



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, APRIL 21, 2026

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:

Betty Barnard

Commissioner:

Barbara King

Commissioner:

Albert L. Polk

City Manager:

Leondrae D. Camel

City Attorney:

Burnadette Norris-Weeks

City Clerk:

Olivia Mejia

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, APRIL 21, 2026
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. Agenda Items
4. **ADJOURNMENT**

CITY OF SOUTH BAY
REGULAR CITY MEETING AGENDA

CITY HALL CHAMBER
TUESDAY, APRIL 21, 2026
7:00 PM

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

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

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

1. **CALL TO ORDER, ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE**
2. **DISCLOSURE OF VOTING CONFLICTS**
3. **PRESENTATIONS AND PROCLAMATIONS (*Up to 5 minutes*)**
 - a. People of Purpose -Second Chance Month and Reentry Program Grand Opening
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 – April 7, 2026**
 - 5.a. Meeting Minutes
 - b. **Approval of City Commission Agenda- April 21, 2026**
6. **RESOLUTIONS – (Non- Consent) and Quasi-Judicial Hearing, if applicable)**
 - a. **RESOLUTION NO. 15-2026**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ADOPTING A REIMBURSEMENT AND TRAVEL EXPENSE POLICY AND PROCEDURES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

 - 6.a. SB Travel Policy 2026
7. **ORDINANCE**
 - a. **ORDINANCE NO. 01-2026**

AN ORDINANCE OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING ARTICLE VIII, ENTITLED “COMMISSION PROCEDURES”, SPECIFICALLY AMENDING SECTION 2-311(D) ENTITLED “ORDER OF BUSINESS”, TO MOVE THE ROSENWALD ELEMENTARY SCHOOL REPORT TO AN EARLIER POINT ON THE CITY COMMISSION AGENDA; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

 - 7.a. First Reading
 - b. **ORDINANCE NO. 02-2026**

AN ORDINANCE OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING ARTICLE VI OF THE CITY OF SOUTH BAY’S CODE OF ORDINANCES ENTITLED “FINANCE” TO CREATE A NEW SECTION 2-260-A TO THE CITY’S PURCHASING CODE ENTITLED PUBLIC PRIVATE PARTNERSHIPS; PROVIDING FOR ADOPTION OF REPRESENTATIONS, PROVIDING FOR CONFLICTS AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR

INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

7.b. First Reading

- c. **ORDINANCE NO. 03-2026**
AN ORDINANCE OF THE CITY OF SOUTH BAY, FLORIDA,
AMENDING CHAPTER 30, ARTICLE II, SECTION 30-58 ENTITLED,
“GENERAL FEE SCHEDULE”, OF THE CITY’S CODE OF
ORDINANCES; INCREASING LOCAL BUSINESS TAX FEES;
PROVIDING FOR ADOPTION OF REPRESENTATIONS,
PROVIDING FOR CONFLICTS AND REPEALER; PROVIDING FOR
SEVERABILITY; PROVIDING FOR INCLUSION IN CODE;
PROVIDING FOR AN EFFECTIVE DATE.

7.c. First Reading

8. **ROSENWALD ELEMENTARY SCHOOL**

9. **FINANCE REPORT**

- a. Accounts Payable Report (Presented and filed, no action required)

9.a. April 16, 2026 Weekly Check Register

10. **CITY CLERK REPORT**

11. **CITY MANAGER REPORT**

- a. School Zone

- b. Road Closure -NW 1st Street

12. **CITY ATTORNEY REPORT**

13. **FUTURE AGENDA ITEMS**

14. **COMMISSIONER COMMENTS: FOR THE GOOD OF THE ORDER**

15. **ADJOURNMENT**

CITY OF SOUTH BAY, FL
CITY WORKSHOP AGENDA
 CITY HALL CHAMBER
 TUESDAY, APRIL 7, 2026
 6:30 PM

Present:

Mayor Joe Kyles
 Vice-Mayor Taranza McKelvin
 Commissioner Albert Polk IV
 Commissioner Betty Barnard
 Commissioner Barbara King

Staff

Leondrae Camel, City Manager
 Burnadette Norris-Weeks, City Attorney
 Olivia Mejia, City Clerk
 Aiyana Bent, Deputy City Clerk
 Massih Saadatmand, Finance Director
 Napoleon Collins, Economic and Development Director
 Cristal Chavarria, Administrative Assistant
 Andrew Mann, Code Enforcement Officer

(Full recording/discussion available through the City website)

1. **CALL TO ORDER at 6:30pm**
2. **ROLL CALL**
3. **DISCUSSION**
 - a. Travel Policy
 - b. Agenda Items
4. **ADJOURNMENT- 6:59 pm**
Moved by: Vice-Mayor McKelvin
Seconded by: Commissioner Polk

CITY OF SOUTH BAY, FL
REGULAR CITY MEETING
 CITY HALL CHAMBER
 TUESDAY, APRIL 7, 2026
 7:00 PM

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 7, 2026 at 7:00 p.m.

(Full recording/discussion available through the City website)

Present:

Mayor Joe Kyles
 Vice-Mayor Taranza McKelvin
 Commissioner Albert Polk IV
 Commissioner Betty Barnard
 Commissioner Barbara King

Staff:

Leondrae Camel, City Manager
 Burnadette Norris-Weeks, City Attorney
 Olivia Mejia, City Clerk
 Aiyana Bent, Deputy City Clerk
 Massih Saadatmand, Finance Director
 Napoleon Collins, Economic and Development Director
 Cristal Chavarria, Administrative Assistant
 Andrew Mann, Code Enforcement Officer

1. **CALL TO ORDER, ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE**
2. **DISCLOSURE OF VOTING CONFLICTS: NONE**
3. **PRESENTATIONS AND PROCLAMATIONS *(Up to 5 minutes)*:**
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION: See recording**
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 - March 3, 2026

Approve City Minutes

Moved by: Vice-Mayor McKelvin

Seconded by: Commissioner Barnard

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

- b. Regular City Workshop and City Meeting

Approval of Meeting Agenda - April 7, 2026

Approve Consent Agenda

Moved by: Vice-Mayor McKelvin

Seconded by: Commissioner Barnard

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

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

a. RESOLUTION 04-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ESTABLISHING AND APPROVING A SENIOR MINOR HOME REPAIR PROGRAM TO ASSIST LOW AND MODERATE-INCOME SENIOR HOMEOWNERS LIVING WITHIN THE CITY OF SOUTH BAY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Moved by: Commissioner Polk
 Seconded by: Vice-Mayor McKelvin

COMMISSION	VOTE
Mayor Joe Kyles	YES
Commissioner McKelvin	YES
Commissioner Polk	YES
Commissioner Barnard	YES
Commissioner King	YES

b. RESOLUTION 11-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A USE OF FACILITY AGREEMENT BETWEEN PALM BEACH COUNTY AND THE CITY OF SOUTH BAY; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Moved by: Commissioner Barnard
 Seconded by: Commissioner Polk

COMMISSION	VOTE
Mayor Joe Kyles	YES
Commissioner McKelvin	YES
Commissioner Polk	YES
Commissioner Barnard	YES
Commissioner King	YES

c. RESOLUTION 12-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ACKNOWLEDGING THE EVALUATION RESULTS FOR THE PERIOD JANUARY 2025 TO JANUARY 2026 FOR CITY MANAGER LEONDRAE D. CAMEL; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Moved by: Vice-Mayor McKelvin
 Seconded by: Commissioner Barnard

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

Motion for a one-time bonus for City Manager
 Moved by: Commissioner Barnard
 Seconded by: Commissioner Polk

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

d. RESOLUTION 13-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO ADOPT A MARKETING, COMMUNICATIONS, AND BRAND IDENTITY POLICY; PROVIDING FOR IMPLEMENTATION BY THE CITY MANAGER; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Moved by: Commissioner Polk
 Seconded by: Commissioner Barnard

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

e. RESOLUTION 14-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, RATIFYING THE CITY MANAGER’S EMERGENCY PURCHASE OF AN AIR CONDITIONER UNIT FROM ABUNDANT AIR HEATING & COOLING INC, FOR AN AMOUNT OF \$21,689.00; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Moved by: Vice-Mayor McKelvin
 Seconded by: Commissioner Polk

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

7. ORDINANCE

8. ROSENWALD ELEMENTARY SCHOOL

9. FINANCE REPORT

a. Accounts Payable Report (Presented and filed, no action required)

9.a. April 1, 2026 Weekly Check Register

10. CITY CLERK REPORT

11. CITY MANAGER REPORT

a. ARTICLE II.- City Commission

b. ARTICLE VIII.- Commission Procedures

c. Organizational Restructuring

d. Scholarship Evaluation

12. CITY ATTORNEY REPORT (NONE)

13. FUTURE AGENDA ITEMS

a. School Zone Lights and Signs

Moved by: Commissioner King
 Seconded by: Commissioner Polk

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

14. COMMISSIONER COMMENTS FOR THE GOOD OF THE ORDER

- 14.a. Commissioner Barbara King
 - Thank you
- 14.b. Commissioner Betty Barnard
 - Thank you
- 14.b. Commissioner Albert Polk
 - Thank you
- 14.c. Vice-Mayor Taranza McKelvin
 - Thank you
- 14.d. Mayor Joe Kyles
 - Thank you

15. ADJOURNMENT 8:45 pm
 Moved by: Vice- Mayor McKelvin

Joe Kyles, Mayor

ATTESTED BY:

South Bay City Clerk

RESOLUTION NO. 15-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ADOPTING A REIMBURSEMENT AND TRAVEL EXPENSE POLICY AND PROCEDURES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 166.021(9), Florida Statutes, municipalities are authorized to adopt a per diem and travel expense policy for its employees, officers, and other authorized persons who travel as part of their official city duties; and

WHEREAS, the City Commission of the City of South Bay (“City Commission”), desires to adopt a comprehensive Travel Policy and procedures to properly manage official travel and related costs and expenses; and

WHEREAS, the adoption of a Travel Policy and Procedures, attached hereto as Exhibit “A”, and are incorporated herein by this reference; and

WHEREAS, the City Commission finds that the adoption of a Travel Policy and Procedures serves a valid public purpose to the City of South Bay.

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

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 Travel Policy and Procedures. The City Commission of the City of South Bay hereby approves and adopts a Travel Policy and Procedures, in the form attached hereto as Exhibit “A”.

Section 3. Repealing Resolutions. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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

PASSED and ADOPTED this 21st day of April 2026.

Joe Kyles, Mayor

ATTEST:

By: _____
Olivia Mejia, City Clerk

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

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

Exhibit A

City of South Bay
Reimbursement and Travel Expense
Policy and Procedures

Adoption Date:
Effective Date:

Purpose Statement

As allowed by Resolution (and which may be amended by the City Manager), the City of South Bay shall allow travel for business and training purposes that directly benefit City initiatives and activities. Below is a comprehensive procedural guide which implements the City's reimbursement and travel expense policy and is intended to provide for the reasonable and prudent use of public funds. To be expensed and reimbursable, expenditures must be incurred as a result of necessity pursuant to the official duties of City officers, employees, and other authorized persons as defined in section 166.021(9), Florida Statutes. All persons seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this policy, then the most conservative course of action should be taken and the reasonable person test employed.

When the Commission approves the department budget, there will be a travel line-item to determine how much the Mayor and each Commissioner (collectively known as "Traveler") will have available to attend Conferences. Should a Traveler need to increase their allotted budgeted limit during any given year, the request must be approved by the majority of the sitting City Commissioners, subject to the availability of City funds. Any expenses incurred beyond the budgeted allotment, and not approved by the City Commission will be the sole responsibility of the Traveler. The Traveler must complete the appropriate forms when traveling and requesting reimbursement.

Scope

This policy shall apply to all City employees, City officers and other authorized persons as defined in Section 166.021(9), Florida Statutes, which includes the Mayor, City Commissioners, appointed board or Commission members, and City employees who are authorized pursuant to the following procedures to incur travel expenses in the performance of their official duties.

Travel shall include the following categories:

- Class A Travel - Continuous travel exceeding 24 hours away from the City- see below for procedures.
- Class B Travel - Continuous travel of up to 24 hours away from the City and requires overnight lodging- see below for procedures.
- Class C Travel - A day trip whereby overnight lodging is not needed. The City will not cover travel expenses for Class C Travel, except for:
 - fuel reimbursement when using a City vehicle
 - mileage when the use of a personal vehicle, not covered by a car allowance
 - lunch when food is not provided by the sponsoring event
 - tolls when incurred for business purposes to and from destination

Provisions

1. All travel arrangements must be made by the Traveler attending the Conference which requires overnight accommodations. Arrangements include registration for the Conference, as well as securing necessary reservations for overnight travel. The Traveler shall submit the completed travel reimbursement form to staff for reimbursement, along with all appropriate receipts for reimbursement.
2. All travel is subject to review and audit. By requesting reimbursement funds through the City (for travel), the Traveler agrees the travel meets the requirements of the policy.
3. Travelers who choose to extend a business trip for personal reasons either before or after business is conducted will be responsible for all non-business-related charges.
4. Traveler will be held responsible for all non-authorized expenses. Reimbursement expenses could include mileage, gasoline, hotel, meals, rental requirements, conference cost, and general travel expenses.
5. It is the responsibility of the Traveler to obtain a Sales and Use Tax Certificate Exemption Form from the City Finance Department and submit it when necessary.

Commission Expenditures

1. Each City Commissioner shall be individually responsible for monitoring their expenditures and staying within their respective budgeted travel allowance.
2. Budget Limitations. City Commissioners shall not exceed the travel expenditure amount budgeted in the Commissioner's line item travel account. Each Commissioner shall be individually responsible for monitoring compliance with this limitation. Line item adjustments may occur only upon a majority vote approval of the City Commission, subject to the availability of funds.

Conferences, seminars, and classes

For a public purpose, elected officials are permitted to attend any Conference of their choosing, related to their official duties as a South Bay elected official, as long as the cost to attend the event (*registration, hotel, vehicle, per diem*) does not exceed the reimbursement amount available for the elected official to travel within the current fiscal year budget. Any costs above the available budget will be the responsibility of the Traveler.

Procedures

- Authorization: All travel must be pre-approved at least ten (10) days prior to the travel event. The City Manager, or designee, may provide an exception to the 10-day requirement, but the prepayment of certain or all expenses may not occur due to time constraints.
- An attestation of the availability of funds on the Travel Request and Authorization Form must be documented. The Director must attest to the availability of funds for all requests submitted by their department(s) and City boards that they provide liaison staff support to. The Finance Director shall attest to the availability of funds for Mayor and City Commissioners.
- The following is the approval hierarchy for travel approval.
 - Department Director for their staff
 - City Manager, or designee, for Department Directors
 - Mayor for City Manager
 - City Manager for Mayor and City Commissioners for compliance with this policy and verification of fund availability
 - International travel shall follow the aforementioned authorization. All international travel shall also require the approval of the City Commission by majority vote.

- In order to receive authorization, Sections 1, 2 and 3 of the Travel Request and Authorization Form must be completed.
 - ***Section I: Purpose of Travel*** - provide a thorough description of the purpose of the travel request, including how the travel will benefit the City. The Conference Agenda and or itinerary must be attached.
 - ***Section II: Travel Estimate and Funds Availability*** - in order to approve a travel request, it is necessary to complete Section II. Step 1 is to evaluate the proposed expenses as both serving a public purpose, reasonable and beneficial; while step 2 is to verify the availability of funding sources. Below is an overview of expenses and how they shall be treated.

Reasonable and Acceptable Expenses

The City will not reimburse or pay for any expenses not incurred on behalf of the City. Examples include expenses for spouses and other family members. Examples of qualifying expenses include: registration for workshops, seminars, training and professional development; lodging at single occupancy rates; transportation; food; and sundry travel expenses such as parking, tolls, rental cars, and baggage fees. All travel expenses must be non-personal, business related and for a public purpose. Furthermore, all qualifying expenses need to be documented by a vendor's itemized receipt.

Examples of acceptable or qualifying expenses include registration for workshops, seminars, training, and professional development; lodging at single occupancy rates; transportation; food; and sundry travel expenses such as parking, tolls, public transportation (buses, trains, taxis, ride shares including Lift and Uber, shuttles, and rental cars), and baggage fees. All travel expenses must be non-personal and city-business related. Furthermore, all qualifying expenses must to be documented by a vendor's itemized receipt.

Lodging

Lodging shall be paid/reimbursed in the following manner:

1. Subject to the availability of funds, for conferences exceeding one day and beyond 50 miles from the employee's point-of-origin, the employee's residence, or place of work, lodging will be provided.
2. When lodging cannot be accommodated at a host hotel, lodging may be secured at another hotel for a cost equal to or less than the host hotel. Host hotel registration information shall be provided with all back-up for reimbursement and will be needed for the comparison of costs.
3. Additionally, the City will not pay for lodging for the last day of the event unless the conference, excluding social events, extends beyond 6:00 PM.
4. Because flight schedules may be problematic and cancellations may result in exceptional cases, lodging will be permissible for the day prior and after the event when airline scheduling conflicts warrant additional lodging.
5. Only standard room rates will be paid by the City. Any upgrades such as: suites, preferred rooms, etc., shall be paid by the traveler.
6. The City will not pay or reimburse for taxes. To avoid payment of taxes, the traveler should obtain a copy of the City's Tax-Exempt documentation from the City's Accounts Payable Administrator.

Food

Food will be covered as an eligible expense if not covered by the sponsoring event. Food expenditures cannot be documented via a hotel bill or invoice. These expenses must be documented on a separate itemized receipt.

Below are the reimbursement rates for each meal. Rates are based on Florida Per Diem Rates:

- Breakfast: (12:00 AM - 10:00 AM) \$15.00 - only for Class A & B travelers
- Lunch: (10:00 AM - 2:00 PM) \$15.00 - All Classes of travelers
- Dinner: (2:00 PM - 12:00 PM) \$25.00 - only for Class A & B travelers

Rates may be modified from time-to-time per City Manager

▪ *Transportation*

If the employee adds vacation time to an approved trip, any cost differentials in airfare, car rental, or lodging must be identified on the Travel Request and Authorization Form and documented. The City will not pay or reimburse for any expenses not directly associated with the event.

Transportation expenses must be reasonable and at the base rate; any upgrades shall be paid by the traveler.

The City shall pay for ride share options and public transportation when incurred as a necessary expense associated with the event.

The City shall pay for public transportation such as buses and trains for employees not receiving a car allowance to commute to/from an event.

When traveling by airline, the City will pay for the airfare. Additionally, the traveler is encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.

The City shall not pay for:

- TSA Pre-Check or similar programs and priority airline boarding
- First Class seating
- Bag fees, unless not included in the ticket price (meaning the bag fee is paid separately from the ticket). The City will cover the cost of one bag.
- Oversize bag fees and other up-charged items
- Internet and/or entertainment fees

If the employee receives a monthly car allowance, they must use their personal car unless the request is for out-of-state travel, or when traveling more than 400 miles within the state. When traveling out of state, or more than 400 miles within the state, airline travel is permissible.

For those employees that do not receive a car allowance, they can either use a City vehicle, public transportation, or their personal vehicle. If a City vehicle is used, fuel is eligible for reimbursement when following the appropriate City procedures. If a personal car is used, and is not covered as part of a car allowance, the mileage reimbursement shall equal the IRS permissible rate at the time of travel. The mileage request must be documented using Google maps, or a similar application, identifying the point of origin for the destination, and total mileage. The City will not reimburse for additional mileage unless it is necessary to, and associated with, the business travel.

When traveling, and a rental car is necessary:

- The City authorizes reimbursement for the most economic vehicle available. Any upcharges are the responsibility of the traveler.
- The rental agreement must clearly show the date and the points of departure/arrival, as well as, the total cost. Drivers must adhere to the rental requirements, and follow the restrictions. Original receipts are required.
- The City requires that collision damage and loss damage coverage be purchased.
- Parking fees, tolls, and other incidental costs associated with the vehicle will be covered when incurred for the trip. Such costs will not be covered for personal use made during the time of travel, such as when incurred on a personal excursion.
- Employees are responsible for fees and or penalties for not complying with the rental agreement. Additionally, employees are responsible for upcharges for not filling the gas tank prior to returning the rental vehicle.
- Employees are responsible for any penalties and/or violations associated with operating a vehicle, such as parking or moving violations.

- **Non-Reimbursable Expenses**

Reimbursable expenses must be for business purposes and cannot be for personal reasons. Examples of non-reimbursable and personal expenses, includes but not limited to, are:

- Laundry
- Entertainment, (e.g., movies, books, magazines, newspapers)
- Alcohol, tobacco, flowers
- Personal articles such as clothing, haircuts, personal grooming, and travel insurance (unless booked by city)
- Personal telephone calls
- Costs incurred by the traveler's failure to cancel travel or hotel reservations timely, unless cancellation family emergency, weather, Act of God scenarios, or other instances approved by the City Manager

Section III: Prepayments and Check Requests – The City will allow certain prepayments as follows: registration fees, lodging, and airfare. ***Upon the necessary approvals enumerated above***, department staff may prepay these expenses via city purchase/credit cards or the accounts payable process. No air, lodging, registration, or other expenses can be charged to a procurement card until the approval process has been completed.

- Receipts are required for all pre-payments. If receipts are not provided, associated payments will be disallowed. Staff may become responsible for payment and they may also be subject to disciplinary procedures, including employment termination.
- If prepayments are to be made through the accounts payable process, then the department shall process based on the appropriate accounts' payable procedures ***and must include the fully executed Travel Request and Authorization Form*** as part of the accounts payable request and documentation.
- Generally: per-diems, prepayment for food, and other sundry travel expenses will not be made due to IRS compliance concerns. The reason for this is, according to the IRS, per-diems must be part of an "Accountable Plan." There are three criteria for the "Accountable Plan": 1) expenses must be incurred while performing services as an employee, 2) expenses must be accounted for within a reasonable time period, and 3) the employee must return any amounts received in excess of actual expenses within a reasonable time.

If any of these three criteria are not met, the prepayment of per-diem expenses then creates a "Nonaccountable Plan." Once a plan is considered a "Nonaccountable Plan", wages become subject to Social Security and Medicare taxes.

- To avoid an employee hardship, the City Manager may authorize an exception to per-diem prepayments on a case-by-case basis. The per-diem amount shall equal the subtotal of “Sundry Travel Expenses” itemized in Section II of the Travel Request and Authorization Form.
- In the event prepayments for per-diems are approved, the request shall be processed through accounts payable. The department should process based on the appropriate accounts’ payable procedures *and must include the fully executed Travel Request and Authorization Form* as part of the accounts payable request and documentation.
- If a City Purchase /Credit Card is used for any travel expense, including sundry expenses, receipts are required for all expenditures. Furthermore, the employee is responsible to follow all relevant policies and procedures associated with purchase/credit card activity. *If receipts are not provided, or other policies and procedures are not followed, associated payments will be disallowed. As such, staff will become responsible for payments. Additionally, they may become subject to disciplinary procedures, including employment termination, as determined by the City Manager and Human Resources Director.*
- The City will not prepay any personal expenses with the intention of being “repaid” at a later time.

Section IV: Travel Reimbursement and Expense Report - identify all the expenses associated with the particular travel that did occur and to reconcile activity with required documentation.

- The Travel Reimbursements and Expense Report form must be submitted within 10 days after completion of the event’s travel.
- To validate expenditures, all activity must be documented/supported by a detailed, itemized vendor receipt reflecting goods and services provided. A credit card receipt does not suffice for this purpose.
- **If a Travel Reimbursement and Expense Report form is submitted after the close of the General Ledger, reimbursements will be disallowed.** Furthermore, if reimbursement is disallowed, this does not relieve the employee from complying with any remaining policy(s) requirements. If the City Manager deems it appropriate, they may authorize reimbursement for a prior year following prior year bill procedures.
- If a Travel Reimbursement and Expense Report form is submitted after the 10-day period, the employee may lose travel privileges and may be subject to other disciplinary procedures as may be determined by the City Manager and Human Resource Director.
- The City will not reimburse for taxes; therefore, employees are encouraged to use the City’s tax exemption information. This can be obtained from the City’s Accounts Payable administrator.

- The City shall not pay for gratuities exceeding 20% of the acceptable and documented food expenditures. Such gratuities shall be within the reimbursement amount authorized by this policy.
- Unauthorized and/or nondocumented expenditures will not be reimbursed to the traveler. If the employee uses a City Credit/Purchasing Card during travel, they are responsible for following all appropriate procedures.
- If unauthorized or nondocumented expenditures are paid by purchase/credit cards, the expense shall be immediate, within one pay-cycle, reimbursed by the employee either as an employee authorized withholding from pay or by direct payment by the employee. In addition to being responsible for reimbursing the City, additional disciplinary procedures may result as determined by the City Manager and Human Resources Director, such as the forfeiture of the City Credit or Purchasing Card, termination of employment, and other disciplinary actions as may be warranted.

In order to provide a suitable audit trail, all travel documents must be retained and filed by employee and then by trip. Documents that need to be compiled in the file include: the approved Travel Request and Authorization Form, the conference agenda/itinerary, and copies of all receipts. Original receipts should be maintained with the Accounts Payable files following A/P procedures. While the City's Finance Department has the responsibility to validate expenditure and reimbursement requests and, to maintain these files, it is the responsibility of the submitting department to provide all required information on a timely basis.

If situations arise that are not addressed in this travel policy and procedure, the City Manager may provide guidance.

Attached is the Travel Request and Authorization Form, including

- Section I: Purpose & Benefit of Travel
- Section II: Cost Estimate and Attestation of Funds Availability
- Section III: Prepayment / Check Request
- Section IV: Travel Reimbursement and Expense Form

City of South Bay - Travel Request and Authorization Form

Section IV - Travel Reimbursement and Expense Report - Provide for Each Week

Expense Category	Day 1 <i>Date:</i>	Day 2 <i>Date</i>	Day 3 <i>Date</i>	Day 4 <i>Date</i>	Day 5 <i>Date</i>	Day 6 <i>Date</i>	Day 7 <i>Date</i>
Qualifying prepaid expenses							
Registration Fee							
Lodging							
Airfare							
Subtotal							
Sundry Travel Expenses							
Baggage							
Private Vehicle - <i>see below</i>							
Shuttle, Taxi, etcetera							
Parking							
Tolls							
Rental Car							
Gas							
Breakfast							
Lunch							
Dinner							
Other: <i>specify</i>							
Subtotal							
Total Expenses Incurred							
Less:							
Prepaid Expenses							
City P-Card Purchases							
Disallowed Payments (1)							
Subtotal							
Net Reimbursement							

(1) The employee is responsible to reimburse the City per procedures

Private Mileage Reimbursement

Google Map Mileage _____

Multiply x2 = Total Mileage _____

IRS Reimbursement Rate at time of travel _____

Multiple Total Mileage by IRS rate = Reimbursement _____

_____ enter amount above

The employee attests that this Travel Request and Authorization Form, including amounts submitted for reimbursement, is true and correct and that the expenses itemized were both incurred and necessary.

Employee Signature _____

Date _____

Director's Signature _____

Date _____

Finance Review _____

Date _____

ORDINANCE 01-2026

AN ORDINANCE OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING ARTICLE VIII, ENTITLED "COMMISSION PROCEDURES", SPECIFICALLY AMENDING SECTION 2-311(D) ENTITLED "ORDER OF BUSINESS", TO MOVE THE ROSENWALD ELEMENTARY SCHOOL REPORT TO AN EARLIER POINT ON THE CITY COMMISSION AGENDA; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of South Bay ("City Commission") desires to amend Article VIII, of the City's Code of Ordinances entitled "Commission Procedures", specifically Section 2-311(d) entitled "Order of Business", to move the Rosenwald Elementary School Report to an earlier point on the City Commission agenda; and

WHEREAS, the City Commission has determined that it would be in the best interests of the City to specifically amend the foregoing sections of the City's Code of Ordinances to allow for more effective time management and provide for a logical and transparent framework during City Commission meetings.

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

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

Section 2. Amending Article VIII, Section 2-311(d) of the City's Code of Ordinances entitled "Order of Business".

The City Commission hereby amends Article VIII, entitled "Commission Procedures," specifically Section 2-311(d) of the City's Code of Ordinances entitled "Order of Business", as follows:

ARTICLE VIII. COMMISSION PROCEDURES

(d) Order of business. At each regular meeting of the commission, the order of business shall be taken up for consideration and disposition in the following order:

- (1) Call to order, role call; moment of silence or prayer; Pledge of Allegiance;
- (2) Disclosure of voting conflicts;
- (3) Presentations/proclamations;
- (4) Rosenwald Elementary School report;
- (5) Opportunity for the public to address the commission;
- (6) Consent agenda;
- (7) Resolutions (non-consent) and quasi-judicial hearings, if applicable;
- (8) ~~Rosenwald Elementary School report;~~
- (8) Ordinances – First reading/second reading (public hearing);
- (9) Finance report;
- (10) City clerk report;
- (11) City manager report;
- (12) City attorney report;
- (13) Future agenda items;
- (14) Commissioner comments/For the good of the order;
- (15) Adjournment.

Section 3. Conflict & Repealer.

All ordinances, parts of ordinances or code provisions in conflict herewith ordinance are hereby repealed.

Section 4. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of the Code or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 5. Effective Date.

This Ordinance shall take effect immediately upon final passage and adoption.

PASSED FIRST READING this ___ day of _____ 2026.

PASSED SECOND READING this ___ day of _____ 2026.

Joe Kyles, Mayor

ATTEST:

By: _____
Olivia Mejia, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

ORDINANCE NO. 02-2026

AN ORDINANCE OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING ARTICLE VI OF THE CITY OF SOUTH BAY'S CODE OF ORDINANCES ENTITLED "FINANCE" TO CREATE A NEW SECTION 2-260-A TO THE CITY'S PURCHASING CODE ENTITLED PUBLIC PRIVATE PARTNERSHIPS; PROVIDING FOR ADOPTION OF REPRESENTATIONS, PROVIDING FOR CONFLICTS AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission for the City of South Bay, Florida, has established a purchasing code for the fair and equitable method of administering purchases of goods and services in order to maximize the purchasing value of public funds; and

WHEREAS, the City Commission desires to amend Article VI of the City of South Bay's Code of Ordinances entitled "Finance" to create new section 2-260-A of its purchasing code to allow for the establishment of a Public Private Partnership process; and

WHEREAS, in 2013, the Florida Legislature enacted Chapter 2013-223, Laws of Florida, Section 2 of which governs public-private partnerships, as codified in Section 255.065, Florida Statutes; and

WHEREAS, in 2016, the Florida Legislature enacted Chapters 2016-153 and 2016-154, Laws of Florida, amending Section 255.065, Florida Statutes (the "P3 Statute" as amended from time to time); and

WHEREAS, in 2024, the Florida Legislature amended the P3 law pursuant to House Bill (HB) 781, which allows public entities to accept unsolicited proposals

without a public bidding process or solicitation process. Should a governmental entity engaging in a public bidding process decide to forego the competitive process for a particular project, it must hold an initial public meeting where the proposal is presented and affected public entities and members of the public are allowed to provide comments. Following this, a second public meeting must be held, where the governmental entity determines if the proposal is in the public's interest based on specified factors to include: 1) the benefits to the public; 2) financial structure and economic efficiencies; 3) qualifications and experience for the private entity; 4) compatibility with regional infrastructure plans; 5) public comments.

WHEREAS, public-private partnerships, while not defined in the P3 Statute, are commonly recognized as contractual agreements between a public body and the private sector that allow for greater private sector participation in the delivery of public projects; and

WHEREAS, the City of South Bay is a "responsible public entity" as defined in the P3 Statute, authorized to follow the processes described in the P3 Statute to establish a P3 for a "qualifying project" as defined in the P3 Statute; and

WHEREAS, the P3 Statute recognizes the authority of local governments to create procurement processes for qualifying projects, and does not limit a local government's existing authority to enter into agreements with the private sector, including authority from existing home rule powers; and

WHEREAS, the procedures for a P3 project will not apply when the City of South Bay procures stand-alone professional services, as defined in section 287.055,

Florida Statutes, or when it procures professional services for a design-build project outside the context of a P3 project, both of which will continue to be procured pursuant to Section 287.055, Florida Statutes; and

WHEREAS, to promote the efficient and effective use of the P3 method of project delivery, the City Commission finds it necessary to adopt uniform procedures to be used by both the City and private entities for the procurement of such projects consistent with Section 255.065, Florida Statutes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SOUTH BAY,

FLORIDA:

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 That Article VI of the City of South Bay’s Code of Ordinances entitled “Finance” be amended to create new section 2-260-A to the City of South Bay’s Code of Ordinances and shall read as follows:

SECTION 2-260-A Public Private Partnership

Public/Private Partnership: Purpose and scope; applicability.

(a) (1) This section creates a uniform process for private entities and the City to engage in a public-private partnership (P3) consistent with Section 255.065, Florida Statutes.

(2) When considering a public project, the City may elect to (1) follow the P3 process outlined by this section; (2) follow any other legally available project delivery process, or not pursue the project.

(3) The procurement of P3 agreements by the City shall follow the provisions of this section. Requirements of other sections or articles of this Code shall not apply to procurements under this section unless such requirement is expressly included or incorporated by reference in the procurement documents.

(4) The City may develop and maintain a separate P3 policy containing more detailed procedures and requirements for entering into P3 agreements, consistent with this section.

(5) When the City procures stand-alone professional services, as defined in the Consultants' Competitive Negotiation Act, codified at section 287.055, Florida Statutes (2014), or when it procures professional services in the context of a design-build project, the City will not follow the P3 process, but will instead continue to comply with section 287.055, Florida Statutes.

(b) Definitions.

(1) City means the City of South Bay, Florida.

(2) Conceptual Proposal means an Unsolicited Proposal that includes conceptual information sufficient for the City to determine whether the proposed ideas are attractive enough to justify investment of City resources to undertake a process that may lead to formation of a contract to implement the ideas. A conceptual proposal shall include the requirements set forth herein.

(3) Detailed Proposal means a proposal (solicited or unsolicited) that contains detail beyond a conceptual level for which terms such as fixing costs, payment schedules, financing deliverables and project schedule are clear and defined.

(4) P3 means a Public-Private Partnership, which is an agreement between the City and a Private Entity that allows for greater private sector participation in the delivery of a City Qualifying Project.

(5) P3 Statute means Section 255.065, Florida Statutes, as amended.

(6) Private Entity means any natural person, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, or other private business entity.

(7) Proposal Review Fee means the fee paid by the Private Entity submitting an Unsolicited Proposal or by the Private Entity submitting a Detailed Proposal that competes with an Unsolicited Proposal.

(8) Qualifying Project means a facility or project that serves a public purpose, or a facility or infrastructure that is used or will be used by the public or in support of a public purpose or activity, as defined in the P3 Statute.

(9) Solicitation means a City initiated procurement process seeking offers (bids, proposals, or otherwise) for City projects.

(10) Unsolicited Proposal means a Conceptual Proposal or a Detailed Proposal that a Private Entity submits to the City on its own initiative, and not in response to Solicitation.

(c) Conceptual proposal.

(1) A Private Entity may submit a Conceptual Proposal to the City, to gauge the City's potential interest in pursuing the proposed project as a P3. A Conceptual Proposal is not required. A Private Entity may forego submitting a Conceptual Proposal and submit an unsolicited Detailed Proposal.

(2) A Private Entity must tender a Proposal Review Fee of \$5,000.00 with its Conceptual Proposal. The City will not review a Conceptual Proposal that is not accompanied by the payment of this fee. Payment must be made by cashier's check, or other noncancelable instrument. Personal or business checks will not be accepted.

(3) A Conceptual Proposal must contain sufficient information to inform the City about:

(i) The overall character of the proposed Qualifying Project,

(ii) The general experience of the Private Entity, and

(iii) The general strategies to ensure successful project delivery.

(4) Within thirty (30) business days after receipt of the Conceptual Proposal, the City will either (1) summarily reject the Conceptual Proposal and return the Proposal Review Fee or (2) accept the Conceptual Proposal for substantive review and notify the Private Entity of the anticipated time required for the City to complete the review of the Conceptual Proposal.

(5) If the City decides to accept the Conceptual Proposal for substantive review, the City will preliminarily assess whether:

(i) The proposed project is a Qualifying Project;

(ii) The proposed project delivery model offers advantages over traditional models, for example, lower cost, shorter schedule, increased investment, etc.;

(iii) The proposed project is reasonably likely to satisfy the criteria established by the P3 Statute.

(6) Upon completion of review of the Conceptual Proposal, the City will notify the Private Entity in writing of the City's position regarding the proposed project. The City may:

a. Decide not to pursue the proposed project;

b. Decide to pursue the proposed project, or a similar project, using other procurement methods (in which, if open to private companies, the Private Entity may compete if otherwise qualified); or

c. Decide to continue considering the proposed project under the P3 Statute and request the Private Entity to submit a Detailed Proposal (which request shall not constitute a formal Solicitation).

(7) The City's disposition of a Conceptual Proposal does not limit its discretion or authority with respect to future projects, whether solicited or unsolicited.

(d) Unsolicited detailed proposals.

(1) A private entity may submit an unsolicited detailed proposal to the city to initiate the city's consideration of whether to deem the proposed project as a qualifying project and whether to pursue it further as a P3 project. The city is not obligated to pursue a project as a P3 project, even if the project satisfies the definition of a qualifying project. The city manager may seek input and direction

from the city commission whether to undertake a review of an unsolicited detailed proposal pursuant to this section.

(2) A private entity must tender a proposal review fee of \$25,000.00 with its detailed proposal, unless the private entity has already paid a fee for review of a substantially similar conceptual proposal, in which case the proposal review fee is \$20,000.00. The city will not review an unsolicited detailed proposal that is not accompanied by the payment of this fee. Within 30 business days after receipt of the unsolicited detailed proposal and proposal review fee, the city, through the city manager or designee, will either summarily reject the unsolicited detailed proposal and return the proposal review fee or accept the unsolicited detailed proposal for substantive review. Unless the city chooses to summarily reject an unsolicited detailed proposal prior to conducting a substantive review, the proposal review fee is non-refundable. Payment must be made by cashier's check, or other noncancelable instrument. Personal or business checks will not be accepted.

(3) If the initial proposal review fee is insufficient to cover the city's costs to evaluate the proposal, the city will request, in writing, the additional amounts required. As permitted by the P3 Statute, the city's evaluation costs include, but are not limited to, fees for financial and technical advisors or consultants, and for other necessary advisors or consultants. If the private entity does not tender the additional requested amount with 30 days of the written request, the city may, in its sole discretion, stop its review of the proposal.

(4) An unsolicited detailed proposal must contain information sufficient to inform the city about: the detailed quality and character of the proposed qualifying project; the detailed experience and capacity of the private entity; and the detailed financial and implementation strategies to ensure successful project delivery. This information should include the following:

(i) A description of the private entity, including name, address, type of organization, and legal structure.

(ii) Name and complete contact information of the primary point of contact for the unsolicited detailed proposal.

(iii) Names and experience of proposed key project personnel.

(iv) Type of support needed, if any, from the city, for example, facilities, equipment, materials, personnel, financial resources, etc.

(v) Identification of any proprietary data used and the manner in which it is used.

(vi) Identification of any outside entities or professionals the private entity has or intends to consult with respect to the project.

(vii) The names of any other federal, state, or local agencies receiving a similar proposal from the private entity.

(viii) A complete discussion of the objective of the project, the method of approach, the nature of the anticipated results, and the characteristics that make it a qualifying project worthy of pursuit by the city.

(vix) A detailed overview of the proposed business arrangements, including the plan for the development, financing, and operation of the project.

(x) A preliminary project schedule.

(xi) A detailed financial analysis of the proposed project.

(xii) Specification as to when the pricing or terms of the proposal will expire.

(5) In considering an unsolicited detailed proposal, the city may require from the private entity a technical study, such as a financial analysis or feasibility study, prepared by a nationally recognized expert with experience in preparing such analyses and studies for bond rating agencies. In evaluating the technical study, the city may rely upon internal staff reports prepared by personnel familiar with the operation of similar facilities or the advice of external advisors or consultants who have relevant experience.

(6) Within 90 business days after receipt of the unsolicited detailed proposal, the city will notify the private entity in writing of the city's decision either to reject the unsolicited detailed proposal, proceed with the unsolicited detailed proposal for competitive review or proceed with the unsolicited detailed proposal, unless this timeframe is extended as described below. During this period, the city may meet with the private entity to gain a deeper understanding of the unsolicited detailed proposal, and the city may request that the private entity submit additional information. These meetings will be preliminary in nature, and will not include or constitute substantive negotiation of agreement terms. In considering whether to accept the unsolicited detailed proposal for competitive

review, the city will assess whether: the proposed project is a qualifying project; the proposed project delivery model offers advantages over traditional models, for example, lower cost, shorter schedule, increased investment, etc.; the proposed project is reasonably likely to satisfy the criteria established by the city for P3 projects. The city may determine that it requires more than 90 business days to complete its review of the unsolicited detailed proposal and this assessment, in which case it will notify the private entity in writing of how much time will be required. The city manager may seek input and direction from city commission whether to reject an unsolicited detailed proposal or proceed with an unsolicited detailed proposal as set forth herein.

(7) An unsolicited detailed proposal may be rejected by the city at any time. The city has complete discretion and authority to reject any unsolicited proposal it receives.

(8) If an unsolicited detailed proposal involves architecture, engineering or landscape architecture, the city will engage licensed professionals for review and evaluation of the initial and any subsequent proposals, in accordance with the P3 Statute.

(e) Solicited detailed proposals.

(1) The City may on its own initiative determine to issue a Solicitation inviting Private Entities to submit Detailed Proposals for any opportunity that the City has identified as a Qualifying Project.

(2) Any Solicitation that the City issues under the authority of the P3 Statute will identify the P3 Statute and the City's related Code sections as the governing procurement process. The Solicitation documents will specify information necessary for interested parties to understand and respond to the Solicitation.

(3) If a Solicitation under the P3 Statute includes design work, the Solicitation will include a design criteria package prepared by a licensed architect, landscape architect, or engineer engaged by the City in accordance with section 255.065(3)(c), Florida Statutes.

(4) The City is not obligated to proceed under the P3 Statute when soliciting proposals, and may follow any legally available procurement process, regardless of whether the project qualifies as a Qualifying Project and regardless of whether the ultimate transaction may be characterized as a P3.

(f) *Competitive review of detailed proposals.*

(1) If the city commission gives directions to proceed with an unsolicited detailed proposal for competitive review, the city will advertise the potential opportunity and receive competing detailed proposals.

(i) The advertisement will include: a general description of the qualifying project; an invitation to submit a competing detailed proposal for the qualifying project, which may propose the identical project, a functionally equivalent project, or an alternative project that achieves the same purpose or uses the same city resources as the proposed project; information about how to obtain more detailed information; and a due date for responding, which ordinarily will be 45 days

after initial publication, but which may be up to 120 days as the circumstances warrant.

(ii) The city will advertise the potential opportunity in the Florida Administrative Register at least once a week for two consecutive weeks; in a newspaper of general circulation within the city at least once a week for two weeks, the first of which shall be published at least 21 days prior to the due date for competing proposals; on the city's website and in the same manner as competitive solicitations; and at city hall in the same manner as other public notices issued by the city.

(2) Whether received in response to a solicitation under the P3 Statute and this section, or in response to a competitive review advertisement concerning an unsolicited detailed proposal, within 30 days after the receipt of all competing detailed proposals the city manager, with the assistance of staff, will undertake review of the proposals and coordinate negotiations concerning the qualifying project. The city manager may rely on subject matter experts and staff for information gathering and administrative work, but the city manager alone will possess and exercise authority for all recommendations to city commission concerning the detailed proposals.

(3) The city manager, with the assistance of staff, will review the detailed proposals and determine whether to allow initial oral presentations, interviews, or discussions for the purpose of gaining deeper understanding of the detailed proposals. The city manager is not required to entertain initial oral presentations,

interviews, or discussions with a private entity. Any oral presentations, interviews, or discussions will be limited to reviewing and discussing information contained in the detailed proposals, and will not include or constitute substantive negotiations related to any detailed proposal or the qualifying project.

(4) Within 90 days after receipt of proposals, or after the final oral presentation, interviews or discussions, whichever is later, the city manager will rank the detailed proposals in order of preference. The city manager may use any reasonable method to rank the detailed proposals, and is not required to numerically score them. In ranking the detailed proposals, the city manager will consider the private entity team members' professional qualifications and experience, the proposed general business terms, innovative project delivery terms (including finance, design, construction, maintenance, and operation, as applicable to the particular circumstance), and any other factors indicated in the advertisement or solicitation.

(5) Following the ranking of detailed proposals, the city manager will present the highest-ranking proposal to city commission for further consideration.

(g) Additional procedures for unsolicited proposals

The city may also choose to proceed with a detailed unsolicited proposal without engaging in the competitive review process set forth above, by following the steps as set forth herein:

(1) The city shall hold a duly noticed public meeting at which the unsolicited proposal is presented and affected public entities and members of the public will be able to provide comment on the unsolicited proposal. For an unsolicited proposal that city commission chooses to undergo a competitive review process, this first public meeting shall occur after the competing proposals are submitted, reviewed, and ranked by the city manager, and direction is given by;

(2) After the first public meeting, the city shall hold a second duly noticed public hearing for city commission to determine whether the unsolicited proposal is in the public's interest. In making this determination, the city must consider all of the following factors:

(i) The benefits to the public;

(ii) The financial structure of, and the economic efficiencies achieved by the proposal;

(iii) The qualifications and experience of the private entity that submitted the proposal and such entity's ability to perform the project;

(iv) The proposed project's compatibility with regional infrastructure plans;

(v) Public comments submitted at the prior meeting, including a statement of findings explaining why the proposal should proceed and addressing the public's comments.

(3) If the city chooses to proceed with an unsolicited detailed proposal pursuant to this section and does not undergo the competitive advertising and review

process, the city shall publish in the Florida Administrative Register for at least seven days a report that includes all of the following:

- (i) The public interest determination required by subsection (2) above;
- (ii) The factors considered in making such public interest determination; and
- (iii) The city's findings based on each considered factor.

(f) Negotiation and approval of agreements

(1) Whether in response to a solicitation under the P3 Statute and this ordinance, or once city commission has undergone the first public hearing for an unsolicited proposal, following direction to proceed by city commission, the city manager, with the assistance of staff, may commence negotiations with the private entity responsible for the selected proposal in accordance with the P3 Statute and this article. The city manager may seek city commission input and direction on whether to commence negotiations with the private entity responsible for the selected proposal.

(2) The city manager may recommend to city commission that the city and the private entity enter into an interim agreement as described in the P3 Statute.

(3) The city manager may recommend to city commission that the city and the private entity enter into a comprehensive agreement as described in the P3 Statute.

(4) In deciding whether to enter into a comprehensive agreement, the city commission will consider and determine all reasonable factors, including but not limited to:

- (i) Whether the proposed project is a qualifying project.
- (ii) Whether the qualifying project is in the public's best interest for an unsolicited proposal.
- (iii) Whether the qualifying project involves a facility that is owned by the city or for a facility for which ownership will be conveyed to the city. For an unsolicited proposal where ownership will not be conveyed to the city within ten years after initial public operation begins, the public benefits apart from ownership must be identified and stated by the city in the public interest determination.
- (iv) Whether the comprehensive agreement has adequate safeguards in place to ensure that additional costs or service disruptions are not imposed on the public in the event of material default by the private entity or cancellation of the qualifying project by the city.
- (v) Whether the comprehensive agreement has adequate safeguards in place to ensure that the city or the private entity has the opportunity to add capacity to the qualifying project or other facilities serving similar predominantly public purposes.
- (vi) For a solicited proposal, whether the qualifying project will be owned by the city upon completion or termination of the project and payment of amounts financed.
- (vii) Whether there is a public need for or benefit derived from the qualifying project.

(viii) Whether the estimated cost of the qualifying project is reasonable in relation to similar facilities.

(ix) Whether the comprehensive agreement will result in the timely acquisition, design, construction, improvement, renovation, expansion, equipping, maintenance, or operation of the qualifying project.

Before entering into a comprehensive agreement, the city shall have considered the finance plan, the qualifying project cost, revenues by sources, available financing, major assumptions, internal rate of return on private investments, if governmental funds are assumed in order to deliver a cost-feasible, and a total cash-flow analysis beginnings with the implementation of the project and extending for the term of the comprehensive agreement, and any other matters which are set forth in the P3 Statute.

(h) Public records

If a private entity believes that any information it submits to the city is exempt from the public records law under any additional statutory exemptions, the private entity must expressly identify the statutory basis of the claimed exemption and segregate the exempt information.

Section 3. Severability.

It is declared to be the intent of the City, that if any section, subsection, paragraph, sentence, clause or provision of this Ordinance be held invalid, the remainder of this Ordinance shall not be affected.

Section 4. Inclusion in Code.

It is the intention of the City Commission of the City of South Bay that the provisions of this Ordinance shall at some time in the future become and be made a part of the Code of Ordinances of the City of South Bay and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

Section 5. Conflict and Repealer.

All ordinances, parts of ordinances or code provisions in conflict herewith are hereby repealed.

Section 6. Effective Date.

This Ordinance shall take effect immediately upon final passage and adoption.

PASSED FIRST READING this ___ day of _____ 2026.

PASSED SECOND READING this ___ day of _____ 2026.

Joe Kyles, Mayor

ATTEST:

By: _____
Olivia Meija, City Clerk

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

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

ORDINANCE NO. 03-2026

AN ORDINANCE OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING CHAPTER 30, ARTICLE II, SECTION 30-58 ENTITLED, "GENERAL FEE SCHEDULE", OF THE CITY'S CODE OF ORDINANCES; INCREASING LOCAL BUSINESS TAX FEES; PROVIDING FOR ADOPTION OF REPRESENTATIONS, PROVIDING FOR CONFLICTS AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in 1969, the City of South Bay Commission established business tax receipts in accordance with Chapter 205, Florida Statutes; and

WHEREAS, Section 205.0535, Florida Statutes, allows municipalities to increase the rate of local business taxes up to five percent (5%) every other year by ordinance enacted by a vote of a majority plus one vote of the governing body; and

WHEREAS, on March 5, 2024, the City Commission of the City of South Bay increased the Local Business Tax in accordance with Chapter 205, Florida Statutes.

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

Section 1. Adoption of Representations.

The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Ordinance.

Section 2. Amending Chapter 30, Article II, Section 30-38, Entitled "General Fee Schedule" in entirety, using the new numbers reflecting an increase for code incorporation as forth below;

Sec. 30-58. General fee schedule.

The amount which shall be paid by the several firms, persons, corporations or associations engaged in or managing businesses, professions or occupations for which a license is required, other than is specifically set forth elsewhere in this Code, are hereby and required as follows:

Business Tax Receipt Fees by Category

A

Aircraft:
 School operators, operators for hire or commercial purposes.... \$127.63 \$134.01

Astrologist, clairvoyant, fortuneteller, mindreader, palmist, phrenologist, etc...~~\$191.45~~ \$201.03

Auctioneers:
 Per day.....\$23.71 \$24.90
 Per year.....~~\$598.65~~ \$628.58

[Auto] wreckers and tow cars. Person using what are commonly termed "wreckers" for the purpose of towing or transporting wrecked or disabled automobiles, whether such activity is incidental to or connected with any other business or not, and operating on streets of the city. Proof of insurance coverage shall be confirmed at the time of payment of the tax.

Operating from one to three vehicles.....\$63.82 \$67.01
 Four to six vehicles.....\$159.54 \$167.52
 Seven or more vehicles.....\$256.45 \$269.27

Auto wrecking company.....\$119.73 \$125.72

Automobile or motor vehicle repair shops, engaged in the repair of motor vehicles including painting, top, body, upholstering, window tinting or other repairs.....~~\$128.23~~ \$134.64

Automobile or motor vehicle storage, impound lot or parking lot where a charge is made:

Five-to ten-car capacity.....\$15.80 \$16.59
 11- to 20-car capacity.....\$24.93 \$26.18
 21-to 50-car capacity.....~~\$58.69~~ \$61.91
 51-to 75-car capacity.....\$79.62 \$83.60
 76-to 100-car capacity.....~~\$119.73~~ \$125.72
 Over 100-car capacity.....\$159.54 \$167.52

Automobile service stations, washing, polishing, greasing, lubricating, and like servicing of automobiles, selling gasoline and oil, but not to include repair work or the sale of merchandise where a license tax is otherwise required by this Code.....\$95.72 \$100.51

Automobile wrecking or used car parts dealers.....\$191.45 \$201.03

Automobiles or motor vehicles:

New car dealers and used car dealers.....~~\$95.72~~ \$100.51

Motorcycles and minibikes:

Dealers.....~~\$95.72~~ \$100.51

Rentals.....~~\$95.72~~ \$100.51

Repairs.....~~\$51.06~~ \$53.61

B

Banks and building or savings and loan association, not within the classification of finance companies, loan companies, money lenders, pawnbrokers, or salary purchasers, except as otherwise provided by law:

With less than \$10,000,000.00 of savings deposits, including time deposits.....~~\$797.67~~ \$837.55

With \$10,000,000.00 and less than \$25,000,000.00, including time deposits...~~\$1,196.36~~ \$1,256.18

With \$25,000,000.00 and less than \$50,000,000.00 of savings deposits, including time deposits..... \$1,595.37 \$1,675.14

With \$50,000,000.00 and over in savings deposits, including time deposits..... ~~\$2,393.03~~ \$2,512.68

Remote service terminal, each location.....~~\$797.67~~ \$837.55

Barbershop or beauty parlor:

One chair.....~~\$35.87~~ \$37.66

Each additional chair.....~~\$11.85~~ \$12.44

Bicycle repairing only.....~~\$21.58~~ \$22.66

Dealers with repair.....~~\$35.87~~ \$37.66

Combination of dealer and repairing.....~~\$59.87~~ \$62.86

Billboards, \$.05 per square feet minimum tax for each board.....~~\$11.25~~ \$11.81

Boot and shoe repair shop:

Using machinery.....~~\$35.87~~ \$37.66

Repair shop alone, hand workers only.....~~\$24.01~~ \$25.21

Bootblack stand:

In connection with a barbershop or other business.....No charge

Each chair, not connected with other business.....~~\$12.46~~ \$13.08

Broker, merchandise, lumber and other goods.....~~\$107.88~~ \$113.27

Broker in produce and packinghouse combined.....~~\$119.73~~ \$125.72

C

Candy manufacturers.....~~\$127.62~~ \$134.00

Card writing, cutting or engraving, not connected with other business.....~~\$12.46~~ \$13.08

Cleaning and blocking hats, each.....	\$24.01	<u>\$25.21</u>
Coin-operated machines: Skill games, pinball machines, pool tables, slot or coin-operated, when legally permitted, each machine.....	\$31.91	<u>\$33.51</u>
Coin-operated machines, musical-Victrolas, electrical phonographs and other musical devices, for each machine.....	\$95.72	<u>\$100.51</u>
Contractor:		
Engineering (including bridge, bulk heading, drainage and sewer excavating, sewer construction, dredging, irrigation system, seawalls, sidewalks and street grading and paving and similar work).....	\$119.73	<u>\$125.72</u>
General building (all lines except electrical and plumbing).....	\$119.73	<u>\$125.72</u>
Sign painting (including erection of nonelectrical signs).....	\$119.73	<u>\$125.72</u>
Cool drink or ice cream stands, not connected with other business.....	\$35.87	<u>\$37.66</u>

D

Dairy, retail, per truck.....	\$24.01	<u>\$25.21</u>
Dancing halls.....	\$119.73	<u>\$125.72</u>
Dressmaking shops (This shall not be construed to include home dressmaking where no materials are sold for furnished.).....	\$12.46	<u>\$13.08</u>

E

Electrical light companies.....	\$239.16	<u>\$251.12</u>
Express companies.....	\$119.73	<u>\$125.72</u>

F

Fender and body work.....	\$35.87	<u>\$37.66</u>
Fertilizer factory.....	\$1,084.85	<u>\$1,139.99</u>
Fruit and vegetable stands, not connected with other business.....	\$35.87	<u>\$35.87</u>
Fruit and vegetables or other merchandise when sold from freight cars, per car.....	\$24.01	<u>\$24.01</u>

G

Garage storage, each space.....	\$2.44	<u>\$2.56</u>
Public, for purpose of storing, housing, repairing, and selling automobiles and motor vehicles and accessories and petroleum products.....	\$107.58	<u>\$112.96</u>
Gas companies.....	\$107.58	<u>\$112.96</u>
Gasoline dealers:		

Retail.....	\$59.87	<u>\$62.86</u>
Wholesale.....	\$119.73	<u>\$125.72</u>
Groceries:		
Grocery store (less than 5,000 square feet).....	\$255.27	<u>\$268.03</u>
Supermarket (over 5,000 square feet but under 7,500 square feet).....	\$510.51	<u>\$536.04</u>
Supermarket (over 7,500 square feet but under 10,000 square feet).....	\$1,021.03	<u>\$1,072.08</u>
Gymnasium.....	\$11.85	<u>\$12.44</u>
H		
Halls for hire.....	\$11.85	<u>\$12.44</u>
Hawkers or street vendors:		
Of proprietary or patented articles from house to house or on the streets, per day.....	\$35.87	<u>\$37.66</u>
Of proprietary or patented medicines, or other preparations purporting to possess medical virtues, per day.....	\$35.87	<u>\$37.66</u>
Hides, raw wool, furs, skins or feathers, alone.....	\$11.85	<u>\$12.44</u>
Hotel, rooming house or apartment, etc., containing:		
One room up to 19 rooms, per room, per year.....	\$2.44	<u>\$2.56</u>
20 rooms and less than 30 rooms, per year.....	\$48.36	<u>\$50.78</u>
30 rooms and less than 40 rooms, per year.....	\$68.59	<u>\$72.02</u>
40 rooms and less than 50 rooms, per year.....	\$83.57	<u>\$87.75</u>
50 rooms and less than 75 rooms, per year.....	\$95.72	<u>\$100.51</u>
75 rooms and less than 100 rooms, per year.....	\$107.58	<u>\$112.96</u>
100 rooms and less than 150 rooms, per year.....	\$119.93	<u>\$125.72</u>
150 rooms and less than 250 rooms, per year.....	\$131.57	<u>\$138.15</u>
250 rooms or more, per year.....	\$143.73	<u>\$150.92</u>
I		
Ice manufacturers or cold storage plant.....	\$119.73	<u>\$125.72</u>
Insurance, agent (life) for each company represented.....	\$57.74	<u>\$60.63</u>
Agents, any and all other companies, each.....	\$11.85	<u>\$12.44</u>
Insurance company, each company doing business within the city.....	\$57.74	<u>\$60.63</u>
L		
Launderette (ten machines or less).....	\$79.92	<u>\$83.92</u>
Each additional machine.....	\$7.91	<u>\$8.31</u>
Laundries, hand.....	\$24.01	<u>\$25.21</u>

Laundry and dry cleaning:		
Dry cleaning plant or pressing clothing or pressing club.....	\$111.53	<u>\$117.11</u>
Each employee.....	\$10.03	<u>\$10.53</u>
Lecturer, educational or otherwise when charges are made.....	\$24.01	<u>\$25.21</u>
Locksmiths.....	\$35.87	<u>\$37.66</u>
Lunch or sandwich sold other than from stand.....	\$11.85	<u>\$12.44</u>

M

Manicurist, face massaging and hair dressing with fingers (no machine):		
In barbershop or beauty parlor.....	\$17.92	<u>\$18.82</u>
Manufacturing or factories:		
Awnings and tents.....	\$114.87	<u>\$120.61</u>
Boxes or containers, except metal manufacturers.....	\$256.45	<u>\$269.27</u>
Broom factories.....	\$89.34	<u>\$93.81</u>
Medicine shows, per day.....	\$119.73	<u>\$125.72</u>

Merchants, wholesale and/or retail dealers in lumber or building materials, storekeepers, druggists, furniture dealers, jewelers, hardware or other goods wares and merchandise having stock and equipment valued:		
Up to \$1,000.00.....	\$47.70	<u>\$50.09</u>
Next \$5,000.00, per \$1,000.00.....	\$11.85	<u>\$12.44</u>
Next \$10,000.00, per \$1,000.00.....	\$6.08	<u>\$6.38</u>

Merry-go-round or other riding devices, per day.....	\$107.58	<u>\$112.96</u>
Messenger service.....	\$24.01	<u>\$25.21</u>

N

News depot.....	\$11.85	<u>\$12.44</u>
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O

Oil tank delivery wagons, each retail only.....	\$35.87	<u>\$37.66</u>
Optical goods, knives, jewelry, or similar articles, when sold from stands.....	\$35.87	<u>\$37.66</u>
Optician or manufacturer of eye glasses alone, when merchant's tax is not paid on business.....	\$35.87	<u>\$37.66</u>

P

Parcel delivery.....	\$24.01	<u>\$25.01</u>
Pawnbrokers.....	\$239.16	<u>\$251.12</u>

Pawnbrokers selling other than articles taken on pledge shall be considered merchants. Each person engaging in the business of a pawnbroker or conducting a pawnbroking shop in the city shall keep a record and shall make a daily written report to the law enforcement officers of the city, or other designated city representative, of every article or thing pawned or purchased by him, said report and record to specify the articles or things clear and positive; and such persons aforesaid shall hold their shop open to visitation or inspection by the law enforcement officers of the city. The refusal of any pawnbroker to submit to such visitation or inspection is a violation. Any such violation will be punished as provided in section 1-14.

Peddler or dealer in dry goods, notions, jewelry, medicines, drugs, clothing, groceries, household goods, perfumes, fruit, vegetables, fish, meat, sundries, radio, phonographs, cosmetics or cigarettes:

On foot, per year, each person.....	\$797.67	<u>\$837.55</u>
Or per day, each person.....	\$119.73	<u>\$125.72</u>
From a vehicle, per year, each.....	\$797.67	<u>\$837.55</u>
Or per day, each person.....	\$119.73	<u>\$125.72</u>
Peddlers of ice, each truck per year.....	\$797.67	<u>\$837.55</u>
Or each truck, per day.....	\$119.73	<u>\$125.72</u>

Applicants for business tax receipts shall first comply with the applicable portions of chapter 20.

Provided, peddlers of fresh vegetables and fresh fruit grown by that peddler and possessing a current certificate from a county agent as proof thereof shall be exempt from any business tax as provided by the general state law, providing that the peddler has complied with chapter 20.

Photographers, cameramen, photofinishers, or otherwise engaged in business of taking, finishing or selling photography.....~~\$57.74~~ \$60.63

If cameras, photographic supplies or other merchandise are sold, a merchant's business tax is also required.

In addition to the tax hereinabove provided for, there is hereby levied and imposed upon every person engaged in the occupation of a salesman or solicitor for any photographer, cameraman or other person engaged in the business of portrait enlarging, copying, coloring or finishing, ferrotype or crayon artist whether such salesman or solicitor be resident, transient or itinerant and who solicits orders from the general public for the taking of photographs or exposures therefor, the enlargement, copying, coloring or finishing of portraits or crayon sketches through the sale of coupons, tokens, or other similar device for a valuable consideration or for which an advance deposit of money is paid or delivered to such salesman or solicitor business tax of ~~\$54.99~~ \$57.74 per annum, or any fraction thereof. No salesman or solicitor as mentioned herein shall engage in such activity within the city without paying such tax.

Piano tuners and instrument repairers.....	\$11.85	<u>\$12.44</u>
Plating, gold, silver or nickel.....	\$24.01	<u>\$25.21</u>
Pool tables operating for profit, per table.....	\$24.01	<u>\$25.21</u>
Popcorn or peanut vendors, operating or maintaining a stand.....	\$24.01	<u>\$25.21</u>

Postcard stand, not connected with other business.....~~\$24.01~~ \$25.21

Produce:

Produce broker and packinghouse.....~~\$119.73~~ \$125.72
Produce brokers, each.....~~\$59.87~~ \$62.86
Packinghouse operator.....~~\$119.73~~ \$125.72

R

Railroad companies.....~~\$239.16~~ \$251.12

Real estate appraiser.....~~\$128.23~~ \$134.64

Real estate broker.....~~\$159.54~~ \$167.52

Salesman.....~~\$79.93~~ \$83.93

Restaurants, restaurant seating-Chairs, cushions, tables, booths (not counter seats):

1 to 20 chairs.....~~\$29.79~~ \$31.28
21 to 40 chairs.....~~\$39.82~~ \$41.82
41 to 100 chairs.....~~\$69.90~~ \$73.40
Over 100.....~~\$149.51~~ \$156.99

Roller skating rink, per year, in advance.....~~\$179.60~~ \$188.58

S

Shooting gallery (not to be operated after 11:00 p.m.).....~~\$119.73~~ \$125.72

Stenographer, public, each stand.....~~\$11.85~~ \$12.44

Storage, self-service:

Self-service storage facilities as defined FS 83.803(1), per storage unit (but not to exceed
\$1,000.00 per building or self-service storage facilities).....~~\$19.15~~ \$20.11

Storage, warehouse:

Less than 5,000 square feet.....~~\$63.82~~ \$67.01
5,001 to 10,000 square feet.....~~\$102.10~~ \$107.21
10,001 to 15,000 square feet.....~~\$128.23~~ \$134.64
15,001 to 25,000 square feet.....~~\$167.14~~ \$175.50
Over 25,000 square feet.....~~\$191.45~~ \$201.02

T

Tattooing parlor.....~~\$239.16~~ \$251.12

Telephone and telegraph company.....~~\$239.16~~ \$251.12

Trophies.....~~\$63.82~~ \$67.01

Trucks for hire:		
Not more than two tones capacity, each.....	\$11.85	<u>\$12.44</u>
More than two tons and not more than four tons capacity, each.....	\$24.01	<u>\$25.21</u>
Typewriters, repairs.....	\$24.01	<u>\$25.21</u>
	U	
U-drive-it companies.....	\$119.73	<u>\$125.72</u>
	V	
Veterinary surgeons or persons charging for services as horse or animal doctor.....	\$24.01	<u>\$25.21</u>
	W	
Water companies, bottlers of water.....	\$119.73	<u>\$125.72</u>
Wheelchair for hire, each.....	\$11.85	<u>\$12.44</u>
Wholesale merchants.....	\$119.73	<u>\$125.72</u>
Window washer.....	\$11.85	<u>\$12.44</u>

Section 30-59. Unclassified businesses, professions or occupations.

Except as provided elsewhere in this chapter and except as provided elsewhere in this Code, each person engaged in or carrying on a business, profession or occupation, either wholly or in part, within the city shall pay an annual business tax of ~~\$57.74~~ \$60.63 for each such separate business, profession or occupation engaged in, carried on, practiced or conducted.

Section 3. Severability.

It is declared to be the intent of the City, that if any section, subsection, paragraph, sentence, clause or provision of this Ordinance be held invalid, the remainder of this Ordinance shall not be affected.

Section 4. Inclusion in Code.

It is the intention of the City Commission of the City of South Bay that the provisions of this Ordinance shall at some time in the future become and be made a part of the Code of Ordinances of the City of South Bay and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to

"Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

Section 5. Conflict and Repealer.

All ordinances, parts of ordinances or code provisions in conflict herewith are hereby repealed.

Section 6. Effective Date.

This Ordinance shall take effect immediately upon final passage and adoption.

PASSED FIRST READING this ___ day of _____ 2026.

PASSED SECOND READING this ___ day of _____ 2026.

Joe Kyles, Mayor

ATTEST:

By: _____
Olivia Meija, City Clerk

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

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



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

Albert Polk

Betty Barnard

Barbar King

Leondrae Camel
 City Manager

City Clerk
 Olivia Mejia

Burnadette Norris-Weeks
 City Attorney

To: Honorable Mayor and Commissioners
 From: Massih Saadatmand, Finance Director
 Thru: Mr. Leondrae Camel, City Manager
 Date: April 16, 2026
 Ref: Weekly check register

Enclosed, please find the summary of check register as of April 16, 2026:

General Fund

- Utility:

FPL	\$	7,179.27
Comcast		1,039.97
PBCWU Dept		2,940.82

- Jordan Connors 2,500.00
- Marathon 2,579.12
- Purchase 1,078.79
- Services 2,158.95
- Payroll deductions 1,725.28

Total	\$	<u>21,202.20</u>
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*An equal Opportunity
 Affirmative Action Employer*

AP Check Register Report
City Of South Bay (CSBFND)

4/8/2026 7:29:59 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
ACH-1081-426	COMCAST	COMCAST	04/08/2026	400.16
ACH-9978-426	COMCAST	COMCAST	04/08/2026	639.81
Totals:			Electronic Transactions:	1,039.97
			Total Transactions:	1,039.97

AP Check Register Report

City Of South Bay (CSBFND)

4/3/2026 8:56:35 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17550	1004	RELIANT FIRE & SECURITY	04/03/2026	239.97
17551	AMERICAN PUBLIC LIFE I	AMERICAN PUBLIC LIFE INSURANCE COMPANY	04/03/2026	1,144.23
17552	FPL	FPL	04/03/2026	7,179.27
17553	JORDAN CONNORS GROU	JORDAN CONNORS GROUP, INC	04/03/2026	2,500.00
17554	LAKE HARDWARE	LAKE HARDWARE	04/03/2026	61.58
17555	PBC WATER UTILITIES	PALM BEACH COUNTY WATER UTILITIES	04/03/2026	2,940.82
17556	FDOT	FDOT	04/03/2026	131.05
17557	LAKE HARDWARE	LAKE HARDWARE	04/03/2026	59.17
Non-Electronic Transactions:				14,256.09
Total Transactions:				14,256.09

AP Check Register Report

City of South Bay (CSBFND)

4/3/2026 12:28:20 PM

Page1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17558	ANDRE L. HAMILTON	ANDRE L. HAMILTON	04/03/2026	875.00
Totals:			Electronic Transactions:	875.00
			Total Transactions:	875.00

AP Check Register Report

City Of South Bay (CSBFND)

4/8/2026 2:19:50 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17559	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	04/08/2026	450.00
Non-Electronic Transactions :				450.00
Total Transactions :				450.00

AP Check Register Report

City Of South Bay (CSBFND)

4/9/2026 8:33:24 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17560	1408	VECTOR DISEASE CONTROL INTERNATIONAL LLC	04/09/2026	421.00
17561	BELLE GLADE WHOLESAL	BIG LAKE SNACK SALES, INC	04/09/2026	117.91
17562	FEDERAL EXPRESS	FEDERAL EXPRESS	04/09/2026	42.98
17563	JLH ASSOCIATES	JLH ASSOCIATES	04/09/2026	580.00
17564	AMAZON CAPITAL SERVICE	AMAZON CAPITAL SERVICES	04/09/2026	840.13
17565	MARATHON/MEX BANK	WEX BANK	04/09/2026	2,579.12
Non-Electronic Transactions:				4,581.14
Total Transactions:				4,581.14