



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, JANUARY 6, 2026

[IGNORE_INDENT][IGNORE_NUMBERING]

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:

Albert L. Polk

Commissioner:

Barbara King

Commissioner:

City Manager:

Leondrae D. Camel

City Attorney:

Burnadette Norris-Weeks

City Clerk:

Interim City Clerk, Olivia
Mejia

[IGNORE_INDENT]
[JUSTIFY_INDENT]

RULES OF PROCEDURE

WHO MAY SPEAK

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

SPEAKING ON AGENDA ITEM

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

SPEAKING ON SUBJECTS NOT ON THE AGENDA

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

ADDRESSING THE COMMISSION: MANNER AND TIME

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

deemed appropriate by the Mayor, shall be directed to the Mayor and the Mayor shall then re-direct the question to the appropriate Commissioner or City Staff to answer the citizen question which shall be related to the business of the City.

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

APPEALS

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

DECORUM

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

PLEASE SILENCE ALL CELL PHONES AND PAGERS

CONTACT INFORMATION

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

AMERICANS WITH DISABILITY ACT

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

CITY OF SOUTH BAY
CITY COMMISSION WORKSHOP

CITY HALL CHAMBER
TUESDAY, JANUARY 6, 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
 - 3.a. Telsula Morgan: MGG Rentals
4. **ADJOURNMENT**

CITY OF SOUTH BAY
REGULAR CITY MEETING AGENDA

CITY HALL CHAMBER
TUESDAY, JANUARY 6, 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

1. **CALL TO ORDER, ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE**
2. **DISCLOSURE OF VOTING CONFLICTS**
3. **PRESENTATIONS AND PROCLAMATIONS (*Up to 5 minutes*)**
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION**
5. **CONSENT AGENDA**

All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which the item will be removed from the general order of business and considered in its normal sequence on the Agenda.

a. Commission Meeting Minutes- November 4, 2025

5.a. Meeting Minutes

b. Approval of City Commission Meeting Agenda - January 6, 2026

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

a. RESOLUTION 01-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A RENTAL POLICY, RENTAL APPLICATION, RULES AND GUIDELINES FOR CITY FACILITIES AND PARK RENTALS, AS SET FORTH IN EXHIBIT "A"; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

6.a. Parks Facility Rental Application 2026

b. RESOLUTION 02-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE MAYOR AND THE CITY MANAGER TO EXECUTE THE SECOND AMENDMENT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION PROGRAM (CDBG-MIT) SUBRECIPIENT AGREEMENT; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

6.b. AMENDMENT TWO TO THE FEDERALLY FUNDED COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION PROGRAM (CDBG-MIT) SUBRECIPIENT AGREEMENT

c. RESOLUTION 03-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING THE CITY OF SOUTH BAY EDUCATIONAL SCHOLARSHIP POLICY AND APPLICATION, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR ADOPTION

OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE

6.c. South Bay Scholarship Policy and Application

7. **ORDINANCE**

8. **ROSENWALD ELEMENTARY SCHOOL**

9. **FINANCE REPORT**

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

9.a. December 22, 2025 Weekly Check Register

10. **CITY CLERK REPORT**

a. NLC -Congressional City Conference March 16-18, 2026

b. Palm Beach Day 2026 January 12–15, 2026

11. **CITY MANAGER REPORT**

a. Parcel Maintenance Agreement/Sale – Villa Lago

b. State Legislative Appropriations/Palm Beach Day

c. Remaca/SFWMD Discussion – Ingress and Egress

d. City Clerk Job Opening Discussion

e. Municipal Rebranding Strategy

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, NOVEMBER 4, 2025
 6:30PM

Present:

Mayor Joe Kyles
 Vice-Mayor McKelvin
 Commissioner Albert Polk

Staff

Leondrae Camel, City Manager
 Burnadette Norris-Weeks, City Attorney
 Vicenta Washington, City Clerk
 Massih Saadatmand, Finance Director
 Napoleon Collins, Economic and Development Director
 Aiyana Bent, Community Navigator
 Andrew Mann, Code Enforcement Officer
 Cristal Verdugo, Administrative Assistant

(Full recording/discussion available through the City website)

1. **CALL TO ORDER at 6:30pm**
2. **ROLL CALL**
3. **DISCUSSION**
a. Agenda Items
4. **ADJOURNMENT- 7:01 pm**

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

CITY OF SOUTH BAY, FL
REGULAR CITY MEETING
 CITY HALL CHAMBER
 TUESDAY, NOVEMBER 4, 2025
 7:01PM

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 October 21, 2025 at 7:01 p.m.

(Full recording/discussion available through the City website)

Present:

Mayor Joe Kyles
 Vice-Mayor McKelvin
 Commissioner Albert Polk IV

Staff:

Leondrae Camel, City Manager
 Burnadette Norris-Weeks, City Attorney
 Vicenta Washington, City Clerk
 Massih Saadatmand, Finance Director
 Nepoleon Collins, Economic and Development Director
 Aiyana Bent, Community Navigator
 Andrew Mann, Code Enforcement Officer
 Cristal Verdugo, Administrative Assistant

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

All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commission, or person so requests, in which the item will be removed from the general order of business and considered in its normal sequence on the agenda.

- a. Regular City Workshop and City Meeting
Approval of City Minutes – October 20, 2025
Approve Consent Agenda
Moved by: Vice-Mayor McKelvin
Seconded by: Commissioner Polk
- b. Regular City Workshop and City Meeting
Approval of Meeting Agenda – November 4, 2025
Approve Consent Agenda
Moved by: Vice-Mayor McKelvin
Seconded by: Commissioner Polk

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

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

a. RESOLUTION 61-2025

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER’S EXECUTION OF THE ATTACHED STATE OF FLORIDA DEPARTMENT OF COMMERCE GRANT AGREEMENT NUMBER HL313, ATTACHED HERETO AS EXHIBIT “A”; 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
Vice-Mayor McKelvin	YES
Commissioner Polk	YES
Commissioner King	

b. RESOLUTION 62-2025

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA RELATING TO FINANCES, PROVIDING FOR AMENDMENTS TO THE FISCAL YEAR BUDGET BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; APPROVING ASSOCIATED BUDGET AMENDMENTS; PROVIDING AN EFFECTIVE DATE.

Moved by: Commissioner Polk
 Seconded by: Commissioner King

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

c. RESOLUTION 63-2025

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, CANCELING THE DECEMBER 2, 2025 REGULAR CITY COMMISSION MEETING; 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 King	

7. ORDINANCE

8. ROSENWALD ELEMENTARY SCHOOL

9.FINANCE REPORT

a. Accounts Payable Report (Received and Filed)

9.a. AP Report

10. CITY CLERK REPORT

11. CITY MANAGER REPORT

12. CITY ATTORNEY REPORT (NONE)

13. FUTURE AGENDA ITEMS (NONE)

13. FUTURE AGENDA ITEMS (NONE)

14. COMMISSIONER COMMENTS FOR THE GOOD OF THE ORDER

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

15. ADJOURNMENT 7:40 pm

Moved by: Vice-Mayor McKelvin

Joe Kyles, Mayor

ATTESTED BY:

South Bay City Clerk

RESOLUTION 01-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A RENTAL POLICY, RENTAL APPLICATION, RULES AND GUIDELINES FOR CITY FACILITIES AND PARK RENTALS, AS SET FORTH IN EXHIBIT "A"; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of South Bay ("City") provides park and recreation facilities to residents and users within and outside of its City limits; and

WHEREAS, the City of South Bay's Code of Ordinances, Chapter 18, Section 18-22 entitled "Rental agreement; indemnification" states: "*All rentals must be by written agreement with the city which agreement shall contain an indemnity and hold-harmless provision and provision for insurance in an amount agreed upon by the city manager in order to insure said indemnification*"; and

WHEREAS, the City Commission of the City of South Bay ("City Commission") aims to preserve its facilities and enhance the social and recreational environment of the City; and

WHEREAS, the City desires to operate park and recreational facilities in a manner that provides the lowest possible cost to its residents and users, but has adequate safeguards to maintain financial sufficiency; and

WHEREAS, the City Commission desires to revise the park facilities rental application to reflect, in part, the following:

- i. That park facility rentals maintain an hourly rate structure.
- ii. Increase the minimum rental duration to ensure consistency and proper facility management.
- iii. Require that the City secures that Sheriff's Office, which will be reimbursed by the renter as part of the overall rental process.

WHEREAS, the City Commission desires to approve the attached revisions to rental policy, rental application, rules and guidelines for City facilities and park rental rates as in the best interest of the City and its residents.

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

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

Section 2. Approval of Park and Recreation Facility Rental Application, Rules and Rates, Repeal Resolutions in Conflict. The City Commission of the City of South Bay, Florida hereby approves the rental policy, rental application, rules and guidelines for City facilities and park rental rates as set forth in Exhibit “A.” The City Commission hereby repeals any resolutions and policies in conflict.

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

PASSED and ADOPTED this 6th day of January 2026.

Joe Kyles, Mayor

ATTEST:

By: _____
Olivia Mejia, Interim City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



**CITY OF SOUTH BAY
ESTHER E. BERRY COMMUNITY CENTER
FACILITY RENTAL POLICY AND GUIDELINES
105 PALM BEACH RD, SOUTH BAY, FL. 33493**

Facility Hours or Operations: Monday – Sunday 8 am – 6 pm

Reservation Hours: Monday – Thursday 8 am – 4 pm (depending upon availability)

Friday & Saturday, 8 am – 12 midnight and

AVAILABLE AMENITIES:

The Community Center offers the following amenities on a rental basis:

1. Hall- Max. capacity 200 guests, 150 guests (banquet style).
2. Kitchen/food preparation area
3. Parking is included in the rental.

Please know that the Community Center is not available for rentals on the following City-recognized holidays:

- New Year’s Day
- Thanksgiving Day
- Christmas Eve (after 5 p.m.)
- Christmas Day

For City-recognized holidays not listed above, rentals are available at the “All Day Rental Fee.”

SINGLE RESERVATIONS -FEES/PERMITS

The City of South Bay Parks & Recreation Department assesses usage fees according to a City Commission approved fee schedule and pursuant to the following requirements:

1. Photo ID required for all reservations
2. Requests for use of the South Bay Community Center facilities must be received 30 days in advance, unless approved by the Parks & Recreation Director or his/her designee. Approval for use of the facility and facility amenities will be on a first-come, first-served basis and depends upon space availability. All facility requests, changes, or cancellations must be submitted through canoc@southbaycity.com thirty (30) days prior to the date of the event. Fees for some amenities may be required. All permitting will occur through the Parks & Recreation Director or his/her designee.
3. Groups requesting the non-profit rate schedule will be required to provide documentation, at the time the reservation is made, verifying their non-profit status. Any individual submitting non-profit paperwork (DR-14) must be listed as a principal in the organization’s non-profit registration documents and provide a photo ID to verify their identity, or present a letter of authorization from one of the listed principals, granting the authority to sign on the organization’s behalf. This letter must be accompanied by a photo ID verifying the identity of the authorizing individual.
4. Permission to serve or consume alcohol is allowed with the rental of the Hall. Two (2) contracted ‘Extra Duty’ Deputy(s) are required and must be present for the entire length of the event.

5. For single-day events, 100% of facility rental fees are due at the time of the reservation confirmation. This includes room rental fee, deposit, required insurance, alcohol permit, set up fee, etc.
6. Reservations cancelled within 30 days will not receive a refund of any fees unless the City cancels the rental.
7. Reservations that include the consumption of alcohol will require a prepaid alcohol permit from the Parks & Recreation Department. An additional fee will be charged based on the number of Deputies required, which is determined dependent upon headcount. Fees for PBSO must be paid 30 days in advance. Fees for both alcohol permits and police officers are subject to change without notice.
8. Fees will not be waived unless approved by the City Commission.

ONGOING RESERVATIONS - FEES/PERMITS

1. Request for use of the South Bay Community Center facilities must be received 30 days in advance. Approval for use of the facility and facility amenities will be on a first-come, first-served basis and depends upon space availability. All facility requests, changes, or cancellations must be submitted through canoc@southbaycity.com 30 days prior. Only one cancellation per contract period will be permitted. Fees for some amenities may be incurred. All permitting will occur through the Parks & Recreation Director or his/her designee.
2. Each group will be permitted to reserve space once per month.
3. Reservations for facility use can be made up to one year in advance. Groups meeting monthly will be issued a permit for up to one full year. Monthly meeting groups must apply for renewal of their permit two months before the end of their current permit, at which time the last month of the current contract and the first month's balance will be collected. Payments are required one month in advance for ongoing reservations. Reservation payments delinquent more than twice during any consecutive rental agreement are subject to cancellation. The patron or organization will not be allowed to enter into another agreement, but, at that time, the reservation holder will have the option of going month to month, first-come, first-served, or paying for 12 months in full in advance.
4. For any damage caused by the reservation holder or during an ongoing reservation, the reservation holder will be responsible for the cost of any repairs or replacement of the facility and/or equipment. Damage fees are based on replacement or repair costs incurred by the City and may exceed the deposit amount. Payment will be due ten (10) days from the invoice date. The City will file a claim against the insurance policy to cover these costs.

PROCEDURES AND REQUIREMENTS

1. An authorized representative of the group requesting a permit must meet with the Parks & Recreation Director or his/her designee prior to any approval for the use of the building.
2. An application for a permit to use the facility must be completed and signed by the group contact.
3. If the request is approved, the permit will be signed by the Parks & Recreation Director or his/her designee, and a copy will be provided to the group.
4. A representative of the group will be required to meet with the Parks & Recreation Director or his/her designee, 15 days prior to the event, to review policies and finalize plans. The reservation holder or an individual authorized by the reservation holder must be appointed, in writing, to complete a pre-event walk-through of the reserved space prior to staff allowing Event Planners, Designers, or Caterers to enter the reserved space.
5. Renters shall be responsible for obtaining general liability insurance or purchasing said insurance ~~e-it~~ through the City of South Bay. All rentals must be by written agreement, which agreement shall contain an indemnity and hold-harmless provision and provision for insurance in an amount agreed upon by applicant and city manager to insure indemnification. The amount of insurance required may depend upon the type of activities involved with the rental . For instance, rentals involving physical or strenuous activity, rentals involving more than -50 people and those involving alcohol may require a higher level of insurance.
6. Documentation of the following, as applicable, must be supplied to the Parks & Recreation Director or his/her designee at least 30 days prior to the event:
 - a. General Liability Insurance must name the City of South Bay as additional insured based on the activity and/or number of participants. If an alcohol permit is requested, a Host Liquor Liability endorsement must be included in the General Liability Policy.
 - b. Individuals or groups that serve alcohol will be required to have two police officer from the time the event starts until half an hour after the event ends. The remainder of the required officers will need to be present during the time that alcohol is served and until a half-hour after the event finishes. The number of deputies are based on the number of participants or the type of activity.
7. If deemed necessary by the Parks & Recreation Director or his/her designee, a group may be requested to submit, in writing, details of their organization, explanation, and nature of event, agenda, the number of guests expected, and any special needs or requirements. This City reserves the right to deem any activity inappropriate for the Community Center.
8. Approval for use of the Community Center will be on a first-come, first-served basis and will depend upon space availability.
9. No one organization will be granted the use of the facilities for more than three consecutive days per week.
10. Requests for use of the Community Center must be made by a person who is over the age of 18 years.
11. The operational plans and procedures for an event shall not interfere with the normal operations of the facility.
12. A promoter must have all required local, state, and federal licensing if retail sales will occur.

WHAT THE COMMUNITY CENTER PROVIDES:

1. Use of a specially designated space and public areas.
2. Use of existing electrical and water utilities.
3. The kitchen includes the use of equipment
4. All outside rental equipment must be delivered day of the event and removed at the conclusion of the event unless by prior approval of the Parks & Recreation Director or his/her designee.
5. At least one staff member is on duty during the function to assist with situations as they arise.

WHAT THE GROUP IS TO PROVIDE:

1. Any additional equipment that is not provided by the Community Center at the group's expense.
2. When the renter pays for set-up, a detailed room set-up diagram must be received by Parks & Recreation at least 15 days prior to the function. Failure to provide a set-up diagram by the due date will result in a default room set-up that will not be changed on the day of the event by staff.
3. The ability to complete room changes if the group decides to change the requested setup on the day of the event.
4. The ability to move any equipment brought in by the group.
5. Post-function: removal of all additional equipment from the facility after the function and depositing all trash into the trash dumpster in the rear of the facility. Any spills on the floors must be mopped.
6. If the group is tax-exempt, they must provide a copy of the tax exemption form EVERY TIME the group applies for a rental permit.
7. It is the responsibility of each group to provide documentation to verify non-profit status to be eligible for reduced rates (501(c) (3) Non-Profit status form). To receive tax exemption status, the group must provide a current copy of DR-14.
8. Groups are required to provide documentation of non-profit status; therefore, the group must also produce documentation of signature authority for any individual signing on behalf of the organization. The application must be signed by the group contact, who should be the authorized representative. An authorized signatory could be an organizational executive or another person in a leadership position given such authority.
9. For all retail sales, a complete listing of all vendors being utilized will be required 10 days prior to the rental.

DAMAGE AND DEPOSITS:

1. After the rental permit expires and no damage fees have been assessed, the Deposit will be refunded. A check will be issued by the Finance Department. This process can take up to two weeks. The check will be mailed or, upon request, can be picked up at the City Hall.
2. Damage fees are assessed in the following situations or as deemed necessary by the Parks & Recreation Director or his/her designee:
 - a. Removal of carpet stains requiring more than standard extraction techniques.
 - b. Stains on walls.
 - c. Broken furniture and/or equipment.

- d. Defacement of any part of the interior or exterior of the building.
 - e. Damage created by improper use of equipment or non-compliance with facility rules.
 - f. Equipment was found to be missing because of a group using the building.
 - g. Police called for an emergency/disturbance.
3. The applicant is required to participate in a pre and post-walk-through inspection of the room with staff prior to beginning room set-up with any vendor, contracted service provider, or reservation holder, and notify staff of any problems or deficiencies. The Community Center staff will visually inspect the building immediately following the function with an authorized member of the group.

FACILITY RULES:

1. The Community Center's use is governed by all applicable laws, rules, regulations, South Bay City Ordinances, including but not limited to Chapter 96 of the Code of Ordinances, and the Facility Rental Guidelines.
2. Approved alcohol permit and general liability insurance shall be obtained for alcoholic beverage consumption. Reservation holder supplies all alcohol; guests are not permitted to bring alcohol of any kind into the Community Center. At no time is alcohol permitted outside of the reserved room. Alcohol consumption is strictly limited to the reserved room and is not allowed elsewhere on the premises. Single-serve glass containers/bottles, alcoholic/non-alcoholic, are not permitted in the South Bay Community Center.
3. Based on the type of activity and number of participants, more staff or off-duty police officers may be required at the renter's expense, with or without an alcohol permit. The Parks & Recreation Department reserves the right to add or request additional off-duty police officer(s) at any time during the renter's event at the renter's expense. For events serving alcohol, police officers are required to begin at the scheduled time of guest arrival.
4. Decorations must meet the approval of the Parks & Recreation Director or his/her designee in advance. Decorations must be freestanding or tabletop. Nothing may be hung from the walls, mirrors, or ceilings.
5. Community Center equipment or furniture is not to be used as a step ladder. The Community Center does not provide or loan ladders of any kind to reservation holders. Reservation holders must provide their own ladder.
6. The Community Center is a non-smoking and drug-free facility. Use of tobacco products is NOT permitted in the facility. Patrons who wish to use tobacco products may do so outside of the facility in designated areas only. Vaping is NOT permitted in the facility. Patrons wishing to vape may do so in designated smoking areas only.
7. Children shall be supervised by an adult throughout the time that they are in the building, unless they are in a supervised program. Failure to properly supervise children may result in the child and parent or guardian being asked to leave the facility.
8. Please leave the facility and its contents in the same condition in which it is found. Please place all trash in the trash dumpster outside the facility. Trash carts will be provided. Please utilize trash carts and do not deposit trash bags on the sidewalk outside of the loading door. Failure to use the provided trash carts may result in a sidewalk cleaning charge.

9. The group will be responsible for the replacement or repairs of any part of the building or its contents therein that becomes broken, defaced, or damaged because of the rental.
10. The group contact is required to attend all meetings and remain on premises until all members have left, and shall walk through the rental area with staff prior to leaving the facility
11. No admission may be charged unless specified in writing at the time the permit is signed. (If admission is charged and alcohol is served, additional permits will be required.)
12. A certificate of insurance, security, and additional requirements may be required for some events, programs, activities, and meetings.
13. If an event exceeds its scheduled end time without prior City management approval, the hosting group will incur additional charges at overtime rates. No rentals will be permitted beyond midnight.
14. House lights will be turned on at 11 pm, no alcohol may be served after 11 pm, and power will be cut at 11:15 pm if the band/DJ continues to play music.
15. For security purposes, the main entrance doors (front doors) will be locked at 8 p.m. Guests who exit the building after 8 p.m. may be provided with a re-entry stamp.
16. Rental times must include the set-up and breakdown times.
17. Storage space is not available for groups using the facility.
18. Parking is allowed in designated parking spots only.
19. Cooking is not permitted. Chafing dishes with gel chafing fuel are allowed for food warming purposes only.
20. Persons using the facility shall obey all posted signs.
21. No person(s) shall willfully mark, deface, disfigure, tamper with, displace or remove any part of the Center.
22. The Center is under the exclusive control of the City of South Bay Parks & Recreation Department. City employees have the authority and will enforce all rules and regulations governing the use of the Center.
23. Floor protection must be utilized under sound/lighting equipment stands or with any item or equipment that may damage the flooring. If equipment supplied by the renter or any vendor contracted by renter causes flooring damage the renter will incur the full cost of repair or replacement of damaged area.
24. The City of South Bay will not be responsible for any property that is left on the premises by an individual or group using the Center. Any items left after reservation end time will be discarded.
25. No pets are allowed within the facility except for service animals.

26. Courtesy and safety are mandatory. Equipment abuse, profanity and fighting are unacceptable behavior and may result in trespass from facility.
27. The use of a Fire Watch service shall be required for certain special effects such as hazers, fog machines, dry ice machines, and similar special effects at the Authorized User's (Renter's) expense. Each situation must be discussed with your Event Coordinator and approved by the Recreation Manager. No pyrotechnics/laser displays of any type will be permitted.
28. Audio Levels: The South Bay Community Center reserves the right to regulate the audio levels of all events. Authorized User must maintain an appropriate audio level no higher than 70 decibels, so as not to disturb or interrupt other events, programs, or the ability to conduct city business.
29. No retail sales will be permitted in areas other than the specific areas of the rental.
30. At the discretion of the Parks & Recreation Department staff or the PBSO Officers present at a rental, a rental may be cancelled without refund or pro-rating of fees if the rental participants do not adhere to the Center rules.
31. Use of any type of lit candles in the Community Center is strictly prohibited.
32. This entire facility is under video surveillance 24 hours a day.
33. All required fire exits may not be blocked. All exits must be kept clean and unobstructed. Clear access must be maintained for access to the room.
34. Paid set-up by staff is contingent upon the actual rental start time, and the room may not be fully set up until the actual start time of the contract.

SUPPLEMENTAL DETAILS FOR EVENTS THAT INCLUDE ALCOHOL

- A. Alcohol Permit is required for consumption of any alcoholic beverages. Off-duty deputies(s) are required, as well as Alcohol Liability Insurance.
- B. If alcohol is being sold or there is a charge for admission at an event with alcohol (including donation cups, tickets, etc.), then you must comply with one of the following requirements:
 1. Obtain alcoholic beverage and food caterer (AB & Caterer) permits.
 2. Obtain a food caterer and a licensed vendor of alcohol (vendor with a 4 COP license) permit.
 3. Obtain a non-profit liquor permit from the Division of Alcoholic Beverages and Tobacco (only available to non-profit organizations).

If you have any questions about the above requirements, you should contact the Division of Alcoholic Beverages and Tobacco at 561-650-6840.



RENTAL APPLICATION
ESTHER E. BERRY COMMUNITY CENTER

Parks & Recreation Department
105 Palm Beach Road, South Bay, Florida 33493
Tel: 561-996-6751 Fax: 561-996-7950

Contact: _____ # of Attendance: _____

Event Type _____

Mailing Address _____ City _____ State _____ Zip _____

Day Telephone _____ Evening Telephone _____ Email: _____

Event Date: _____ Start Time: _____ End Time: _____

Will alcoholic beverages be served? Yes _____ No _____

Payment type: Cash, Check or Money Order. Make Check or Money Order payable to City of South Bay. (Fees are subject to change) **Maximum Facility Usage of 8 Hours**

Tanner Park Rental Fee

_____ \$135/hr./ 5 hr. minimum + 7% Tax

_____ \$1075 + 7% Sales Tax

(Holiday Flat Rate) 8hr Max

_____ \$100.00-Early Decoration

(If available, After 5:00 p.m.)

Deposit Fees

_____ \$500.00-Non-Residents

_____ \$250.00-South Bay Residents

Repass/Funeral Gatherings Rental Fee (No Deposit)

_____ \$375- Facility usage no later than 7:00 pm

Cox Park Pavilion _____ \$75.00 + 7% Sales Tax (Sound Permit Included in Pavilion Rental Fee)

Regulations, rescheduling, and security deposits:

Maximum Capacity-200

- **Deposit must be paid at the time of application to reserve date.** The total amount of rental fees must be paid 15 business days prior to event.
- **Required PBSO Deputy minimum 4 hours for all events.**
- **Renter/Applicant is responsible for the following at the conclusion of the event.**
Tables and chairs must be cleaned and stacked neatly in the storage room
Trash must be placed in garbage containers outside. Grounds must be left trash free.
Bathrooms must be cleaned and facility must be swept and mopped.
- **A refund will be issued if cancellation of event is requested no less than 30 business days prior to event date and is subject to a processing fee.** (\$25 if your event was scheduled Mon-Thurs, \$35 if your event was scheduled Fri-Sun or on a holiday).
- **If your event results in additional cost to the City of South Bay due to property damages, non-routine maintenance, failure to provide accurate information of alcoholic beverages being served, additional need for crowd control or failure to follow park rules and regulations, your deposit will be subject to forfeitures and future rental privileges loss and/or event cancellation.**
- **Deposit Refund.** Within 7-10 business days after the event conclusion and upon completion of inspection report by city staff, the deposit fee or reminder thereof will be returned to renter/applicant.

I, the applicant, agree to protect, defend, reimburse, indemnify and hold The City of South Bay, its agents, designees, employees, elected and appointed officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages, or causes of action of every kind and character, including attorney fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my use of the facility described in this permit. I hereby assume the risk associated with the use of the facility. The amount of insurance agreed upon is \$1,000,000.

Renter/Applicant Signature: _____

Date: _____

City of South Bay

Parks and Recreation Department

The following regulations govern the use of all parks and park facilities.

1. Reservations are made on the first-come, first-served basis and **must be reserved at least (3) months in advance.**
2. An application for use of facilities must be completed. The application for use of facilities must be signed and submitted at the time of reservation to the City of South Bay office located at 335 SW 2nd Ave, South Bay FL 33493.
3. A refund will be issued if cancellation is requested 30 business days prior to event and is subject to a processing fee (\$25.00 if event was scheduled Monday-Thursday, \$35.00 if event was schedule for Friday-Sunday, or on a Holiday).
4. Rental fees are as follows: **Maximum facility usage of 8 Hours**
Hall -\$135/hr; 5hr minimum + 7% Sales Tax
Holiday Rental Flat Rate of \$1075 + 7% Sales Tax (8 hour maximum)
Cox Park Pavilion-\$75.00 (includes sound permit fee) + 7% Sales Tax
Early Decoration Rate-\$100.00 (If available, After 5:00pm)
Repass/Funeral Gathering-\$375 (Facility usage no later than 7:00pm)
5. **Deposit must be paid at the time of application submittal to reserve date.** Deposit fees are as follows:
\$500.00 Non-Residents
\$250.00 South Bay Residents Only
6. Refunded deposits will be returned within 7-10 business days following the event, provided there are no damages, facility is cleaned and no rule and regulation have been violated.
7. **Required PBSO Deputy for a minimum of 4 hours for all events.**
8. Renter/Applicant is responsible for checking the building prior to event to ensure it is in good condition and there is no damage.
9. Renter/Applicant is responsible for the following at the conclusion of the event:
 - Tables and chairs must be cleaned and stacked neatly in the storage room
 - All trash must be put in the garbage containers located outside. All grounds must be clear of trash.
 - Restrooms must be cleaned
 - Floors are to be swept and mopped
10. **All events must end by 11:00pm. The load-out of all equipment and belongings, as well as the cleanup of the facility must be completed by 12:00am. NO EXCEPTIONS. Any use of the facility beyond this time will result in additional overtime rental charges and possible forfeiture of the rental deposit.**
11. No parking allowed on the grass.
12. No items may be taped, glued, stapled or otherwise attached to the walls or ceiling tiles of the building without prior permission. Must be listed on permit or application.
13. Smoking is not permitted at any time in the facility.
14. No knives or weapons are permitted inside the facility.
15. Maximum building capacity is **200 persons**. Under no circumstances may this limit be exceeded. If the renter/applicant exceeds the anticipated number of guests, the rental deposit may be forfeited.
16. Children attending events at Parks and Recreation Facilities must be supervised at all times. Children/Teenagers are not permitted to run around inside the facilities. Once an event has begun, children/teenagers are required to stay inside the facilities. No loitering is permitted outside the facilities.
17. Pursuant to Palm Beach County Ordinance NO. 89-34, Section 23. No person shall solicit alms or contributions for any purpose, whether public or private, upon any park property.
18. **If your event results in additional cost to the City of South Bay due to property damage, non-routine maintenance, failure to provide accurate information of alcoholic beverages being served, additional need for crowd control and/or failure to follow park rules and regulations, your deposit will be subject to forfeitures and future rental privileges loss and/or event cancellation.**

By my signature I agree to comply with all rules, regulations, laws and Ordinances of the City of South Bay and the Parks & Recreation Department with regards to the rental and/or use of facilities and agree to the indemnification above.

Renter/Applicant Signature: _____ **Date:** _____



Permit / Rental Assumption of Risks and Release of Liability Relating to Coronavirus 2019/ COVID-19

I, the undersigned, acknowledge that on or about March 11, 2020, Coronavirus Disease 2019 (“COVID-19”) was declared a pandemic by the World Health Organization. The Centers for Disease Control and Prevention (“CDC”) has stated that “the best way to prevent illness is to avoid being exposed to this virus.”

Additional information on the CDC’s guidelines related to COVID-19 may be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html> I am aware of the contagious nature of COVID-19 and have voluntarily chosen to permit City Parks and Recreation (“City”) Facility. I acknowledge that City employees come into contact with multiple individuals, and might become exposed to COVID-19. I also acknowledge that although the City takes precautions to reduce the likelihood of transmission of COVID-19 by its employees, the City cannot guarantee that any person participating in the permitted activity will not become infected with COVID-19. I knowingly acknowledge that I am exposing persons participating under my permit and myself (and other family members) to the risk of becoming infected with COVID-19, which may result in serious personal injury, illness, permanent disability, and death. I understand the risk of becoming exposed to or infected with COVID-19 may result from actions, negligence, and failures to act by myself and others, including, but not limited to, City employees, and other program participants and parents. I agree to assume all of the foregoing risks, and accept personal responsibility for any injury to my permit participants or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability or expense, of any kind or nature, that my permit participants may suffer arising out of or in connection with my permit participants or myself becoming exposed to or infected by COVID-19 before, during, and after participation in the permitted activity. On my own behalf, I hereby release, covenant not to sue, and forever discharge the City, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any nature (“Claims”) arising out of or in any way connected with my permit participants or myself becoming exposed to or infected by COVID-19. I understand that this release includes any Claims based on the negligence, action, or inaction of the City or any of the City’s employees, agents, and representatives, and covers bodily injury (including death) due to COVID-19, whether a COVID-19 infection occurs before, during or after my use of the City’s Park facilities.

Renter/Applicant Print Name

Renter/Applicant Signature

Event Date

Park/Pavilion Field

Date

FACILITY RENTAL USE CHECK LIST

Finance Department

Reviewed By: _____

Deposit Received: [] YES [] NO
Rental Fees Received: [] YES [] NO

Parks & Recreation Department

Reviewed By: _____

Approved: [] YES [] NO

City Manager Approval: _____

Application from Palm Beach County Sheriff's Office for Off Duty Officer:
Responsibility of the City

Facility Inspected: [] YES [] NO Date Inspected: _____

Facility Damaged: [] YES [] NO

List Damages: _____

Damages Charges: _____

Refund Request to Finance: [] YES [] NO

Refund check to Applicant: [] YES [] NO

Date of Refund Issued:

RESOLUTION 02-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE MAYOR AND THE CITY MANAGER TO EXECUTE THE SECOND AMENDMENT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION PROGRAM (CDBG-MIT) SUBRECEIPIENT AGREEMENT; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida, Department of Commerce entered into the Community Development Block Grant Mitigation Program (CDBG-MIT) Subrecipient Agreement (“Agreement”) with the City of South Bay (“City”) on January 28, 2022, for mitigation activities; and

WHEREAS, in Section 5 titled “Modification of Agreement”, of the Agreement provides that any amendment to the Agreement shall be in writing executed by the Parties; and

WHEREAS, the Agreement was previously amended on June 16, 2022; and

WHEREAS, the parties now desire to enter into a Second Amendment to, among other things, recognize the name change to the Florida Department of Commerce from the “Department of Economic Opportunity”; specify that the agreement shall end on January 27, 2027, unless otherwise terminated; delete inapplicable provisions for employment eligibility verification; add E-Verify language and additional language prohibiting contracting with entities of foreign countries; prohibiting foreign influence and prohibiting human trafficking; adding additional reporting and auditing requirements; and

WHEREAS, the City Commission of the City of South Bay finds that entering into Second Amendment to the CDBG-MIT Agreement between the State of Florida, Department of Commerce and the City of South Bay is in the best interests of the residents of the City.

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

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

Section 2. Authorization of the Mayor and City Manager. The City Commission of the City of South Bay, Florida hereby authorizes the Mayor and the City Manager to execute the Second Amendment to the Community Development Block Grant Mitigation Program (CDBG-MIT) Subrecipient Agreement. The City Manager is authorized to take all necessary and expedient action to carry out the aims of this Resolution.

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

PASSED and **ADOPTED** this 6th day of January 2026.

Joe Kyles, Mayor

ATTEST:

By: _____
Olivia Mejia, Interim City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

**AMENDMENT TWO
TO THE FEDERALLY FUNDED
COMMUNITY DEVELOPMENT BLOCK GRANT
MITIGATION PROGRAM (CDBG-MIT)
SUBRECIPIENT AGREEMENT**

On **January 28, 2022**, the State of Florida, Department of Commerce (“Commerce”), and the **City of South Bay** (“Subrecipient”) entered into agreement **IR046** (“Agreement”). Commerce and the Subrecipient may individually be referred to herein as a “Party” or collectively as the “Parties.”

WHEREAS, Section 5, Modification of Agreement, of the Agreement provides that any amendment to the Agreement shall be in writing executed by the Parties thereto; and

WHEREAS the Agreement was previously amended on **June 16, 2022**; and

WHEREAS the Parties wish to amend the Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. On July 1, 2023, the Florida Department of Economic Opportunity was renamed to the Florida Department of Commerce. Effective July 1, 2023, all references throughout the Agreement to “Department of Economic Opportunity” or “DEO” are replaced with “Department of Commerce” or “Commerce” as appropriate.
2. This Agreement is hereby reinstated as though it had not expired.
3. **Section 3, Period of Agreement**, is hereby deleted in its entirety and replaced with the following:

(3) Period of Agreement. This Agreement begins **January 28, 2022**, and ends **January 27, 2027**, unless otherwise terminated as provided in this Agreement. Commerce shall not grant any extension of this Agreement unless Subrecipient provides justification satisfactory to Commerce in its sole discretion and Commerce’s Deputy Secretary of the Division of Community Development approves such.

4. **Section 28, Employment Eligibility Verification**, is hereby deleted in its entirety and replaced with the following:
 - A. E-Verify is an Internet-based system that allows an employer, using information reported on an employee’s Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security’s E-Verify system can be found at: <https://www.e-verify.gov/>.
 - B. In accordance with section 448.095, F.S., the State of Florida expressly requires the following:
 - (1) Every public agency and its contractors and subcontractors shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public agency or a contractor or subcontractor thereof may not enter

into a contract unless each party to the contract registers with and uses the E-Verify system.

- (2) An employer shall verify each new employee's employment eligibility within three (3) business days after the first day that the new employee begins working for pay as required under 8 C.F.R. 274a. Beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee's employment eligibility.

- C. If Subrecipient does not use E-Verify, Subrecipient shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the effective date of this Agreement.

5. This Agreement is hereby amended to add the following:

(32) CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN PROHIBITED

If applicable, and in accordance with section 287.138, F.S., a contract between a governmental entity and an entity which would give access to an individual's personal identifying information which is executed, extended, or renewed on or after the dates provided in section 287.138(4), F.S., must include an attestation by the entity on Form PUR 1355, "Foreign Country of Concern Attestation Form," which is incorporated herein by reference.

If applicable, Subrecipient must provide Commerce with a signed Foreign Country of Concern Attestation Form pursuant to section 287.138(4), F.S., and rule 60A-1.020, F.A.C.

(33) FOREIGN INFLUENCE

In accordance with section 286.101, F.S., if this Agreement has a value of \$100,000 or more, Subrecipient shall disclose to Commerce any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern if such interest, contract, or grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years. The disclosure requirements are more fully defined within the statute. Subrecipient represents that it is, and for the duration of this Agreement will remain, in compliance with section 286.101, F.S.

(34) HUMAN TRAFFICKING

If applicable, and in accordance with section 787.06, F.S., when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

If applicable, Subrecipient must provide Commerce with an affidavit signed by an officer or a representative of Subrecipient under penalty of perjury attesting that Subrecipient does not use coercion for labor or services as defined in section 787.06, F.S.

6. **Attachment A, Project Description and Deliverables**, is hereby deleted in its entirety and replaced with the attached revised Attachment A.
7. **Attachment G, Reports, Section 3**, is hereby deleted in its entirety and replaced with the following:
 3. The Subrecipient shall closeout its use of the CDBG-MIT funds and its obligations under this Agreement by complying with the closeout procedures in 2 CFR § 200.344. Activities during this close-out period may include, but are not limited to making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances and accounts receivable to the Subrecipient) and determining the custodianship of records.

Notwithstanding the terms of 2 CFR 200.344, upon the expiration of this Agreement, the Subrecipient shall transfer to the recipient any CDBG-MIT funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG-MIT funds. Further, any real property under the Subrecipient's control that was acquired or improved in whole or in part with CDBG-MIT funds (including CDBG-MIT funds provided to the Subrecipient in the form of a loan) shall be treated in accordance with 24 CFR 570.503(b)(7).
8. **Attachment G, Reports, Section 6**, is hereby deleted in its entirety and replaced with the following:
 6. Section 3 Quarterly Reporting Requirements. Reporting of labor hours for Section 3 projects must comply with 24 CFR §75.25(a). Subrecipients must report the following: (i) the total number of labor hours worked; (ii) the total number of labor hours worked by Section 3 workers; and (iii) the total number of labor hours worked by Targeted Section 3 workers. If Section 3 benchmarks are not met, the subrecipient's qualitative efforts must be reported in a manner required by 24 CFR §75.25(b).

Subrecipients shall provide Section 3 Reporting quarterly to Commerce by the 10th of each quarter (January 10, April 10, July 10, and October 10). For Section 3 Reporting, Subrecipients should complete and return the Project Implementation Plan template to Commerce.
9. **Attachment I, Audit Requirements**, is hereby deleted in its entirety and replaced with the attached Attachment I – Audit Requirements.
10. **Attachment J, Audit Compliance Certification**, is hereby deleted in its entirety and replaced with the attached Attachment J - Audit Compliance Certification.
11. All other terms and conditions of the Subrecipient Agreement not otherwise amended remain in full force and effect.

~ Remainder Left Intentionally Blank ~

IN WITNESS HEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Commerce Agreement Number **IR046**, as amended. This Amendment is effective on the date the last Party signs this Amendment.

FLORIDA DEPARTMENT OF COMMERCE	CITY OF SOUTH BAY, FLORIDA
SIGNED:	SIGNED:
J. ALEX KELLY	JOE KYLES
SECRETARY	MAYOR
DATE:	DATE:

Approved as to form and legal sufficiency, subject only to full and proper execution by the Parties.

**OFFICE OF GENERAL COUNSEL
FLORIDA DEPARTMENT OF COMMERCE**

By: _____

Approved Date: _____

Attachment A – Project Description and Deliverables

1. **PROGRAM DESCRIPTION:** In April 2018, the U.S. Department of Housing and Urban Development (HUD) announced the State of Florida, Department of Commerce (Commerce) would receive \$633,485,000 in funding to support long-term mitigation efforts following declared disasters in 2016 and 2017 through HUD's Community Development Block Grant Mitigation (CDBG-MIT) program. Awards were distributed on a competitive basis targeting HUD designated Most Impacted and Distressed (MID) Areas, primarily addressing the Benefits to Low-to-Moderate Income (LMI) National Objective. Additional information may be found in the Federal Register, Vol. 84, No. 169.

In February 2021, HUD announced an additional \$46,900,000 in federal mitigation funding for Florida communities that experienced a major disaster in 2018, raising the total CDBG-MIT allocation to \$680,385,000. (86 FR 561).

This award has been granted under the **General Infrastructure Program**. Projects eligible for funding under this program must be from units of general local government (UGLG) and may include towns, cities, counties and villages. Eligible Activities include projects that demonstrably increase community resilience. The following types of infrastructure projects are encouraged:

1. Restoration of critical infrastructure
2. Renourishment of protective coastal dune systems and state beaches
3. Building or fortifying buildings that are essential to the health, safety and welfare of a community
4. Rehabilitation or construction of stormwater management systems
5. Improvements to drainage facilities
6. Reconstruction of lift stations and sewage treatment plants
7. Road repair and improvement and bridge strengthening

2. **PROJECT DESCRIPTION:** The City of South Bay, with an LMI population of 100%, was awarded Two Million Eighty Thousand Dollars and Zero Cents \$2,080,000.00 in Community Development Block Grant Disaster Recovery (CDBG-MIT) funds through the Hurricane Irma Round 2 Infrastructure Repair Program. This grant will uphold the City's ability to address damages inflicted by Hurricane Irma and to meet disaster recovery and resiliency goals as outlined in the Glades Regional Master Plan (2015). One hundred percent of the grant amount will be expended for activities that benefit such persons as low-and-moderate-income persons and families.

The proposed project is located in an identified HUD Most Impacted County: Palm Beach County, Florida, and additionally serves the HUD Most Impacted ZIP Code 33440. The entirety of the project area to be served by the proposed project consists of low-income and moderate-income areas as demonstrated on the required map attachments. The critical facility addressed in this proposed repair project is the City's former emergency shelter and community center. The shelter was damaged in Hurricane Irma and is no longer operational as an emergency shelter. The extensive damages resulted in the need to demolish the current facility to create a larger facility that will meet the needs of the residents of the City and surrounding areas as outlined in the Glades Regional Master Plan (2015). Demolition will include the removal and proper disposal of asbestos and lead-based paint that was uncovered/uncapped by the storm. The site of the shelter will subsequently require brownfield activities, such as Florida Department of Environmental Protection environmental site assessment and remedial activities to make the site safe for the community residents and protect the ground water and the adjacent Lake Okeechobee by preventing leaching from the site into the lake and ground water. Remediation activities are required in order to make the site environmentally safe and reusable for a future emergency shelter. Compromised soil and hazardous materials, including arsenic in soils, petroleum, aromatic hydrocarbons, and total recoverable petroleum hydrocarbons in soils will be removed and properly disposed of. During this time,

while the sub-surface is exposed, it is prudent, time efficient and fiscally responsible to address sub-surface utility and infrastructure needs as well as required flood plain mitigation that will serve the future shelter. This required infrastructure will be designed and installed prior to the implementation of engineering controls necessary as part of the cleanup process. These tasks are imperative for the reparation of the site for safety and the preparation for mitigation activities in order to keep the site safe from future natural disasters and to protect local residents.

The City will rely on City staff, professional engineers and qualified environmental professionals, procured through a fair and open bid process in compliance with federal and state laws, to employ mitigation and resilience strategies as outlined in the Glades Regional Master Plan (2015). Currently there are no impediments to proceed once grant funds are approved.

3. SUBRECIPIENT RESPONSIBILITIES:

- A. Complete and submit the below items to Commerce within thirty (30) calendar days of execution of the agreement:
1. Organizational chart with contact information.
 2. Job descriptions for Subrecipient's employees, contracted staff, vendors, and contractors. If staffing changes, there must be a submittal stating the names and job descriptions on the monthly report deadline.
 3. Attachment B, Project Budget – Develop and submit to Commerce a detailed budget for implementation of the project.
 4. Attachment C, Activity Work Plan – Develop and submit to Commerce a detailed timeline for implementation consistent with the milestones outlined in the Mitigation Program Guidelines.

Should any changes to the organizational chart, Attachment B or Attachment C be deemed necessary, an updated plan must be submitted to Commerce with your monthly report for review and approval by the Commerce Grant Manager.

- B. Develop and submit a copy of the following policies and procedures to the Commerce Grant Manager for review and approval within thirty (30) calendar days of Agreement execution. The Commerce Grant Manager will provide approval in writing prior to the policies and procedures being implemented.
- a. Procurement policies and procedures that incorporate 2 CFR 200.317-327.
 - b. Administrative financial management policies, which must comply with all applicable HUD CDBG-MIT and State of Florida rules.
 - c. Quality assurance and quality control system policies and procedures that comply with all applicable HUD CDGB-MIT and Commerce policies.
 - d. Policies and procedures to detect and prevent fraud, waste and abuse that describe how the subrecipient will verify the accuracy of monitoring policy indicating how and why monitoring is conducted, the frequency of monitoring policy, and which items will be monitored, and procedures for referring instances of fraud, waste and abuse to HUD IOG Fraud Hotline (phone: 1-800-347-3735 or email hotline@hudoig.gov).
- C. Attend fraud related training offered by HUD OIG to assist in the proper management of the CDBG-MIT grant funds when available.
- D. Upload required documents into a system of record provided by Commerce.
- E. Maintain organized subrecipient agreement files and make them accessible to Commerce or its representatives, upon request.
- F. Comply with all terms and conditions of the subrecipient agreement, Mitigation Program Guidelines, Action Plans, Action Plan amendments, and Federal, State, and local laws.
- G. Provide copies of all proposed procurement documents to Commerce ten (10) business days prior to posting as detailed in Attachment D of Subrecipient Agreement. The proposed procurement

documents will be reviewed and approved by the Commerce Grant Manager. Should the procurement documents require revisions based on state or federal requirements, Subrecipient will be required to postpone procurement and submit revised documents for review and approval.

- H. Provide the following information on a quarterly basis within ten (10) calendar days after the end of each quarter: Monthly and Quarterly Reports as detailed in Attachment G.
- I. Close out report will be due no later than sixty (60) calendar days after this Agreement ends or is otherwise terminated.
- J. Subrecipient shall provide pictures to document progress and completion of tasks and final project.

4. ELIGIBLE TASKS AND DELIVERABLES:

A. Deliverable 1 – Project Implementation

Tasks that are eligible for reimbursement are as follows:

1. Environmental review administrative activities (Environmental Exemption, Public Notice Publication(s), etc.).
2. Develop policies for the Subrecipient to adopt related to special conditions listed in this subgrant agreement,
3. Prepared procurement documents,
4. Prepared list of minority and women business enterprise (MBE/WBE) firms that operate in the Subrecipient's area,
5. Prepared and submitted public notices for publications,
6. Maintained financial records related to project activities on-site,
7. Conducted a Fair Housing activity,
8. Maintain project files,
9. Attended meetings of the Subrecipient's local governing body to provide progress reports on subgrant activities,
10. Prepared documentation for and attend on-site monitoring visits by Commerce,
11. Prepared financial activity for submission to Commerce,
12. Prepared and submitted to Commerce detailed monthly and quarterly reports,
13. Prepared and submitted to Commerce Section 3 reports,
14. Responded to citizens' complaints,
15. Prepared subgrant modification document for submission to Commerce for review and approval,
16. Prepared responses to monitoring findings and concerns for Subrecipient to submit to Commerce or HUD,
17. Project Closeout, Engineer's Certification of Completion, Grant Closeout Package Completed and Submitted to Commerce.

B. Deliverable 2 – Engineering Services

Subrecipient shall:

- 1) Create a full design package(s), signed and sealed by a Professional Engineer (PE) licensed in the State of Florida, including engineering drawings, specifications, construction cost estimate, surveys, and any other reports, documents, or information relevant to this project and meet all local current hurricane code ratings, local codes and building codes.
- 2) Obtain copies of all permit applications, correspondence with permitting agencies, final permits, and any other permit-related documentation for the project.
- 3) Conduct an Environmental Review/Assessment in accordance with commerce Policies and the National Environmental Policy Act referenced in Attachment D, Section 4.b of this agreement.

C. Deliverable 3 – Construction

Subrecipient shall hire Florida licensed contractor to:

- 1) Site preparation

- 2) Demolition of damaged shelter
- 3) Disposal of asbestos and lead based paint
- 4) Completion of brownfield assessment and cleanup
- 5) Relocation and repair of utilities
- 6) Purchase and installation of flood plain mitigation infrastructure
- 7) Demobilization and construction cleanup

5. DELIVERABLES:

Subrecipient agrees to provide the following services as specified:

Deliverable No. 1 – Project Implementation		
Tasks	Minimum Level of Service	Financial Consequences
Subrecipient shall provide project implementation activities as identified in Section 4.A. of this Scope of Work.	Subrecipient may request reimbursement upon completion of a minimum of one (1) Project Implementation task on a per completed task basis as detailed in Section 4.A, Attachment A – Project Description and Deliverables; evidenced by invoice(s) noting completed tasks as well as payroll and other supporting documentation, as applicable.	Failure to complete the Minimum Level of Service as specified shall result in non-payment for this deliverable for each payment request.
Deliverable No. 1 Cost: \$104,000.00		
Deliverable No. 2 – Engineering Services		
Tasks	Minimum Level of Service	Financial Consequences
Subrecipient shall complete task as detailed in Section 4.B. of this Scope of Work	Subrecipient may request reimbursement upon completion of a minimum of one (1) task in accordance with Section 4.B of this Scope of Work, evidenced by submittal of the following documentation: <ol style="list-style-type: none"> 1. Engineering design, working drawings and associated cost estimates, if applicable. 2. Copies of all required permits, if applicable; and 3. Invoice package in accordance with Section 7 of this Scope of Work. 	Failure to complete the Minimum Level of Service as specified shall result in non-payment for this deliverable for each payment request.
Deliverable No. 2 Cost: \$200,000.00		
Deliverable No. 3 - Construction		
Tasks	Minimum Level of Service	Financial Consequences
Subrecipient shall complete task as detailed in Section 4.C of this Scope of Work	Subrecipient may request reimbursement upon completion of activities in accordance with Section 4.C of this Scope of Work in the following increments: 10%, 20%,	Failure to complete the Minimum Level of Service as specified shall result in non-payment for this deliverable for each payment request.

	<p>30%, 40%, 50%, 60%, 70%, 80%, 90%, and 100%, evidenced by submittal of the following documentation:</p> <ol style="list-style-type: none"> 1. AIA forms G702 and G703, or similar accepted Commerce form, completed by a licensed professional certifying to the percentage of project completion; 2. Photographs of project in progress and completed; and 3. Invoice package in accordance with Section 7 of this Scope of Work. 	
Total Deliverable 3 Cost: \$1,776,000.00		
TOTAL PROJECT COST NOT TO EXCEED \$2,080,000.00		

COST SHIFTING: The deliverable amounts specified within the Eligible Tasks and Deliverables section 5 tables above are established based on the Parties estimation of sufficient delivery of services fulfilling grant purposes under the Agreement in order to designate payment points during the Agreement Period; however, this is not intended to restrict Commerce’s ability to approve and reimburse allowable costs Subrecipient incurred providing the deliverables herein. Prior written approval from Commerce’s Grant Manager is required for changes to the above Deliverable amounts that do not exceed **25%** of each deliverable total funding amount. Changes that exceed **25%** of each deliverable total funding amount will require a formal written amendment request from Subrecipient, as described in **Modification** section of the Agreement. Regardless, in no event shall Commerce reimburse costs of more than the total amount of this Agreement.

6. COMMERCE RESPONSIBILITIES:

- A. Monitor the ongoing activities of Subrecipient to ensure all activities are being performed in accordance with the Agreement to the extent required by law or deemed necessary be Commerce in its discretion.
- B. Assign a Grant Manager as a point of contact for Subrecipient.
- C. Review Subrecipient’s invoices described herein and process them on a timely basis.
- D. Commerce shall monitor progress, review reports, conduct site visits, as Commerce determines necessary at Commerce’s sole and absolute discretion, and process payments to Subrecipient.

7. INVOICE SUBMITTAL:

Commerce shall reimburse the Subrecipient in accordance with Section 5, above. In accordance with the Funding Requirements of s. 215.971(1), F.S. and Section (21) of this Agreement, the Subrecipient and its subcontractors may only expend funding under this Agreement for allowable costs resulting from obligations incurred during this Agreement. To be eligible for reimbursement, costs must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures (<https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>).

- A. Subrecipient shall provide one invoice per month for services rendered during the applicable period of time as defined in the deliverable table. In any month no deliverable has been completed, the subrecipient will provide notice that no invoicing will be submitted.
- B. The following documents shall be submitted with the itemized invoice:
 - 1. A cover letter signed by Subrecipient’s Agreement Manager certifying that the costs being claimed in the invoice package: (1) are specifically for the project represented to the State in the

- budget appropriation; (2) are for one or more of the components as stated in Section 5, DELIVERABLES, of this SCOPE OF WORK; (3) have been paid; and (4) were incurred during this Agreement.
2. Subrecipient's invoices shall include the date, period in which work was performed, amount of reimbursement, and work completed to date;
 3. A certification by a licensed professional using AIA forms G702 and G703, or their substantive equivalents, certifying that the project, or a quantifiable portion of the project, is complete. Include if applicable to your program
 4. Photographs of the project in progress and completed work;
 5. A copy of all supporting documentation for vendor payments; and
 6. A copy of the bank statement that includes the cancelled check or evidence of electronic funds transfer. The State may require any other information from Subrecipient that the State deems necessary to verify that the services have been rendered under this Agreement.
- C. If the Subrecipient is a county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., the payment of submitted invoices may be issued for verified and eligible performance that has been completed in accordance with the terms and conditions set forth in this Agreement to the extent that federal or state law, rule, or other regulations allows such payments. Upon meeting either of the criteria set forth below, the subrecipient may elect in writing to exercise this provision.
1. A county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., that demonstrates financial hardship; or
 2. A county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., and which is located in a fiscally constrained county, as defined in section 218.67(1), F.S. If the Subrecipient meets the criteria set forth in this paragraph, then the Subrecipient is deemed to have demonstrated financial hardship.
- D. The Subrecipient's invoice and all documentation necessary to support payment requests must be submitted into Commerce's Subrecipient Enterprise Resources Application (SERA). Further instruction on SERA invoicing and reporting, along with a copy of the invoice template, will be provided upon execution of the agreement.

~ Remainder Left Intentionally Blank ~

Attachment I – Audit Requirements

The administration of resources awarded by Commerce to the Subrecipient may be subject to audits and/or monitoring by Commerce as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements) and section 215.97, F.S., as revised (see “AUDITS” below), monitoring procedures may include, but not be limited to, on-site visits by Commerce staff, limited scope audits as defined by 2 C.F.R. part 200, as revised, and/or other procedures. By entering into this Agreement, the Subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by Commerce. In the event Commerce determines that a limited scope audit of the Subrecipient is appropriate, the Subrecipient agrees to comply with any additional instructions provided by Commerce staff to the Subrecipient regarding such audit. The Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED This part is applicable if the Subrecipient is a State or local government or a non-profit organization as defined in 2 C.F.R. part 200, as revised.

1. In the event that the Subrecipient expends \$1,000,000 or more in federal awards in its fiscal year, the Subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200 Subpart F (Audit Requirements), as revised. In determining the federal awards expended in its fiscal year, the Subrecipient shall consider all sources of federal awards, including federal resources received from Commerce. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 C.F.R. 200 Subpart F (Audit Requirements), as revised. An audit of the Subrecipient conducted by the Auditor General in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the Subrecipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 C.F.R. 200 Subpart F (Audit Requirements), as revised.
3. If the Subrecipient expends less than \$1,000,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, is not required. In the event that the Subrecipient expends less than \$1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Subrecipient resources obtained from other than federal entities).
4. Although 2 C.F.R. 200 Subpart F (Audit Requirements) does not apply to commercial (for-profit) organizations, the pass-through entity has an obligation to ensure that for-profit Sub-subrecipients that expend \$1,000,000 or more in federal awards must comply with federal awards guidelines (see 2 C.F.R. 200.501(h)). Additionally, for-profit entities may be subject to certain specific audit requirements of individual federal grantor agencies.

Additional Federal Single Audit Act resources can be found at:

<https://harvester.census.gov/facweb/Resources.aspx>

PART II: STATE FUNDED. This part is applicable if the Subrecipient is a non-state entity as defined by section 215.97(2), F.S.

1. In the event that the Subrecipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such Subrecipient, the Subrecipient must have a State single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the Subrecipient shall consider all sources of state financial assistance, including state financial assistance received from Commerce, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the Subrecipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the Subrecipient expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. In the event that the Subrecipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the Subrecipient's resources obtained from other than State entities).

Additional information regarding the Florida Single Audit Act can be found at: <https://apps.fldfs.com/fsaa/>

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to section 215.97(8), F.S., State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with section 215.97, F.S. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

N/A

PART IV: REPORT SUBMISSION

1. Copies of reporting packages, to include any management letter issued by the auditor, for audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and required by PART I of this Exhibit Agreement shall be submitted by or on behalf of the Subrecipient directly to each of the following at the address indicated:
 - A. Florida Department of Commerce
Financial Monitoring and Accountability (FMA)
The copy submitted to the FMA section should be sent via email to: FMA-RWB@commerce.fl.gov
 - B. The Federal Audit Clearinghouse designated in 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, electronically at: <https://harvester.census.gov/facweb/>
2. Copies of audit reports for audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and required by Part I (in correspondence accompanying the audit report, indicate the date that the Subrecipient received the audit report); copies of the reporting package described in Section .512(c), 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and any management letters issued by the auditor; copies of reports required by Part II of this Exhibit must be sent to Commerce at the addresses listed in paragraph three (3) below.
3. Copies of financial reporting packages required by PART II of this Agreement shall be submitted by or on behalf of the Subrecipient directly to each of the following:
 - A. Commerce at the following address:

Electronic copies: Audit@commerce.fl.gov
 - B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, FL 32399-1450

Email Address: flaudgen_localgovt@aud.state.fl.us
4. Any reports, management letter, or other information required to be submitted to Commerce pursuant to this Agreement shall be submitted timely in accordance with 2 C.F.R. part 200 subpart F, section 215.97 F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
5. Subrecipients and Sub-subrecipients, when submitting financial reporting packages to Commerce for audits done in accordance with Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting

package was delivered to the Subrecipient/Sub-subrecipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION. The Subrecipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five (5) years from the date the audit report is issued, or five (5) state fiscal years after all reporting requirements are satisfied and final payments have been received, or for a period of three (3) years from the date that Commerce closes out the CDBG program year(s) from which the funds were awarded by the U.S. Department of Housing and Urban Development, whichever period is longer, and shall allow Commerce, or its designee, the Chief Financial Officer (CFO), or Auditor General access to such records upon request. In addition, if any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the controlling period as identified above, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling period as identified above, whichever is longer. The Subrecipient shall ensure that audit working papers are made available to Commerce, or its designee, CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by Commerce.

~ Remainder Left Intentionally Blank ~

Attachment J - Audit Compliance Certification

<p>Email a copy of this form within 60 days of the end of each fiscal year in which this subgrant was open to audit@commerce.fl.gov.</p>	
<p>Subrecipient:</p>	
<p>FEIN:</p>	<p>Subrecipient's Fiscal Year:</p>
<p>Contact Name:</p>	<p>Contact's Phone:</p>
<p>Contact's Email:</p>	
<p>1. Did the Subrecipient expend state financial assistance, during its fiscal year, that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between the Subrecipient and the Florida Department of Commerce (Commerce)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the above answer is yes, answer the following before proceeding to item 2.</p> <p>Did the Subrecipient expend \$750,000 or more of state financial assistance (from Commerce and all other sources of state financial assistance combined) during its fiscal year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, the Subrecipient certifies that it will timely comply with all applicable State single or project-specific audit requirements of section 215.97, Florida Statutes, and the applicable rules of the Department of Financial Services and the Auditor General.</p>	
<p>2. Did the Subrecipient expend federal awards during its fiscal year that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between the Subrecipient and Commerce? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the above answer is yes, also answer the following before proceeding to execution of this certification:</p> <p>Did the Subrecipient expend \$1,000,000 or more in federal awards (from Commerce and all other sources of federal awards combined) during its fiscal year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, the Subrecipient certifies that it will timely comply with all applicable single or program-specific audit requirements of 2 C.F.R. part 200, subpart F, as revised.</p>	
<p>By signing below, I certify, on behalf of the Subrecipient, that the above representations for items 1 and 2 are true and correct.</p>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div>	
<p>Signature of Authorized Representative</p>	<p>Date</p>
<p>Printed Name of Authorized Representative</p>	<p>Title of Authorized Representative</p>

RESOLUTION 03-2026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING THE CITY OF SOUTH BAY EDUCATIONAL SCHOLARSHIP POLICY AND APPLICATION, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of South Bay ("City") Educational Scholarship Program is designed to provide financial assistance to graduating high school seniors who reside within the City of South Bay; and

WHEREAS, the scholarship will support students in pursuit of higher education while recognizing academic achievement, leadership, and community involvement; and

WHEREAS, the City Commission desires to establish an Educational Scholarship Policy and Application, as set forth hereto in Exhibit "A;" and

WHEREAS, the City will award up to Ten Thousand Dollars (\$10,000.00) in annual scholarship funds to be distributed directly to the accredited post-secondary institution upon proof of enrollment; and

WHEREAS, the Scholarship Selection Committee, appointed by the City, will review all completed applications and selections will be based on academic performance, leadership qualities, community involvement, and essay content. Incomplete or late applications will not be considered; and

WHEREAS, the City Commission of the City of South Bay finds it in the best interests of the City and its residents to approve the Educational Scholarship Policy and Application attached as Exhibit "A."

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

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

Section 2. Approval of the Educational Scholarship Policy and Application. The City Commission of the City of South Bay, Florida hereby approves of the City of South Bay's Educational Scholarship Policy and Application, attached hereto as Exhibit "A."

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

PASSED and **ADOPTED** this 6th day of January 2026.

Joe Kyles, Mayor

ATTEST:

By: _____
Olivia Mejia, Interim City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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

City of South Bay Educational Scholarship Policy and Application

I. Purpose

The City of South Bay Educational Scholarship Program is designed to provide financial assistance to graduating high school seniors who reside in the City of South Bay. The scholarship supports students in pursuing higher education while recognizing their academic achievement, leadership, and community involvement.

II. Scholarship Awards

The City of South Bay will award up to \$10,000 in scholarships annually. Funds will be distributed directly to the accredited post-secondary institution upon proof of enrollment.

III. Eligibility Requirements

Applicants must meet the following criteria:

- Be a resident of the City of South Bay.
- Be a graduating high school senior in the current academic year.
- Have a minimum cumulative GPA of 2.75 on a 4.0 scale.
- Demonstrate leadership, community service, and good character.
- Provide all required documentation by the submission deadline.

IV. Required Documentation

The following documents must accompany each application:

1. Completed application form.
2. Typed essay (no more than 750 words) describing why you are a strong candidate for this scholarship and how you plan to contribute to your community.
3. Three (3) letters of recommendation (from non-relatives, at least one from a school official).
4. Official sealed high school transcript (with social security number redacted).
5. Copy of college acceptance letter (if available).
6. Signed applicant certification and release statement.

V. Selection Process

The Scholarship Selection Committee, appointed by the City of South Bay, will review all completed applications. Selection will be based on academic performance, leadership qualities, community involvement, and essay content. Incomplete or late applications will not be considered.

VI. Submission Information

Completed applications and all supporting materials must be submitted to:

City of South Bay – Office of the City Manager
Attn: Scholarship Review Committee

335 SW 2nd Avenue
South Bay, FL 33493

Submission Deadline: _____
Applications received after this time will not be accepted.

VII. Applicant Information

Full Name: _____

Address: _____

Phone Number: _____ Email: _____

Date of Birth: _____

High School: _____

Cumulative GPA: _____

Intended College/University: _____

Intended Major: _____

VIII. Essay

Please attach a typed essay (maximum 750 words) addressing the following prompt:

- Why do you believe you are a good candidate for the City of South Bay Educational Scholarship, and how do you plan to give back to your community in the future?

IX. Applicant Certification

I hereby certify that all information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may disqualify me from consideration. I authorize the City of South Bay Scholarship Committee to verify any information provided.

Applicant Signature: _____ Date: _____

Parent/Guardian Signature (if under 18): _____ Date: _____

X. Contact Information

For questions regarding this scholarship, please contact:

City of South Bay
Phone: (561) 996-6751
Email: sbcityclerk@southbaycity.com



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

Barbar King

Leondrae Camel
 City Manager

City Clerk

Burnadette 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: December 22, 2025
 Ref: Weekly check register

Enclosed, please find the summary of check register as of December 22, 2025:

General Fund

• Utility:		
	Verizon	\$ 596.22
	FPL	13,645.15
	Comcast	4,150.62
	PBCWU Dept	6,814.92
• Bank of America		7,120.51
• CAP Government		5,638.75
• PBC Sheriff		41,994.34
• Unicus		12,500.00
• Marathon		7,037.03
• Stantec Consulting		14,956.46
• Norris-Weeks PA		7,145.23
• FL Municipal Insurance		51,860.00
• FL Blue		12,405.17
• Lighting by Design		6,626.94
• PBC Tax Collector		6,167.06
• Solid Waste Authority		14,132.04
• Purchase		7,269.43
• Payment for various services		21,189.59
• Payroll deductions		4,905.32
• Other		17,567.31
	Total	\$ 263,722.09

Capital Project Fund

Hurr Homes	\$ 204,172.46
S FL Conservancy	60,000.00
Professional Services Ins	26,000.00
Wynn \$ Son	90,000.00
Ardurra Group	45,946.00
CAP Government	35,609.00
	<u>461,727.46</u>

Sanitation Fund

Good Companies	\$ 94,531.50
Waste Management	1,014.84

AP Check Register Report

City Of South Bay (CSBFND)

12/19/2025 10:00:34 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17350	1163	LIGHTING BY DESIGN OF FLORIDA LLC	12/19/2025	6,626.94
17351	1364	DREW BEINHAKER, ESQUIRE	12/19/2025	202.90
17352	1402	EAST COAST MIGRANT HEAD START PROJECT	12/19/2025	200.00
17353	1408	VECTOR DISEASE CONTROL INTERNATIONAL LLC	12/19/2025	672.13
17354	1449	TREVIPAY	12/19/2025	226.12
17355	AMAZON CAPITAL SERVIC	AMAZON CAPITAL SERVICES	12/19/2025	408.64
17356	BANK OF AMERICA, NA	BANK OF AMERICA	12/19/2025	6,370.49
17357	BELLE GLADE WHOLESA	BIG LAKE SNACK SALES, INC	12/19/2025	169.72
17358	COASTAL NETWORK SOL	COASTAL NETWORK SOLUTIONS, LLC	12/19/2025	1,500.00
17359	FLORIDA ELECTION COM	FLORIDA ELECTION COMMISSION	12/19/2025	360.00
17360	FLORIDA MUNICIPAL IN	FLORIDA MUNICIPAL INSURANCE TRUST	12/19/2025	51,860.00
17361	HOME DEPOT CREDIT SE	HOME DEPOT CREDIT SERVICES	12/19/2025	516.99
17362	LAKE HARDWARE	LAKE HARDWARE	12/19/2025	98.99
17363	ORIGINAL EQUIPMENT	ORIGINAL EQUIPMENT	12/19/2025	286.33
17364	TRACTOR SUPPLY	TRACTOR SUPPLY CREDIT PLAN	12/19/2025	49.99
17365	XEROX CORP	XEROX CORPORATION	12/19/2025	316.17
Non-Electronic Transactions:				69,865.41
Total Transactions:				69,865.41

AP Check Register Report
City Of South Bay (CSBFND)

12/11/2025 3:24:08 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17348	KAUFFS SIGNS & LETTE	KAUFFS SIGNS & LETTERING	12/11/2025	424.00
17349	MARATHON/MEX BANK	WEX BANK	12/11/2025	1,896.70
Non-Electronic Transactions:				2,320.70
Total Transactions:				2,320.70

AP Check Register Report

City Of South Bay (CSBFND)

12/10/2025 8:37:57 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17336	1284	UNICUS RAIL AND CONSULTING SERVICES LLC	12/10/2025	12,500.00
17337	1289	ALBERT POLK	12/10/2025	462.16
17338	1398	STANTEC CONSULTING SERVICES INC	12/10/2025	14,956.46
17339	BARBARA KING	BARBARA KING	12/10/2025	462.40
17340	BURNADETTE NORRIS-W	BURNADETTE NORRIS-WEEKS, PA	12/10/2025	7,145.23
17341	DEBORAH CROMER	DEBORAH CROMER	12/10/2025	150.00
17342	JLH ASSOCIATES	JLH ASSOCIATES	12/10/2025	1,377.50
17343	JOE KYLES	JOE KYLES	12/10/2025	277.00
17344	JORDAN CONNORS GROU	JORDAN CONNORS GROUP, INC	12/10/2025	2,500.00
17345	LEONDRAE D. CAMEL	LEONDRAE D. CAMEL	12/10/2025	217.00
17346	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	12/10/2025	150.00
17347	TARANZA MCKELVIN	TARANZA MCKELVIN	12/10/2025	462.16
Non-Electronic Transactions:				40,659.91
Total Transactions:				40,659.91

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17323	1142	GANNETT FLORIDA LOCALIQ	12/04/2025	408.12
17324	1447	NATIONAL CONSTRUCTION RENTALS	12/04/2025	220.32
17325	1449	TREVIPAY	12/04/2025	42.08
17326	AMERICAN PUBLIC LIFE I	AMERICAN PUBLIC LIFE INSURANCE COMPANY	12/04/2025	1,247.73
17327	BELLE GLADE WHOLESA	BIG LAKE SNACK SALES, INC	12/04/2025	335.64
17328	CAP GOVERNMENT	CAP GOVERNMENT	12/04/2025	2,340.00
17329	COSTCO	COSTCO	12/04/2025	269.90
17330	FPL	FPL	12/04/2025	6,495.88
17331	LAKE HARDWARE	LAKE HARDWARE	12/04/2025	217.73
17332	PBC SHERIFF'S OFFICE	PALM BEACH COUNTY SHERIFF'S OFFICE	12/04/2025	20,997.17
17333	PBC WATER UTILITIES	PALM BEACH COUNTY WATER UTILITIES	12/04/2025	2,931.23
17334	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	12/04/2025	250.00
17335	SEASON TO SEASON, LL	SEASON TO SEASON PEST MANAGEMENT, LLC	12/04/2025	250.00
Non-Electronic Transactions:				36,005.80
Total Transactions:				36,005.80

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17322	1454	POPPA JIMMYS	12/01/2025	712.00
Non-Electronic Transactions:				712.00
Total Transactions:				712.00

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17308	1143	PPLSI	11/26/2025	34.90
17309	1330	ASSURITY LIFE INSURANCE COMPANY	11/26/2025	522.31
17310	1394	FLORIDA BLUE	11/26/2025	12,405.17
17311	1449	TREVIPAY	11/26/2025	1,924.43
17312	AFLAC	AFLAC	11/26/2025	1,711.21
17313	COLONIAL LIFE PROCES	COLONIAL LIFE	11/26/2025	1,302.43
17314	EDGAR KERR	EDGAR W. KERR	11/26/2025	244.10
17315	FLORIDA MUNICIPAL IN	FLORIDA MUNICIPAL INSURANCE TRUST	11/26/2025	298.79
17316	JOE KYLES	JOE KYLES	11/26/2025	203.00
17317	LEONDRAE D. CAMEL	LEONDRAE D. CAMEL	11/26/2025	203.00
17318	LIBERTY NATIONAL	LIBERTY NATIONAL	11/26/2025	284.94
17319	MUTUAL OF OMAHA	MUTUAL OF OMAHA	11/26/2025	353.72
17320	SOLSTICE BENEFITS IN	SOLSTICE	11/26/2025	575.23
17321	WASHINGTON NATIONAL	WASHINGTON NATIONAL INS. CO.	11/26/2025	68.50
Non-Electronic Transactions:				20,131.73
Total Transactions:				20,131.73

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
17307	PBC WATER UTILITIES	PALM BEACH COUNTY WATER UTILITIES	11/25/2025	1,000.00
Non-Electronic Transactions:				1,000.00
Total Transactions:				1,000.00

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17306		COASTAL NETWORK SOL	11/24/2025	1,500.00	
				Non-Electronic Transactions:	1,500.00
				Total Transactions:	1,500.00

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17305	1453	JESUS FLORES	11/21/2025	800.00	car detailing*
				Non-Electronic Transactions:	800.00
				Total Transactions:	800.00

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17300	BANK OF AMERICA, NA	BANK OF AMERICA	11/21/2025	750.02	
17301	PBC SHERIFF'S OFFICE	PALM BEACH COUNTY SHERIFF'S OFFICE	11/21/2025	20,997.17	
17302	PRIMESTAR DIGITAL NET	PRIMESTAR DIGITAL NETWORK	11/21/2025	1,170.00	
17303	QUADIENT FINANCE USA	QUADIENT LEASING USA, INC.	11/21/2025	511.38	
Non-Electronic Transactions:					23,428.57
Total Transactions:					23,428.57

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City Of South Bay (CSBFND)

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17299	1381	THE PALM BEACH COUNTY SHERIFF'S FOUNDA	11/19/2025	1,500.00	
Totals:			Total Transactions:	1,500.00	

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17297	DAVID HOBBS	DAVID HOBBS	11/14/2025	150.00	
17298	CLAUDIA CANO	CLAUDIA CANO	11/14/2025	526.40	
				Non-Electronic Transactions:	676.40
				Total Transactions:	676.40

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17296	ANDRE L. HAMILTON	ANDRE L. HAMILTON	11/13/2025	2,195.00	
Totals:			Total Transactions:	2,195.00	

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17292	1364	DREW BEINHAKER, ESQUIRE	11/13/2025	202.90	
17293	1452	BETTY PETITHOMME	11/13/2025	300.00	
17294	HOME DEPOT CREDIT SE	HOME DEPOT CREDIT SERVICES	11/13/2025	1,030.98	
17295	TAX COLLECTOR PALM B	TAX COLLECTOR PALM BEACH COUNTY	11/13/2025	6,167.06	
				Non-Electronic Transactions:	7,700.94
				Total Transactions:	7,700.94

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City Of South Bay (CSBFND)

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17291	PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	11/12/2025	300.00	
Totals:			Total Transactions :	300.00	

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17287	1289	ALBERT POLK	11/10/2025	206.00	
17288	JOE KYLES	JOE KYLES	11/10/2025	270.00	
17289	LEONDRAE D. CAMEL	LEONDRAE D. CAMEL	11/10/2025	370.00	
17290	TARANZA MCKELVIN	TARANZA MCKELVIN	11/10/2025	206.00	
				Non-Electronic Transactions:	1,052.00
				Total Transactions:	1,052.00

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17272	1347	NATIONAL LEAGUE OF CITIES	11/07/2025	981.00	
17273	1408	VECTOR DISEASE CONTROL INTERNATIONAL	11/07/2025	689.36	
17274	1450	DANNY D. JONES	11/07/2025	300.00	
17275		AMAZON CAPITAL SERVIC	11/07/2025	806.09	
17276		AMERICAN PUBLIC LIFE I	11/07/2025	1,247.73	
17277		CAP GOVERNMENT	11/07/2025	3,298.75	
17278		COUGAR MOUNTAIN SOF	11/07/2025	4,344.00	
17279		EVERGLADES FARM EQU	11/07/2025	579.79	
17280	FPL	FPL	11/07/2025	7,149.27	
17281	JLH ASSOCIATES	JLH ASSOCIATES	11/07/2025	870.00	
17282	JORDAN CONNORS GROU	JORDAN CONNORS GROUP, INC	11/07/2025	2,500.00	
17283	PBC WATER UTILITIES	PALM BEACH COUNTY WATER UTILITIES	11/07/2025	2,883.89	
17284	SEASON TO SEASON, LL	SEASON TO SEASON PEST MANAGEMENT	11/07/2025	1,245.00	
17285	SOLID WASTE AUTHORITY	SOLID WASTE AUTHORITY	11/07/2025	14,132.04	
17286	XEROX CORP	XEROX CORPORATION	11/07/2025	282.43	

Non-Electronic Transactions: 41,309.35
 Total Transactions: 41,309.35

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
17266	JORDAN CONNORS GRO	JORDAN CONNORS GROUP, INC	10/31/2025	1,666.66	
17267	MUTUAL OF OMAHA	MUTUAL OF OMAHA	10/31/2025	343.22	
17268	WALMART (CAPITAL ONE	CAPITAL ONE	10/31/2025	81.07	
17269	1449	TREVIPAY	10/30/2025	70.84	
17270	TIRE SERVICE PLUS CO	TIRE SERVICE PLUS CO	10/30/2025	295.00	
17271	1447	NATIONAL CONSTRUCTION RENTALS	10/30/2025	220.32	
				Non-Electronic Transactions:	2,677.11
				Total Transactions:	2,677.11

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
ACH-SEPT/OCT25	MARATHON/MEX BANK	WEX BANK	11/05/2025	5,140.33	550211052025
Totals:			Electronic Transactions:	5,140.33	
			Total Transactions:	5,140.33	

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
348	1427	ARDURRA GROUP INC	12/04/2025	45,946.00
349	CAP ENGINEERING	CAP ENGINEERING	12/04/2025	6,874.20
350	CAP GOVERNMENT	CAP GOVERNMENT	12/04/2025	1,238.00
Non-Electronic Transactions:				54,058.20
Total Transactions:				54,058.20

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
345	1374	HUURR HOMES LLC	11/24/2025	204,172.46	
346	1446	Professional Service Industries, Inc	11/24/2025	26,000.00	
347	1451	WYNN & SONS ENVIRONMENTAL CONSTRUCTION	11/24/2025	00,000.00	
Non-Electronic Transactions:					320,172.46
Total Transactions:					320,172.46

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	Classification
343	1448	SOUTH FLORIDA CONSERVANCY DISTRICT	11/07/2025	60,000.00	
344	CAP GOVERNMENT	CAP GOVERNMENT	11/07/2025	27,496.80	
				Non-Electronic Transactions:	87,496.80
				Total Transactions:	87,496.80

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
390	1455	GOODE COMPANIES, INC.	12/03/2025	48,016.64
Non-Electronic Transactions:				48,016.64
Total Transactions:				48,016.64

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
391	1455	GOODE COMPANIES, INC.	12/18/2025	30,120.09
Non-Electronic Transactions:				30,120.09
Total Transactions:				30,120.09

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
392	1455	GOODE COMPANIES, INC.	12/18/2025	16,395.77
393	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	12/18/2025	1,014.84
Non-Electronic Transactions:				17,410.61
Total Transactions:				17,410.61