



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, NOVEMBER 19, 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
SPECIAL CITY COMMISSION
MEETING

CITY HALL CHAMBER

TUESDAY, NOVEMBER 19, 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. RESOLUTION NO. 48-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA RELATING TO FINANCES, PROVIDING FOR AMENDMENTS TO THE FISCAL YEAR BUDGET BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; APPROVING ASSOCIATED BUDGET AMENDMENTS; PROVIDING AN EFFECTIVE DATE.

3.a. Budget Revenue

3.a. Budget Expenditure

3.a. Budget Amendment CP

b. 2025 State Legislative Priorities

3.b. FDOT, Ceaser J. Martinez, District Planning Environmentalist Admin

4. ADJOURNMENT

RESOLUTION NO. 48-2024

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA RELATING TO FINANCES, PROVIDING FOR AMENDMENTS TO THE FISCAL YEAR BUDGET BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; APPROVING ASSOCIATED BUDGET AMENDMENTS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, as required by Section 200.065, Florida Statutes, the City Commission of the City of South Bay held a public hearing on September 19, 2023 to adopt the annual budget for fiscal year 2023-2024; and

WHEREAS, on September 19, 2023, the City Commission adopted Resolution 43-2023 setting forth the appropriations for General Fund Budget estimated for the Fiscal Year 2023-2024 in the amount of Three Million Fifty Thousand Three Hundred Two Dollars (\$3,050,302.00); and Capital Project Fund estimated total sum of Four Million Five Hundred Five Thousand Dollars (\$4,505,000.00); and

WHEREAS, it is necessary to amend the fiscal year 2023-2024 General Fund Budget to recognize an increase in General Fund Budget by Six Hundred Seventy-One Thousand and Four Hundred Seventy-Five Dollars (\$671,475.00), which would represent additional revenues and fund balance as outlined on Budget Amend No. #1, Page 2; and an increase in Capital Project Fund Budget by Ninety Thousand and Nine Hundred Seventy-Three Dollars (\$90,973.00) as outlined on Budget Amend No. #2; and

WHEREAS, in amending the budget, it is further necessary to recognize additional expenses as follows: an increase of \$11,425 in (101) Legislative Department; an increase of \$43,900.00 in (111) City Manager Department; an increase of \$15,100.00 in (121) City Clerk; an increase of \$19,000.00 in (131) Finance Department; an increase of \$198,350.00 in (191) General Government Department, an increase of \$363,050.00 in (311) Community Development Department, an increase of \$14,750.00 (711) Parks and Recreational Department; an increase of \$5,900.00 in (811) Public Works Department; and

WHEREAS, it is necessary to amend the fiscal year 2023-2024 Capital Project Fund Budget by Ninety Thousand and Nine Hundred Seventy-Three Dollars (\$90,973.00) as outlined on Budget Amend No. #2; and

NOW THEREFORE, BE IT RESOLVED by the City Commission of the City of South Bay, Florida that:

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. Amendment of Budget. The City of South Bay, Florida hereby amends fiscal year Budget beginning October 1, 2023 and ending September 30, 2024 as set forth herein to recognize a supplemental appropriation to the General Fund budget in the amount of Six Hundred and Seventy-One Thousand Four Hundred Seventy Five Dollars (\$671,475.00), to the General Fund Budget bringing the total amount to Three Million Seven Hundred Twenty-One Thousand Seven Hundred and Seventy-Seven Dollars (\$3,721,777.00), and Ninety Thousand Nine Hundred Seventy-Three Dollars (\$90,973.00) to Capital Project Fund bringing the total amount to Four Million Five Hundred Ninety-Five Thousand and Nine Hundred and Seventy-Three Dollars (\$4,595,973.00). The appropriations are described in amendments to the budget worksheet attached hereto as Exhibit “A”.

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

PASSED and ADOPTED this 19th day of November 2024.

Joe Kyles, Mayor

Moved by: _____

Seconded by: _____

Attested

By: _____
Vicky Del Bosques, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Week, Esquire
City Attorney

VOTE:

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

Budget Adjustment: General Fund

Type of Budget Adjustment

Department: Various Departments

Intra-Department Transfer	
Inter-Department Transfer	
Supplemental Appropriation	X

Account Description	Fund	Dept.	Account	Adopted Budget	Total Current Expenditures to Date	Available Budget	Increase	Adjusted Budget
Travel	001	101	540100	30,000	32,201	(2,201)	2,210	32,210
Membership Due	001	101	554200	3,350	7,530	(4,180)	4,200	7,550
Commissioners Activities	001	101	556400	1,000	6,015	(5,015)	5,015	6,015
Salary	001	111	512100	176,453	210,478	(34,025)	34,100	210,553
FICA Taxes	001	111	521100	13,500	15,363	(1,863)	1,900	15,400
Travel	001	111	540100	10,000	15,581	(5,581)	5,600	15,600
Membership Due	001	111	554200	1,650	3,909	(2,259)	2,300	3,950
Salary	001	121	512100	63,800	78,828	(15,028)	15,100	78,900
Salary	001	131	512100	155,221	174,149	(18,928)	19,000	174,221
Professional Fees	001	191	531300	81,447	114,964	(33,517)	59,000	140,447
Insurance	001	191	545100	54,800	107,039	(52,239)	53,000	107,800
Rep. & Maint. Building	001	191	546200	11,550	37,589	(26,039)	26,250	37,800
Operating Supplies	001	191	552100	10,000	19,518	(9,518)	10,000	20,000
Special projects	001	191	556210	10,000	33,026	(23,026)	23,100	33,100
Contingency	001	191	599000	8,000	34,894	(26,894)	27,000	35,000
Salary	001	311	512100	171,884	177,628	(5,744)	6,000	177,884
Professional Fees	001	311	531300	40,000	35,983	4,017	5,000	45,000
Demolition	001	311	559000	-	253,700	(253,700)	265,000	265,000
PBC NEAT Grant	001	311	565235	-	10,049	(10,049)	10,050	10,050
FL Dept of Commerce	001	311	565238	-	77,000	(77,000)	77,000	77,000
				-		-		-
Total Increase Page 1				842,655	1,445,444	(602,789)	650,825	1,493,480
	Fund	Dept.	Account	Adopted Budget	Total Current Revenue to	Available Budget	Increase	Adjusted Budget
Total Increase				-	-	-	-	-

To amend budget in Legislative Department in amount of \$11,425 for various expenses, City Manager Department in amount of \$43,900, City Clerk in amount of \$15,100, Finance Department \$19,000, \$198,350 in General Government, \$363,050 in Community Development Department, \$14,750 in Parks and Recreational Department, and \$5,900 in Public Works Department

Approval Request

Department Head

Date

Approved as to Availability of Funds

Finance Director

Date

Approved

City Manager

Date

Approved by City Commission
Meeting of

|

Budget Adjustment

Type of Budget Adjustment

Department:

Intra-Department Transfer

Inter-Department Transfer

Supplemental Appropriation

X

Account Description	Fund	Dept.	Account	Adopted Budget	Total Current Expenditures to Date	Available Budget	Increase	Adjusted Budget
Balance from Page 1				842,655	1,445,444	(602,789)	650,825	1,493,480
Salary	001	711	512100	108,393	113,551	(5,158)	5,250	113,643
Rep. & Maint. Building	001	711	546200	5,560	14,992	(9,432)	9,500	15,060
Salary	001	811	512100	323,600	329,440	(5,840)	5,900	329,500
Total Increase				1,280,208	1,903,427	(623,219)	671,475	1,951,683
Revenue	Fund	Dept.	Account	Adopted Budget	Total Current Revenue to Date	Available Budget	Increase	Adjusted Budget
FPL Electrical Utility Tax	001	031	314100	285,000	317,260	32,260	32,000	317,000
Building Permit	001	032	322000	72,500	111,985	39,485	39,000	111,500
PBC NEAT Grant	001	033	334410	-	9,717	9,717	9,717	9,717
State Dept of Commerce	001	033	334412	-	95,525	95,525	95,525	95,525
Grant Solid Waste	001	033	334420	-	132,500	132,500	265,000	265,000
Zoning Fee	001	034	341200	-	14,258	14,258	14,258	14,258
Interest Income	001	036	361100	52,500	87,511	35,011	35,000	87,500
Magistrate Fee	001	036	362102	-	9,432	9,432	9,432	9,432
Grant - FL Municipal League Cities	001	036	366105	-	5,000	5,000	5,000	5,000
Donations	001	036	366450	10,000	31,250	21,250	21,000	31,000
Reserved/Fund Balance	001	000	271000	-	-	2,267,365	145,543	145,543
Total Increase				420,000	814,438	2,661,803	671,475	1,091,475

The expenses are amended from additional revenues and prior fund balance as they are outlined in this schedule.

Approved as to Availability of Funds
Finance Director

Date

Approved
City Manager

Date

Approved by City Commission
Meeting of

|

Budget Adjustment

Type of Budget Adjustment

Capital Project Fund	Intra-Department Transfer	
	Inter-Department Transfer	
	Supplemental Appropriation	X

Account Description	Fund	Dept.	Account	Adopted Budget	Total Current Expenditures to Date	Available Budget	Increase	Adjusted Budget
Maintenance	318	311	546125	-	15,960	(15,960)	15,960	15,960
Street Improvement City Project	318	311	546218	-	27,905	(27,905)	27,910	27,910
Park Improvement - Cox Park	318	311	546152	-	47,103	(47,103)	47,103	47,103
Total Increase				-	90,968	(90,968)	90,973	90,973
Account Description	Fund	Dept.	Account	Adopted Budget	Total Current Revenues to Date	Available Budget	Increase	Adjusted Budget
Interest Income	318	036	361100	20,000	29,137	9,137	9,130	29,130
PBC Park Grant	318	033	334410	-	43,622	43,622	43,622	43,622
Fund Balance	318	0000	271000	-	-	1,353,310	38,221	38,221
Total Decrease				20,000	72,759	1,406,069	90,973	110,973

To set up a budget amendment for roof maintenance at City hall in amount of \$15,960, professional services by CAP Engineering for City's projects, and balance of Cox Park improvement project.

Approval Request

Department Head

Date

Approved as to Availability of Funds

Finance Director

Date

Approved

City Manager

Date

Approved by City Commission
Meeting of

-