



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

CITY OF SOUTH BAY
CITY COMMISSION MEETING AGENDA
COMMISSION CHAMBER
TUESDAY DECEMBER 03, 2019

335 SW 2ND Avenue

South Bay, FL 33493

www.southbaycity.com

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

Mayor:

Joe Kyles Sr.

Vice Mayor:

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.

CITY OF SOUTH BAY, FL
CITY WORKSHOP AGENDA
CITY COMMISSION CHAMBERS
TUESDAY DECEMBER 03, 2019
6:30PM

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

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

3a. Mrs. Mildred Ross
Mu Rho Omega
Chapter of Alpha Kappa Alpha Sorority, Inc.
Celebration of the Arts

4. ADJOURNMENT

**REGULAR CITY MEETING AGENDA
CITY OF SOUTH BAY, FL
CITY COMMISSION CHAMBERS
TUESDAY DECEMBER 03, 2019
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 (*Up to 5 minutes*)
PROCLAMATIONS**

3a. Mrs. Helen Lovely-Proclamation

4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION

5. CONSENT AGENDA

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

**5a. Approval of City Minutes - November 05, 2019
(Regular City Workshop and City Meeting)**

5b. Tanner and Cox Park Rental Application- Review and File

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

6a. **RESOLUTION NO. 55-2019**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA APPROVING AN AMENDMENT TO THE CITY'S EMPLOYEE HANDBOOK TO INCLUDE AN EMPLOYEE SAFETY POLICY; PROVIDING FOR AN EFFECTIVE DATE

6b. **RESOLUTION: 56-2019**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A SPECIAL EVENT APPLICATION FOR A CHRISTMAS PARADE; AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY AND EXPEDIENT ACTION TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE

6c. **RESOLUTION: 57-2019**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A SPECIAL EVENT APPLICATION FOR A MARTIN LUTHER KING JR. PARADE AND COMMUNITY CELEBRATION; AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY AND EXPEDIENT ACTION TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE

7. **ORDINANCE**

8. **ROSENWALD ELEMENTARY SCHOOL**

9. **FINANCE REPORT**

9a. **Accounts Payable Report**

10. **CITY CLERK REPORT**

- 10a. **Upcoming Event:**
50th Annual Holiday Networking Social
December 06, 2019
Lomax Harrell Pavilion
5000 W. Street N.
Belle Glade, FL 33430

11. **CITY MANAGER REPORT**

12. **CITY ATTORNEY REPORT**

13. **FUTURE AGENDA ITEMS**

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

15. **ADJOURNMENT**

CITY OF SOUTH BAY

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**City Workshop
November 05, 2019
6:30PM**

A City Workshop of the City Commission of the City of South Bay, Florida was called to order by Mayor Joe Kyles in the Commission Chambers at 335 S.W. 2nd Avenue, South Bay, Florida on November 05, 2019 at 6:30 p.m.

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
Natalie Malone, City Clerk
Massih Saadatmand, Finance Director

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION**

3a. Homeless Coalition of Palm Beach Proclamation

National Hunger and Homeless Awareness Week
*Presented with a Proclamation to acknowledge hunger and homelessness
in Palm Beach County-Week of November 17-23*

3b. Palm Beach State College-Belle Glade Campus Presentation

Dr. LaTanya McNeal, Executive Dean
Updates and Events

4. ADJOURNMENT

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

Joe Kyles, Mayor

ATTESTED BY:

Natalie Malone, City Clerk

CITY OF SOUTH BAY
REGULAR CITY MEETING
NOVEMBER 05, 2019
At 7:00P.M.

A City Workshop of the City Commission of the City of South Bay, Florida was called to order by Mayor Joe Kyles in the Commission Chambers at 335 S.W. 2nd Avenue, South Bay, Florida on November 05, 2019 at 7:00 p.m.

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
Natalie Malone, City Clerk
Massih Saadatmand, Finance Director

Mayor Kyles called for any voting conflicts: None

- 1. PRESENTATIONS/PROCLAMATIONS**
(Full discussion/recording available through the City Website)
 - 1a. TANO Transitions, LLC**
Claude Harriett
Economic Development Presentation
 - 1b. Dwayne Banks and Solar Energy Group**
Absent- no presentation was conducted

2. **CONSENT AGENDA-** *(Full discussion/recording available through the City Website)*

2a. **Approval of City Minutes- October 15, 2019**
(Regular City Workshop and City Meeting)

Moved By: Commissioner Berry
Seconded By: Vice Mayor Barnard

2b. **Amendment 004 to the Agreement with City of South Bay- Review and File**

3. **PUBLIC COMMENTS-** *(Full discussion/recording available through the City Website)*

3a. **Edith G. Henderson, Resident**
Property Concern-Fence closed by sidewalk and holes where sidewalk was put
(Full discussion/recording available through the City Website)

3b. **Allen J. Davis, Resident**
Property on MLK-Piles of material on the main road
(Full discussion/recording available through the City Website)

4. **RESOLUTIONS-** *(Full discussion/recording available through the City Website)*

4a. **RESOLUTION NO. 47-2019:**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA ACCEPTING THE BID PROPOSAL FROM "2" S.B.W. & ASSOCIATES INC.; AUTHORIZING THE CITY MANAGER TO EXECUTE THE ATTACHED CITY HALL WIND RETROFIT PROJECT AGREEMENT BETWEEN THE CITY OF SOUTH BAY AND "2" S.B.W. & ASSOCIATES INC.; PROVIDING FOR AN EFFECTIVE DATE.

Moved By: Commissioner Berry
Seconded By: Commissioner McKelvin

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

6b. RESOLUTION NO. 48-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA APPROVING A FIFTH AMENDMENT TO THE EMPLOYMENT AGREEMENT FOR CITY MANAGER LEONDRAE D. CAMEL; PROVIDING FOR AN EFFECTIVE DATE.

Moved By: Commissioner Wilson
Seconded By: Vice Mayor Barnard

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	NO
Commissioner Wilson	YES
Commissioner McKelvin	NO

Mayor Joe Kyles excused himself from meeting, Vice Mayor Barnard presides.

6c. RESOLUTION NO. 49-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A 2019 UNSOLICITED PROPOSAL FROM HABITAT FOR HUMANITY TO EXPAND HOMEOWNERSHIP OPPORTUNITIES BY BUILDING FOUR TO SIX NEW HOMES IN THE CITY OF SOUTH BAY; PROVIDING FOR AN EFFECTIVE DATE.

Moved By: Commissioner Berry
 Seconded By: Commissioner Wilson

COMMISSION	VOTE
Mayor Kyles	YES
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner Wilson	YES
Commissioner McKelvin	NO

6d. RESOLUTION NO. 50-2019

A

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA AUTHORIZING THE CITY MANAGER TO EXECUTE A CARNIVAL AGREEMENT BETWEEN THE CITY OF SOUTH BAY AND MODERN MIDWAYS, INC. FOR THE PROVISION OF CARNIVAL RELATED SERVICES; PROVIDING FOR AN EFFECTIVE DATE.

Moved By: Commissioner Berry
 Seconded By: Commissioner McKelvin

COMMISSION	VOTE
Mayor Kyles	
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner Wilson	YES
Commissioner McKelvin	NO

6e. RESOLUTION NO. 51-2019

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

Moved By: Commissioner Berry
 Seconded By: Commissioner McKelvin

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

6f. RESOLUTION NO. 52-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A SCHEDULE FOR THE REGULAR CITY COMMISSION MEETING DATES FOR CALENDAR YEAR 2020; PROVIDING FOR AN EFFECTIVE DATE.

Moved By: Commissioner Wilson
 Seconded By: Commissioner McKelvin

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

6g. RESOLUTION NO. 53-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA RELATING TO FINANCES, PROVIDING FOR AMENDMENTS TO THE FISCAL YEAR BUDGET BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; APPROVING ASSOCIATED BUDGET AMENDMENTS; PROVIDING AN EFFECTIVE DATE.

Moved By: Commissioner Wilson
 Seconded By: Commissioner McKelvin

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

6h. RESOLUTION NO. 54-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT BETWEEN THE CITY OF SOUTH BAY AND BURNADETTE NORRIS-WEEKS, P.A. FOR THE PROVISION OF LEGAL SERVICES; PROVIDING FOR AN EFFECTIVE DATE.

Moved By: Commissioner Berry
Seconded By: Commissioner Wilson

COMMISSION	VOTE
Mayor Kyles	
Vice Mayor Barnard	YES
Commissioner Berry	YES
Commissioner Wilson	NO
Commissioner McKelvin	NO

VOTE: VOTE FAILED, FURTHER DISCUSSION BETWEEN COMMISSION AND ATTORNEY: MOTION WAS AMENDED WITH MODIFICATION.

AMENDED RESOLUTION NO. 54-2019

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

Mayor Kyles returns as the Presider

7. **ORDINANCE**

8. **ROSENWALD ELEMENTARY SCHOOL**

9. **FINANCE REPORT**

9a. **Accounts Payable**

(Full discussion/recording available through the City Website)

10. **CITY CLERK REPORT**

10a. **Celebration of Literacy**

City of South Bay: Commissioners and Staff

October 15, 2019- November 27, 2019

Schools in the City of South Bay, FL

10b. **Walk and Eat Breakfast with the Mayor**

105. Martin Luther King Jr Blvd.

Tanner Park on the following dates:

- **November 16, 2019 at 6:30am-9:30am**
- **December 21, 2019 at 6:30am-9:30am**

10c. **Palm Beach County League of Cities**

November 27, 2019 at 11:30am

Benvenuto Restaurant

1730 N. Federal Hwy, Boynton Beach

11. THE CITY MANAGER REPORT

- 11a. Park Facility Usage Application Update
- 11b. 1050 Palm Beach Road and South Bay Villas
- 11c. South Bay Park of Commerce
- 11d. Blighted Grant Submission-625 Palm Beach Road
- 11e. Ice Skating Ring
- 11f. Survey of Villa Lago
- 11g. NLC travel/cancellation of November 19, 2019 Meeting
- 11h. South Bay 2025 Vision Report

12. CITY ATTORNEY REPORT

No report

13. FUTURE AGENDA ITEMS

14. COMMISSIONER COMMENTS

- 14a. **Commissioner Wilson**
Thanked everyone for coming out
- 14b. **Commissioner McKelvin**
Thanked everyone for coming out
- 14c. **Commissioner Berry:**
Thanked everyone for coming out.
- 14d. **Vice-Mayor Barnard:**
Thanked everyone for coming out. Acknowledged Staff members for their work and effort; the attendees and all of our Veterans.
- 14e. **Mayor Kyles:**
Thanked everyone for coming out.
(Full discussion/recording available through the City Website)

Joe Kyles, Mayor

ATTESTED BY:

Natalie Malone, City Clerk



RENTAL APPLICATION
Tanner & Cox Park Facility Usage
 Parks & Recreations Department
 105 Palm Beach Road, South Bay, Florida 33493
 Tel: 561-996-6751 Fax: 561-996-7950

DRAFT

Contact: _____ # of Attendance: _____

Event Type _____

Mailing Address _____ City _____ State _____ Zip _____

Day Telephone _____ Evening Telephone _____ Fax _____

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

Will alcoholic beverages be served? Yes _____ No _____

Payment type: Cash, Check or Money Order. Make Check or Money Order payable to City of South Bay. (Fees are subject to change)

Minimum Rental of 4 Hours

Tanner Park Rental Fee

_____ **\$135.00 Hr. + 7% Sales Tax**
 _____ **\$700 + 7% Sales Tax**
 (Holiday Flat Rate)

Deposit Fees

_____ **\$100.00** for Meetings (Mon-Thurs)
 _____ **\$200.00** (Friday-Sunday from 8:00 a.m.-5:00p.m.)
 _____ **\$100.00** Funeral Gathering deposit for Non-Residents
 _____ **No Deposit-South Bay Residents** (Funeral Gathering)
 _____ **\$300.00-Non-Residents**
 _____ **\$150.00-South Bay Residents**

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

Regulations, rescheduling, and security deposits: _____ Maximum Capacity-200

- **Deposit must be paid at the time of application to reserve date.** The total amount of rental fees must be paid 15 days prior to event.
- **Required PBSO Deputy minimum 4 hours for all events, unless waived by Palm Beach Sheriff Office.** Copy of receipt of payment from PBSO must be provide at least 1 week prior to event. Please contact sheriff's department for off duty permit with rates and additional information.
- **Renter/Applicant is responsible for the following at the conclusion of the event.**
 Tables and chairs must be cleaned and stacked neatly in the storage room
 Trash must be placed in garbage containers outside. Grounds must be left trash free.
 Bathrooms must be cleaned and facility must be swept and mopped.
- **A refund will be issued if cancellation of event is requested no less than 15 days prior to event date and is subject to a processing fee.** (\$25 if your event was scheduled Mon-Thurs, \$35 if your event was scheduled Fri-Sun or on a holiday).
- **If you event results in additional cost to the City of South Bay due to property damages, non-routine maintenance, failure to provide accurate information of alcoholic beverages being served, additional need for crowd control or failure to follow park rules and regulations, your deposit will be subject to forfeitures and future rental privileges loss and/or event cancellation.**
- **Deposit Refund.** Within 7-10 business days after the event conclusion and upon completion of inspection report by city staff, the deposit fee or reminder thereof will be returned to renter/applicant.

I, the applicant, agree to protect, defend, reimburse, indemnify and hold The City of South Bay, its agent, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages, or causes of action of every kind and character, including attorney fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my use of the facility described in this permit. I hereby assume the risk associated with the use of the facility and agree to hold the City of South Bay, its agents, designees, employees, and election officials free and harmless all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of actions of every kind and character, including Attorney fees and costs, whether at trial or appellant levels or otherwise, due to their acts, errors or emissions resulting in bodily injury including death, or damage to my property incident to or in connection with my use of the facility.

Rental/Applicant Signature: _____

City of South Bay
Parks and Recreation Department
Tanner and Cox Park Rules and Regulations

The following regulations govern the use of Tanner and Cox Park.

1. Reservations are made on the first-come, first-served basis and may be reserved up to three (3) months in advance.
2. An application for use of facilities must be completed. The application for use of facilities must be signed and submitted at the time of reservation to the City of South Bay office located at 335 SW 2nd Ave, South Bay Fl 33493.
3. A refund will be issued if cancellation is requested 15 days prior to event and is subject to a processing fee (\$25.00 if event was scheduled Monday-Thursday, \$35.00 if event was schedule for Friday-Sunday, or on a Holiday).
4. Rental fees are as follows: **Minimum Rental of 4 Hours**
Tanner Park - \$135.00 hr. + 7% Sales Tax
Holiday Rental Flat Rate of \$700.00 + 7% Sales Tax
Cox Park Pavilion- \$75.00 (includes sound permit fee) + 7% Sales Tax
5. Deposit fees are as follows: **Deposit must be paid at the time of application to reserve date.**
Meetings- \$100.00 (Monday-Thursday)
\$200.00 (Friday-Sunday from 8:00 a.m.-5:00p.m.)
Funeral Gatherings- \$100.00 deposit for Non-Residents
Funeral Gatherings- No Deposit for South Bay Residents
All other events- \$300.00 Non-Residents
All other events- \$150.00 South Bay Residents Only
6. Refunded deposits will be returned within 7-10 business days following the event, provided there are no damages, facility is cleaned and no rule and regulation have been violated.
7. **Required PBSO Deputy for a minimum of 4 hours for all events, unless waived by Palm Beach Sheriff's Office. Copy of payment must be provided 1 week prior to event.** Please contact Palm Beach County Sheriff's Office for off duty permit with rates and additional information at 561-687-6817 or 561-687-6818.
8. Renter/Applicant is responsible for checking the building prior to event to ensure it is in good condition and there is no damage.
9. Renter/Applicant is responsible for the following at the conclusion of the event:
 - Tables and chairs must be cleaned and stacked neatly in the storage room
 - All trash must be put in the garbage containers located outside or in dumpster if too large for 95 gal containers. All grounds must be clear of trash
 - Restrooms must be cleaned
 - Floors are to be swept and mopped
10. The facility is to be cleaned, vacated and secured no later than 2:00 am.
11. No parking allowed on the grass.
12. No items may be taped, glued, stapled or otherwise attached to the walls or ceiling tiles of the building without prior permission. Must be listed on permit or application.
13. Maximum building capacity is **200 persons**. Under no circumstances may this limit be exceeded.
14. **If your event results in additional cost to the City of South Bay due to property damage, non-routine maintenance, failure to provide accurate information of alcoholic beverages being served, additional need for crowd control and/or failure to follow park rules and regulations, your deposit will be subject to forfeitures and future rental privileges loss and/or event cancellation.**

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

Rental/Applicant Signature: _____ **Date:** _____

FACILITY RENTAL USE CHECK LIST

Palm Beach County Sheriff's Office

Reviewed By: _____
Approved: YES NO

Parks & Recreation Department

Reviewed By: _____
Approved: YES NO

Finance Department

Reviewed By: _____
Deposit Received: YES NO
Rental Fees Received: YES NO

City Manager Approval: _____

Receipt from Palm Beach County Sheriff's Office for Off Duty Officer:
 YES NO

Facility Inspected: YES NO Date Inspected: _____

Facility Damaged: YES NO

List Damages: _____

Damages Charges: _____

Refund Request to Finance: YES NO

Refund check to Applicant: YES NO

Date of Refund Issued:



RENTAL APPLICATION
Tanner & Cox Park Facility Usage
 Parks & Recreations Department
 105 Palm Beach Road, South Bay, Florida 33493
 Tel: 561-996-6751 Fax: 561-996-7950

Contact: _____ # of Attendance: _____

Event Type _____

Mailing Address _____ City _____ State _____ Zip _____

Day Telephone _____ Evening Telephone _____ Fax _____

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

Will alcoholic beverages be served? Yes _____ No _____

Payment type: Cash, Check or Money Order. Make Check or Money Order payable to City of South Bay. (Fees are subject to change)

Minimum Rental of 4 Hours

Tanner Park Rental Fee

_____ \$135.00 Hr. + 7% Sales Tax
 _____ \$700 + 7% Sales Tax
 (Holiday Flat Rate)

Deposit Fees

_____ \$100.00 for Meetings (Mon-Thurs)
 _____ \$200.00 (Friday-Sunday from 8:00 a.m.-5:00p.m.)
 _____ \$100.00 Funeral Gathering deposit for Non-Residents
 _____ No Deposit-South Bay Residents (Funeral Gathering)
 _____ \$300.00-Non-Residents
 _____ \$150.00-South Bay Residents

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

Regulations, rescheduling, and security deposits: _____ **Maximum Capacity-200**

- **Deposit must be paid at the time of application to reserve date.** The total amount of rental fees must be paid 15 days prior to event.
- **Required PBSO Deputy minimum 4 hours for all events, unless waived by Palm Beach Sheriff Office.** Copy of receipt of payment from PBSO must be provide at least 1 week prior to event. Please contact sheriff's department for off duty permit with rates and additional information.
- **Renter/Applicant is responsible for the following at the conclusion of the event.**
 Tables and chairs must be cleaned and stacked neatly in the storage room
 Trash must be placed in garbage containers outside. Grounds must be left trash free.
 Bathrooms must be cleaned and facility must be swept and mopped.
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- **Deposit Refund.** Within 7-10 business days after the event conclusion and upon completion of inspection report by city staff, the deposit fee or reminder thereof will be returned to renter/applicant.

I, the applicant, agree to protect, defend, reimburse, indemnify and hold The City of South Bay, its agent, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages, or causes of action of every kind and character, including attorney fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my use of the facility described in this permit. I hereby assume the risk associated with the use of the facility and agree to hold the City of South Bay, its agents, designees, employees, and election officials free and harmless all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of actions of every kind and character, including Attorney fees and costs, whether at trial or appellant levels or otherwise, due to their acts, errors or emissions resulting in bodily injury including death, or damage to my property incident to or in connection with my use of the facility.

Rental/Applicant Signature: _____

City of South Bay
Parks and Recreation Department
Tanner and Cox Park Rules and Regulations

The following regulations govern the use of Tanner and Cox Park.

1. Reservations are made on the first-come, first-served basis and may be reserved up to three (3) months in advance.
2. An application for use of facilities must be completed. The application for use of facilities must be signed and submitted at the time of reservation to the City of South Bay office located at 335 SW 2nd Ave, South Bay Fl 33493.
3. A refund will be issued if cancellation is requested 15 days prior to event and is subject to a processing fee (\$25.00 if event was scheduled Monday-Thursday, \$35.00 if event was schedule for Friday-Sunday, or on a Holiday).
4. Rental fees are as follows: **Minimum Rental of 4 Hours**
Tanner Park -\$135.00 hr. + 7% Sales Tax
Holiday Rental Flat Rate of \$700.00 + 7% Sales Tax
Cox Park Pavilion-\$75.00 (includes sound permit fee) + 7% Sales Tax
5. Deposit fees are as follows: **Deposit must be paid at the time of application to reserve date.**
Meetings-\$100.00 (Monday-Thursday)
\$200.00 (Friday-Sunday from 8:00 a.m.-5:00p.m.)
Funeral Gatherings- \$100.00 deposit for Non-Residents
Funeral Gatherings- No Deposit for South Bay Residents
All other events-\$300.00 Non-Residents
All other events-\$150.00 South Bay Residents Only
6. Refunded deposits will be returned within 7-10 business days following the event, provided there are no damages, facility is cleaned and no rule and regulation have been violated.
7. Required PBSO Deputy for a minimum of 4 hours for all events, unless waived by Palm Beach Sheriff's Office. Copy of payment must be provided 1 week prior to event. Please contact Palm Beach County Sheriff's Office for off duty permit with rates and additional information at 561-687-6817 or 561-687-6818.
8. Renter/Applicant is responsible for checking the building prior to event to ensure it is in good condition and there is no damage.
9. Renter/Applicant is responsible for the following at the conclusion of the event:
 - Tables and chairs must be cleaned and stacked neatly in the storage room
 - All trash must be put in the garbage containers located outside or in dumpster if too large for 95 gal containers. All grounds must be clear of trash
 - Restrooms must be cleaned
 - Floors are to be swept and mopped
10. The facility is to be cleaned, vacated and secured no later than 2:00 am.
11. No parking allowed on the grass.
12. No items may be taped, glued, stapled or otherwise attached to the walls or ceiling tiles of the building without prior permission. Must be listed on permit or application.
13. Maximum building capacity is **200 persons**. Under no circumstances may this limit be exceeded.
14. **If your event results in additional cost to the City of South Bay due to property damage, non-routine maintenance, failure to provide accurate information of alcoholic beverages being served, additional need for crowd control and/or failure to follow park rules and regulations, your deposit will be subject to forfeitures and future rental privileges loss and/or event cancellation.**

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

Rental/Applicant Signature: _____ **Date:** _____

FACILITY RENTAL USE CHECK LIST

Palm Beach County Sheriff's Office

Reviewed By: _____
Approved: YES NO

Parks & Recreation Department

Reviewed By: _____
Approved: YES NO

Finance Department

Reviewed By: _____
Deposit Received: YES NO
Rental Fees Received: YES NO

City Manager Approval: _____

Receipt from Palm Beach County Sheriff's Office for Off Duty Officer:
 YES NO

Facility Inspected: YES NO Date Inspected: _____

Facility Damaged: YES NO

List Damages: _____

Damages Charges: _____

Refund Request to Finance: YES NO

Refund check to Applicant: YES NO

Date of Refund Issued:

RESOLUTION 55-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA APPROVING AN AMENDMENT TO THE CITY'S EMPLOYEE HANDBOOK TO INCLUDE AN EMPLOYEE SAFETY POLICY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, a risk and safety review was conducted for the City of South Bay ("City") that revealed the City is in need of an Employee Safety Policy; and

WHEREAS, in an effort to ensure the safest possible workplace for its employees and its responsibility to provide a safe environment for the public it serves, the City Manager is recommending that the City Commission amends the current Employee Handbook to include an Employee Safety Policy, as set forth in Exhibit "A"; and

WHEREAS, the City Commission finds that approval of said policy is in the best interest 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. Approval of Policy; Authorization of City Manager. The City Commission of the City of South Bay hereby approves an amendment to the City's Employee Manual to include an Employee Safety Policy, attached hereto as Exhibit "A". Further, the City Commission 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 3rd day of December, 2019.

Joe Kyles, Mayor

Attested

By: _____

Natalie Malone, City Clerk

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

Burnadette Norris-Week, Esquire
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



CITY OF
SOUTH BAY
Florida

EMPLOYEE SAFETY MANUAL

VICKY DEL BOSQUEZ

CITY OF SOUTH BAY | 335 SW 2ND AVENUE, SOUTH BAY, FL 33493

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Section 1

MANAGEMENT COMMITMENT AND POLICY

The City Commission, and the management of the City of South Bay are very conscious of the safety and welfare of its employees and the general public. The City recognizes its obligation to ensure the safest possible workplace for its employees and its responsibility to provide a safe environment for the public it serves.

The safety of employees and the public continues to be the first consideration in the operation of our City. Working conditions should not only meet acceptable standards for the protection, health, and safety of our employees, but should be maintained in a clean and orderly state so as to encourage efficient operations and satisfied employees.

FORWARD

The safety instructions in this manual are considered minimum and reasonable requirements in helping to provide a safe and healthy work environment. This manual will make you aware of the many requirements and regulations governing our health and safety policy and to make you aware of your responsibilities as an employee. It is in no way meant to be all-inclusive nor to cover every possibility.

As an employee, you are responsible for following the rules and guidelines set by the City. Since specific safety requirements vary from job to job, your supervisor will advise you of the specific procedures for your job. If you do not clearly understand your responsibilities, talk to your supervisor.

The actual job of preventing accidents is the responsibility of every employee. Employees are expected to follow these rules, set a good example and help enforce them. Supervisors are responsible for enforcing safe work practices and housekeeping guidelines.

Safety is everyone's responsibility.

City Manager

Section 2 **RESPONSIBILITIES**

Department Head and/or Supervisor

The Department Head and/or Supervisor shall be primarily responsible for the safe operation of his or her department. The department head has regular contact with both first line supervisors and employees in general. The department head must ensure the safety of each employee and the efficient operation of the departmental functions.

Employees

Employees are expected to follow all safety procedures. This cooperation is needed to ensure protection of employees, City equipment, City buildings, and the general public. Employees are encouraged to detect and report to supervisors, any hazardous conditions, practices, and behaviors, and to make suggestions for their correction in writing. To prevent injury employee should:

1. Be informed of and observe established safe practices.
2. Notify supervisors of any unsafe conditions they discover.
3. Use personal protective equipment such as safety glasses, steel-toed shoes, safety vests, hearing protection, protective gloves, and hard hats, where required.
4. Not remove guards or other protective devices from machinery and equipment.
5. Not engage in "horseplay" or other unsafe acts.
6. Attend any required training or orientation to increase safety awareness.
7. Not report to work under the influence of alcohol or drugs.
8. Report ALL job-related injuries or illnesses to their supervisor promptly.
9. Assist supervisors in their investigation of any accident of which they have knowledge.
10. Refrain from operating, modifying or using equipment in an unauthorized manner.

Section 3. **SAFETY COMMITTEE**

PURPOSE

- To initiate and maintain awareness of safety issues among all levels and departments of employees.
- To assist in reducing the frequency and severity (cost) of incidents and related property, general liability, auto liability, public official's liability, pollution, as well as workers' compensation costs and other areas of potential loss.
- To serve as a link between management and employees on safety topics that affect the entity's operations and staff.
- To provide an open communication channel to employees for suggesting new safety ideas.
- To eliminate unsafe behavior and situations at all levels throughout the organization and strive to create an accident-free environment.

RESPONSIBILITIES

The Safety Committee should focus on stimulating and maintaining City-wide interest in the prevention of accidents. The focus should not be limited to employee safety, but should also embrace other potential areas of loss, such as auto accidents, property damage, environmental protection, general liability, etc. Visible results will gain the support of the entire organization.

- **Accident Investigations** - Review accidents and/or near misses to determine root causes and eliminate the chance of recurrence.
- **Self-Audits** – Review monthly inspections of the property buildings and facilities and assist in developing action plans to reduce hazards.
- **Monitoring and Evaluation** - Track the results of corrective actions and determine the effectiveness of committee activities.
- **Employee Training** - Identify and coordinate safety training needs within the organization.
- **Analyze Trends** - Review past accidents, then identify any recurrence of different types of accidents, then determine prevention plans
- **Increase Safety Awareness** - Discuss and develop methods for increasing safety awareness (e.g., posters, pamphlets, information distributed with paychecks, departmental meetings, incentive programs, name recognition).

COMMUNICATION

One of the primary functions of a Safety Committee is to promote communication on safety issues to the entire organization. A summary of the minutes of each committee meeting shall be posted in a common area to inform all employees of the progress of the committee on its safety goals. It is essential to promote the activities of the committee through periodic postings on the employee bulletin boards in order to maintain employee enthusiasm for the program. By conveying the results of the committee's activities and future objectives, the committee can earn entity-wide support for its efforts.

MEETINGS

Safety Committee meetings shall be held monthly. The Safety Program Coordinator will distribute the minutes of each meeting within one week after the meeting.

RESPONSE

Management's response to any recommendation of the Safety Committee will be disseminated to department personnel.

SECTION 4.

SAFETY AND HEALTH TRAINING

SAFETY AND HEALTH ORIENTATION

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Upon initial employment or job transfer, employees are required to read and verify by signature that they have read and understood identified parts of the safety manual. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference. A personal copy of the safety policies and procedures pertaining to his or her job will be provided if requested. Supervisors will make themselves available to answer questions of employees and ensure knowledge and understanding of safety policies, and job specific procedures described in our Workplace Safety Program Manual. Supervisors will inform all employees that compliance with the safety policies and procedures described in the Workplace Safety Manual is required.

JOB-SPECIFIC TRAINING

- Employees will be instructed on how to perform assigned job tasks in a safe manner.
- Supervisors will carefully review with each employee the specific safety policies and procedures that are applicable and that are described in the Workplace Safety Manual.
- Supervisors will give employees verbal instructions and specific directions on how to perform the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

SECTION 5

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

- Police - 911 Non-Emergency Number 561-992-4260
- Fire - 911 Non-Emergency Number 561-996-6830
- Poison Control 1-800-222-1222

MINOR FIRST AID TREATMENT

First aid kits are kept in every Village facility building (see your supervisor for specific locations) and in every City vehicle. If you sustain an injury or are involved in an accident requiring minor first aid treatment: 1. Inform your supervisor. 2. Administer first aid treatment to the injury or wound. 3. If a first aid kit is used, indicate usage on the incident report. 4. Access to a first aid kit is not intended to be a substitute for medical attention. 5. Provide details for the completion of the incident report.

NON-EMERGENCY MEDICAL TREATMENT

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid: 1. Inform your supervisor. 2. Proceed to the medical facility designated by the City. Your supervisor will arrange transportation. 3. Provide details for the completion of the accident report.

EMERGENCY MEDICAL TREATMENT

If you sustain a severe injury requiring emergency treatment: 1. Call for help (911-Fire Rescue) and seek assistance from your immediate supervisor. 2. Provide details for the completion of the incident report.

NOTE: Employees are subject to drug-testing when they are involved in accidents requiring professional medical assistance for themselves or others, or where they are involved in a motor vehicle accident occurring in a City vehicle, or their own personal vehicle, while conducting City business.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

Wounds:

Minor: Cuts, lacerations, abrasions, or punctures

1. Wash the wound using soap and water; rinse it well.
2. Cover the wound using clean dressing.

Major: Large, deep and bleeding

1. Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
2. Keep pressure on the wound until medical help arrives.

Broken Bones:

Do not move the victim unless it is absolutely necessary. If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

Burns:

Thermal: Heat

1. Rinse the burned area without scrubbing it, and immerse it in cold water; do not use ice water.
2. Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical:

1. Flush the exposed area with cool water immediately for 15 to 20 minutes.

Eye Injury:

Small particles:

1. Do not rub eyes.
2. Use the corner of a soft clean cloth to draw particles out or hold eyelids open and flush the eyes continuously with water using an eye wash station.

Large or stuck particles:

1. If a particle is stuck in the eye, do not attempt to remove it.
2. Cover both eyes with bandage.

Chemical:

1. Immediately irrigate the eyes and under the eyelids with water for 30 minutes

Neck and Spine Injury:

If the victim appears to have injured his or her neck or spine or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

Heat Exhaustion:

1. Loosen the victim's tight clothing.
2. Give the victim "sips" of cool water.
3. Make the victim lie down in a cooler place with feet raised.

SECTION 6.

ACCIDENT INVESTIGATION

Accident Investigation Procedures

The supervisor at the location where the accident occurred will perform an accident investigation. The supervisor is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. The employee incident/injury Worker's Compensation reports are reported to Human Resources. Supervisors will investigate all accidents, injuries and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's cause.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the Safety Coordinator within 24 hours of the accident. Employee injury reports are submitted to the Human Relations Department.

An accident investigation is not designed to find fault or place blame, but is an analysis of the accident to determine causes that can be controlled or eliminated.

SECTION 7.

RECORD-KEEPING PROCEDURES

Record-keeping Procedures

The Safety Coordinator will control and maintain all employee accident/liability records and Safety Committee records. Records are maintained for three (3) years and include:

- Safety committee agendas, minutes, and correspondence
- Supervisor's General Liability/Incident Investigation Report

Human Resource will control and maintain all employee incident/injury reports. Records will be maintained for 5 years.

- First Report of Injury or Illness – Workers' Compensation

SECTION 8.

SAFETY POLICIES AND PROCEDURES The safety policies and procedures contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

TOPIC

OFFICE SAFETY
COMPUTERS
HOUSEKEEPING
FIRE PREVENTION
MATERIAL HANDLING
ELECTRICAL HAZARDS
LADDERS AND SCAFFOLDING
MOTOR VEHICLE AND MOBILE EQUIPMENT
CHEMICAL HAZARDS
PERSONAL PROTECTIVE EQUIPMENT (PPE)
HAND TOOLS
POWER TOOLS AND EQUIPMENT
PUBLIC UTILITY SERVICES: LINE LOCATIONS
WORKING IN CONFINED SPACES
WORKING IN THE PUBLIC RIGHT-OF-WAY

OFFICE SAFETY

1. Keep an eye open for loose or rough floor covering and report it to your supervisor.
2. Exercise caution when approaching a door that can be pushed open towards you.
3. Gently push doors open and slow down when coming to a blind corner.
4. Walking hastily between desks will result in bruises and falls. Slow down and pay attention to your movements.
5. Electrical cords should not be placed near foot traffic, however, if this is necessary, an approved cord cover must be utilized to minimize tripping hazards.
6. All file, desk, and table drawers shall be kept closed when not in use. Close drawers immediately after each use. Never open more than one file drawer at a time.
7. Overloading the top drawer of unsecured file cabinets is dangerous. If unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.
8. Furniture such as tables, desks, and chairs must be maintained in good condition and free of sharp corners, projected edges, wobbly legs, etc. Notify your supervisor immediately of any deficiencies.
9. It is a hazard to tilt chairs or use them improperly. Avoid using chairs as a stepping stool as they may fall over. Be sure the chair is behind you before you sit down.
10. Never use chairs, desks, or other furniture as a makeshift ladder. Always use a step ladder or safety step stool.
11. Message spindles should not be used unless a suitable blunt cover protects the point and/or the point is bent at a horizontal angle.
12. Keep the blades of paper cutters closed when not in use. Keep fingers and hands clear of blades when operating the paper cutter.
13. Pencils are safest when carried point down in pockets.
14. Scissors, paper cutters, glass, and razor blades can cause painful injuries. Report such accidents at once to your supervisor and protect yourself from infection.
15. Keep paper clips, thumbtacks, and pins in a secure place so as not to cause any unnecessary wounds. Keep razor blades covered. Even a little scratch can get infected.
16. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, **UNPLUG IT**, and immediately report it to your supervisor.

COMPUTERS

1. In order to prevent repetitive eyestrain injuries, make sure your monitor is directly in front of you, with the top of the screen at eye level.
2. Make sure your keyboard and mouse are low enough to allow you to relax your shoulders.
3. Never rest your wrists on the desk, wrist pad or armrests while you are typing or using a mouse to avoid strain on your wrist.
4. To avoid eye strain or computer vision syndrome experts advise that you take a 1-minute break when working on a computer every half hour. During the break, you should look away from the computer and focus on an object that is 15 feet or more away.

HOUSEKEEPING

1. All work areas and storage facilities must be kept clean, neat and orderly. All aisles, stairways, passageways, exits, and access ways to buildings shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas at once.
2. Do not place supplies on top of lockers, hampers, boxes or other moveable containers at a height where they are not visible from the floor. Store heavy items below shoulder level.
3. When piling materials for storage, make sure the base is firm and level. Cross tie each layer as necessary. Keep piles level and not stacked too high. Keep aisles clean and with adequate space to work in them.
4. When storing materials suspended from racks or hooks, secure them from falling. Route any walk ways a safe distance from beneath the suspended materials.
5. When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge.
6. Tools, equipment, machinery, and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions shall be reported to your supervisor immediately.
7. Return tools and equipment to their proper storage place when not in use.
8. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc. in such a way as to minimize tripping hazards or obstruction to traffic.
9. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed, or roped off.
10. Nail points and tie wires must not be left exposed when packing and unpacking boxes, crates, and other storage packages. Nails are to be removed as soon as lumber is disassembled.
11. Sharp or pointed objects should be stored as to prevent persons from coming in contact with the sharp edges or points. Place sharp objects into a scaled, labeled, sturdy container (i.e. cardboard box) prior to disposal.
12. All packing materials should be properly disposed of to prevent fires.
13. Wastebaskets are to be emptied into approved containers.
14. Oil and greasy rags shall be put into a designated metal container for disposal.
15. Adequate lighting in obscure areas shall be secured for the protection of both employees and public. Notify your supervisor of areas with inadequate lighting.

FIRE PREVENTION

1. Fire equipment shall be prominently displayed, labeled for usage and kept clear for easy access at all times.
2. Know the location and type of fire extinguishers and how to use them. After using an extinguisher, report its use immediately to your supervisor so a replacement may be obtained or the extinguisher recharged. Different types of fires require different types of extinguishers. The following describes extinguisher ratings and how they should be used:

“A” rating- fires involving wood, rubber, paper, cloth and plastics.

“B” rating- fires involving flammable liquids, gases and greases such as motor oil, paint thinner, gasoline, propane or natural gas.

“C” rating-fires involving live electrical equipment. Prevents possible severe electrical shock.

“D” rating-fires involving metals such as sodium and magnesium.

3. Oily rags and other flammable wastes shall be kept in covered metal containers. Such debris shall be removed as soon as possible and, in no case, shall be left unattended in a building overnight.
4. Cleaning solvents that have flammable properties shall be kept in approved safety containers. Each container shall be labeled as to its contents. Use of gasoline is prohibited for cleaning floors or any parts of buildings.
5. Gasoline used in small quantities in shops for fueling engines under repairs, being tested or adjusted, shall be handled and dispersed in the smaller (one gallon) approved metal safety containers. Containers must be labeled as to their contents.
6. The fueling of any type of motorized equipment while the engine is running is prohibited. When transferring flammable liquids, make sure the filler nozzle touches the equipment or can be filled in order to guard against the build-up of static electrical charge.
7. Never fill a tank to its full capacity to allow room for expansion of the liquid.
8. No artificial light, except UL approved flashlights will be used near escaping gasoline or other flammable vapors, or when entering an enclosure suspected of containing gas.
9. Exits shall not be locked (chained or otherwise) from the inside.
10. All fire extinguishers must be inspected and certified annually by a licensed Florida State extinguisher company.

MATERIAL HANDLING

Accidents can be avoided by taking time to plan ahead, using mechanical equipment whenever possible, and thinking about the proper way to do the task and the proper tools to use while performing it.

1. 4-STEP MANUAL LIFTING PROCESS

STEP 1 – Getting Ready

Size up the load. If it is too heavy or bulky, play it safe - get help. Check the load over and remove any protruding materials such as nails, splinters, sharp edges, or anything that could cause you to loosen your grip such as oil or grease. Wear gloves if surface is rough. Be sure the path you take is clear from any obstacles.

STEP 2 – Picking it up

Ensure firm footing and balance, and try to stand with feet about shoulder width apart, grip load firmly. If load is below waist, bend knees to get into position, keep your back straight, stomach muscles tight and lift slowly with your legs. Lift object or load close to the body.

STEP 3 – Carrying it carefully

Be sure you can see where you are going, turn your body in the direction of your feet. Use extra care in tight places as not to smash hands and fingers.

STEP 4 – Putting it down

If receiving surface is about waist high, use the surface edge to take part of the load, then push it forward. If you must lower the load to the floor or ground, bend your knees, keep back straight, stomach muscles tight, and again use your legs.

Employees who are issued a back belt should be sure to use it properly. Your supervisor will provide initial training at time of issuance and periodic retraining when necessary.

ELECTRICAL HAZARDS

Where electrical equipment must be used in damp or wet locations, use low voltage equipment and wear rubber boots and gloves.

Proper lockout/tagout procedures shall be followed when performing installation, repair, maintenance, modification, or any other adjustments to power equipment where unexpected energy surges or start-up of the equipment could harm employees.

Never attempt work in or near overhead lines, underground power lines or gas lines. Contact the appropriate personnel prior to any work being performed. In the event of a downed power line, stay away from the danger area, keep others away and contact emergency services or the appropriate personnel equipped to do the repair work.

IN CASE OF CONTACT WITH LIVE WIRES, DO NOT TOUCH THE VICTIM. CALL 911 IMMEDIATELY.

Control or fuse boxes should be kept closed at all times and should be labeled to indicate the areas or machinery they operate.

Extension cords should not be run across aisles or through oil or water. Extension cords should not be bound tightly as they become damaged and dangerous. Cords should be inspected for kinks, worn insulation and exposed strands or wire before use. Dispose of and replace any cords exhibiting wear.

When fuses blow continually, it is an indication of an overload or short. This condition should be reported to your supervisor immediately.

Keep electrical equipment properly oiled and free of grease and dirt.

LADDERS AND SCAFFOLDING

The following procedures will prevent accidents and possible injury relating to ladders and scaffolding:

Ladders

1. Metal ladders shall not be used in the vicinity of electrical circuits.
2. Inspect for defects before using. Keep rungs clean and free of grease and oil.
3. Ladders should not be placed against a window sash.
4. Straight ladders form a triangle when placed against a wall or object for climbing. When properly placed, the bottom side of the triangle should be about one fourth as long as the vertical, (i.e. if the ladder is leaned against the wall eight feet high, the feet should be set two feet from the wall.)
5. When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Step-ladders are not designed to be used as straight ladders.

6. If the bottom of a ladder is placed on an insecure surface, secure the ladder in a position by the use of hooks, ropes, spikes, cleats or other anti-slip devices, or by stationing an employee at the ladder base to hold it in position during use.
7. Never stand on the top step of a ladder to work.
8. Only one person should be on a ladder at a time.
9. If it is necessary to place a ladder near a door or where there is potential traffic, set up warning signals, or take other precautions to prevent accidental contacts which might upset the ladder.

Scaffolding

1. Planks and other materials used in building scaffolding must be sound and free from knots. Keep planks in good condition with a spar varnish (never use paint on planks).
2. Planking should be adequately cleated; the scaffolding over ten feet high should have toe boards, mid-rails and handrails.
3. Be sure staging is on a sound base.
4. Loose tools on top of scaffolding are liable to fall and injure someone. Keep tools in a bucket or box secured on the scaffolding.

MOTOR VEHICLE & MOBILE EQUIPMENT

City vehicles are easily identified and, therefore, constitute a traveling advertisement seen by many citizens. We exercise an important influence upon good or bad public relations through our relationship with other motorists. By utilizing courteous, considerate, and safe driving habits, we shall build good public relations as well as avoid needless accidents.

General Safety Procedures (Motor Vehicles):

- Employees will not ride in the back of a truck; they shall sit in seats constructed for that purpose.
- All employees shall be responsible for a safety check EACH DAY of any vehicle or mobile equipment he/she is assigned to drive. Safety checks shall be documented on the appropriate form provided by the department.
- Supervisors shall be notified immediately of any necessary repairs needed.
- Position all adjustments for safe driving before starting vehicle (i.e., seat, mirrors, etc.).
- Drivers of City vehicles must possess a valid Florida driver's license and they must be thoroughly familiar with state and local regulations governing motor vehicle operation.
- All slow-moving equipment operated in public right-of-way shall be equipped with a triangular shaped reflecting sign and flashing lights in accordance with Florida Motor Vehicle Code.
- Be sure all loads are secured prior to movement of vehicle.
- Never take drugs or strong medication before operating a vehicle. Remember that drugs, illnesses or extreme fatigue may affect your ability to judge distances, speed, and driving conditions.
- Supervisors are responsible for ensuring that employees are utilizing seat belts. Failure to utilize the seat belts may result in disciplinary action.
- No more than three (3) persons shall be permitted to ride in the front seat of any vehicle at one time.
- Never leave the vehicle unattended with the motor running.
- Stay within posted speed limits. Slow down when conditions warrant.
- Be particularly cautious and alert while driving around children.

- Do not assume the right-of-way.
- Avoid tailgating. Keep a safe distance behind other vehicles and slow down or stop to let tailgaters pass.
- Turn on low beam headlights during rainstorms and fog.
- When refueling, shut off motor and do not smoke.

Aerial Platforms and Baskets:

- Exercise extreme care when operating this type of equipment near overhead power lines.
- Only those employees who are trained and well versed in this type of equipment operation shall be allowed to perform these operations.
- Vehicle must remain parked while platform or basket is raised.
- When outriggers are part of the vehicle's equipment, use them.
- Strategically place appropriate warning devices to warn on-coming traffic while working in or near roadways.

Motor Vehicle Accident Procedures:

1. Obtain first aid or medical treatment, if required.
2. Notify the Police Department of the jurisdiction where accident occurred immediately, and request an investigation at the scene. Notify Supervisor as soon as practical.
3. Exchange names, driver's license numbers and vehicle numbers with the other persons involved. Offer no information regarding the responsibility for the accident or what should have been done to avoid the accident.

CHEMICAL HAZARDS

General Safety Policies:

- Never eat, drink, or smoke around chemicals in the work area.
- Keep flammable and explosive material away from any heat sources.
- Make sure there is enough ventilation in the work area. If you feel the slightest amount of dizziness or nausea, report the incident immediately to your supervisor.
- Use the proper personal protective equipment. This may include gloves, safety glasses, masks, respirators, and work clothes depending on the type of chemicals you are using.
- Know how to properly dispose of all contaminated materials.
- Always use established procedures for handling, storing or transporting hazardous chemicals.

Special care should be taken when mixing chemicals or loading chemical application devices as most injuries occur at that time.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The variety of work operations performed by municipal employees involves potential industrial hazards. The tasks performed range from custodial services to heavy construction activities. Care should be taken by each employee to protect themselves and others from injury by following these general rules:

Clothing:

1. The wearing of loose, flowing, or ragged clothing on or near moving machinery or equipment is prohibited (i.e. long sleeves, shirt tails, etc.)
2. To avoid injuries footwear should be in good condition. Wear appropriate footwear required for the work being done. If you have any doubts about the appropriate type of footwear necessary ask your supervisor.
3. Hair should be pulled back and secured on the head, so as not to get in the way, especially around moving equipment.
4. Gas and oil-soaked clothes are a serious hazard. Keep clothes oil free.
5. Safety vests or orange City T Shirts shall be worn at all times when working on the right-of-way, roadways, and areas of reduced visibility.

Head Protection:

Hard hats shall be worn in the following situations:

1. All personnel working on a site involving construction.
2. All personnel working with high voltage electrical equipment.
3. All personnel engaged in tree trimming or cutting operations.
4. All personnel engaged in inspections or supervision of the above activities.
5. Supervisors may designate additional areas where hard hat usage is required, as the need arises.

Face and Eye Protection:

Hazards involving the possibility of injuries to the face and eyes exist with both indoor and outdoor tasks. They range from dust, particles of steel, concrete, sand, and splashes from corrosives and liquid chemicals. Safety glasses, goggles, or face shields made of plastic or glass offer a vital protection when used properly. Dirty or scratched lenses may provide another hazard from reduced visibility and should be cleaned or replaced immediately.

All employees in the City of South Bay employees are expected to follow the below safety procedures regarding face and eye protection.

Safety goggles or safety glasses should be worn when:

1. Grinding, cutting, milling, or drilling with powered tools.
2. Using impact wrenches, compressed air tools and pressure washers.
3. Chipping, scraping, or scaling paint, rust, carbon, or other materials.
4. Using punches, chisels, or other impact tools.
5. Cutting or breaking glass.
6. Chipping or breaking concrete.
7. Soldering.
8. Cleaning dirt from vehicles, machinery, etc.
9. Sand blasting or air cleaning operations.

10. Using power woodworking machinery, both fixed and portable.
11. Tree trimming, brush cutting or stump removal.
12. Using any lawn mowing equipment (mowers, blowers, edger's, etc.). A full plastic face shield shall be worn when handling acids, caustics, and other harmful dusts, liquids, or gases.

A proper face shield with lens or welders' lens shall be worn at all times during metal cutting and welding operations. Warning signs shall be posted to warn others prior to any welding operations. Additionally, welding screens shall be used if available.

A face shield should always be used with other eye protection such as goggles or glasses.

Finger, Palm and Hand Protection

1. Do not wear rings, metal, bracelets, and other jewelry when working around machinery. Jewelry increases the danger of electrical shock and could cause fingers or hands to be badly injured.
2. Gloves should be worn when handling hot, cold, abrasive, caustic, infectious, or any other hard to handle materials. Several types of gloves are available to employees; be sure to choose gloves appropriate for the task at hand.
3. Any allergic reactions or rashes thought to have been caused by gloves shall be reported at once.

HAND TOOLS

All employees are required to following the safety procedures detailed below:

1. Employees that are inexperienced in the use of a hand or power tool shall not use the tool unless properly trained and supervised.
2. Select the right tool for the job.
3. Sharpen and carry all cutting tools with the sharp edge down.
4. Check the handles of all tools for tightness and splinters prior to use.
5. Check the head of each tool, such as hammers, chisels, punches, etc. If the tool needs to be dressed, repair it prior to use or do not use it.
6. Wear shatterproof glasses or goggles when using chisels, punches, and wedges.
7. Use only properly insulated tools when working around electrical circuits or equipment.
8. Avoid using metal measuring tapes, fabric containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.
9. Return all tools to their proper place.

POWER TOOLS AND EQUIPMENT

Potential serious injuries can occur from the operation of both portable and stationary power tools. All employees who use power tools or equipment must first be trained and display adequate knowledge of safety operating procedures.

1. GENERAL SAFETY RULES

1. All power tools should be visibly inspected for damage, prior to each use (i.e. cords, housings, blades, etc.,).
2. Make sure all machine guards are in proper place prior to operation.

3. Install or repair equipment only if you are qualified. Unplug equipment prior to repairing or making adjustments.
4. Be sure equipment is properly grounded. Check all ground connections regularly for tightness.
5. Wear all proper protective equipment required for the job.
6. Unplug power cords by pulling on the plug, not the cord.
7. Work area should be clean, well lit, and dry.
8. Do not carry tools by the cord.
9. Always be aware of your surroundings. Stay alert and safe!

PORTABLE POWER TOOLS

SAWS

1. Do not use dull or loose blades.
2. Do not overload tile motor by pushing too hard or cutting material that is too heavy.
3. Before cutting, inspect the material to be cut for nails or foreign objects.
4. Be sure you have firm footing and balance.

DRILLS

1. Select the correct drill bit for job and be sure that it is sharp.
2. Make sure the material being drilled is secured or clamped firmly.
3. Hold the drill firmly and at the correct angle. Don't force with all your strength.
4. Always remove the bit from the drill when work is complete.

ROUTERS

1. Never start the router when the cutting edge of the bit is in contact with tile work.
2. Hold the router firmly, especially when starting.
3. When the cut is complete, turn off the motor. Do not lift the machine from tile work until the motor has come to a complete stop.
4. Always keep router base flat on work surface.

GRINDING WHEELS

1. Before use, make sure that wheels are firmly held on spindles and work rests are tight.
2. Stand to one side while starting motor, until operating speed is reached. This prevents injury if a defective wheel breaks apart.
3. Use light pressure when you start grinding, too much on a cold wheel may cause failure.

PORTABLE SANDERS

1. Arrange cord so that it will not be damaged by the abrasive belt.
2. Keep both hands on the tool to ensure good control.
3. Hold onto sander when you plug it in.
4. Clean dust and debris from motor and lubricate regularly.

STATIONARY POWER TOOLS

TABLE SAW

1. Never reach over the saw to push stock that has been sawed.
2. Stand slightly to one side, never in line with the saw.
3. To avoid 'kickback' (the greatest hazard of running a table saw):
4. Never use a dull blade.
5. Do not cut 'freehand' or attempt to rip badly warped wood.
6. Use splinter guard
7. Do not drop wood on an unguarded saw.

RADIAL-ARM SAW

1. The saw and motor should always be returned to the rear of the table against the column after a cut is made.
2. If the motor slows while cutting, it means it is overloaded. This can be due to low voltage, bad blades or material being fed too fast.
3. Keep machine in good alignment and adjustment to prevent excessive vibration.

JIG SAW

1. Be sure blade is secured tightly.
2. Handle material being cut with both hands and keep fingers away from blade.
3. When making curved cuts, do not push stock into blade. Turn stock on the table until curve has been cut.

COMPRESSED AIR

The use of compressed air for cleaning purposes is prohibited.

1. Eye protection is required.
2. Be sure that the discharge end of air hose is securely fastened prior to turning compressed air into the hose.
3. Always maintain a secure hold on any air-powered tool to prevent injury to the operator or anyone nearby.

GROUNDS MAINTENANCE EQUIPMENT:

MOWERS

1. Wear employer prescribed Personal Protective Equipment (PPE), such as eye/face protection, gloves, and hearing protection during mowing operations.
2. Make sure all equipment is in good operating condition prior to use.
3. No mowing equipment will be left unattended with the motor running.
4. Visually inspect the area to be mowed. Remove or allow around hazards.

5. If a cutting unit strikes a solid object or vibrates abnormally, stop immediately, turn off the engine, wait for all motion to stop and inspect for damage. Raise the cutting decks when driving from one area to another.
6. Do not run the engine in a confined area without adequate ventilation.
7. Bystanders should be warned by the operator of the danger of flying objects. Do not direct discharge towards bystanders.
8. Become familiar with the controls and know how to stop the engine quickly.
9. Keep all safety devices and decals in place, replace as needed.
10. Operator must keep feet and hands away from the undercarriage of the mower.
11. Check safety switches daily.
12. No mowing equipment shall be operated without the manufactured safety guards in place.
13. Do not touch engine, muffler, or exhaust pipe while engine is running.
14. Never refuel with engine running.
15. Use only approved gasoline containers.
16. Do not smoke while handling gasoline.
17. Do not use mowers in rainy weather.

CHAIN SAWS

1. When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard. Secure the chain saw to prevent fuel spillage and damage.
2. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear.
3. Always start a chain saw with a 10-inch or larger bar on the ground.
4. Do not place a chain saw on your knee when starting it.
5. Always use both hands to maintain control of the chain saw using only those grip locations specified by the manufacturer.
6. When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.
7. Do not operate a chain saw above your shoulder height.
8. Do not set a saw down while the blade is engaged.
9. Stop the engine and turn the switch to 'OFF' when the chain saw is to be left unattended or refueled. Do not overfill the fuel tank.
10. Place cones and barricades in the area where you are performing chain saw operations.
11. Choose an area for cut branches to fall before beginning work. Alert coworkers by yelling 'timber' to notify them of falling branches.
12. Disengage spark plug wire before attempting to remove jammed material from blade.

EDGERS

1. Do not start an edger if the blade is touching the ground.
2. Operate the edger at full blade speed.
3. When edging along roads, stay as close to the curb as possible.
4. Wear your employer prescribed Personal Protective Equipment (PPE), such as eye/face protection, gloves, breathing filters, and hearing protection.
5. Do not use the edger in rainy weather.

6. Do not use the edger if it has loose or worn blades, belts, or other parts. If these conditions exist, tag the edger out of service and do not use it.
7. Visually inspect the area to be edged for possible hazards.
8. When working in close proximity to roadways, always wear a safety vest.

LINE TRIMMING / WEED EATER / BRUSH CUTTER

1. Before refueling the trimmer, remove it from your harness, place it on the ground, and allow the engine to cool.
2. Wear employer prescribed Personal Protection Equipment (PPE), such as eye/face protection, gloves, breathing filters, long pants and hearing protection.
3. Only use grip locations as specified by the manufacturer as a handhold when operating the unit; keep both hands on the unit during operations.
4. Visually inspect for and trim around hazards.
5. Do not perform trimming operations above 10 feet in height alone; a co-worker must assist you.
6. When working in close proximity to roadways, always wear a safety vest or orange City t-shirt.

BACKPACK BLOWERS

1. Do not use the blower to clean yourself.
2. Do not direct the blower toward bystanders.

PUBLIC UTILITY SERVICES (LINE LOCATIONS)

Public utilities are often installed in or near work sites, and good coordination between you and the utility companies is a must. Contact with, or damage to, other utilities may affect the safety of the workers on the job, the safety of the general public, or interruption of essential utility services. To avoid these problems, line locations are required prior to any digging, trenching or overhead or underground operations. Schedule locations at least 24 to 48 hours in advance, if possible. The following is a list of utility companies that should be used:

Call for Line Locations for the following:

Florida Power & Light Company 561-640-2229
P.B.C. Water Utilities 877-477-1305
Palm Beach Fire Rescue 561-996-6830

Employees should be knowledgeable of the Uniform Color Code, as published by the Utility Location and Coordination Council:

COLOR CODE:

White – proposed excavation

Pink – temporary survey markings

Red – electric power Lines, cables, conduit and lighting cables

Yellow – gas, oil, steam, petroleum or gaseous materials

Orange – communication, alarm or signal lines, cables or conduit

Blue – potable water

Purple – reclaimed water, irrigation and slurry lines

Green – sewers and drain lines

- **NOTE: A lighter green color like a peppermint color on an underground line signifies raw water transmission.**

When any doubt exists as to utility locations, do not proceed until clarification is received. The following safety procedures shall be followed:

A supervisor must follow the safety procedures detailed below BEFORE WORK IS STARTED:

1. Check plans to see if any utility services are located in or adjacent to the work.
2. Contact other utility agencies and coordinate line locations.
3. Make a personal inspection of the job site to identify what signs, post markers, overhead electrical lines, etc., may be seen and make this information known to all affected employees.
4. Have all utility agencies' emergency phone numbers at the job site area, so that an immediate report can be made if accidental contact is made.

IF ACCIDENTAL CONTACT IS MADE:

1. Call 911 for emergency medical/fire/rescue services.
2. Report incident to the affected utility service and to your supervisor.
3. Secure the area and re-route traffic, if necessary, until situation is cleared or until relieved by the proper authorities.

SELF-INSPECTION & JOB HAZARD ANALYSIS

General Requirements:

The City of South Bay shall implement a safety inspection program which includes self-inspections and job hazard analyses as part of the program.

1. Self-Inspections

a. Purpose for Self-Inspections

- To systematically identify conditions and/or practices which have the potential to cause injury/illness to employees and cause significant property damage.
- To implement effective corrective action that will eliminate or reduce unsafe conditions and/or practices.

b. Responsibility for Self-Inspections

All employees have both a duty and responsibility to inspect their tools and equipment before each use. With some pieces of equipment such as forklifts, hoists, respirators, etc., federal requirements clearly spell out the required frequency of self-inspection.

With the City's objective to provide a safe workplace for all employees, supervisors are charged with the responsibility of ensuring that employees conduct regular self-inspections of their tools and equipment. Supervisors are also responsible for conducting periodic inspections of their employees' work areas, tools, and equipment.

Any unsafe conditions or practices uncovered through the self-inspection program are to be documented and referred to the Safety Manager.

2. Job Hazard Analysis

a. Purpose

The purpose of a Job Hazard Analysis Program is to examine each job to identify potential safety hazards in order to eliminate or reduce these hazards.

b. Stages of a Job Hazard Analysis

There are many stages in conducting a Job Hazard Analysis but the four most common are:

1) Select the job to be analyzed.

Factors to be assigned a priority for a job hazard analysis include:

- Accident frequency and severity – jobs where frequent accidents occur or disabling injuries result.
- Potential for severe injuries – the consequence of an accident is potentially severe.
- Newly established jobs – due to lack of experience in these jobs, hazards may not be obvious.
- Modified jobs – new hazards may be experienced with changes in job procedures.
- Infrequently performed jobs – workers may be at greater risk when undertaking non-routine jobs.

2) Break the job down into a sequence of steps

- Examine each step to identify each potential hazard
- Determine preventive measures that eliminate or reduce the hazards.
- A good rule of thumb is that most jobs can be described in less than 12 steps. Each step must be recorded in sequence, documenting what is done, rather than how it is done.
- This part of the analysis should be performed by an experienced and competent employee who is capable in all aspects of the job in the presence of the supervisor.

3) Identify each potential hazard

- One the basic sequence of steps has been established; potential hazards must be identified for each step.

4) Determine preventive measures

- Identify measures to eliminate or control identified hazards.

WORKING IN CONFINED SPACES

The OSHA confined space standard defines a confined space as a space that is large enough for an employee to enter, has restricted means of entry or exit, and is not designed for continuous employee occupancy. Examples of confined spaces are storage tanks and bins, ducts, tunnels, sewers, manholes and wet wells. The most common confined space areas for Village employees will be sewers, manholes and wet wells.

Specific confined space hazards include physical hazards (mechanical equipment, temperature, sound, collapse, entrapment, etc.), oxygen deficiency (identified as the primary hazard), combustibility (fire and explosion), and toxic air contaminants. The presence of any one or combination of these hazards constitutes a Permit Required Confined Space (PRCS). Before entry into a PRCS, a written permit must be obtained according to the Confined Space Operating and Rescue Procedures Plan.

General Safety Procedures

- Before entering confined spaces, test for oxygen and explosive/toxic vapors and gases.
- Venting of hazardous atmospheres shall be accomplished before entering, whenever possible.
- Maintain adequate ventilation while working.
- Adequate respiratory equipment shall be available for use, if necessary, and all potential users shall be instructed in the proper use of such equipment.
- No employees shall enter a manhole sewer, tank or other underground confined space without a safety belt or harness and an attached lifeline, tended by another employee at the point of entry.
- Use barricades and warning signs to protect pedestrian traffic and to alert vehicle traffic to the hazard when opening manholes in streets.
- Never allow exits to be blocked.
- Ladder shall be used when entering manholes, when there is any doubt about the safety of manhole steps.
- Only lights approved and provided by the Village shall be used in manholes on areas where expensive vapors or gases may exist.

WORKING IN THE PUBLIC RIGHT-OF-WAYS

City employees are often required to work in or along public roads and right-of ways, normally used for vehicle or pedestrian traffic to repair utility services, or perform tree trimming, or landscaping tasks, and other maintenance activities. It is desirable that, whenever possible, some continued flow of traffic be maintained with the least possible interference with normal traffic patterns.

The following are general guidelines to be followed when working in these situations:

- Notify all appropriate agencies prior to partial or full closure of a road as necessary.
- Wear employer prescribed Personal Protective Equipment (PPE) such as a safety vest, hard hat, safety shoes, gloves, etc. Individuals working in roadways and rights-of-way must be properly trained in current traffic control practices.
- The Traffic Control and Work Zone Safety Plan shall serve as the standard for all related activities and should be referred to often.

Policy Statement & Assignment of Responsibility Safety Policy Statement

It is the policy of the City of South Bay that injury and illness prevention shall be considered of primary importance in all phases of operations and administration.

It is the intention of the City top management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of injury is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain. Must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

When you have an injury and illness everyone loses; you, your family, your fellow workers and the company. Please work safety, Its good for everyone.

RESOLUTION NO. 56-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A SPECIAL EVENT APPLICATION FOR A CHRISTMAS PARADE; AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY AND EXPEDIENT ACTION TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of South Bay has developed an application process for approving Special Events within the City limits to include parades; and

WHEREAS, Kings Tutoring and Mentoring Foundation, Inc., desires to hold a Christmas Parade and Holiday Event on December 14, 2019; and

WHEREAS, the applicant has submitted a Special Event application, attached hereto as Exhibit "A"; and

WHEREAS, the special event requires the use of: Law Enforcement; Public Works; Parks and Recreation; Risk Management and Palm Beach County Fire Rescue; and

WHEREAS, City Commission of the City of South Bay desires to approve the Special Event Application, attached hereto as Exhibit "A", as in the best interests of the residents of the City.

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

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

Section 2. Approval of Special Event Application and Authorization of City Manager. The City Commission of the City of South Bay hereby approves the Special Event Application submitted by Kings Tutoring and Mentoring Foundation, Inc., for a Christmas Parade and Holiday event, attached hereto as Exhibit "A". The City Manager is authorized 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 3rd day of December 2019.

Joe Kyles, Mayor

Attested

By: _____
Natalie Malone, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Week, Esquire
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



**CITY OF SOUTH BAY
SPECIAL EVENT APPLICATION**

Applicant and Host Organization Information

Host Organization Name - The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities.

Host Organization Name: Kings Tutoring + Mentoring Foundation

Chief Officer - The Chief Officer of the Host Organization must be identified and sign the permit application. Typically, the Chief Officer is the Chief Executive Officer, President, Executive Director or Board Chair of the Host Organization.

Chief Officer: Barbara Kings

Host Organization website: Kings-TM.com

Address: 206 SW 12th Ave

City: South Bay State: FL Zip Code: 33493

Phone: (361) 449-3793 Cell: _____ Fax: _____

Email: Kings.tutoringmentoring@gmail.com

For Profit:

Non-Profit:

If yes, you must attach to this application a copy of your Florida Consumer's Certificate of Exemption or your IRS 501(c) 3 Determination Letter.

Applicant/Primary Contact - Please list any person, professional event organizer, event service provider hired by you that is authorized to work on your behalf to plan this event.

First: MIA Last: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

A written communication from the Chief Officer of the Host Organization authorizing the applicant to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Event Information

Name of Event:

Christmas Parade

Is this an annual event?

No

Yes

If yes, how many years has it been held?

3

Anticipated Attendance - The estimated number of people who will attend or watch your event.

Total _____ Per Day x _____ Number of event days = _____ Grand Total

Anticipated Participants - The estimated number of participants (staff, volunteers, vendors, etc.) should be based on the number of the total number of people you anticipate will participate in the event or provide support services to the event.

Total _____ Per Day x _____ Number of event days = _____ Grand Total

Event Description - Information you provide in this section of your permit application may be used for promotional purposes by the City of South Bay.

Event Category

Organized Run/Walk

Neighborhood Block Party

Festival/Celebration

Street Festival

Concert/Performance

Cycling Event

Parade/Procession/March

Other, please specify: _____

Event Location

Tanner Park

Cox Park

Streets or ROW, please specify: NW 2nd - 8th, 9th, 10th + MLK

Other, please specify: _____

Date/Time

N/A

Setup

Date: _____ Start Time: _____ End Time: _____

Event Date

Date: _____ Start Time: _____ End Time: _____

Move-out

Date: _____ Start Time: _____ End Time: _____



Site Plan/Route Map Information & Event Components

Site Plan/Route Map

Your site plan/route map must be submitted along with your completed application. Applications without site plans/route maps are incomplete and will be rejected and returned to the applicant.

Please attach a clear and legible site plan or map with the following indicated:

1. North, indicated by a directional arrow symbol.
2. An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
3. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), merchandize vendors, food concessions, food trucks, sponsors, tents, signs, barricades, portable restrooms, vehicles, picnic shelters, fireworks shoot site, etc.
4. Location of temporary alcohol sales including where both sales and consumption occur, plus dimensions and type of fencing to be used.
5. Indicate 20' wide fire lane clearances in all areas and the location of all fire hydrants.
6. Generator locations and/or source of electricity.
7. Placement of vehicles and/or trailers.
8. Exit locations for outdoor events that are fenced.
9. Accessible viewing area.
10. Parking and Disabled parking areas.

Is the event open to the public?

Yes
 No

Is there an admission fee? If yes, please provide amounts:

Yes _____
 Yes _____

Does your event involve the use of alcoholic beverages?

No

If yes, please check all that apply:

Beer Sales Beer & Wine Sales
 Beer, Wine & Distilled Spirits Sales Host & Alcohol Sales

Please Note: Alcoholic beverages cannot be sold, distributed, nor consumed on City property without appropriate zoning. If you answered yes to any of the above, please also complete and attach an Alcoholic Beverages (Temporary)

Sales Form and submit it along with this application.

Are there musical entertainment features related to your event? Yes No

If yes, complete the following information and attach a listing of all stage performance schedules.

Size and Number of Stage(s): _____

How much electric (in amps) does your stage need? _____

Will a sound check be conducted prior to the event?

Yes No

If yes, Start time: _____ Finish time: _____

Will there be merchandise vending at your event? Yes No

If yes, please complete the following information and attach a list of all vendors and be sure to indicate vending and electrical requirements on your site plan.

How many vendors? _____

How many will need electric? _____

How much electric (in amps) does your vending area need? _____

Will you hire a private security company? Yes No

If yes, please provide the name of the company and the schedule: _____

Please Note: Palm Beach County Sheriff's Office will review your special event application to make a final determination as to the as to the number of officers, vehicles and/or equipment you will be required to have in order to make sure your event is conducted safely.

Does your event require overnight security? Yes No

Does your event require the use of picnic shelters (if applicable)? Yes No

Will inflatable's (moon bounce) be used at your event? Yes No

If yes, please provide the name of company: _____

Will your event include fireworks or other pyrotechnics? N/A Yes No

If yes, please describe: _____

Name of company: _____

Does your event include food concession and/or preparation areas? N/A Yes No

If yes, please describe how food will be served and/or prepared on site:

Please note: Temporary food service for events must meet all State and local guidelines and requirements.

Do you intend to cook food at your event? N/A Yes No

If yes, please specify method:

Gas

Electric

Fryers - Name of grease removal contractor: _____

Date & time of pickup: _____

Other, please specify: _____

Do you intend to have food trucks at your event? N/A Yes No

If yes, how many? _____



Do you plan to provide portable rest room facilities at your event?

If yes, Total number of toilets: _____

Number of ADA accessible toilets: _____

Number of hand sinks: _____

Restroom Company: _____

Equipment Setup Date: _____

Time: _____

Equipment Pickup Date: _____

Time: _____

Will your event involve the use of a parking and/or shuttle plan? N/A Yes _____ No _____

If yes, please describe: _____

Will your event be marketed, promoted or advertised? _____ Yes _____ No _____

If yes, please describe: _____

Will there be live media coverage during the event?

If yes, please describe where you plan on parking the media: _____

Accessibility Plan

Please describe your plan for people with special needs participation, parking, and viewing:

Sanitation & Recycling N/A

You are responsible for leaving the venue clean and clear of debris. Please describe your plan for cleanup and removal of waste, recyclable goods and garbage during and after your event.

Number of trash cans: _____

Number of recycling containers: _____

Number of dumpsters: _____

Sanitation Company: _____

Equipment Setup Date: _____

Time: _____

Recycling Company: _____

Equipment Setup Date: _____

Time: _____

Mitigation of Impact

Due to the nature of your event, the City of South Bay may require you, at your expense, to officially notify residents, business; places of worship, schools and other entities that may be directly impact by your event.

Insurance Requirements

You are required to procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted minimum of 30 days prior to the first day of the rental period through the move-out activities. This insurance must name the City of South Bay as an additional insured in any and all policies. Due to the nature of your event, additional insurance may be required.

Affidavit of Applicant & Hold-Harmless Acknowledgement

By signing this application, you are certifying that you understand the information in this application to be true and correct to the best of your knowledge, and that you agree to comply with City of South Bay Code of Ordinances (Code: 28-51) and all City rules, regulations and policies. Should the City grant approval and a Special Event Permit be issued, you also agree to comply with any other rules and requirements provided by law.

In consideration of the privileges that may be granted by issuance of a Special Event permit, the Host Organization shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Applicant to utilize the public right-of-way or City owned park. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.

The Host Organization's obligation to indemnify, defend, and hold harmless includes any claim by Host Organization's agents, employees, representatives or any subcontractor or its employees. The Host Organization acknowledges that the provisions of this paragraph apply to and include any liability resulting for incidents involving the streetcar electrified cables. Said indemnification shall not include claims resulting solely from the act, omission, negligence, or other fault on the part of the City, its official, agents, or employees.

I further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of South Bay.

Print Name of Host Organization: Kings Tutoring & Mentoring Foundation Inc

Printed Name of Chief Officer: Barbara King

Title: President

Signature: [Signature] Date: 10/24/19

Print Name of Primary Contact: Barbara King

Title: President

Signature: [Signature] Date: 10/24/19

Thank you for completing your Special Event Application.

Please submit your completed application along with a detailed site plan to the City Clerk's Office
335 SW 2nd Avenue, South Bay, FL 33493 or fax to: 561-996-7950

Incomplete, illegible, and/or unsigned applications will not be accepted.

Submission of a Special Event Application constitutes a request to use City property for the purpose of an event and does not guarantee event approval.



FOR INTERNAL USE ONLY

Date Received: _____

Reviewed By: _____

Department: _____

Reviewed By: _____ Phone# _____

Department: _____ Phone# _____

Reviewed By: _____

Department: _____ Phone# _____

Reviewed By: _____

Department: _____ Phone# _____

City Commission Approval: _____

City Manager Approval: _____

Applicant Contacted Regarding Fees: YES NO Date Contacted: _____

Deposit Received: YES NO Date Deposit Received: _____

Facility Inspected: YES NO Date Inspected: _____

Facility Damaged: YES NO

List Damages: _____

Damages Charges: _____

Refund Request to Finance: YES NO Refund Request Date: _____

Refund check to Applicant: YES NO Date Applicant Refund Sent: _____

ACORD™**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

08/02/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K&K INSURANCE GROUP, INC. 1712 MAGNAVOX WAY PO BOX 2338 FORT WAYNE IN 46801		CONTACT NAME: Cheryl Pettibone PHONE (A/C No. Ext): 800-441-3994 FAX (A/C, No): E-MAIL ADDRESS: Cheryl.Pettibone@kandinsurance.com															
INSURED South Bay Youth Jaguars 208 SW 12th Ave South Bay, FL 33493		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Scottsdale Insurance Company</td> <td>41297</td> </tr> <tr> <td>INSURER B: Nationwide Life Insurance Company</td> <td>66869</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A: Scottsdale Insurance Company	41297	INSURER B: Nationwide Life Insurance Company	66869	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER	NAIC #																
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INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER:W00001253

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			KRS 0000007975700	08/01/2019 12:01 AM	08/01/2020 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE NONE PRODUCTS-COMPOP AGG \$1,000,000 PARTICIPANT LEGAL LIABILITY \$1,000,000 COMBINED SINGLE LIMIT (Ea Accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
B	PARTICIPANT ACCIDENT			BAX 0000030609700	08/01/2019 12:01 AM	08/01/2020 12:01 AM	ADD EXCESS MEDICAL DEDUCTIBLE \$10,000 \$100,000 \$250

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED, BUT SOLELY WITH RESPECT TO THE ACTIVITIES OF THE NAMED INSURED
 Owner/Lessor/Manager of Premises Utilized for Insured's Activities

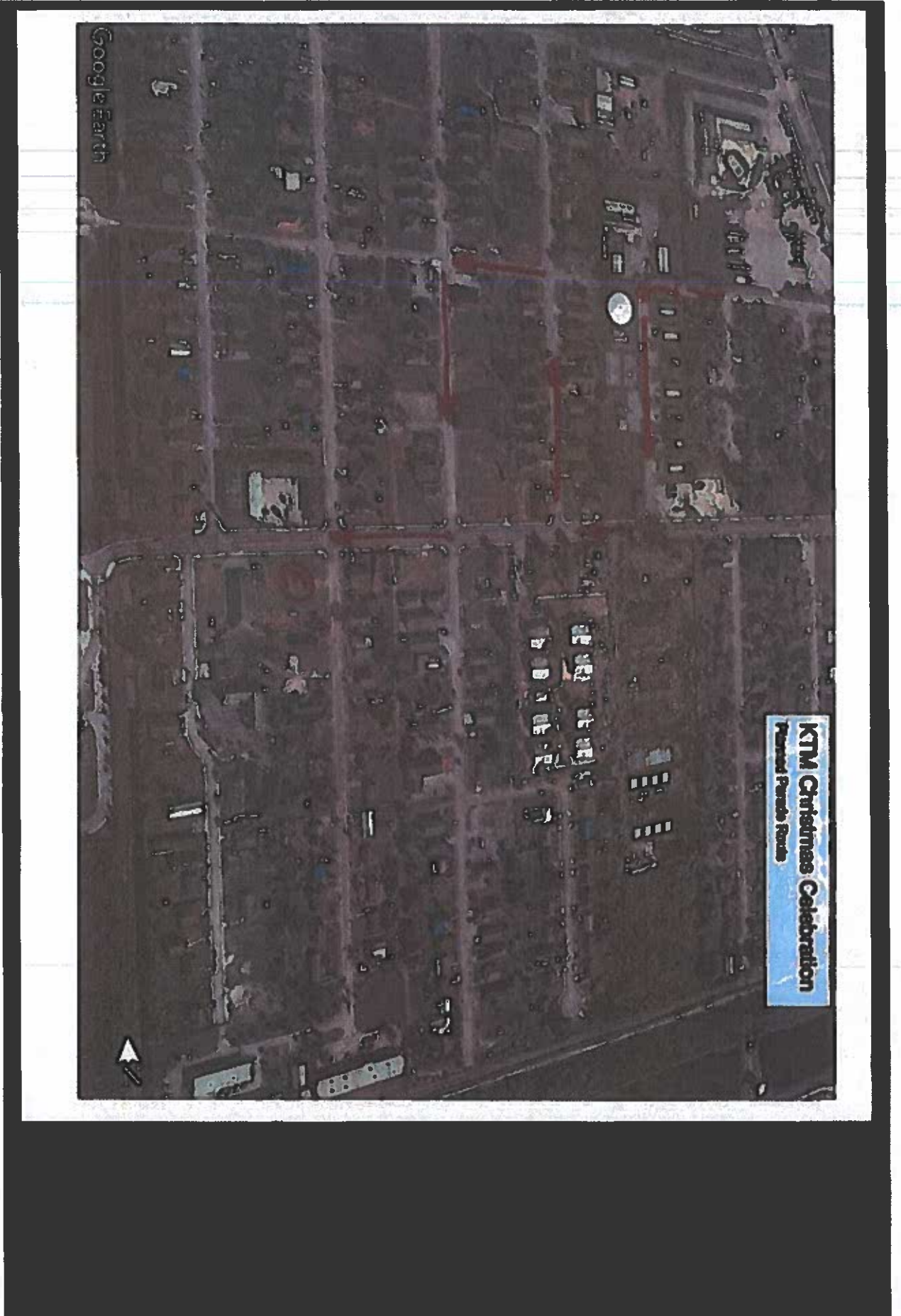
SEXUAL ABUSE/MOLESTATION: \$1,000,000 PER OCCURRENCE/\$2,000,000 AGGREGATE

CERTIFICATE HOLDER
 City Of South Bay
 335 SW 2nd Ave
 South Bay, FL 33493
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





RESOLUTION NO. 57-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH BAY, FLORIDA, APPROVING A SPECIAL EVENT APPLICATION FOR A MARTIN LUTHER KING JR. PARADE AND COMMUNITY CELEBRATION; AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY AND EXPEDIENT ACTION TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of South Bay has developed an application process for approving Special Events within the City limits, including parades; and

WHEREAS, applicant New Beginnings Outreach, Inc., desires to hold a Martin Luther King Jr. Parade and Celebration Event on January 11, 2020; and

WHEREAS, the applicant has submitted a Special Event application, attached hereto as Exhibit "A"; and

WHEREAS, the details of the event include the use of: Law Enforcement; Public Works; Parks and Recreation; Risk Management and Palm Beach County Fire Rescue; and

WHEREAS, City Commission of the City of South Bay desires to approve the Special Event Application, attached hereto as Exhibit "A" as in the best interests of the residents of the City.

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

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

Section 2. Approval of Special Event Application and Authorization of City Manager to Take Necessary Action. The City Commission of the City of South Bay hereby approves the Special Event Application submitted by New Beginnings Community Outreach, Inc. for a Martin Luther King Jr. Parade and Celebration event, attached hereto as Exhibit "A". The City Manager is further authorized 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 3rd day of December 2019.

Joe Kyles, Mayor

Attested

By: _____
Natalie Malone, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Week, Esquire
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



**CITY OF SOUTH BAY
SPECIAL EVENT APPLICATION**

Applicant and Host Organization Information

Host Organization Name - The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities.

Host Organization Name: New Beginning Community Outreach, Inc.

Chief Officer - The Chief Officer of the Host Organization must be identified and sign the permit application. Typically, the Chief Officer is the Chief Executive Officer, President, Executive Director or Board Chair of the Host Organization.

Chief Officer: Willie Wisper

Host Organization website: _____

Address: 250 NW 9th Ave.

City: South Bay State: Florida Zip Code: 33493

Phone: _____ Cell: (561) 261-7471 Fax: _____

Email: Wisper.Willie@yahoo.com

For Profit:

Non-Profit:

If yes, you must attach to this application a copy of your Florida Consumer's Certificate of Exemption or your IRS 501(c) 3 Determination Letter.

Applicant/Primary Contact - Please list any person, professional event organizer, event service provider hired by you that is authorized to work on your behalf to plan this event.

First: Willie Last: Wisper

Mailing Address: 250 NW 9th Ave

City: South Bay State: Florida Zip Code: 33493

Phone: _____ Cell: (561) 261-7471

Email: Wisper.Willie@yahoo.com

A written communication from the Chief Officer of the Host Organization authorizing the applicant to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Event Information

Name of Event: Dr. Martin Luther King, Jr. Day Parade
Is this an annual event? No Yes If yes, how many years has it been held? _____

Anticipated Attendance - The estimated number of people who will attend or watch your event.

Total 300 Per Day x 1 Number of event days = 1 Grand Total

Anticipated Participants - The estimated number of participants (staff, volunteers, vendors, etc.) should be based on the number of the total number of people you anticipate will participate in the event or provide support services to the event.

Total 350 Per Day x 1 Number of event days = _____ Grand Total

Event Description - Information you provide in this section of your permit application may be used for promotional purposes by the City of South Bay.

Event Category

Organized Run/Walk

Neighborhood Block Party

Festival/Celebration

Street Festival

Concert/Performance

Cycling Event

Parade/Procession/March

Other, please specify: _____

Event Location

Tanner Park

Cox Park

Streets or ROW, please specify: Parade from SW 12th / Wrisper Ave to Fairgrounds

Other, please specify: _____

Date/Time

Setup

Date: _____ Start Time: _____ End Time: _____

Event Date

Date: 01/11/2020 Start Time: 9:30 am End Time: 7:00 pm

Move-out

Date: _____ Start Time: _____ End Time: _____



Site Plan/Route Map Information & Event Components

Site Plan/Route Map

Your site plan/route map must be submitted along with your completed application. Applications without site plans/route maps are incomplete and will be rejected and returned to the applicant.

Please attach a clear and legible site plan or map with the following indicated:

1. North, indicated by a directional arrow symbol.
2. An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures
3. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), merchandize vendors, food concessions, food trucks, sponsors, tents, signs, barricades, portable restrooms, vehicles, picnic shelters, fireworks shoot site, etc.
4. Location of temporary alcohol sales including where both sales and consumption occur, plus dimensions and type of fencing to be used.
5. Indicate 20' wide fire lane clearances in all areas and the location of all fire hydrants.
6. Generator locations and/or source of electricity.
7. Placement of vehicles and/or trailers.
8. Exit locations for outdoor events that are fenced.
9. Accessible viewing area.
10. Parking and Disabled parking areas.

Is the event open to the public?

Yes
 No

Is there an admission fee? If yes, please provide amounts:

Yes NO

Does your event involve the use of alcoholic beverages?

No

If yes, please check all that apply:

Beer Sales Beer & Wine Sales
 Beer, Wine & Distilled Spirits Sales Host & Alcohol Sales

Please Note: Alcoholic beverages cannot be sold, distributed, nor consumed on City property without appropriate zoning. If you answered yes to any of the above, please also complete and attach an Alcoholic Beverages (Temporary)

Sales Form and submit it along with this application.

Are there musical entertainment features related to your event? Yes No

If yes, complete the following information and attach a listing of all stage performance schedules.

Size and Number of Stage(s):

How much electric (in amps) does your stage need?

Will a sound check be conducted prior to the event? Yes No

If yes, Start time: _____ Finish time: _____

Will there be merchandise vending at your event? _____ Yes No

If yes, please complete the following information and attach a list of all vendors and be sure to indicate vending and electrical requirements on your site plan.

How many vendors? _____

How many will need electric? _____

How much electric (in amps) does your vending area need? _____

Will you hire a private security company? _____ Yes _____ No

If yes, please provide the name of the company and the schedule:

Please Note: Palm Beach County Sheriff's Office will review your special event application to make a final determination as to the as to the number of officers, vehicles and/or equipment you will be required to have in order to make sure your event is conducted safely.

Does your event require overnight security? _____ Yes No

Does your event require the use of picnic shelters (if applicable)? _____ Yes No

Will inflatable's (moon bounce) be used at your event? _____ Yes No

If yes, please provide the name of company: _____

Will your event include fireworks or other pyrotechnics? _____ Yes No

If yes, please describe: _____

Name of company: _____

Does your event include food concession and/or preparation areas? _____ Yes No

If yes, please describe how food will be served and/or prepared on site:

Please note: Temporary food service for events must meet all State and local guidelines and requirements.

Do you intend to cook food at your event? _____ Yes No

If yes, please specify method:

_____ Gas

_____ Electric

_____ Fryers - Name of grease removal contractor: _____

Date & time of pickup: _____

_____ Other, please specify: _____

Do you intend to have food trucks at your event? _____ Yes No

If yes, how many? _____



Do you plan to provide portable rest room facilities at your event?

If yes, Total number of toilets: _____

Number of ADA accessible toilets: _____

Number of hand sinks: _____

Restroom Company: _____

Equipment Setup Date: _____ Time: _____

Equipment Pickup Date: _____ Time: _____

Will your event involve the use of a parking and/or shuttle plan? Yes No

If yes, please describe: _____

Will your event be marketed, promoted or advertised? Yes No

If yes, please describe: Social Media, Flyers, Radio

Will there be live media coverage during the event?

If yes, please describe where you plan on parking the media: _____

Accessibility Plan

Please describe your plan for people with special needs participation, parking, and viewing:

Sanitation & Recycling

You are responsible for leaving the venue clean and clear of debris. Please describe your plan for cleanup and removal of waste, recyclable goods and garbage during and after your event.

Number of trash cans: _____

Number of recycling containers: _____

Number of dumpsters: _____

Sanitation Company: _____

Equipment Setup Date: _____ Time: _____

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Equipment Setup Date: _____ Time: _____

Mitigation of Impact

Due to the nature of your event, the City of South Bay may require you, at your expense, to officially notify residents, businesses, places of worship, schools and other entities that may be directly impacted by your event.

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Affidavit of Applicant & Hold-Harmless Acknowledgement

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In consideration of the privileges that may be granted by issuance of a Special Event permit, the Host Organization shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Applicant to utilize the public right-of-way or City owned park. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

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I further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of South Bay.

Print Name of Host Organization: New Beginning Community Outreach, Inc.

Printed Name of Chief Officer: Willie Wisper

Title: President

Signature: _____ Date: _____

Print Name of Primary Contact: Willie Wisper

Title: President

Signature: _____ Date: _____

Thank you for completing your Special Event Application.
Please submit your completed application along with a detailed site plan to the City Clerk's Office
335 SW 2nd Avenue, South Bay, FL 33493 or fax to: 561-996-7950
Incomplete, illegible, and/or unsigned applications will not be accepted.
*Submission of a Special Event Application constitutes a request to use City property
for the purpose of an event and does not guarantee event approval.*



FOR INTERNAL USE ONLY

Date Received: _____

Reviewed By: _____

Department: _____

Reviewed By: _____ Phone# _____

Department: _____ Phone# _____

Reviewed By: _____

Department: _____ Phone# _____

Reviewed By: _____

Department: _____ Phone# _____

City Commission Approval: _____

City Manager Approval: _____

Applicant Contacted Regarding Fees: YES NO Date Contacted: _____

Deposit Received: YES NO Date Deposit Received: _____

Facility Inspected: YES NO Date Inspected: _____

Facility Damaged: YES NO

List Damages: _____

Damages Charges: _____

Refund Request to Finance: YES NO Refund Request Date: _____

Refund check to Applicant: YES NO Date Applicant Refund Sent: _____

New Beginnings MLK Celebration

Planned Parade Route





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

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: November 25, 2019
 Ref: Weekly check register

Enclosed, please find the summary of check register as of November 25, 2019:

General Fund

• Utility:			
	Comcast	\$	1,049.22
	At & T		657.36
	FPL		6,523.21
	PBC Water		1,035.00
• Bank of America			528.94
• Marathon Fleet			1,814.90
• PBC Sheriff			15,533.42
• Norris Weeks			5,294.76
• Clarke			3,381.01
• Ford			1,768.20
• Coastal Network			1,500.00
• CAP Government			4,030.00
• PBC Tax Collector			6,157.55
• Grand Hyatt			7,146.55
• Total Solution			2,950.00
• Deposit refund			250.00
• Purchased of supplies, materials and parts			4,664.25 <i>A</i>
• Payment for various services			6,684.06 <i>B</i>
• Payroll deductions			4,011.93 <i>C</i>
• Other			6,214.07 <i>D</i>
	Total	\$	<u>81,194.43</u>

Sanitation Fund

Waste Management \$ 25,982.03

Capital Project Fund

CAP Engineering	\$	2,040.00
Carbon Design		39,300.00
Zahlene Enterprise		215,296.60
2 SBW		28,500.00
Kimley Horn		<u>11,229.00</u>
Total		<u>296,365.60</u>

W & S Fund

US Water \$ 3,942.43

AP Check Register Report
City Of South Bay (CSBFND)

11/01/2019 10:13:29 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
12140	AFLAC	AFLAC	11/01/2019	1,538.12
12141	COLONIAL LIFE PROCES	COLONIAL LIFE PROCESSING CENTER	11/01/2019	1,485.00
12142	FEDERAL EXPRESS	FEDERAL EXPRESS	11/01/2019	17.68
Non-Electronic Transactions:				3,040.80
Total Transactions:				3,040.80

AP Check Register Report

City Of South Bay (CSBFND)

11/07/2019 11:02:12 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount	
12143	ALLY	ALLY	11/07/2019	725.70	D
12144	CAP GOVERNMENT	CAP GOVERNMENT	11/07/2019	1,755.00	
12145	CLARKE	CLARKE	11/07/2019	585.87	
12146	COMCAST	COMCAST	11/07/2019	276.38	
12147	EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	11/07/2019	119.04	A
12148	FLORIDA STORMWATER	FLORIDA STORMWATER ASSOCIATION	11/07/2019	378.00	D
12150	FPL	FPL	11/07/2019	6,523.21	
12151	JORDAN CONNORS GRO	JORDAN CONNORS GROUP, INC	11/07/2019	1,666.66	
12152	KELLY TRACTOR	KELLY TRACTOR	11/07/2019	2,396.42	
12153	LAKE HARDWARE	LAKE HARDWARE	11/07/2019	82.15	A
12154	NEW YORK LIFE INS	NEW YORK LIFE INSURANCE COMPANY	11/07/2019	108.81	C
12155	ROLFE & LOBELLO, P.A.	ROLFE & LOBELLO, P.A.	11/07/2019	130.00	J
12156	ROSENWALD ELEMENTA	ROSENWALD ELEMENTARY	11/07/2019	750.00	J
12157	TRC FARM INDUSTRIAL	TRC FARM & INDUSTRIAL SUPPLY INC	11/07/2019	157.90	A
Non-Electronic Transactions:				15,655.14	
Total Transactions:				15,655.14	

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

11/08/2019 8:54:16 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
12158	GRAND HYATT	GRAND HYATT SAN ANTONIO	11/08/2019	7,146.55
Totals:			Total Transactions:	7,146.55

AP Check Register Report City Of South Bay (CSBFND)

11/13/2019 10:33:05 AM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
12159	BETTY BARNARD	BETTY BARNARD	11/13/2019	166.04
12160	COASTAL NETWORK SOL	COASTAL NETWORK SOLUTIONS, LLC	11/13/2019	1,500.00
12161	FORD CREDIT DEPT 67-4:	FORD CREDIT COMPANY LLC	11/13/2019	868.46
12162	JOE KYLES	JOE KYLES	11/13/2019	166.04
12163	JOHN WILSON	JOHN WILSON	11/13/2019	166.04
12164	MARATHON/MEX BANK	WEX BANK	11/13/2019	1,814.90
12165	NEOFUNDS BY NEOPOST	NEOFUNDS BY NEOPOST	11/13/2019	528.00
12166	OFFICE DEPOT CREDIT	OFFICE DEPOT BUSINESS CREDIT	11/13/2019	79.12
12167	PBC SHERIFF'S OFFICE	PALM BEACH COUNTY SHERIFF'S OFFICE	11/13/2019	15,533.42
12168	PBC WATER UTILITIES	PALM BEACH COUNTY WATER UTILITIES	11/13/2019	1,035.00
12169	PERFORMANCE NAPA	PERFORMANCE NAPA	11/13/2019	83.05
12170	TARANZA MCKELVIN	TARANZA MCKELVIN	11/13/2019	166.04
12171	TRACTOR SUPPLY	TRACTOR SUPPLY CREDIT PLAN	11/13/2019	249.98
Non-Electronic Transactions:				22,356.09
Total Transactions:				22,356.09

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
12172	TOTAL SOLUTION CONTR	TOTAL SOLUTION CONTRACTORS, INC	11/14/2019	2,950.00
Non-Electronic Transactions:				2,950.00
Total Transactions:				2,950.00

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
12173	ANDREA JOHNSON	ANDREA JOHNSON	11/21/2019	100.00
12174	AT&T MOBILITY	AT&T MOBILITY -ROC	11/21/2019	657.36
12175	BANK OF AMERICA, NA	BANK OF AMERICA	11/21/2019	528.94
12176	BELLE GLADE WHOLESAL	BIG LAKE SNACK SALES, INC	11/21/2019	35.50
12177	BURNADETTE NORRIS-W	BURNADETTE NORRIS-WEEKS	11/21/2019	5,294.76
12178	CAP GOVERNMENT	CAP GOVERNMENT	11/21/2019	2,275.00
12179	CHRISTOPHER E. BENJA	CHRISTOPHER E. BENJAMIN	11/21/2019	495.00
12180	CITY OF SOUTH BAY	CITY OF SOUTH BAY	11/21/2019	329.87
12181	CLARKE	CLARKE	11/21/2019	2,795.14
12182	COMCAST	COMCAST	11/21/2019	118.81
12183	COMCAST BUSINESS	COMCAST	11/21/2019	654.03
12184	ECONOMY TRANSMISSIO	ECONOMY TRANSMISSION SERVICE	11/21/2019	534.16
12185	EDGAR KERR	EDGAR W. KERR	11/21/2019	250.30
12186	EL LATINO	EL LATINO	11/21/2019	399.00
12187	EVERGLADES FARM EQU	EVERGLADES EQUIPMENT GROUP	11/21/2019	752.62
12188	FLOM	Florida League Of Mayors	11/21/2019	350.00
12189	FORD CREDIT DEPT 67-4	FORD CREDIT COMPANY LLC	11/21/2019	899.74
12190	INDEPENDENT NEWSPAP	INDEPENDENT NEWSMEDIA INC.USA	11/21/2019	110.16
12191	JOHN DEERE FINANCIAL	JOHN DEERE FINANCIAL	11/21/2019	496.63
12192	JP ELECTRONIC	JEFF PAULO D/B/A JP ELECTRONICS &	11/21/2019	94.00
12193	KELLY TRACTOR	KELLY TRACTOR	11/21/2019	92.94
12194	LARRY'S AC APPLIANCE	LARRY'S AC & APPLIANCE	11/21/2019	200.00
12195	MAILFINANCE	MAILFINANCE	11/21/2019	342.00
12196	MARIA YADIRA AMECA	MARIA YADIRA AMECA	11/21/2019	150.00
12197	MUNICIPAL CODE CORP	MUNICIPAL CODE CORPORATION	11/21/2019	750.00
12198	SAM KING CATERING	SAMUEL KING	11/21/2019	1,500.00
12199	SEASON TO SEASON, LLC	SEASON TO SEASON, LLC	11/21/2019	230.00
12200	SEMINOLE SUPPLY CO	SEMINOLE SUPPLY CO	11/21/2019	21.29
12201	TAX COLLECTOR CORREI	TAX COLLECTOR PALM BEACH COUNTY	11/21/2019	6,157.55
12202	THE GALLERY	THE GALLERY COLLECTION	11/21/2019	125.41
12203	THE PALM BEACH POST	PBN REMITTANCE ADDRESS	11/21/2019	420.00
12204	TRC FARM INDUSTRIAL	TRC FARM & INDUSTRIAL SUPPLY INC	11/21/2019	60.08
12205	UNITED FIRE PROTECTIC	UNITED FIRE PROTECTION, INC.	11/21/2019	250.00
12206	UNITED HEALTH CARE	UHS PREMIUM BILLING	11/21/2019	570.63
12207	VRC	VRC	11/21/2019	328.18
12208	XEROX CORP	XEROX CORPORATION	11/21/2019	356.75
12209	YVONNE LAING-LARRIS	YVONNE LAING-LARRIS	11/21/2019	1,320.00

Non-Electronic Transactions:	30,045.85
Total Transactions:	30,045.85

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
201	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	11/07/2019	22,107.55
Non-Electronic Transactions:				22,107.55
Total Transactions:				22,107.55

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
202	WASTE MANAGEMENT	WASTE MANAGEMENT INC. OF FLORIDA	11/21/2019	3,874.48
Non-Electronic Transactions:				3,874.48
Total Transactions:				3,874.48

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
168	CAP ENGINEERING	CAP ENGINEERING	11/01/2019	2,040.00
169	CARBON DESIGN & ARCH	CARBON DESIGN & ARCHITECTURE	11/01/2019	39,300.00
170	ZAHLENE ENTERPRISE IN	ZAHLENE ENTERPRISE, INCE	11/01/2019	215,296.60
Non-Electronic Transactions:				256,636.60
Total Transactions:				256,636.60

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
171	2 SBW	2 S.B.W. & ASSOCIATES, INC	11/13/2019	28,500.00
172	KIMLEY HORN AND ASSO	KIMLEY HORN AND ASSOCIATES INC	11/13/2019	11,229.00
Non-Electronic Transactions:				39,729.00
Total Transactions:				39,729.00

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Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
2148	US WATER	U.S. WATER SERVICES CORPORATION	11/01/2019	3,942.43
Totals:			Total Transactions:	3,942.43