceptance, and before being eligible for final disbursement of any funds due, all documents and materials prepared for the County under this Agreement.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the County or at its expense will be kept confidential by the Subrecipient and will not be disclosed to any other party, directly or indirectly, without the County's prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Agreement for or at the County's expense shall be and remain the County's property and may be reproduced and reused at the discretion of the County.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Agreement, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, by the Office of the Inspector General pursuant to the Palm Beach County Code Section 2-421 – 2-440, as amended.

14. INDEMNIFICATION

Subrecipient shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of the Subrecipient's performance of the terms of this Agreement or due to the acts or omissions of Subrecipient. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statute, section 768.28. The Subrecipient shall indemnify the County for funds which the County is obligated to refund the Federal Government arising out of the conduct of activities and administration of the Subrecipient.

15. INSURANCE BY SUBRECIPIENT:

Subrecipient shall maintain at its sole expense, in full force and effect, at all times during the term of this Agreement, insurance coverage and limits (including endorsements) as described in Exhibit "A". The requirements contained herein, as well as County's review or acceptance of insurance maintained by the Subrecipient are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Subrecipient under this Agreement.

16. CONFLICT OF INTEREST

The Subrecipient represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The Subrecipient further represents that no person having any such conflict of interest shall be employed for said performance of services.

The Subrecipient shall promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the Subrecipient's judgement or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Subrecipient may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into by the Subrecipient.

The County agrees to notify the Subrecipient of its opinion within thirty (30) days of receipt of notification by the Subrecipient. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Subrecipient, the County shall so state in the notification and the Subrecipient shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Subrecipient under the terms of this Agreement.

However, these paragraphs shall be interpreted in such a manner so as not to unreasonably impede the statutory requirement that maximum opportunity be provided for employment and participation of Low and Moderate-Income Persons of the Project's target area.

17. RECOGNITION

The Subrecipient shall include a reference to the financial support herein provided by the County in all publications and publicity events, and provide the County copies of all such publications. The Subrecipient shall also notify the County prior to any ceremonies or events relating to facilities or items funded by this Agreement to allow for participation of Mayor, County Commissioners, County Administration, Department Staff or other County Official. In addition, the Subrecipient will make good faith efforts to recognize the County's support for all activities made possible with funds made available under this Agreement.

18. ADDITIONAL REFERENCE DOCUMENTS

This Agreement is subject to CDBG regulations and Federal requirements. Subrecipient shall comply with all applicable laws and regulations including, but not limited to the following:

- (A) 2 CFR Parts 184 and 200: Build America, Buy America Act, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards;
- (B) Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990;
- (C) Executive Orders 11246, 11478, 11625, 12432, the Davis Bacon Act, and Section 3 of the Housing and Community Development Act of 1968, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;
- (D) Executive Orders 11063, 12259, 12892, the Fair Housing Act of 1988, and Section 109 of the Housing and Community Development Act of 1974, as amended;
- (E) Florida Statutes, Chapter 112;
- (F) Palm Beach County Purchasing Code;
- (G) Federal Community Development Block Grant Regulations (24 CFR Part 570), and Federal Consolidated Plan Regulations (24 CFR Part 91), as amended;
- (H) Section 448.095, Florida Statutes (F.S.) (E-Verify): <https://www.e-verify.gov/>
- (I) Palm Beach County Five (5) Year Consolidated Plan prepared by DHED (24 CFR Part 91).

The Subrecipient shall keep an original of this Agreement, including its Exhibits, Schedules and all Amendments thereto, on file at its principal office.

19. TERMINATION AND SUSPENSION

In the event of early termination, the Subrecipient shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Agreement by the Subrecipient, and the County may withhold any disbursement to the Subrecipient until such time as the exact amount of damages due to the County from the Subrecipient is determined.

(A) TERMINATION FOR CAUSE

If, through any cause, either party shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if either party shall violate any of the covenants, agreements, or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement or suspend funding, in whole or part, by giving written notice to the other party of such termination or suspension and specifying the effective date of termination or suspension.

Upon early termination, the County, at its sole discretion, may reimburse the Subrecipient for eligible costs incurred that are in compliance with this Agreement up to and including the date of termination.

(B) TERMINATION FOR CONVENIENCE

At any time during the term of this Agreement, either party may, at its option and for any reason, terminate this Agreement upon ten (10) working days written notice to the other party. Upon early termination, the County, at its sole discretion, may reimburse the Subrecipient for eligible costs incurred that are in compliance with this Agreement up to and including the date of termination.

(C) TERMINATION DUE TO CESSATION

In the event the grant awarded to the County under Title I of the Housing and Community Development Act of 1974 (as amended) is suspended or terminated, this Agreement shall be suspended or terminated effective on the date HUD specifies.

In the event the Subrecipient ceases to exist, or ceases or suspends its operation for any reason, this Agreement shall be suspended or terminated on the date the County specifies. The determination that the Subrecipient has ceased or suspended its operation shall be made solely by the County, and the Subrecipient agrees to be bound by the County's determination. Upon early termination, the County, at its sole discretion, may reimburse the Subrecipient for eligible costs incurred that are in compliance with this Agreement up to and including the date of termination.

20. SEVERABILITY OF PROVISIONS

If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

21. NO ASSIGNMENT

The Subrecipient shall not assign this Agreement, or any interest therein without prior written consent of Palm Beach County which may be granted or withheld at the County's sole discretion, and any such unauthorized assignment shall be void and of no effect.

22. AMENDMENTS

The County may, at its discretion, amend this Agreement to conform with changes required by Federal, State, County, or HUD guidelines, directives, and objectives. Such amendments shall be incorporated by written amendment as a part of this Agreement and shall be subject to approval of the Palm Beach County Board of County Commissioners.

Except as otherwise provided herein, no amendment to this Agreement shall be binding on either party unless in writing, approved by the Board of County Commissioners and the Subrecipient, and signed by both parties.

23. NOTICE

All notices required in this Agreement shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the County, notices shall be addressed to:

Sherry Howard, Deputy Director
Department of Housing & Economic Development
100 Australian Avenue, Suite 500
West Palm Beach, FL 33406

With a copy to:

Howard J. Falcon III, Chief Assistant County Attorney
County Attorney's Office
301 N. Olive Ave (6th floor)
West Palm Beach, FL 33401

If sent to the Subrecipient, notices shall be addressed to:

Nepoleon T. Collins, Neighborhood and Services Director
City of South Bay
335 SW 2nd Avenue
South Bay, FL 33493

24. INDEPENDENT CONTRACTOR AND EMPLOYEES

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The County shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, or any other benefits, as the Subrecipient is an independent contractor.

25. NO FORFEITURE

The rights of the County under this Agreement shall be cumulative and failure on the part of the County to exercise promptly any rights given hereunder shall not operate to forfeit or waive any of such rights.

26. PERSONNEL

The Subrecipient represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the County.

All of the services required hereunder shall be performed by the Subrecipient or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

The Subrecipient warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the Subrecipient's personnel (and all Subconsultants), while on County premises, will comply with all County requirements governing conduct, safety and security.

27. FEDERAL AND STATE TAX

The County is exempt from payment of Florida State Sales and Use Taxes. The County will sign an exemption certificate submitted by the Subrecipient. The Subrecipient shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the County, nor is the Subrecipient authorized to use the County's Tax Exemption Number in securing such materials.

The Subrecipient shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Agreement.

28. COMPLIANCE WITH ALL LAWS AND REGULATIONS

The Subrecipient shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to including, without limitation, those applicable to conflict of interest and collusion. Subrecipient is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services provided pursuant to this Agreement.

29. SCRUTINIZED COMPANIES

- (A) As provided in F.S. 287.135, by entering into this Agreement or performing any work in furtherance hereof, the Subrecipient certifies that it, its affiliates, suppliers, subconsultants and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

Pursuant to F.S. 287.135(3)(b), if Subrecipient is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, this Agreement may be terminated at the option of the County.

- (B) **When contract value is greater than \$1 million:** As provided in F.S. 287.135, by entering into this Agreement or performing any work in furtherance hereof, the Subrecipient certifies that it, its affiliates, suppliers, subconsultants and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by Subrecipient, this Agreement may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Agreement shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Agreement renewal, if applicable.

30. SUCCESSORS AND ASSIGNS

The County and the Subrecipient each binds itself and its successors and assigns to the other party and to the successors and assigns of such other party, in respect to all covenants of this Agreement.

31. INDEBTEDNESS

The Subrecipient shall not pledge the County's credit or attempt to make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The Subrecipient further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

32. PUBLIC ENTITY CRIMES

As provided in F.S. 287.133, by entering into this Agreement or performing any work in furtherance hereof, the Subrecipient certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty six (36) months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

33. PALM BEACH COUNTY OFFICE OF THE INSPECTOR GENERAL

Palm Beach County has established the Office of Inspector General in Palm Beach County Code, Chapter 2 – Article XII, as may be amended. The Inspector General's authority includes, but is not limited to, the power to review past, present and proposed County Agreements, contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the Subrecipient, its officers, agents, employees, and lobbyists in order to ensure compliance with Agreement requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Chapter 2 – Article XII, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

34. REMEDIES

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement will be held in a state court of competent jurisdiction located in Palm Beach County, Florida. Unless provided otherwise herein, no remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise.

No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the County and/or the Subrecipient.

35. SOURCE OF FUNDING

The County's performance and obligation to pay under this Agreement for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners. In addition, this Agreement and all obligations of County hereunder are subject to and contingent upon receipt of funding from HUD for the purposes provided for herein. Nothing in this Agreement shall obligate the County to provide funding from any other source, including, but not limited to, funds from the County's annual budget and appropriations.

36. PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the Subrecipient: (i) provides a service; and (ii) acts on behalf of the County as provided under Section 119.011(2) F.S., the Subrecipient shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The Subrecipient is specifically required to:

- A. Keep and maintain public records required by the County to perform services as provided under this Agreement.
- B. Upon request from the County's Custodian of Public Records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The Subrecipient further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement, if the Subrecipient does not transfer the records to the County.
- D. Upon completion of the Agreement the Subrecipient shall transfer, at no cost to the County, all public records in possession of the Subrecipient unless notified by County's representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the County to perform the service.

If the Subrecipient transfers all public records to the County upon completion of the Agreement, the Subrecipient shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the Subrecipient keeps and maintains public records upon completion of the Agreement, the Subrecipient shall meet all applicable requirements for retaining public records.

All records stored electronically by the Subrecipient must be provided to County, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of County, at no cost to County.

Failure of the Subrecipient to comply with the requirements of this article shall be a material breach of this Agreement. County shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. Subrecipient acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

37. COUNTERPARTS OF THE AGREEMENT

This Agreement, including the exhibits referenced herein, may be executed in one or more counterparts, all of which shall constitute collectively one and the same Agreement. The County may execute the Agreement through electronic or manual means. Subrecipient shall execute by manual means only, unless the County agrees otherwise. A copy of this Agreement shall be filed with the Clerk of the Circuit Court in and for Palm Beach County.

38. E-VERIFY EMPLOYMENT ELIGIBILITY

Subrecipient warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Subrecipient's contractors, subcontractors and or subconsultants performing the duties and obligations of this Agreement are registered with the E-Verify System, and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

Subrecipient shall obtain from each of its contractors, subcontractors and or subconsultants an affidavit stating that the contractor, subcontractor and or subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. Subrecipient shall maintain a copy of any such affidavit from a contractor, subcontractor and or subconsultant for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this Agreement which requires a longer retention period.

County shall terminate this Agreement if it has a good faith belief that Subrecipient has knowingly violated Section 448.09(1), Florida Statutes, as may be amended. If County has a good faith belief that Subrecipient's contractor, subcontractor and or subconsultant has

knowingly violated section 448.09(1), Florida Statutes, as may be amended, County shall notify Subrecipient to terminate its contract with the contractor, subcontractor and or subconsultant and Subrecipient shall immediately terminate its contract with the contractor, subcontractor and or subconsultant.

If County terminates this Agreement pursuant to the above, Subrecipient shall be barred from being awarded a future Agreement by County for a period of one (1) year from the date on which this Agreement was terminated. In the event of such Agreement termination, Subrecipient shall also be liable for any additional costs incurred by County as a result of the termination.

39. CDBG SPECIFIC REQUIREMENTS

- A. Compliance: The Subrecipient shall comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)), including subpart K of these regulations, except that (1) the Subrecipient does not assume the County's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the County's responsibility for initiating the review process under the provisions of 24 CFR Part 52.

This Agreement is not to substitute for or replace existing or planned projects or activities of the Subrecipient. The Subrecipient agrees to maintain a level of activities and expenditures, planned or existing, for projects similar to those being assisted under this Agreement, which is not less than that level existing prior to this Agreement. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

- B. Evaluation and Monitoring: The Subrecipient agrees that DHED will carry out periodic monitoring and evaluation of activities as determined necessary by DHED or the County. Any disbursement of funds, or the continuation of this Agreement is dependent upon satisfactory evaluation conclusions based on the terms of this Agreement. Due to the regulatory requirements, the performance requirements of this Agreement, and as detailed in Exhibit "A" will be closely monitored by DHED. Substandard performance, as determined by DHED, will constitute noncompliance with this Agreement.

The Subrecipient agrees to furnish upon request to DHED, the County, or the County's designees copies of transcriptions of such records and information as is determined necessary by DHED or the County. The Subrecipient shall submit status reports required under this Agreement on forms approved by DHED to enable DHED to evaluate progress. The Subrecipient shall provide information as requested by DHED to enable DHED to complete reports required by the County or HUD. The Subrecipient shall allow DHED, the County, or HUD to monitor the Subrecipient on site. Such visits may be scheduled or unscheduled as determined by DHED or HUD.

Upon request, DHED shall provide a monitoring checklist which contains the minimum monitoring measures to be used by the County and is similar to the formal checklist the County will use during its formal monitoring visit(s). Other measures of monitoring may also be utilized.

- C. Program Income: The Subrecipient shall report annually to DHED all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this contract. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitations, the Subrecipient may use such income during the contract period for activities permitted under this contract and shall reduce requests for additional funds by the amount of any such program income balances on hand. All unexpended program income shall be returned to the Subrecipient at the end of the contract period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the Subrecipient.
- D. Opportunities: To the greatest extent feasible, lower-income residents of the Project areas shall be given opportunities for training and employment; and to the greatest feasible extent eligible business concerns located in or owned in substantial part by persons residing in the Project areas shall be awarded contracts in connection with the Project.

The Subrecipient shall comply with the Section 3 Clause of the Housing and Community Development Act of 1968. In the procurement of supplies, equipment, construction, or services to implement this Agreement, the Subrecipient shall make a positive effort to utilize small business and minority/women-owned business enterprises for supplies and services, and provide these sources the maximum feasible opportunity to compete for contracts to be performed pursuant to this Agreement.

To the maximum extent feasible, these small business and minority/women-owned business enterprises shall be located in or owned by residents of the CDBG areas designated by Palm Beach County in the Consolidated Plan approved by HUD.

- E. Citizen Participation: The Subrecipient shall cooperate with DHED in the implementation of the Citizen Participation Plan, as defined by HUD, by establishing a citizen participation process to keep residents and/or clients informed of the activities the Subrecipient is undertaking in carrying out the provisions of this Agreement. Representatives of the Subrecipient shall attend meetings and assist in the implementation of the Citizen Participation Plan, as requested by DHED.
- F. Reduction in funding: In the event the grant to the County under Title I of the Housing and Community Development Act of 1974 (as amended) is reduced, suspended, or terminated by HUD, this Agreement will be amended, or terminated as provided herein, to reflect the funding reductions imposed by HUD and the reduction in the number of beneficiaries commensurate with the revised funding level.
- G. Drug-Free Workplace: The Subrecipient shall provide a drug and alcohol free environment by developing policies and carrying out a drug-free program in compliance with the Drug-Free Workplace Act of 1988.

- H. Religious Activities: CDBG funds may be used by religious organizations or on property owned by religious organizations only in accordance with provisions specified in 24 CFR 570.200(j), and only with prior written approval from DHED. The Subrecipient agrees that funds provided under this Agreement will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization.
- I. Discharge of Beneficiaries: The Subrecipient agrees to develop and implement to the maximum extent practical and, where appropriate, written policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or corrections programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. In lieu of developing written policies, the Subrecipient may adopt an existing countywide discharge plan, with approval from DHED.

40. INCORPORATION BY REFERENCE

Exhibits attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference. To the extent of a conflict between the terms of this Agreement and Exhibit "A", the terms of the Agreement shall govern. To the extent that any provision of this Agreement or any Exhibit conflict with the terms of 2CFR Part 200 as shown in Exhibit "B", the terms of Exhibit "B" shall govern.

41. ENTIRE UNDERSTANDING

The County and the Subrecipient agree that this Agreement sets forth the entire understanding between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

WITNESS our Hands and Seals on this _____ day of _____, 20____.

(SUBRECIPIENT SEAL BELOW)

CITY OF SOUTH BAY

By: _____
Joe Kyles Sr., Mayor

By: _____
Vincenta Del Bosquez, City Clerk

By: _____
Leondrae D. Camel, City Manager

By: _____
Attorney for Subrecipient
(Signature Optional)

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Agreement on behalf of the County.

**PALM BEACH COUNTY, FLORIDA, a
Political Subdivision of the State of Florida
For its BOARD OF COUNTY COMMISSIONERS**

By: _____
Jonathan B. Brown, Director
Dept. of Housing & Economic Development

**Approved as to Form and
Legal Sufficiency**

**Approved as to Terms and Conditions
Dept. of Housing & Economic Development**

By: _____
Howard J. Falcon III
Chief Assistant County Attorney

By: _____
Sherry Howard
Deputy Director

EXHIBIT “A”**CODE ENFORCEMENT PROGRAM**
SCOPE OF WORK**1. THE SUBRECIPIENT AGREES TO:**

- A. **SCOPE OF WORK:** The Subrecipient shall utilize CDBG funds to carry out code enforcement activities within the boundaries of the Subrecipient’s designated code enforcement Target Area, as defined herein. Code enforcement must primarily focus on health and safety of citizens, code compliance of businesses, buildings/structures and not just nuisance issues (overgrown lots, junk cars, etc.) and efforts must be undertaken in the Target Area with other public and private activities to arrest the area’s deterioration and improve conditions. CDBG funds must be used in conjunction with other funding to undertake the activities.

Specifically, CDBG funds will be used to:

Pay all or a portion of the salary and benefits for the following Full-time staff: One (1) Full-time Code Compliance Officer, (hereinafter referred to as “Officer”), and/or computer related expenses to carry out code enforcement activities in the Target Area. Expenses eligible for reimbursement are contained herein and in Schedule “IV”. Their specific duties shall include, among other things:

- (1) Patrol the Target Area for the prevention, detection, investigation and enforcement of violations of laws regulating public nuisance, health, safety and welfare;
- (2) Performing on-site inspection of buildings and properties to ensure compliance with all applicable codes and reporting to state and federal agencies when violations are identified;
- (3) Performing on-site inspection of businesses with storage and transport of hazardous wastes and reporting findings to applicable agencies;
- (4) Monitoring of public works, business activities, municipal affairs, sign standards, Federal and State regulations governing air and water quality;
- (5) Researching and maintaining updated applicable building codes;
- (6) Advising citizens and building professionals of zoning and land-use requirements;
- (7) Performing on-site inspections of businesses to ensure that proper licensing is in place;
- (8) Responding to complaints regarding code violations;
- (9) Taking action, including citations, to ensure code compliance when violations are identified and to aid in the prevention of and/or elimination of slum and blight.

- B. **DETERMINATION OF TARGET AREA and IDENTIFICATION of DETERIORATED CONDITIONS:** The CDBG funded code enforcement activity must be concentrated in an area which is largely deteriorated, and specifically defined (the “Target Area”). **For purposes of this Agreement the CDBG Target Area is in the approximate vicinity bound on the north by Lake Okeechobee and US Highway 27; G2 Canal on the south, SE 4th Avenue on the east and Unincorporated Palm Beach County on the west. The exact geographic limits of the Target Area may be more or less than the area noted.** The City must maintain documentation of the existing deteriorated conditions on file.

Also, the City will submit, upon request, to DHED, not to exceed semi-annually, approved building permits that improve the taxable value of property and/or document improved conditions of violated properties, new business licenses issued at private previously deteriorated violated locations and listed capital improvements completed within the Target Area.

- C. **CODE COMPLIANCE OFFICER(S)**: As indicated above, the Subrecipient shall employ an Officer in connection with this Agreement. The Officer must be able to carry out the tasks described within this Agreement, and be able to demonstrate the qualifications that enable him/her to do so. The Officer shall, at a minimum, evaluate documentation of code violations, package and mail documents to code violators, prepare for hearings before a Special Master, and address public complaints regarding citations received.

As a prerequisite to submitting reimbursement requests to DHED, the Subrecipient shall submit the following documents:

- (1) Documentation documenting that the position of the Officer (if such position was filled as a new position as a result of this Agreement) was competitively solicited prior to an Officer appointment to the position, and documenting that the opening for this position was advertised in a public forum in order to elicit applications from all prospective applicants.
- (2) Documentation showing the annual or hourly salary paid for the position of the Officer.
- (3) Personnel policy relating to vacation and sick leave (i.e., number of days per year to which the individual is entitled).
- (4) List of all paid holidays.

D. **INSURANCE BY SUBRECIPIENT**:

Without waiving the right to sovereign immunity as provided by section 768.28, Florida Statutes, (Statute), the Municipality represents that it is self-insured with coverage subject to the limitations of the Statute, as may be amended.

If Municipality is not self-insured, Municipality shall maintain at its sole expense, in force and effect at all times during the life of this Agreement, insurance coverage and limits not less than those contained in the Statute.

Should Municipality purchase excess liability coverage, Municipality agrees to include County as an Additional Insured.

The Municipality agrees to maintain or to be self-insured for Workers' Compensation insurance in accordance with Chapter 440, Florida Statutes.

- (1) **Waiver of Subrogation**: Except where prohibited by law, Municipality hereby waives any and all rights of Subrogation against the County, its officers, employees and agents for each required policy except Professional Liability.

When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then Municipality shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent.

This Waiver of Subrogation requirement shall not apply to any policy that includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should Municipality enter into such an agreement on a pre-loss basis.

- (2) **Certificates of Insurance:** Prior to each subsequent renewal of this Agreement, within forty-eight (48) hours of a request by County, and subsequently, prior to expiration of any of the required coverage throughout the term of this Agreement, the Municipality shall deliver to the County, a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this Agreement have been obtained and are in full force and effect.

The Certificate Holder shall read:

Palm Beach County Board of County Commissioners
c/o Department of Housing & Economic Development
100 Australian Ave, 5th Floor
West Palm Beach, FL 33406

When requested, the Municipality shall provide an affidavit or Certificate of Insurance evidencing insurance or self-insurance. Compliance with the foregoing requirement shall not relieve the Municipality of its liability and obligations under this Agreement.

- (3) **Right to Revise or Reject:** County, by and through its Risk Management Department in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements.

Should Municipality contract with a third-party (Contractor) to perform any service related to the Agreement, Municipality shall require the Contractor to provide the following minimum insurance:

- (a) **Commercial General Liability:** Municipality shall maintain limit of liability insurance with minimum limits of \$1,000,000 combined single limit for property damage and bodily injury per occurrence. Such policy shall be endorsed to include Municipality and County as Additional Insureds. Municipality shall also require that the Contractor include a Waiver of Subrogation against County.

Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include in the Description of Operations section or elsewhere: "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents" as an Additional Insured.

A copy of the endorsement shall be provided to County upon request.

(b) **Business Automobile Liability**: Insurance with minimum limits of \$1,000,000 combined single limits for property damage and bodily injury per occurrence.

(c) **Workers' Compensation**: Insurance in compliance with Chapter 440, Florida Statutes, and which shall include coverage for Employer's Liability.

E. **REPORTS**: The Subrecipient shall maintain and submit to DHED the following reports:

(1) The **Daily Activity Record** attached hereto as Schedule "II", shall be submitted to DHED by the 15th day of each month, and shall document the actual number and description of the code enforcement activities performed within the designated code enforcement Target Area.

(2) The **Detailed Monthly Narrative Report** attached hereto as Schedule "III", shall be submitted to DHED by the 15th day of each month, outlining the status of specific activities identified in the Scope of Work. The **Detailed Monthly Narrative Report** shall be mainly in the form of a narrative and shall include a summary of activities for the month, including but not limited to, expenditure summary, constraints, and goal comparisons for all indicators referenced above. Section B.2 of the Detailed Monthly Narrative Report, (Schedule "III") shall detail all program income received by the Subrecipient that is directly generated by activities carried out with funds made available under this Agreement. The use of program income shall comply with the requirements set forth at 24 CFR 570.504 and as described herein.

The **Monthly Mileage Report**: (attached as Schedule "V" and incorporated by reference) shall be submitted to DHED by the 15th day of each month, and shall document the mileage accumulated by each vehicle for the code enforcement activities performed. The Subrecipient shall certify that the code enforcement activities have been conducted within the City of Belle Glade designated CDBG Target Area

F. **PROJECT BUDGET**: The Subrecipient shall utilize funds provided under this Agreement to pay for items listed under the CDBG Budget, attached hereto to as Schedule "IV". The Subrecipient attests to the accurate completion of Schedule "IV", especially as it relates to obtaining and using all funds directly and/or indirectly received from Palm Beach County, and shall promptly inform and obtain approval by the County of any changes to this budget.

Budget changes within the designated contract amount can be approved in writing by the DHED Director, at his discretion, up to ten percent (10%) on a cumulative basis of the Agreement amount during the Agreement period. Such requests for changes must be made in writing by the Subrecipient and submitted to the DHED Director. Budget changes in excess of ten percent (10%) must be approved by the Board of County Commissioners.

G. **PERFORMANCE BENCHMARKS:** In order to timely meet CDBG deadlines, the Subrecipient shall comply with the following Performance Benchmarks:

- (1) Expend and request reimbursement from the County, of at least 75% **(\$28,029)** of funding allocation no later than **July 15, 2024**; and
- (2) Expend 100% of the funding allocation by **September 30, 2025**.

This Agreement may be amended to decrease and/or recapture grant funds from the Subrecipient depending upon the timely completion of the Performance Benchmarks and/or the rate of expenditure of funds, as determined by DHED.

The Subrecipient agrees that it may be subject to decrease and/or recapture of project funds by the County if the Performance Benchmarks herein are not met.

Failure by the Subrecipient to comply with these Performance Benchmarks may negatively impact its ability to receive future CDBG funding allocations.

The Subrecipient further agrees that DHED, in consultation with any parties it deems necessary, shall be the final arbiter of the Subrecipient's compliance with the above.

H. **INVOICE AND SUBMISSION FOR REIMBURSEMENT:** The Subrecipient shall submit, no later than the 15th day of each month, consecutively numbered invoices to DHED in order to receive reimbursement of CDBG funds made available under this Agreement.

Invoices shall be submitted on a monthly basis, to facilitate an even flow of funds throughout the term of the Agreement, and to prevent under-expenditure of allocated funds. Invoice amounts may vary, but total of all invoices shall not exceed Grant Funds.

All reimbursement requests shall include an original **invoice and cover sheet**, attached hereto as Schedule "I", which shall be signed by a person authorized by the Subrecipient to submit invoices.

Additionally, a **Daily Activity Record**, attached hereto as Schedule "II", shall be submitted with each request for reimbursement. It shall include all required supporting documentation, including:

- A copy of the daily time sheets which account for all time worked by the Officers. The time sheets must also demonstrate the specific tasks undertaken by the Officers on identified properties and the time taken to complete each task.
- Copies of the payrolls and paychecks to the Officers corresponding to the herein referenced time sheets. The payrolls must document the name of individual, amount paid, deductions (F.I.C.A, taxes, insurance, etc.), and satisfactory proof that the Subrecipient has paid any employer contributions due (e.g., contribution to FICA health insurance, retirement, etc.).

- Copies of documents satisfactorily proving that the Subrecipient has paid, on behalf of the employee, all contributions which are the responsibility of the employer.
- Copies of invoices and any relevant documentation requested by the County related to the vehicle leases and computer related expenses.

2. COUNTY RESPONSIBILITIES:

- A. Reimburse the Subrecipient an amount not to exceed **\$37,372** for the salary, benefits and other related expenses of the Code Enforcement Program as delineated in Schedule "IV" attached herein.
- B. Provide overall administration and coordination activities to ensure that planned activities are completed in a timely manner.
- C. Monitor the Subrecipient at any time during the term of this Agreement. Visits may be scheduled or unscheduled as determined by DHED, may be conducted by DHED staff or its contractor, and will ensure compliance with HUD regulations, that planned activities are conducted in a timely manner, and verify the accuracy of reporting to DHED on program activities.
- D. Assume the environmental responsibilities described at 24 CFR 570.604.

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SCHEDULE "I"

INVOICE COVER SHEET

USE SUBRECIPIENT LETTERHEAD STATIONERY

TO: **Department of Housing & Economic Development**
100 Australian Avenue, Suite 500
West Palm Beach, FL 33406

FROM: **City of South Bay**
335 SW 2nd Avenue
South Bay, FL 33493

Telephone: () _____

SUBJECT: **INVOICE REIMBURSEMENT NO. _____**
AGREEMENT NO. (R_____ - _____)

Attached you will find Invoice #_____requesting reimbursement in the amount of \$_____. The expenditures for this invoice cover the period from _____ through _____. You will also find attached supporting documentation relating to the expenditures involved.

Approved for Submission

Date

SCHEDULE "II"

DAILY ACTIVITY RECORD

Period covered by this reimbursement request _____ Page _____ of _____

DATE	DESCRIPTION OF CODE ENFORCEMENT WORK PERFORMED and HOURS	SITE ADDRESS OF CODE ENFORCEMENT ACTIVITIES	IS ADDRESS WITHIN CDBG TARGET AREA
	_____ Hrs.		
	_____ Hrs.		
	_____ Hrs.		
	_____ Hrs.		
	_____ Hrs.		
	_____ Hrs.		
	_____ Hrs.		
	_____ Hrs.		
	_____ Hrs.		
	_____ Hrs.		
	_____ Hrs.		
TOTAL HOURS			

I certify that the contents of this record are correct and I hereby submit this report as documentary evidence for reimbursement under terms of our CDBG Agreement with DHED.

I further acknowledge that all information herein is subject to verification by DHED, Palm Beach County, U.S. HUD or their agents.

(Signature)

(Printed Name and Title)

(Date)

SCHEDULE "III"**DETAILED MONTHLY NARRATIVE REPORT****A. AGREEMENT INFORMATION**

AGREEMENT NUMBER: R_____ - _____ Month Covered: _____

Subrecipient: **City of South Bay**Address: **335 SW 2nd Ave
South Bay, FL 33493**

Person Preparing Report: _____

Signature and Title: _____

Contract Effective Dates: October 1, 2024 to September 30, 2025.**B.1. CONTRACT FUNDING**

	<u>Budgeted</u>	<u>Expended</u>	<u>Percentage</u>
Total Project:	\$_____	\$_____	_____%
CDBG Funding:	\$_____	\$_____	_____%
ESGP Funding:	\$_____	\$_____	_____%
Other Funding:	\$_____	\$_____	_____%

Detailed expenditures for the period:

B.2. DECLARATION OF PROGRAM INCOME: NOT APPLICABLE

All income earned by the Subrecipient from activities directly financed with CDBG funding must be reported below. When calculating the amount of income earned by the activity, prorate the amount by the percentage of the activity being funded by CDBG. Program income may be retained by the Subrecipient if the income is treated as additional CDBG funds to further support the activities defined in Exhibit "A", Work Program Narrative Section of the Agreement. However, any program income remaining at the expiration of the Agreement must be remitted to DHED.

	<u>Received This Period</u>	<u>Funding To Date</u>
Program Income:	\$_____	\$_____
Source of Program Income:	_____	

B.3. DESCRIBE ANY ATTEMPTS TO SECURE ADDITIONAL FUNDING:

A. HIGHLIGHTS OF THE PERIOD:

B.

<u>ACTIVITIES</u>	<u>#BENEFICIARIES THIS PERIOD</u>	<u>#BENEFICIARIES YTD</u>	CONTRACT GOAL

C. NEW PROJECTS INITIATED OR SIGNIFICANT CHANGES IN OPERATION:

D. PROBLEMS/CONSTRAINTS:

E. TECHNICAL ASSISTANCE NEEDED AND/OR REQUESTED:

SCHEDULE “IV”**PROGRAM BUDGET**

ORGANIZATION: City of South Bay PROGRAM: Code Enforcement FY 2024-2025 PALM BEACH COUNTY CDBG							CONTACT NAME: Napoleon T. Collins TITLE: Neighborhood and Service Director PHONE: 561-996-6751					
A. PERSONNEL EXPENSES												
Salaries:		FTE	Annual Salary	% Alloc to Program	CDBG Funding	% Alloc to Program	City Funding	% Alloc to Program	Indirect County Funding	% Alloc to Program	Other Funding	TOTAL
Code Compliance Officer		1	\$0	0%	\$37,372		\$0		\$0		\$0	\$37,372
Fringe Benefits:												
FICA					\$0		\$2,860		\$0		\$0	\$2,860
Retirement					\$0		\$1,870		\$0		\$0	\$1,870
Health Insurance/Life Insurance					\$0		\$5,800		\$0		\$0	\$5,800
Workman's Comp					\$0		\$1,200		\$0		\$0	\$1,200
Overtime & Assoc. FICA/Unemployment					\$0		\$0		\$0		\$0	\$0
Sub-Total Personnel					\$37,372		\$11,730		\$0		\$0	\$49,102
B. OPERATING COSTS												
1 Internet Access/l-pads					\$0		\$500		\$0		\$0	\$500
2 Miscellaneous/ Ins					\$0		\$1,350		\$0		\$0	\$1,350
3 Communications/Postage/Shipping					\$0		\$1,200		\$0		\$0	\$1,200
4 Occupancy					\$0		\$750		\$0		\$0	\$750
Subtotal Operating Costs					\$0		\$3,800		\$0		\$0	\$3,800
C. ADMINISTRATIVE COSTS												
					\$0		\$1,870		\$0		\$0	\$1,870
TOTAL PROGRAM BUDGET					\$37,372		\$17,400		\$0		\$0	\$54,772

RESOLUTION NO. 35-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A SPECIAL EVENT APPLICATION FOR A "SOUTH BAY REUNION 2024" EVENT WITHIN THE CITY TO BE HELD AT COX PARK AND AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY AND EXPEDIENT ACTION TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of South Bay has developed an application process for approving Special Events within the City limits; and

WHEREAS, applicant Anthony Cannon desires to hold a South Bay Reunion 2024 event on September 14, 2024 at Cox Park; and

WHEREAS, the applicant has submitted a Special Event application attached hereto as Exhibit "A"; and

WHEREAS, the details of the event has involved review by various City departments and will require the use of: Law Enforcement; Public Works; Parks and Recreation; Risk Management and Palm Beach County Fire Rescue staff; and

WHEREAS, the Special Events Committee met on July 25, 2024, and recommended approval with the following conditions:

- Eight (8) law enforcement officers and one (1) Sergeant at a cost amount of Two Thousand Eight Hundred Sixteen Dollars (\$2, 816.00);
- Ten (10) additional waste receptacles and two (2) staff members from the Public Works Department to assist with cleanup at a cost amount of One Hundred Twenty Dollars (\$120.00);
- Community Development Department recommends Insurance with the City of South Bay listed as a Certificate of Holder;
- No parking shall be allowed on the grass and grill placed behind the pavilion;

WHEREAS, City Commission of the City of South Bay finds that approving the Special Event Application, attached hereto as Exhibit "A", with the aforementioned conditions, 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. Approval of Special Event Application and Authorization of City Manager. The City Commission of the City of South Bay hereby approves the Special Event Application submitted by Anthony Cannon for a South Bay Reunion 2024 Event, attached hereto as Exhibit “A”. The City Manager is 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 6th day of August 2024.

Joe Kyles, Mayor

ATTEST:

By: _____
Vicenta Del Bosquez, City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Berry	_____ (Yes)	_____ (No)
Commissioner King	_____ (Yes)	_____ (No)
Commissioner Polk	_____ (Yes)	_____ (No)
Vice-Mayor McKelvin	_____ (Yes)	_____ (No)
Mayor Kyles	_____ (Yes)	_____ (No)



CITY OF SOUTH BAY
SPECIAL EVENT APPLICATION

Applicant and Host Organization Information

Host Organization Name - The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities.

Host Organization Name: George Sandiford

Chief Officer - The Chief Officer of the Host Organization must be identified and sign the permit application. Typically, the Chief Officer is the Chief Executive Officer, President, Executive Director or Board Chair of the Host Organization.

Primary Contact
Chief Officer: Anthony Cannon Sr

Host Organization website: N/A

Address: 180 Greenstar Ave

City: Pahokee State: FL Zip Code: 33467

Phone: _____ Cell: 561-596-7511 Fax: _____

Email: anthonycannon67@gmail.com

For Profit: _____

Non-Profit: _____

If yes, you must attach to this application a copy of your Florida Consumer's Certificate of Exemption or your IRS 501(c) 3 Determination Letter.

Applicant/Primary Contact - Please list any person, professional event organizer, event service provider hired by you that is authorized to work on your behalf to plan this event.

First: George Last: Sandiford

Mailing Address: 150 SW 10th Ave

City: South Bay State: FL Zip Code: 33493

Phone: _____ Cell: (561) 261-6132

Email: _____

A written communication from the Chief Officer of the Host Organization authorizing the applicant to apply for this Special Event Permit on their behalf must be submitted with your permit application

Event Information

Name of Event: South Bay Reunion 2024

Is this an annual event? ☐ No ☒ Yes If yes, how many years has it been held? 1st year

Anticipated Attendance - The estimated number of people who will attend or watch your event.

Total _____ Per Day x _____ Number of event days = _____ Grand Total

Anticipated Participants - The estimated number of participants (staff, volunteers, vendors, etc.) should be based on the number of the total number of people you anticipate will participate in the event or provide support services to the event

Total _____ Per Day x _____ Number of event days = _____ Grand Total

Event Description - Information you provide in this section of your permit application may be used for promotional purposes by the City of South Bay

A family oriented gathering of former and present residents eating & mingling like old times.

Event Category N/A

☐ Organized Run/Walk

☐ Neighborhood Block Party

☐ Festival/Celebration

☐ Street Festival

☐ Concert/Performance

☐ Cycling Event

☐ Parade/Procession/March

☐ Other, please specify: _____

Event Location

☐ Tanner Park

☒ Cox Park

☐ Streets or ROW, please specify

☒ Other, please specify Tent set up for each family in attendance

Date/Time

Setup

Date: Sept. 14th Start Time: 8:00 AM End Time: 11⁰⁰ AM

Event Date

Date: Sept. 14th Start Time: 12pm End Time: 5pm

Move-out

Date: N/A Start Time: _____ End Time: _____



Site Plan/Route Map Information & Event Components

Site Plan/Route Map

Your site plan/route map must be submitted along with your completed application. Applications without site plans/route maps are incomplete and will be rejected and returned to the applicant.

Please attach a clear and legible site plan or map with the following indicated:

1. North, indicated by a directional arrow symbol.
2. An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
3. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), merchandize vendors, food concessions, food trucks, sponsors, tents, signs, barricades, portable restrooms, vehicles, picnic shelters, fireworks shoot site, etc.
4. Location of temporary alcohol sales including where both sales and consumption occur, plus dimensions and type of fencing to be used.
5. Indicate 20' wide fire lane clearances in all areas and the location of all fire hydrants.
6. Generator locations and/or source of electricity.
7. Placement of vehicles and/or trailers.
8. Exit locations for outdoor events that are fenced.
9. Accessible viewing area.
10. Parking and Disabled parking areas.

Is the event open to the public?

☒ Yes
☐ No

Is there an admission fee? If yes, please provide amounts.

☐ Yes
☐ Yes

Donation

Does your event involve the use of alcoholic beverages?

☒ No

If yes, please check all that apply:

☐ Beer Sales ☐ Beer & Wine Sales
☐ Beer, Wine & Distilled Spirits Sales ☐ Host & Alcohol Sales

Please Note: Alcoholic beverages cannot be sold, distributed, nor consumed on City property without appropriate zoning. If you answered yes to any of the above, please also complete and attach an Alcoholic Beverages (Temporary)

Sales Form and submit it along with this application.

Are there musical entertainment features related to your event?

☐ Yes ☒ No

If yes, complete the following information and attach a listing of all stage performance schedules.

Size and Number of Stage(s):

11/1A

How much electric (in amps) does your stage need?

Will a sound check be conducted prior to the event?

☐ Yes ☐ No

If yes, Start time: _____ Finish time: _____

Will there be merchandise vending at your event?

Yes ☐ No ☒

If yes, please complete the following information and attach a list of all vendors and be sure to indicate vending and electrical requirements on your site plan.

How many vendors? _____

How many will need electric? _____

How much electric (in amps) does your vending area need? _____

Will you hire a private security company?

Yes ☐ No ☐

If yes, please provide the name of the company and the schedule: _____

Please Note: Palm Beach County Sheriff's Office will review your special event application to make a final determination as to the as to the number of officers, vehicles and/or equipment you will be required to have in order to make sure your event is conducted safely.

Does your event require overnight security?

Yes ☐ No ☒

Does your event require the use of picnic shelters (if applicable)?

☒ Yes ☐ No

Will inflatable's (moon bounce) be used at your event?

Yes ☐ No ☒

If yes, please provide the name of company: Pavilion will be used for sheltering + serving food

Will your event include fireworks or other pyrotechnics?

Yes ☐ No ☒

If yes, please describe: _____

Name of company: _____

Does your event include food concession and/or preparation areas?

☒ Yes ☐ No

If yes, please describe how food will be served and or prepared on site: BBQ grill to cook meats

Food will be prepared on grill and placed in covered aluminum pans and served in take out plates.

Please note: Temporary food service for events must meet all State and local guidelines and requirements.

Do you intend to cook food at your event?

☒ Yes ☐ No

If yes, please specify method:

Charcoal

Gas ☐

Electric ☐

Fryers - Name of grease removal contractor: _____

Date & time of pickup: _____

Other, please specify: _____

Do you intend to have food trucks at your event?

Yes ☒ No ☐

If yes, how many? _____



Do you plan to provide portable rest room facilities at your event?

If yes, Total number of toilets: N/A

Number of ADA accessible toilets: we will use park restrooms that will be provided with park rental.

Number of hand sinks: N/A

Restroom Company: N/A

Equipment Setup Date: _____

Time: _____

Equipment Pickup Date: _____

Time: _____

Will your event involve the use of a parking and/or shuttle plan? _____

Yes _____ No _____

If yes, please describe: Parking in old Borky lot, inside of south and old esc if needed.

Will your event be marketed, promoted or advertised? _____

Yes _____ No _____

If yes, please describe: Social media personal pages of Residents

Will there be live media coverage during the event? NO

If yes, please describe where you plan on parking the media: _____

Accessibility Plan

Please describe your plan for people with special needs participation, parking, and viewing:

the will use the (4) designated parking in front of Restroom area at Park

Sanitation & Recycling

You are responsible for leaving the venue clean and clear of debris. Please describe your plan for cleanup and removal of waste, recyclable goods and garbage during and after your event.

Number of trash cans: 100 (City of South Bay)

Number of recycling containers: N/A

Number of dumpsters: N/A

Sanitation Company: N/A

Equipment Setup Date: _____

Time: _____

Recycling Company: N/A

Equipment Setup Date: _____

Time: _____

Mitigation of Impact

Due to the nature of your event, the City of South Bay may require you, at your expense, to officially notify residents, business, places of worship, schools and other entities that may be directly impact by your event.

Insurance Requirements

You are required to procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted minimum of 30 days prior to the first day of the rental period through the move-out activities. This insurance must name the City of South Bay as an additional insured in any and all policies. Due to the nature of your event, additional insurance may be required.

Affidavit of Applicant & Hold-Harmless Acknowledgement

By signing this application, you are certifying that you understand the information in this application to be true and correct to the best of your knowledge, and that you agree to comply with City of South Bay Code of Ordinances (Code: 28-51) and all City rules, regulations and policies. Should the City grant approval and a Special Event Permit be issued, you also agree to comply with any other rules and requirements provided by law.

In consideration of the privileges that may be granted by issuance of a Special Event permit, the Host Organization shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Applicant to utilize the public right-of-way or City owned park. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.

The Host Organization's obligation to indemnify, defend, and hold harmless includes any claim by Host Organization's agents, employees, representatives or any subcontractor or its employees. The Host Organization acknowledges that the provisions of this paragraph apply to and include any liability resulting for incidents involving the streetcar electrified cables. Said indemnification shall not include claims resulting solely from the act, omission, negligence, or other fault on the part of the City, its official, agents, or employees.

I further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of South Bay.

Print Name of Host Organization: George Sandiford

Printed Name of Chief Officer: Anthony Cannon SR

Title: Chair

Signature: Anthony Cannon Date: 7/21/24

Print Name of Primary Contact: Anthony Cannon SR

Title: Chair

Signature: Anthony Cannon Date: 7/21/24

Thank you for completing your Special Event Application.

Please submit your completed application along with a detailed site plan to the City Clerk's Office
335 SW 2nd Avenue, South Bay, FL 33493 or fax to: 561-996-7950

Incomplete, illegible, and/or unsigned applications will not be accepted.

*Submission of a Special Event Application constitutes a request to use City property
for the purpose of an event and does not guarantee event approval.*



FOR INTERNAL USE ONLY

Date Received: _____

Reviewed By: _____

Department: _____

Reviewed By: _____ Phone# _____

Department: _____ Phone# _____

Reviewed By: _____

Department: _____ Phone# _____

Reviewed By: _____

Department: _____ Phone# _____

City Commission Approval: _____

City Manager Approval: _____

Applicant Contacted Regarding Fees: ☐ YES ☐ NO Date Contacted: _____

Deposit Received: ☐ YES ☐ NO Date Deposit Received: _____

Facility Inspected: ☐ YES ☐ NO Date Inspected: _____

Facility Damaged: ☐ YES ☐ NO

List Damages: _____

Damages Charges: _____

Refund Request to Finance: ☐ YES ☐ NO Refund Request Date: _____

Refund check to Applicant: ☐ YES ☐ NO Date Applicant Refund Sent: _____



Latest Google version of Park

- Tents will be set up both sides of sidewalk/walking path
- DJ Booth on North end of pavilion between Restrooms
- Charcoal grill will be on South end of pavilion between play area
- Main check in tent will be weighted down on the South area of parking lot



Google

Event Insurance Price Quote

Special Event Coverage

[Click Here to Edit or Purchase](#)

Quote# 1197630 | Prepared On 07/21/2024

COVERAGE DETAILS

Quote Estimate Prepared For

South Bay Reunion
Anthony Cannon
180 Greenstar Ave,
Pahokee, FL 33476
561-596-7511
anthonycannon67@gmail.com

Event Details

Coverage Type: Liability Insurance	Number of Attendees: 100
Event/Vendor Type: Reunion	Event Start Date: 09/14/2024
Event Location: FL	Event End Date: 09/14/2024

Special Event Liability Insurance

Special Event Liability Coverage: Yes
Liquor Coverage: None
Liability Coverage Limits: \$1,000,000/\$2,000,000
Medical Payments Limits: \$1,000
Damage to Rented Premises Limits: \$100,000

Event Cancellation Insurance

Cancellation or Postponement Coverage: No

Eligibility Questions

Will your event involve camping, overnight stays or go past 2AM: No
Will the event feature bounce houses, inflatables, fireworks, pyrotechnics or attendees coming into contact with live animals: No
Will the event feature any of the following: No
Trampolines, rock climbing walls, roller coasters, amusement devices, carnival rides, bungee jumping, hang gliding, skydiving, parachuting, parasailing, hot air balloon rides, aircrafts, motorsports, skateboarding, skiing, temporary structures, haunted houses, water activities/open water exposures, water slides, overnight activities.
Firearms, knives or weapons of any kind, Cannabis/CBD/Hemp, open flames (candles and sparklers excluded).
Musical performance with the following genres: Electronic Dance, Heavy Metal, High Profile Performer, Hip Hop, Punk Rock, Rap or Rock.
Golf carts transporting attendees.
Is the event a protest, rally, march and/or include any high-profile attendees: No
Will the event be held at a private residence: No
Has there ever been a loss or claim at this event before: No

Event Location / Additional Insured Information

Event Location	Additional Insured
Cox Park	Cox Park
791 NW 1st Street/335 SW 2nd Ave	City Of South Bay
South Bay, FL 33493	791 NW 1st Street/335 SW 2nd Ave
	South Bay, FL 33493
	Waiver of Subrogation: No
	Primary & Non-Contributory Wording: No

QUOTE# 1197630

Special Event Liability Insurance	\$60.60
State Tax	\$1.82
SEPA Fee	\$57.50

AMOUNT DUE \$119.92

COVERAGE LIMITS

Carrier	Houston Casualty Company
Deductible	\$0
<u>Special Event Liability Insurance</u>	
Each Occurance	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Products Aggregate	\$1,000,000
General Aggregate	\$2,000,000
Medical Payments	\$1,000
Damage to Rented Premises	\$100,000
Liquor Liability	Not Included
Additional Insured(s)	Included
Waiver of Subrogation	Not Included
Primary & Non-Contributory Wording	Not Included

#1 FOR EVENT INSURANCE

Backed by Highly Rated Insurance Carriers - This policy is insured by Houston Casualty Company.

7/25/24



THE CITY OF SOUTH BAY
SPECIAL EVENTS COMMITTEE

Event Name: South Bay Reunion 2024

Department: PBSO

Department Report: _____

Conditions:

Departmental Recommendation

Approved: _____

Approved with conditions: X (explain)

(8) eight Reptiles with 1 (one) Sgt.
At the event from 12:00pm -
6:00pm

Not approved: _____

Signature: Sgt. [Signature] July 25, 2024

\$2,816.00

7/25/24



THE CITY OF SOUTH BAY
SPECIAL EVENTS COMMITTEE

Event Name: South Bay Reunion 2024

Department: Public Works

Department Report: _____

Conditions:

Departmental Recommendation

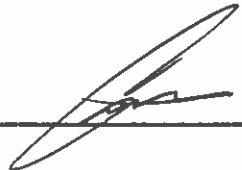
Approved: _____

Approved with conditions: ☒ (explain)

Will Provide trash cans for trash pick up.

2hrs. for man
Labor. \$60⁰⁰

Not approved: _____

Signature: 

7/25/24



THE CITY OF SOUTH BAY
SPECIAL EVENTS COMMITTEE

Event Name: South Bay Reunion

Department: Community Dev

Department Report: _____

Conditions: Insurance

Departmental Recommendation

Approved: _____

Approved with conditions: X (explain)

Not approved: _____

Signature: NAC

7/25/24



THE CITY OF SOUTH BAY
SPECIAL EVENTS COMMITTEE

Event Name: South Bay Reunion 2024

Department: Finance

Department Report: _____

Conditions:

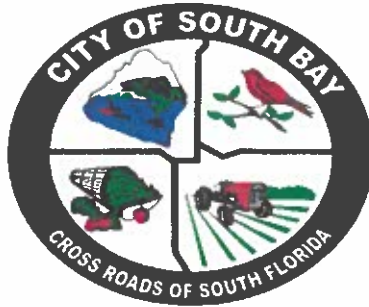
Departmental Recommendation

Approved: ✓

Approved with conditions: _____ (explain)

Not approved: _____

Signature: 



7/25/24

THE CITY OF SOUTH BAY
SPECIAL EVENTS COMMITTEE

Event Name: South Bay Reunion 2024

Department: Recreation Department

Department Report: _____

Conditions:

Departmental Recommendation

Approved: ✓ No parking on the grass and grill placed behind pavilion

Approved with conditions: _____ (explain)

Not approved: _____

Signature: Kj Hill



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

Taranza McKelvin
Vice Mayor

Esther E. Berry

Albert Polk

Barbara King

Leondrae Camel
City Manager

City Clerk
Vincenta DelBosquez

Bernadette Norris-Weeks
City Attorney

To: Honorable Mayor and Commissioners
From: Massih Saadatmand, Finance Director
Thru: Mr. Leondrae Camel, City Manager
Date: July 29, 2024
Ref: Weekly check register

Enclosed, please find the summary of check register as of July 29, 2024:

General Fund

• Utility:		
	Comcast	\$ 861.57
• Bank of America		565.95
• Allied Benefits		9,856.66
• Norris-Weeks, PA		14,165.23
• Total Solution		180,200.00
• PBC Sheriff		19,601.50
• Marathon		2,319.32
• CAP Government		3,655.00
• S. Florida Events		3,850.00
• Purchase		2,769.67
• Payment for various services		5,922.40
• Payroll deductions		5,342.46
• Other		<u>9,505.12</u>
	Total	<u>\$ 258,614.88</u>

ARP Act Fund

Payroll	<u>807.38</u>
	<u>\$ 807.38</u>

Sanitation Fund

Waste Management	<u>\$ 18,626.21</u>
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The expense classifications are reported in general ledger

"An equal Opportunity
Affirmative Action Employer"

AP Check Register Report
City Of South Bay (CSBFND)

7/24/2024 10:32:51 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
ACH FOR 853511501	COMCAST	COMCAST	07/24/2024	193.64	ach-8960-7
Totals:			Electronic Transactions:		193.64
			Total Transactions:		193.64

AP Check Register Report
City Of South Bay (CSBFND)

7/16/2024 8:54:51 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
ACH PYMT 07-16-24	COMCAST	COMCAST	07/16/2024	433.27	-24 CITY HALL
Totals:			Electronic Transactions:		433.27
			Total Transactions:		433.27

AP Check Register Report

City Of South Bay (CSBFND)

7/10/2024 9:31:05 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
ACH-1081-724	COMCAST	COMCAST	07/10/2024	234.66	ach1081
Totals:			Electronic Transactions:		234.66
			Total Transactions:		234.66

AP Check Register Report
City Of South Bay (CSBFND)

7/25/2024 11:15:37 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
ACH-7505-FINAL	1379	ALL ABOUT ENTERTAINMENT, INC.	07/25/2024	272.50	5-final payment
Totals:			Electronic Transactions:	272.50	
			Total Transactions:	272.50	

AP Check Register Report
City Of South Bay (CSBFND)

7/16/2024 9:14:29 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
ACH-7505	1379	ALL ABOUT ENTERTAINMENT, INC.	07/12/2024	272.50	leposit for 7505
ACH-8/3/24BACKPA(	1380	SOUTH FLORIDA EVENTS	07/12/2024	1,925.00	eposit payment
Totals:			Electronic Transactions:		2,197.50
			Total Transactions:		2,197.50

AP Immediate Check Register Report

City Of South Bay (CSBFND)

7/10/2024 3:47:09 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16300	TRACTOR SUPPLY	TRACTOR SUPPLY CREDIT PLAN	07/10/2024	39.99	
16301	OFFICE DEPOT CREDIT	OFFICE DEPOT BUSINESS CREDIT	07/10/2024	987.86	
Totals:			Total Transactions :		1,027.85

AP Check Register Report

City Of South Bay (CSBFND)

7/12/2024 10:51:25 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16302	1004	RELIANT FIRE & SECURITY	07/12/2024	239.97	
16303	1172	LAVERN SANFORD EDWARDS	07/12/2024	150.00	
16304	1360	UNITED STATES TREASURY	07/12/2024	602.65	
16305	1364	DREW BEINHAKER, ESQUIRE	07/12/2024	202.90	
16306	AMAZON CAPITAL SERV	AMAZON CAPITAL SERVICES	07/12/2024	1,160.02	
16307	BURNADETTE NORRIS-W	BURNADETTE NORRIS-WEEKS, PA	07/12/2024	14,165.23	
16308	DAVID HOBBS	DAVID HOBBS	07/12/2024	150.00	
16309	FDOT	FDOT	07/12/2024	7.89	
16310	LAKE HARDWARE	LAKE HARDWARE	07/12/2024	83.55	
16311	MARATHON/MEX BANK	WEX BANK	07/12/2024	2,319.32	
16312	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	07/12/2024	350.00	
16313	ROSENWALD ELEMENTA	ROSENWALD ELEMENTARY	07/12/2024	225.00	
16314	VRC	VRC	07/12/2024	471.32	
16315	XEROX CORP	XEROX CORPORATION	07/12/2024	327.93	
				Non-Electronic Transactions:	20,455.78
				Total Transactions:	20,455.78

AP Check Register Report
City Of South Bay (CSBFND)

7/19/2024 11:28:35 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16316	1072	PARTY JAM RENTAL LLC	07/19/2024	250.00	
16317	BALLOON ART DESIGN	BALLOON ART DESIGN	07/19/2024	300.00	
16318	BOARD OF COUNTY	BOARD OF COUNTY COMMISSIONERS	07/19/2024	50.00	
16319	CLARKE	CLARKE	07/19/2024	1,212.62	
16320	DEPT OF ENVIRO	DEPARTMENT OF ENVIRONMENTAL PROTECTION	07/19/2024	300.00	
16321	EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	07/19/2024	498.25	
16322	FEDERAL EXPRESS	FEDERAL EXPRESS	07/19/2024	78.79	
16323	FEDERATION OF FAMILI	FEDERATION OF FAMILIES OF FLORIDA	07/19/2024	346.00	
16324	PBC SHERIFF'S OFFICE	PALM BEACH COUNTY SHERIFF'S OFFICE	07/19/2024	19,601.50	
16325	STITCH WORK PLUS	STITCH WORK PLUS	07/19/2024	182.82	
16326	VICENTA DEL BOSQUEZ	VINCENTA DEL BOSQUEZ	07/19/2024	417.32	
				Non-Electronic Transactions:	23,237.30
				Total Transactions:	23,237.30

AP Immediate Check Register Report

City Of South Bay (CSBFND)

7/22/2024 10:43:28 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16327	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	07/19/2024	338.16	
16328	THE DIPOLMAT BEACH RI	THE DIPOLMAT BEACH RESORT HOLLYWOOD	07/22/2024	3,980.00	
Totals:			Total Transactions :		4,318.16

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

7/22/2024 11:09:39 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16329	TOTAL SOLUTION CONTR	TOTAL SOLUTION CONTRACTORS, INC	07/22/2024	74,700.00	
Totals:			Total Transactions :	74,700.00	

AP Check Register Report
City Of South Bay (CSBFND)

7/25/2024 1:20:08 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16330	1138	FLORIDA MOBILE GAMING TRUCK	07/26/2024	500.00	
16331	1142	GANNETT FLORIDA LOCALIQ	07/26/2024	292.46	
16332	1143	PPLSI	07/26/2024	76.80	
16333	1320	ALLIED BENEFIT SYSTEMS LLC	07/26/2024	9,856.66	
16334	1330	ASSURITY LIFE INSURANCE COMPANY	07/26/2024	1,099.71	
16335	AFLAC	AFLAC	07/26/2024	1,685.33	
16336	AMERICAN PUBLIC LIFE I	AMERICAN PUBLIC LIFE INSURANCE COMPANY	07/26/2024	1,216.26	
16337	BANK OF AMERICA, NA	BANK OF AMERICA	07/26/2024	565.95	
16338	CAP GOVERNMENT	CAP GOVERNMENT	07/26/2024	3,655.00	
16339	COLONIAL LIFE PROCES	COLONIAL LIFE	07/26/2024	307.97	
16340	FEDERAL EXPRESS	FEDERAL EXPRESS	07/26/2024	21.49	
16341	IAMAW	IAMAW	07/26/2024	336.60	
16342	LIBERTY NATIONAL	LIBERTY NATIONAL	07/26/2024	284.94	
16343	MUTUAL OF OMAHA	MUTUAL OF OMAHA	07/26/2024	324.49	
16344	UNITED HEALTH CARE	UHS PREMIUM BILLING	07/26/2024	452.06	
16345	WASHINGTON NATIONAL	WASHINGTON NATIONAL INS. CO.	07/26/2024	68.50	
16346	COASTAL NETWORK SOL	COASTAL NETWORK SOLUTIONS, LLC	07/25/2024	1,500.00	
16347	1380	SOUTH FLORIDA EVENTS	07/25/2024	1,925.00	
				Non-Electronic Transactions:	24,169.22
				Total Transactions:	24,169.22

AP Check Register Report
City Of South Bay (CSBFND)

7/26/2024 10:25:45 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16348	1381	THE PALM BEACH COUNTY SHERIFF'S FOUNDATION	7/26/2024	1,875.00	
				Non-Electronic Transactions:	1,875.00
				Total Transactions:	1,875.00

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

7/26/2024 3:31:02 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16349	TOTAL SOLUTION CONTR	TOTAL SOLUTION CONTRACTORS, INC	07/26/2024	105,500.00	
Totals:			Total Transactions :	105,500.00	

AP Check Register Report
City Of South Bay (CSBFND)

7/16/2024 8:37:48 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
347	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	7/16/2024	4,248.54	
				Non-Electronic Transactions:	4,248.54
				Total Transactions:	4,248.54

AP Check Register Report
City Of South Bay (CSBFND)

7/19/2024 2:39:23 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
348	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	7/19/2024	14,377.67	
				Non-Electronic Transactions:	14,377.67
				Total Transactions:	14,377.67