



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

CITY OF SOUTH BAY
CITY COMMISSION MEETING AGENDA
VIRTUAL/ IN-PERSON COMMISSION MEETING
TUESDAY, OCTOBER 06, 2020

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 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.

REGULAR CITY MEETING AGENDA
CITY OF SOUTH BAY, FL
VIRTUAL/IN PERSON MEETING
TUESDAY, OCTOBER 06, 2020
7:00PM

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

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

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

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

2. DISCLOSURE OF VOTING CONFLICTS

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

3a. Proclamation- *Mediation Week*

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 Workshop Minutes:	September 15, 2020
Approval of Regular City Meeting Minutes	September 15, 2020

5b. Approval of Special City Meeting	September 22, 2020
Final Budget Hearing	

5c. Approval of Regular City Agenda:	October 06, 2020
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6. RESOLUTIONS - (Non- Consent) and Quasi-Judicial Hearing, if applicable)

6a. RESOLUTION NO. 42-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING THE CITY OF SOUTH BAY PURCHASING POLICY AND PROCEDURES; AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE

7. ORDINANCE

8. ROSENWALD ELEMENTARY SCHOOL

9. FINANCE REPORT

9a. Accounts Payable Report-

- September 22,2020-Tabled
- October 06, 2020

10. CITY CLERK REPORT

10a. Next scheduled:

COVID-19 Testing-

- *Testing will be done every other week at Food Distribution sites.*

11. CITY MANAGER REPORT

11a. U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant-Mitigation (CDBGMIT)

11b. Brownfields Cleanup grant through the US Environmental Protection Agency (EPA)

11c. Site Assessment and Work Plan

11d. Brownfield update

11e. LSRAP Remittal Action Plan

12. CITY ATTORNEY REPORT

13. FUTURE AGENDA ITEMS

14. COMMISSIONER COMMENTS: FOR THE GOOD OF THE ORDER

15. ADJOURNMENT

CITY OF SOUTH BAY
VIRTUAL CITY MEETING
TUESDAY, SEPTEMBER 15, 2020
At 7:00P.M.

A Regular City Meeting of the City Commission of the City of South Bay, Florida was called to order by Mayor Joe Kyles on September 15, 2020 at 7:00 p.m. on gotomeeting.com (<https://global.gotomeeting.com/join/309541053>). (Full discussion/recording, available through the City Clerk)

Present:

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

Staff:

Leondrae Camel, City Manager
Burnadette Norris-Weeks, City Attorney
Vicky DelBosques, Human Resources
Massih Saadatmand, Finance Director
Natalie Malone, City Clerk

1. MAYOR KYLES CALLS MEETING TO ORDER:

1a. City Attorney reads:

"Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron DeSantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes."

2. ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE

3. MAYOR KYLES CALLED FOR ANY VOTING CONFLICTS: NONE

4. PRESENTATIONS/PROCLAMATIONS

5. PUBLIC COMMENTS

6. CONSENT AGENDA

- 6a. Approval of City Workshop Minutes: September 01, 2020
Approval of Regular City Meeting Minutes September 01, 2020

- 6b. Approval of Special City Meeting September 08, 2020
Tentative Budget Hearing

Moved By: Commissioner McKelvin
Seconded By: Commissioner Berry

- 6c. Approval of Regular City Agenda: September 15, 2020
Resolution No. 37-2020 has been pulled from tonight's agenda

Moved By: Commissioner Berry
Seconded By: Commissioner McKelvin

7. RESOLUTIONS

7a. *ITEM PULLED FROM THE AGENDA*

RESOLUTION NO. 37-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AUTHORIZING THE CITY MANAGER AND THE MAYOR TO EXECUTE THE ATTACHED FACILITY USE AGREEMENT BETWEEN THE CITY OF SOUTH BAY AND BOYS AND GIRLS CLUBS OF PALM BEACH COUNTY, INC. FOR USAGE OF THE TANNER PARK CENTER AS A LOCATION FOR THE BOYS & GIRLS CLUB OF SOUTH BAY; PROVIDING FOR AN EFFECTIVE DATE

7b. RESOLUTION NO. 38-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, RATIFYING THE CITY MANAGER'S AND THE MAYOR'S EXECUTION OF A CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM ACCEPTANCE OF FEDERAL FUNDING ASSISTANCE FROM THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT; PROVIDING FOR AN EFFECTIVE DATE

Moved By: Commissioner McKelvin
Seconded By: Commissioner Berry

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

7c. RESOLUTION NO. 39-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA APPROVING THE AWARD OF A COMMUNITY FACILITY TECHNICAL ASSISTANCE AND TRAINING GRANT FOR FISCAL YEAR 2020; RATIFYING THE CITY MANAGER'S SUBMISSION OF A USDA GRANT AGREEMENT; PROVIDING FOR AN EFFECTIVE DATE

Moved By: Commissioner McKelvin
Seconded By: Commissioner Berry

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

8. ORDINANCE

9. ROSENWALD ELEMENTARY SCHOOL

10. FINANCE REPORT

- 10a. **Accounts Payable Report**
Commissioner Berry:
Tabled until 10/06/20 Commission Meeting

11. CITY CLERK REPORT

11a. Next scheduled

COVID-19 Testing:

Dates are to be announced. Call City Hall if you have any questions regarding testing in the City of South Bay at 561-996-6751.

Correction made by Mayor Kyles: *Testing will be done every other week at Food Distribution sites.*

11b. **Mayor Kyles advises: Food Distribution:**

- **Friday 09/18/20- City of Belle Glade**
Be Well Okeechobee Center
- **Friday 09/25/20- Raider Ville/City of Belle Glade**
Mount Cavalry Baptist Church
- **Friday 10/02/20-City of South Bay**
South Bay City Hall

12. CITY MANAGER REPORT

- 12a. U.S. Department of Housing and Urban Development (HUD)
Community Development Block Grant-Mitigation (CDBGMIT)

- 12b. Brownfields Cleanup grant through the US Environmental Protection Agency (EPA)

13. CITY ATTORNEY REPORT

14. FUTURE AGENDA ITEMS

Commissioner Berry:

- 14a. Strategic Planning Updates:**
regarding our Virtually Historical Record

15. COMMISSIONER COMMENTS: FOR THE GOOD OF THE ORDER

15a. Commissioner McKelvin

- Be safe, have a blessed night.

15b. Commissioner Wilson:

- Thanked everyone for joining us, can't wait to see everyone in person.
- Condolences to Commissioner Mckelvin and family

15c. Commissioner Berry:

- Thanked everyone for coming out and have a pleasant evening.

15d. Mayor Kyles:

- Thanked staff and encouraged residents
- Condolences to Commissioner Mckelvin and family

16. ADJOURNMENT

Joe Kyles, Mayor

ATTESTED BY:

Natalie Malone, City Clerk

SPECIAL CITY MEETING AGENDA MINUTES
FINAL BUDGET HEARING
CITY OF SOUTH BAY, FL
VIRTUAL MEETING
TUESDAY SEPTEMBER 22, 2020
7:00PM

A Virtual City Workshop of the City Commission of the City of South Bay, Florida was called to order by Mayor Joe Kyles on September 22, 2020 at 7:00 p.m. on gotomeeting.com (<https://global.gotomeeting.com/join/309541053>).

Present:

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

Staff:

Leondrae Camel, City Manager
Massih Saadatmand, Finance Director
Samour Suckram, Esq. City Attorney
Natalie Malone, City Clerk

1. MAYOR KYLES CALLS MEETING TO ORDER:

1a. *City Attorney reads:*

"Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron DeSantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes."

- 2. CALL TO ORDER, ROLL CALL; PRAYER, PLEDGE OF ALLEGIANCE**
- 3. DISCLOSURE OF VOTING CONFLICTS**
- 4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION**

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

5a. RESOLUTION NO. 40-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, ADOPTING A FINAL MILLAGE RATE FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2020, THROUGH SEPTEMBER 30, 2021, PURSUANT TO SECTION 200.065, FLORIDA STATUTES; COMPUTING THE ROLLED-BACK RATE; PROVIDING INSTRUCTIONS TO THE CITY MANAGER; PROVIDING FOR AN EFFECTIVE DATE

Moved By: Commissioner McKelvin
 Seconded By: Commissioner Wilson

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

5b. RESOLUTION NO. 41-2020

A RESOLUTION OF THE CITY OF SOUTH BAY OF PALM BEACH COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2020, THROUGH SEPTEMBER 30, 2021, PURSUANT TO FLORIDA STATUTES SECTION 200.065; 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	NO
Commissioner McKelvin	ABSENT
Commissioner Wilson	YES

Commissioner Berry made a motion for \$35,000.00 to be moved from the sanitation fund to the Capital improvement fund for street improvement-No Second was made

5. ADJOURNMENT

Joe Kyles, Mayor

ATTESTED BY:

Natalie Malone, City Clerk

RESOLUTION NO. 42-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, AMENDING THE CITY OF SOUTH BAY PURCHASING POLICY AND PROCEDURES; AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, pursuant to Resolution 39-2013, the City Commission of the City of South Bay ("City Commission") adopted a Purchasing Policy and Procedures; and

WHEREAS, the City Manager is requesting authority to amend the Purchasing Policy and Procedures as set forth in Exhibit "A" attached hereto; and

WHEREAS, the City Commission desires to accept such amendments and finds that approval of the attached amendments would be in the best interest 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 incorporate amendments attached hereto as Exhibit "A" into the City of South Bay's Purchasing Policy and Procedures and further authorizes the City Manager 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 6th day of October 2020.

Joe Kyles, Mayor

ATTEST:

By: _____
Natalie Malone, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

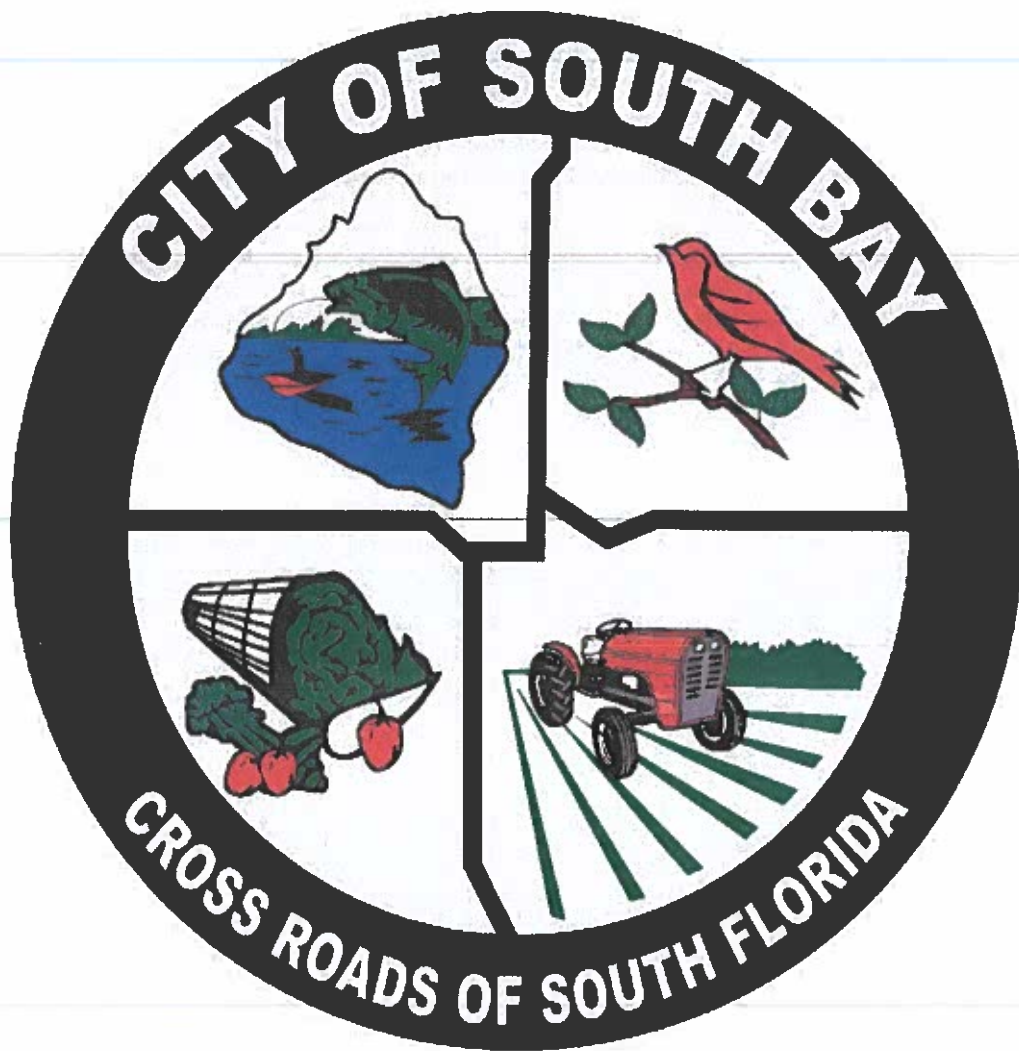
Burnadette Norris-Week, Esquire
City Attorney

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)



City of South Bay

Purchasing

Policy and Procedures

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Purchasing Policies

It is the policy of the City of South Bay “the City” to approve authorized purchases in the most expedient manner consistent with both operational requirements and internal controls.

The Finance Department is responsible for the sound fiscal management and provides support to all the City’s departments. It is the policy of the Finance Department to approve the request for purchase within twenty-four (24) hours from the time requested. This approval is conditioned upon the requesting department supplying with the required information.

It is the responsibility of the Finance Director, who is appointed by the City Manager, to approve all purchases of goods and/or services in accordance with the policies, and in a manner and method which provides for the most proficient and effective expenditure of City funds. The Finance Director, or designee, is responsible for the direction of the City's procurement process and operations as directed by Chapter 2 Article VI of the City of South Bay Code of Ordinances, Chapter 287 of the Florida Statutes, and other Federal, State and Local laws, statutes, ordinances, directives and policies as they apply to local government purchasing.

The Finance Director, or designee, recommends rules and procedures relative to the purchasing process, provides assistance and advice, as necessary, in the administration of, and compliance with, the purchasing policies and procedures.

The current primary method of purchasing a product or services for the City is through a purchase order. A purchase order is intended to provide some assurance proper procedures and approvals have been obtained **prior** to placing the order for the product or service. In general, purchases are made through a purchase requisition, which is then processed into a purchase order. Certain items do not require a purchase order and are listed under the section "Exceptions to the use of Purchase Orders".

The City has adopted a procedure to simplify the purchasing process for obtaining supplies, materials, services, travel, and equipment by making available to certain employees the authority to make purchases directly through a purchasing card program. The purchasing card program is designed to improve efficiency in processing purchases from any authorized vendor that accepts the credit or store card.

City employees making unauthorized purchases or participating in other violations of this policy may subject to disciplinary action, up to and including termination.

Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

A. ADDENDUM means a change, clarification or correction in the Solicitation Documents, prior to the award of a Contract.

May 2, 2017 September 28, 2020 – Approved Manager Recommendation

B. AMENDMENT means an agreed upon addition to, deletion from, correction or modification of a Contract.

C. ANNUAL CONTRACT means an agreement or Contract, typically for a specified duration, between a supplier and the City, to furnish Goods or Services usually of an indefinite quantity and delivery schedule, at unit prices provided for under the terms of the Contract. Also known as a term contract, annual agreement or requirements contract.

D. AGENT means an Official, Employee, contracted or subcontracted Person who is authorized to act on behalf of the City of South Bay and represent their interests.

E. AVAILABLE LOCALLY means that one or more Persons within the City or immediate surrounding areas are able to provide Goods and Services in a timely manner, and in sufficient quantity and quality to meet a specific need.

F. BID / PROPOSAL BOND means a form of bid security executed by the Bidder (or Proposer) as principal and by a Surety, to guarantee that the Bidder (or Proposer) will enter into a Contract within the time specified in the Invitation for Bid or Request for proposals, and will furnish the necessary bonds and insurance, and meet any other requirements of those documents.

G. BIDDER means a person or entity submitting a bid or quote to the City for the supply of Goods or Services.

H. BUYING COOPERATIVE OR ALLIANCE means a group of public entity purchasers organized for the purpose of creating contracts or pricing agreements in order to take advantage of group or quantity buying discounts or special pricing from which members of the group can benefit.

I. CAPITAL EXPENDITURE ITEM generally have a normal life expectancy of one year or more, are a complete entity within themselves, are distinguished from components, and have a minimum cost of \$1,000

J. CHANGE ORDER is a written modification to a contract or purchase order, which amends one or more of the following: the scope of services, contract cost, contract time or the contract quantity(ies).

K. CCNA is the Consultants Competitive Negotiation Act which provides regulations on the acquisition of professional services pursuant to Florida Statutes 287.055.

L. CITY means the City of South Bay and, as the context warrants, those persons or bodies authorized to act on its behalf, including but not limited to the Commission, Committees, and staff.

M. COMPETITIVE AWARD means a procurement based upon the outcome of one of the competitive processes set forth in this Policy, where award is made based on the lowest quotation or Bid submitted by a responsible and responsive Bidder or to the most qualified or advantageous Proposer based on the qualitative and/or quantitative factors identified for the procurement. A Competitive Award can be made even if only a single bid or proposal has been

received from a Bidder or Proposer who is determined to be responsible and responsive.

N. CONSTRUCTION means the process of building, altering, improving or demolishing any public structure or building, or other public improvements of any kind to any public real property. The term "Construction" does not include the routine operation, repair and/or maintenance of existing structures, buildings or real property.

O. CONTRACT means all types of City agreements for the purchase or disposal of Goods, Services, or Professional Services regardless of what they may be called, including contracts for a fixed price, cost plus a fixed fee, incentive contracts, and contracts providing for the issuance of job or task orders, leases, letter contracts and purchase orders. Contracts also include amendments, modifications and supplemental agreements with respect to any of the foregoing. Every Contract must be duly authorized and approved prior to execution.

P. CONTINUING PURCHASE CONTRACT means a Contract procured under this policy with one or more Vendors based on general specifications and/or scope of work, for which award of specific scopes of work is intended periodically during the Contract term as the need arises. Pricing and/or rates may be defined in the original Contract or by Amendment at the time that specific scopes of work are awarded.

Q. CONTRACT EXTENSION means an Amendment to a Contract that includes an increase in the term of a Contract, for which no options to renew the Contract beyond the current expiration date exist.

R. CONTRACT RENEWAL means an exercise of an approved, existing option to increase the term of a Contract. Options to renew a Contract are often done in annual increments.

S. EMPLOYEE means an individual drawing a salary or wage from the City whether on a fulltime or part-time basis. The term shall encompass all members of the Commission without regard to whether or not such individuals are compensated. A contracted third party shall be considered as an "employee" for the purposes of this Policy only.

T. EMERGENCY PROCUREMENT means any procurement of Goods or Services in the context of an Emergency.

U. EMERGENCY means a situation that occurs suddenly and unexpectedly and demands immediate action to prevent delays which may vitally affect the health, safety or welfare of the public or City Employees and affects the continuation of services to the citizens, and/or serious loss or injury to the City. Emergency shall also mean a condition, malfunction, or occurrence in which the immediate procurement of an item (i.e. Good, Services, or Professional Service) is essential to comply with regulatory requirements.

V. ENVIRONMENTALLY PREFERABLE GOODS AND SERVICES means Goods and Services that have a lesser or reduced negative effect on human health and the environment when compared with competitive Goods and Services that serve the same purpose.

W. FISCAL YEAR is the period of time beginning on October 1 of any year and ending September 30 of the following year.

X. GIFTS shall be as set forth in Section 2-444 of the Palm Beach County Code of Ethics

Y. GOODS or COMMODITIES means supplies, apparatus, materials, equipment and other forms of tangible personal property used by a City department in the accomplishment of its responsibilities.

Z. GOVERNING AUTHORITY means the City entity responsible for the Contract.

AA. INVITATION TO NEGOTIATE (ITN) means documents used for soliciting competitive proposals in which negotiation of price and other factors is to commence after receipt of proposals and prior to recommendation of award. This process may be used when the scope of work is complex or difficult to define, if strict comparison of Services or Goods required may be difficult because components are likely to vary among Proposers or in any situation when it is in the City's best interest to negotiate prior to recommendation of award to obtain the Services or Goods that best meet the City's needs, price and other factors being considered.

BB. LATE BID/PROPOSAL means a Bid or proposal received after the time or date such bid or proposal was due, as stated in the Solicitation Documents.

CC. LIFE CYCLE COST ASSESSMENT means the comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service and disposal costs.

DD. MULTIPLE AWARD SCHEDULE CONTRACT means a Contract based upon one solicitation awarded to two or more Vendors to supply Goods or Services.

EE. NEGOTIATED AWARD means a procurement made as the result of negotiations between the City and a Supplier, such as a Sole Source Procurement or Single Source Procurement or another instance, including competitive Invitation to Negotiate, where a Contract award based on direct negotiations with a Supplier of Goods or Services is appropriate.

FF. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

GG. PAYMENT TERMS means the established due date for payments by the City to pay an invoice. Absent any agreement otherwise stated, the City's payment term will be Net 30.

HH. PERFORMANCE/PUBLIC CONSTRUCTION BOND means a bond provided by a contractor/supplier in which a surety guarantees to the City that the Goods are delivered or the Services are performed in accordance with the Contract documents. A letter of credit issued by a financial institution that meets the City's requirements may, at the discretion of the City, be substituted for the performance bond.

II. PERSON means any business, entity, company, firm, individual, union, committee, club or other organization or group of individuals.

JJ. PRACTICABLE means satisfactory and within reason when considering price, performance, availability, compatibility with specified operation, and public safety.

~~May 2, 2017~~ ~~September 28, 2020~~ – ~~Approved~~ ~~Manager Recommendation~~

KK. PRE-QUALIFICATION means the part of a competitive procurement process in which the City determines, based on standards developed for a specified product or service, which interested Vendors meet those standards and are eligible for further consideration in the purchasing process.

LL. PRODUCT EVALUATION means the evaluation of a product to help determine its usefulness in meeting the City requirement or specification.

MM. PROFESSIONAL SERVICES means services rendered by an independent contracting individual or firm having expertise in a particular industry or subject matter due to specialized education, training, licensure or skill, and consisting primarily of advice reports, conclusions, recommendations or other outputs resulting from the time and effort of the service provider, as opposed to the acquisition of specific commodities, or of services not requiring any specialized education, licensing, training or skill (e.g. janitorial services). Professional Services include but are not limited to evaluations, consultations, management systems, management consulting, compiling statistical data, support of planning and operating activities, appraisal services, and research and development studies or reports.

NN. PROPOSER means a Person submitting a proposal or qualifications to the City for the supply of Goods, Services, or Professional Services.

OO. PURCHASE ORDER means a document approved and issued by the Purchasing Agent or designee and accepted by the Vendor to obtain Goods, Commodities and Services.

PP. PURCHASING is the process of securing materials, services, repairs, leases and rentals necessary for the operation and support of the City. The renewal, renegotiations and changes to Contracts, leases and agreements are functions of purchasing.

QQ. REQUEST FOR BIDS (RFB) means all documents utilized for soliciting bids, including those attached or incorporated by reference. These include a scope of work and all contractual terms and conditions applicable to the procurement. Bids are requested when requirements are clearly defined, price is the major determining factor for award, and a formal sealed submittal is required.

RR. REQUEST FOR PROPOSALS (RFP) means all documents utilized for soliciting proposals for Goods, Services, or Professional Services, including those attached or incorporated by reference. These include a scope of work and all contractual terms and conditions applicable to the procurement. This method is used when factors in addition to price are considered for award.

SS. REQUEST FOR QUALIFICATIONS (RQ) means all documents utilized for soliciting qualifications for Goods, Services, or Professional Services.

TT. REQUEST FOR QUOTATIONS (RFQ) means all documents utilized for soliciting quotations for Goods, Services, or Professional Services, in which award is made based on the lowest responsive and responsible quotation and in which the type or cost of the procurement does not require a more formal Bid or proposal process.

UU. REQUISITION means an internal document, provided by a department to the Purchasing

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Agent that contains the fund source, approvals, descriptions, quantities and other information about the Goods, Services, or Professional Services in order to proceed with the procurement. The Requisition becomes valid when properly completed and approved.

VV. RESPONSIBLE BIDDER OR PROPOSER means a Person, who, in the exclusive judgment of the City, (a) has the capability in all respects to fully perform the Contract requirements; and (b) the integrity, experience, qualification, and reliability which assures good faith performance.

WW. RESPONSIVE BIDDER OR PROPOSER means a Person, who, in the exclusive judgment of the City, has submitted a bid or proposal that conforms in all material respects to the Solicitation Documents.

XX. SERVICES mean any performance of effort or labor, for which the City has contracted other than Professional Services or services classified as construction. Services include, but are not limited to, janitorial, landscaping, and street striping.

YY. SHORTLISTING means the part of a competitive procurement process in which the City determines, based on criteria developed for a specified Good, Service, or Professional Service which of the interested Vendors are the best qualified to be eligible for further consideration in the purchasing process.

ZZ. SINGLE-SOURCE PROCUREMENT means identifying and using, without first completing a competitive process, one source for Goods or Services among others in a competitive marketplace, which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling a given Purchasing need of the City.

AAA. SOLE-SOURCE PROCUREMENT means identifying and using, without first completing a competitive process, one source for Goods or Services, when that source is the only one available that can fulfill a given Purchasing need of the City.

BBB. SOLICITATION DOCUMENTS means an Invitation for Bids, Request for proposals, Request for Qualifications, Request for Quotations, or an Invitation to Negotiate including all of the associated forms and documents of each solicitation, or any other types of documents used by the City to procure Goods, Services, or Professional Services.

CCC. SPECIFICATION OR SCOPE OF WORK means any description of the physical or functional characteristics, or of the nature of Goods, Services, or Professional Services. Specifications or Scope of Work may include any function and other criteria that will be required to perform the work and a description of any requirement for inspection, testing, or delivery.

DDD. SUPPLIER, MERCHANT OR VENDOR means a Person currently supplying or in the business of supplying Goods, Services, or Professional Services.

EEE. SURETY means an organization who, for a consideration, promises in writing to make good the debt or default of another organization. The Surety must be satisfactory to the City and licensed to do business in Florida.

FFF. THE USING DEPARTMENT (User) is defined as the department which has the authority

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and responsibility for determining the need for an item or service, its related specifications, and need date. The User is responsible for funding the need and advising Purchasing of the approved funding and the specific budget account number. The User is responsible for preparing solicitation documents, purchase requisitions, purchase orders, and gathering the requisite information (quotations) given the pricing thresholds outlined in this policy. The User is responsible for authorizing the purchases of all materials, services, repairs, leases and rentals in which the negotiated price exceeds the approved funding.

General Procurement & Purchasing Procedures:

The following procedures are approved:

1. For purchases of up to ~~five-one hundred thousand~~ (~~\$500,000~~), competitive pricing is not required; however, obtaining quotations is always recommended when practical. Please note that the amount above refers to the total purchase price, including any shipping or other costs incidental to the purchase.

2. For purchases of ~~five-one hundred thousand~~ and one (~~\$50+1001~~) dollars to ~~one-three thousand~~ (~~\$+3,000~~) a competitive pricing is required from at least three sources. The quotation may ~~be~~ obtain by phone, however for the purchases of ~~three thousand and one~~ (~~\$+3,001~~) to ~~ten twenty-five thousand~~ (~~\$+25,000~~) a written competitive pricing is required from at least three sources, and kept on file in the requesting department. All quotations must be entered in the requisition. As to all competitive pricing, for any amounts, there shall be exceptions when the following conditions are present: a) when an emergency exist as determined by the City Commission; and b) when there are less than three qualified bidders and a good faith attempt has been made to advertise to the public or otherwise solicit multiple bidders.

The Requisition's Description section should be used to note special conditions related to the purchase order such as single or sole source justifications, "piggyback" contract & contact information, and any other key information that is essential to the approval of the request for purchase such as the Bid number, project number, and date approved by the Designee and/or City Commission (if these are applicable). The documentation requirements for each type of purchase are discussed in detail in the appropriate section. As to all competitive pricing, for any amounts, there shall be exceptions when the following conditions are present: a) when an emergency exist as determined by the City Commission; and b) when there are less than three qualified bidders and a good faith attempt has been made to advertise to the public or otherwise solicit multiple bidders.

3. For all purchases in the amount of ~~ten-twenty-five thousand~~ and one (~~\$+25,001~~) dollars or more, sealed bids are required and the Request for Proposal (RFP) or Invitation for Bid (IFB) process must be followed.

4. An agenda item on contracts or purchases in the amount of ~~three-twenty-five thousand~~ and one (~~\$+25,001~~) dollars or more is required for approval by the City Commission. This applies to both budgeted & unbudgeted items.

5. Public improvement projects requiring "sealed" drawings and are expected to have a completed cost in excess of ten thousand and one (\$10,001) dollars must also be reviewed by the

City Manager prior to proceeding with final design. Note that repairs of existing facilities are excluded from this requirement.

6. Bids shall be awarded to the local vendor when the amount of difference in the bids from acceptable vendors is equal or less than five (5%) percent of the local vendor's bid. Local vendor preference shall apply only when the vendor is located within the Glades' Area limits and is duly licensed and authorized to engage in the business for which the bid is submitted. Local vendor preference shall not apply to purchases exempt from competitive bidding, goods or services not meeting specifications, vendors with past performance and delivery problems, and or when the City Manager otherwise determines that it is not in the City's best interest. Departments must indicate in the comments section of the requisition that a local vendor preference has been applied.

7. The City may piggyback on the contracts of other governmental agencies when competitive bid procedures, have been followed by that entity. If a State, county or other agency contract used in lieu of bid procedures, include the appropriate information in the requisition comments section. The minimum requirement is to include the agency, the contract number, expiration date of the contract, and the name and phone number of that contract's administrator.

8. All annual contracts shall be entered in one Request for Purchase for the total amount of the contract, and only one Purchase Order number will be assigned. The total amount of the contract shall be entered. Payments shall be withdrawn from that Purchase Order and the amount to be paid will be the amount receipted on the invoice.

9. The City Manager and Finance Director shall approve Capital Expenditure Items that generally have a normal life expectancy of one year or more, are a complete entity within themselves, are distinguished from components, and have a minimum cost of \$1,000

10. The purchase of all computer equipment/software and related supplies and services shall have the approval of IT before a purchase order/contract is issued, including expenditures for telephone service and equipment, pagers, cell phones, fax machines, copiers, printers, digital cameras, computer training courses and manuals, storage media, database products, software/hardware maintenance agreements and software support, software upgrades, internet access, electronic subscriptions and any other type of data or voice service. This purchase is subject to general procurement policy which is outlined in paragraph 2, herein an approval of City Manager or the Finance Director.

11. The purchase of all vehicles, trucks, heavy equipment, heavy transportation equipment, trailers or any motorized equipment, and lawnmowers, shall have the approval of the City Manager before a purchase order/contract is issued. This purchase is subject to general procurement policy which is outlined in paragraph 2, herein an approval of City Manager or the Finance Director.

12. The use of services for unbudgeted temporary employees shall have the approval of the City Commission.

13. The purchase of flowers or similar items for bereavement or memorial purposes shall

have the approval of the City Manager.

14. The purchase of City-stationery, business cards and envelopes shall have the approval of the City Manager before a purchase order/contract is issued. This purchase is subject to general procurement policy which is outlined in paragraph 2, herein an approval of City Manager or the Finance Director.

15. Internet purchases. This purchase is subject to general procurement policy which is outlined in paragraph 2, herein an approval of City Manager or the Finance Director.

Competitive Procurements (IFB & RFP):

Invitations For Bid (IFB) are written documents issued by the Department Heads and reviewed by the Finance Director, or designee, inviting potential contractors or vendors to submit sealed, written pricing for specific goods or services in conformance with specifications, terms, conditions and other requirements described in the bid invitation documents. Formal bids shall be utilized to document procurements of goods and contractual services with an aggregate cost of ~~ten~~-~~twenty-five~~ thousand (\$~~1025~~,000) dollars or more.

Request for Proposals (RFP) are written documents issued by the Department Heads and reviewed by the Finance Director, or designee, inviting potential contractors or vendors to submit sealed proposals for specific professional services or goods in conformance with the scope of services, terms, conditions and other requirements described in the RFP documents. RFP's are utilized for procurements of professional services or goods with an aggregate cost of ~~ten~~-~~twenty-five~~ thousand (\$~~1025~~,000) dollars or more.

Competitive procurements should be advertised in a newspaper of general circulation. Standard documents for newspaper ads, IFBs and RFPs are available from the Finance Department. Note that the ads may now refer responders to the City's webpage so that vendors may download the IFB/RFP directly.

Professional services (architectural, engineering, landscape architectural, or surveying & mapping) on a project estimated to cost \$100,000 or more or a planning or study activity estimated to cost twenty-five thousand (\$25,000) dollars or more must be selected in accordance with Chapter 287.055 of the Florida Statutes.

Evaluation of all responsive proposals shall be accomplished by a selection committee including at least one employee selected by the City ~~manager~~ Manager and or Finance Director and two appointed by the relevant Department Head. Evaluation criteria shall be contained in the Request for Proposal.

Procurements at Auction:

Upon prior written authorization from the City Manager, the City may bid at auction sales conducted by federal, state, local governments and private firms for materials, supplies, goods in excess of four thousand (\$4,000) dollars, not to exceed five thousand (\$5,000) dollars, and equipment not to exceed

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ten thousand (\$10,000) dollars, without the necessity of the bid procedures set forth above.

Blanket Purchase Orders:

Blanket purchase orders may be used for small, repetitive specified goods or services from the same vendor that requires numerous orders/shipments over specified periods of time. Blanket purchase orders may also be used for budgeted items not subject to competitive pricing (e.g. electric utility bills).

The following guidelines apply for blanket purchase orders:

- a. Draws against the blanket must not exceed, nine hundred ninety-nine dollars and ninety-nine cents (\$999.99) a month unless competitive pricing has been obtained or competitive pricing is not required.
- b. Operating expenditures and capital expenditures must not be mixed on the same blanket.

The requisition's description section of the blanket must address the following specific items:

1. Indicate the source of the purchase order amount (e.g. \$999.99 a ~~months~~ last year's budget amount/this year's budget amount) as appropriate.
2. If blanket is expense or capital (see above) in those cases requiring two blankets to the same vendor.
3. Last time quotes were obtained or reason why quotes not needed.

The use of blankets purchase order to by-pass the competitive pricing or bid procedures is not allowed.

Procurements not Requiring Competition:

In general there are five (5) procurement categories not requiring competition:

1. Certain reoccurring or one-time obligations documented and approved in accordance with the appropriate sections of these procedures.
2. Single Source procurements documented and approved in accordance with the appropriate sections of these procedures.
3. Sole source procurements documented and approved in accordance with the appropriate sections of these procedures.
4. Contingency Fee Audits/Auction Services/Collection Services.
5. An emergency procurement documented and approved in accordance with the Emergency Purchases section of these procedures.

Certain Reoccurring or one-time obligations:

Some recurring and/or one-time obligations are exempt from the competitive bidding process because of unique circumstances.

These obligations include:

- Utility (e.g. electric, natural gas etc.) services for City owned or operated facilities.
- Fees charged by other governments, either on a one-time basis or inter-local agreements
- Seminars, registrations, professional membership dues and fees associated with such activities.
- Insurance Premiums
- Debt Service Costs and Agent Fees
- Emergency drug screens and physicals (other than the City's health care provider)
- Payroll generated payments (child support etc.)
- Certain refunds and reimbursements (e.g. utility deposit refunds)
- Repairs or service on proprietary equipment or warranty services on such equipment.
- Other payments as approved by the Finance Director.

These obligations may be paid with blanket.

Approvals and payment for these items will be processed using the Accounts Payable. These items require the approval of the Finance Director, or designee, and that funds are budgeted and available before the expenditure can be made. If funds are not available, a request for a budget transfer should be submitted to the City Commissioners **before** the transaction is sent to the Finance department for payment processing.

Single Source Procurements:

Single source procurement is an award of contract or purchase order for required goods or services to a contractor without competitive bidding, even if this contractor or vendor is not the only producer of the product or service. Some of the factors considered to qualify as a single source are:

1. Operational necessity or requirements outweigh pricing factors. Risk of service disruption or additional workload is not worth perceived price benefits.
2. Vendor or contractor supplied original equipment or made original installation. Familiarity with our specific operations of facilities is critical to continuing operations and outweighs pricing considerations.
3. Pricing factors not material (e.g., continuation of an existing contract with any increase in price tied to a nationally published index), minimizing or negating the advantages of competition or incremental dollar amount itself may be small.
4. The level of effort required by staff to follow competitive bid process is not cost effective when compared to perceived price benefits of competitive bidding.
5. Exposure is low. Contracts are lump sum or unit rate contracts.

Single source items must be justified in the description section of the requisition and the narrative discussion should contain an indication of which specific factors above qualify the goods or services as a single source procurement item.

"Piggybacking" is single source procurement. Single source contracts require the approval of the City Manager for amounts under \$3,000. Commission approval is required for contracts above this amount.

Sole Source Procurements:

Sole source is an award of contract to the only known source for the required goods or services, occasioned by the unique nature of the requirement, the vendor, and the impracticality of obtaining competition or market conditions. A sole source purchase cannot be justified on the basis of quality or price, as quality can be a subjective evaluation based on individual opinion, and price considerations must be evaluated by competitive bidding. If there is more than one product or service that will perform essentially the same functions under essentially the same conditions as the requested product or service, a sole source is deemed not to exist. Some of the factors considered to qualify as a sole source are:

1. The stated vendor is the only producer of the product or service, and no commercial substitute is available.
2. The information or data is proprietary.
3. The maintenance or repair requires specialized equipment or expertise, which is available only from the original vendor, or vendor representative.
4. The merchandise to be purchased is for resale.

Sole source items must be justified in the comments section of the requisition and should contain the following information:

1. How the determination was made that the goods or services being purchased were available only from one source.
2. What contacts (if any) were made in an attempt to identify alternate sources.
3. Specific reason(s) that other or similar goods or services from other sources are not acceptable.

Contingency Fee Audits/Auction Services/Collection Services:

Providers of services including, but not limited to, contingency fee audits, auction services, debt acquisition, management & collection and similar services receive their fees from revenues, generated by their efforts. Fees are a percentage of the revenue actually collected by the City. These services are typically unique and variable dependent on the nature of the audit, condition and type of material being sold or the degree of difficulty and/or the level of effort required in collecting

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the charges or providing the service. These factors make it desirable to have sufficient flexibility in the contract negotiations to structure the arrangement to be mutually beneficial. Therefore, such contracts and agreements are exempt from the competitive bid requirement and may be directly negotiated by the Finance Director with the concurrence of the City Manager.

Awards:

Suppliers shall be selected based on total cost, which considers delivery, freight cost, prices, quality, life cycle costs, warranty, services, terms and conditions. Awards to other than the low bidder shall be documented to show the rationale for selection (e.g. critical delivery date) and/or rejection (e.g. does not meet specifications, delivery and past performance problems) of the low bidder. Finance Departments are responsible for the retention of all documentations regarding the selection process.

Change Orders or Amendments:

Change order means changes, due to unanticipated conditions or developments, made to a contract which do not substantially alter the character of the work contracted for and which do not vary so substantially from the original specifications as to constitute a new undertaking. Such changes must be reasonably and conscientiously viewed as being in fulfillment of the original scope of the contract. Further, such changes when viewed against the background of the work described in the contract and the language used in the specifications, must clearly be directed either to the achievement of a more satisfactory result or the elimination of work not necessary to the satisfactory completion of the contract.

The City Manager is hereby authorized to initiate and approve work on the following types of change orders determined in his/her judgment to be in the best interest of the public and such change orders do not materially alter the scope of the work contemplated by the initial contract:

1. All change orders resulting in a cumulative net decrease to the initial cost of the contract to the City. This specifically includes reductions in prices due to instituting a sales tax exemption program.
2. Change orders increasing the initial contract cost by ten percent (10%) but not more than \$3,000, provided sufficient documentation is provided and budgeted funds are available or can be transferred from the relevant Department's accounts.
3. Change orders or amendments involving procedural or other matters that will not result in any change to the contract's cost.

All other change order must be formally approved by the City Commission.

Emergency Purchases:

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An emergency situation is defined as a circumstance in which the City Manager determines one or more of the following criteria apply:

1. Critical City operations may be severely affected in an adverse manner.
2. Creates a threat to public health, welfare or safety.
3. A delay in the procurement of goods or services is against the public interest.

In such cases the City Manager, or designee, may waive normal purchasing procedures to facilitate the immediate purchase of supplies or contractual services up to \$10,000 for emergency protective measures or emergency repairs to equipment or facilities damages during the incident.

An executive order issued by the Governor of the state of Florida for an incident is considered by definition to meet the criteria for emergency purchases.

The FEMA declared incident period of a named tropical storm or hurricane is considered by definition to meet the criteria for emergency purchase.

Receiving:

1. It is the responsibility of each department to inspect all goods or services to determine their conformance with the specifications set forth in the contract.
2. If goods or services are not acceptable, the department shall contact the vendor to resolve the problem.
3. If goods or services are acceptable a receiving report shall be accomplished immediately.

Services performed on City property:

Vendors performing work on City property are required to:

1. Be properly licensed under existing Federal, State and City laws.
2. Certificate of Insurance shall be provided by the successful bidder to assure the City's insurance program will not be called upon to respond to losses from, and that the contractor is financially capable of responding to, claims resulting from the contractor's operations, activities or services for the City. It includes the following specifics:

The contractor agrees to hold harmless and indemnify the City for any claims 'which may arise as a result of the contractor's actions.

The certificate shall evidence no less than a thirty (30) day cancellation clause and a requirement that the City be notified of cancellation.

The inclusion of the City, its officers, commissions, agents and employees as additional insures.

The amounts and types of insurance required will be detailed in the bidding or purchase document.

3. Construction and service contractors shall provide evidence of commercial general liability, property damage, worker's compensation insurance and automobile liability coverage. This includes insurance for any subcontractor being utilized. Limits of coverage will vary based on the scope of work and statutory requirements.
4. Professional services and environmental contractors shall provide evidence of professional liability, commercial general liability, worker's compensation insurance and automobile liability coverage. This includes insurance for any subcontractor being utilized.
5. Obtain all permits required for the nature of the work.

Bid & Performance Bonds:

The use of bonds is determined by the type & amount of the service being sought. There are two major types of bonds used by the City in the competitive procurement process.

1. Bid bonds are used when bid security is required to ensure that the firm or individual awarded a contract will subsequently enter into contract with the City. Bid bonds are Generally written in an amount equal to five (5%) percent of the total amount bid.
2. Performance bonds are used when a guarantee is required to ensure that a firm or individual that has entered into contract with the City will complete the project within the term of the agreement. Performance bonds are generally written in an amount equal to one hundred (100%) percent of the contract award amount.

The costs of the bonds are ultimately borne by the City since the contractor must recover his cost. Therefore, bonds may or may not be required. This decision will be made on a case-by-case basis by the City Manager, based upon the type of contract, the perceived risk being taken and Chapter 255.05 of the Florida Statutes.

Projects

The use of project number is helpful when tracking the total cost of a particular activity, including payroll and purchases by several departments. Project numbers can be used to track long-term capital projects, grants, in-house projects, special projects, ongoing maintenance projects and any other activities that require the capture of total cost. The assignment and use of project codes in GL and annual budget is to be coordinate with the Finance Department.

In general a defined project will be a designated project manager. This person will usually be the

designated contract administrator for those procurement requiring contracts. The contract administrator is responsible for the following:

- Providing properly signed contracts to the City Clerk
- Ensuring the contractors have obtained required insurance coverage and providing copies to the City Clerk.
- Administration of the contract including supervision of the work id appropriate.
- Ensuring that requirements for payment have been met before authorized such payment.

Ethical Standards:

No officer or employee of the City shall have any financial interest in the profits of any contract, service, or other work performed by the City; nor shall an officer or employee personally profit directly or indirectly from any contract, purchase, sale, or service between the City or any person or company, nor personally or as an agent provide any surety bail or bond required by law or subject to approval by the City Commission. No officer or employee shall accept any free or preferred service, benefits, or concessions directly or indirectly, from any person or company doing business with, or soliciting business from the City, if the officer or employee has reason to believe such free or preferred service is given to influence the employee or officer in recommending or approving a City contract with said person or company.

No "presumption of guilt/is created by the mere existence of a relationship with an outside firm. However, if you have any influence on transactions involving purchases contracts or leases, it is imperative that you disclose this relationship to your supervisors and the Personnel Director as soon as possible.

Unacceptable Practices:

The following practices are unacceptable:

1. Purchase of a product or service prior to obtaining an approved purchase order.
2. Splitting purchase orders into smaller amounts for the purpose of avoiding the need for quotations, or formal bidding.
3. Specifying a sole or single source purchase when other sources, products or services are available for the purpose of avoiding the need to obtain quotations, or following formal bid procedures.
4. Use of the account payable payment method when a purchase order is required.
5. Miscoding purchases to accounts in order to avoid processing a budget transfer.
6. Payment of sales taxes for the purpose of avoiding the paperwork required to establish the City's exemption.
7. Failure to take discounts for the purpose of avoiding paperwork or avoiding expedited paperwork required to claim a discount.
8. Use of a computer user id and/or password other than one's own is strictly prohibited.

City employees engaging in the above unacceptable practices may be subject to disciplinary action,

Purchase Order Approval Sequence:

It is important to note that orders for goods or services cannot be placed until the Finance Director, or designee has approved a purchase order. The purchase order approval sequence outlines the steps in the process and the internal controls of segregation of duties, which requires that no one individual has approval authority over all the activities of ordering, receiving, storing, issuing materials, approve invoices and payments. Separate positions should be designated at the department level to control these activities.

1. The department identifies the need and obtains quotations, if required.
2. The department enters the request for purchase. All the information required as per these procedures must be entered in the requisition. Incomplete request for purchase will be returned to the departments, with an explanation in the Comments section as to why it was returned.
3. The Department Head, or designee (an employee in a supervisory capacity), will approve the requisition. Under no circumstances shall the originator of the purchase requisition second level approve the requisition. Should the Department Head or designee not be available, contact the Finance Director's office.
4. The Finance Director, or designee, reviews and approves the request for purchase. Before approval, the requisition must be in conformity with the procedures above and include, as appropriate, the following:
 - a. proper account number(s), project number, commodity and sub-commodity codes, delivery date, vendor, quotes, comments, item description, quantity and unit cost.
 - b. Funds must be available in the account before approval.
 - c. If the request for purchase is a capital purchase, and one thousand (\$1,000) dollars or more, a printed copy must be sent to the Finance Director and City Manager for their approvals.
5. After Finance approval, the department processes the requisition through purchase order module, assigns a Purchase Order number and prints it.
6. The department can now place the order.
7. Paper copies of the purchase order will only be printed upon request by the vendor.

Invoice Attest:

The primary responsibility for the validity of an invoice rests with the department. Specific responsibility should be assigned for the verification and accuracy of invoices. For contract invoices, employees

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assigned this responsibility should have copies of the payment terms as contained in the contract and copies of relevant contract amendments and change orders. For routine orders of consumable supplies, utility bills etc. attest should be made by an employee with personal knowledge or with documents confirming receipt of the goods.

The department's signature of approval on an invoice signifies that:

1. The goods or services covered by the invoices were delivered in proper condition or services were satisfactorily performed and in conformity with the terms and conditions of the contract between the parties. Questionable charges must be resolved before invoices are forwarded to Finance for payments.
2. Confirming copies of documents (e.g., receiving reports, waybills) were reviewed promptly upon receipt for validity of transactions.
3. The quantities, prices and payment terms are correct as stated in the invoice and the proper accounts charged.
4. In the case of certain capital & expense purchases, the property tags have been attached to the purchased item if required.
5. The invoice is coded to the proper project identifier.
6. The payment being processed has not already been made.
7. Payments should be made only against original invoices, and any alterations thereto should be questioned and, if acceptable, initialed.
8. Invoices must be property stamped & signed. This is the proof that invoice has been properly attested.
9. Supporting documents should be retained by the department in sufficient detail to verify work scopes, competitive quotes etc.
10. Record retention shall include current and previous fiscal year files.
11. Final payment or retention release should not be approved until the department is satisfied that all the contractor's obligations have all been met.

Invoice Approval:

The Finance Director ~~and~~-or the City Manager is responsible for the approval of the invoice after it process by AP and proper supporting documentation

Credit Memos:

A credit memo should be coded to the same account number and project code as the original charge.

Signatures on Contract:

Contracts for on-going and/or routine purchases of goods or services may be signed and executed by the relevant Department Head and City Manager. All other contracts must be signed and executed by the Mayor.

Credit Card Policy:

POLICY: The purpose of the credit card is principally to facilitate the acquisition of goods and services for the City where the vendor requires such use. Credit card purchases are intended to be small in scope and of a “non-capital” nature. All purchasing of budgeted capital items must have the proper approval of the appropriate Department Director or City Manager.

Additionally; The City of South Bay recognizes that the Mayor, Commissioners, appointed officials, and certain department heads are required to make expenditures of funds in the course of performing their functions in the municipal government. It provides detailed purchase histories and other important record-keeping and time-saving information.

The usage of this card is for TAX EXEMPT PURCHASES ONLY. The cards may only be used to charge ALLOWABLE purchases that otherwise would be reimbursed had the user charged the purchase on their own credit card or paid cash for the item(s).

I. Cardholder Limits

- A. City employees and officials may be Cardholders in accordance with this policy.
- B. A maximum dollar amount for each single purchase and a total for all purchases made with the credit card within a given monthly billing cycle has been provided to each Cardholder. The City’s standard limits are as follows:
 - 1. Single Purchase Limit – As per purchasing policy
 - 2. Billing Cycle Limit - Not to exceed your assigned card limit
- C. If the situation arises that purchases are regularly required over the Cardholder’s established limit, a “Credit Card Maintenance” form must be completed and signed by the appropriate Department Director requesting the change and forwarded to the Finance Director or City Manager. At the Finance Director, with concurrence from the City Manager, approval may be granted or denied. If approved, the limitation change will be a temporary onetime approval.

II. Use of Credit Card

- A. The credit card is to be used for City purchases only.
- B. No person other than the Cardholder is authorized to use the card unless prior written authorization is obtained from the Cardholder.
- C. Questions regarding credit card accounts and procedures should be directed to the Finance Director.
- D. The credit card may be used at any business establishment, which accepts credit cards for payment.
- E. Cardholder should exhaust all other methods of procurement before using the credit card (ie, purchase orders or invoicing).
- F. The Cardholder must be able to justify that the use of the credit card was necessary and official city business purpose.
- G. Cardholder shall take all necessary precautions to keep the card and card number in secure

location.

H. Cardholder's department is responsible for all charges incurred on the credit card including any annual service fees and finance charges.

I. The card should be used with the tax-exempt form so that sales tax is not charged for City-related purchases. *Any* sales tax charged on the credit card will be charged back to the employee.

J. Personal use of the credit card is strictly prohibited, pursuant to policy and State sales tax law. All personnel will read and be familiar with all aspects of this policy and will confirm, in writing, an acknowledgment of such information. The acknowledgment will provide for financial responsibility for any proven misuse of the credit card.

III. Telephone and Facsimile Orders

A. When placing a telephone/facsimile order, confirm that the vendor agrees to charge the card when shipment is made and not sooner. The receipt charge date should coincide with the shipping date.

B. All telephone/facsimile orders must be recorded on the "Record of Credit Card Use" form when the transaction occurs.

C. Request that the vendor send, via facsimile or e-mail, a copy of the invoice marked "Paid by credit card". The original invoice is still necessary by the Finance Department for reconciliation purposes.

D. If no receipt is available for the telephone/facsimile order, complete the "Telephone/Facsimile Order" forms in full. This form will be used as the documentation when reconciling the Monthly Statement of Account.

E. NO backorders are allowed.

IV. Documentation

A. Documentation must be retained as a proof of purchase any time a purchase is made using the card. These documents are to be used to verify the purchases on the Monthly Statement of Account.

B. All purchases are to be recorded on "Record of Credit Card Use" form. This form must be maintained as charges occur.

C. If, for any reason, the Cardholder does not have documentation for a transaction, the Cardholder must attach a "Statement of Missing Documentation" form, which provides a description of the item, vendor's name, reason for missing documentation, and the action that will be taken to insure proper documentation in the future. In addition, the Cardholder and the City Manager's signature are required on the form.

D. If receipts are related to travel, it is the Cardholder's responsibility to photocopy the receipts to attach to their "Travel Requisition" form. The original must be forwarded to the Finance Department for reconciliation with Monthly Statement of Account.

E. Copies of all necessary forms are enclosed within this section of the Financial Operations Guide Travel and Training Policy

F. The card should be used with the tax-exempt form so that sales tax is not charged for City-related purchases. *Any* sales tax charged on the credit card will be charged back to the employee.

G. Personal use of the credit card is strictly prohibited, pursuant to policy and State sales tax law. All personnel will read and be familiar with all aspects of this policy and will confirm, in writing, an acknowledgment of such information. The acknowledgment will provide for financial responsibility for any proven misuse of the credit card.

V. Card Restrictions

A. The following uses of a Credit Card are prohibited:

1. Cash advances.
 2. Personal purchases. A Cardholder may not charge any personal items on the City credit card.
 3. Gasoline purchases or vehicle repairs unless outside the City Limits or service area and/or in an emergency. Documentation will be required.
 4. Alcoholic beverage purchases.
- B. Per Diem. Per Diem requests shall be processed through Accounts Payable prior to travel. Refer to City of South Bay - Financial Operations Guide Travel and Training Policy.
- C. Cardholders shall also comply with any applicable departmental restrictions on usage.
- D. A Cardholder may not violate any established procurement requirements, where it pertains to obtaining quotes, when using the City credit card.

VI. Reconciliation and Payment

- A. At the close of each billing cycle, the Finance Department will request a copy of your “Record of Credit Card Use” form and provide a due date for its submission.
- B. Attach any additional documentation necessary, complete all forms fully and assure that all necessary signatures have been obtained.
- C. This form will be reconciled with both the receipts and the “Monthly Statement of Account” by the Finance Department.
- D. If unable to submit the required documentation by the due date, please contact the Finance Department as soon as possible.
- E. Payment will be made promptly and before the due date to avoid any service or finance charges following approval of the City Commission.
- F. Any employee not responding promptly to the request for information from the Finance Department or in any way delaying the timely monthly payment of the credit card account understands and agrees that a violation of this request stated herein shall subject employees to immediate discipline up to, and including, immediate termination or suspension..

VII. Disputes

A disputed item could result from numerous circumstances including defective purchases and unauthorized use. The proceeding steps should be taken when an item is being disputed:

- A. Whenever possible, return item(s) to vendor for replacement or credit.
- B. If vendor refuses to replace the item(s) or credit the account, the “Statement of Disputed Item” form will need to be completed.
- C. If unauthorized charges occur, complete the “Statement of Disputed Items” form.
- D. Fax completed “Statement of Disputed Items” form to the Card Issuer
- E. Forward a copy of the “Statement of Disputed Items” form to the Finance Department.
- F. If, after notifying the Card Issuer, the Cardholder is not satisfied with the outcome; the Cardholder may contact the Finance Director for assistance. At this time the Cardholder will need to inform the Finance Director of any prior action taken to resolve this dispute.

VIII. Lost or Stolen Cards

Should any Cardholder lose, suspect of having lost, or have their credit card stolen, it is their responsibility to immediately notify the Card Issuer and the Finance Department of the loss. The following steps must be taken to report the loss:

- A. Report the loss immediately to the Credit Card Issuer at 1-800-673-1044. They can be

~~May 2, 2017~~ September 28, 2020 – ~~Approved~~ Manager Recommendation

reached 24 hours a day, seven day a week.

B. Notify the Finance Department immediately upon discovering that the card is missing.

IX. Termination / Resigning Employees

A. All efforts will be made by the Finance Department to obtain the credit card, any receipts, “Record of Credit Card Use” forms and other related forms when a

Cardholder employee is terminated or resigns, or when a Cardholder official leaves office.

B. If the credit card cannot be collected, a “Credit Card Maintenance” form shall be completed by the Department Director or City Manager, as may be appropriate, and to insure the card is canceled.

X. Policy Violations

Failure to follow this policy may result in loss of Cardholder privileges and, for employees, may result in disciplinary action, including termination of employment.

XI. Retail Credit Cards

In some instances, an employee who would not otherwise have a credit card may need a card which is limited to the purchase of items from a specific retail establishment. The Finance Director is authorized to allow retail credit cards to be obtained and used as necessary. Retail credit cards are to be treated in all respects as other credit cards for the purposes of accounting and reconciliation.

*City of South Bay
Credit Card User Agreement*

1. I understand that I am making a financial commitment on behalf of the City of South Bay and will strive to obtain the best value for the City.
2. I understand that under NO circumstance will I use the credit card to make personal purchases, either for others or myself.
3. I will follow the established Credit Card policy. I understand that failure to do so may result in either loss of privileges or other disciplinary actions, including termination of employment.
4. I agree that should I willfully violate the term of this Agreement, I will reimburse the City of South Bay for all incurred charges and any fees related to the collection of those charges.
5. All receipts received when making a credit card purchase will promptly be forwarded to the Finance Department for monthly reconciliation and payment.
6. I understand that I am restricted to specific limits when using the credit card for purchases.
7. I agree that should I leave City of South Bay employment, I will return my credit card and all appropriate documentation to the Finance Division.
8. I will use the City of South Bay credit cards with the highest degree of personal and professional integrity and ethics, recognizing my responsibility to the public and the City organizations.
9. I agree to promptly contact Bank of America at 1-800-673-1044 if I lose, misplace, or have my credit card stolen.

I have received, read, understand, and agree to comply with the City of South Bay Credit Card User Policy.

Employee Name (Print)

Employee Signature

Date

***City of South Bay
Statement of Missing Documentation
For Credit Card***

Complete this form if there is no documentation to support a charge on your credit card. One form must be completed in full for each instance of missing documentation. Original form must be promptly forwarded to the Finance Department for processing. Delays in forwarding this document may result in finance fees being charged to your account.

Vendor Name: _____
Date of Transaction: _____ Amount Charged \$ _____

Description of item(s) Purchased:

Explain why the documentation is missing:

What future action will be taken to ensure receipts are available:

Cardholder Signature

Date

City Manager Signature

Date

**CITY OF SOUTH BAY
AUTHORIZED USER CREDIT CARD AGREEMENT**

This agreement is entered into on this ____ day of _____, _____, by and between ***The City of South Bay*** (hereinafter “the City”), a Florida Municipal Corporation having its principal place of business at 335 SW 2nd Ave., South Bay, Florida 33493 and _____ (hereinafter “Authorized User”) of _____.

WITNESSETH:

WHEREAS, the City of South Bay has found it advantageous to issue City Credit Cards to certain authorized users as identified by resolution;

WHEREAS, the City of South Bay has further found that the issuance of City Credit Cards serves a valid and public purpose; and

WHEREAS, _____, has been named as an authorized user by resolution.

NOW THEREFORE, the parties intending to be legally bound, that for and in consideration of the mutual promises and covenants herein contained, the sufficiency of which is hereby acknowledged, the City and Authorized User agree as follows:

- I. Authorized User desires to obtain a City credit card.

- II. The City and Authorized User agree that the City credit card shall be used for official city business only and not for any non-city, personal purchases or expenditures, even if the Authorized User offers to reimburse the City for that non-city, personal purchase or expenditure.

- III. The City and Authorized User agree that all purchases made with the City credit card shall be in accordance with the City’s Purchasing Code including, but not limited to, the Purchasing Code provision with the prior approval of the City Manager/Public Works Director, is authorized to make purchases for any one (1) order at any one (1) time up to but not to exceed seven hundred and fifty dollars (\$750.00).

- IV. The City and Authorized User agree that unauthorized purchases shall include, but not be limited to, cash advances, payment of invoices or statements, purchases not authorized by an authorized user, personal purchases of any kind, and purchases in violation of the City’s Purchasing Code.

- V. Authorized User agrees that he or she shall submit itemized receipts to the Finance Department along with the signed credit card receipt in a time frame to be determined by the Director of Finance in order to properly and timely process payments for the City.

Authorized User agrees that failure to timely submit said receipts shall result in immediate revocation of the City Credit Card.

- VI. Authorized User agrees that he or she shall immediately notify the City Manager, the Finance Director, and the credit card company if the City credit card is lost or stolen. Authorized User agrees that he or she shall be responsible for any and all expenses incurred on the lost or stolen credit card.
- VII. Authorized User agrees to immediately return his or her City credit card upon request by the City Manager, upon revocation of the card, upon separation from employment, or upon leaving office.
- VIII. Authorized User agrees that the City Manager shall revoke the City credit card upon learning of any unauthorized use or failure to comply with the guidelines for such use.
- IX. Authorized Users who are also employees of the City agree that unauthorized use or failure to comply with the guidelines for such use shall result in disciplinary action up to, and including, immediate termination.
- X. Authorized Users who are also employees of the City agrees that he or she shall be responsible for all unauthorized charges and further specifically agrees that a payroll deduction may be made in compliance with Federal and State law for repayment of the unauthorized amount. Authorized User agrees that the maximum amount permissible by law will be deducted until the amount of the unauthorized purchase has been recovered. Authorized User agrees that other lawful means of recovery may be used by the City.
- XI. Authorized Users who are also employees of the City hereby give the City an express lien on all salaries, wages and other sums payable to Authorized User by the City for the purpose of securing the City for the payment of any amount which may become due from employee under Section X. Authorized User authorizes the City to deduct said amount from any sums payable to Employee for salaries, wages, expense reimbursement or otherwise.
- XII. Authorized Users who are not City employees but who are elected officials shall repay to the City the amount of any unauthorized charges or purchases within three (3) business days of the charge or purchase taking place.
- XIII. In the event that any action, suit or other proceedings brought to interpret, enforce or obtain relief for a breach of this Agreement, the prevailing party shall be entitled to all such party's attorneys' fees and disbursements incurred in each and every such action, suit or proceeding, including any and all appeals or petitions there from.
- XIV. Authorized Users who are also employees of the City expressly acknowledge and agree that this is not an agreement by the City to employ Authorized User for any specific period, and unless otherwise expressly agreed to in writing between the City and Authorized User, Authorized User's employment may be terminated at any time with or without cause by the City in accordance with any applicable rules or policies. All terms of this Agreement shall survive any termination of Authorized User's employment with the City.

XV. Rules of Construction.

A. *Entire Agreement.* This Agreement contains the entire understanding of the parties hereto with respect to the subject matter contained herein, and supersedes all prior representations, agreements and understandings between the parties with respect to such subject matter.

B. *Amendments.* No change, modification, or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed by all parties to this Agreement.

C. *Governing Law.* This Agreement shall be exclusively governed and construed in accordance with the statutory and decisional law of the State of Florida.

D. *Severability.* If any provision of this Agreement, or the application of such provision, is held invalid by a court of competent jurisdiction, the remainder of the Agreement, and the application of such provision to persons or circumstances other than those with respect to which it is held invalid, shall not be affected.

F. *Continuance of Agreement.* The rights, responsibilities and duties of the parties to this Agreement, and the covenants and agreements contained in this Agreement, shall continue to bind the parties, shall continue in full force and effect until each and every obligation of the parties pursuant to this Agreement (and any document or agreement incorporated hereby by reference) shall have been fully performed, and shall be binding upon the successors and assigns of the parties.

G. *Venue.* All court proceedings relating to the interpretation and the enforcement of or arising under this Agreement shall be held exclusively in the Circuit Court in and for Palm Beach County, Florida or in the U.S. District Court, Southern District of Florida, and Employee specifically consents to the jurisdiction of either of such courts and admits that venue in either of such courts is proper.

H. *Further Action.* The parties shall execute and deliver all documents, provide all information and take or refrain from taking action as may be necessary or appropriate to implement the purposes of this Agreement.

I. *Drafting.* This Agreement shall not be construed against the party who drafted same.

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

City of South Bay a Florida Municipal Corporation

Witness:

Witness:

By: _____
Authorized User

May 2, 2017 ~~September 28, 2020~~ – Approved **Manager Recommendation**
Signature of Authorized User



City of South Bay

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

www.southbaycity.com

Commission

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

- Leondrae Camel
City Manager
- City Clerk
Natalie Malone
- 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 10, 2020
 Ref: Weekly check register

Enclosed, please find the summary of check register as of September 10, 2020:

General Fund

• Utility:		
	Comcast	\$ 282.15
	PBC water utility	1,717.56
<hr/>		
• Ally		725.70
• Clark		574.66
• Economy Transmission		35.00
• Cougar Mountain		144.00
• FL labor Law		89.50
• Hendrick Services		176.80
• Original Equipment		127.69
• Performance NAPA		179.11
• Season To Season		230.00
• Rexel		130.39
	Total	\$ 4,412.56

Capital Project

CAP Engineering	\$ 11,700.00
2 S B W	28,500.00
	<hr/> 40,200.00

Sanitation Fund

Waste Management	<hr/> \$ 23,400.92
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City of South Bay

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Commission

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 Mayor

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 Vice Mayor

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John Wilson

Taranza McKelvin

Leondrae Camel
 City Manager

Natalie Malone
 City Clerk

Bernadette Norris-Weeks
 City Attorney

*An equal Opportunity
 Affirmative Action Employer*

To: Honorable Mayor and Commissioners
 From: Massih Saadatmand, Finance Director
 Thru: Mr. Leondrae Camel, City Manager
 Date: October 1, 2020
 Ref: Weekly check register

Enclosed, please find the summary of check register as of October 1, 2020:

General Fund

• Utility:		
	T- Mobil	\$ 689.62
	Comcast	783.82
	FPL	6,309.63
• CAP Government		2,843.75
• Marathon		1,641.96
• FL Municipal Ins		23,459.75
• Norris-Weeks, PA		7,106.17
• United Health		15,635.78
• Ford		868.46
• Clarke		1,145.81
• Purchased of supplies, materials and parts		991.75 A
• Payment for various services		4,831.97 B
• Payroll deductions		5,473.99 C
• Other		898.13 D
	Total	\$ 72,680.59

Capital Project

CAP Government	\$ 5,072.50
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Sanitation

Waste Management	10,589.57
Total	\$ 10,589.57

AP Check Register Report

City Of South Bay (CSBFND)

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
12829	CITIBOT INC	CITIBOT INC	09/11/2020	450.00
12830	CLARKE	CLARKE	09/11/2020	567.65
12831	ECONOMY TRANSMISSIO	ECONOMY TRANSMISSION SERVICE	09/11/2020	30.00
12832	EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	09/11/2020	212.18
12833	FEDERAL EXPRESS	FEDERAL EXPRESS	09/11/2020	40.61
12834	FORD CREDIT DEPT 67-4:	FORD CREDIT COMPANY LLC	09/11/2020	868.46
12835	FPL	FPL	09/11/2020	6,309.63
12836	HOME DEPOT CREDIT SE	HOME DEPOT CREDIT SERVICES	09/11/2020	99.91
12837	JORDAN CONNORS GROU	JORDAN CONNORS GROUP, INC	09/11/2020	1,666.66
12838	MARATHON/MEX BANK	WEX BANK	09/11/2020	1,641.96
12839	NEW YORK LIFE INS	NEW YORK LIFE INSURANCE COMPANY	09/11/2020	108.81
12840	OFFICE DEPOT CREDIT	OFFICE DEPOT BUSINESS CREDIT	09/11/2020	7.99
12841	ORIGINAL EQUIPMENT	ORIGINAL EQUIPMENT	09/11/2020	209.67
12842	ROLFE & LOBELLO, P.A.	ROLFE & LOBELLO, P.A.	09/11/2020	130.00
12843	T-MOBILE	T-MOBILE	09/11/2020	689.62
Non-Electronic Transactions :				13,033.15
Total Transactions :				13,033.15

AP Check Register Report

City Of South Bay (CSBFND)

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	
12844	CAP GOVERNMENT	CAP GOVERNMENT	09/17/2020	2,843.75	
12845	COMCAST	COMCAST	09/17/2020	122.13	
12846	COMCAST BUSINESS	COMCAST	09/17/2020	661.69	
12847	EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	09/17/2020	157.79	A
12848	FLORIDA MUNICIPAL IN	FLORIDA MUNICIPAL INSURANCE TRUST	09/17/2020	21,720.75	
12849	JOHN DEERE FINANCIAL	JOHN DEERE FINANCIAL	09/17/2020	496.63	B
12850	LAKE HARDWARE	LAKE HARDWARE	09/17/2020	8.62	A
12851	ORIGINAL EQUIPMENT	ORIGINAL EQUIPMENT	09/17/2020	34.00	L
12852	QUADIENT FINANCE USA	QUADIENT LEASING USA, INC.	09/17/2020	500.00	E
12853	STITCH WORK PLUS	STITCH WORK PLUS	09/17/2020	105.20	J
12854	TRACTOR SUPPLY	TRACTOR SUPPLY CREDIT PLAN	09/17/2020	39.99	A
12855	ULTRA AIR CONDITIONIN	Ultra Air Conditioning Inc.	09/17/2020	780.00	B
12856	XEROX CORP	XEROX CORPORATION	09/17/2020	272.07	L
Non-Electronic Transactions:				27,742.62	
Total Transactions:				27,742.62	

AP Check Register Report

City Of South Bay (CSBFND)

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	
12857	AFLAC	AFLAC	09/25/2020	1,649.53	C
12858	BURNADETTE NORRIS-W	BURNADETTE NORRIS-WEEKS, PA	09/25/2020	7,106.17	
12859	CLARKE	CLARKE	09/25/2020	578.16	
12860	COLONIAL LIFE PROCES	COLONIAL LIFE PROCESSING CENTER	09/25/2020	1,279.30	C
12861	FLORIDA ASOCIATION3	FLORIDA ASSOCIATION OF CODE	09/25/2020	50.00	J
12862	FLORIDA MUNICIPAL IN	FLORIDA MUNICIPAL INSURANCE TRUST	09/25/2020	1,739.00	
12863	IAMAW	IAMAW	09/25/2020	398.25	C
12864	LIBERTY NATIONAL	LIBERTY NATIONAL	09/25/2020	497.43	J
12865	MUTUAL OF OMAHA	MUTUAL OF OMAHA	09/25/2020	309.61	J
12866	PBC WATER UTILITIES	PALM BEACH COUNTY WATER UTILITIES	09/25/2020	503.52	J
12867	PBCMCA / FACC 2016 SAC	PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCI	09/25/2020	35.00	J
12868	PERFORMANCE NAPA	PERFORMANCE NAPA	09/25/2020	100.09	A
12869	ROSENWALD ELEMENTAI	ROSENWALD ELEMENTARY	09/25/2020	500.00	C
12870	SOLSTICE BENEFITS IN	SOLSTICE MARKETPLACE	09/25/2020	630.83	J
12871	ST. JUDE PLACE	ST. JUDE PLACE	09/25/2020	40.00	J
12872	THE PALM BEACH POST	PBN REMITTANCE ADDRESS	09/25/2020	144.48	J
12873	TRC FARM INDUSTRIAL	TRC FARM & INDUSTRIAL SUPPLY INC	09/25/2020	121.51	A
12874	UNITED HEALTH CARE	UHS PREMIUM BILLING	09/25/2020	15,635.78	
12875	VRC	VRC	09/25/2020	346.32	C
12876	WASHINGTON NATIONAL	WASHINGTON NATIONAL INS. CO.	09/25/2020	239.84	J
Non-Electronic Transactions :				31,904.82	
Total Transactions :				31,904.82	

AP Check Register Report

City Of South Bay (CSBFND)

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
226	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	09/17/2020	10,589.57
Non-Electronic Transactions:				10,589.57
Total Transactions:				10,589.57

AP Check Register Report
City Of South Bay (CSBFND)

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
195	CAP ENGINEERING	CAP ENGINEERING	09/17/2020	2,112.50
196	CAP GOVERNMENT	CAP GOVERNMENT	09/17/2020	2,960.00
Non-Electronic Transactions:				5,072.50
Total Transactions:				5,072.50

REAL TRASH TALK!!!!

IT'S TIME TO GET REAL ABOUT ILLEGAL DUMPING IN SOUTH BAY.



\$250 Reward for Illegal Dumping

- Illegal Dumping is against the City of South Bay Municipal Code: 1983, § 11-2; Ord. No. 5-81, § 2, 5-5-1981
- It is a hazard to the City and is considered a crime that the City and Law Enforcement takes very seriously.

Help US Help OUR City

- Report Illegal Dumping when you see it
- Contact the Code Enforcement Department @ 561-996-6751 Ext. 129 OR email a photo to sbclerkasst@southbaycity.com
- You would have to provide a description of the person or vehicle tag number



- Items they dumped/location of the event



- Date/Time of the event



REAL TRASH TALK!!!!

IT'S TIME TO GET REAL ABOUT ILLEGAL DUMPING IN SOUTH BAY.

WHAT IS ILLEGAL DUMPING?

Illegal dumping is the unlawful deposit of waste larger than litter onto land or into water. Illegal dumping includes waste materials that have been dumped onto land where no license or approval exists to accept it. Illegal dumping occurs on streets, roadsides and highways, vacant lots, private property, parks and other areas across South Bay.

WHO DOES IT?

Residents who place discarded and unwanted items in these areas in the hope that someone else will haul them off.

Businesses, shop owners and contractors who place commercial waste beside or into a public waste bin.

Private and commercial operators who have been paid to dispose of waste appropriately but who choose to dump the waste illegally to avoid paying a fee.

Businesses and homeowners who dump unwanted items and trash in other areas. Builders and contractors who dump construction and demolition waste or hazardous materials, such as asbestos and chemicals.

WHAT ARE THEY DUMPING?

The most common illegally dumped waste is white goods such as refrigerators and washing machines, furniture and mattresses. Other waste includes household trash, larger domestic items such as mattresses and furniture, construction and demolition waste including excavation waste and

asbestos, garden and organic material, chemicals and other hazardous waste, abandoned vehicles, car parts and animal carcasses.

SOCIAL COST

Illegal dumping contributes to blight and creates physical and chemical hazards for anyone who ventures into the area. Dump sites attract rodents, insects and other vermin that pose health risks. Thousands of volunteer hours are spent participating in clean up initiatives at a significant cost to the community. Dump sites tend to attract further dumping and other criminal activities, such as graffiti and arson, which decrease community pride and further exacerbate the problem.

FINANCIAL COST

It's estimated that local governments spend \$10 million a year removing and properly disposing of illegally dumped materials. For South Bay that cost can be as high as \$200,000 annually the cost of repairing a roadway. The community bears that cost as well as the burden of lower property values, because the area then becomes less attractive to prospective commercial and residential landowners.