

Monday, October 21, 2019
6:00 pm



Town Hall Commission Chambers
247 Edwards Lane
Palm Beach Shores, FL 33404

**TOWN COMMISSION
REGULAR MEETING AGENDA**

Mayor Myra Koutzen
Vice Mayor Gil Gilgallon

Commissioner Roby DeReuil
Commissioner Bob Stanton
Commissioner Brian Tyler

Town Attorney Keith Davis
Town Clerk Evyonne Browning
Assistant Clerk Gaudy Quesada

1. **CALL TO ORDER**

- a. Pledge of Allegiance
- b. Roll Call

2. **APPROVAL OF MEETING AGENDA** (Additions, substitutions, deletions)

3. **CONSENT AGENDA** (Items that do not need discussion, but require a vote)

- a. September 17, 2019 Regular Commission Meeting Minutes.
- b. September 17, 2019 Budget Hearing No. 2 Meeting Minutes.

4. **PRESENTATIONS/UPDATES**

- a. Undergrounding update, including Undergrounding Utility Project Communications Companies payments, and AT &T. *(Danny Brannon)*
- b. The Town's participation in the 2020 Federal Census *(Mary Stanton and Sandy Goodman)*

5. **DEPARTMENT AND BOARD REPORTS**

- a. Financials
 - 1. Approval of Financial Report for Period ending September 30, 2019
- b. Staff Reports:
 - 1. Police Department
 - 2. Fire Department
 - 3. Public Works
 - 4. Town Clerk
 - 5. Town Attorney
- c. Planning & Zoning Report (verbal)
- d. Revenue Committee Report (verbal)

6. **COMMISSION REPORTS**

7. **PUBLIC COMMENTS**

PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD (Resolution R-7-13)

8. **UPDATES/DISCUSSIONS** (*Non-voting items*)

- a. Update on 118 Cascade Lane (*Keith Davis, Town Attorney*)
- b. District “C” Overlay discussion (*Keith Davis, Town Attorney and Josh Nichols, Zoning Official*)
- c. Town Drainage update (*Rob Rennebaum, Town Engineer*)

9. **OTHER BUSINESS** (Any regular business requiring a vote)

- a. Approve Agreement with Diversified Building Department Management (*Mayor Koutzen*)
- b. Approve Landscaping Contract (*Alan Welch*)
- c. Approval to move forward with an RFP for the Flapper Valve project (*Alan Welch*).
- d. Approval to move forward with an RFP to repair the Beach Bathrooms (*Alan Welch*).
- e. Approval to add Elizabeth Kuechenmeister to the Town’s Revenue Planning Committee (*Mayor Koutzen*)
- f. Approval to add Frank Zizzamia to the Town’s Revenue Planning Committee (*Mayor Koutzen*)

10. **ORDINANCES AND RESOLUTIONS**

- a. **Resolution R-15-19**, A Resolution of the Town Commission to appoint Nina Lammert as a full member to the Planning and Zoning Board pursuant to Section 3.10 of the Town Charter and Sec. 2-51 of the Town Code of Ordinances. (*Presented by Town Attorney, Keith Davis*)
- b. **Resolution R-16-19**, Adopting the 2020 Revised PBC Local Mitigation Strategy Plan. (*Presented by Town Attorney, Keith Davis*)
- c. **Ordinance O-17-19**, AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF PALM BEACH SHORES AT CHAPTER 22. ELECTIONS. SECTION 22-9. TO PROVIDE A MUNICIPAL ELECTION DATE AND RUN-OFF ELECTION DATE FOR THE 2020 TOWN MUNICIPAL ELECTION CONCURRENTLY WITH THE 2020 PRESIDENTIAL PREFERENCE PRIMARY ELECTION. (First Reading). (*Presented by Town Attorney, Keith Davis*)

11. **ADJOURNMENT**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting.

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. FOR HEARING ASSISTANCE: If any person wishes to use a hearing device, please contact the Town Clerk.

**TOWN OF PALM BEACH SHORES, FLORIDA
REGULAR COMMISSION MEETING MINUTES
September 17, 2019**

Mayor Koutzen called the meeting to order at 6:05 pm. The meeting was held at Town Hall, 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Browning called the roll and those present were Mayor Myra Koutzen, Vice Mayor Gil Gilgallon, Commissioner Roby DeReuil and Commissioner Bob Stanton. Commissioner Brian Tyler was not present. Also present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, Town Clerk Browning, and Assistant Clerk Gaudy Quesada.

APPROVAL OF MEETING AGENDA (Additions, substitutions, deletions)

Staff requested to add Special Event Permit SP19-17, 1st Annual Biker Beach Bash to raise funds for local injured and fallen police officers hosted by Darrell Russian and Non—Profit St. Michaels Legion. Event to be held October 5, 2019 from 1:00 pm to 7:00 pm at the Town's Community Center.

MOTION: Vice Mayor Gilgallon moved to approve the meeting agenda as amended.

SECOND: Commissioner Stanton seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES The Motion Passed Unanimously by those present

CONSENT AGENDA (Items that do not need discussion, but require a vote)

- a. August 19, 2019 Regular Commission Meeting Minutes.
- b. September 9, 2019 Budget Hearing No. 1 Meeting Minutes.
- c. Special Event Permit SP19-14, Triathlon sponsored by Riviera Beach & Game On! To be held October 5, 2019 from 6:30 am to 11:00 am with 350 participants.
- d. **ADDED BY MOTION AND VOTE:** Special Event Permit SP19-17, 1st Annual Biker Beach Bash to raise funds for local injured and fallen police officers hosted by Darrell Russian and Non—Profit St. Michaels Legion. Event to be held October 5, 2019 from 1:00 pm to 7:00 pm at the Town's Community Center.

MOTION: Commissioner Stanton moved to approve the consent agenda as amended.

SECOND: Vice Mayor Gilgallon seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES The Motion Passed Unanimously by those present

PRESENTATIONS/UPDATES

- a. Mediation Proclamation (*Mayor Koutzen*)
- b. Undergrounding update (*Danny Brannon*)

DEPARTMENT AND BOARD REPORTS

- a. Financials
 - 1. Approval of Financial Report for Period ending August 31, 2019

MOTION: Vice Mayor Gilgallon moved to approve the report as prepared.

SECOND: Commissioner Stanton seconded the motion.

VOTE:
 Gilgallon: YES
 DeReuil: YES
 Tyler: Not Present
 Stanton: YES
 Koutzen: YES **The Motion Passed Unanimously by those present**

- b. Staff Reports: Police Chief Langevin, Fire Chief Steedman, and Public Works Director Welch gave brief overviews of their departments for the month of August 2019. Town Attorney Davis reminded the Commissioners that they need to complete their 4 hours of required Ethics training.
- c. There was no Planning & Zoning Report.
- d. Update on Sept. 9, 2019 Revenue Committee Workshop:
Kathy Tyler gave an update on their first meeting where the Town Attorney discussed the Sunshine Law requirements. They will work on creating a Mission Statement, look at additional members to make it a 5-member committee. They will be meeting with the Tax Assessor's office so they will better understand the process, look at possible ways to obtain new revenue opportunities, understand the timeshares and how they are evaluated, plus what exemptions are and how they work. Their next meeting will be October 21, 2019 at 3:00 pm.

COMMISSION REPORTS

Mayor Koutzen encouraged everyone to continue to bring items for the Bahamas for hurricane relief to the Port of Palm Beach. They are receiving items at the Port daily.

PUBLIC COMMENTS

PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD (Resolution R-7-13)

There were no public comments. The Mayor closed public comment.

UPDATES/DISCUSSIONS *(Non-voting items)*

- a. Update on the Town's Landscaping Contract and bid process.
Mayor Koutzen stated the Town's 3-year contract with Bass Landscaping ends this month, but they have agreed to stay with the Town on a month to month basis until we can secure a new contract. A proposal will be brought to the Commission at the October 2019 meeting.
- b. Update on Building Department software and processes.
Mayor Koutzen stated that our contracts for Building Department and Code Enforcement services expired months ago and the proposed new agreement was not acceptable. She stated we have found another company, but they cannot begin until November 1st, so we have given Safebuilt a 30-day notice. We will also be looking at hiring a part-time code enforcement officer to work approximately 20 hours per week. They have to be state certified and qualified. We have partnered with "My Gov Now" for software and that will be ready to roll out on November 1st as well.
- c. Update on 118 Cascade Lane
Alan Welch stated that we have hired Seagate Construction to make sure the gas and underground lines are turned off; they will take the walls down once we have all the documents in place, which should take about 3 days to remove them once they get started. The pool will also be covered, and a fence will be placed around it.

OTHER BUSINESS *(Any regular business requiring a vote)*

- a. Appoint a P & Z Alternate to full member to replace Rick Ziegler on the Board.

It was unanimously decided by the Commission that Nina Lammert will be appointed as the new full member to the Board. A resolution will be presented at the October 2019 meeting to this effect.

- b. Agreement between the Town of Palm Beach Shores and Keehn Emergency Medical Services, Inc. to provide emergency medical services to the Town.

MOTION: Vice Mayor Gilgallon moved to approve the agreement as presented.

SECOND: Commissioner Stanton seconded the motion.

VOTE:

Gilgallon: YES

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously by those present

ORDINANCES AND RESOLUTIONS

- a. Ordinance O-16-19, Amending Appendix A., Zoning Ordinance at Section V. District A Regulations, PF 5.4 Maximum Lot Coverage Calculation to limit the Square Footage Credit for Enclosed Garages to Application on the First Floor when the Enclosed Garage is a minimum of Two Hundred Square Feet in Size. (Second Reading). *(Presented by Town Attorney, Keith Davis)*

MOTION: Vice Mayor Gilgallon moved to approve the agreement as presented.

SECOND: Commissioner DeReuil seconded the motion.

VOTE: **Gilgallon: YES**
 DeReuil: YES
 Tyler: Not Present
 Stanton: YES
 Koutzen: YES **The Motion Passed Unanimously by those present**

11. ADJOURNMENT

Mayor Koutzen adjourned the meeting at 7:12 pm.

APPROVED this 21st DAY OF October 2019

ATTEST:

Myra Koutzen, Mayor

Evyonne Browning, Town Clerk

(Seal)

**TOWN OF PALM BEACH SHORES, FLORIDA
BUDGET HEARING NO. 2 MINUTES
September 17, 2019**

Mayor Koutzen called the meeting to order at 6:00 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Browning called the roll and those present were Mayor Myra Koutzen, Vice Mayor Gil Gilgallon, Commissioner Roby DeReuil and Commissioner Robert Stanton. Commissioner Brian Tyler was not present. Also present were Town Accountant Wendy Wells and Attorney Keith Davis.

Town Accountant Wendy Wells stated the following into the record:

1. Presentation of proposed millage rate and tentative budget
 - a. Announce the percentage decrease **(-0.33%)** under the rolled back rate **(6.3710)** necessary to fund the budget
 - b. Announce the proposed millage rate of **6.3500** mills
 - c. Announce the debt service millage rate of **0.4290** mills (bond referendum for underground utility project)
 - d. Summary of tentative budget
 - e. Announce the specific purposes for which ad valorem revenues are being used:
General Administration, Public Works, Public Safety, Fire/EMS, Building Codes, Code Enforcement, Town Roads, Town Lift stations, Community Center, and insurance.

PUBLIC COMMENTS. None

ACTION ITEMS:

- a. Resolution R-13-19,
 1. Final millage rate for FY 2019/20:

MOTION: Commissioner Stanton moved to adopt the final millage rate at 6.35 mills.

SECOND: Commissioner DeReuil seconded the motion.

VOTE:

Gilgallon: YES

DeReuil: YES

Tyler: Not Present

Stanton: YES

Koutzen: YES The Motion passed unanimously by those present

2. Final debt service millage rate for FY 2019/20:

MOTION: Vice Mayor Gilgallon moved to adopt the final debt service millage rate at 0.4290 mills as presented regarding the bond referendum for underground utility project.

SECOND: Commissioner DeReuil seconded the motion.

VOTE:
Gilgallon: YES
DeReuil: YES
Tyler: Not Present
Stanton: YES
Koutzen: YES

The Motion passed unanimously by those present

b. Resolution No. R-14-10, Final Budget for FY 2019/20:

MOTION: Vice Mayor Gilgallon moved to adopt Resolution R-14-10 for the FY 2019/20 Budget as presented.

SECOND: Commissioner DeReuil seconded the motion.

VOTE:
Gilgallon: YES
DeReuil: YES
Tyler: Not Present
Stanton: YES
Koutzen: YES

The Motion passed unanimously by those present

c. Adjournment – The meeting was adjourned at 6:04 pm

APPROVED this 21st day of October 2019.

ATTEST:

Myra Koutzen, Mayor

Evyonne Browning, Town Clerk

(Seal)

TOWN OF PALM BEACH SHORES

MONTHLY FINANCIAL REPORT

	CASH & INVESTMENTS		REVENUE			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2018	\$ 2,514,047		\$ 5,213,755	\$ 173,022	\$ 5,109,963	98%
10/31/2018	\$ 2,281,567		\$ 5,149,810	\$ 93,173	\$ 93,173	2%
11/30/2018	\$ 2,402,952		\$ 5,403,227	\$ 484,362	\$ 577,535	11%
12/31/2018	\$ 4,746,065		\$ 5,403,227	\$ 2,922,904	\$ 3,500,439	65%
1/31/2019	\$ 4,523,910		\$ 5,403,227	\$ 182,293	\$ 3,682,732	68%
2/28/2019	\$ 4,492,286		\$ 5,403,227	\$ 210,920	\$ 3,893,653	72%
3/31/2019	\$ 4,207,522		\$ 5,403,227	\$ 208,286	\$ 4,101,939	76%
4/30/2019	\$ 4,174,735		\$ 5,403,227	\$ 360,461	\$ 4,462,400	83%
5/31/2019	\$ 3,926,648		\$ 5,403,227	\$ 158,648	\$ 4,621,048	86%
6/30/2019	\$ 3,742,254		\$ 5,403,227	\$ 451,635	\$ 5,072,683	94%
7/31/2019	\$ 3,705,698		\$ 5,468,538	\$ 274,796	\$ 5,347,479	98%
8/31/2019	\$ 3,435,247		\$ 5,468,538	\$ 142,574	\$ 5,490,053	100%
9/30/2019	\$ 3,090,996					

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2018	\$ 5,213,775	\$ 384,580	\$ 143,793	\$ 528,374	\$ 4,984,535	96%
10/31/2018	\$ 5,149,810	\$ 362,599	\$ 15,184	\$ 377,782	\$ 377,782	7%
11/30/2018	\$ 5,403,227	\$ 291,715	\$ (9,054)	\$ 282,661	\$ 660,443	12%
12/31/2018	\$ 5,403,227	\$ 540,803	\$ (62,153)	\$ 478,650	\$ 1,139,093	21%
1/31/2019	\$ 5,403,227	\$ 430,457	\$ (20,648)	\$ 409,808	\$ 1,548,902	29%
2/28/2019	\$ 5,403,227	\$ 207,236	\$ 113,426	\$ 320,662	\$ 1,869,563	35%
3/31/2019	\$ 5,403,227	\$ 380,509	\$ 89,497	\$ 470,005	\$ 2,339,569	43%
4/30/2019	\$ 5,403,227	\$ 243,242	\$ 182,473	\$ 425,715	\$ 2,765,284	51%
5/31/2019	\$ 5,403,227	\$ 403,354	\$ 27,482	\$ 430,836	\$ 3,196,119	59%
6/30/2019	\$ 5,403,227	\$ 371,573	\$ 270,624	\$ 642,197	\$ 3,838,317	71%
7/31/2019	\$ 5,468,538	\$ 273,131	\$ 83,414	\$ 356,545	\$ 4,194,862	77%
8/31/2019	\$ 5,468,538	\$ 355,734	\$ 77,051	\$ 432,784	\$ 4,627,646	85%
9/30/2019		\$ 395,603				

Budget Amendment #1 was adopted by the Town Commission on November 19, 2018.

Budget Amendment #2 was adopted by the Town Commission on July 15, 2019.

*The Town Treasurer is closing the fiscal year ended 9/30/19.
Final numbers will be ready for the auditors by the end November.*

Town of Palm Beach Shores
Disbursements - September 2019

Check #	Type	Date	Vendor Name	Amount
1197	C	9/5/2019	673 Bishop's Water Company	\$ 632.50
1198	C	9/5/2019	666 Bound Tree Medical	\$ 292.66
1199	C	9/5/2019	11 Nationwide Retirement Solutions	\$ 195.00
1200	C	9/5/2019	16 Palmdale Oil Company, Inc.	\$ 35.85
1201	C	9/5/2019	19 PBC Police Benevolent Association	\$ 517.00
1202	C	9/5/2019	821 Robert Villagomez	\$ 120.00
1203	C	9/5/2019	100 Toshiba Business Solutions	\$ 298.95
1204	C	9/5/2019	104 Waste Management	\$ 10,824.79
1205	C	9/12/2019	324 AC Enforcement, Inc.	\$ 365.72
1206	C	9/12/2019	5 AFLAC	\$ 337.36
1207	C	9/12/2019	651 Brian's Carpet & Commercial Flooring	\$ 6,733.00
1208	C	9/12/2019	115 Clean & Treat Co.	\$ 85.00
1209	C	9/12/2019	52 Comcast	\$ 69.95
1210	C	9/12/2019	52 Comcast	\$ 108.04
1211	C	9/12/2019	52 Comcast	\$ 108.04
1212	C	9/12/2019	52 Comcast	\$ 108.04
1213	C	9/12/2019	107 Davis and Ashton, P.A.	\$ 8,385.60
1214	C	9/12/2019	772 Florida Stormwater Association	\$ 500.00
1215	C	9/12/2019	80 FL Public Utilities	\$ 153.01
1216	C	9/12/2019	163 Graphic Designs International	\$ 85.00
1217	C	9/12/2019	89 Home Depot Credit Svcs	\$ 652.34
1218	C	9/12/2019	90 Hulett Environmental Services	\$ 277.00
1219	C	9/12/2019	95 Lowes	\$ 1,007.20
1220	C	9/12/2019	11 Nationwide Retirement Solutions	\$ 195.00
1221	C	9/12/2019	226 Palm Beach Embroidery	\$ 685.50
1222	C	9/12/2019	22 PBC League of Cities	\$ 1,208.00
1223	C	9/12/2019	30 Poly Systems Company	\$ 1,549.40
1224	C	9/12/2019	831 Randy's Plumbing, LLC	\$ 396.89
1225	C	9/12/2019	520 SAFEbuilt, LLC	\$ 8,376.50
1226	C	9/12/2019	775 School Outfitters	\$ 3,243.41
1227	C	9/12/2019	129 Tisha Worcester	\$ 500.00
1228	C	9/12/2019	99 Torcivia, Donlon, Goddeau and Ansay, PA	\$ 333.00
1229	C	9/12/2019	100 Toshiba Business Solutions	\$ 614.54
1230	C	9/12/2019	348 United Lighting Sales Inc.	\$ 89.70
1231	C	9/12/2019	290 Westside Reprographics, Inc.	\$ 134.15
1232	C	9/12/2019	131 WEX BANK	\$ 32.06
1233	C	9/19/2019	7 All Safe Safe & Lock	\$ 1,352.81
1234	C	9/19/2019	556 Armchem International	\$ 601.99
1235	C	9/19/2019	737 AT&T	\$ 229.87
1236	C	9/19/2019	823 AT&T Mobility	\$ 507.36
1237	C	9/19/2019	37 Bass Property Maintenance, Inc.	\$ 6,138.03

Town of Palm Beach Shores
Disbursements - September 2019

Check #	Type	Date	Vendor Name	Amount
1238	C	9/19/2019	47 Board of County Commissioners	\$ 2,827.65
1239	C	9/19/2019	564 Brannon & Gillespie LLC	\$ 16,986.50
1240	C	9/19/2019	48 Bug Stoppers	\$ 450.00
1241	C	9/19/2019	225 C&T Auto Care	\$ 467.87
1242	C	9/19/2019	32 City of Riviera Beach	\$ 2,590.61
1243	C	9/19/2019	52 Comcast	\$ 7.91
1245	C	9/19/2019	575 Dmitriy Dinovitser	\$ 437.52
1246	C	9/19/2019	420 Gaudy Quesada	\$ 12.99
1247	C	9/19/2019	659 Image Companies	\$ 2,770.00
1248	C	9/19/2019	425 Jason's Arborcare Service Inc.	\$ 11,999.87
1249	C	9/19/2019	565 Jodi Novella	\$ 128.76
1250	C	9/19/2019	847 John Zampella	\$ 90.00
1251	C	9/19/2019	779 Laura Brown	\$ 330.22
1252	C	9/19/2019	830 Mary Boeckler	\$ 64.40
1253	C	9/19/2019	774 Mission Communications, LLC	\$ 1,126.80
1254	C	9/19/2019	226 Palm Beach Embroidery	\$ 576.00
1255	C	9/19/2019	25 Palm Beach Shores Volunteer Fire Dept.	\$ 40.00
1256	C	9/19/2019	196 Performance NAPA	\$ 180.10
1257	C	9/19/2019	137 Professional ID Cards	\$ 177.50
1258	C	9/19/2019	821 Robert Villagomez	\$ 30.00
1259	C	9/19/2019	771 Rocky's Pool Service, Inc.	\$ 150.00
1260	C	9/19/2019	494 Signs by Tomorrow	\$ 4,629.20
1261	C	9/19/2019	773 Sunbelt Rentals, Inc.	\$ 1,537.18
1262	C	9/19/2019	532 United Rentals	\$ 3,496.54
1263	C	9/19/2019	134 United Systems Technology. Inc.	\$ 3,194.16
1264	C	9/19/2019	101 Verizon Wireless	\$ 8.04
1265	C	9/19/2019	290 Westside Reprographics, Inc.	\$ 684.39
1266	C	9/19/2019	131 WEX BANK	\$ 261.66
1268	C	9/26/2019	121 Alan Welch	\$ 60.00
1269	C	9/26/2019	665 Andrew Fenton	\$ 60.00
1270	C	9/26/2019	854 Apple Inc.	\$ 4,311.00
1271	C	9/26/2019	852 Avery Binnix	\$ 33.00
1272	C	9/26/2019	746 Essential Net Solutions	\$ 25.99
1273	C	9/26/2019	67 Ferrellgas	\$ 48.99
1274	C	9/26/2019	71 FL Power & Light	\$ 3,222.98
1275	C	9/26/2019	420 Gaudy Quesada	\$ 90.00
1276	C	9/26/2019	676 Guardian	\$ 1,458.77
1277	C	9/26/2019	90 Hulett Environmental Services	\$ 277.00
1278	C	9/26/2019	853 Jessica Quarles	\$ 43.07
1279	C	9/26/2019	565 Jodi Novella	\$ 106.99
1280	C	9/26/2019	603 Kajak Plumbing & Backflow	\$ 610.00

Town of Palm Beach Shores
Disbursements - September 2019

Check #	Type	Date	Vendor Name	Amount
1281	C	9/26/2019	95 Lowes	\$ 153.11
1282	C	9/26/2019	256 Michael Simmons	\$ 120.00
1283	C	9/26/2019	16 Palmdale Oil Company, Inc.	\$ 1,543.73
1284	C	9/26/2019	851 Paul Africano	\$ 112.20
1285	C	9/26/2019	25 Palm Beach Shores Volunteer Fire Dept.	\$ 7,954.85
1286	C	9/26/2019	484 Shred-It	\$ 282.56
1287	C	9/26/2019	38 Signs of Progress Inc.	\$ 700.00
1288	C	9/26/2019	375 Simmons & White, Inc.	\$ 394.23
1289	C	9/26/2019	643 Suntrust Bank	\$ 11,030.42
1290	C	9/26/2019	586 The Standard Insurance Company	\$ 715.32
1291	C	9/26/2019	348 United Lighting Sales Inc.	\$ 5,422.00
1292	C	9/26/2019	103 Comp Benefits	\$ 200.62
1293	C	9/26/2019	104 Waste Management	\$ 2,822.49
1294	C	9/26/2019	290 Westside Reprographics, Inc.	\$ 621.94
1295	C	9/26/2019	112 Zimmerman Tree Service	\$ 942.00
ADP, LLC	E	9/6/2019	697 ADP, LLC	\$ 145.15
ADP, LLC	E	9/20/2019	697 ADP, LLC	\$ 143.35
Blue Cross Blue Shield of Florida, Inc.	E	9/24/2019	127 Blue Cross Blue Shield of Florida, Inc.	\$ 33,922.72
FRS	E	9/3/2019	172 FRS	\$ 42,220.24
PBS Payroll	E	9/11/2019	146 PBS Payroll	\$ 65,836.86
ADP Taxes	E	9/13/2019	PR PBS Payroll Taxes	\$ 24,011.61
ADP Wages	E	9/27/2019	PR PBS Payroll	\$ 66,354.60
ADP Taxes	E	9/27/2019	PR PBS Payroll Taxes	\$ 23,255.54
Viking Utility Inc.	E	9/30/2019	832 Viking Utility Inc.	\$ 294,278.28
				\$ 706,867.74

General Fund	\$ 395,602.96
Underground Utilities Fund	\$ 311,264.78
Total	\$ 706,867.74



Palm Beach Shores Police Department

247 Edwards Lane, Palm Beach Shores, Florida 33404

Phone (561) 844-3456 Fax (561) 844-9189

ITEM 5b
Oct 21 2019

Steven Langevin
Chief of Police

Mayor and Commission
October Commission meeting
Septembers stats
10-08-2019

Attached are the usual statistics as far as reports, citations and calls for service. Our residents are slowly returning and letting us know to take them off our closed house list which we are very grateful for, so there are no mix-ups.

The Mayors Youth council will hold our Halloween event October 27th at Noon to 3PM. We will have the usual 50 pumpkins to carve, bounce houses and crafts along with Pizza.

We have been busy with the merger tasks, one of the most arduous tasks has been auditing the evidence room and removing what is old and is no longer needed for evidence or for records retention, both these processes are governed by Florida Statute and the rules must be strictly adhered to. PBSO has sent 2 evidence techs to assist Sergeant Simmons and who has done a remarkable job.

Closing down and switching over all the various State and Federal programs is an ongoing task, but we are close and will be ready for November 1.

As always, we thank you for all you do for us.

Steven Langevin
Chief of Police



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES FIRE DEPARTMENT
12 September 2019 – 16 October 2019

TO: Mayor Myra Koutzen
Town Commissioners

FROM: Trevor L. Steedman, Fire Chief

DATE: 16 October 2019

OVERVIEW

The Palm Beach Shores Fire Department is a combination (Career and Volunteer) Fire and Emergency Services delivery system. The Town maintains a Public Protection Classification of “3” through the Insurance Services Office (ISO). PBSFD Fire - Rescue personnel staff the Town’s Fire Station 24 hours per day, seven days per week, and 365 days per year. Duty shifts consist of 24-hour operational periods with one career Firefighter/Paramedic supplemented by out-of-district (Non-resident) volunteer Fire-Rescue personnel. These personnel respond to all calls for service including, but not limited to Fires, Emergency Medical calls, fire alarm activations, gas leaks, electrical hazards, elevator rescues, water rescues, natural disasters and public assists. Additional duties include apparatus and facilities maintenance, pre-incident planning, training, hydrant inspections, community risk reduction, public education and other duties as assigned. The Town’s Fire Department maintains the following suppression and emergency response apparatus / equipment:

- 2005 Pierce Contender 1250 Gallon per Minute (GPM) pumper.
- 2005 EVI 750 GPM Fast Attack pumper
- 2011 Can Am – Water Rescue / Beach Response ATV
- 2011 Chevy Tahoe – Chief / Command Utility Vehicle.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION TOWN OF PALM BEACH SHORES FIRE DEPARTMENT

12 September 2019 – 16 October 2019

OPERATIONS

- **Staffing**

- Career Staff.

- One Full-Time vacancy is in the process of being filled
 - Ocean Rescue personnel will transition the Fire Department operations structure on November 1, 2019 commensurate with the PBSO merger.

- Volunteer Staff

- Recruitment and Retention efforts remain a priority. The entry versus attrition rate (predominantly due to full-time employment opportunities with other area departments) remains constant. There are 30 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.

- **General Operations**

- Apparatus Replacement Schedule for capital purchase planning

- Projected apparatus replacement in FY 2020
 - Partial funding source: Fanning Public Safety Bequest
 - Pursuing Local Funding Initiative Request (State Senate Appropriations) for matching funds
 - Donations, unless otherwise specified, are directed toward replacement fund

- **Daily/Weekly/Monthly Duties for On-Duty Personnel**

- Operational, Administrative & Training initiatives are ongoing.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES FIRE DEPARTMENT

12 September 2019 – 16 October 2019

- Workforce & Officer Development
 - Training & Education
 - Workforce development initiatives continue which include:
 - Formal rescue training
 - Ride-along shifts with West Palm Beach Fire Department
 - Revision completed of the Performance Objectives (PO's) in the Volunteer Member Orientation Program to coincide with current operational policies and practices is complete and implemented.
 - Standards Compliance Initiative
 - Adopted *National Fire Service Professional Qualifications Board* standards or equivalent for Line, Staff and Command level Officers, Fire Apparatus Driver Operator (FADO) and Firefighters to include:
 - NFPA 1001 *Standard for Fire Fighter Professional Qualifications*
 - NFPA 1002 – P *Standard for Fire Apparatus Driver/Operator (FADO) Professional Qualifications.*
 - PBSFD FADO program was implemented in September 2017.

Chief Steedman asked Wendy Wells to forward the FADO program information to the Town's insurance carriers for consideration of lowering our premium costs. The FADO program incorporates *Safe Driving Practices, Roadway Incident Safety, Seatbelt compliance and Apparatus Backing / Collision Prevention* modules.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES FIRE DEPARTMENT
12 September 2019 – 16 October 2019

- NFPA 1021: *Standard for Fire Officer Professional Qualifications*
 - Validate rank structure for integration into County NIMS/ICS model.
- NFPA 1720 *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*
 - This standard specifies requirements for effective and efficient organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination fire departments to protect citizens and the occupational safety and health of fire department employees. The NFPA 1720 Standard has been in existence since 2001.
- Fleet Deployment & Maintenance
 - All apparatus is in service at the time of this report
 - Ocean Rescue 80
 - ATV for deployment to Beach and water-related emergencies for direct and more expedient access to related calls-for service.
 - “OR80” is in the County dispatch queue for Palm Beach Shores.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION TOWN OF PALM BEACH SHORES FIRE DEPARTMENT

12 September 2019 – 16 October 2019

COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- Hydrant Inspection Program
 - PBSFD inspects hydrants on a monthly basis
 - Inspection reports are forwarded to Public Works Director who in turn facilitates repairs through the Riviera Beach Water Utilities Department
 - Three hydrants remain out of service for deficiencies found during the inspections and identified for repairs / replacement.
- Special Secondary Certificate of Public Convenience & Necessity (COPCN)
 - Provide immediate Advanced Life Support (ALS) service for Palm Beach Shores
 - This service is achievable and sustainable within the current budget and subsequent comparable budgetary allocations.
 - Electronic Patient Care Reporting System (E-PCR) initiated
- *Community CPR & AED* – Presented twice annually
- *Courtesy Home Fire Safety Surveys* – (Implemented: November 2017)
 - Value-added initiative supports the quality of life and safety for our PBS Community.
 - Residents voluntarily request surveys. PBSFD is working with PBSPD (Chief Langevin) to offer a combined home safety and security survey in a cooperative effort of both public safety agencies.
 - Smoke alarms are available through the PBSFD (Grant Funded).



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION TOWN OF PALM BEACH SHORES FIRE DEPARTMENT

12 September 2019 – 16 October 2019

- Palm Beach Shores is a *Pulse Point* mobile application site – *Pulse Point* is a pre-arrival solution designed to support public safety agencies working to improve cardiac arrest survival rates through improved bystander performance.
- *Pre-Incident Planning* – This on-going initiative serves to familiarize first responders with high-risk occupancies, unique hazards and special properties in Palm Beach Shores and plan accordingly for potential emergencies.
- *File of Life* Program – (Program initiated on 15 March 2017). Program materials funded through budgeted line item: *Community Risk Reduction - Prevention*. Kits are available during business hours at the Town Hall front office.
- *Fire Extinguisher Selection, Use and Maintenance*
 - Delivered as a hands-on opportunity to community members at selected Property Owner's Association meetings.
 - PBSFD Firefighters worked side-by-side with members of the community to utilize fire extinguishers to put out incipient-stage fires in a controlled setting.
 - Delivered this same program to our partners in the business community. Training provided to staff of the Marriott Resorts and Sailfish Marina and Resort.
- Public Service Announcements (PSA's) and *Helpful Links* additions will be made to the Town's Fire Department webpage following the transition to the new website. Working with the *Drowning Prevention Coalition of Palm Beach County* on a water safety initiative.



TOTAL CALLS FOR SERVICE	35 - (Fire: 18) (Medical: 17)
LAST REPORTING PERIOD	34 – (Fire: 10) (Medical: 24)
PERCENTAGE OF INCREASE / DECREASE	(Total: + 2.9 %) (Fire: +80 %) (Medical: -29.2 %)

TRAINING & DRILLS	DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
				FIRE	RESCUE	EMS			
	17 Oct 2019	1830	90 Edwards Lane	X			Engine Co. Operations	18	Hands-On
	24 Oct 2019	1830	90 Edwards Lane	X			First Arriving Tactical Ops.	19	Hands-On
	08 Oct 2019	1830	247 Edwards		X	X	Basic Rope Rescue & Rigging	20	Hands-On
	15 Oct 2019	1830	247 Edwards		X	X	Medical Assessment Scenarios	19	Hands-On
	Formal Training Drills – 04								
Personnel Participation (Formal) – 76									
Personnel Training Hours – 225									



Public Works Department

Item #: 5 b 3.

Monthly Status Report

October 2019

Community Center:

1. Receiving estimates to repair the cooper gutters due to leaks and separating from building.
2. Receiving estimates to repair the south east upper and lower window sill due to water leaks.
3. Scheduling to sand and prep all the metal doors on the 1st floor for painting.
4. The two 100 lb. LP Tanks that supply the BBQ Grill due to exceeding life span have been replaced.
5. Scheduling to construct a roof to cover the BBQ gas grill LP tanks located on the south east corner of the building.
6. The projects listed is funded through the approved general budget.

Grounds & Parks:

1. Scheduling to pressure clean and paint the Gazebos located at the Town Hall and Inlet Park, in progress due to weather conditions.
2. Scheduling to perform the necessary maintenance and staining of all the park benches located along the Parkway, in progress due to weather conditions.
3. Performing irrigation repairs with the assistance of Viking Electric along the east side of the Parkway between Edwards Lane and Bravado Lane due to the Towns underground project with electrical conduit installation.
4. The projects listed is funded through the approved general budget.

Streets:

1. The new Street Name Signs and additional misc. street signs have been delivered for installation due to damage.
2. Scheduling to perform maintenance on the Street Lights in ground electrical service boxes in various locations. Researching Street Light Poles and fixture replacements due to damage and maintenance requirements. This project will be ongoing due to the Street Lights being discontinued. The following repairs have been completed between Edwards Lane and Cascade Lane.
3. Installing the new Tacoma Circle Directional Arrow signs before the intersections on Atlantic Ave. This project was put on hold due to the Town underground project installing new conduit. The signs will be installed the week of October 21, 2019.
4. Assisting Riviera Beach Water Department with the replacement of Fire Hydrants and new shut off valves located on Lake Drive, Linda Lane, and Tacoma Lane. The Contractor assisting with the project is Johnson and Davis. This project is still ongoing due to the Town underground project on Lake Drive.

5. Receiving quotes and information to install tidal valves in the storm drain outfall pipes located at Lake Drive and Bamboo Road, and Lake Drive and Inlet Way.
6. The projects listed are funded through the approved general and capital budget.

Lift Stations:

1. Scheduling to pressure wash the wet wells and perform maintenance to the pumps.
2. Repairing manhole covers and spacer rings in streets on Linda Lane and Blossom Lane.
3. Performed general maintenance on the communication monitoring panels and performed the general painting of all valves and vent pipes.
4. The projects listed are funded through the approved general budget.

Public Works Building, Police Building, Fire Department Annex Building, Beach Building:

1. The Police Departments renovations are completed as of October 11, 2019. The renovations have been a group effort between the Police Department Staff and the Public Works Department Staff.
2. Receiving quotes to repair the exterior stucco and perform the required repairs of the Beach Bathroom Building.
3. The projects listed is funded through the approved capital and general budget.

Foot Note:**Training / Certificates:**

1. The next training courses begin in November, 2019 for all Public Works Staff. These courses will consist of waste water, pumps, and Storm Water Advanced Engineering looking to the future Level 1 & 2.
2. Continuing Education in Florida Stormwater Erosion and Sedimentation Control.
3. OSHA'S Model Training Program for multiple certifications & continuing education credits.

TOWN CLERK REPORT

October 2019 Commission Report

TASKS	STATUS
Upcoming Meetings	<ul style="list-style-type: none"> ➤ P & Z Meeting October 23, 2019 (144 Lake Dr dock) ➤ November 6, 2019 DRC at 2:00 pm (if any projects submitted) (deadline to submit for DRC is October 28, 2019) ➤ November 18, 2019 Regular Commission Meeting – 6:00 pm ➤ November 26, 2019 – Regular P & Z Meeting – 6:30 pm (moved from regular date of November 27, 2019 due to Thanksgiving)
Building Department Updates	<p>September 2019:</p> <ul style="list-style-type: none"> • Total Permits issued: 14 • Total Permit Fees Paid: \$6,099.09 • Total Construction Value: \$38,409.83 • Total Permits issues in 2019 to date: 376 • Total Permit Fees in 2019 to date: \$159120.14 • Total Construction Value in 2019 to date: \$8,037,682.14 <p>➤ NEW HOURS FOR THE BUILDING DEPARTMENT! We are open Monday, Wednesday, and Friday from 9:00 am to 1:00 pm to take in Building Permit Applications. All other building department related business are during normal business hours (8:30 am to 4:30 pm, Monday through Friday).</p>
Code Compliance	<p>New/ongoing open Code Violations September 2019: 28</p> <ul style="list-style-type: none"> • 10 Yard debris, bulk and trash/garbage collections times (Code Sec. 38-9) • 9 Property Maintenance (Code Sec. 14-329) • 3 No Business Tax/Certificate of Use (Code Sec 18-16) • 2 Temporary Signs (Code Sec 58-53) • 4 Expired Tags, prohibited vehicles (Code Sec. 70-75)
Community Center	7 events September 2019: 3 Town/Misc., 4 Church

To: Palm Beach Shores Town Commission
From: Mayor Myra Koutzen
Re: Drainage Ordinances
Date: October 21, 2019

In 2016, the Town Commission considered and deferred 3 ordinances designed to regulate drainage in order to reduce street flooding and to protect neighbors, particularly street-level properties situated next to new homes that have been raised because of FEMA flood requirements. The ordinances were designated O-4-16, O-5-16 and O-6-16.

The 2016 Commission asked that we investigate best practices and understand how these requirements might impact new development. We have done so and have some positive experience with properties here in Palm Beach Shores.

Our Town Engineer, Rob Rennenbaum, will attend the Commission meeting to discuss these ordinances and to answer the previous Commission's concerns. With the Commission's approval, we wish to revisit these ordinances for consideration and implementation.



PROFESSIONAL SERVICES PROPOSAL

Diversified Building Department Management (DBM) is proud to submit a proposal for inspection/plan review and Building Official services to the Town of Palm Beach Shores, Florida, a political subdivision of the State of Florida, with an office located at 247 Edwards Lane, Palm Beach Shores, FL 33404 (hereinafter "Town"). The parties hereby agree that DBM shall provide normal professional services and emergency / hurricane services to the Town in accordance with terms and conditions set forth below:

Now, therefore, the parties agree as follows:

1. Scope of Services

DBM shall provide a Building Official, multi-licensed building inspector/plans examiner to the Town. DBM represents that it is and continues to be duly certified in all categories of building inspector/plans examiner as required by the State of Florida and shall maintain said certification(s) in full compliance with the State of Florida. DBM will provide its own transportation and all necessary tools while completing inspections.

2. Independent Contractor

It is expressly understood and agreed by both parties hereto that DBM is acting in the capacity of an independent contractor and shall in no way be considered as an employee of the Town and, therefore, shall not be eligible or entitled to any health insurance coverage, fringe benefits, worker's compensation coverage or participation in the retirement system.

3. Compensation

The Town will pay DBM \$75.00 per hour on an as needed basis authorized by the Town for inspections, Plan Review and Building Official duties. Itemized invoices will be submitted to the Town on the first day of each month, payable within thirty days. During the course of the contract the hourly rate of pay shall be reviewed on a yearly basis.

4. Term, Termination and Cancellation

This Agreement shall remain in effect from **TBD** through **TBD**. Either party may terminate this Agreement by providing written notice to the other party. At the time of such notice of termination, DBM will cease all work. The town shall have the option to renew this agreement for up to one (1) additional two (2) year period upon the same terms and conditions contained herein.

5. Confidential Information

During the term of this Agreement and for a period of one year thereafter, DBM shall keep the Town information strictly confidential by using the same care and discretion that would be common in the industry subject, however, to federal and state laws relating to freedom of information and public records.

6. Indemnification

DBM agrees to indemnify and hold harmless the Town and its agents, officers, employees and representatives from any and all claims and liabilities, including attorney's fees and court costs, for which the Town can or may be held liable as a result of injury or death to persons or damage to property by reason of any acts or omissions of DBM arising out of or in connection with this Agreement.

7. Insurance

DBM will provide insurance in a manner and form acceptable to the Town.

8. Notices

All notices, demands and other communications required or permitted hereunder or in connection herewith shall be in writing and shall be deemed to have been fully given and delivered (including receipt by verified facsimile transmission) or mailed in the continental United States by first class mail, postage prepaid, to a party at the following address, or to such other address as such party may hereafter specify by notice:

Notice to Town of Palm Beach Shores:

Town of Palm Beach Shores
Attention: Mayor Myra Koutzen
247 Edwards Ln
Palm Beach Shores, FL 33404

Notice of DBM

Diversified Building Department Management 6362 Michael St. Jupiter, FL 33458

9. Entire Agreement

There are no other agreements or understandings between the parties except as set forth in this Agreement and both parties agree on behalf of themselves, their successors, heirs and administrators and assigns to be bound hereby.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

Signed sealed and delivered in the
Presence of:

Town of Palm Beach Shores:

Witness

Witness

Diversified Building Department Management:

Witness

Witness

TOWN OF PALM BEACH SHORES
AGREEMENT FOR BUILDING OFFICIAL, PLAN REVIEW,
AND INSPECTION SERVICES

This Agreement is entered into this _____ day of October, 2019, by and between the TOWN OF PALM BEACH SHORES, FLORIDA, a municipal corporation, with offices located at 247 Edwards Lane, Palm Beach Shores, Florida 33404, hereinafter referred to as the “Town,” and DIVERSIFIED BUILDING DEPARTMENT MANAGEMENT CORP., a Florida corporation with offices located at 6362 Michael Street, Jupiter, Florida 33458, hereinafter be referred to as the “Contractor.”

W I T N E S S E T H

The Town and the Contractor, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby agree as follows:

1. **SCOPE OF SERVICES:** The Contractor shall provide building official, plan review, permitting and inspection services, and certain meeting attendance (Development Review Committee, Planning and Zoning Board, and Town Commission on an as-needed basis. These services are pursuant to the agreement between the Contractor and the Town of Jupiter Inlet Colony, upon which the Town is piggybacking, attached hereto as Exhibit “A”. All necessary transportation, tools, and materials will be provided by the Contractor as specified, and all work shall be completed in a good, substantial and workman-like manner in accordance with industry recognized best practices.

2. **TERM; TERMINATION:** This Agreement shall have a term of one (1) year, and shall automatically renew for additional one (1) year terms unless and until terminated by either party. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party, via certified mail, for any reason or for convenience.

3. **NOTICE:** Notice, when required herein, shall be considered sufficient when sent by certified mail to the parties at the following addresses:

Town	Contractor
Town of Palm Beach Shores 247 Edwards Lane Palm Beach Shores, Florida 33404 <i>Attn: Town Clerk</i>	Diversified Building Department Management 6362 Michael Street Jupiter, Florida 33458 <i>Attn: Buck S. Evans, President</i>

4. **COMPENSATION:** In consideration for the above Scope of Services, the Town shall pay the Contractor Seventy Dollars (\$70.00) per hour for inspections, and Seventy-Five dollars (\$75.00) per hour for plan review and meeting attendance in accordance with Exhibit “A”. The Town shall pay the Contractor within thirty (30) days of receipt of an invoice. The hourly rate specified herein shall be reviewed annually in conjunction with any renewal term. Any change to the hourly rate shall require the agreement of both the Town and the Contractor.

5. **INSURANCE:** The Contractor shall provide proof of workman’s compensation insurance at the statutory required amounts, and automobile & professional liability insurance in amounts acceptable to the Town but in no event less than \$1,000,000.00 , and shall name the Town as an “additional insured” on the liability portion of the insurance policies.

6. **INDEMNIFICATION:** The Contractor shall at all times indemnify, defend and hold harmless the Town, its agents, servants, and employees, from and against any claim, demand or cause of action of whatsoever kind or nature, arising out of error, omission, negligent act, conduct, or misconduct of the Contractor, his/her agents, servants, or employees in the performance of services under this Agreement. Nothing in this provision shall be constructed as consent by the parties to be sued, nor as a waiver of the Town’s sovereign immunity beyond the limits provided for in Section 768.28, *Florida Statutes*.

7. **PERMITS, CERTIFICATIONS AND LICENSES:** The Contractor shall be solely responsible for obtaining and complying with all necessary permits, certifications, and licensing required for the work to be performed pursuant to the terms of this Agreement from any federal, state, regional, county or Town agency.

8. **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor and not an employee of the Town. The Town and the Contractor agree that this Agreement is not a contract for employment and that no relationship of Employee/Employer or Principal/Agent is or shall be created hereby nor shall hereafter exist by reason of the performance of the services herein

provided.

9. **OFFICE OF THE INSPECTOR GENERAL:** Pursuant to Article XII of the Palm Beach County Charter, the Office of the Inspector General has jurisdiction to investigate municipal matters, review and audit municipal contracts and other transactions, and make reports and recommendations to municipal governing bodies based on such audits, reviews or investigations. All parties doing business with the Town shall fully cooperate with the inspector general in the exercise of the inspector general's functions, authority and power. The inspector general has the power to take sworn statements, require the production of records and to audit, monitor, investigate and inspect the activities of the Town, as well as contractors and lobbyists of the Town in order to detect, deter, prevent and eradicate fraud, waste, mismanagement, misconduct and abuses.

10. **ATTORNEY'S FEES:** In the event a dispute arises concerning this Agreement, the prevailing party shall be awarded attorney's fees, including fees on appeal.

11. **CHOICE OF LAW; VENUE:** This Agreement shall be governed and construed in accordance with the laws of the State of Florida, and venue shall be in Palm Beach County should any dispute arise with regard to same.

12. **AMENDMENTS AND ASSIGNMENTS:** This Agreement, all Exhibits attached hereto, and required insurance certificates constitute the entire Agreement between both parties; no modifications shall be made to this Agreement unless in writing, agreed to by both parties, and attached hereto as an addendum to this Agreement. The Contractor shall not transfer or assign the performance of services called for in the Agreement without prior written consent of the Town.

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

14. **PUBLIC RECORDS:** In accordance with Sec. 119.0701, *Florida Statutes*, the Contractor must keep and maintain this Agreement and any other records associated therewith and that are associated with the performance of the services contemplated herein. Upon request from the Town's custodian of public records, the Contractor must provide the Town with copies of requested records, or allow such records to be inspected or copied, within a reasonable time in

accordance with access and cost requirements of Chapter 119, *Florida Statutes*. A Contractor who fails to provide the public records to the Town, or fails to make them available for inspection or copying, within a reasonable time may be subject to attorney's fees and costs pursuant to Sec. 119.0701, *Florida Statutes*, and other penalties under Sec. 119.10, *Florida Statutes*. Further, the Contractor shall ensure that any exempt or confidential records associated with this Agreement or associated with the provision of services contemplated herein are not disclosed except as authorized by law for the duration of the Agreement Term, including extensions, and following completion of the Agreement if the Contractor does not transfer the records to the Town. Finally, upon completion of the Agreement, the Contractor shall transfer, at no cost to the Town, all public records in possession of the Contractor, or keep and maintain public records required by the Town. If the Contractor transfers all public records to the Town upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. Records that are stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the Town's information technology systems.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE TOWN CLERK, RECORDS CUSTODIAN FOR THE TOWN, AT (561) 844-3457, OR AT ebrowning@pbstownhall.org, OR AT 247 EDWARDS LANE, PALM BEACH SHORES, FLORIDA 33404.

15. **HEADINGS:** The headings contained in this Agreement are provided for convenience only and shall not be considered in construing, interpreting or enforcing this Agreement.

16. **SEVERABILITY:** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability or any other provision of this

Agreement and this Agreement shall be construed and enforced in all respects as if the invalid or unenforceable provision is not contained herein.

17. **ENTIRE AGREEMENT:** This five (5) page Agreement constitutes the entire agreement between the parties; no modification shall be made to this Agreement unless such modification is in writing, agreed to by both parties and attached hereto as an addendum to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

WITNESSES:

DIVERSIFIED BUILDING DEP'T. MGT. CORP.

Buck S. Evans, President

(Corporate Seal)

TOWN OF PALM BEACH SHORES

ATTEST:

Myra Koutzen, Mayor

Evyonne Browning, Town Clerk

(Seal)

**Town of Palm Beach Shores, Florida
Commission Agenda Memorandum**

**Meeting: 10/21/19
Agenda Item #**

ITEM 9b

Subject: Approve Landscape Contractor BrightView Landscaping

Request: To approve a 3 year contract with BrightView Landscaping to perform the Towns Lawn requirements.

Background: The existing 3 year Lawn Maintenance Contract with Bass Landscaping expired on October 1, 2019. Due to the Hurricane season and delays Bass Landscaping agreed to have a provision in the contract to continue the Lawn Maintenance Service on a monthly agreement. This allowed the Town to initiate the formal Bid Process on September 13, 2019 and commence the Bid opening on September 20, 2019 at 2:00 pm. After review with the Bid committee it was decided that Bass Landscaping was awarded the new 3 year Lawn Maintenance Contract. Jim Bass the owner of Bass Landscaping was contacted that day awarding his company the new 3 year contract. On Monday, September 23, 2019 Jim Bass came into Town Hall to respectfully decline the contract between his company and the Town and presented a letter stating the request. This decision was based on personnel issues and not with the Town. The Bid Committee then discussed the other Bid applicants and it was decided to award the contract to BrightView Landscaping who was the second choice.

Discussion of Proposal: To proceed with the approval to except a 3 year Lawn Maintenance Contract with BrightView Landscaping beginning on November 1, 2019.

Potential Solutions: BrightView Landscaping is a professional company who can provide the required resources that exceeds the Towns Lawn Maintenance requirements.

Legal Issues: Upon obtaining preliminary quotes (\$65,000+/-) it was discovered that the cost reaches a threshold level that required the Town to undergo a formal bid process to award a new contract.

Fiscal Impact: This is a budgeted item that is allocated in the current Budget Plan FY 2019-2020 for the scope of work presented.

Staff Recommendation: To approve BrightView Landscaping as the Towns Lawn Maintenance contractor.

BASS PROPERTY MAINTENANCE, INC
16138 E. HIALEAH DR.
LOXAHATCHEE, FL. 33470
Office: 561-514-1464
email@basslandscape1983.com

September 24, 2019

Town of Palm Beach Shores
Attention: Evyonne Browning, CMC
Town Clerk
247 Edwards Lane
Palm Beach Shores, Fl. 33404

Re: Rescinding our bid for new lawn maintenance contract

Dear Ms. Browning:

Thank you for the opportunity to bid on the new contract for the town's lawn maintenance. After careful consideration we have decided to withdraw our bid.

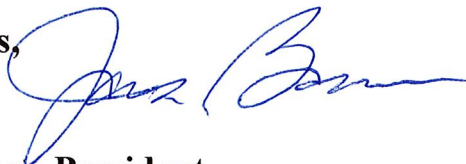
The temporary bid will be honored through the end of October.

My goal is to retire at the end of 2021 and spend the next year positioning the business to be able to do that.

We have been doing commercial landscaping and municipal lawn maintenance for 36 years. Town Palm Beach Shores is the ninth municipality that we have done lawn maintenance contracts for. We are very thankful for the professionalism and courtesy shown toward us by the staff and residents. We are very fond of your community and take pride in helping to make it beautiful.

My wife and I have actually vacationed at two of the beachfront resorts in the last two years and hope to do that many more times.

Best regards,



James T. Bass, President



BID FORM

BID TITLE: Town of Palm Beach Shores Lawn Maintenance

CONTRACTOR COMPANY NAME: _____

BrightView Landscape Services, Inc.

DATE: 9/18/2019

BID AMOUNT: \$82,312.50

Susan DeSantis

SIGNATURE:

9/18/2019

DATE:



Palm Beach Shores

September 19, 2019

BrightView Landscape Services, Inc. Service Summary & Pricing

	FREQUENCY
▶ Mowing Service Mowing, edging, stringtrimming, and blowing	42 Services / Yr
▶ Detail Service - As per scope of work Prune, trim, weed, detail all beds & plant material. Trim all trees under 8 feet & palms under 12 feet Spray paved areas for weeds <i>*All Hedges and Shrubs will be trimmed on an average of every 6 weeks or 6x a year and will follow Florida Best Management Practices**</i>	6 Services / Yr
▶ Inlet Park and Sea Grapes will be trimmed and maintained	3 Services / Yr
▶ Horticultural Program - As per BrightView Agronomics Plan	
St. Augustine Turf Fertilization weed & insect Fertilize, weed and insect control for all St. Augustine turf areas <i>**Proprietary Blend of Slow Release Granular Based on Your Specific Needs**</i>	6 Apps / Yr
Ornamental Shrub, Tree & Palm Fertilization Fertilize all plant material, trees, flowering plants and palms	4 Apps / Yr
Integrated Pest Management Inspect landscape and treat as needed <i>Does not include white fly treatment</i>	2 Apps / Yr
Palm Fertilization Fertilize applicable palm trees	2 Apps / Yr
▶ Irrigation System Maintenance Monthly Wet Checks	TBD Services / Yr

Total Annual Investment for Services Listed Above:	Per Year	\$82,312.50
	Per Month	\$6,859.38

ADDITIONAL SERVICES:

FREQUENCY:

▶ Annual Flowers	Rotations / Yr.	TBD
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September 18, 2019

Town of Palm Beach Shores
247 Edwards Lane
Palm Beach Shores, FL 33404

RE: BID TITLE: TOWN OF PALM BEACH SHORES LAWN MAINTENANCE

BrightView Landscape Services, Inc. ("BrightView") is happy to submit the enclosed documentation in response to the Town of Palm Beach Shores Lawn Maintenance RFP. This letter confirms that BrightView is accepting the bid, signatures, seals, any requests/ requirements from the Town. In addition, BrightView is respectfully notifying the Town that the enclosed bid will include a 3% YOY price increase.

Please feel free to contact Richard Ingram at (561) 445-2076 or rich.ingram@brightview.com if additional information is required.

Regards,

A handwritten signature in blue ink that reads "Susan DeSantis". The signature is fluid and cursive.

Susan DeSantis
Assistant Secretary
BrightView Landscape Services, Inc.

INVITATION TO BID - REBID SUBMITTAL INSTRUCTIONS

1. GENERAL INFORMATION

The purpose of this Invitation to Bid is to obtain firm pricing for Lawn and Landscape Maintenance Services to be performed on Town property in the Town of Palm Beach Shores.

BID TITLE: TOWN OF PALM BEACH SHORES LAWN MAINTENANCE

CONTRACT START DATE: 11/1/2019

CONTACT: Alan Welch, Public Works, (561)844-3457

All sealed bids must be received in the office of the Town Clerk on or before **September 20, 2019 at 1:00 pm**. Bids will be publicly opened, read aloud and reviewed on **September 20, 2019 at 2:00 pm**.

SUBMIT SEALED BID TO: Town of Palm Beach Shores
247 Edwards Lane
Palm Beach Shores, FL 33404

Bids must include three (3) copies

The Invitation to Bid and Submittal Instructions, together with the Bid Specifications, along with any addenda thereto, form a part of this proposal and by reference are made a part hereof.

These documents constitute the complete set of specification requirements and bid forms. One original and three (3) copies of the Bid Form must be completely filled in, signed, sealed and returned to the Town Clerk's office on or before the specified time and date.

It is the sole responsibility of the bidder to ensure that his or her bid reaches the Clerk's Office on or before the closing date and time. The Town of Palm Beach Shores shall in no way be responsible for delays caused by any occurrence. Offers by telephone, telegram or facsimile SHALL NOT be accepted.

The bid time must be and shall be scrupulously observed. Under no circumstances shall bids delivered after the time specified be considered. Such bids will be returned to the bidder unopened. All bids must be typewritten or written in ink and must be signed in ink by an officer or employee having authority to bind the company or firm.

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, beginning ten days after the bid opening.

2. SITE VISIT

Individual site visits for bid preparation can be arranged by calling Alan Welch, Public Works, at (561)844-3457.

3. AWARD OF BIDS

All bids timely submitted will be referred to Town of Palm Beach Shores Bid Committee for bid tabulation and review which will take place at a public Bid Review Meeting to be held on **September 20, 2019 at 1:00 PM** with recommendation to the Town Commission who shall award the bid. The meeting tentatively set for the bid award is **October 21, 2019** at a Commission meeting.

4. QUALIFICATION OF BIDDERS

This bid shall be awarded only to a responsible bidder, qualified to provide the work specified. The Town may select the bidder that it believes, in its sole discretion, to be in the best interest of the Town. In addition to cost, the Town may consider other factors including the location of the bidder's offices, and any past contractual relationships with the Town. The bidder SHALL SUBMIT THE FOLLOWING INFORMATION WITH THE PROPOSAL:

- A. CONTRACTORS QUALIFICATION FORM which contains a list and brief description of similar work satisfactorily completed with location, dates of contracts, names and addresses of owners and phone numbers. Provide a minimum of five (5) references.
- B. Fully executed Bid Form.
- C. Copies of certificates of competency, licenses, insurance documents, etc.

FAILURE TO SUBMIT THE ABOVE REQUESTED INFORMATION SHALL BE CAUSE FOR REJECTION OF BID AT THE SOLE DISCRETION OF THE TOWN. THE TOWN RESERVES THE RIGHT TO REJECT ALL BIDS AND RE-BID IN ITS SOLE DISCRETION.

BID SPECIFICATIONS FOR LAWN MAINTENANCE SERVICES FOR THE TOWN OF PALM BEACH SHORES

The Town of Palm Beach Shores (PBS) is seeking bids from qualified Lawn Maintenance companies to provide a variety of services. The work to be done under this contract includes, but is not limited to; providing all labor, supervision, equipment, incidentals, and related items necessary for lawn maintenance services as set forth in the specifications contained herein.

A. LICENSE:

1. All Bidders must be qualified under the laws, rules and regulations of the State of Florida and PBS to perform the work required by these documents.
2. All Bidders must be registered with the State of Florida, Bureau of Entomology and Pest Control under the provisions of Chapter 482, *Florida Statutes*.
3. The successful Bidder will be required to obtain and hold a current business tax receipt from PBS during the term of the contract.

B. INSURANCE:

Without limiting Bidders' indemnification, it is agreed that the successful Bidder will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Bidder's policy contains higher limits, PBS will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to PBS naming PBS as additional insured. PBS must be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible must be the sole responsibility of the Bidder providing such insurance. These certificates must provide a ten (10) calendar day notice to PBS in the event of cancellation, non-renewal or a material change in the policy.

1. Statutory Workers Compensation insurance as required by the State of Florida.
2. Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.

3. Comprehensive Automobile Liability insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000.00 per person, \$300,000.00 per occurrence and \$100,000.00 property damage.

C. CONTRACT:

The proposal of the successful Bidder as contained on the Bid Form, together with these Bid Specifications, the Contractor's Qualification Form, the Bidder's certificates of competency, licenses, insurance documents, etc., and the written PBS Lawn Maintenance Agreement, will constitute the contract. The term of the contract will be three (3) years, beginning 11/1/19 with an additional three (3) year renewal option based on performance and availability of funding and as determined by PBS to be in the best interest of PBS. The contract may be cancelled by either party at any time by giving a written ninety (90) day notice.

D. PAYMENT:

Payment will be made on a unit monthly basis upon acceptance by PBS.

E. EXPERIENCE/REFERENCES:

1. The Bidder is required to provide a minimum of five (5) references. At least one reference must be similar in project size and scope which will be verified. The list of references must be attached to the bid form. All reference material provided become the property of PBS and also become public record.
2. The successful Bidder must have been in the lawn maintenance service business for a minimum of five (5) years. Bidders shall provide documentation of applicable license, certification, and/or commercial experience. PBS reserves the right to request documentation at any time during the contract period.

F. ADDITIONAL INFORMATION:

PBS reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

G. ASSIGNMENT OF WORK:

Contract work cannot be subcontracted out. The contract will be with the successful Bidder and PBS only.

H. COMPLETION OF WORK:

PBS and the successful Bidder shall mutually agree upon a schedule for completion of work which shall be included in the contract. PBS has the right to assign work to an alternative Bidder if both parties cannot mutually agree.

I. DEBRIS REMOVAL:

The successful Bidder shall be responsible for removal of all debris from the site and cleaning work areas. The successful Bidder shall keep the premises free of debris and unusable materials resulting from their work and as work progresses, or upon request of PBS, and shall remove such debris and materials from property. Private properties as well as town owned streets and walkways shall be cleaned to be left as pre worked conditions.

J. EQUIPMENT STORAGE:

The successful Bidder will transport equipment off site after work is completed. PBS does not and will not supply storage areas for equipment.

K. PRICING:

PBS requires a firm fixed annual price.

L. GENERAL REQUIREMENTS:

1. The successful Bidder to furnish all necessary equipment, materials, qualified/English speaking supervisor, and crews to perform lawn maintenance services as specified by PBS, job site to be cleaned at end of each workday. The successful Bidder is only to complete work that is assigned by PBS.
2. Licenses of any nature, necessary for any and all work, shall be secured and paid by the successful Bidder. This shall include being a registered contractor in PBS.
3. All work shall be done to the complete satisfaction of PBS and in accordance with all municipal, county, state, and federal laws, ordinances and regulations applicable to said work.
4. The successful Bidder will at all times in the performance of this contract exercise due care and caution for the safety and welfare of the workmen employed on the job, the general public, PBS employees and property. Most areas covered by this contract are public park areas that have high pedestrian traffic. For the safety of the pedestrians all machinery and equipment must be idled during their presence.

M. AREAS COVERED UNDER CONTRACT:

All PBS public property is covered under this contract. Areas include from Bamboo Road to Inlet Park (parkway), Inlet Park, Beach Lot, Overflow Grass Parking Lot and Community Center. (See attached map.)

N. MOWING:

1. All turf areas as set forth in Section M shall be mowed from April 1st through October 31st every seven (7) days. All turf areas shall be mowed from November 1st through March 31st every fourteen (14) days or more often if necessary. At Inlet Park,

Overflow Grass Parking Lot and Beach Lot every effort must be made to avoid cutting native vegetation as directed by town.

2. Mowing Height will be maintained within the range of two and one half inches (2 1/2") to three and one half inches (3 1/2") in height.
3. Every effort should be made to avoid mowing on Mondays and Fridays.

O. WEED WHIPPING:

Flat trim (weed-eat) all turf around trees, shrubs, beds and standard objects (poles, signs, etc.) to same mowing height and on the same schedule as set forth above in Section N.

P. EDGING:

1. Edge all walkways and roadways described above in Section M. to coincide with mowing operations and schedule as set forth in Section N.
2. Edge all established bed areas every two (2) weeks during the entire contract term.
3. Collect and dispose of debris from edging and mowing operations on the same day as these tasks are performed.

Q. WEEDING AND WEED CONTROL:

1. Establish bed areas around ornamental plants and soft wood trees. Spray beds with herbicide as needed to control grass and weed growth. (Beds will be circular with a minimum radius of six inches (6") around trees.)
2. Spray weeds and grasses in sidewalk expansion joints and cracks, parking area pavement, and around utility installations as needed with herbicide.
3. Treat weed infested turf with Atrazine or similar type herbicide four (4) times a year during contract term.
4. Weeding and weed control may require "hand" application as necessary.

R. PRUNING AND HEDGE TRIMMING:

1. Prune all hedges and shrubbery two (3) times a year during contract term.
2. Trim all Ixora species at six (6) week intervals; trim all Vitex species four times per year during contract term.
3. Trim all tree limbs that overhang walk areas as necessary so as not to impede pedestrian traffic, or as directed by PBS.
4. Trimming of Inlet Park vegetation (3) times per year at a height of 3 feet. Removal of Australian Pines new growth.
5. Trimming of the beach sea grapes (3) times per year at a height of 3 feet and 10 feet at specified locations.

S. FERTILIZATION:

1. Supply all stipulated fertilizers.
2. Fertilize all turf areas on the Parkway two (2) times a year, and ornamentals three (3) times a year using a premium blend, complete fertilizer with all minor elements.
3. Fertilize hibiscus species four (4) times a year with a 6-2-6 or 7-2-7 blend.

T. INSECT CONTROL:

1. Apply pesticide to all turf and ornamentals two (2) times per year using pet-friendly and PBS approved pesticides.
2. Advise the PBS of any infestations.
3. Apply insect control products as directed by PBS.
4. Post conspicuous warning signs in the treated areas for public awareness.

U. IRRIGATION: Repair and replace:

1. Repair or replace any sprinkler heads and other irrigation system components which are damaged by mowing operations at no cost to PBS.
2. Advise PBS of any malfunctions in irrigation systems which are not the result of contractors operations.
3. Follow irrigation schedules and times as determined and directed by PBS.

V. LEAF REMOVAL AND/OR MULCH:

1. Remove and/or mulch leaves from Parkway grounds during the entire year.
2. Blow leaves from Town Hall parking areas weekly.
3. In the event of an act of God, such as hurricane, freeze, severe storm or blight, submit a proposal and cost estimate for clean-up of leaves and other debris, and for the hauling of debris to a dump site.

W. OTHER DUTIES:

1. PBS will require a monthly report of ALL contractor activity of services provided, including, but not limited to mowing, weed whipping, fertilizer, herbicide and pest control application to be submitted by the tenth (10th) day of each month.
2. PBS has in place a tree trimming contract that trims PBS owned trees twice a year. The successful bidder will assist PBS personnel in formulating list of trees to be trimmed and scheduling as well as monitoring contractors performance.
3. PBS has in place an "Environmental Committee" comprised of concerned property owners that meet once a month to review PBS aesthetics and PBS parks appearance. Contractor interaction with this is group, the Town Manager and Director of Public Works is required for such activities as Arbor Day planting, Parkway review, and may include other plantings that may be recommended by the Environmental Committee and approved by PBS.
4. PBS may require plantings and improvements that are not covered in this contract; this may include but is not limited to flower/shrub plantings, tree replacement, and supplying lawn maintenance service to private properties that are under PBS Code Enforcement Violation Order.
5. PBS may require additional proposals for these additional services when needed, which must be in writing and approved in advance by PBS.

X. CHANGE ORDERS:

Any change orders to the firm fixed price per unit must be in writing and approved by PBS prior to commencement of work.

Areas Covered Under Contract



1: Parkway (Bamboo Road to Inlet Park)

2: Inlet Park

3: Beach Lot, Overflow Grass Parking Lot and Community Center



Town Of Palm Beach Shores Lawn Maintenance

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9/17/2019

Town of Palm Beach Shores

Dear Palm Beach Shores,

BrightView is pleased to submit a professional landscape proposal for the Town of Palm Beach Shores. Based on our history servicing communities like yours as well as BrightView's 70 year service history, we will focus on being pro-active, providing consistent high quality service, maintaining plant material health, strong contractor capabilities, fair pricing, and constant written communication between your community and our local BrightView team.

The enclosed proposal was developed based on feedback and our experience. Our skilled team will continue to achieve your landscape goals and keep your property looking its best. Again, our service commitment will include these areas as a high priority:

Communication
Attention To Detail
Quality
Resources

As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your success. When you partner with BrightView, you will have a team of local professionals dedicated to the careful stewardship of your landscape and its enduring beauty and value.

Thank you for the opportunity to submit this proposal. I will follow up with you in the next few days to answer any questions you may have. Feel free to contact me at 561-445-2076 or by email rich.ingram@brightview.com

Sincerely,

Rich Ingram

Rich Ingram
Business Developer



BRIGHTVIEW REFERENCES

BrightView 

Recently Completed Work

	Job Name	Job Site Address	City	Client Name	Client Contact	Client Phone	Description of Work	Contract Amount	Job Type
	Privé at Island Estates	5000 & 5500 Island Estates Drive	Aventura	Suffolk Construction Company, Inc.	Jorge Orobittg	(561) 282-3000	tree relocation, landscape and irrigation	\$959,000.00	Private
	Sole Mia Miami Unit 53 Arden Western Linear Park Improvement Project	15055 Biscayne Blvd	North Miami	Turnberry Construction LLC	German Regueiro	(305) 937-6200	landscape and irrigation	\$975,230.81	Priv Fund/ Pub Land
		Western Linear Park	Palm Beach	Northern Palm Beach County Improvement District	Robert Lawson	(561) 624-7830	hardscape, landscape and irrigation demolition, masonry flatwork, site furnishings, landscape and irrigation systems and landscape planting	\$646,848.49	Public
	Diplomat Resort & Spa	3555 South Ocean Drive	Hollywood	Diplomat Hotel Lessee, LLC	Brenda Hilgers			\$1,273,258.00	Private
	Highland Dunes Phase 1	19425 Southern Boulevard	Loxahatchee	Highland Dunes Associates Property LLC	Dan Rawn	(561) 531-1565		\$7,977,252.37	Private
	SoLe Mia Way Baptist Health Cancer Institute 29699	Sole Mia Way, Sole Mia Bend and NE 143 St. 8900 N. Kendall Drive	North Miami	Oleta Partners, LLC a Delaware Limited Liability Company	Mario Romine	(305) 682-4130	landscape, irrigation and hardscape	\$2,853,567.00	Priv Fund/ Pub Land
			Miami	The Robins & Morton Group	Ron Bowes	(407) 916-7235	landscape, irrigation and hardscape enhanced horizontal concrete, landscape and irrigation	\$1,661,915.00	Private
	Brickell CityCentre - EPO Building	66 SW 6th Street	Miami	Americaribe - Moriarty, JV	Humberto Laos	(305) 842-2185		\$16,176.00	Priv Fund/ Pub Land
	Brickell CityCentre-West Block	700 South Miami Avenue	Miami	Americaribe - Moriarty, JV	David Fellows	(305) 842-2185	landscape and irrigation	\$1,163,000.00	Priv Fund/ Pub Land
	Brickell CityCentre North Block	601 South Miami Avenue	Miami	Americaribe - Moriarty, JV	David Fellows	(305) 842-2185	landscape and irrigation	\$762,000.00	Priv Fund/ Pub Land

BRIGHTVIEW FINANCIAL INFORMATION

Financial Statement



Financial Facts

Dun & Bradstreet Number:	14-4780863
Independent Auditor:	Our financial statements are audited annually by Deloitte & Touche LLP
Principal Bank:	PNC Bank
Financial Statements:	<p>If audited financials or other finance and accounting information is needed, please have both parties execute a Financial NDA located at http://internal.brightview.com/adm/legal/cv/default.aspx and submit the fully signed NDA with the request for audited financials to accounting department in Plymouth Meeting via the following mailbox: externalfinancialrequests@brightview.com</p> <p>Release of financial information outside the financial summary below requires the prospective customer to sign a non-disclosure agreement. Refer to the sharepoint site for agreement templates provided by legal.</p> <p>A minimum notification of 2 business days is requested for all financial information. Please ensure to clearly state the specific information required and the required due dates.</p>

Financial Summary[†]:

	December 31, 2015	December 31, 2016	September 30, 2017 [^]
For the year ended (in thousands)			
Sales	2,214,839	2,185,302	1,713,579
Cash Flow From Operations	123,419	111,947	78,899
	December 31, 2016	September 30, 2017	
Total Assets	\$2,890,638	\$2,858,620	
Working Capital	\$180,590	\$160,372	
Shareholders' Equity	\$705,206	\$696,261	

Sales for the past five fiscal years:

2017 [^]	\$1,713,579
2016	\$2,185,302
2015	\$2,214,839
2014	\$1,612,528
2013	\$914,197

[†]This information is excerpted from BrightView's audited financial statements.

[^] BrightView changed its fiscal year end from December 31 to September 30, beginning with September 30, 2017. The 2017 results shown above represent the nine month transition period.

BrightView Landscapes, LLC
CREDIT REFERENCES

Firm Name: **BrightView Landscapes, LLC**
Address: 401 Plymouth Road, 5th Floor
Plymouth Meeting, PA 19462

Phone: (844) 235-7778

Principal: Jeff Herold, CEO & President
401 Plymouth Road, 5th Floor
Plymouth Meeting, PA 19462

Type of Business: Landscape Maintenance

Years in Business: (Current Year) – 1939 = Years in Business

Own/Rent Building: Rent

Bank: PNC Bank, N.A.
800 Connecticut Avenue, N.W.
Washington, D.C. 20006
Credit Information Dept.
888-762-2265
Name on Account – BrightView Funding, LLC

General Account #: xxxxxx8818

Dun & Bradstreet #: 14-478-0863

Credit References:

SITEONE LANDSCAPE SUPPLY
1425 N. MCDOWELL BLVD, SUITE 125
PETALUMA, CA 94954
OFFICE: 707-665-4240
FAX: 707-795-1928
CONTACT: ANDREA MANTUA

STAPLES BUSINESS ADVANTAGE
1945 OLD GALLOWS ROAD
VIENNA, VA 22182
OFFICE: 301-755-3915
FAX: 508-305-8077
CONTACT: KURT WRIGLEY

KOHLER EQUIPMENT
7021 ANNAPOLIS ROAD
LANDOVER HILLS, MD 20784
PHONE: 301-577-8111
FAX: 301-577-8847
CONTACT: MARY HULBERT

FISHER & SON COMPANY
110 SUMMIT DRIVE
EXTON, PA 19341
PHONE: 484-879-2542
FAX: 610-363-0563
CONTACT: PATRICIA MALDONADO MELENDEZ

ARLINGTON POWER EQUIPMENT, INC.
1015 E. PALATINE ROAD
ARLINGTON HEIGHTS, IL 60004
PHONE: 847-253-5727
FAX: 847-392-6756
CONTACT: DON SARANZAK



Asset List

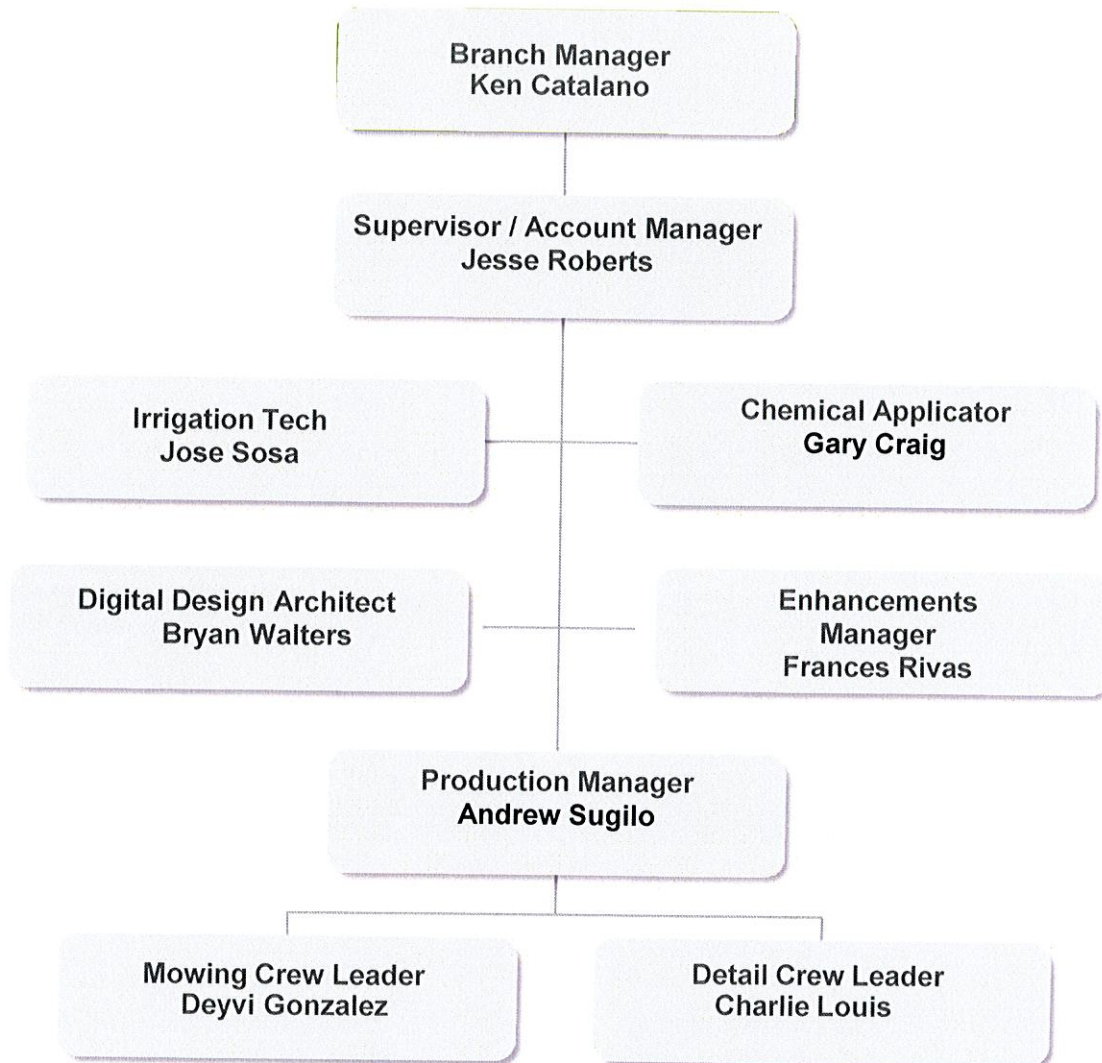
- *1 Branch Manager*
- *1 Assoc. Branch Manager*
- *6 Account Managers*
- *1 Enhancement Manager*
- *3 Production Managers*
- *2 Branch Administrators*
- *1 Mechanic*
- *117 Crew Members*
- *40 Trucks*
- *15 Box Trailers*
- *2 Flat Bed Trailers*
- *70 Mowers (27 72", 30 60", 13 48")*

BRIGHTVIEW OUR COMPANY

BrightView 

OUR COMPANY | CUSTOMER SERVICE TEAMS

Palm Beach Shores- Customer Service Team



To ensure a successful partnership, **effective communication** is one of our top priorities. We have found that the best way to keep our customers highly satisfied, is to always make sure we understand your current needs and priorities. We believe in being proactive in our communication and have designed several forms and checklists our customers find valuable for staying apprised of their landscape status and maintenance activity. Additionally, we are equipped to respond quickly to new and unexpected needs as they arise.

At BrightView, we have established a unique and highly effective organizational structure that will ensure maximum attention is put on delivering not only consistency and quality, but effective communication. We call this our **Customer Service Teams** or "CST" for Short.

OUR COMPANY | CUSTOMER SERVICE TEAMS

Account Manager- Your direct contact and liaison between Palm Beach Shores and our operations team. The Account Manager will communicate with your representative daily to ensure she and the community 100% aware of what is happening at Palm Beach Shores. They will host quality service assessments, property walks, safety audits and make sure the property exceeds your standards. ** Account Manager will be available for any scheduled meeting or evaluation.

Production Manager- Your Production Manager will oversee and direct all field operations. They are in contact with the Account Manager throughout the day and divulge all information, punch lists, and tasks requested by our clients, to the crews in the field.

Crew Supervisors- Each field operations team is assigned a crew Supervisor. This individual will be on your property every week. This way, he or she will learn the site and know it inside and out. The Crew supervisor report directly to the Production Manager and ensure all necessary items are carried out on a weekly basis. They will inspect the properties each visit and maintain quality control.

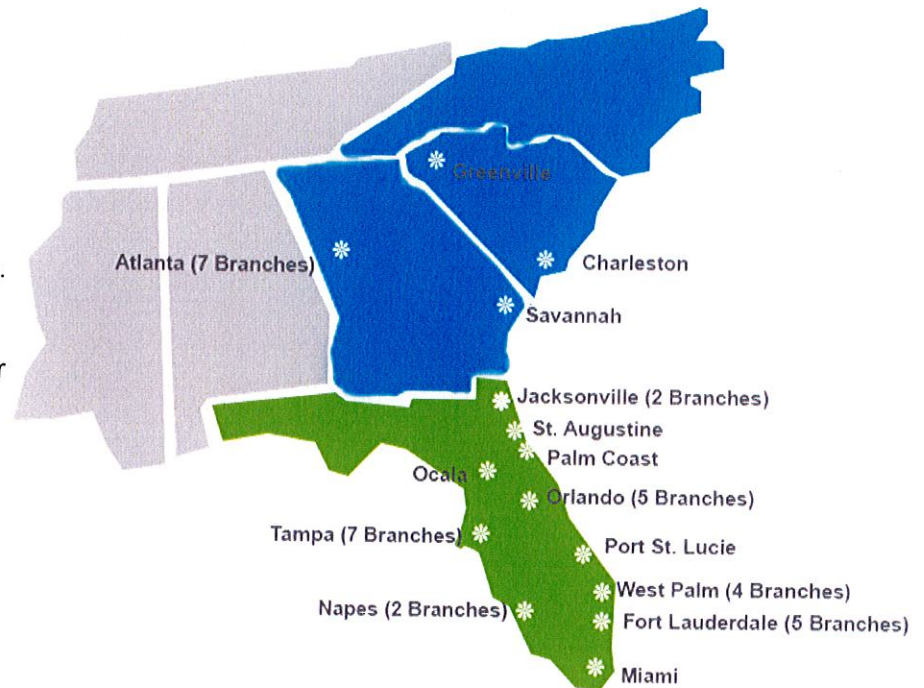
Irrigation Specialist- Your irrigation specialist oversees your entire irrigation division at Westlake. He will be completing wet checks and delivering the work orders to the irrigation technicians on a daily basis.

Chemical Applicator- Our chemical applicator treats all participating properties with EPA approved pesticides in accordance with best management practice. They utilize proper fertilization methods that best fit the needs of your property. All fertilization team members are highly trained and licensed.

Enhancement Manager- Enhancement managers and our landscape design staff are skilled designers who can visualize and execute cost effective, sustainable landscape solutions to your sites needs. They will work with the Account Manager and the client to develop designs, renderings and cost estimates.

Field and Landscape Crews- At the heart of our company is our crews and landscape gardeners. They are all experienced landscape professionals with a strong focus on attention to detail. They are in charge of all ground work that will take place on site. This includes mowing, blowing, edging, pruning, weeding and debris pick up. They will fulfill all contractual obligations and are directed by the Production Manager and Account Manager.

BrightView brings together 140 years of combined experience and client-focused service. We united under the shared belief that taking care of our teams and clients should always be at the heart of what we do. Today, we carry that commitment forward, forging a new era of landscape services. True to our name, BrightView represents our optimism for the future- offering new opportunities for our clients and team members to succeed.



Meet BrightView

Introducing a Bright New Outlook for
your Landscape Services



Our **22,000 committed team members** take great pride in caring for you and your landscape through:

► Consistent Excellence

We start by understanding your goals, then execute a strategy designed to exceed them.

► Proactive Service

Industry-leading talent stays one step ahead of your needs to keep you ahead of the curve.

► Steady Client Focus

We empower our team members to go the extra mile to make your job easier.

A Wealth of Resources Dedicated to You

Turn your landscape into a strategic asset with comprehensive capabilities that **support you through every stage.**

DESIGN

Forward-thinking, constructible design that considers future operating costs

DEVELOP

Seamless project delivery that meets your goals and long-term expectations, on-time and on-budget

ENHANCE

Thoughtful improvements to enrich your landscape's appearance and sustainability

MAINTAIN

Consistent service delivery and proactive solutions that keep your property at its best, now and in the future



New Name.

Same Passion to Serve You.

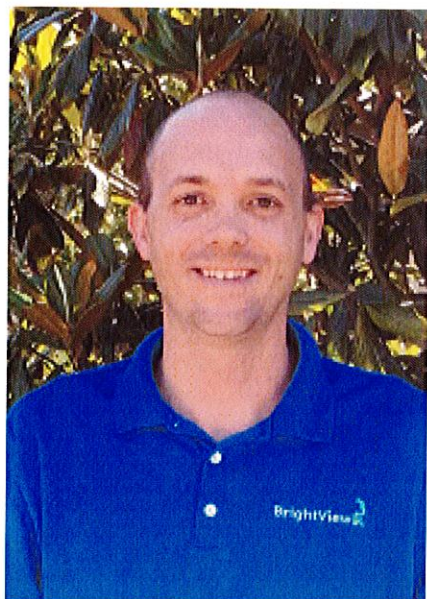
In 2014, Brickman & ValleyCrest combined to form BrightView, bringing together 140 years of combined experience and client-focused service. We united under the shared belief that taking care of our teams and clients should always be at the heart of what we do. Today, we carry that commitment forward, forging a new era of landscape services. True to our name, BrightView represents our optimism for the future—offering new opportunities for our clients and team members to succeed.

Local Resources, National Reach

Benefit from the individualized support of a local team, backed by the resources of a national company. No detail is too small, and no problem too big. With the extensive BrightView branch network, you get the best of both worlds—experts familiar with the nuances of your region, plus best-in-class solutions only an industry leader can provide.

Contact Us

BrightView Landscape
13710 Okeechobee Blvd
Loxahatchee, FL 33470
(561) 784-3450



Florida

15 years in Florida's
Green Industry

Florida Green Industry
Best Management
Practices Instructor

Certified Pest Control
Operator

Florida Turf Grass
Association Member

"Butchart Gardens in Victoria, British Columbia tops my list of botanical gardens. It consists of several distinct horticulturally themed gardens, my favorite of which are the Japanese and Sunken gardens. In my opinion there is nothing more beautiful than walking through the Japanese garden under the Maple trees with their twisted branches and variety of colors. As a landscape professional I am happy to be a part of recreating the beauty of a botanical garden in the landscapes that we maintain."

CAL LEGGETT

Director, Technical Services

Upon graduating from Colorado State University with a Bachelor's of Science in Horticulture, Cal began his horticultural career in Mt. Dora, FL. Over his more than 15 years in the green industry, Cal has held various roles throughout Florida, including the Florida Department of Agriculture and Consumer Services. Cal has been with BrightView for more than 8 years and currently serves as the Director of Technical Services for Florida and Puerto Rico.

Expertise

- Supporting branches and employees with the diagnosis of plant health issues and remedies to rectify concerns.
- Developing and supporting turf and ornamental agronomic plans across the region.
- Internal and external training, to include CEU courses. Cal has taught CEU courses for more than 3 years and covers topics such as: Florida Friendly Landscaping, Successful Landscape Factors, Irrigation Practices and Tree Care Practices.

Project Spotlight: Four Seasons Resort Orlando



The Four Seasons Resort Orlando came to BrightView with a difficult set of site conditions to overcome. The soil had poor drainage and was nutritionally depleted at the time the landscape was installed.

Cal developed a customized fertilizer program for the soil conditions which created a lush, tropical landscape. BrightView employees enjoy being regularly stopped by guests who comment on the beautiful landscape they enjoyed while on vacation.

SCOPE OF SERVICES

SUMMERIZED SCOPE OF SERVICES

- **Turf Management**
 - Mowing (St. Augustine) Scope: (42)
 - Edging (Hard edge every mow, soft edge every other mow)
 - **Shrub Management**
 - 6 times per year (every 6 weeks)
 - **Ground Cover Management**
 - **Bed Maintenance**
 - As needed with round up
 - **Drive ways & Sidewalks**
 - As needed with round up
 - **Tree Management program**
 - Palms up to 12 feet (6 times/yr.)
 - **Irrigation Management**
 - **Fertilization**
 - Turf fertilizations
 - Palms and Shrubs
 - **Pest Management**
 - Monitored as needed
 - Spot treat as needed
- **** See Bid Specifications for Detailed Scope Of Work ****





Palm Beach Shores

September 17, 2019

BrightView Landscape Services, Inc. Service Summary & Pricing

	FREQUENCY
▶ Mowing Service Mowing, edging, stringtrimming, and blowing	42 Services / Yr
▶ Detail Service - As per scope of work Prune, trim, weed, detail all beds & plant material. Trim all trees under 8 feet & palms under 12 feet Spary paved areas for weeds <i>*All Hedges and Shrubs will be trimmed on an average of every 6 weeks or 6x a year and will follow Florida Best Management Practices**</i>	6 Services / Yr
▶ Inlet Park and Sea Grapes will be trimmed and maintained	3 Services / Yr
▶ Horticultural Program - As per BrightView Agronomics Plan	
St. AugustineTurf Fertilization weed & insect Fertilize, weed and insect control for all St. Augustine turf areas <i>**Proprietary Blend of Slow Release Granular Based on Your Specific Needs**</i>	6 Apps / Yr
Ornamental Shrub, Tree & Palm Fertilization Fertilize all plant material, trees, flowering plants and palms	4 Apps / Yr
Integrated Pest Management Inspect landscape and treat as needed <i>Does not include white fly treatment</i>	2 Apps / Yr
Palm Fertilization Fertilize applicable palm trees	2 Apps / Yr
▶ Irrigation System Maintenance Monthly Wet Checks	TBD Services / Yr

Total Annual Investment for Services Listed Above:	Per Year	\$82,312.50
	Per Month	\$6,859.38

ADDITIONAL SERVICES:	FREQUENCY:	
▶ Annual Flowers	Rotations / Yr.	TBD

TOWN OF PALM BEACH SHORES & BRIGHTVIEW

BrightView 

COMMUNICATION

Communication is key to any productive partnership. BrightView will use a variety of checks and balances to make sure these lines of communication don't break down. You will be informed in a timely manner of any changes on your property and made aware of any suggestions that can improve your properties health and appearance. This section will refer to specific reporting tools:

- ▶ QSA (Quality Site Assessments)
- ▶ Irrigation Inspection Reports,
- ▶ Work Orders
- ▶ Crew leader check list (Punch List)
- ▶ Monthly Calendar (with mowing, detail, and Fertilizing schedule)

QSA (Quality Site Assessment)

Quality Site Assessment

General Information

Property Name: Florida Atlantic University
Date: Thursday, January 11, 2018
Next Inspection Date: Thursday, January 11, 2018
Client Attendees: Vince Elliott
Brightview Attendees: Howard Evans

CUSTOMER FOCUS AREA:

Administration ,entryways , Baldwin House

CARRYOVER ITEMS (CheckBox = DONE): None Noted

MAINTENANCE ITEMS:

- 1) Grass in front of building # 69 dead due to over watering cutting with weed eater and weed control
- 2) sod replacement building #69
- 3) Weeds in the turf along University dr west near the track
- 4) Crew to remove large branch along University dr west
- 5) Irrigation break along University dr west Fau irrigation to check out
- 6) Over watering bad Valve college of education
- 7) Treat turf for brown patch fungus Indian River road over watering
- 8) Weeds in turf along Glades road
- 9) Lift the trees in parking lot # 16
- 10) brightview will start maintain hedges building 31
- 11) Brightview will trim hedges next sidewalk at the cafeteria
- 12) Trim the Arboricola only courtyard of the. Cafeteria
- 13) Remove Sucker on the trees throughout the campus
- 14) Heritage Park utility building trim hedge over the grass line
- 15) Lift trees heritage Park

RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

- 1) Over seeding of the Bare area along drain ditch in front of swimming pool along University dr west
- 2) Replace plant in the Fau sign west dr and Glades road
- 3) Remove dead royal palm along Glades road
- 4) Replace plants fau sign east side near Glades road
- 5) Replace crotons information center
- 6) Royal palm need to have the seed pods remove
- 7) Replace cocoplum hedge park student housing
- 8) Remove dead fox tails north side living room Theater
- 9) Remove weeds growing through the ilex Parliament hall
- 10) Brown patch fungus Admin building

NOTES TO OWNER/CLIENT:

2018 FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1 TRIM Wc	2	3
4	5 TRIM MOW Wc	6 TRIM MOW Wc	7 TRIM MOW Wc	8 TRIM MOW Wc	9	10
11	12 TRIM FERT	13 TRIM FERT	14 TRIM FERT	15 TRIM	16	17
18	19 TRIM MOW	20 TRIM MOW	21 TRIM MOW	22 TRIM MOW	23	24
25	26 TRIM	27 TRIM	28 TRIM Annuals			

****SAMPLE CALENDAR****

Job Name: _____
 Job Number: _____
 Controller Name: _____
 Date: _____ Page #: _____ of _____

Start Times:

Program	A	
Program	B	
Program	C	
Program	D	

Run Days:

M	T	W	T	F	S	S
M	T	W	T	F	S	S
M	T	W	T	F	S	S
M	T	W	T	F	S	S

Checked Weather Sensor:	
YES	NO
Weather Sensor:	
Working	Not Working

Controller Make & Model:				
Controller Status:	WORKING		NOT WORKING	
POC info:	Potable Water	Reclaim Water	Well Water	Lake Water
Pump Status & Type:	PRESSURIZED	PUMP START	CENTRIFUGAL	SUBMERSIBLE

Information:

Zone Number															
Spray, Rotor, MP, Drip, or Bubbler															
Current Run Time															
Seasonal Adjust															
Battery Pack/Doubler/Add-a-Zone															
Zone Faults or Alarms															

Contract/Maintenance:

Maintenance Repairs-No Charge															
Head Straightened/Adjusted															

Billable Repairs or Upgrades:

Clogged Nozzles															
Head Broken - 6" spray															
Head Broken - 12" spray															
Head Broken - 6" rotor															
Head Broken - 12" rotor															
Upgrade 4" to 6" Pop Up															
Upgrade 6" to 12" Pop Up															
Nozzle - MPR															
Nozzle - MP rotator															
Severe Line Clog															
Lateral Line Break															
Relocation															
Head Raised or Lowered-Turf															
Head Raised or Lowered Shrub															
Damaged Valve Box															
Valve - Inoperative/Sticking															
Additional Labor/Troubleshoot															
Other-See Comments															

Irrigation Report

Additional Comments:

Technician Name: _____ Signature: _____

BRIGHTVIEW MONTHLY IRRIGATION INSPECTION REPORT



JOB NAME & # _____

DATE _____

TECHNICIAN: _____

ZONE #	HEAD TYPE	RUN TIME	M.F.S.	B.S.	M.F.V.	L.P.	B.P.	C.N.	R. OR M.	COMMENTS
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
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21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										

Irrigation Report

MFS = Malfunctioning Sprinkler
 LP = Low Zone Pressure
 CN = Clogged Sprinkler Nozzle
 BS = Broken Sprinkler

MFV = Malfunctioning Valve Or Wire Fault
 BP = Broken Zone Pipe
 R Or M = Sprinkler Needs To Be Raised Or Moved To Provide Proper Coverage



Punch List for Crew Leader (Send By Cell Phone)

AT&T LTE 5:00 PM

< BVLS Punch List BVLS Punch List >

Job Info

Date

May 4, 2018

Branch*

35320 - BVLS Delray Beach

Job*

Florida Atlantic University - 353200077

Job Location Details

Tap to type answer

Crew Type*

Mow / Corte ☐

Detail / Detalle ☐

Maintenance / Mantenimiento ☒

Cancel List Done

Tap to type

Safety risk / Riesgo de seguridad ☐

Area missed / Área faltante ☐

Trim around trees / Recortar alrededor de los árboles ☐

Trim around beds / Recortar alrededor de los lechos ☐

Trim around obstacles / Recortar alrededor de los obstáculos ☐

Do NOT mow / NO cortar el césped ☐

Increase mow height / Aumentar altura del corte ☐

Decrease mow height / Reducir altura del corte ☐

Improve edge definition / Mejorar la definición de los bordes ☐

Scattered clippings, debris / Recortes disperses, residuos ☐

Clear debris from hardscapes / Eliminar

AT&T LTE 5:01 PM

< BVLS Punch List BVLS Punch List >

Punch List Items

Maintenance / Mantenimiento

Priority Item Comments Completion

+ Add Entry View All

Additional Details

Tap to type answer

Maintenance Send To*

Tap to type answer

If more than one email, separate each by a space.

Send

AT&T LTE 5:01 PM

Cancel Maintenance / Mantenimie... Done

Punch List Item*

Tap to select

Please answer this question before proceeding

Photos

Tap to select photo

Comments

Tap to type answer

Expected Completion*

Tap to select date

Job Location Details

Tap to type answer

Priority*

Quality (Attention to Detail)

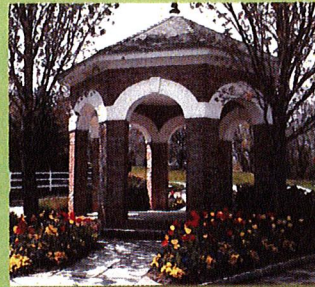
BrightView understands your concerns when home owners and visitors notice a lack of green in your turf or plant material that is dead or dying. Following the "Florida Best Management Practices" established by University of Florida will help insure proper health of your property. Items such as proper fertilization, minimizing grass clippings in ponds, and proper mowing and trimming techniques can only help your plant material look better and last longer. With BrightView's Standards of Excellence this insures each team member understands what is expected and is trained properly to perform.

BrightView Quality Standards



BrightView

Site Cleanliness



✓ Excellent



✗ Poor

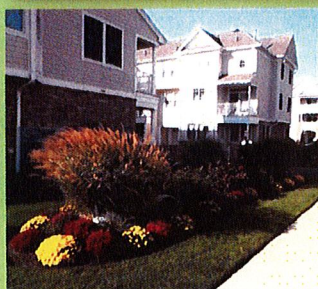
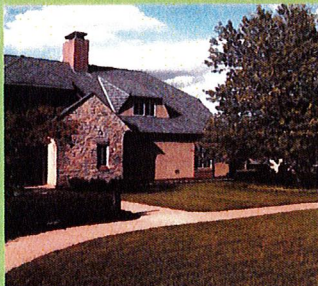
Proprietary and Confidential

1

(Version 1 – 2017)

BrightView

Weed Free Turf



✓ Excellent



✗ Poor

Proprietary and Confidential

3

(Version 1 – 2017)

BrightView

Weed Free Beds



✓ Excellent



✗ Poor

Proprietary and Confidential

2

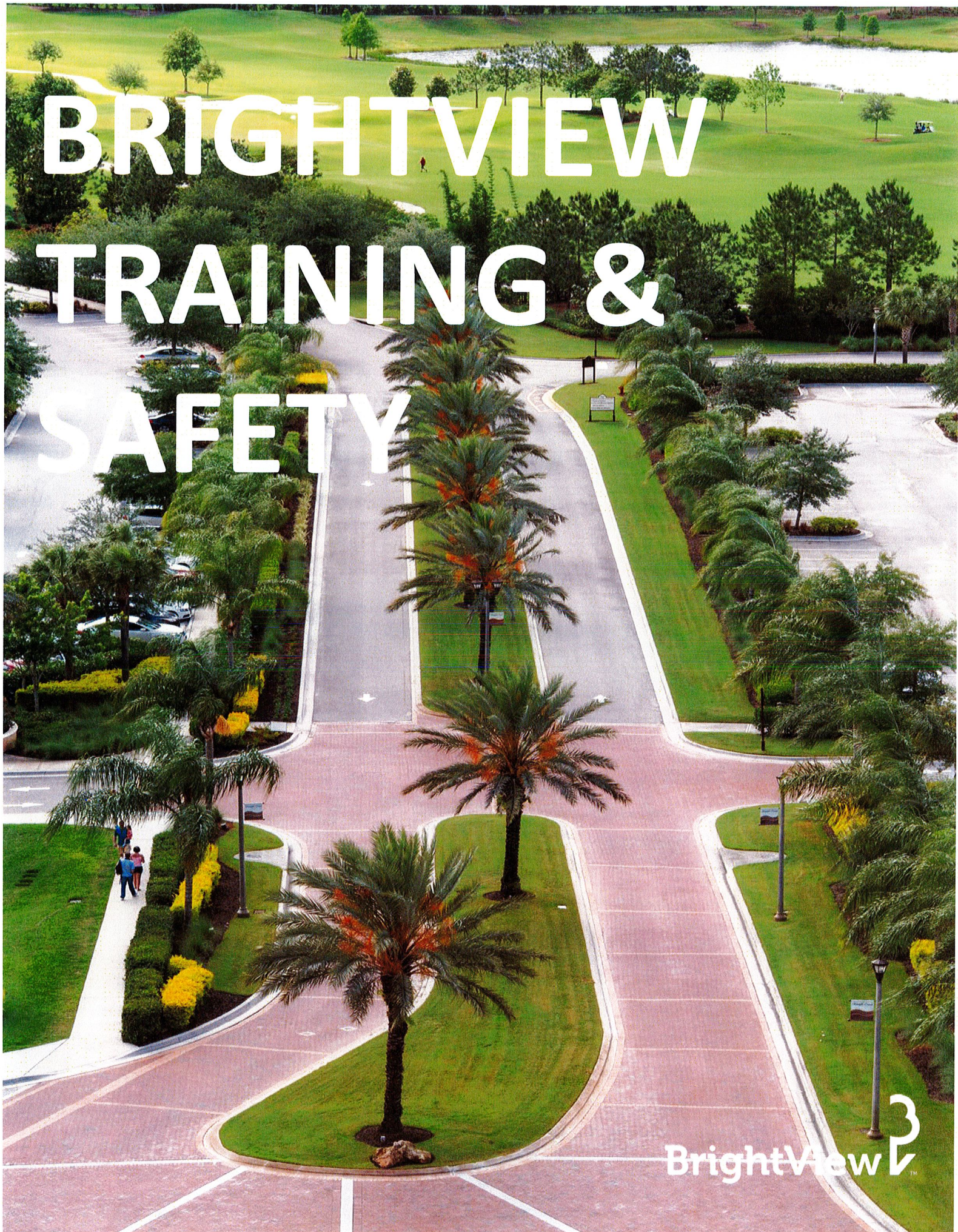
(Version 1 – 2017)

Resources

BrightView is a national company with the resources training and safety standards to complete your job correctly and efficiently. Our local teams are committed to partnering with the Town of Palm Beach Shores to deliver the service and attention you deserve.

BrightView has the financial resources to constantly invest in new equipment and technology. Our partnership with Ford, John Deere, and Xmark insures that we always have new equipment available to complete any job. Innovations in technology like our "BrightView Connect" help our clients stay in contact with account managers and receive updates in real time with repairs and projects. This is also an excellent tool to give the community information on schedules, safety concerns, and community directives.

BrightView has 29 branches in Florida which labor and equipment can be pulled from in the event of emergency situations like storms and hurricanes.



BRIGHTVIEW TRAINING & SAFETY

Training Your Team to Exceed Your Expectations

We understand that well trained and tenured team members provide outstanding quality and customer service. Every gardener on your team is required to complete our certification program, which prepares your crew with the skills to perform quality work, safely and to your complete satisfaction.

A Safe Community and Workplace is Our Priority

The safety and well-being of Palm Beach Shores, your property visitors, the general public, and our employees is of paramount importance to our operation. Below are measures we employ to maintain a safe working environment on and off your property.

Preserving a safe environment

- Criminal background checks
- E-Verification
- Initial and random driving record checks
- Initial and random drug/alcohol screenings
- Fully uniformed crews with safety vests
- BrightView logo clearly displayed on vehicles
- "How's my driving?" stickers on vehicles
- Required use of cones to demark safety zone

Crew Safety

- Monthly Rodeo Trainings
- Extensive driver safety certification program
- New hire safety orientation
- Certification required to use all power equipment
- Reward system for safety compliance
- Mandatory weekly field crew safety meetings
- Weekly management safety calls



CONGRATULATIONS TO THE #1 MARKET IN BRIGHTVIEW

- Florida Southeast Market

LOCATIONS WITH 0 – OSHA RECORDABLE

- Sarasota Tree Care
- Homestead
- Fort Myers
- Delray Beach
- Sarasota
- Stuart
- Wellington
- Pembroke
- Puerto Rico
- Englewood
- Longboat Key

Florida South Region Branch Ranking					
Rank	Branch Number	Branch Name	OSHA Injuries	Hours	TRIR
1	35210	Homestead	0	83,012.05	0.00
2	35040	Ft. Myers	0	62,245.46	0.00
3	35320	Delray Beach	0	55,093.81	0.00
4	34110	Sarasota	0	50,617.09	0.00
5	35340	Stuart	0	48,550.56	0.00
6	35300	Wellington	0	46,770.76	0.00
7	35260	Pembroke	0	39,172.24	0.00
8	35290	Puerto Rico	0	35,586.77	0.00
9	34410	Englewood	0	33,139.46	0.00
10	34180	Longboat Key	0	28,112.25	0.00
11	49250	Sarasota Tree Care	0	10,429.24	0.00
12	35270	Miami Beach	1	52,553.45	3.81
13	34430	North Port	1	32,089.01	6.23
14	35370	Sunrise	2	33,930.47	11.79
15	49300	South Florida Tree Care	1	14,714.43	13.59

Safety Program Numbers

	2017	2016	2015
Total Hours Worked by all employees	41, 021, 221.15	41,246, 088.07	42, 011, 014.49
Total Number of Occupational Fatalities	0	0	0
Total Number of Cases With Days Away From Work	93	109	151
Total Number of Cases With Job Transfer or Restriction	192	277	258
Total Number of Other Recordable Cases	177	198	308
Total Number of Days Away From Work	3,848	3,125	6,214
Total Number of Days of Job Transfer or Restriction	7,397	8,703	10,237
Total Recordable Incident Rate TRIR	2.26	2.83	3.42
Lost Workday Case Rate LWCR	0.45	0.53	0.72
Restricted Workday Case Rate RWCR	0.94	1.34	1.23

BRIGHTVIEW YOUR E-VERIFIED EMPLOYER



This is a scan of the Employment Eligibility Confirmation Form (I-9). The form is titled "Employment Eligibility Confirmation" and "Form I-9". It includes instructions for employers and employees. A large blue "I-9 FORM" watermark is overlaid diagonally across the center of the form. The form contains various fields for employer and employee information, including name, address, date of birth, and social security number. It also includes a section for the employer to certify the employee's eligibility to work in the United States.

- Ensure 100% compliance with all labor and immigration laws ,we are enrolled in E-Verify in all states in which we operate.

- The organization's participation in E- Verify improves our ability to ensure the individuals we hire and are working on our client's sites are authorized to work in the United States.

- Additionally, E-Verify is only part of our robust employment verification program. The program includes a consistent policy and process enterprise-wide, as well as regular training of our staff and semi-annual auditing to maintain compliance with labor and immigration regulations.

TOWN OF PALM BEACH SHORES & OUR SERVICES

BrightView 

OUR SERVICES | YOUR COMMUNITY

BrightView takes pride in providing the **highest-quality** landscape and snow services with a worry-free, dependable service commitment. As the **nation's leading landscape services company**, we consistently bring excellent landscapes to life at thousands of clients' properties, fostering collaborative relationships to drive clients' success.

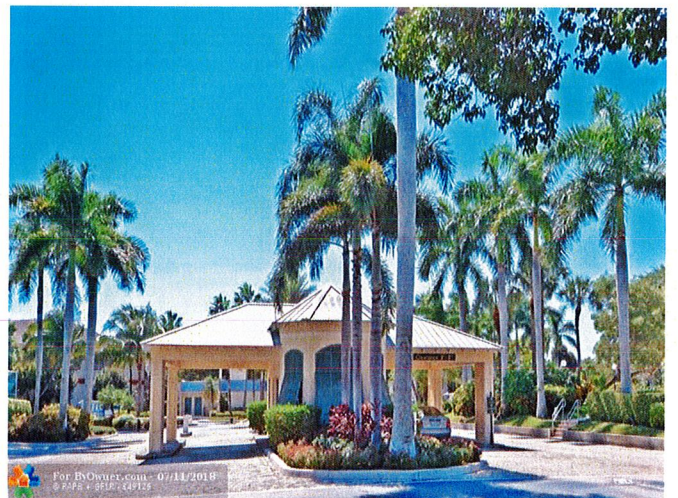
A full service landscape company, BrightView can *mobilize quickly* to respond to special requests that may fall outside of the scope of landscape maintenance. In addition to landscape maintenance, our expertise extends to:

At every stage of your property's lifecycle, BrightView is here to take care of your landscape.



Design	Develop	Maintain	Enhance
Landscape Architecture & Planning	Planting	Landscape	Enhancements
Design Build	Hardscaped	Tree Care	Sustainability
Program Management	Pools & Water Features	Snow & Ice	Water Management
	Compliance	Specialty Turf	
	Tree Growing & Moving	Exterior Maintenance	

OUR SERVICES | LANDSCAPE MAINTENANCE



Turf & Ornamental Maintenance

Caring for turf and ornamental plants requires exceptional attention to detail. That's why our teams stay ahead of the curve, taking a holistic approach to their maintenance that considers functionality and appearance now and in the future. The result is a healthy and attractive landscape year-round.

Irrigation Systems & Water Management

Our certified irrigation experts keep your irrigation systems in top shape so you use water wisely. Through retrofits to bring your irrigation system current with the latest technology and smart recommendations for low-water plant material, we can also help reduce your consumption and cut costs.

Fertilization, Weed & Pest Management

Carefully calibrated, environmentally sensitive fertilization of your trees and plant material is good for your landscape and all who enjoy it. Similarly, a proactive plan to abet weeds and pests can save costs and the health of your landscape.

Exterior Maintenance

Every aspect of your property should look as professional and well cared for as your landscape. With our exterior maintenance capabilities, details like power washing and parking lot sweeping and striping are one less thing for you to worry about.

OUR SERVICES | LANDSCAPE DESIGN



Planning

Bringing large-scale projects to market successfully is both an art and science. We use data and experience to present practical, thoughtful and innovated ideas that resonate with the audience you are targeting. Our collaborative approach with you, our planners and construction and maintenance teams, provides a proven process for developing concepts that will meet market demands into the future.

Landscape Architecture

Collaboration is the key to bringing great ideas to life. Our process starts with your vision. We then develop inspiring and beautiful concepts that we review with our in-house estimating, construction and maintenance teams. It's an iterative process that ensures your vision is balanced with quality and constructability.

Urban Design

Our urban designers bring you technical expertise and an inclusive process to get buy in from the local community, and progressive solutions to bring critical lifestyle elements to constrained spaces.

Enhancements

Our team of experts look beyond the status-quo, helping you identify opportunities to optimize the value and perception of your property. Whether a seasonal upgrade, turf conversion, or a complete landscape redesign, we conceptualize innovative ideas focused on your priorities.

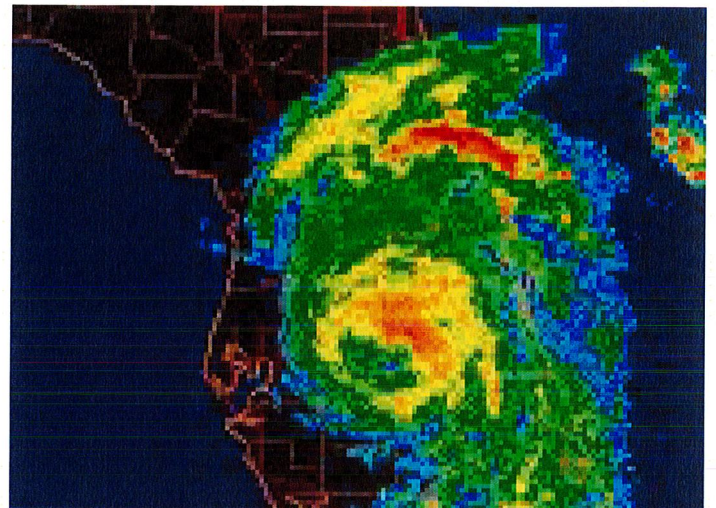
OUR SERVICES | EMERGENCY RESPONSE

When a catastrophe occurs such as the recent events with Hurricane Irma, we have the capabilities and manpower to respond immediately. With over **30 locations** throughout the Southeast alone, **we leverage our local and national resources** to bring in additional teams from outside the area. This allows us to ensure the site is safe and free from pedestrian hazards.

Resources from branch offices will be available in the event of an emergency to ensure **our customers have access to crews and equipment quickly.**

Safety *before and after* a storm is our primary focus. Immediately following the storm, our teams will ensure:

- Vehicle access is cleared, allowing emergency personnel access.
- Debris from structural dwellings that may pose immediate risk is cleared.
- Plant material that may have a chance of surviving is replanted.
- Hazardous damaged limbs that remain in trees are trimmed and removed.
- Tree limbs, root balls, or large wood debris remaining on the ground is chipped and removed.
- Final restoration of any remaining damages or losses resulting from the storm is performed.



OUR SERVICES | TREE CARE

You can count on us to **preserve** your trees, **enhance** their appearance, **increase** their production, improve safety and reduce liability – all to protect one of your most important investments on your sites. Our *ISA Certified Arborists* offer a comprehensive set of services and will be available to you for everything you may need to keep your trees healthy and beautiful. Tree Care services include:

- Tree pruning
- Soil and tissue analysis
- Annual and 3-5-year budget planning
- Cabling and bracing
- Emergency storm clearance
- Tree removal and stump grinding
- Inventory and management plans
- Insect and disease control
- Nutrient management
- Fertilization
- Transplant and relocation
- Nuisance fruit production control
- Hazard evaluation and management

**“Protecting your trees
is one of your most
important investments”**



LICENSES & CERTIFICATIONS



Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. BrightView Landscape Services, Inc.	
2 Business name/d disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification. Check only one of the following seven boxes: <input type="checkbox"/> Individual sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) P.O. BOX 740655	Requester's name and address (optional)
6 City, state, and ZIP code Atlanta, GA 30374-0655	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-				-	
OR								
Employer identification number								
9	5	-	4	1	9	4	2	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on the form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Adrienne D. [Signature]</i>	Date ▶ <i>2/21/18</i>
-----------	-----------------------------------------------------------	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after its release) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-M (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- (See Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.)

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filed-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

Serving you.

"LOCATED AT"
13710 OKEECHOBEE BLVD
LOXAHATCHEE, FL 33470

TYPE OF BUSINESS	DANNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
56-0027 LANDSCAPING	BRIGHTVIEW LANDSCAPE SERVICES INC		818 530045 - 09/11/18	\$236.25	840155105

This document is valid only when receipted by the Tax Collector's Office.

B3 - 1617

STATE OF FLORIDA
PALM BEACH COUNTY
2018/2019 LOCAL BUSINESS TAX RECEIPT

BRIGHTVIEW LANDSCAPE SERVICES INC
BRIGHTVIEW LANDSCAPE SERVICES INC
24151 VENTURA BLVD
CALABASAS, CA 91302

LBTR Number: 201364290
EXPIRES: SEPTEMBER 30, 2019

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
09/17/2018

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 Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	CONTACT NAME: PHONE (AC. No. Ext): (866) 283-7122 FAX (AC. No.): (800) 363-0105 E-MAIL ADDRESS:																		
INSURED BrightView Landscape Services, Inc. Location #35300 13710 Okeechobee Blvd Palm Beach FL 33470 USA	INSURER(S) AFFORDING COVERAGE <table><tr><td>INSURER A:</td><td>Illinois Union Insurance Company</td><td>27960</td></tr><tr><td>INSURER B:</td><td>American Guarantee & Liability Ins Co</td><td>26247</td></tr><tr><td>INSURER C:</td><td>ACF American Insurance Company</td><td>22667</td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER A:	Illinois Union Insurance Company	27960	INSURER B:	American Guarantee & Liability Ins Co	26247	INSURER C:	ACF American Insurance Company	22667	INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																			
INSURER E:																			
INSURER F:																			

COVERAGES CERTIFICATE NUMBER: 570073035492 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.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	PROD INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
L	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER			XSLG71075771 SIR applies per policy terms & conditions	10/01/2018	10/01/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			SCA H09090518	10/01/2018	10/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			AUC508596814	10/01/2018	10/01/2019	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y/N <input type="checkbox"/> N	N/A	WLRC48583404 WC - AOS SCFC48583428 WC - WT	10/01/2018	10/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH EN E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE-EA EMPLOYEE \$2,000,000 E.L. DISEASE-POLICY LIMIT \$2,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Brightview Landscape Services Inc. 13710 Okeechobee Blvd. Loxahatchee FL 33470 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>
------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Holder Identifier: 0

Certificate No: 570073035492





RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

CONSTRUCTION INDUSTRY LICENSING BOARD

THE PLUMBING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

VICTORIA, CARLOS M

BRIGHTVIEW LANDSCAPE SERVICES, INC.
4155 EAST MOWRY DRIVE
HOMESTEAD FL 33033

LICENSE NUMBER: CFC1429383

EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF LICENSING AND ENFORCEMENT

Date
April 16, 2018

File No.
JF209308

Expires
June 1, 2019

THE CERTIFIED PEST CONTROL OPERATOR NAMED BELOW HAS
REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE
PERIOD EXPIRING: **June 1, 2019**

JOSE R FERRO
8115 SW 14 TER
MIAMI, FL 33144

Lawn and Ornamental

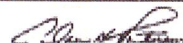

ADAM H. PUTNAM, COMMISSIONER

STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF LICENSING AND ENFORCEMENT

JOSE R FERRO
CERTIFIED PEST CONTROL OPERATOR

JF209308

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD
EXPIRING June 1, 2019


COMMISSIONER

Signature

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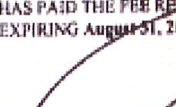
BUREAU OF LICENSING & ENFORCEMENT
3125 CONNER BLVD, BLDG. 8
TALLAHASSEE, FLORIDA 32399-1650

STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF LICENSING AND ENFORCEMENT

JOSE R FERRO
BRIGHTVIEW LANDSCAPES LLC
ID CARD HOLDER

JE177830

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD
EXPIRING August 31, 2019


COMMISSIONER

Signature
ATTACH PHOTO ON REVERSE

Wallet Card - Fold Here

BUREAU OF LICENSING & ENFORCEMENT
3125 CONNER BLVD, BLDG. 8
TALLAHASSEE, FLORIDA 32399-1650



Town Of Palm Beach Shores Lawn Maintenance

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- *Welcome to BrightView*
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- *Safety*
- *E-Verify*
- *Services*
- *Emergency Response*
- *Tree Care*
- *Licenses*

9/17/2019

Town of Palm Beach Shores

Dear Palm Beach Shores,

BrightView is pleased to submit a professional landscape proposal for the Town of Palm Beach Shores. Based on our history servicing communities like yours as well as BrightView's 70 year service history, we will focus on being pro-active, providing consistent high quality service, maintaining plant material health, strong contractor capabilities, fair pricing, and constant written communication between your community and our local BrightView team.

The enclosed proposal was developed based on feedback and our experience. Our skilled team will continue to achieve your landscape goals and keep your property looking its best. Again, our service commitment will include these areas as a high priority:

Communication
Attention To Detail
Quality
Resources

As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your success. When you partner with BrightView, you will have a team of local professionals dedicated to the careful stewardship of your landscape and its enduring beauty and value.

Thank you for the opportunity to submit this proposal. I will follow up with you in the next few days to answer any questions you may have. Feel free to contact me at 561-445-2076 or by email rich.ingram@brightview.com

Sincerely,

Rich Ingram

Rich Ingram
Business Developer



BRIGHTVIEW REFERENCES

Recently Completed Work

	Job Name	Job Site Address	City	Client Name	Client Contact	Client Phone	Description of Work	Contract Amount	Job Type
	Privé at Island Estates	5000 & 5500 Island Estates Drive	Aventura	Suffolk Construction Company, Inc.	Jorge Orobitg	(561) 282-3000	tree relocation, landscape and irrigation	\$959,000.00	Private
	Sole Mia Miami Unit 53 Arden Western Linear Park Improvement Project	15055 Biscayne Blvd	North Miami	Turnberry Construction LLC	German Regueiro	(305) 937-6200	landscape and irrigation	\$975,230.81	Priv Fund/ Pub Land
		Western Linear Park	Palm Beach	Northern Palm Beach County Improvement District	Robert L awson	(561) 624-7830	hardscape, landscape and irrigation	\$646,848.49	Public
	Diplomat Resort & Spa	3555 South Ocean Drive	Hollywood	Diplomat Hotel Lessee, LLC	Brenda Hilgers		demolition, masonry flatwork, site furnishings, landscape and irrigation	\$1,273,258.00	Private
	Highland Dunes Phase 1	19425 Southern Boulevard	Loxahatchee	Highland Dunes Associates Property LLC	Dan Rawn	(561) 531-1565	irrigation systems and landscape planting	\$7,977,252.37	Private
	SoLe Mia Way Baptist Health Cancer Institute 29699	Sole Mia Way, Sole Mia Bend and NE 143 St.	North Miami	Oleta Partners, LLC a Delaware Limited Liability Company	Mario Romine	(305) 682-4130	landscape, irrigation and hardscape	\$2,853,567.00	Priv Fund/ Pub Land
		8900 N. Kendall Drive	Miami	The Robins & Morton Group	Ron Bowes	(407) 916-7235	landscape, irrigation and hardscape	\$1,661,915.00	Private
	Brickell CityCentre - EPO Building	66 SW 6th Street	Miami	Americaribe - Moriarty, JV	Humberto Laos	(305) 842-2185	enhanced horizontal concrete, landscape and irrigation	\$16,176.00	Priv Fund/ Pub Land
	Brickell CityCentre-West Block	700 South Miami Avenue	Miami	Americaribe - Moriarty, JV	David Fellows	(305) 842-2185	landscape and irrigation	\$1,163,000.00	Priv Fund/ Pub Land
	Brickell CityCentre North Block	601 South Miami Avenue	Miami	Americaribe - Moriarty, JV	David Fellows	(305) 842-2185	landscape and irrigation	\$762,000.00	Priv Fund/ Pub Land



BRIGHTVIEW FINANCIAL INFORMATION

Financial Statement

BrightView

Landscape Services



Financial Facts

Dun & Bradstreet Number: 14-4780863

Independent Auditor: Our financial statements are audited annually by Deloitte & Touche LLP

Principal Bank: PNC Bank

Financial Statements: If audited financials or other finance and accounting information is needed, please have both parties execute a Financial NDA located at <http://internal.brightview.com/adm/legal/cr/default.aspx> and submit the fully signed NDA with the request for audited financials to accounting department in Plymouth Meeting via the following mailbox: externalfinancialrequests@brightview.com

Release of financial information outside the financial summary below requires the prospective customer to sign a non-disclosure agreement. Refer to the sharepoint site for agreement templates provided by legal.

A minimum notification of 2 business days is requested for all financial information. Please ensure to clearly state the specific information required and the required due dates.

Financial Summary*:

	December 31, 2015	December 31, 2016	September 30, 2017 [^]
For the year ended (in thousands)			
Sales	2,214,839	2,185,302	1,713,579
Cash Flow From Operations	123,419	111,947	78,899

	December 31, 2016	September 30, 2017
Total Assets	\$2,890,638	\$2,858,620
Working Capital	\$180,590	\$160,372
Shareholders' Equity	\$705,206	\$696,261

Sales for the past five fiscal years:

2017 [^]	\$1,713,579
2016	\$2,185,302
2015	\$2,214,839
2014	\$1,612,528
2013	\$914,197

*This information is excerpted from BrightView's audited financial statements.

[^] BrightView changed its fiscal year end from December 31 to September 30, beginning with September 30, 2017. The 2017 results shown above represent the nine month transition period.

BrightView Landscapes, LLC
CREDIT REFERENCES

Firm Name:	BrightView Landscapes, LLC
Address:	401 Plymouth Road, 5th Floor Plymouth Meeting, PA 19462
Phone:	(844) 235-7778
Principal:	Jeff Herold, CEO & President 401 Plymouth Road, 5th Floor Plymouth Meeting, PA 19462
Type of Business:	Landscape Maintenance
Years in Business:	(Current Year) – 1939 = Years in Business
Own/Rent Building:	Rent
Bank:	PNC Bank, N.A. 800 Connecticut Avenue, N.W. Washington, D.C. 20006 Credit Information Dept. 888-762-2265 Name on Account – BrightView Funding, LLC
General Account #:	xxxxxx8818
Dun & Bradstreet #:	14-478-0863

Credit References:

SITEONE LANDSCAPE SUPPLY
1425 N. MCDOWELL BLVD, SUITE 125
PETALUMA, CA 94954
OFFICE: 707-665-4240
FAX: 707-795-1928
CONTACT: ANDREA MANTUA

KOHLER EQUIPMENT
7021 ANNAPOLIS ROAD
LANDOVER HILLS, MD 20784
PHONE: 301-577-8111
FAX: 301-577-8847
CONTACT: MARY HULBERT

ARLINGTON POWER EQUIPMENT, INC.
1015 E. PALATINE ROAD
ARLINGTON HEIGHTS, IL 60004
PHONE: 847-253-5727
FAX: 847-392-6756
CONTACT: DON SARANZAK

STAPLES BUSINESS ADVANTAGE
1945 OLD GALLOWS ROAD
VIENNA, VA 22182
OFFICE: 301-755-3915
FAX: 508-305-8077
CONTACT: KURT WRIGLEY

FISHER & SON COMPANY
110 SUMMIT DRIVE
EXTON, PA 19341
PHONE: 484-879-2542
FAX: 610-363-0563
CONTACT: PATRICIA MALDONADO MELENDEZ



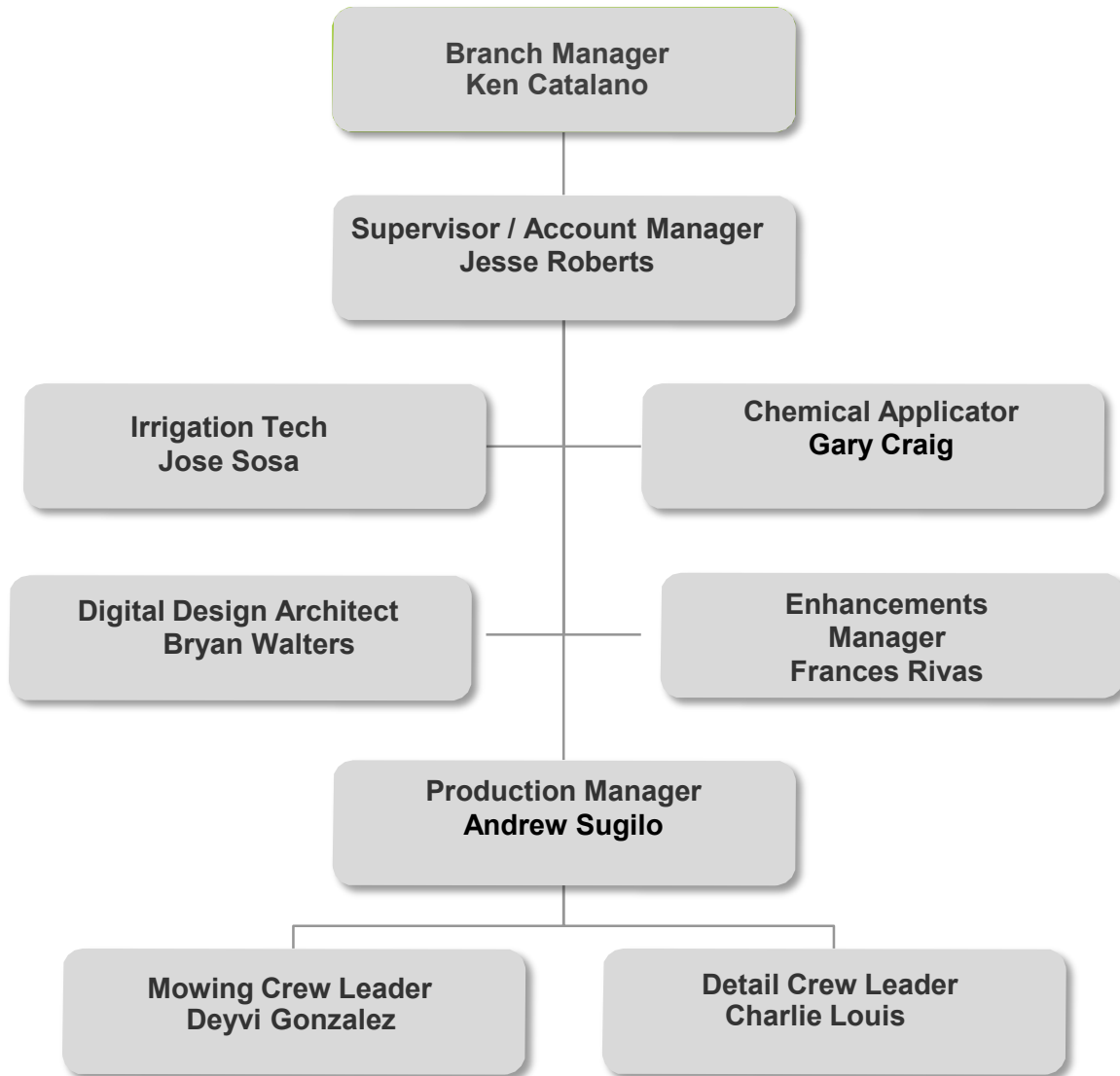
Asset List

- *1 Branch Manager*
- *1 Assoc. Branch Manager*
- *6 Account Managers*
- *1 Enhancement Manager*
- *3 Production Managers*
- *2 Branch Administrators*
- *1 Mechanic*
- *117 Crew Members*
- *40 Trucks*
- *15 Box Trailers*
- *2 Flat Bed Trailers*
- *70 Mowers (27 72", 30 60", 13 48")*



BRIGHTVIEW OUR COMPANY

Palm Beach Shores- Customer Service Team



To ensure a successful partnership, **effective communication** is one of our top priorities. We have found that the best way to keep our customers highly satisfied, is to always make sure we understand your current needs and priorities. We believe in being proactive in our communication and have designed several forms and checklists our customers find valuable for staying apprised of their landscape status and maintenance activity. Additionally, we are equipped to respond quickly to new and unexpected needs as they arise.

At BrightView, we have established a unique and highly effective organizational structure that will ensure maximum attention is put on delivering not only consistency and quality, but effective communication. We call this our **Customer Service Teams** or “CST” for Short.

OUR COMPANY | CUSTOMER SERVICE TEAMS

Account Manager- Your direct contact and liaison between Palm Beach Shores and our operations team. The Account Manager will communicate with your representative daily to ensure she and the community 100% aware of what is happening at Palm Beach Shores. They will host quality service assessments, property walks, safety audits and make sure the property exceeds your standards.** Account Manager will be available for any scheduled meeting or evaluation.

Production Manager- Your Production Manager will oversee and direct all field operations. They are in contact with the Account Manager throughout the day and divulge all information, punch lists, and tasks requested by our clients, to the crews in the field.

Crew Supervisors- Each field operations team is assigned a crew Supervisor. This individual will be on your property every week. This way, he or she will learn the site and know it inside and out. The Crew supervisor report directly to the Production Manager and ensure all necessary items are carried out on a weekly basis. They will inspect the properties each visit and maintain quality control.

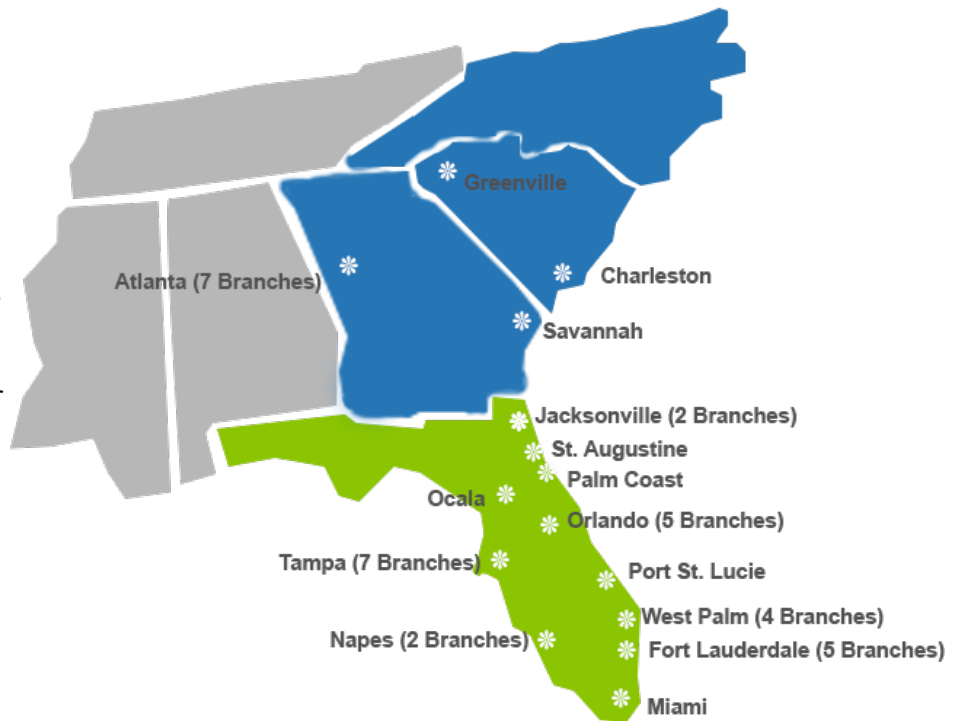
Irrigation Specialist- Your irrigation specialist oversees your entire irrigation division at Westlake. He will be completing wet checks and delivering the work orders to the irrigation technicians on a daily basis.

Chemical Applicator- Our chemical applicator treats all participating properties with EPA approved pesticides in accordance with best management practice. They utilize proper fertilization methods that best fit the needs of your property. All fertilization team members are highly trained and licensed.

Enhancement Manager- Enhancement managers and our landscape design staff are skilled designers who can visualize and execute cost effective, sustainable landscape solutions to your sites needs. They will work with the Account Manager and the client to develop designs, renderings and cost estimates.

Field and Landscape Crews- At the heart of our company is our crews and landscape gardeners. They are all experienced landscape professionals with a strong focus on attention to detail. They are in charge of all ground work that will take place on site. This includes mowing, blowing, edging, pruning, weeding and debris pick up. They will fulfill all contractual obligations and are directed by the Production Manager and Account Manager.

BrightView brings together 140 years of combined experience and client-focused service. We united under the shared belief that taking care of our teams and clients should always be at the heart of what we do. Today, we carry that commitment forward, forging a new era of landscape services. True to our name, BrightView represents our optimism for the future- offering new opportunities for our clients and team members to succeed.



Meet BrightView

Introducing a Bright New Outlook for
your Landscape Services



Our **22,000 committed team members** take great pride in caring for you and your landscape through:

► Consistent Excellence

We start by understanding your goals, then execute a strategy designed to exceed them.

► Proactive Service

Industry-leading talent stays one step ahead of your needs to keep you ahead of the curve.

► Steady Client Focus

We empower our team members to go the extra mile to make your job easier.

A Wealth of Resources Dedicated to You

Turn your landscape into a strategic asset with comprehensive capabilities that support you through every stage.



New Name. Same Passion to Serve You.

In 2014, Brickman & ValleyCrest combined to form BrightView, bringing together 140 years of combined experience and client-focused service. We united under the shared belief that taking care of our teams and clients should always be at the heart of what we do. Today, we carry that commitment forward, forging a new era of landscape services. True to our name, BrightView represents our optimism for the future—offering new opportunities for our clients and team members to succeed.

Local Resources, National Reach

Benefit from the individualized support of a local team, backed by the resources of a national company. No detail is too small, and no problem too big. With the extensive BrightView branch network, you get the best of both worlds—experts familiar with the nuances of your region, plus best-in-class solutions only an industry leader can provide.

Contact Us

BrightView Landscape
13710 Okeechobee Blvd
Loxahatchee, FL 33470
(561) 784-3450



Florida

15 years in Florida's
Green Industry

Florida Green Industry
Best Management
Practices Instructor

Certified Pest Control
Operator

Florida Turf Grass
Association Member

CAL LEGGETT

Director, Technical Services

Upon graduating from Colorado State University with a Bachelor's of Science in Horticulture, Cal began his horticultural career in Mt. Dora, FL. Over his more than 15 years in the green industry, Cal has held various roles throughout Florida, including the Florida Department of Agriculture and Consumer Services. Cal has been with BrightView for more than 8 years and currently serves as the Director of Technical Services for Florida and Puerto Rico.

Expertise

- Supporting branches and employees with the diagnosis of plant health issues and remedies to rectify concerns.
- Developing and supporting turf and ornamental agronomic plans across the region.
- Internal and external training, to include CEU courses. Cal has taught CEU courses for more than 3 years and covers topics such as: Florida Friendly Landscaping, Successful Landscape Factors, Irrigation Practices and Tree Care Practices.

Project Spotlight: Four Seasons Resort Orlando



The Four Seasons Resort Orlando came to BrightView with a difficult set of site conditions to overcome. The soil had poor drainage and was nutritionally depleted at the time the landscape was installed.

Cal developed a customized fertilizer program for the soil conditions which created a lush, tropical landscape. BrightView employees enjoy being regularly stopped by guests who comment on the beautiful landscape they enjoyed while on vacation.

"Butchart Gardens in Victoria, British Columbia tops my list of botanical gardens. It consists of several distinct horticulturally themed gardens, my favorite of which are the Japanese and Sunken gardens. In my opinion there is nothing more beautiful than walking through the Japanese garden under the Maple trees with their twisted branches and variety of colors. As a landscape professional I am happy to be a part of recreating the beauty of a botanical garden in the landscapes that we maintain."



SCOPE OF SERVICES

SUMMERIZED SCOPE OF SERVICES

- **Turf Management**
 - Mowing (St. Augustine) Scope: (42)
 - Edging (Hard edge every mow, soft edge every other mow)
 - **Shrub Management**
 - 6 times per year (every 6 weeks)
 - **Ground Cover Management**
 - **Bed Maintenance**
 - As needed with round up
 - **Drive ways & Sidewalks**
 - As needed with round up
 - **Tree Management program**
 - Palms up to 12 feet (6 times/yr.)
 - **Irrigation Management**
 - **Fertilization**
 - Turf fertilizations
 - Palms and Shrubs
 - **Pest Management**
 - Monitored as needed
 - Spot treat as needed
- **** See Bid Specifications for Detailed Scope Of Work ****





Palm Beach Shores

September 17, 2019

BrightView Landscape Services, Inc. Service Summary & Pricing

	FREQUENCY
▶ Mowing Service Mowing, edging, stringtrimming, and blowing	42 Services / Yr
▶ Detail Service - As per scope of work Prune, trim, weed, detail all beds & plant material. Trim all trees under 8 feet & palms under 12 feet Spary paved areas for weeds <i>*All Hedges and Shrubs will be trimmed on an average of every 6 weeks or 6x a year and will follow Florida Best Management Practices**</i>	6 Services / Yr
▶ Inlet Park and Sea Grapes will be trimmed and maintained	3 Services / Yr
▶ Horticultural Program - As per BrightView Agronomics Plan	
St. AugustineTurf Fertilization weed & insect Fertilize, weed and insect control for all St. Augustine turf areas <i>**Proprietary Blend of Slow Release Granular Based on Your Specific Needs**</i>	6 Apps / Yr
Ornamental Shrub, Tree & Palm Fertilization Fertilize all plant material, trees, flowering plants and palms	4 Apps / Yr
Integrated Pest Management Inspect landscape and treat as needed <i>Does not include white fly treatment</i>	2 Apps / Yr
Palm Fertilization Fertilize applicable palm trees	2 Apps / Yr
▶ Irrigation System Maintenance Monthly Wet Checks	TBD Services / Yr

Total Annual Investment for Services Listed Above:	Per Year	\$82,312.50
	Per Month	\$6,859.38

ADDITIONAL SERVICES:	FREQUENCY:	
▶ Annual Flowers	Rotations / Yr.	TBD

TOWN OF PALM BEACH SHORES & BRIGHTVIEW

COMMUNICATION

Communication is key to any productive partnership. BrightView will use a variety of checks and balances to make sure these lines of communication don't break down. You will be informed in a timely manner of any changes on your property and made aware of any suggestions that can improve your properties health and appearance. This section will refer to specific reporting tools:

- ▶ QSA (Quality Site Assessments)
- ▶ Irrigation Inspection Reports,
- ▶ Work Orders
- ▶ Crew leader check list (Punch List)
- ▶ Monthly Calendar (with mowing, detail, and Fertilizing schedule)

QSA (Quality Site Assessment)

Quality Site Assessment

General Information

Property Name: Florida Atlantic University

Date: Thursday, January 11, 2018

Next Inspection Date: Thursday, January 11, 2018

Client Attendees: Vince Elliott

Brightview Attendees: Howard Evans

CUSTOMER FOCUS AREA:

Administration ,entryways , Baldwin House

CARRYOVER ITEMS (CheckBox = DONE): None Noted

MAINTENANCE ITEMS:

- 1) Grass in front of building # 69 dead due to over watering cutting with weed eater and weed control
- 2) sod replacement building #69
- 3) Weeds in the turf along University dr west near the track
- 4) Crew to remove large branch along University dr west
- 5) Irrigation break along University dr west Fau irrigation to check out
- 6) Over watering bad Valve college of education
- 7) Treat turf for brown patch fungus Indian River road over watering
- 8) Weeds in turf along Glades road
- 9) Lift the trees in parking lot # 16
- 10) brightview will start maintain hedges building 31
- 11) Brightview will trim hedges next sidewalk at the cafeteria
- 12) Trim the Arboricola only courtyard of the. Cafeteria
- 13) Remove Sucker on the trees throughout the campus
- 14) Heritage Park utility building trim hedge over the grass line
- 15) Lift trees heritage Park

RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

- 1) Over seeding of the Bare area along drain ditch in front of swimming pool along University dr west
- 2) Replace plant in the Fau sign west dr and Glades road
- 3) Remove dead royal palm along Glades road
- 4) Replace plants fau sign east side near Glades road
- 5) Replace crotons information center
- 6) Royal palm need to have the seed pods remove
- 7) Replace cocoplum hedge park student housing
- 8) Remove dead fox tails north side living room Theater
- 9) Remove weeds growing through the ilex Parliament hall
- 10) Brown patch fungus Admin building

NOTES TO OWNER/CLIENT:

2018 FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1 TRIM Wc	2	3
4	5 TRIM MOW Wc	6 TRIM MOW Wc	7 TRIM MOW Wc	8 TRIM MOW Wc	9	10
11	12 TRIM FERT	13 TRIM FERT	14 TRIM FERT	15 TRIM	16	17
18	19 TRIM MOW	20 TRIM MOW	21 TRIM MOW	22 TRIM MOW	23	24
25	26 TRIM	27 TRIM	28 TRIM Annuals			

****SAMPLE CALENDAR****

Start Times:	Run Days:	Checked Weather Sensor: YES NO Weather Sensor: Working Not Working
Program A	M T W T F S S	
Program B	M T W T F S S	
Program C	M T W T F S S	
Program D	M T W T F S S	

Controller Make & Model:				
Controller Status:	WORKING		NOT WORKING	
POC info:	Potable Water	Reclaim Water	Well Water	Lake Water
Pump Status & Type:	PRESSURIZED	PUMP START	CENTRIFUGAL	SUBMERSIBLE

Information:

Zone Number																	
Spray, Rotor, MP, Drip, or Bubbler																	
Current Run Time																	
Seasonal Adjust																	
Battery Pack/Doubler/Add-a-Zone																	
Zone Faults or Alarms																	

Contract/Maintenance:

Maintenance Repairs-No Charge																	
Head Straightened/Adjusted																	

Billable Repairs or Upgrades:

Clogged Nozzles																	
Head Broken - 6" spray																	
Head Broken - 12" spray																	
Head Broken - 6" rotor																	
Head Broken - 12" rotor																	
Upgrade 4" to 6" Pop Up																	
Upgrade 6" to 12" Pop Up																	
Nozzle - MPR																	
Nozzle - MP rotator																	
Severe Line Clog																	
Lateral Line Break																	
Relocation																	
Head Raised or Lowered-Turf																	
Head Raised or Lowered-Shrub																	
Damaged Valve Box																	
Valve - Inoperative/Sticking																	
Additional Labor/Troubleshoot																	
Other-See Comments																	

Irrigation Report

Additional Comments: _____

Technician Name: _____ Signature: _____

BRIGHTVIEW MONTHLY IRRIGATION INSPECTION REPORT

JOB NAME & # _____

DATE _____

TECHNICIAN: _____

ZONE #	HEAD TYPE	RUN TIME	M.F.S.	B.S.	M.F.V.	L.P	B.P	C.N	R. OR M.	COMMENTS
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
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32										

Irrigation Report

MFS = Malfunctioning Sprinkler
 LP = Low Zone Pressure
 CN = Clogged Sprinkler Nozzle
 BS = Broken Sprinkler

MFV = Malfunctioning Valve Or Wire Fault
 BP = Broken Zone Pipe
 R Or M = Sprinkler Needs To Be Raised Or Moved To Provide Proper Coverage

Punch List for Crew Leader (Send By Cell Phone)

AT&T LTE 5:00 PM

< BVLS Punch List BVLS Punch List >

Job Info

Date

May 4, 2018

Branch*

35320 - BVLS Delray Beach

Job*

Florida Atlantic University - 353200077

Job Location Details

Tap to type answer

Crew Type*

Mow / Corte ☐

Detail / Detalle ☐

Maintenance / Mantenimiento ☒

AT&T LTE 5:01 PM

Cancel List Done

filter text

Safety risk / Riesgo de seguridad ☐

Area missed / Área faltante ☐

Trim around trees / Recortar alrededor de los árboles ☐

Trim around beds / Recortar alrededor de los lechos ☐

Trim around obstacles / Recortar alrededor de los obstáculos ☐

Do NOT mow / NO cortar el césped ☐

Increase mow height / Aumentar altura del corte ☐

Decrease mow height / Reducir altura del corte ☐

Improve edge definition / Mejorar la definición de los bordes ☐

Scattered clippings, debris / Recortes dispersos, residuos ☐

Clear debris from hardscapes / Eliminar

AT&T LTE 5:01 PM

< BVLS Punch List BVLS Punch List >

Punch List Items

Maintenance / Mantenimiento

Priority Item Comments Completion

+ Add Entry View All

Additional Details

Tap to type answer

Maintenance Send To*

Tap to type answer

If more than one email, separate each by a space.

Send

AT&T LTE 5:01 PM

Cancel Maintenance / Mantenimie... Done

Punch List Item*

Tap to select

Please answer this question before proceeding

Photos

Tap to select photo

Comments

Tap to type answer

Expected Completion*

Tap to set date

Job Location Details

Tap to type answer

Priority*

Tap to type answer

Quality (Attention to Detail)

BrightView understands your concerns when home owners and visitors notice a lack of green in your turf or plant material that is dead or dying. Following the “Florida Best Management Practices” established by University of Florida will help insure proper health of your property. Items such as proper fertilization, minimizing grass clippings in ponds, and proper mowing and trimming techniques can only help your plant material look better and last longer. With BrightView’s Standards of Excellence this insures each team member understands what is expected and is trained properly to perform.

BrightView Quality Standards



BrightView Site Cleanliness



✓ **Excellent**



✗ **Poor**

Proprietary and Confidential

1

(Version 1 – 2017)

BrightView Weed Free Turf



✓ **Excellent**



✗ **Poor**



✓ **Excellent**



✗ **Poor**

Proprietary and Confidential

2

(Version 1 – 2017)

Proprietary and Confidential

3

(Version 1 – 2017)

Resources

BrightView is a national company with the resources training and safety standards to complete your job correctly and efficiently. Our local teams are committed to partnering with the Town of Palm Beach Shores to deliver the service and attention you deserve.

BrightView has the financial resources to constantly invest in new equipment and technology. Our partnership with Ford, John Deere, and Xmark insures that we always have new equipment available to complete any job. Innovations in technology like our "BrightView Connect" help our clients stay in contact with account managers and receive updates in real time with repairs and projects. This is also an excellent tool to give the community information on schedules, safety concerns, and community directives.

BrightView has 29 branches in Florida which labor and equipment can be pulled from in the event of emergency situations like storms and hurricanes.



BRIGHTVIEW TRAINING & SAFETY

Training Your Team to Exceed Your Expectations

We understand that well trained and tenured team members provide outstanding quality and customer service. Every gardener on your team is required to complete our certification program, which prepares your crew with the skills to perform quality work, safely and to your complete satisfaction.

A Safe Community and Workplace is Our Priority

The safety and well-being of Palm Beach Shores, your property visitors, the general public, and our employees is of paramount importance to our operation. Below are measures we employ to maintain a safe working environment on and off your property.

Preserving a safe environment

- Criminal background checks
- E-Verification
- Initial and random driving record checks
- Initial and random drug/alcohol screenings
- Fully uniformed crews with safety vests
- BrightView logo clearly displayed on vehicles
- “How’s my driving?” stickers on vehicles
- Required use of cones to demark safety zone

Crew Safety

- Monthly Rodeo Trainings
- Extensive driver safety certification program
- New hire safety orientation
- Certification required to use all power equipment
- Reward system for safety compliance
- Mandatory weekly field crew safety meetings
- Weekly management safety calls



CONGRATULATIONS TO THE #1 MARKET IN BRIGHTVIEW

- Florida Southeast Market

LOCATIONS WITH 0 – OSHA RECORDABLE

- Sarasota Tree Care
- Homestead
- Fort Myers
- Delray Beach
- Sarasota
- Stuart
- Wellington
- Pembroke
- Puerto Rico
- Englewood
- Longboat Key

Florida South Region Branch Ranking					
Rank	Branch Number	Branch Name	OSHA Injuries	Hours	TRIR
1	35210	Homestead	0	83,012.05	0.00
2	35040	Ft. Myers	0	62,245.46	0.00
3	35320	Delray Beach	0	55,093.81	0.00
4	34110	Sarasota	0	50,617.09	0.00
5	35340	Stuart	0	48,550.56	0.00
6	35300	Wellington	0	46,770.76	0.00
7	35260	Pembroke	0	39,172.24	0.00
8	35290	Puerto Rico	0	35,586.77	0.00
9	34410	Englewood	0	33,139.46	0.00
10	34180	Longboat Key	0	28,112.25	0.00
11	49250	Sarasota Tree Care	0	10,429.24	0.00
12	35270	Miami Beach	1	52,553.45	3.81
13	34430	North Port	1	32,089.01	6.23
14	35370	Sunrise	2	33,930.47	11.79
15	49300	South Florida Tree Care	1	14,714.43	13.59

Safety Program Numbers

	2017	2016	2015
Total Hours Worked by all employees	41, 021, 221.15	41,246, 088.07	42, 011, 014.49
Total Number of Occupational Fatalities	0	0	0
Total Number of Cases With Days Away From Work	93	109	151
Total Number of Cases With Job Transfer or Restriction	192	277	258
Total Number of Other Recordable Cases	177	198	308
Total Number of Days Away From Work	3,848	3,125	6,214
Total Number of Days of Job Transfer or Restriction	7,397	8,703	10,237
Total Recordable Incident Rate TRIR	2.26	2.83	3.42
Lost Workday Case Rate LWCR	0.45	0.53	0.72
Restricted Workday Case Rate RWCR	0.94	1.34	1.23

BRIGHTVIEW YOUR E-VERIFIED EMPLOYER



 This is a scan of the official I-9 form, titled "Employment Eligibility Verification". It is Form I-9, Rev. 12-8, issued by the U.S. Citizenship and Immigration Services. The form includes instructions for employers and employees, and sections for providing personal information, employer information, and documentation. A large, diagonal watermark reading "I-9 FORM" is overlaid across the center of the document.

- Ensure 100% compliance with all labor and immigration laws ,we are enrolled in E-Verify in all states in which we operate.
- The organization's participation in E- Verify improves our ability to ensure the individuals we hire and are working on our client's sites are authorized to work in the United States.
- Additionally, E-Verify is only part of our robust employment verification program. The program includes a consistent policy and process enterprise-wide, as well as regular training of our staff and semi-annual auditing to maintain compliance with labor and immigration regulations.

TOWN OF PALM BEACH SHORES & OUR SERVICES

OUR SERVICES | YOUR COMMUNITY

BrightView takes pride in providing the **highest-quality** landscape and snow services with a worry-free, dependable service commitment. As the **nation's leading landscape services company**, we consistently bring excellent landscapes to life at thousands of clients' properties, fostering collaborative relationships to drive clients' success.

A full service landscape company, BrightView can *mobilize quickly* to respond to special requests that may fall outside of the scope of landscape maintenance. In addition to landscape maintenance, our expertise extends to:

At every stage of your property's lifecycle, BrightView is here to take care of your landscape.



Design	Develop	Maintain	Enhance
Landscape Architecture & Planning	Planting	Landscape	Enhancements
Design Build	Hardscaped	Tree Care	Sustainability
Program Management	Pools & Water Features	Snow & Ice	Water Management
	Compliance	Specialty Turf	
	Tree Growing & Moving	Exterior Maintenance	

OUR SERVICES | LANDSCAPE MAINTENANCE



Turf & Ornamental Maintenance

Caring for turf and ornamental plants requires exceptional attention to detail. That's why our teams stay ahead of the curve, taking a holistic approach to their maintenance that considers functionality and appearance now and in the future. The result is a healthy and attractive landscape year-round.

Irrigation Systems & Water Management

Our certified irrigation experts keep your irrigation systems in top shape so you use water wisely. Through retrofits to bring your irrigation system current with the latest technology and smart recommendations for low-water plant material, we can also help reduce your consumption and cut costs.

Fertilization, Weed & Pest Management

Carefully calibrated, environmentally sensitive fertilization of your trees and plant material is good for your landscape and all who enjoy it. Similarly, a proactive plan to abet weeds and pests can save costs and the health of your landscape.

Exterior Maintenance

Every aspect of your property should look as professional and well cared for as your landscape. With our exterior maintenance capabilities, details like power washing and parking lot sweeping and striping are one less thing for you to worry about.

OUR SERVICES | LANDSCAPE DESIGN



Planning

Bringing large-scale projects to market successfully is both an art and science. We use data and experience to present practical, thoughtful and innovated ideas that resonate with the audience you are targeting. Our collaborative approach with you, our planners and construction and maintenance teams, provides a proven process for developing concepts that will meet market demands into the future.

Landscape Architecture

Collaboration is the key to bringing great ideas to life. Our process starts with your vision. We then develop inspiring and beautiful concepts that we review with our in-house estimating, construction and maintenance teams. It's an iterative process that ensures your vision is balanced with quality and constructability.

Urban Design

Our urban designers bring you technical expertise and an inclusive process to get buy in from the local community, and progressive solutions to bring critical lifestyle elements to constrained spaces.

Enhancements

Our team of experts look beyond the status-quo, helping you identify opportunities to optimize the value and perception of your property. Whether a seasonal upgrade, turf conversion, or a complete landscape redesign, we conceptualize innovative ideas focused on your priorities.

OUR SERVICES | EMERGENCY RESPONSE

When a catastrophe occurs such as the recent events with Hurricane Irma, we have the capabilities and manpower to respond immediately. With over **30 locations** throughout the Southeast alone, **we leverage our local and national resources** to bring in additional teams from outside the area. This allows us to ensure the site is safe and free from pedestrian hazards.

Resources from branch offices will be available in the event of an emergency to ensure **our customers have access to crews and equipment quickly.**

Safety *before and after* a storm is our primary focus. Immediately following the storm, our teams will ensure:

- Vehicle access is cleared, allowing emergency personnel access.
- Debris from structural dwellings that may pose immediate risk is cleared.
- Plant material that may have a chance of surviving is replanted.
- Hazardous damaged limbs that remain in trees are trimmed and removed.
- Tree limbs, root balls, or large wood debris remaining on the ground is chipped and removed.
- Final restoration of any remaining damages or losses resulting from the storm is performed.



OUR SERVICES | TREE CARE

You can count on us to **preserve** your trees, **enhance** their appearance, **increase** their production, improve safety and reduce liability – all to protect one of your most important investments on your sites. Our *ISA Certified Arborists* offer a comprehensive set of services and will be available to you for everything you may need to keep your trees healthy and beautiful. Tree Care services include:

- Tree pruning
- Soil and tissue analysis
- Annual and 3-5-year budget planning
- Cabling and bracing
- Emergency storm clearance
- Tree removal and stump grinding
- Inventory and management plans
- Insect and disease control
- Nutrient management
- Fertilization
- Transplant and relocation
- Nuisance fruit production control
- Hazard evaluation and management

**“Protecting your trees
is one of your most
important investments”**





LICENSES & CERTIFICATIONS

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. BrightView Landscape Services, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) P.O. BOX 740655	Requester's name and address (optional)
6 City, state, and ZIP code Atlanta, GA 30374-0655	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		
or								
Employer identification number								
9	5	-	4	1	9	4	2	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Adrienne Dupon</i>	Date ▶ <i>2/21/18</i>
-----------	--------------------------------------------------	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



ANNE M. GANON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

Serving you.

"LOCATED AT"
13710 OKEECHOBEE BLVD
LOXAHATCHEE, FL 33470

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
56-0027 LANDSCAPING	BRIGHTVIEW LANDSCAPE SERVICES INC		618-530045 - 09/11/18	\$298.25	B40155105

This document is valid only when receipted by the Tax Collector's Office.

B3 - 1617

**STATE OF FLORIDA
PALM BEACH COUNTY
2018/2019 LOCAL BUSINESS TAX RECEIPT**

**BRIGHTVIEW LANDSCAPE SERVICES INC
BRIGHTVIEW LANDSCAPE SERVICES INC
24151 VENTURA BLVD
CALABASAS, CA 91302**

**LBTR Number: 201364290
EXPIRES: SEPTEMBER 30, 2019**

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
09/17/2018

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 Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	CONTACT NAME:	
	PHONE (A/C No. Ext): (866) 283-7122	FAX (A/C No.): (800) 363-0105
INSURED BrightView Landscape Services, Inc. Location #35300 13710 Okeechobee Blvd Palm Beach FL 33470 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: Illinois Union Insurance Company	27960
	INSURER B: American Guarantee & Liability Ins Co	26247
	INSURER C: ACE American Insurance Company	22667
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 570073035492

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.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<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 checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER			XSLG1075771 SIR applies per policy terms & conditions	10/01/2018	10/01/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> Hired AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			SCA H09090538	10/01/2018	10/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			AUC508596814	10/01/2018	10/01/2019	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WLRC48583404 WC - AOS SCFC48583428 WC - WI	10/01/2018 10/01/2018	10/01/2019 10/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE-EA EMPLOYEE \$2,000,000 E.L. DISEASE-POLICY LIMIT \$2,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Brightview Landscape Services Inc. 13710 Okeechobee Blvd. Loxahatchee FL 33470 USA	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 <i>Aon Risk Services Northeast Inc.</i>

Holder Identifier: Q

Certificate No: 570073035492



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

THE PLUMBING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

VICTORIA, CARLOS M

BRIGHTVIEW LANDSCAPE SERVICES, INC.
4155 EAST MOWRY DRIVE
HOMESTEAD FL 33033

LICENSE NUMBER: CFC1429383

EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF LICENSING AND ENFORCEMENT

Date
April 16, 2018

File No.
JF209308

Expires
June 1, 2019

THE CERTIFIED PEST CONTROL OPERATOR NAMED BELOW HAS
REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE
PERIOD EXPIRING: June 1, 2019

JOSE R FERRO
8115 SW 14 TER
MIAMI, FL 33144

Lawn and Ornamental


ADAM H. PUTNAM, COMMISSIONER

STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF LICENSING AND ENFORCEMENT

JOSE R FERRO
CERTIFIED PEST CONTROL OPERATOR

JF209308

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD
EXPIRING June 1, 2019


COMMISSIONER

Signature

Wallet Card - Fold Here


BUREAU OF LICENSING & ENFORCEMENT
3125 CONNER BLVD, BLDG. 8
TALLAHASSEE, FLORIDA 32399-1650

STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF LICENSING AND ENFORCEMENT

JOSE R FERRO
BRIGHTVIEW LANDSCAPES LLC
ID CARD HOLDER

JE177830

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD
EXPIRING August 31, 2019


COMMISSIONER

Signature
ATTACH PHOTO ON REVERSE

Wallet Card - Fold Here

BUREAU OF LICENSING & ENFORCEMENT
3125 CONNER BLVD, BLDG. 8
TALLAHASSEE, FLORIDA 32399-1650

**Town of Palm Beach Shores, Florida
Commission Agenda Memorandum**

**Meeting: 10/21/19
Agenda Item #**

ITEM 9c

Subject: Stormwater Tidal Valve & Reline Outfall Pipe

Request: To install a Tidal Valve and reline the Stormwater Outfall Pipe on Lake Drive.

Background: The existing pipe is damaged due to wear and climate conditions.

Discussion of Proposal: To proceed with the Bid process for the installation of a Tidal Valve and to reline the damaged Stormwater Outfall Pipe on Lake Drive.

Potential Solutions: The approach to relining the Stormwater pipe is standard of industry instead of the conventional methods of digging up the pipes and installing new pipes. Relining the pipes is more cost efficient, less down time, and less evasive to the surrounding properties. The installation of a new Tidal Valve in the Stormwater Pipe will alleviate the saltwater flooding in the intersection of Lake Drive and Bamboo Road during high king tides.

Legal Issues: Upon obtaining preliminary quotes (\$80,000+/-) it was discovered that the cost reaches a threshold level that requires the Town to undergo a formal bid or piggyback on an existing government contract. Staff is currently searching for piggyback opportunities but will immediately begin the bid process if unable to utilize this form of procurement.

Fiscal Impact: This is a budgeted item that is allocated in the current capital plan FY 2019-2020 for the scope of work presented.

Staff Recommendation: To immediately begin the bid process if unable to utilize a piggyback on an existing government contract in order to install a Tidal Valve and reline the Stormwater Outfall Pipe on Lake Drive.

**Town of Palm Beach Shores, Florida
Commission Agenda Memorandum**

**Meeting: 10/21/19
Agenda Item #**

ITEM 9d

Subject: Beach Bathroom Building Repairs

Request: To repair the Beach Bathroom Building.

Background: The existing Beach Bathroom Building was constructed 60+ years. The Building facilities have served the needs for the Town's beach visitors and staff for many years. This building is a vital asset to the Town and serves many daily functions and operations.

Discussion of Proposal: To proceed with the Bid process to repair the Beach Bathroom Building according to the specs presented by the Engineers report.

Potential Solutions: The Beach Bathroom Building has incurred extensive structural damage due to previous storms and climate conditions. The damage includes concrete and stucco failure, resulting in the garage door and exterior doors and windows unsafe operation. The Beach Bathroom Building is now closed to the public due to unsafe conditions until the recommended repairs are completed.

Legal Issues: Upon obtaining preliminary quotes (\$55,000+/-) it was discovered that the cost reaches a threshold level that requires the Town to undergo a formal bid or piggyback on an existing government contract. Staff is currently searching for piggyback opportunities but will immediately begin the bid process if unable to utilize this form of procurement.

Fiscal Impact: This is a budgeted item that is allocated in the current capital plan FY 2019-2020 for the scope of work presented.

Staff Recommendation: To immediately begin the bid process if unable to utilize a piggyback on an existing government contract in order to perform the recommended repairs to the Beach Bathroom Building.

Elizabeth Kuechenmeister
218 Linda Lane
Palm Beach Shores, FL 33404
keykenmystir@aol.com
508 237 2578

My resume reflects years of elected, appointed and volunteer positions.
I became full-time resident of Palm Beach Shores in March, 2016.

Palm Beach Shores, Florida

Development Review Committee - Resident Representative - 2016 - present
Civilian Review Board - Resident Representative -2017 - present
Underground Utilities Project - Resident Workgroup -2017

Orleans, Massachusetts

Orleans Republican Town Committee - Elected - 2012-2016

Vice Chair

‘Get out the vote’ for state and national elections

Organized campaign headquarters and coordinated volunteer schedules

Chaired meetings in absence of committee chair

Delegate Mass GOP Convention 2014

Orleans Taxpayers Association - 2011-2015

Vice President and Secretary

Coordinated annual “Pre-Town Meeting” - booked guests and venue

Orleans Historical Society - 2014

Board Member

Chair - Annual Member Luncheon

Orleans Cultural Council - Appointed by the Board of Selectmen - 2009-2012

Reviewed annual grant applications and awarded grants

Oversaw accounting of completed grants with Finance Department

Coordinated annual Student Art Show - more than 100 students participated

Administered “Community Input Survey” on the role of art in Orleans

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Orleans Citizens Forum - Board Member - 2009-2012
Coordinated forums on local issues - booked guests and venue
Chair - "Implications Of Our Declining Population"
Membership Chair

Cranberry Valley Women's Nine Hole Organization
Vice President - 2014
Chair - Women's Invitational - coordinated golf tournament with 5 other clubs

Westport, Connecticut

Representative Town Meeting - Elected - 2003-2005
Reviewed annual town and education budgets and reviewed P&Z decisions
Served on Public Protection and Traffic Committees

Planning and Zoning Commission - Elected - 1999-2003
Reviewed complex commercial and residential projects
Coordinated focus groups for future use of Open Space and Downtown

Congressman Christopher Shays - Town Coordinator - 1998-2005
Informed Congressman Shays' office about voter concerns and events
Coordinated local campaign appearances with staff and press

Westport Republican Town Committee 1998-2002
Vice Chair
Chair - fund raiser for Lt. Governor Jodi Rell - 2001

Connecticut Special Olympics - 1998-2007
Local chair of annual *Penguin Plunge*, raising upwards of \$35,000 each year
Oversaw permitting for *Penguin Plunge* with Westport Police, Fire, EMS,
Dive Team, Parks and Rec; Coordinated press with TV, radio, print and internet

Awarded Special Olympics "Unsung Hero Award" - 2004

Named to Special Olympics "Shriver Society" - 2005

Connecticut Justice of the Peace - 2003-2007
Connecticut Notary - 2005-2007

Manhattanville College, Purchase, New York, Bachelor of Arts, American Studies
Women's Campaign School, Yale University, 1999
Interests include painting, photography and golf

Dual Citizenship with Ireland

RESOLUTION NO. R-15-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, APPOINTING A NEW MEMBER TO THE PLANNING AND ZONING BOARD, PURSUANT TO SECTION 3.10 OF THE TOWN CHARTER AND SEC. 2-51 OF THE TOWN CODE OF ORDINANCES; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Article III, Section 3.10, of the Charter of the Town of Palm Beach Shores requires the Town Commission to appoint a Planning and Zoning Board for a term of one year or until such board members' successors shall be appointed and qualified, and allows the appointment of alternate members at the discretion of the Town Commission; and

WHEREAS, Section 2-51 of the Town's Code of Ordinances provides that appointments to vacant alternate member seats shall occur at the discretion of the Town Commission; and

WHEREAS, the Planning and Zoning Board currently has a vacancy in member seat; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores desires to appoint the individual specified in this Resolution to the vacancy in the Planning and Zoning Board as provided by Town Charter and Code.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, THAT:

Section 1. Pursuant to the provision of Section 3.10 of the Town Charter and Sec. 2-51 of the Town Code of Ordinances, Nina Lammert shall be and is hereby appointed and designated as a member of the Planning and Zoning Board. It is understood that the duties and responsibilities of the Planning and Zoning Board shall be as set forth in Section 4.7 of the Town Charter.

Section 2. The above named officer shall take and subscribe the oath before an officer duly qualified to administer oaths that he will faithfully and impartially execute the duties of the office according to the best of his abilities and understanding, which oath will then be filed with the Town Clerk and appended to the minutes of the Town Commission.

Section 3. The above-named officer shall hold office until her successor shall be appointed and shall qualify, and at the pleasure of the Town Commission.

Section 4. This Resolution shall take effect immediately upon passage.

DULY PASSED AND ADOPTED this 21st day of October 2019.

Myra Koutzen, Mayor

ATTEST:

Evyonne Browning, Town Clerk

(Seal)

RESOLUTION NO. R-16-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, APPROVING AND ADOPTING THE 2020 REVISED PALM BEACH COUNTY LOCAL MITIGATION STRATEGY PLAN; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Palm Beach County is susceptible to a variety of natural, technological, and human-caused disasters, including but not limited to severe weather, hazardous materials incidents, nuclear power plant emergencies, communicable diseases, and domestic security incidents as well as climate change impacts and sea level rise that causes increased inundation, shoreline erosion, flooding from severe weather events, accelerated saltwater contamination of ground water and surface water supplies, and expedited loss of critical habitats; and

WHEREAS, the Disaster Mitigation Act of 2000 was enacted to establish a national disaster hazard mitigation program to reduce the loss of life and property, human suffering, economic disruption, and disaster assistance costs resulting from disasters, and to assist state, local, and tribal governments in implementing effective hazard mitigation measures to ensure the continuation of critical services and facilities after a natural disaster; and

WHEREAS, the Disaster Mitigation Act of 2000, as a condition for qualifying for and receiving future Federal mitigation assistance funding as well as reimbursement for Presidentially Declared Disasters, requires such governments to have Federal Emergency Management Agency approved hazard mitigation plans in place that identify the hazards that could impact their jurisdictions, identify actions and activities to mitigate the effects of those hazards, and establish a coordinated process to implement plans; and

WHEREAS, Palm Beach County's Local Mitigation Strategy (LMS), in coordination with governmental and non-governmental stakeholders having an interest in reducing the impact of disasters, and with input from the private sector and other members of the public, has developed and revised the Palm Beach County Local Mitigation Strategy; and

WHEREAS, the 2020 revised Local Mitigation Strategy has been approved by the Florida Division of Emergency Management and the Federal Emergency Management Agency subject to adoption by the County Board of County Commissioners; and

WHEREAS, the LMS Steering Committee recommends the formal adoption of the 2020 Revised Local Mitigation Strategy, including planned future enhancements described therein, by the County and all 38 participating municipalities.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, THAT:

Section 1: The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

Section 2: The Town Commission of the Town of Palm Beach Shores hereby approves and adopts the 2020 Revised Local Mitigation Strategy Plan (attached hereto as Exhibit A) in its entirety, as revised by the LMS Steering Committee as submitted to the Palm Beach County Board of County Commissioners, the Florida Division of Emergency Management and the Federal Emergency Management Agency.

Section 3: The Town Commission of the Town of Palm Beach Shores authorizes the appropriate Town Officials to pursue available funding opportunities for implementation of proposed mitigation initiatives described in the Local Mitigation Strategy, and upon receipt of such funding or other necessary resources, seek to implement the actions in accordance with the mitigation strategies set out by the Local Mitigation Strategy.

Section 4: The Town Commission of the Town of Palm Beach Shores will continue to support and participate in the Local Mitigation Strategy planning and implementation process as required by Federal Emergency Management agency, the Florida Division of Emergency Management, and the Palm Beach County Local Mitigation Strategy Steering Committee.

Section 5: The Town Commission of the Town of Palm Beach Shores will consider incorporating climate change concerns, sea level rise and natural hazards into the local comprehensive plan and into future reviews of flood prevention regulations and zoning codes.

Section 6: The Town Commission of the Town of Palm Beach Shores directs the Town Clerk to transmit an original of the executed Resolution to the Palm Beach County Division of Emergency Management, attention Local Mitigation Strategy Coordinator (712-6481), for filing in the Office of the Clerk & Comptroller.

Section 7: This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED this 21st day of October 2019.

TOWN OF PALM BEACH SHORES

MYRA KOUTZEN, MAYOR

ATTEST:

(SEAL)

EVYONNE BROWNING, TOWN CLERK

ORDINANCE NO. O-17-19

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF PALM BEACH SHORES AT CHAPTER 22. ELECTIONS. SECTION 22-9. TO PROVIDE A MUNICIPAL ELECTION DATE AND RUN-OFF ELECTION DATE FOR THE 2020 TOWN MUNICIPAL ELECTION CONCURRENTLY WITH THE 2020 PRESIDENTIAL PREFERENCE PRIMARY ELECTION; DIRECTING THE TOWN CLERK TO TRANSMIT A CERTIFIED COPY OF THIS ORDINANCE TO THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 22. ELECTIONS. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Article III, Section 3.6 of the Town Charter sets the date for town elections as the second Tuesday in March of each year; and

WHEREAS, Chapter 22, Section 22-4 of the Town Code sets the qualifying period for town elections as noon on the first Tuesday in December until noon on the third Tuesday in December of the calendar year preceding the calendar year in which the election is to be held.

WHEREAS, in 2020, as previously occurred in 2016, the presidential preference primary election will fall on the third Tuesday in March; and

WHEREAS, the Town Commission previously adopted Ordinance O-3-15 to move the Town's 2016 municipal election date to a date concurrent with that year's presidential preference primary election; and

WHEREAS, holding the Town's election on a date concurrent with the presidential preference primary election requires the town to adopt an ordinance that establishes the municipal election date and run-off election date for the year when the town holds its municipal elections concurrent with the presidential preference primary election, and

WHEREAS, sections 100.3605, 101.75, and 166.021, *Florida Statutes*, permit the town to amend its code of ordinances to change the date of its town election by ordinance and without referendum, and

WHEREAS, the Town Commission believes these amendments to the code of ordinances are in the best interests of the citizens of the Town of Palm Beach Shores.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, THAT:

Section 1. The facts and recitations contained in the preamble of this ordinance are adopted and incorporated by reference as if set forth in this section.

Section 2. The Code of Ordinances of the Town of Palm Beach Shores, Florida, is hereby amended at Chapter 22. Elections, Section 22-9 to provide municipal election dates for the 2020 town election that will coincide with the 2020 presidential preference primary election; providing that Section 22-9 shall hereafter read as follows:

Sec. 22-9. Town election dates, qualifying periods, and run-off election dates for years of statewide or countywide presidential preference primary elections.

F.S. § 101.75, delegates authority to the town to move the date and qualifying period of any town election to a date concurrent with other statewide or countywide elections. Notwithstanding the sections of the town Charter and Code of Ordinances regarding the municipal election date, election qualifying period, and date of runoff election, the town shall hold its town election concurrently with statewide or countywide presidential preference primary elections when those occur, and adhere to the following town election date, qualifying period, and run-off election date in such instances:

- (1) Beginning in 2016, the town shall hold its municipal election concurrently with presidential preference primary elections.
 - a. ~~For town elections that occur in 2016, the~~ The qualifying period for such elections shall be as set forth in Sec. 22-4 of the Town Code ~~begin at noon, November 20, 2015 and end at noon, December 4, 2015.~~
 - b. The 2020 ~~2016~~ town election shall occur on March 17, 2020 ~~15, 2016~~ and no candidate may take office until the election has concluded.
 - c. If candidates for any town office in 2020 ~~2016~~ receive the highest and equal numbers of votes cast, the names of the tied candidates shall be placed on a ballot and voted on at a runoff election on March 31, 2020 ~~29, 2016~~.
- (2) When a presidential preference primary election occurs in future years, the town shall set a concurrent election date, ~~qualifying period,~~ and date of run-off election by separate ordinance.

Section 3. The town clerk is directed to transmit a certified copy of this ordinance to the Office of the Palm Beach County Supervisor of Elections.

Section 4. Each and every other section and subsection of Chapter 22. Elections shall remain in full force and effect as previously adopted.

Section 5. All ordinances or parts of ordinances in conflict with this ordinance are repealed.

Section 6. If any section or provision of this ordinance, any paragraph, sentence or word is declared invalid by a court of competent jurisdiction, the decision shall not affect the validity of the remainder of this ordinance.

Section 7. Specific authority is hereby given to codify this ordinance into the Code of Ordinances of the Town of Palm Beach Shores.

Section 8. This ordinance will take effect immediately upon adoption.

FIRST READING this 21st day of October 2019.

SECOND AND FINAL READING this 18th day of November 2019.

TOWN OF PALM BEACH SHORES

Mayor Myra Koutzen

ATTEST:

Evyonne Browning, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY.

Keith W. Davis, Town Attorney

(SEAL)