

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

**CITY OF SOUTH BAY**  
**CITY COMMISSION MEETING AGENDA**  
**COMMISSION CHAMBER**  
**TUESDAY SEPTEMBER 17, 2019**

335 SW 2<sup>ND</sup> Avenue  
South Bay, FL 33493

[www.southbaycity.com](http://www.southbaycity.com)

Phone: 561-996-6751 Fax: 561-996-7950

Mayor:	Joe Kyles Sr.
Vice Mayor:	Betty Barnard
Commissioner:	Esther Berry
Commissioner:	Taranza McKelvin
Commissioner:	John Wilson
City Manager:	Leondrae D. Camel
City Attorney:	Burnadette Norris-Weeks
City Clerk:	Natalie Malone

# **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

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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, FL**  
**CITY WORKSHOP AGENDA**  
**CITY COMMISSION CHAMBERS**  
**TUESDAY SEPTEMBER 17, 2019**  
**6:30PM**

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**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.

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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION**
  - 3a. Agenda Items
4. **ADJOURNMENT**

**REGULAR CITY MEETING AGENDA  
CITY OF SOUTH BAY, FL  
CITY COMMISSION CHAMBERS  
TUESDAY SEPTEMBER 17, 2019  
7:00PM**

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

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

Any citizen of the audience wishing to appear before the City Commission to speak with reference to any agenda item must complete their "Request for Appearance and Comment" card and present completed form to the City Clerk.  
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**1. CALL TO ORDER, ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE**

**2. DISCLOSURE OF VOTING CONFLICTS**

**3. PRESENTATIONS/PROCLAMATIONS**

- 3a. Dave Stewart- Donation of land at 225 NW 1<sup>st</sup> Avenue
- 3b. 2020 Census Complete Count Committee

**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.

- 5a. Approval of City Minutes - August 20, 2019 (Regular City Workshop and City Meeting)

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

- 6a. RESOLUTION NO. 37-2019

**A RESOLUTION OF THE CITY COMMISSION OF THE  
CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE  
MAYOR TO EXECUTE THE ATTACHED NEIGHBORHOOD  
ENGAGEMENT AND TRANSFORMATION GRANT  
PROGRAM AGREEMENT BETWEEN PALM BEACH  
COUNTY AND THE CITY OF SOUTH BAY; PROVIDING  
FOR AN EFFECTIVE DATE**

**6b. RESOLUTION: 38-2019**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SOUTH BAY AND CARBON DESIGN AND ARCHITECTURE, LLC (F/K/A OT9 DESIGN, LLC D/B/A CARLSON STUDIO ARCHITECTURE) FOR FUNDING OF THE NEW TANNER PARK RECREATIONAL FACILITY AND EMERGENCY SHELTER AND CARE CENTER PROJECT, ATTACHED AS EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE.**

**7. ORDINANCE**

**8. ROSENWALD ELEMENTARY SCHOOL**

**9. FINANCE REPORT**

**9a. Accounts Payable Report**

**10. CITY CLERK REPORT**

**10a. Palm Beach League of Cities  
September 25, 2019 at 11:30am  
The Lake Worth Beach Ballroom  
10 S. Ocean Blvd, Lake Worth Beach**

**11. CITY MANAGER REPORT**

**12. CITY ATTORNEY REPORT**

**13. FUTURE AGENDA ITEMS**

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

**15. ADJOURNMENT**

**CITY OF SOUTH BAY**

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**City Workshop**

**August 20, 2019**

**6:30PM**

A City Workshop 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. 2<sup>nd</sup> Avenue, South Bay, Florida on August 20, 2019 at 6:30 p.m.

**Present:**

Mayor Joe Kyles  
Vice-Mayor Betty Barnard  
Commissioner Esther E. Berry  
Commissioner John Wilson  
Commissioner McKelvin

**Staff:**

Leondrae Camel, City Manager  
Burnadette Norris-Weeks, City Attorney  
Natalie Malone, City Clerk  
Catalina Cruz, City Clerk Assistant  
Massih Saadatmand, Finance Director

**1. Presentations/Proclamations**

- 1a. **FY 2019-2020 Proposed Budget Capital Project Presentation**  
Leondrae Camel, City Manager

The Proposed Annual Budget for FY 2019-2020 was presented.  
*(Full discussion/recording available through the City Website)*

**Mayor Kyles adjourned the City Workshop at 7:00 p.m.**

**Motion moved by: Commissioner McKelvin**

**Second by: Commissioner Wilson**

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Joe Kyles, Mayor

ATTESTED BY:

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Natalie Malone, City Clerk

**CITY OF SOUTH BAY**  
**REGULAR CITY MEETING**  
**AUGUST 20, 2019**  
**At 7:00P.M.**

A City Workshop 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. 2<sup>nd</sup> Avenue, South Bay, Florida on August 20, 2019 at 7:00 p.m.

**Present:**

Mayor Joe Kyles  
Vice-Mayor Betty Barnard  
Commissioner Esther E. Berry  
Commissioner John Wilson  
Commissioner McKelvin

**Staff:**

Leondrae Camel, City Manager  
Burnadette Norris-Weeks, City Attorney  
Natalie Malone, City Clerk  
Catalina Cruz, City Clerk Assistant  
Massih Saadatmand, Finance Director

**Mayor Kyles called for any voting conflicts: None**

**1. PRESENTATIONS/PROCLAMATIONS**

**1a. Appreciation and Recognition for Mrs. Dionne Napier**

**2. CONSENT AGENDA**

Mayor Kyles called for approval of the consent agenda, inclusive of the City Commission:

**2a. City Regular City Meeting Minutes of August 06, 2019**

**Moved By: Commissioner McKelvin**  
**Seconded By: Vice Mayor Barnard**



2b. City Workshop Meeting Minutes of August 06, 2019

Moved By: Vice Mayor Barnard  
Seconded By: Commissioner Wilson  
(Full discussion/recording available through the City Website)

3. **PUBLIC COMMENTS**

No Public Comments

4. **RESOLUTION**

4a. **RESOLUTION NO. 33-2019**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE ATTACHED LOBBYING SERVICES AGREEMENT BETWEEN JORDAN CONNORS GROUP, INC. AND THE CITY OF SOUTH BAY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.

Moved By: Vice Mayor Barnard  
Seconded By: Commissioner Wilson

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner Wilson	YES
Commissioner McKelvin	YES

Mr. Connors from Jordan Connors Group, Inc, approached the Podium to address questions and concerns from the Commission.  
(Full discussion/recording available through the City Website)

4b. **RESOLUTION NO. 34-2019**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR AUDIT SERVICES BETWEEN THE CITY OF SOUTH BAY AND HCT CERTIFIED

**PUBLIC ACCOUNTANTS AND CONSULTANTS, LLC;  
PROVIDING FOR EFFECTIVE DATE.**

**Moved By: Commissioner Mckelvin  
Seconded By: Vice Mayor Barnard**

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner Wilson	YES
Commissioner McKelvin	YES

*(Full discussion/recording available through the City Website)*

**4c. RESOLUTION NO. 35-2019**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ACCEPTING THE THIRTEENTH ADDENDUM TO THE LAW ENFORCEMENT SERVICE AGREEMENT BETWEEN THE CITY OF SOUTH BAY AND RIC L. BRADSHAW, SHERIFF OF PALM BEACH COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.**

**Moved By: Commissioner Wilson  
Seconded By: Commissioner McKelvin**

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner Wilson	YES
Commissioner McKelvin	YES

*(Full discussion/recording available through the City Website)*

**4d. RESOLUTION NO. 36-2019**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE ATTACHED STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**

**AND THE CITY OF SOUTH BAY; PROVIDING FOR AN EFFECTIVE DATE.**

**Moved By: Vice-Mayor Barnard  
Seconded By: Commissioner Berry**

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner Wilson	YES
Commissioner McKelvin	YES

*(Full discussion/recording available through the City Website)*

**5. ORDINANCE**

**5a. ORDINANCE NO. 03-2019**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, CHANGING THE DATE OF THE MARCH 2020 GENERAL ELECTION TO COINCIDE WITH THE STATEWIDE PRESIDENTIAL PREFERENCE PRIMARY; ESTABLISHING THE DATES FOR QUALIFICATION OF CANDIDATES; PROVIDING FOR TRANSMITTAL TO THE SUPERVISOR OF ELECTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**COMMENTS OPEN TO THE PUBLIC: NO PUBLIC COMMENTS**

**Moved By: Vice-Mayor Barnard  
Seconded by: Commissioner Wilson**

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner Wilson	YES
Commissioner McKelvin	YES

*(Full discussion/recording available through the City Website)*

6. **ROSENWALD ELEMENTARY SCHOOL**

No Report

5. **FINANCE REPORT**

5a. **Accounts Payable**

*(Full discussion/recording available through the City Website)*

6. **CITY CLERK REPORT**

6a. **Palm Beach County League of Cities**

*Next Scheduled Meeting:*

August 28, 2019 at 11: 30am

Spanish River Library: 1501 Spanish River Blvd, Boca Roton

6b. **50<sup>th</sup> Annual Holiday Networking Social:**

*Upcoming Event:*

Friday, December 06, 2019 from 12:00pm to 2:30pm

Lomax Harrelle Pavilion: 5000 W. St N, Belle Glade, FL 33430

*(Full discussion/recording available through the City Website)*

7. **THE CITY MANAGER REPORT**

7a. **Letter of Intent for the Purchase and Sale of Real-Estate (88acres) from:**

Claude Diles, Jr., Broker Associate

Coldwell Banker Commercial

Investment and Commercial

Lynn Leisure Development Creative: A Design Company

*(Full discussion/recording available through the City Website)*

8. **CITY ATTORNEY REPORT**

No report

*(Full discussion/recording available through the City Website)*

9. **FUTURE AGENDA ITEMS**

9a. **Commissioner Wilson:**

Would like to see a guardrail for body of water, near Cable Place

*(Full discussion/recording available through the City Website)*

10. **COMMISSIONER COMMENTS**

10a. **Commissioner Wilson:**

Thanked everyone for coming out and voiced concern for the upkeep of the Parks.

*(Full discussion/recording available through the City Website)*

10b. **Commissioner Berry:**

Thanked everyone for coming out

*(Full discussion recording available through the City Website)*

10c. **Vice-Mayor Barnard:**

Thanked everyone for coming out and mentioned:

- Importance of the 2020 Census (Complete Count Committee).

*(Full discussion/recording available through the City Website)*

10d. **Mayor Kyles:**

Thanked everyone for coming out and he also referenced:

- The 2020 Census
- Keeping our Parks beautiful and safe
- NW 1<sup>st</sup> Street (guardrails being moved)
- Road in Villa Largo
- SW 7<sup>th</sup> Street (speedway)
- Experience at the FLC City Conference in Orlando, FL

*(Full discussion/recording available through the City Website)*

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Joe Kyles, Mayor

ATTESTED BY:

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Natalie Malone, City Clerk

**RESOLUTION NO. 37-2019**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE THE ATTACHED NEIGHBORHOOD ENGAGEMENT AND TRANSFORMATION GRANT PROGRAM AGREEMENT BETWEEN PALM BEACH COUNTY AND THE CITY OF SOUTH BAY; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Office of Community Revitalization (OCR) provides organizational and technical support to residents and neighborhood organizations who desire to improve the quality of life within their community; and

**WHEREAS**, the City of South Bay ("City") submitted a grant application for the Neighborhood Engagement and Transformation Grant, which consists of procurement of items for a "South Bay Free Movie Nights" event that will promote unity, economic growth, cultural diversity and local leadership, hereinafter referred to as the "Neighborhood Outreach and Capacity Building Project"; and

**WHEREAS**, Palm Beach County has selected the City's "Neighborhood Outreach and Capacity Building Project" to receive funding for implementation; and

**WHEREAS**, Palm Beach County desires to provide the City an amount not to exceed Ten Thousand Dollars (\$10,000.00) to help offset expenses toward the City's implementation of its "Neighborhood Outreach and Capacity Building Project"; and

**WHEREAS**, implementation of the City's "Neighborhood Outreach and Capacity Building Project", serves a public purpose and acceptance of the grant would be in the best interest of the City's 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. Authorization of Mayor.** The City Commission of the City of South Bay hereby authorizes the Mayor to execute the attached Neighborhood Engagement and Transformation Grant Agreement, attached hereto as Exhibit "A" and to take all necessary and expedient action to effectuate the intent of this Resolution.

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

**PASSED and ADOPTED** this 3<sup>rd</sup> day of September 2019.

\_\_\_\_\_  
Joe Kyles, Mayor

Attested

By: \_\_\_\_\_  
Natalie Malone, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

\_\_\_\_\_  
Burnadette Norris-Week, Esquire  
City Attorney

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

Commissioner Berry	_____ (Yes)	_____ (No)
Commissioner McKelvin	_____ (Yes)	_____ (No)
Commissioner Wilson	_____ (Yes)	_____ (No)
Vice-Mayor Barnard	_____ (Yes)	_____ (No)
Mayor Kyles	_____ (Yes)	_____ (No)

**AGREEMENT BETWEEN PALM BEACH COUNTY AND CITY OF SOUTH BAY FOR  
THE NEIGHBORHOOD OUTREACH AND CAPACITY BUILDING PROJECT**

**THIS AGREEMENT** is made and entered into on \_\_\_\_\_, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as "COUNTY" and City of South Bay, a political subdivision of the State of Florida, hereinafter referred to as "AWARDEE".

**WITNESSETH:**

**WHEREAS**, The Office of Community Revitalization (OCR) provides organizational and technical support to residents and neighborhood organizations who desire to improve the quality of life within their community; and

**WHEREAS**, AWARDEE submitted a grant application for the Neighborhood Engagement and Transformation Grant, which consists of the purchase of items for monthly South Bay free Movie nights, hereinafter referred to as the "Neighborhood Outreach and Capacity Building Project"; and

**WHEREAS**, COUNTY has selected AWARDEE's "Neighborhood Outreach and Capacity Building Project"; to receive funding for implementation; and

**WHEREAS**, COUNTY desires to provide AWARDEE an amount not to exceed Ten Thousand Dollars (\$10,000) to help offset expenses toward AWARDEE's implementation of "Neighborhood Outreach and Capacity Building Project" and

**WHEREAS**, implementation of AWARDEE's "Neighborhood Outreach and Capacity Building Project"; serves a public purpose; and

**WHEREAS**, both parties desire to enter into this Agreement.

**NOW THEREFORE**, in consideration of the covenants and promises contained herein, the parties hereby agree to the following terms and conditions:

1. The foregoing recitals are true and correct and incorporated herein by reference.

2. AWARDEE shall perform the Project Scope of Work, as proposed by AWARDEE and detailed in the Scope of Work as described in Exhibit "A", attached hereto and incorporated herein by reference. AWARDEE shall abide by any written instructions or conditions placed on the Project by the COUNTY, whether or not included in this agreement.



3. COUNTY agrees to fund an amount not to exceed Ten Thousand Dollars (\$10,000) to AWARDEE for reimbursement of costs related to the "Neighborhood Outreach and Capacity Building Project"; hereinafter referred to as the "Project", as set forth more specifically in Exhibit "A".

4. The COUNTY's performance and obligation to pay under this Agreement for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

5. AWARDEE hereby authorizes COUNTY to make reimbursement payments directly to Registered County vendors on behalf of AWARDEE, for expenses incurred pursuant to this Agreement. COUNTY will use its best efforts to reimburse the AWARDEE and/or Registered County vendors within forty-five (45) days of receipt of invoices indicating services or materials have been rendered in furtherance of the Scope of Work. These invoices must be approved in writing by the AWARDEE and/or registered County vendors indicating that the services or materials were delivered to AWARDEE's satisfaction. COUNTY may make payments directly to the vendor issuing the invoice, or may purchase items on behalf of AWARDEE from registered County vendors. In no event shall payments and/or reimbursements made by COUNTY exceed Ten Thousand Dollars (\$10,000) for this Project. The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will not reimburse AWARDEE for payment of any sales tax. AWARDEE is not authorized to use the COUNTY's tax exemption number in securing such materials. Minor changes to the Scope of Work which do not increase the total amount of the awarded grant funding as described in this Agreement may be requested in writing by AWARDEE to the Office of Community Revitalization (OCR) Director, and approved by the County Administrator or designee at their discretion during the period of this Agreement.

6. COUNTY will use its best efforts to provide said funds to AWARDEE on a reimbursement basis within forty-five (45) days of receipt of the following information:

a. A written statement that the Project, as specified herein, was carried out in accordance with this Agreement; and

b. A Contract Payment Request Form attached hereto and made a part hereof as Exhibit "B", which is required for each and every reimbursement requested by AWARDEE. Said information shall list each invoice paid by AWARDEE and shall include the vendor invoice number; invoice date; and the amount paid by AWARDEE along with the number and date of the respective check and/or proof of payment for said payment. AWARDEE shall attach a copy of each vendor invoice paid by AWARDEE along with a copy of the respective check and/or proof of payment, and shall make reference thereof to the applicable item listed on the Contract Payment Request Form.

7. AWARDDEE shall be responsible for the operation and maintenance of the Project, including all associated costs. AWARDDEE shall use, maintain and store the Equipment in accordance with the terms of this Agreement for a period of two (2) years from the date of execution of this Agreement by the parties hereto. Equipment is defined in more detail in Exhibit A, the Scope of Work. This provision shall survive termination or expiration of this Agreement.

8. The term of this Agreement shall be for nine (9) months, commencing upon the date of execution by the parties hereto.

9. The parties agree that in the event AWARDDEE is in default of its obligations under this Agreement, the COUNTY shall provide AWARDDEE thirty (30) days written notice to cure the default. In the event AWARDDEE fails to cure the default within the thirty (30) day cure period, the COUNTY shall have no further obligation to honor reimbursement requests submitted by AWARDDEE for the Project deemed to be in default and AWARDDEE shall return any COUNTY funds already collected by AWARDDEE under this Agreement for the Project.

10. Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated by the COUNTY, without cause, upon thirty (30) days prior written notice to the other party. The COUNTY may terminate this Agreement with cause, upon expiration of the thirty (30) day cure period provided for in Section 9 above.

11. AWARDDEE shall complete the Project within seven (7) months of execution of this Agreement, and shall provide its final reimbursement request(s) and final accounting data to COUNTY for the completed project within eight (8) months of execution of this Agreement by the parties hereto.

12. In the event AWARDDEE ceases to exist, or ceases or suspends the Project for any reason, any remaining unpaid portion of this Agreement shall be retained by COUNTY, and COUNTY in its sole discretion, shall have no further obligation to honor reimbursement requests submitted by AWARDDEE. COUNTY shall make the determination that AWARDDEE has ceased or suspended the Project and AWARDDEE agrees to be bound by COUNTY's determination.

13. COUNTY shall have the right to perform on-site inspections during normal business hours and/or during South Bay Free Movie Nights to verify the Project is being executed in conformance with the Project Scope of Work.

14. AWARDDEE agrees to abide by, and be governed by, all applicable federal, state, county, and municipal laws, including but not limited to, Palm Beach County's ordinances, as said laws and ordinances exist and are amended from time to time. By

entering into this Agreement, COUNTY does not waive the requirements of any COUNTY or local ordinance or the requirements of obtaining any permits or licenses normally required to conduct business or activity conducted by AWARDEE. Failure to comply may result in COUNTY's refusal to honor reimbursement requests for the Project.

15. COUNTY reserves the right to withhold reimbursement if the Project is not completed as specified in Exhibit "A".

16. It is understood and agreed that AWARDEE is merely a recipient of COUNTY funding and is an independent contractor and is not an agent, servant or employee of COUNTY or its Board of County Commissioners. It is further acknowledged that the COUNTY only contributes funding under this Agreement and operates no control over the Project.

17. AWARDEE shall protect, defend, reimburse, indemnify, and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of AWARDEE, its agents, servants and/or employees in the performance of this Agreement. The foregoing indemnification shall survive termination of this Agreement.

18. AWARDEE agrees that any volunteer who performs services connected with the Project will fully execute a Release and Hold Harmless Agreement, which is attached hereto and incorporated herein as Exhibit "C", before engaging in any such service. AWARDEE will keep on file a fully executed Release and Hold Harmless Agreement for each volunteer for a period of five (5) years from the effective date of this Agreement.

19. AWARDEE shall maintain records related to all charges, expenses, and costs incurred in estimating and performing the work for at least four (4) years after completion or termination of this Agreement. The COUNTY shall have access to such records as required in this section for the purpose of inspection or audit during normal business hours, at the AWARDEE's place of business.

Notwithstanding anything contained herein, as provided under section 119.0701, Florida Statutes, if the AWARDEE: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under section 119.011(2), Florida Statutes, the AWARDEE shall comply with the requirements of section 119.0701, Florida Statutes, as it may be amended from time to time. The AWARDEE is specifically required to:

- A. **Keep and maintain public records required by the COUNTY to perform services as provided under this Agreement.**
  
- B. **Upon request from the COUNTY's Custodian of Public Records (COUNTY's Custodian) or COUNTY's representative/liaison, on behalf of the COUNTY's Custodian, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The AWARDEE further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.**
  
- C. **Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement term and following completion of Agreement, if the AWARDEE does not transfer the records to the public agency.**
  
- D. **Upon completion of Agreement, the AWARDEE shall transfer, at no cost to the COUNTY, all public records in possession of the AWARDEE unless notified by COUNTY's representative/liaison, on behalf of the COUNTY's Custodian, to keep and maintain public records required by the COUNTY to perform the service. If the AWARDEE transfers all public records to the COUNTY upon completion of Agreement, the AWARDEE shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the AWARDEE keeps and maintains public records upon completion of Agreement, the AWARDEE shall meet all applicable requirements for retaining public records. All records stored electronically by the AWARDEE must be provided to COUNTY, upon request of the COUNTY's Custodian or the COUNTY's representative/liaison, on behalf of the COUNTY's Custodian, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.**

**Failure of the AWARDEE to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. AWARDEE acknowledges that it has familiarized itself with the requirements of Chapter 119, Florida Statutes,**

and other requirements of state law applicable to public records not specifically set forth herein.

**IF THE AWARDEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT [RECORDSREQUEST@PBCGOV.ORG](mailto:RECORDSREQUEST@PBCGOV.ORG) OR BY TELEPHONE AT 561-355-6680."**

20. The COUNTY and AWARDEE may pursue any and all actions available under law to enforce this Agreement including, but not limited to, actions arising from the breach of any provision set forth herein.

This Agreement shall be governed by the laws of the State of Florida and any and all legal action necessary to enforce this Agreement shall be held in a court of competent jurisdiction in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

21. As provided in section 287.132-133, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, AWARDEE certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within thirty six (36) months immediately preceding the date hereof. This notice is required by section 287.133(3) (a), Florida Statutes.

22. This Agreement represents the entire agreement between the parties and supersedes all other negotiations, representations, or agreement, either written or oral, relating to this Agreement. This Agreement may be modified and amended only by written instrument executed by the parties hereto.

23. Any notice given pursuant to the terms of this Agreement shall be in writing and hand delivered or sent by U.S. mail. All notices shall be addressed to the following:

**As to the COUNTY:**

Palm Beach County Office of Community Revitalization  
Houston L. Tate, OCR Director  
2300 North Jog Road  
West Palm Beach, Florida 33411

**As to AWARDEE:**

Joe Kyles, Mayor  
City of South Bay  
335 SW 2<sup>nd</sup> Ave.  
South Bay, FL 33493

24. This Agreement is made solely and specifically among and for the benefit of the parties hereto, and no other person shall have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Agreement. No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the COUNTY and/or AWARDEE.

25. Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the AWARDEE, its officers, agents, employees and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

26. The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017- 1770, as may be amended, AWARDEE warrants and represents that throughout the term of this Agreement, including any renewals thereof, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information. Failure to meet this requirement shall be considered default of this Agreement.

As a condition of entering into this Contract, the AWARDEE represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the AWARDEE shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the AWARDEE retaliate against any person for reporting instances of such discrimination. The AWARDEE shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector



subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The AWARDEE understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. AWARDEE shall include this language in its subcontracts.

27. If any term or provision of this Contract or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

28. The COUNTY and the CONSULTANT agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and AWARDEE has hereunto set its hand the day and year above written.

**ATTEST:**  
**SHARON R. BOCK, Clerk &**  
**Comptroller**

**PALM BEACH COUNTY, FLORIDA, BY ITS**  
**BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Mack Bernard, Mayor

**WITNESSES:**

**AWARDEE**  
**(City of South Bay)**

\_\_\_\_\_  
Witness Signature

By: \_\_\_\_\_  
Joe Kyles, Mayor (printed name)

\_\_\_\_\_  
Joe Kyles, Mayor (Signature)

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

**APPROVED AS TO TERMS AND CONDITIONS**

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Houston L. Tate, Director  
Office of Community Revitalization





**Exhibit "A"**

**Palm Beach County  
Office of Community Revitalization  
Neighborhood Engagement and Transformation (NEAT) Grants Program**

**SCOPE OF WORK**

**Applicant Name:**  
City of South Bay

**Project Category:**  
Neighborhood Outreach and Capacity Building

**Area Location:**  
Project will be implemented in South Bay, FL.

**Project Description**

Purchase of items for monthly South Bay free Movie nights. The event will be held the first Saturday of each month.

**Items and/or services to be purchased:**

Blowup projector screen  
Popcorn machine and supplies  
DVD Player  
DVD Movies  
Lumen Projector  
Custom movie tickets  
Tiki torches  
Small portable stage  
Printing services  
Marketing  
Refreshments  
Extension Cords

**\*Equipment purchased through this grant is for public use only, and can only be used for its intended purpose and not for personal use. A violation of this provision shall be a breach of this Agreement and AWARDEE may be liable to reimburse the County the cost of the Equipment that was used in violation of the terms of this Agreement.**

**County funds recommended:                      \$10,000**



Exhibit "B"

**PALM BEACH COUNTY  
OFFICE OF COMMUNITY REVITALIZATION**

**NEIGHBORHOOD ENGAGEMENT AND TRANSFORMATION (NEAT) GRANTS PROGRAM  
CONTRACT PAYMENT REQUEST FORM**

DATE: \_\_\_\_\_

CONTRACT NUMBER: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

PROJECT COORDINATOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REQUESTED ITEMS: \_\_\_\_\_

VENDOR REGISTRATION # \_\_\_\_\_

AMOUNT BEING REQUESTED: \$ \_\_\_\_\_

**RECIPIENT OF DISBURSED FUNDS:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

VENDOR REGISTRATION # \_\_\_\_\_

**ATTACH ORIGINAL RECEIPT(S) AND/OR INVOICE(S)**

**ATTACH CONTRACTOR/SUBCONTRACTOR CERTIFICATE OF INSURANCE (IF APPLICABLE)**

**EMAIL TO: [CMATHEWS@PBCGOCV.ORG](mailto:CMATHEWS@PBCGOCV.ORG) OR DELIVER / MAIL TO:**

CHRYSTAL MATHEWS, SENIOR PLANNER  
OFFICE OF COMMUNITY REVITALIZATION  
2300 NORTH JOG ROAD  
WEST PALM BEACH, FL 33411

FOR FINANCIAL INFORMATION REGARDING YOUR NEAT GRANT PROJECT, PLEASE CALL HARRIETTA  
HICKMAN AT 233-5032.

**EXHIBIT "C"**

**RELEASE AND HOLD HARMLESS AGREEMENT**

This Release and Hold Harmless Agreement ("Agreement") is made this \_\_\_ day of \_\_\_\_\_, 2019, by City of South Bay ("Awardee") for the benefit of Palm Beach County, Florida, ("County").

WHEREAS, County has awarded a Neighborhood Engagement and Transformation (NEAT) grant ("Grant") to City of South Bay, which consists of the purchase of items for monthly South Bay free Movie nights, hereinafter referred to as the "Neighborhood Outreach and Capacity Building Project", which requires the Awardee to sign this Release and Hold Harmless Agreement.

NOW, THEREFORE, in order to fulfill the obligations under this Grant, the Awardee agrees as follows:

1. Awardee does hereby waive, release, relinquish, satisfy, quit claim and forever discharge the County, or any of its officers, agents, and/or employees from and against any and all actions, claims, liabilities, losses, and demands that he/she ever had, now has, or may have against the County, or any of its officers, agents, and/or employees as a result of or in connection with satisfying the obligations of the Grant.
2. Awardee shall protect, defend, reimburse, indemnify and hold County, its agents, officers and/or employees harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including, but not limited to, attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of his/her performance of the terms of this Grant or due to the acts or omissions of the Awardee.

I have read this Agreement fully and understand its content and sign it of my own free will. I further certify that I am authorized to sign on behalf of the organization that was awarded the Grant.

Name of Legal Entity: City of South Bay

Name: Joe Kyles, Mayor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NEIGHBORHOOD ENGAGEMENT AND TRANSFORMATION  
(NEAT) GRANTS PROGRAM  
INSURANCE VERIFICATION FORM**

Please review the attached application and indicate if the project requires General Liability insurance and provide any additional comments as applicable.

**APPLICANT:** CITY OF SOUTH BAY

**PROJECT DESCRIPTION:**

Purchase of items for monthly South Bay free movie nights.

**County funds requested:**      \$ 10,000

**APPROVAL STATUS:**

Risk Management agrees/does not agree to waive the "insurance requirement" for City of South Bay a political subdivision of the State of Florida.

**INSURANCE NEEDED:**    Yes                       No

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
**SIGNATURE OF REVIEWER**

Jacqueline Birns  
\_\_\_\_\_  
**PRINT NAME**

Property Casualty Insurance & Claims Manager  
\_\_\_\_\_  
**TITLE OF REVIEWER**

8-22-19  
\_\_\_\_\_  
**DATE**

**RESOLUTION NO. 38-2019**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SOUTH BAY AND CARBON DESIGN AND ARCHITECTURE, LLC (F/K/A OT9 DESIGN, LLC D/B/A CARLSON STUDIO ARCHITECTURE) FOR FUNDING OF THE NEW TANNER PARK RECREATIONAL FACILITY AND EMERGENCY SHELTER AND CARE CENTER PROJECT, ATTACHED AS EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of South Bay ("City Commission") passed and adopted Resolution 14-2019 which authorized the City Manager to enter into a professional services agreement ("Agreement") with Carbon Design and Architecture, LLC f/k/a OT9 Design, LLC d/b/a Carlson Studio Architecture ("Carbon Design") for funding of the New Tanner Park Recreational Facility and Emergency Shelter Care Center Project ("Project"); and

**WHEREAS**, prior to execution of the Agreement, the City Commission passed and adopted Resolution 97-2017, whereby the City of South Bay ("City"), executed a State Funded Grant Agreement and subsequently received a State of Florida Division of Emergency Management ("Division of Emergency Management") grant in the amount of Three Hundred Thirty-Seven Thousand Five Hundred Dollars (\$337,500.00) to fund the Project; and

**WHEREAS**, although the grant agreement between the Division of Emergency Management and the City expired on June 30, 2019, it has now been extended to June 30, 2020, which affords Carbon Design additional time to complete the Project; and

**WHEREAS**, the initial professional services agreement proposal was for Two Hundred Sixty-Two Thousand Dollars (\$262,000.00) and the new proposal is calculated to be Three Hundred Thirty-Two Thousand Five Hundred Dollars (\$332,500.00), a difference of Seventy Thousand Five Hundred Dollars (\$70,500.00) that will be needed to complete the Project; and

**WHEREAS**, the City Commission desires to authorize the City Manager to execute an Amendment to the Agreement between the City and Carbon Design for funding and administration of the New Tanner Park Recreational Facility and Emergency Shelter Care Center Project to be performed for an additional amount of

Seventy Thousand Five Hundred Dollars (\$70,500.00) with a completion date of June 30, 2020; and

**WHEREAS**, execution of an Amendment, 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 City Manager.** The City Commission of the City of South Bay hereby authorizes the City Manager to execute an Amendment to the Professional Services Agreement between the City of South Bay and Carbon Design and Architecture, LLC f/k/a OT9 Design, LLC d/b/a Carlson Studio Architecture ("Carbon Design") for funding of the New Tanner Park Recreational Facility and Emergency Shelter Care Center Project, attached hereto as Exhibit "A", together with such non-material changes as may be acceptable to the City Manager and approved as to form and legality by the City Attorney.

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

**PASSED and ADOPTED this 3rd day of September 2019.**

\_\_\_\_\_  
Joe Kyles, Mayor

Attested

By: \_\_\_\_\_  
Natalie Malone, City Clerk

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

**\_\_\_\_\_  
Burnadette Norris-Week, Esquire  
City Attorney**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**VOTE:**

Commissioner Berry	_____ (Yes)	_____ (No)
Commissioner McKelvin	_____ (Yes)	_____ (No)
Commissioner Wilson	_____ (Yes)	_____ (No)
Vice-Mayor Barnard	_____ (Yes)	_____ (No)
Mayor Kyles	_____ (Yes)	_____ (No)

**AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT  
WITH CARBON DESIGN AND ARCHITECTURE, LLC**

**THIS AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT** (the "Amendment") is made and entered into on \_\_\_\_\_ by and between the CITY OF SOUTH BAY, a Municipal corporation organized under the laws of the State of Florida ("CITY") and CARBON DESIGN AND ARCHITECTURE, LLC (F/K/A OT9 DESIGN, LLC D/B/A CARLSON STUDIO ARCHITECTURE), a for profit limited liability company authorized to do business in the State of Florida, ("ARCHITECT"). This Amendment modifies the terms and conditions of the Professional Services Agreement dated June 4, 2019 between CITY and CONTRACTOR (the "Agreement").

**WITNESSETH:**

**WHEREAS**, the City Commission of the City of South Bay ("City Commission") passed and adopted Resolution 14-2019 which authorized the City Manager to enter into a professional services agreement ("Agreement") with ARCHITECT for funding of the New Tanner Park Recreational Facility and Emergency Shelter Care Center Project ("Project"); and

**WHEREAS**, prior to execution of the Agreement, the City Commission passed and adopted Resolution 97-2017, whereby CITY executed a State Funded Grant Agreement and subsequently received a State of Florida Division of Emergency Management ("Division of Emergency Management") grant in the amount of Three Hundred Thirty-Seven Thousand Five Hundred Dollars (\$337,500.00) to fund the Project; and

**WHEREAS**, although the grant agreement between the Division of Emergency Management and CITY expired on June 30, 2019, it has now been extended to June 30, 2020 which affords Carbon Design additional time to complete the Project; and

**WHEREAS**, the initial professional services agreement proposal was for Two Hundred Sixty-Two Thousand Dollars (\$262,000.00) but the new proposal based on delay is calculated to be Three Hundred Thirty-Two Thousand Five Hundred Dollars (\$332,500.00), a difference of Seventy Thousand Five Hundred Dollars (\$70,500.00) in funds needed to complete the Project; and

**WHEREAS**, the City Commission desires to authorize the City Manager to execute an Amendment to the Agreement between CITY and ARCHITECT for funding and administration of the New Tanner Park Recreational Facility and Emergency Shelter Care Center Project to be performed for an additional amount of Seventy Thousand Five Hundred Dollars (\$70,500.00) and extend the term of the Agreement to June 30, 2020.



**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference. Terms not defined herein shall have the same meaning as ascribed to them in the Agreement.
2. SECTION 4 – PERIODS OF SERVICE, Paragraph 4.1 of the Agreement is hereby modified to provide that the Term of the Agreement shall expire on June 30, 2020, unless further extended by written amendment to this Agreement.
3. SECTION 5 – FEE and PAYMENTS TO ARCHITECT, Paragraph 5.1 of the Agreement is hereby modified to increase by an additional Seventy Thousand Five Hundred Dollars (\$70,500.00), to a total amount of (\$332,500.00) and to Replace Exhibit "A" to the Agreement dated June 4, 2019.

Except as modified by this Amendment and previously, the Agreement remains unmodified and in full force and effect in accordance with the terms thereof, and the CITY and the ARCHITECT hereby ratify, confirm, and adopt the Agreement as amended hereby.

This Amendment is expressly contingent upon the approval of the City Commission of the City of South Bay and shall become effective only when signed by all parties and approved by, or on behalf of by a person with delegated authority.

**IN WITNESS WHEREOF**, CITY and ARCHITECT have caused this Amendment to be executed on the date first above written.

**ATTEST:**

**CITY OF SOUTH BAY**

**SOUTH BAY CITY CLERK**

BY: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
City Manager

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

By: \_\_\_\_\_

City Attorney

**WITNESS:**

**CARBON DESIGN AND  
ARCHITECTURE, LLC (F/K/A OT9  
DESIGN, LLC D/B/A CARLSON  
STUDIO ARCHITECTURE)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Title



205 North Orange Avenue  
Suite 202  
Sarasota, FL 34236

July 11, 2019

**Proposal**

Dear Mr. Camel:

Thank you for the City of South Bay's (Owner) interest in Carbon Design & Architecture LLC, (CDA f/k/a OT9 Design, LLC d/b/a/ Carlson Studio Architecture). We are pleased to provide you with this revised fee proposal for architectural professional services towards the design and construction of the new Tanner Park Recreational Center to be located at 105 Palm Beach Road in the City of South Bay, Florida. The new facility will also include an Emergency Shelter and Care Center for use during declared state and local weather emergencies. Per your direction in previous communications with CDA, the intent will be to maximize the entire 15,000 s.f. buildable area of the site. The current 7,500 s.f. building will be demolished as well as the adjacent accessory structures. Carbon Design & Architecture will provide the following professional services: Schematic Design, Design Development, Construction Documentation, Construction Administration and Construction Observation. In addition, CDA will include a Statement of Probable Cost for construction and will assist in the review of General Contractor bids.

#### Project Scope:

The service and deliverables for the project will be as follows:

- Architectural, Structural, Mechanical, Electrical, Plumbing, and Civil Designs
- Signed & Sealed Design documents for Owners review and approval
  - Plans, Elevations, Sections, Details, Perspectives
  - Project renderings for on-site review by the Owner
- Project research for products and details
- Develop construction documents for permit in the City of South Bay
- Provide document revisions in response to AHJ comments for permit and/or construction.
- Construction Observation

#### Project Exclusions:

- CDA will not be providing continuous on-site personnel.

#### Project additional services not included:

- Sustainable building certification (LEED, Living Building Challenge, etc.)
- Renderings beyond Site Review by the City of South Bay
- Prints / Reproductions not required for milestone submissions
- Energy Modeling or Computational Fluid Dynamics modeling

#### Project Design Fee + Construction Estimated budget:

- \$337,500 – State Grant Agreement Between the Florida Division of Emergency Management and The City of South Bay
- \$2,530,000 – Anticipated construction budget based upon 2019 Florida House Bill 2127.
- Total assumed design and construction cost: \$2,867,000
  
- Design Fee: \$332,500 fixed fee

July 11, 2019

**Project Design and Construction Duration:**

*Design Process: 4-5 Months*

*Construction Process: 8-9 months (estimated)*

*Please see the break-down of the Project Design Timeline below:*

**Project Design Timeline:**

Architecture & Engineering Project Initiation	4 Days	Mobilization fee for the Architect and Engineering Consultants to begin working on the project. The fee covers the initial cost of project preparation and implementation for the design team.
Concept Design and Discovery	3 Weeks	Semi - COMPLETED SCOPE - At this phase we will meet with you and discuss your ideas, needs, wants and hopes. We also begin code and zoning research for your site. We will develop (2) Design options for review and leave a 3rd option to merge ideas and new understandings into if needed.
Schematic Design	3 Weeks	At this phase we get your plans, elevations and building sections on to sheets and begin to show preliminary design details. Code and Zoning research will be completed at this phase and we will begin looking for finishes, equipment dimensions, doors, windows, plumbing fixtures and any items for which we need to understand clearance and electrical or plumbing requirements.
Design Development	3 Weeks	During Design Development (DD) we will get warranty information, product specifications for all items required, and show details of the finishes and systems chosen during the SD phase. At this point, we will begin developing the Estimate of Probable Cost and verify the project budget that we are designing within.
Construction Documents + Permits	9 Weeks	For this phase we will have all the information required to produce a construction set that will be your legal document for the Building Officials. We will provide all required documents to you (the Owner) or the General Contractor for submission to the Building Department in order to receive a construction permit number. This will also include project specifications noting the quality of the materials expected to be installed, any warranty information and how the GC is to operate the construction site.
*Local Public Advertisement(s) requesting professional construction services	11 Days	

July 11, 2019

*Vendor Bid Documents and Vendor Selection	4	Weeks	
*Vendor's Contract Approval by Board	4	Weeks	
*Construction Services Procured	1	Week	
*Construction or Renovation Begins	N/A	N/A	
*Construction or Renovation 50% Complete	2	Months	
*Construction or Renovation Substantially Complete	5	Weeks	
*Construction or Renovation Complete	2.5	Weeks	
Construction Contract Administration	18	Weeks	While this quantifies the number of weeks, it is a representation of the expected construction duration and may be more or less than what is stated here. The Construction Contract Administration (CCA) is where we (the Architect) represent you on the Job site as your agent. Carbon Design & Architecture will visit the site (2 times) per month to evaluate and observe the construction the GC is instituting from the CD set. We will also review the pay applications to assess the amount of work remaining compared to the amount of work completed. In addition, CDA will respond to any Change Orders (issues and items that arise due to unforeseen conditions) with drawings or design suggestions.
Total Estimated Project Design Timeline	59	Weeks	Project is completed and the building is ready for occupancy and use. (59 weeks is for the period from May 7th, 2019 through June 30th, 2020)

\*Contingent upon obtaining construction funds



July 11, 2019

Items Not Included:

**Required**

- Certified Survey
- Geo-technical report

Assumptions:

1. Detailed documentation of existing conditions or the creation of as-built documents is not included.
2. Fees assume entire project will proceed with design and construction occurring consecutively.
3. Fees assume construction will be completed within 9 months.

Payment Schedule:

Architecture & Engineering Project Initiation fee is due at date stated in Schedule Breakdown listed below. All other payments are due at the completion of each phase, excluding CA, which will be invoiced monthly starting at the beginning of CA.

Service	Description	Rate	Unit (gsf)	Total
Architecture Services	Design Documents: Architecture, Mechanical, Electrical, Plumbing, Fire Protection, Structural and Civil	\$9.51	15,000	\$142,650
Architecture Observation	Permit Documents + Construction Administration	\$12.65	15,000	\$189,850
				\$332,500

Architecture & Engineering Project Initiation	10%	\$33,250
Concept Design & Discovery	3.5%	\$11,700
Schematic Design	11.8%	\$39,300
Design Development	17.6%	\$58,400
Construction Documents + Permits + Contingency	43.6%	\$145,000
Construction Contract Administration (billed monthly at start of CA)	13.5%	\$44,850
<b>Total</b>	<b>100%</b>	<b>\$332,500</b>

July 11, 2019



Proposal

Schedule Breakdown:

Architecture & Engineering Project Initiation	05/07/2019
Concept Design & Discovery (completion)	08/12/2019
Schematic Design (completion)	09/03/2019
Design Development (completion)	09/24/2019
Construction Documents (completion)	11/05/2019
Permit Documents (completion)	11/26/2019
Contract Administration (completion)	06/26/2020

Mr. Camel we look forward to assisting you and your team on this excellent project and hope that the proposal above is clear and provides all the expected outcomes. If you have any questions or want to discuss any portion of this proposal, please feel free to call.

We thank you for this opportunity to work with you on the new Tanner Park Recreational Center and look forward to future dialogs.

   
Architect Signature Date

\_\_\_\_\_  
Client Signature Date

Sean E. Williams, AIA, NCARB  
Principal Architect  
Carbon Design & Architecture, LLC  
FL Lic: AA260002453 | AR95989 | ID 6023



South Bay City Hall  
 335 SW 2nd Avenue  
 South Bay, FL 33493  
 Telephone: 561-996-6751  
 Facsimile: 561-996-7950

[www.southbaycity.com](http://www.southbaycity.com)

**Commission**

Joe Kyles Sr.  
 Mayor

Betty H. Barnard  
 Vice Mayor

Esther E. Berry  
 Treasurer

John Wilson

Taranza L. McKelvin

Leondrae D. Camel  
 City Manager

Natalie Malone  
 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: September 12, 2019  
 Ref: Weekly check register

Enclosed, please find the summary of check register as of September 10, 2019:

General Fund

• Utility:			
	Comcast	\$	772.22
	FPL		<u>7035.73</u>
		\$	7,807.95
• Mutual of Omaha			286.82
• Aetna-Health Insurance			12,134.84
• Malifinance			342.00
• Cougar Mountain Software			144.00
• Coastal Network Solutions			1,500.00
• PBC Sheriff's Office			15,379.62
• City of Pahokee			600.00
• Florida Municipal Insurance Trust			1215.66
• AT&T Mobility			651.14
• Ford Motor Credit			899.74
• Clarke			842.71
• Deposit Refund			300.00 A
• Purchased of supplies, materials and parts			1986.84 B
• Payroll deductions			4938.97 C
• Other			<u>2664.82 D</u>
	Total	\$	<u>51,695.11</u>

Capital Project

2SBW & Associates	\$	8,750.00
D. Stephenson Construction Inc.	\$	<u>125,191.43</u>
	Total	\$ <u>133,941.43</u>

Sanitation Fund

Waste Management	\$	37,702.42
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Water & Sewer Fund

U.S. Water Services Corporation	\$	3,942.43
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**AP Check Register Report**  
City Of South Bay (CSBFND)

09/06/2019 10:51:03 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
11986	COUGAR MOUNTAIN SOF	COUGAR MOUNTAIN SOFTWARE	09/05/2019	144.00
11987	AETNA	AETNA	09/05/2019	12,134.84
11988	C LIBERTY NATIONAL	LIBERTY NATIONAL	09/05/2019	730.69
11989	MAILFINANCE	MAILFINANCE	09/05/2019	342.00
11990	B THE COOL TEAM INC	THE COOL TEAM INC	09/05/2019	625.00
11991	B WALMART COMMUNITY	WAL-MART COMMUNITY	09/05/2019	445.55
11992	C NEW YORK LIFE INS	NEW YORK LIFE INSURANCE COMPANY	09/05/2019	176.28
<b>Non-Electronic Transactions:</b>				14,598.36
<b>Total Transactions:</b>				14,598.36

# AP Immediate Check Register Report

City Of South Bay (CSBFND)

08/28/2019 3:59:29 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
11984	D GOLDEN CORRAL *	GOLDEN CORRAL	08/28/2019	181.33
11985	O PETTY CASH	CITY OF SOUTH BAY-PETTY CASH	08/28/2019	157.93
<b>Totals:</b>			<b>Total Transactions:</b>	<b>339.26</b>

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

08/15/2019 2:15:06 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
11951	CITY OF PAHOKEE	CITY OF PAHOKEE	08/15/2019	600.00
<b>Totals:</b>			<b>Total Transactions:</b>	<b>600.00</b>

# AP Check Register Report

## City Of South Bay (CSBFND)

08/16/2019 10:42:22 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
11952		AT&T MOBILITY	08/16/2019	651.14
11953	0	BELLE GLADE WHOLESAL	08/16/2019	513.86
11954		CLARKE	08/16/2019	842.71
11955		-COASTAL NETWORK SOL	08/16/2019	1,500.00
11956	B	EVERGLADES FARM EQU	08/16/2019	94.73
11958		FPL	08/16/2019	7,035.73
11959	D	INDEPENDENT NEWSPAP	08/16/2019	110.16
11960	A	JEANETTE DEAN	08/16/2019	150.00
11961	D	NEOFUNDS BY NEOPOST	08/16/2019	500.00
11962	B	ORIGINAL EQUIPMENT	08/16/2019	89.00
11963	B	ROBBIE TIRE	08/16/2019	36.00
11964	B	TRC FARM INDUSTRIAL	08/16/2019	126.00
11965	D	VRC	08/16/2019	328.18
11966	B	WOLFF'S LAWN	08/16/2019	129.96
<b>Non-Electronic Transactions:</b>				<b>12,107.47</b>
<b>Total Transactions:</b>				<b>12,107.47</b>

# AP Check Register Report

## City Of South Bay (CSBFND)

08/23/2019 10:17:23 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
11967	C AFLAC	AFLAC	08/23/2019	1,438.59
11968	C COLONIAL LIFE PROCES	COLONIAL LIFE PROCESSING CENTER	08/23/2019	1,390.60
11969	COMCAST	COMCAST	08/23/2019	772.22
11970	B- ECONOMY TRANSMISSIO	ECONOMY TRANSMISSION SERVICE	08/23/2019	45.00
11971	B- EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	08/23/2019	49.63
11972	FLORIDA MUNICIPAL IN	FLORIDA MUNICIPAL INSURANCE TRUST	08/23/2019	1,215.66
11973	FORD CREDIT DEPT 67-4	FORD CREDIT COMPANY LLC	08/23/2019	899.74
11974	B- GLADES GAS & ELECTRI	GLADES GAS & ELECTRIC CORP.	08/23/2019	330.97
11975	C IAMAW	IAMAW	08/23/2019	350.16
11976	D JOHN DEERE FINANCIAL	JOHN DEERE FINANCIAL	08/23/2019	496.63
11977	MUTUAL OF OMAHA	MUTUAL OF OMAHA	08/23/2019	286.82
11978	PBC SHERIFF'S OFFICE	PALM BEACH COUNTY SHERIFF'S OFFICE	08/23/2019	15,379.62
11979	B- ROBBIE TIRE	ROBBIE TIRE	08/23/2019	15.00
11980	C SOLSTICE BENEFITS IN	SOLSTICE MARKETPLACE	08/23/2019	614.81
11981	A- TAKEISHA WALLS	TAKEISHA WALLS	08/23/2019	150.00
11982	C WASHINGTON NATIONAL	WASHINGTON NATIONAL INS. CO.	08/23/2019	239.84
11983	D XEROX CORP	XEROX CORPORATION	08/23/2019	376.73
<b>Non-Electronic Transactions:</b>				<b>24,050.02</b>
<b>Total Transactions:</b>				<b>24,050.02</b>

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

08/22/2019 11:41:27 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
155	2 SBW	2 S.B.W. & ASSOCIATES, INC	08/22/2019	8,750.00
<b>Totals:</b>			<b>Total Transactions:</b>	<b>8,750.00</b>

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

08/23/2019 8:52:12 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
156	D.STEPHENSON CONSTR	D.STEPHENSON CONSTRUCTION, INC.	08/23/2019	80,303.79
<b>Non-Electronic Transactions:</b>				<b>80,303.79</b>
<b>Total Transactions:</b>				<b>80,303.79</b>

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

08/23/2019 9:01:20 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
157	D.STEPHENSON CONSTR	D.STEPHENSON CONSTRUCTION, INC.	08/23/2019	44,887.64

**Non-Electronic Transactions:** 44,887.64  
**Total Transactions:** 44,887.64



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

09/10/2019 10:43:33 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
197	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	09/10/2019	37,702.42
<b>Non-Electronic Transactions:</b>				37,702.42
<b>Total Transactions:</b>				37,702.42

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

08/27/2019 9:48:15 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
2146	US WATER	U.S. WATER SERVICES CORPORATION	08/27/2019	3,942.43
<b>Totals:</b>			<b>Total Transactions:</b>	3,942.43

# Weekly Update

September 10, 2019

## **Palm Beach County League of Cities**

P.O. Box 1989, Gov. Center

West Palm Beach, FL 33402

[www.palmbeachcountyleagueofcities.com](http://www.palmbeachcountyleagueofcities.com)

Tel.561-355-4484 Fax 561-355-6545

## SEPTEMBER MEETINGS

**DATE:** SEPTEMBER 25, 2019

**TIME:** 11:30 AM

**LOCATION:** THE LAKE WORTH BEACH BALLROOM,  
10 S. OCEAN BLVD, LAKE WORTH BEACH

**GUEST SPEAKERS:** NICK UHREN, PALM BEACH  
TPA & GREGG STUART, BROWARD MPO

“LOCAL AND REGIONAL TRANSPORTATION:  
NOW AND IN THE FUTURE”

**PLEASE RSVP FOR THIS EVENT EARLY  
NO ADMITTANCE WITHOUT RSVP!**



If you have RSVP'd to an event and you are no longer attending please contact our office.

## NEWS

### **The PBC League is still seeking Committee Members...**

- Academic Advisory Committee
- Infrastructure Surtax Citizens Oversight Committee (Alternate Seat)
- Community Land Trust Palm Beach County (One Regular Seat)
- Treasure Coast Regional Planning Council (Open to Municipal Members)
- PBC Water Resource Task Force (Open to Municipal Members)



- Click here for more information on Palm Beach County Committee Openings  
<http://www.palmbeachcountyleagueofcities.com/AboutUs/Committees/countycommittee.htm>
- Click here for more information on PBC League Committee Openings  
<http://www.palmbeachcountyleagueofcities.com/AboutUs/Committees/>

### **New Job Listings**

Please click [HERE](#) to check out new job postings that are available.

### **Florida League of Cities Policy Committees**

The FLC Policy Committees are now open for sign-up. If you would like to serve on a legislative policy committee for 2019-2020, please call or email Mary Edenfield at 850-222-9684 or [medenfield@flcities.com](mailto:medenfield@flcities.com). *If you have served on a policy committee this past year, you still need to sign-up again for 2019-2020.* Below is the upcoming Policy Committee Meeting schedule.



Policy Committee Meeting Dates:

- ~~June 14, 2019~~ 10am-3pm at the Hyatt Regency Airport, Orlando FL
- ~~July 19, 2019~~ 10am-3pm at the Embassy Suites Lake Buena Vista, Kissimmee, FL
- ~~August 15, 2019~~ FLC Annual Conference at the Marriott World Center, Orlando, FL
- **November 14-15, 2019** FLC Legislative Conference at the Embassy Suites Lake Buena Vista, Kissimmee, FL

For the FLC's updated Issue Briefs click on any of the following issues: [Affordable Housing](#), [Attorney Fees & Costs](#), [Communication Services](#), [Community Redevelopment Agencies](#), [Micromobility](#), [Preemption of Local Regulations](#), [Private Property Rights](#), [Short-Term Rentals](#), [Transportation Funding](#), [Water Supply & Water Quality](#)

### **Luncheon Hosting Availabilities**

Thank you to all of our 2019 hosts for our meetings, and we are looking for hosts for 2020. Please contact our office if you are interested.

## NEWS

### **PBC Legislative Delegation Joint Workshop** Save the date

The PBC Legislative Delegation will be hosting their annual joint workshop with the PBC League of Cities at the Palm Beach State College Loxahatchee Campus on **December 3, 2019** from 11:00a.m.-12:30p.m.

*(Please see the attached for the PBC Legislative Delegation Public Hearing Schedule & Workshops or click [HERE](#).)*

### **PBC Legislative Delegation Reception**

The PBC Legislative Delegation invites you to their inaugural reception immediately after the Organizational Meeting on [Wednesday September 11, 2019](#) from 4:00-6:00 p.m. at the FITTEAM Ballpark of the Palm Beaches. This event is open and free to the public.

### **Mandatory State Ethics Training** Save the date

Please save the date October 30<sup>th</sup> 2019 for the mandatory 4-hour State Ethics training at the Lantana Recreation Center from 8:00a.m.-12:00p.m. You will also receive your one hour PBC Commission on Ethics retraining. Register today by emailing: [bcc-leaguecitystemp@pbcgov.org](mailto:bcc-leaguecitystemp@pbcgov.org) or call 561-355-4484.

### **PBC League Social Media Training Day in Greenacres**

Join us for a Social Media Training Day at 9:00 a.m. on October 24<sup>th</sup> at the Greenacres City Hall in Greenacres, hosted in conjunction with FLC University. Designed for elected officials and municipal employees alike, this FREE class will cover the basics of municipal social media use before diving into more advanced management. For additional event information & Registration, please click [HERE](#). For additional assistance, contact Shwanda Barnette at [sbarnette@flcities.com](mailto:sbarnette@flcities.com)

### **PBC League of Cities Annual Holiday Networking Social (BBQ)** Save the date

Save the date for the PBC League of Cities Annual 50<sup>th</sup> Holiday Networking Social on **December 6, 2019** at the Lomax Harrelle Pavilion in Belle Glade.

### **PBC League of Cities Recipe Book**

The Palm Beach County League of Cities will be creating a cookbook filled with delicious recipes & presented at the Annual 50<sup>th</sup> Holiday Networking Social in December. The League is pleased to invite each municipality to submit a recipe for the cookbook. If you are interested in participating, please contact Debra Buff at [dbuff@belleglade-fl.com](mailto:dbuff@belleglade-fl.com) or call 561-996-0100 ext. 2113



### **PBC Advisory Commission on Women**

The Palm Beach County Advisory Commission on Women is offering discussion sessions on issues pertaining to women from September 10<sup>th</sup> – 26<sup>th</sup>. The sessions are free open to the public. Topics include discrimination, employment, domestic violence, education, health care, homelessness, addiction, job training, and housing, the elderly and financial literacy. Please see the attached flyer for more information.

### **Palm Beach State College Remembers the Fallen of 9/11**

The Palm Beach State College will have a remembrance ceremony on September 11 at 11:30 a.m. at the Palm Beach Gardens Campus Amphitheater. (See the attached flyer)

### **Progress PBC Economic Summit**

The Central Palm Beach County Chamber of Commerce will be hosting their Progress PBC Economic Summit on Thursday September 19<sup>th</sup> at the West Palm Beach Marriott from 8:00a.m.-1:30p.m. For tickets & registration please click [HERE](#).

### **Solid Waste Authority of PBC**

The Solid Waste Authority of Palm Beach County Governing Board has allocated \$750,000 in grant funds for the 2019-2020 fiscal year to assist in the cleanup and beautification of distressed, blighted or otherwise impacted properties within both the unincorporated and incorporated areas of Palm Beach County. Attached, you will find the 2020 Blighted and Distressed Property Cleanup and Beautification Grant Application. Deadline for grant application submission is no later than 5:00 p.m. E.S.T. on November 1, 2019 via mail, email or hand delivery. Please see the attached application.

## ASSOCIATE MEMBER SPOTLIGHT



**“Children’s Services Council of PBC is an independent special district, reauthorized to help all children grow up healthy, safe & strong.”**



*Palm Beach County League of Cities*

*Holiday Networking Social*

Friday, December 6, 2019

Lomax Harrelle Pavilion  
on Torry Island, Belle Glade

Hosted by the Cities of  
Belle Glade, Pahokee, South Bay

## Sponsorship Opportunities

### **Signature Sponsor - \$7,500** (Limited to one sponsor)

Includes:

- Recognition at the sponsored event
- Opportunity for introductory comments
- Prominent logo recognition on-site, inside event pavilion
- Recognition on event signage at check-in station
- Prominent logo recognition on invitation (Submission deadline: November 8, 2019)
- Placement of literature during the event
- Full-page ad in event program (Submission deadline: November 8, 2019)
- Insertion of company promotional item in veggie packet (if available)

### **Gold Sponsor - \$5,000**

Includes:

- Recognition at the sponsored event
- Prominent logo recognition on-site, outside event pavilion
- Recognition on event signage at check-in station
- Half-page ad in event program (Submission deadline: November 8, 2019)
- Insertion of company promotional item in veggie packet

### **Silver Sponsor - \$3,000**

Includes:

- Recognition at the sponsored event
- Prominent logo recognition on-site, outside event pavilion
- Recognition on event signage at check-in station
- Quarter ad in event program (Submission deadline: November 8, 2019)
- Insertion of company promotional item in veggie packet

### **Bronze Sponsor - \$1,000**

Includes:

- Recognition at the sponsored event
- Prominent logo recognition on-site, outside event pavilion
- Recognition in event program
- Insertion of company promotional item in veggie packet

### **All other Sponsors**

Include:

- Recognition in event program

**CONTACT:** Debra R. Buff, MMC, City Clerk, City of Belle Glade  
[dbuff@belleglade-fl.com](mailto:dbuff@belleglade-fl.com) or 561-992-1609

**SPONSORSHIP DEADLINE:**

**November 8, 2019**

**\*\* Please complete and submit Sponsorship Form on next page \*\***



*Palm Beach County League of Cities*  
*Holiday Networking Social*  
Friday, December 6, 2019  
Lomax Harrelle Pavilion  
on Torry Island, Belle Glade



Hosted by the Cities of  
Belle Glade, Pahokee, South Bay

## SPONSORSHIP FORM

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Sponsorship Level (Please check one):**

**Signature** \$7,500

**Gold** \$5,000

**Silver** \$3,000

**Bronze** \$1,000

**Other, please specify amount \$** \_\_\_\_\_

Send completed form and payment, made payable to Palm Beach County League of Cities, to:

**JeRiise Hansen**  
**Palm Beach County League of Cities**  
**P.O. Box 1989**  
**West Palm Beach FL 33402**

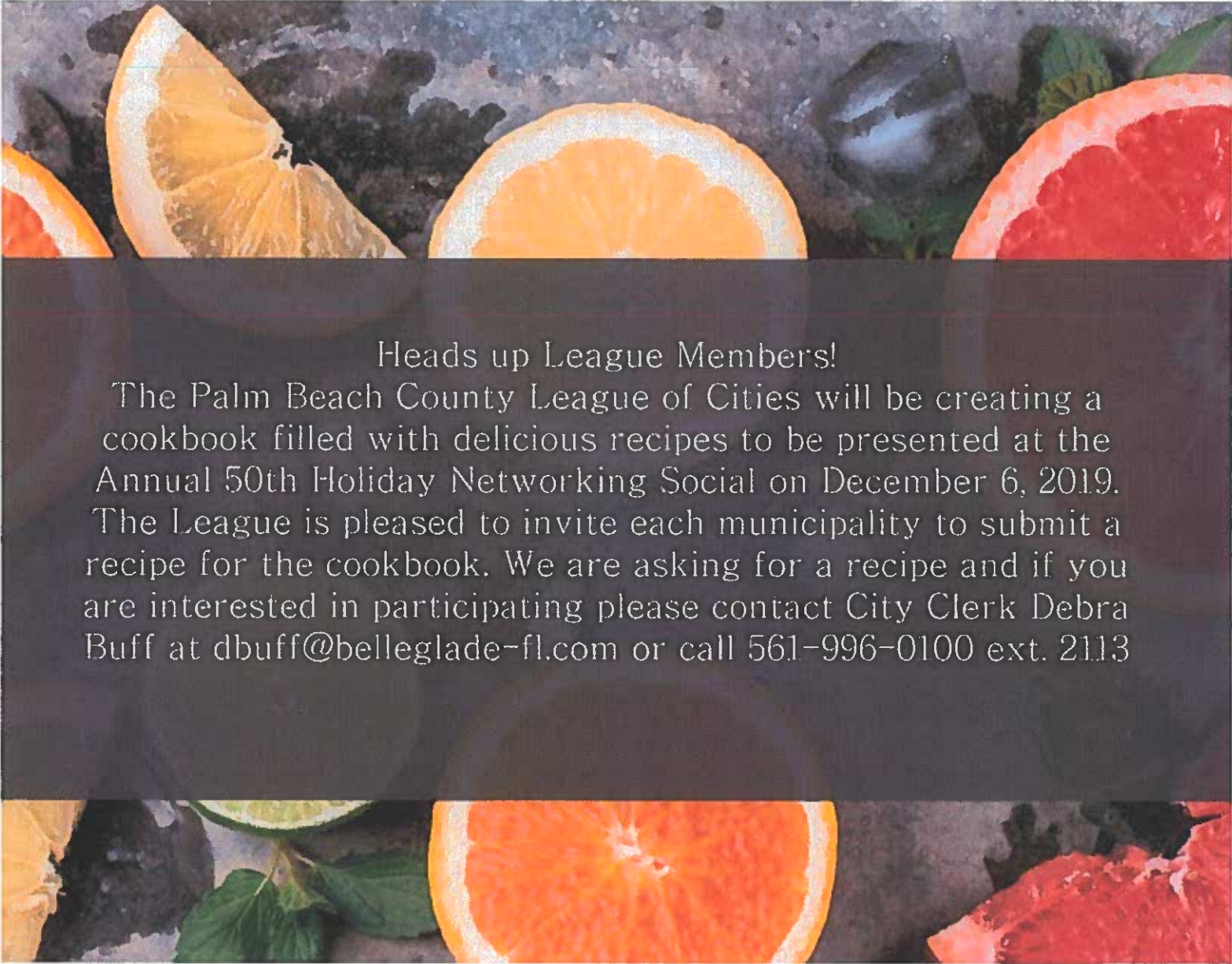
For payment questions, please contact [jhansen@pbcgov.org](mailto:jhansen@pbcgov.org) or (561) 355-4484

**SPONSORSHIP DEADLINE:**

**November 8, 2019**

**Thank you for your support!**





### Heads up League Members!

The Palm Beach County League of Cities will be creating a cookbook filled with delicious recipes to be presented at the Annual 50th Holiday Networking Social on December 6, 2019. The League is pleased to invite each municipality to submit a recipe for the cookbook. We are asking for a recipe and if you are interested in participating please contact City Clerk Debra Buff at [dbuff@belleglade-fl.com](mailto:dbuff@belleglade-fl.com) or call 561-996-0100 ext. 2113





SAVE-THE-DATE!

50<sup>TH</sup>  
ANNIVERSARY

# Holiday Networking Social

Friday, December 6, 2019  
12:00p.m. - 2:30 p.m.

Lomax Harrelle Pavilion

5000 W ST N, Belle Glade, FL 33430

Hosted By:



An event you don't want to miss!





# SOCIAL MEDIA TRAINING

**THURSDAY  
OCTOBER 24, 2019**

GREENACRES CITY HALL  
5800 MELALEUCA LANE  
GREENACRES, FL 33463

Join us for a Social Media Training Day in Greenacres, hosted by the Palm Beach League of Cities. Designed for elected officials and municipal social media use before diving into more advanced management.



## Agenda:

9:00 am - 12:00pm - The Foundations of Municipal Social Media

12:00pm - 1:00pm - Lunch will be provided

1:00pm - 3:00pm - Social Media 2.0: Algorithms and Aggregators

To Register Go To:

[www.flcities.com/calendar](http://www.flcities.com/calendar)

MORE INFO:

CALL SHWANDA BARNETTE  
407-367-4024

[www.flcities.com](http://www.flcities.com)



JOIN THE PALM BEACH COUNTY  
LEAGUE OF CITIES  
FOR OUR ANNUAL STATE MANDATED

# ETHICS TRAINING

## Presenters:

Christy Goddeau, Esq.

Torcivia, Donlon, Goddeau & Ansay, P.A.

Jacob Horowitz

Goren, Cherof, Doody & Ezrol, P.A.

Keith Davis, Esq.

Davis & Ashton, P.A.

Norm Ostrau

Ethics Officer, City of West Palm Beach

Mark Bannon

Executive Director, Palm Beach County

Commission on Ethics

## Lantana Recreation Center

418 S DIXIE HWY

LANTANA, FL 33462

Wednesday, October 30, 2019

8:00AM - 12:00PM

**REGISTER TODAY!**

EMAIL: [BCC-LEAGUECITIESTEMP@PBCGOV.ORG](mailto:BCC-LEAGUECITIESTEMP@PBCGOV.ORG)

CALL: 561-355-4484



# LET YOUR VOICE BE HEARD

## PALM BEACH COUNTY ADVISORY COMMISSION ON WOMEN

2019 Listening Sessions to gather input on matters  
pertaining specifically to women.

The community is invited to attend any of the following listening sessions:

DISCRIMINATION

EMPLOYMENT

DOMESTIC  
VIOLENCE

EDUCATION

HEALTHCARE

HOMELESSNESS

ADDICTION

JOB TRAINING

HOUSING

ELDERLY

FINANCIAL  
LITERACY

**Location:** Palm Beach County Library (Gardens Branch)  
**Date:** September 10, 2019  
**Time:** 5:30 pm – 7:30 pm  
**Address:** 11303 Campus Drive, Palm Beach Gardens, FL 33410

**Location:** Palm Beach County Library (Wellington Branch)  
**Date:** September 12, 2019  
**Time:** 5:30 pm – 7:30 pm  
**Address:** 1951 Royal Fern Drive, Wellington, FL 33414

**Location:** Belle Glade Civic Center (Belle Glade)  
**Date:** September 18, 2019  
**Time:** 5:30 pm – 7:30 pm  
**Address:** 725 NW 4th Street, Belle Glade, FL 33430

**Location:** Palm Beach County Library (Hagen Ranch Branch)  
**Date:** September 24, 2019  
**Time:** 5:30 pm – 7:30 pm  
**Address:** 14350 Hagen Ranch Road, Delray Beach, FL 33446

**Location:** Palm Beach County Library (Main Branch)  
**Date:** September 26, 2019  
**Time:** 5:30 pm – 7:30 pm  
**Address:** 3650 Summit Blvd., West Palm Beach, FL 33406

Please join us and become part of the conversation.

These sessions are free and open to the public.



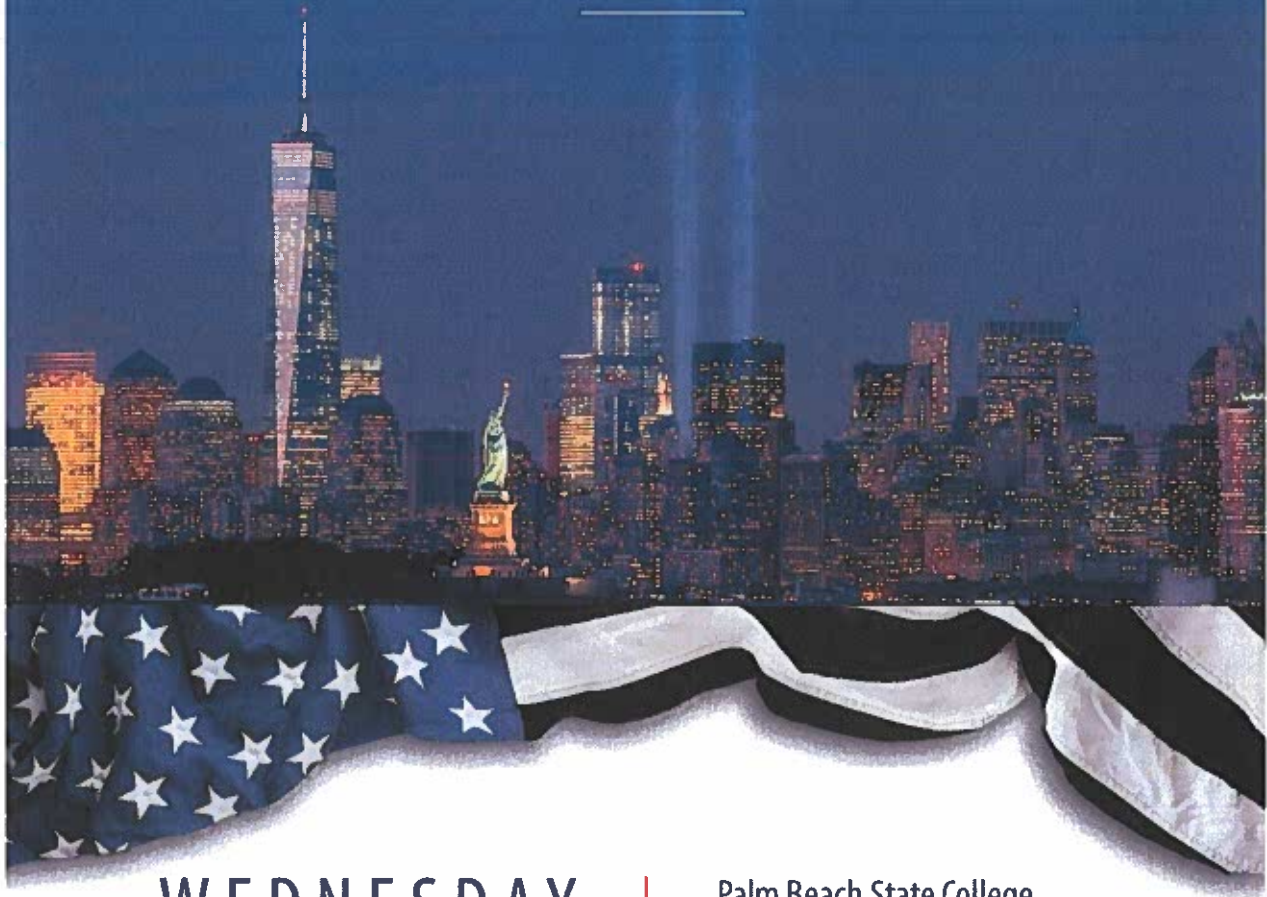
### Contact

Palm Beach County Office of Equal Opportunity  
301 North Olive Ave., West Palm Beach 33401  
Phone: 561.355.4884 Email: [Jjackson1@pbcgov.org](mailto:Jjackson1@pbcgov.org)  
[www.pbcgov.com/equalopportunity](http://www.pbcgov.com/equalopportunity)

"This program is not sponsored/endorsed by the Palm Beach County Library System."



# REMEMBER THE FALLEN 911 MEMORIAL CEREMONY



WEDNESDAY  
**SEPTEMBER 11**  
AT **11:30 AM**  
**PALM BEACH GARDENS**  
CAMPUS AMPHITHEATER

Palm Beach State College  
Remembers the Fallen of 9/11

**PARTICIPATING IN THE CEREMONY**

PBG Fire Department

PBG Police Department

U.S. Navy

Keynote Speaker Senator Bobby Powell

WE REMEMBER



# Palm Beach Legislative Delegation Reception



The Palm Beach Legislative Delegation invites you to our inaugural reception immediately following the Organizational Meeting.

Wednesday, September 11, 2019  
4:00pm - 6:00pm  
FITTEAM Ballpark of the Palm Beaches  
5444 Haverhill Road  
West Palm Beach, FL 33407

*This event is OPEN and Free to the General Public. Those bound by the lobbying laws, must adhere to FL S. 11.045(4)(a) and pay \$15 per person.*

Palm Beach Legislative Delegation  
301 No. Olive Avenue, Suite 701 West Palm Beach, FL 33401  
Office: 561-355-3452  
Website: [http://discover.pbcgov.org/legislativeaffairs/Pages/Legislative\\_Delegation.aspx](http://discover.pbcgov.org/legislativeaffairs/Pages/Legislative_Delegation.aspx)



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## PALM BEACH COUNTY LEGISLATIVE DELEGATION

301 NORTH OLIVE AVENUE, SUITE 1101.11  
WEST PALM BEACH, FLORIDA 33401  
561-355-2406  
WWW.PALMBEACHDELEGATION.COM

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## PUBLIC HEARING SCHEDULE AND WORKSHOPS

2019

### PUBLIC HEARINGS

#### **ELECTION OF CHAIR AND VICE CHAIR AND PUBLIC HEARING**

Wednesday, September 11, 2019

Ballpark of the Palm Beaches

5444 Haverhill Rd, West Palm Beach, FL 33407

1:00 pm – 4:00 pm

#### **LOCAL BILL AND PUBLIC HEARING**

Thursday, October 3, 2019

Norton Museum of Art

1450 S Dixie Hwy, West Palm Beach, FL 33401

9:00 am – 12:00 pm (Noon)

#### **PUBLIC HEARING**

Tuesday, December 3, 2019

Palm Beach State College

Loxahatchee Groves Campus

15845 Southern Boulevard, Loxahatchee, FL 33470

9:30 am – 11:00 am

(More)



## **WORKSHOPS**

### **JOINT MEETING WITH THE PALM BEACH COUNTY COMMISSION**

Thursday, October 31, 2019

9:00 am – 10:30 am

Morikami Museum and Japanese Gardens

4000 Morikami Park Rd, Delray Beach, FL 33446

### **JOINT MEETING WITH THE PALM BEACH COUNTY SCHOOL BOARD**

Thursday, October 31, 2019

10:30 am – 12:00 pm

Morikami Museum and Japanese Gardens

4000 Morikami Park Rd, Delray Beach, FL 33446

### **JOINT MEETING WITH THE PALM BEACH COUNTY LEAGUE OF CITIES**

Tuesday, December 3, 2019

11:00 am – 12:30 pm

Palm Beach State College

Loxahatchee Groves Campus

15845 Southern Boulevard, Loxahatchee, FL 33470

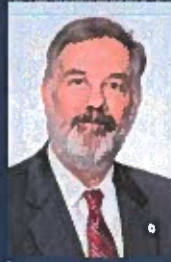
*\*This schedule is subject to change.\**

**Anyone interested in addressing the Legislative Delegation at a  
Public Hearing should call the Delegation Office at 561-355-3452  
or email [vnowlan@pbcgov.org](mailto:vnowlan@pbcgov.org).**



# Progress Palm Beach County Economic Summit

**Keynote Speaker:**



**Dr. Jerry Parrish,**  
Chief Economist and  
Director of Research,  
Florida Chamber Foundation

**September 19, 2019  
WPB Marriott  
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Table of 10:

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**BLIGHTED AND DISTRESSED PROPERTY CLEAN-UP  
AND BEAUTIFICATION GRANT APPLICATION**

**Issue Date:  
August 28, 2019**

***THE SOLID WASTE AUTHORITY OF PALM BEACH COUNTY  
7501 NORTH JOG ROAD  
WEST PALM BEACH, FLORIDA 33412  
(561) 640-4000***

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## **1.0 INTRODUCTION**

### **1.1 GENERAL BACKGROUND**

The Solid Waste Authority of Palm Beach County (“Authority”) is the governmental agency responsible for providing an economical and environmentally conscious integrated Solid Waste Management System for Palm Beach County, Florida. The Authority provides solid waste disposal and recycling services and programs to the County’s 1.4 million residents and businesses.

### **1.2 OBJECTIVE:**

The Solid Waste Authority of Palm Beach County (“Authority”) Governing Board has allocated \$750,000 for grants for the 2019-2020 fiscal year. This grant is intended to assist in the cleanup and beautification of distressed, blighted or otherwise impacted properties within both the unincorporated and incorporated areas of Palm Beach County. This grant is offered as an incentive to improve the quality of the life and provide a safer, healthier and more aesthetically pleasing environment for the residents.

Therefore, the Authority is requesting Municipalities, Community Development or Redevelopment Districts, Special Districts or other Governmental Entities (“Applicants”) to submit application packages for projects that meet the criteria to qualify for grant funding, and for which the Applicant would like to receive grant funding.

### **1.3 ELIGIBILITY REQUIREMENTS:**

#### **A. Eligible Projects:**

The property must be under the sole ownership and control of the Applicant. Also, to be considered for this grant program, projects must be located in Palm Beach County, visible, accessible and beneficial to the surrounding community, capable of being completed within twelve (12) months, and the property should be:

- Distressed or blighted with/without derelict or damaged structures, or with structures requiring maintenance or repairs; or
- Subject to trespass or illegal entry; or,
- Subject to chronic illegal dumping or littering; or,
- Otherwise eligible at the discretion of the Authority.

#### **B. General Requirements:**

1. Entities may apply for multiple projects. However, funding is approved on an annual basis by the Authority Board and no guarantee of future funding of projects is provided for additional years. Subject to availability of funds, the Authority reserves the right to conduct multiple application periods.

2. Examples of Projects and activities that would qualify:

- Recycling, hauling and disposal costs associated with the demolition of derelict/abandoned structures;
- Recycling, hauling and disposal costs associated with land clearing/landscape improvement projects;
- Recycling, hauling and disposal costs associated with litter cleanup of land and waterways;
- Recycling, hauling and disposal costs associated with vacant lot cleanup;
- Projects or Activities that mitigate illegal dumping, including lighting, fencing and gate installation.
- Costs of other beautification, cleanup or maintenance projects that may be approved.

3. Examples of Projects and activities that would not qualify:

- **Projects on private property;**
- Projects with incomplete applications;
- Projects on property without the property owner's consent;
- Projects that otherwise have a dedicated funding source (e.g., road and bridge projects);
- Projects that lack a significant recycling and/or solid waste management (hauling and disposal) component.

## **2.0 APPLICATION PROCESS**

### **2.1 Process Overview**

This application process is not a procurement. The purpose of this process is to provide an opportunity for Municipalities, Community Development or Redevelopment Districts, Special Districts or other Governmental Entities within Palm Beach County ("Applicants") to receive a grant from the Solid Waste Authority of Palm Beach County ("Authority") for funds to assist in the cleanup or beautification of distressed, blighted or otherwise impacted properties within their jurisdiction.

Applications received through this process will be reviewed, and subject to available funding, applicants may be awarded a Grant under the program. The Authority, in its sole discretion, will determine which projects will receive grant funding and the amount of that funding.

The Authority is pleased to offer assistance in the preparation of your Application. Applicants seeking assistance may contact Mariana Feldpausch, Customer Information Services Operations Manager, at (561) 697-2700, extension 4741.

### **2.2 Application Deadline**

The Authority requests that applications be submitted no later than 5:00 p.m. E.S.T. on November 1, 2019 via mail, email or hand delivered. Late applications may not be accepted. Subject to availability of funding, the Authority may conduct additional application periods.

Applications shall include the attached application and all requested supporting information. Incomplete applications will be rejected. The Applicant shall provide sufficient background on the projects to allow the Authority to determine eligibility for the grant program. The Applicant shall identify the means and methods by which the project will be accomplished and an estimate of the total cost necessary to accomplish the project.

Applications shall be submitted to:

By Mail or Hand Delivered:      Customer Information Services  
Solid Waste Authority of PBC  
CIS Operations Manager  
7501 N. Jog Road  
West Palm Beach, FL 33412

By Email:                              [mfeldpausch@swa.org](mailto:mfeldpausch@swa.org)



Email Subject Line: 2020 Blighted Property Grant Application  
**2.3 Application Instructions**

I. General Information

**The Applicant must be a governmental entity as defined in Section 1.2.** Applicant shall complete and return the Blighted Property Grant Application provided on Page 12 and all other information requested, including a requested Grant amount. This amount should, together with any other funding identified, be sufficient to accomplish the project. In addition to Grant funds requested, the Applicant should identify in Section VII of the Application any other sources of funding committed to the project and the value of in-kind or force account labor, materials and services to be provided by entities other than the Authority using the Budget Form provided or a reasonable equivalent. The Authority reserves the right to offer a lesser amount to the Applicant.

II. Description of the Project

Applicant shall provide a description of the objective for the project and the end state of the property at the completion of the project. Also, identify the potential benefits to the community adjacent to the property and at large; provide a description of any activity to recycle wastes produced by the project; and, identify the solid waste hauling and disposal activities associated with the project. The Applicant shall clearly demonstrate that the project meets the eligibility criteria.

If the work will be accomplished through the use of contractors, the method of procurement of contractor services should be identified. If force account labor of the Applicant will be used for all or part of the project, the tasks proposed to be undertaken by force account labor should be identified. If volunteer services are proposed to be used for any part of the project, the Applicant should identify the agencies or organizations which may serve as a source of volunteers and provide documentation of their commitment to provide those services. The general scope of activities that may be undertaken by volunteers should be identified.

III. Estimated Timeframe for Completion

The Applicant shall identify the timeframe for completion, including the project initiation date and the project completion date. If a competitive procurement will be part of the project, an estimate of the process time should be provided. Any approved grant will be paid out in phases

beginning with the actual start of the project (e.g., Notice of Commencement, Construction Start, Contractor Mobilization, or other milestone as defined in the Interlocal Agreement that the parties will enter into) and ending with final completion.

**IV. Project Schedule**

Applicant shall provide a project schedule in the format provided below to include the project start date and project completion date, and as applicable, any other significant milestone dates related to for example, permitting, design, procurement, and contractor mobilization.

Task	Start Date	Completion Date	Entity Responsible

**V. Project Location**

Applicant shall provide the physical location/address of the property and the Parcel Control Number. Applicant shall attach to the Application photographs of the proposed project area, a plan or map depicting the project area and the relationship to the surrounding neighborhood/community. The photographs shall clearly demonstrate the condition of the project area and the appearance of the project area as viewed by the surrounding neighborhood/community.

**VI. How Will the Project be Maintained**

Applicant will be required to provide for the maintenance and upkeep of the project, including as applicable watering, weeding, mowing, cleaning, repairing, painting and refinishing. Applicant shall clearly identify how the project, once complete, will be maintained to prevent it from reverting back to its prior state. Applicants that fail to properly maintain the project shall be deemed ineligible for any future grants provided by the Authority under this or any other future program offered by the Authority. The Authority will require a commitment of resources in the form of financial, force account labor, volunteers, or organizational sponsors/partners to ensure that the project location does not revert back to its current state. If volunteers or organizational sponsors/partners are to be used, Applicant

shall provide documentary evidence such as letters of commitment from these organizations.

## VII. Project Budget

Applicant shall provide a budget for the project identifying in as much detail as possible the project tasks, estimated costs and sources of funding for the project. It is not the Authority's intent to provide 100% of the funding for a project, but rather to supplement other funding committed to the project, including but not limited to governmental funding, donations, force account labor, volunteer labor and other grants. If grant funds will be obtained from other sources, please indicate if funds have been obtained or the estimated date when funds will be received.

Applicant should use the attached form provided on Page 14 or a reasonable equivalent. Please attach evidence of all sources of funding/labor (governing board action, letters from community organizations, etc.). Applicant will be required to track and report project expenditures and status throughout the project as required in the Interlocal Agreement that the parties will enter into.

### 2.4 Award:

- A. The Authority anticipates to award grants to the Applicant(s) who submit proposals determined by the Authority, in its sole discretion, to be the most consistent with project eligibility criteria in accordance with the Review Criteria.
- B. The Authority reserves the right to negotiate a revised Grant amount price with the awarded Applicant(s).
- C. Neither acceptance nor approval of an Application constitutes an agreement or a contract. Any grant funding provided pursuant to this process will be provided in accordance with the terms and conditions of an Interlocal Agreement.
- D. The Authority intends to enter into Grant agreements in the form of an Interlocal Agreement between the Authority and the Applicant. Grant agreements shall be approved by the Authority Governing Board.

## **2.5 Review Criteria**

Applications will be reviewed for completeness and compliance with the eligibility and other requirements of the program. Applications will be provided to the Authority Board for award. The Authority Board, in its sole discretion, will determine which projects will receive grant funding and the amount of that funding.

## **2.6 Other**

- A. All costs associated with the preparation of this Application are the sole responsibility of the Applicant. In no event shall the Applicant have a claim against the Authority, its staff or its consultants or agents for reimbursement of any such costs or expenses.
- B. The Applicant is solely responsible for obtaining all necessary permits and approvals associated with the project.
- C. The Applicant is solely responsible for the project. The Authority assumes no responsibility or liability, other than providing the agreed upon funding, for the conduct, completion and condition of the property before, during or after project completion.
- D. The Applicant will be expected to enter into an Interlocal Agreement with the Authority that will represent the entirety of the Agreement between the parties.
- E. The Authority reserves the right to rescind funding in the event the Applicant fails to execute the project or fails to secure the necessary funds to fully execute the project.
- F. The Authority reserves the right in its sole discretion, to offer multiple grants and to offer less funding than requested by the Applicant in order to maximize the county-wide benefit of the program.
- G. This process is not a competitive procurement and is not subject to the Cone of Silence provisions of the Authority Purchasing Manual. The Authority reserves the right to meet with and communicate with Applicants prior to the submittal deadline, after proposals are received and after grant awards are announced.

**BLIGHTED AND DISTRESSED PROPERTY CLEAN-UP AND BEAUTIFICATION  
GRANT APPLICATION**

**BEFORE SEALING YOUR APPLICATION MAKE SURE THE FOLLOWING ARE  
INCLUDED**

- 1. Description of the objective for the project and end state of the property at completion of the project.
- 2. Timeframe for completion of the project.
- 3. Project schedule identifying all major activities.
- 4. Identification of the project location including the Parcel Control Number that clearly documents ownership and control by the Applicant.
- 5. Photographs of the Project Area.
- 6. Plan or Map of the Project Area.
- 7. Discussion of the plan to maintain the project location upon completion.
- 8. Project Budget.
- 9. All other pertinent information for consideration.
- 10. Carefully read *all* Documents, and properly complete and execute the Application Form. *(Failure to properly complete and sign this document may be cause for rejection of the application)*
- 11. Submit one (1) original and one (1) copy of your application to the Solid Waste Authority prior to the application deadline. Applications submitted after the deadline may be rejected.

**Solid Waste Authority of Palm Beach County  
Blighted Property Grant Application**

**I. General Information**

1. Project Title: \_\_\_\_\_
2. Applicant Name: \_\_\_\_\_  
*(Governmental Entity)*
3. Contact Person: \_\_\_\_\_
4. Telephone: \_\_\_\_\_ Alternate # \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
6. Email Address: \_\_\_\_\_
7. Federal Tax Identification #: \_\_\_\_\_
8. Grant Amount Requested from SWA: \_\_\_\_\_

**I certify that the above information is correct and that I am authorized to submit this application.**

Signature of Applicant: \_\_\_\_\_

Name of Applicant (printed): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE BUDGET FORM**

Materials Services Description	Quantity	Unit cost	Sales tax	Other Charges (If any)	TOTAL	Other Funding Sources			
						Cash (a)	Donations (b)	Private Grants (c)	Grant Request (d)
Sabal Palms	4	\$75.00	\$18.00	\$20.00	\$338.00		\$50.00	\$150.00	\$138.00
Security lighting	1	\$500.00	\$30.00		\$530.00				\$530.00
Transport services	20	\$150.00			\$3,000.00				\$3,000.00
Demolition services	1	\$2,000.00			\$2,000.00				\$2,000.00
Insurance	1	\$100.00			\$100.00			\$100.00	\$0.00
Disposal services	20	\$300.00			\$6,000.00				\$6,000.00
				<b>TOTALS</b>	\$11,968.00	\$0.00	\$50.00	\$250.00	\$11,668.00
<b>Total Grant Request (d)</b>					\$11,668.00				
<b>Total Project Cost (a+b+c+d)</b>					\$11,968.00				





