



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

CITY OF SOUTH BAY

CITY COMMISSION AGENDA

**CITY HALL CHAMBER
TUESDAY, MAY 6, 2025**

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

City Clerk:

Vicenta Washington

[JUSTIFY_INDENT]

RULES OF PROCEDURE

WHO MAY SPEAK

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

SPEAKING ON AGENDA ITEM

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

SPEAKING ON SUBJECTS NOT ON THE AGENDA

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

ADDRESSING THE COMMISSION: MANNER AND TIME

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

then re-direct the question to the appropriate Commissioner or City Staff to answer the citizen question which shall be related to the business of the City.

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

APPEALS

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

DECORUM

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

PLEASE SILENCE ALL CELL PHONES AND PAGERS

CONTACT INFORMATION

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

AMERICANS WITH DISABILITY ACT

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

CITY OF SOUTH BAY

CITY COMMISSION WORKSHOP

CITY HALL CHAMBER
TUESDAY, MAY 6, 2025
6:30 PM

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION**
 - a. A draft of a proposed City Ordinance pertaining to animals will be circulated prior to the City Commission meeting for workshop discussion purposes only.
 - b. Commission Office Space
4. **ADJOURNMENT**

CITY OF SOUTH BAY

REGULAR CITY MEETING AGENDA

CITY HALL CHAMBER
TUESDAY, MAY 6, 2025
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

1. CALL TO ORDER, ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE

2. DISCLOSURE OF VOTING CONFLICTS

3. PRESENTATIONS AND PROCLAMATIONS (*Up to 5 minutes*)

- a. Mental Health Proclamation
- b. Senator Lori Berman (2025 End of Session Update)

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. Commission Meeting Minutes
- b. Approval of City Commission Meeting Agenda - April 15, 2025
 - 5.b. Meeting Minutes

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

- a. RESOLUTION 18-2025
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA APPROVING THE STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION AGREEMENT BETWEEN THE CITY OF SOUTH BAY AND FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT); PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE
 - 6.a. State Highway Lighting, Maintenance, and Compensation Agreement
- b. RESOLUTION 19-2025
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA ACKNOWLEDGING THE EVALUATION RESULTS FOR PERIOD JANUARY 2024 TO JANUARY 2025 FOR CITY MANAGER LEONDRAE D. CAMEL; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE
 - 6.b. City Manager, Leondrae Camel, Summary of Evaluations 2024-2025

7. ORDINANCE

8. ROSENWALD ELEMENTARY SCHOOL

9. FINANCE REPORT

- a. Accounts Payable Report

9.a. AP Report

- 10. CITY CLERK REPORT**
- 11. CITY MANAGER REPORT**
 - a. 2025 Legislative Update**
- 12. CITY ATTORNEY REPORT**
- 13. FUTURE AGENDA ITEMS**
- 14. COMMISSIONER COMMENTS: FOR THE GOOD OF THE ORDER**
- 15. ADJOURNMENT**

PROCLAMATION

Mental Health Awareness and Trauma-Informed Care Month

WHEREAS, *mental health is essential to overall well -being, and mental illness affects people of all ages, backgrounds, and socioeconomic statuses; and*

WHEREAS, *untreated mental health conditions and the effects of trauma can have profound impacts on individuals, families, and communities, leading to increased risk of substance abuse, homelessness, unemployment, and physical health issues; and*

WHEREAS, *raising awareness about mental health and the importance of trauma-informed care fosters a culture of understanding, reduces stigma, and encourages individuals to seek help when needed; and*

WHEREAS, *trauma-informed care recognizes the widespread impact of trauma and promotes practices that support resilience, healing, and recovery; and*

WHEREAS, *the City of South Bay is committed to promoting mental health awareness and ensuring that our community has access to resources, education, and support systems to improve overall well-being; and*

WHEREAS, *Mental Health Awareness Month and Trauma-Informed Care Month Provide an opportunity for residents, organizations, and leaders to work together to increase awareness, provide education, and advocate for mental health services;*

NOW, THEREFORE, I, Joe Kyles, Mayor of South Bay, do hereby proclaim May 2025 as Mental Health Awareness and Trauma-Informed Care Month in the City of South Bay and encourage all residents, businesses, and organizations to join in raising awareness, promoting education, and supporting those affected by mental health conditions and trauma.

PROCLAIMED this 6th Day of May 2025

ATTESTED BY:

Vicky Del Bosquez, City Clerk

Joe Kyles, Mayor

CITY OF SOUTH BAY, FL
CITY WORKSHOP AGENDA

CITY HALL CHAMBER
TUESDAY, April 15, 2025
6:30PM

Present:

Mayor Joe Kyles
Vice-Mayor Taranza McKelvin (telephone)
Commissioner Esther Berry
Commissioner Albert Polk
Commissioner Barbara King

Staff

Leondrae Camel, City Manager
Burnadette Norris-Weeks, City Attorney
Massih Saadatmand, Finance Director
Vicenta DelBosquez, City Clerk
Cristal Verdugo, Administrative Assistant
(Full recording/discussion available through the City website)

1. **CALL TO ORDER at 6:30pm**
2. **ROLL CALL**
3. **DISCUSSION**
 - a. Dog Park Ordinance
 - b. NW 3rd Avenue – Rolando Alvarez, City Engineer (CAP Engineering)
 - c. Agenda Items
4. **ADJOURNMENT- 7:06pm**

Moved by: Commissioner Polk
Seconded by: Commissioner Berry

CITY OF SOUTH BAY, FL
REGULAR CITY MEETING

CITY HALL CHAMBER
TUESDAY, April 15, 2025
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 April 15, 2025 at 7:06 p.m.

(Full recording/discussion available through the City website)

Present:

Mayor Joe Kyles
Vice-Mayor Taranza McKelvin (telephone)
Commissioner Esther Berry

Commissioner Albert Polk IV

Commissioner Barbara King

Staff:

Leondrae Camel, City Manager

Burnadette Norris-Weeks, City Attorney

Massih Saadatmand, Finance Director

Vicenta DelBosquez, City Clerk

Cristal Verdugo, Administrative Assistant

1. **CALL TO ORDER, ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE**
2. **DISCLOSURE OF VOTING CONFLICTS: NONE**
3. **PRESENTATIONS AND PROCLAMATIONS** (*Up to 5 minutes*):
 - a. Laura Miller Goodman, President, UNICUS Rail and Consulting Services
 - b. Jack Brewer Foundation Proclamation
 - c. Verdenia C. Baker Proclamation
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 City Minutes – April 1, 2025

Approve Consent Agenda

Moved by: Commissioner Berry

Seconded by: Commissioner Polk

- b. Regular City Workshop and City Meeting

Approval of Meeting Agenda – April 15, 2025

Approve Consent Agenda

Moved by: Commissioner Berry

Seconded by: Commissioner Polk

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

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

a. RESOLUTION 15-2025

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA AUTHORIZING THE CITY MANAGER TO EXECUTE A SMALL COUNTY OUTREACH PROGRAM STATE-FUNDED GRANT AGREEMENT BETWEEN THE FLORIDA DEPARTMENT OF TRANSPORTATION AND THE CITY OF SOUTH BAY FOR DESIGN, CONSTRUCTION, CONSTRUCTION ENGINEERING INSPECTION (CEI) SERVICES ALONG NW 10TH AVENUE FROM MLK JR. BLVD TO NW 2ND STREET; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE

Moved by: Commissioner Polk
Seconded by: Commissioner Berry

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

b. RESOLUTION 16-2025

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE SUBMISSION OF A UNITED STATES OF AMERICA 20TH CONGRESSIONAL DISTRICT OF FLORIDA COMMUNITY PROJECT FUNDING PROGRAM APPLICATION FOR THE FISCAL YEAR 2026; PROVIDING FOR AN EFFECTIVE DATE

Moved by: Commissioner Polk
Seconded by: Commissioner Berry

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

c. RESOLUTION 17-2025

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR INDEPENDENT EXTERNAL AUDITING SERVICES, (ATTACHED AS EXHIBIT "A"); AND AN AUDIT ENGAGEMENT LETTER (ATTACHED AS EXHIBIT "B") BETWEEN THE CITY OF SOUTH BAY AND HCT CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS, LLC; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE

Moved by: Commissioner Berry
Seconded by: Commissioner Polk

COMMISSION	VOTE
Mayor Joe Kyles	YES
Vice-Mayor McKelvin	
Commissioner Berry	YES
Commissioner Polk	YES
Commissioner King	NO

7. ORDINANCE

8. ROSENWALD ELEMENTARY SCHOOL

9. FINANCE REPORT

a. Accounts Payable Report

9.a. AP Report

Moved by: Commissioner Berry
Seconded by: Commissioner Polk

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

10. CITY CLERK REPORT

- a. GTAC Meeting Flyer
- b. Great American Cleanup, April 26, 2025
- c. Crime Prevention Event, May 3, 2025
- d. Community Workshops (Flooding & Sea Level Rise Risk Assessment)

11. CITY MANAGER REPORT**12. CITY ATTORNEY REPORT (NONE)****13. FUTURE AGENDA ITEMS**

- a. Commissioner Office Space

Moved by: Commissioner King

Seconded by: Commissioner Polk

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

- b. Commissioner Mailboxes Moved

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. Vice-Mayor McKelvin
 - Thank you
- 14.e. Mayor Joe Kyles
 - Thank you

15. ADJOURNMENT 8.56 pm

Moved by: Commissioner Polk

Joe Kyles, Mayor

ATTESTED BY:

South Bay City Clerk

RESOLUTION 18-2025

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA APPROVING THE STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION AGREEMENT BETWEEN THE CITY OF SOUTH BAY AND FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT); PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of South Bay ("City") and State of Florida Department of Transportation ("FDOT") desire to enter the State Highway Lighting, Maintenance, and Compensation Agreement, Contract No. ASM63; and

WHEREAS, FDOT is authorized under Sections 334.0044 and 335.055, Florida Statutes, to enter into the agreement and the City has the authority to enter the agreement and to undertake the maintenance and operation of lighting on the State Highway System; and

WHEREAS, FDOT has identified sites where lighting and/or lighting systems are located on the State Highway System within the jurisdictional boundaries of the City; and

WHEREAS, the City shall maintain the sites listed in the Agreement, attached hereto as Exhibit "A." The sites may include lighting for roadways, as well as park and ride, pedestrian overpasses, and recreational areas owned by or located on the property of FDOT; and

WHEREAS, the full term of this agreement shall be seven (7) years and either City or FDOT may terminate the agreement by sending a notice of termination; and

WHEREAS, the City Commission of the City of South Bay finds that approving the State Highway Lighting, Maintenance and Compensation Agreement between the City of South Bay and FDOT 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, 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 Agreement with FDOT. The City Commission of the City of South Bay hereby approves the State Highway Lighting, Maintenance, and Compensation Agreement between the City of South Bay and Florida Department of Transportation ("FDOT"), attached as Exhibit "A".

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

PASSED and **ADOPTED** this 6th day of May 2025.

Joe Kyles, Mayor

ATTEST:

By: _____
Vicenta Washington, City Clerk

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

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**STATE HIGHWAY LIGHTING, MAINTENANCE, AND
COMPENSATION AGREEMENT**

375-020-52
MAINTENANCE
OGC – 02/21
Page 1 of 8

CONTRACT NO. ASM63
FINANCIAL PROJECT NO. 405121-2-78-29
F.E.I.D. NO. F596000429001

THIS AGREEMENT, entered into this _____ day of _____, year of _____, by and between the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**, hereinafter referred to as "**FDOT**", and City of South Bay, hereinafter referred to as the "**MAINTAINING AGENCY**";

WITNESSETH:

WHEREAS, **FDOT** is authorized under Sections 334.044 and 335.055, Florida Statutes, to enter into this Agreement, and the **MAINTAINING AGENCY** has the authority to enter into this Agreement and to undertake the maintenance and operation of lighting on the State Highway System; and

WHEREAS, the **MAINTAINING AGENCY** has authorized its undersigned officers to enter into and execute this Agreement;

WHEREAS, **FDOT** has identified sites where lighting and/or lighting systems, hereinafter referred to as "Facilities", are located on the State Highway System within the jurisdictional boundaries of the **MAINTAINING AGENCY**. A list of the Facilities is included as Exhibit A, attached hereto and incorporated herein.

WHEREAS, the **MAINTAINING AGENCY** agrees to maintain the Facilities as further set forth herein.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, **FDOT** and the **MAINTAINING AGENCY** hereby agree as follows:

1. Maintenance of Facilities

- a. The **MAINTAINING AGENCY** shall maintain the Facilities listed in Exhibit A. The Facilities may include lighting for roadways, as well as park and ride, pedestrian overpasses, and recreational areas owned by or located on the property of **FDOT**. The Facilities shall not include lighting located in weigh stations, rest areas, or on Interstate highways.

The location and type of lighting to be maintained pursuant to this Agreement is set forth in Exhibit A. Any changes or modifications to Exhibit A must be in writing and signed by both **FDOT** and the **MAINTAINING AGENCY**. Any Facilities added to Exhibit A during the **FDOT's** fiscal year shall be maintained and operated by the **MAINTAINING AGENCY** upon the **FDOT's** final acceptance of installation of any new lighting and/or lighting systems. Prior to the start of each new fiscal year, the **MAINTAINING AGENCY** and **FDOT** shall amend Exhibit A to reflect any changes to the Facilities, including addition, removal, or change in lighting type maintained pursuant to this Agreement.

The **MAINTAINING AGENCY** will be compensated for Facilities added to Exhibit A by amendment of this Agreement in the **FDOT's** fiscal year occurring after the lighting and/or lighting systems are installed and final acceptance of such installation is given by **FDOT**. In the event that no change is made to the previous year's Exhibit A, a certification from the **MAINTAINING AGENCY** shall be provided to **FDOT** certifying that no change has been made to Exhibit A during **FDOT's** previous fiscal year. Unless stated otherwise, all references to fiscal years within this agreement refer to **FDOT's** fiscal year, beginning July 1st and ending June 30th.

- b. In maintaining the Facilities, the **MAINTAINING AGENCY** shall perform all activities necessary to keep the Facilities fully operating, properly functioning, with a minimum of 90% of the lights burning for any lighting type (e.g., high mast, standard, underdeck, and sign) or roadway system at all times in accordance with the original design thereof, whether necessitated by normal wear and tear, accidental or intentional damage, or acts of nature. Required maintenance includes, but is not limited to, providing electrical power and paying all charges associated therewith, routine inspection and testing, preventative maintenance, emergency maintenance, replacement of any component parts of the Facilities (including the poles and any and all other component parts installed as part of the Facilities), and locating (both vertically and horizontally) the Facilities. All repairs or replacement will be in kind unless a variance is approved in writing by **FDOT**.

- c. All maintenance must be in accordance with the provisions of the following:
- (1) Manual of Uniform Traffic Control Devices; and
 - (2) All other applicable local, state, or federal laws, rules, resolutions, or ordinances, and **FDOT** procedures.
- d. For lighting installed as part of a **FDOT** project, the **MAINTAINING AGENCY's** obligation to maintain the Facility commences upon the **MAINTAINING AGENCY's** receipt of notification from **FDOT** that **FDOT** has formally accepted the project, except for the obligation to provide for electrical power, which obligation to provide for electrical power commences at such time as the lighting system is ready to be energized; provided, however, that the **MAINTAINING AGENCY** is not required to perform any activities which are the responsibilities of **FDOT's** contractor.
- Prior to acceptance by **FDOT**, the **MAINTAINING AGENCY** shall have the opportunity to inspect and request modifications/corrections to the installation(s). **FDOT** agrees to make modifications/corrections prior to acceptance so long as the modifications/corrections comply with the installation contract documents and specifications.
- e. The term for this Agreement is seven (7) years. Either party may terminate this Agreement by a notice of termination. The notice of termination must be in writing. Should the **MAINTAINING AGENCY** choose to terminate the Agreement, the **MAINTAINING AGENCY** shall provide a minimum notice period of two (2) fiscal years prior to the effective date of termination and the notice shall be endorsed by the elected body (County Commission, City Council, or local agency governing body) under which the Agency operates. The effective date of the termination will coincide with the end of the **FDOT's** fiscal year of June 30th following the two-year notice.

The termination of this Agreement will not terminate maintenance responsibilities for lighting owned by the **MAINTAINING AGENCY**. Maintenance obligations for lights owned by the **MAINTAINING AGENCY** will remain the responsibility of the **MAINTAINING AGENCY**. Nor does termination of this Agreement operate to relieve the **MAINTAINING AGENCY** of any maintenance obligations contained in other agreements. Maintenance of lights governed by a separate maintenance agreement will continue per the terms of that separate maintenance agreement.

2. Compensation and Payment

FDOT shall pay to the **MAINTAINING AGENCY** a sum of \$ 17,739.84 for the fiscal year in which this Agreement is signed. Payments will be calculated and made in accordance with Exhibit A.

Prior to the beginning of each fiscal year, the **MAINTAINING AGENCY** shall submit an amended Exhibit A or a certification of no change to Exhibit A and **FDOT** and the **MAINTAINING AGENCY** shall agree on the amount and percentage of lighting to be paid for the coming fiscal year. **FDOT** will issue a work order confirming the amount and authorizing the performance of maintenance for each new fiscal year. The work order must be an **FDOT**-signed letter of authorization to the **MAINTAINING AGENCY** with a subject line containing the terms "State Highway Lighting, Maintenance, and Compensation Agreement work order". The work order must reflect the contract number, financial project number, FEID No. of the **MAINTAINING AGENCY**, the fiscal year, the percentage of lighting funded and the lump sum amount to be paid for the fiscal year indicated. The work order must be signed by the **MAINTAINING AGENCY** and returned to **FDOT**. Failure by the **MAINTAINING AGENCY** to take any of the actions required by this paragraph may result in nonpayment by **FDOT**.

FDOT expressly assigns its rights, interests and privileges pertaining to damage to Facilities caused by third parties to the **MAINTAINING AGENCY**, so they may pursue all claims and causes of actions against the third parties responsible for the damage. **FDOT** will assist the **MAINTAINING AGENCY** and will confirm the **MAINTAINING AGENCY's** authorization to pursue recovery. The **MAINTAINING AGENCY** will be responsible for all attorneys' fees and litigation costs incurred in its recovery activities.

3. Record Keeping

The **MAINTAINING AGENCY** shall keep records of all activities and report all maintenance performed and replacement components and parts installed pursuant to this Agreement. The records shall be kept in an electronic format approved by **FDOT**.

Records shall be maintained and made available upon request to **FDOT** during the period of this Agreement and for three (3) years after final payment for the work pursuant to this Agreement is made. Copies of these documents and records will be furnished to **FDOT** upon request.

4. Invoicing

The **MAINTAINING AGENCY** shall invoice **FDOT** annually in a format acceptable to the **FDOT**. Invoices must be submitted no earlier than May 1 and no later than June 15 of the fiscal year in which the services were provided in order to be processed for payment by June 30.

Upon receipt, **FDOT** has five (5) working days to inspect and approve the goods and services. **FDOT** has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within forty (40) days, a separate interest penalty at a rate as established pursuant to Section 215.422, Florida Statutes, will be due and payable, in addition to the invoice amount, to the **MAINTAINING AGENCY**. Interest penalties of less than one (1) dollar will not be enforced unless the **MAINTAINING AGENCY** requests payment. Invoices returned to a **MAINTAINING AGENCY** because of **MAINTAINING AGENCY** preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to **FDOT**.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for contractors/vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 410-9724 or by calling the Chief Financial Officer's Hotline, 1-800-848-3792.

The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one (1) year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

FDOT, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection shall be null and void, and no money may be paid on such contract. **FDOT** shall require a statement from the Comptroller of **FDOT** that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of **FDOT** which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year.

5. Default

In the event that the **MAINTAINING AGENCY** breaches any provision of this Agreement, then in addition to any other remedies which are otherwise provided for in this Agreement, **FDOT** may exercise one or more of the following options, provided that at no time may **FDOT** be entitled to receive double recovery of damages:

- a. Pursue a claim for damages suffered by **FDOT** or the public.
- b. Pursue any other remedies legally available.
- c. As to any work not performed by the **MAINTAINING AGENCY**, perform such work with its own forces or through contractors and seek reimbursement for the cost thereof from the **MAINTAINING AGENCY** if the **MAINTAINING AGENCY** fails to cure the non-performance within fourteen (14) days after written notice from **FDOT** of the non-performance; provided, however, that advance notice and cure will not be preconditions in the event of an emergency.

6. Force Majeure

Neither the **MAINTAINING AGENCY** nor **FDOT** will be liable to the other for any failure to perform under this Agreement to the extent such performance is prevented by an act of God, war, riots, natural catastrophe, or other event beyond the control of the non-performing party and which could not have been avoided or overcome by the exercise of due diligence; provided that the party claiming the excuse from performance has (a) promptly notified the other party of the occurrence and its estimated duration, (b) promptly remedied or mitigated the effect of the occurrence to the extent possible, and (c) resumed performance as soon as possible.

7. Miscellaneous

- a. **FDOT** shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
- b. The **MAINTAINING AGENCY** shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the **MAINTAINING AGENCY** in conjunction with this Agreement. Failure by the **MAINTAINING AGENCY** to grant such public access will be grounds for immediate unilateral cancellation of this Agreement by **FDOT**.
- c. This Agreement constitutes the complete and final expression of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, or negotiations with respect thereto. Without limiting the generality of the foregoing, this Agreement shall replace and supersede all prior agreements between **FDOT** and the **MAINTAINING AGENCY** with respect to maintenance of the lighting and/or lighting systems for the Facilities identified in Exhibit A.
- d. This Agreement is governed by the laws of the State of Florida. Any provision hereof found to be unlawful or unenforceable are severable and will not affect the validity of the remaining provisions hereof.
- e. All notices required pursuant to the terms hereof may be sent by first class United States Mail, facsimile transmission, hand delivery, electronic mail, or express mail and will be deemed to have been received by the end of five (5) business days from the proper sending thereof unless proof of prior actual receipt is provided. The **MAINTAINING AGENCY** must notify the local District of **FDOT** of the appropriate persons for notices to be sent pursuant to this Agreement. Unless otherwise notified in writing, notices must be sent to the following addresses:

MAINTAINING AGENCY:

City of South Bay
335 SW 2nd Ave
South Bay, FL 33493

FDOT:

Florida Department of Transportation, District 4
District Maintenance Office
3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

- f. **PUBLIC ENTITY CRIME INFORMATION STATEMENT:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for **CATEGORY TWO** for a period of thirty six (36) months from the date of being placed on the convicted vendor list.
- g. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

- h. By signing this agreement the Maintaining Agency certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S., (2) engaged in a boycott of Israel, (3) or listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes. For contracts involving \$1,000,000 or more, if the Department determines the Maintaining Agency submitted a false certification under Section 287.135(5) of the Florida Statutes regarding the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes, or for contracts involving any amount, if the Maintaining Agency has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, the Department shall either terminate the Contract after it has given the Maintaining Agency notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135(5)(a) of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135(4) of the Florida Statutes are met.
- i. Nothing herein shall be construed as a waiver of either party's sovereign immunity.
- j. **MAINTAINING AGENCY:**
 - 1. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the **MAINTAINING AGENCY** during the term of the contract; and
 - 2. shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
 - 3. 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 **Maintaining Agency** does not transfer the records to **FDOT**
 - 4. Upon completion of the Agreement, transfer, at no cost, to **FDOT**, all public records in possession of the Consultant or keep and maintain public records required by **FDOT** to perform the service. If the Consultant transfers all public records to **FDOT** upon completion of the Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to **FDOT**, upon request from **FDOT's** custodian of public records, in a format that is compatible with the information technology systems of **FDOT**
 - 5. Failure by the **Maintaining Agency** to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by **FDOT**

IF THE MAINTAINING AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MAINTAINING AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

District 1

863-519-2623

D1prcustodian@dot.state.fl.us

**Florida Department of Transportation
District 1 – Office of General Counsel
801 N. Broadway
Bartow, FL 33830**

District 6

305-470-5453

D6prcustodian@dot.state.fl.us

**Florida Department of Transportation
District 6 – Office of General Counsel
1000 NW 111 Avenue
Miami, FL 33172-5800**

District 2

386-758-3727

D2prcustodian@dot.state.fl.us

**Florida Department of Transportation
District 2 - Office of General Counsel
1109 South Marion Avenue, MS 2009
Lake City, FL 32025**

District 7

813-975-6491

D7prcustodian@dot.state.fl.us

**Florida Department of Transportation
District 7 - Office of General Counsel
11201 N. McKinley Drive, MS 7-120
Tampa, FL 33612**

District 3

850-330-1391

D3prcustodian@dot.state.fl.us

**Florida Department of Transportation
District 3 - Office of General Counsel
1074 Highway 90 East
Chipley, FL 32428**

Florida's Turnpike Enterprise

407-264-3170

TPprcustodian@dot.state.fl.us

**Turnpike Enterprise Chief Counsel
Florida Turnpike – Office of General
Counsel
Turnpike Mile Post 263, Bldg. 5315
Ocoee, FL 34761**

District 4

954-777-4529

D4prcustodian@dot.state.fl.us

**Florida Department of Transportation
District 4 – Office of General Counsel
3400 West Commercial Blvd.
Fort Lauderdale, FL 33309**

Central Office

850-414-5355

COprcustodian@dot.state.fl.us

**Office of the General Counsel
Florida Department of Transportation
605 Suwannee Street, MS 58
Tallahassee, Florida 32399-0458**

District 5

386-943-5000

D5prcustodian@dot.state.fl.us

**Florida Department of Transportation
District 5 – Office of General Counsel
719 South Woodland Boulevard
Deland, FL 32720**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**STATE HIGHWAY LIGHTING, MAINTENANCE, AND
COMPENSATION AGREEMENT**

375-020-52
MAINTENANCE
OGC – 02/21
Page 7 of 8

8. Certification

This document is a printout of an **FDOT** form maintained in an electronic format and all revisions thereto by the **MAINTAINING AGENCY** in the form of additions, deletions, or substitutions are reflected only in an Appendix entitled "Changes to Form Document" and no change is made in the text of the document itself. Hand notations on affected portions of this document may refer to changes reflected in the above-named Appendix but are for reference purposes only and do not change the terms of the document. By signing this document, the **MAINTAINING AGENCY** hereby represents that no change has been made to the text of this document except through the terms of the Appendix entitled "Changes to Form Document."

You MUST signify by selecting one of the applicable options:

- ☐ No changes have been made to this Forms Document and no Appendix entitled "Changes to Form Document" is attached.
- ☐ No changes have been made to this Form Document, but changes are included on the attached Appendix entitled "Changes to Form Document."

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first written.

MAINTAINING AGENCY

BY: (Signature)

(Printed Name: _____)

Date: _____

(Printed Title: _____)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

BY: (Signature)

(Printed Name: Paul A. Lampley, P.E.)

Date: _____

(Printed Title: Director of Transportation Operations)

FDOT Legal Review

BY: (Signature)
Counsel

Date: _____

(Printed Name: Elizabeth S. Quintana)

Exhibit A
STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION AGREEMENT
For Fiscal Year 2026-2027

1.0 PURPOSE

This exhibit defines the method and limits of compensation to be made to the **MAINTAINING AGENCY** for the services described in this Agreement and method by which payments will be made.

2.0 FACILITIES

The lighting or lighting systems listed below, or in an attached spreadsheet, or other electronic form are included with this Agreement and represent the Facilities to be maintained by the **MAINTAINING AGENCY**:

1. See below spreadsheet.
2. _____
3. _____
4. _____
5. _____
6. _____

3.0 COMPENSATION

For the satisfactory completion of all services detailed in this Agreement, **FDOT** will pay the **MAINTAINING AGENCY** the Total Sum as provided in Section 2 of the Agreement. The **MAINTAINING AGENCY** will receive one single payment at the end of each fiscal year for satisfactory completion of service.

The per-light unit rate shall increase by 3% each fiscal year. E.g., the per-light unit rate of \$347.84 in fiscal year 2026 shall increase to \$358.28 in fiscal year 2027.

Total Payment Amount for each fiscal year is calculated by inputting the actual number of qualifying types of lights into the table below and multiplying by the unit rate and ____%. Example: 330 (lights) x \$____ (unit rate) x 0.90 (90% requirement) = \$ 0.00

Type of Light	# of lights	LED or HPS	Unit rate	0.00%	Total
High Mast		HPS	0.00	0.00	0.00
Standard		HPS	0.00	0.00	0.00
Underdeck		HPS	0.00	0.00	0.00
Sign		HPS	0.00	0.00	0.00
High Mast		LED	0.00	0.00	0.00
Standard		LED	0.00	0.00	0.00
Underdeck		LED	0.00	0.00	0.00
Sign		LED	0.00	0.00	0.00

City of South Bay

Section No.	City	State Road	Local Name	Mile Post		Side	Total No. of Poles	Type of Pole					Remarks
				From	To			Aluminum	Concrete	Wood	High Mast	Other	
93100000	South Bay	25	US27	11.309	12.110	W	2			2			
93100000	South Bay	25	US27	12.430	12.617	W	8		8				
93100000	South Bay	25	US27	12.110	12.430	M	18		18				
93100000	South Bay	25	US27	11.309	12.617	E	6		2	4			wood FPL poles
93110000	South Bay	80	MLK Jr. Blvd	0.000	0.593	S	8		8				
93110000	South Bay	80	MLK Jr. Blvd	0.000	0.593	N	5		5				
93160000	South Bay	25	US27	25.317	26.176	E	4		4				
Totals							51	0	45	6	0	0	

RESOLUTION 19-2025

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA ACKNOWLEDGING THE EVALUATION RESULTS FOR PERIOD JANUARY 2024 TO JANUARY 2025 FOR CITY MANAGER LEONDRAE D. CAMEL; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, an employment agreement between the City of South Bay ("City") and Leondrae D. Camel ("Camel") was entered into on March 19, 2013 designating Camel as Interim City Manager; and

WHEREAS, on January 7, 2014 a first amendment was entered into between the parties designating Camel as the official City Manager and providing for a three (3) year term; and

WHEREAS, the City Commission of the City of South Bay ("City Commission") has recently completed a performance evaluation and questionnaire regarding the City Manager's performance; and

WHEREAS, an average score of 3.0 is deemed to be "Satisfactory" and the City Manager received a score of 4.18, denoting "Superior" performance; and

WHEREAS, the City Commission finds that acknowledgement of the results of the City Manager's performance evaluation is an important role of the City Commission; and

WHEREAS, the City Commission finds that acknowledgement of the results of the City Manager's performance evaluation is an important role of the City Commission.

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

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

Section 2. Acknowledgement of Evaluation Results. The City Commission for the City of South Bay hereby acknowledges the performance evaluation results for City Manager, Leondrae D. Camel.

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

PASSED and **ADOPTED** this 6th day of May 2025.

Joe Kyles, Mayor

ATTEST:

By: _____
Vicenta Washington, City Clerk

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

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

SUMMARY OF CITY MANAGER EVALUATION

January 2024 - January 2025

Commissioner	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>Scoring</u>
1) Mayor Joe Kyles	25	25	24	25	25	25	25	25	25	25	249.00
2) Vice Mayor Taranza L. McKelvin	23	23	24	22	25	20	25	23	23	25	233.00
3) Esther Berry	18	21	19	22	20	20	20	20	18	23	201.00
4) Barbara King	16	7	9	12	20	13	17	10	10	12	126.00
5) Albert Polk	22	21	24	24	25	24	25	23	24	24	236.00
AVERAGE SCORE											209.00
											4.18

NOTE: An average score of 3.0 or better is deemed Satisfactory

1. Professional Skills
2. Commission Relations
3. Citizen and Public Relations
4. Policy Execution
5. Intergovernmental Relations
6. Staffing and Management
7. Fiscal Management
8. Planning and Org. Dev.
9. Leadership and Decision
10. Individual Characteristics

The City Commission recently completed a performance evaluation and questionnaire regarding the City Manager's performance an average score of 3.0 is deemed to be "Satisfactory" but the City Manager received a score of 4.18, denoting his performance as "Superior"; and during your regular schedule meeting, the City Commission would acknowledge the results of the City Manager's performance evaluation has an important role of the City Commission.

Should you have any questions of HR feel free to ask.

City Manager Performance Evaluation

City Manager's Name:

MR LEONORAE CAMEL

Commissioner's Name:

JOE KYKS

Evaluation Period:

January 2024 to January 2025

Evaluation Date:

Evaluation Instructions:

This form shall be completed by each member of the Commission to evaluate and provide comments as applicable of the City Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resource Director. Performance levels can be noted based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The Individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

First regularly scheduled meeting in March 18th:	• Mayor distributes the City Manager's performance evaluation form
First Meeting regularly scheduled meeting in April 1st: Second Meeting regularly scheduled meeting in April 15th:	• Commissioners are encouraged to meet with the manager to individually discuss their evaluation • Deadline for completion of the performance evaluation form
May 6th regularly scheduled meeting:	• The compilation of the manager's evaluation presented to the Commission and public; merit percentage increase and agreement extension is considered

City Manager Performance Evaluation

Presented for ratification by the Commission

Performance Dimensions:

1. Professional Skills and Expertise	Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.	<u>5</u> of 5
b. Regularly provides accurate, updates/reports concerning matters of importance to the City.	<u>5</u> of 5
c. Anticipates problems and develops effective approaches for solving them.	<u>5</u> of 5
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	<u>5</u> of 5
e. Sets a professional example by handling the affairs of the City in a fair and impartial manner.	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>25</u> of 25
Comments:	

2. Commission Relations	Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	<u>5</u> of 5
b. In responding to the requests for information, provides complete, accurate, and timely information equally to all Board members.	<u>5</u> of 5
c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.	<u>5</u> of 5
d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.	<u>5</u> of 5
e. Is willing to try new ideas proposed by the Board members	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>25</u> of 25
Comments:	

City Manager Performance Evaluation

3. Citizen and Public Relations	Rating
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	<u>5</u> of 5
b. Is willing to meet with members of the community and is responsive to their concerns.	<u>5</u> of 5
c. Demonstrates a dedication to service to the community and its citizens	<u>5</u> of 5
d. Expresses information orally in a clear and concise manner when making public presentations.	<u>5</u> of 5
e. Is skillful with the news media, proactively providing information that is important to the public.	<u>4</u> of 5
Total Rating for this Performance Dimension:	
Comments:	
<u>24</u> of 25	

4. Policy Execution	Rating
a. Understands, supports, and enforces the city's ordinances, policies, and procedures.	<u>5</u> of 5
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the board.	<u>5</u> of 5
c. Implements Commission actions in accordance with the intent of the Commission.	<u>5</u> of 5
d. Supports the actions of the Commission after a decision has been reached, both inside and outside the City.	<u>5</u> of 5
e. Helps internal and external stakeholders to achieve common objective within the parameters of established Commission policies.	<u>5</u> of 5
Total Rating for this Performance Dimension:	
Comments:	
<u>25</u> of 25	

City Manager Performance Evaluation

5. Intergovernmental Relations	Ratings:
a. Promotes a positive working relationship with other governmental entities.	<u>5</u> of 5
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	<u>5</u> of 5
c. Positively and effectively represents the City and its interest when working with other governmental agencies.	<u>5</u> of 5
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	<u>5</u> of 5
e. Is willing to share resources or information with other governmental agencies as appropriate.	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>25</u> of 25
Comments:	

6. Staffing and Management	Rating:
a. Recruits and retains competent personnel for City positions.	<u>5</u> of 5
b. Is aware of staff weaknesses and works to improve their performance.	<u>5</u> of 5
c. Promotes training and development opportunities for employees at all levels of the organization.	<u>5</u> of 5
d. Stays accurately informed and concerned about employee relations.	<u>5</u> of 5
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>25</u> of 25
Comments:	

City Manager Performance Evaluation

7. Fiscal Management	Ratings:
a. Prepares a balance budget to provide services at a level directed by the commission.	<u>5</u> of 5
b. Ensures that the budget meets the operational needs of the city and makes the best possible use of available funds.	<u>5</u> of 5
c. Prepares the budget in an intelligent but readable format.	<u>5</u> of 5
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.	<u>5</u> of 5
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	<u>5</u> of 5
Total Rating for this Performance Dimension:	
	<u>25</u> of 25
Comments:	

8. Planning and Organizational Development	Ratings:
a. Works with the Commission, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the city.	<u>5</u> of 5
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first thing first" in support of its strategic plan.	<u>5</u> of 5
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the city's resources.	<u>5</u> of 5
d. Has a capacity for and encourages innovation.	<u>5</u> of 5
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	<u>5</u> of 5
Total Rating for this Performance Dimension:	
	<u>25</u> of 25
Comments:	

City Manager Performance Evaluation

9. Leadership and Decision-Making	Ratings:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	<u>5</u> of 5
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	<u>5</u> of 5
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	<u>5</u> of 5
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	<u>5</u> of 5
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	<u>5</u> of 5
Total Rating for this Performance Dimension:	
Comments: <u>25</u> of 25	

10. Individual Characteristics	Ratings:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	<u>5</u> of 5
b. Ensures that all business conducted by the city is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	<u>5</u> of 5
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	<u>5</u> of 5
d. Has the capacity to listen to others and to recognize their interest.	<u>5</u> of 5
e. Avoids political positions, partisanship, and unnecessary controversy	<u>5</u> of 5
Total Rating for this Performance Dimension:	
Comments: <u>25</u> of 25	

City Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	25	of 25
2. Commission Relations	25	of 25
3. Citizen and Public Relations	24	of 25
4. Policy Execution	25	of 25
5. Intergovernmental Relations	25	of 25
6. Staffing and Management	25	of 25
7. Fiscal Management	25	of 25
8. Planning and Organizational Development	25	of 25
9. Leadership and Decision-Making	25	of 25
10. Individual Characteristics	25	of 25

Total Score: 249 of 250

Divide by 50 (total number of metrics)

Total Average Rating: 4.98 of 5

Evaluator's Signature: _____

Joe Kyle

Date: _____

3/20/2025

City Manager Performance Evaluation

City Manager's Name:

Leandre Camel

Commissioner's Name:

Taranza Mkolini

Evaluation Period:

January 2024 to January 2025

Evaluation Date:

Evaluation Instructions:

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May 6th regularly scheduled meeting:	• The compilation of the manager's evaluation presented to the Commission and public; merit percentage increase and agreement extension is considered

City Manager Performance Evaluation

Presented for ratification by the Commission

Performance Dimensions:

1. Professional Skills and Expertise	Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.	<u>4</u> of 5
b. Regularly provides accurate, updates/reports concerning matters of importance to the City.	<u>5</u> of 5
c. Anticipates problems and develops effective approaches for solving them.	<u>5</u> of 5
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	<u>4</u> of 5
e. Sets a professional example by handling the affairs of the City in a fair and impartial manner.	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>23</u> of 25
Comments:	

2. Commission Relations	Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	<u>5</u> of 5
b. In responding to the requests for information, provides complete, accurate, and timely information equally to all Board members.	<u>4</u> of 5
c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.	<u>5</u> of 5
d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.	<u>4</u> of 5
e. Is willing to try new ideas proposed by the Board members	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>23</u> of 25
Comments:	

City Manager Performance Evaluation

3. Citizen and Public Relations	Rating
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	<u>4</u> of 5
b. Is willing to meet with members of the community and is responsive to their concerns.	<u>5</u> of 5
c. Demonstrates a dedication to service to the community and its citizens	<u>5</u> of 5
d. Expresses information orally in a clear and concise manner when making public presentations.	<u>5</u> of 5
e. Is skillful with the news media, proactively providing information that is important to the public.	<u>5</u> of 5
Total Rating for this Performance Dimension:	
Comments: <u>24</u> of 25	

4. Policy Execution	Rating
a. Understands, supports, and enforces the city's ordinances, policies, and procedures.	<u>4</u> of 5
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the board.	<u>4</u> of 5
c. Implements Commission actions in accordance with the intent of the Commission.	<u>5</u> of 5
d. Supports the actions of the Commission after a decision has been reached, both inside and outside the City.	<u>5</u> of 5
e. Helps internal and external stakeholders to achieve common objective within the parameters of established Commission policies.	<u>4</u> of 5
Total Rating for this Performance Dimension:	
Comments: <u>22</u> of 25	

City Manager Performance Evaluation

5. Intergovernmental Relations	Ratings:
a. Promotes a positive working relationship with other governmental entities.	<u>5</u> of 5
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	<u>5</u> of 5
c. Positively and effectively represents the City and its interest when working with other governmental agencies.	<u>5</u> of 5
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	<u>5</u> of 5
e. Is willing to share resources or information with other governmental agencies as appropriate.	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>25</u> of 25
Comments:	

6. Staffing and Management	Rating:
a. Recruits and retains competent personnel for City positions.	<u>3</u> of 5
b. Is aware of staff weaknesses and works to improve their performance.	<u>4</u> of 5
c. Promotes training and development opportunities for employees at all levels of the organization.	<u>4</u> of 5
d. Stays accurately informed and concerned about employee relations.	<u>4</u> of 5
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>20</u> of 25
Comments:	

City Manager Performance Evaluation

7. Fiscal Management		Ratings:
a. Prepares a balance budget to provide services at a level directed by the commission.		<u>5</u> of 5
b. Ensures that the budget meets the operational needs of the city and makes the best possible use of available funds.		<u>5</u> of 5
c. Prepares the budget in an intelligent but readable format.		<u>5</u> of 5
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.		<u>5</u> of 5
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.		<u>5</u> of 5
Total Rating for this Performance Dimension:		25 of 25
Comments:		

8. Planning and Organizational Development		Ratings:
a. Works with the Commission, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the city.		<u>5</u> of 5
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first thing first" in support of its strategic plan.		<u>4</u> of 5
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the city's resources.		<u>5</u> of 5
d. Has a capacity for and encourages innovation.		<u>4</u> of 5
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.		<u>5</u> of 5
Total Rating for this Performance Dimension:		23 of 25
Comments:		

City Manager Performance Evaluation

9. Leadership and Decision-Making	Ratings:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	<u>5</u> of 5
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	<u>5</u> of 5
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	<u>4</u> of 5
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	<u>5</u> of 5
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	<u>4</u> of 5
Total Rating for this Performance Dimension:	
23 of 25	
Comments:	

10. Individual Characteristics	Ratings:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	<u>5</u> of 5
b. Ensures that all business conducted by the city is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	<u>5</u> of 5
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	<u>5</u> of 5
d. Has the capacity to listen to others and to recognize their interest.	<u>5</u> of 5
e. Avoids political positions, partisanship, and unnecessary controversy	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>25</u> of 25
Comments:	

City Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	<u>23</u>	of 25
2. Commission Relations	<u>23</u>	of 25
3. Citizen and Public Relations	<u>24</u>	of 25
4. Policy Execution	<u>22</u>	of 25
5. Intergovernmental Relations	<u>25</u>	of 25
6. Staffing and Management	<u>20</u>	of 25
7. Fiscal Management	<u>25</u>	of 25
8. Planning and Organizational Development	<u>23</u>	of 25
9. Leadership and Decision-Making	<u>23</u>	of 25
10. Individual Characteristics	<u>25</u>	of 25

Total Score: 233 of 250

Divide by 50 (total number of metrics)

Total Average Rating: 4.66 of 5

Evaluator's Signature: _____



Date: _____

4/14/25

Page 1 of 7

City Manager Performance Evaluation

Assessment

City Manager's Name:

Amel Infersan

Commissioner's Name:

Berry

4-29-2025

Evaluation Period:

January 2024 to January 2025

Evaluation Date:

Evaluation Instructions:

Assessment serves a performance measure

This form shall be completed by each member of the Commission to evaluate and provide comments as applicable of the City Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resource Director. Performance levels can be noted based on the following scale:

EEB

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The Individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

First regularly scheduled meeting in March 18th:	Mayor distributes the City Manager's performance evaluation form
First Meeting regularly scheduled meeting in April 1st: Second Meeting regularly scheduled meeting in April 15th:	- Commissioners are encouraged to meet with the manager to individually discuss their evaluation - Deadline for completion of the performance evaluation form
May 6th regularly scheduled meeting:	The compilation of the manager's evaluation presented to the Commission and public merit percentage increase and agreement extension is considered

Page 2 of 7

Presented for ratification by the Commission

Performance Dimensions:

1. Professional Skills and Expertise	Rating:
a. Is knowledgeable of current developments affecting the management field and affecting <u>local governments</u> .	<u>4</u> of 5
b. Regularly provides accurate, <u>updates/reports</u> concerning matters of importance to the City.	<u>4</u> of 5
c. Anticipates <u>problems</u> and develops <u>effective approaches</u> for solving them.	<u>3</u> of 5
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	<u>3</u> of 5
e. Sets a <u>professional example</u> by handling the affairs of the City in a fair and <u>impartial manner</u> .	<u>4</u> of 5
Total Rating for this Performance Dimension: <u>18</u> of 25	
Comments:	

2. Commission Relations <i>Commission</i>	Rating
a. Carries out directives of the Board <i>Commission</i> as a whole rather than those of any one Board member. <i>EER</i>	<u>3</u> of 5
b. In responding to the requests for information, provides complete, accurate, and <u>timely</u> information equally to all Board <i>Commission</i> members.	<u>4</u> of 5
c. Assists the Board <i>Commission</i> by resolving problems at the administrative level to avoid unnecessary Board action.	<u>4</u> of 5
d. Assists the Board <i>Commission</i> in establishing policy while acknowledging the ultimate authority of the Board <i>Commission</i> .	<u>4</u> of 5
e. Is willing to try new ideas proposed by the Board <i>Commission</i> members	<u>4</u> of 5
Total Rating for this Performance Dimension: <u>21</u> of 25	
Comments:	

3. Citizen and Public Relations	Rating
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	<u>3</u> of 5
b. Is willing to meet with members of the community and is responsive to their concerns.	<u>4</u> of 5
c. Demonstrates a dedication to service to the community and its citizens	<u>4</u> of 5
d. Expresses information orally in a clear and concise manner when making public presentations.	<u>4</u> of 5
e. Is skillful with the news media, proactively providing information that is important to the public.	<u>4</u> of 5
Total Rating for this Performance Dimension: <u>19</u> of 25	
Comments:	

4. Policy Execution	Rating
a. Understands, supports, and enforces the city's ordinances, policies, and procedures.	<u>4</u> of 5
b. Clearly identifies and communicates expectations to the organization Commission regarding the implementation of policies enacted by the board Commission.	<u>5</u> of 5
c. Implements Commission actions in accordance with the intent of the Commission.	<u>5</u> of 5
d. Supports the actions of the Commission after a decision has been reached, both inside and outside the City.	<u>4</u> of 5
e. Helps internal and external stakeholders to achieve common objective within the parameters of established Commission policies.	<u>4</u> of 5
Total Rating for this Performance Dimension: <u>20</u> of 25	
Comments:	

5. Intergovernmental Relations	Ratings:
a. Promotes a positive working relationship with other governmental entities.	<u>4</u> of 5
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	<u>4</u> of 5
c. Positively and effectively represents the City and its interest when working with other governmental agencies.	<u>4</u> of 5
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	<u>4</u> of 5
e. Is willing to share resources or information with other governmental agencies as appropriate.	<u>4</u> of 5
Total Rating for this Performance Dimension: <u>20</u> of 25	
Comments:	

6. Staffing and Management	Rating:
a. Recruits and retains competent personnel for City positions.	<u>4</u> of 5
b. Is aware of staff weaknesses and works to improve their performance.	<u>4</u> of 5
c. Promotes training and development opportunities for employees at all levels of the organization.	<u>4</u> of 5
d. Stays accurately informed and concerned about employee relations.	<u>4</u> of 5
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	<u>4</u> of 5
Total Rating for this Performance Dimension: <u>20</u> of 25	
Comments:	

7. Fiscal Management	Ratings:
a. Prepares a balance budget to provide services at a level directed by the Commission.	4 of 5
b. Ensures that the budget meets the operational needs of the city and makes the best possible use of available funds.	4 of 5
c. Prepares the budget in an intelligent but readable format.	4 of 5
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.	4 of 5
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	4 of 5
Total Rating for this Performance Dimension:	20 of 25
Comments:	

8. Planning and Organizational Development	Ratings:
a. Works with the Commission, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the city.	4 of 5
b. Effectively prioritizes goals and objectives in order to ensure that the Commission is doing "first thing first" in support of its strategic plan.	4 of 5
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the city's resources.	4 of 5
d. Has a capacity for and encourages innovation.	4 of 5
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	4 of 5
Total Rating for this Performance Dimension:	20 of 25
Comments:	

Page 6 of 7

City Manager Performance Evaluation

Assessment driven
Commission

9. Leadership and Decision-Making	Ratings:
a. Leads the <u>organization</u> by example in adhering to its established policies, rules, and procedures, and ensures that <u>subordinates</u> do the same. <u>Staff</u>	<u>4</u> of 5
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	<u>3</u> of 5
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	<u>3</u> of 5
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	<u>4</u> of 5
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	<u>4</u> of 5
Total Rating for this Performance Dimension:	<u>18</u> of 25
Comments:	

10. Individual Characteristics	Ratings:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	<u>5</u> of 5
b. Ensures that all business conducted by the city is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	<u>5</u> of 5
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	<u>5</u> of 5
d. Has the capacity to listen to others and to recognize their interest.	<u>4</u> of 5
e. Avoids political <u>partisan</u> , partisanship, and unnecessary controversy	<u>4</u> of 5
Total Rating for this Performance Dimension:	<u>23</u> of 25
Comments:	

Summary:

<u>Performance Dimension:</u>	<u>Overall Rating:</u>	
1. Professional Skills and Expertise	18	of 25
2. Commission Relations	21	of 25
3. Citizen and Public Relations	19	of 25
4. Policy Execution	22	of 25
5. Intergovernmental Relations	20	of 25
6. Staffing and Management	20	of 25
7. Fiscal Management	20	of 25
8. Planning and Organizational Development	20	of 25
9. Leadership and Decision-Making	18	of 25
10. Individual Characteristics	23	of 25

Total Score: 20 of 250

Divide by 50 (total number of metrics)

Total Average Rating: 4.02 of 5

Evaluator's Signature:

Esther E. Brown

Date:

April 29, 2025

City Manager Performance Evaluation

City Manager's Name:

Leonard S. Canal

Commissioner's Name:

Albert L. Polk

Evaluation Period:

January 2024 to January 2025

Evaluation Date:

Evaluation Instructions:

This form shall be completed by each member of the Commission to evaluate and provide comments as applicable of the City Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resource Director. Performance levels can be noted based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The Individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

First regularly scheduled meeting in March 18th:	• Mayor distributes the City Manager's performance evaluation form
First Meeting regularly scheduled meeting in April 1st: Second Meeting regularly scheduled meeting in April 15th:	• Commissioners are encouraged to meet with the manager to individually discuss their evaluation • Deadline for completion of the performance evaluation form
May 6th regularly scheduled meeting:	• The compilation of the manager's evaluation presented to the Commission and public; merit percentage increase and agreement extension is considered

City Manager Performance Evaluation

Presented for ratification by the Commission

Performance Dimensions:

1. Professional Skills and Expertise	Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.	<u>5</u> of 5
b. Regularly provides accurate, updates/reports concerning matters of importance to the City.	<u>3</u> of 5
c. Anticipates problems and develops effective approaches for solving them.	<u>5</u> of 5
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	<u>5</u> of 5
e. Sets a professional example by handling the affairs of the City in a fair and impartial manner.	<u>4</u> of 5
Total Rating for this Performance Dimension:	22 of 25
Comments:	

2. Commission Relations	Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	<u>5</u> of 5
b. In responding to the requests for information, provides complete, accurate, and timely information equally to all Board members.	<u>3</u> of 5
c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.	<u>5</u> of 5
d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.	<u>5</u> of 5
e. Is willing to try new ideas proposed by the Board members	<u>3</u> of 5
Total Rating for this Performance Dimension:	21 of 25
Comments:	

City Manager Performance Evaluation

3. Citizen and Public Relations	Rating
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	<u>5</u> of 5
b. Is willing to meet with members of the community and is responsive to their concerns.	<u>5</u> of 5
c. Demonstrates a dedication to service to the community and its citizens	<u>5</u> of 5
d. Expresses information orally in a clear and concise manner when making public presentations.	<u>5</u> of 5
e. Is skillful with the news media, proactively providing information that is important to the public.	<u>4</u> of 5
Total Rating for this Performance Dimension:	24 of 25
Comments:	

4. Policy Execution	Rating
a. Understands, supports, and enforces the city's ordinances, policies, and procedures.	<u>5</u> of 5
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the board.	<u>5</u> of 5
c. Implements Commission actions in accordance with the intent of the Commission.	<u>5</u> of 5
d. Supports the actions of the Commission after a decision has been reached, both inside and outside the City.	<u>4</u> of 5
e. Helps internal and external stakeholders to achieve common objective within the parameters of established Commission policies.	<u>5</u> of 5
Total Rating for this Performance Dimension:	24 of 25
Comments:	

City Manager Performance Evaluation

5. Intergovernmental Relations	Ratings:
a. Promotes a positive working relationship with other governmental entities.	<u>5</u> of 5
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	<u>5</u> of 5
c. Positively and effectively represents the City and its interest when working with other governmental agencies.	<u>5</u> of 5
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	<u>5</u> of 5
e. Is willing to share resources or information with other governmental agencies as appropriate.	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>25</u> of 25
Comments:	

6. Staffing and Management	Rating:
a. Recruits and retains competent personnel for City positions.	<u>4</u> of 5
b. Is aware of staff weaknesses and works to improve their performance.	<u>5</u> of 5
c. Promotes training and development opportunities for employees at all levels of the organization.	<u>5</u> of 5
d. Stays accurately informed and concerned about employee relations.	<u>5</u> of 5
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>24</u> of 25
Comments: WE HAVE A CLEAN CITY, THANK YOU!! I do not interfere with day to day, Therefore I don't know much about STAFF Management.	

City Manager Performance Evaluation

7. Fiscal Management	Ratings:
a. Prepares a balance budget to provide services at a level directed by the commission.	<u>5</u> of 5
b. Ensures that the budget meets the operational needs of the city and makes the best possible use of available funds.	<u>5</u> of 5
c. Prepares the budget in an intelligent but readable format.	<u>5</u> of 5
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.	<u>5</u> of 5
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	<u>5</u> of 5
Total Rating for this Performance Dimension:	
Comments: <u>25</u> of 25	

8. Planning and Organizational Development	Ratings:
a. Works with the Commission, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the city.	<u>4</u> of 5
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first thing first" in support of its strategic plan.	<u>4</u> of 5
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the city's resources.	<u>5</u> of 5
d. Has a capacity for and encourages innovation.	<u>5</u> of 5
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	<u>5</u> of 5
Total Rating for this Performance Dimension:	
Comments: 2 (unclear survey) <u>23</u> of 25	

City Manager Performance Evaluation

9. Leadership and Decision-Making	Ratings:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	<u>5</u> of 5
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	<u>4</u> of 5
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	<u>5</u> of 5
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	<u>5</u> of 5
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>20</u> of 25
Comments:	

10. Individual Characteristics	Ratings:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	<u>5</u> of 5
b. Ensures that all business conducted by the city is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	<u>5</u> of 5
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	<u>5</u> of 5
d. Has the capacity to listen to others and to recognize their interest.	<u>4</u> of 5
e. Avoids political positions, partisanship, and unnecessary controversy	<u>5</u> of 5
Total Rating for this Performance Dimension:	<u>24</u> of 25
Comments:	

City Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	<u>22</u>	of 25
2. Commission Relations	<u>21</u>	of 25
3. Citizen and Public Relations	<u>24</u>	of 25
4. Policy Execution	<u>24</u>	of 25
5. Intergovernmental Relations	<u>25</u>	of 25
6. Staffing and Management	<u>24</u>	of 25
7. Fiscal Management	<u>25</u>	of 25
8. Planning and Organizational Development	<u>23</u>	of 25
9. Leadership and Decision-Making	<u>24</u>	of 25
10. Individual Characteristics	<u>24</u>	of 25

Total Score: 236 of 250

Divide by 50 (total number of metrics)

Total Average Rating: 4.72 of 5

Evaluator's Signature: _____

Date: 4/11/25

City Manager Performance Evaluation

City Manager's Name:

Leonorea Camel

Commissioner's Name:

Barbara King

Evaluation Period:

January 2024 to January 2025

Evaluation Date:

Evaluation Instructions:

This form shall be completed by each member of the Commission to evaluate and provide comments as applicable of the City Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resource Director. Performance levels can be noted based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The Individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

First regularly scheduled meeting in March 18th:	• Mayor distributes the City Manager's performance evaluation form
First Meeting regularly scheduled meeting in April 1st: Second Meeting regularly scheduled meeting in April 15th:	• Commissioners are encouraged to meet with the manager to individually discuss their evaluation • Deadline for completion of the performance evaluation form
May 6th regularly scheduled meeting:	• The compilation of the manager's evaluation presented to the Commission and public; merit percentage increase and agreement extension is considered

City Manager Performance Evaluation

Presented for ratification by the Commission

Performance Dimensions:

1. Professional Skills and Expertise	Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.	<u>3</u> of 5
b. Regularly provides accurate, updates/reports concerning matters of importance to the City.	<u>3</u> of 5
c. Anticipates problems and develops effective approaches for solving them.	<u>3</u> of 5
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.	<u>4</u> of 5
e. Sets a professional example by handling the affairs of the City in a fair and impartial manner.	<u>3</u> of 5
Total Rating for this Performance Dimension:	<u>16</u> of 25
Comments:	

2. Commission Relations	Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	<u>1</u> of 5
b. In responding to the requests for information, provides complete, accurate, and timely information equally to all Board members.	<u>1</u> of 5
c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.	<u>2</u> of 5
d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.	<u>2</u> of 5
e. Is willing to try new ideas proposed by the Board members	<u>1</u> of 5
Total Rating for this Performance Dimension:	<u>7</u> of 25

Comments:

All current commissioners must be treated with equal consideration and respect. A shift toward merit-based evaluation of ideas, regardless of the source, is essential to fostering innovation and maintaining trust within the governing body. Regular communication and adherence to current board authority must be enforced moving forward.

City Manager Performance Evaluation

3. Citizen and Public Relations	Rating
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	<u>2</u> of 5
b. Is willing to meet with members of the community and is responsive to their concerns.	<u>2</u> of 5
c. Demonstrates a dedication to service to the community and its citizens	<u>1</u> of 5
d. Expresses information orally in a clear and concise manner when making public presentations.	<u>2</u> of 5
e. Is skillful with the news media, proactively providing information that is important to the public.	<u>2</u> of 5
Total Rating for this Performance Dimension:	
	<u>9</u> of 25

Comments: It is recommended that city manager implement a more structured and timely system for responding and following up to residents concerns. This should include setting clear response time expectations, prioritizing follow-up communications and ensuring that all community inquiries are addressed promptly and professionally.

Strengthening this area will improve public trust, engagement and overall satisfaction with city services.

4. Policy Execution	Rating
a. Understands, supports, and enforces the city's ordinances, policies, and procedures.	<u>2</u> of 5
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the board.	<u>2</u> of 5
c. Implements Commission actions in accordance with the intent of the Commission.	<u>1</u> of 5
d. Supports the actions of the Commission after a decision has been reached, both inside and outside the City.	<u>4</u> of 5
e. Helps internal and external stakeholders to achieve common objective within the parameters of established Commission policies.	<u>3</u> of 5
Total Rating for this Performance Dimension:	
	<u>12</u> of 25

Comments: City Manager should strengthen communication with all commission not just some, to ensure full understanding of policy intent prior to implementation. Regular status updates, clarification sessions, and alignment checks should be integrated adhering to the spirit and letter of Commission directive is essential to building trust and executing the City's vision effectively.

City Manager Performance Evaluation

5. Intergovernmental Relations	Ratings:
a. Promotes a positive working relationship with other governmental entities.	<u>4</u> of 5
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	<u>4</u> of 5
c. Positively and effectively represents the City and its interest when working with other governmental agencies.	<u>4</u> of 5
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	<u>4</u> of 5
e. Is willing to share resources or information with other governmental agencies as appropriate.	<u>4</u> of 5
Total Rating for this Performance Dimension:	
Comments:	

6. Staffing and Management	Rating:
a. Recruits and retains competent personnel for City positions.	<u>1</u> of 5
b. Is aware of staff weaknesses and works to improve their performance.	<u>3</u> of 5
c. Promotes training and development opportunities for employees at all levels of the organization.	<u>2</u> of 5
d. Stays accurately informed and concerned about employee relations.	<u>4</u> of 5
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	<u>3</u> of 5
Total Rating for this Performance Dimension:	
Comments: City Manager is encourage to implement transparent recruitment processes that include job postings and objective evaluation criteria - adhere strictly to anti-nepotism policies and ethical hiring standards - consider HR training or consultation to improve personnel management practices and ensure compliance with employment laws and municipal policies.	

City Manager Performance Evaluation

7. Fiscal Management	Ratings:
a. Prepares a balance budget to provide services at a level directed by the commission.	<u>4</u> of 5
b. Ensures that the budget meets the operational needs of the city and makes the best possible use of available funds.	<u>1</u> of 5
c. Prepares the budget in an intelligent but readable format.	<u>5</u> of 5
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.	<u>4</u> of 5
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	<u>3</u> of 5
Total Rating for this Performance Dimension:	
Comments: City Manager Recommendations Explore cost saving measures, grants, digital solutions that could increase financial efficiency. Engage in professional development related to municipal finance + strategic budgeting	

8. Planning and Organizational Development	Ratings:
a. Works with the Commission, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the city.	<u>3</u> of 5
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first thing first" in support of its strategic plan.	<u>2</u> of 5
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the city's resources.	<u>2</u> of 5
d. Has a capacity for and encourages innovation.	<u>2</u> of 5
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	<u>1</u> of 5
Total Rating for this Performance Dimension:	
Comments: City manager is strongly encourage to prioritize the review and modernization of city policies + procedures to include conducting a full audit of current ordinances + recommending updates where appropriate. Transitioning to secure digital system to replace manual check processes. Ensuring the city's website is fully updated and provide easy access.	

City Manager Performance Evaluation

9. Leadership and Decision-Making	Ratings:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	<u>3</u> of 5
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	<u>2</u> of 5
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	<u>1</u> of 5
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	<u>1</u> of 5
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	<u>3</u> of 5
Total Rating for this Performance Dimension:	
10 of 25	
Comments: The City manager recently made a unilateral decision to terminate a stakeholder-proposed project without consulting the City Commission, providing a clear, evidence-based rationale aligned with city policy and strategic goals.	

10. Individual Characteristics	Ratings:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	<u>4</u> of 5
b. Ensures that all business conducted by the city is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	<u>2</u> of 5
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	<u>4</u> of 5
d. Has the capacity to listen to others and to recognize their interest.	<u>1</u> of 5
e. Avoids political positions, partisanship, and unnecessary controversy	<u>1</u> of 5
Total Rating for this Performance Dimension:	
<u>12</u> of 25	
Comments: Perceived partisanship by supporting the former Commissioner which is perceived as taking a side in local politics. It's expected to serve the public impartially regardless. It's seen as inappropriate or politically motivated and causing a stir of controversy.	

City manager should identify, strive to remain neutral focusing on supporting the goals & needs of the community rather than individual figures. City manager actions go against this principle and creating criticism and loss of credibility.

City Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	16	of 25
2. Commission Relations	7	of 25
3. Citizen and Public Relations	9	of 25
4. Policy Execution	12	of 25
5. Intergovernmental Relations	20	of 25
6. Staffing and Management	13	of 25
7. Fiscal Management	17	of 25
8. Planning and Organizational Development	10	of 25
9. Leadership and Decision-Making	10	of 25
10. Individual Characteristics	12	of 25

Total Score: 126 of 250

Divide by 50 (total number of metrics)

Total Average Rating: 2.52 of 5

Evaluator's Signature: _____



Date: _____

4-14-25



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
Vincent Del Bosques

Bernadette Norris-Weeks
City Attorney

"An equal Opportunity
Affirmative Action Employer"

To: Honorable Mayor and Commissioners
From: Massih Saadatmand, Finance Director
Thru: Mr. Leondrae Camel, City Manager
Date: May 1, 2025
Ref: Weekly check register

Enclosed, please find the summary of check register as of May 1, 2025, 2025
:

General Fund

• Utility:	
Comcast	\$ 2,075.15
Verizon	535.78
PBC Water utility	2,831.62
• Bank of America	2,949.47
• FL Blue	11,600.23
• PBC Sheriff	20,385.58
• Anypromo, Inc	3,330.79
• CAP Government	2,762.50
• Andre Hamilton	2,150.00
• Purchased of supplies, materials and parts	3,507.74
• Payment for various services	7,586.31
• Payroll deductions	3,480.11
• Other	3,341.56
Total	<u>\$ 66,536.84</u>

Sanitation Fund

Waste Management \$ 40,697.78

The expense classifications are reported in general ledger

AP Check Register Report
City Of South Bay (CSBFND)

4/9/2025 9:40:24 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16887	LAKE SHORE MIDDLE SC	LAKE SHORE MIDDLE SCHOOL	04/09/2025	500.00	
				Non-Electronic Transactions:	500.00
				Total Transactions:	500.00

AP Check Register Report

City Of South Bay (CSBFND)

4/10/2025 2:41:17 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16888	1004	RELIANT FIRE & SECURITY	04/10/2025	239.97	
16889	1364	DREW BEINHAKER, ESQUIRE	04/10/2025	202.90	
16890	AMAZON CAPITAL SERV	AMAZON CAPITAL SERVICES	04/10/2025	565.66	
16891	COMMUNITY ASPHALT	OHL COMMUNITY ASPHALT	04/10/2025	1,095.32	
16892	EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	04/10/2025	858.96	
16893	FDOT	FDOT	04/10/2025	44.84	
16894	HOME DEPOT CREDIT SE	HOME DEPOT CREDIT SERVICES	04/10/2025	60.88	
16895	LAKE HARDWARE	LAKE HARDWARE	04/10/2025	35.96	
16896	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	04/10/2025	350.00	
16897	PRIMESTAR DIGITAL NET	PRIMESTAR DIGITAL NETWORK	04/10/2025	995.00	
16898	ROSENWALD ELEMENTAI	ROSENWALD ELEMENTARY	04/10/2025	150.00	
16899	SHERWIN WILLIAMS	SHERWIN WILLIAMS	04/10/2025	33.83	
				Non-Electronic Transactions:	4,633.32
				Total Transactions :	4,633.32

AP Check Register Report

City Of South Bay (CSBFND)

4/17/2025 8:26:15 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16900	CAP GOVERNMENT	CAP GOVERNMENT	04/16/2025	2,762.50	
16901	EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	04/16/2025	95.02	
16902	JLH ASSOCIATES	JLH ASSOCIATES	04/16/2025	942.50	
16903	JORDAN CONNORS GRO	JORDAN CONNORS GROUP, INC	04/16/2025	1,666.66	
16904	PRIMESTAR DIGITAL NET	PRIMESTAR DIGITAL NETWORK	04/16/2025	585.00	
16905	XEROX CORP	XEROX CORPORATION	04/16/2025	263.79	
				Non-Electronic Transactions:	6,315.47
				Total Transactions:	6,315.47

AP Immediate Check Register Report

City Of South Bay (CSBFND)

4/17/2025 1:30:10 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16906	ANDRE L. HAMILTON	ANDRE L. HAMILTON	04/17/2025	2,150.00	
16907	1426	BRYAN CRAWFORD	04/17/2025	150.00	
Totals:			Total Transactions :		2,300.00

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

4/23/2025 8:47:59 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16908	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	04/23/2025	337.25	
16909	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	04/23/2025	275.00	
Totals:			Total Transactions:		612.25

AP Check Register Report

City Of South Bay (CSBFND)

4/25/2025 10:31:53 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16910	1330	ASSURITY LIFE INSURANCE COMPANY	04/25/2025	831.21	
16911	1394	FLORIDA BLUE	04/25/2025	11,600.23	
16912	1424	ANYPROMO INC.	04/25/2025	3,330.79	
16913	AFLAC	AFLAC	04/25/2025	1,647.85	
16914	COLONIAL LIFE PROCES	COLONIAL LIFE	04/25/2025	259.81	
16915	EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	04/25/2025	235.96	
16916	MUTUAL OF OMAHA	MUTUAL OF OMAHA	04/25/2025	384.02	
16917	ORIGINAL EQUIPMENT	ORIGINAL EQUIPMENT	04/25/2025	526.15	
16918	PBC SHERIFF'S OFFICE	PALM BEACH COUNTY SHERIFF'S OFFICE	04/25/2025	20,385.58	
16919	PBC WATER UTILITIES	PALM BEACH COUNTY WATER UTILITIES	04/25/2025	2,831.62	
16920	SEASON TO SEASON, LLC	SEASON TO SEASON PEST MANAGEMENT	04/25/2025	250.00	
16921	SOLSTICE BENEFITS IN	SOLSTICE	04/25/2025	619.12	
16922	STITCH WORK PLUS	STITCH WORK PLUS	04/25/2025	132.90	
16923	TIRE SERVICE PLUS CO	TIRE SERVICE PLUS CO	04/25/2025	391.37	
16924	WASHINGTON NATIONAL	WASHINGTON NATIONAL INS. CO.	04/25/2025	68.50	
				Non-Electronic Transactions:	43,495.11
				Total Transactions:	43,495.11

AP Check Register Report

City Of South Bay (CSBFND)

4/29/2025 11:47:36 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
16925	1143	PPLSI	04/29/2025	34.90	
16926	AMERICAN PUBLIC LIFE I	AMERICAN PUBLIC LIFE INSURANCE COMPANY	04/29/2025	1,256.45	
16927	BANK OF AMERICA, NA	BANK OF AMERICA	04/29/2025	2,949.47	
16928	COASTAL NETWORK SOL	COASTAL NETWORK SOLUTIONS, LLC	04/29/2025	1,500.00	
16929	LIBERTY NATIONAL	LIBERTY NATIONAL	04/29/2025	284.94	
16930	TAX COLLECTOR PALM BI	TAX COLLECTOR PALM BEACH COUNTY	04/29/2025	44.00	
Non-Electronic Transactions:					6,069.76
Total Transactions:					6,069.76

AP Check Register Report

City Of South Bay (CSBFND)

4/28/2025 9:25:53 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
ACH- FOR 23782550	COMCAST BUSINESS	COMCAST	04/28/2025	937.89	i268133486500
ACH FOR 603000067	1146	VERIZON CONNECT FLEET USA LLC	04/28/2025	189.50	ACH-V620829
ACH-6110517501	VERIZON WIRELESS	VERIZON WIRELESS	04/28/2025	346.28	H-4013775182
Totals:			Electronic Transactions:		1,473.67
			Total Transactions:		1,473.67

AP Check Register Report

City Of South Bay (CSBFND)

4/25/2025 8:53:12 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
ACH-8960-425	COMCAST	COMCAST	04/25/2025	271.67	1-20513005713
Totals:			Electronic Transactions:		271.67
			Total Transactions:		271.67

AP Check Register Report

City Of South Bay (CSBFND)

4/10/2025 10:56:58 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
ACH-1081-425	COMCAST	COMCAST	04/10/2025	312.94	1-20402351493
ACH-9978-425	COMCAST	COMCAST	04/10/2025	552.65	1-20402355933
Totals:			Electronic Transactions:		865.59
			Total Transactions:		865.59

AP Check Register Report
City Of South Bay (CSBFND)

4/17/2025 11:49:59 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
373	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	4/17/2025	13,640.28	
				Non-Electronic Transactions:	13,640.28
				Total Transactions :	13,640.28

AP Check Register Report

City Of South Bay (CSBFND)

4/25/2025 11:21:00 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
374	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	4/25/2025	27,057.50	
				Non-Electronic Transactions:	27,057.50
				Total Transactions:	27,057.50