



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

CITY OF SOUTH BAY

CITY COMMISSION AGENDA

CITY HALL CHAMBER

TUESDAY, MAY 19, 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, MAY 19, 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, MAY 19, 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. Mrs. Gina Levesque,
Intake and Compliance Manager,
Palm Beach County Commission on Ethics

4. **ROSENWALD ELEMENTARY SCHOOL**

5. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION**

6. **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 – May 5, 2026**

- 6.a. Meeting Minutes

b. **Approval of City Commission Agenda- May 19, 2026**

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

a. RESOLUTION NO. 21-2026

A RESOLUTION OF THE CITY COMMISSION OF THE SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO IMPLEMENT MODIFIED SUMMER OPERATING HOURS FOR CITY HALL ON A TRIAL BASIS BETWEEN THE HOLIDAYS OF MEMORIAL DAY AND LABOR DAY; PROVIDING FOR IMPLEMENTATION, PUBLIC NOTICE, MONITORING OF CUSTOMER SERVICE IMPACTS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR EFFECTIVE DATE.

b. RESOLUTION NO. 22-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS BETWEEN QUALIFIED GRANTEE APPLICANTS AND THE CITY OF SOUTH BAY FOR THE CITY'S SENIOR MINOR HOME REPAIR PROGRAM, ATTACHED HERETO AS COMPOSITE EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

7.b. Senior Minor Home Repair Program

c. RESOLUTION NO. 23-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO AWARD EDUCATIONAL SCHOLARSHIPS TO QUALIFIED APPLICANTS FOR THE CITY'S EDUCATIONAL SCHOLARSHIP

PROGRAM CONSISTENT WITH EXHIBIT "A" ATTACHED HERETO;
PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING
FOR AN EFFECTIVE DATE.

- d. 2026 Scholarship Recommendations Awardee

8. ORDINANCE

- a. ORDINANCE NO. 04-2026
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING ARTICLE XX, SECTION 20.13 (L) OF THE CITY'S CODE OF ORDINANCES ENTITLED "PROHIBITED SIGNS", DELETING THE RIGHT-OF-WAY DISTANCE REQUIREMENT FOR SAID SECTION; DELETING AND REPLACING ARTICLE XX, SECTION 20.14 OF THE CITY'S CODE OF ORDINANCES ENTITLED "SIGNS CONTINGENT ON SPECIAL REGULATIONS" WITH NEW TITLE "TEMPORARY POLITICAL SIGNS AND TEMPORARY NONCOMMERCIAL SIGNS"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

- 8.a. 1st Reading

- b. ORDINANCE NO. 05-2026
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING CHAPTER 6, SECTION 6-20 OF THE CITY OF SOUTH BAY'S CODE OF ORDINANCES ENTITLED "PERMIT FEE SCHEDULE" TO PROVIDE FOR CERTAIN FEE INCREASES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

- 8.b. 1st Reading

9. FINANCE REPORT

- a. Accounts Payable Report
 - 9.a. May 15, 2026 Weekly Check Register

10. CITY CLERK REPORT

- a. Upcoming Commission Meetings

June 2, 2026

July 21, 2026

11. CITY MANAGER REPORT

- a. Business District Compliance
- b. Alleyway Initiative Maintenance
- c. Cox Park playground installation

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, MAY 5, 2026
 6:30 PM

Present:

Mayor Joe Kyles
 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
 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. Agenda Items
4. **ADJOURNMENT- 6:54 pm**
Moved by: Commissioner Polk
Seconded by: Commissioner Barnard

CITY OF SOUTH BAY, FL
REGULAR CITY MEETING
 CITY HALL CHAMBER
 TUESDAY, MAY 5, 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 May 5, 2026 at 7:00 p.m.

(Full recording/discussion available through the City website)

Present:

Mayor Joe Kyles
 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
 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):*
 - a. **Mental Health Awareness Month Proclamation**
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 - April 21, 2026

Approve City Minutes

Moved by: Commissioner Polk

Seconded by: Commissioner Barnard

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

- b. Regular City Workshop and City Meeting
Approval of Meeting Agenda - May 5, 2026

Approve Consent Agenda

Moved by: Commissioner Polk

Seconded by: Commissioner Barnard

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

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

a. RESOLUTION NO. 16-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING AND DESIGNATING THE CITY CLERK TO BE AN AUTHORIZED USER OF THE CITY’S CREDIT CARD; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Moved by: Commissioner Barnard
 Seconded by: Commissioner Polk

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

b. RESOLUTION NO. 17-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE EXECUTION OF AN ELECTION DAY POLLING LOCATION AGREEMENT BETWEEN THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS OFFICE AND THE CITY OF SOUTH BAY, ATTACHED HERETO AS EXHIBIT “A”; 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	
Commissioner Polk	YES
Commissioner Barnard	YES
Commissioner King	YES

c. RESOLUTION NO. 18-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ATTACHED HERETO AS EXHIBIT “A” BETWEEN BOROMEI CONSTRUCTION INC. AND THE CITY OF SOUTH BAY FOR THE PROVISION OF LAND CLEARING AND SITE PREPARATION RELATING TO THE PARK OF COMMERCE; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Moved by: Commissioner Barnard
 Seconded by: Commissioner Polk

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

d. RESOLUTION NO. 19-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A STATE-FUNDED GRANT AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) AND THE CITY OF SOUTH BAY FOR CONSTRUCTION OF SW 11TH AVENUE IMPROVEMENTS, ATTACHED HERETO AS EXHIBIT "A"; 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	
Commissioner Polk	YES
Commissioner Barnard	YES
Commissioner King	YES

e. RESOLUTION NO. 20-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING THE PROFESSIONAL SERVICES AGREEMENT WITH BURNADETTE NORRIS-WEEKS, P.A. TO INCREASE COMPENSATION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Moved by: Commissioner Barnard
 Seconded by: Commissioner Polk

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

7. ORDINANCE

a. 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.

Second Reading

Moved by: Vice-Mayor McKelvin

Seconded by: Commissioner Polk

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

b. ORDINANCE 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.

Second Reading

Moved by: Commissioner Polk

Seconded by: Commissioner Barnard

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

c. ORDINANCE 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.

Second Reading

Moved by: Commissioner Barnard

Seconded by: Commissioner Polk

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

8. ROSENWALD ELEMENTARY SCHOOL

9.FINANCE REPORT

a. Accounts Payable Report (Removed for Treasurer Review)

9.a. April 29, 2026 Weekly Check Register

10. CITY CLERK REPORT (NONE)

11. CITY MANAGER REPORT

a. Citizen Recognition Program

b. 1 Mile Walk Initiative

12. CITY ATTORNEY REPORT (NONE)

13. FUTURE AGENDA ITEMS

14. COMMISSIONER COMMENTS FOR THE GOOD OF THE ORDER

14.a. Commissioner Barbara King

- Thank you

14.b. Commissioner Betty Barnard

- Thank you

14.c. Commissioner Albert Polk

- Thank you

14.d. Mayor Joe Kyles

- Thank you

15. ADJOURNMENT 8:09 pm

Moved by: Commissioner Polk

Joe Kyles, Mayor

ATTESTED BY:

South Bay City Clerk

RESOLUTION NO. 21 - 2026

A RESOLUTION OF THE CITY COMMISSION OF THE SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO IMPLEMENT MODIFIED SUMMER OPERATING HOURS FOR CITY HALL ON A TRIAL BASIS BETWEEN THE HOLIDAYS OF MEMORIAL DAY AND LABOR DAY; PROVIDING FOR IMPLEMENTATION, PUBLIC NOTICE, MONITORING OF CUSTOMER SERVICE IMPACTS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR EFFECTIVE DATE.

WHEREAS, the City Commission of the South Bay ("City Commission") recognizes that operational demands and customer traffic patterns at City Hall change significantly during the summer months between Memorial Day and Labor Day; and

WHEREAS, customer service activity during the summer months is generally greater earlier in the day and earlier in the work week, while Friday afternoons historically experience significantly reduced public traffic and staffing availability due to employee flex scheduling and approved paid time off; and

WHEREAS, City Hall is currently open to the public Monday through Friday from 7:30 a.m. until 5:00 p.m.; and

WHEREAS, City staff has proposed a trial modification of summer operating hours to better align staffing resources with customer demand while maintaining essential public services; and

WHEREAS, the proposed modified schedule would provide for City Hall public operating hours of Monday through Thursday from 7:30 a.m. until 4:00 p.m., and Fridays from 7:30 a.m. until 1:00 p.m., during the period between Memorial Day and Labor Day; and

WHEREAS, staffing schedules shall continue to ensure customer service coverage during all City Hall operating hours, and employees would not be required to work modified summer schedules but may elect flexible scheduling arrangements consistent with maintaining forty (40) work hours per week, including the use of paid time off; and

WHEREAS, the City Manager is authorized and directed to ensure that: (a) adequate staffing and customer service coverage are maintained during all operating hours; (b) Emergency and urgent matters remain accessible to the public on Friday

afternoons through the Office of the City Manager; (c) Public notice and awareness of the modified schedule are appropriately communicated through signage, newsletters, social media, and other available methods; and (d) Department Heads monitor operational effectiveness and customer service impacts during the trial implementation period; and

WHEREAS, the Office of the City Manager shall continue to remain available until 4:00 p.m. on Fridays by appointment or through the lobby phone system to address urgent matters and emergency needs; and

WHEREAS, the City's Building Inspections and Permitting functions, which experience the highest summer customer demand, already primarily serve customers during early morning and midday hours, and the implementation of the City's online Building Permit Portal will ensure continued accessibility and timely permit processing; and

WHEREAS, the City Commission finds that the proposed summer hours trial supports the City's strategic goal of maintaining a stable and well-qualified workforce while improving operational responsiveness and public service delivery; and

WHEREAS, the City Manager and Department Heads shall monitor implementation of the modified summer hours to ensure that customer service objectives are achieved and that no undue hardship to the public is created; and

WHEREAS, the City of South Bay shall be required to conduct public outreach and awareness efforts, including the use of signage, newsletters, social media, and other communication channels, to ensure residents, contractors, and customers are informed of the temporary summer operating schedule.

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

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

Section 2. Authorization of City Manager. The City Commission of the City of South Bay, Florida hereby authorizes the City Manager to implement modified summer operating hours for City Hall on a trial basis between the holidays of Memorial Day and Labor Day. Also, the City Manager is to take all necessary and expedient action to carry out the intent of this Resolution.

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

PASSED and ADOPTED this 19th day of May 2026.

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)

RESOLUTION NO. 22 - 2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS BETWEEN QUALIFIED GRANTEE APPLICANTS AND THE CITY OF SOUTH BAY FOR THE CITY'S SENIOR MINOR HOME REPAIR PROGRAM, ATTACHED HERETO AS COMPOSITE EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of South Bay has instituted a Senior Minor Home Repair Program ("Program"); and

WHEREAS, the intent of the Program is to assist homeowners with home repairs to correct health and safety hazards, as well as address building or code deficiencies of owner-occupied properties; and

WHEREAS, the City has determined that Twenty (20) applicants have qualified for the Senior Minor Home Repair Program and the City Manager is seeking approval from the City Commission of the City of South Bay ("City Commission") for qualified applicants of the Program; and

WHEREAS, applicants set forth in attached Composite Exhibit "A" have been determined by the City Manager to be a qualified; and

WHEREAS, the City Commission desires to authorize the City Manager to execute documentation for participation consistent with the intent of this resolution and deems this program vitally important to the residents of the City.

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

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

Section 2. Authorization of City Manager. The City Commission of the City of South Bay hereby authorizes the City Manager to execute grant agreements between qualified grantee applicants and the City of South Bay for the City's Senior Minor Home Repair Program, for which the applicants are attached hereto as Composite Exhibit "A". The

City Manager is authorized to take all necessary and expedient action to carry out the intent of this Resolution.

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

PASSED and **ADOPTED** this 19th day of May 2026.

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)

COSB Senior Minor Home Repair Program					
	Grantee Name	Address	Contact	Email	Repairs(s)
1	Dorothy J. Davis	215 SW 9th Avenue	561-502-3830	lovejesus1028@gmail.com	Plumbing & Cabinet
2	Rosa Sledge	225 Azucana Rd	561-449-7638	rsledge56@gmail.com	Bedroom Floor Tile
3	Brothem Collins	135 SW 11th Avenue	561-209-4363	bcol11@yahoo.com	Bathtub Water Line
4	Jannie Rutledge	230 NW 11th Avenue	561-993-0531	jannie230@gmail.com	Bathtub & Handrails
5	Delfino Roa	220 SW 4th Avenue	561-339-6999	hildamarquez@aol.com	Putting a mini split to help cool the house
6	Pascuala Marquez	180 SE 3rd Street	561-516-1120	hildamarquez@aol.com	Facial Boards
7	Shirley Styles Pittman	280 SW 9th Avenue	754-285-5202		Replce Doors
8	Agapito Figueroa	405 SE 3rd Street	561-449-7966	fig1umboys@gmail.com	Roof Leak Damage
9	Beatrice Bailey	270 SW 6th Avenue	561-518-8598	beatrice.bailey11@yahoo.com	Front door repair & Electrical repair
10	Hattie A. Roberts	325 SE 3rd Avenue	561-261-3859	hattieroberts753@gmail.com	Roof (Left side)
11	Rose Burden	125 SW 5th Aveune	561-261-3200	randylh71@gmail.com	Repair Bathroom Flooring
12	Claudette Clark	250 SW 9th Avenue	561-801-1134		Bedroom Doors, Bathroom Doors, Bathroom Vanity & Cabinet Sink
13	Mary Demps	1080 NW 2nd Street	561-523-7647	hdemps51@gmail.com	Bathroom door & Closet door (2). Ceiling repaior in laundry room
14	Julia Tyler	320 SE 4th Avenue	561-914-0910	tashaejul@gmail.com	Gutters. Replace front porch tile.
15	Pearlie M. Calloway	445 Janice Avenue	561-449-1406		Electrial outlets & Light switches
16	Gwendolyn Calloway	440 SE 2nd Street	561-449-1406		Doors
17	Celida Del Real	345 Steele Circle	561-261-9108		Kitchen Door, Toilets, Shower Plumbing to stop leaks.
18	Betty J. Guy	160 SW 10th Avenue	561-755-5565	gshuntae27@icloud.com	Replace inside doors.
19	Ethell Fields	505 Eilon Avenue	561-996-7578		Windows
20	Patty Wooten	215 SW 11th Aveune	561-983-2636	pattywooten99@yahoo.com	Fix drywall inside laundry room

RESOLUTION NO. 23-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO AWARD EDUCATIONAL SCHOLARSHIPS TO QUALIFIED APPLICANTS FOR THE CITY'S EDUCATIONAL SCHOLARSHIP PROGRAM CONSISTANT WITH EXHIBIT "A" ATTACHED HERETO; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of South Bay has instituted an Educational Scholarship Program ("Program"); and

WHEREAS, the intent of the Program is to provide financial assistance to graduating high school seniors who reside within the City; and

WHEREAS, the City has determined that five (5) applicants have qualified for the Educational Scholarship Program and the City Manager is seeking approval from the City Commission of the City of South Bay ("City Commission") to award applicants for the Educational Scholarship Program; and

WHEREAS, all applicants set forth in the Exhibit "A" hereto have been determined by the City Manager to be qualified; and

WHEREAS, the City Commission desires to authorize the City Manager to execute documentation necessary to meet the intent of this resolution, as a program vitally important to the residents of the City.

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

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

Section 2. Authorization of City Manager. The City Commission of the City of South Bay, Florida, hereby authorizes the City Manager to award educational scholarships to qualified applicants for the City's Educational Scholarship Program consistent with Exhibit "A" attached hereto. The City Manager is authorized to take all necessary and expedient action to carry out the intent of this Resolution.

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

PASSED and **ADOPTED** this 19th day of May 2026.

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)

City of South Bay Educational Scholarship Recommended Awards

Applicant Identifier	GPA	Committee Member	Recommendation	Total Average
CSB202601ES	3.26	O. Mejia	\$1,000.00	
		C. Chavarria	\$1,000.00	
		N. Collins	\$1,000.00	
		L. Camel	\$1,000.00	\$1,000.00
CSB202602ES	3.89	O. Mejia	\$1,500.00	
		C. Chavarria	\$1,500.00	
		N. Collins	\$1,500.00	
		L. Camel	\$1,500.00	\$1,500.00
CSB202603ES	3.56	O. Mejia	\$1,000.00	
		C. Chavarria	\$1,000.00	
		N. Collins	\$1,000.00	
		L. Camel	\$1,000.00	\$1,000.00
CSB202604ES	4.1	O. Mejia	\$1,500.00	
		C. Chavarria	\$1,500.00	
		N. Collins	\$1,500.00	
		L. Camel	\$1,500.00	\$1,500.00
CSB202605ES	2.79	O. Mejia	\$750.00	
		C. Chavarria	\$750.00	
		N. Collins	\$750.00	
		L. Camel	\$750.00	\$750.00

ORDINANCE 04-2026

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING ARTICLE XX, SECTION 20.13 (L) OF THE CITY'S CODE OF ORDINANCES ENTITLED "PROHIBITED SIGNS", DELETING THE RIGHT-OF-WAY DISTANCE REQUIREMENT FOR SAID SECTION; DELETING AND REPLACING ARTICLE XX, SECTION 20.14 OF THE CITY'S CODE OF ORDINANCES ENTITLED "SIGNS CONTINGENT ON SPECIAL REGULATIONS" WITH NEW TITLE "TEMPORARY POLITICAL SIGNS AND TEMPORARY NONCOMMERCIAL SIGNS"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, as provided in Section 2(b), Article VIII of the Constitution of the State of Florida, and Section 166.021(1), Florida Statutes, the City of South Bay , Florida ("City"), a municipal corporation, enjoys all governmental, corporate and proprietary powers necessary to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except as expressly prohibited by law; and

WHEREAS, the City Commission desires to amending Article XX, Section 20.13 (L) of the City's Code of Ordinances entitled "Prohibited Signs", deleting the right-of-way distance requirement for said section, in entirety, so that the current language does not conflict with amended Section 20.14; and

WHEREAS, the City Commission desires to delete and replace Article XX,

Section 20.14 of the City's Code of Ordinances entitled "Signs Contingent on Special Regulations" to replace in its entirety and add new title "Temporary Political Signs and Temporary Noncommercial Signs"; and

WHEREAS, the City Commission of the City of South Bay has determined that amending its code of ordinances pertaining to temporary political signs and temporary noncommercial signs is in the best interests of the City of South Bay.

NOW, THEREFORE, BE IT ORDAINED 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 Ordinance.

Section 2. Amending Article XX, Section 20.13(L), entitled "Prohibited Signs" to remove right of way distance requirements and re-letter as follows:

Sec. 20.13. - [Prohibited signs.]

Prohibited signs:

- A. Motion picture mechanism in conjunction with any outdoor advertising structure, or advertising statuary used in such a manner as to permit or allow the images to be visible from any public street or sidewalk.
- B. Signs which produce noise or sound capable of being heard even though the sound produced is not understandable sound.
- C. Signs which emit visible smoke, vapor, particles, or odor.
- D. Signs or other advertising matter as regulated by this ordinance erected at the intersection of any street or in any street right-of-way in such a manner as to obstruct free and clear vision; or at any location where, by reason of the position shape, or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device; or which makes use of words "stop", "look", "drive-in", "danger", or any other word, phrase, symbol, or character in such manner as to interfere with, mislead, or confuse vehicular traffic as determined by the city.
- E. Signs erected, constructed, or maintained so as to obstruct, or be attached to any firefighting equipment, window, door, or opening used as a means of ingress or egress

or for firefighting purposes, or placed so as to interfere with any opening required for proper light and ventilation.

F. Signs with any lighting or control mechanism which causes radio or television or other communication interruption or interference.

G. Sign affixed to or on any non-motorized wheeled vehicle.

H. Flags, banners, streamers, twirling, "A" type, sandwich type, sidewalk or curb signs; balloons or other air or gas filled figures and blank copy signs.

I. Outdoor advertising of any kind or character where any live animal or human being is used as part of the advertising and is visible from any public street or public place.

J. Any banner over any street or sidewalk within any city playground or park without permission from the city.

K. Any sign, portable or fixed, placed or erected on or over any part of the ultimate road right-of-way other than directional signs erected by authorized city, county, or state officials.

~~L. Temporary political signs erected within five (5) feet of any public right-of-way.~~

L. Any unauthorized sign on city property.

M. Any illuminated sign of such intensity that the vision of the observer becomes momentarily impaired.

N. Any sign which exhibits thereon any lewd, lascivious, indecent or immoral material.

O. Any signs attached to trees, utility poles, trailers, roller casters and any other unapproved supporting structure including portable signs and vehicular signs.

P. Flashing, rotating, revolving, moving or oscillating signs.

Q. All roof signs.

Section 3. Amending Article XX, Section 20.14, entitled "Signs Contingent on Special Regulations" to replace in its entirety and add new title "Temporary Political Signs and Temporary Noncommercial Signs" and shall read:

Sec. 20.14 - Signs Contingent on Special Regulations Temporary Political Signs and Temporary Noncommercial Signs:

The following signs are permitted subject to their respective special regulations.

~~A. *Temporary political sign.* A sign not more than thirty two (32) square feet in area may be erected on private property not more than sixty (60) days prior to any election and removed within thirty (30) days after the election and so constructed as not to create any hazardous or dangerous conditions to the public.~~

~~B. *Electric signs.* No person, firm, or corporation shall erect, install, or maintain any electric sign with the city except in accordance with the regulations contained in the Electrical Code of Palm Beach County. All electric sign shall bear the Underwriter Laboratory Label of Approval and comply with all requirements of this ordinance.~~

Temporary political signs pertaining to specific elections urging the election or opposition of any candidate seeking any political office or urging the passage or defeat of any ballot measure and other temporary noncommercial signs endorsing, objecting or otherwise relating to a particular issue or communicating a noncommercial message or idea are permitted subject to the following restrictions:

- (1) Maximum size: No sign shall exceed a maximum of 32 square feet in area and shall be limited to two sides only. There shall be no triangular or multi-sided signs allowed.
- (2) Maximum number:
 - a. For political signs, not more than one sign per candidate or ballot measure shall be placed upon any property.
 - b. For other temporary noncommercial signs, not more than one sign per issue, idea or message shall be placed upon any property.
 - c. Altogether there shall be no more than three temporary two sided signs on any one property. However, more than one message may be placed on any side of the sign.
- (3) Location: Only on lots where the property owner has given permission. The placing of temporary signs anywhere on public property is prohibited. Temporary signs located on public property shall be deemed to be public property and shall be summarily removed by the city.
- (4) Minimum setbacks: From lot line of another: Ten feet. From the property line or from a street: Five feet.
- (5) Maximum height: Four feet, including supports for the sign.
- (6) Time limit:

- a. Political signs permitted pursuant to this section shall not be placed prior to 60 days of the election to which they are related and shall be removed within 30 days after the day of the final election to which they apply. In the case where there is a primary election, signs shall be allowed 60 days prior to the primary election. This time limit also applies to candidates who do not have an opponent in the primary. Signs may continue to be displayed between the primary election and the final election.
- b. Other temporary noncommercial signs permitted pursuant to this section shall be allowed only during the times when temporary political signs are allowed.

(7) Illegally placed: Temporary signs shall be removed by the owner or individual responsible for the illegal placement. In the event of failure to do so, the signs may be removed by the city.

Section 4. Conflict & Repealer.

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

Section 5. 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 6. 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 7. Effective Date.

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

PASSED FIRST READING this ____ day of _____ 2026.

PASSED SECOND READING this ____ day of _____ 2026.

Joe Kyles, Mayor

ATTEST:

Olivia Mejia, City Clerk

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

Burnadette Norris-Weeks, 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. 05-2026

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING CHAPTER 6, SECTION 6-20 OF THE CITY OF SOUTH BAY'S CODE OF ORDINANCES ENTITLED "PERMIT FEE SCHEDULE" TO PROVIDE FOR CERTAIN FEE INCREASES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on April 6, 2010, the City of South Bay ("City") passed and adopted Ordinance 2-2010 relating to the establishment of a building permit fee schedule; and

WHEREAS, Section 166.222, Florida Statutes provides that a municipality may provide a schedule of reasonable inspection fees in order to defer the costs of inspection and enforcement of its building code; and

WHEREAS, the City of South Bay has established a fee schedule by Ordinance which is set forth in Chapter 6, Section 6-20 of the City of South Bay's Code of Ordinances; and

WHEREAS, the City Commission seeks to amend Chapter 6 of the City's Code of Ordinances, Section 6-20 entitled "Permit Fee Schedule" to increase certain fees as set forth herein; and

WHEREAS, the schedule of fees, as authorized by Section 166.222, Florida Statutes, and collected by the City shall be used solely for carrying out its responsibilities in enforcing the Florida Building Code; and

WHEREAS, City Commission desires to approve the Building Permit Fee Schedule, attached hereto as Exhibit "A" as in the best interests of the residents of the City.

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

Section 1. Adoption of Representations.

The foregoing "Whereas" clauses are hereby ratified and confirmed as being

true and the same are hereby made a specific part of this Ordinance.

Section 2. Amending Chapter 6, Section 6-20 "Permit Fee Schedule", to provide for certain fee increases by Ordinance and shall read:

Sec. 6-20. - Permit fee schedule.

(a) *Adopted.* There is hereby adopted a building permit fee schedule. The building permit fee schedule is set forth herein.

(b) *Requirement.* No person shall be issued a permit without first paying the fees in accordance with this section.

(c) *Schedule.*

(1) Primary permit fees. Based on construction value determined using the latest published schedule of building valuation data as compiled by the International Code Council, Inc.; fees shall be calculated using the following formula and paid prior to issuance of a building permit. The purpose of using the International Code Council, Inc., Valuation Table is to provide a fair and equitable means of determining the construction value and is only a minimum value. The contractor's contract value shall only be used when the table does not cover the scope of work in the proposed project. Primary permit fees shall include the fees for sub-permits, the plans including the details of all associated work as determined by written policy, required separate applications, value of labor, and value of materials, profits, permits, and fees. Failure to include the required information at the time of application may require a separate permit to be issued with the appropriate fees being charged to the applicant:

a. Based on construction value determined using the latest published schedule of building valuation data as compiled by the International Code Council, Inc., or contract which is to be submitted at the time of permit application and accepted by the building official, the permit fee shall be calculated using the following formula and paid prior to issuance of a building permit.

a) Based on construction value determined using the latest published schedule of building valuation data as compiled by the International Code Council, Inc., or contract which is to be submitted at the time of permit application and accepted by the Building Official, the permit fee shall be calculated using the following formula and paid prior to issuance of a building permit.

Permit Rate of: On Construction Valuation of:
 2.00% \$0.01- \$10,000, plus
 1.00% \$10,001-\$500,000, plus
 0.50% \$over \$500,000

b. Minimum fee: \$50.00

2) Building Plan Review Fee. To be paid at the time of permit application. Building plan review is required on all architectural design plans or as may be required at the discretion of the Building Official:

a) Residential

- 1) 30% of the estimated permit fee calculated in (1) above
- 2) Minimum fee ~~\$100.00~~ \$105.00

b) Commercial

- 1) 50% of the estimated permit fee calculated in (1) above
- 2) Minimum fee ~~\$125.00~~ \$131.25

c) Review fee is in addition to the permit fee is due at time of application

d) Review fees are not refundable

3) Demolition and the moving of building/structures. Based on contract value, which is to be submitted at the time of permit application and accepted by the Building Official;

- a) One and one-half percent of contract value
- b) Minimum ~~\$100.00~~ \$105.00

4) Right of Way Permit Fee: ~~\$1,000.00~~ \$1050.00

5) Re-Inspection fee charged for each inspection as follows, if the violation requires an additional inspection, or the job is not ready for an inspection subject to the review of the Building Official;

- a) 1st Re-Inspection ~~\$75.00~~—\$78.75
- b) 2nd Re-Inspection (same type) ~~\$75.00~~ \$78.75 + \$50.00 penalty fee
- c) 3rd Re-Inspection (same type) ~~\$75.00~~ \$78.75+ \$75.00 penalty fee
- d) 4th Re-Inspection (same type) ~~\$75.00~~ \$78.75 + \$100.00 penalty fee
- e) Cancellation Fee ~~\$50.00~~ \$52.50

6) Miscellaneous inspection fee (per inspection) ~~\$90.00~~ \$94.50

7) Failure to obtain permit - Four times the permit fee, subject to review by the Building Official.

8) Plan revision (minor) - Minor plan revisions are those that would change certain minor components, as determined by the Building Official, on the set of submitted or permitted construction plans. Such minor components include, but are not limited to, revision to electrical, mechanical, or plumbing and changes to structural components that do not change the model of the unit or the square footage and layout of the structure:

- a) Pre-permit ~~\$100.00~~ \$105.00
- b) Post-permit ~~\$100.00~~ \$105.00 PER HOUR (~~\$65.00~~ \$68.25
minimum billed to the nearest half hour)

9) Plan revision (major). Major plan revisions are those that would change the model of the unit or the square footage and layout of the structure, as determined by the Building Official, on the set of submitted or permitted construction plans. Such major revisions may require a review by zoning, public works, fire, and the health department:

- a) Pre-permit ~~\$100.00~~ \$105.00 per hour (~~\$90.00~~ \$94.50
minimum billed to the nearest half hour)
- b) Post-permit ~~\$100.00~~ \$105.00 per hour (~~\$90.00~~ \$94.50
minimum billed to the nearest half hour)

10) Transfer of Permit:

- a) New Contractor ~~\$100.00~~ \$105.00
- b) New Lot Considered (major) revision

11) Appeal of the Building Official determination: ~~\$350.00~~ \$367.50

12) Expired Permits:

a) Permit renewal

1) ~~60%~~ 65% of the original permit fee for each required 90-day extension.

2) ~~\$100.00~~ Minimum \$105.00

b) Inspections Only

1) ~~\$100.00~~ \$105.00 plus permit fee

2) ~~\$75.00~~ \$78.75 for each required final inspection.

13) Refunds: 20% over \$100.00; except as specifically provided herein on this building division permit fee schedule.

14) Return Check Charge:

- a) ~~\$35.00~~ \$36.75 or 5% of the amount of the check, whichever is greater.
- b) Maximum charge: \$40.00

15) Training Surcharge. The following charges will apply to all permits and shall be reserved to fund the cost of educational materials, seminars and conferences, and training of such building personnel required to be certified in accordance with Chapter 468, Florida Statutes.

- a) One-half percent (0.50%) of the permit fee.

16) Special Inspection Charge. The following charges shall apply for after-hour inspections and for inspections on weekends, holidays, and other times that are considered to not be within the hours of a typical business day: ~~\$250.00~~ \$262.50

17) Conditional Certificate of Occupancy - At the discretion of the Building Official, a conditional (temporary) certificate of occupancy may be issued for structures which have unresolved or accepted conditions which do not affect the health and life safety of the occupants of the structure. The fees for these temporary certificates of occupancy shall be:

- a) ~~\$125.00~~ \$131.25 for single-family residence
- b) ~~\$325.00~~ \$341.25 plus \$50.00 per condition for commercial and multi-family projects.
- c) Conditional certificate of occupancy fees are not refundable.

18) Radon Surcharge and Certificate Maintenance Fee. Pursuant to Sections 468.631, 404.056 and 166.201 Florida Statutes, the following surcharges shall be collected by the building official and forwarded to the appropriate state agency for all under roof floor space permitted, including new construction, renovations, alterations and additions. Such surcharges shall be computed and collected as follows:

- a) One-half cent (0.05%) per square foot, plus
- b) One-half cent (0.05%) per square foot Certificate Maintenance Fee.
- c) Radon Surcharge and Certificate Maintenance Fee are not refundable.

19) Professional Service Charges. Additional professional services required by the Building Official to ensure public health, safety, and welfare will be charged to the application at the actual cost for the performance of the professional service. Such services include but are not limited to, structural engineering, hazardous material evaluation services, and sub-contract building inspection services. At the discretion of the Building Official, the applicant may be required to pay a deposit to cover the estimated cost of

additional professional services. Any amount of the deposit not expended for the professional services will be refunded to the applicant. These charges shall be in addition to the Primary Permit Fee and any other fees contained in the Building Division Rate Schedule. No certificate of occupancy shall be issued until all additional professional service charges have been paid.

20) Any services not listed or specified in this rate schedule do not preclude the possible need for additional inspections and charging a minimum fee of ~~\$90.00~~ \$94.50.

21) Special Plan Review Charges. The following charges shall apply for after-hour plan review and for plan review on weekends, holidays and other times, which are considered not to be within the hours of a typical business day.

- a) ~~\$75.00~~ \$78.75 per hour rounded up to the next hour.
- b) ~~\$125.00~~ \$131.25 minimum.

22) Fees for replacement documents shall be as follows:

- a) Replacement of permitted plans ~~\$75.00~~ \$78.75 plus printing cost
- b) Replacement of permit card ~~\$60.00~~ \$63.00 each
- c) Replacement of additional CO ~~\$75.00~~ \$78.75 each

23) Certificate of Occupancy and Completion

- a) 24-hour notice
 - 1. Residential: ~~\$150.00~~ \$157.50
 - 2. Commercial: ~~\$250.00~~ \$262.50
- b) Less than 24-hour notice
 - 1. Residential: ~~\$175.00~~ \$183.75
 - 2. Commercial: ~~\$275.00~~ \$288.75

24) Zoning review fees shall be set as an additional cost to other fees set forth in this section for a non-refundable cost of ~~\$90.00~~ \$94.50

25) Any unwarranted inspection trip where work not ready for inspection, there is no permit card on job site or plans not on job site or no access to property shall carry a cost: ~~\$100.00~~ \$105.00

26) Stop work order fee (to have work order lifted) - ~~\$100.00~~ \$105.00

27) Notary fees ~~\$5.00~~ \$10.00

- 28) Cost of Lien Search Request Fees:
- a. ~~\$75.00~~ \$100.00 for standard service per property.
 - b. ~~\$100.00 for rush order requests per property.~~

29) Additional Fees previously assessed by other city operations, other agencies or state law may be due at time of permitting

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. 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 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 Mejia, City Clerk

**AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner King	_____ (Yes)	_____ (No)
Commissioner Bernard	_____ (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
- Barbara King
- Leondrae Camel
City Manager
- City Clerk
Olivia Mejia
- Bernadette Norris Weeks
City Attorney

*An equal Opportunity
 Affirmative Action Employer*

To: Honorable Mayor and Commissioners
 From: Massih Saadatmand, Finance Director
 Thru: Mr. Leondrae Camel, City Manager
 Date: May 15, 2006
 Ref: Weekly check register

Enclosed, please find the summary of check register as of May 15, 2026
 :

General Fund

• Utility:		
Comcast	\$	1,579.65
Nextiva		545.30
FPL		7,129.17
PBCWU Dept		2,993.55
• PBC Sheriff		20,997.17
• HCT		16,440.00
• UNICUS		7,500.00
• Bancorp		12,479.65
• Marathon		3,366.41
• Kelly Tractor		3,593.00
• Purchased of supplies, materials and parts		2,101.42
• Payment for various services		5,194.18
• Other		<u>2,243.55</u>
	Total	\$ <u>86,163.05</u>

Capital Project Fund

Huurr Homes, LLC \$ 99,202.35

Sanitation Fund

Goode Company \$ 66,941.58
 \$ 66,941.58

AP Check Register Report
City Of South Bay (CSBFND)

5/8/2026 2:15:33 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17608	HCT	HARVEY, COVINGTON & THOMAS	05/08/2026	16,440.00
Non-Electronic Transactions:				16,440.00
Total Transactions:				16,440.00

AP Check Register Report

City Of South Bay (CSBFND)

5/8/2026 8:35:22 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17597	1408	VECTOR DISEASE CONTROL INTERNATIONAL LLC	05/08/2026	329.91
17598	1449	TREVIPAY	05/08/2026	78.80
17599	AMERICAN PUBLIC LIFE I	AMERICAN PUBLIC LIFE INSURANCE COMPANY	05/08/2026	1,144.23
17600	BELLE GLADE WHOLESAL	BIG LAKE SNACK SALES, INC	05/08/2026	336.32
17601	EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	05/08/2026	305.11
17602	KELLY TRACTOR	KELLY TRACTOR	05/08/2026	81.66
17603	LAKE HARDWARE	LAKE HARDWARE	05/08/2026	48.66
17604	PBC SHERIFF'S OFFICE	PALM BEACH COUNTY SHERIFF'S OFFICE	05/08/2026	20,997.17
17605	SEASON TO SEASON, LL	SEASON TO SEASON PEST MANAGEMENT, LLC	05/08/2026	250.00
17606	STITCH WORK PLUS	STITCH WORK PLUS	05/08/2026	173.95
17607	VELMA ESPINOZA	VELMA ESPINOZA	05/08/2026	250.00

Non-Electronic Transactions:	23,995.81
Total Transactions:	23,995.81

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

5/6/2026 9:25:42 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17596	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	05/06/2026	474.00
Totals:			Total Transactions :	474.00

AP Check Register Report

City Of South Bay (CSBFND)

4/30/2026 10:42:52 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17591	FPL	FPL	04/30/2026	7,129.17
17592	MUTUAL OF OMAHA	MUTUAL OF OMAHA	04/30/2026	325.20
17593	PALM BEACH COUNTY MI	PBCMCA	04/30/2026	35.00
17594	PBC WATER UTILITIES	PALM BEACH COUNTY WATER UTILITIES	04/30/2026	2,993.55
17595	PRIMESTAR DIGITAL NET	PRIMESTAR DIGITAL NETWORK	04/30/2026	585.00
Non-Electronic Transactions:				11,067.92
Total Transactions:				11,067.92

AP Check Register Report

City Of South Bay (CSBFND)

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Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17620	1284	UNICUS RAIL AND CONSULTING SERVICES LLC	05/14/2026	7,500.00
Non-Electronic Transactions:				7,500.00
Total Transactions:				7,500.00

AP Check Register Report

City Of South Bay (CSBFND)

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Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17610	1341	TAYLOR ELECTRIC AND AIR CONDITIONING INC.	05/15/2026	140.00
17611	1431	THE BANCORP BANK, N.A	05/15/2026	12,479.65
17612	1447	NATIONAL CONSTRUCTION RENTALS	05/15/2026	220.32
17613	AMAZON CAPITAL SERVIK	AMAZON CAPITAL SERVICES	05/15/2026	1,048.46
17614	FDOT	FDOT	05/15/2026	15.12
17615	JORDAN CONNORS GRO	JORDAN CONNORS GROUP, INC	05/15/2026	2,500.00
17616	MARATHON/MEX BANK	WEX BANK	05/15/2026	3,366.41
17617	SEASON TO SEASON, LL	SEASON TO SEASON PEST MANAGEMENT, LLC	05/15/2026	995.00
17618	KELLY TRACTOR	KELLY TRACTOR	05/14/2026	3,593.00
17619	LAKE HARDWARE	LAKE HARDWARE	05/14/2026	202.41
Non-Electronic Transactions:				24,560.37
Total Transactions:				24,560.37

AP Check Register Report

City Of South Bay (CSBFND)

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Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
ACH-1081-526	COMCAST	COMCAST	05/11/2026	400.07
ACH-9978-526	COMCAST	COMCAST	05/11/2026	639.73
Totals:			Electronic Transactions:	1,039.80
			Total Transactions:	1,039.80

AP Check Register Report
City Of South Bay (CSBFND)

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Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
ACH-9928-526	COMCAST	COMCAST	05/06/2026	539.85
Totals:			Electronic Transactions:	539.85
			Total Transactions:	539.85

AP Check Register Report
City Of South Bay (CSBFND)

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Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17609	1468	NEXTIVA INC.	05/11/2026	545.30
Non-Electronic Transactions:				545.30
Total Transactions:				545.30

AP Check Register Report
City Of South Bay (CSBFND)

5/5/2026 3:14:10 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
365	1374	HUURR HOMES LLC	05/05/2026	99,202.35
Non-Electronic Transactions:				99,202.35
Total Transactions:				99,202.35

AP Check Register Report
City Of South Bay (CSBFND)

5/4/2026 12:53:33 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
398	1455	GOODE COMPANIES, INC.	05/04/2026	66,941.58
Non-Electronic Transactions:				66,941.58
Total Transactions:				66,941.58